

1111 BROADWAY - EMERGENCY PROCEDURES

FIRE

- If you discover a fire of any size, activate the nearest fire alarm pull station.
- **Dial 9-911** to report the exact location and type of fire.
- If safe to do so, call Security at 7-1124 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. 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 7-1124** - Inform Security of situation and exact location.

For Cardiac Arrest

(or possible heart attacks/unconsciousness)

- **Call 9-911**
- Instruct a co-worker to retrieve the **AED** (defibrillator) and the **portable oxygen unit**, both from the right side of the Reception Desk on the 21st floor (#21102).
- Instruct a co-worker to find a trained AED-CPR rescuer (look for red/white 'AED' sticker on nameplates).
- Call Building Security at 7-1124 to notify them of the situation.

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 7-1124
- 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 Building Security at 7-1124. 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 7-1124.

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