**McClelland Hall Classroom Evacuation Procedures**

**When fire sirens sound in UA buildings, Arizona law and University policy require you to evacuate.**

* In all cases, when notice is made to evacuate, leave the building right away in an orderly manner using established evacuation routes and stairs.
* Take immediately available personal items with you (purses, backpacks, keys, phones) – they may not be available to you for some time.
* **Do not use the elevators.**
* Persons with handicaps who cannot exit the building should remain in the nearest stairwell until an emergency responder comes to help. If you know the location of such a person, report as soon as possible to an emergency responder.
* Help others identify safe passage out of the building.
* **Move away from the building.**
* DO NOT go back into a building to retrieve personal items. Go to your pre-determined gathering point (if you know of one) or remain at a distance of at least 200 feet from the building. **In the case of McClelland Hall, this means beyond the Speedway underpass or across Helen Street.**
* Follow all orders from authorized persons.
* As information becomes available, you will receive status updates from designated personnel.
* Stay together as a class, if possible.
* **Do not re-enter to the building until directed to do so by emergency response personnel**.