The Richmond Fire Station conducts an annual RFS Evacuation/Fire Drill and Earthquake Drill. The Operations Office will initiate the drills by activating the RFS phone tree (Zone and Bldg/Safety Coordinators).

Once you have received a call you should initiate the phone tree for key personnel in your building; evacuate your building and proceed to your Zone. All staff, faculty and students are required to participate in the drills.

Please have the following items in a place that is readily accessible. You will need to grab these items as you vacate the building:

- Have an accurate, updated personnel list on a clipboard to check off the names of all staff that are accounted/unaccounted. You will be required to give this information to your Zone Coordinator.
- Make sure your Alternate knows where the items are located.
- Grab your Earthquake backpack / Emergency kit.

Once you have vacated the building you should use the following procedures:

- Verify that all the offices are empty, that everyone is out of the building and heading towards the proper Zone evacuation area.
- Remember the letter of your Evacuation Zone (write it here): __________.
- Give your status to the Zone Coordinator to report to the EMA.

These are some typical responses:

“I'm reporting in for Bldg ______ (insert Bldg letter). All of my people are present or accounted.”

“I'm reporting in for Bldg ______, we have three people unaccounted for, and here are their names ______.”

“I'm reporting in for Bldg ______. All of my people are accounted for. We have three additional people at our location who are not part of our department. Here are their names ______ and Bldg number(s) __________.”

Once you have taken roll and reported in to the Zone Coordinator, do not enter your building, or any other building (except in a Chemical Release where you would stay inside the building). Once the emergency siren has sounded, you will receive an “all clear” from your Zone Coordinator to excuse your group back to their offices. In circumstances, other than a drill, you would proceed to Bldg 445.

If you have any questions, please contact the RFS office at (510) 665.3401.

Thank you for keeping us safe!