

# PLAZACENTER

## EMERGENCY PROCEDURES



This pamphlet is provided by Building Management for your safety.

Please read the enclosed material and keep this pamphlet handy for future reference.

Additional copies may be obtained from our office.

Building Management:  
R. Zaballos & Sons, Inc.  
22320 Foothill Blvd., Suite 660  
Hayward, California 94541

**(510) 581-5993**

### GENERAL

In order to comply with the California Administrative Building Code, the Building Manager and all occupants of this building are required to assume certain responsibilities regarding emergencies, such as fire, earthquake, medical and building evacuation procedures. These responsibilities are intended to provide additional safety in the event of an emergency.

### ORGANIZATION

1. Each tenant shall appoint a Safety Representative who will assist the Building Manager in the coordination of all safety matters in their suite.
2. The Safety Representative shall oversee all emergency and evacuation procedures for their suite.
3. Tenants will notify Building Management when there is a change in their Safety Representative.

### TRAINING

Safety Representatives will be trained by Building Management. Training will include evacuation procedures, use of fire extinguishers and emergency building systems.

### HANDICAPPED PERSONS

Tenants have the responsibility of evacuating all handicapped employees and visitors from their suite. As an additional precaution, the Building Manager should be notified on a continuing basis of any handicapped employees who require special assistance in an emergency.

### EMPLOYEE BRIEFINGS

Each tenant is responsible for ensuring that their employees are thoroughly briefed on the contents of this pamphlet, in particular with the building evacuation routes and emergency fire procedures. It is recommended that this pamphlet be placed where it is immediately available to all employees.

### EMERGENCY FIRE PROCEDURES:

#### • IF THERE IS A FIRE IN YOUR SUITE

1. Call the Fire Department at **911** if the alarm is not sounding. Give the building address, suite and floor number and what is burning, **only if safe to do so**.
  - A. Activate the nearest fire alarm, if it is safe to leave your suite.
  - B. Notify Building Management at **581-5993**. Tell them your suite number and what is burning.
  - C. Turn off all equipment in your suite, only if it is safe to do so.
2. If you can put out the fire and **it is safe to do so**, do as much as you can (consistent with personal safety) with any available equipment to extinguish the fire.
3. If you cannot safely put out the fire, leave the area, closing all doors behind you. This will help contain the fire. Follow evacuation procedures.

#### • IF THERE IS A FIRE OUTSIDE OF YOUR SUITE

1. Feel the suite door with the back of your hand; if it is very warm **DO NOT OPEN IT**.  
Carry out the following procedures:
  - A. If smoke is entering the room from under or around the door, seal it off with wet towels, blankets or any available cloth.
  - B. Move away from the suite door and close as many doors as possible between you and the fire.
  - C. Call the Fire Department at **911**, telling them your situation, include the suite number and building location.

- D. If possible, open drapes/blinds and stand by the window so that firemen arriving on the scene can see your location. **DO NOT JUMP OUT OF WINDOWS** unless safe to do so. The Fire Department will remove you.
2. If the door is not too hot to touch - **OPEN IT SLOWLY**. Be prepared to close it again quickly. If the hallway is not too thick with smoke, crawl to the nearest stairway, staying low. The air is best near the floor.
3. Continue evacuation procedures. **DO NOT USE ELEVATORS**.

### EARTHQUAKE PROCEDURES

1. Don't panic- a quake normally lasts less than one minute.
2. While the quake is in progress, get beneath something sturdy: a desk, a table, etc. If nothing sturdy is available, brace yourself in an inside doorway or crouch low at an inside wall or corner of the room. **STAY AWAY FROM OUTSIDE WALLS AND WINDOWS**. Remain there until the shaking has stopped.
3. If structural damage or fire is evident or suspected, carry out Fire Procedures.
4. Follow Evacuation Procedures. **DO NOT USE ELEVATORS**.  
If you should happen to be in an elevator during a quake, remain calm and either the Fire Department or Building Management will assist with your safe exiting. Do not panic.
5. Store the following emergency supplies in your suite:
  - A. Flashlights with extra batteries.
  - B. Portable radios with extra batteries.
  - C. First aid kit and first aid skills.
  - D. Fire extinguisher.
  - E. Food & Water.
  - F. Blankets & clothing.
  - G. Small tool kit.

### EMERGENCY EVACUATION PROCEDURES

1. Leave your suite and **WALK - DON'T RUN** to the nearest and safest stairway. Close your suite door behind you if your area has been evacuated.
2. **DO NOT USE OR ATTEMPT TO USE ELEVATORS**.
3. Look around you to see that everyone is successfully leaving the area.
4. Remove high heeled shoes prior to entering stairways.
5. Upon entering the stairway, keep one hand on the stairway handrails.
6. Once you are in the stair shaft, **KEEP CALM** and follow the directives of the Building Manager, Safety Representative or Fire Official who may be in the building. If none of these persons are in the building, follow the evacuation route to your Assembly Area (see back page).

### MEDICAL EMERGENCIES - NO FIRE

1. Call **911**. Give the address of the building, suite and floor number and inform them of the basic nature of the emergency.
2. Contact the Building Manager who will secure an elevator to aid the responding agency.
3. Instruct someone to go to the elevator lobby on your floor to meet the responding agency.

### OTHER EMERGENCIES

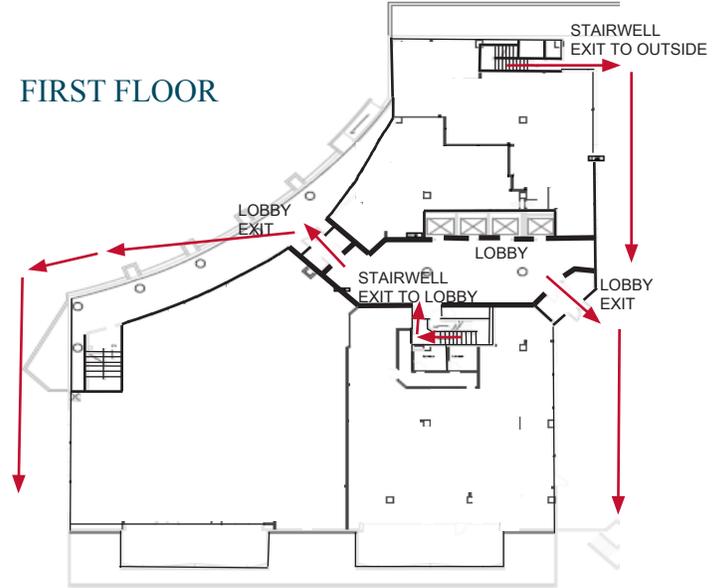
All other minor emergencies, such as suspicious persons, persons in distress, unusual occurrences, possible thefts of property, etc., should be reported to the Building Manager at **581-5993** and the police should be called immediately at **293-7000** or **911**.

In the event of an emergency, evacuate floors 2-6 through the stairwells to the main lobby area.  
Proceed to Assembly Area and wait for further instructions

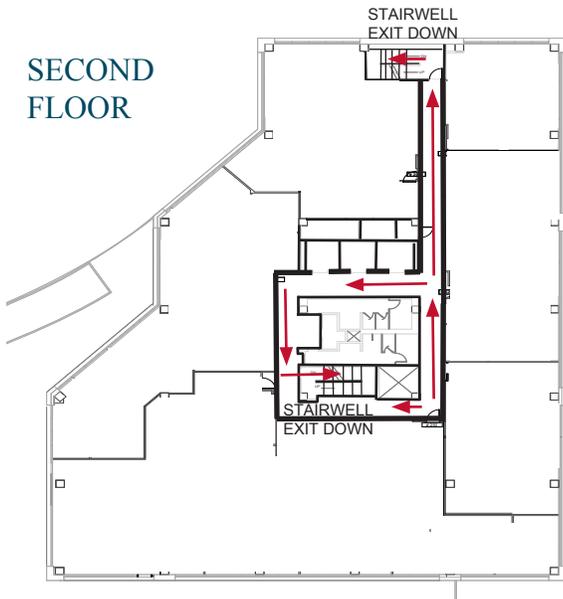
**BASEMENT**



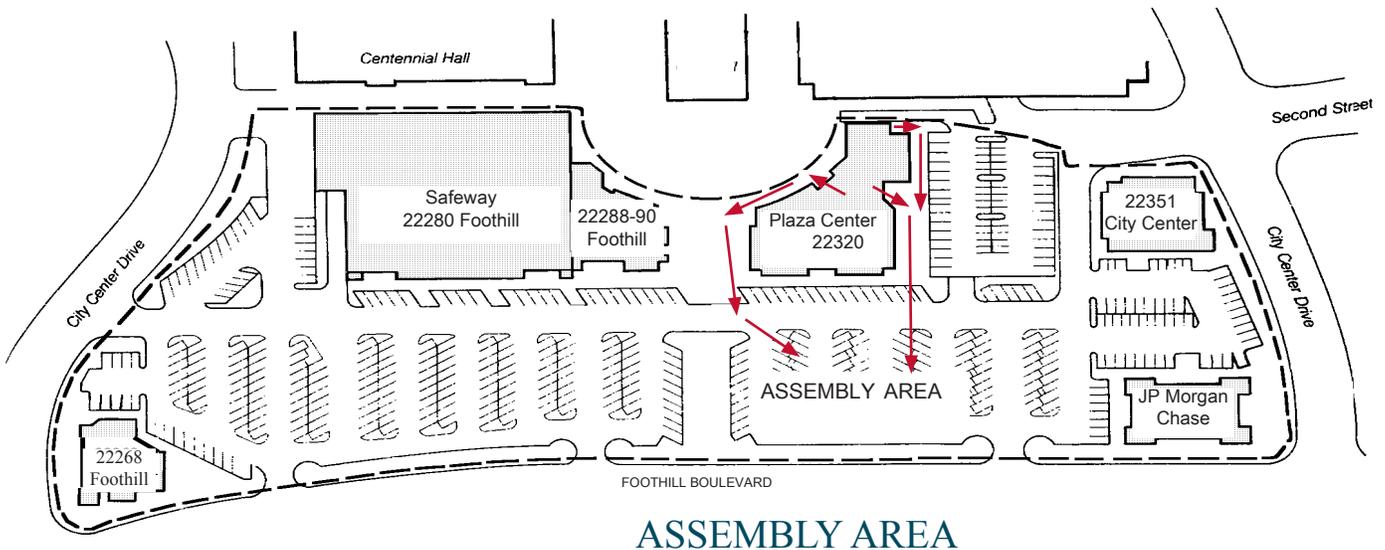
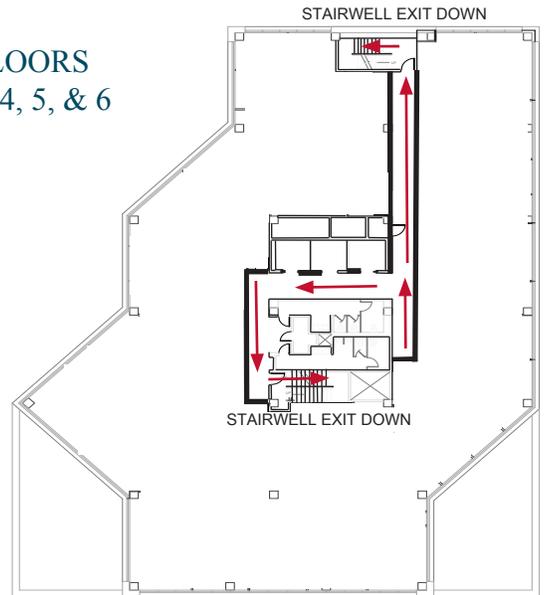
**FIRST FLOOR**



**SECOND FLOOR**



**FLOORS 3, 4, 5, & 6**



**ASSEMBLY AREA**