<table>
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<th><strong>FRANKLIN BUILDING EMERGENCY PROCEDURES</strong></th>
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<th><strong>FIRE</strong></th>
<th><strong>MEDICAL EMERGENCY</strong></th>
<th><strong>EARTHQUAKE</strong></th>
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| - 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. | - **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! | - **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. |
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<tr>
<th><strong>WORKPLACE VIOLENCE</strong></th>
<th><strong>CIVIL UNREST/TERRORISM</strong></th>
<th><strong>BOMB THREATS</strong></th>
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| - 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. | - 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. | 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.  