Evacuations

Building Evacuation

- Leave by the nearest marked exit and alert others to do the same unless directed by emergency personnel to another exit.
- DO NOT use elevators unless authorized to do so by police, fire, or other emergency personnel.
- Once outside proceed to a clear area that is at least 150 feet away from the building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
- Do not return to an evacuated building until you are informed by emergency personnel or Stout police that you may enter the building. When an alarm quits sounding it does not mean it is ok to re-enter. Wait until informed it is ok to re-enter.

Evacuation Procedures for Individuals with Disabilities

- Persons who cannot leave a building on their own should ask for assistance. Do not assume that someone will voluntarily help you. The person needing help must be specific in asking for assistance.
- Disabled persons who do not have arranged evacuation assistance must report to the nearest stairwell and ask an evacuee to immediately notify rescue personnel of his/her location. Note: Caution should be taken to not block the exit. It should also be noted that the initial focus of the fire department is to respond to the fire location. They will “only” check stairwells if they believe a danger exists.

You may be told to “shelter-in-place.” This means selecting small interior room with no or few windows, and taking refuge there.

Monitor television, radio, and other forms of communication for information regarding the threat/emergency and follow official emergency response directions.