



FACILITY EMERGENCY PLAN

215 Fremont
San Francisco, CA



Updated 5/19/21

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SECTION 1.

EMERGENCY CONTACT INFORMATION

- 1. FIRE – POLICE – MEDICAL..... 911
- 2. SF EMERGENCY DISPATCH (FIRE, POLICE, MEDICAL).....(415)861-8020
- 3. SECURITY:
 - a. CELL PHONE.....(415) 298-8082
 - b. LOBBY DESK.....(628) 895-4766
- 4. SENIOR PROPERTY MANAGER CELL (Sandy Brownstone)(415) 246-2235
- 5. PROPERTY AMINISTRATOR CELL (Keira Hamilton)(858) 220-9359
- 6. POLICE:
 - a. EMERGENCY (from a cell phone in SF) (415) 553-8090
 - b. NON-EMERGENCY (415) 553-0123
- 7. FIRE:
 - a. NON-EMERGENCY & PREVENTION.....(415) 558-3300
- 8. FIRE SAFETY DIRECTOR (Jiro Bantay)..... (628) 895-4765
(650) 580-1055
- 9. DEPUTY FIRE SAFETY DIRECTOR (Dexter Vitug)..... (415) 819-4495
- 10. FLOOR WARDEN COORDINATOR (Jiro Bantay)..... (628) 895-4765
(650) 580-1055
- 11. FIRE CONTROL ROOM..... (415) 777-8565
- 12. POISON CONTROL CENTER.....1-800-876-4766

LOCATION OF NEAREST FIRE ALARM STREET BOX:

Corner of **HOWARD & BEALE** Streets
(Next to 199 Fremont)

PURPOSE OF PLAN STATEMENT

As required by Title 19, California Code of Regulations; California Fire Code; California Health and Safety Code; and the San Francisco Fire Code, an emergency plan shall be prepared, implemented, maintained and annually reviewed for this building.

SECTION 1. (cont')

ELEVATOR PHONES

San Francisco Elevator *emergencies*

(925) 829-4015

215 Fremont elevators are numbered 1 through 4 from left to right while facing the main elevator bank. Elevator number 5 is located behind the main elevator bank to the right.

Dialing these numbers will connect a caller directly with elevator occupants:

Elevator car # 1

(415) 777-8502

Elevator car # 2

(415) 777-8503

Elevator car # 3

(415) 777-8504

Freight elevator # 4

(415) 777-8505

Shuttle elevator to garage # 5

(415) 777-8509

Pushing a call button inside any elevator will connect occupants directly with the 215 Lobby Security at **(628) 895-4771**. See page 17 for elevator entrapment procedures.

SECTION 2.

INTRODUCTION

The building at 215 Fremont Street is an eight-story steel and concrete structure occupied by office tenants with retail tenants on the first floor. The building is professionally managed by LPC West, Inc. (LPC), with full-service engineering and on-site 24/7 security.

This Facility Emergency Plan, reviewed and approved by the San Francisco Fire Department, defines emergency response roles for building engineers, security officers, and volunteer employee Floor Wardens, and will help building employees, contractors, tenants, and guests prepare for emergencies at 215 Fremont Street in San Francisco.

FACILITY DESCRIPTION

- | | |
|----------------------------------|--|
| 1. Occupancy - | Office Building with ground level retail and basement parking |
| 2. Total Square Footage - | 372,903 square feet |
| 3. Year Built - | 1928-(Total renovation completed in 2001) |
| 4. Number of Stories - | 10 levels total <ul style="list-style-type: none">▪ 9 Floors (1, 2, 3, 4, 5, 6, 7, 7A, 8)▪ 1 Parking Level (basement) below grade |
| 5. Type of Construction - | Type I, Reinforced Concrete and Steel |
| 6. Evacuation - | 215 Fremont is a partial evacuation building (see page 10b) |

SECTION 3.

FIRE LIFE SAFETY SYSTEM FEATURES

1. Sound of Fire Alarm –

- “Whoop” tone

2. Public Address System –

- Fully addressable and “all call” capability.

3. Fire Alarm System -

- Panel located in Fire Control Center, main lobby, 1st floor.
- Monitored 24 hours/day by Central Station.
- Smoke detectors located in all occupied spaces, as well as in computer rooms, elevator lobbies, corridors, HVAC supply and return air ducts, and electrical and mechanical spaces.
- Manual Pull Stations are located near all stairwell vestibules and elevator lobbies.
- Sprinkler Water Flow devices and shut-off valves are located in stairwells #1 & #3 on each floor, as well as in the fire pump room.
- Sprinkler Standpipe hose valves are located in stairwell #2 and along the Fremont (west) side corridor, from the 2nd floor through the roof. Additional wet standpipes exist on the 8th floor terraces and the upper roof.
- Tamper Alarms are positioned on all fire pump and isolation valves.

4. Exiting – Path of travel exiting is via 4 stairwells -

- Stair #1 8th floor to Beale St. and garage to Beale St.
- Stair #2 8th floor to Beale St. and garage to Beale St.
- Stair #3 roof to 1st floor lobby to Fremont St.
- Stair #4 garage to 1st floor Howard St.

5. Fire Extinguishers and Fire Hoses –

- ABC type fire extinguishers are located throughout each floor near primary paths of travel, corridors and in mechanical spaces where warranted. No fire hoses are located on the premises.

6. Automatic Fire Sprinkler System –

- Fully automatic, 150HP electric fire pump, 1000 gpm flow capacity, 15,000-gallon storage tank, and electric jockey pump.

SECTION 3. (cont')

FIRE LIFE SAFETY SYSTEM FEATURES

6a. PreAction Sprinkler Systems, double-interlocked – (4) systems total

- Basement UPS room (southeast corner, near stair #2)
- 1st floor Suite 110 (southeast of stair #1)

6b. Emergency Power Off (EPO) devices –

- EPO pushbuttons are located in the FCC for interrupting the building main electrical circuit breakers, labeled *MSB-1*, *MSB-2*, and for interrupting the rooftop generator plant, labeled *MS-GEN-1*. Additional EPO pushbuttons are located in the following spaces:
- Basement UPS room (southeast corner, near stair #2)
- 1st floor Suite 110 (southeast of stair #1)

*Note: Local room EPO push-buttons mentioned above **do not** interrupt power to electrical transformers located within the room.*

7. Elevator Recall System - Upon activation of an elevator lobby smoke detector or if manually initiated from the Fire Control Center or 1st floor elevator lobby–

- Elevators will recall to the 1st floor lobby and the doors will open.
- If the 1st floor is the floor in alarm, they will recall to the 2nd floor.
- All elevators, with the exception of the shuttle elevator, are connected to (Generator #4) emergency power simultaneously.

SECTION 3. (cont')

FIRE LIFE SAFETY SYSTEM FEATURES

8. Smoke Control System – 215 Fremont is primarily an exhaust only smoke control system –

- Pressurization fans provide positive pressure in the elevator machine room and all 3 stairwells to keep smoke out of the path of egress.
- 12 exhaust fans provide the necessary differential pressure to control the spread of smoke. All other fans are shutdown.
- For the 8th floor smoke control sequence, supply fans 1,3 & 5 start and provide positive pressure to floors 6 and 7. All other dampers close. The 8th floor has 3 passive smoke control zones.
- Roof smoke vents, manually operable from the FCC, are available for SFFD use in the event of a fire.
- Elevator lobby smoke control is achieved via the closure of smoke control dampers, magnetic door holders release and bi-parting WON doors close.
- The 1st floor retail spaces are passive smoke control zones.

9. Sequence of Operation – Upon activation of a smoke detector, water flow device or manual pull station –

- A “whoop” tone will sound, strobe lights will flash, fire doors will close and an automated recording will be announced.
- Activation of a smoke control-initiating device will shutdown all fans, close all fire smoke dampers, start the stairwell and elevator machine room pressurization fans, and start the main exhaust fans.
- Supply dampers will close and exhaust dampers will open on the floor in alarm.
- On all other floors, supply dampers and exhaust dampers will close.
- Alarms and strobes will sound and flash on the fire floor, one floor above and two floors below. Fire doors will close on all floors.
- The 8th floor sequence of operation shuts down all fans, fire smoke dampers close, stairwell and elevator machine room pressurization fans start, the main supply fans start, supply and exhaust dampers close on all floors except on the 6th and 7th floors, where supply dampers are opened.

10. Emergency Power – A 750 kW diesel generator (generator #4) located in the basement provides emergency power in the event of a power failure –

- Fuel is supplied from a 10,000 gallon storage tank to the 500-gallon day tank.
- Emergency generator #4 provides emergency power to the electric fire pump, pressurization fans, smoke control fans, emergency exit lighting, the fire alarm system, and all elevators simultaneously.
- Generators #1, #2, and #3, located on the roof, provide emergency power for business operations.

SECTION 4.

EMERGENCY DUTIES OF THE FIRE SAFETY DIRECTOR AND STAFF

1. Call 911 and make contact with the San Francisco Fire Department. Relay all pertinent information.
2. Activate alarm system manually if system has not yet been activated.
3. Ensure elevators have recalled to the first floor, if they were supposed to automatically. If not part of the automatic sequence, make the service elevator available for use by emergency personnel.
4. Establish radio communication with Engineering, Security and Property Manager.
5. Verify with security the location of the fire floor at the annunciator panel. Direct engineers to investigate the cause of alarm via stairwells if safe. Direct one engineer to respond to the fire pump room.
6. Begin evacuation procedures as necessary. Evacuate additional floors as necessary. Have appropriate personnel assist physically disabled persons. Make PA announcements. Keep occupants informed.
7. Assign security to keep the first floor lobby area clear of non-essential personnel. Keep phone lines clear for possible incoming calls.
8. Ensure an engineer or security officer is available in front of the building to meet with and guide emergency personnel as they respond.
9. Stay near the Fire Communications Control Room to meet with SFFD Incident Commander.
10. Have the following information immediately available for the SFFD:
 - A. What evacuation procedures are in progress.
 - B. The location of the fire, smoke, medical emergency or alarm.
 - C. The location of the Fire Alarm Control Panel.
 - D. Location and number of person(s) trapped on floors or in elevators.
 - E. If any known disabled individuals require assistance in evacuating.
 - F. Location of keys, floor plans, fire phones, EMS radio, and other emergency equipment available for their use.
 - G. Public phone number to FCC room **(415) 777-8565**, and Security Front Desk **(628) 895-4771**.

SECTION 4. (cont')

EMERGENCY DUTIES OF SECURITY OFFICERS

1. Assume the duties of the Fire Safety Director after hours if no engineers are present.
2. Establish communication with engineers and security officers.
3. Direct evacuees not to use badges in the lanes – keep moving through the lanes –keep the lobby clear. Encourage evacuees to meet at their designated meeting point.
4. Prevent building access for non-emergency personnel and facilitate access for responding emergency personnel.
5. Dispatch security officers with megaphones to the primary and secondary evacuation sites.
6. Escalate notification to Security Management.
7. Contact Security Director who will direct further contacts to engineering or property management
8. When authorized by engineers and fire department personnel, deliver “all-clear” announcement to evacuees at both evacuation sites. If incident is of duration, deliver building-status information to evacuees in the field. Keep evacuees informed.

Upon activation of the fire alarm, or upon receiving a report of fire, smoke, an explosion, or other emergency, determine the location of the emergency, the nature of the emergency, the identity of the caller, and a call-back number for the caller. Notify engineers. Ensure 911 has been called.

In the case of a real fire alarm, Security will recall elevators, prop FCC door open for SFFD, and place security turnstiles on Free pass.

SECTION 5.

Suggested EMERGENCY FLOOR WARDEN SYSTEM

Floor Wardens will

- Maintain calm and order
- Train floor occupants on proper procedures during an emergency
- Ensure that evacuation is in progress
- Search the floor and order evacuation of floor
- Guide occupants away from elevators to stairs
- Ensure safety of persons in need of evacuation assistance
- Ensure that engineers, security, or fire department personnel know the location of individuals trapped or in refuge
- Evacuate once area has been cleared

Searchers will

- Search a pre-designated area and direct all to stairway
- Report all-clear to Floor Warden
- Evacuate

Elevator monitor

- Station self at elevator lobby
- Direct all to stairways
- Evacuate with searchers

Exit/Stair monitor will

- Station at stair entrance
- Maintain order and calm
- Direct all downstairs to evacuate
- Evacuate with searchers
- **Special assignment stair #1:** Station inside stair #1 on landing and hold inner door wide open during egress if safe. Direct all down stairs to evacuate. Allow door to close. Evacuate with searchers

Mobility Assistant will

- Assist person in need of evacuation assistance to
 - stairwell landing if safe (see page 10c)
 - defend in place (see page 10c)
- Report location of person in need of evacuation assistance to
 - **911** and Security
 - Floor Warden Team Leader
 - Fire Safety Director
 - Fire Department Officer (if Fire Safety Director not available)

SECTION 6.

FIRE SAFETY DIRECTOR NON-EMERGENCY DUTIES

- 1) In collaboration with the Security Floor Warden Coordinator, implement and maintain this Facility Emergency Plan
- 2) Implement and log inspections, testing, and maintenance of life safety systems/equipment
- 3) With the Security Floor Warden Coordinator, provide and document emergency response training annually to all security officers, engineers, and building staff, to include -
 - a. **Teach and “touch” equipment:** keys; elevator recall *practice*; elevator independent *practice*; perimeter lock-down *practice*; Locations of: megaphone; AEDs; medical jump bag; flashlights/batteries; hard hats; safety vests; hazard tape; heavy gloves; radios; extra radios for EMS; laminated floor plans for EMS; copies of this FEP for EMS; fire extinguishers *when and how to use – pull pin, aim, squeeze, sweep*
 - b. **Fire Control Room:** *view* location of emergency phone list (*page 3 of this plan - laminated and posted on wall*); floor plans *laminated and in wall pocket*; copy of this FEP in binder *in wall pocket*; confidential mobility assistance list *posted with names covered*; blank notepads and pens *in wall pocket*; hard hats and safety vests *on hooks*; *practice* reading and interpreting alarm signals on the annunciator panel *with the panel in alarm*
 - c. **Practice selecting floors and making PA announcements:** “fire alarm” “all clear” “power outage” “armed subject” “explosion or unknown event” “shelter in place” “bomb threat” “earthquake”
 - d. **Fire pump, generator, battery rooms:** location of rooms; location of sprinkler valves and wrench; location of ear plugs
 - e. **Disaster supplies:** location of supplies and contents – water, food, blankets, flashlights, batteries, air mattresses, N95 masks, Nitril gloves, bio-hazard bags, extra bandages
 - f. **Stairwells, egress routes, evacuation sites:** show evacuation sites, discuss employee egress routes and expectations; *practice* using the megaphone
 - g. **Teach engineer and officer duties for each type of emergency:** fire alarm; medical call; bomb threat and search; explosion or unknown event; hazardous materials incident; power outage; elevator entrapment; demonstrators; suspicious person/object/mail; active shooter; earthquake/disaster
 - h. **Communications, empowerment, awareness:** *practice* using radios; *empower* to take initiative – noticing, reacting to, and reporting suspicious activity or a threat; calling **911**; varying patrols and roving patterns
 - i. **Practice scenarios:** simulate emergencies – *active shooter; fire alarm; medical*

SECURITY FLOOR WARDEN COORDINATOR NON-EMERGENCY DUTIES

- 1) With engineer and property management support, provide and document training of all security, engineers, and building staff in CPR/AED and First Aid
- 2) With engineer and property management support, provide and document training of occupants in fire/life safety; CPR/AED/First Aid; fire and earthquake drills

SECTION 7.

FIRE SAFETY / FIRE PREVENTION GUIDELINES

1. 215 Fremont Street is a non-smoking facility. Smoking is permitted only outside at street level and at least 15 feet away from any building entrance, in accordance with San Francisco Health Code Article 19F.

2. Report the following to LPC West Management by emailing 215fremont@lpc.com.
 - a.) An accumulation of large quantities of trash, particularly near copy areas.
 - b.) Materials and/or obstructions in the exit pathways or in corridors, potentially blocking emergency egress.
 - c.) Defective cords; unauthorized extension cords.
 - d.) Exit lights that are burned out.
 - e.) Fire extinguishers that need servicing.
 - f.) Files or boxes that have been stacked within 18” of the ceiling, or in an egress path.
 - g.) Use of lamps or light fixtures not specifically authorized by JLL Engineering.
 - h.) The presence of an unauthorized electrical appliance, such as a space heater, lamp fixture from home, rice cooker, or hot plate.
 - i.) Combustible, flammable, or vaporizing materials not stored in proper containers.

3. Do not wedge or prop open doors. Do not place or allow objects to be placed in front of fire doors held open with magnetic locks, preventing their closure during alarm conditions.

4. Do not overload electrical circuits. Do not use extension cords that are not Facility-approved Powerstrips. Do not attach Powerstrips to Powerstrips.

5. Do not bring Christmas trees, wreaths, or pine needles into the building.

6. Never touch or tamper with sprinkler heads. Do not attach anything to the ceiling.

7. Engineers maintain fire-rated chemical storage containers in the garage and in the generator room on the roof. All chemicals stored and used on site must be pre-approved by Engineering. Duplication fluids must be stored in a cool, safe, and well-marked location.

SECTION 8.

ACTIONS OF ANYONE WHO SMELLS SMOKE OR FINDS FIRE (EVACUATION)

- A) Pull or activate fire alarm. (Located in elevator lobbies and near stairway exits.)
- B) Call “9-1-1” and Lobby Security (628) 895-4771 from a safe location.
- C) Assist others in exiting, if safe to do so.
- D) Extinguish small fires, if safe to do so.
- E) Evacuate and restrict spread of fire by closing doors behind you.
- F) Do not use the elevators.
- G) Follow all directions given by Floor Wardens and the Fire Safety Director.
- H) Do not re-enter building until the San Francisco Fire Department approves re-entry.

Exiting Procedures

Become familiar with your nearest exit stairway and other stairways you may be near in the event of a fire or other emergency.

1. When descending stairs, stay to the right and out of the way of ascending fire or emergency personnel.
2. Keep calm, exit in an orderly manner and follow all directions.
3. Feel doors for heat before opening.
4. Crawl low in smoke or heat.

Fire Extinguisher Usage

1. Ensure that the fire alarm has been sounded. If no alarm is sounding, pull the nearest manual pull station.
2. Check fire extinguisher for proper type and good condition.
3. Carry extinguisher to fire, pull ring pin and aim at base of fire.
4. Crouch down low, squeeze handle, sweep side to side, working your way up. (Remember to stay between your exit and the fire)
5. Get fresh air immediately.

Remember

- P** – Pull the pin
- A** – Aim at base of fire
- S** – Squeeze lever
- S** – Sweep side to side

SECTION 8. (cont')

**ACTIONS OF ANYONE WHO SMELLS SMOKE
OR FINDS FIRE (EVACUATION)**

Partial Evacuation - 215 Fremont Street has been designated a partial evacuation building by the San Francisco Fire Department. Upon activation of a detection device, the fire alarm will automatically activate on four floors – the fire floor; one floor above; and two floors below. Occupants on other floors will hold position and wait for PA announcements and Floor Warden direction. Additional floors will be evacuated as directed by Floor Wardens, the Fire Safety Director, staff, and the SFFD.

Building Evacuation - When you hear the fire alarm siren and see the strobe lights flash on your floor, you will be directed by an automated announcement to remain calm, proceed to the nearest stairwell and exit the building. You should proceed to the primary evacuation site by exiting the building.

My primary evacuation site

is: _____

My secondary evacuation site

is: _____

My 3rd evacuation site

is: _____

When exiting the building, proceed cautiously as there may be falling glass or other debris. Avoid walking directly alongside the building. Do not travel through the parking ramp. Proceed to the primary evacuation site if safe. If the primary site is too crowded or not safe, or if directed, proceed to the secondary evacuation site. If there is smoke at both the primary and secondary sites, evacuees may be directed to alternate site #3.

SECTION 8. (cont')

ACTIONS OF ANYONE WHO SMELLS SMOKE OR FINDS FIRE (EVACUATION ASSISTANCE)

Persons in need of evacuation assistance - Each person who feels they might need assistance descending stairs should have two dedicated Floor Warden Assistants assigned by the Floor Warden. Reasons for needing assistance might include, but are not limited to: a permanent disability; confinement to a wheelchair; a temporary injury; dependent on crutches, a cane, or a walker; casts or braces that might impede mobility; sight or hearing impairment; pregnancy.

If an evacuation is necessary or directed - the person needing assistance should meet their two Floor Warden Assistants at the nearest stairwell entrance. The two Floor Warden Assistants will assist the person(s) in need of evacuation assistance to evacuate if able and safe; or to an area of refuge or an area of evacuation assistance (either an enclosed stairwell landing or assist to defend in place – see below).

Requesting evacuation assistance - Contact your Floor Warden to request evacuation assistance. The Fire Safety Director maintains a confidential list of occupants who may need assistance, in the Fire Control Room on the 1st floor, made available to firefighters during an emergency, as required by California Code of Regulations, Title 19, Section 3.09.

Defend in place

1. If all three stairwells are impassable during a fire emergency, defend in place. Move away from the source of smoke or flames and seek shelter in a closed room. Close, but do not lock doors.
2. Seal doors or transoms with wet towels or other material to prevent smoke from entering the room.
3. Call **9-1-1** and Security **(628)895-4771** to report your location and condition.
4. Do not break windows unless you are in absolute danger of smoke inhalation.
5. Hang a bright object in the window.
6. Breathe through a wet towel and stay low.

If trapped in smoke filled room or corridor

1. Crawl on hands and knees to a safe area.
2. Try to get to an enclosed stairway or get to a smoke free room and defend in place.
3. Report the location of trapped parties to –
 - **911** and Security **(628) 895-4771**
911 in SF can also be reached by calling (415) 553-8090
 - Floor Warden/Team Leader
 - Fire Safety Director
 - Responding emergency personnel

SECTION 9.

EARTHQUAKE

Before the earthquake -

- Secure large shelves or furniture to the wall or floor.
- Laminate glass, which can shatter if not treated.
- Lower heavy objects or displays which could fall and cause injury or block egress.
- Keep drawers and cabinets closed and latched.
- Secure televisions, computers, monitors, and other heavy objects at their base.

Disaster supplies - It is suggested that each business maintain disaster supplies accessible to Floor Wardens on every floor. These supplies may include:

- A three-day supply of emergency water and food for all occupants.
- Flashlights, lanterns, and batteries for both.
- An AM/FM radio (either wind-up or with batteries).
- Mylar blankets for all occupants.
- Air mattresses for 10% of the population.
- Three types of bandages.
- Red plastic bio-hazard bags to line toilets in the event water pressure is lost.

Please visit SF72.org for additional earthquake preparedness information.

SECTION 9. (cont')

EARTHQUAKE

Following an earthquake or disaster – if email and phone service is lost – Floor Warden Teams on each floor should send two team members wearing hard hats and vests via the stairs – if it is safe – to report to lobby security:

- The number of occupants on the floor.
- The number of injuries and a description of injuries.
- A description of any observed damage.

Security personnel will then communicate this information to emergency responders.

During an earthquake

- Duck, cover, and hold.
- Seek shelter beneath a sturdy desk or object.
- If no sturdy object is available, seek shelter against an interior wall.
- If in an elevator, wait for it to stop, then exit the elevator and curl up next to a wall.
- Turn away from glass and heavy objects.
- Protect your face, head, and neck.

After the shaking stops

- Remain in the building unless threatened by smoke or fire, or directed to evacuate by Floor Wardens, engineers, or security.
- Check yourself for injuries. Check others. Report injuries to your Floor Wardens.
- Follow the directions of your Floor Wardens.
- Be prepared for after shocks.
- Extinguish any fires. Do not light matches. No smoking.
- **Engineers** will make PA announcements, check gas, plumbing, and power.
- **Security officers** will assist Floor Wardens and respond to life safety emergencies.
- Be prepared to go without emergency services and help yourself and others.
- Listen for news and instructions over the radio: 740 on AM dial.
- Use phones only for dire emergencies. Replace all receivers on their cradles.
- Do not use the restrooms until the plumbing has been checked.
- Do not use the elevators until they have been checked and put back into service.
- **Floor Wardens** will care for the injured.
- **Floor Wardens** will access, ration, and distribute life safety supplies as necessary.
- **Floor Wardens** will establish face-to-face or phone communication with engineering, and security.

SECTION 10.

MEDICAL EMERGENCY

Immediately call 911 and Lobby Security at (628)895-4771

Upon feeling that you need medical help or upon seeing or being informed that another person needs medical help.

- Give the **911** dispatcher and Lobby Security **(628) 895-4771** your exact location: Building address, floor number, and office or workstation number.
- Ask the person if you can help.
- Assist the person who is ill to be as comfortable as possible.
- Do not leave the patient unless you are alone and need to leave the patient to call for help.
- Do not move the patient unless they are in imminent danger.
- Send bystanders with knowledge of the patient's location to the elevator lobby and the building lobby to help guide arriving paramedics to the patient.

Medical Tips

- 1) Check breathing; clear airway
- 2) Stop bleeding; apply direct pressure
- 3) Cool a burn with cool running water

Engineers will recall an elevator and place it on standby to facilitate immediate access for responding paramedics.

Lobby security will help engineers facilitate building access for responding paramedics.

SECTION 11.

BOMB THREAT CHECK LIST

Upon receiving a bomb threat call

- Do not hang up the phone.
- Do not attempt to transfer the call.
- Keep the caller on the line and ask questions about the device and the caller.
- Note the time of the call and the exact wording of the threat.
- Note the sound of the caller's voice and background sounds.

Ask the caller

- A. What time will the bomb go off? _____
- B. Where is the bomb? _____
- C. What type of bomb is it? _____
- D. Why was the bomb planted? _____
- E. Did you place the bomb? _____
- F. What is your name? _____

Note the following

- A. Time of call _____
- B. Male or female? _____
- C. Describe voice. Accent? _____
- D. Background noise _____
- E. Angry? Other emotion? _____

Notify your immediate supervisor but do not make a general announcement.

Report the bomb threat immediately to Lobby Security at (628) 895-4771

SECTION 11. (cont')

BOMB THREAT (cont')

Remain calm. Follow the instructions issued by security, management, and law enforcement authorities.

If security, management, and/or law enforcement authorities determine that a building evacuation is necessary, employees may be asked by security and Floor Wardens to conduct a visual examination of their desk and work area and to report any suspicious or unidentified object.

If management and security determine that it is appropriate, the following Public Address System announcement may be made to affected areas:

**“Attention, Attention
A bomb threat has been received.
Please quickly search your desk area for any unusual items.
If you discover any suspicious object,
report this to the nearest Floor Warden or Security Officer
and exit the building.”**

If instructed to evacuate, occupants should take car keys, building IDs, and purses or wallets with them when they exit.

Conducting a search

Security may organize a search involving engineers, building management personnel, and volunteer Floor Wardens. Engineers and security officers may be instructed to search common areas. volunteer Floor Wardens may be asked to search occupant spaces.

Search parameters will be established and communicated to searchers by security, property management and/or law enforcement authorities. A room search should be systematic and thorough. When searching a room, the room should first be searched from floor to waist height, then from waist height to eye level, then from eye level to the ceiling. A searcher should visually check the ceiling and make a note of any hanging wires, tiles missing or ajar, or unusual stains or bulges in the ceiling.

All personnel involved in a search will be asked to turn off cell phones, radios, and other types of electronic transmitting/receiving devices during a search.

Evacuees will not be permitted to return until authorized by security and management personnel. A building search will *not* be conducted if a suspicious object has been identified, until the object is investigated, neutralized, and removed by law enforcement authorities.

SECTION 12.

SUSPICIOUSACTIVITY

Report suspicious activity to lobby security at **(628) 895-4771** .

Suspicious activity might include:

- A person loitering near or in the building for an extended period
- A person dressed in oversized or inappropriate clothing for the weather, or carrying an oversized backpack or suitcase
- A person who is not cooperative when approached and questioned
- Visitors claiming to be contractors, service, or delivery personnel and lacking proper identification
- Unidentified individuals who appear to be conducting surveillance - sitting in a parked car for an extended period - and/or taking pictures or videotaping
- An unidentified person who places an object or package in or near the building and departs

SUSPICIOUS OBJECT OR VEHICLE

Report a suspicious object or vehicle to security at **(628) 895-4771**.

Do not approach a suspicious object/vehicle. Do not touch or open the object/vehicle. Do not use a cell phone, radio, or other type of transmitting/receiving device in the area. Clear the area immediately and follow the directions of security and local authorities.

A suspicious object might include:

- An unattended backpack, box, container, suitcase, or package in or near the building
- Any unidentified item that could be an explosive device – items with visible wires, antennas, batteries, timing devices; a metal or plastic pipe with ends capped or covered

A suspicious vehicle might include:

- An unidentified vehicle or trailer parked near the building
- A vehicle that appears overloaded or is leaking any substance
- A vehicle parked illegally or in an unusual location
- A vehicle that appears abandoned and/or has missing or expired license plates

SECTION 12. (cont')

SUSPICIOUS MAIL

Report a suspicious letter or package to security at **(628) 895-4771**.

Do not approach a suspicious letter or package. Do not touch or open the letter or package. Do not use a cell phone, radio, or other type of transmitting/receiving device in the area. Clear the area immediately and follow the directions of security and local authorities.

A suspicious letter or package might have some of the following characteristics:

- Restrictive markings such as “personal” or “confidential”
- Foreign or special delivery letters or parcels from an unusual source
- Excessive postage
- A handwritten or poorly typed address
- Incorrect titles
- Titles without names, such as “Chief Financial Officer” or “Head Brokerage Officer”
- Common misspellings
- Oily stains or discoloration
- No return address or an incorrect address
- Rigid, lopsided, bulky, or uneven envelopes or parcels
- Excessive tape, string, or packaging material
- Handwritten drawings or unusual stickers
- Overly handled or battered looking parcels
- Protruding wires or foil
- Excessive weight for size

SECTION 13.

EXPLOSION OR UNKNOWN EVENT

If an event occurs that might cause building occupants to panic, (such as the sound of an explosion in or near the building), the Fire Safety Director (or an engineer in his absence, or a security officer after hours, as directed by the security supervisor) may make the following announcement to all floors:

**“Attention, Attention.
An incident has occurred in (or near) the building.
We are investigating.
Standby for further announcements.”**

Engineers and security will investigate.

Upon hearing this announcement:

- Move away from windows.
- Do not evacuate unless threatened by smoke or fire or directed by Floor Wardens or building authorities to do so.
- Follow the directions of Floor Wardens.

If an explosion occurs outside the building or if there is evidence or a report of a toxic hazard near the building, **engineers may** shut off the building’s air circulating system and recall elevators to limit air movement inside the building.

SHELTER IN PLACE

If an explosion or toxic release occurs outside - and engineers/security can confirm that the danger is limited to the outside - or, if directed by the SFFD or SFPD to “shelter in place” - engineers or security may make the following announcement to all floors:

**“Attention, Attention
An incident has occurred outside the building.
Move away from windows.
Shelter in place.
Do not use the elevators.
Standby for further instructions.”**

Upon hearing this announcement,

- Move away from windows.
- Remain where you are if safe, or, move to an area of greater safety on the floor.
- Follow the directions of Floor Wardens.

If an explosion occurs outside the building or if there is evidence or a report of a toxic hazard near the building, **engineers may** shut off the building’s air circulating system and recall elevators to limit air movement inside the building.

SECTION 14.

SUSPICIOUS PERSON

Upon observing a stranger in the workplace

Employees should approach the stranger and ask, “May I help you find what you are looking for?” A legitimate guest will understand and appreciate this gesture and will understand the concern for everyone’s safety and security.

If you are uncomfortable approaching or speaking to a stranger on the floor, contact security immediately:

215 Fremont Security

(628) 895-4771

Keep valuables locked, including confidential documents and non-public information. Do not leave purses, wallets, or other valuable items unattended on a desktop or in an unlocked drawer.

If you perceive imminent danger, do not hesitate to call 911

It is suggested that these phone numbers be kept near every desk phone. Contact your Floor Warden for further instruction.

To report a lost or stolen item, email **215Fremont@LPC.com**.

SECTION 14. (cont')

ARMED SUBJECT

Upon witnessing a person with a weapon or shots fired inside the building

Call 911 and security (628) 895-4771 to report:

- Your name, phone number, and exact location.
- A description of what is happening.
- A description of the subject, exact location, direction of travel.
- The number of injured and a description of injuries, if any.
- **To call 911** using a cell phone in San Francisco, dial **(415) 553-8090**.

Upon receiving a report of a person with a weapon or shots fired inside the building

Security will:

- Call **911**.
- Direct engineers or security to recall all elevators.
- Security management may direct engineers or security to make the following announcement to all floors:

**“Attention, Attention.
We have an emergency situation.
Lock your doors. Stay away from windows. Take cover.
Stay under cover.
Do not use the elevators.
Standby for further instructions.”**

The Fire Safety Director will respond to the Fire Control Room and direct engineers to the stairwell doors outside the building on Beale Street to facilitate access for police.

Floor Wardens, upon hearing this announcement, if not directly threatened, should:

- Direct occupants to move into closed offices.
- Lock office doors. Close blinds, curtains.
- Remain quiet and listen carefully for further instructions.
- Follow the directions of responding emergency personnel.

Security and engineers will:

- Prevent building access for non-emergency personnel.
- Facilitate access for emergency personnel.
- Communicate with and defer to emergency personnel upon their arrival.
- Keep the building informed.

SECTION 14. (cont')

WORKPLACE VIOLENCE EMERGENCY ACTION PLAN

If a fellow employee, client, or visitor is actively causing death or injury.

If directly confronted:

- Maintain eye contact. Stall for time.
- Keep talking – but follow instructions.
- Do not risk harm to yourself or others.
- Never try to grab the weapon.
- Watch for a safe chance to escape to a safe area.
- Once the police or security arrives, obey all commands.

*If in the vicinity:
(on your floor)*

- Disengage and evacuate the area if safe to do so.
- If safe, evacuate the building and go to the primary evacuation site.
- Contact police **911** and **security**
- Isolate the threatening individual if safe to do so.
- Do whatever is reasonable to keep other employees from potential harm.

*If in the vicinity but do not
have a clear and safe
evacuation or escape path:*

- If you are in an office, stay there and lock the door.
- If you are away from your office, or are in a cubicle, get to a room that locks.
- If you are in a cubicle and do not have time to get to a room, hide under your desk.
- Close blinds/curtains and cover any “line of sight” from the windows.
- Contact **911** and **security**
- Stay away from windows. Turn off lights and audio equipment.
- Stay in the room until police or security arrives. Follow instructions.
- Stay away from hallways. Do not sound the fire alarm.

*Action plan continues
on next page:*

WORKPLACE VIOLENCE EMERGENCY ACTION PLAN (cont.)

*Action plan continued
from previous page:*

RUN

- If you think you can safely make it out of the building/floor by running, then do so.
- Have an escape route and plan in mind
- Do not run in a straight line. Try to keep objects (desks, cabinets, etc.) between you and the violent person.
- Leave belongings behind
- Evacuate regardless of whether others agree to follow
- Help others escape, if possible
- Do not attempt to move the wounded
- Prevent others from entering an area where the active shooter may be
- Keep your hands visible
- Call 911 when you are safe

HIDE

- Hide in an area out of the shooter's view
- Lock door or block entry to your hiding place
- Silence your cell phone

FIGHT

- Fight as a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with as much physical aggression as possible
- Improvise weapons or throw items at the active shooter
- Commit to your actions...your life depends on it

WORKPLACE VIOLENCE EMERGENCY ACTION PLAN (cont.)

How to respond when Law Enforcement arrives on the scene:

- Remain calm, and follow Officers' instructions
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as attempting to hold on to them for safety.
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information you should provide to Law Enforcement or 911 operators:

- Location of the victims and the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

Be a good witness:

- If an attack occurs, without jeopardizing safety, try to observe the attacker and remember age, race, facial hair, hair style, approximate height, weight, build, clothes, tattoos, and any other distinguishing marks.
- If the attacker is moving, note the direction of travel.
- If a car is involved, note the color, make, model, license plate state and number, and the direction of travel.
- Give all information to the police and security officers who respond to the event.

SECTION 15.

TOXIC HAZARD

Upon indication of a toxic spill or exposure:

- Immediately move to an area where you are not exposed.
- Help others if safe to do so.
- Call **911** and Security **(628) 895-4771** .
- Give building address, floor, workstation, and phone number.
- Indicate the type of spill or exposure if possible.
- Take action to contain the hazard if safe to do so.
- Close doors behind you.
- Follow all safety procedures when working with toxic materials.

Engineers will shut off the building's air circulating system and recall elevators to limit air movement inside the building.

CIVIL DISTURBANCE

Upon encountering a civil disturbance:

- Do not move through a violent crowd to enter or leave the building.
- Do not interact with demonstrators.
- Do not congregate at windows if there is a disturbance outside the building.
- Report the disturbance to Security **(628) 895-4771** .
- Call **911** and Security **(628) 895-4771** if threatened.

Security and engineers may lock the front doors and/or recall elevators if a disturbance near the building threatens the safety of occupants.

SECTION 16.

POWER OUTAGE

In the event of a power failure, the building's emergency generator will start automatically and provide power for emergency lights, stairwell lights, the freight elevator, sprinkler pumps, the fire alarm system, the Public Address System and other emergency systems. Fuel to run the generator is stored on-site.

If power is lost:

- Remain where you are.
- Do not evacuate.
- Do not use the elevators.
- Turn off computers, monitors, and printers.
- Follow the directions of Floor Wardens.

Building engineers may make the following Public Address System announcement:

**“Attention, Attention.
We have experienced a power outage.
Please stay on your floor and remain calm.
Do not use the elevators.
Engineers are investigating.
We will keep you informed.”**

ELEVATOR ENTRAPMENT

If an elevator stops with the doors closed:

- Do not attempt to open the doors manually.
- Do not attempt to exit the elevator between floors.
- Press the call button located in each car to speak directly with Security Personnel.
- Press the alarm button located in each car to notify engineers and security.
- Remain calm and wait for assistance.
- Engineers and security will respond.

SECTION 17.

**BUSINESS CONTINUITY
AND INCIDENT MANAGEMENT**

Please follow the **Business Continuity and Incident Management** plan of your respective employer as appropriate. Contact your manager for further information.

EMPLOYEE EMERGENCY HOTLINE

Please follow the Employee Emergency Hotline protocol of your respective employer as appropriate. Contact your manager for further information.

SECTION 18.

FLOOR INFORMATION

Floor	Key Locations
Basement	Main Switchgear Room Emergency Generator Room (Generator #4) Fire Pump Room & Fire Water Storage Tank UPS & Battery Rooms (Preaction System) Diesel Fuel Pump Room
1 st Floor	Fire Control Center Building Engineers Security LPC Management (Pre-action System)
2 nd Floor	Secured Office Space
3 rd Floor	Secured Office Space
4 th Floor	Secured Office Space
5 th Floor	Secured Office Space
6 th Floor	Secured Office Space
7 th Floor	Secured Office Space
7a (Mezzanine)	Secured Office Space
8 th Floor	Mechanical Spaces Secured Office Space
Roof	Generators 1,2,3 Mechanical Spaces Cooling Towers Elevator Machine Room

SECTION 18. (cont')

PUBLIC ADDRESS SCRIPTS

Fire Alarm – When the fire alarm activates, a recorded announcement will direct occupants on floors in alarm to remain calm, proceed to the nearest stairwell, and exit the building (see page 10b). During the alarm, engineers may choose to interrupt this automated announcement and read the following script:

**“Attention, Attention
A fire alarm has activated in the building
Move quietly to the nearest stairwell
Evacuate the building
Follow the directions of your Floor Wardens
Do not use the elevators”**

All Clear – When building engineers and/or fire department personnel have determined that the building is safe, engineers will make the following announcement. Security will deliver this message to evacuees in the field:

**“Attention, Attention.
The building is all clear.
You may return to your floor.
You may use the elevators.
Thank you for your cooperation.”**

Power Outage – In the event of a power outage, engineers will make this announcement to all floors (see page 18):

**“Attention, Attention.
We have experienced a power outage.
Please stay on your floor and remain calm.
Do not use the elevators.
Engineers are investigating.
We will keep you informed.”**

Earthquake – When the shaking stops, engineers (or security after hours) will make this announcement to all floors (see page 11):

**“Attention, Attention.
We have experienced an earthquake.
Please remain where you are.
Follow the directions of your Floor Wardens.
Do not use the elevators.
Engineers are inspecting the building.
We will keep you informed.”**

SECTION 18. (cont')

PUBLIC ADDRESS SCRIPTS

Explosion or Unknown Event – If an event occurs that might cause building occupants to panic, such as the sound of an explosion, engineers or security will make this announcement to all floors (see page 15):

**“Attention, Attention.
An incident has occurred in (or near) the building.
We are investigating.
Standby for further announcements.”**

Shelter in Place - If an explosion or toxic release occurs outside - and engineers/security can confirm that the danger is limited to the outside - or, if directed by the SFFD or SFPD to “shelter in place” -engineers or security will make this announcement to all floors (see page 15):

**“Attention, Attention
An incident has occurred outside the building.
Move away from windows.
Shelter in place.
Do not use the elevators.
Standby for further instructions.”**

Armed Subject – Upon receiving a report of a person with a weapon or shots fired, Security will 1) Call **911**. 2) Direct engineers or security to recall all elevators. 3) Security Management may direct engineers or security to make the following announcement to all floors (see page 16b):

**“Attention, Attention.
We have an emergency situation.
Lock your doors. Stay away from windows. Take cover.
Stay under cover.
Do not use the elevators.
Standby for further instructions.”**

Bomb Threat – Occupants will not automatically be evacuated if a bomb threat is received. However, if management and Security determine that an evacuation is warranted, the following announcement may be made to affected areas (see page 13):

**“Attention, Attention
A bomb threat has been received.
Please quickly search your desk area for any unusual items.
If you discover any suspicious object, report this to the nearest
Floor Warden or Security Officer and exit the building.”**

- end-