In the Event of a Fire

- If you discover a fire, pull the fire alarm and call 911 from a remote phone to confirm the department alert.
- When an alarm sounds, get your room door open before leaving. If it’s too hot, exit the building immediately. If the door is hot, or if someone prevents you from leaving the door closed, exit the window and try the window and entrance.
- Walk, don’t run, to the nearest safe exit. Direct use the elevators. Use the stairs.
- If you encountering smoke or heat, keep low or crawl to avoid inhaling flames.
- Use the fire escape with caution. Always stay between the fire and the exit. If the fire has grown too large, leave the building immediately.
- Do not re-enter the building until authorized by the fire department.

Smoke and fire detectors in your room, and in all common areas immediately alert the UCPD and the Berkeley Fire Department, and direct you to the event of a fire. According to the law, you must vacate the building when the alarm sounds. Use the stairs, and all evacuations. Fire alarm systems and fire alarms are located on each residence hall floor.

Emergency exits are located at both ends of hallways. Enclosure plans and alternate exit locations are posted next to each alarm, in each common area and in stairwells. When you check in, please familiarize yourself with the location of the emergency exits and fire extinguishers.

During an Earthquake

- A severe earthquake in the Bay Area can produce shock that feels very violent. Be on the lookout for evidence of the ground in an earthquake, where it will direct the extent of damage. Your alarm system should alert you in a prompt and adequate manner.
- Do not stand under beds, tables, or other furniture that could fall, as they may break.
- If you are in a room, lie down and take cover under a solid table or desk. If a desk is not available, use your hands, or your hands and knees, and cover your head to avoid injury.

Other actions:

- Check for injuries. Do not attempt to move seriously injured people without proper training.
- Do not use elevators, stairwells, or stairs to exit buildings.
- Be alert to your surroundings as you leave.
- Do not use stairs, not even in emergencies, to avoid being hit by falling debris.
- Do not try to assist people with confined in elevators, stairs, or other buildings.
- Keep windows closed.
- Do not attempt to assist people until notified by your conference director.

Theft Protection

According to statistics, most thefts occur during the day and through violation of doors and windows. Although no major precautions to secure your building, the following tips will help increase security:

- Always keep your building doors closed and locked.
- Do not smoke outside your building.
- Lock your room and take your keys with you when you leave. Do not leave your keys in your room.
- Keep valuable items out of sight. They will usually have no value when locked in your room.
- Always keep your room locked when not occupied. If you leave your room unlocked while you are away, it is not safe.
- Do not take personal items or common areas, such as your stairs, with you.
- Do not leave your room to notice your conference director.

U.C. Police Department: 864-2900

Bear Walk Night Safety Escort Service

The U.C. Police Department operates a service called Bear Walk. Community Service Officers (CSO) provide a walking escort in cooperation with the Night Safety Sheriff to provide public safety, transportation or parking facilities during the evening hours. This service is free and available at least 67 days per year from 7:30 pm to 3:30 am, Monday through Friday, by calling 864-2900.

Personal Safety

- Do not walk alone at night. Always try to walk with a least two people. If you must go out alone at night, we recommend that you walk in streets, walk down the streets of dark streets, and avoid walking alone in buildings.
- If you have a piece of furniture, such as a chair, to use when you are alone. If you are alone in a building, take notice of who passes on your and who is behind you.
- Do not try to assist people with confined in elevators, stairs, or other buildings.
- Keep your doors locked.

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Personal Safety

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- If you have a piece of furniture, such as a chair, to use when you are alone. If you are alone in a building, take notice of who passes on your and who is behind you.
- Do not try to assist people with confined in elevators, stairs, or other buildings.
- Keep your doors locked.
About the Campus

The central University campus comprises over 175 acres from the heart of Berkeley to the hills on the eastern boundary of the city. The university currently enrolls 33,000 students and 15,000 faculty and staff, and the University is a key city within the City of Berkeley.

The campus is as beautiful as it is diverse. Its aesthetic architecture and carefully landscaped lawns and gardens make it an ideal place to work. Berkeley is also known for its academic achievements in teaching and research, UC Berkeley offers 25 libraries for studying or browsing. Other special attractions include the 13-acre Botanical Gardens, the Lawrence Hall of Science, the University Art Museum and Sather Tower (the campanile) with its collection of carillons. 960 hopes that you will take time during your visit to explore the campus and the many sites in Berkeley and the Bay Area.

Desk Services
The residence hall unit office staff will assist you with lost keys, lockers, temporary schedules, maps, directions, and other local information. If you need assistance when the unit office is closed, please call your campus phone number and your call will be forwarded to the Conference Chair on duty.

Telephone Services
You may receive telephone messages at the unit office. Any messages you receive will be posted in the message board in the lobby of the unit office. Please check the board frequently if you are expecting incoming telephone service includes free local and long-distance calls. Calls outside the local radius (11 miles) and toll calls must be charged to dialing card or major credit card. Telephone dialing instructions are provided in each room and are available at the unit office.

Mail Services
Place outgoing mail in the US Mail slot located at the unit office. If you receive mail while you are attending a conference, a service will be posted for you on the average bill. Please have correspondence addressed to the location indicated in your check in materials. To ensure prompt delivery of incoming mail, the name of your conference group should be clearly written on the front of the envelope or package.

Laundry
Laundry rooms equipped with easy-to-operate washers and dryers are located in most residence halls. The location of the laundry rooms is posted in the lobby near the main entrance to each building.

Housekeeping Services
Housekeeping services vary according to the program. Your conference organizer has arranged. With standard services, both are made prior to arrival, linear, are charged weekly and the basis are made at time. Frisch trends are provided every other day for the first few days are also provided in the first floor. Linen and housekeeping services are provided for some smaller groups, if arranged by the organizer.

Dining
All of our dining facilities are green and organic- certified, offering hot foods (including vegetarian and vegan options), a 100% organic salad bar, vegetables, house baked bread, and desserts. Service is cafeteria style, so you may select any items you like and return for additional servings. If meals have been provided by your conference organizer, you will receive your meal card at check-in. Meal cards must be presented to purchase all food. Meal discounts are available at participating restaurants on campus.

Vending Machines
These locations of soft drinks, candy, and snack machines are pointed to main entrance to your building.

Parking
Arrangements for parking are made to accommodate your conference organizer’s special parking. Please contact your group organizers for more information on parking arrangements. Parking passes for conference guests are available during the conference.

Recreation
Biweekly tennis, racquetball, handball, squash, weight training, racquetball, tennis, running, softball, and volleyball at one of the conference site is available. Tennis, racquetball, handball, softball, and volleyball is available at the conference site. Parking passes for conference guests are available during the conference.

Resources
When you place a call from your room or from any campus telephone to another campus phone number, you will hear the long-distance number and the last few digits of the number to be called as an echo line, all calls must be preceded by dialed “9”. The free- distance number is list below are campus phone numbers. Should you need to make these numbers from a non-campus telephone, please dial “9” and then the free distance number.

EMERGENCY ASSISTANCE

Emergency (Police, Fire, Medical) 911

Health and Safety Assistance
Medical Center Website: 310-2797
Emergency (Police, Fire, Medical) 911

CAMPUS OFFICES

Campus Directory 2-4940
Conference Services Office 2-4944
University Housing 330-1660

University Housing 330-1660

Student Services 2-5121

University Residence Hall Unit Offices

UC Davis 2-3141
UC Irvine 2-3141
UC Santa Barbara 2-3141
UC Santa Cruz 2-3141

Recreation Facilities

Gockel Recreational Center 2-6011

Recreational Sports Facility 2-6011

Recreational Sports Facility 2-6011

Recreational Sports Facility 2-6011

University of California, Berkeley Residential and Roomer Service Program

Call 911 from any campus phone to report a life-threatening medical emergency and Berkeley Paramedics will respond. For medical advice and assistance in determining when to obtain medical care, the following number may be used to assist you.

Center does not accept insurance or bill individuals for services rendered. Please note that the Tang Center does not accept insurance for the age of 18 years.

Innokent, life-threatening emergency medical care is available 24 hours a day at the UC Medical Center located at: approx.

7-8724. Please call for information. Life-threatening emergencies for those under the age of 18 may be obtained at Children’s Hospital and Medical Center located approximately 7-8724 from the University.
In the Event of a Fire
- If you discover a fire, pull the fire alarm and call 911 from a remote phone or in another building. Do not return to the department to call. If it does not work, exit the building immediately. If the door is hot, or if someone prevents you, keep the door closed, close the windows, and tap by the window until rescued.
- Walk, drive, or in the nearest safe exit. Do not use the elevators. Use the stairs.
- If you encounter smoke or heat, keep low or crawl to avoid inhaling toxic fumes.
- Use the fire escape rather than an elevator. Stay away between the fire and the exit. If the fire has grown too large, leave the building immediately.
- Do not reenter the building until authorized by the fire department.

Thief Protection
According to statistics, most thefts occur during the day and thieves use trick doors and windows. Although there are no precautions to secure our buildings, the following tips will help increase security:
- Always keep exterior building doors closed and locked.
- Do not use stairs to escape fire. Use interior stairways and elevators.
- Lock your room and take your keys with you when you leave, even if it’s only for a minute.
- Keep valuable items out of sight. A thief will usually have six to nine valuables located within the first 10 feet to 60 seconds.
- Offer assistance to strangers on your floor. If they are someone’s friend, they will appreciate the help, if not, contact the security office of theirs to help.
- When entering or exiting your room, lock your door immediately, do not leave your door unlocked while you are away.
- Do not leave personal items in common areas, take them to your room.
- Be alert to protect your neighbor as well as yourself.
- If you hear or see something suspicious, call the police by dialing 911 immediately.
- Keep windows/doors locked while away from your rooms.

Personal Safety
- Do not walk alone at night, especially in familiar territory. If you must go out alone at night, wear bright street clothes, walk down the darkest of the dark streets, and avoid walking close to buildings.
- If you carry a purse, bag or backpack with you when you go out, avoid walking close to buildings.
- If you’re walking the streets, choose a route that is well lit and has plenty of people around.
- If you are going to a party or gathering, always make sure the door is locked and that the alarm system is set.

Bear Walk Night Safety Escort Service
The UC Police Department operates a free walking escort service called Bear Walk. Community Senior Officers (CSO) provide a walking escort in conjunction with the Night Safety Shuttle to nearby residents, public transportation or parking facilities during the evening hours. This service is free and available 675 days per year from 6pm to 2am PST and 7:30pm to 9:30pm PST by calling 642-WALK (642-9255).
Senior boundaries are 400 Cider (N), Prospect/Highland Place (E), Pealer (S), and Shattuck (W). Hours and service availability are subject to change; visit our website at police.berkeley.edu for current information.

During an Earthquake
- A severe earthquake in the Bay Area can produce shock waves that may cause damage or collapse of the building. As a result, you may be injured, or your building may be destroyed.
- If you are in an office building, you should make sure you are away from objects that could fall on you.
- Shut off gas, electric, and water supplies.
- If you are in a department building, go to an area where you can be heard.
- Stay away from windows and glass doors.
- Do not open the windows or doors.
- Do not go outside until the building is clear.

On an Earthquake
- Check for injuries. Do not attempt to rescue seriously injured people until trained help arrives.
- Do not use elevators or open flames.
- Do not use the telephone.
- Do not smoke.
- Do not light candles.
- Do not touch electrical switches.
- Do not expose yourself to dangerous conditions.
- Do not attempt to rescue seriously injured people until trained help arrives.
- Do not touch electrical switches.
- Do not expose yourself to dangerous conditions.
- Do not attempt to rescue seriously injured people until trained help arrives.
Smoke and fire detectors in your room and in all common areas immediately alert the UCPD and the Berkeley Fire Department, and warn you of the event of a fire. According to the law, you must vacate the building when the alarm sounds. Use the stairs, and do not use elevators. False alarms and fire alarms are located on each residence hall floor.

Emergency exits are located at both ends of hallways, fraternal plans and alternate exits locations are posted near exits to each floor, and each floor is considered a separate building. When you check in, please familiarize yourself with the locations of the emergency exits and fire extinguishers.

In the Event of a Fire
• If you discover a fire, pull the fire alarm, and call 911 from a residence hall phone to confirm the fire department alert.
• When a fire alarm sounds, exit your room door before opening it to verify a fire. If it does not open, exit the building immediately. If the door is hot, or if smoke prevents you from leaving the door closed, open the window and lay by the window until rescued.
• Walk, don’t run, to the nearest safe exit. Do not use the elevators. Use the stairs.
• If you encounter smoke or heat, keep low or crawl to avoid inhaling its fumes.
• Use the fire extinguisher with caution. Always stay between the fire and the exit. If the fire has grown too large, leave the building immediately.
• Do not re-enter the building until authorized by the fire department.

For information on the Fire and Police Department, please see the City of Berkeley’s website at http://police.berkeley.edu for current information.

Bear Walk Night Safety Escort Service
The UC Police Department operates a service called Bear Walk, a Community Service Officer (CSO) provide a walking escort in conjunction with the Night Safety Shuttle to nearby residential, public transportation or parking facilities during the evening hours. This service is free and available: 165 days per year from 7:30 PM to 7:30 PM and 10 PM to 7:30 AM. Call 9-1-1 for Bear Walk service.

Personal Safety
• Do not walk alone at night. If you do, try to walk with at least three friends. If you must go out alone at night, use well-lit streets, walk down the middle of dark streets, and avoid walking alone in buildings.
• If youASC/5K roll is close to your body. Carry your wallet in a safe, inside pocket. Wallets and money should never be visible in public. Avoid carrying large amounts of cash with you.
• Be aware of your surroundings at all times; especially if you are alone at night. Take note of who passes near you and who is behind you.
• If you feel you are being followed by someone, cross the street and change directions.

Guests and Visitors
A Guide to Guest Services Residence Halls at the University of California, Berkeley

Conference Services
University of California, Berkeley
3459 Willard St, B-219
Berkeley, CA 94720-2288
Phone: (510) 643-4444 • Fax: (510) 643-4888
email: mocserv@berkeley.edu
http://conference.services.berkeley.edu

During an Earthquake
• A severe earthquake in the Bay Area can produce shock that can damage buildings. Do not make unnecessary movements. Do not make unnecessary movements until you know it is safe to do so.
• Plan for the preparation of your family and community. Be prepared for earthquakes that could last for days. Do not panic. Stay calm. Avoid supermarkets. Avoid opening windows. Avoid opening objects that could fall.

Other Earthquakes
• Check for injuries. Do not attempt to move seriously injured people unless they are in immediate danger.
• Do not use matches, electric stoves or electric devices or use appliances except for gas fire for gas stove.
• Do not return harmed persons.
• Listen for special instructions from emergency personnel.
• Do not return home until your doctor confirms it is safe.

Theft Protection
According to statistics, most thefts occur during the day and through unlocked doors and windows. Although no precautions can secure our buildings, the following tips will help increase security:
• Always keep exterior building doors closed and locked.
• Do not go into areas of the building other than your own.
• Lock your room and take your keys with you when you leave, even for a minute.
• Keep valuable objects out of sight. A thief will usually have no valuables are located within the first 16 to 20 seconds.
• Office spaces are stranger in your office. If you are someone’s they should appear to be the office of the person they are to see.
• When entering or exiting, keep your room locked, not occupied. If you leave your unoccupied do not just stand or standing.
• Do not go the personal items in common areas, take them to the office.
• Be alert to protect your neighbors as well as yourself.
• If you have an unexpected visitor, call the police by dialing 9-1-1 immediately.
• Keep windows locked while away from your room.