Oakland Scientific Facility (OSF) / 20th Street Building
Emergency Procedures “Handbook”

If an alarm sounds (not an announced drill), you must evacuate the building. If you are mobility impaired, stay in the “Safe Zone”.

Without fail or question, begin evacuating the building immediately!!!

This is the single most important thing to remember!

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Fire/Building Evacuation Procedures

First...
- Activate the nearest fire alarm pull station located in elevator lobbies and stairwells.
  - Call 9-911. Report your exact location (floor/office #) and type of fire. Give your name and phone number – don’t hang up until the operator tells you to do so. Warn others in the immediate area.
  - Call Security at 7-0020.
  - Use an extinguisher only if the fire is small and it is safe to do so.

Next...
- Begin evacuation procedures using the stairwells.
- At the bottom of the stairs, proceed to the Union Bank parking lot across Franklin Street.
- The South stairwell, closest to the OSF parking lot, is the dedicated “Safe Zone” for all mobility impaired staff.

Always use the stairwells to evacuate the building.

Never, never, never attempt to use the elevators.
Any mobility impaired people, needing assistance to evacuate the building, should move to the dedicated “Safe Zone” at the top of the South stairwell.

The safe zone is behind protective fire doors; people waiting for evacuation assistance will be safe here until Oakland Fire Department (OFD) personnel can safely evacuate them.

- Gather in the Union Bank parking lot, grouped by floor
- Floor Wardens will verify all persons on the floor have evacuated or are in the Safe Zone
- Report to OSF Building Mgr any trouble situation on the floor or if the floor is “All Clear”
Pop Quiz #1

TRUE or FALSE?

Never use the elevator when evacuating the building.
Where is the assigned relocation area?

A. At Snow Park, 3 blocks down on 20th Street
B. In the Union Bank parking lot across the street
C. In the OSF parking lot at the rear of this building
D. At Donut Savant on Broadway
E. None of the above

Where is the “Safe Zone”?

A. At the top of the South stairwell
B. In the elevator lobby near the AED
C. At Donut Savant
D. At the top of the North stairwell
E. None of the above
Cardiac “Chain of Survival”
Four Links

- Dial 9-911 (Alert Paramedics/EMS) and then call Security (7-0020) so they can secure an elevator for the emergency medical responders and lead them to the exact location.
- Perform CPR (buys time until...)
- Defibrillation (AED) – each minute that passes without defibrillation reduces the victim’s chances of survival by 10% (10 minutes!)
- Advanced life support (Paramedic care)

AED Locations for OSF Bldg: 2 AED units -
- Located on 4th floor, left of the elevators
- Located on the Ground floor at the Security Desk, visible from elevators

Cardiac Medical Emergency Steps
a. Call 9-911
b. Notify Security, 7-0020
c. Send runner to retrieve nearest AED
d. Direct nearby person to summon an AED-CPR trained staff member, if possible

Note: If AED-trained staff are not available...

In an emergency, any untrained bystander can turn on the AED and follow the voice prompts to use the device. Once the unit pads are attached to the patient, the AED will analyze the patient’s heart rhythm. The AED will not shock the patient unless it is necessary to restore the regular heart rhythm; the AED will not transmit the shock until bystanders have been warned to be ‘clear’ (not touching patient). ANYONE CAN AND SHOULD USE AN AED DEVICE – IT MAY BE THE ONLY CHANCE THE PATIENT HAS IF TRAINED MEDICAL PERSONNEL DO NOT ARRIVE QUICKLY!
Portable Oxygen Unit
- Administer Oxygen for persons having difficulty breathing and/or shortness of breath
- Can be used to supplement rescue breathing for a non-breathing victim

Located on the 4th Floor in the elevator lobby

Pop Quiz #2

Pop Quiz
For a ‘shelter in place’ or lockdown scenario, UCOP staff should be prepared to stay in the building for a maximum of 3 days.

Click to see the correct order.

Match the steps in the proper order:

1. EMTs take over
2. Perform CPR
3. Call 9-911
4. Call 7-0020
5. Defibrillation

Following a large earthquake, we need to assess the safety of the building and any outside hazards in the immediate vicinity before releasing staff to the streets. Staff should be prepared to stay at work for 3 days, if necessary.

Around Oakland, our procedures for civil unrest or criminal activity outside in the vicinity are to go into "lockdown" mode – this might be considered a form of 'sheltering in place'.
The 1-Person 3-Day UC Emergency Kit includes:
- Aqua Blox Survival Drinking Water (1)
- Water Purification Tablets (10)
- 2,400 Calorie Food Ration Bar (1)
- 7” Cyalume 12-Hour Green Lightstick (1)
- Emergency Mylar Blanket (1)
- Protective Nuisance Dust Mask (1)
- 36-Piece Compact First Aid Kit (1)
- 3-Day Personal Hygiene Kit (1)

3-Day Personal Hygiene Kit includes:
- Pocket Tissue Pack (1)
- Sanitary Cleaning Towelettes (10)
- Gel Fluoride Toothpaste (1)
- Disposable Dual Blade Razor (1)
- 6.5” Toothbrush (1)
- Antibacterial Soap (1)

Pop Quiz #3
For the most part, emergency notifications are sent via email to ucop.edu email addresses.

However, UCOPAlert is a new emergency notification system that allows UCOP employees to receive informational alerts on their personal phones or by personal email outside normal business hours about emergencies or other critical situations that affect the UCOP work environment.

In the OSF, what’s the single most important thing to remember?