

415 Thomas L. Berkley Way (20th St.) Building EMERGENCY PROCEDURES

<p style="text-align: center;"><u>FIRE</u></p> <ul style="list-style-type: none"> • If you discover a fire of any size, <u>activate the nearest fire alarm pull station</u>. Dial 9-911 to report the exact location (415 Thomas L. Berkley Way) 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. • Use an extinguisher <u>only</u> if the fire is small and it is safe to do so. • Always evacuate using stairwells only. Do <u>not</u> use the elevators. Go to your assigned relocation site, located at the parking area at the rear of this building. The South Stairwell, closest to the OSF parking lot, is the dedicated “Safe Zone” for all mobility impaired staff. Evacuate those in need of assistance to the small area past the South Stairwell door but before the set of stairs leading down. <p>Check in with your Floor Warden at the relocation site.</p>	<p style="text-align: center;"><u>MEDICAL EMERGENCY</u></p> <ul style="list-style-type: none"> • Dial 9-911 - Give street address, floor, room number and type of emergency. • Call 7-0020 - Notify Security of situation and exact floor location. <p style="text-align: center;"><u>For Cardiac Arrest</u> <u>(or unresponsive/unconsciousness):</u></p> <ul style="list-style-type: none"> • Retrieve the AED (defibrillator) from the <i>ground floor lobby or 4th floor lobby</i> and deliver it to the scene immediately. • Find and notify a trained AED-CPR rescuer – refer to the staff roster kept with the AED or look for a red/white ‘AED’ sticker on nameplate • Stay with the patient – do <u>not</u> move them! • Portable oxygen is also located on the 4th fl. 	<p style="text-align: center;"><u>EARTHQUAKE</u></p> <ul style="list-style-type: none"> • <i>Duck, Cover and Hold</i> in place until the shaking stops. • Face away from windows and stay clear of falling objects. • Stay Inside! Do <u>not</u> 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 7-0020 or by runner. • Be prepared for aftershocks. <p>Follow the directions provided by your Floor Wardens.</p>
<p style="text-align: center;"><u>WORKPLACE VIOLENCE</u></p> <ul style="list-style-type: none"> • 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 7-0020. Security will notify the Oakland Police if necessary. 	<p style="text-align: center;"><u>CIVIL UNREST/TERRORISM</u></p> <ul style="list-style-type: none"> • In the event of civil unrest or a terrorism incident, UCOP administration will notify staff of the situation status via email or via department administrators or Floor Wardens. • You will be advised as to the nature of the situation, and whether to evacuate or if it is unsafe to leave the building. Follow instructions. 	<p style="text-align: center;"><u>BOMB THREATS</u></p> <p>Ask caller the following questions:</p> <ul style="list-style-type: none"> • 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 7-0020. <p>Notify Security of any unusual items in your work area – do not touch them.</p>