

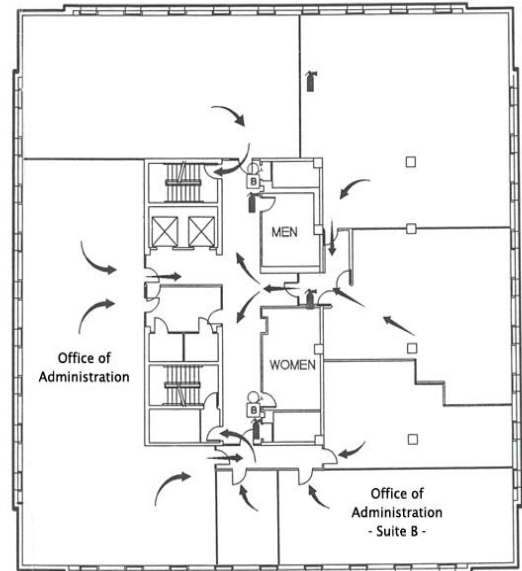
**Vice Chancellor's Office
Safety Information**

Things you should know.

- **Fire Alarms** are located in the main 4th floor hallway outside the men's and women's restrooms.
- **Fire extinguishers** are located in the main 4th floor hallway outside the men's and women's restrooms.
- An **AED (Automated External Defibrillator)** is located on the 4th floor in a wall box by the entrance to the Office of Campus Community Relations and Academic Senate. There is another on the 1st floor.
- We have **two first aid kits** for the Office of Administration, and they are both in blue metal First Aid containers. The first one is located **on the top of the filing cabinet behind the front reception desk**. The second kit is located in the copy room **on top of the refrigerator**.
- **Emergency Evacuation:** First option is to exit via the main OOA suite door located next to the front desk and then proceed down the North

Evacuation Map

Mrak Hall



FOURTH FLOOR



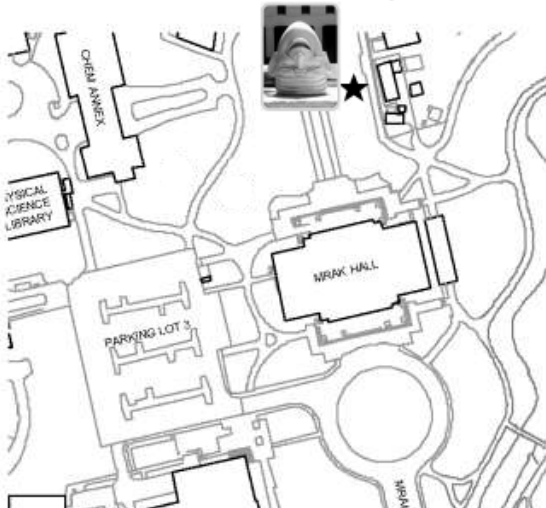
stairway, located next to Student Affairs.

- Second option is to exit via the HR security door and proceed down the South stairway, located by Suite B.

MRAK HALL - FOURTH FLOOR PLAN



★ Gather by the Accordion Egghead at North Side of building



Before leaving, if time permits:

- Each person will gather their valuables (e.g. car keys);
 - Turn off computers
 - Lock away sensitive items
 - Leave the lights on
 - Close but do not lock doors.
- Our **meeting area** is the first egg head on the North side of Mrak Hall (towards the MU).