Before an emergency, determine the nearest exit to your location, the safest route to follow, and alternate exit. Building evacuation routes are posted in campus buildings. Leave the immediate area but remain available to emergency personnel. If time permits during an evacuation, secure your workplace and take personal items such as keys, purse, medication, and eyeglasses. In case of fire or other dangerous conditions, evacuate immediately leaving personal items behind. **Remember to follow directions given by the Building Marshals.**

**Evacuation of a Building**

1. **Walk**, do not run.
2. Do not use elevators.
3. Seek out people with special needs and provide assistance. The Department of Public Safety will provide assistance as needed, 415-422-4222.
4. Gather outside at your designated building Emergency Management Area, where your supervisor will take roll and account for all personnel.
5. If you cannot return to your building, wait for instructions from the Department of Public Safety, your building manager, or other individual in charge (i.e. Building Marshals).

**Evacuation from Campus**

In the event of an immediate, life-threatening emergency during which campus must be evacuated, the Department of Public Safety or Emergency Operations Center personnel, in collaboration with the City of San Francisco emergency services, will coordinate the evacuation route with civil authorities. Once determined, emergency personnel will disseminate information about the evacuation location and route. Campus and community communication systems will be used to provide information about this type of evacuation. Food, water, first aid, shelter, and information will be available at evacuation sites.

**Evacuation to a Campus EMA Zone**

In the event of a major hazardous situation specific to campus, it may be necessary to relocate university personnel to an emergency management area (EMA) listed below. Your building manager will work with the assigned EMA coordinator and Building Marshals for your area should this need arise. EMA coordinators provide updates of the emergency and information about the resources.

<table>
<thead>
<tr>
<th>Zone</th>
<th>EMA Zone (Locations)</th>
<th>Buildings in Zone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Negoesco Stadium (Soccer Field)</td>
<td>Koret Center</td>
</tr>
</tbody>
</table>
| 2 | Welch Field – Gleeson Library Plaza | St. Ignatius Church  
Fromm Hall / XArts  
Kendrick Hall  
Zief Law Library  
Gleeson Library  
Harney Center  
John Lo Schiavo, S.J. Center for  
Science and Innovation  
Cowell Hall  
Kalmanovitz Hall  
Malloy Hall  
The Haven  
Toler Hall  
University Center |
|---|---|---|
| 3 | Golden Gate Sidewalk | Memorial Gym  
Gillon Hall  
Hayes-Healy Hall |
| 4 | Lone Mountain Parking Lot (Fronting Lone Mountain Main Entrance) | Lone Mountain Pacific Wing  
Lone Mountain Main  
Pacific Rim Conference Center  
Rossi Wing  
Lone Mountain Residence Hall  
Loyola House |
| 5 | Turk Boulevard Lawn | Underhill Complex  
School of Education  
281 Masonic |
| 6 | 6th Avenue (Kaiser Parking Lot) | Pedro Arrupe Residence Hall |
| 7 | Lo Schiavo Drive (Main Turnaround) | Loyola Village  
Lone Mountain Residence Hall  
Lone Mountain North Wing |