Introducing **Safety Tips & Tricks**, coming to you with some valuable tips to help you prepare for:

**Evacuating the Building**

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**WHAT TO DO IF THE FIRE ALARM SOUNDS**

If the fire alarm sounds, please immediately evacuate the building via the stairwells. The SON EAP Team will start sweeping the wings to make sure all occupants are evacuating. Please follow all instructions from the SON EAP Team during a drill or actual emergency.

*Look for any individual in a yellow hard hat and orange vest for assistance.*

The building is equipped with 3 fire rated stairwells:

1. By the elevators
2. SW corner
3. NW corner

*DO NOT use the internal stairs between 1st & 3rd floors*

**NEVER USE THE ELEVATOR**

Evacuate to the Assembly (Muster) Area at either:

- Parking lot across Gaines Rd.
- Bus Stop across US Veterans Hospital Rd.

The Assembly Area Coordinator will be in a yellow hard hat and orange vest. Please check in with the coordinator and wait until authorities clear us to reenter the building.

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**FIRE ALARM PULL STATIONS, EXTINGUISHERS & AED UNITS**

Each workroom, classroom and conference room has an evacuation route posted. On this floor plan, you will find a guide to locate:

E = Fire Extinguishers  
A = Fire Alarm Pull Stations  
D = AED Units (Automated External Defibrillator)

Take a moment to find your nearest exit, fire alarm pull station, fire extinguisher and AED unit.

**Public Safety Dispatch (4-4444)**

**EXTRA ASSISTANCE NEEDED?**

If you require any extra assistance during a drill or actual emergency, please self-identify yourself to the Emergency Coordinators, Mindy Proski & Sharlene DesRochers.

proskim@ohsu.edu  
desrochs@ohsu.edu

You will be assigned to a “buddy” who will come to offer you the assistance you need.

**Tip:**

The Fire Department will check all stairwells for people needing help to evacuate. If you can’t get down the stairs then wait for help inside the stairwell.

All classrooms and conference rooms have evacuation routes posted. You can also follow the illuminated EXIT signs to your nearest exit.