

# 20<sup>th</sup> STREET BUILDING EMERGENCY PROCEDURES

<p style="text-align: center;"><b><u>FIRE</u></b></p> <ul style="list-style-type: none"> <li>• If you discover a fire of any size, <u>activate the nearest fire alarm pull station. Dial 9-911</u> to report the exact location (415 20<sup>th</sup> St.) and type of fire.</li> <li>• If safe to do so, call Security at <b>7-0020</b> to advise them of the location/severity of the fire. Warn others in the immediate area.</li> <li>• <b>Always evacuate using stairwells only.</b> Do <u>not</u> use the elevators. Go to your assigned relocation site, located at the parking area at the rear of this building. <b>South Stairwell</b> closest to the OSF parking lot is the dedicated “<b>Safe Zone</b>” for all mobility impaired staff. Evacuate those in need of assistance to the small area past the South Stairwell for and before the set of stairs leading down. Use an extinguisher <u>only</u> if the fire is small and it is safe to do so.</li> </ul> <p>Check in with your Floor Warden at the relocation site.</p>	<p style="text-align: center;"><b><u>MEDICAL EMERGENCY</u></b></p> <ul style="list-style-type: none"> <li>• <b>Dial 9-911</b> - Give street address, floor, room number and type of emergency.</li> <li>• <b>Call 7-0020</b> - Inform Security of situation and exact location.</li> </ul> <p style="text-align: center;"><b>For Cardiac Arrest (or possible heart attacks/unconsciousness)</b></p> <ul style="list-style-type: none"> <li>• Request Security to deliver the <b>AED</b> (defibrillator) to the location. If Security is unavailable, send someone to the lobby to retrieve it.</li> <li>• Instruct a co-worker to find a trained AED-CPR rescuer (look for red/white ‘AED’ sticker on nameplates).</li> <li>• Call Security at 7-0020 to report the incident.</li> <li>• Stay with the patient – do <u>not</u> move them!</li> </ul>	<p style="text-align: center;"><b><u>EARTHQUAKE</u></b></p> <ul style="list-style-type: none"> <li>• <b><i>Duck, Cover and Hold</i></b> in place until the shaking stops.</li> <li>• Face away from windows and stay clear of falling objects.</li> <li>• Stay Inside! Do <u>not</u> evacuate unless directed to do so.</li> <li>• Do not use the stairs until instructed that it is safe to do so.</li> <li>• Once the earthquake has stopped, survey your area. Report all injuries and damage to Security at 7-0020.</li> <li>• Be prepared for aftershocks.</li> </ul> <p>Follow directions given over the Building PA system or by your Floor Warden.</p>
<p style="text-align: center;"><b><u>WORKPLACE VIOLENCE</u></b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Trust your instincts. Try to create physical space between you and any threatening person.</li> <li>• Suspicious persons should be reported to Security at 7-0020. Security will notify the Oakland Police if necessary.</li> </ul>	<p style="text-align: center;"><b><u>CIVIL UNREST/TERRORISM</u></b></p> <ul style="list-style-type: none"> <li>• In the event of civil unrest or a terrorism incident, you will be notified by either Building Management, Building Security, or your Floor Warden. Follow instructions.</li> <li>• You will be advised as to the nature of the situation, and whether to evacuate or if it is unsafe to leave the building.</li> </ul>	<p style="text-align: center;"><b><u>BOMB THREATS</u></b></p> <p>Ask caller the following questions:</p> <ul style="list-style-type: none"> <li>• When will it explode?</li> <li>• Where/what type of device?</li> <li>• What does it look like?</li> <li>• What is your name?</li> <li>• Check caller ID for phone #.</li> <li>• Note caller’s voice/sounds.</li> <li>• Notify Security at 7-0020.</li> </ul> <p>Notify Security of any unusual items in your area – do not touch them.</p>

**Building Security: 987-0020**

**UCOP Emergency Information: 866-272-9009**