



EVACUATION

Quick Reference Card

Post at exits and workstations.

ASSEMBLY POINTS

POINT 1: Hourly employee parking lot near the guard shack

POINT 2: Corporate parking lot at the front of the building

EXIT

Leave immediately via the nearest available exit. Do not use elevators.

ACCOUNT

Bring all employees in your area with you. Assist employees with disabilities.

ASSEMBLE

Proceed to your designated assembly point. Stay with your department group.

ROLL CALL

Call names for roll call. Do not count bodies. Report missing persons immediately.

STAY PUT

Do not re-enter the building for any reason. Await further instructions.

NO MEDIA

Do not communicate with media or post on social media during an emergency.

RADIO

Keep channel 5 clear. Report hazards and missing persons only.

Check exits and assembly points at the start of every shift.