Evacuation & Relocation Checklist

Initiate an evacuation or relocation ONLY if:

- Condition on floor or area presents a threat to life or safety.
- Instructed by fire or police personnel or public address announcement.
- Do NOT automatically evacuate or relocate after an earthquake.

GENERAL EVACUATION/RELOCATION GUIDELINES

- Identify Emergency Response team members. Designate the stairwell to be used and destination. Give each of them a placard with “EVACUATE NOW!” written on it.
- Floor monitors will patrol the floor, instructing employees to “evacuate/relocate to assembly area.” Areas to be checked:
  - restrooms
  - studios, auditoriums, classrooms
  - closets and supply rooms
  - conference rooms
  - offices
- Check floor for persons who need assistance. Assign responsible staff to them (as available).
- When all personnel and visitors have evacuated/relocated, conduct a final sweep of the floor before proceeding to re-assembly area.
- At the predesignated assembly area, check off names of personnel known to have been on the evacuated floor.
- Upon arrival outside of building, immediately report location and condition of individuals who could not be evacuated/relocated. Report to Public Safety / emergency responders that assistance is needed.
- Reassure employees and visitors. Provide them with pertinent information.

PREDESIGNATED ASSEMBLY AREA

San Francisco
Street in front of 80 Carolina Street. If a prolonged evacuation is necessary, the emergency team will direct everyone to reassemble in Jackson Park.

Oakland
Faculty Parking lot at the corner of Broadway/Clifton Street