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

    o **DO NOT** go back for personal belongings

- Proceed directly to nearest emergency exit

    o Use stairs. **DO NOT** use elevators

Photo of EAP Post

- 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

    o 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

    o 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:

    o SoM Security **650-723-7222** for on-campus and Research Park