**Training for RMI Complex Occupants for Evacuation Preparation**

* Know location of:
  + Evacuation Assembly Areas
  + Nearest fire alarm
  + Nearest exit/stairwell
  + Nearest fire extinguisher
  + Emergency Response Guide (Zombie guide)
* Know proper procedures for evacuation emergencies
  + Fire-Per the **Emergency Response Guide**
    - R.A.C.E
    - Rescue anyone in immediate danger including yourself. Move to the closest safe area while notifying others to evacuate the area. Use the stairs and do not use elevators
    - Alarm-pull the nearest building alarm and call 911 or (530) 752-1230
    - Confine-Close all doors and windows in and around the fire area to help prevent spread of smoke and fire. If safe to do so, shut off all appliances, ignition sources, and other equipment. Leave the lights on
    - Extinguish/evacuate-extinguish the fire with a portable fire extinguisher, if it is safe to do so. If evacuating, feel the doors before opening. If hot, do not open. If not hot, stay low and open the door cautiously; close it if there is excessive smoke.
      * If save to do so, bring your personal items (keys, wallet, phone) and only if immediately accessible
      * After exiting the building, go directly to prearranged assembly area. If that area is no longer safe, determine the safest place away from imminent danger.
      * Be prepared to provide first responders with:
        + Nature and location of emergency
        + Number of people hurt, unable to evacuate or unaccounted for
      * Wait for instructions from emergency personnel. DO NOT return to your building until notified by emergency personnel.
      * If unsafe to evacuate the building, move to an unaffected wing or area within the same building.
  + If you can’t evacuate:
    - Stay low. Move to a safer location including a room or office with fire-rated walls, heavy or fire-rated doors and few interior openings
    - Call 911 and notify authorities of your exact location
    - Turn on lights and hang a light colored towel or other material outside a window to mark your location
    - Place wet towels or other material at the bottom of doors to keep fire and smoke out
    - Do not break open windows
  + Train on [fire extinguisher use](https://www.youtube.com/watch?v=ONUIEMSbrog)
  + Earthquake-Per the **Emergency Response Guide**
    - Stay where you are. Do not enter or exit a building during the shaking
    - Crawl under a table or desk, away from windows and hold onto your shelter
    - If you are unable to find shelter, hold one arm over your neck to protect your spine. Place your head between your knees to protect your face from flying glass or debris
    - Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases and electrical equipment.
    - Do not use matches, lighters, candles or electrical switches. Use flashlights.
    - Do not move seriously injured persons unless they are in obvious, immediate danger.
    - Open doors carefully. Watch for falling objects.
    - Do not use elevators.
    - Avoid using telephones, except to report severe emergencies
    - Inform emergency/rescue personnel of the location of any trapped persons
    - If in a lab-
      * Consider all hazards and identify places to shelter
      * Following minor earthquake, ensure all equipment is functioning properly, there are no containers leaking anywhere, and that joints/connections are not dislodged or leaking
      * Following a moderate to severe earthquake (5.0 magnitude or greater), lab buildings may rapidly become hazardous. If harmful materials spill, fume hoods cease functioning or ventilation systems fail you may need to quickly evacuate the building.
      * Prior to evacuating:
        + Grab important belongings
        + Turn off gas burners
        + Check quickly for hazards
        + Check for injured people
        + Close the door as you leave
        + Report any noted hazards
* Have a roll call/contact information sheet easily accessible to check that everyone has safely evacuated
* Set up communication system via app or otherwise to quickly message/contact each other
  + Text group chat may be too cumbersome
  + Email not reliable enough
* Train all personnel on evacuation procedures should lab manager or other delegates not be present
  + Head to evacuation assembly area ASAP
  + Check in with one another-someone grab the roll call sheet and account for those present at RMI at time of evacuation
  + If there are different locations that personnel may be at within the RMI Complex, have everyone meet at evacuation assembly area
    - Set up a protocol to check in if leaving RMI for a different location
  + Once evacuated, check in with designated persons (those listed on EAP emergency contact list)
  + Stay in the evacuation assembly area until given the all clear by emergency personnel