

HANSEN Emergency Evacuation Plan

In case of a tornado warning please evacuate to the basement of Hansen. If you are asked to move into the basement please do so immediately.

In case the fire alarm goes off please leave the building. Evacuate to the back parking lot. Do not re-enter the building until you have been informed that it is safe to do so.

In the case of a security incident, please evacuate the building if the fire alarm sounds. If you hear about it via the local radio or TV stations please call the department main office (494.4408) and there will be a recording informing you of the status. Again, do not re-enter the building until you have been informed that it is safe to do so.

For each floor of Hansen there are one or more people who have been appointed as the designated evacuation person. If these people request you to leave or move to the basement you **MUST** follow their instructions. You will only be asked to leave once. If there is immediate danger there may not be time for the evacuation person to inform you.

Floor	Person assigned
Basement	Judy Hallett
First floor	Lou Sherman, Shelli Taylor
Second floor	Barbara Damsz
Third floor	Stan Gelvin, Chris Staiger, Bryan Penning