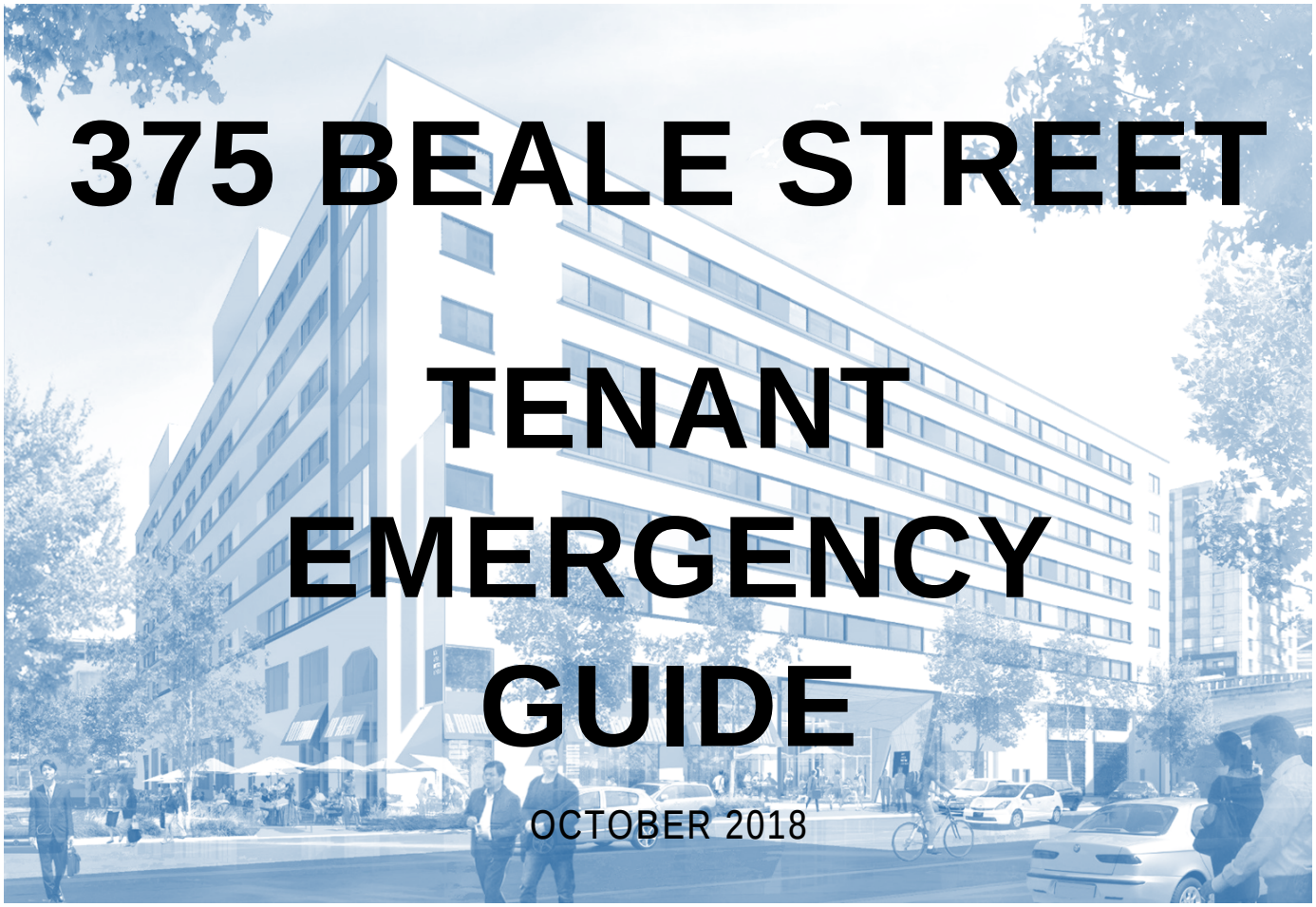


375 BEALE STREET

TENANT EMERGENCY GUIDE

OCTOBER 2018

All Tenant Emergency Response Team members shall acquaint themselves with the procedures described in this manual

FIRE

POLICE

PARAMEDICS

‘911’

EMERGENCY NUMBERS

FIRE DEPARTMENT EMERGENCY (ALTERNATE #)	(415) 861-8020
FIRE DEPARTMENT NON-EMERGENCY:	(415) 558-3200
POLICE EMERGENCY (CELL PHONE CALLERS)	(415) 553-8090
POLICE NON-EMERGENCY:	(415) 553-2380
POISON CONTROL CENTER:	(800) 523-2222
BUILDING MANAGEMENT OFFICE (STE. 256)	(628) 220-2080
BUILDING SECURITY – MAIN LOBBY:	(628) 220-2090 (628) 220-2091
UCSF Medical Center at Mission Bay (1825 4th St):	(415) 353-3000
CHINESE HOSPITAL (845 Jackson):	(415) 982-2400
S. F. GENERAL (1001 Potrero):	(415) 206-8000

IN THE EVENT OF A CITY-WIDE DISASTER

SHELTERS	LISTEN TO AM 740 FOR INFORMATION ABOUT SHELTER LOCATIONS
CASUALTY CARE / FIRST AID:	SOUTH OF MARKET HEALTH CTR. (551 Minna Street-Between Mission & Natoma)

ADDITIONAL EMERGENCY CONTACTS

NAME:	PHONE NUMBER:

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TENANT FIRE PREVENTION
TENANT FIRE / LIFE SAFETY CHECKLIST
FLOOR WARDEN - FIRE DRILL CRITIQUE FORM
BOMB THREAT CHECKLIST
EMERGENCY EXIT FLOOR PLANS
ADDITIONAL RESOURCES

INTRODUCTION

This manual is a tool designed to assist you in the event of an emergency. Building Management has taken every reasonable effort to ensure the accuracy and completeness of this guide. While the material presented herein is concise, simple and instructional, it does not cover every set of circumstances that may develop. In an emergency, it is imperative to use good common sense. Always use initiative, intuition, and good judgment to assure your own personal safety. Remember that every situation is different, which means your response will have to differ.

It is every employee's responsibility to know what action to take before, during and after an emergency. Please read this guide and practice the procedures outlined within. Familiarize yourself with your workplace environment, your fellow employees and your company's emergency preparations and procedures. Discuss the contents of this manual with your co-workers. Have a rehearsal and walk through the procedures. Take the necessary precautions to provide for the procedures mentioned in this book and test them before you need them.

If after reading this manual, you have any questions, suggestions or concerns, please contact your Supervisor, Office Manager, Facilities Manager, or the Building Management Office (628) 220-2080. We are pleased to have you as a tenant, and we hope that you will put forth the necessary effort to enhance your personal safety and the security of everyone at 375 Beale Street.

Thank you for your cooperation.

-- Cushman & Wakefield

This emergency plan is required per California Code of Regulations, Title 19, requiring that an emergency plan be prepared, implemented, instructed, and maintained.

BUILDING LIFE SAFETY SYSTEM AND FEATURES

375 Beale Street is monitored on a 24-hour basis: internally by on site building personnel, and externally by an off-site monitoring company. The building uses a proprietary life safety system comprised of various life safety elements to minimize the potential for injury and damage to the property and tenanted space.

Additionally, building management has developed a Life Safety Team headed by the Building Life Safety Director (Chief Engineer, Ryan Snider). This team has an established set of functions and responsibilities that will be carried out during an emergency, working under the direction of City emergency personnel.

LIFE SAFETY FEATURES

The Fire Control Center serves as the buildings central alarm monitoring center, housing the Fire Life Safety system, public address system, and elevator control panel. Building management and Fire Department personnel will coordinate all communications and direction from this location in the event of an emergency.

ACTIVATES BUILDING FIRE ALARM

MANUAL PULL STATIONS



Manual pull stations are located on each floor directly adjacent to the entrances to emergency exit stairwells (pictured to the right).
There are 3 stairwells in the building that serve as emergency exit stairwells in case of fire:

To the north and exiting onto Rincon Place is Stair #3;
To the east and exiting to Main Street is Stair #1;
To the south and exiting to Harrison Street is Stair #4.

Please note that Stair #2 cannot be accessed from Floor 2.
It is important to locate your nearest accessible emergency exit stairwell and commit it to memory prior to any evacuation, whether planned or unplanned. In the event of a fire or life safety emergency condition, these stations can be utilized to notify building personnel and off-site monitoring company of a potential life safety emergency. To activate the pull station (pictured to the right), pull down on the handle. This action will send a signal to our fire life safety system panel and alert building personnel, tenants and emergency personnel of an emergency condition.





Please note that the men's and women's locker rooms on the second floor are equipped with "duress" pull stations (pictured to the left). These are only to be pulled in the event of a security emergency. They *do not* activate the fire alarm or emergency response teams. They only signal building security to respond to the area.

ACTIVATES BUILDING FIRE ALARM

SMOKE DETECTORS / ELEVATOR RECALL

Smoke detectors are strategically located throughout the property in the common core areas, ventilation ductwork, and tenant spaces. If activated, these detectors will alert building personnel of smoke and or fire.
Additionally, smoke detectors are located within the passenger elevator lobbies. These specific detectors are connected to an automatic elevator recall system. When activated, these detectors will recall all elevators in the affected elevator rise to the ground floor. This recall eliminates the potential for possible injury or passenger entrapment during an alarm condition signaled from an elevator lobby.



ACTIVATES BUILDING FIRE ALARM

SPRINKLER HEADS

Located throughout the property are sprinkler heads utilized to suppress fire. Each sprinkler is activated independently by heat. This design allows for the elimination of potential water damage to areas that are not threatened or directly involved in a fire condition.



AUDIBLE ALARMS / FLASHING STROBE LIGHTS

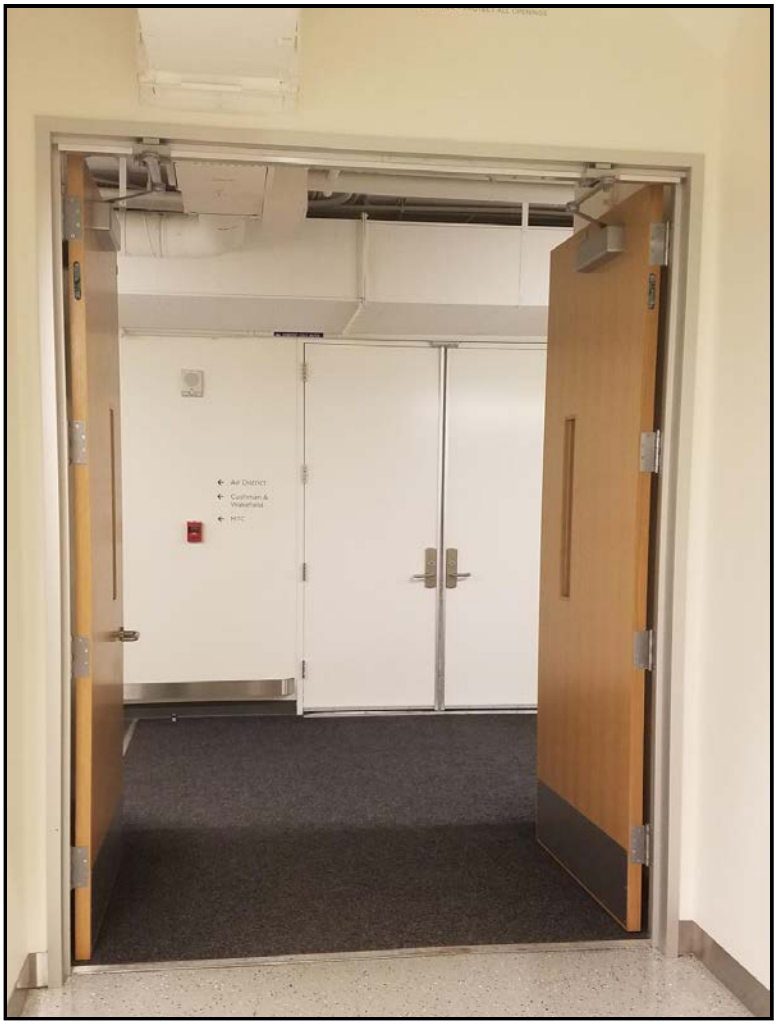
A fire alarm in the building will activate an audible alarm (a loud, wavering electronic sound). Strobes lights on the walls or ceilings will also flash (as a warning to those with hearing impairments).



SELF-CLOSING SMOKE DOORS

'Smoke doors' are most often found in passenger and freight elevator lobbies. These doors are programmed to close automatically in the event of a fire alarm. Their purpose is to prevent smoke and flames from entering the elevator shafts and spreading to unaffected portions of the building.

These doors are tested periodically. They should NOT be blocked open or 'wedged' open at any time.



'Smoke doors' may also be found on the general floor area INSIDE a tenant space. They are held in an open position by magnets and will release (and close) when a nearby smoke detector is activated. Their purpose is to contain smoke and flames to a confined area of the floor.

FIRE EXTINGUISHERS

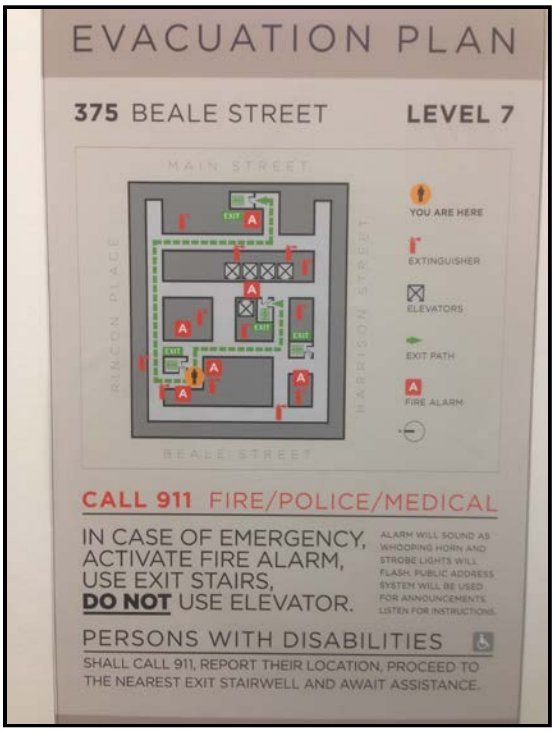
Fire extinguishers are located on all floors. Fire extinguishers should only be used in small fires.



CORRIDOR EVACUATION DIAGRAMS

These diagrams are located in the elevator lobby, corridor hallways and outside stairwells.

They are primarily intended for use by visitors or other persons who are unfamiliar with the building. Tenants should be familiar with proper relocation and evacuation procedures and be able to direct others in emergency situations.



Emergency Evacuation Plan Sign



Exit Sign

EXIT STAIRWAYS

There are 3 emergency exit stairwells in the building: to the north and exiting onto Rincon Place is Stair #3; to the east and exiting to Main Street is Stair #1; to the south and exiting to Harrison Street is Stair #4. Please note that Stair #2 cannot be accessed from Floor 2. Again, it is important to locate your nearest accessible emergency exit stairwell and commit it to memory prior to any evacuation, whether planned or unplanned.

These stairwells provide egress from the building to street level at all times.

Intercom boxes are located in each stairwell at every Landing from floors 1 through 8.

This permits direct communication with Lobby Security.



PUBLIC ADDRESS SYSTEM

The building is equipped with a public address (PA) system that can be used by emergency responders—and only emergency responders—to address occupants during emergency situations.

The system includes speakers that can be heard on every floor and in the emergency stairwells. Emergency announcements, instructions, and advisements are made via this system. It is important during an emergency to listen for announcements and instructions.

EMERGENCY EGRESS PULL STATIONS

Elevator lobbies that are locked are required to have 'emergency egress pull stations' that, when pulled, activate various components of the building's fire life safety system, including releasing nearby magnetically controlled "smoke" doors and unlocking exit doors, notifying building security, enabling audible horns and strobe light signals and dialing the facility's remote monitoring station.

MISCELLANEOUS LIFE SAFETY SYSTEM COMPONENTS

FAN CONTROL SYSTEM

The property also utilizes a separate fan control system, which can redirect, or shut down air supply, minimizing the potential of smoke being spread to other locations within the building.

FIRE AND SMOKE BARRIERS

The general construction of the building employs the use of solid core fire resistant doors, which give a limited smoke and fire rating in corridors, stairwell exits, elevator lobbies, and tenant spaces.

EMERGENCY GENERATOR

If city electrical power is lost, the building is equipped with a diesel-driven generator to provide emergency lights in stairwells, elevators, and corridors. It will also power the building's fire alarm system, critical systems, and elevators in order for them to recall to lobby level.

BUILDING LIFE SAFETY DIRECTOR

The property has designated the Fire Life Safety Director and Assistant Director with the primary responsibility and implementation maintenance of the building's life safety plan and procedures. The Director will assist in the coordination of the building's response with local authorities (Fire Department/Police) in the event of an emergency.

The Fire Life Safety Director or Assistant Director will:

- Organize, develop, and train the building's emergency staff
- Assist with the appraisal and examination of the property' fire life safety systems and readiness
- Responsible for the development and training of Tenant Floor Wardens
- Assist in scheduling and conducting Floor Warden Meetings and Fire Drills
- Maintain records, drills, tenant emergency personnel meeting and rosters

BUILDING EMERGENCY STAFF

The building's emergency staff is comprised of the building's engineering, management personnel, and security staff. In a fire alarm, the building emergency staff will respond to the Fire Control Center, confirm the location and type of alarm, make public address announcements to affected floors, and await the arrival of the fire department.

LIFE SAFETY ROLES OF BUILDING STAFF

BUILDING MANAGEMENT STAFF:

- Lead the emergency response team
- Respond to tenant phone calls and coordinate emergency assistance that may be needed
- Interface with tenant contacts, the media, and involved local agencies, during and after a fire situation

SECURITY:

- Identify alarm type (smoke, manual pull, water-flow etc.)
- Notify engineers and building management
- Call '911' for fire department response
- Make Life Safety Announcements to tenants (from FCC)
- Monitor Fire Control Center (for further alarms)
- Provide emergency status to fire department upon arrival
- Maintain access/egress control

ENGINEERING:

- Investigate all fire alarms when on duty
- Provide current status to fire department upon their arrival
- Control operating status of building equipment and systems

ADDITIONALLY, EMERGENCY STAFF WILL:

- Monitor movement of tenants
- Make announcements utilizing the public address system until first responders arrive

OTHER BUILDING STAFF RESPONSIBILITIES:

JANITORIAL AND OTHER CONTRACT STAFF

In the event of emergency, evacuation or relocation, contract and vendor personnel other than Building Security will follow the instructions of the Life Safety Director, Assistant Life Safety Director and San Francisco Fire Department officials.

BUILDING MANAGEMENT OFFICE SUPPORT STAFF

If not under instructions to relocate or evacuate, the administrative staff will perform those tasks as dictated by senior Building Management.

FIRE DRILLS

As required by the San Francisco Fire Department, a building fire drill is conducted once a year, typically in October or November. The San Francisco Fire Code requires that all tenants participate in these drills. Non-participation is documented.

Fire drills accomplish two necessary functions: one, they permit the emergency response team to employ the office emergency plan and carry out emergency team assignments, and two, drills give all office personnel the opportunity to identify the appropriate evacuation / relocation route and assembly points.

Prior to the staging of drills, building management will advise tenants in advance of the Floor Warden Training and scheduled drill dates and times. The Fire Life Safety Director and Assistant Director will conduct Floor Warden Trainings annually to ensure that Wardens are aware of the fire drill procedures and structure.

During the drill, building personnel will participate as monitors, noting the tenants' participation, evacuation procedures, activation of alarms, and life safety system operation.

Building management will advise tenants of conditions or procedures that may need to be addressed or re-evaluated. Management will also use this exercise to strengthen our emergency staff procedures and systems. Drills are a necessary and important activity that ensures a quick and appropriate response by all-building tenants and personnel.

TENANT RESPONSIBILITIES

Under San Francisco Fire code, tenants of high-rise office buildings must participate in emergency response plans and make responsible and dependable employees available for designation as Floor Wardens, Deputy Floor Wardens, Searchers, and Aids to disabled employees. A list of names, locations, and telephone numbers of the people so designated is to be supplied to the Building Fire Safety Director and kept current. The tenant is responsible for updating the building management of any temporary or permanent changes to the employees they have designated as emergency response team members.

TENANTS ARE REQUIRED TO PARTICIPATE IN *ANNUAL FIRE DRILLS* AS REQUIRED BY THE SAN FRANCISCO FIRE CODE. All employees should be instructed that fire drills are a serious matter, and to cooperate with the instructions of Floor Wardens assigned to their areas.

Employees should be instructed to report all unusual odors (indicating a possible fire) to their Floor Warden or the Building Office, but NOT to pull a manual pull alarm station unless they detect an actual smoke or alarm situation. ALL fires, no matter how small or quickly extinguished, must be reported.

Primary responsibility for safety of employees rests with each tenant. Tenants should tailor a basic Emergency Response Team structure to meet their needs, as determined by number of employees on the floor, and size of their suites.

THE TENANT 'EMERGENCY TEAM'

Property Managers must prepare, present and implement a high-rise office building emergency plan. The tenant shares this responsibility for the development of an internal tenant emergency plan and staff assignment. Building tenants are responsible for the maintenance of a plan and the selection of an emergency team to assist with the evacuation of personnel from their offices in the event of a simulated or emergency condition. Tenants are advised that the plan should be office specific.

The team structure may vary, and is dependent on the extent of personnel within your offices. If your office occupies a full floor, the below suggested positions should be staffed to ensure that in an emergency condition, the movement of personnel will be handled effectively. Should your office and personnel size not provide for a team structure as suggested, the tenant should ensure that sufficient positions are filled to facilitate the timely movement of personnel from your offices. All personnel assigned to these positions should be willing, available, and trained to participate in an emergency. All team members should be assigned specific functions to be carried out throughout the duration of their participation on the team.

SUGGESTED TEAM STRUCTURE:

Floor Warden
Assistant Floor Warden
Elevator Monitor(s)
Floor/Office Searcher(s)
Aides to Disabled or Physically Impaired Persons
Emergency Stairwell Monitor(s) (optional assignment)

Team members are encouraged to take a proactive role regarding office safety and should note or advise the appropriate office personnel or, if necessary, building management of all unusual, unsafe or emergency conditions.

TEAM ASSIGNMENTS:

FLOOR WARDEN

The Floor Warden is the key member of the tenant emergency response team. The person assigned to this position will be responsible for the coordinating and assembling of a response team and the development and implementation of an office emergency plan.

ROLE OF FLOOR WARDEN:

- Be observant for, and report day-to-day life safety hazards to building management.
- Assume a leadership role during the course of any emergency.
- Direct floor personnel during emergency situations.
- Interface with building management staff.

PRE-EMERGENCY RESPONSIBILITIES

- The Warden should maintain an up-to date listing of their emergency team, which should be submitted to the building's Life Safety Director reporting any changes as they occur.
- Appoint and train members of the emergency team ensuring they are capable of responding appropriately to all emergency situations.
- Make periodic inspections of offices, noting all safety related conditions, ensuring that all flammables are stored in proper containers and all exit points are free from obstructions.

GENERAL EMERGENCY RESPONSIBILITIES

- The Floor Warden should ensure these procedures and responsibilities are carried out in the event of an emergency condition:
- Determine the type and severity of an emergency condition.
- Initiate the emergency team response and office's emergency plan.
- Advise building management or contact the fire department by dialing 911. If necessary, activate a manual pull station.
- Verify that all areas of the floor or office have been cleared and evacuated.
- Account for all office personnel at the designated relocation assembly area.
- Maintain control of office personnel if they are directed NOT to MOVE (such as after an earthquake).

FIRE ALARM RESPONSIBILITIES

The Floor Warden should ensure these procedures and responsibilities are carried out in the event of a fire alarm sounds:

- LISTEN FOR ANNOUNCEMENTS AND DIRECTIONS from the public address system. An audible voice instruction will automatically follow alarm activation. This may be followed by further instruction from the emergency team. If an announcement of any kind is not forthcoming within 60 seconds (maximum) after the alarm activation, the tenant's emergency team should initiate evacuation procedures.
- DIRECT PERSONNEL to the nearest emergency stairwell and instruct them to descend the stairwell and exit the building.

- Once personnel have completed the evacuation of the floor/office, the tenant emergency team should complete a check of the floor and report to their wardens. Wardens should then ACCOUNT FOR PERSONNEL and await further instructions from building management or the fire department.
- Have an EVACUATION ROUTE CLEARLY DEFINED and made as specific to the space as possible. The plan should be made available to the members of the emergency team and office personnel. The route should have an alternate means of exiting the office if physically possible.
- ASSIGN AIDES TO PERSONS WITH DISABILITIES who will assist in exiting or relocation of a person(s) in an emergency condition.

ASSISTANT FLOOR WARDEN

The Assistant Floor Warden will assume all the responsibilities of the Floor Warden in his or her absence. The Assistant will assist the Warden in the implementation of an office emergency plan and supervision of the emergency team.

ELEVATOR MONITORS

This position is an optional assignment. The elevator monitor will ensure that persons do not enter the passenger elevator lobby and attempt to use the elevators (which will be re-called during emergencies). They will also assist in the directing of personnel to the proper emergency stairwell exit.

FLOOR SEARCHERS

Floor searchers are assigned to inform office personnel of an emergency condition, and direct them to the proper exit point. They will also search the floor to ensure that all persons have been evacuated. Searchers should report the status of their designated search area to the Floor Warden. The number of designated searchers should be dependent upon the number of personnel on the floor and total square footage of the office space. Searchers should be well versed with the office configuration and layout. Searchers should inspect all areas of the space including restrooms, storage rooms, conference rooms, etc.

AIDE TO PERSONS WITH DISABILITIES

Two team members should be assigned to persons who are temporarily or permanently disabled or wheelchair bound, to assist them in evacuation to a predetermined location within an emergency stairwell. The aide will have the responsibility of notifying the Floor Warden that disabled person(s) have been located on the floor and properly assisted. The Floor Warden will ensure that this information is transferred to building personnel or the fire department. The fire department recommends that disabled persons remain in the stairwell and await assistance from the Fire Department.

STAIRWELL MONITORS

This position is an optional assignment. Full floor tenants are strongly urged to fill this position. Stairwell monitors direct persons to the stairwells and instructs them to proceed down to exit at street level.

EVACUATION

This procedure calls for persons to enter the emergency stairwells, descend the staircase (or ascend if in the east "back: end of the Beale Street garage) to the ground floor and exit the building.

Persons should evacuate to a predetermined location (by your office) away from the building.

Meeting at this assembly location will enable your tenant emergency staff to account for all personnel.

375 Beale Street

TENANT EMERGENCY GUIDE

OCTOBER 2018

EMERGENCY PROCEDURES SECTION

All Tenant Emergency Response Team members shall acquaint themselves with the procedures described in this manual.

IF YOU DISCOVER OR SUSPECT A FIRE:

ACTIVATE A 'MANUAL PULL' ALARM STATION

Manual pull stations are located adjacent to each emergency stairwell exit and in the elevator lobbies. Pull stations can be activated by pulling down the hand lever. This action will send an alarm signal to the building fire alarm panel and the off-site alarm monitoring company.

- CALL THE FIRE DEPARTMENT: DIAL '911'
  STATE YOUR SPECIFIC LOCATION (ADDRESS, FLOOR, AND SUITE) AND NATURE OF THE FIRE.
- CALL SECURITY (if time and safety permits):
  CALL 1 628-220-2090 – DIRECT TO LOBBY SECURITY.

When calling Security, please provide as much information as you can. Indicate if '911' emergency has already been called.

ALERT YOUR FLOOR WARDEN / WARN OTHERS IN THE AREA

- Floor Wardens should initiate tenant emergency response team.
- Dispatch persons to search restrooms, storerooms, and closed offices.
- Dispatch persons to aid any possible disabled persons.

FOLLOW EVACUATION PROCEDURES

- Proceed to nearest stairwell exit, enter and walk downward and exit at street level.
- Do not use elevators.

IF SMOKE OR GASES ARE PRESENT

- Stay low.
- Crawl on hands and knees to exit.

FEEL DOORS FOR HEAT

Feel all closed doors with the back of your hand before opening them (including stairwell doors). Close all doors along your exit route.

WHAT TO DO IF YOU ONLY SMELL SMOKE

Call Security at 1 (628) 220-2090. Engineers/Security staff will be dispatched to investigate.

IF YOU HEAR A FIRE ALARM / SEE FLASHING STROBE LIGHTS:

- LISTEN FOR ANNOUNCEMENTS and instructions from the building's public address system.
- REMAIN CALM AND FOLLOW THE INSTRUCTIONS OF YOUR FLOOR WARDEN.
  If you are assigned as a floor/office emergency team member, follow your procedures or tasks.
- EVACUATE AS DIRECTED. Proceed to the nearest emergency exit stairwell, enter and proceed to the exit at street level and exit the building.
- DO NOT USE THE ELEVATORS. In cases when a smoke detector in an elevator lobby is activated, all elevators will automatically recall to the ground floor and made available to the firefighters.
- CLOSE ALL DOORS, but do not lock them.
- IF, DUE TO A DISABILITY OR IMPAIRMENT, you are unable to evacuate, then advise a member of your emergency staff or floor warden of this condition.
- PERSONS UNABLE TO EVACUATE SHOULD BE ASSISTED TO THE NEAREST EMERGENCY STAIRWELL LANDING of your floor, where they can be assisted by emergency personnel.

HOW & WHEN TO USE FIRE EXTINGUISHERS

Dry chemical fire extinguishers are the first line of defense against small fires. Located at strategic points around the building, each extinguisher is the proper type for the fire that would most likely occur in that area.

EXTINGUISHERS SHOULD ONLY BE USED ON SMALL FIRES, defined as no larger than a small office trash can. If a fire is discovered while it is still small enough for the extinguisher to be effective: Call '911' FIRST, notify others, and only then attempt to use the extinguisher. If the small fire cannot be quickly extinguished, remember to use the fire extinguisher for ensuring your safe exit from the building. Do NOT completely empty the contents of the extinguisher attempting to fight an uncontrollable fire.

Remove the extinguisher from its place and hold it upright. Stand back 8–10 feet from the fire and follow the acronym PASS.:

Pull the retaining pin.

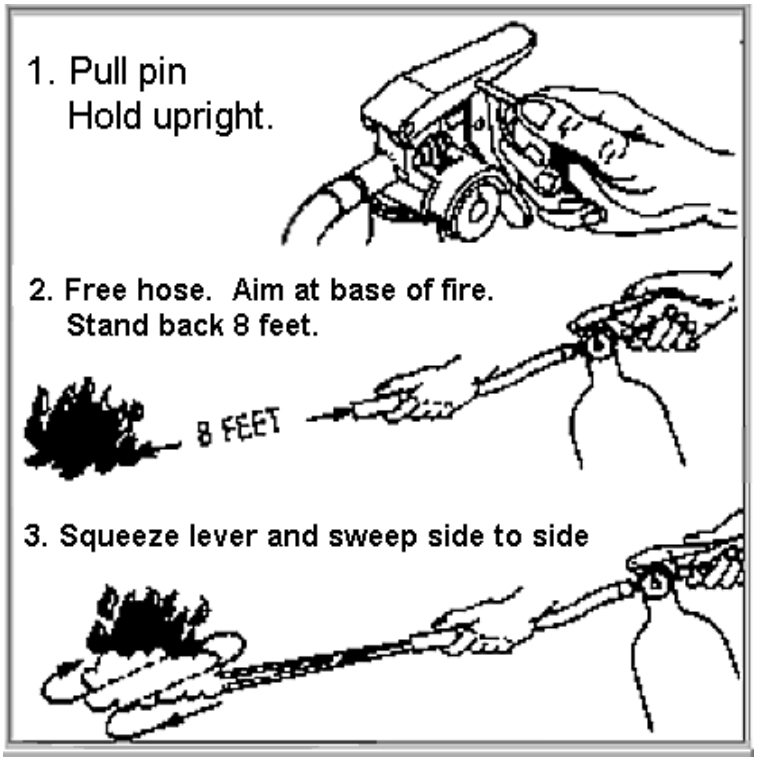
Aim the nozzle at the base of the flames.

Squeeze the handle completely. This will discharge the extinguishing agent at the fire.

Sweep from side to side. Go slightly beyond the fire area with each pass. Once the fire is out, wait before leaving the area. If the fire re-ignites, you may need to make a further application.

Fire extinguishers can generate a great amount of 'dust' when activated, so be very careful—the 'dust' may contain noxious fumes. As smoke inhalation is the major cause of fire deaths in this country, whenever possible, cover your mouth and nose with a wet cloth.

If it is not feasible to use an extinguisher, begin relocation/ evacuation procedures at once. Call '911'. Close as many doors and windows behind you as possible to contain the fire to the smallest area. Activate a manual pull station as you enter the stairwell



MEDICAL EMERGENCY

CALL '911'. Give your exact location (street address, floor, and suite).

CALL SECURITY:

- Give your floor and suite.
- Indicate if you have already called '911'.
- Security will place the service/small freight elevator in 'emergency mode' for the arriving emergency personnel.

ASSIST VICTIM

- If possible do not leave the individual unattended.
- Keep victim warm and comfortable.
- If necessary and you have been trained to do so, administer first aid.

NOTIFY SUPERVISOR

- Have a co-worker stand by in the elevator lobby to direct paramedics and security to the victim's location.
- NOTE: IT IS IMPORTANT TO NOTIFY THE BUILDING OFFICE / SECURITY OF YOUR EMERGENCY AS IT WILL EXPEDITE A FASTER MEDICAL RESPONSE.

EMERGENCY CARE FOR THE DISABLED:

WHEN ASSISTING a visually impaired person, identify yourself and your purpose for being there. Allow the individual the opportunity to establish your position before you continue. Describe your actions before and as you do them.

Follow these procedures:

- Prevent injury and further damage to disabled victims who may not be able to care for themselves. Assist them to the extent you are trained.
- Keep a level head. A demand for immediate action often translates into insecurity and fear. Keep your focus and concentrate. Be patient. Speak clearly and directly about the emergency.
- The unexpected conditions and lack of control inherent to emergency situations can be very disorienting. Isolate hysterical people and deal with them in simple, firm and clear language.
- Use "clock-face" directions to orient people. For example, say, "The door is at 3 o'clock."
- If dealing with a person whom is hearing impaired, use a pad and pencil as an alternative method to language. Be simple and clear. Write slowly and give yourself plenty of room for comment.

WORKPLACE VIOLENCE

ALTHOUGH THE MOST COMMON form is the unlawful entry of an armed intruder, violence in the workplace can take many forms. Learn to identify behavior requiring intervention:

- Any behavior that is physically threatening to yourself or another individual.
- Behavior or actions that a reasonable person would interpret as potentially violent (verbal threats, throwing objects, waving fists, destruction of personal property).
- Any substantial threat to harm another individual, destroy property or in any way endanger the safety of employees.
- Aberrant behavior that might signal emotional distress (severe mood swings, impulsive or intimidating behavior, yelling).

IF A PERSON'S BEHAVIOR BECOMES INAPPROPRIATE:

- If you feel you are in personal danger, leave the area if possible.
- CALL '911'.
- Notify the Building Management Office at 1 628-220-2080.

IF A PERSON ENTERS YOUR WORK SPACE WITH A WEAPON:

- IF UNABLE TO SAFELY ESCAPE THE AREA, GO TO A SAFE PLACE AND HIDE.
- Stay under cover and stay hidden.
- Do not run. You may become a moving target.

CALL '911'.

- Give your exact location (street address, floor, and suite).
- Stay on the line with the '911' operator, if instructed.

CALL SECURITY AT 1 628-220-2090, if time and safety permit.

- Give your floor and suite.
- Indicate if you have already called '911'.
- Supply as many details as possible.

WARN OTHERS IN THE AREA, if safety permits.

LISTEN FOR ANNOUNCEMENTS on the public address system.

REMAIN HIDDEN UNTIL POLICE ARRIVE and you hear the 'all clear' signal.

- Expect to remain hidden for extended periods as police systematically search floors.
- Follow all instructions of police.

COMMON-SENSE RULES IN A DANGEROUS SITUATION:

- Trust your instincts. If you are afraid of someone, you probably have a good reason.
- Take all threats seriously.
- Physically, give the subject a fair degree of 'personal space'.

URGE EMPLOYEES TO REPORT ALL INSTANCES OF DOMESTIC DISPUTES / VIOLENCE THAT MAY SPILL INTO THE WORKPLACE.

Company HR personnel can further assess the need for informing Building Management and invoking a workplace restraining order.

CIVIL DISORDER & DISTURBANCES

THE UNITED STATES CONSTITUTION guarantees the right to assemble peacefully and express views publicly—whether those views are popular or not. However, the Constitution also states that one person may not lawfully restrain another's freedom of movement to force them to listen to their views. In addition, one may not infringe on the personal or property rights of others, or trespass on or damage private property in the exercise of one's rights to freedom of assembly or speech.
If a demonstration interferes with public use of streets or sidewalks, authorities may act to maintain order. They may also intervene if great public disorder is threatened, such as in the case of a riot.

It is important to be aware of basic group dynamics so that violent or out-of-control demonstrations or group assemblies can be avoided or prevented.

HERE ARE SOME SIMPLE DEFINITIONS TO HELP YOU RECOGNIZE DIFFERENT TYPES OF GROUPS:

A GROUP may exist for any number of reasons. They may be on tour, at a social function or part of a demonstration. Groups by their nature are assembled for a reason. They have purpose and are generally organized and directed in some way so that they are under control.

A SIMPLE CROWD is any number of people close together. It may consist of a dozen people in an elevator, a few hundred people on the street or a hundred thousand in a stadium. Increased emotional tension is a natural tendency in a crowd.

A SOCIAL GATHERING can attract people that want to present a message.

A DEMONSTRATION is defined as an assembly of people with the intention of expressing a view, getting attention for that view and informing others about it. Demonstrations may include consumer protests, marches, rallies or worker strikes, and can often degenerate into mobs due to high levels of anger or frustration.

A MOB is a group out of control. A mob may be large or small, be organized to some degree, and will often have some common purpose in mind.

A RIOT is characterized by mob action, destruction of property and injury to people.

Should you witness an unruly crowd or one that threatens your safety, call Security at 1 628-220-2090 and report your sightings.

PLEASE OBSERVE THE FOLLOWING GUIDELINES IN THE EVENT OF A CIVIL DISTURBANCE:

- Remain within the building. If you must leave, do not antagonize the demonstrators. Inform all other personnel to do likewise. Do not travel to other buildings, unless you are directed to do so by Security personnel.
- If possible, close the drapes in exterior rooms. Avoid window areas so you do not become a target. Lock all doors.
- Report to the core area of the building; (away from the exterior of the building).
- Stay off the phone. Avoid unnecessary inquiries to Building Management or Security that may tie up communications systems.
- Use good judgment, remain calm and stay in your office suite unless you are in an unsafe position or instructed to leave by Security personnel.
- Secure all valuable materials in a vault, safe place or other out-of-sight area.
- Cooperate. Certain building services may be limited during a disturbance.
- Access to certain areas may be restricted. Withdraw from the area until it is safe to enter. Your safety should be your primary concern.
- If you are outside the building, focus your attention away from the incident. To prevent injury or erroneous arrest, leave the area of disturbance.
- If demonstrators enter the premises, keep calm, be courteous and avoid an incident. Avoid actions or verbal responses that may ignite the situation. Avoid arguing, making provocative statements or entering into a debate with the demonstrator. They have entered the building to propagandize, confront or agitate the building's occupants. Let them make their point. Frustrating them is dangerous. Do not try to reason with them. If you can do so without incident, call Security to have the individual removed.

ACTIVE SHOOTER

IF THERE IS A DIRECT THREAT TO HARM PERSONS OR PROPERTY IF SO, CALL SECURITY AT 628-220-2090 IMMEDIATELY.

- GIVE THE SECURITY OFFICER DETAILED INFORMATION AS TO THE DIRECT THREAT.
- GIVE A DESCRIPTION OF THE SUSPECT MAKING THE THREAT
- GIVE THE LOCATION OR LAST KNOWN LOCATION OF THE SUSPECT MAKING THE THREAT. FLOOR, SUITE AND BUILDING ADDRESS, 375 BEALE STREET
- CALL BUILDING SECURITY AS SOON AS PRACTICABLE. IF NOT A DIRECT THREAT AND IT INVOLVES AN EMPLOYEE/TENANT EMPLOYEE TO GATHER INFORMATION AND BRING IT TO THE ATTENTION OF THE SUPERVISOR AND YOUR HR DEPT.CALL BUILDING SECURITY AT (628) 220-2090

Prohibited behavior includes: behavior that is violent; threatens violence; harasses or intimidates others; interferes with an individual's legal rights of movement; or disrupts the workplace.

Examples of a direct threat:

Fighting
Destruction of property
Person makes a statement that they are suicidal or homicidal
Person makes a statement that they will harm someone
Person displays a gun, knife, or other instrument that could cause harm
Person makes a statement that they will go get a weapon
Person is out of control by yelling, screaming, waiving fists, or throwing dangerous objects

- Look for warning signs that might indicate an attack.
    1. *Example: Individuals that make threatening statements indicating violence*
    2. *Speak to your employer if advised*
- If a person appears with a weapon:
    1. Dial 9-1-1 (if safe to do so) and give them your name, telephone number, location and description of person and weapon
    2. Notify the security desk (if safe to do so) - text: (415) 862-0142 or call: (628) 220-2090
    3. Evacuate – Only if escape route is available and it is safe to do so.
    4. Hide Out – Shelter in place away from suspect's view.
    5. Take Action – Against aggressor only as a last resort and there are no other options to evacuate or hide out.

EARTHQUAKE EMERGENCY PROCEDURE

Should an earthquake occur while you are in the building, these actions may lessen the potential for injury or potential risk:

WHEN THE EARTHQUAKE SHAKING BEGINS, IMMEDIATELY:

'DUCK, COVER, AND HOLD ON'.

- Seek shelter under a desk or table.
- Do not seek shelter in a doorway – swinging doors may injure you.
- If you are not near a strong desk or table, drop to the floor against an interior wall and cover your head and neck with your arms.
- Stay clear of tall objects, cabinets, glass partitions, and windows.
- Stay under cover, as aftershocks may follow.

ONCE THE EARTHQUAKE SHAKING STOPS:

CHECK THOSE AROUND YOU AND ASSIST INJURED PERSONS OR RENDER AID.

CALL '911' TO REPORT FIRE CONDITIONS OR INJURIES.
Following a serious earthquake, emergency services may not be available for extended periods.

EVACUATE ONLY IF:

- Instructed by your floor warden,
- Or, the Building's public address system.
- Any time you are in imminent danger.

DO NOT ATTEMPT TO USE ANY ELEVATOR.

GATHER EMPLOYEES IN A SAFE AREA OF THE FLOOR (as soon as it appears to be safe to do so).

- Determine if all employees are accounted for.
- Organize your tenant emergency response team.
- Listen to the public address system for instructions and or further advisements.
- Stay on your floor unless in imminent danger. You are safer inside the building than on the streets.

SEARCH YOUR SUITE / FLOOR FOR FIRE, FLOODING, OR OTHER HAZARDS WHEN SAFE TO DO SO.
(If safe to do so, turn off and unplug all electrical appliances.)

NOTIFY BUILDING OFFICE OR SECURITY OF INJURIES OR HAZARDS.

EARTHQUAKE PREPAREDNESS:

It is also conceivable that support services may be delayed as much as 72 hours. Because of these possibilities, an internal procedure for addressing medical emergencies and "housekeeping" will fall on the shoulders of each individual tenant or person. While not required, it is suggested that each tenant invest in an emergency supply kit.

SUGGESTED EMERGENCY SUPPLY KIT
(AS APPLICABLE TO YOUR BUSINESS OR OFFICE EMERGENCY PLAN)

- Copies of emergency procedures
- Personnel roster
- Non-perishable food
- Bottled Water
- General first-aid supply
- Individual Prescription Medicine
- Flashlight(s) and additional batteries
- Battery powered lantern
- Portable radio and extra batteries
- Blankets
- Large plastic bags
- Toilet paper
- Plastic buckets with lids
- Matches
- Duct tape
- Scissors
- Screwdriver, wrench, hammer (or all-in-one tool)

BOMB THREATS

- REMAIN CALM. KEEP THE CALLER ON THE LINE AS LONG AS POSSIBLE.
- RECORD ALL INFORMATION ON THE ATTACHED BOMB THREAT CHECKLIST.
- NOTIFY YOUR SUPERVISOR.
  Do not discuss incident with others (partial 'facts' may cause others to panic and react before the threat has been assessed by management.)
- NOTIFY S.F.P.D (SAN FRANCISCO POLICE DEPARTMENT): CALL '911'.
- CALL SECURITY: 1 628-220-2090.
- DO NOT TOUCH SUSPICIOUS OBJECTS.
- DO NOT OPERATE CELLULAR PHONES OR RADIOS NEAR SUSPICIOUS OBJECTS.
- THE TENANT, S.F.P.D., AND BUILDING MANAGEMENT WILL ASSESS THE THREAT. The decision whether to evacuate your offices or the building will be based on:
  - The recommendation of local authorities (Police, Fire, or Bomb Squad),
  - The judgment of your senior company representatives or Building Management.

BOMB SEARCHES:

TENANT SPACES: Local authorities and Building personnel will NOT search tenant controlled spaces. Due to the tenant's lease obligations and general familiarity with their own areas, they shall be responsible to conduct initial searches in their own offices.

COMMON AREAS: DESINGATED LAW ENFORCEMENT will be responsible to conduct searches of all common use areas: emergency stairwells, multi-tenant corridors and restrooms, elevator lobbies, loading dock, perimeter areas, etc.

HOW TO IDENTIFY A POSSIBLE PACKAGE BOMB:

SIZE

If a letter, is it unusually thick?

WEIGHT

Excessive weight for the size of the parcel. Excessive postage (usually stamps)

BALANCE

Does the letter appear to be heavier at one end?

FEEL

Is their springiness in the sides of the letter?

APPEARANCE

- Grease or oil marks / discoloration present on the envelope box or wrapping.
- Protruding wires, string, or tinfoil.
- Excessive securing material, such as tape or string.
- Restrictive markings, such as 'confidential', 'urgent', 'personal', 'to be opened by addressee only'.
- Does it bear unusual style of writing or addressed to an unknown person?
- Incorrect title for the addressee, or a title without a person' name?
- Handwritten or poorly typed address.
- Common words are misspelled.

ODOR

Is there an unusual smell?

ORIGIN

Mailed from a foreign country?

IF YOU CONSIDER A PARCEL TO BE OF A SUSPICIOUS NATURE, DO NOT OPEN IT. CONTACT:

- San Francisco Police Dept: Dial: '911'.
- Security: Dial: 1 628-220-2090.
- AGAIN, THE TENANT, S.F.P.D., AND BUILDING MANAGEMENT WILL ASSESS THE THREAT. The decision whether to evacuate your offices or the building will be based on:
    - The recommendation of local authorities (Police, Fire, or Bomb Squad),
    - The judgment of your senior company representatives and Building Management.

EXPLOSIONS

THOUGH THE POSSIBILITIES ARE REMOTE, CHEMICAL ACCIDENTS, LEAKING GAS, OR BOMBS CAN CAUSE DANGEROUS EXPLOSIONS. IF THERE IS AN EXPLOSION, FOLLOW THESE PROCEDURES.

- ACTIVATE A MANUAL FIRE ALARM
- CALL 911. GIVE THE BUILDING ADDRESS: 375 BEALE ST. AND FLOOR OR SUITE NUMBER AND REPORT AS MUCH ABOUT THE EXPLOSION AS YOU CAN.
- NOTIFY BUILDING SECURITY AT 628-220-2090.
- BE PREPARED FOR POSSIBLE RECURRING OR ADDITIONAL EXPLOSIONS.
- PROTECT YOURSELF FROM POSSIBLE HAZARDS. WAIT FOR FURTHER INSTRUCTIONS FROM A SUPERVISOR, FLOOR WARDEN OR BUILDING SECURITY.
- IF EVACUATION IS ORDERED, FOLLOW INSTRUCTIONS PRECISELY AND TO THE AREA DIRECTED.
- HELP ANY INJURED, IF POSSIBLE. DO NOT MOVE SERIOUSLY INJURED PERSONS UNLESS THEY ARE IN OBVIOUS, IMMEDIATE DANGER FROM SUCH THREATS AS FIRE, ETC.
- OPEN DOORS CAREFULLY. FEEL FOR HEAT FIRST. WATCH FOR FALLING OBJECTS.
- WHEN EVACUATING, DO NOT USE ELEVATORS. USE STAIRWELLS ONLY.
- DO NOT USE MATCHES OR LIGHTERS.
- AVOID USING TELEPHONES OTHER THAN TO NOTIFY PROPER AUTHORITIES.
- DO NOT DISCUSS DETAILS OF THE INCIDENT WITH ANYONE EXCEPT PERSONS IN AUTHORITY.
- THE BUILDING'S ELECTRICAL POWER SUPPLY MAY BE INTERRUPTED BY AN INCIDENT WITHIN THE PROPERTY OR DUE TO CIRCUMSTANCES BEYOND THE PROPERTY. IN ANY EVENT OF POWER FAILURE, THE BUILDING'S GENERATOR WILL AUTOMATICALLY SWITCH ON AND PROVIDE ENOUGH ELECTRICAL POWER FOR THE EMERGENCY SYSTEMS. ONE ELEVATOR, EMERGENCY LIGHTING ON ALL FLOORS AND OTHER VITAL SERVICES. POWER WILL NOT BE AVAILABLE FOR FULL LIGHTING, OFFICE EQUIPMENT OR OTHER NON-LIFE SAFETY SERVICES.

POWER FAILURE

375 Beale Street was designed to minimize the risk of a building-related power failure. However, should a power failure occur, the building's emergency generator will take approximately 15-30 seconds to switch on and provide power to operate the following systems:

- The passenger and service/small freight elevator cars
- Fire and life safety system and equipment
- Emergency pathway lighting (exit lights and emergency lighting in corridors, inside suites, emergency stairwells, and restrooms)
- Critical building systems and equipment
- NOTE: Toilets will not flush

TOXIC HAZARDS

HAZARDOUS MATERIALS INCIDENTS occur without warning. The person who initially discovers the incident needs to respond immediately by notifying the Building Office and giving detailed information. After Engineering and the Fire Department make an assessment of the situation, they will instruct building tenants and employees as to what actions to take in providing for their personal safety. Location and degree of severity of the incident will help determine the appropriate actions that need to be taken.

Once the Fire Department has arrived on the scene and made an evaluation of the incident, the Fire Department Incident Commander will determine the appropriate action to be taken by persons in the immediate area. Several factors—such as the wind speed and direction, time of day and effects of weather—will determine the need for evacuation or other corrective actions. All decisions regarding life safety procedures will originate from Security, the Life Safety Director and the Fire Department.

WHAT TO DO IF YOU SUSPECT A HAZARDOUS MATERIALS INCIDENT:

Notify Security immediately by calling 1 628-220-2090. Please follow the following procedures.

- REPORT INFORMATION. Give your name, the exact location of the material released, your telephone number and your extension. Report any injuries. Identify the type of materials involved, if known. Describe the effects of the incident (i.e., the activity of the hazardous material and its reaction on the surroundings; describe the colors, smells or visible gases being produced).
- IF NECESSARY, EVACUATE THE IMMEDIATE AREA and keep others out. If fumes are being produced, restrict the area. Move away from the hazard and take your personal belongings. Do not enter a restricted area to get your belongings. Only trained and properly equipped emergency personnel may enter a contaminated area.
- ACTIVATE A BUDDY SYSTEM and assist others who cannot leave on their own. Employees will stay with their partners and observe them for signs of chemical or heat exposure. Each member will periodically check the integrity of his or her partner's clothing for possible effects.
- REFRAIN FROM SMOKING. Do not strike matches or lighters.
- DO NOT EAT OR DRINK ANYTHING. It may be contaminated.
- DO NOT APPLY COSMETICS. They mask true skin color and tone.
- SPEAK ONLY THE FACTS YOU KNOW. Rumors are dangerous.. Emphasize positive things. Your attitude will affect the attitudes of those around you.
- STAY CLEAR OF ARRIVING EMERGENCY VEHICLES and remain out of the way. Make yourself available for questioning by Security and carefully document all details immediately.

CHEMICAL / ENVIRONMENTAL THREAT – INSIDE THE BUILDING

Upon notification by the Authorities that a credible chemical / environmental threat has occurred within the building, all air circulation systems will be shut down.
If required, the building will begin a staged and orderly evacuation, beginning with the area(s) or floor(s) immediately threatened. If deemed necessary by emergency responder personnel, subsequent groups will be evacuated.

TENANTS SHOULD DO THE FOLLOWING:

- Listen to P.A. system announcements.
- Follow all instructions.
- Activate your company Emergency Response Team:
- Floor Wardens will hold tenant occupants on the floor until the staged evacuation announcement is given.
- Do NOT call the Building Office unless you have a critical emergency.
- Once evacuated, assemble at your off site meeting location.
- Do not attempt to re-enter the building until given the approval to do so by Building management.
- Rumors are dangerous. Speak only the facts you know.
- Emphasize positive things. Your attitude will affect the attitudes of those around you.

CHEMICAL / ENVIRONMENTAL THREAT – OUTSIDE THE BUILDING

Upon notification by Authorities of a credible chemical / environmental threat outside of the building, the building will be secured and the air circulation stopped, minimizing the induction of exterior hazards. If such an environmental threat is widespread, municipal emergency services may be unable to respond to specific locations. Building occupants should be prepared to 'SHELTER IN PLACE' until the specific threat has subsided and an 'all clear' given by authorities.

TENANTS SHOULD DO THE FOLLOWING:

- Listen to P.A. system announcements.
- Follow all instructions.
- Activate your company Emergency Response Team.
- Floor Wardens: Initiate 'SHELTER IN PLACE' procedures.
- Tenants should go to internal office areas that are away from windows and that have limited air movement.
- Close all available doors within the suite or office.
- DO NOT call the Building Office unless you have a critical emergency resulting from, or in addition to, the reported threat.
- Remain in place until an 'all clear' announcement is given VIA THE P.A. SYSTEM.
- Rumors are dangerous. Speak only the facts you know.
- Emphasize positive things. Your attitude will affect the attitudes of those around you.

SEVERE WEATHER

In general, San Francisco enjoys only two types of unusual weather conditions that may require extra precautions.

High Winds

Local weather services will issue advisories predicting severe high winds. When directed by building personnel, remain clear of exterior glass. Please be aware that while the building may seem to "sway" under extreme high winds, it was designed to move in this manner. Do not be alarmed.

Heavy Rain

Local weather services and radio stations will issue heavy rainfall advisories and severe flooding locations. Traffic updates and commute information is also available from these sources.

APPENDIX

Common-Sense Fire Prevention:

Items #1 – 6 are specifically addressed in the San Francisco Fire Code. The Fire Marshal looks for such things during the annual fire safety inspection of the building and tenant spaces.

1. BLOCKING 'FIRE DOORS' OPEN IS A DIRECT VIOLATION OF THE SAN FRANCISCO FIRE CODE. When a fire alarm is activated in the building, these 'fire doors' are designed to automatically close in order to prevent the spread of smoke and flames throughout the floor and into the elevator shafts. Do not block open fire doors at any time.

2. Store all flammable fluids in a cool, safe location. Do not store large quantities of flammable solvents.

3. Do not place any object too close to sprinkler heads. There must be at least an 18-inch clearance from the bottom of the sprinkler head to the top of any object underneath the sprinkler head.

4. To provide for a quick exit in the event of an evacuation or relocation, leave all hallways and exits free of boxes and trash. This includes areas around cubicles. Do not use exit corridors as "extra storage" areas.

5. Do not accumulate discarded files and paper trash in your office or storage areas. Pay special attention to housekeeping in areas that produce lots of trash, such as storage areas, freight elevator lobbies, duplication areas, or kitchens.

6. Keep electrical cords in good repair. Inspect them periodically and report frayed cords to facilities management. Do not bypass ground plugs. Do not use extension cords in place of the need for permanent wiring (ie, "daisy chaining" electrical power strips to each other).

7. Check all electrical equipment at the end of the day to make sure it is turned off if it can be. This includes copiers, coffee pots, computers, printers, and similar equipment.

FIRE / LIFE SAFETY CHECK LIST

All building occupants should be trained to be aware of specific areas and hazardous situations that can cause both life and fire safety hazards. When such hazards occur, appropriate building staff or tenant office personnel should be advised immediately to correct, respond to, or report the conditions.

Building staff and floor wardens should make periodic checks for the following conditions, and train fellow employees to make note of potentially hazardous situations. Please use the questions below as a checklist to ensure that your office suite meets normal life and fire safety standards. We recommend you photocopy this list and inspect your suite or floor on a regularly scheduled basis.

HOUSEKEEPING / MAINTENANCE

YES	NO	
☐	☐	Are no-smoking regulations being observed?
☐	☐	Are no-smoking signs posted in appropriate areas?
☐	☐	Are trash, rubbish and recycling removed on a regular basis?
☐	☐	Is combustible waste placed in the proper approved containers?
☐	☐	Are flammable liquids safely stored in approved containers?
☐	☐	Is proper approved ventilation provided in appropriate areas?
☐	☐	Are electrical plugs, switches and cords legal and in good repair?
☐	☐	Is there no extensive use of extension cords from outlets?
☐	☐	Is adequate clearance of three feet maintained at all sub-panels?
☐	☐	Are electrical equipment and devices turned off when not in use?
☐	☐	Are there portable heaters? (None are allowed in the building.)

FIRE / LIFE SAFETY PROTECTION

YES	NO	
☐	☐	Is there adequate lighting in corridors, exits and stairways?
☐	☐	Are all exit signs illuminated as required?

☐	☐	Are evacuation routes adequately posted?
☐	☐	Are evacuation signs maintained with none defaced or missing?
☐	☐	Are fire doors in operable condition with none wedged or blocked open, especially at stairwells?
☐	☐	Are stairwells free of obstacles, storage, refuse, etc?
☐	☐	Are corridors and exits maintained unobstructed?
☐	☐	Is the fire alarm systems tested regularly?
☐	☐	Are fire sprinkler inlets and shut-off valves visible and accessible?
☐	☐	Are fire sprinkler heads clean and unobstructed for eighteen inches below?
☐	☐	Is there adequate clearance of three 3 feet for all fire extinguishers and hoses?
☐	☐	Is fire equipment in proper/legal locations, in undamaged condition and properly and regularly tested (check tag)?
☐	☐	Is the Floor Warden system personnel updated, fully staffed?
☐	☐	Have all tenants and new employees been instructed on emergency plans?
☐	☐	Other observations:

Comments or questions:

Submitted by: _____ Date: _____

Company: _____ Floor / Suite: _____

FLOOR WARDEN FIRE DRILL CRITIQUE FORM

Company: _____ Flr. / Suite: _____ Date: _____

Your Name: _____ Phone: _____

RETURN OR FAX THIS FORM TO THE BUILDING OFFICE (SUITE 1420) (FAX: 546-0508)

PLEASE ANSWER YES OR NO TO THE FOLLOWING QUESTIONS.
PLEASE EXPLAIN ALL NO ANSWERS ON THE BACK OF THE PAGE.

COMMUNICATIONS

YES	NO	
☐	☐	Was the fire alarm clearly seen and heard in all areas?
☐	☐	Was the Public Address System clearly heard?

FLOOR WARDENS

YES	NO	
☐	☐	Was there anyone on your floor that required special assistance?
☐	☐	Was the area searched by pairs of persons?
☐	☐	Did someone stand in the elevator lobby and remind tenants not to use the elevators?
☐	☐	Did someone go to the stairwell to remind tenants what floor to relocate or evacuate to?

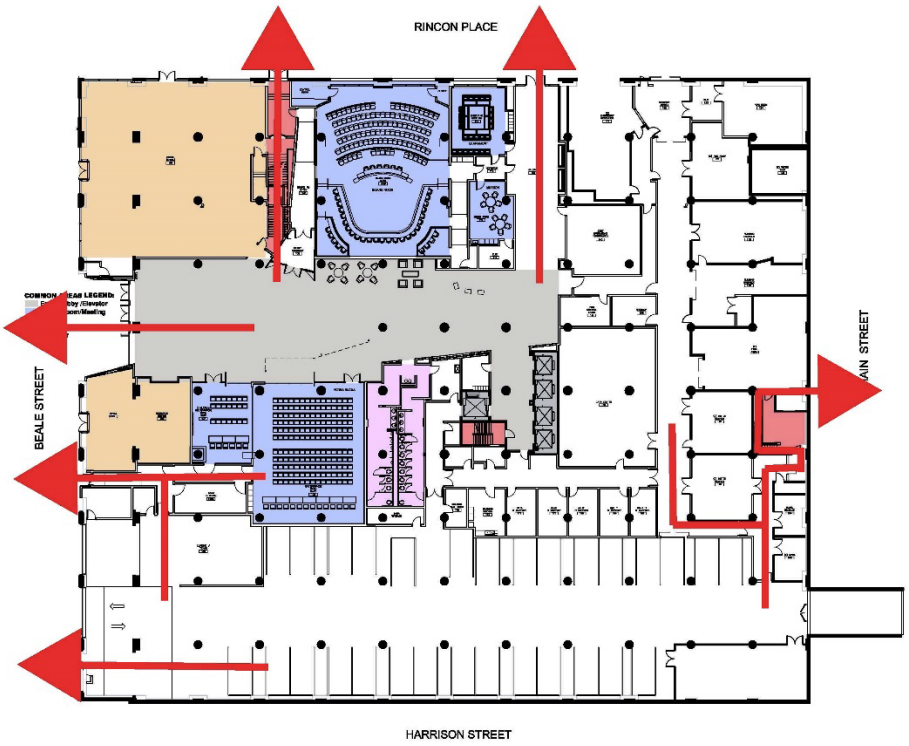
FIRE / SMOKE CONTAINMENT

YES	NO	
☐	☐	Were all doors in your office suite closed?

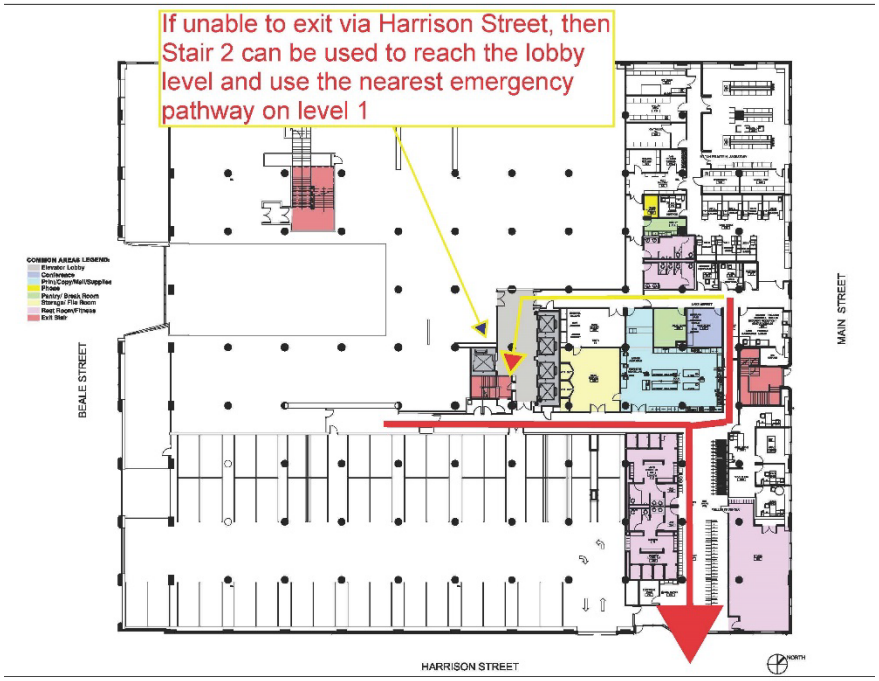
EVACUATION

YES	NO	
☐	☐	Were all exits unlocked when you attempted to evacuate?
☐	☐	Were corridors and exits free of obstacles?
☐	☐	Did the evacuation proceed in a smooth and orderly manner?
☐	☐	Did all occupants participate in the drill?

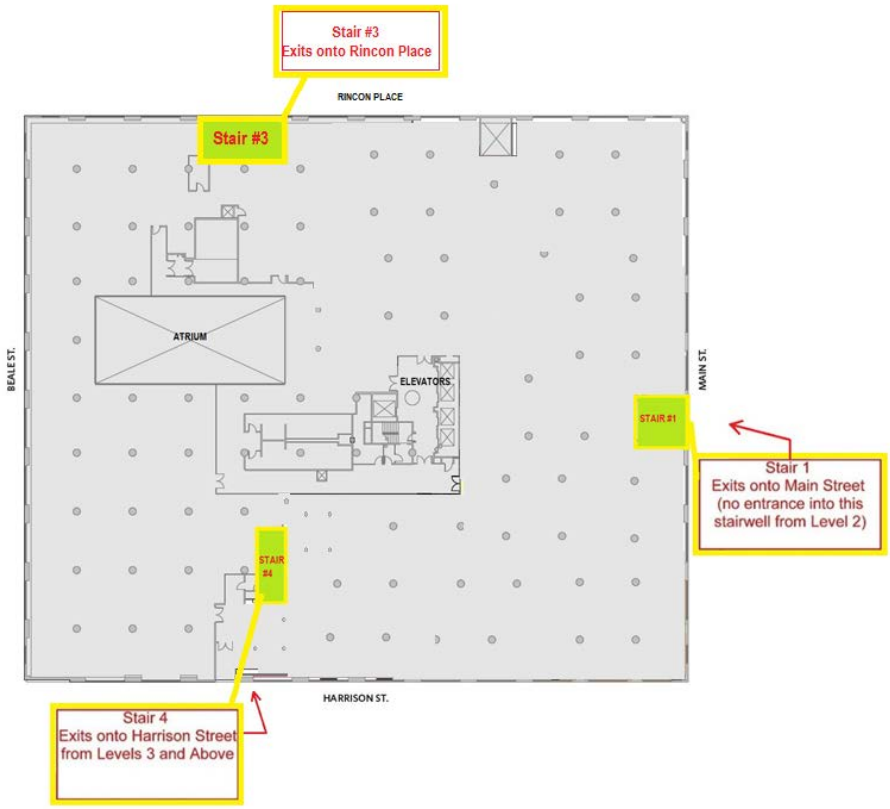
LEVEL 1 EMERGENCY EXITS



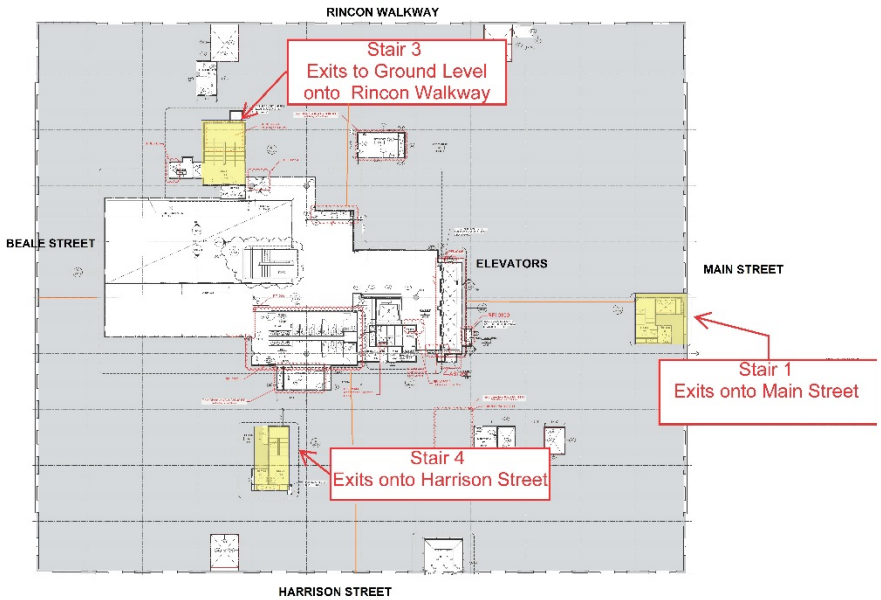
LEVEL 2 EMERGENCY EXITS



LEVELS 3-5 EMERGENCY EXITS



LEVELS 6-8 EMERGENCY EXITS



ADDITIONAL RESOURCES

- Department of Homeland Security
  - www.dhs.gov
  - Active Shooter Training: http://www.dhs.gov/active-shooter

- American Red Cross
  - San Francisco: 1663 Market Street, San Francisco 94103
  - (415) 427-8000

- Neighborhood Emergency Response Training
  - Free Training through San Francisco Fire Department
  - https://sf-fire.org/neighborhood-emergency-response-team-nert

- Department of Emergency Management – San Francisco
  - Free training on disasters, FEMA information, Emergency Services Planning
  - https://sfdem.org/training

- Fritz Institute
  - Non-profit organization dedicated in improving disaster response and recovery
  - 1 Embarcadero Center, Suite 370, San Francisco 94111
  - (415) 538-8300
  - www.fritzinstitute.org

- Bay Area Earthquake Alliance
  - Dedicated to earthquake preparedness
  - www.bayquakealliance.org