

# SAFETY & EMERGENCY PREPAREDNESS

Be Ready to Respond

## Work Comfortably

Take time to adjust your chair, monitor and workstation. Take periodic breaks and change position.

## Join the Emergency Readiness Team (ERT)

The ERT informs and encourages employees to utilize safety, preparedness and response resources and tools to respond to disruptions or emergencies.

Save Fannie Mae's Security number 1-844-752-1234, ext. 1 to your mobile contacts

01

### Learn where to go in the event of an evacuation

Use emergency exit maps located in the elevator lobbies.

02

### Learn what to do in case of a medical emergency

Call 911 and contact Security. Members of the guard force are Certified First Responders. AEDs and first aid kits are located in all office support centers.

03

### Report incidents or unsafe conditions

Contact your manager or Security.

If you hear an alarm and see strobes...

Calmy and quickly evacuate using the nearest and safest exit.

Proceed down the stairs to the ground level exit. Do not take any food or liquids.

Once evacuated, report to the nearest security officer anyone who may be inside for First Responders.

Proceed to a designated assembly area and check-in immediately.

Wait for the all-clear notice for re-entry.

# Evacuate