



Schaumburg Fire Department Recommendations for Evacuation

- Everyone should be aware of the locations of the closest fire alarm pull stations, fire extinguishers, and **all** exits.
- Leave immediately when the alarm sounds. Encourage others to do so.
- Do not attempt to use an elevator!
- Do not bring drinks or other items (such as laptops and tablets) with you as you leave the building. They can be hazards in the crowded stairwells.
- Close, *but do not lock*, your door when leaving office space. Remind others to do so as well.
- Non-ambulatory persons should seek refuge in the nearest Area of Rescue Assistance in stairwell landing.
- Be prepared to move to the right on the stairs when emergency responders arrive.
- **Stay alert** and listen for any instructions that may be given through the fire panel's notification system. Look and listen!
- Report to your floor contact if anyone is hurt or remaining in a stairwell.
- Once outside, go immediately to your designated Safe Dispersal Area.
- **Fire Wardens/Captains:** Direct co-workers and visitors to leave promptly via the nearest exit. Wear your vest and report status to specified personnel.