

# 1130 'K' Street Building - Sacramento

## Emergency Procedures

### EMERGENCY PHONE NUMBERS

#### ***IN CASE OF EMERGENCY (Fire·Ambulance·Police) 911***

*EMERGENCY USING CELL PHONE* (916) 732-0100

**Building Security** Lobby: (916) 492-2881  
Cellular: (916) 233-5558

Police Department (Non-emergency) (916) 264-5471  
Fire Department (Non-emergency) (916) 808-1300  
UCOP Bldg. Services Work Management Center (510) 987-0600  
UCOP Emergency Information Line 1-866-272-9009

SMUD 1-877-622-7683  
SMUD (Power Outages) 1-888-456-7683  
AT&T 1-800-891-1800

UC Center at Sacramento (#LL-22) (916) 445-5100  
State Governmental Relations (#340) (916) 445-9924

Tracey O'Neill, Property Manager (Crosspoint Realty) (415) 288-6888  
Jessica Prescott, Assistant Property Manager (415) 288-6888  
Leo Kinanahan, On-Site Maintenance Supervisor (916) 826-6149  
Mike Marchand, Forbes On-Site Security Officer (916) 384-6266 (cell)

Property Management Company-Jones Lang LeSalle (JLL) (916) 446-2594

## **WHAT TO DO IN CASE OF:**

### **FIRE**

#### **If the fire is *inside* your space:**

- Call *911* from a safe location.
- Use an extinguisher *only* if the fire is small and it is safe to do so.
- Warn others in immediate area and on your entire floor.
- Evacuate using *stairwells* – do NOT use elevators.
- Close all doors behind you.
- Notify Security.

#### **If the fire is *outside* your space:**

- Feel the door before evacuating - do NOT open hot doors.
- If trapped, seal the bottom of the door to help prevent smoke from entering.
- Call *911* to report your exact location in the building.
- If the door is cool, open it carefully and evacuate if safe to do so.
- If you encounter heavy smoke, drop to your hands and knees – stay near the floor and follow the wall to the nearest exit.

#### **Building Evacuation**

Use one of the *three stairwells* that exit on the first (ground) floor. Two stairwells are located in the rear (south side) of the building on either side of the elevator banks. Both stairwells exit into the rear alley. The third stairwell is located on the west (11<sup>th</sup> St.) side of the building and exits onto ‘K’ St. at the northwest corner of the building. Assign someone to stay with any disabled persons, and notify Security of their exact location for assistance.

#### **Evacuation Assembly Area**

The designated assembly area for all UC personnel is in front of the Cathedral of the Blessed Sacrament on 11<sup>th</sup> St. @ K St. (Cathedral Square).

### **MEDICAL EMERGENCY**

- Call *911*.
- Provide your name, exact location, and phone number.
- Briefly describe the problem and location of victim.
- Stay calm and keep victim as warm and comfortable as possible without moving them. Administer first aid to the degree you are trained.
- Notify Security.

#### **TIPS for emergency preparedness:**

- It is recommended you keep a First Aid Kit in your office area.
- Learn CPR and first aid.

## **POWER FAILURE**

- Notify Security of building-wide power outage.
- Notify SMUD to report failure and to determine if it is a widespread blackout.
- Turn off all equipment to reduce overload and prevent damage when power is restored.
- Emergency lighting in stairwells and throughout the common areas and most suites will activate. Raise window blinds to let in outside light.
- Stay where you are unless told to evacuate; proceed calmly and carefully.
- If a circuit trips and it is an isolated outage, notify property management so an appropriate engineer/electrician can be contacted.

### **TIPS to prevent isolated power failures:**

- Do not overload circuits with excess equipment.
- Provide additional electrical capacity as necessary.

## **BOMB THREAT**

- If you receive a threat, try to calmly ask the following questions:
  - When* will it explode?
  - Where* is the bomb?
  - What* kind of bomb is it?
  - What does it *look* like?
  - What is your *name*?
  - Where are *you* calling from?
  - Why* was the bomb placed?
- Pay close attention to the caller's voice (age/sex, tone, demeanor, distinguishing characteristics [accent, slurring, etc]), background sounds, and exact language. Try to keep the caller on the line and gather as much information as you can.
- Bomb threats must be reported immediately to *911* and Security.
- Follow directions of Police or Security. Occupants may be asked to search their own offices for anything unusual. Take your personal belongings (bags, purses, briefcases, etc.) with you if asked to evacuate.
- Do NOT touch any suspicious objects or packages.

## **CIVIL DISTURBANCE or SECURITY THREATS**

- In the event of any civil disturbance (riot, demonstration, or picketing) notify appropriate police agency and Security.
- Remain inside the Center and secure doors as necessary – it may be unsafe to leave the building.
- Avoid confrontation with demonstrators.
- Follow directions of Police or Security.
- Inside the workplace, if a person's behavior becomes inappropriate or violent or you feel you are in imminent personal danger, leave the area if possible - call *911*.
- If an armed person enters your work area - *escape* if possible - otherwise take cover or hide and look for a chance to escape.

TIPS for personal safety:

- Learn to identify specific behavior that may lead to workplace violence.
- Trust your instincts.
- Take all threats seriously.
- Try to create physical space between you and any threatening person.
- Know your surroundings and alternate escape routes.

**EARTHQUAKES**

- **“Duck, Cover & Hold”** in place under your desk, table or other sturdy object; or stand in an interior doorway and brace yourself against the frame.
- Face away from any windows.
- Stay clear of tall objects that may topple over – watch for falling objects.
- Stay inside! Do NOT evacuate unless directed to do so.

AFTER THE INITIAL SHOCK HAS SUBSIDED:

- Remain calm and *be prepared for aftershocks*.
- Aid the injured and check for trapped people. Account for all occupants.
- Check area for obvious hazards and damage; evacuate only if area is unsafe.
- Use phones only in case of immediate life-threatening emergency.
- Do NOT light matches, cigarettes, candles or any use open flame. Do NOT turn on or off any electrical equipment or lighting.
- Report conditions to Security and follow directions.

TIPS for earthquake preparedness:

- Secure all large furniture to the wall.
- Do not place furniture where it could fall and block exits.
- Do not place large or heavy objects on shelves above your head.
- Keep supplies on hand: food and water for three days; first aid kit; flashlights, radios, and spare batteries; and essential medications.

## **FIRE PREVENTION & SAFETY**

- Know the locations and evacuation routes to all three (3) building stairwells. Automatic (battery-powered) emergency lighting is located in all stairwells.
- If a *disabled person* requires stairwell evacuation, notify Security immediately and have someone stay with the person until the Fire Dept. arrives to assist.
- Never use the elevator if there is fire or smoke in the building. If you are stuck in the elevator, use the elevator phone to call directly for assistance.
- All-purpose ('ABC' dry chemical) fire extinguishers are located throughout the building in hallways, office suites, break rooms, and the lobby.
- Automatic fire sprinklers are located throughout the building ceilings.

### **How & When to Use Fire Extinguishers**

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. Warn others in the area to evacuate.

### **Common Sense Fire Prevention Tips**

- 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.

- Use care when using *microwave ovens* to prevent burning food or contents.
- 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.
- Make sure electrical cords are in good condition. Inspect them periodically and replace them, or report frayed cords. Do not bypass grounded plugs.
- Use surge-protected power strips in place of extension cords.
- 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 break rooms.
- 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.

## **EMERGENCY PREPAREDNESS INFORMATION**

In the event of a major emergency, UCOP staff should check their voicemail and email for emergency messages and instructions. Staff should also check the UCOP toll-free emergency information line (866-272-9009) and the UCOP home page for information. In the event of a major disaster, tune into local Sacramento radio and television stations for regional emergency broadcast information.

The UCOP Emergency Preparedness website contains valuable information on personal preparedness:

<http://www.ucop.edu/risk-services/crisis-management/personal-emergency-preparedness/index.html>

*Be smart, be responsible, be prepared, and get ready!*