INTEROFFICE MEMORANDUM

***The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is a federal law that requires colleges to disclose information about crime on and around their campuses. The law is tied to the receipt of federal student financial aid programs and it applies to institutions of higher education. As part of the Clery Act, institutions are required to devise an emergency response, notification, and testing policy.***

***For campuses to be in compliance with the Clery Act, at least one test of emergency response procedures is required annually. Berkeley City College will have the test for 2014 on Thursday, November 6, at 11:00a.***

**Evacuation Drill Instructions**

The drill will take place at **11:00 am on Thursday, November 6, 2014,** at Berkeley City College. During the drill, you may hear a siren and/or an announcement to evacuate.

We ask for your full cooperation during the evacuation. We recognize these drills may interrupt your schedule, and we apologize for any inconvenience this may cause.

Please adhere to the following directions when the alarm sounds, or if you are notified by email, phone, or verbally of the evacuation:

* Follow the directions of your designated Floor Monitor and proceed to the nearest evacuation exit.
* Once outside, **DO NOT STAND IN FRONT OF THE BUILDING OR ACROSS THE STREET.**
* Proceed to EAA (Emergency Assembly Area) located in the park on Martin Luther King and Center Street.
* Floor Monitors should notify the nearest emergency official when everyone is accounted for, or if anyone is missing. Emergency officials can be identified by their brightly colored vests and clipboards.
* Remain in the park until attendance is taken and/or you are excused by an emergency team official.

Thank you for your cooperation. If you have questions, contact Shirley Slaughter at 981-2840.