

Emergency Procedures
LBNL Oakland Scientific Facility (OSF)
415 20th Street, Oakland, CA

CALL 9-911 in the event of any emergency at OSF

Report your location as:

415 Twentieth (20th) Street, Oakland

- If you hear the Building Alarm **evacuate the building and assume 9-911** has been activated by the building alarm system. You **MUST** evacuate the building immediately upon activation of the OSF building alarm system.

Evacuation procedures:

After a building evacuation (either a drill or in a real emergency), LBNL and UCOP staff will **assemble in the parking area at the rear of this building** - this is our official relocation area. In an emergency, always remember to use the nearest stairwell to evacuate the building. **DO NOT USE ELEVATORS.**
In case of emergency – exit using the nearest stairwell.

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 and before the set of stairs leading down.

- Both stairwells lead to the OSF driveway. Follow along the building to the OSF parking lot and gather there by each floor.
- Your Floor Warden will report to the OSF Building Manager any “Trouble” situation on your floor or give them an “ALL CLEAR” signal.
- In the event of a power failure, the electric gate may be opened manually.
- The OSF Guards will open and secure the side entry gate to the OSF parking lot in case the gate is damaged.

Only Authorized Personnel can approve re-entry into the OSF after a building emergency.

- **If re-entry is denied to the OSF, all staff will be required to stay in the OSF parking lot until it is deemed safe by Oakland Emergency Services (Police/Fire) to exit the grounds.**

Calling 911:

In the event that Oakland Emergency Services (Police – Fire – Ambulance) must be summoned -

Call 9-911 first to report the situation and your location as 415 Twentieth (20th) Street.

Notify the main lobby security guard (7-0020 OSF Security) of the emergency and exact location. Emergency response personnel will require escort to the location within the building.

Off hours access to OSF:

- **All staff MUST notify the Security Officer when entering/exiting the building during off hours.**
- **Make yourself familiar with the following items:**
 - Closest Stairwell to your office.
 - Closest Fire Extinguisher.
 - Closest First Aid Kit.
 - Know who your Floor Wardens are.
 - **OSF EH&S Coordinator: (William Iles 943-257 [510-486-5785] or whiles@lbl.gov)**
 - **OSF Facilities Services contact: (Lyle Woods 943-256 [510-495-2778] or Lwoods@lbl.gov)**
 - **OSF Security Guards contact: (Ext. 4383 943-Lobby or security.guard@ucop.edu)**

20th Street Parking Lot Gate Emergency Operation Instructions

Review of steps to take during any emergency on how to operate and “hold open” the parking gate at 415 20th Street - Oakland Scientific Facility.

Step One:

When an emergency occurs, evacuate the building and collect in groups based on your floor in the parking lot. Activate 911 emergency response by dialing 9-911 on any phone. Report back any evacuation problems to the Building Manager so these issues can be reported to the Fire Department upon arrival.

- Note the parking lot gate will “default” to an open position whenever power is lost to the motor. Also note the series of pictures below which will show how to “force open” the gate in the unlikely event the motor loses back-up power before opening or lastly how to “hold open” the gate via manual means when power is not lost during an emergency.

Step Two:

Do NOT re-enter the building until emergency response teams are on-site and have “cleared” the building to be re-occupied.

Do NOT leave the building parking lot assembly area until cleared to do so - this will help the Floor Wardens and emergency teams account for any staff remaining in the building and prevent unnecessary search time in the building looking for staff who are already evacuated from the structure.

Step Three:

Once the emergency has been addressed and the building is cleared for re-entry, restore the power to the parking lot gate (if normal power has returned) and the gate will “default” to its normal closed position and normal operations.

- Note if the building is cleared for re-entry but power has not been restored, all staff should remain outside of the building until power is restored or make arrangements to return home until the power can be restored to the building and it is safe to return to work. If a staff member chooses to go home, they should inform their Floor Warden or Safety Team member that they are leaving offsite.

William Iles
LBNL/OSF Building Manager
510-486-5785 (Office)
510-590-1012 (Cell)