

If an emergency should occur...

- CLOSE the doors to stop the spread of the fire, smoke
- SOUND the alarm & alert others to the danger
- GET OUT of the building
- NOTIFY Public Safety 63333

DO NOT go back into the building or try to save your stuff.

Clothes, books and papers can be replaced-

YOU CAN'T!



Additional detailed information about campus evacuation can be found on the Public Safety website.

Learn more about:

- Emergency Evacuation Destinations & Transportation Staging Areas
- Brandeis Early Warning System
- **How to register for emergency notifications (email, cell phone)**

Public Safety 6-3333
EH&S 6-4262

<http://www.brandeis.edu/emergency-prepare/index.html>

**INFO BULLETIN
ON...**

Building Evacuation



Environmental Health & Safety
64262
Public Safety 63333 (Emergency)

Building Evacuation Info Bulletin

Get Out, Notify Public Safety, Get Clear Of The Building...

Building Captains...The University Safety Plan begins with Building Captains throughout campus to facilitate the communication of emergency information to you. This Bulletin is part of that process by providing a tool to document your groups' evacuation plan, meeting point and communications.

Use this Bulletin to:

- Identify your Building Captains

<http://www.brandeis.edu/emergency-prepare/evacuation/captains.html>

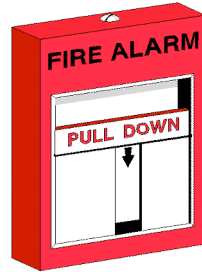
- Teach others how to communicate with Public Safety
- Learn the layout of your evacuation routes
- Identify your Evacuation Meeting Space (where do we meet outside)
- Identify your Evacuation Destination & Transportation Staging Area
- Where to get more information



Updated 03/23/10

Contacting Public Safety...

One of the easiest and quickest ways to contact Public Safety during an emergency that may require evacuation is to pull a Fire Pull Station at building doorways. This will alert Public Safety of an emergency and dispatch a Campus Police Officer to the scene.



Please avoid calling the Waltham Fire or Police Department directly as this may actually delay response to your immediate area. Our Officers are well versed in the layout and

accessibility to all areas and buildings on campus.

If and when you are in a safe location **Public Safety can be reached at:**

6-3333

Our **Building Captains** are:

Evacuation Route...

Our **Evacuation Route** is: *(Write in the route personnel should follow to get out of the building, a Primary and Secondary route.)*

Our **Evacuation Meeting Space** is: *(Write in the location outside the building where you will all meet.)*

Our **Evacuation Destination & Transportation Staging Area** is located: *(see Public Safety website)*