

LIFE AND SAFETY EMERGENCY PLAN
FOR
THE 425 CALIFORNIA STREET BUILDING
California and Sansome Streets

IN CASE OF FIRE OR
OTHER EMERGENCY
DIAL 911

Your Company's Emergency Coordinator:

Fire Department:

911 or 415-861-8020

Police Department:

911 or 415-553-0123

Ambulance:

415-431-2800

Lobby Attendant:

415-398-1186

Building Engineer (Eddie Vasquez):

415-710-5087

Emergency Phone: 415-710-5084

Jones Lang LaSalle
Building Management
Phone: 415-233-7191
101 Montgomery Street, Ste 2325
San Francisco, CA 94104

I. INTRODUCTION

The fire safety/emergency plan provides a formula for correct and safe reactions to an emergency. In the event of a fire or another natural disaster, our first priority is life safety. The first thing the San Francisco Fire Department will do should there be a fire in the building is to ensure the safety of the occupants, then they will ensure the safety of the property. The following life safety plan has been prepared as a guide in the event of fire or other emergency in the building. Please be sure that you and your employees are thoroughly familiar with these procedures. The incident of fire in a modern, well-constructed and maintained highrise building is very low, but does present problems which are not common to ordinary lowrise buildings.

II. BUILDING INFORMATION

LOCATION: Southwest corner of California and Sansome Streets.

TYPE BUILDING: 28 story steel frame building with one basement. Each floor of the building is approximately 7,000 square feet. The building has two (2) fire rated emergency stairways - each leading to the street - one at the southwest corner of the building and one at the northwest corner of the building.

This building is provided with the most up-to-date fire alarm and emergency life and safety system required by the City, County and State authorities. This building has two Certified Fire Safety Directors: **Eddie Vasquez** and **Josue Rivas**.

Life Safety Features:

Life Safety Panels: Activated fire alarm pull stations and smoke detectors indicate at the life safety panels off the main lobby which sounds an alarm and flashes strobes on the indicating floor, registers an alarm at the lobby guard station and automatically notifies the San Francisco Fire Department.

Communication: The alarm horns are also speakers through which the building's management and the Fire Department can instruct and direct the occupants. Pre-recorded messages provide evacuation instructions on alarm activation.

Fireman Elevator Control: The elevators will automatically return to the ground floor lobby when the smoke detector located in the elevator lobby on each floor is activated or can be recalled by the building management or the Fire Department.

Fire Extinguishers: There is a cabinet with an extinguisher just to the right of the elevators on each floor. Fire extinguishers are also located in tenant areas, primarily kitchens, throughout the building.

Sprinkler System: The building is retrofitted with a state-of-the-art sprinkler system. Included are sprinkler heads throughout the tenant and public areas, a wet standpipe in each stairwell with firemen's hose connections, an electric fire pump, a diesel engine fire pump and a monitoring panel which automatically notifies the Fire Department and building personnel.

Emergency Lights: There are emergency lights and exit signs with battery backup throughout the building and in both stairwells.

III. ORGANIZATION

A. BUILDING MANAGEMENT TEAM:

Fire Safety Director: Eddie Vasquez, Chief Engineer
Deputy Fire Safety Director: Josue Rivas, Engineer

B. TENANT TEAM

Floor Warden: _____ (Assign)
Alternate Floor Warden: _____ (Assign)
Searchers (Floor): _____ (Assign)
Elevator Monitors: _____ (Assign)
Door Monitors: _____ (Assign)
Non-Ambulatory and Physically Disabled Personnel Assistants: _____ (Assign)

C. FIRE SAFETY DIRECTOR DUTIES:

1. To develop a Fire Safety Plan for the occupants and building staff.
2. To maintain and implement the Fire and Safety Plan.
3. To train and educate the Fire Safety Team on the safety features of the building and its operation.
4. To take command under emergency conditions. In case of fire, offers assistance to the responding Fire Department crews.
5. The Director also maintains communications with tenants through the speaker system for instructions. Finally when the Fire Department declares the building safe, the Fire Safety Director communicates the same to all occupants.
6. In the absence of the Fire Safety Director, the Deputy Fire Safety Director will take full control of the situation. The Deputy Safety Director will work under the Fire Safety Director if both parties are on duty.
7. Keeps an updated list of names and locations of non-ambulatory and physically disabled personnel who work in the building. This information is posted in the fire alarm panel of the main lobby of the building for Fire Department use.
8. Maintains communication with the floor wardens for each tenant to ensure that personnel are assigned to assist non-ambulatory and physically disabled personnel and to maintain updated lists of the assigned personnel.

D. FLOOR WARDEN AND OTHER TENANT TEAM DUTIES:

1. Knowledge - Floor Warden:
 - (a) Knows the location of all fire and emergency related equipment on the floor in the area of responsibility.
 - (b) Knows the use of all fire and emergency related equipment on the floor or in the area of responsibility.
 - (c) Is completely familiar with the floor arrangement, the number of floor

- occupants, and the location of exits.
- (d) Is fully aware of the existing procedures of the building as they relate to the Floor Warden's floor.

2. Training - Floor Warden:

- (a) Trains the floor occupants in fire prevention measures.
- (b) Trains the floor occupants in safe fire exit procedures.
- (c) Selects and trains the following to assist during emergencies: *
Deputy Floor Warden, Searchers, Elevator Monitors, Assistants for handicap/physically impaired, Exit Monitors.

*If the floor of occupancy does not have population to provide a full compliment of floor emergency staff, then provide a Floor Warden and a Deputy Warden.

3. Other Duties - Floor Warden:

- (a) Appoints Area Wardens if the floor is extremely large and beyond the control of one person.
- (b) Divides the floor population into groups and formulates the traffic patterns to be followed to exit via emergency staircases.
- (c) Daily, throughout the floor, conducts an inspection of exits, exit pathways, and exit lighting, extinguishers and door closures. Reports required repairs to emergency equipment to building management.
- (d) Informs the Property Manager of the names of any Non-Ambulatory and Physically Disabled Personnel or anyone who may need assistance vacating the floor in the event of an emergency. The Property Manager will keep a list of all Non-Ambulatory and Physically Disabled Personnel on the floor.
- (e) Assigns two people to assist each Non-Ambulatory and Physically Disabled Individual in the event of an emergency. The people assigned to these individuals are to be aware of the individual's schedules and know generally when he/she arrives and leaves the building each day.
- (f) Keeps the Property Manager informed of any changes.

E.

FIRE EQUIPMENT MAINTENANCE AND FIRE DRILLS

The life safety equipment for the building is tested in accordance with directives from the State Fire Marshall. This equipment includes the following: **the life safety control panels, fire alarm pull stations, smoke detectors, door releases, alarm horns, public address system, elevator recall, firemen's elevator override, fire hoses and firemen's hose connections, fire extinguishers, sprinkler system flow and tamper switches, the electric fire pump, diesel fire pump, the sprinkler system monitoring panel, emergency lighting, and exit signs.**

Floor Warden training and fire drills are held on a yearly basis. New tenants receive the Life Safety and Emergency Plan. Lists of Floor Wardens, Alternates and Non-Ambulatory and Physically Disabled Personnel who work in the building are updated regularly.

IV. IN THE EVENT OF A FIRE

A. ACTION:

1. Pull the fire pull station which will sound the alarm.
THE ALARM SOUNDS LIKE A LOUD HORN
2. Dial 911 giving the following information:
 - (a) **Exact location of the building:**
425 California Street (located at the southwest corner of California and Sansome Streets).
Your floor number and suite number.
 - (b) **Your name, your company's name, and basic information about the emergency.**
 - (c) **Stay on the telephone long enough to know that the information was received and understood.**
3. Upon hearing the floor fire alarm:
 - (a) **FLOOR WARDENS COORDINATE THE HIERARCHY OF DUTIES** (Deputy Floor Warden, Searchers, Elevator Monitors, Door Monitors, and Non-Ambulatory and Physically Disabled Assistants).
 - (b) **Floor Warden to maintain control of occupants; direct occupants to exits.** Determine safe availability of exit staircases; if violated, use alternates. Determine by head count any missing occupants.

4. Relocation: Relocation is used to ensure the safety of the occupants of a floor. A uniform, calm, organized and timely relocation will allow the stairwells to be empty so that fire fighters have access to the fire floor. Once the fire fighters have determined that everyone is out of danger, they can expediently fight the fire.
- (1) **DO NOT USE THE ELEVATORS - USE THE STAIRWELLS.**
 - (2) If it is safe to do so, begin relocation and listen for directions over the public address system.
 - (3) **Floors 7 through 26 relocate four floors down.
Floors 1 through 6 exit to the street level out the California or Sansome Street exits. DO NOT ATTEMPT TO GO THROUGH THE FRONT DOOR LOBBY. SEE ATTACHED EXIT PLAN**
 - (4) Non-Ambulatory and Physically Disabled Personnel are to be assisted by their assigned personnel and taken to the first landing in the stairwell out of the way of the flow of traffic.
 - (5) The Floor Warden or its designated person is to inform the Fire Department of the location of the Non-Ambulatory and Physically Disabled Personnel during an emergency relocation. The Fire Department will handle their evacuation or relocation.
 - (6) Floor Wardens should be prepared to receive relocated occupants from four floors up and place them in a secure area in their floor.
 - (7) **In the event you are unable to relocate:** If upon attempting to exit, you find that the door knob is hot and see smoke or fire under door, you may be unable to relocate. **In that event, place a wet towel or garment by the crack of the door. Call 911 and give the following information:**
 - (a) **Exact location of the building:
425 California Street (located at the Southwest corner of California and Sansome Streets).
Your floor number and suite number.**
 - (b) **Your name, your company's name, and basic information about the emergency. Be sure to specify that you cannot exit due to smoke in the exit corridor.**
 - (c) **Stay on the telephone long enough to know that the information was received and understood.**
 - (d) **BE SURE TO REMAIN CALM UNTIL ASSISTANCE ARRIVES.**

B. EMERGENCY PROCEDURES:

All employees on duty: security guard and maintenance staff will immediately proceed via stairs to the lobby when the alarm is sounded. A command center will be established at the guard's desk under the direction of the Fire and Safety Director or Deputy. Depending on the nature of the emergency, some employees will be assigned to help the Fire Department crew as searchers.

C. SPECIAL INSTRUCTIONS FOR SECURITY GUARD:

1. When the alarm is sounded, the guard will immediately call the Fire Department - 911.
2. If the guard receives a call reporting a fire on a particular floor, the guard is to call the Fire Department immediately and ascertain what floor is affected.
3. When a fire call is received and the alarm is not activated, the guard will activate the alarm on the reported floor via the manual switch in the lobby fire alarm control panel.

D. FIRE ALARM:

The fire alarm is a horn sound with an evacuation announcement and flashing strobes lights.

E. BUILDING COMMUNICATION SYSTEM

The alarm horns are speakers through which the building management and the Fire Department can instruct and direct the occupants.

In the event of an emergency, you will hear selected pre-recorded announcements with instructions to evacuate or to prepare to receive evacuees relocating from other floors.

Listen for further instructions regarding evacuation or further relocation from the Building management or from the Fire Department upon their arrival. You will be kept informed of further developments and instructed as required. Do not return to your floor until you have been directed to do so by the Fire Department.

V. FIRE PREVENTION METHODS

- A. Keep the entry door to your premises closed at all times. **Do not hold open.**
- B. Make sure that exit aisles are clear from debris, boxes, furniture, etc.
- C. Know the location of evacuation signage, fire pull stations, fire extinguisher, and stairwells.
- D. Make sure that storage areas (where file boxes are placed) are not cluttered and do not come within 18 inches of the sprinklers.
- E. Inspect electrical cords for overloaded situations, holes or frayed cords; make sure that "light duty" cords **are not being used** for "heavy duty" appliances.
- F. Do not dispose of hot cigarettes into the trash cans. Extinguish all cigarettes in an ashtray and then wait until all materials are cold.
- G. Learn how to use the fire extinguishers so that, in the event that you discover a small fire, you can be able to extinguish it yourself. Many fires can be put out by simply excluding the oxygen. In the event a wastepaper basket catches fire and no water is available, turn an empty basket over the burning basket to shut off the oxygen.
- H. **Never use water in an attempt to extinguish an electrical fire.**
- I. **Do not attempt to fight a spreading fire by yourself (i.e., fire involving drapery, furniture, carpet, etc.).**
- J. **Do not attempt to use fire hoses. They are primarily for the use of the Fire Department.**
- K. **Do not go back into a fire area, since carbon monoxide produced by fire can distort your judgment and make your subsequent efforts to leave the scene ineffective or irrational.**

ALWAYS REPORT ANY FIRE, HOWEVER SMALL, TO YOUR EMERGENCY COORDINATOR AND FIRE SAFETY DIRECTORS.

VI. EVACUATION AND RELOCATION PLANS

During an emergency, you may be directed over the public address system or by the Fire Safety Director to evacuate and relocate. Ambulatory people shall proceed four floors down, or out of the building, as may be directed. Non-ambulatory or physically disabled persons shall remain in the stairwell. (See attached floor plan).

VII. EARTHQUAKES

A. BEFORE AND DURING:

There will always be earthquakes in California. Scientists are working on a long-range goal of earthquake prediction, but even if they succeed, there will always be a need for citizen preparedness -- and the ability of individuals to take care of themselves in time of emergency.

BUILDING MANAGEMENT DOES NOT PROVIDE EMERGENCY SUPPLIES. BEFORE AN EARTHQUAKE HAPPENS, BE PREPARED. HAVE BASIC

EMERGENCY SUPPLIES ON HAND:

1. A portable radio (with extra batteries).
2. A few flashlights (with extra batteries). Batteries last longer if stored in the refrigerator.
3. A first aid kit and handbook.
4. Water (a few gallons for each employee).
5. Food (canned foods, mechanical can opener, any required medications and powdered milk for at least one week's meals).
6. A small bottle of chlorine bleach for use in disinfecting water.
7. Personnel should make plans of how to reunite with their family/friends after an earthquake since travel will be difficult or even restricted after a major earthquake.
8. Have blankets on hand.
9. **DURING AN EARTHQUAKE, KEEP CALM. PANIC KILLS!!**

ONE COMMON HAZARD DURING AN EARTHQUAKE IS FROM FALLING OBJECTS:

1. Do not store heavy objects up high.
2. Bolt bookcases and file cabinets to the walls.
3. The actual movement of the earth is rarely the cause of death or injury. Your main concern during an earthquake is to shield yourself from falling objects. **THEREFORE, IT IS GENERALLY SAFER TO REMAIN INSIDE YOUR BUILDING.**

If you are inside:

Sit or stand against an inside wall or doorway or take cover under furniture for protection from falling objects.

Move away from and stay away from windows.

Don't run - DO NOT PANIC.

B. AFTER A MAJOR EARTHQUAKE:

After quaking has ceased, the Emergency Coordinator should determine if it would be wise to evacuate. Remember that aftershocks do occur and that it might be safer to remain in the building rather than being out in the street exposed to falling objects, falling glass or electrical hazards. Before evacuation, the Emergency Coordinator and assistants should check the following:

1. Check for injuries - if anyone has stopped breathing, give mouth-to-mouth rescue breathing. Stop any bleeding injury by direct pressure over the site of the wound. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury. Cover injured persons with blankets to keep warm. Be reassuring and calm. Wear shoes in all areas where there are debris and broken glass. Immediately clean up any spilled medicines, drugs or any other potentially harmful materials (i.e.,

bleaches, lye, gasoline or other petroleum products).

2. Check for safety - check your premises for fire or fire hazards. Check utility lines and appliances for damage. Shut off electrical power at the control box. Do not touch downed lines or objects touched by downed lines or electrical wiring of any kind. Check closets and cupboards. Open doors cautiously. Beware of falling objects tumbling off shelves.
3. Check your food supply - do not eat or drink anything from open containers near shattered glass. If power is off, check your refrigerator for any food that will spoil.
4. Check your water supply - if water is off, emergency water supplies may be all around you (i.e., toilet tanks, melting ice cubes, etc.).
5. If evacuation is safe, then proceed out either stairwells down to the main floor. **DO NOT PANIC.** Go down the stairwells in an orderly fashion. The Emergency Coordinator and assistants will help with non-ambulatory/physically disabled personnel.

VIII. BOMB THREATS - CALL POLICE - 911

A. BOMB THREAT TELEPHONE CALL:

When you receive a "bomb threat" call, it is most important to get as much information from the caller as possible. **NEVER**, put the "bomb threat" caller on hold. Stay clam. Keep the person talking and ask questions to stall the caller:

1. Ask the person when the bomb is set to go off.
2. Where has the device been placed?
3. Why the person has taken this action?
4. What does the bomb look like?
5. What type of explosive was used?
6. Try to get the person's name.

When talking to the "bomb threat" caller, try to determine voice characteristics, speech patterns, language proficiency, manner of speech, and background noises.

B. PROCEDURES IN DEALING WITH A BOMB THREAT:

1. Attract a co-worker's attention to call the San Francisco Police Department: 911 or make the call immediately after the caller hangs up.
2. Notify the Lobby Attendant (**telephone: 415-398-1186**) or the Chief Building Engineer (**telephone: 415-710-5087**) as soon as possible.
3. If a suspicious item has been located, this information is to be relayed to the Police Department, **but under no circumstances shall this object be touched or handled.**
4. If the Police Department, Fire Safety Director and Floor Warden deem it best to evacuate or relocate to another floor for the occupants' safety, then relocation or evacuation shall proceed.
5. If the bomb squad has removed the bomb from the building, the Fire Safety Director shall instruct building personnel to resume all normal activities.

IT IS A MUST THAT A BOMB THREAT REPORT BE WRITTEN AND GIVEN TO THE PROPER AUTHORITIES.

C. CIVIL DISTURBANCE - CALL POLICE - 911:

A. PROCEDURES

1. In case of problems with unauthorized individuals such as solicitors, politely ask them to leave, as soliciting is not allowed in the building or on the premises. If they refuse to leave, call the security guard on duty and call the Building Management immediately to report any solicitors.
2. In case of a picket or demonstration, you are to avoid contact. Never provoke them.
3. If the entrance to the building is blocked or locked due to a large civil disturbance, **DO NOT attempt to gain entry, but withdraw from the area until it is safe.**

X. TOXIC ACCIDENTS - CALL FIRE DEPARTMENT - 911:

A. PROCEDURES

1. In the event of a toxic accident, an evacuation of the premises would be under the direct control of the San Francisco Fire Department. The Fire Safety Director or his Deputy would direct the evacuation of the occupants of the building in conjunction with the Floor Wardens and the Emergency Team.
2. Instructions to return to the building will be made as soon as Fire Department personnel declare the area safe.

XI. ACTIVE SHOOTER – CALL POLICE 911:

A. PROCEDURES

1. An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area.
2. These situations generally last no more than 10-15 minutes and are often over before law enforcement personnel arrive on scene.

Evacuate: if you can do so safely: many factors involved including proximity to stairwell exit and knowledge of shooters location.

Shelter in Place: barricade yourself in a perimeter office and lock door if possible. Hide under a desk out of active shooters view. Barricade the door with a heavy piece of furniture. Remain quiet.

Take Action: Last resort when your life is in imminent danger, attempt to incapacitate the active shooter. Act aggressively and decisively; if acting as a group attempt to take the suspect down and disarm him.

XII. ANY MEDICAL EMERGENCY - CALL AMBULANCE – 911