

# 1950

Franklin Street  
Oakland

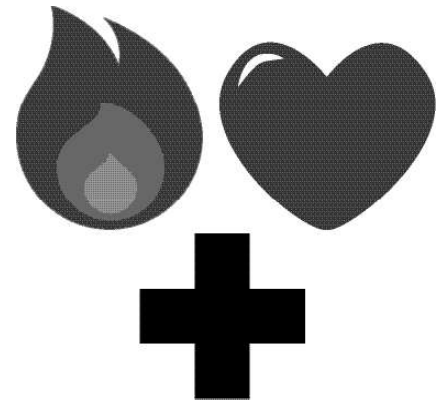
KAISER PERMANENTE  
REGIONAL OFFICES

FACILITY MANAGEMENT PLAN  
FIRE/LIFE SAFETY MANUAL

## TABLE OF CONTENTS

# Fire/Life Safety

### 1950 FRANKLIN FIRE/LIFE SAFETY MANUAL



I.	PREFACE	1.1
II.	EMERGENCY TELEPHONE NUMBERS	2.1
III.	BUILDING DESCRIPTION AND SAFETY FEATURES	3.1
IV.	BUILDING EMERGENCY RESPONSE TEAM PROGRAM	4.1
V.	SPECIFIC EMERGENCY PROCEDURES – FIRE	5.1
VI.	PUBLIC ADDRESS ANNOUNCEMENTS	6.1
VII.	EARTHQUAKES	7.1
VIII.	CIVIL DISTURBANCES	8.1
IX.	BOMB THREATS	9.1
X.	ENVIRONMENTAL EMERGENCIES	10.1
XI.	MEDICAL EMERGENCIES	11.1
XII.	POWER OUTAGES	12.1
XIII.	PRACTICE FIRE DRILLS	13.1
XIV.	DISABLED PERSONS	14.1
XV.	VIOLENCE IN THE WORKPLACE	15.1
XVI.	ENVIRONMENTAL HAZARDS	16.1

This pre-emergency Fire/Life Safety Emergency Manual presents information regarding emergency fire/life safety procedures and operations at 1950 Franklin Street.

The purpose of this manual is to provide you with comprehensive information related to pre-emergency planning, building operations, emergency procedures and organization of the Building Emergency Response Team (B.E.R.T.) Program.

Each occupant should take an active role in educating their personnel in the procedures and safety practices outlined in this manual. Your active participation in building sponsored drills and training sessions will also enhance the effectiveness of the life safety program at 1950 Franklin Street.

Some key points for all employees/occupants to remember are outlined below:

- Assign responsible personnel to function as Floor Wardens and Deputy Floor Wardens.
- Require employees/occupants to read and understand the Fire/Life Safety Manual.
- Ensure Fire/Life Safety Manuals are distributed to each employee/occupant.
- Allow all Floor Wardens and Deputy Floor Wardens to participate in scheduled emergency response training sessions so that they are prepared to perform their specialized emergency assignments.
- Enthusiastically support the overall objectives of the building's emergency procedures.
- Employees/Occupants are encouraged to establish specific emergency procedures applicable to their individual operations. These may include procedures to safeguard monies, negotiable instruments, original documents, etc.



## EMERGENCY TELEPHONE NUMBERS

# Fire/Life Safety

The following emergency telephone numbers are provided for the convenience of building employees/occupants. Security must be notified anytime an outside emergency service is called 510-987-3000.



FIRE-POLICE-MEDICAL-AMBULANCE	9-1-1
SECURITY OPERATIONS CENTER	510-987-3000
BUILDING MANAGERS OFFICE	510-987-3283
OAKLAND FIRE DEPARTMENT	510-444-3322
OAKLAND POLICE DEPARTMENT (NON EMERGENCIES)	510-777-3211
BUILDING ENGINEER	510-987-3283
FIRE SAFETY DIRECTOR	510-987-3283
KAISER EMERGENCY HOTLINE	877- 894-9994

Please make sure these telephone numbers are readily available in the event an employee/occupant requires emergency medical care or the building is experiencing an emergency situation.



## BUILDING DESCRIPTION AND SAFETY FEATURES

# Fire/Life Safety

### PURPOSE OF PLAN:

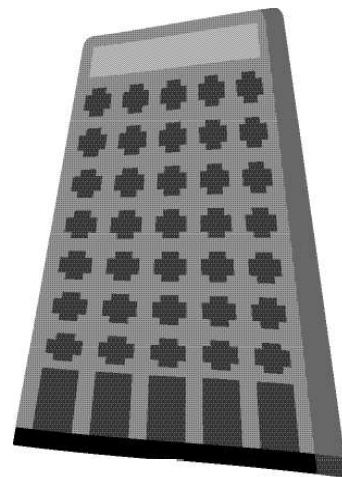
As required by Title 19, California Code of Regulation; California Fire Code; California Health and Safety Code; and the Oakland Fire Code, an emergency plan shall be prepared, implemented, maintained.

### BUILDING INTRODUCTION:

Built in 1972, 1950 Franklin Street is a 22-story Office Building, 449,875 sq. ft. high-rise building located in downtown Oakland between 19<sup>th</sup> and 20<sup>th</sup> Streets. The below-grade basement and loading dock are accessed from a driveway ramp off 1935 Webster Street.

The 1950 Franklin Street facility is a structural steel frame tower attached to a 3-story annex building located at 1935 Webster Street. A suspended "skywalk" connects 1950 Franklin Street to the 3<sup>rd</sup> floor Regional Parking Garage located across the street at 1905 Franklin Street.

The exit stairwells for 1950 Franklin Street are located on the north and south sides except for the 1<sup>st</sup> floor and annex of the building that exits to the East street level on Webster Street.



The Kaiser Permanente Regional Office building is occupied primarily by Kaiser Permanente employees. The non-Kaiser occupant is Chiropractor, Dr. Klawitter, whom ia located in the parking garage structure across the street at 1905 Franklin Street.

The following is a description of the Life Safety System's functions:

Public Address Announcement Example: May I have your attention , please? May I have your attention, please? This is building management. We have an emergency on floor \_\_. Emergency control procedures are being undertaken. Please remain calm and stand by for further instructions.

## A. General Function:

The activation of any smoke detector, pull station, or sprinkler flow switches will automatically sound an alarm (WHOOOP WHOOP SOUND) in the affected zone. At the same time, an alarm will sound and a visual signal will be activated at the Fire Control Center, the Central Monitoring Station, and the Security Console in the main lobby.

## B. Specific Function of an Actuated System:

If any of the smoke detectors or sprinkler flow switches activate, the following events will occur:

1. Speakers in the affected zone of the alarm are sounded and strobe lights flash. The affected zone includes the floor of incident, the floor above and the floor below.
2. Air handling units on the fire floor are shut down.
3. All elevator lobbies and other compartment smoke doors that are magnetically held open are released which results in door closure for fire and smoke containment. If your doors close with no subsequent audible or visual alarm, it is not necessary to implement your relocation plan. This may be an indication that an incident occurred at least two floors from your current location and that heightened awareness would be prudent. The building staff will make an audible announcement as soon as possible to apprise you of the building's status. If you hear/see an audible or visual alarm, implement your relocation plan immediately. Do not wait for building staff to make an announcement.

## LIFE SAFETY SYSTEM GENERAL TERMINOLOGY AND DESCRIPTION

### Central Monitoring Station:

A central monitoring station is an offsite independent company that monitors the fire alarm equipment via telephone line connections. In the event that an alarm signal is transmitted by the activation of a flow switch or smoke detector, the central station company will automatically dispatch the Oakland Fire Department to 1950 Franklin Street.

## Security Console – Communications:

The Security Console is located in the main lobby of the building. The console is the command center for the emergency control and the direction of building occupants. Twenty-four hour security services ensure constant surveillance of the security console equipment that provides direct communication to fire, police, and other emergency services by calling 510-987-3000 (main operations center). In the event of an emergency, the main lobby security desk can be contacted at 510-987-2300.

## Fire Alarm Panel:

The Fire Alarm Panel contains a display of alarm stations supervising the status of the smoke detection systems. The illuminated panel shows the status in each zone and is fully supervised.

## Fire Alarm Annunciation Panel:

The Fire Alarm Annunciation Panel is located in the Fire Control Room on the 1<sup>st</sup> floor and contains a visual display of all alarm stations. The system supervises the status of the smoke detectors, flow switches, and pull stations throughout the building. The illuminated panel indicates the status of each zone and is fully supervised. When a smoke detector, pull station, or fire sprinkler flow switch is activated, an audible alarm sounds and the light on the panel board will indicate the floor, zone location, and the device that is activated.



## **Emergency Fire Pump:**

The building is equipped with an electric fire pump powered by the emergency power circuit (test run once a week for 15 minutes).

## **Emergency Generator:**

The emergency generator supplies adequate backup lighting in strategic areas of the building. All life safety equipment remains functional during a power outage, as does a limited amount of elevator service (See section - Power Outages 13.1) (test run every month for 30 minutes).

## **Smoke Detectors – Interior:**

When activated by smoke and other products of combustion or dust (the first indication of fire), an audible alarm will activate on the fire floor, the floor above and the floor below and a visual/audible signal is registered at the security console and in the Fire Control Room. The elevators will remain in normal operation. The Fire Department is summoned through the Central Monitoring System (detectors are tested once per year).

## **Smoke Detectors in Elevator Lobby:**

Smoke detectors are located on each floor's elevator lobby. When activated by products of combustion or dust, all elevators switch to fire recall and the audible alarm activates on the fire floor, the floor above and the floor below. A visual/audible signal is registered at the Fire Control Panel. The Fire Control Panel is also centrally monitored to summon the Fire Department in the event of detected smoke or sprinkler flow (detectors are tested once per year). All elevators are recalled to the first floor.

## **Smoke Gaskets:**

Some fire doors have smoke gaskets installed on the door edges to contain and prevent smoke from traveling through the doorframe when the door is closed. Please remember to close all doors after exiting during a fire alarm.

## Stairwell Telephones:

The north and south stairwells of 1950 Franklin Street have emergency telephones located on floors 3, 8, 13, and 18 (every 5<sup>th</sup> floor). The telephones connect directly to the basement Security Operations Control Center. They may be used during emergency relocation into the exit stairwells and landings to forward the status of a relocation procedure and any other pertinent information that needs to be communicated to Security, the Fire Safety Director and the Fire Department.

## Fire Sprinkler System:

The building's Fire Sprinkler System is fully automatic. All occupied areas are equipped with fire sprinklers. Sprinkler protection is provided for all elevator lobbies and stairwells. Each floor's fire sprinkler supply line is equipped with a flow switch that is connected to the Fire Control Panel. An audible and visual alarm will sound when water flows past the switch as a sprinkler is activated, identifying affected floors on the Fire Alarm Annunciation Panel in the Fire Control Room. Operation of the fire sprinklers is dependant upon the melting of the fusible link within the sprinkler head. When the heat from a fire reaches the intensity necessary to melt the fusible link, only the affected sprinkler heads will operate to spray water on the fire.

## Public Address and Audible Alarm:

When sprinkler flow switches, pull stations, or smoke detectors are activated, an audible alarm is automatically activated on the fire floor, the floor above and the floor below. The fire alarm has an override feature that allows voice communication from the lobby Fire Control Center (FCC room) to any floor or group of floors. Specific instructions to the building occupants will be given over the Public Address System.

## Fire Extinguishers:

These essential emergency-response devices are provided and maintained by Facility Management for the first response to small, contained fires. Fire extinguishers are designed to cope with fires in their early stages and are necessary in conjunction with the automatic sprinkler system. There are several approved types of extinguishers (See Section 4.5 - General

Alarm Function). Each is effective on specific and limited types of fire. 1950 Franklin Street is equipped with ABC-type fire extinguishers, which are effective on all types of fires. While the method of operation of each type of extinguisher is usually apparent in the design of the device and is indicated prominently on each extinguisher, it is important to provide personnel with instruction and training. This will instill the confidence of familiarity and expertise necessary to avoid panic in a fire situation. It is extremely important that instructions regarding maintenance of an extinguisher be carefully followed to ensure that they will be fully charged at all times, in their designated places, and in excellent operating condition. Facility Management provides annual re-certification of extinguishers (inspected monthly and serviced yearly).

## GENERAL ALARM FUNCTION:

The actuation of any smoke detector, pull station or fire sprinkler flow switch will automatically sound an alarm (WHOOOP WHOOOP SOUND) on the affected floor, the floor above and the floor below. A repetition visual and audio alarm signal will activate at the Fire Control Room Fire Alarm Annunciation Panel, the basement Security Operations Control Center, the Main Lobby Security Desk, and the Central Monitoring Station.

## Classifications of fires and appropriate Extinguisher types:

The following classification plan has been established to identify the application of each type of fire extinguisher on the three general classes of fire:

1. Class "A" Fires:

Are fires of ordinary combustible materials where the quenching and cooling effect of water is of first importance, i.e., rubbish, paper, etc.

Class "A" Extinguisher:

Are used on fires to provide the greatest cooling effect. This type of extinguisher is primarily designed for fires of ordinary combustibles. They are generally the hose streams, pump tank, and the 20-gallon water type extinguisher. Dry chemical extinguishers are also effective on class "A" fires.

2. Class "B" Fires:

Are fires of flammable liquids, greases, etc., where a blanketing (smothering) effect is necessary to extinguish the fire.

Class "B" Extinguisher:

Are used on fires to provide an essential smothering effect, denying the burning of the fuel.

This type of extinguisher is designed for use on fires of flammable liquids, grease, etc. The following types of Class "B" extinguishers are in general use: carbon dioxide and dry powder.

3. Class "C" Fires:

Are fires in electrical equipment where the use of a non-conducting extinguishing agent is of first importance.

Class "C" Extinguisher:

Are those which utilize a non-conducting medium as an extinguishing agent. This type of extinguisher utilizes carbon dioxide and dry powder classified in this group.

Fire extinguishers are located on all floors and within the garage. A designated fire extinguisher cabinet on Bayside and Lakeside can be found on the central floor area of the building core wall. Additional fire extinguishers and cabinets are located at strategic locations on some floors, respective to the needs of that floor's department.

It is important to use the right type of extinguisher and to place at each location the type most suitable to combat the class of fire most likely to occur at that location. The wrong extinguisher may fail to not only extinguish a fire but also may cause great personal hazards from electrical shock, poisonous fumes, or the spreading of a fire. Water extinguishers should never be used on flammable liquids or electrical fires.

Multi-purpose dry chemical fire extinguishers are located in other accessible areas on each floor. They are lightweight and easy to handle. It is important to be familiar with the location of the fire extinguisher instructions printed on each extinguisher. The building's engineering staff will inspect and initial all fire extinguisher tags on a monthly basis. Engineering Staff coordinates annual re-certification.

## Elevators and Stairwells:

### Passenger Elevators:

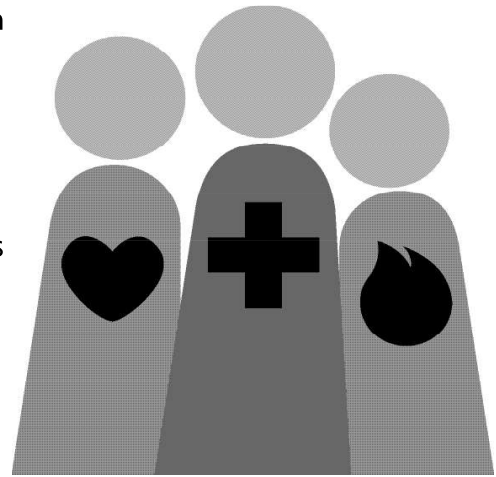
1. Low-Rise:  
There are five (5) elevators that serve floors 1-13. One (1) elevator that serve floors B-13.
2. High-Rise:  
There are three (3) elevators that serve floors 1 - 2 and 13 - 20. One elevator serves the basement to the 21<sup>st</sup> floor.
3. Annex:  
There is one (1) elevator that serves the basement to the 2<sup>nd</sup> floor and 3<sup>rd</sup> floor annex area.
4. Garage:  
There are two (2) elevators that serve levels B- 2 through the 6<sup>th</sup> floor of the parking garage.

## Elevator Malfunctions:

Each elevator is equipped with an alarm button and intercom system that is monitored 24-hours a day by the building security personnel. In the event of an elevator problem, direct communication with security personnel is possible through the intercom. The elevator control equipment is programmed with an emergency response mode called "Firefighter's Recall". This function is integrated with building's Life Safety System equipment. In the event that an elevator lobby smoke detector is activated, the transmitted alarm will cause the elevator controller to automatically cancel all floor calls and dispatch all elevator cabs directly to the main floor lobby. The elevator cabs will descend to the main floor and remain with their doors open until the Fire Department arrives and switches them to independent control. In the event that an elevator stops with passengers inside, please remember to remain calm. Passengers are not in any danger, the elevators are equipped with several safety interlocks and a telephone that is answered 24-hours a day by the building's security staff. An elevator mechanic will be contacted immediately to restore the cab to service. If you are in an elevator that stops, remain calm and check to see that you did not inadvertently pull the stop button. If you did not pull the stop button, push the button by the speaker grill. When the security officer answers, tell them the number of the cab you are in, as indicated at the top edge of the door opening. The officer will have an elevator mechanic respond to help you. Do not attempt to climb out of the cab. In the event of a power outage, elevators will continue directly to the first floor. Should an outage occur, elevator lights will remain on, but the cab will temporarily stop.

One at a time, each elevator will automatically return to the lobby where the doors will remain open and be out of service. One elevator per low and high-rise bank will be operable during an electrical outage as will the garage elevators. In the event of an earthquake that affects the elevator service, the cabs will stop and wait for the completion of the seismic activity and then slowly descend to the lowest landing as interlock safety permits.

The elevators are equipped with a fire response mode that integrates with the smoke detector system located in the elevator lobby on each floor. When products of combustion activate the smoke detector, the elevators automatically cancel all floor calls and proceed directly to the building lobby. In fire mode the elevators will not make any stops; they will remain with their doors open at the lobby level until the operational mode is reset by use of an override key switch applied by the Fire Department or Facility Management personnel.



### Emergency Stairwell Exits:

There are two (2) emergency exit stairwells in the building. The two (2) stairwells descend the entire height of the building and are located at the north and south ends of the building. Both stairwells exit on Franklin Street. The annex building has its own stairwell exits that are located in the basement, and the 2<sup>nd</sup> and 3<sup>rd</sup> floors near the southeast corner. There are also two stairwells that exit from the 2<sup>nd</sup> floor patio. These stairwells are not intended for use during normal building operations.

## FIRE SAFETY DIRECTOR:

The monitoring and maintenance of the "Life Safety System" is under the direction of the Facility Manager and Chief Engineer, who are responsible for the planned 24-hour security and mechanical supervision of the building. The building's Facility Manager has been designated Fire Safety Director for this building. He/she may activate the fire safety plan or any emergency evacuation/relocation of the building employees/occupants at his/her discretion. In his/her absence, the Deputy Fire Safety Director, the building's Chief Engineer will assume full authority and responsibility for the activation of this plan. The duties of the Fire Safety Director are as follows:

- a) Assigns responsible persons to the positions of Deputy Fire Safety Director and receives Floor Warden assignments from among the occupant staff. In choosing Floor Wardens and other Building Emergency Response Team Members, it is suggested that occupants select persons who command authority and accept responsibility.
- b) Trains and educates the Deputy Fire Safety Director and Floor Wardens in their duties.
- c) Arranges for a proper program of accountability of who is available and what substitutions are necessary.
- d) Establishes a Fire Prevention Program.
- e) Prepares inspections and safety tests for the usage of fire pumps, emergency generators, lighting systems, smoke detectors, ventilation control and alarm systems.
- f) Supervises a program for testing the reliability of auxiliary fire appliances.
- g) Establishes a program to train responsible persons in the use of auxiliary fire appliances.
- h) Conducts periodic safety drills with the Deputy Fire Safety Director and Floor Wardens. Formal training of Floor Wardens shall be conducted annually.

## In the event of a fire or other emergencies, the Fire Safety Director shall:

- a) Be prepared to advise the Fire Department official in charge concerning heating, ventilation and air conditioning system operation as well as other service equipment in the building and applicable information pertaining to the building.

- b) Provide the Fire Department with keys to locked rooms, closets, secured areas, and keys required for emergency devices and equipment.
- c) If necessary, provide the Fire Department with official floor plans of all floors in the building.
- d) Provide a list of the location of handicapped persons in the building.

## DUTIES OF THE DEPUTY FIRE SAFETY DIRECTOR:

- a) To assume the duties of the Fire Safety Director in his/her absence.
- b) To perform all tasks assigned by the Fire Safety Director.

## DUTIES OF THE FLOOR WARDEN:

### Pre-Emergency Duties of the Floor Warden:

- a) Know the location of all fire and emergency-related equipment on the floor or in the area of responsibility.
- b) Know the use of all fire and emergency-related equipment on the floor or area of responsibility.
- c) Be completely familiar with the floor arrangement, the number of floor employees/occupants, and the location of exits.
- d) Be fully aware of the existing procedures of the building as they relate to each respective floors.



- e) Train floor employees/occupants in fire prevention proceedings.
- f) Train floor employees/occupants in relocation and evacuation procedures.  
Select and train the following to assist during emergencies:
  - Deputy Floor Warden
  - Searchers
  - Elevator Lobby Monitors
  - Aides for the Disabled
  - Stairwell Monitors
- g) Divide the floor population into groups and formulate the traffic patterns to be followed to exit via emergency stairways.
- h) Initiate a program to inspect throughout the floor, exits, pathways, exit lighting, extinguishers and door closures. Report required repairs to the Fire Safety Director and Facility Management.
- i) Maintain an updated list of all mobility-impaired persons on the floor; and implement a schedule of breaks and lunch times which includes WHERE breaks are taken.
- j) Establish a system of replacements/alternates for floor B.E.R.T. members due to vacations, sick leave, employment transactions, etc.

## DURING A FIRE EMERGENCY, FLOOR WARDENS SHALL:

- a) Maintain control of employees/occupants and prevent confusion.
- b) Ensure all floor employees/occupants are notified surrounding the emergency and that all are relocated to a safe area. A search must be conducted of all restrooms, offices, conference rooms, and closets to be sure all occupants have been evacuated to the area of relocation.
- c) Direct employees/occupants to exit, if necessary.
- d) Determine alternate routes of evacuation in case stairways cannot be used.
- e) Be prepared to communicate vital information to Security or the Fire Department.
- f) If relocated, communicate with Security regarding your floor's arrival to the refuge area.
- g) Try to determine by head count any missing employees/occupants and relay information to Security or the Fire Department.
- h) Check stairways to ensure clearance after an evacuation has occurred.

## DUTIES OF THE DEPUTY FLOOR WARDEN:

- a) To assume the duties of the Floor Warden in his/her absence.
- b) To perform all tasks as assigned by the Floor Warden.

## DUTIES OF THE SEARCHER:

- a) Search for employees/occupants who may not have heard the fire alarm.
- b) Search remote floor areas, restrooms, computer printer rooms, break rooms, and copier rooms, etc. Direct all persons found to closest exit.

- c) Keep others calm by example of your composure.
- d) Know where the fire extinguishers, alarms and exits are located.
- e) Report to the Floor Warden when the search is completed and all persons have been evacuated.
- f) Verify office area smoke doors are completely closed.

## DUTIES OF THE ELEVATOR LOBBY MONITOR:

- a) Ensure that people do not enter the elevator lobby during a building emergency. Elevators should not be used in the event of a building emergency.
- b) Note: Any person in the elevator lobby should be directed to the proper exit.
- c) Stand guard at each elevator lobby smoke door: one at the north location and one at the south location, until the floor has been cleared of all occupants.
- d) Take necessary action to prevent confusion.
- e) Ensure that the smoke doors to the elevator lobby are completely closed. This also includes the freight smoke doors.

## DUTIES OF THE EXIT/STAIRWELL MONITOR:

- a) Assist in an orderly relocation by preventing pushing, running, etc., in the stairwells and by keeping evacuees in a single file line using the right-hand rail for exit.
- b) Positioned at designated stairwell door.
- c) Touch the exit door assigned and check for heat before allowing entry.
- d) Verbally instruct exiting occupants about the correct stairwell procedures and floor of refuge.
- e) Ensure that the automatic door-closure acts correctly and refrains from blocking door in an open position. Prevent the stairwell door from being propped in the open position that compromises stairwell pressurization.
- f) If exit stairwell becomes violated with smoke or heat, direct occupants to alternate exit.

## OCCUPANT'S RESPONSIBILITIES:

Each manager will be fully responsible for the education and training of their personnel for emergency situations as outlined under Title 19 of the California Administrative Code (Contact the Facility Management office if your department desires assistance in organizing emergency evacuation training sessions). Each manager should assign a Floor Warden and a Deputy Floor Warden for their floor. This person will act as your liaison in all emergency procedures. It is the responsibility of each manager to address the following hazards should they exist and take measures to correct them:

- a) Large quantities of accumulated discarded files or other paper trash in offices or storage areas. Special attention should be paid to housekeeping in departments that produce a quantity of trash such as duplicating machine areas, mail rooms, etc.
- b) Materials or supplies stored in halls, exits, and doorways or in emergency evacuation plans. Exits must be kept clear at all times.
- c) Defective appliance cords or overloaded electrical outlets. The use of extension cords is discouraged.
- d) Space heaters are not allowed under any circumstances. If extenuating conditions appear to prevail, the Facility Manager will determine if such use is warranted and whether the desired circuit can handle such loads. Temperature problems should be reported to each occupant's supervisor so Facility Management can adjust or repair the appropriate equipment.
- e) When furnishing an office, consideration should be given to the potential fire hazard of materials used in large quantities - i.e., overstuffed chairs, settees, couches - any item that could become easily combustible. It is recommended that these types of items be treated with a fire retardant.
- f) Materials or devices blocking fire sprinklers or hanging from fire sprinklers.
- g) Large quantities of flammable solvents, duplicating fluids, etc. Limit supplies and store in a safe, cool location, and tightly capped.
- h) Routine checks of non-building fire extinguishers. In certain areas, employees/occupants should consider the installation of additional fire extinguishers.
- i) Holiday decorations, such as wreaths and Christmas trees, shall be treated with fire

retardant and display the State Marshal's tag. Exceptions shall not be allowed.

- j) Employees/Occupants shall be responsible for the expedient removal and discarding of the above mentioned decorations.

## DUTIES OF AIDES FOR THE DISABLED:

- a) Assist an employee/occupant or visitor with physical disabilities if relocation is required. It is best if the person with the disability chooses his/her aide.

A disabled person is identified as a person who is blind, a person using a cast, crutches, or a wheelchair, etc. This does not have to be someone with an "obvious" disability. A pregnant woman or a person with respiratory or heart problems may also need assistance in relocating or evacuating the floor.

- b) While everyone is evacuating to the stairwell, the disabled person should be placed near the exit so that they can be moved to the stairwell landing when the searchers and monitors leave the floor, after the floor has been cleared.

**NOTE: A DISABLED PERSON SHOULD REMAIN WITH THE AIDE AT ALL TIMES.**

The stairwell monitor or searcher can help move the disabled person into the stairwell landing, and then inform the Floor Warden of the location of the disabled person.

## TWO AIDES ARE RECOMMENDED:

- One aide to stay with the disabled person.
- One aide to inform the Floor Warden that the disabled person has been relocated to the stairwell landing and needs to be rescued. In the event that a second aide is not available, a Searcher, Elevator, or Stairwell Monitor can advise the Floor Warden of the disabled person.
- The Floor Warden should inform the Fire Department of the presence of a disabled person in the stairwell. The Fire Department will accomplish the rescue.

## RELOCATION PROCEDURE

In the event of a fire at 1950 Franklin Street, occupants on the fire floor, the floor above, and the floor below will be relocated. The basic concept is to relocate down four (4) floors to a predesignated safe refuge point via the exit stairwell. The reason for relocating is based upon time and practicality. The local Fire Department responds to an alarm within three (3) minutes. Within the first three (3) minutes upon arrival, the Fire Department will enter the building to use both the stairwells and elevators for the main avenue of the attack. The concept of relocation is based upon a time factor of four (4) minutes. The in-house safety organization is allowed four (4) minutes by the Fire Department to move people away from the affected floors. During that same four (4) minutes the Fire Department will arrive, take control of the lobby, set up a forward command post one (1) floor beneath the fire, and establish logistics planning and initial attack upon the fire.

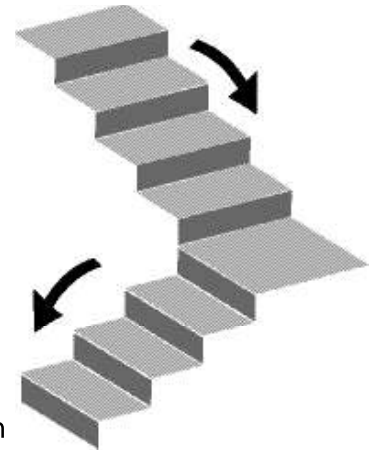
The speed of the Fire Department's response to an alarm does not allow enough time to evacuate the entire building. RELOCATION is used instead to quickly move people in immediate danger to a designated safe location.

In a modern high-rise building, it is usually not necessary to evacuate the entire building. The building design, construction materials, features, and operation of the life safety system

equipment are designed to provide maximum protection to the occupants of the building.

In the event of a fire or during relocation: **DO NOT USE THE ELEVATORS!!!**

In the event of a fire danger or other emergency: Listen to instructions from the Public Address System. After the fire alarm's "Whoop Whoop" sound, the occupants on the involved floors will be told via the Public Address System to move down four (4) floors or to a designated floor by using the closest exit stairwell. B.E.R.T. members will assist in directing everyone to the closest stairwell. B.E.R.T. members can be identified by B.E.R.T vests and arm bands. Floors seven (7) and below should exit the building and go to the street level.



At the 1950 Franklin Street Regional Offices Building, a relocation sign code system has been installed to assist you in relocation. As you exit into the stairwell, please remember the color and shape of the sign that is attached to the floor side of the exit stairwell door. An identical sign will be located in the stairwell landing four (4) floors down. The relocation signs are in shapes and colors of:

Diamond – Blue; Circle – Yellow; Square – Orange; Triangle – Green

During relocation, please observe the following rules:

1. No talking; listen for instructions.
2. Remove and carry platform or high heel shoes.
3. Calmly walk down, single file, away from the fire standpipe. Keep to the right of the stairwell, away from the handrail, so that emergency personnel may be allowed access coming up the stairwell.
4. Enter the predesignated floor/area when directed to, and proceed to the area in front of the cross corridor fire doors, unless you are directed or designated to relocate outside the building.

## RELOCATION CHART

INCIDENT FLOOR	RELOCATION FLOOR
21	16
20	16
19	15
18	14
17	13
16	12
15	11
14	10
13	9
12	8
11	7
10	6
9	5
8	4
7	Street Level
6	Street Level
5	Street Level
4	Street Level
3	Street Level
2	Street Level
1	Street Level
Basement	Street Level



## RELOCATION WITHIN THE BUILDING:

- GO 4 FLOORS DOWN THE STAIRWELL.
- GO TO THE AREA OF THE CROSS CORRIDOR FIRE DOORS, AND AWAIT FURTHER INSTRUCTIONS.

In the event that the Oakland Fire Department determines further relocation or evacuation is required, firefighters will direct and assist with the movement of people to an area of safety or out of the building.

## EVACUATION TO THE STREET LEVEL:

- Franklin Street north exit (green stairs) goes to the Franklin and 20<sup>th</sup> St. corner.
- Franklin Street south exit (blue stairs) goes to the Franklin and 19<sup>th</sup> St. corner.
- Annex building south exit (orange stairs) go to the Webster and 19<sup>th</sup> St. corner.
- After relocating, meet at the predesignated location for a "head count" so the Floor Warden can communicate to the Fire Department, Security, or the Fire Safety Director that the floor is clear, and has been thoroughly searched and evacuated. If your relocation is to a stairwell, the stairwell emergency telephones can be used. Otherwise, you may contact the Security Operations Control Center at 510-427-3000. If your relocation is outside the building, report to the Lobby Security Desk.

## LOCATIONS OF STAIRWELL EMERGENCY TELEPHONES:

Floors: 3, 8, 13, 18 (North and South stairwells)

- No one can remain on the "fire floor"!
- You may return to your office as soon as you receive instructions from the Fire Department, the Fire Safety Director, or Security that it is safe to return.

## AFTER HOURS EVACUATION:

ALL FLOORS WILL EVACUATE FROM THE BUILDING via the exit stairwells in the event of a fire or other emergencies from 6:00 a.m. to 6:00 p.m. during the weekdays, and anytime during weekends. The same outdoor relocation sites that are listed in the section "Evacuating to the Street Level" should be used for evacuating the building.

If you have trouble evacuating or need help for any reason, call 510-987-3000 to notify Security that you need assistance. If you are in a stairwell, the stairwell telephones can be used. Security will inform the Fire Department of your need for help, and the Fire Department will proceed with your rescue.

After you have safely evacuated from the building, please notify Security or the Fire Department that you are safe by informing the Lobby Security person or by calling 510-987-3000.

During an after hours evacuation: DO NOT USE THE ELEVATORS!!!

## RELOCATION – HI-RISE BUILDING:

Definitions:

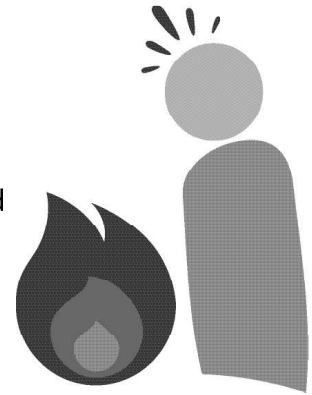
Hi-Rise Building is defined as a building of 75 feet or higher.

Relocation Building is defined as a building of 150 feet or higher and has a fire alarm system that does not alert the entire building.

1950 Franklin is 310 feet above grade.

Working in a Hi-Rise Building presents problems that are not common to ordinary buildings. One of these is fire. In the design of this building, provisions have been made to protect the employees/occupants and limit the spread of fire. The most reliable way to leave the vicinity of fire danger is to walk, not run, down the stairs to exit the building. A limited number of people can descend a flight of stairs and exit at the bottom in a given period of time. The number of people occupying a hi-rise building is too great to allow all occupants to leave via the stairwell without some danger. Additionally, the stairwells will be needed for the firefighting crew. For these reasons, the building has been designed with compartments to

isolate a possible fire so that it is not necessary for everyone to evacuate the building immediately, overloading the stairwells. Employees/Occupants are less likely to be hurt by going to a designated safety area in the event of a building emergency. Panic can be avoided by going to the designated safety area and by staying there until informed by the Fire Department, Security or Facility Management that the fire condition is clear.



During off-hours please follow the relocation chart as indicated on page 5.10.

Evacuation and Panic Control: The emergency movement of people is best accomplished in a supervised manner. Personnel trained in the proper relocation methods will make the evacuation of any number of people a safe and efficient operation.

## Relocation Terms:

Horizontal Relocation – The movement of people across floors to a safe refuge area, fire escapes, etc.

Vertical Relocation – The movement of people either up or down stairwells, or elevators solely upon Fire Department, Security, or Facility Management approval.

Partial Relocation – The movement of a selected number of people, such as those immediately at risk, or the occupants of floors immediately above and below a fire.

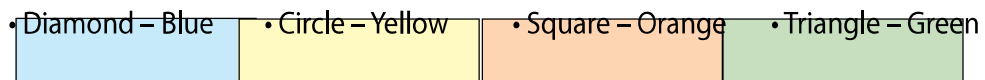
Evacuation/Relocation Methods – In general practice, it is recommended that employees/occupants move (4) floors down. This means that the fire floor, one above and one below the fire floor will move (4) floors down. If additional floors need to be relocated, they will be instructed to do so by the Fire Department, Security or Facility Management.

In the event that you discover a small fire, you may be able to extinguish it yourself. Many fires can be extinguished by excluding oxygen, which can be accomplished by covering it with material or an object that does not catch fire quickly. The use of a fire extinguisher helps, if you have been properly trained in its use. NEVER put the fire between you and a means of

escape and do not attempt to fight a spreading fire alone.

- a) **Isolate the fire by closing doors (while leaving them unlocked) if it is safe to do so.** Immediately call the Fire Department (911) and inform Security 510-987- 3000. Give the floor number and the general area of the fire. **DO NOT** assume someone else will report or has reported the fire.
- b) If the fire cannot be extinguished, proceed to the nearest safety area designated by your floor plan or by the message received via the building Public Address (P.A.) System. Close all doors behind you as you exit.
- c) All B.E.R.T. members should wear their assigned orange armbands. They should ensure that instructions received via the building P.A. System are followed in an orderly fashion. Employees/Occupants will be instructed to exit via the emergency stairwells.
- d) B.E.R.T. members on the floor to which employees/occupants of the fire floor have relocated should likewise put on their orange armbands and aid in the receiving of the relocated occupants.
- e) **DO NOT USE ELEVATORS.** If an elevator lobby smoke detector is activated, all elevators will recall to the first floor elevator lobby. In the event that it is unsafe to relocate to the stair exits, the elevator, with the assistance of the Fire Department, will be used to evacuate employees/occupants located on the fire floor. Otherwise, follow the instructions of your Floor Warden and exit to the nearest stairwell.
- f) If you are caught in a smoke-filled area, take short breaths through your nose, and crawl to an escape exit - the air is better near the floor. If possible and if time permits, saturate a cloth with water and breathe through the cloth; this will aid in filtering smoke products.
- g) **DO NOT OPEN HOT DOORS.** Feel doors at the top with your hand before opening. If the door is hot, do not open. If the door is cool, open the door slowly and stay behind the door. Close it immediately after entering or exiting. Try to seal cracks around the door to prevent smoke from entering. Relocation will usually be down to a place of safety below the fire floor. Normally, you will descend four (4) floors - the stairwells have signs that

identify each floor. Also, a shape and color symbol is attached to all stairwell exit doors. As you exit into the stairwell to relocate down four (4) floors, go to the stairwell landing that displays that same symbol. The following symbols are located on every fourth (4) floor, and will assist you with relocating four (4) floors down without having to count floors. The symbols used at 1950 Franklin Street are:



#### IN THE EVENT OF A FIRE:

- ALL FLOOR RELOCATION MUST BE VIA EXIT STAIRWELLS. DO NOT USE ELEVATORS.
- ALL DOORS SHOULD BE CLOSED UPON EXITING.
- AT NO TIME SHOULD ANY STAIRWELL DOOR BE BLOCKED OPEN. The stairwell is a safe refuge and will remain safe from smoke provided the exit doors remain closed.

#### THE ULTIMATE AUTHORITY IN A FIRE OR OTHER EMERGENCY RESTS WITH THE OAKLAND FIRE DEPARTMENT.

- h) Relocation, in case of fire, will usually be downward to a place of safety below the fire floor. Normally, you will descend four (4) floors. Stairwells have signage identifying each floor. In case of fire, it must be strongly stressed that all floor relocations must be via

stairwells and NOT by elevators. The stairwell is a safe haven, fireproofed and safe from smoke, provided the stair doors are not propped open. Stairwell doors should be kept closed for this reason.

- i) Fire extinguishers are provided at two or more locations on each floor. Be familiar with your extinguisher locations.

To operate Extinguisher, use the "PASS" Technique:

Hold Upright

Pull Pin (ring)

Aim discharge at base of the flame

Squeeze lever

Sweep back and forth

- j) DO NOT ATTEMPT TO BREAK EXTERIOR BUILDING WINDOWS. This can injure pedestrians at street level below as well as feed the fire with more oxygen.
- k) DO NOT PANIC. Remain calm and follow the instructions of your Floor Warden and the emergency plan developed by Facility Management.

## FOR FIRE INSIDE YOUR OFFICE:

- 1) Call the Fire Department (9-1-1):
  - a) Provide them with your exact location (i.e. floor and section of the building).
  - b) Describe what materials are burning and other pertinent factors of the situation.
- 2) Call Security 510-987-3000:
  - a) Provide them with your exact location and describe the burning materials and the situation.
- 3) Alert others on your floor.
- 4) If attempting to extinguish a fire, avoid any position putting the fire between you and your exit.
- 5) If you cannot safely extinguish the fire:
  - a) Evacuate the area.
  - b) Close all doors - leave unlocked (take your keys with you).

c) DO NOT USE ELEVATORS - use stairwells for exit.

c) DO NOT USE ELEVATORS - use stairwells for exit.

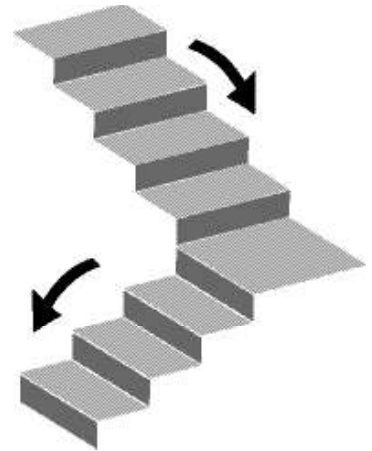
## FOR FIRE OUTSIDE YOUR OFFICE:

- 1) Call the Fire Department (9-1-1):
  - a) Give them your exact location.
  - b) Describe the burning materials and the situation.
- 2) Call Security 510-987-3000:
  - a) Provide them with your exact location and describe the burning materials and the situation.
- 3) Seal the bottom of the door as best you can with cloth material to keep smoke out.
- 4) RETREAT - close (but do not lock) as many doors as possible between you and the fire.
- 5) Check doors; if a door is hot, do not open it. If the door is not hot, open cautiously and be prepared to close it swiftly.
- 6) Walk to the nearest safe stairwell:
  - a) DO NOT USE ELEVATORS!
  - b) Alert others.
  - c) If there is smoke present, stay low.
  - d) Walk four (4) floors down the stairwell - do not run. (See relocation list for specific areas and exceptions).

**PLAN AHEAD! KNOW ALL EXIT STAIRWELL LOCATIONS!  
DO NOT USE ELEVATORS!**

## EMERGENCY STAIRWELL USE:

- 1) Listen for and follow directions given by Floor Wardens, Facility Management or Fire Department officials.
- 2) DO NOT USE ELEVATORS!
- 3) DO NOT RUN. Remove high-heeled shoes, if necessary.
- 4) Allow other people from the floors to enter the stairwell but do not unnecessarily hold up travel. It is advised that each person alternate their individual entry into the flow of traffic.
- 5) Assist those who are slowly moving or in any way disabled.
- 6) Stairwell injuries should be treated without restricting the movement of others.
- 7) Avoid using stairwell emergency phones unless it is imperative to communicate information to Security, Facility Management or the Fire Department. Stairwell emergency phones will be used heavily in an actual emergency.
- 8) Never prop or tie the stairwell doors open.





## KNOW YOUR EXIT STAIRWELL LOCATIONS

The Fire Safety Director works with the department Floor Wardens, and all occupants employees and personnel in the building in the effort to prevent fires. An ongoing program of safety education also helps prepare for emergency situations.

Any questionable or unsafe conditions should be reported to the Facility Management office at 510-987-3283 as soon as possible.

## FIRE PREVENTION:

- a) Do not overload electrical circuits. Space heaters must not be used in the building because of the amount of heat they produce and the amount of current they draw. Do not use electrical cords that are frayed or worn. Do not place cords where they can be cut or continually run over.
- b) 1950 Franklin is a "smoke free" building. Smoking is not allowed anywhere in or around the building.
- c) Emergency exits, corridors, and pathways must remain clear at all times.
- d) Never hang or attach anything on the fire sprinkler heads or ceilings.
- e) Flammable liquids should not be used indoors except by authorized maintenance personnel. Flammable liquids must be stored in fire safety approved lockers.
- f) All coffee makers, warmers, and electrical devices should be turned off at the end of the day.
- g) Christmas trees must be treated with fire retardant and must display the tag that indicates they have been treated.
- h) Unnecessary paper and trash should be discarded.
- i) Fire extinguishers are located in cabinets on the core wall of each floor, both Lakeside and Bayside.

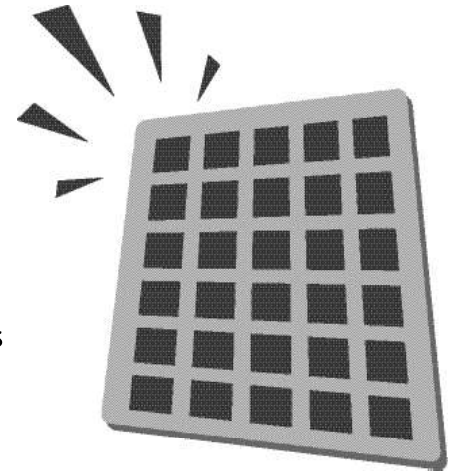
**DO NOT BLOCK THE FIRE EXTINGUISHER CABINET DOORS!**

- j) An overhead clearance of 18" from the level of the fire sprinkler heads is required for all storage.

## FIRE DRILLS

### GENERAL SCHEDULE OF FIRE DRILLS:

The Alameda County (Oakland) Fire Code requires that fire drills be conducted once per year in all buildings with a local alarm. State law requires all occupants/employees and visitors to participate in fire drills.



### FIRE DRILL PROCEDURES:

- a) The B.E.R.T. coordinators are responsible for training all registered B.E.R.T. members.
- b) All registered B.E.R.T. members must know and understand their assigned duties.
- c) Advance notice will be given to all departments and Floor Wardens when a fire drill will be conducted.
- d) The building alarms and Public Address System will be used to familiarize everyone with their sound and operation.
- e) Visitors are also required to participate in the drill.
- f) Remember, safety first! Speed is secondary.
- g) B.E.R.T. members should meet for a debriefing session to evaluate their performance, review any concerns needing improvement and make the necessary changes in procedures.

- a) FIRE ALARM: (Only those floors that experience the alarm will receive an announcement)

“May I have your attention, please? May I have your attention? A fire alarm has been reported in the building. Please stop what you are doing and calmly move to the nearest exit. Relocate as you have been trained. Please begin evacuation procedures now.” (To be repeated)

NOTE: The following announcement will be made throughout the building.

- b) IN CASE OF FALSE FIRE ALARM: (Would be heard after announcement #1)

“Attention, Attention, please! There has been a false alarm on the \_\_\_\_\_ floor. The building staff has responded and there is no problem. For those floors that have relocated you may now return to your floors by using the elevators or emergency stairwells.” (To be repeated)

- c) IN CASE OF FIRE: (Subsequent announcement with Oakland Fire Department on-site with a verifiable fire condition)

“Attention, Attention, please! There is an emergency within the building and emergency crews are present. Please remain at your relocation floor until further advised.” (To be repeated)

- d) IN CASE OF FIRE: (All clear announcement with the Oakland Fire Department on-site)

“Attention, Attention, please! The Oakland Fire Department, Security and Facility Management have determined that it is now safe for those of you who have relocated to return to your floors. Take the elevators or emergency stairwells to your floor.” (To be repeated)

- e) IN CASE OF A FIRE DRILL: Notification to the floors participating in the fire drill would be as follows:

“May I have your attention, please? May I have your attention? A fire alarm has been reported in the building. Please stop what you are doing and calmly move to the nearest exit. Relocate as you have been trained. Please begin evacuation procedures now.” (To be repeated)

- f) IN CASE OF BOMB THREAT: (Upon authorization from the Oakland Fire Department)

“Attention, Attention, please! Proceed to the nearest emergency exit and leave the building until further advised”.

- g) IN CASE OF ELEVATOR SHUT DOWN: Notification building-wide would be as follows:

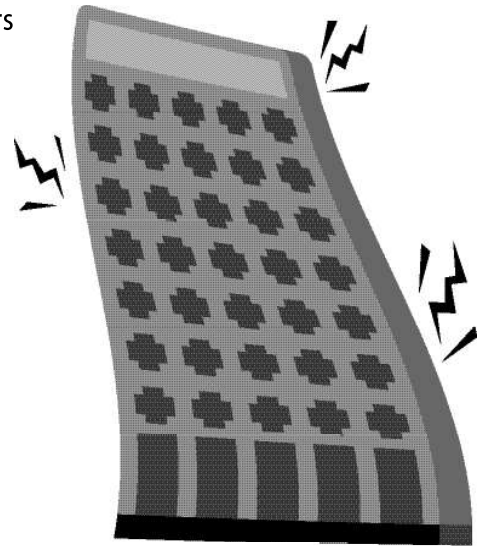
“Attention, Attention, please! Elevator service has been temporarily disrupted. For emergency exiting, use the emergency stairwells. You will be advised when service is restored.”(To be repeated)

- h) IN CASE OF FIRE LIFE SAFETY TEST: Notification to all affected areas would be as follows:

“Attention, Attention, please! Tests will be conducted on the Fire Life Safety equipment during the next few hours. We will notify you when the tests are completed. In the event of a real emergency, call 9-1-1. Thank you for your cooperation.” (To be repeated)

- i) IN CASE OF AN EARTHQUAKE: A building-wide “All-Call” announcement would be as follows:

“The building staff is performing an inspection of emergency stairwells and elevators and will report their findings shortly. Please stay out of stairwells and elevator lobbies until further notice.” (To be repeated)



1950 Franklin will conduct a “Duck, Cover and Hold” Earthquake Drill once a year. Earthquakes are generally of short duration and come without warning. In the event of an earthquake, the following events occur and the following steps should be taken:

- a) Get under a solid desk or table. (Duck/Cover)
- b) Stay away from all glass windows, partitions, stairwells and elevator lobbies.
- c) After the initial shock, stay where you are as aftershocks often occur. (Hold)
- d) Do not use matches or open flame (to reduce fire danger).
- e) If it is necessary to evacuate the building, follow fire evacuation procedures previously described.

## EARTHQUAKE PROCEDURES:

In the event of an earthquake:

- 1) Remain calm and stay in the building. If you are outside on the street, quickly enter a building. If you are unable to enter a building quickly, get to an open area away from buildings, electrical wires, trees, or any other object at risk of falling.
- 2) Take cover under a desk or table (assume a tucked position) or stand in a doorway.
- 3) Stay under cover until it appears the earthquake is over. Be prepared for aftershocks.
- 4) Keep away from the windows or objects that are likely to fall.
- 5) Do not use elevators. If you are in an elevator when an earthquake strikes, exit as soon as possible. If the elevator does not move, press the emergency button for help.
- 6) Report damage to Facility Management or Security.
- 7) Employees/Occupants should supply their space with first aid kits, bottled water, radios, batteries, blankets, and other survival items in order to be prepared should it become unsafe to leave the building.
- 8) Elevators will go to the next floor and open. The elevators will automatically stop normal operation until an inspection is made to determine that the equipment is safe to operate.
- 9) Participate in the State sponsored “Duck, Cover, and Hold” Drill that is held within the first

week of April.

## Earthquake Mitigation:

Kaiser Permanente's Regional Office buildings have an ongoing earthquake mitigation program. If you have bookshelves, cabinets, computers, file cabinets, desktop printers, etc. that need to be braced or secured to the wall or floor, please report the condition to Facility Management. Due to departmental relocations, new purchases and remodeling, additional work will need to be done on an "as needed" basis in order to maintain earthquake mitigation.

## Emergency Supply Cabinets:

- a) Each floor within the building is equipped with an Emergency Supply cabinet. Each Emergency Supply cabinet contains: water, flashlights, batteries, AM/FM radio, and blankets.
- b) First Aid cabinets are located near the Emergency Supply cabinet.

## Improvised Earthquake Supplies:

If you are unable to leave the building after an earthquake, your office will become your home. Look around for things you can use to survive.

## During the cold seasons:

- a) Do not use matches or candles. There may be natural gas leaks after an earthquake from ruptured supply lines. Flashlights are usually safe to use.
- b) Curtains and cut up carpets can be used as blankets.
- c) Cardboard boxes and paper can be used as insulation or a substitute for a blanket or mattress.
- d) Use a sharp instrument – letter opener, scissors, knife, etc. - to cut curtains, clothing, etc.

## Water:

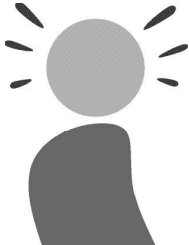
- a) Water is supplied in the Emergency Supply cabinet located on each floor.
- b) Ice in ice trays from refrigerators can be used as another source of water.

Exceptions: FIRE SPRINKLER SYSTEM WATER IS NON-DRINKABLE  
WET STANDPIPE WATER IS NON-DRINKABLE

## Food:

- a) Snacks stored in your desk and vending machines can be a source of food.

## First Aid:

- a)  First Aid Supply cabinets are located on each floor.
- b) Bandages can be made out of toilet paper, paper towels, sanitized toilet seat covers, sanitary napkins, or clothing.
- c) The injured should be moved to an inside room for warmth.

## After An Earthquake:

- a) Floor Wardens should search their floors to locate missing or injured persons and possible fires. They should be prepared to administer first aid, if necessary.
- b) The Floor Wardens should gather information about injured persons and specific damages, then notify the Facility Management office.
- c) DO NOT EVACUATE. Stay where you are unless instructed otherwise by the Fire Department, Security or Facility Management.
- d) In the event of a fire resulting from an earthquake, follow the steps described under "Emergency Procedures - Fire."
- e) Report any damage or fallen electrical wires to the Facility Management office.
- f) Advise employees against using bathrooms until pipes have been checked.
- g) Tune in to the local emergency broadcast radio station.

## POLICY REGARDING THE HOLDING OF OCCUPANTS IN THE BUILDING

If any employees/occupants within the building are unable to return to their home after an earthquake, they are welcome to stay within the building.

The building has other emergency supplies stored on each floor.



1) Upon receiving notification that a civil disturbance threatens the building or your office space, Managers should contact the Security Office at 510-987-3000 and be prepared to give the following information:

- a) Exact location of the demonstrators
- b) Approximate number of demonstrators
- c) Demonstrators' current activity



2) Notify your employees and visitors about the civil disturbance:

- a) Contact your employees and assign specific emergency duties. Give them pertinent facts about the civil disturbance. Execute any emergency procedures for the safety and protection of your personnel and your company assets.
- b) Instruct your employees to lock all doors except your main entrance door.
- c) Instruct your employees to lock (or stand by to lock) all sensitive areas as appropriate (e.g., office doors, storerooms, mail rooms, desks, file cabinets, vaults, etc.) in order to protect company assets, employees, and visitors.
- d) Instruct your employees to notify all employees and visitors about the civil disturbance and warn them to avoid personal contact with the demonstrators. All building personnel should try not to make any comments or statements to further anger the demonstrators.
- e) Instruct your employees to advise all employees and visitors to avoid leaving the building, unless there is no danger that the demonstrators will harm them.

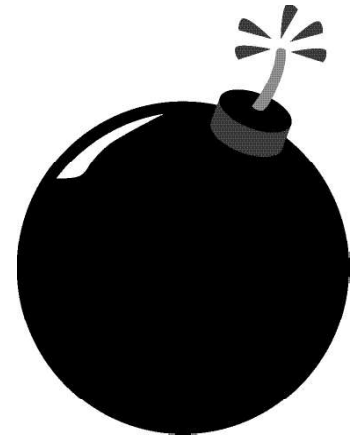
NOTE: Warn your employees that all elevator service will be reduced, or even cut off during the emergency to prevent demonstrators from gaining access to the floors within the building.

# Fire/Life Safety

- 3) If for some reason, the demonstrators have gained access into the building and are on your floor, you should do the following:
  - a) Immediately contact Security; contact employees and visitors. Advise them of the change in status of the emergency. Warn them that their movements within the building will be impeded, because the passenger elevators will probably be turned off to prevent the demonstrators from going up into (or through) the building.
  - b) Assign your employees to lock your main entrance door as an emergency procedure for the safety and protection of your personnel and your company assets: Lock your main entrance door. NOTE: Ensure that a responsible employee stands by at the entrance door, with a key, allowing only authorized personnel to leave.
  - c) Lock all sensitive areas as necessary. If the demonstrators access your floor(s) and office(s), occupants should take notes of all rooms and/or areas invaded by the demonstrators in order to facilitate a later search for suspicious items.
- 4) Once the demonstrators have left or are removed by the proper authorities and the civil disturbance no longer threatens the building, enact the following procedures: If the demonstrators have invaded your floor(s) and office(s):
  - a) Immediately contact the Facility Management office and give them a list of your floor(s) and office(s) that were invaded.
  - b) Instruct your employees to initiate a quick search of your invaded floor(s) and office(s) for any items that are unusual or foreign to the normal environment.

### Important Reminders:

- a) Be alert for unattended and suspicious items that were carried by the demonstrators (e.g. clothing, knapsacks, bags, etc.).
- b) Do not touch, move, jar, disturb, or cover any suspicious items that are found.
- c) Warn all employees and visitors accordingly.
- d) Tell your employees to advise you immediately when they finish their search as to whether or not they have found any suspicious items, so that you can immediately relay that information to Security at 510-987-3000.
- e) There are motion detectors, CCTV (closed circuit television) and intercoms at varying locations so that direct communication may be readily established with the suspicious personnel. If you have reason to believe a suspicious person has entered the stairwell, be prepared to call Security immediately with information regarding which stairwell and other pertinent information.



**If you find a suspicious item, immediately call Security: 510-987-3000**

If you receive a telephone bomb threat, REMAIN CALM AND TRY TO GET AS MUCH INFORMATION AS YOU CAN FROM THE CALLER.

Ask the caller:

- a) The location of the bomb.
  - b) The time bomb is set to go off.
  - c) A description of the bomb.
  - d) A reason for the disturbance.
- Write down the exact words that the caller used. Note any unusual sounds in the background that could help identify where the caller is calling from.
  - Visually search the area for suspicious packages or strange objects.

## DO NOT ATTEMPT TO MOVE OR TOUCH ANYTHING YOU FIND!

- Follow the instructions of the local authorities.
- If a decision is made to evacuate your floor, you will be notified by the Public Address System, the Floor Warden or the Police Department.

## BOMB THREAT PROCEDURE:

- 1) If you receive a bomb threat by telephone, try to get as much information as possible, such as detonation time, location, kind and size of the bomb and the reason placed. Listen for background noises that might help in determining where the caller is calling

from.

- 2) Immediately notify Security at 510-987-3000.
- 3) If there is a strong possibility that the threat is valid, the decision to evacuate will be made by local authorities or the manager in charge of each individual space.
- 4) If a suspicious device is found, DO NOT ATTEMPT TO MOVE OR TOUCH IT! Inform Security immediately. Decisions to relocate from the immediate area are the responsibility of each employee/occupant. However, Facility Management will provide recommendations upon the employee/occupant's request.
- 5) The Fire Safety Director will notify the employees/occupants on the floor specified, as well as occupants on the floors immediately above and below the suspected floor.
- 6) If the bomb threat did not specify a floor or a specific location, the Facility Manager or his/her delegate will call each occupant contact in the building and advise them of the threat.
- 7) If advised to relocate by your office manager, DO NOT USE THE ELEVATORS.
- 8) Because you know your work area better than anyone, you can search your area faster and more thoroughly for a suspicious package. If you find a suspicious package, (DO NOT MOVE OR TOUCH IT). Inform the proper authorities and clear yourself and others from the immediate area.
- 9) As soon as possible, prepare a brief written report (see attachment) of any special problems or incidents that you experienced and retain any notes made by the recipient of the threat for review by the authorities.

## Safety Precautions:

The safety precautions enumerated below are designed to acquaint you with the dangers inherent in the search, discovery and handling of suspected bombs. While some of the following safety precautions may seem elementary, do not dismiss them as unimportant or take them for granted. Adequate knowledge of these precautionary provisions may save your life, the lives of your fellow employees and the lives of customers and visitors who visit the building.

- a) Do not use radio equipment to transmit messages.

- b) Do not change the light conditions (turn switches on/off).
- c) Do not smoke.
- d) Do not accept the contents of any container as bona fide, simply because it was delivered by routine means.
- e) Do not accept container markings and/or appearance as sole evidence of the content's

Security immediately. Decisions to relocate from the immediate area are the responsibility of each employee/occupant . However, Facility Management will provide recommendations upon the employee/occupant's request.

- 5) The Fire Safety Director will notify the employees/occupants on the floor specified, as well as occupants on the floors immediately above and below the suspected floor.
- 6) If the bomb threat did not specify a floor or a specific location, the Facility Manager or his/her delegate will call each occupant contact in the building and advise them of the threat.
- 7) If advised to relocate by your office manager, DO NOT USE THE ELEVATORS.
- 8) Because you know your work area better than anyone, you can search your area faster and more thoroughly for a suspicious package. If you find a suspicious package, (DO NOT MOVE OR TOUCH IT). Inform the proper authorities and clear yourself and others from the immediate area.
- 9) As soon as possible, prepare a brief written report (see attachment) of any special problems or incidents that you experienced and retain any notes made by the recipient of the threat for review by the authorities.

## Safety Precautions:

The safety precautions enumerated below are designed to acquaint you with the dangers inherent in the search, discovery and handling of suspected bombs. While some of the following safety precautions may seem elementary, do not dismiss them as unimportant or take them for granted. Adequate knowledge of these precautionary provisions may save your life, the lives of your fellow employees and the lives of customers and visitors who visit the building.

- a) Do not use radio equipment to transmit messages.
- b) Do not change the light conditions (turn switches on/off).
- c) Do not smoke.
- d) Do not accept the contents of any container as bona fide, simply because it was delivered by routine means.
- e) Do not accept container markings and/or appearance as sole evidence of the content's identification and legitimacy.
- f) DO NOT TOUCH a suspected bomb.
- g) Do not shake, shock, or jar a suspected bomb.
- h) Do not cover a suspected bomb.
- i) Do not open any suspicious container or object.
- j) Do not cut a string, cord, or wire on a suspicious container or object.
- k) Do not cut or remove the wrapper on a suspicious container.
- l) Do not unscrew the cover of a suspicious container or object.
- m) Do not move the latch or hook on the cover of a suspicious container or object.
- n) Do not raise or remove the cover of a suspicious container.
- o) Do not change the position of a suspicious container or bottle.
- p) Do not place a suspicious container or object into water.
- q) In short, do nothing but report what you have found and nothing else!



## QUESTIONS TO ASK THE CALLER OF A BOMB THREAT:

### USE EXACT WORDING FOR THREAT:

1. When is bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?
10. Where are you calling from?

Sex of caller:                      Age                      Race                      Length of call

### CALLER'S VOICE: (circle any applicable characteristics)

Calm	Angry	Excited	Slow	Rapid	Soft	Loud	Laughter
Crying	Normal	Distinct	Slurred	Whispered	Nasal	Stutter	Lisp
Raspy	Deep	Ragged	Clearing Throat	Deep Breathing	Crackling Voice	Disguised	Message read by Caller
Accent (what type?)		Familiar (who)	Foul	Irrational	Well Spoken	Incoherent	Taped

If voice is familiar, whose did it sound like?

### BACKGROUND SOUNDS AND NOISES:

Street noises	Dishware	Voices	PA System	Music	House noises	Motor	Office machinery
Factory machinery	Animal noises	Clear	Static	Local	Long distance	Booth	

### REMARKS:

Action to take immediately during/after call: Notify 911 and Security at 510-987-3000.

In the event of a bomb threat, carefully make a visual survey of your immediate work area. If you see/hear anything unusual, DON'T TOUCH IT; report it to Security at 8-427-3000 immediately. Follow any instructions for evacuation given over the PA system, the Building Emergency Response Team, or Police/Fire responders.

Fill out completely, immediately after bomb threat:

Date	Phone #	Floor #	Name	Position
------	---------	---------	------	----------

- 1) Remain Calm!
- 2) Immediately exit the area of contamination.
- 3) Do not allow others into the area.
- 4) Notify Security at 510-987-3000 and Facility Management at 510-987-3283.
- 5) Security will call the Fire Department.
- 6) Follow the instructions of the Fire Department or Emergency Responders when they arrive and be prepared to supply them with information.

### Toxic Accident:

In the event of a toxic accident (ruptured gas main, etc.), total relocation of the building occupants may be necessary. The Fire Department will locate a safe path of exit and will lead all occupants from the building.

Relocation during a toxic accident will be undertaken only on orders of the Fire Department.



### Chemical Accident:

Chemical accidents would include tank truck accidents involving large quantities of toxic gases.

- 1) Contact the Fire Department, the lobby security console and the Facility Management office giving full particulars.
- 2) Evacuation procedures should be conducted as stated in the emergency procedures.
- 3) Move crosswind, never upwind or downwind and avoid fumes.
- 4) Render first aid, if necessary.

### Explosion:

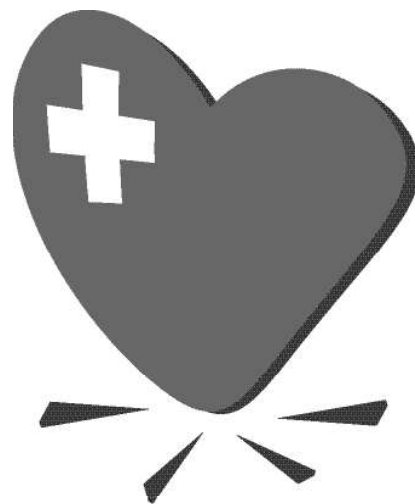
Explosions would include those caused by leaking natural gas.

1. Fall to the floor and take immediate shelter under tables, desks, or other such objects that will offer protection against flying glass or debris. Face and head should be protected with arms.
2. Contact the Fire Department, the Lobby Security console, and the Facility Management office.

In the event of a medical emergency such as a heart attack, accident, etc., call Security at 510-987-3000. If it is a life-threatening situation, relay information about the victim's condition.

If there is a medical emergency within your office or observed by you, call an ambulance at 9-9-1-1, and then call Security at 510-987-3000 and give the following information:

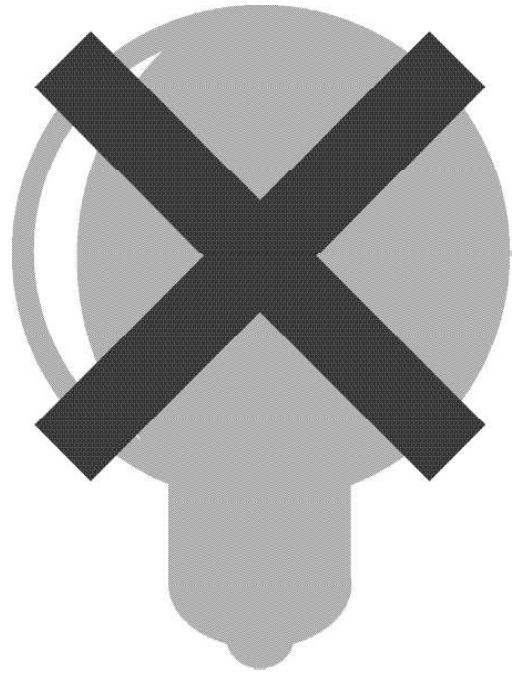
- 1) The nature of the medical emergency.
- 2) Exact location and the name of the sick or injured person.
- 3) Whether an ambulance or doctor has been notified.
- 4) If no ambulance or doctor has been notified, Security will contact an ambulance service and allow unobstructed entrance into the building, if necessary.
- 5) Assign someone to stand by on the floor where the sick or injured person is located in order to guide the paramedic or doctor to the sick or injured person. If the sick or injured person is to be sent to a hospital, try to send a fellow employee along to comfort the person and help him/her at the hospital until a relative arrives.



### Following the conclusion of the medical emergency:

- 1) Consult with those involved and determine if they encountered any special problems or incidents during the performance of their responsibilities.
- 2) For future reference by the Facility Management office, prepare a brief written report of your efforts and actions in response to the emergency, including any special problems or incidents that you encountered and submit the occupant report to the Facility Management office as soon as possible. NOTE: Retain copies of your report for future reference by yourself, your manager and/or any company executives.

1950 Franklin Street is equipped with a standby generator, which will power life safety and other vital building systems during a power outage. These systems include all alarm and life-safety systems, limited emergency lighting on each floor, exit signs, stairwell lighting and one elevator in each elevator rise. During a power outage, all elevators are automatically lowered to the first floor where the doors will remain open. If an outage is of short duration it should cause little concern. If it is of longer duration you may desire to leave the building. If you do leave during a power outage, you may utilize one of the available elevators or exit by using the stairwells. The service elevator and the parking elevators will continue to take full service in addition to the one car per passenger elevator rise indicated above. The building staff will apprise you with updates and status reports. The building's standby generator also serves the domestic booster pump system. This will allow employees/occupants to continue the use of restroom facilities.

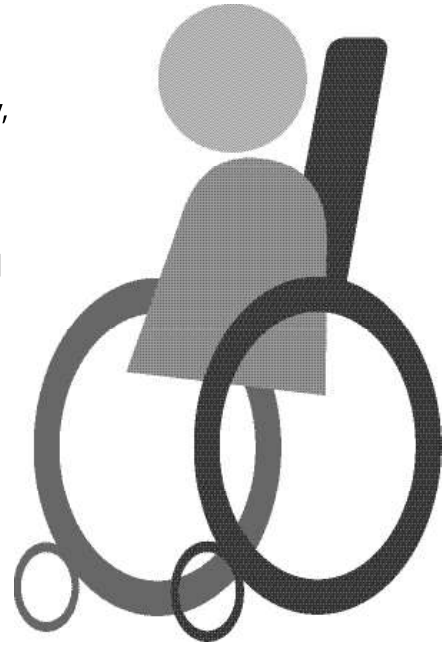


.Fire and earthquake drills are conducted on an annual basis or more frequently if deemed necessary. Floor Wardens are to be notified of specific scheduled dates and are given the responsibility of encouraging full participation. Drills should never be taken lightly, as they instill a feeling of understanding, calmness and preparedness in the minds of all employees/ occupants. We strive to keep our occupants fully informed and practiced in the response to emergency situations.



During an emergency, and especially if an evacuation is ordered, some persons may need specialized assistance. This includes people with hearing difficulty, impaired vision, arthritis, those in wheelchairs and walkers, advance pregnancy, etc.

- 1) Advise your Floor Warden if you are disabled and would need assistance during an evacuation, especially in a stairway.
- 2) Be certain your Floor Warden advises the Fire Safety Director of your special needs.
- 3) When an evacuation is ordered those people needing assistance should make their way to an exit at an emergency stairwell and await emergency evacuation personnel for assistance in evacuation. Emergency telephones in the stairwells may be used to contact Security.



1. Remain calm!
2. Evacuate the area of the disturbance and re-locate personnel to a safe area.
3. Notify Security at 510-987-3000.
4. Security will notify the Police Department.
5. Stand by for instructions from the Police Department or Security.

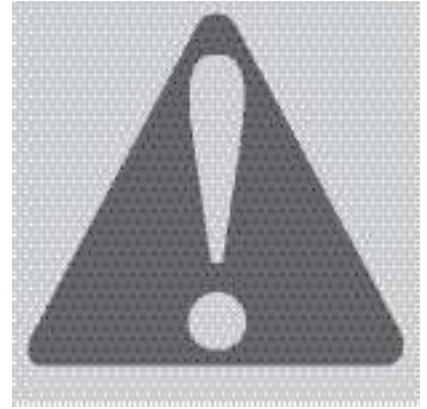


Note: If you suspect a threat or potential threat of workplace or external violence, notify your manager and/or Security immediately - the earlier the better.



Facility Management prohibits the following items:

- a. Space heaters
- b. Toasters
- c. Toasters ovens
- d. Aquariums
- e. Hot plates
- f. Pets (other than aide dogs for the disabled)
- g. Free-standing halogen lamps
- h. Candles



If any of the items listed above are discovered during an inspection, immediate confiscation may result. In the event an item has been confiscated or identified as a potential hazard, Facility Management will leave a notice with the department manager stating when and where the item can be retrieved.

We encourage posting this information in all kitchen and office environments. If there are any questions, please feel free to contact Facility Management.

## Extension Cords

Employees shall not use extension cords as a substitute for permanent wiring.

- Where extension cords are used on a limited basis (not more than 30 days); they shall not be attached to anchor points by any means (staple, tack, zip tie), run through partitions, doors openings, over walls, above drop ceilings, under carpets or by any other means so as to cause an obscuration along the entire length of the cord.
- Additional, extension cords shall be serviceable along their entire length without cuts or defects, shall not be repaired by means of wrapping tape, shall be provided with appropriate strain relief and shall have serviceable three-prong grounding supply and feed ends.
- Two prong, non-grounding, extension cords are prohibited.

## Surge Protectors

Surge protectors type power strips only be used to provide power to Data Sensitive Devices (DSD) which includes:

- Computers
- Monitors
- Computer Docking Stations
- Items connected to a computer by means of a cord or other interface device, but provided operating power by other means (speakers, peripherals, external drivers, imaging devices, etc)
- Accountant's Calculator
- Facsimile Machines
- Copiers
- Printers
- Other items identified as a DSD and approved by the Safety Director Facility Manager



## Open Flames

The use of open flames (candles, bumers/sternos, warmers, incense, lighters) in Business/Office/ Building occupancies is not permitted, except where a permit has been issued by the fire agency having regulatory jurisdiction over the building.

As stated in the Building Rules and Regulations, Section V(i), "all persons shall comply with all safety Building ADA (Americans with Disabilities Act) requirements, fire protection and evacuation procedures and regulations established by Facility Management or any government agency." Therefore, we are requesting full cooperation from each building occupant.