

Evacuating Campus Buildings Upon Activation of a Fire Alarm

Be aware of the following procedures when the fire alarm sounds in your building. You should also be familiar with your Building Coordinator, your emergency exit routes, and your assembly area.

- Leave the premises immediately if you hear a fire alarm. Always close your door. Do not use elevators. Persons unable to use the stairs due to a mobility impairment should evacuate to the Designated waiting areas marked on the building floor plan and wait for evacuation personnel to help them leave the building.
- State law requires occupants to evacuate a building when the fire alarm sounds. Go to your designated assembly area and report to the roll taker for your department, floor, or building.
- The Building Coordinator, if available, may be approached for information by campus emergency responders, such as UCPD.
- The Berkeley Fire Department will assume complete control over all fire alarm conditions.
- The occupants of the building may not reenter the building, even if the fire alarm has stopped sounding, because the Berkeley Fire Department may deem it appropriate to silence the fire alarm immediately.
- When the emergency condition is over, the Berkeley Fire Department officer in charge will release the building to the UCPD officer in charge or to an adviser from the Office of Environment, Health & Safety.
- The UCPD officer or the adviser from EH&S will then turn the building back over to the Building Coordinator to allow the occupants to reenter the building.