



In case of emergency, stay calm and help others.
 Listen for instructions.
 Know your exits.

My nearest exit is: _____

My next nearest exit is: _____

My Floor Warden is: _____

101 CALIFORNIA QUICK REFERENCE

If You Discover a Fire:

1. Pull the Fire Alarm Box (Manual Pull Station).
2. Call the Fire Department at: 911
3. Call the Building Management Office at: 398-8655
4. Notify your Floor Warden and others in your work area.

If You Hear the Fire Alarm or See the Strobe Lights:

1. Stay calm.
2. Follow instructions.
3. Close doors behind you.
4. If instructed to do so, relocate to the appropriate floor.
 People on floors 2-7 will relocate outside the building.
5. Do not use the elevators.
6. If you are in an elevator which serves an affected floor, it will descend to its base level and open automatically.
7. If smoke is present, stay low.
8. If you are outside the building, stay far enough away to avoid falling glass.

In Case of Earthquake:

1. Get under a table or desk.
2. Stay away from windows.
3. Do not use elevators or stairs.
4. Listen for instructions.

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EMERGENCY PROCEDURES





EMERGENCY PROCEDURES

Floors 2-7

In the event of a fire, earthquake, or power failure, building systems in 101 California will respond automatically to contain the damage. All main building systems can also be controlled manually.

What You Should Do to Prepare For an Emergency

1. Be familiar with the location of:
 - Manual Pull Stations/Alarm Boxes
 - Stairwells
 - Public Address Speakers
 - Floor Wardens
 - Emergency First Aid Supplies
2. Have a change of clothes available in case of an earthquake, including comfortable walking shoes and any medications/personal items required for up to 72 hours.
3. Be familiar with the procedures in this manual and any emergency procedures of your company.

The Alarm System

The San Francisco Fire Department is familiar with our systems and will be on site quickly in the event of a fire alarm. There is very little risk of fire spreading in 101 California, but in the event there is an emergency, it is essential that you be able to do your part.

When there is a fire alarm, building systems will respond automatically, including:

- Smoke Dampers automatically isolate the fire zone.
- Air Handling Units on the floor will shut down.
- Stairwells are pressurized to keep fire and smoke from spreading.
- All stairwell doors are automatically unlocked.
- An audible siren and strobe lights will be activated on the floor of the alarm.
- Smoke doors on the floor will close but will remain unlocked.

If You Hear The Fire Alarm Or See The Strobe Lights

1. Stay calm.
2. Listen for instructions.
You may be asked to search the restrooms or offices or to help disabled people from the area.
3. Feel doors before opening them. Do not open any that are hot.
4. Close doors behind you, but do not lock them. Do not return for papers or personal articles.
5. Use the stairs. People on floors 2-7 will relocate outside the building. If you are disabled, await help in the stairwells.

6. Do not use the elevators.
If a smoke detector in the elevator lobby on that floor is activated, elevators in the affected bank will automatically return to their base level and open.
7. If smoke is present, stay low.
The best air is near the floor.
8. If you are trapped by smoke, remain calm.
Put a towel or article of clothing under the doors. If you are near a perimeter window, signal for help by placing a sign on the window.
9. If you are outside the building during a fire, stay far enough away to avoid possible falling glass.

If You Discover A Fire

1. Pull the Fire Alarm Box
(Also known as the Manual Pull Station).
Alarm Boxes/Pull Stations are located at



- each stairwell door, in the elevator lobbies (both passenger and service) and at some building exits.
2. Call 911
3. Call the Building Management office at: 398-8655



4. Notify your Floor Warden and others on your floor. It is your responsibility to know who your Floor Warden is and where his/her office is located.
- 5) Close doors behind you, but do not lock them.

If There is an Earthquake

During an earthquake you are safer inside the building than you are outside. If you do feel a tremor:

1. Get under a table or desk to protect yourself from flying objects.
2. Stay away from windows.
3. Do not use the elevators.
Elevators will slowly go to the next floor and open. Stay in the elevator lobby; this is the strongest part of the building.
4. Listen for instructions.
5. Do not attempt to use the stairs or evacuate the building without being instructed to do so.

If You Receive a Bomb Threat

If you receive a bomb threat, try to get as much information as you can about the location and type of bomb, its detonation time, and the reason for its placement. Then perform the following:

1. Call the San Francisco Police Department at: 553-0123

2. Call the Building Management Office at: 398-8655
3. Inspect your own work area but do not touch or remove any suspicious devices or unusual objects.

The decision whether to relocate from the building is the responsibility of the senior officer of each tenant company.

If You Discover a Suspicious Device or Unusual Object

1. If you do find a suspicious device or unusual object, do not attempt to move or touch it.
2. Call 911
3. Call the Building Management office at: 398-8655

The San Francisco Police Department will be on site quickly to respond to the situation.

In Case of a Medical Emergency

If there is a medical emergency in your work area:

1. Call 911
2. Call the Building Management office at: 398-8655
3. Keep calm.
4. Provide any medical assistance that your training will allow.

