

## SPH Building Evacuation Procedures

**In the event of a fire, call Code Red (4-6666 or 8-6666) and report the exact location of the fire**

**Talbot Building Assembly Area – Albany Street Green**

**Crosstown Center Assembly Area – Parking Garage (Albany St. side)**

Each SPH employee should become familiar with:

- The nearest fire alarm pull station.
- The location and designation of the nearest enclosed stairwells.

In the event of an emergency necessitating the evacuation of the building, each employee should:

- Immediately leave the building by means of the enclosed stairwells – ***DO NOT USE ELEVATORS OR THE TALBOT HISTORIC STAIRS***- and meet at the Assembly Area. If time permits, please close doors and shut off equipment.
- Please assist any mobility impaired individuals to make it at least as far as the nearest enclosed stairwell. If the individual cannot exit the building, report the person's exact location to Public Safety and/or the Fire Department.

Occupants should remain outside the building until the all clear is given by the Fire Department and the alarm is turned off.