

BUILDING ALARM

Simple Steps to Follow

ALWAYS REMEMBER!

- Stay calm.
Do not panic.
- Walk! Do not run.
- Use the stairs.
Do not use an elevator.
- Use judgment to assess the safest course.

PLAN NOW!

- Know several escape routes.
- Know location of alarms/extinguishers.
- Keep your emergency contact info current at StanfordYou.
- Know your Emergency Assembly Point (EAP).
- Know your Building Evacuation Response Team (BERT) member and Building Manager.

1. STOP WORK

When you hear an alarm, **SAFELY STOP WORKING; SHUT DOWN** equipment that could become unstable or present a hazard.

2. EVACUATE BUILDING

EVACUATE the building; if safe, **TAKE VALUABLES** with you (keys, cell phone, wallet, prescription drugs, etc.); as you exit your area, **SHUT DOORS** but **DO NOT LOCK** them; **DO NOT USE THE ELEVATOR**; if your Building Manager or BERT member issues specific instructions, follow them.

3. REPORT TO EAP

ASSEMBLE AT YOUR EAP; report hazards and/or injuries to a representative at the EAP; follow instructions issued by an official at the EAP; if you are away from your normal work/study place, assemble at the EAP where you are visiting and follow that EAP's instructions; **DO NOT REENTER** the building until instructed.

4. STAY INFORMED

KEEP APPRAISED of the situation by staying in touch with your Building Manager, reading AlertSU texts, listening to AlertSU voicemails, and visiting Stanford's emergency website; **DO NOT LEAVE** campus or work/study from an alternative location unless requested; obtain information only from an **AUTHORIZED STANFORD UNIVERSITY SOURCE**.