

## McCone Evacuation Procedure

### If alarms sound:

1. **BC and Alternates:** establish Control Points at West and South entrance doors. May assign duties to staff persons or students to establish a team
2. **Floor Monitors:** If safe sweep assigned floors and instruct anyone present to evacuate (if room is locked, knock loudly and tell people inside to evacuate); yell, bang on doors and blow whistles while walking thru hall; report status of floor to Roll Taker (examples: "McCone 3rd floor is clear" or "injured person in McCone 144").
3. **Door Monitors:** go to assigned door; stand outside near door and inform anyone who tries to enter that building is closed.
4. **Role Takers:** Evacuate via closest exit, sweeping rooms and corridors along the way. Check in with Door Monitors, assist as needed, then assume post at Emergency Assembly Area (EAA, Haviland Path, Smilodon Plaza). Record on roll sheet as each lab/office checks in. Report status to BC or Alt BC.
5. **Lab Safety Coordinators:** clear all labs/offices in your unit and report immediately to Roll taker if people are injured or missing.
6. When emergency responders have determined that it is safe, **BC or Alt BC** notifies door monitors via radio or runner to give signal for re-entry.
7. **Door Monitors** blow whistles and wave arms to signal re-entry into building.

### If alarms not activated:

If BC or Alt BC receives communication or determines that evacuation is necessary without the use of building fire alarms (e.g., flood, bomb threat), she/he will initiate evacuation procedures as follows:

- **BC or Alt BC** calls or sends email message to faculty, staff, grads, visitors and all Emergency Team members (Alt BC's, Door Monitors, Floor Monitors, Safety Wardens, Roll Takers)
- **Everyone** proceeds with standard evacuation procedures (steps 1-7 above).
- In addition, when alarms are not activated and evacuation is done by word-of-mouth, Floor Monitors and Safety Wardens, if safe, **MUST GO DOOR-TO-DOOR TO EACH ROOM** to assure everyone is out.
- In these circumstances **DO NOT PULL** fire alarm.

### Persons with Disabilities

- During an evacuation, individuals with mobility impairments should relocate to the Designated Waiting Area.
- Locations of Designated Waiting Areas are shown on building evacuation floor plans posted near building elevators and stairwells.
- If possible telephone 510-642-3333 (UCPD Emergency) or 911 from a campus phone, and inform them of location.
- Evacuation chairs: location and instructions in BEP

### If case of major disaster (e.g., major earthquake):

- Focus on your own safety and helping others out of the building as best as you can safely.
- Assemble in Emergency Assembly Area.

*Emergency Assembly Areas (EAA)- Haviland Path (near west entrance); alternate Smilodon Plaza (near South Entrance)*