Evacuation Procedure

1.0 Evacuate

In the event of an evacuation alarm all users and staff should safely, immediately stop what they are doing and evacuate using the nearest exit. DO NOT panic, DO NOT stop to degown, DO NOT collect personal belongings.

2.0 Muster

Once you have safely exited the building, proceed to the designated muster point.

3.0 Head Count

Once you have reached the muster point, locate the nanoFAB warden, and present yourself for counting. Once you have been accounted for, you may leave the muster point, but DO NOT re-enter the building until the all clear indication has been given.

If any users are not accounted for, the nanoFAB warden will make a note of the unaccounted persons and present this information to the building warden or first responders as appropriate.

4.0 All Clear

Once the nanoFAB warden has received the all clear signal from the building warden, they will communicate this to all nanoFAB staff members using a dedicated communication channel. Once the all clear has been given, re-entry to the building is permitted.
5.0 Muster Point

Figure 1. The muster point for a nanoFAB evacuation is on the west side of CME / DICE.

6.0 Reference Documents

- Emergency Response Plan