



Relocation and Evacuation

- The general response for most emergency situations is to relocate to areas of safety within the building until emergency responders arrive, assess the situation, and provide additional instructions

In most cases during a fire emergency:

- A fire alarm will initiate relocation procedures for three floors:
 - The floor where the emergency is located, as well as one floor above and one floor below the alarmed floor
- All other floors will await instructions via the PA system or E-Teams
- In extreme cases, fire alarms could activate for multiple floor groupings

If you hear the sound of the fire alarm, see flashing strobe lights, and/or hear a PA system announcement instructing you to relocate from your floor or evacuate the building:

- Stay calm and move quickly, but in a controlled manner, to the nearest safe stairwell or exit
 - Prior to opening doors, feel the surface with the back of your hand to ensure it is not hot
 - If the door feels hot to your touch or you see or smell smoke, seek an alternate route
 - Keep in mind that there is more than one stairwell on each floor
- As you enter the stairwell, review the Relocation Sign posted to the right of each emergency stairwell door to identify the floor you are on and your designated relocation floor or site, which will be:
 - Either five floors below or Cesar Chavez Plaza Park

- Either five floors below or Cesar Chavez Plaza Park, depending on your location in the building
- Due to physical space limitations, employees and visitors on Floors 7 and below must relocate outside the building
- Employees and visitors on Floor 8 and above are to proceed down the stairs quickly but in an orderly, quiet, and calm fashion to their relocation floor five floors down, allowing others to enter and use the same stairwell
- Make room for building staff or first responders who may be proceeding up the stairs to respond to the emergency
- Remain in a single file line against the wall, and hold on to the available handrail while descending the stairwells
- If your designated relocation floor is in alarm:
 - Then relocate an additional five floors below or proceed to the Evacuation Assembly Site
- Upon arrival to the designated relocation floor:
 - Enter the floor
 - Move away from the stairwell door
 - Proceed to your designated relocation sector within the main office space
 - Report to your supervisor in your designated relocation sector and await further instructions
 - If a supervisor is not on-site:
 - The employee should contact their supervisor via phone call, text, email, etc. to let them know they have relocated to safety and to allow the supervisor to account for their staff
- *Do not:*
 - *Use the elevators*
 - *Go to the roof*
 - *Text or take food or drinks, large bags, or bicycles inside a stairwell*
 - *Congregate inside the stairwell*

- Congregate inside the stairwell
- Enter a floor that is in alarm
- Congregate in the main hallway or corridor or disturb employees on the relocation floor
- Leave the designated relocation sector until the "ALL CLEAR" has been given, or unless you feel that your safety is compromised
- In the event of a full building alarm or if at any time a full building evacuation is deemed necessary by emergency responders or Property Management in conjunction with appropriate CalEPA representatives,
 - Instructions to evacuate the entire building will be provided through the PA System
 - Exit the building quickly and calmly and proceed to Cesar Chavez Plaza Park

For maps of the relocation and evacuation sectors:

- See the "CalEPA Relocation and Evacuation Sector Maps" pdf located on the CalEPA Intranet
- Please note, this map is also available for download in your [Documents](#)

For internal relocation evacuation procedures relating to the Childcare Facility and subsequent procedures for child pickup:

- Please view the "Childcare Facility Relocation and Evacuation" procedure card

Assembly Sites:

- When you evacuate the building, exit the building quickly and calmly, and immediately proceed to the primary Evacuation Assembly Site
 - The site is located at Cesar Chavez Plaza Park, southwest of the building at 10th and I Streets, occupying an entire city

the building at 10th and F Streets, occupying an entire city block

- When crossing the streets, please obey all applicable traffic and pedestrian laws
- Upon arrival to the primary Evacuation Assembly Site:
 - Proceed to your designated evacuation sector for your Board, Department, or Office (BDO), and
 - Report to your immediate manager or supervisor, then
 - Await further instructions
 - If your supervisor/manager is not on-site:
 - Contact your supervisor/manager via phone call, text, email, etc. to let them know you have relocated to safety and to allow the supervisor to account for their staff
- Remain in your designated relocation sector until you hear the "ALL CLEAR" announcement
- If the primary Evacuation Assembly Site is not available, is unsafe or unusable:
 - The second Evacuation Assembly Site will be activated
 - Signs will be posted with instructions to relocate to the secondary Evacuation Assembly Site and Property Management, Building Security, and E-Teams will relay transition information
- The secondary Evacuation Assembly Site is the North Lawn of the California State Capitol, located south of the building between L Street and the State Capitol Building
 - Relocation sectors are also assigned for the secondary Evacuation Assembly Site, and occupants and visitors are to follow the same procedures
- If both the primary and secondary Evacuation Assembly Sites are not available, unsafe, or unusable, ensure you are at least 300 feet away from the building

