**Coro Molecular Lab Evacuation Plan**

1. **Principle**
   1. The laboratories evacuation plan provides definitive information on how a dangerous situation is reported, specific staff procedural response and evacuation information.
2. **Policy**
   1. When you come upon a fire/smoke or gas situation
      1. Utilize the R.A.C.E Procedure
         1. **R**emove anyone who is in danger.
         2. **A**ctivate the nearest alarm.
         3. **C**onfine the area by closing doors.
         4. **E**vacuate.
         5. If it is safe to do so, you may use a fire extinguisher to aid int the evacuation of personnel and then evacuate.
      2. Call 911 to report the fire.
   2. If you come across another situation that requires the evacuation of staff, call 911 after you have left the building and are safe.
   3. Evacuation Procedure
      1. The laboratory has multiple doors that lead out of the laboratory.
      2. The main evacuation route, if possible, would be out the suite doors, and down the stairs to exit the front door onto Point Street.
         1. For those that are unable to take the stairs, exit through the west side of the building to the bridge that connects to the parking lot.
         2. Make your way to the bottom floor.
         3. Meet the rest of the employees in the designated area.
      3. Lab employees will meet in the parking lot to the left when you exit the building.
      4. The manager or designee will have a copy of the schedule and attendance will be taken to ensure that everyone has left the building.
   4. Evacuation routes are posted in both laboratories for reference.