


Oakland Scientific Facility (OSF) /  
20<sup>th</sup> Street Building  
Emergency Procedures  
“Handbook”

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### When the sirens/alarms sound...



Unlike the Franklin and Kaiser buildings, the OSF does not have a public address (PA) system.

So... If an alarm sounds (not an announced drill), you must evacuate the building. If mobility impaired, stay in the “Safe Zone”.

**Without fail or question, begin evacuating the building immediately!!!**

**This is the single most important thing to remember!**

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## Fire/Building Evacuation Procedures

*First...*

- Activate the nearest fire alarm pull station located in elevator lobbies and stairwells.
- Call 9-911. Report your exact location (floor/office #) and type of fire. Give your name and phone number – don't hang up until the operator tells you to do so. Warn others in the immediate area.
- Call Security at 7-0020.
- Use an extinguisher only if the fire is small and it is safe to do so.

**Fire/Building Evacuation Procedures**

If you discover a fire of any size, activate your nearest fire alarm pull station and dial 9-911 to report the exact location and type of fire.

If safe to do so, call Security at 7-0020 to advise them of the location/severity of the fire. Warn others in the immediate area.

Always evacuate using stairwells only. Go to assigned relocation site, located at the **Union Bank parking lot** across Franklin St.

The South stairwell, closest to the OSF parking lot, is the dedicated "Safe Zone" for all mobility impaired staff.

Fire/Building Evacuation

*Next...*

- Begin evacuation procedures using the stairwells.
- At the bottom of the stairs, proceed to the Union Bank parking lot across Franklin Street.
- The South stairwell, closest to the OSF parking lot, is the dedicated "Safe Zone" for all mobility impaired staff.

**Fire/Building Evacuation Procedures**

Always use the stairwells to evacuate the building.

**Never, never, never attempt to use the elevators.**

415 20th Street  
UCOP FacilitiesLink  
A-3

Fire/Building Evacuation

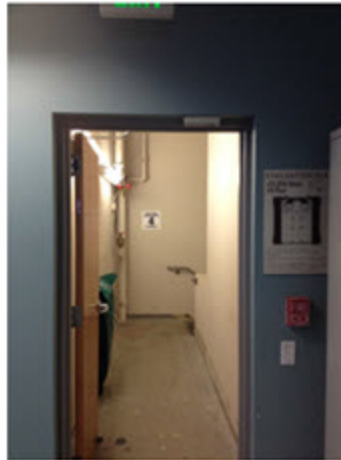
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**Never, never, never attempt to use the elevators.**

## Fire/Building Evacuation Procedures

Mobility impaired people, who need assistance in evacuating, should use the...

- Dedicated "Safe Zone" -- South stairwell (closest to the OSF parking lot)
- Remain in the small area past stairwell door, before the stairs begin
- Floor Wardens will notify the OSF Building Manager of persons in the Safe Zone in need of assistance



Any mobility impaired people, needing assistance to evacuate the building, should move to the dedicated "Safe Zone" at the top of the South stairwell.

The safe zone is behind protective fire doors; people waiting for evacuation assistance will be safe here until Oakland Fire Department (OFD) personnel can safely evacuate them.

## Fire/Building Evacuation Procedures

- Gather in the Union Bank parking lot, grouped by floor
- Floor Wardens
  - Verify all persons on the floor have evacuated or are in the Safe Zone
  - Report to OSF Building Mgr any trouble situation on the floor or if the floor is "All Clear"



- Gather in the Union Bank parking lot, grouped by floor
  - Floor Wardens will verify all persons on the floor have evacuated or are in the Safe Zone, and will report to OSF Building Manager any trouble situation on the floor or if the floor is "All Clear"

## Pop Quiz # 1



TRUE or FALSE?

*Never use the elevator when evacuating the building.*

And the answer is...?

*Click to reveal the answer.*

## Where is the assigned relocation area?

- A. At Snow Park, 3 blocks down on 20<sup>th</sup> Street
- B. In the Union Bank parking lot across the street
- C. In the OSF parking lot at the rear of this building
- D. At Donut Savant on Broadway
- E. None of the above

*Click to reveal the correct answer.*

## Where is the "Safe Zone"?

- A. At the top of the South stairwell
- B. In the elevator lobby near the AED
- C. At Donut Savant
- D. At the top of the North stairwell
- E. None of the above

*Click to reveal the correct answer.*

## Safety Equipment



**Cardiac “Chain of Survival” Four Links**

- Dial 9-911 (Alert Paramedics/EMS)
- Perform CPR (buys time until...)
- Defibrillation (AED) – each minute that passes without defibrillation reduces the victim’s chances of survival by 10% (10 minutes)!
- Advanced life support (Paramedic care)

Safety Equipment

**AED**

- Electronic device that diagnoses cardiac arrhythmias
- Delivers electric shock stops the arrhythmia and returns the heart to an effective rhythm
- **Anyone can use the AED; no special training is necessary**



### Cardiac “Chain of Survival” Four Links


- Dial 9-911 (Alert Paramedics/EMS) and then call Security (7-0020) so they can secure an elevator for the emergency medical responders and lead them to the exact location.
  - Perform CPR (buys time until...)
  - Defibrillation (AED) – each minute that passes without defibrillation reduces the victim’s chances of survival by 10% (10 minutes)!
  - Advanced life support (Paramedic care)

## Safety Equipment

**AED Locations for OSF Bldg:**

2 AED units

- Located on 4<sup>th</sup> floor, left of the elevators
- Located on the Ground floor at the Security Desk, visible from elevators



Safety Equipment

**Cardiac Medical Emergency**

- Call 9-911
- Notify Security, 7-0020
- Send runner to retrieve nearest AED
- Direct nearby person to summon an AED-CPR trained staff member, if possible

### AED Locations for OSF Bldg: 2 AED units -

- Located on 4th floor, left of the elevators
- Located on the Ground floor at the Security Desk, visible from elevators

### Cardiac Medical Emergency Steps

- Call 9-911
- Notify Security, 7-0020
- Send runner to retrieve nearest AED
- Direct nearby person to summon an AED-CPR trained staff member, if possible

**Note: If AED-trained staff are not available...**

In an emergency, any untrained bystander can turn on the AED and follow the voice prompts to use the device. Once the unit pads are attached to the patient, the AED will analyze the patient’s heart rhythm. The AED will not shock the patient unless it is necessary to restore the regular heart rhythm; the AED will not transmit the shock until bystanders have been warned to be ‘clear’ (not touching patient). ANYONE CAN AND SHOULD USE AN AED DEVICE – IT MAY BE THE ONLY CHANCE THE PATIENT HAS IF TRAINED MEDICAL PERSONNEL DO NOT ARRIVE QUICKLY!

## Safety Equipment

### Portable Oxygen Unit

- Administer Oxygen for persons having difficulty breathing/shortness of breath
- Can be used to supplement rescue breathing for a non-breathing victim

Located on the 4th Floor



### Portable Oxygen Unit

- Administer Oxygen for persons having difficulty breathing and/or shortness of breath
  - Can be used to supplement rescue breathing for a non-breathing victim

Located on the 4th Floor  
in the elevator lobby

## Pop Quiz #2



*Match the steps in the proper order:*

1

EMTs take over

2

Perform CPR

3

Call 9-911

4

Call 7-0020

5

Defibrillation

Click to see the correct order.

## Shelter in Place Scenario

Following a large earthquake, we need to assess the safety of the building and any outside hazards in the immediate vicinity before releasing staff to the streets. Staff should be prepared to stay at work for 3 days, if necessary.



Around Oakland, our procedures for civil unrest or criminal activity outside in the vicinity are to go into "lockdown" mode – this might be considered a form of 'sheltering in place'.



Shelter in Place

For a 'shelter in place' or lockdown scenario, UCOP staff should be prepared to stay in the building for a maximum of 3 days.



## Shelter in Place Scenario

Each department stores enough 3-Day UC Emergency Kits for each staff member.

Kits include drinking water, 2,400 calorie food ration bar, emergency Mylar blanket, dust mask, first aid kit, personal hygiene kit, etc.



Shelter in Place

### The 1-Person 3-Day UC Emergency Kit includes:

- Aqua Blox Survival Drinking Water (1)
- Water Purification Tablets (10)
- 2,400 Calorie Food Ration Bar (1)
- 7" Cyalume 12-Hour Green Lightstick (1)
- Emergency Mylar Blanket (1)
- Protective Nuisance Dust Mask (1)
- 36-Piece Compact First Aid Kit (1)
- 3-Day Personal Hygiene Kit (1)

### 3-Day Personal Hygiene Kit includes:

- Pocket Tissue Pack (1)
- Sanitary Cleaning Towelettes (10)
- Gel Fluoride Toothpaste (1)
- Disposable Dual Blade Razor(1)
- 6.5" Toothbrush (1)
- Antibacterial Soap (1)

## Pop Quiz #3



Click to reveal answer.

*If necessary, for how many days should you be prepared to stay at work?*

## UCOP Emergency Notification Systems

Emergency messages to UCOP staff are disseminated in order of priority the following ways:

For emergency notifications, we rely on:

1. Broadcast email messages to ucop.edu email addresses
2. **UCOPAlert**: emergency notifications to your personal phones and personal email addresses (e.g., gmail.com) outside of normal business hours.
3. PA announcement (Franklin and Kaiser) if urgent (Note: the OSF building does not have a PA system.)
4. UCOP website and the remote/out of area 866# message line – typically, used in the event of an extended closure or major disaster

For the most part, emergency notifications are sent via email to ucop.edu email addresses.

However, **UCOPAlert** is a new emergency notification system that allows UCOP employees to receive informational alerts on their personal phones or by personal email outside normal business hours about emergencies or other critical situations that affect the UCOP work environment.

You can register for UCOP Alert at

<http://www.ucop.edu/risk-services/crisis-management/ucop-staff-emergency-procedures/ucop-alert.html>.

## Emergency Contact Persons

### Floor Wardens

3<sup>rd</sup> Floor – Albert Apolonio &  
Patty Herkins

4<sup>th</sup> Floor – Jayne Dickson,  
Renata Ewing &  
Michael Thwaites

### OSF Building Manager

Michael Annas, 510-987-0519

Security Guard 510-987-0020



Building  
Contacts

### Floor Wardens

3<sup>rd</sup> Floor – Albert Apolonio &  
Patty Herkins

4<sup>th</sup> Floor – Jayne Dickson,  
Renata Ewing &  
Michael Thwaites

### OSF Building Manager

Michael Annas,  
510-987- 0519

### Security Guard

510-987-0020

## Pop Quiz #4



