

EVACUATION PROCEDURE

Should the building's fire alarm be sounded or if you are instructed by emergency services (HFD, HPD, Security) to evacuate the building, these procedures should be followed:

1. Gather your personal belongings (keys, purse, wallet, cell phone) only if it is in the immediate area and is safe to do so.
2. Immediately evacuate the building without delay. Close doors if possible (do not lock doors).
3. Remain calm and use the nearest emergency EXIT to leave the building (DO NOT use the elevators or JABSOM MEB main lobby stairwell.). To locate emergency EXITS, follow the illuminated "EXIT" signs in the building.
4. Mobility impaired individuals (i.e. elevator dependant) will need assistance. Please follow these procedures when assisting:
 - Escort the individual to the nearest emergency EXIT stairwell landing (this is considered the "area of rescue assistance" for mobility impaired individuals).
 - Position the individual away from evacuating traffic in the stairwell landing.
 - These individuals should remain in the stairwell landing so that trained personnel can return to move them safely.
 - Continue to evacuate and once outside, **immediately** inform the Fire Dept., Police Dept., or Security of the individual and the location (stairwell number and floor).
5. When evacuating the building, move away from the building's entrances and clear building access for emergency response personnel.
6. Once you are out of the building, go to a designated evacuation gathering area to await further instructions from emergency services.
7. DO NOT return to the building until the Honolulu Fire Department or Honolulu Police Department says you may go back in.

Emergency Phone Numbers: UHM DPS Dispatch 9-956-6911

Security Desk: (BSB) 692-1911 & (MEB) 692-0911

Police/Fire/Ambulance 911 *Dial 9-911 when calling from JABSOM phones

