

FRANKLIN BUILDING 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, activate the nearest fire alarm pull station (located in each elevator lobby and stairwell). Dial 9-911 to report the exact location and type of fire. ▪ If safe to do so, call Security at 7-9700 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, located at the open grassy area at 12th St. @ Broadway, behind Wells Fargo. Injured or disabled persons should wait in the Areas of Refuge (adjacent to stairwells) for assistance. ▪ Use an extinguisher <u>only</u> if the fire is small and it is safe to do so. <p>Check in with your Floor Warden at the relocation assembly site (City Center).</p>	<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 7-9700 - Inform Security of situation and exact floor location. <p style="text-align: center;">For Cardiac Arrest (or unresponsive/unconscious):</p> <ul style="list-style-type: none"> ▪ Send a runner to retrieve the AED located on each floor's <i>elevator lobby</i>. ▪ Find a trained CPR-AED rescuer (check floor roster posted with AEDs or look for red/white 'AED' sticker on staff nameplates). ▪ Stay with the patient – do <u>not</u> move them. 	<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 7-9700. ▪ Be prepared for aftershocks. <p>Follow directions given over the building P.A. 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 <u>imminent danger</u> dial 9-911. ▪ Trust your instincts. Try to create physical space between you and any threatening person. ▪ Suspicious persons should be reported to Security at 7-9700. 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 P.A. system, e-mail or voicemail. 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 7-9700. <p>Notify Security of any unusual items in your area – do not touch them.</p>