

## **Emergency Alarm Procedures- Fitness Center –CPAC**

If you are with your class in the fitness center when the emergency alarm rings:

- gather your class together and have them move down the back hallway to the back set of stairs
- the back hallway door has a sign on it that says, “ Do Not Open or Emergency Alarm Will Sound” (ignore the sign in this case because the alarm is already ringing); take your class through this door.
- Sit tight with your class in the back hallway and stair area and wait for an announcement to come over the intercom or via e-mail ( be sure to bring lap top with you to the Fitness Center)
- If we are required to evacuate then please exit with your class at the bottom of that back set of stairs at the very most south east corner of CPAC and move away from the building g toward the soccer pitch area