

1111 BROADWAY - EMERGENCY PROCEDURES

<p style="text-align: center;"><u>FIRE</u></p> <ul style="list-style-type: none"> • If you discover a fire of any size, <u>activate the nearest fire alarm pull station</u>. • Dial 9-911 to report the exact location and type of fire. • If safe to do so, call Security at 7-1124 to advise them of the location/severity of the fire. Warn others in the immediate area. • Always evacuate using stairwells only. Do <u>not</u> use the elevators. Go to your assigned relocation site. Use an extinguisher <u>only</u> if the fire is small and it is safe to do so. • Check in with your Floor Warden at the Relocation site. 	<p style="text-align: center;"><u>MEDICAL EMERGENCY</u></p> <ul style="list-style-type: none"> • Dial 9-911 - Give street address, floor, room number and type of emergency. • Call 7-1124 - Inform Security of situation and exact location. <p style="text-align: center;">For Cardiac Arrest (or possible heart attacks/unconsciousness)</p> <ul style="list-style-type: none"> • Call 9-911 • Instruct a co-worker to retrieve the AED (defibrillator) and the portable oxygen unit, both from the right side of the Reception Desk on the 21st floor (#21102). • Instruct a co-worker to find a trained AED-CPR rescuer (look for red/white 'AED' sticker on nameplates). • Call Building Security at 7-1124 to notify them of the situation. 	<p style="text-align: center;"><u>EARTHQUAKE</u></p> <ul style="list-style-type: none"> • <i>Duck, Cover and Hold</i> in place until the shaking stops. • Face away from windows and stay clear of falling objects. • Stay Inside! Do <u>not</u> evacuate unless directed to do so. • Do not use the stairs until instructed that it is safe to do so. • Once the earthquake has stopped, survey your area. Report all injuries and damage to Security at 7-1124 • Be prepared for aftershocks. <p>Follow directions given over the Building PA system or by your Floor Warden.</p>
<p style="text-align: center;"><u>WORKPLACE VIOLENCE</u></p> <ul style="list-style-type: none"> • If a person's behavior becomes inappropriate or violent, leave the area if possible and notify Security and your supervisor. If you feel you are in imminent danger, dial 9-911. • Trust your instincts. Try to create physical space between you and any threatening person. • Suspicious persons should be reported to Security Building Security at 7-1124. Security will notify the Oakland Police if necessary. 	<p style="text-align: center;"><u>CIVIL UNREST/TERRORISM</u></p> <ul style="list-style-type: none"> • In the event of civil unrest or a terrorism incident, you will be notified via the Building PA system. Follow instructions. • You will be advised as to the nature of the situation, and whether to evacuate or if it is unsafe to leave the building. 	<p style="text-align: center;"><u>BOMB THREATS</u></p> <p>Ask caller the following questions:</p> <ul style="list-style-type: none"> • When will it explode? • Where/what type of device? • What does it look like? • What is your name? • Check caller ID for phone #. • Note caller's voice/sounds. • Notify Security at 7-1124. <p>Notify Security of any unusual items in your area – do not touch them.</p>