

UCOP Emergency Procedures Oakland Scientific Facility (OSF)

If the building alarm sounds, evacuate the building; the Oakland Fire Department's Dispatch Center is notified directly by the building alarm system. Since this OSF does not have a public address ("pa") system for disseminating information about an emergency situation, you must assume that a building alarm indicates a true emergency and you **MUST** evacuate the building.

Evacuation Procedures

When the building alarm sounds, use the nearest stairwell to evacuate the building. **DO NOT USE THE ELEVATORS.** Once outside the OSF, all LBNL and UCOP staff will assemble in the parking area at the rear of this building; this is our official relocation area. Gather in the OSF parking lot, grouped together by floor. CDL's Floor Wardens will report to the OSF Building Manager any mobility impaired staff remaining in the 4th Floor Safe Zone* or will indicate that the 4th Floor is clear.

Note: In the event of a power failure, the electric gate to the parking area can be opened manually by the OSF guards or building management.

* The South Stairwell (next to Conference Room 411) is the dedicated "SAFE ZONE" for all mobility impaired staff. Mobility impaired staff should remain in the Safe Zone, the small area past the South Stairwell door and before the set of stairs leading down, until evacuated by Oakland Emergency Services staff.

IMPORTANT -- When evacuating, if you cannot exit at the ground floor (e.g., stairwell is blocked), you can re-enter the building on the 2nd floor since card readers are not installed in the stairwells for this floor.

After the evacuation, only OSF building management can approve re-entry into the OSF. If re-entry to the building is denied, all staff will be required to remain in the OSF parking lot until Oakland Emergency Services (Police or Fire) indicate to exit the grounds.

Calling 911

In the event that emergency services (911) must be summoned,

1. Call **9-911** first to report the situation; our location is 415 Thomas L. Berkley Way (formerly 20th Street).
2. Notify the lobby security guard (**7-0020**) of the nature of the emergency and its specific location. In order to expedite their arrival, OSF security will escort Oakland Emergency Services personnel to the emergency's location.

Off-Hours Access to OSF

All staff **MUST** notify security when entering the building during off-hours.

Employees only: If the security guard is stationed at the lobby desk, notify the security guard of the approximate amount of time you'll be in the building. If the security guard is away from the lobby desk, call **9-425-6450** to page the security guard. The security guard will call the number displayed on the security pager to confirm with you how long you will be in the building.

Employees with visitors: If the security guard is stationed at the lobby desk, notify the security guard of the approximate amount of time you and your visitor(s) will be in the building. Additionally, all visitors **MUST** sign in on the OSF Visitor Sign In Log located on the lobby desk. Remember to have your visitor(s) sign out when you leave the building.

If the security guard is away from the lobby desk, have your visitor(s) sign in on the OSF Visitor Sign In Log and call **9-425-6450** to page the security guard. The security guard will call the number displayed on the security pager to confirm with you how long you and your visitor(s) will be in the building. Remember to have your visitor(s) sign out when you leave the building.

Contact Information

CDL Floor Wardens/Safety Officers are Michael Thwaites (michael.thwaites@ucop.edu or 7-0556) and Jayne Dickson (jayne.dickson@ucop.edu or 7-0550)

OSF Building Manager is Roman Starno (Roman.Starno@ucop.edu or 510.587.6100)

OSF Facilities Services contact is Michael Gidding (michael.gidding@ucop.edu or 510.987-9601)

OSF Security Guards can be contacted at security.guard@ucop.edu or 510.987.0020