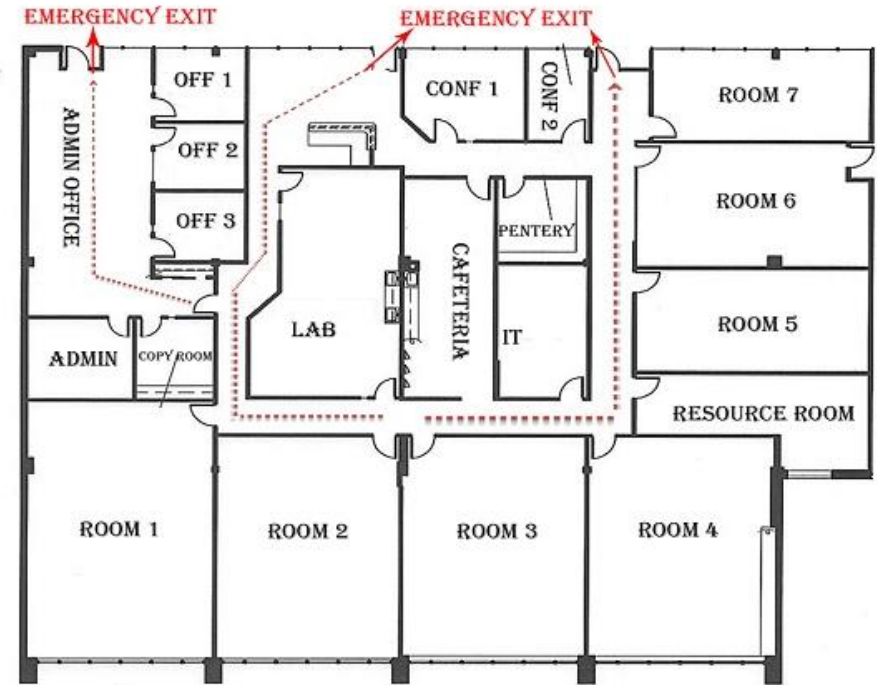


Evacuation Information:

In the event of an alarm or official notification sent from Verve College, please evacuate to the nearest exit (use the map located in each classroom/office/hallway)

- Take your keys, wallets, purses, any small items, etc.
- Please secure any equipment or hazardous materials before leaving
- Evacuate to your designated area unless otherwise instructed.
- Check with your Instructor, Campus Manager, or Supervisor for accounting all students, faculty, and staff being evacuated in your area.
- Please assist any person with a disabilities or special needs if possible. If you cannot assist please notify the emergency personnel and the number of person that needs help evacuating the area.
- Always follow the directions given by the police, firefighters, emergency personnel, or campus manager. Do not return to the building or move from the area you designated.



Evacuation Procedures:

Fire Alarms

If a fire is activated, immediately evacuate the building using the map belong to get to the nearest fire exit.

- It is the faculty and staff's responsibility to lead all students out of the building
- Help anyone with special needs if you can.
- Once outside, please gather together and stay **60 FEET AWAY** from the building.
- DO NOT ENTER the building unless authorized by police, firefighter, or emergency personnel
- Do not attempt to drive your vehicle once outside unless authorized. You could block emergency vehicles responding to the scene



Person of Contact in case of Evacuation:

Campus Manager, inquiry@vervecollege.edu, 630-705-9999