

# Emergency Evacuation

## Emergency Procedures Quick Sheet

The fire alarm system in this building uses both sirens and strobe lights to alert occupants.



## Evacuation Procedures

When employees and visitors hear the building alarm system or are advised by emergency personnel to evacuate the building, they must:

- Immediately leave the area.
- Go to the nearest safe exit. **DO NOT** use elevators to exit the building unless told to so by fire fighters.
- Assist visitors exit the building and direct them to the assembly area.
- Go to the designated assembly area.
- Inform the Floor Guardian or emergency personnel of any individual who may need assistance evacuating the building.
- Remain in the assembly area until further instructions are given.

### Key Terms

#### Floor Guardian

Designated employee that assists in the orderly evacuation of their assigned areas

#### Assistant Floor Guardian

Designated employee that assists the Floor Guardian and assumes their duties in their absence

#### Chair Team

Designated employees that assist in the safe evacuation of physically challenged occupants

Remember ...

**DO NOT** re-enter the building until instructed to do so.

# Shelter-In-Place

## Emergency Procedures Quick Sheet

The term “shelter-in-place” has historically been used during severe weather. However, it also applies to any situation where the safest course of action is to remain in a safe location inside the building for a period of time.



## Shelter-In-Place Procedures

Depending on the situation, occupants may be alerted by building security or property managers to remain inside designated areas of the building. Please try to remain flexible and patient.

- Listen to announcements.
- Remain calm and follow instructions given by emergency personnel.
- Assembly areas may be set-up away from windows or in specific parts of the building.
- Do not attempt to leave the building to pick up children or family members. They may under shelter-in-place situations also.
- Unless absolutely necessary, stay off work and cell phones.

## Key Terms

### Floor Guardian

Designated employee that assists in the orderly evacuation of their assigned areas

### Assistant Floor Guardian

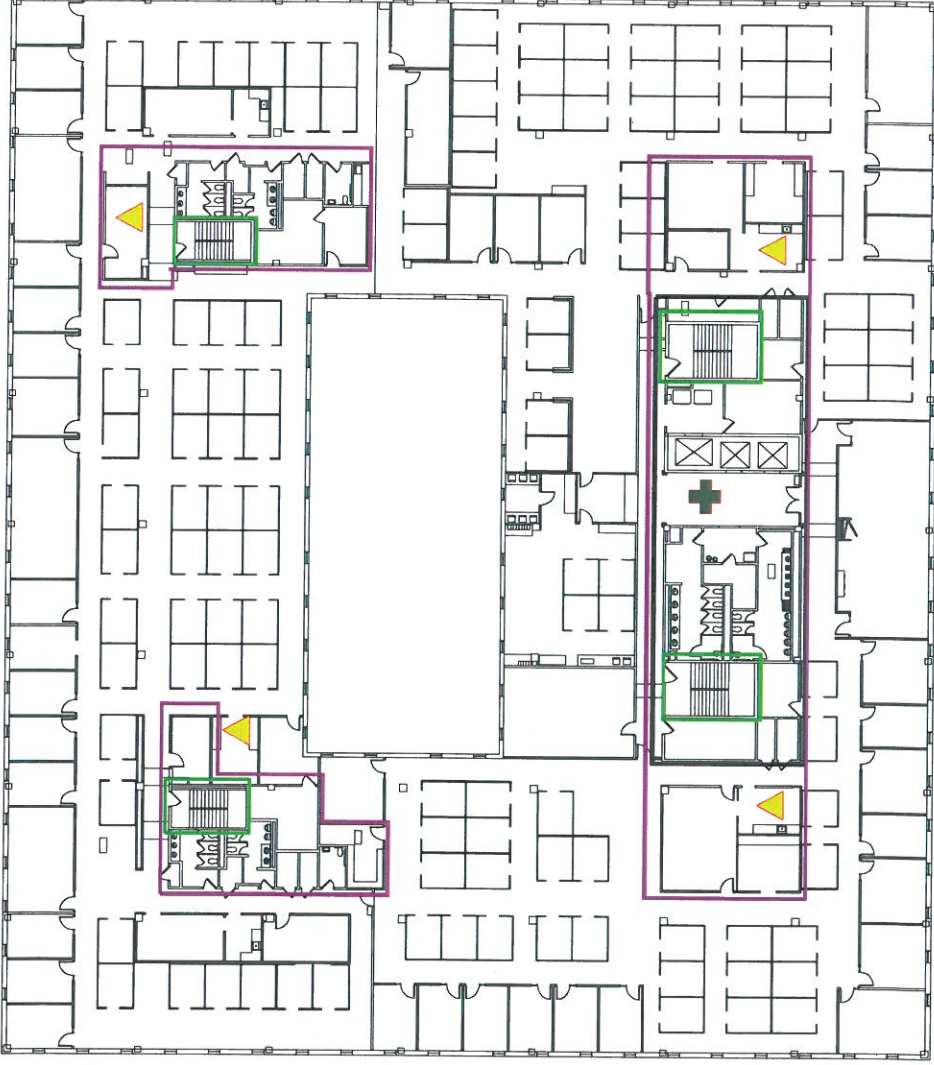
Designated employee that assists the Floor Guardian and assumes their duties in their absence

### Chair Team





Designated employees that assist in the safe evacuation of physically challenged occupants

## Personal Preparedness Kit Suggestions

| Bottle of water | Snacks | Flashlight | Extra glasses or contacts | Medications available |

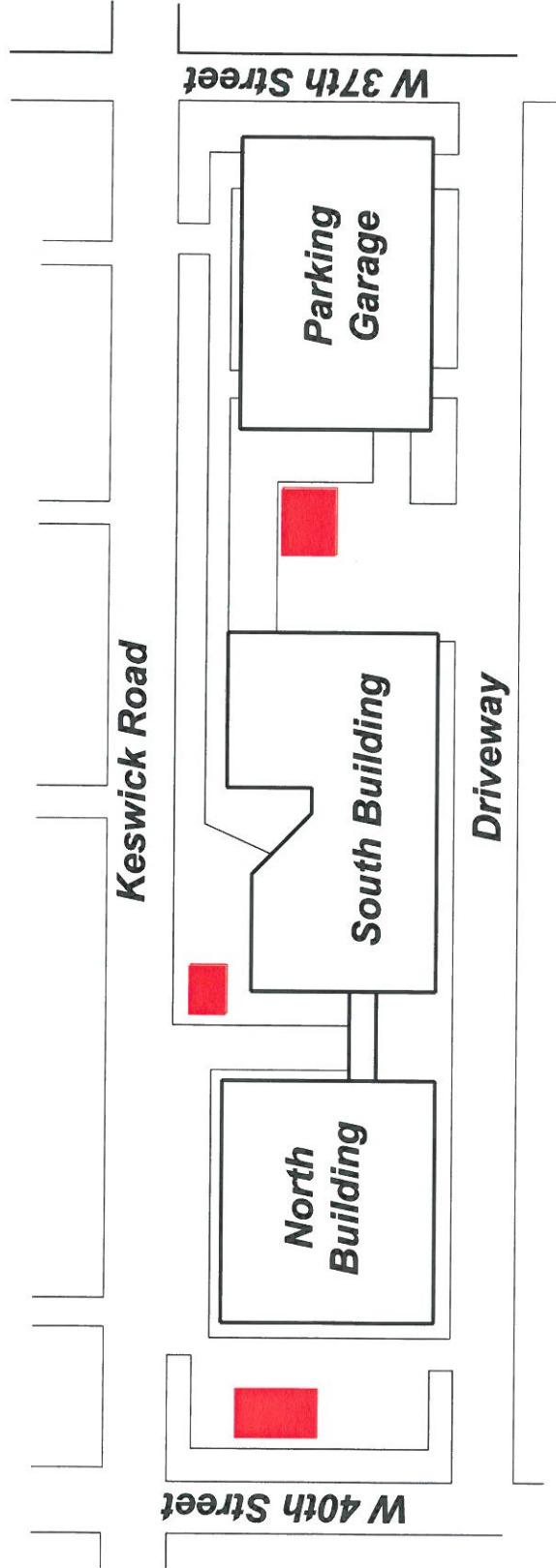


**Legend**

-  Evacuation Route Map Locations
-  Automated External Defibrillator
-  Location to Shelter in Place
-  Evacuation Stairways

**Employee Emergency Guides  
Johns Hopkins at Keswick  
North Building - Fourth Floor**

# Emergency Evacuation Plan Assembly Area Map



## LEGEND

 Assembly Area

In the event of a fire, go to the closest fire exit and leave the building immediately.

Do not use an elevator.

Call 911 once you have safely arrived at the designated fire evacuation assembly area.