

# FRANKLIN BUILDING EMERGENCY PROCEDURES

<p style="text-align: center;"><b><u>FIRE</u></b></p> <ul style="list-style-type: none"> <li>▪ If you discover a fire of any size, <u>activate the nearest fire alarm pull station</u> (located in each elevator lobby and stairwell). <b>Dial 9-911</b> to report the exact location and type of fire.</li> <li>▪ If safe to do so, call Security at 7-9790 to advise them of the location/severity of the fire. Warn others in the immediate area.</li> <li>▪ <b>Always evacuate using stairwells only.</b> Do <u>not</u> use the elevators. Go to your assigned relocation site, located at the open grassy area at 12<sup>th</sup> St. @ Broadway, behind Wells Fargo. Injured or disabled persons should wait in the Areas of Refuge (adjacent to stairwells) for assistance.</li> <li>▪ Use an extinguisher <u>only</u> if the fire is small and it is safe to do so.</li> </ul> <p style="margin-top: 20px;">Check in with your Floor Warden at the relocation assembly site (City Center).</p>	<p style="text-align: center;"><b><u>MEDICAL EMERGENCY</u></b></p> <ul style="list-style-type: none"> <li>▪ <b>Dial 9-911</b> - Give street address, floor, room number and type of emergency.</li> <li>▪ <b>Call 7-9790</b> - Inform Security of situation and exact floor location.</li> </ul> <p style="text-align: center;"><b>For Cardiac Arrest (or possible heart attacks/unconsciousness):</b></p> <ul style="list-style-type: none"> <li>▪ Send a runner to retrieve the <b>AED</b> located on each floor's <i>elevator lobby</i>.</li> <li>▪ Find a trained AED-CPR rescuer (check floor roster posted with AEDs or look for red/white 'AED' sticker on staff nameplates).</li> <li>▪ Stay with the patient – do <u>not</u> move them!</li> </ul>	<p style="text-align: center;"><b><u>EARTHQUAKE</u></b></p> <ul style="list-style-type: none"> <li>▪ <b><i>Duck, Cover and Hold</i></b> in place until the shaking stops.</li> <li>▪ Face away from windows and stay clear of falling objects.</li> <li>▪ Stay Inside! Do <u>not</u> evacuate unless directed to do so.</li> <li>▪ Do not use the stairs until instructed that it is safe to do so.</li> <li>▪ Once the earthquake has stopped, survey your area. Report all injuries and damage to Security at 7-9790.</li> <li>▪ Be prepared for aftershocks.</li> </ul> <p style="margin-top: 20px;">Follow directions given over the building P.A. system or by your Floor Warden.</p>
<p style="text-align: center;"><b><u>WORKPLACE VIOLENCE</u></b></p> <ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Trust your instincts. Try to create physical space between you and any threatening person.</li> <li>▪ Suspicious persons should be reported to Security at 7-9790. Security will notify the Oakland Police if necessary.</li> </ul>	<p style="text-align: center;"><b><u>CIVIL UNREST/TERRORISM</u></b></p> <ul style="list-style-type: none"> <li>▪ In the event of civil unrest or a terrorism incident, you will be notified via the Building PA system, e-mail or voicemail. Follow instructions.</li> <li>▪ You will be advised as to the nature of the situation, and whether to evacuate or if it is unsafe to leave the building.</li> </ul>	<p style="text-align: center;"><b><u>BOMB THREATS</u></b></p> <p>Ask caller the following questions:</p> <ul style="list-style-type: none"> <li>▪ When will it explode?</li> <li>▪ Where/what type of device?</li> <li>▪ What does it look like?</li> <li>▪ What is your name?</li> <li>▪ Check caller ID for phone #.</li> <li>▪ Note caller's voice/sounds.</li> <li>▪ Notify Security at 7-9790.</li> </ul> <p>Notify Security of any unusual items in your area – do not touch them.</p>

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