

# Emergency Evacuation: Know Your Point of Assembly

## Why This Matters

As warmer weather approaches, office buildings conduct evacuation drills in preparation for emergencies. A key part of this process is reporting to your designated Point of Assembly.

## What Is a Point of Assembly?

A Point of Assembly is a predetermined outdoor location where building occupants gather after evacuating.

## This location is:

- Selected for safety
- Away from the building and emergency operations
- Used for accountability purposes

## Why Reporting to the Point of Assembly Is Important

During an emergency evacuation:

- Wardens must account for occupants from their assigned floor
- First responders rely on accurate information
- Missing persons reports can delay emergency response

**If you leave the area without reporting to your assembly point, it may appear that you are still inside the building.**

## This can:

- Trigger unnecessary search efforts that may put first responders' lives at risk
- Delay emergency operations

## What You Should Do

During an evacuation, use designated stairwells to exit, report directly to your assigned Point of Assembly, and remain there until instructed otherwise. If you do not know your assigned assembly point or require information regarding procedures for individuals requiring assistance, contact your Fire & Life Safety Team.

## Remember

Accountability procedures protect everyone.  
Reporting to your Point of Assembly supports a safe and coordinated emergency response.

