



375 Beale Street

***Floor Warden
Training Program***

FORMS & DOCUMENTS

- Sign-In Roster
- Floor Warden Team List / Aids for Personnel Needing Assistance
- Emergency Contact List
- Facility Emergency Plan



Agenda

- Building Design and Contents
- Fire Life Safety System Features Overview
 - Alarm Device Inputs/ Outputs
 - Fire Suppression
 - Emergency Lighting and Power Outage
 - Evacuation Maps/Plans
 - Exit Stairwells, Elevators and Fire Extinguishers
- Floor Warden Program
 - Floor Warden Team and Responsibilities
 - Aids for Persons Needing Assistance
 - Evacuation Process
- Preparis Emergency Notification System
- Facility Emergency Plans and Emergency Preparedness
- Fire Drill – Preparation and Drill Details
- Resources
- Questions

BUILDING DESIGN AND CONTENTS

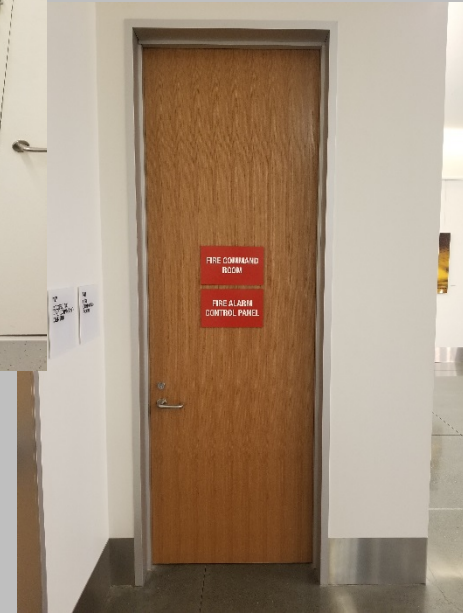
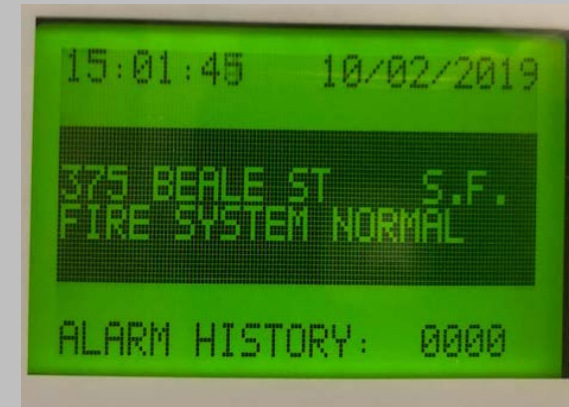
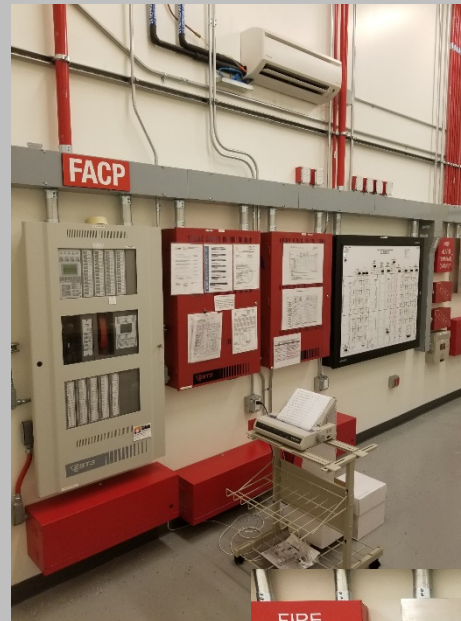
ABOUT 375 BEALE

- Built in 1942
 - 8 stories
 - 395,770 sq. ft.
 - Reinforced Concrete & Steel Construction
 - 4 Emergency Exit Stairwells
 - 2 Interior Convenience Stairwells (agency space)
 - Emergency Generator
 - Fire Alarm System
 - Sprinkler System
 - Fire Rated Construction of Key Walls, Doors and Ceilings
 - Partial Evacuation Building
-
- We build buildings to resist fire, then fill them with combustible items such as paper, plastics and furnishings.
 - Prevention and Preparedness is the key!

BUILDING FIRE AND LIFE SAFETY FEATURES

Fire Control Center (FCC) for Emergency Response

- Information and Operation of Critical Systems during an Emergency
- “Command Center” for the Fire Safety Director and Fire Dept.
- Fire Alarm Control Panel
- Fan Control Panel for Smoke Evacuation / “Smoke Control”
- Public Address System
- 2-Way Phone for Elevator Communication
- Earthquake Early Warning System!



Alarm Devices - Inputs

- Smoke Detectors
 - On ceiling surface, above tile ceiling, and in HVAC ductwork
 - Sensitive to dust, aerosols and particulates too!
 - Do not beep or require batteries ☺
- Manual Pull Stations
 - In Elevator Lobbies and by Exit Stairwells
- Sprinkler Activation

Will activate alarm on 3 floors

- Floor of event
- one floor above
- one floor below

Floors in Alarm Evacuate!



Smoke Detectors



Pull Station

Alarm Devices - Outputs

- Strobes flash brightly during alarm.
 - Wall-mounted or Ceiling-mounted
- A “whooping” horn tone will be heard during an alarm from the speakers.
- Speakers are also used for announcements and updates during an emergency event.
- If these devices are going off on your floor, then it’s time to evacuate!



Fire Suppression - Sprinkler System

- All floors are covered by the Fire Sprinkler System.
- Provides protection in the event of fire to suppress fire quickly and minimize fire and smoke damage.
- Each sprinkler head is activated independently by HEAT from a fire.
- Some sprinkler heads have covers, but they work the same.
- When a sprinkler is activated, 3 floors will go into alarm.
- Never touch or hang items from a sprinkler line!
- All heads should have a minimum of 18" clearance.
- The Data Center has a special system—FM200—which uses a gas, not water, to suppress fire.
- In event of accidental triggering of FM200, an “abort” button is on the wall—hold it down until help arrives.



Fire Doors

- Rated Fire Doors are used to control smoke and the spread of fire.
- Door closers & magnetic holders ensure rated doors automatically close when a fire occurs.
- Doors should never be propped open!
- 5FL “accordion” door automatically opens and encloses the lobby to protect it.
 - If you can't use another exit, Green Push Button opens the door



Emergency Lighting & Exit Signs

- Follow green emergency exit signs to nearest exit stairwell or building exit.
- During a power outage the building emergency generator will automatically start, providing power to emergency lighting, fire & life safety, security access control, one elevator and the agency Data Center.
- Not all lights will remain lit!
- During power outage, wait for an announcement over PA.
- Building not designed to stay occupied during extended outage.

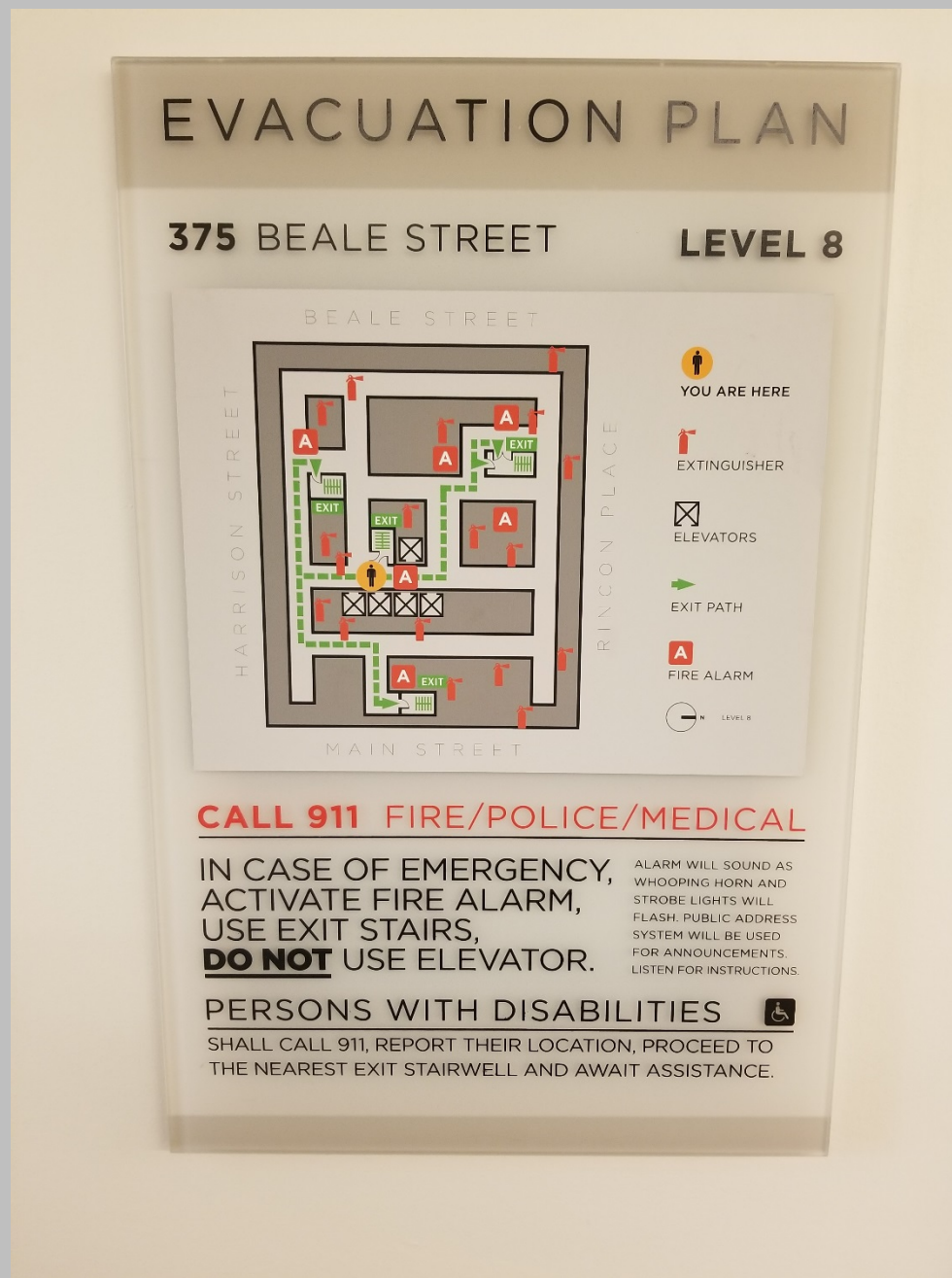


Evacuation Plan

Posted Near Exit Stairwells

What's on the plan...

- Nearest Exit
- Secondary Exit
- Common Area Fire Extinguisher
- Manual Pull Station
- Elevator Location



Emergency Exit Stairwells

- Not all stairwells created equally
- 4 emergency exit stairwells*—protected from fire and smoke
- When exiting, stay to the right
- Have fire department hose connections
- Emergency Call Stations
 - on 2FL and 7FL
 - Used for getting help and relaying info to FCC in emergency—give clear details!
- Security Tip:
 - No one should ever be entering the exit stairwell from outside.
 - Stairwell/Elevator monitors should observe for suspicious activity of those leaving during an event with massive backpacks or office laptops or equipment.
 - Used only to exit building in emergency and to go between floors during normal operation.

**Please refer to your facility emergency plan or evacuation plan for locations.*



Elevators

- DO NOT Use Elevators during Emergencies
- **Fire Recall Mode**
 - Elevators “recall” to 1FL if smoke is detected by system in 2-8FL elevator lobbies.
 - Recall to 2FL if alarm on 1FL.
- **Emergency Phone**
 - Contacts Thyssen Elevator 24/7 monitoring center to request assistance.
- **Seismic Operation**
 - Elevators are designed to stop during an earthquake.
- **Elevator Entrapments**
 - Press call button in the cab to be dispatched to Thyssen Elevator
 - If there is a medical need, 9-1-1 will be contacted



Fire Extinguishers

All general purpose extinguishers in our facility are A-B-C rated.

Remember PASS to use the extinguisher

Pull the pin

Aim the hose at the base of the fire

Squeeze the trigger

Sweep side-to-side at the base of the fire

PLEASE NOTE: Fire Extinguishers are for small fires only!

- A typical fire extinguisher contains about 10 seconds of extinguishing power.
- Use only to help get to an exit if fire bigger than desk recycle bin
- Once the fire is out, don't walk away! Watch the area until relieved by trained personnel.



		Ordinary Combustibles	Wood, Paper, Cloth, Etc.
		Flammable Liquids	Grease, Oil, Paint, Solvents
		Live Electrical Equipment	Electrical Panel, Motor, Wiring, Etc.



Floor Warden Program – Overview

The Building Team:

- Fire Safety Director / Deputy Fire Safety Director
- Emergency Responders

Your Floor Warden Team:

- Floor Wardens & Deputy Floor Wardens
- Area Searchers a.k.a. Search Monitors
- Stair Monitors
- Elevator Monitors
- Aids for People Needing Assistance



Floor Warden Program

Do you and your team know:

- Who are your Floor Warden team members?
- What is your floor lay out?
- Where is the nearest exit?
- Is there an alternate exit?
- Where is the nearest fire extinguisher?
- Do you have an Emergency Cabinet?
 - What is in the Emergency Cabinet?
 - When was it last inventoried and expirations checked?
 - Are you and your team prepared for 72 hours?



Floor Warden Program

Role of the Floor Warden:

- **Team leader:** Provides leadership, direction, training and administration of the Floor Warden Program.
- Prepares occupants for, and provides direction and leadership during, an emergency.
- Prevention and Preparedness!
- **The 375 Beale Facility Emergency Plan** can be used as a reference tool to build the Emergency Plans for your team.



Floor Warden Program

- Area Searchers
 - Perform a systematic search of their assigned area(s), closing doors and marking searched areas with a “Post-it” note on the closed door. Don’t forget bathrooms and storage rooms!
- Stairwell Monitor
 - Goes to stairwell to direct building occupants towards the stairs. Provides instruction to occupants: Walk, single file, to the right side of stairwell – Reinforces direction of relocation or evacuation location.
- Elevator Monitor
 - Guides occupants away from the elevators and towards the nearest stairwell or emergency exit.

Floor Warden Program

Aids for Personnel needing assistance

- Provide information to the Property Management Office for Emergency Personnel (EFD, etc.) - Provide updates annually or when changes occur.
- Persons needing assistance should have 2 aides they are comfortable with to assist them during an emergency.
- DO NOT attempt to carry people down the stairs.
- Have them wait with the Stairwell Monitor until floor occupants have exited, then escort them to the stairwell landing on your floor.
- Send one aid to the nearest stairwell emergency phone and notify emergency personnel – Provide stairwell and floor location.
- One Aid will remain with the person needing assistance.

DURING A BUILDING ALARM

- Listen for building announcements.
- Determine which exits are safe to use.
- Begin directing occupants towards exits.
- All Floor Warden Team member should **be identifiable** and take their positions
- Evacuate the building to your area of relocation at least 100 yards from the building.
- Keep building entrances clear for Emergency Responders!



Floor Warden Program

Last Person Out Plan:

- Searchers report to Floor Warden that all occupants have evacuated their designated search area as they exit the floor. Be sure to include bathrooms and storage areas in your search plans!
- Floor Warden confirms all occupants are out, then exits the floor.
- Verify stairwell door is closed.



Floor Warden Program

Preparation!

- CPR Classes
- Role playing / Event review
- Your Business Emergency Plans
 - 72-hour plan
 - Emergency Supplies
 - Planned periodic training and Emergency Plan reviews
- Your Business Resumption Plans



Floor Warden Program

Prevention is your responsibility!

Routine inspection of work areas:

- Paper / Cardboard accumulation
- Extension cords / power strips
- Portable heaters (not permitted) / other devices
- No open flame (Sternos) provided by catering services
- Access to exits blocked / trip hazards
- Blocked fire sprinklers or devices
- Emergency Cabinet inventory
- Remember, storage or staging in elevator lobbies and corridors is strictly prohibited.



HOW WILL PREPARIS BE USED???

- As a mass emergency notification will be sent only to all employees on the floors that are actively in alarm (Floor of, floor above and the floor below)
- A mass emergency notification will be sent to floor wardens only to provide them the "ALL CLEAR" once received from the Emergency Responders
- Annual Floor Warden training certification

TYPES OF EMERGENCIES

- Fire
- Shelter in Place
- Earthquakes
- Unplanned or Planned Power Outages
- Active Shooter
- Bomb Threats

Your Facility Emergency Plan



Fire Emergency

- Always call 911 first!
- Then, if safe to do so, call the Property Management Office at (628) 220-2080 or the Security Rover at (628) 220-2090.



Active Shooter

- **RUN** – If there is a safe path available, leave your belongings
- **HIDE** – If you cannot get out safely and be as quiet as possible
- **FIGHT** – Only if your life is in danger as a last resort
- If safe to do so, call 911!



Power Outage

- Shelter in place
- Listen for building wide announcements or look for PreparaIs notifications
- Emergency power will be supplied to all building critical systems
- Contact your supervisor or Floor Warden

Your Facility Emergency Plan



Medical Emergency

- Always call 911 first!
- Then, if safe to do so, call the Property Management Office at (628) 220-2080 or the Security Rover at (628) 220-2090.
- Provide your name (contact person and phone number) and the exact location of the person(s) needing medical attention.
- Security will prepare for the emergency responders arrival and direct them to the proper location.
- Have one coworker meet first responders in elevator lobby

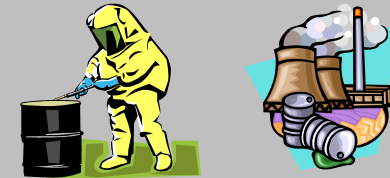


Earthquake Emergency

- Duck and Cover!
- Move away from the windows.
- Do not exit the building!

When the shaking stops:

- Shelter in place near the building core.
- Listen for announcements and prepare for aftershocks!
- Are you and your business ready for 72 hours?
- Emergency Information Sources - Radio/TV.



Shelter In Place Event

- Building announcements will be made when local authorities issue a "Shelter-in-Place" warning.
- Move away from the windows.
- Take cover as appropriate.
- Wait for further announcements.
- Tune to AM 740 (KCBS) or local TV and radio news channels for updates.

375 Beale Street

**SAVE THE DATE
FIRE DRILL**

November 17th 2021

Fire Drill Preparation

- You are the LEADER in your area.
- Ensure your team members are trained.
- Ensure your supply kits are fully stocked.
- Ensure your Emergency Plan is prepared.
- Ensure all employees treat every event seriously.

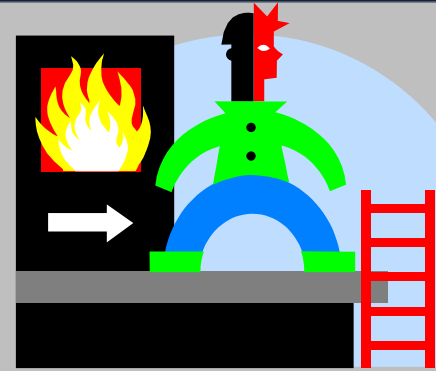
What to expect during an event:

- Horns & Strobes will activate three floors at a time.
- PA Announcements:
 - Initial announcements occur only on the floors in alarm.
 - Further announcements made as needed—i.e. “all clear” or “all floors evacuate”



Fire Drill

- Stay to the right and move single file down and out of the building to your relocation area.
- Report anyone Sheltering-in-place in Stairwells to the FCC via the stairwell emergency phones.
- Pay attention to any PA announcements or electronic notifications from Preparis!
- Building personnel during the drill are “observers” and instructed not to provide directives to employees during evacuation or relocation. Building personnel will only advise to look to their floor warden team for instruction.



ALL CLEAR!



When can you get back in?

- When the "All Clear" has been given by the San Francisco Fire Department and the Fire Safety Director for the building.

When the event is complete:

- The Command Center will make an "All Clear" announcement over the PA System / radio.
- Security or Building Management will send the "All Clear" notification to occupants via PreparaIS.
- It is now safe to return to your work area.

Things to consider:

- Safety First!
- Smoke rises – keep low to the floor.
- Check doors for heat before you open them. Use the back of your hand!
- Open doors slowly to be sure it is safe.
- Close doors behind you to slow the possible spread of smoke and fire.
- Your Emergency Response Team should meet to evaluate the event and assess training needs.
- What worked? What didn't? What can your team do to improve?

Resources

- **Red Cross Disaster Recovery Preparation**
<http://www.redcrossbayarea.org/pba/>
- **Dept. of Homeland Security – Disaster Recovery Planning**
<http://www.ready.gov/>
- **State - Office of Emergency Services**
<https://www.caloes.ca.gov/>
- **FEMA**
<http://www.fema.gov/areyouready/>
- **CDC – Centers for Disease Control and Prevention**
<https://www.cdc.gov/>
- **San Francisco County - Office of Emergency Services**
<https://sfdem.org/emergency-services-0>
Are you prepared for 72 hours?
www.72hours.org
- **City Of San Francisco Website**
<https://sf-fire.org/nert>
Google search!

A person wearing a full-body white protective suit, including a hood and a clear face shield, stands in the foreground. They are holding a clipboard and a pen. In the background, a dense urban skyline with various skyscrapers is visible under a hazy sky. The word "QUESTIONS?" is overlaid in large, bold, red capital letters across the center of the image.

QUESTIONS?