

# **Facility Emergency Plan**

**88 Kearny Street**



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### **Emergency Phone Numbers**

San Francisco Fire Department	<b>911 or 415-861-8020</b>
San Francisco Police Department	<b>911 or 415-553-0123</b>
Ambulance	<b>911 or 415-431-2800</b>
Building Lobby Desk (24 Hours)	<b>415-439-6758</b>
Building Office (Mon. - Fri., 8:00 am - 5:00 pm)	<b>415-675-7990</b>
Hospital: St. Francis (emergency)	<b>415-755-4321</b>

### **Non-Emergency Phone Numbers**

San Francisco Fire Department	415-558-3268 or 415-558-3300
San Francisco Police Department	415-558-0123

### **Purpose of this Plan**

As required by Title 19, California Code of Regulations; California Fire Code; California Health and Safety Code; and the San Francisco Fire Code, an emergency plan shall be prepared, implemented, maintained and annually reviewed this building. The Plan is a legal document.

### **Building Description**

88 Kearny Street is a 22-story, 228,000 square foot steel-frame tower clad with pre-stressed concrete. The building was completed in 1986 and is equipped with a modern life-safety system, incorporating a public address system, manual pull stations and automatic smoke detection. In the event of an emergency situation, building occupants should read the following manual carefully and keep it readily available. These procedures are designed to minimize the loss of life and property during emergency situations.

### **Life Safety Features**

To increase your understanding of the fire protection system at 88 Kearny, we have included a description of the various components and a description of the sequence of events when an alarm is activated.

The Life Safety system at 88 Kearny includes an audible and visual alarm system activated by smoke/heat detection appliances and fire sprinklers throughout the building. In addition, the system provides for smoke evacuation and building pressurization, a public address system and offsite monitoring of key life safety features. The sprinkler system is supported by one electric and one back-up diesel fire pump.

## **Emergency Appliances and Detection Systems**

### **1. Audible Fire Alarm**

- The fire alarm sound is a slow whoop with a pre-recorded relocation / evacuation message.

### **2. Public Address System**

- The Public Address System can broadcast to the entire building or to individual floors. Initial emergency instructions will be given over the public address system.

### **3. Fire Alarm**

- The Fire Control Room is located next to the Lobby Desk on the ground floor.
- Local alarms are monitored by an outside agency.
- Fire Alarm Pull Stations: Manual pull stations are located on every floor in the passenger and freight elevator lobbies and next to each stairwell exit.
- Smoke Detectors: Smoke detectors are located in the passenger and freight elevator lobbies, vestibules, electrical closets, exhaust air dampers and office spaces.

### **4. Exiting**

- The building has green directional exit signs to direct occupants to the nearest stairwell.
- Throughout the floor, designated light fixtures are connected to the emergency generator for emergency power. Evacuation signs are located in the elevator lobbies, freight elevator lobbies and stairwell exits.
- The stairwells are enclosed in fire rated wall with a dedicated ventilation system.
- Fire/smoke doors are located at each elevator lobby and programmed to close upon activation of a fire alarm.

### **5. Fire Extinguishers**

- Two fire extinguishers are located in the corridors on each floor and are serviced annually. They can be found in marked cabinets. Tenants should take the time to locate the fire extinguishers on their floor.

### **6. Automatic Fire Sprinklers**

- The building is fully sprinklered and water flow devices are located on each sprinkler riser at every floor level equipped with tamper alarm functions.

## 7. Elevator recall

- The elevator will automatically be dispatched to the ground floor lobby upon activation of any elevator lobby smoke detector on that same bank.

## 8. Communications

- In addition to the regular telephone system, there is a public address system on every floor to communicate with you in an emergency. The elevators are equipped with a telephone land line and an intercom system. The Fire Department has handsets for internal emergency communications.

## 9. Emergency Onsite Equipment

- Water bottles, carabiner crank light, survival candle, crank radio, matches, rechargeable power failure LED night light, nitrile gloves, eye wash, emergency poncho, flashlight, first aid kit, duct tape, hammer, screwdriver, refillable water bladder, fire extinguisher.

## **Basic Alarm / Emergency Procedures**

It may be necessary to relocate or evacuate all or part of the building during an emergency. This may be conducted with the building staff and/or the San Francisco Fire Department and/or other Civil Authority. Some of the reasons would include fire, bomb threat or explosion.

### Smoke, Fire or Explosion on a floor

- Pull or activate a Fire Alarm Pull Station
- Call the Lobby Console from a safe location.
- Call 911 from a safe location.
- For those who are mobility impaired: You are to proceed with a relocation aid into the stairwell vestibule/floor landing and wait until fire personnel can help. Please wait along the exterior wall of the stairwell in order for other tenants to relocate expediently using the stairs.
- In the case of a small fire that can be safely extinguished, the fire extinguishers can be used. If the fire is more extensive, occupants are to close the doors and move away from the area. Only attempt this if you have a safe exit path.
- Please relocate or evacuate as described in the Exiting Procedures section immediately below.

The extinguishers in 88 Kearny are ABC extinguishers, which means that they can be used on all three types of fires - ordinary combustible material, flammable liquid fires and fire involving electrical equipment. An easy way to remember how to operate these extinguishers is the word PASS:

P - Pull the Pin from the handle

A - Aim the nozzle at the base of the fire

S - Squeeze the handle to discharge the extinguishing agent

S - Sweep from side to side

## Exiting Procedures

When the emergency system is activated (either by pulling the manual Alarm Station or by a smoke detector or sprinkler), the life safety system in the building will activate and the following will occur:

1. In compliance with local regulations, four (4) floors are activated in an emergency; the floor of the alarm, the floor above and the two (2) floors below. Relocation is used for floors eight (8) and above; Evacuation is used for floors seven (7) and below.
2. The alarm will sound, the strobes will flash and a pre-recorded announcement will sound over the public address system instructing the affected floors to relocate four floors below or to evacuate (depending on the floor) by using the two emergency stairwells. The stairwell doors will automatically unlock. The sound of the fire alarm is a slow whoop.
3. More specific information may be provided over the public address system concerning the nature of the problem and to give special instructions. Follow these directions and **REMAIN CALM.**
4. The floors that evacuate onto the street level need to assemble at their pre-established gathering point at least two blocks away from the building and wait for instructions from building management and/or the Fire Department or other Civil Authority.
5. The floors that relocate four floors below are to gather in the corridor(s) next to the elevator lobby or near (but outside) the elevator lobby if there are no corridors and wait for instructions from building management and/or the Fire Department or other Civil Authority.

Two emergency stairwells are provided in the building. The North interior stairway (No. 1) opens onto Post Street at the street level. The South stairwell (No. 2) opens onto Kearny Street at the street level. **IN THE EVENT OF AN ALARM OR OTHER EMERGENCY, DO NOT USE THE ELEVATORS.**

## Fire Safety Teams

The Fire Safety Team consists of Building Staff members acting as the Fire Safety Director and Assistant Fire Safety Director. Each tenant must elect a Floor/Suite Warden, Deputy Floor/Suite Warden, Searchers, Stair/Exit Wardens and Elevator Monitors as available. The structure of the Fire Safety Team may vary based on the number of employees in each firm.

### 1. Primary Responsibilities of Building Staff

- Ensure that the Fire Department was notified of the emergency
- Activate the fire alarm if not yet activated
- Ensure elevators have been recalled to ground floor as necessary
- Make emergency public address announcements as necessary

### 2. Secondary Responsibilities of Building Staff

- Provide Fire Department (and/or other governmental authorities) with keys, maps of floors, firefighter's phones and list of persons in need of evacuation assistance.
- Prop open front doors. Keep street entrance areas clear of bystanders. Keep phone lines open as people may be calling in for assistance.

- Relay known information to the Fire Department Officer in Charge
  - a. Location of fire, smoke, medical emergency or alarm
  - b. Location of fire alarm panel
  - c. Location of any known trapped persons
  - d. Location of anyone in need of evacuation assistance
  - e. Lobby Desk and FCC room phone numbers.

## **Tenant Fire Safety Teams – Tenant Responsibility**

### **Floor/Suite Wardens**

The Tenant appoints their own Floor/Suite Wardens (In this document Floor Warden is used interchangeably with Suite Warden). The following is a list of duties each Floor Warden must assume:

- Responsible for the direct coordination of all emergency procedures in the tenant suite or on the entire floor if tenant occupies a full floor.
- Educate new employees and re-educate all employees on a regular basis of the Facility Emergency Plan.
- Be completely familiar with the floor arrangement, number of occupants, and the location of the exits. Know the location of all fire and emergency located equipment and their use.
- Divide the floor population into groups and formulate traffic patterns to be followed when relocating via emergency stairwell exits.
- Appoint Deputy Floor Warden, Searchers, Stair Exit Wardens and Elevator Monitors for emergency relocation or evacuation. Update the roster as necessary and forward any new information to the Management Office.
- Inspect all corridors, aisles and doors on a daily basis to ensure all are unobstructed and provide a clear path of travel in the event of an evacuation or relocation.
- Maintain an up-to-date listing of all mobility impaired personnel and arrange evacuation assistance to the nearest stairwell. Provide updated lists to the Property Management Office monthly.
- Ensure that all people on the floor are notified of a fire or other emergency and that all are relocated to a safe area, if necessary.
- Know the location of intercom system stations in both stairways. They are located on the following floors: basement, 3, 7, 11, 14, 15, and 19. This system may be used to communicate with the Lobby desk at the ground floor if no phone is available.

### **Deputy Floor/Suite Warden**

- The Deputy Floor Warden will assume the duties of the Floor Warden in his/her absence.

### **Searchers**

- Searchers will be under the direction of the Floor Warden. Duties are to include searching all restrooms, offices, conference rooms, storage rooms, etc. to ascertain that all people are off the floor.



**Stair/Exit Wardens**

- Under the direction of the Floor Warden, the Stair/Exit Wardens will assist in directing persons along the pre-planned evacuation route.
- Ensures that all personnel are using the stairwells. Monitors stairs and exits to see that all personnel are proceeding in the proper direction – downward.
- Redirect traffic if a stairwell is blocked. Reassures all personnel to avoid panic.

**Mobility Impaired Buddies**

- Each mobility impaired occupant should have a buddy to assist in the evacuation to the nearest stairwell.

## Appendix A

### FIRE PREVENTION MEASURES

- Discarded files and paper trash should not accumulate in office or storage areas.
- Electrical appliances and electrical cords should be in good condition.
- Electrical outlets should not be overloaded and should not bypass ground electrical plugs.
- Microwave should be monitored when in use to prevent burning food, which could set off the fire alarms.
- **Cooking and the use of toasters is strictly prohibited.** Even light smoke from burning food will trigger an alarm and the automatic relocation/evacuation of multiple floors.
- Personal portable heaters are prohibited.
- Exit ways should not be blocked. Aisles, corridors and doors must be kept unobstructed.
- Corridor or elevator lobby fire doors must not be blocked open.
- Any hazardous conditions are to be reported to the Building Office. Any exit light which is not operating should also be reported to the building staff.

### DETAILED FIRE / EMERGENCY PROCEDURES

#### 1. Report the Fire

Any person seeing or smelling smoke is to warn all persons nearby and must report the fire to the San Francisco Fire Department by calling **911** from a safe location. Operate the nearest manual pull station fire alarm located in the elevator lobbies or the entrance to either stairwell or elevator lobby. DO NOT ASSUME someone else has or will report the fire.

#### 2. Follow instructions

Follow instructions from the Public Address System, Suite/Floor Warden, building staff or governmental authorities as the case may be.

#### 3. Alarm Devices

An intermittent whooping tone and the flashing of strobe lights will indicate that a manual pull station, smoke detector, or water flow switch has been activated on the floor (or on the floor above or below). The strobe lights and siren will sound only on the floor in alarm and the one floor above and two floors below.

#### 4. Floor/Suite Wardens

Floor/Suite Wardens are first to make sure that the fire has been properly reported, and then to supervise the immediate relocation/evacuation of all persons near the fire and of the entire Suite/Floor.

#### 5. Fire Extinguisher Use

Persons familiar and trained in use of the fire extinguishers should attempt to extinguish **SMALL MANAGEABLE FIRES** only if it is safe to do so. **DO NOT let the fire get between you and a means of escape.**

#### 6. Safety tips when exiting

If told to relocate by either the sounding of an alarm or by instructions via the Public Address system, under the direction of the Floor Warden, move to the stairway exits. First test the exit door for heat by touching it before opening the door, then enter the staircase.

*DO NOT OPEN HOT DOORS.* Before opening any door, touch it near the top to see if it is hot. A fire on the other side will blast through the slightest opening with tremendous force and heat. *CLOSE ALL DOORS ALONG THE EXIT ROUTE.*

*DO NOT USE ELEVATORS.* In a fire emergency, the elevators will be recalled to the lobby and shut off. The elevators then can be restarted for use by the Fire Department only.

*USE THE STAIRWELL.* The stairwells are designed to resist fire penetration for two (2) hours and are pressurized to keep smoke from infiltrating this area.

#### 7. Persons with Disabilities

Tenant staff is to be assigned to assist all persons with disabilities requiring assistance to the stairwell vestibule. The vestibule has two-hour rated walls and has an independent ventilation system. Do not attempt to move them down the stairs. The Fire Department will relocate these people to a safe area. As possible a person should be assigned to stay with them for support. Someone else shall report their location to the fire department

#### 8. Relocation versus Evacuation

After accessing the stairwell walk down four floors and re-enter the building. The exception to this FOUR DOWN rule is as follows:

All floors from the 7<sup>th</sup> floor and below shall exit the building and evacuate into the street by walking down the stairwell. For example, if the fire occurs on the 6<sup>th</sup> floor, occupants of the 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> floors shall proceed by either stairway to the Street level and exit the building.

After exiting into the street employees should re-group and meet at their pre-determined location.

Should the situation change, a further announcement will be made to all occupants with new information and instructions. This announcement would be made by the Fire Department or authorized personnel.

When relocating four (4) floors below please remember that this is the first response to an emergency. As mentioned above, in case of a real emergency the Fire Department or other authorized agency will provide further instructions after the relocation. Such instructions may potentially include moving to

another location, exiting the building, staying in place or whatever the authorities determine is the best course of action under the circumstances.

In any case do not re-enter the emergency area until instructed to do so.

#### 9. Defend in Place

- Seal door with wet towels
- Call 911 to report location and condition
- Open window for fresh-air if possible, (Do not break windows unless in absolute danger of smoke inhalation)
- If window is open or broken, hang a bright object from window
- Breathe through wet towel and stay low
- If trapped in smoke filled room or corridor:
  - Crawl on hands and knees to safe area
  - Try to get to the stairwell or away from the fire/smoke in a smoke free room and defend in place

#### **Preparatory Trainings**

- Floor Warden Training is scheduled annually in November
  - Training is performed virtually or onsite in vacant space
- Fire Drill is scheduled annually in December or shortly after Floor Warden Training.

## **Appendix B**

### **PUBLIC ADDRESS ANNOUNCEMENTS**

#### **A) FLOORS 2 THROUGH 7 - EVACUATION**

Upon sounding the Fire Alarm, all tenants under the directions of Floor Warden(s) must move to exits, test door for heat, enter staircase, walk down the stairwell and exit the building.

Sample Script – of Public Address Announcements

“May I have your attention please. May I have your attention please. A situation currently exists on Floor five (5) that requires immediate evacuation of your floor. Please follow exit signs to stairways. DO NOT use elevators. I repeat, DO NOT use elevators. Please exit the building.”

#### **B) FLOORS 8 THROUGH 21 - RELOCATION**

Upon sounding of Alarm and Public Address System, tenants on the Fire Floor, the floor above and two floors below, under the direction of the Floor Warden, move to exits, test door for heat, enter staircase, walk down **four** floors and re-enter body of building.

Sample Script – of Public Address Announcements

“May I have your attention please. May I have your attention please. A situation currently exists on Floor 15 that requires immediate evacuation of your floor. Please follow exit signs to stairways. DO NOT use elevators. I repeat, DO NOT use elevators. Please walk down four floors down, exit the stairwell and re-enter the building.”

## Appendix C

### EARTHQUAKE EMERGENCY PROCEDURES

#### Before the Quake

##### 1. Earthquake proofing

- Large book cases and file cabinets are to be mounted to the wall.
- Cabinet doors are to be latched at all times.
- Appliances and machinery are to be tied down.

##### 2. Earthquake Preparedness Measures

Tenants are to devise their own plans to provide for their employees in the event of an earthquake or other disaster. The building does not carry emergency water or food supplies. It is suggested that Tenants have emergency supplies which include, but are not limited to, the following:

- Non-perishable food and bottled water to last for at least 3 days
- First Aid kits and prescribed medication as needed
- Blankets and extra clothing, sturdy shoes
- Battery-powered lighting and radios (or portable TV)
- Large plastic bags
- Duct Tape
- Scissors

##### 3. Communication

- Emergency list of Employees
- Emergency list of Vendors
- Telephone Tree List. (Where each person is responsible to call the next person on the list until one person is contacted)

##### 4. Fire Drill participation is required

## During an Earthquake

Most injuries incurred during an earthquake result from falling objects or debris dislodged by the quake. During an earthquake the following must be observed:

- Remain calm.
- Remain indoors.
- Move away from windows/glass.
- Take cover under desk, tables, or strong doorways.
- Keep clear of file cabinets, shelves, and high-stacked material.
- Check for any injured persons and administer first aid.
- Do not start or pass rumors.
- Floor Wardens should check damage and injuries and be prepared to expedite evacuation of any serious injuries.
- In the event of a fire resulting from an earthquake, follow fire emergency procedures.

Elevators are equipped with seismic detectors and when activated will automatically stop the car on the nearest floor and open the doors. Exit the elevator at this time and follow the directions of the Floor Warden.

## After The Earthquake

Remain in the building and be prepared for aftershocks. Generally most are smaller than the main shock, but some may be large enough to cause additional damage. If the earthquake is major, you may have to remain in the building for up to three days. Plan accordingly.

### 1. Gas

Should you smell gas DO NOT use matches, candles, or any open flames. If you smell gas contact the Management Office immediately.

### 2. Electricity

**DO NOT** touch fallen or damaged electrical wires

**DO NOT** touch any electrical equipment, outlet or switch if you are wet or standing in water

**DO NOT** touch any wet electrical appliance while it is plugged in until you have turned off the main power switch. Unplug the appliance and allow it to dry thoroughly before using.

### 3. Water

If pipes are broken inside the suite, Building Management should be notified. **DO NOT** flush if sewer lines are broken.

Immediately clean-up flammable liquids, medicines, and other harmful materials which have been spilled. Open closet and storage doors carefully, as objects may fall from their shelves.

## **Appendix D**

### **BOMB THREAT EMERGENCY PROCEDURES**

#### **In the Event of a Bomb Threat**

In an emergency plan for bomb threats or bomb incidents, all situations will not be identical and any procedure must be weighed accordingly using good judgment and cooperation from all employees.

Immediate arbitrary evacuation upon receipt of a bomb threat is not recommended. If the Police or Fire Department suggest evacuation, it is important to have the tenant staff make a quick visual search of their own desks and surrounding areas. The purpose of this is to locate any unusual items which only the occupants would know if it was out of place in that area. Suspicious items might be cardboard boxes, bags, purses, or briefcases left in unusual places. If an item is located, it is important to notify the proper authorities. Do not move or cover any suspicious packages.

In case of evacuation due to a bomb threat, the elevators can be used. However, in case of a bomb explosion or a fire, the elevators cannot be used unless specific instructions are given by the Fire Department or the Police Department. In other words, if a threat becomes a fact and a real emergency occurs, stairwells should be used for evacuation.

#### **Receiving a Bomb Threat**

It is absolutely essential that the person in receipt of a bomb threat call not risk breaking the telephone connection by attempting to transfer the call to another party.

In the event that a bomb threat is phoned into your office, attempt to obtain a record of as much pertinent information as possible. The attached checklist is to be used when speaking to the caller. The questions at the top of the list are to be used to find out as much information as possible.

911 then should be called immediately, followed by Security at 415-439-6758.

Building Management will assist the Police, Fire Department, and Bomb Squad in searching the tenant areas. Whenever possible, each floor should have a representative available to assist with the search of their area. Please keep all threatened areas clear of transmitters of any kind.



## BOMB THREAT CHECKLIST

### QUESTIONS TO ASK

### EXACT WORDING OF THREAT

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is it right now? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why? \_\_\_\_\_
8. What is your address? \_\_\_\_\_
9. What is your name? \_\_\_\_\_

Sex of caller \_\_\_\_\_ Age \_\_\_\_\_ Race \_\_\_\_\_ Length of call \_\_\_\_\_

### CALLER'S VOICE:

- |                                   |                                   |  |   |
|-----------------------------------|-----------------------------------|--|---|
| <input type="checkbox"/> Calm     | <input type="checkbox"/> Crying   | <input type="checkbox"/> Deep            | If voice is familiar,<br>what did it sound<br>like?<br>_____<br>_____<br>_____<br>_____ |
| <input type="checkbox"/> Angry    | <input type="checkbox"/> Normal   | <input type="checkbox"/> Ragged          |   |
| <input type="checkbox"/> Excited  | <input type="checkbox"/> Distinct | <input type="checkbox"/> Clearing Throat |   |
| <input type="checkbox"/> Slow     | <input type="checkbox"/> Slurred  | <input type="checkbox"/> Deep breathing  |   |
| <input type="checkbox"/> Rapid    | <input type="checkbox"/> Nasal    | <input type="checkbox"/> Cracking voice  |   |
| <input type="checkbox"/> Soft     | <input type="checkbox"/> Stutter  | <input type="checkbox"/> Disguised       |   |
| <input type="checkbox"/> Loud     | <input type="checkbox"/> Lisp     | <input type="checkbox"/> Accent          |   |
| <input type="checkbox"/> Laughing | <input type="checkbox"/> Raspy    | <input type="checkbox"/> Familiar        |   |

### BACKGROUND SOUNDS:

- |   |  |  |       |
|---|--|--|-------|
| <input type="checkbox"/> Street         | <input type="checkbox"/> Motor         | <input type="checkbox"/> Local         | _____ |
| <input type="checkbox"/> Noises/Voices  | <input type="checkbox"/> Office        | <input type="checkbox"/> Long Distance | _____ |
| <input type="checkbox"/> P/A System     | <input type="checkbox"/> Machinery     | <input type="checkbox"/> Booth         | _____ |
| <input type="checkbox"/> Music          | <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Other _____   | _____ |
| <input type="checkbox"/> Kitchen Noises | <input type="checkbox"/> Clear         |  | _____ |
| <input type="checkbox"/> House Noises   | <input type="checkbox"/> Static        |  | _____ |

### THREAT LANGUAGE:

- |   |   |
|---|---|
| <input type="checkbox"/> Well-Spoken (educated) | <input type="checkbox"/> Incoherent                   |
| <input type="checkbox"/> Foul                   | <input type="checkbox"/> Taped                        |
| <input type="checkbox"/> Irrational             | <input type="checkbox"/> Message read by threat maker |

REMARKS \_\_\_\_\_

Report call immediately to Building Office, 415-675-7990 or to the Main Lobby Desk, 415-439-6758

Fill out completely, immediately after threat: Date: \_\_\_\_/\_\_\_\_/\_\_\_\_.

Name \_\_\_\_\_ Position \_\_\_\_\_ Phone Number \_\_\_\_\_

## Appendix E

### OTHER EMERGENCIES

#### **Civil Unrest – Considerations / Checklist**

##### **If you find yourself or property in a civil unrest situation, consider the following:**

- ☐ Secure / protect your property and building occupants as soon as possible.
- ☐ Immediately escalate to local law enforcement (911).
- ☐ Notify your tenants, client and management (Group Manager, Regional Manager, etc.).
- ☐ As necessary, notify all JLL Public Relations, Insurance / Risk Management, and/or Legal.
- ☐ Document EVERYTHING.
- ☐ If required by business practice, notify JLL Crisis Hotline, [Emergency.Response@am.ill.com](mailto:Emergency.Response@am.ill.com), or for Retail, contact your Regional Manager and Regional Operations team for additional support.

#### **Assumptions**

- Limited services from local government: police, fire, emergency, medical.
- Increased demand for private / contract security.
- Civil unrest areas may be blocked off, making entry impossible, even for emergency crews.

#### **Risk Assessment**

- Identify high-risk areas within building (glass storefronts, loading dock, lobbies, high value material, electrical transformers & switchgear, pumps stations, etc.)
- Identify high-risk areas near your building (e.g. public transportation hubs, utility substations, government buildings, courthouses, etc.).

#### **Physical / Technology**

- Walk the exterior of the building and remove items that could be used to cause property damage (garbage cans, signs/sign poles, outdoor furniture or umbrellas, potential projectiles, etc.). Include all furnishings owned by tenants and anchors.
- Lock hopper door for trash compactors. Secure/chain remove from site or relocate away from building all FEL containers.
- Remove scaffolding and/or other construction material / equipment (ladders, tools, scissor lifts, open top trash containers, etc.).
- Inspect exterior lighting. Program exterior lighting to remain on 24 hours per day during rumored events.
- Inspect exterior cameras (are they functional / cleaned domes, etc.).
- Inspect exterior doors (do they properly close & latch. Ensure latch guards are in place).
- Place elevators in secured mode requiring card access for usage.

#### **Procedural**

- Identify alternate egress / exit routes. Ensure they are unobstructed.
- Identify shelter-in-place area(s), especially if building is breached and building team must shelter-in-place.

## **Preparations**

- Maintain communications with your business line representative of the CERT (JLL's Corporate Emergency Response Team).
- Ensure you have the JLL Crisis Hotline at (877) 527-0033 on your phone and/or JLL Emergency Response at Emergency.Response@am.jll.com or your Retail Regional contacts.

## **Elevator Emergency**

Should an elevator stop with passengers, remain calm. Elevators are actually very safe and equipped with several safety features.

Each elevator is equipped with an alarm button and a telephone button. The alarm button will ring a loud bell and the telephone button will call the Lobby Desk via a land line. The Lobby Desk will assist you. The elevator will then re-activated by trained personnel (not building personnel).

### **1. Emergency Use**

During an emergency the elevators can be automatically recalled to the Lobby level.

### **2. Emergency Button**

The emergency alarm bell is to be operated manually by passengers when there is a problem. This bell notifies the Lobby Desk and the attendant will be able to speak to the passengers via the speakers.

## **Power Failures**

Should a power failure occur, it is recommended that tenants turn off all electrical equipment, such as computers, copiers, fax machines. This office equipment should be turned back on only after the power has been restored.

The Property Management Office will notify tenant with available information regarding the cause and length of the power outage. Each tenant needs to determine what action to take.

88 Kearny has an emergency generator to provide power to the stairwells, exit lights, emergency light fixtures, elevators and all emergency systems.

## **Medical Emergencies**

Tenants should obtain first aid kits for all employees to treat minor medical emergencies. For any larger emergencies, **911** should be called immediately and the Security console at 415-439-6758 afterward. The building will be readied for the arrival of the emergency teams. Until professional help arrives, the person should be kept where they are and be made as comfortable as possible.

To save valuable time in a serious emergency, determine, if possible, the nature of the problem from the patient, what medication, if any, has been taken, the name and location of the patient's regular physician.

- Call for help and if no one is around call 911. Then call security at 415-439-6758.
- Give your exact location; street address, floor, suite number and caller's phone number.

## **Toxic Emergencies**

- Any and all toxic emergencies should be called into **911** immediately.

- Notify security as soon as possible.
- Keep all other people out of the affected area, close doors and stand by for emergency teams.
- Containment procedures will be implemented as required by building staff.

**If thick smoke or a biological attack is detected outside the building, please shelter in place until advised otherwise by Civil Authorities.**