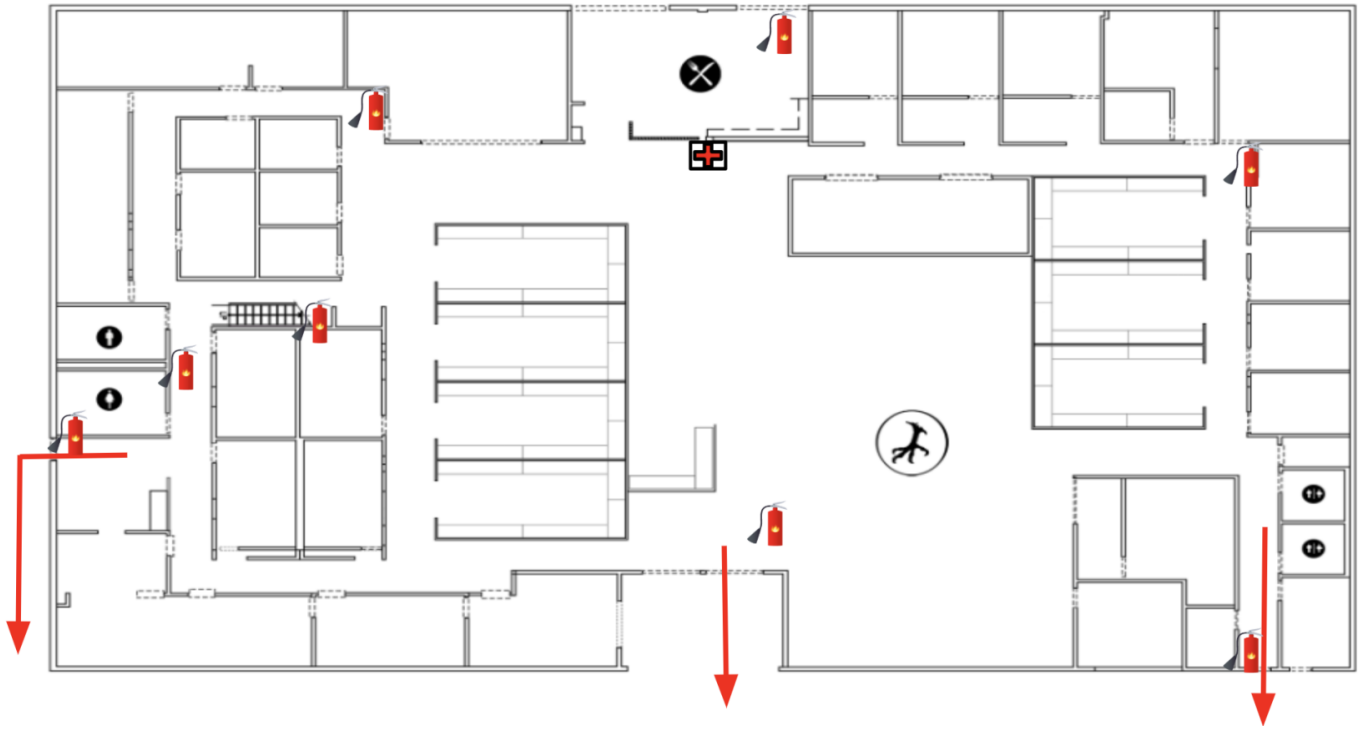
Exit Route protocol



- If you hear a siren sound off please exit the building immediately. **(Do not delay your exit by trying to grab your personal belongings)**
- All exit routes are marked with red arrows on the map.
- All exit routes have green lit up physical signs near them pointing you in the direction of said exit.
- Only use exit if it's safe to do so.
- Please make sure to NOT ever obstruct any egress routes or exits.
- In case of an earthquakes please find sturdy desk to get under.
    - Avoid being near windows or glass if possible.

- If you have a visitor or guest here please be responsible for their safe exit.
- If someone is injured and cannot exit, do not stay with them unless it is safe to do so.
    - Upon exiting please let first responders or head of operations know where that person is so they can get them help.

- After exiting the building please meet up at rondevu point, in the outdoor seating area between our building and the NPR building. If it's a fire or something that is impacting both buildings then please meet on the side walk on Jefferson Blvd in front of NPR.

        - Please be mindful of cars in the parking lot and street when exiting.
    - Once in the meet up area, a headcount will be taken.
        - Please inform us if know of someone on your team that might be OOO or WFH that day.

- **It is essential that you use the kiosk daily to both check in when you arrive and check out when you leave so we can use that data in case of emergencies.**
- Floor wardens will be assigned to do a full sweep of the building to make sure all have exited safely.
- If you know you will need assistance exiting in case of a future emergency, please let HR know asap so we can have a plan in place for you.

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