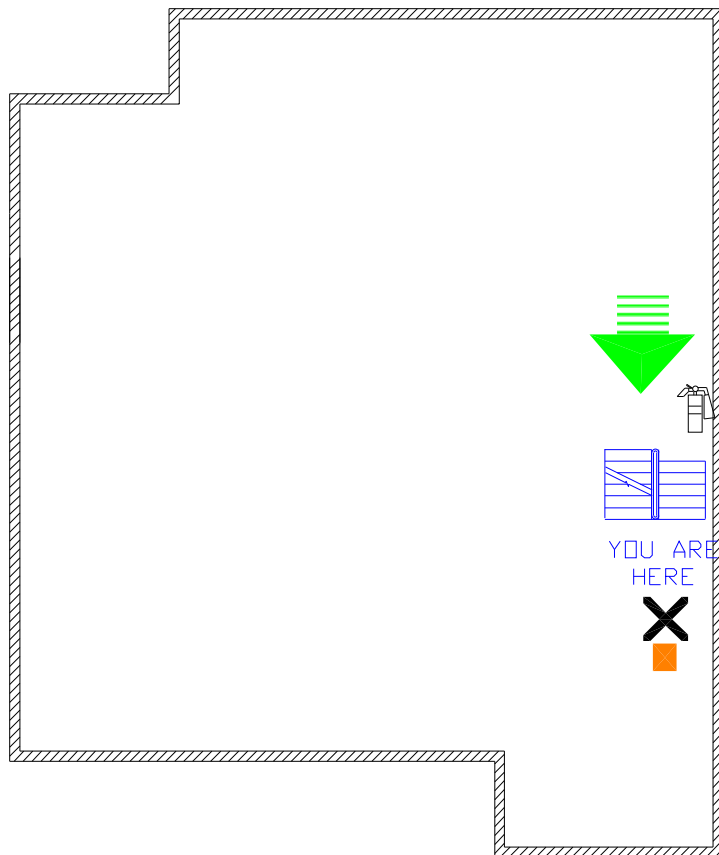
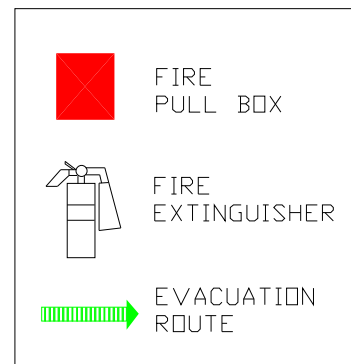


# KEITH 'C' 4TH FLOOR EVACUATION ROUTE



ASSEMBLY AREA  
**OPEN SPACE BY  
PUTNEY**



WHEN A FIRE OR OTHER EVACUATION EMERGENCY IS IDENTIFIED :

1. PULL THE NEAREST FIRE ALARM IMMEDIATELY.
2. DO NOT TAKE YOUR BELONGINGS
3. KNOCK ON THE DOORS ALONG THE CORRIDOR AS YOU MAKE YOUR WAY TO THE EXIT.
4. FOLLOW THE INSTRUCTIONS OF THE BUILDING EVACUATION OFFICER AND ASSIST HIM/HER WHEN REQUESTED.

IN THE EVENT OF A FIRE :

1. BEFORE EXITING ANY CLOSED DOOR, CHECK FOR HEAT AND THE PRESENCE OF ANY FIRE BY FEELING THE DOOR FOR HEAT BY THE BACK OF YOUR HAND.
2. ALWAYS STAY BELOW THE SMOKE LEVEL, CRAWL IF NECESSARY.
3. IN THE EVENT YOU ARE UNABLE TO EXIT THE BUILDING,
  - REMAIN CALM, DO NOT PANIC
  - REMAIN LOW, CRAWL IF NECESSARY
  - PLACE A WET CLOTH OVER YOUR MOUTH TO SERVE AS A FILTER
  - SIGNAL FOR HELP FROM A WINDOW.
4. PROCEED TO THE DESIGNATED BUILDING EVACUATION ASSEMBLY AREA.
5. DO NOT USE ELEVATORS.

