Emergency Evacuation Plan:

Lappin Hall

PERSON DISCOVERING A FIRE

- **ACTIVATE THE FIRE ALARM** if it is not already sounding without endangering yourself. Assist anyone in immediate danger if safe to do so. Close the door behind you if you are the last one to leave.
- **PROCEED TO A SAFE LOCATION** outside the building without blocking any emergency vehicles and personnel from entering the area.
- **MEET THE EMERGENCY RESPONDERS** upon their arrival if you have first hand information of the cause of the alarm and inform them of the conditions as you know them to exist.

WHEN THE ALARM SOUNDS

- **IMMEDIATELY EVACUATE** the building. MSU has a 100% evacuation policy. Treat all alarms as a real emergency. Always use the exit stairs. Never use an elevator. If you are the last one in the room close the door as you leave.
- **FEEL THE DOOR** before opening it. A “too hot to touch door” means the fire is outside the door. Do not open a door that is hot.
- **ASSIST ANYONE PHYSICALLY IMPAIRED** if there is no immediate danger to you.
- **UPON EVACUATION,** go to designated safe locations outside. The outside safe locations for this building are:

At least 75 feet away from all exits.

Do NOT block the Fire Department access to the building.
Do NOT assemble in the parking lot on the west side of the building or by the mechanical room entrance on the south side near the telephone office.

- **IF THERE IS VISABLE SMOKE** or other signs of immediate danger evacuate to at least 200 feet from the building.
- **ACCOUNT FOR EVERYONE IN YOUR GROUP** if possible.
- **NEVER RE-ENTER THE BUILDING** until fire officials gives the approval.
- **REPORT** anyone that may still be in the building and their location. Also report anyone causing a false alarm to the emergency responding personnel.

TORNADO/SEVERE WEATHER

- If a **TORNADO WARNING** is sounded immediately proceed to designated inside safe zones. The inside safe zone locations for this building are:

Go to interior rooms and halls on the lowest floor, but avoid halls that open to the outside in any direction. If there are no interior hallways, avoid those that open to the southwest, south, or west, since that is the usually the direction the tornado will come. Stay away from glass, both in windows and doors. Crouch down, and make as small a "target" as possible. If you have something to cover your head, do so, otherwise, use your hands.

DO NOT ACTIVATE THE FIRE ALARM as a tornado warning.

Please remember that a tornado **watch** simply means that conditions are favorable for tornadoes to develop. A tornado **warning** means that a tornado has actually been sighted.