

A SAFE ENVIRONMENT

Your safety greatly depends upon how you react in the unlikely event of a fire, severe weather, or other emergency situation while you are at the Russ Building. We encourage you to read this pamphlet carefully, and keep it handy for quick reference during an emergency.

The purpose of this pamphlet is to provide important safety information concerning this building. These are only guidelines; this pamphlet is not designed to cover every circumstance. Your common sense in an emergency is still required. If you have any questions regarding your safety while in this building, please do not hesitate to contact the Building Management Office.

EMERGENCY: 9-1-1

Building Management (415) 421-7424

If you have any physical condition, temporary or permanent, that may hinder you in an emergency and potential evacuation of your work location, please provide the following information to the Management Office. Please cut out this form or copy it, fill out the form, and submit to the Building Management Office.

Name: _____

Company: _____

Suite: _____

Telephone: _____ Ext. _____

Special Needs: _____

Inclusive Dates(if applicable): _____

EARTHQUAKE

- 1) **STAY** calm. Do not panic!
- 2) **GET AWAY** from windows, temporary walls or partitions, and freestanding objects such as file cabinets and hanging objects.

- 3) **DUCK** or drop to the floor in an effort to protect head and neck.
- 4) **HOLD:** If you take cover under a sturdy piece of furniture, hold onto it and be prepared to move with it.
- 5) **STAY PUT:** Hold this position until the ground and/or building stops shaking and it is safe to move.

DO NOT USE ELEVATORS! If you are already in an elevator in the event of an earthquake, the elevator will stop, lock in place, and remain in that position until the elevator company technician arrives and it is safe for you to exit the elevator.

AFTER AN EARTHQUAKE:

- 1) **BE PREPARED** for aftershocks. If you are outside, do not return to your office or area until authorized.
- 2) **CHECK FOR** injuries and administer first aid if necessary. Only qualified individuals should administer first aid.
- 3) **REPLACE** telephone handsets that have been shaken off. **Do not try to use the telephone except 9-1-1 for emergencies.**
- 4) **DO NOT USE ELEVATORS.** When exiting, make sure that the exit path is safe to use

MEDICAL EMERGENCY

- 1) **DO NOT** attempt to move the person unless there is further danger. Administer first aid if necessary. Only qualified individuals should administer first aid.
- 2) **CALL** Paramedics. Dial 9-1-1.
Report the following information:
Address: 235 Montgomery Street
Floor and Suite Number: _____
Cross Street: Kearny Street & Bush Street
Your Telephone Call Back Number: _____
- 3) **CALL** the Building Management Office (415) 421-7424
- 4) **POST** one person at the passenger elevator to lead the medical team to the injured person.

POWER OUTAGE

- 1) Remain calm and in place.
- 2) Turn on battery-powered radio to find out what is happening in your area.
- 3) Building Management will provide information and instructions as needed.

BOMB THREAT

DO NOT use a cellular telephone, or touch a suspected bomb or unusual device.

- 1) Attract the attention of another person if possible. Have that person call Building Management (415) 421-7424 to request the call on your telephone line be traced and to request police response.
- 2) Get as much information as possible from the caller; keep the person on the telephone as long as possible. Below is a form to begin filling out as soon as possible.
- 3) Survey your immediate work area and report any suspicious items to Security. Immediately report the incident to the Building Management (415) 421-7424.

BOMB THREAT FORM

Date of Call: _____ Time of call: _____

QUESTIONS TO ASK:

When is the bomb going to explode? _____

Where is the bomb right now? _____

What kind of bomb is it? _____

What does it look like? _____

Why did you place the bomb? _____

IDENTITY OF CALLER:

Voice:

Loud ___ Soft ___

High Pitch ___ Deep ___

Raspy ___ Pleasant ___

Nasal ___ Poor ___

Intoxicated ___ Other ___

Speech:

Fast ___ Slow ___

Distant ___ Good ___

Foul ___ Stutter ___

Manner:

Calm ___ Angry ___

Rational ___ Irrational ___

Emotional ___ Deliberate ___

Coherent ___ Nervous ___

Other ___

Accent:

Local ___ Foreign ___

Ethnic ___ Regional ___

Type _____

IF YOU DISCOVER FIRE OR SMOKE

- 1) Alert people to leave the area.

DO NOT ATTEMPT TO RUN THROUGH FLAMES

- 2) Confine the fire by closing doors. Do NOT lock them.
- 3) Activate the fire alarm pull station closest to area.
- 4) Call the fire department: Dial 9-1-1.

Report the following information:

Address: 235 Montgomery Street

Floor and Suite Number: _____

Location: Kearny Street & Bush Street

Telephone Call Back Number: _____

LET THE EMERGENCY OPERATOR HANG UP FIRST

If possible, contact Building Management at:
(415) 421-7424

DO NOT USE AN ELEVATOR

- 5) **EVACUATION:** Proceed to the nearest safe stair or exit and completely evacuate the building to your employer-designated outside Safe Refuge Area, or at least 300' from the building.
- 6) Check in with a Floor Warden, and remain in place until further directed by Building Management, Security or the fire department.

IF YOU HEAR OR SEE THE FIRE ALARM

- 1) When leaving a room, feel doors with back of your hand before opening them; do not open any doors that appear to be hot. Close doors behind you, but do NOT lock them.
- 2) Do not return to any location for articles left behind.
- 3) If smoke is present, stay low. The best quality of air is near the floor (approximately 12" to 18" up from the floor).

DO NOT USE AN ELEVATOR

- 4) **EVACUATION:** Proceed to the nearest safe stair or exit and completely evacuate the building to your employer-designated outside Safe Refuge Area, at least 300' from the building.
- 5) Check in with a Floor Warden, and remain in place until further directed by Security, Building Management or the fire department.

IF YOU ARE TRAPPED IN AN OFFICE

- 1) Wedge cloth material along the bottom of door to keep out smoke.
- 2) Close doors between you and the fire. Do NOT lock them.
- 3) Call 9-1-1 and notify the fire department of location and situation.
- 7) Call Building Management at (415) 421-7424.
- 5) If windows can be opened and you must have air, open the window. Break a window only as a last resort, as a broken window can adversely impact your oxygen supply and can act as a vacuum for smoke and/or fire.

EMERGENCY PROCEDURES



**Russ Building
San Francisco, California**