

## Evacuation Procedures for the Clark Center

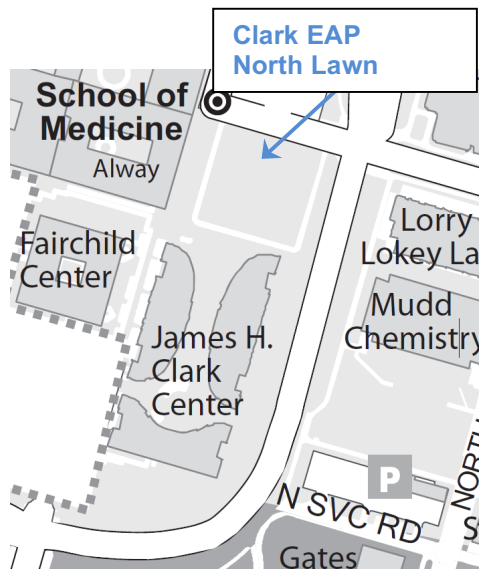
### When the alarm sounds

- Before you leave the building, **Valve off gasses**. (Leave your experiment, and if you are working under a chemical fume hood, close the sash before you leave).
- **QUICKLY** proceed to the closest **stairway**. There are stairways on the interior courtyard side of the building as well as the exterior side of the building.

Please take time **now** to locate these stairways

### NEVER ATTEMPT TO USE ELEVATORS DURING EVACUATION\*

- Go to Clark **assembly point** located on the **north lawn area** (aka Dean's lawn).
- Do not stand in or around the courtyard or on the east or west side of the building.



**Do not leave the vicinity without first checking in with your lab safety rep.**

Permission to reenter the building following an evacuation will be announced by a Clark Facility Representative holding a megaphone. We will know when the Security Department and the fire marshal office clear the building of any hazards.

**Wait for the announcement by the megaphone before re-entering the building.**

### Evacuation Procedures for Persons Needing Assistance:

- If you need assistance during an emergency evacuation, notify your instructor or supervisor, or **call 286**.
- Describe the type of assistance you need and your **exact location**.
- Go to the landing at the nearest fire exit stairwell. Wait on the landing for assistance from the fire department.
- The fire exit stairwells are designated to be a safe location in the event of an emergency.

## **Evacuation Responsibilities for the Clark Center Lab Safety Representative:**

1. When alarm sounds, immediately grab the **RED evacuation roster clipboard**.
2. Proceed to the closest stairway and go the Emergency Assembly Point on the north lawn (Dean's lawn, far from the building).
3. Hold up your red clipboard (showing lab name), so that your lab members could see you.
4. Safety Rep from each lab should begin taking roll.
5. Turn in roll sheet to the Clark Center Facilities Representative, **advising if any people you saw in the lab before leaving are missing**.
6. Permission to reenter the building following an evacuation will be announced by Clark Facilities Representative only after approval to reenter the building is given by the Palo Alto Fire Department.

**Wait for the announcement by the megaphone to enter the building.**

## **At the Emergency Assembly Point (EAP)**

- Safety reps from each lab should turn in roll sheet to Clark Facilities representatives
- Clark Facilities will provide information as needed to residents, security as well as the Palo Alto fire department personnel.