

IN CASE OF EMERGENCY

DO

- **Remain calm and quiet and follow the instructions of Emergency Personnel**
- **Walk down the stairs to the ground level and exit the building in an orderly manner**
- **Stand against the wall in a single file and allow Emergency Personnel to pass**
- **Help others negotiate the stairs if you are able**
- **Ensure that those who cannot use the stairs remain calm, but out of the way, in the stairwell vestibules or elevator lobbies (areas of refuge)**

DO NOT

- **Run**
- **Push or shove**
- **Yell or scream**
- **Get in the way of Emergency Personnel**