

Continuing Education of the Bar

University of California

Building Emergency Plan

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Prepared by Priscilla Hoffnagle

CONTINUING EDUCATION OF THE BAR
300 Frank H. Ogawa Plaza, Suite 410
BUILDING EMERGENCY PROCEDURES
Feb. 2005

TABLE OF CONTENTS (Page 2)

Emergency Telephone Numbers.....	3
Introduction.....	4
Building And Life Safety Systems.....	5
The Emergency Floor Monitor/Roll Taker Team.....	8
Fire Safety.....	9
Fire Prevention Procedures	
Smoke/Fire Emergency Procedures	
Building Evacuation Procedures	
Emergency Assembly Area Plan	
Bomb Threat.....	14
Suspicious Items	
Don'ts	
Bomb Threat Received by Building Occupant	
Bomb Threat Received by the Building Office	
Occupant Evacuation	
Bomb Threat/Nuisance Call Checklist	
Medical Emergency.....	18
Occupants Requiring Medical Attention	
Ambulance Services	
Power Failure.....	19
Earthquake.....	20
Precautions to Take During an Earthquake	
Precautions to Take After an Earthquake	

Workplace Violence.....22
Hazardous Materials.....23

EMERGENCY TELEPHONE NUMBERS

In the event of an emergency, call 9-911 then notify CEB Facilities (ext. -2010 or -2013) and Rotunda Security desk (510-208-3694) in order to handle the emergency quickly and efficiently.

CEB Building Coordinator (BC) 302-2010

CEB BC Backup 302-2013

Fire Department - Emergency 9-911

Fire Department - Non-Emergency (510) 238-3481

Police Department - Emergency 9-911

Police Department - Non-Emergency (510) 238-3481

Rotunda Security (Emergency) (510) 208-3694

Rotunda Security (Non-Emergency) (510) 208-3694

Ambulance 9-911

Paramedics 9-911

INTRODUCTION

300 Frank H. Ogawa Plaza, Suite 410, the headquarters for Continuing Education of the Bar, is designed to provide maximum safety for CEB employees, occupants and visitors. However, we may be faced with natural or manmade emergency situations and must be prepared to cope with them should they occur.

This booklet is a guideline for action in the event of the following emergencies:

- Fire & Fire Prevention
- Bomb Threats
- Medical Emergencies
- Power Failure
- Earthquake
- Workplace Violence
- Hazardous Materials Incident

It is important that every occupant of CEB read and understand these emergency procedures. Every employee is also responsible for locating the evacuation sign posted near their office/workstation which will show the evacuation route they should take in the event of an emergency, and reading and understanding the information. Employees who work on the 4th floor should exit the building and go to Assembly Area A (see Building Information). Those who work on the 3rd floor should exit and go to Assembly Area B (see Building Information). If you have any questions, please contact CEB Facilities Management at extension -2010.

BUILDING INFORMATION

Building Name: Rotunda - CEB occupies space on the 3rd and 4th floors.

Building Coordinator: Priscilla Hoffnagle, Room 4522
Phone: 302-2010, Fax: 302-2005
Email: priscilla.hoffnagle@ceb.ucop.edu

Alternate Building Coordinator: Kathryn Mills, Room 4520
Phone: 302-2013, Fax: 302-2005
Email: kathryn.mills@ceb.ucop.edu

Emergency Assembly Area Location:

- 1) Area A - to the east side of the City of the plaza kiosk (the plant/shoe shine stand) near the fountain.
- 2) Area B - to the west side of the plaza kiosk (the plant/shoe shine stand) near the grassy area.

Critical Operations: There are no critical operations within CEB for which an employee is required to remain in the building during an emergency.

Medical and Rescue Duties for Employees: No employee has been assigned medical or rescue duties specific to emergency situations at CEB's space in the Rotunda.

BUILDING LIFE SAFETY SYSTEMS

The Rotunda is equipped with the most modern life-safety systems. This includes, but is not limited to: smoke detectors, fire alarm pull stations, a public address system, an emergency generator, an elevator recall system and three stairwells exiting from our suite in the building - the grand staircase (Staircase #7) which exits into the Plaza side hallway, a stairwell exiting to Kahn's Alley (Staircase #3) and a stairwell exiting onto Broadway (Staircase #5). Evacuation signs are posted at each CEB exit door as well as throughout the Rotunda common areas. See attached evacuation drawings for Emergency assembly areas once you've exited the building.

5

Fire Alarm and Smoke Detection

Fire alarm pull station and smoke detectors are located throughout the the suite. They sound like a repeating horn. Activation will send an audio/visual signal to the firefighters control panel identifying the location and cause of the alarm. The Fire Department is automatically alerted and dispatched via an off-site alarm monitoring service.

Elevators

DO NOT USE ELEVATORS IN CASE OF FIRE. Elevator alarms sound like a repeating ringing bell.

The following systems have been installed to protect persons using or attempting to use the elevators during a fire:

- ***Automatic recall*** In each elevator lobby, there is a smoke detector which activates this system. If any of these devices sense smoke, all elevators will close doors and return to the ground floor (unless generated on the ground floor in which case the elevator will go to the basement), where they will remain with doors open until released by building or fire department personnel.
- ***Earthquake Response:*** When a moderate or severe earthquake occurs a movement switch for each elevator car in the tower senses the motion of the building. If the motion exceeds a preset maximum, the elevator stops. It then moves in the opposite direction from its counterweight, stops at the next floor, and opens its doors. The elevator will remain in this condition until it is thoroughly examined and put back into service by an elevator mechanic.

Stairwells

Fire rated doors and wall construction within stairwells affords occupants required exit protection. The 16th Street and Broadway stairwells and vestibules are pressurized to keep smoke from filling the stairwells. Voice communication systems are installed in all stairwells. It is important for all building occupants to know the locations of all stairwells in the building.

Emergency Lighting

An emergency generator operates automatically during a power failure. Emergency lighting is provided for egress and elevators will be recalled to the ground level (unless the emergency is generated on the ground floor in which case the elevator will go to the basement).

6

Extinguishers

Fire extinguishers are located throughout the CEB space. Please notify Building Management if you have used an extinguisher so that a full replacement can be provided.

Public Address

This system allows one-way paging to any combination of floors, elevators and stairwells. The PA system will be used during emergencies to provide relocation/evacuation instructions and other information. When announcements occur, move to an area where you can clearly hear it.

PLEASE PAY ATTENTION TO ANNOUNCEMENTS.

7

THE EMERGENCY FLOOR MONITOR/ROLL TAKER TEAM

3rd Floor - Robert Denham.....Room 3143...302-2178
Cynthia Kimberlin.....Room 3432...302-2151

4th Floor - Kathryn Gipson.....Room 4313...302-2044 (4 South)
Julie Lyon.....Room 4827...302-0738 (4 North)
Melissa Kellogg.....Room 4201.....302-2032 (4 South)

The Emergency Floor Monitor Team is made up of CEB employees who accept special responsibility for their fellow workers. It is the duty of these people to assist in implementing emergency management procedures for everyone's safety in a time of crisis but without risk to their own safety.

Floor Monitors are responsible for a specific area. Floor Monitors regulate use of stairways and elevators in times of emergency, and may assist the disabled during evacuations.

FLOOR MONITORS

Responsibilities

- Know the physical layout of the floor and adjacent floors.
- Know the names of persons in the area of responsibility.
- Know the location of the nearest stair exit, alternate stair exit and the direct route to each.
- Know the location, condition, and usage of the fire alarm pull stations and fire extinguishers.
- Know the names and work locations of persons with physical disabilities. Assign a Monitor for the disabled to assist them during an emergency.

FLOOR MONITOR FIRE EMERGENCY

Responsibilities

- Each floor will have at least two Floor Monitors.
- Immediately call 9-911, extension -2000 and Security at (510) 208-3694 to report the fire's exact location and what is burning. If possible also contact CEB Facilities Management (-2010).

- Floor Monitors should also observe the following emergency procedures:

- Initiate fire-fighting operations. Occupants with certified training should only attempt to extinguish small (area of less than 10 square feet) fires unless doing so would expose them to personal danger or cause delay in calling 9-911 and the Rotunda Security Desk. If the fire is in a wastebasket, safely move it to a less dangerous location if possible. If machinery is on fire, safely shut off power to it.
- The Floor Monitors should coordinate his/her activities with those of other Floor Monitors on their floor.
- If evacuation becomes necessary prior to the arrival of the Fire Department, Floor Monitors will give the order to evacuate in accordance with the procedures outlined in the next section. The Floor Monitors should notify 9-911, Rotunda Security and CEB Facilities of this action.
- When the Fire Department arrives on the floor, they are in charge and all employees and other occupants must follow any order issued. The Fire Department will take over fire fighting operations.
- Direct persons away from elevators and to the exit stairs.
- Assist disabled persons into the stairwell after all other employees have evacuated.
- Assume a position at the designated stairway exit and direct persons to the evacuation area.

FIRE SAFETY

Fire Prevention Procedures

To prevent fire, this building maintains a good housekeeping policy, which includes:

- Storing flammable and combustible materials in an approved manner
- Avoiding accumulation of flammable and combustible materials in work areas.

The Building Coordinator works with Rotunda Management and CEB staff to ensure that there is no excess accumulation of flammable and combustible materials in this building.

Custodial services are provided to this building by ABM Company at (925) 866-1211. A schedule of custodial services in this building may be obtained by contacting CEB's Building

Coordinator. Rotunda Management oversees the maintainance of fire extinguishers, fire alarm systems and fire sprinkler systems.

Potential Fire* Hazards

Following are the potential fire hazards identified in the Rotunda:

- Combustible materials (e.g. paper, cardboard, wood, etc.)
- Flamable liquids in building maintenance supply room (cleaning products, paints and paint thinners, oil, etc.)

*Fire hazards are controlled by proper storage and housekeeping procedures.

Smoke/Fire Emergency Procedures

IF YOU SMELL SMOKE

- Call Rotunda Security at (510) 208-3694 and CEB Facilities staff (-2010 or -2013).
- Notify one of your designated Floor Monitors.
- Wait for instructions from the Rotunda Security or CEB Facilities staff.

- DO NOT use the elevators,

IF YOU SEE FIRE

- In the event that you are present when a fire occurs, there are several basic safety rules to remember that could save your life.

Remember the three C's:

Clear - Clear the area of all persons in the immediate area of danger.

Call - the Fire Department at 9-911 and give them the following information:

- Building Address: 300 Frank H. Ogawa Plaza, Suite 410
- Nearest Cross Street: 16th Street
- Location and type of fire (if known)
- Call Back Number: Your Telephone Number and Building Office Number:

Confine - Confine the fire if safely possible by closing all doors to contain the spread of the fire. At such time, an effort to extinguish SMALL FIRES ONLY, can be attempted by persons certified in using a fire extinguisher. Fire extinguishers are located throughout CEB space and are provided for the occupant's use in case of small fires.

- Notify and advise your Floor Monitor, CEB Facilities and Rotunda Security of the location and severity of the fire so that they can communicate with the Fire Department when they arrive. Begin building evacuation procedures.

Building Evacuation Procedures

In the event that evacuation is necessary, occupants should evacuate the Building and proceed to their designated emergency assembly area. In order to ensure a clear, uninhibited entry for the Fire Department into the Building and to the fire area, it is extremely important that all occupants evacuate down the right side of stairways in the precise manner and to the exact area designated by the Floor Monitors or Fire Department.

The following evacuation procedures should be observed:

- Before opening any door to the corridor, check the door and doorknob for heat. If it is warm, stay in your office and caulk around the door seams using wet towels. DO NOT OPEN THE DOOR! Find another exit to the corridor.
- If both your door and doorknob are cool, and you leave your office:
 - Check for smoke in the corridor.
 - When smoke is present, cover your mouth and nose with a wet handkerchief or cloth and stay low. Crawling is recommended since fresh air is closest to the floor.
 - Everyone should proceed quickly, but calmly, to the nearest stairwell. DO NOT RUN!
 - DO NOT USE THE ELEVATORS!
 - Check stairwells for smoke.
 - If the corridor and/or stairwells are smoke filled, RETURN TO YOUR OFFICE!
 - Evacuate to the exact area designated by the Floor Monitors, Rotunda Security or Fire Department.
- The Floor Monitors will walk the floor to assist employees and make sure everyone is aware of the evacuation order.
- The last person leaving any enclosed office area should close the office door, without locking it. This will help to confine any fire until the arrival of the Fire Department.
- Form a single-file line at the stairwell exit door and proceed calmly and carefully outside the building. No one, however, should open any door without first checking to see if it is hot. If the door is hot, there is undoubtedly a fire on the other side.

- Conversation should be kept to a minimum. Everyone should stay in a single-file line on the right side of the staircase.
- Once the evacuation has begun, no one should attempt to re-enter the evacuated area until it has been declared safe by Fire Department officials, Rotunda Security or CEB Facilities.
- During evacuation, handicapped persons should remain in the vestibules next to the stairwells. Wheelchairs are not allowed in stairwells. The Floor Monitors or Fire Department personnel will meet them in this area and assist their evacuation to the designated area. Floor Monitors should notify Rotunda Security as to the location of disabled employees so that Building personnel may respond to assist their evacuation.
- At the assembly area, department managers (or their designees) should proceed to take roll call count to determine if anyone is missing from their department. This information should be relayed to the CEB Facilities Management, Rotunda Security or Fire Department.

BOMB THREAT

The most common threats are made by direct telephone calls to a company or the Oakland Police Department. However, some threatening calls are made to third parties such as television studios and newspaper offices.

There are two reasons for a caller to report that a bomb is about to go off at a particular location:

- The caller knows that an explosive or incendiary device has been or will be placed in the building and wants to minimize personal injury. The caller may be the person who planted the device, or just someone who is aware of such information.
- The caller wants to create an atmosphere that spreads panic and disrupts normal business activity. This could be the ultimate goal of the caller.

Suspicious Items

- Letters that are unusually bulky or weighty.
- Parcels or envelopes with chemical or oily stains.
- Parcels or envelopes without a return address.
- Parcels or envelopes with foreign postmarks.
- Parcels or envelopes that simply do not look or feel ordinary.

Don'ts

- DO NOT handle the item.
- DO NOT attempt to open the parcel.
- DO NOT place the parcel in water.
- DO NOT remove any binding material.

DO NOT pull or cut any material that protrudes

Bomb Threat Received by a CEB Employee

Should a bomb threat be received by an employee, the following guidelines shall be used:

- Follow the checklist on the final page of this section. Try to obtain as much information as possible. Be prepared to relate this information to the Police Department when they arrive.
- Immediately call CEB Facilities and Rotunda Security. If possible, have a second person call while the bomb threat call is still in progress.
- Be alert for any unfamiliar people and/or objects to point out to the Police Department or building staff upon their arrival. DO NOT touch or handle any suspected object.

Bomb Threat Received by Rotunda Building Management

In the event that a bomb threat is received by the Rotunda Building Management the following guidelines will be observed:

- The Oakland Police Department will be notified immediately.
- CEB Facilities will be informed of the situation. The Oakland Police Department will give the order to evacuate if necessary.
- Occupants should be alert for any unfamiliar people or objects to point out to the Police Department or building staff upon their arrival. DO NOT touch or handle any suspected objects.
- The Oakland Police Department will make a complete search of the suspected areas.
- If the bomb threat is received against the Building, and not a specific floor, all public access areas, beginning with the most accessible will be searched.

Building Evacuation

The Oakland Police Department will have the responsibility of deciding whether the building should be evacuated. If you are ordered to evacuate, all the following steps should be followed:

- The Floor Monitors will be given the order to evacuate the building.
- Everyone should proceed quickly, but calmly, to the nearest stairway exit. DO NOT RUN!
- The Floor Monitors or Alternate should walk the suite to assist employees and make sure everyone is aware of the evacuation order.
- Once the evacuation has begun, no one should attempt to re-enter the evacuated area until it has been declared safe by the Police Department.
- The department managers (or their designees) should proceed to take a head count to determine if anyone is missing from their area. If someone is missing, this information should be relayed to CEB Facilities at the evacuation area.

Bomb Threat/Nuisance Call

Checklist

- 1. At _____ a.m./p.m., a telephone call was received at telephone number _____, extension _____. The following message was received:

TRY TO GET THE CALLER TO REPEAT THE MESSAGE!
 (“I’m sorry, would you say that again please.”)

DO NOT INTERRUPT THE CALLER WHILE HE/SHE IS TALKING.

TRY TO KEEP THE CALLER TALKING! (Use your imagination - try to act natural.)

- 2. Questions To Ask Caller

- What does the bomb look like?
- What will cause it to explode?
- When is the bomb going to explode?
- Did you place the bomb?
- Why?
- Where is it right now?
- What kind is it?
- What is your name?
- What is your address?

- 3. Caller description

Sex of Caller _____ Length of Call _____
 Race _____ Age _____

CALLERS VOICE & BACKGROUND NOISES
CHECK ALL THAT APPLY

Call ___ Nasal ___ Street Noises ___ Machinery ___
 Angry ___ Stutter ___ Crockery ___ Factory ___
 Excited ___ Lisp ___ Voices ___ Animal Noise ___
 Slow ___ Raspy ___ P.A. System ___ Clear ___ Static ___
 Soft ___ Ragged ___ House Noise ___ Local ___
 Loud ___ Familiar ___ Motor ___ Long Distance ___
 Laughter ___ Accent ___ Office ___ Phone Booth ___
 Crying ___ Disguised ___ Normal ___ Crackling Voice ___
 District Slurred ___ Deep Breathing ___ Cleared Throat ___
 Well Spoken (educated) ___ Incoherent ___ Irrational ___ Foul ___
 Message Read by Threat Maker ___ Taped ___

THIS REPORT PREPARED BY:

MEDICAL EMERGENCY

Occupants Requiring Medical Attention

- CALL THE ABMULANCE OR PARAMEDICS AT 9-911. Be prepared to provide the address of the building, floor number and suite number.
- Call CEB Facilities (-2010)and Rotunda Security (510)208-3694. The Rotunda Property Management Team will bring the necessary elevator to the lobby level and meet the emergency crew and direct them to the appropriate area.

Ambulance Services

The ambulance services will, in most cases, take the patient to the nearest medical facility.

POWER FAILURE

The Rotunda has a new backup generator. It is designed to minimize the impact of a general power failure resulting from causes within the building. Typically, should a power failure occur, it will affect either an isolated area of the building or some larger portion of the surrounding geographic area.

All floors and public areas are equipped with independently powered exit signs and emergency lights. The stairwells also have back-up battery powered lights in case the emergency back-up power fails to operate. These will remain lit in a general power failure. If an electrical failure does occur, the following guidelines should be observed:

- Contact the CEB Facilities at extension -2010 or -2013.
- Raise blinds to let in outside light. If there is adequate lighting from windows, continue performing assignments as well as possible.
- If you are instructed to evacuate, lock all areas.
- Do not congregate in lobby areas or in the street.
- If you are trapped in an elevator during a power failure, wait for assistance. Your elevator will cease operation, but it will not fall. Do not force open the doors or try to escape through the roof hatch.
- Rotunda Security attempt to advise CEB Facilities regarding the length and cause of the power failure as soon as possible.

EARTHQUAKE

Precautions to Take During an Earthquake

- Try to remain calm and reassure others.
- If you are indoors, move immediately to a safe place. Get under a desk or table if possible. Stand in an interior doorway or in the corner of a room. Watch out for falling debris or tall furniture. Stay away from windows and heavy objects that may topple or slide across the floor. If you are standing in a doorway watch out for swinging doors.
- Do not dash for exits, since stairways may be broken and jammed with people. The elevators at the Rotunda are equipped with seismic sensors that, when activated by an earthquake, will bring the elevator to the nearest floor, open its doors and put it out of service.
- Do not be surprised if the electricity goes out, or if elevators, fire, and burglar alarms start ringing, or if sprinkler systems go on. Expect to hear noise from breaking glass, cracks in walls and falling objects.
- If you are outdoors, try to get into an open area, away from buildings and power lines.

Precautions To Take After An Earthquake

Remain calm, and take time to assess your situation. When the shaking stops, there may be damage and people may be injured. It is especially important that everyone should remain calm and begin the task of taking care of one another. The first concern is for those who are hurt, and the next concern is to prevent fires. After that, damage can be assessed and remedial measures begun.

- Help anyone who is hurt. If certified, administer emergency first aid when necessary. Cover injured persons with blankets to keep them warm. Seek medical help for those who need it.
- Check for fires and fire hazards. If certified to use a fire extinguisher put out small fires immediately if you can.
- Check for damage to utilities and appliances. Notify Rotunda Security and CEB Facilities. Do not attempt to touch any electrical appliances or machinery. Do not enter any power/utility rooms.

- Do not light matches, or use any open flames, or turn on electrical switches or appliances until you are informed by Rotunda Security or CEB Facilities that it's safe to do so.
- Do not touch power lines, electric wiring, or objects in contact with them.
- Do not use the telephone except to call for help, or to report serious emergencies (medical, fire, or criminal), or to perform some essential service. Jammed telephone lines interfere with emergency services, and it is thoughtless to use the phone for personal reasons or to satisfy curiosity.
- Listen to the radio information about the earthquake and disaster procedures.
- Be prepared to experience aftershocks. They often do additional damage to buildings weakened by the main shock.
- Use great caution when entering or moving about in a damaged building. Collapses can occur without much warning, and there may be dangers from gas leaks, electric wiring, broken glass, etc.

WORKPLACE VIOLENCE

- If a person's behavior becomes inappropriate:
 - If you feel you are at personal danger, if possible, leave the area. Notify CEB Facilities at -2010 or -2013.
- If a person enters your workplace with a weapon
 - CALL 9-1-1
 - Immediately seek cover under your desk or work area.
 - Do not run, you will become a moving target
 - Take the phone with you under your desk
 - Stay in your hiding place until you hear the all clear
- Identify Behavior Requiring Intervention:
 - Any Behavior that is physically threatening.
 - Behavior or actions that would be interpreted by a reasonable person as carrying potential for violence (verbal threats, throwing objects, waving fists)
 - Any substantial threat to harm another individual or in any way endanger the safety of employees
 - Any substantial threat to destroy property
 - Aberrant behavior that might signal emotional distress (Severe mood swings, impulsive or intimidating behavior, yelling)
- Common Sense Rules in a Dangerous Situation:
 - Trust your instincts, if you are afraid you probably have a good reason
 - Take all threats seriously
 - Physically give the person personal space
 - Provide for your own personal safety
 - Don't be afraid to ask for help

HAZARDOUS MATERIALS

If you notice substances being used within CEB space or the Rotunda that you think may be hazardous contact CEB's Building Coordinator to obtain an MSDS sheet. If it is not on file with the Building Coordinator they will contact Rotunda Management to obtain one.

In the event of a hazardous material incident, Call 9-911, Rotunda Security and CEB Facilities (-2010 or -2013) immediately.

- When reporting a hazardous materials incident, give your name, the exact location of the material released, telephone number and your extension.
- Identify the type of materials involved, if known. Describe the effect of the incident (i.e., the activity of the toxins and its reaction-colors, smells or visible gases being produces, and any injuries)
- If it is necessary, evacuate the immediate area and keep others out. If fumes are being produced, restrict the area. Move away from the hazard and take your personal belongings. Do not enter a restricted area to get your belongings or go back for them. Only trained and properly equipped emergency personnel may enter an area that is contaminated
- Assist others who cannot leave on their own. Employees will stay with their partners and observe them for signs of chemical or heat exposure. Each member will periodically check the integrity of his/her partner's clothing for possible effects.
- Refrain from smoking. Strike no matches or lighters.
- Do not eat or drink. Do not apply cosmetics; they mask true skin color and tone.
- Respond specifically as directed over the public address system
- Stay out of the way of emergency personnel. Make yourself available for questioning by Security and carefully document all details immediately.

