

UNIVERSITY OF CALIFORNIA OFFICE OF THE PRESIDENT



BUILDING OCCUPANT EMERGENCY PROCEDURES

Oakland Scientific Facility (OSF)¹
415 20th Street, Oakland, CA

September 2014

¹ Copied extensively from "Building Occupant Emergency Procedures, Franklin Building 1111 Franklin Street, Oakland August 2013", by Matthew Leet, Chief Engineer, Building and Administrative Service Center (BASC), UC Office of the President
OSF version, contact Jayne Dickson (7-0550 or jayne.dickson@ucop.edu) for revisions. Latest revision: 9/26/2014.

Emergency Telephone Numbers

FIRE POLICE AMBULANCE	9-911
Or Using Cell Phone	777-3211

Building Security	987-0020
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Police Department Non-Emergency	777-3333
Fire Department Non-Emergency	238-4000
Poison Control Center	(800) 876-4766

UCOP Emergency Information (rarely used – usually situational information is sent via email)	(866) 272-9009
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OSF Floor Wardens (for the 3rd & 4th floors)

Floor/Dept.	Name	Phone	Office Location
3 rd Floor / ITS	Albert Apolonio	7-9385	322
	Patty Herkins	7-0296	315G
4 th Floor / CDL	Jayne Dickson	7-0550	422A
	Renata Ewing	7-0809	434F
	Michael Thwaites	7-0556	444

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INTRODUCTION

This manual is a tool designed to guide you in the event of an emergency. We have taken every reasonable effort to ensure the accuracy and completeness of the information in this manual. We have attempted to make the material concise, simple, and instructional; therefore it covers only the most common emergencies, not every potential event. In an emergency it is imperative to use good common sense. Always use initiative, intuition and good judgment to assure your own personal safety. Since every situation is different, your response will depend on the particular circumstances of the emergency.

It is every employee's responsibility to know what action to take before, during and after an emergency. Please read this manual and practice the procedures outlined within. Familiarize yourself with your workplace environment, other employees who work nearby, and emergency preparations and procedures. Discuss the contents of this manual with your co-workers and test them before you need them. Have a rehearsal and walk through the procedures. Take the necessary precautions mentioned in this manual.

Safety should be everyone's concern.

UCOP EMERGENCY INFORMATION

For emergency notifications, UCOP relies on:

1. **Broadcast email** messages to 'ucop.edu' email addresses.
2. **UCOPAlert:** emergency notifications to your personal phones and personal email addresses (e.g., gmail.com) outside of normal business hours. See <http://www.ucop.edu/risk-services/crisis-management/ucop-staff-emergency-procedures/ucop-alert.html> for information on UCOPAlert.
3. **UCOP Emergency Information Line (866.272.9009):** In the event of email or voicemail system failure, call this backup toll-free out-of-area number for recorded messages and instructions related to UCOP emergencies or closures.

Additionally, in the event of a major emergency, tune into KCBS (740 AM), KGO (810 AM), or KNBR (680 AM) for updated Bay Area emergency information.

The UCOP website and broadcast email or phone messages may also be used to provide emergency information and instructions to UCOP staff.

BUILDING LIFE SAFETY FEATURES

Building life safety features of the Oakland Scientific Facility (OSF) or '20th Street building' include a fire/smoke detection and alarm system, elevator recall system, and fire control panel. The fire control panel monitors the emergency equipment located on every floor of the building. All floors are equipped with pull stations, audible alarms and strobes, illuminated exit signs, fire extinguishers, and emergency lighting. Each floor has posted evacuation floor plan placards that show exit routes and identify the location of all fire equipment. The entire building has overhead sprinklers.

FIRE ALARM AND SMOKE DETECTORS

Fire alarm pull stations and smoke detectors are located throughout the building. Manual pull stations are located at stairwell entrances. Activation of the alarm will send an audio/visual signal to the firefighter's control panel identifying the location and cause of the alarm, and the affected floor will be notified by a loud audible whooping alarm with flashing strobe lights.

SPRINKLER SYSTEM

This building has an automatic sprinkler system equipped with water flow detectors that monitor building conditions. Activation of any sprinkler head will cause an alarm to sound on the affected floor and will summon security and engineering personnel.

FIRE EXTINGUISHERS

All-purpose "ABC" dry chemical fire extinguishers are located on every floor in the building, near the copy rooms. If you use or discharge an extinguisher for any reason, please notify Building Management so we can recharge or replace the extinguisher immediately.

ELEVATOR RECALL AND EMERGENCY SERVICE

Elevators are a dangerous place to be in a fire. The heat and damage caused by a fire can register a false "call" on the floor where the fire is burning, causing the elevators to reroute to that floor. Accordingly, the following systems have been installed to prevent people from using or attempting to use the elevators during a fire. Do NOT use the elevators during a fire.

Automatic Recall

If any of the smoke detectors installed in the elevator lobbies sense smoke, the automatic elevator recall system is activated immediately. All elevator doors will close and the cars will return to the ground floor, where they will remain with doors open until released by building or OFD personnel. This system may also be activated or manually bypassed from a key switch located in the main lobby.

Emergency Firefighter Service

After the elevators have been recalled to the ground floor, firefighters may put them into emergency use. A key switch located in each car allows manual operation using the "open door" and "close door" control buttons.

Elevator Earthquake Response

When an earthquake occurs, a seismic switch in each elevator car gauges the severity of the motion and causes the elevator to stop if this motion exceeds a preset maximum. The elevator then moves in the opposite

direction from its counter-weight, 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.

If an elevator malfunctions, a passenger should press the alarm button located on the button panel of the elevator cab and use the emergency telephone (located directly below the button panel) to alert the elevator company dispatcher who will then summon a trained technician.

STAIRWELLS

As part of emergency evacuation preparation, all employees should know the location of building stairwells. Each floor has two stairwells which are located on the north and south (closest to the OSF parking lot) sides of the building. The building's fire-rated doors and stairwell wall construction afford occupants protection during emergency evacuation. Both stairwells are equipped with emergency lighting.

There are emergency evacuation "stair chairs" located in the stairwell Areas of Refuge on the 4th floor and in the building lobby. These stair chairs enable the evacuation of injured or disabled persons up or down stairwells in an emergency when the elevators cannot be used (see [Evacuation & Relocation Procedures](#)).

During a fire, occupants will use both stairwells and adjacent vestibules (Areas of Refuge) to exit safely from their floor. All occupants should exit down the stairwell, staying to the right side if possible.

EVACUATION PLAN SIGNS

Evacuation Plan signs located at elevator lobbies and stairwell entrances provide emergency instructions and evacuation procedures and contain a floor plan showing exits and fire equipment locations.

EMERGENCY POWER AND LIGHTING

During a power failure, an emergency generator operates automatically, powering all safety equipment and emergency lighting. The emergency power system brings one elevator at a time to the lobby, runs the fire pump, and provides emergency exit lighting in common areas, restrooms, and stairwells. Backup battery-powered emergency exit lighting is also installed in the stairwells.

EMERGENCY ORGANIZATION

The Emergency Response Team, composed of Building Management and pre-appointed Floor Wardens, has been designated to perform specific tasks in the event of an emergency. It is important for all building occupants to be familiar with these key personnel and follow their directions in a timely and organized manner.

LIFE SAFETY DIRECTOR

The Life Safety Director for the building is the Chief Engineer [Michael Annas, Email: Michael.Annas@ucop.edu, 510-987-0519 (office) and 510-414-6743 (cell)], who is responsible for coordinating the efforts of police and fire departments while they are on UCOP property. The Life Safety Director's responsibilities are as follows:

EMERGENCY RESPONSIBILITIES

- Ensuring that 911 has been called.
- Putting into effect the Life Safety Plan: starting evacuation or relocation procedures and recalling elevators.
- Acting as a liaison between the OFD and UCOP Building Management.
- Meeting with the OFD Incident Commander to provide information about the emergency (status of relocation or evacuation; location of fire, smoke or alarm; location of trapped or disabled persons in need of evacuation, and all necessary emergency equipment (building keys, floor plans, stair evacuation chairs, etc.).

NON-EMERGENCY RESPONSIBILITIES

- Ensuring that a program of regular inspections, maintenance, testing and re-certification of all fire and life safety equipment is developed and implemented.
- Implementing a general program of building fire prevention, including annual building-wide fire drills conducted in cooperation with the OFD.
- Assuring that Floor Wardens are assigned to each floor, and calling periodic meetings of these personnel to provide information and training about emergency procedures, including evacuation and relocation, emergency care and evacuation of the disabled, and fire prevention. The Life Safety Director will log and record all training provided to Floor Wardens.

BUILDING SECURITY

Building Security staff will perform those duties as described in the Security Instructions Manual and as directed by the Life Safety Director, Building Management and public safety officials. Such duties include but are not limited to:

- Monitoring the fire and life safety systems at all times.
- In the case of fire or fire alarm conditions, immediately notifying the OFD, Building Management and Engineering.
- Unlocking the Fire Control Room, the fire panel, and all ground-floor building doors.
- Promptly notifying Building Management if an OFD official requests routine access to the facility.
- Logging and reporting on a daily basis any potential problems or fire and life safety issues (i.e., lights out, excess debris, blocked exits, etc.)
- Documenting incidents involving implementation of any part of the Life Safety Plan.
- Assisting as needed in restoring building services following any event requiring activation of the Life Safety Plan.

FLOOR WARDENS

Floor Wardens provide a critical link between building occupants and safety personnel. Wardens are responsible for a specific physical area and are charged with recruiting fellow employees for special assignments in managing an emergency. Floor Wardens have the following emergency and non-emergency responsibilities:

- Knowing the physical layout of adjacent floors as well as the layout of their own floor.
- Knowing the locations of the nearest stairway and alternate stairwell exits, and the direct routes to each.
- Knowing the location and condition and how to operate the nearest fire extinguishers.
- Knowing emergency telephone numbers and procedures.
- Instructing co-workers in various emergency roles, recruiting and training members of the Emergency Response Team.
- Ensuring that new employees have a copy of this Emergency Procedures manual.
- Knowing how to assume control, maintain calm, and prevent panic in the event of an emergency.
- Communicating information to building occupants during and after an emergency.
- Preparing and practicing an earthquake, fire, and emergency evacuation/relocation plan for their group.
- Knowing the names and work locations of building occupants who may have physical difficulty in evacuating the building, and assigning a fellow employee to assist those individuals during an emergency to the stairwell Areas of Refuge; advising the Life Safety Director of the location of any disabled personnel.
- Advising the Life Safety Director of adverse floor conditions.
- Maintaining a store of emergency equipment and provisions, including a flashlight and spare batteries, battery-operated radio, and food and water for three days.

EVACUATION & RELOCATION PROCEDURES

Important: The Oakland Scientific Facility (OSF)/20th Street Building does not have a Public Address (PA) system. Consequently, if an alarm siren sounds, you must evacuate the building. This is true even if the alarm siren is incomplete (only a few of the sirens on a floor have been activated) or if you suspect the siren is a 'false alarm'. **Any time the alarm sirens sound, you MUST evacuate the building!**

It is imperative to practice a building evacuation plan before an emergency occurs. In the event that a fire alarm identifies an emergency situation within the building or floor that requires evacuation, please follow the following procedures:

1. Remain calm and orderly. Walk quickly but do not run. Follow the instructions of your Floor Wardens.
2. Floor Wardens and their designees will perform the following tasks:

Floor Warden/Assistant Floor Wardens: Move building occupants to the closest stairwell. Coordinate efforts of all Emergency Response Team members and ensure complete evacuation (including remaining ERT members). *Note: One (1) Floor Warden from each floor must check in with security staff or building services staff in building lobby as the evacuation process begins.*

Elevator Lobby Monitor: Stand by the elevators and redirect people to the stairwells.

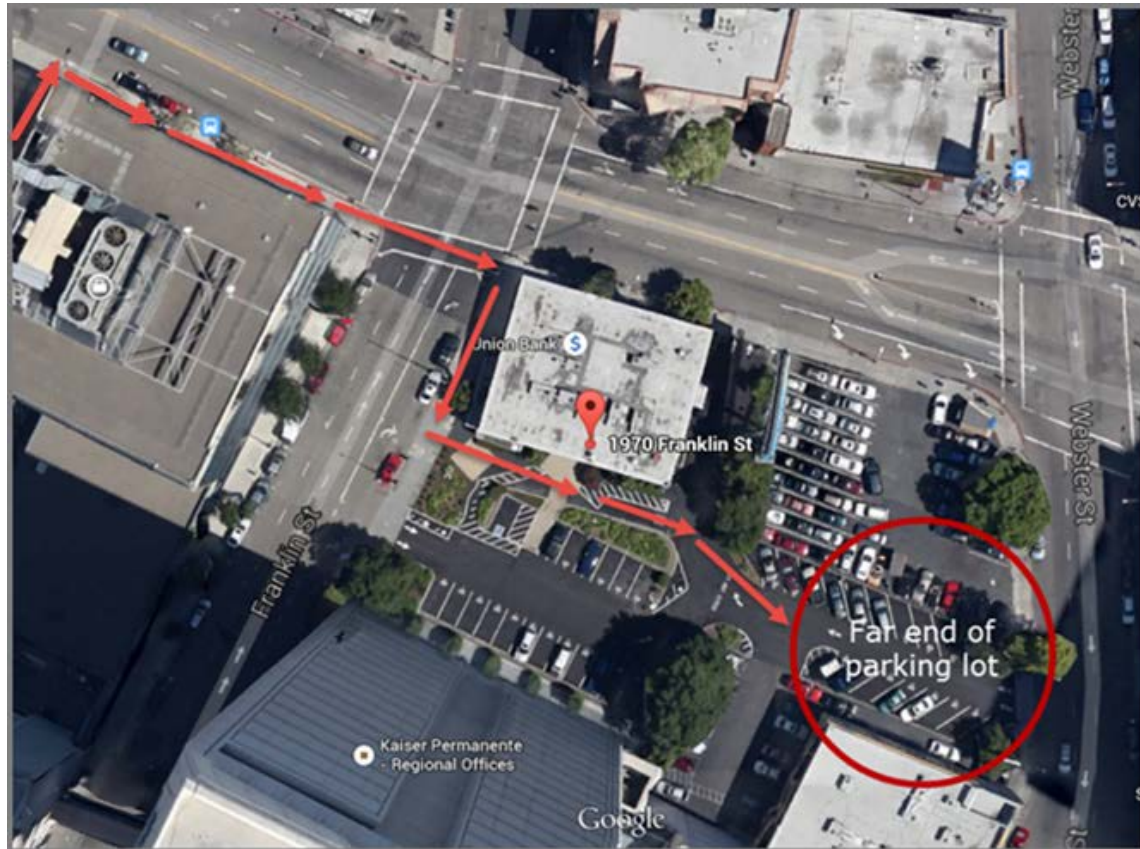
Searchers: Search the floor to make sure everyone is out. Check all enclosed spaces such as bathrooms, storage closets and kitchens.

Disabled Assistant: Help any person needing assistance to move to the nearest stairwell Area of Refuge. If the individual is able to exit via the stairway, wait for the stairway to clear and then proceed down. If the individual is unable to leave via the stairway, stay with the individual in the Area of Refuge, and send another person down to the front entrance to inform Security or OFD of the situation. A firefighter will assist in evacuating the individual using the stair chairs located in the stairwell Areas of Refuge on all floors.

Stairwell Monitor: Assume a position at the stairwell door to instruct occupants to walk quietly in a single file down the stairs and to fully evacuate the building. Caution occupants to remain on the right side of the stairwell, watch out for opening doors, and stay out of the way of OFD personnel.

1. **DO NOT USE THE ELEVATORS.** Evacuate the building using the emergency stairwells only. Go to the designated relocation assembly area, located in the **Union Bank parking lot** across Franklin Street. Check in with your Floor Warden at the assembly area. *See map on next page for details.*
2. Immediately report to Security or OFD the location and condition of any individuals who could not be evacuated/relocated.
3. Stand by for further instructions.

Evacuation Relocation Site: Union Bank Parking Lot (far end)



Union Bank is located at 1970 Franklin Street in Oakland, CA.

When evacuating from the Oakland Scientific Facility (OSF) exit the stairwells into the OSF driveway, proceed to 20th Street. Turn right and proceed across Franklin Street. At the Union Bank on the corner, turn right and walk past the bank. Turn right into the bank's parking lot and continue to the far end of the parking lot before gathering into groups by floor.

FIRE EMERGENCY PROCEDURES

WHAT TO DO IF YOU SEE FIRE

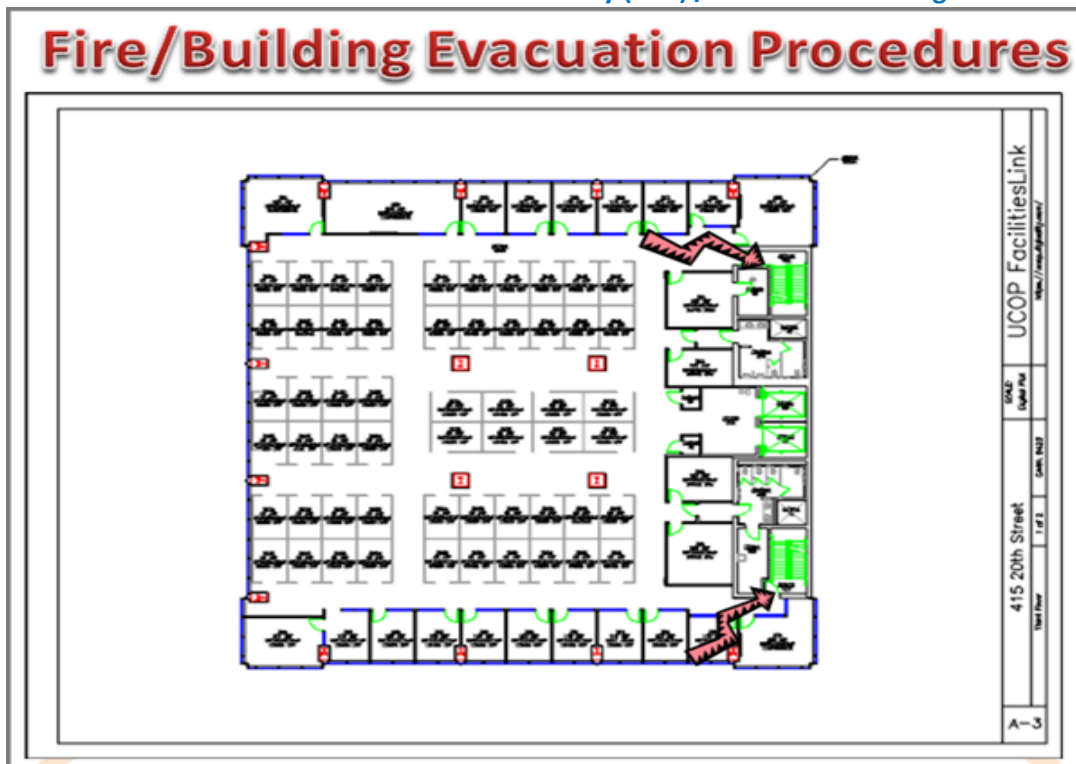
First...

- Activate the nearest fire alarm pull station located in elevator lobbies and stairwells.
- Call **9-911**. Report your exact location (floor/office #) and type of fire. Give your name and phone number – don't hang up until the operator tells you to do so.
- Warn others in the immediate area.
- Call Security at **7-0020**.
- Use an extinguisher only if the fire is small and it is safe to do so.

Next...

- Begin evacuation procedures using the stairwells.
- If necessary for your evacuation route, carefully check for heat with the back of your hand by lightly touching the doorframe near the top, and then check the doorknob. Do NOT open hot doors - go to an alternate exit.
- If the door is cool to the touch, brace yourself and open it slowly. You may need to shut it quickly if you encounter flames or smoke.
- If you find yourself faced with an area filled with smoke, enter carefully and close the door behind you.
- If you encounter heavy smoke, drop to your hands and knees and keep your face near the floor. If water is available, dampen a cloth and breathe through it to reduce smoke inhalation.
- Follow the wall to the nearest exit and leave the building.

Floor Plan of Oakland Scientific Facility (OSF) / 20th Street Building



WHAT TO DO IF YOU HEAR THE FIRE ALARM

- Begin evacuation procedures.

WHAT TO DO IF YOU SMELL SMOKE

- Call Security at 7-0020.

WHAT TO DO IF YOU ARE TRAPPED IN A BUILDING

- Stay calm. If safe, proceed to a room with an outside window and stay there.
- If there is a working telephone in the room, dial 9-911 and tell the dispatcher exactly where you are, even if you see fire trucks below.
- To help rescuers find you, stay where they can see you and wave something bright and light-colored to attract their attention.
- To keep smoke out of your refuge area, stuff the cracks around the door and cover the ventilators with clothing, towels or newspapers.
- If water is available, dampen a cloth and breathe through it to reduce smoke inhalation.
- Rescuers will begin with those who are in the most immediate danger, so your rescue may take time. Above all, think before you act and be patient until help arrives.

HOW & WHEN TO USE FIRE EXTINGUISHERS

Dry chemical fire extinguishers are effective on all types of small fires. Extinguishers are generally located near kitchens, copy rooms, or restrooms.

Extinguishers should only be used on small fires (wastebasket-sized). If the fire is discovered while it is still small enough to be contained, take the extinguisher, stand back 8–10 feet from the fire and follow the **PASS SYSTEM**:

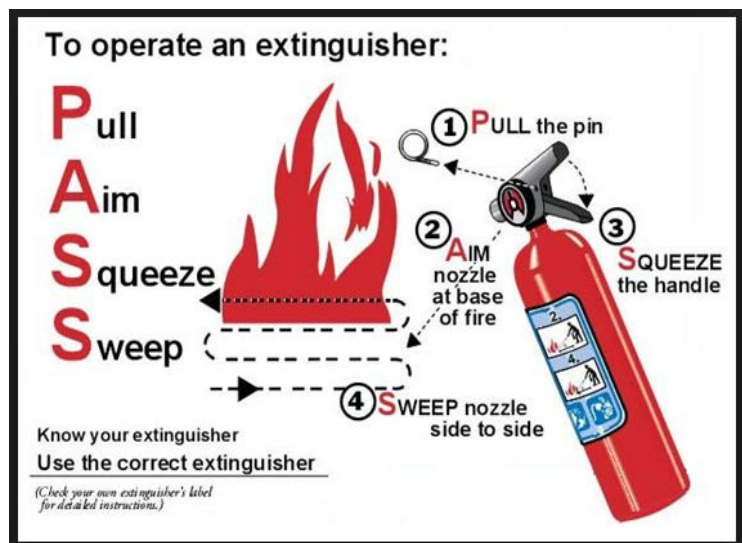
Pull the retaining pin.

Aim the nozzle at the base of the flames.

Squeeze the handle completely to discharge the dry chemical on the fire.

Sweep the nozzle from side to side. Go slightly beyond the fire area with each pass. Once the fire is out, wait before leaving the area. If the fire re-ignites, you may need to make another application.

Fire extinguishers can generate a great amount of smoke when used, so be careful - smoke contains noxious fumes. Since smoke inhalation is the major cause of fire deaths, cover your mouth and nose with a wet cloth whenever possible.



If it is not feasible to use an extinguisher, begin evacuation procedures at once. Close doors behind you to contain the fire.

FIRE PREVENTION

COMMON-SENSE FIRE PREVENTION

- Do not let paper accumulate in your office or in storage areas. Pay special attention to housekeeping in areas where discarded paper accumulates, such as storage areas, copy rooms, or kitchens.
- Make sure electrical cords are in good condition. Inspect them periodically and replace them, or report frayed cords to the Work Management Center at 7-0600. Do not bypass grounded plugs.
- Use surge-protected power strips in place of extension cords.
- Space heaters are not allowed in the building.
- Store all flammable liquids in a cool, safe location. Do not store large quantities of flammable solvents.
- To ensure ease of evacuation in an emergency, keep all hallways and stairwell exits free of boxes and trash.
- Blocking fire doors open is a direct violation of the Fire Code and will allow smoke and fire to spread throughout the floor. Do not block open fire doors at any time.
- Make sure all electrical equipment is turned off before you leave at the end of the day. This includes coffee pots, copiers, typewriters, computers, and printers.
- Use care when using microwave ovens to prevent burning food or contents.

FIRE DRILLS

The Life Safety Director will schedule practice fire drills at least once a year. The Life Safety Director is responsible for conducting, documenting, and preparing a critique of each fire drill held.

Floor Warden Responsibilities

- Review the “Fire Emergency Procedures” section of this manual with other building occupants and make sure that all functions and responsibilities are carried out during the drill.
- Check individual and team response to the fire area and verify status of occupants.
- Communicate issues or problems to Building Management.

EARTHQUAKE PROCEDURES

WHAT TO DO WHEN THE SHAKING STARTS

- Duck, Cover & Hold in place under your desk, table, or other sturdy object.
 - OR -
- Stand in an interior doorway of a load-bearing wall. Keep the door from swinging. With your back firmly against the doorframe, extend your arms and brace yourself.
- Face away from any windows.
- Stay clear of tall objects that may topple over. Watch for falling objects.
- Stay inside! Do NOT go outside unless directed to do so by the Life Safety Director.
 - Stay out of the stairwells until they have been checked and determined to be safe.

WHAT TO DO WHEN THE INITIAL SHOCKS HAVE SUBSIDED

- Remain calm and *be prepared for aftershocks*.
- Check for injuries and administer first aid to the degree that you are trained.
- Check for obvious hazards and damage on your floor.
- DON'T turn on or off any lighting or electrical devices.
- DON'T use the telephone except in extreme emergencies. Make sure the phone is on the hook so you can receive emergency information calls.
- Follow directions given over the building PA system or by your Floor Wardens.
- Use emergency supplies if necessary – first aid and earthquake response kits are located in one of the copy rooms on the floor.

FLOOR WARDEN EARTHQUAKE PROCEDURES

- After the quake subsides, get your flashlight if necessary. Even if the power is still on, it may not stay on for long.
- Gather the occupants of the building together at your pre-selected gathering place. Perform a head count to determine that everyone is accounted for.
- Thoroughly search your floor for any missing or injured personnel, checking all stairwells, conference rooms, bathrooms, kitchens, elevator lobbies and closets.
- Attend to injured people to the extent to which you are trained.
- Prepare a condition report for your area and provide it to Building Management as soon as possible. It should contain the following information:
 - The number of people on your floor.
 - The number of injured people on your floor, with a brief description of their injuries.
 - A brief description of any apparent structural damage on your floor (i.e. - ceiling collapse, large cracks in core walls, broken glass).
 - Any immediate needs you might have.
- Turn on a battery-operated radio. Assign someone to keep track of what is going on in the surrounding community. Listen for emergency updates and information.
- Take inventory of your emergency supplies. Remember that you may be staying in the building for a few days. Conserve your supplies.

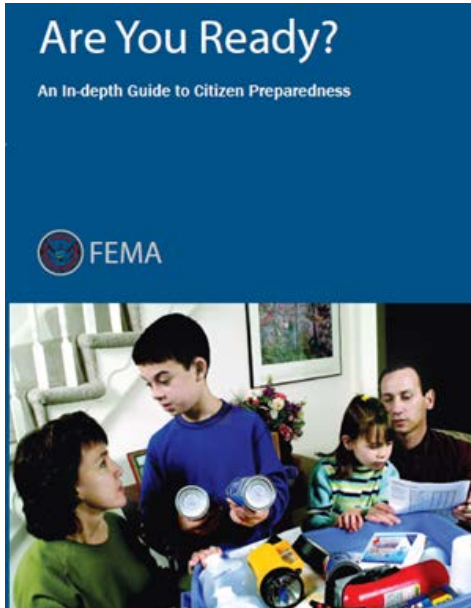
EARTHQUAKE PREPAREDNESS

In preparation for an earthquake, each Department should maintain one or more kits containing the following supplies:

- Food and water for three days
- First Aid kit
- Flashlights, a battery-operated radio, and spare batteries

Individuals should also keep on hand a pair of walking shoes, essential prescription medications (enough for three days) and personal hygiene supplies.

You can significantly reduce potential earthquake-related injuries and damage by ensuring in advance that large furniture is secured to the wall, that cabinets are latched, and by not placing large or heavy objects on shelves above your head.



Check out FEMA's [ARE YOU READY? GUIDE](http://www.ready.gov/are-you-ready-guide)
(<http://www.ready.gov/are-you-ready-guide>)

This interactive guide is FEMA's most comprehensive source on individual, family and community preparedness. The guide has been revised, updated and enhanced to provide the public with the most current and up-to-date disaster preparedness information available.

MEDICAL EMERGENCIES

- Stay calm and determine the nature of the medical emergency. **DIAL 9-911**
- Identify yourself and your exact location, including the floor and office number.
- Describe the nature of the emergency. Take note of any bracelets identifying a medical condition.
- Call Security at 7-0020 so they can secure an elevator for the emergency medical responders and lead them to the exact location.
- Advise fellow employees of the emergency and request assistance. Secure the belongings of the patient.
- Administer first aid to the degree you are trained.
- Make sure someone stays with the patient. Do not move the patient!

For medical emergencies involving **CARDIAC ARREST (or suspected heart attacks or unconscious/unresponsive persons)**:

- Send a runner to retrieve the Automated External Defibrillators (AEDs) from the elevator lobby on your floor.
- Ask a co-worker to find a trained AED-CPR rescuer, if possible. (Each floor has trained rescuers denoted by red/white "AED" stickers on their nameplate; a roster is also located with each AED). You can find the list of AED-trained staff for the UCOP buildings in Oakland here: http://www.ucop.edu/risk-services/_files/emergency/cpr-roster-oakfac.pdf.
- **Note: If AED-trained personnel are not available...**
In an emergency, any untrained bystander can turn on the AED and follow the voice prompts to use the device. Once the unit pads are attached to the patient, the AED will analyze the patient's heart rhythm. The AED will not shock the patient unless it is necessary to restore the regular heart rhythm; the AED will not transmit the shock until bystanders have been warned to be 'clear' (not touching patient).
- **ANYONE CAN AND SHOULD USE AN AED DEVICE – IT MAY BE THE ONLY CHANCE THE PATIENT HAS IF TRAINED MEDICAL PERSONNEL DO NOT ARRIVE QUICKLY!**



Also located in the 4th floor elevator lobby is a portable Emergency Oxygen unit. Administer Oxygen for persons having difficulty breathing or shortness of breath. It can also be used to supplement rescue breathing for a non-breathing victim.



POWER FAILURE

The Oakland Scientific Facility (OSF) was designed to minimize the risk of a building-caused general power failure. Should a power failure occur, it will typically affect either an isolated area of the building or some larger portion of the surrounding geographic area (a blackout or brownout).

All public areas are equipped with exit signs and emergency lights powered by the building's emergency generator. In addition, the following systems will operate during a general power failure:

- One elevator in each bank
- Fire and life safety equipment
- Fire pump pressurization fans
- Emergency pathway lighting

If a power failure occurs, observe the following guidelines:

- If your phones are in working order, contact Building Security.
- Open window blinds to let in outside light.
- Check to see if the situation you are experiencing is shared by your neighbors.
- Report all injuries promptly and seek proper medical attention without delay.
- Stay where you are unless told to evacuate. Do not congregate in lobby areas or in the street.
- If you are trapped in an elevator during a power failure, wait for assistance. The elevator will cease operation, but will not fall. Do not force open the doors or try to escape through the roof hatch. Do not panic. Elevators will be brought down to the Lobby, one at a time, until all elevators are down and their occupants released.
- Building Management will advise you as soon as possible regarding the duration and cause of the power failure.

