

INDIVIDUAL EVACUATION GUIDELINES

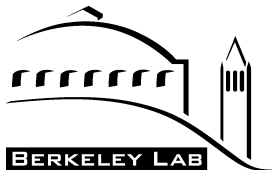
(Revised 5-30-2008)

DO NOT USE ELEVATORS

OCCUPANTS MUST EVACUATE THE BUILDING AT THE SOUND OF THE ALARM

NOTE: This information is intended to enhance a person’s ability to conduct their own evacuation safely. Every person is solely responsible for their own safety and conduct during an actual emergency or emergency drill. These are guidelines to allow a uniform approach to building evacuations at LBNL.

E A R T H Q U A K E	F I R E	1. EVACUATE IF <u>ANY OF THESE</u> CONDITIONS EXIST	<ul style="list-style-type: none"> Earthquake shaking is so severe that it will knock you down if you try to walk. Light fixtures shake violently. Items are flying off the walls or shelves. As a result of the shaking, visible cracks appear or the building takes on a distorted shape.
		2. IMMEDIATE ACTION	<p>Drop to the floor</p> <p>Cover yourself by crawling under a desk or within a doorway arch</p> <p>Hold your position until the earthquake has stopped, then evacuate.</p>
		3. COLLECT NECESSARY ITEMS	<p>If it is safe to do so, gather your personal items quickly including your medications, car keys, purse, wallet, jacket, umbrella (as needed), and cell phone. You may not be allowed to reenter.</p>
		4. LEAVE BY NEAREST EXIT	<p>Evacuate the building immediately by the nearest exit or as advised by the Building Emergency Team (BET) Members.</p>
		5. WALK	<p>When evacuating the building, employees should WALK not run, grasp handrails, remain QUIET and CALM and follow emergency instructions.</p>



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E V A C U A T I O N G U I D E L I N E S G U I D E L I N E S		<p><i>NOTE: If while walking downstairs you meet firefighters coming up, stay next to the outside wall of the stairs in single file; the firefighters will be going up along the center rail of the stairwell.</i></p>
	6. EMERGENCY AIDE	BET members may be assigned to help evacuate persons needing assistance.
	7. ASSEMBLY AREAS	Proceed to the designated assembly area as directed by the BET Members. Check-in with the Assembly Area Monitor .
	8. REMAIN AT SITE	Employees will gather and REMAIN at the assembly area unless otherwise instructed by the Incident Commander or laboratory management. Please do not leave the premises because your assistance may be needed and you may need to be debriefed following the evacuation.
	9. SECURE AND VACATE FLOORS	Taking care not to endanger their own safety, BET members will encourage everyone to evacuate the building and report to the assembly area.
	10. REPORT	<p>BET Members assigned as Floor Wardens will account for their personnel and REPORT the following information to the person in charge which will most likely be the BET Lead or Building Manager:</p> <ol style="list-style-type: none"> 1. Overall status of their floor; 2. Injured personnel; 3. Persons remaining in the building, their status and location; 4. Any pertinent information that would assist emergency personnel.
	11. Reentry	Occupants shall not reenter an evacuated building until the Incident Commander or laboratory management communicates that it is safe to do so.