### FIRE
- 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 7-9790 to advise them of the location/severity of the fire. Warn others in the immediate area.
- **Always evacuate using stairwells only.** Do not 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 **only if the fire is small and it is safe to do so.**

Check in with your Floor Warden at the relocation site.

### MEDICAL EMERGENCY
- **Dial 9-911** - Give street address, floor, room number and type of emergency.
- **Call 7-9790** - Inform Security of situation and exact location.

**For Cardiac Arrest (or possible heart attacks/unconsciousness)**
- Request Security to deliver the **AED** (defibrillator) to the location. If Security is unavailable, send someone to the lobby to retrieve it.
- Instruct a co-worker to find a trained AED-CPR rescuer (look for red/white ‘AED’ sticker on nameplates).
- Call 7-0600 (Work Management Center) to report the incident.
- Stay with the patient – do not move them!

### EARTHQUAKE
- **Duck, Cover and Hold** in place until the shaking stops.
- Face away from windows and stay clear of falling objects.
- Stay Inside! Do not 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 7-9790.
- Be prepared for aftershocks.

Follow directions given over the Building PA system or by your Floor Warden.

### WORKPLACE VIOLENCE
- 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.
- Trust your instincts. Try to create physical space between you and any threatening person.
- Suspicious persons should be reported to Security at 7-9790. Security will notify the Oakland Police if necessary.

### CIVIL UNREST/ TERRORISM
- In the event of civil unrest or a terrorism incident, you will be notified via the Building PA system. 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.

### BOMB THREATS
Ask caller the following questions:
- 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 7-9790.

Notify Security of any unusual items in your area – do not touch them.

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**Building Security:** 987-9790  
**UCOP Emergency Information:** 866-272-9009