

# TOWERS AT EMERYVILLE

## BUILDING GUIDE

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# INTRODUCTION

## WELCOME

This Tenant Services Manual was designed to answer many of the immediate questions you may have about the property, building regulations, policies and operating procedures. You will find most of your day-to-day questions answered in the first section, General Information.

The Moving Deliveries and Contractors and Emergency Procedures sections provide you with the official policies upheld by the property. This information is available as a resource as well as to give you an understanding of how the property is managed.

We've also included the most common forms that you will need during your tenancy. These forms may be duplicated for your use.

The Amenities section highlights some local amenities that you may enjoy.

Property Management  
The Towers Emeryville

# BUILDING INFORMATION

## HOURS OF OPERATION

The hours of operation are designated below:

Monday - Friday	7:00 AM - 6:00 PM
Saturday	Closed
Sunday	Closed

\* If you plan to work after hours and need HVAC services please see the [Building Services Page](#).

## HOLIDAYS

You may always access the building through the card key system, however, the building will be **closed** and heating / air conditioning will not be provided on the following state and federal holidays:

- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

On these days, the following conditions will prevail:

- You may call the management office by 12:00 Noon the day before a holiday to schedule overtime HVAC. There will be an hourly charge for this service.
- After hours, weekend and holiday access to the building will be granted only with an assigned access card. For further information regarding access refer to the Security page.
- The Property Management Office will be closed.
- There will be no air conditioning, heating or ventilation.
- There will be no janitorial service.
- Building Courtesy officer available.

## AMENITIES

Acme continues to grow in occupancy and amenities. Amenities that are currently in place or will be in the near future include:

### Fitness Center

The exercise facility is located on the Terrace level of the building. For access to the exercise facility your

company must have a signed Exculpatory Agreement, and each individual must sign a waiver. After the waiver is signed, you will also have access into the locker rooms. Lockers are strictly for use while working out or using the shower facilities; please do not keep items in the lockers during any other time.;If any personal items are left in the lockers, the cleaning crew has been instructed to remove locks and return these items to the security desk.

### **Drive-Thru Lane**

The front drive-thru is a fire lane and serves as access for emergency response vehicles only. Please do not leave your vehicle unattended in the fire lane. Local authorities will ticket any vehicles left unattended. Acme provides five 15-minute loading and unloading delivery parking stalls on the fourth level of the garage. These are available for tenants and tenant deliveries. Please help us by using these only for their designated 15-minute time frame. This will ensure there are adequate loading and unloading stalls for all; tenants and their visitors.

### **Deli**

Café for breakfast and lunch 7:00 a.m. - 3:00 p.m.

### **Conference Center**

The building conference room can accomodate up to 50 people and is reserved on a first come, first serve basis through the management office tenant portal. There is not a charge for using the room.

### **Notary Service**

Available in the management office.

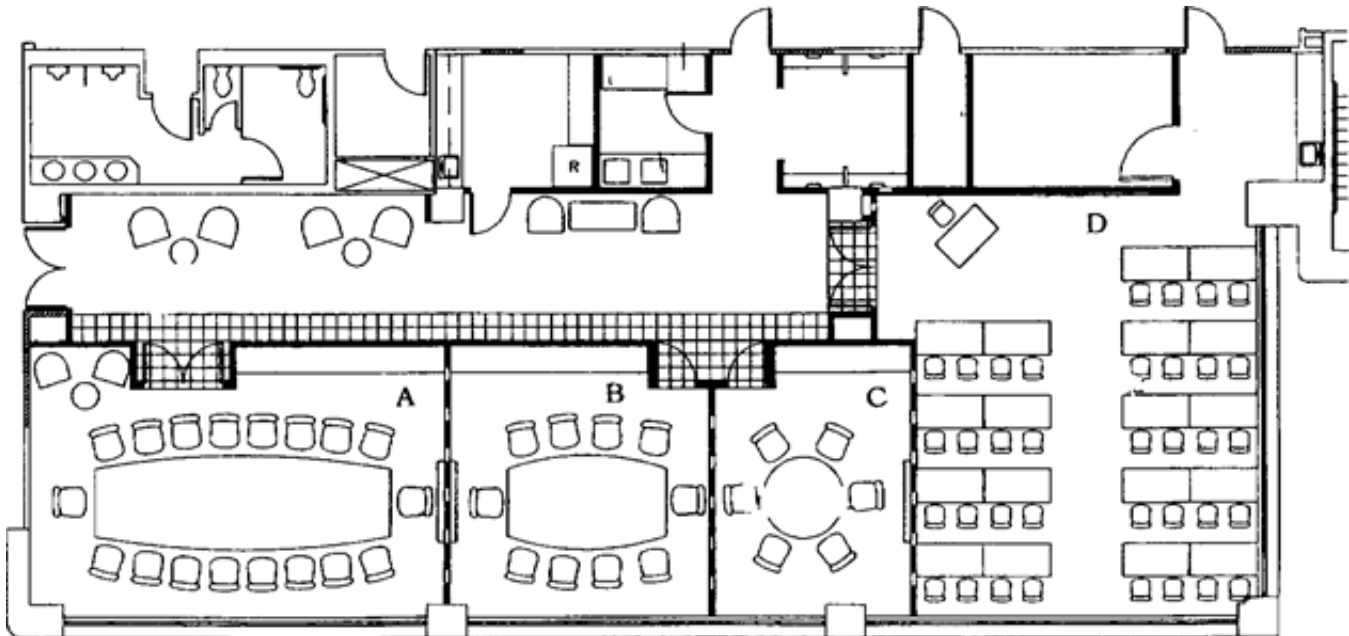
# BUILDING SERVICES

## CONFERENCE ROOM

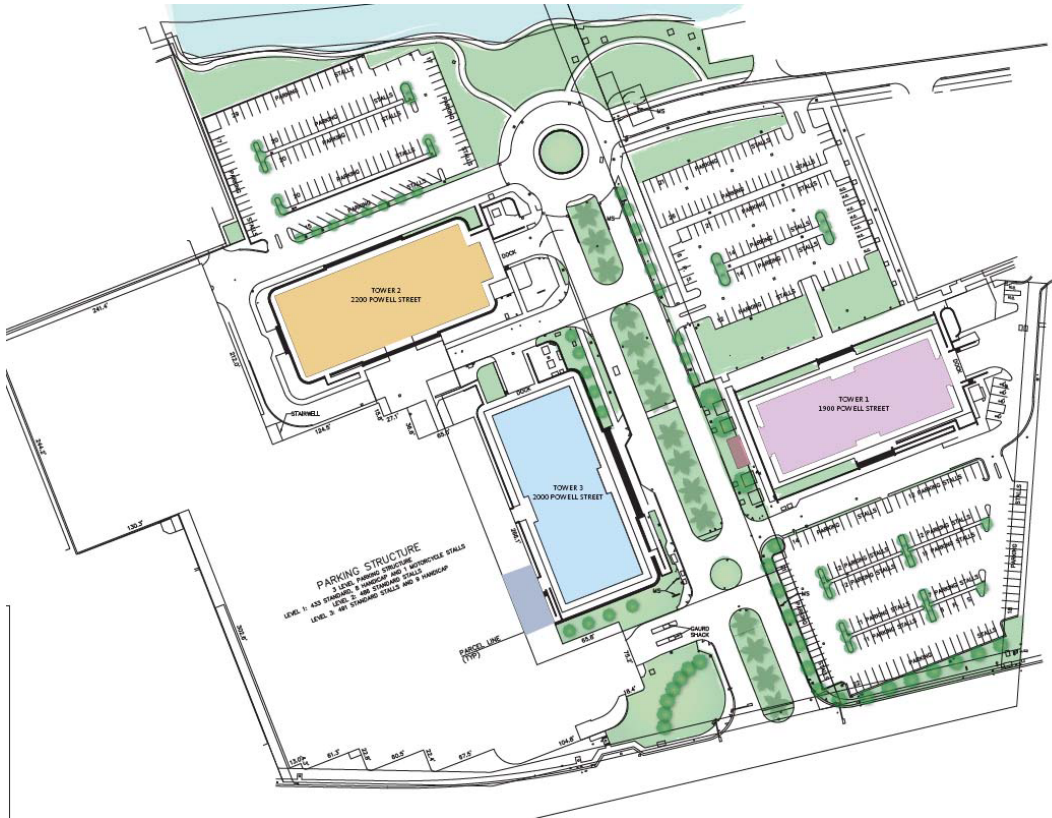
### Conference Center Floor Plan

Conference room description and layout:

Room	Number of People	Set Up/Rental Fee
Conference Room A	16 - 18	No charge
Conference Room B	8 - 10	No charge
Conference Room C	4 - 6	No charge
Conference Room D	< 36	No charge



## BIKE RACK SITE PLAN



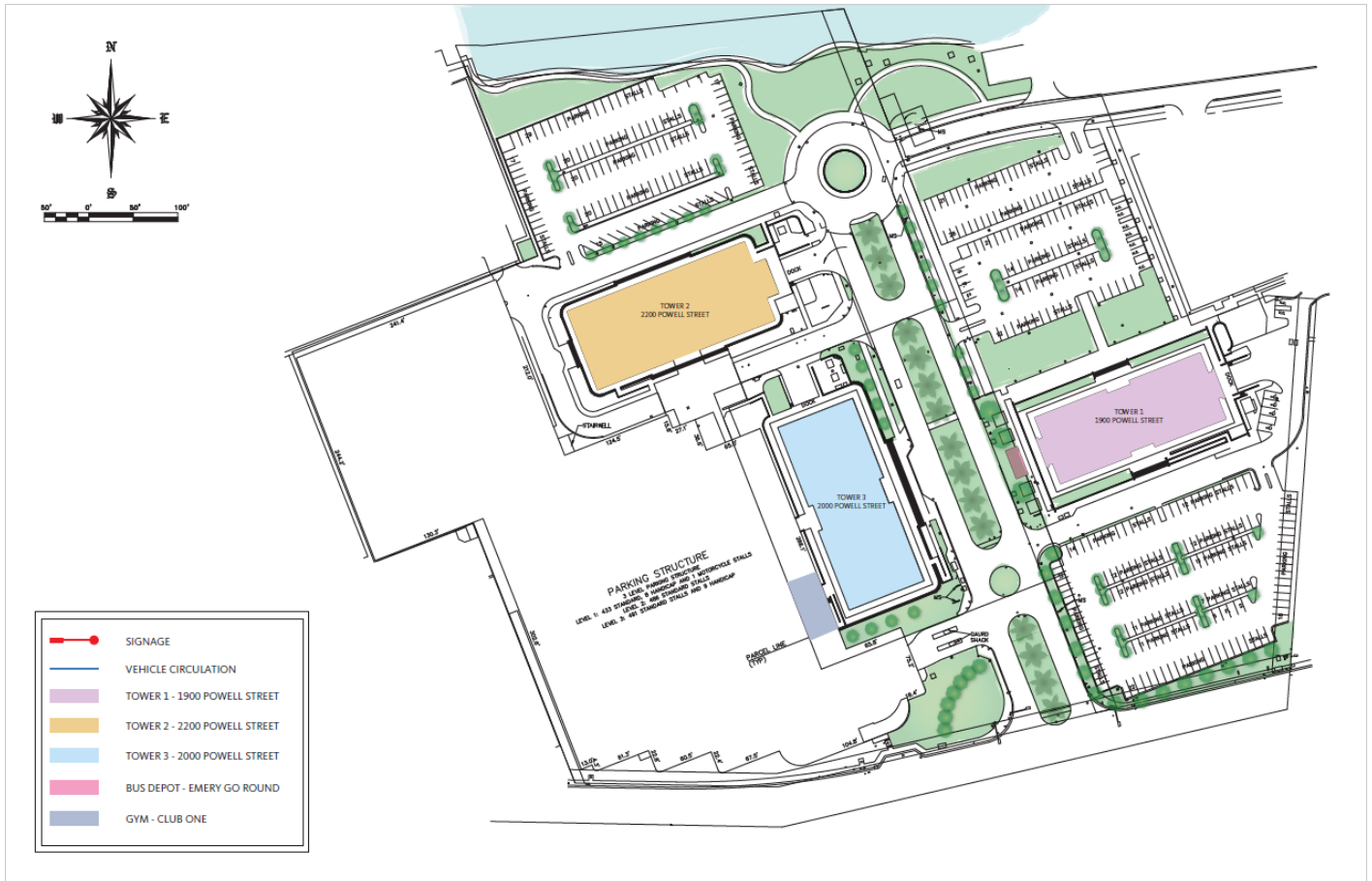
Bike Rack Site Map:

Bike racks are distributed evenly throughout the site and are available on firstcome first-serve basis only. Bike locks are not provided and will need to be brought by the individual owner for use.

Please note that bicycles cannot be left overnight or stored at any time. These bicycles will be considered abandoned and the locks will be cut for removal

## THE TOWERS EMERYVILLE SITE MAP





## RED BISON NETWORK AND SERVICES

Red Bison Network is installed throughout the Towers at Emeryville. Red Bison broadband Internet is fully-redundant, secure and very fast. Contact us at [redbison.us/emeryville](http://redbison.us/emeryville) and be instantly and securely connected to the Red Bison Wi-Fi Network. There are no contracts for Wi-Fi subscriptions. Red Bison provides 24/7 customer service and support, with a 1-hour guaranteed response. Red Bison also offers a comprehensive suite of value-added services such as VOIP, remote work solution, next-generation firewalls and firewall management, network monitoring and management, antivirus, cloud and edge compute solutions.

For more information, email [info@redbison.us](mailto:info@redbison.us), call (877) 583-0496 or visit us at [redbison.us/emeryville](http://redbison.us/emeryville)



# EMERGENCIES

## 1900 POWELL STREET

Please report any emergencies directly to the proper authorities, and notify the Acme Management Office.

When placing a 911 call, it is important to state the following information.

1. Your name
2. Telephone number where you can be reached
3. Company name and address, including suite number
4. Type of emergency

It is important to assign fire wardens for your suite. They will be provided with additional information regarding fire and life safety systems in the building.

Please click on the link below for more detailed information about emergency procedures.

- [Emergency Plan 2015](#)

## EMERGENCY PHONE NUMBERS

<b>Fire:</b>	Emergency only:	<b>9-1-1</b>
	Non-emergency fire department calls:	510--596-3750
<b>Police:</b>	Emergency only:	<b>9-1-1</b>
	Non-emergency calls:	510-596-3700
<b>Ambulance/Paramedics:</b>		<b>9-1-1</b>

Security (During normal hours)	510-594-3100
Security (after normal hours)	510-715-9534
Building Management Office	510-594-3100
Building Engineer	510-594-3100
Poison Control	800-876-4766
Urgent Care Medical: Concentra Urgent Care Oakland	510-465-9565
384 Embarcadero West, Oakland, CA (After hours phone 510-204-2750)	
Hospitals: Kaiser Oakland Medical Center	510-752-1000
280 West MacArthur Blvd, Oakland	

Alta Bates Summit Medical Center  
350 Hawthorne Ave, Oakland, CA

510-655-4000

**Other Agencies:**

Emeryville Department of Public Works

510-596-4330

California Office of Emergency Services

800-852-7550

National Response Center

800-464-8802

## PURPOSE OF PLAN

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

## INTRODUCTION FROM BUILDING MANAGEMENT

1900 Powell Street Building (also known as Tower One) is steel beam and reinforced concrete, post tension cable construction built in 1972. It is a twelve-story office/retail building with roof mechanical penthouse area. The building is approximately 217,000 square feet.

It is equipped with a variety of modern life-safety systems. The building includes a wet sprinkler system with flow detectors; smoke detectors, manual pull stations, two egress stairwells with fan pressurization, and an elevator recall system.

## 1900 POWELL STREET BUILDING LIFE SAFETY FEATURES

### **Sprinkler System and Fire Pump and Hoses**

1900 Powell building has an automatic sprinkler system with water flow and tamper alarms in all areas. An electric fire pump located at the east end of the first floor of the building provides system water pressure as needed throughout the building. On activation of any sprinkler head, an alarm will sound in the building and will also summon the alarm monitoring company 24 hours per day and building security and building engineering personnel during normal working hours. Note: Do not store materials on shelving or cabinets higher than 18 inches from end of the ceiling sprinkler head.

### **Fire Alarm, Strobe Lights and Smoke Detection**

The activation of any alarm device does not connect directly to the Fire Department. The building alarm monitoring company, as well as building staff and tenants notifies the Fire Department with the event of an alarm. Smoke detectors are located in all elevator lobbies. Smoke detected in elevator lobbies will recall all elevator cars to the first floor.

## **Standpipes**

The building has both wet standpipes and risers. Standpipes are utilized by the Fire Department to connect their fire hoses to fight a fire.

## **Extinguishers**

ABC fire extinguishers are located throughout the building. Notify the building management if you have used an extinguisher so that a full replacement can be secured.

## **Public Address**

A public address system offers one way communication between the Fire Control Room and any individual or any floors in combination or all floors including stairwells and elevators.

## **Fire Control Room/FCC**

The fire control panel is located at the east end of the building. There is a pull station in the FCC. The fire alarm system is monitored by an outside alarm monitoring company.

## **Door Release System**

Doors on some floors, including those in some elevator lobbies and located in fire-rated corridors are equipped with magnetic hold-open devices. If any device on the floor is tripped, these devices will release the doors on that floor, impeding the spread of fire and/or smoke.

## **Emergency Lighting**

A 150 Kw emergency generator is located in an exterior room south of the loading dock at the building's east end. This generator will support all fire alarm, detection and protection equipment; emergency lighting in corridors and stairways; one elevator and the PA system when electrical power is lost. The diesel generator tank holds 250 gallons of fuel.

## Stairwells and Emergency Telephones

Fire rated doors and walls within the stairwells affords occupants required exit protection. Know the location of both stairwells in the building. Both stairwells are enclosed with signage noting floor.

Emergency phones that dial down to the FCC are located on the 12th, 8th and 4th floors of each stairwell. Fire department phone jacks are located on every stairwell landing and elevator lobby.

Stairwell/Escape	Location	Services
Stairwell One	East end exits to first floor service corridor	1st – Roof
Stairwell Two	West end has vestibule, exits on north side of building	1st - roof

## Elevator Recall and Emergency Service

There are four elevators in the building. All elevators will recall to the main lobby if any smoke device is activated in the building.

### Elevator Car Number Service Area

1, 2, 3, 4

Lobby – 12th Floor

Elevators are a dangerous place to be in a fire. Accordingly, the following systems have been installed to protect persons using or attempting to use the elevators during a fire:

- Automatic Recall: Throughout the building there are smoke detectors that activate this system. If any of these devices sense smoke, all elevators will close doors and return to the ground floor, where they will remain with doors open, until released by building or fire department personnel. This system may also be activated or bypassed manually from a key switch.
- Emergency (Firefighter's) Service: In the event an elevator/s recall has occurred, elevators may be put into emergency service. This action will allow operation of the elevator with normal

operation or by using the "open - close door" control buttons. This service is for use by the fire department for purposes of fire fighting and other emergency services.

- Elevator Earthquake Response: In the event of a moderate or severe earthquake, the movement could trigger the elevator seismic switches, located in the elevator shaft. If the movement exceeds a preset maximum set point, the elevator car stops. It then moves in the opposite direction from its counter- weight, stops at the next floor, and opens its doors. It will remain in this condition until it is thoroughly examined and put back into service by an elevator mechanic.
- Each elevator cab is equipped with an emergency call button which connects to ThyssenKrupp; after normal hours the call will roll over to an answering service.
- Elevators will recall if smoke is in the elevator lobby.

## Emergency Evacuation Signage

Emergency evacuation signage is posted in each elevator lobby and at both stair entrances and has instructions to follow in an emergency.

## Roof, Boilers

Chiller, 4 supply shafts with ducted return, fans and elevator equipment room are located on the roof.

## Chemical Storage

Chemical are stored/in-use on the roof. The chemicals are used for the treatment of non- potable water systems. An eyewash station is located in the same storage area.

## Smoke Control System

Any alarm will shut down all air conditioning within the building.

## Utility Information

Equipment	Location
Fire Pump	First Floor - East End
Sprinkler water	First floor fire pump room at east end and served from PIV on West side exterior of building
Domestic water	Shut off is located in southwest corner underground and additional shutoff is located in the domestic pump room
Main electrical	First floor service corridor
Natural gas (with seismic shut-off)	

Enclosed area north of loading dock at east end

### Emergency Duties of Fire Safety Director and Staff

The Fire Safety Director (FSD) is the person responsible for coordinating the efforts of police and fire departments while on the property. The Fire Safety Director at 1900 Powell is the Chief Engineer.

1. Main Responsibility - a) Ensure that the Emeryville Fire Department (EFD) has been notified via the 9-1-1 emergency phone system. Upon hearing the fire alarm or receiving a report of fire or smoke, activate the fire alarm if not yet activated. b) Ensure elevators have been recalled to the ground level.
2. Ensure that building keys, maps of all floors (roof included) and updated list of persons in need of evacuation assistance is available for the Fire Department. (These items shall be readily available at the fire panel.)
3. Secure building entrances for responding emergency units: a) Prop open front doors. b) Keep area clear of tenants, visitors, or onlookers. c) Keep phone lines clear. Trapped or injured tenants, residents, or guests maybe trying to call.
4. Relay known information to 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 (Disabled or elderly) e) Notify Fire Department of number of occupants left in the building, including which floors they are on f) Public phone numbers to front desk (This number shall be labeled on back of emergency key ring.

## EMERGENCY FLOOR WARDEN SYSTEM

### Floor Wardens Duties - Always maintain calm and order

1. Ensure the evacuation is in progress

A. If no other staff members are present, the floor warden's responsibilities are:

- a. Search floor and order evacuation/relocation of buildings occupants.
- b. Guide tenants away from elevators to stairs
- c. Ensure safety of persons in need of evacuation assistance
- d. Ensure that emergency responders knows the location of individuals trapped or in refuge.
- e. Evacuate/relocate with others to a pre-designated area, once floor has been cleared and safe.



B. If Floor Warden has staff:

a. Searcher

- Search whole floor and direct all to stairway
- Close and mark all interior doors
- Report "All Clear" to Floor Warden
- Evacuate

b. Elevator Monitor

- Station self at elevators
- Direct all to stairways
- Evacuate with searchers

c. Evacuation Assistance Aide:

- Assist persons in need of evacuation assistance to:

o Enclosed stairway

o Area of evacuation assistance/area of refuge

- Reports location of persons in need of evacuation assistance to:

o Floor Warden

o Fire Safety Director

o Fire Department Officer (only if Floor Warden or Fire Safety Director is not available)

d. Exit/Stair Monitor:

- Station self at stair entrance.
- Maintain calm and order.
- Direct all occupants down stairs to relocate or evacuate.
- Evacuate/Relocate with Searcher.

# FIRE SAFETY DIRECTOR NON- EMERGENCY DUTIES

## 1. Ensure training of:

### A. Floor Warden, Searcher, Disabled Aide and Elevator Monitor

- a. Safe evacuation/relocation procedures
- b. Fire safety and prevention
- c. Location and use of fire extinguishers
- d. Fire restriction (closing doors and windows)
- e. Fire drills

### B. On-site Management, Engineers, Security and Custodians

- a. Response communications (radio and phones)
- b. Assigned duties
- c. Crowd control
- d. Fire safety and prevention

Location and use of fire extinguishers, hoses, alarm panels, water, electrical and gas shut-offs

- f. Fire drills

### C. Tenants

- a. Fire and safety prevention
- b. Fire extinguisher and restriction
- c. Fire drills - evacuation

## 2. Implements and maintains the Facility Emergency Plan

### 3. Ensure all testing and maintenance of life safety equipment

## FIRE SAFETY DO'S, DON'TS AND TIPS

- Do not accumulate discarded files and paper trash in your office or storage areas. Pay special attention to housekeeping in areas that produce lots of trash such as storage areas, copy areas or kitchens.
- Keep electrical cords in good repair. Inspect periodically and report frayed cords to your office management. Do not use extension cords permanently.
- Flammable solvents are not allowed in the building as noted in the lease.
- In areas with sprinklers there must be at least an 18-inch clearance from the bottom of the sprinkler head to the top of any object underneath the sprinkler head.
- In areas with electrical panels or sub-panels there must be 36 inches of clearance around all boxes.
- Keep all hallways free of boxes and trash. They must be kept open to provide for a quick exit.
- Blocking fire doors open is a direct violation of the Fire Code and will allow smoke and fire to spread throughout the floor.
- Check all electrical equipment at the end of the day, to make sure it is turned off. This includes copiers, coffee pots, typewriters, computers and printers.

### Use of Extinguishers

Dry chemical fire extinguishers are located at strategic points around the building. They are the first line of defense against fires. Each extinguisher is the proper type for the fire that will most likely occur in that vicinity. Extinguishers should only be used on small fires. Small is defined as no larger than a small office trash can. If a fire is discovered while it is still small, an extinguisher may be effective:

Remove the extinguisher from its place and hold it upright. Stand back 8 to 10 feet from the fire. Follow the acronym **P A S S**.

- **Pull the retaining pin.**
- **Aim the nozzle at the base of the flames,** and
- **Squeeze the handle completely.** This will discharge the extinguishing agent at the fire. Use a sweeping motion from side-to-side.
- **Sweep from side to side.** Go slightly beyond the fire area with each pass. Once the fire is out wait before leaving the area. You may need to make a further application, in case the fire re-ignites.

## ACTIONS OF ANYONE WHO SMELLS SMOKE OR FINDS FIRE

### Actions

Follow instructions in this order:

- A. Remain calm.
- B. Pull or activate the fire alarm (fire pull station), located by the stairwells on each floor and building entrance.
- C. Call 9-1-1 from a safe location.
- D. If possible, call Security 510-594-3100 (510-715-9534 after normal hours).
- E. Assist others in exiting, if safe to do so.
- F. Extinguish small fires, only if safe to do so and you are trained.
- G. Evacuate and restrict the spread of fire by closing doors behind you.
- H. Follow all directions given by Floor Warden or Fire Safety Director
- I. Do not re-enter building until Fire Department approves re-entry.

## Exiting Procedures

C. Team members will meet quickly at a pre-designated area to assemble and then perform the emergency duties: Disabled Assistant, Elevator Monitor and Searchers.

D. Occupants of the 7th floor and above will relocate down four floors; occupants of the 6th floor and below will evacuate the building and go to their company's pre-designated meeting area on the north side of the building, near the bay. Select this location in advance and inform all employees of where to go and to stay there for further instructions.

- Floors 7 and above relocate during normal business hours; nights weekends and holidays all occupants will fully evacuate the building upon any fire alarm sounding.

E. Do not use elevators. Move in an orderly fashion toward the stairs.

- When descending the stairs, stay to the right and out of the way of ascending fire personnel.
- Keep calm, exit orderly and follow all directions.
- Do not hold fire stairwell doors open. Stairwells must be kept closed to prevent smoke from entering.

D. When evacuating use caution when you approach a closed door:

- Carefully check for heat with the back of your hand by lightly touching the

doorframe near the top. Then check the doorknob. If it is hot, go to an alternate exit.

- Brace yourself, and open the door slowly if it is cool to the touch. You may need to shut it quickly if you encounter flame or smoke.
- Enter the area carefully and close the door behind you if you find it filled with smoke.
- Drop to your hands and knees and keep your face near the floor whenever there is heavy smoke.
- Follow the wall to the nearest exit and leave the building.

E. Report status of your floor when exiting the building to a security officer or fire fighter.

F. Move at least 100 feet away from the building. Do not stand directly outside the building. Avoid crossing the street; this will slow traffic and potentially slow emergency responders

G. Be prepared to take a head count. No person is to leave the area of the building until they are recognized and accounted for.

H. What to do if you are trapped in a building

- First of all, stay calm. Try to go to a room with an outside window and stay there. Close the door.
- If there is a working telephone in the room, call the Fire Department, 9- 1-1, and tell them exactly where you are, even if you see fire trucks below.
- To help rescuers find you, stay where they can see you and wave something bright and light-colored to attract their attention.
- To keep smoke out of your refuge area, use clothing, towels, or newspapers to stuff the cracks around the door and cover the air vents.
- Above all, think before you act and be patient until help arrives. Rescue will take time, and rescuers will try to begin with those who are in the most immediate danger.

## Fire Extinguisher

Only those persons who have been trained should use an extinguisher. Remember to keep between the

exit and fire, get fresh air immediately.

- A. Ensure that the alarm has been sounded.
- B. Check fire extinguisher (Is it the proper type and in good condition?)
- C. Remove the extinguisher from its place and hold it upright. Stand back 8 to 10 feet from the fire. Follow the acronym **P A S S**.
  - **Pull** the retaining pin.
  - **Aim** the nozzle at the base of the flames, and
  - **Squeeze** the handle completely. This will discharge the extinguishing agent at the fire. Use a sweeping motion from side-to-side.
  - **Sweep** from side to side. Go slightly beyond the fire area with each pass. Once the fire is out, wait before leaving the area. You may need to make a further application, in case the fire re-ignites.

## Persons in need of Evacuation Assistance

Persons in need of evacuation assistance to a safe area of refuge or area of evacuation assistance (Enclosed stairwells or defend in place) should have persons pre-assigned to them in advance of an emergency.

## If Trapped In Smoke Filled Room or Corridor/Defend Place

If possible crawl on hands and knees to a safe area. Try to get to an enclosed

stairway or get into a smoke free room and defend in place (stay where you are and await rescue).

- A. Seal doors or transoms with wet towels.
- B. Call 9-1-1 to report location and condition.
- C. Open window for fresh-air if possible. Do not break windows unless you are in severe danger

of smoke inhalation.

- D. Hang a bright object from window.
- E. Breathe through wet towel and stay low.

## EARTHQUAKES

### Before The Earthquake

As recommended by the Emeryville Fire Department:

#### A. Earthquake proofing

1. Secure larger shelves or furniture to wall or floor.
2. Laminate glass which can shatter
3. Lower heavy objects or displays which could fall and injure or block exit ways
4. Keep drawers and cabinets latched
5. Secure TV's, computers, monitors and other expensive electronics to their bases.

#### B. Supplies

The building does not provide emergency supplies for the tenants. Tenants should store:

1. Food and water for three days minimum (7 day supply is ideal)
2. First aid kit and first aid manual
3. Large and small heavy-duty plastic bags, duct tape and scissors
4. Prescribed medication and extra eyeglasses
5. Heavy duty shoes and leather palmed gloves
6. Extra warm clothing and a whistle
7. Rescue tools
8. Portable TV or radio and extra batteries

9. Flashlights with extra batteries
10. Cash (ATM's and credit cards may not work and you may need to purchase emergency supplies)

#### C. Communications Individuals, Tenants or Employees

1. Emergency phone list
2. Family: work, school, play and day care
3. Long distance message check-in phone number
4. Cell phone

#### Company/Tenant

1. Emergency phone list of vendors (to minimize downtime)
2. Emergency phone list of employees

#### D. Drill

1. Know safe, take-cover locations

### **During The Earthquake**

- A. Stay calm.
- B. Stay inside, duck and cover under a hard surface like a table.
- C. Face away from any windows.
- D. Stay clear of tall objects that may tilt and topple over.



- E. STAY IN THE BUILDING. Do not run outside. Debris may be falling.
- F. Calm others.

### **After A Devastating/Damaging Earthquake**

- A. Remain calm, be prepared for aftershocks. Make sure that you are OK.
- B. Check immediate location (Are you safe?)
- C. Check for injuries and give first aid. You may voluntarily assist the victim to the degree that you are trained.
- D. Check your immediate area for safety hazards and report to Floor Warden, Supervisor and Building Management.
- E. Extinguish any fires if possible and you are trained to do so. Don't light matches or flames. No smoking.
- F. Turn off gas if you: smell gas, see a broken pipe or are ordered to do so.
  - Report any gas odors to Building Management.
- G. Turn off water or electricity if it is causing a hazard or pipe is broken.
- H. Listen for new or instructions over radio or TV.
- I. Ration food and water
- J. Use telephone only for dire emergencies. Check to make sure that all telephones are on its phone cradle.
- K. Do not use the stairwells until they are safety checked and you are notified that they are safe.
- L. Help others stay calm.
- M. Do turn off all electrical devices.
- N. Don't use the elevators.

**Web sites with additional Information include:** [www.ready.gov](http://www.ready.gov) [www.abag.org](http://www.abag.org)

# MEDICAL EMERGENCIES

## A. Upon feeling that you need medical help:

1. Immediately inform the closest person to call 9-1-1 and summon medical help.
2. If no one is around, immediately call 9-1-1 and request medical help.
3. GIVE YOUR BUILDING ADDRESS, FLOOR AND SUITE NUMBERS and YOUR PHONE NUMBER.
4. If possible, call Security 510-594-3100 (510-715-9534 after normal hours) to inform them of the arriving medical units. Security will hold an elevator in the lobby for emergency personnel.

## B. Upon seeing or being informed of another person in need of medical help:

1. Immediately call 9-1-1.
2. GIVE YOUR BUILDING ADDRESS, FLOOR AND SUITE NUMBERS and OUR YOUR PHONE NUMBER.
3. Make ill person as comfortable as possible. Assist a victim to the degree you are trained. If blood is present, be sure to have a pair of latex gloves on. Know where latex gloves are kept on your floor. If there are no gloves, use plastic trash bags to prevent fluids from getting on skin.
4. If possible, call Security 510-594-3100 (510-715-9534 after normal hours) to inform them of the arriving medical units. Security will hold an elevator in the lobby for emergency personnel.
5. Get victim near elevator if possible.
6. Or send someone to wait at the elevator lobby to guide the medical units.

## C. Security upon receiving information that someone in the building is in need of medical help:

1. Call 9-1-1 to ensure medical response
2. Prop open front doors.
3. Recall one elevator for responding medical units.
4. If possible, guide medical units to victim.

#### D. Medical Tips

1. If blood is present, wear latex gloves
2. Check breathing; clear airway
3. Stop bleeding; apply direct pressure.
4. Cool a burn with cool running water.

## BOMB THREAT

Upon receiving a bomb threat remain calm and try to retrieve the following information from the caller:

- A. What time will the bomb go off?
- B. Where is the bomb?
- C. What type of bomb is it?
- D. Why was the bomb planted?
- E. Did the caller plant the bomb?
- F. What is the caller's name?

Note the following:

- A. Time of the call
- B. Was the caller male or female?
- C. Describe the voice or accent
- D. Background noises
- E. Was the caller angry or did s/he show other emotions?

Upon hanging up:

- A. Notify the Emeryville Police 9-1-1.
- B. Call Building Management 510-594-3100.
- C. Notify your supervisor/manager.
- D. Wait calmly for further instructions from your supervisor, Police or Security.
- E. To prevent panic, do not mention the call to anyone else.

## High-Level Threat or Suspicious Article Found

If a suspicious article is found:

- Notify Security 510-594-3100 (510-715-9534 after normal hours).
- Notify 9-1-1.
- Do not pick up or move the article. Wait for the authorities.
- Keep persons away from the object.

## BOMB THREAT CHECKLIST

### Questions To Ask:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind/size 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?

**Caller's Voice:**

Calm	Angry	Excited
Slow	Rapid	Soft
Loud	Laughter	Crying
Normal	Distinct	Slurred
Stutter	Nasal	Whispered
Lisp	Raspy	Deep
Accent	Disguised	Clearing Throat
Ragged	Deep Breathing	Cracking
Familiar?	Who?	

**Threat Language:**

Well Spoken	Incoherent	Foul
Irrational	Righteous	Grammar
Taped	Message Read	Choice of Word

Well Spoken Incoherent Foul Irrational Righteous Grammar Choice of Words Taped Message Read

**Background Sounds:**

Street Noise	Booth
Cafe/Bar	Voices
PA System	Music
House Noises	Motor
Animal Noises	Office

Clear	Static
Long Distance	Local
Factory Machinery	Other

**Any words or phrases that stood out?**

## Exact Wording of the Threat:

Sex of the caller:	Race:
Age:	Length of call:
Time the call ended:	Phone number where the call was received:
Date:	

**Report call immediately to: Building Security 510-594-3100; After normal hours 510- 715-9534  
Emeryville Police 9-1-1**

### Suspicious Mail or Package?

Signs include: sloppy package, stamps instead of a postage meter, no return address, heavy for its size, stains, chemical odor, misspelled words, poor handwriting and/or references to “confidential, open only by (name of recipient).” Call Police 9-1-1.

## HAZARD MATERIALS – INDOOR RELEASE

### Upon indication of a toxic spill or exposure;

1. Immediately get to an area where not exposed, assist others.
2. Call 9-1-1 to inform of the situation and what type of spill.
3. GIVE YOUR BUILDING ADDRESS, FLOOR AND SUITE NUMBERS and YOUR PHONE NUMBER.
4. Call Security 510-594-3100 (510-715-9534 after normal hours).
5. Evacuate the building.
6. Use stairwells leading away from the impacted release area for evacuation.
7. At the direction of Security, set up evacuation areas upwind of the building.
8. Floor Wardens should segregate people who are known to be exposed. This avoids them contaminating others via contact with clothes or skin. Tag or mark these people for medical treatment and decontamination.
9. ALWAYS FOLLOW ALL SAFETY PROCEDURES WHEN WORKING WITH TOXIC MATERIALS.

## HAZARD MATERIALS – OUTDOOR RELEASE

**For an outdoor release, people should remain indoors in rooms where outdoor air infiltration is very low – the action is called shelter-in-place**

1. Immediately get to an area where not exposed, assist others.
2. Call 9-1-1 to inform of the situation and what type of spill.

3. GIVE YOUR BUILDING ADDRESS, FLOOR AND SUITE NUMBERS and YOUR PHONE NUMBER.
4. Call Security 510-594-3100 (510-715-9534 after normal hours).
5. Building staff shall immediately shut down any type of air circulating system.
6. Station a Floor Warden at each stairwell telling people not to go outside. (Do not physically attempt to stop anyone) Inform anyone leaving that they will not be allowed back inside.
7. Take actions to contain the hazard. Close exterior suite doors, windows and all interior doors.
8. Move people to the inner part of the building (no windows to the outside).
9. The rooms should have doors that are fairly effective at preventing airflow from the hallways (e.g. they should have no gap or only a very small gap at the bottom of the door). Stuff fabric or paper into any cracks or crevices.
10. Bathrooms are a poor choice, because they often have an exhaust duct that leads directly to the outside. If the exhaust fan is left on then air will be drawn into the bathroom from other parts of the building, which will become contaminated.
11. Remain calm
12. Use phones only for emergency calls.

## CIVIL DISTURBANCE

### **Should you witness an unruly crowd or one that threatens your personal safety:**

1. Do not go through a violent crowd to leave or enter a building.
2. Call 9-1-1 and inform of the situation. Answer all questions.
3. Call Security 510-594-3100 (510-715-9534 after normal hours).
4. Stay away from the unruly crowd.
5. Remain within the building. Do nothing to antagonize the demonstrators. Inform all other personnel to do likewise.
6. Close all drapes in exterior rooms and then avoid window areas. You could become a target. Lock all doors.
7. Report to the core area of the building (away from the exterior of the building).
8. Stay off the phone. Avoid unnecessary phone conversations.
9. Use good judgment and remain calm and stay in your office/department unless you are in an unsafe position or instructed to leave by Police.
10. Secure all valuable materials in a safe place or at least out of sight.
11. If a demonstrator enters the premises, keep calm, be courteous and avoid an incident. Avoid actions or verbal responses that may provoke the situation. Avoid arguments, provocative statements or entering into a debate with a participant. They have entered the building to propagandize, confront or agitate the building's occupants. Let them make their point. Frustrating them is dangerous and provocative. Do not try to reason with them. Call Police to have the individual removed if you can do so without incident.
12. Cooperate. Certain services may be limited during a disturbance. Access will be restricted. Withdraw from the area until it is safe to enter.

## WORKPLACE VIOLENCE

- If you feel you are at personal danger, if possible leave the area.
- First, notify your manager, call the Police if appropriate 9-1-1 and then call Security 510-594-3100 (510-715-9534 after normal hours).

### **If a person enters your work space with a weapon:**

- A. Immediately seek cover under your desk or work area.
- B. Do not run you will become a moving target.
- C. Take the phone with you under the desk. Call the Police 9-1-1.
- D. Stay in your hiding place until you hear the all clear

### **Common Sense Rules In A Dangerous Situation:**

- A. Trust your instincts, if you are afraid you probably have a good reason.
- B. Take all threats seriously.
- C. Physically give the person personal space.
- D. Provide for your own personal safety.
- E. Don't be afraid to ask for help.

## 2000 POWELL STREET

Please report any emergencies directly to the proper authorities, and notify the Acme Management Office.

When placing a 911 call, it is important to state the following information.

1. Your name
2. Telephone number where you can be reached
3. Company name and address, including suite number
4. Type of emergency

It is important to assign fire wardens for your suite. They will be provided with additional information regarding fire and life safety systems in the building.



Please click on the link below for more detailed information about emergency procedures.

- [Emergency Plan 2015](#)

## EMERGENCY PHONE NUMBERS

<b>Fire:</b>	Emergency only:	<b>9-1-1</b>
	Non-emergency fire department calls:	510--596-3750
<b>Police:</b>	Emergency only:	<b>9-1-1</b>
	Non-emergency calls:	510-596-3700
<b>Ambulance/Paramedics:</b>		<b>9-1-1</b>

Security (During normal hours)	510-594-3100
Security (after normal hours)	510-715-9534
Building Management Office	510-594-3100
Building Engineer	510-594-3100
Poison Control	800-876-4766
Urgent Care Medical: Concentra Urgent Care Oakland	510-465-9565
384 Embarcadero West, Oakland, CA (After hours phone 510-204-2750)	
Hospitals: Kaiser Oakland Medical Center	510-752-1000
280 West MacArthur Blvd, Oakland	
Alta Bates Summit Medical Center	510-655-4000
350 Hawthorne Ave, Oakland, CA	

### Other Agencies:

Emeryville Department of Public Works	510-596-4330
California Office of Emergency Services	800-852-7550
National Response Center	800-464-8802

## PURPOSE OF PLAN

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

# INTRODUCTION FROM BUILDING MANAGEMENT

1900 Powell Street Building (also known as Tower One) is steel beam and reinforced concrete, post tension cable construction built in 1972. It is a twelve-story office/retail building with roof mechanical penthouse area. The building is approximately 217,000 square feet.

It is equipped with a variety of modern life-safety systems. The building includes a wet sprinkler system with flow detectors; smoke detectors, manual pull stations, two egress stairwells with fan pressurization, and an elevator recall system.

## 2000 POWELL STREET BUILDING LIFE SAFETY FEATURES

### **Sprinkler System and Fire Pump and Hoses**

1900 Powell building has an automatic sprinkler system with water flow and tamper alarms in all areas. An electric fire pump located at the east end of the first floor of the building provides system water pressure as needed throughout the building. On activation of any sprinkler head, an alarm will sound in the building and will also summon the alarm monitoring company 24 hours per day and building security and building engineering personnel during normal working hours. Note: Do not store materials on shelving or cabinets higher than 18 inches from end of the ceiling sprinkler head.

### **Fire Alarm, Strobe Lights and Smoke Detection**

The activation of any alarm device does not connect directly to the Fire Department. The building alarm monitoring company, as well as building staff and tenants notifies the Fire Department with the event of an alarm. Smoke detectors are located in all elevator lobbies. Smoke detected in elevator lobbies will recall all elevator cars to the first floor.

### **Standpipes**

The building has both wet standpipes and risers. Standpipes are utilized by the Fire Department to connect their fire hoses to fight a fire.

### **Extinguishers**

ABC fire extinguishers are located throughout the building. Notify the building management if you have used an extinguisher so that a full replacement can be secured.

**Public Address**

A public address system offers one way communication between the Fire Control Room and any individual or any floors in combination or all floors including stairwells and elevators.

**Fire Control Room/FCC**

The fire control panel is located at the east end of the building. There is a pull station in the FCC. The fire alarm system is monitored by an outside alarm monitoring company.

**Door Release System**

Doors on some floors, including those in some elevator lobbies and located in fire-rated corridors are equipped with magnetic hold-open devices. If any device on the floor is tripped, these devices will release the doors on that floor, impeding the spread of fire and/or smoke.

**Emergency Lighting**

A 150 Kw emergency generator is located in an exterior room south of the loading dock at the building's east end. This generator will support all fire alarm, detection and protection equipment; emergency lighting in corridors and stairways; one elevator and the PA system when electrical power is lost. The diesel generator tank holds 250 gallons of fuel.

**Stairwells and Emergency Telephones**

Fire rated doors and walls within the stairwells affords occupants required exit protection. Know the location of both stairwells in the building. Both stairwells are enclosed with signage noting floor.

Emergency phones that dial down to the FCC are located on the 12th, 8th and 4th floors of each stairwell. Fire department phone jacks are located on every stairwell landing and elevator lobby.

Stairwell/Escape	Location	Services
Stairwell One	East end exits to first floor service corridor	1st – Roof
Stairwell Two	West end has vestibule, exits on north side of building	1st - roof

### **Elevator Recall and Emergency Service**

There are four elevators in the building. All elevators will recall to the main lobby if any smoke device is activated in the building.

### **Elevator Car Number Service Area**

1, 2, 3, 4

Lobby – 12th Floor

Elevators are a dangerous place to be in a fire. Accordingly, the following systems have been installed to protect persons using or attempting to use the elevators during a fire:

- Automatic Recall: Throughout the building there are smoke detectors that activate this system. If any of these devices sense smoke, all elevators will close doors and return to the ground floor, where they will remain with doors open, until released by building or fire department personnel. This system may also be activated or bypassed manually from a key switch.
- Emergency (Firefighter's) Service: In the event an elevator/s recall has occurred, elevators may be put into emergency service. This action will allow operation of the elevator with normal operation or by using the "open - close door" control buttons. This service is for use by the fire department for purposes of fire fighting and other emergency services.
- Elevator Earthquake Response: In the event of a moderate or severe earthquake, the movement could trigger the elevator seismic switches, located in the elevator shaft. If the movement exceeds a preset maximum set point, the elevator car stops. It then moves in the opposite direction from its counter- weight, stops at the next floor, and opens its doors. It will remain in this condition until it is thoroughly examined and put back into service by an elevator mechanic.
- Each elevator cab is equipped with an emergency call button which connects to ThyssenKrupp; after normal hours the call will roll over to an answering service.
- Elevators will recall if smoke is in the elevator lobby.

### **Emergency Evacuation Signage**

Emergency evacuation signage is posted in each elevator lobby and at both stair entrances and has instructions to follow in an emergency.

## Roof, Boilers

Chiller, 4 supply shafts with ducted return, fans and elevator equipment room are located on the roof.

## Chemical Storage

Chemical are stored/in-use on the roof. The chemicals are used for the treatment of non- potable water systems. An eyewash station is located in the same storage area.

## Smoke Control System

Any alarm will shut down all air conditioning within the building.

## Utility Information

Equipment	Location
Fire Pump	First Floor - East End
Sprinkler water	First floor fire pump room at east end and served from PIV on West side exterior of building
Domestic water	Shut off is located in southwest corner underground and additional shutoff is located in the domestic pump room
Main electrical	First floor service corridor
Natural gas (with seismic shut-off)	Enclosed area north of loading dock at east end

## Emergency Duties of Fire Safety Director and Staff

The Fire Safety Director (FSD) is the person responsible for coordinating the efforts of police and fire departments while on the property. The Fire Safety Director at 1900 Powell is the Chief Engineer.

1. Main Responsibility - a) Ensure that the Emeryville Fire Department (EFD) has been notified via the 9-1-1 emergency phone system. Upon hearing the fire alarm or receiving a report of fire or smoke, activate the fire alarm if not yet activated. b) Ensure elevators have been recalled to the ground level.
2. Ensure that building keys, maps of all floors (roof included) and updated list of persons in need of evacuation assistance is available for the Fire Department. (These items shall be readily available at the fire panel.)

3. Secure building entrances for responding emergency units: a) Prop open front doors. b) Keep area clear of tenants, visitors, or onlookers. c) Keep phone lines clear. Trapped or injured tenants, residents, or guests maybe trying to call.
4. Relay known information to 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 (Disabled or elderly) e) Notify Fire Department of number of occupants left in the building, including which floors they are on f) Public phone numbers to front desk (This number shall be labeled on back of emergency key ring.

## EMERGENCY FLOOR WARDEN SYSTEM

### Floor Wardens Duties - Always maintain calm and order

1. Ensure the evacuation is in progress

#### A. If no other staff members are present, the floor warden's responsibilities are:

- a. Search floor and order evacuation/relocation of buildings occupants.
- b. Guide tenants away from elevators to stairs
- c. Ensure safety of persons in need of evacuation assistance
- d. Ensure that emergency responders knows the location of individuals trapped or in refuge.
- e. Evacuate/relocate with others to a pre-designated area, once floor has been cleared and safe.

#### B. If Floor Warden has staff:

##### a. Searcher

- Search whole floor and direct all to stairway
- Close and mark all interior doors
- Report "All Clear" to Floor Warden
- Evacuate

##### b. Elevator Monitor

- Station self at elevators
- Direct all to stairways

- Evacuate with searchers
- c. Evacuation Assistance Aide:
- Assist persons in need of evacuation assistance to:
    - o Enclosed stairway
    - o Area of evacuation assistance/area of refuge
      - Reports location of persons in need of evacuation assistance to:
    - o Floor Warden
    - o Fire Safety Director
    - o Fire Department Officer (only if Floor Warden or Fire Safety Director is not available)
- d. Exit/Stair Monitor:
- Station self at stair entrance.
  - Maintain calm and order.
  - Direct all occupants down stairs to relocate or evacuate.
  - Evacuate/Relocate with Searcher.

## FIRE SAFETY DIRECTOR NON- EMERGENCY DUTIES

1. Ensure training of:
  - A. Floor Warden, Searcher, Disabled Aide and Elevator Monitor
    - a. Safe evacuation/relocation procedures
    - b. Fire safety and prevention
    - c. Location and use of fire extinguishers
    - d. Fire restriction (closing doors and windows)
    - e. Fire drills
  - B. On-site Management, Engineers, Security and Custodians

- a. Response communications (radio and phones)
- b. Assigned duties
- c. Crowd control
- d. Fire safety and prevention

Location and use of fire extinguishers, hoses, alarm panels, water, electrical and gas shut-offs

- f. Fire drills

### C. Tenants

- a. Fire and safety prevention
- b. Fire extinguisher and restriction
- c. Fire drills - evacuation

- 2. Implements and maintains the Facility Emergency Plan
- 3. Ensure all testing and maintenance of life safety equipment

## FIRE SAFETY DO'S, DON'TS AND TIPS

- Do not accumulate discarded files and paper trash in your office or storage areas. Pay special attention to housekeeping in areas that produce lots of trash such as storage areas, copy areas or kitchens.
- Keep electrical cords in good repair. Inspect periodically and report frayed cords to your office management. Do not use extension cords permanently.
- Flammable solvents are not allowed in the building as noted in the lease.
- In areas with sprinklers there must be at least an 18-inch clearance from the bottom of the sprinkler head to the top of any object underneath the sprinkler head.
- In areas with electrical panels or sub-panels there must be 36 inches of clearance around all boxes.
- Keep all hallways free of boxes and trash. They must be kept open to provide for a quick exit.
- Blocking fire doors open is a direct violation of the Fire Code and will allow smoke and fire to spread throughout the floor.
- Check all electrical equipment at the end of the day, to make sure it is turned off. This includes copiers, coffee pots, typewriters, computers and printers.

### Use of Extinguishers

Dry chemical fire extinguishers are located at strategic points around the building. They are the first line of



defense against fires. Each extinguisher is the proper type for the fire that will most likely occur in that vicinity. Extinguishers should only be used on small fires. Small is defined as no larger than a small office trash can. If a fire is discovered while it is still small, an extinguisher may be effective:

Remove the extinguisher from its place and hold it upright. Stand back 8 to 10 feet from the fire. Follow the acronym **P A S S**.

- **Pull the retaining pin.**
- **Aim the nozzle at the base of the flames,** and
- **Squeeze the handle completely.** This will discharge the extinguishing agent at the fire. Use a sweeping motion from side-to-side.
- **Sweep from side to side.** Go slightly beyond the fire area with each pass. Once the fire is out wait before leaving the area. You may need to make a further application, in case the fire re-ignites.

## ACTIONS OF ANYONE WHO SMELLS SMOKE OR FINDS FIRE

### Actions

Follow instructions in this order:

- A. Remain calm.
- B. Pull or activate the fire alarm (fire pull station), located by the stairwells on each floor and building entrance.
- C. Call 9-1-1 from a safe location.
- D. If possible, call Security 510-594-3100 (510-715-9534 after normal hours).
- E. Assist others in exiting, if safe to do so.
- F. Extinguish small fires, only if safe to do so and you are trained.
- G. Evacuate and restrict the spread of fire by closing doors behind you.
- H. Follow all directions given by Floor Warden or Fire Safety Director
- I. Do not re-enter building until Fire Department approves re-entry.

### Exiting Procedures

C. Team members will meet quickly at a pre-designated area to assemble and then perform the emergency duties: Disabled Assistant, Elevator Monitor and Searchers.

D. Occupants of the 7th floor and above will relocate down four floors; occupants of the 6th floor and below will evacuate the building and go to their company's pre-designated meeting area on the north side of the building, near the bay. Select this location in advance and inform all employees of where to go and to stay there for further instructions.

- Floors 7 and above relocate during normal business hours; nights weekends and holidays all occupants will fully evacuate the building upon any fire alarm sounding.

E. Do not use elevators. Move in an orderly fashion toward the stairs.

- When descending the stairs, stay to the right and out of the way of ascending fire personnel.
- Keep calm, exit orderly and follow all directions.
- Do not hold fire stairwell doors open. Stairwells must be kept closed to prevent smoke from entering.

D. When evacuating use caution when you approach a closed door:

- Carefully check for heat with the back of your hand by lightly touching the doorframe near the top. Then check the doorknob. If it is hot, go to an alternate exit.
- Brace yourself, and open the door slowly if it is cool to the touch. You may need to shut it quickly if you encounter flame or smoke.
- Enter the area carefully and close the door behind you if you find it filled with smoke.
- Drop to your hands and knees and keep your face near the floor whenever there is heavy smoke.
- Follow the wall to the nearest exit and leave the building.

E. Report status of your floor when exiting the building to a security officer or fire fighter.

F. Move at least 100 feet away from the building. Do not stand directly outside the building. Avoid crossing the street; this will slow traffic and potentially slow emergency responders

G. Be prepared to take a head count. No person is to leave the area of the building until they are recognized and accounted for.

H. What to do if you are trapped in a building

- First of all, stay calm. Try to go to a room with an outside window and stay there. Close the door.
- If there is a working telephone in the room, call the Fire Department, 9- 1-1, and tell them exactly where you are, even if you see fire trucks below.
- To help rescuers find you, stay where they can see you and wave something bright and light-colored to attract their attention.
- To keep smoke out of your refuge area, use clothing, towels, or newspapers to stuff the cracks around the door and cover the air vents.
- Above all, think before you act and be patient until help arrives. Rescue will take time, and rescuers will try to begin with those who are in the most immediate danger.

## Fire Extinguisher

Only those persons who have been trained should use an extinguisher. Remember to keep between the exit and fire, get fresh air immediately.

A. Ensure that the alarm has been sounded.

B. Check fire extinguisher (Is it the proper type and in good condition?)

C. Remove the extinguisher from its place and hold it upright. Stand back 8 to 10 feet from the fire. Follow the acronym **P A S S**.

- **Pull** the retaining pin.
- **Aim** the nozzle at the base of the flames, and
- **Squeeze** the handle completely. This will discharge the extinguishing agent at the fire. Use a sweeping motion from side-to-side.
- **Sweep** from side to side. Go slightly beyond the fire area with each pass. Once the fire is out, wait before leaving the area. You may need to make a further application, in case the fire re-ignites.

## Persons in need of Evacuation Assistance

Persons in need of evacuation assistance to a safe area of refuge or area of evacuation assistance (Enclosed stairwells or defend in place) should have persons pre-assigned to them in advance of an emergency.

## **If Trapped In Smoke Filled Room or Corridor/Defend Place**

If possible crawl on hands and knees to a safe area. Try to get to an enclosed

stairway or get into a smoke free room and defend in place (stay where you are and await rescue).

- A. Seal doors or transoms with wet towels.
- B. Call 9-1-1 to report location and condition.
- C. Open window for fresh-air if possible. Do not break windows unless you are in severe danger of smoke inhalation.
- D. Hang a bright object from window.
- E. Breathe through wet towel and stay low.

# **EARTHQUAKES**

## **Before The Earthquake**

As recommended by the Emeryville Fire Department:

- A. Earthquake proofing
  - 1. Secure larger shelves or furniture to wall or floor.
  - 2. Laminate glass which can shatter
  - 3. Lower heavy objects or displays which could fall and injure or block exit ways
  - 4. Keep drawers and cabinets latched

5. Secure TV's, computers, monitors and other expensive electronics to their bases.

## B. Supplies

The building does not provide emergency supplies for the tenants. Tenants should store:

1. Food and water for three days minimum (7 day supply is ideal)
2. First aid kit and first aid manual
3. Large and small heavy-duty plastic bags, duct tape and scissors
4. Prescribed medication and extra eyeglasses
5. Heavy duty shoes and leather palmed gloves
6. Extra warm clothing and a whistle
7. Rescue tools
8. Portable TV or radio and extra batteries
9. Flashlights with extra batteries
10. Cash (ATM's and credit cards may not work and you may need to purchase emergency supplies)

## C. Communications Individuals, Tenants or Employees

1. Emergency phone list
2. Family: work, school, play and day care
3. Long distance message check-in phone number
4. Cell phone

Company/Tenant

1. Emergency phone list of vendors (to minimize downtime)

2. Emergency phone list of employees

D. Drill

1. Know safe, take-cover locations

## **During The Earthquake**

A. Stay calm.

B. Stay inside, duck and cover under a hard surface like a table.

C. Face away from any windows.

D. Stay clear of tall objects that may tilt and topple over.

E. STAY IN THE BUILDING. Do not run outside. Debris may be falling.

F. Calm others.

## **After A Devastating/Damaging Earthquake**

A. Remain calm, be prepared for aftershocks. Make sure that you are OK.

B. Check immediate location (Are you safe?)

C. Check for injuries and give first aid. You may voluntarily assist the victim to the degree that you are trained.

D. Check your immediate area for safety hazards and report to Floor Warden, Supervisor and Building Management.

E. Extinguish any fires if possible and you are trained to do so. Don't light matches or flames. No smoking.

F. Turn off gas if you: smell gas, see a broken pipe or are ordered to do so.

- Report any gas odors to Building Management.

- G. Turn off water or electricity if it is causing a hazard or pipe is broken.
- H. Listen for new or instructions over radio or TV.
- I. Ration food and water
- J. Use telephone only for dire emergencies. Check to make sure that all telephones are on its phone cradle.
- K. Do not use the stairwells until they are safety checked and you are notified that they are safe.
- L. Help others stay calm.
- M. Do turn off all electrical devices.
- N. Don't use the elevators.

**Web sites with additional Information include:** [www.ready.gov](http://www.ready.gov) [www.abag.org](http://www.abag.org)

## MEDICAL EMERGENCIES

### BOMB THREAT

Upon receiving a bomb threat remain calm and try to retrieve the following information from the caller:

- A. What time will the bomb go off?
- B. Where is the bomb?
- C. What type of bomb is it?
- D. Why was the bomb planted?
- E. Did the caller plant the bomb?
- F. What is the caller's name?

Note the following:

- A. Time of the call
- B. Was the caller male or female?
- C. Describe the voice or accent
- D. Background noises
- E. Was the caller angry or did s/he show other emotions?

Upon hanging up:

- A. Notify the Emeryville Police 9-1-1.
- B. Call Building Management 510-594-3100.
- C. Notify your supervisor/manager.
- D. Wait calmly for further instructions from your supervisor, Police or Security.
- E. To prevent panic, do not mention the call to anyone else.

## High-Level Threat or Suspicious Article Found

If a suspicious article is found:

- Notify Security 510-594-3100 (510-715-9534 after normal hours).
- Notify 9-1-1.
- Do not pick up or move the article. Wait for the authorities.
- Keep persons away from the object.

## BOMB THREAT CHECKLIST

**Questions To Ask:**



1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind/size 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?

### Caller's Voice:

Calm	Angry	Excited
Slow	Rapid	Soft
Loud	Laughter	Crying
Normal	Distinct	Slurred
Stutter	Nasal	Whispered
Lisp	Raspy	Deep
Accent	Disguised	Clearing Throat
Ragged	Deep Breathing	Cracking
Familiar?	Who?	

### Threat Language:

Well Spoken	Incoherent	Foul
Irrational	Righteous	Grammar
Taped	Message Read	Choice of Word

Well Spoken Incoherent Foul Irrational Righteous Grammar Choice of Words Taped Message Read

### Background Sounds:

Street Noise	Booth
Cafe/Bar	Voices
PA System	Music
House Noises	Motor
Animal Noises	Office

Clear	Static
Long Distance	Local
Factory Machinery	Other

**Any words or phrases that stood out?**

**Exact Wording of the Threat:**

Sex of the caller:	Race:
Age:	Length of call:
Time the call ended:	Phone number where the call was received:
Date:	

**Report call immediately to: Building Security 510-594-3100; After normal hours 510- 715-9534  
Emeryville Police 9-1-1**

**Suspicious Mail or Package?**

Signs include: sloppy package, stamps instead of a postage meter, no return address, heavy for its size, stains, chemical odor, misspelled words, poor handwriting and/or references to “confidential, open only by (name of recipient).” Call Police 9-1-1.

## HAZARD MATERIALS – INDOOR RELEASE

## HAZARD MATERIALS – OUTDOOR RELEASE

**For an outdoor release, people should remain indoors in rooms where outdoor air infiltration is very low – the action is called shelter-in-place**

1. Immediately get to an area where not exposed, assist others.
2. Call 9-1-1 to inform of the situation and what type of spill.
3. GIVE YOUR BUILDING ADDRESS, FLOOR AND SUITE NUMBERS and YOUR PHONE NUMBER.

4. Call Security 510-594-3100 (510-715-9534 after normal hours).
5. Building staff shall immediately shut down any type of air circulating system.
6. Station a Floor Warden at each stairwell telling people not to go outside. (Do not physically attempt to stop anyone) Inform anyone leaving that they will not be allowed back inside.
7. Take actions to contain the hazard. Close exterior suite doors, windows and all interior doors.
8. Move people to the inner part of the building (no windows to the outside).
9. The rooms should have doors that are fairly effective at preventing airflow from the hallways (e.g. they should have no gap or only a very small gap at the bottom of the door). Stuff fabric or paper into any cracks or crevices.
10. Bathrooms are a poor choice, because they often have an exhaust duct that leads directly to the outside. If the exhaust fan is left on then air will be drawn into the bathroom from other parts of the building, which will become contaminated.
11. Remain calm
12. Use phones only for emergency calls.

## CIVIL DISTURBANCE

### **Should you witness an unruly crowd or one that threatens your personal safety:**

1. Do not go through a violent crowd to leave or enter a building.
2. Call 9-1-1 and inform of the situation. Answer all questions.
3. Call Security 510-594-3100 (510-715-9534 after normal hours).
4. Stay away from the unruly crowd.
5. Remain within the building. Do nothing to antagonize the demonstrators. Inform all other personnel to do likewise.
6. Close all drapes in exterior rooms and then avoid window areas. You could become a target. Lock all doors.
7. Report to the core area of the building (away from the exterior of the building).
8. Stay off the phone. Avoid unnecessary phone conversations.
9. Use good judgment and remain calm and stay in your office/department unless you are in an unsafe position or instructed to leave by Police.
10. Secure all valuable materials in a safe place or at least out of sight.
11. If a demonstrator enters the premises, keep calm, be courteous and avoid an incident. Avoid actions or verbal responses that may provoke the situation. Avoid arguments, provocative statements or entering into a debate with a participant. They have entered the building to propagandize, confront or agitate the building's occupants. Let them make their point. Frustrating them is dangerous and provocative. Do not try to reason with them. Call Police to have the individual removed if you can do so without incident.
12. Cooperate. Certain services may be limited during a disturbance. Access will be restricted. Withdraw from the area until it is safe to enter.

## WORKPLACE VIOLENCE

- If you feel you are at personal danger, if possible leave the area.
- First, notify your manager, call the Police if appropriate 9-1-1 and then call Security 510-594-3100 (510-715-9534 after normal hours).

### **If a person enters your work space with a weapon:**

- A. Immediately seek cover under your desk or work area.
- B. Do not run you will become a moving target.
- C. Take the phone with you under the desk. Call the Police 9-1-1.
- D. Stay in your hiding place until you hear the all clear

### **Common Sense Rules In A Dangerous Situation:**

- A. Trust your instincts, if you are afraid you probably have a good reason.
- B. Take all threats seriously.
- C. Physically give the person personal space.
- D. Provide for your own personal safety.
- E. Don't be afraid to ask for help.

## 2200 POWELL STREET

Please report any emergencies directly to the proper authorities, and notify the Acme Management Office.

When placing a 911 call, it is important to state the following information.

1. Your name
2. Telephone number where you can be reached
3. Company name and address, including suite number
4. Type of emergency

It is important to assign fire wardens for your suite. They will be provided with additional information regarding fire and life safety systems in the building.

Please click on the link below for more detailed information about emergency procedures.

- [Emergency Plan 2015](#)

## EMERGENCY PHONE NUMBERS

<b>Fire:</b>	Emergency only:	<b>9-1-1</b>
	Non-emergency fire department calls:	510--596-3750
<b>Police:</b>	Emergency only:	<b>9-1-1</b>
	Non-emergency calls:	510-596-3700
<b>Ambulance/Paramedics:</b>		<b>9-1-1</b>

Security (During normal hours)	510-594-3100
Security (after normal hours)	510-715-9534
Building Management Office	510-594-3100
Building Engineer	510-594-3100
Poison Control	800-876-4766
Urgent Care Medical: Concentra Urgent Care Oakland	510-465-9565
384 Embarcadero West, Oakland, CA (After hours phone 510-204-2750)	
Hospitals: Kaiser Oakland Medical Center	510-752-1000
280 West MacArthur Blvd, Oakland	
Alta Bates Summit Medical Center	510-655-4000
350 Hawthorne Ave, Oakland, CA	

### Other Agencies:

Emeryville Department of Public Works	510-596-4330
California Office of Emergency Services	800-852-7550
National Response Center	800-464-8802

## PURPOSE OF PLAN

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

# INTRODUCTION FROM BUILDING MANAGEMENT

1900 Powell Street Building (also known as Tower One) is steel beam and reinforced concrete, post tension cable construction built in 1972. It is a twelve-story office/retail building with roof mechanical penthouse area. The building is approximately 217,000 square feet.

It is equipped with a variety of modern life-safety systems. The building includes a wet sprinkler system with flow detectors; smoke detectors, manual pull stations, two egress stairwells with fan pressurization, and an elevator recall system.

## 2200 POWELL STREET BUILDING LIFE SAFETY FEATURES

### **Sprinkler System and Fire Pump and Hoses**

1900 Powell building has an automatic sprinkler system with water flow and tamper alarms in all areas. An electric fire pump located at the east end of the first floor of the building provides system water pressure as needed throughout the building. On activation of any sprinkler head, an alarm will sound in the building and will also summon the alarm monitoring company 24 hours per day and building security and building engineering personnel during normal working hours. Note: Do not store materials on shelving or cabinets higher than 18 inches from end of the ceiling sprinkler head.

### **Fire Alarm, Strobe Lights and Smoke Detection**

The activation of any alarm device does not connect directly to the Fire Department. The building alarm monitoring company, as well as building staff and tenants notifies the Fire Department with the event of an alarm. Smoke detectors are located in all elevator lobbies. Smoke detected in elevator lobbies will recall all elevator cars to the first floor.

### **Standpipes**

The building has both wet standpipes and risers. Standpipes are utilized by the Fire Department to connect their fire hoses to fight a fire.

### **Extinguishers**

ABC fire extinguishers are located throughout the building. Notify the building management if you have used an extinguisher so that a full replacement can be secured.

**Public Address**

A public address system offers one way communication between the Fire Control Room and any individual or any floors in combination or all floors including stairwells and elevators.

**Fire Control Room/FCC**

The fire control panel is located at the east end of the building. There is a pull station in the FCC. The fire alarm system is monitored by an outside alarm monitoring company.

**Door Release System**

Doors on some floors, including those in some elevator lobbies and located in fire-rated corridors are equipped with magnetic hold-open devices. If any device on the floor is tripped, these devices will release the doors on that floor, impeding the spread of fire and/or smoke.

**Emergency Lighting**

A 150 Kw emergency generator is located in an exterior room south of the loading dock at the building's east end. This generator will support all fire alarm, detection and protection equipment; emergency lighting in corridors and stairways; one elevator and the PA system when electrical power is lost. The diesel generator tank holds 250 gallons of fuel.

**Stairwells and Emergency Telephones**

Fire rated doors and walls within the stairwells affords occupants required exit protection. Know the location of both stairwells in the building. Both stairwells are enclosed with signage noting floor.

Emergency phones that dial down to the FCC are located on the 12th, 8th and 4th floors of each stairwell. Fire department phone jacks are located on every stairwell landing and elevator lobby.

Stairwell/Escape	Location	Services
Stairwell One	East end exits to first floor service corridor	1st – Roof
Stairwell Two	West end has vestibule, exits on north side of building	1st - roof

### **Elevator Recall and Emergency Service**

There are four elevators in the building. All elevators will recall to the main lobby if any smoke device is activated in the building.

### **Elevator Car Number Service Area**

1, 2, 3, 4

Lobby – 12th Floor

Elevators are a dangerous place to be in a fire. Accordingly, the following systems have been installed to protect persons using or attempting to use the elevators during a fire:

- Automatic Recall: Throughout the building there are smoke detectors that activate this system. If any of these devices sense smoke, all elevators will close doors and return to the ground floor, where they will remain with doors open, until released by building or fire department personnel. This system may also be activated or bypassed manually from a key switch.
- Emergency (Firefighter's) Service: In the event an elevator/s recall has occurred, elevators may be put into emergency service. This action will allow operation of the elevator with normal operation or by using the "open - close door" control buttons. This service is for use by the fire department for purposes of fire fighting and other emergency services.
- Elevator Earthquake Response: In the event of a moderate or severe earthquake, the movement could trigger the elevator seismic switches, located in the elevator shaft. If the movement exceeds a preset maximum set point, the elevator car stops. It then moves in the opposite direction from its counter- weight, stops at the next floor, and opens its doors. It will remain in this condition until it is thoroughly examined and put back into service by an elevator mechanic.
- Each elevator cab is equipped with an emergency call button which connects to ThyssenKrupp; after normal hours the call will roll over to an answering service.
- Elevators will recall if smoke is in the elevator lobby.

### **Emergency Evacuation Signage**



Emergency evacuation signage is posted in each elevator lobby and at both stair entrances and has instructions to follow in an emergency.

## Roof, Boilers

Chiller, 4 supply shafts with ducted return, fans and elevator equipment room are located on the roof.

## Chemical Storage

Chemical are stored/in-use on the roof. The chemicals are used for the treatment of non- potable water systems. An eyewash station is located in the same storage area.

## Smoke Control System

Any alarm will shut down all air conditioning within the building.

## Utility Information

Equipment	Location
Fire Pump	First Floor - East End
Sprinkler water	First floor fire pump room at east end and served from PIV on West side exterior of building
Domestic water	Shut off is located in southwest corner underground and additional shutoff is located in the domestic pump room
Main electrical	First floor service corridor
Natural gas (with seismic shut-off)	Enclosed area north of loading dock at east end

## Emergency Duties of Fire Safety Director and Staff

The Fire Safety Director (FSD) is the person responsible for coordinating the efforts of police and fire departments while on the property. The Fire Safety Director at 1900 Powell is the Chief Engineer.

1. Main Responsibility - a) Ensure that the Emeryville Fire Department (EFD) has been notified via the 9-1-1 emergency phone system. Upon hearing the fire alarm or receiving a report of fire or smoke, activate the fire alarm if not yet activated. b) Ensure elevators have been recalled to the ground level.
2. Ensure that building keys, maps of all floors (roof included) and updated list of persons in need of evacuation assistance is available for the Fire Department. (These items shall be readily available at the fire panel.)

3. Secure building entrances for responding emergency units: a) Prop open front doors. b) Keep area clear of tenants, visitors, or onlookers. c) Keep phone lines clear. Trapped or injured tenants, residents, or guests maybe trying to call.
4. Relay known information to 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 (Disabled or elderly) e) Notify Fire Department of number of occupants left in the building, including which floors they are on f) Public phone numbers to front desk (This number shall be labeled on back of emergency key ring.

## EMERGENCY FLOOR WARDEN SYSTEM

### Floor Wardens Duties - Always maintain calm and order

1. Ensure the evacuation is in progress

#### A. If no other staff members are present, the floor warden's responsibilities are:

- a. Search floor and order evacuation/relocation of buildings occupants.
- b. Guide tenants away from elevators to stairs
- c. Ensure safety of persons in need of evacuation assistance
- d. Ensure that emergency responders knows the location of individuals trapped or in refuge.
- e. Evacuate/relocate with others to a pre-designated area, once floor has been cleared and safe.

#### B. If Floor Warden has staff:

##### a. Searcher

- Search whole floor and direct all to stairway
- Close and mark all interior doors
- Report "All Clear" to Floor Warden
- Evacuate

##### b. Elevator Monitor

- Station self at elevators
- Direct all to stairways

- Evacuate with searchers
- c. Evacuation Assistance Aide:
- Assist persons in need of evacuation assistance to:
    - o Enclosed stairway
    - o Area of evacuation assistance/area of refuge
      - Reports location of persons in need of evacuation assistance to:
    - o Floor Warden
    - o Fire Safety Director
    - o Fire Department Officer (only if Floor Warden or Fire Safety Director is not available)
- d. Exit/Stair Monitor:
- Station self at stair entrance.
  - Maintain calm and order.
  - Direct all occupants down stairs to relocate or evacuate.
  - Evacuate/Relocate with Searcher.

## FIRE SAFETY DIRECTOR NON- EMERGENCY DUTIES

1. Ensure training of:
  - A. Floor Warden, Searcher, Disabled Aide and Elevator Monitor
    - a. Safe evacuation/relocation procedures
    - b. Fire safety and prevention
    - c. Location and use of fire extinguishers
    - d. Fire restriction (closing doors and windows)
    - e. Fire drills
  - B. On-site Management, Engineers, Security and Custodians

- a. Response communications (radio and phones)
- b. Assigned duties
- c. Crowd control
- d. Fire safety and prevention

Location and use of fire extinguishers, hoses, alarm panels, water, electrical and gas shut-offs

- f. Fire drills

### C. Tenants

- a. Fire and safety prevention
- b. Fire extinguisher and restriction
- c. Fire drills - evacuation

- 2. Implements and maintains the Facility Emergency Plan
- 3. Ensure all testing and maintenance of life safety equipment

## FIRE SAFETY DO'S, DON'TS AND TIPS

- Do not accumulate discarded files and paper trash in your office or storage areas. Pay special attention to housekeeping in areas that produce lots of trash such as storage areas, copy areas or kitchens.
- Keep electrical cords in good repair. Inspect periodically and report frayed cords to your office management. Do not use extension cords permanently.
- Flammable solvents are not allowed in the building as noted in the lease.
- In areas with sprinklers there must be at least an 18-inch clearance from the bottom of the sprinkler head to the top of any object underneath the sprinkler head.
- In areas with electrical panels or sub-panels there must be 36 inches of clearance around all boxes.
- Keep all hallways free of boxes and trash. They must be kept open to provide for a quick exit.
- Blocking fire doors open is a direct violation of the Fire Code and will allow smoke and fire to spread throughout the floor.
- Check all electrical equipment at the end of the day, to make sure it is turned off. This includes copiers, coffee pots, typewriters, computers and printers.

### Use of Extinguishers

Dry chemical fire extinguishers are located at strategic points around the building. They are the first line of

defense against fires. Each extinguisher is the proper type for the fire that will most likely occur in that vicinity. Extinguishers should only be used on small fires. Small is defined as no larger than a small office trash can. If a fire is discovered while it is still small, an extinguisher may be effective:

Remove the extinguisher from its place and hold it upright. Stand back 8 to 10 feet from the fire. Follow the acronym **P A S S**.

- **Pull the retaining pin.**
- **Aim the nozzle at the base of the flames,** and
- **Squeeze the handle completely.** This will discharge the extinguishing agent at the fire. Use a sweeping motion from side-to-side.
- **Sweep from side to side.** Go slightly beyond the fire area with each pass. Once the fire is out wait before leaving the area. You may need to make a further application, in case the fire re-ignites.

## ACTIONS OF ANYONE WHO SMELLS SMOKE OR FINDS FIRE

### Actions

Follow instructions in this order:

- A. Remain calm.
- B. Pull or activate the fire alarm (fire pull station), located by the stairwells on each floor and building entrance.
- C. Call 9-1-1 from a safe location.
- D. If possible, call Security 510-594-3100 (510-715-9534 after normal hours).
- E. Assist others in exiting, if safe to do so.
- F. Extinguish small fires, only if safe to do so and you are trained.
- G. Evacuate and restrict the spread of fire by closing doors behind you.
- H. Follow all directions given by Floor Warden or Fire Safety Director
- I. Do not re-enter building until Fire Department approves re-entry.

### Exiting Procedures

C. Team members will meet quickly at a pre-designated area to assemble and then perform the emergency duties: Disabled Assistant, Elevator Monitor and Searchers.

D. Occupants of the 7th floor and above will relocate down four floors; occupants of the 6th floor and below will evacuate the building and go to their company's pre-designated meeting area on the north side of the building, near the bay. Select this location in advance and inform all employees of where to go and to stay there for further instructions.

- Floors 7 and above relocate during normal business hours; nights weekends and holidays all occupants will fully evacuate the building upon any fire alarm sounding.

E. Do not use elevators. Move in an orderly fashion toward the stairs.

- When descending the stairs, stay to the right and out of the way of ascending fire personnel.
- Keep calm, exit orderly and follow all directions.
- Do not hold fire stairwell doors open. Stairwells must be kept closed to prevent smoke from entering.

D. When evacuating use caution when you approach a closed door:

- Carefully check for heat with the back of your hand by lightly touching the doorframe near the top. Then check the doorknob. If it is hot, go to an alternate exit.
- Brace yourself, and open the door slowly if it is cool to the touch. You may need to shut it quickly if you encounter flame or smoke.
- Enter the area carefully and close the door behind you if you find it filled with smoke.
- Drop to your hands and knees and keep your face near the floor whenever there is heavy smoke.
- Follow the wall to the nearest exit and leave the building.

E. Report status of your floor when exiting the building to a security officer or fire fighter.

F. Move at least 100 feet away from the building. Do not stand directly outside the building. Avoid crossing the street; this will slow traffic and potentially slow emergency responders

G. Be prepared to take a head count. No person is to leave the area of the building until they are recognized and accounted for.

H. What to do if you are trapped in a building

- First of all, stay calm. Try to go to a room with an outside window and stay there. Close the door.
- If there is a working telephone in the room, call the Fire Department, 9- 1-1, and tell them exactly where you are, even if you see fire trucks below.
- To help rescuers find you, stay where they can see you and wave something bright and light-colored to attract their attention.
- To keep smoke out of your refuge area, use clothing, towels, or newspapers to stuff the cracks around the door and cover the air vents.
- Above all, think before you act and be patient until help arrives. Rescue will take time, and rescuers will try to begin with those who are in the most immediate danger.

## Fire Extinguisher

Only those persons who have been trained should use an extinguisher. Remember to keep between the exit and fire, get fresh air immediately.

A. Ensure that the alarm has been sounded.

B. Check fire extinguisher (Is it the proper type and in good condition?)

C. Remove the extinguisher from its place and hold it upright. Stand back 8 to 10 feet from the fire. Follow the acronym **P A S S**.

- **Pull** the retaining pin.
- **Aim** the nozzle at the base of the flames, and
- **Squeeze** the handle completely. This will discharge the extinguishing agent at the fire. Use a sweeping motion from side-to-side.
- **Sweep** from side to side. Go slightly beyond the fire area with each pass. Once the fire is out, wait before leaving the area. You may need to make a further application, in case the fire re-ignites.

## Persons in need of Evacuation Assistance

Persons in need of evacuation assistance to a safe area of refuge or area of evacuation assistance (Enclosed stairwells or defend in place) should have persons pre-assigned to them in advance of an emergency.

## **If Trapped In Smoke Filled Room or Corridor/Defend Place**

If possible crawl on hands and knees to a safe area. Try to get to an enclosed

stairway or get into a smoke free room and defend in place (stay where you are and await rescue).

- A. Seal doors or transoms with wet towels.
- B. Call 9-1-1 to report location and condition.
- C. Open window for fresh-air if possible. Do not break windows unless you are in severe danger of smoke inhalation.
- D. Hang a bright object from window.
- E. Breathe through wet towel and stay low.

# **EARTHQUAKES**

## **Before The Earthquake**

As recommended by the Emeryville Fire Department:

- A. Earthquake proofing
  - 1. Secure larger shelves or furniture to wall or floor.
  - 2. Laminate glass which can shatter
  - 3. Lower heavy objects or displays which could fall and injure or block exit ways
  - 4. Keep drawers and cabinets latched



5. Secure TV's, computers, monitors and other expensive electronics to their bases.

## B. Supplies

The building does not provide emergency supplies for the tenants. Tenants should store:

1. Food and water for three days minimum (7 day supply is ideal)
2. First aid kit and first aid manual
3. Large and small heavy-duty plastic bags, duct tape and scissors
4. Prescribed medication and extra eyeglasses
5. Heavy duty shoes and leather palmed gloves
6. Extra warm clothing and a whistle
7. Rescue tools
8. Portable TV or radio and extra batteries
9. Flashlights with extra batteries
10. Cash (ATM's and credit cards may not work and you may need to purchase emergency supplies)

## C. Communications Individuals, Tenants or Employees

1. Emergency phone list
2. Family: work, school, play and day care
3. Long distance message check-in phone number
4. Cell phone

Company/Tenant

1. Emergency phone list of vendors (to minimize downtime)

2. Emergency phone list of employees

D. Drill

1. Know safe, take-cover locations

## **During The Earthquake**

A. Stay calm.

B. Stay inside, duck and cover under a hard surface like a table.

C. Face away from any windows.

D. Stay clear of tall objects that may tilt and topple over.

E. STAY IN THE BUILDING. Do not run outside. Debris may be falling.

F. Calm others.

## **After A Devastating/Damaging Earthquake**

A. Remain calm, be prepared for aftershocks. Make sure that you are OK.

B. Check immediate location (Are you safe?)

C. Check for injuries and give first aid. You may voluntarily assist the victim to the degree that you are trained.

D. Check your immediate area for safety hazards and report to Floor Warden, Supervisor and Building Management.

E. Extinguish any fires if possible and you are trained to do so. Don't light matches or flames. No smoking.

F. Turn off gas if you: smell gas, see a broken pipe or are ordered to do so.

- Report any gas odors to Building Management.

- G. Turn off water or electricity if it is causing a hazard or pipe is broken.
- H. Listen for new or instructions over radio or TV.
- I. Ration food and water
- J. Use telephone only for dire emergencies. Check to make sure that all telephones are on its phone cradle.
- K. Do not use the stairwells until they are safety checked and you are notified that they are safe.
- L. Help others stay calm.
- M. Do turn off all electrical devices.
- N. Don't use the elevators.

**Web sites with additional Information include:** [www.ready.gov](http://www.ready.gov) [www.abag.org](http://www.abag.org)

## MEDICAL EMERGENCIES

### BOMB THREAT

Upon receiving a bomb threat remain calm and try to retrieve the following information from the caller:

- A. What time will the bomb go off?
- B. Where is the bomb?
- C. What type of bomb is it?
- D. Why was the bomb planted?
- E. Did the caller plant the bomb?
- F. What is the caller's name?

Note the following:

- A. Time of the call
- B. Was the caller male or female?
- C. Describe the voice or accent
- D. Background noises
- E. Was the caller angry or did s/he show other emotions?

Upon hanging up:

- A. Notify the Emeryville Police 9-1-1.
- B. Call Building Management 510-594-3100.
- C. Notify your supervisor/manager.
- D. Wait calmly for further instructions from your supervisor, Police or Security.
- E. To prevent panic, do not mention the call to anyone else.

## **High-Level Threat or Suspicious Article Found**

If a suspicious article is found:

- Notify Security 510-594-3100 (510-715-9534 after normal hours).
- Notify 9-1-1.
- Do not pick up or move the article. Wait for the authorities.
- Keep persons away from the object.

## **BOMB THREAT CHECKLIST**

**Questions To Ask:**

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind/size 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?

### Caller's Voice:

Calm	Angry	Excited
Slow	Rapid	Soft
Loud	Laughter	Crying
Normal	Distinct	Slurred
Stutter	Nasal	Whispered
Lisp	Raspy	Deep
Accent	Disguised	Clearing Throat
Ragged	Deep Breathing	Cracking
Familiar?	Who?	

### Threat Language:

Well Spoken	Incoherent	Foul
Irrational	Righteous	Grammar
Taped	Message Read	Choice of Word

Well Spoken Incoherent Foul Irrational Righteous Grammar Choice of Words Taped Message Read

### Background Sounds:

Street Noise	Booth
Cafe/Bar	Voices
PA System	Music
House Noises	Motor
Animal Noises	Office

Clear	Static
Long Distance	Local
Factory Machinery	Other

**Any words or phrases that stood out?**

**Exact Wording of the Threat:**

Sex of the caller:	Race:
Age:	Length of call:
Time the call ended:	Phone number where the call was received:
Date:	

**Report call immediately to: Building Security 510-594-3100; After normal hours 510- 715-9534  
Emeryville Police 9-1-1**

**Suspicious Mail or Package?**

Signs include: sloppy package, stamps instead of a postage meter, no return address, heavy for its size, stains, chemical odor, misspelled words, poor handwriting and/or references to “confidential, open only by (name of recipient).” Call Police 9-1-1.

## HAZARD MATERIALS – INDOOR RELEASE

## HAZARD MATERIALS – OUTDOOR RELEASE

**For an outdoor release, people should remain indoors in rooms where outdoor air infiltration is very low – the action is called shelter-in-place**

1. Immediately get to an area where not exposed, assist others.
2. Call 9-1-1 to inform of the situation and what type of spill.
3. GIVE YOUR BUILDING ADDRESS, FLOOR AND SUITE NUMBERS and YOUR PHONE NUMBER.

4. Call Security 510-594-3100 (510-715-9534 after normal hours).
5. Building staff shall immediately shut down any type of air circulating system.
6. Station a Floor Warden at each stairwell telling people not to go outside. (Do not physically attempt to stop anyone) Inform anyone leaving that they will not be allowed back inside.
7. Take actions to contain the hazard. Close exterior suite doors, windows and all interior doors.
8. Move people to the inner part of the building (no windows to the outside).
9. The rooms should have doors that are fairly effective at preventing airflow from the hallways (e.g. they should have no gap or only a very small gap at the bottom of the door). Stuff fabric or paper into any cracks or crevices.
10. Bathrooms are a poor choice, because they often have an exhaust duct that leads directly to the outside. If the exhaust fan is left on then air will be drawn into the bathroom from other parts of the building, which will become contaminated.
11. Remain calm
12. Use phones only for emergency calls.

## CIVIL DISTURBANCE

### **Should you witness an unruly crowd or one that threatens your personal safety:**

1. Do not go through a violent crowd to leave or enter a building.
2. Call 9-1-1 and inform of the situation. Answer all questions.
3. Call Security 510-594-3100 (510-715-9534 after normal hours).
4. Stay away from the unruly crowd.
5. Remain within the building. Do nothing to antagonize the demonstrators. Inform all other personnel to do likewise.
6. Close all drapes in exterior rooms and then avoid window areas. You could become a target. Lock all doors.
7. Report to the core area of the building (away from the exterior of the building).
8. Stay off the phone. Avoid unnecessary phone conversations.
9. Use good judgment and remain calm and stay in your office/department unless you are in an unsafe position or instructed to leave by Police.
10. Secure all valuable materials in a safe place or at least out of sight.
11. If a demonstrator enters the premises, keep calm, be courteous and avoid an incident. Avoid actions or verbal responses that may provoke the situation. Avoid arguments, provocative statements or entering into a debate with a participant. They have entered the building to propagandize, confront or agitate the building's occupants. Let them make their point. Frustrating them is dangerous and provocative. Do not try to reason with them. Call Police to have the individual removed if you can do so without incident.
12. Cooperate. Certain services may be limited during a disturbance. Access will be restricted. Withdraw from the area until it is safe to enter.

# WORKPLACE VIOLENCE

- If you feel you are at personal danger, if possible leave the area.
- First, notify your manager, call the Police if appropriate 9-1-1 and then call Security 510-594-3100 (510-715-9534 after normal hours).

## **If a person enters your work space with a weapon:**

- A. Immediately seek cover under your desk or work area.
- B. Do not run you will become a moving target.
- C. Take the phone with you under the desk. Call the Police 9-1-1.
- D. Stay in your hiding place until you hear the all clear

## **Common Sense Rules In A Dangerous Situation:**

- A. Trust your instincts, if you are afraid you probably have a good reason.
- B. Take all threats seriously.
- C. Physically give the person personal space.
- D. Provide for your own personal safety.
- E. Don't be afraid to ask for help.



# MOVING / DELIVERIES & CONTRACTORS

1900 POWELL STREET

## MOVING RULES AND REGULATIONS

All moves must be scheduled in advance with the Property Management Office to avoid conflicts. Please call (510) 594-3100 to reserve the freight elevator. Proof of insurance for the moving company is required to reserve a freight elevator. Only one tenant may move at a time.

### **Freight Elevators**

Only the freight elevator may be used for furniture deliveries. Passenger elevators may not be used.

Freight elevator dimensions are as follows:

Door Height: 7' 11 ½" Door Width: 3' 11 ½" Cab Height: 10' 0"

Cab Width: 6' 2"

Cab Depth: 4' 6"

Diagonal Clearance: 11' 8 ½" Weight Capacity: 4,000 lbs.

### **Hours**

Monday through Friday: 6:00 p.m. to 7:00 a.m. Weekends: Friday 6:00 p.m. to Monday 7:00 a.m.

Weekday daytime deliveries (Monday – Friday 7:00 a.m. to 6:00 p.m.) must be limited to one elevator load. Elevators and Loading Dock space are not reserved for daytime deliveries and there is a fifteen (15) minute limit for parking in the Loading Dock.

### **Building Protection**

1. The protection of building corridors, doors, stairwells, elevators, floor coverings, public areas,

- lobbies and service areas is the responsibility and the expense of the tenant and/or their moving/freight company.
2. The mover must provide masonite or plywood along the prescribed route of movement through the building. All floor coverings shall be secured during the entire process.
  3. Padding, corner and wall protection are required around main door frames and along main corridors and elevators. Special tape should be used to prevent removal of paint from walls and frames. Walk-off plates must be provided to protect door thresholds on all floors.
  4. It is the responsibility of the mover to maintain a clean environment in all working and storage areas. Any and all debris generated from the move is the responsibility of the tenant or their moving contractor to dispose of immediately. This refers specifically to packing materials. The building's trash containers may not be used for disposing such materials. Access to the Loading Dock and pathways to elevators should at no time be obstructed.
  5. Costs associated with any damages and/or repairs as a result of the move will be the responsibility of the tenant.
  6. All individuals performing work at Watergate Towers are required to wear company uniforms with logos and identification badges at all times. The procedures for gaining access to the freight elevator are:
    7. Use Service Corridor off the loading dock to enter the building.
    8. Check in at the Security Desk.
    9. Use only the freight elevators to enter or exit the tenant space.
  10. Check out at the Security Desk when leaving the building.
  11. When arriving after hours, use the telephone at the loading dock to call the Security Rover.
  12. A valid Certificate of Insurance from the mover must be on file with the Property Management Office prior to work being performed. Please see next page for Insurance Requirements. Any move found to be in violation of the above Rules and Regulations will be suspended until the problem is corrected. Moving trucks cannot block the street or public sidewalk at any time.

If you have any questions, please contact the Property Management Office at (510) 594-3100.

## TENANT DELIVERIES

### **Loading Dock**

The Loading Dock is open from 7:00 a.m. to 6:00 p.m., Monday through Friday. All deliveries should be made through the loading dock. All deliveries are limited to fifteen (15) minutes and one (1) freight elevator load. Deliveries requiring more than fifteen (15) minutes, including all tenant move-in and move-out activities, must be scheduled in advance with the Property Management Office at (510) 594-3100. Tenant moves requiring the use of the Loading Dock and freight elevators cannot be conducted during business hours.

## Freight Elevators

All deliveries must be made via the freight elevators, including deliveries between floors. Under no circumstances are large hand trucks or four-wheel carts allowed in the passenger elevators. Tenants are requested to use carts with rubber bumpers. Large deliveries must be scheduled in advance by contacting the Property Management Office. Freight elevators will be reserved only with prior notice to the Property Management Office at (510) 594-3100.

Freight elevators are available from 7:00 a.m. to 6:00 p.m. on a first come, first serve basis for deliveries which do not exceed the fifteen (15) minute parking limit in the Loading Dock or require more than one (1) freight elevator for delivery. Deliveries which exceed these requirements must be scheduled in advance with the Property Management Office and must be performed between the hours of 6:00 p.m. and 7:00 a.m., Monday through Friday, or on weekends.

Reservations for the freight elevator must be confirmed in writing and be accompanied by a valid Certificate of Insurance for the company performing the service. Please see the attachment titled "Vendor Insurance Requirements" for a description of what is required.

Delivery personnel are required to check in with the Security Guard to gain access to tenant floors. Please contact the Property Management Office at (510) 594-3100 for questions regarding use of freight elevators.

## TENANT CONTRACTORS AND VENDORS

Each tenant is requested to identify contractors, vendors and suppliers who are scheduled to perform services in their premise twenty-four (24) hours prior to their arrival at the building. Additionally, the Certificate of Insurance Requirements form should be provided to each service contractor. An accurate and complete Certificate of Insurance will be required for any company performing work in your premises.

We appreciate your cooperation in informing all of your service contractors and delivery personnel of this policy. If there are any questions or comments, please do not hesitate to call the Property Management Office at (510) 594-3100.

### After Hours Access For Contractors or Vendors

To enter the building when the Property Management Office is closed, 5:00 p.m. to 8:00 a.m. Monday through Friday and any time on the weekends, any contractor or vendor must be on the building's After Hours Access List. Authorized personnel for the tenant company may add a contractor or vendor to this list using company email or by faxing a signed "After Hours Access" form to the Property Management Office (510) 594-3100.

You are responsible for allowing the contractor or vendor into your suite. To be valid, the email or form must be received by the Property Management Office no later than 4:00 p.m. the day before access is needed. This form is used for a one time basis only. Before we will allow a contractor or vendor to do any work in your suite, the contracting or vending company will need to have a valid Certificate of Insurance on file with the Property Management Office. Please see our "Vendor Insurance Requirements" for specific requirements.

Upon arrival, the vendor or contractor should use the phone at the loading dock entrance to check in with security and gain access as permitted.

## 2000 POWELL STREET

# MOVING RULES AND REGULATIONS

All moves must be scheduled in advance with the Property Management Office to avoid conflicts. Please call (510) 594-3100 to reserve the freight elevator. Proof of insurance for the moving company is required to reserve a freight elevator. Only one tenant may move at a time.

### Freight Elevators

Only the freight elevator may be used for furniture deliveries. Passenger elevators may not be used.

Freight elevator dimensions are as follows:

Door Height: 7' 11 ½" Door Width: 3' 11 ½" Cab Height: 10' 0"

Cab Width: 6' 2"

Cab Depth: 4' 6"

Diagonal Clearance: 11' 8 ½" Weight Capacity: 4,000 lbs.

### Hours

Monday through Friday: 6:00 p.m. to 7:00 a.m. Weekends: Friday 6:00 p.m. to Monday 7:00 a.m.

Weekday daytime deliveries (Monday – Friday 7:00 a.m. to 6:00 p.m.) must be limited to one elevator load. Elevators and Loading Dock space are not reserved for daytime deliveries and there is a fifteen (15) minute limit for parking in the Loading Dock.

## Building Protection

1. The protection of building corridors, doors, stairwells, elevators, floor coverings, public areas, lobbies and service areas is the responsibility and the expense of the tenant and/or their moving/freight company.
2. The mover must provide masonite or plywood along the prescribed route of movement through the building. All floor coverings shall be secured during the entire process.
3. Padding, corner and wall protection are required around main door frames and along main corridors and elevators. Special tape should be used to prevent removal of paint from walls and frames. Walk-off plates must be provided to protect door thresholds on all floors.
4. It is the responsibility of the mover to maintain a clean environment in all working and storage areas. Any and all debris generated from the move is the responsibility of the tenant or their moving contractor to dispose of immediately. This refers specifically to packing materials. The building's trash containers may not be used for disposing such materials. Access to the Loading Dock and pathways to elevators should at no time be obstructed.
5. Costs associated with any damages and/or repairs as a result of the move will be the responsibility of the tenant.
6. All individuals performing work at Watergate Towers are required to wear company uniforms with logos and identification badges at all times. The procedures for gaining access to the freight elevator are:
7. Use Service Corridor off the loading dock to enter the building.
8. Check in at the Security Desk.
9. Use only the freight elevators to enter or exit the tenant space.
10. Check out at the Security Desk when leaving the building.
11. When arriving after hours, use the telephone at the loading dock to call the Security Rover.
12. A valid Certificate of Insurance from the mover must be on file with the Property Management Office prior to work being performed. Please see next page for Insurance Requirements. Any move found to be in violation of the above Rules and Regulations will be suspended until the problem is corrected. Moving trucks cannot block the street or public sidewalk at any time.

If you have any questions, please contact the Property Management Office at (510) 594-3100.

## TENANT DELIVERIES

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## Freight Elevators

All deliveries must be made via the freight elevators, including deliveries between floors. Under no circumstances are large hand trucks or four-wheel carts allowed in the passenger elevators. Tenants are requested to use carts with rubber bumpers. Large deliveries must be scheduled in advance by contacting the Property Management Office. Freight elevators will be reserved only with prior notice to the Property Management Office at (510) 594-3100.

Freight elevators are available from 7:00 a.m. to 6:00 p.m. on a first come, first serve basis for deliveries which do not exceed the fifteen (15) minute parking limit in the Loading Dock or require more than one (1) freight elevator for delivery. Deliveries which exceed these requirements must be scheduled in advance with the Property Management Office and must be performed between the hours of 6:00 p.m. and 7:00 a.m., Monday through Friday, or on weekends.

Reservations for the freight elevator must be confirmed in writing and be accompanied by a valid Certificate of Insurance for the company performing the service. Please see the attachment titled "Vendor Insurance Requirements" for a description of what is required.

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Office (510) 594-3100.

You are responsible for allowing the contractor or vendor into your suite. To be valid, the email or form must be received by the Property Management Office no later than 4:00 p.m. the day before access is needed. This form is used for a one time basis only. Before we will allow a contractor or vendor to do any work in your suite, the contracting or vending company will need to have a valid Certificate of Insurance on file with the Property Management Office. Please see our "Vendor Insurance Requirements" for specific requirements.

Upon arrival, the vendor or contractor should use the phone at the loading dock entrance to check in with security and gain access as permitted.

## 2200 POWELL STREET

## MOVING RULES AND REGULATIONS

All moves must be scheduled in advance with the Property Management Office to avoid conflicts. Please call (510) 594-3100 to reserve the freight elevator. Proof of insurance for the moving company is required to reserve a freight elevator. Only one tenant may move at a time.

### Freight Elevators

Only the freight elevator may be used for furniture deliveries. Passenger elevators may not be used.

Freight elevator dimensions are as follows:

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Cab Width: 6' 2"

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Diagonal Clearance: 11' 8 ½" Weight Capacity: 4,000 lbs.

### Hours

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moves requiring the use of the Loading Dock and freight elevators cannot be conducted during business hours.

## **Freight Elevators**

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## **After Hours Access For Contractors or Vendors**

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through Friday and any time on the weekends, any contractor or vendor must be on the building's After Hours Access List. Authorized personnel for the tenant company may add a contractor or vendor to this list using company email or by faxing a signed "After Hours Access" form to the Property Management Office (510) 594-3100.

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Upon arrival, the vendor or contractor should use the phone at the loading dock entrance to check in with security and gain access as permitted.

# RULES AND REGULATIONS

## RULES AND REGULATIONS

1. The sidewalks, walks, plaza entries, corridors, concourses, ramps, staircases, escalators and elevators of the Property shall not be obstructed or used by Tenant, or the employees, agents, servants, visitors or licensees of Tenant for any purpose other than ingress and egress to and from the Premises. No bicycle or motorcycle shall be brought into the Building or kept on the Premises without the prior written consent of Landlord.
2. No freight, furniture or bulky matter of any description will be received into the Property or carried into the elevators except in such a manner, during such hours and using such elevators and passageways as may be approved by Landlord, and then only upon having been scheduled in advance. Any hand trucks, carryalls, or similar equipment used for the delivery or receipt of merchandise or equipment shall be equipped with rubber tires, side guards and such other safeguards as Landlord shall require.
3. Landlord shall have the right to prescribe the weight, position and manner of installation of safes or other heavy equipment which shall, if considered necessary by Landlord, be installed in a manner which shall insure satisfactory weight distribution. All damage done to the Property by reason of a safe or any other article of Tenant's office equipment being on the Premises shall be repaired at the expense of Tenant. The time, routing and manner of moving safes or other heavy equipment shall be subject to prior approval by Landlord.
4. Only persons authorized by Landlord will be permitted to furnish newspapers, ice, drinking water, towels, barbering, shoe shining, janitorial services, floor polishing and other similar services and concessions to Tenant, and only at hours and under regulations fixed by Landlord.
5. Tenant, or the employees, agents, servants, visitors or licensees of Tenant, shall not at any time leave, place or discard any rubbish, paper, articles or objects of any kind whatsoever outside the doors of the Premises or in the corridors, stairways or passageways of the Property.
6. Landlord shall have the right to prohibit any advertising by Tenant which, in Landlord's opinion, tends to impair the reputation of the Property or its desirability for offices and, upon written notice from Landlord, Tenant will refrain from or discontinue such advertising.
7. Tenant shall not place, or cause or allow to be placed, any sign, placard, picture, advertisement, notice or lettering whatsoever, in, about or on the exterior of the Premises, Building or Project except in and at such places as may be designated by Landlord and consented to by Landlord in writing. Any such sign, placard, advertisement, picture, notice or lettering so placed may be removed by Landlord without notice to and at the expense of Tenant. All lettering and graphics on corridor doors shall conform to the Property Standard prescribed by Landlord. No trademark shall be displayed in any event.
8. Canvassing, soliciting or peddling in the Building and/or Property is prohibited, and Tenant shall cooperate to prevent same.
9. Landlord shall have the right to exclude any person from the Property other than during customary business hours as set forth in the Lease, and any person in the Property will be subject to identification by employees and agents of Landlord. All persons in or entering the Property shall be required to comply with the security policies of the Property. If Tenant desires any additional security service for the Premises, Tenant shall have the right (with the advance written consent of Landlord) to obtain such additional service at Tenant's sole cost and expense. Tenant shall keep

doors to unattended areas locked and shall otherwise exercise reasonable precautions to protect property from theft, loss or damage. Landlord shall not be responsible for the theft, loss or damage of any property or for any error with regard to the exclusion from or admission to the Property of any person. In case of invasion, mob, riot or public excitement, Landlord reserves the right to prevent access to the Property during the continuance of same by closing the doors or taking other measures for the safety of the tenants and protection of the Property and property or persons therein.

10. Only workmen employed, designated or approved by Landlord may be employed for repairs, installations, alterations, painting, material moving and other similar work that may be done in or on the Premises. Tenant will refer all contractors, contractor's representatives and installation technicians rendering any service on or to the Premises for Tenant to Landlord for Landlord's approval and supervision before performance of any contractual service. This provision shall apply to all work performed in the Property including installation of telephones, telegraph equipment, electrical devices and attachments and installations of any nature affecting floors, walls, woodwork, trim, windows, ceilings equipment or any other physical portion of the Property.
11. Tenant shall not do any cooking (other than warming in a microwave oven) or conduct any restaurant, luncheonette, automat or cafeteria for the sale or service of food or beverages to its employees or to others, or permit the delivery of any food or beverage to the Premises, except by such persons delivering the same as shall be approved by Landlord and only under regulations fixed by Landlord. Tenant may, however, operate a coffee bar by and for its employees.
12. Tenant shall not bring or permit to be brought or kept in or on the Premises or Property any inflammable, combustible, corrosive, caustic, poisonous, or explosive substance, or cause or permit any odors to permeate in or emanate from the Premises, or permit or suffer the Premises to be occupied or used in a manner offensive or objectionable to Landlord or other occupants of the Property by reason of light, radiation, magnetism, noise, odors and/or vibrations, or interfere in any way with other tenants or those having business in the Property.
13. Tenant shall not mark, paint, drill into, or in any way deface any part of the Property or the Premises. No boring, driving of nails or screws, cutting or stringing of wires shall be permitted, except with the prior written consent of Landlord, and as Landlord may direct. Tenant shall not install any resilient tile or similar floor covering in the Premises except with the prior approval of Landlord. The use of cement or other similar adhesive material is expressly prohibited.
14. No additional locks or bolts of any kind shall be placed on any door in the Property or the Premises and no lock on any door therein shall be changed or altered in any respect. Landlord shall furnish two keys for each lock on exterior doors to the Premises and shall, on Tenant's request and at Tenant's expense, provide additional duplicate keys. Tenant shall not make duplicate keys. All keys shall be returned to Landlord upon the termination of this Lease, and Tenant shall give to Landlord explanations of the combinations of all safes, vaults and combination locks remaining with the Premises. Landlord may at all times keep a pass key to the Premises. All entrance doors to the Premises shall be left closed at all times and left locked when the Premises are not in use. Landlord agrees to furnish to Tenant upon move in and at Landlord's expense, Cardkeys for access to the Property during such times as the Property is not open to the public. Upon written request from Tenant, or other parties authorized by Tenant, Landlord will furnish additional Cardkeys to Tenant at Tenant's expense. Should any Cardkeys be lost or stolen, Tenant will immediately notify Landlord and Landlord will issue replacement Cardkeys with a different computer code number. Such replacement Cardkeys will be at Tenant's expense.
15. Tenant shall give immediate notice to Landlord in case of theft, unauthorized solicitation or accident in the Premises or in the Property or of defects therein or in any fixtures or equipment, or of any known emergency in the Property.

16. Tenant shall not use the Premises or permit the Premises to be used for photographic, multilith or multigraph reproductions, except in connection with its own business and not as a service for others without Landlord's prior permission.
17. Tenant shall not use or permit any portion of the Premises to be used as an office for a public stenographer or typist, offset printing, the sale of liquor or tobacco, a barber or manicure shop, an employment bureau, a labor union office, a doctor's office, a dance or music studio, any type of school, or for any use other than those specifically granted in this Lease.
18. Tenant shall not advertise for laborers giving the Premises as an address, nor pay such laborers at a location in the Premises.
19. The requirements of Tenant will be attended to only upon application of Landlord of the Property or at such other address as may be designated by Landlord in the Lease. Employees of Landlord shall not perform any work or do anything outside of their regular duties, unless under special instructions from the office of Landlord.
20. Tenant shall not place a load upon any floor of the Premises which exceeds the load per square foot which such floor was designed to carry and which is allowed by law. Business machines and mechanical and electrical equipment belonging to Tenant which cause noise, vibration, electrical or magnetic interference, or any other nuisance that may be transmitted to the structure or other portions of the Property or to the Premises to such a degree as to be objectionable to Landlord or which interfere with the use or enjoyment by other tenants of their premises or the public portions of the Property shall be placed and maintained by Tenant, at Tenant's expense, in settings of cork, rubber, spring type, or other vibration eliminators sufficient to eliminate noise or vibration.
21. No awning, draperies, shutters or other interior or exterior window coverings that are visible from the exterior of the Property or from the exterior of the Premises within the Property may be installed by Tenant.
22. Tenant shall not place, install or operate within the Premises or any other part of the Property any engine, stove, or machinery, or conduct mechanical operations therein, without the written consent of Landlord.
23. No portion of the Premises or any part of the Property shall at any time be used or occupied as sleeping or lodging quarters.
24. Tenant shall at all times keep the Premises neat and orderly.
25. The toilet rooms, urinals, wash bowls and other apparatus shall not be used for any purpose other than that for which they were constructed and no foreign substance of any kind whatsoever shall be thrown therein and the expense of any breakage, stoppage or damage resulting from the violation of this rule shall be borne by the tenant who or whose employees or invitees shall have caused it.
26. Landlord reserves the right to exclude or expel from the Property any person who, in the judgment of Landlord, is intoxicated or under the influence of liquor or drugs, or who shall in any manner do any act in violation of any of the Rules and Regulations of the Property.
27. Normal business hours shall be deemed to be 7:00 a.m. through 6:00 p.m. on weekdays and 8:00 a.m. through 1:00 p.m. on Saturdays, exclusive of holidays. Holidays shall, for purposes of this Lease, be deemed to be New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day and any other holidays commonly observed by landlords of comparable buildings in the market area of the Property.
28. Landlord reserves the right, without the approval of Tenant, to rescind, add to and amend any rules or regulations, to add new rules and regulations, and to waive any rules or regulations with respect to any tenant or tenants.
29. Tenant shall use no other method of heating or cooling than that supplied by Landlord.\* this

includes all personal space heaters.

30. Tenant shall comply with all local and federal codes and ordinances.
31. Tenant and its agents, employees and invitees shall observe and comply with the driving and parking signs and markers on the Property grounds and surrounding areas.
32. No animals or birds shall be brought to or kept in or about the Property.
33. No smoking or other use of tobacco products shall be allowed anywhere in the Property, except in such specific portions of the Common Area designated from time to time by the Landlord in its sole and absolute discretion.

# FORMS

## FORMS

For your convenience, we have included downloadable and printable PDF document forms that will expedite various Acme Management service requests. Hard copies of all forms are available from the Property Management Office as well. To view and print PDF files, you need the Adobe Acrobat Reader software. If not already installed on your computer, it can be obtained for free at [www.adobe.com](http://www.adobe.com).

- [Access Card Form](#)
- [Afterhours HVAC Request Form](#)
- [Authorization and Emergency Contact Form](#)
- [Floor Warden Form](#)
- [Key Request Form](#)
- [LAZ Parking Contract](#)
- [Preparis Tenant Emergency Notification Contact Information](#)
- [The Towers Emeryville Parking Validation Order Form](#)
- [Tenant COI Requirement Letter 1900](#)
- [Tenant COI Requirement Letter 2000 & 2200](#)
- [Tenant Signage Order Form](#)
- [Vendor Insurance Requirements 1900](#)
- [Vendor Insurance Requirements 2000 & 2200](#)