# FRANKLIN BUILDING EMERGENCY PROCEDURES

## FIRE
- If you discover a fire of any size, activate the nearest fire alarm pull station (located in each elevator lobby and stairwell). **Dial 9-911** to report the exact location and type of fire.
- If safe to do so, call Security at 7-9700 to advise them of the location/severity of the fire. Warn others in the immediate area.
- **Always evacuate using stairwells only.** Do not use the elevators. Go to your assigned relocation site, located at the open grassy area at 12th St. @ Broadway, behind Wells Fargo. Injured or disabled persons should wait in the Areas of Refuge (adjacent to stairwells) for assistance.
- Use an extinguisher **only** if the fire is small and it is safe to do so.

Check in with your Floor Warden at the relocation assembly site (City Center).

## MEDICAL EMERGENCY
- **Dial 9-911** - Give street address, floor, room number and type of emergency.
- **Call 7-9700** - Inform Security of situation and exact floor location.

**For Cardiac Arrest (or unresponsive/unconscious):**
- Send a runner to retrieve the **AED** located on each floor’s elevator lobby.
- Find a trained CPR-AED rescuer (check floor roster posted with AEDs or look for red/white ‘AED’ sticker on staff nameplates).
- Stay with the patient – do **not** move them.

## EARTHQUAKE
- **Duck, Cover and Hold** in place until the shaking stops.
- Face away from windows and stay clear of falling objects.
- Stay Inside! Do **not** evacuate unless directed to do so.
- Do not use the stairs until instructed that it is safe to do so.
- Once the earthquake has stopped, survey your area. Report all injuries and damage to Security at 7-9700.
- Be prepared for aftershocks.

Follow directions given over the building P.A. system or by your Floor Warden.

## WORKPLACE VIOLENCE
- If a person’s behavior becomes inappropriate or violent, leave the area if possible and notify Security and your supervisor. **If you feel you are in imminent danger dial 9-911.**
- Trust your instincts. Try to create physical space between you and any threatening person.
- Suspicious persons should be reported to Security at 7-9700. Security will notify the Oakland Police if necessary.

## CIVIL UNREST/TERRORISM
- In the event of civil unrest or a terrorism incident, you will be notified via the building P.A. system, e-mail or voicemail. Follow instructions.
- You will be advised as to the nature of the situation, and whether to evacuate or if it is unsafe to leave the building.

## BOMB THREATS
- Ask caller the following questions:
  - When will it explode?
  - Where/what type of device?
  - What does it look like?
  - What is your name?
  - Check caller ID for phone #.
  - Note caller’s voice/sounds.

Building Security (Emergency): 987-9700

1/2016