

# EVACUATION PLAN FOR PLAZA DEL PASO BUILDING 925 DEL PASO BLVD. (07/31/2017)

**Note: The Double Fire Doors located near the Kitchen will automatically close when a fire alarm goes off and smoke is detected. These doors will not open as long as the building is in Fire Alarm Mode.**

**During a Building Evacuation No One should be standing in front of the building or on the grass after exiting. Go to your Designated Area for Roll Call.**

## **BOARD ROOM**

Exit either out the double entrance doors to the boardroom on east wall to main lobby and out exterior door

**Or**

Exit out single door at south side of room. Go right following corridor to north exterior exit door #6.

**STAFF SHOULD GO TO EITHER THE NORTH OR SOUTH PARKING LOT TO THEIR DEPARTMENT'S DESIGNATED AREA AND WAIT FOR ROLL CALL.**

**VISITORS SHOULD GO TO THE LEFT (FIRST OPTION) OR RIGHT (DOOR #6) AFTER EXITING, CONGREGATE AT THE GREEN FLAG IN THE NORTH EAST CORNER OF THE PARKING LOT.**

## **PERSONNEL/STAFF DEVELOPMENT/JUPITER COMPUTER LAB/OLYMPUS ROOM/DIABLO ROOM/SHASTA ROOM**

Exit out corridor doors, turn to right and follow corridor to front lobby and out the exterior doors. For the Shasta Room, the front door by the big windows goes directly into the lobby.

**STAFF SHOULD GO TO EITHER THE NORTH OR SOUTH PARKING LOT TO THEIR DEPARTMENT'S DESIGNATED AREA.**