

KAISER BUILDING EMERGENCY PROCEDURES

FIRE

- If you discover a fire of any size, **activate the nearest fire alarm pull station. Dial 911** to report the exact location and type of fire.
- If safe to do so, call Security at **271- 6131 (for emergencies/ security situations) or 272-0909 (non-emergencies)** to advise them of the location/severity of the fire. Warn others in the immediate area.
- **Do not use the elevators.** People occupying the fire floor, the floor above the fire, and the floor below the fire will relocate down four floors within the building (**sixth floor and above only**). **Fifth floor or lower** will evacuate the building and wait at the pre-designated area (325 Lot, 21st Street and One Kaiser Plaza). Relocation will be directed by the on-duty Property Manager/Life Safety Director and the Fire Department. Disabled persons unable to negotiate the stairs are to enter the Center stairwell once it is safe to do so and stay there with the Disabled Person Monitor for evacuation by the O.F.D.
- 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 site.

MEDICAL EMERGENCY

- **Dial 911** - Give street address, floor, room number and type of emergency.
- **Call 271- 6131 (emergency) or 272-0909 (non-emergency)** - Inform Security of situation and exact location.

For Cardiac Arrest (or possible heart attacks/unconsciousness)

- Send a runner to retrieve the **AED** from the 5th, 6th, or 12th floor.
- Instruct a co-worker to find a trained AED-CPR rescuer (look for red/white ‘AED’ sticker on nameplates).
- Notify Kaiser Security (**271- 6131**) of the medical emergency.
- 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 **(510) 271-6131**.
- 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 911.
- Trust your instincts. Try to create physical space between you and any threatening person.
- Suspicious persons should be reported to Security at **271-6131**. 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 PA system. 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.
- Notify Security at **(510) 271-6131**.

Notify Security of any unusual items in your area – do not touch them.