



EMERGENCY RESPONSE PROCEDURES AT THE MNI EVACUATION (CODE GREEN)

If an evacuation order (code green) is called for your area (due to fire or other emergency), you **MUST FOLLOW THE DIRECTIONS IMMEDIATELY**. No excuses. Never use an elevator. Listen carefully to instructions.

- Return to your workplace without using the elevators.
- Clear one side of corridors to facilitate movement.
- Close all doors and windows.
- Prepare for possible evacuation of your area (any evacuation will be systematic, by floor or area, according to specific instructions).
- Wait for directions. Follow the evacuation route using the stairs. If you are not able to use stairs or have other disabilities, please discuss your particular situation with your supervisor and with security **BEFORE** an incident occurs to obtain specific instructions.
- Keep out of the way of emergency personnel.
- Have an evacuation plan for your area. Also designate a meeting place for your personnel outside of the evacuated area and make sure everyone is accounted for.