Evacuation Procedures

- Assume all alarms are for real events
- Cease all work immediately
- Turn off any heat source equipment
- Take only what you have on you
  - **DO NOT** go back for personal belongings
- Proceed directly to nearest emergency exit
  - **DO NOT** use elevators
- Report to your Emergency Assembly Point (EAP) and check-in with department representative conducting roll call
- If you have a guest or visitor, make sure they are accounted for at EAP
  - If missing, notify a first responder. **DO NOT** return to the building to look for your guest or visitor
- Keep entrances, sidewalks, driveways and fire lanes clear
- **DO NOT** re-enter the building until you have been notified by Security or Emergency Response Team (ERT) members that it is safe to do so
- **DO NOT** re-enter the building simply because the alarm has been silenced
  - Fire Department may silence the alarm upon arrival, this is **NOT** an “all clear”
- Security personnel will provide the “all clear”
- If significant time has passed and no update has come from Security, request an ERT or other representative to call:
  - **SoM Security 650-723-7222** for on-campus and Research Park