

***101 MONTGOMERY STREET
BUILDING***

**FACILITY EMERGENCY
PLAN**

**IN CASE OF FIRE OR
OTHER EMERGENCY**

DIAL 911

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101 MONTGOMERY STREET BUILDING

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EMERGENCY TELEPHONE NUMBERS:

Fire – Police – Medical - Ambulance:	911
Police Non-Emergency:	415-553-0123
Fire Department Non-Emergency (daytime):	415-558-3300
Fire Department Non-Emergency (nighttime)	415-861-8020
Lobby Attendant / Security Desk:	415-765-1504
General Manager, Terence McGinnis:	415-233-7183
High-Rise Life Safety Director, Peter Strasser:	415-788-0813
911 - From Mobile Phone when in SF (program phone)	415-553-8090

Street Fire Alarm Pull Box: A Fire Alarm Pull Box is located on the northwest corner of Bush and Montgomery Streets.

PURPOSE OF PLAN:

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

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INTRODUCTION TO THE FACILITY EMERGENCY PLAN

The Building Management Team at 101 Montgomery Street is proud of the services we provide for the comfort, convenience and safety of the occupants and visitors of the 101 Montgomery Street Building. In an effort to ensure a safe work environment, the building management team has prepared this Facility Emergency Plan.

Should an **EMERGENCY** occur, your personal safety as well as the safety of your fellow employees depends on you being informed of the proper actions to take and how **YOU** should respond.

To assist you in becoming prepared for any foreseeable emergency, this manual has been prepared in cooperation with local fire and life safety officials to assist occupants in a safe and effective response to emergency situations by following the guidelines listed for each emergency.

By familiarizing yourself with these instructions, you will be better prepared to cope with a possible emergency situation and if necessary to provide assistance to your fellow workers.

FAMILIARIZE YOURSELF WITH THE LOCATION OF THE BUILDING'S:

Two Emergency Exits: Two stairwell exits on each floor, at the North West and South East side of the building.

Fire Extinguishers: There is a fire extinguisher at the location of each exit stairwell.

Fire Alarms: (Pull Stations) Manual Pull Stations are located at the entrance to each stairwell and in each elevator lobby.

Relocation area or evacuation floor: Relocate four floors down and enter that floor (Note the colored symbol on your door). Floors #8 and below will evacuate to street level and gather at 333 Bush.

Primary and alternate floor wardens: Know your floor wardens.

ELEVATORS: In most emergency situations, passenger elevators will be unavailable for normal passenger service

BUILDING SUMMARY

101 Montgomery Street Building is owned by 101 Montgomery Street Co. It is a 29 story, class 1A office building constructed with numerous life safety features. The building is approximately 332,040 square feet in total floor area and was built in 1984. This building is equipped with an emergency generator that will automatically start in the event of an electrical power outage. It will supply electrical power for necessary emergency lighting, fire protection equipment, and limited service to elevators. There are two fire sprinkler pumps located in the basement: one electric and one diesel. Also a 18,500 gallon fire sprinkler water storage tank that is located in the basement, as back-up if the city's fire water system goes down.

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FUNCTIONS AND LOCATIONS OF LIFE SAFETY FEATURES INCLUDE:

- A fully automatic & approved fire / smoke detection system.
- **Fire Alarm** will sound on the affected floors. The floor above the alarm floor and the two floors below. ***The alarm sounds like a repeating whooping sound.*** Following the whooping sound there will be a recorded message. The *Message* for the alarm floor will announce: ***May I have your attention please. There is an emergency that has been reported on your floor. Please proceed to the nearest exit. Please proceed to your designated evacuation location.***
- The *Message* for the floor above the affected floor and the two floors below will announce: ***May I have your attention Please. There is an emergency that has been reported on an adjacent floor. Please proceed to the nearest exit. Please proceed to your designated evacuation location.***
- An **alarm** will sound and be transmitted to the Central Station monitoring company anytime a smoke alarm, pull station or fire sprinkler is activated.
- **Exit Stairwells** are located at the north/west and south/east side of each floor. The stairwell vestibules will pressurize with clean outside air on any alarm. **Exit signs** clearly mark the route of travel to the stairwells. The Stairwell doors **will unlock** with any fire / smoke alarm.
- **Public Address System** speakers are located throughout all floors for safety announcements.
- **Fully automated fire sprinkler system** pressure is maintained by city water pressure and building back-up systems. **Standpipes** are located in each stairwell on each floor for the Fire Department's use.
- **Fire Extinguishers** are located at each exit stairwell, and in tenant kitchenettes.
- **Smoke detectors** are located in the air conditioning ducts, elevator lobbies and tenant spaces. Activation of a smoke detector will sound an alarm, shut down the ventilation system in the affected areas. Fans will start that will evacuate any smoke from the stairwells and will pressurize the stairwell vestibules.
- **Alarm Strobes** are located on all floors.
- **Elevator lobby doors and stairwell doors** will close automatically on any alarm. Lobby smoke detectors will return elevators automatically to the first floor lobby where they will stand by with their doors open for emergency use only.
- **Evacuation Signs** are located in every elevator lobby and outside of all exit stairwells. Each evacuation sign will tell **you** your location, the location of the fire extinguishers, the pull stations, the wet standpipes, and the exit route to the stairwells, the emergency phone numbers and the sound of the alarm. ***Please familiarize yourself with information on the evacuation signs.***
- **Emergency telephones** are located in both stairwells on every fourth floor and an intercom is located on every third floor. Fireman phone jacks are located on every floor.
- **Fire Control Center (FCC)** is on the ground floor lobby, monitors all Life Safety systems. The Control Center is monitored by a Central Station monitoring company.
- **Emergency** instructions can be transmitted to building occupants via the overhead public address system.
- **Fire Alarm pull stations** are located at all elevator lobbies and stairways.
- **Emergency generator** will operate selected elevators, emergency lighting, and the Emergency Life Safety systems when utility power is lost.

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LIFE SAFETY AUTHORITIES

Throughout these pages, reference is made to various authorities and officials from whom you may be receiving direction. This includes, but is not limited to:

BUILDING LIFE SAFETY DIRECTOR / CHIEF ENGINEER

ASSISTANT LIFE SAFETY DIRECTOR

BUILDING MANAGEMENT

BUILDING ENGINEERS

101 MONTGOMERY STREET LOBBY ATTENDANTS

DESIGNATED FLOOR WARDENS AND ALTERNATES

YOUR SUPERVISOR OR MANAGER

FIRE, POLICE AND OTHER EMERGENCY AGENCIES

Upon their arrival, the San Francisco Fire Department and /or the San Francisco Police Department will take over command in an Emergency situation.

Follow their instructions carefully.

Any questions, please e-mail:

Peter Strasser, Chief Engineer, Fire Life Safety Director at peter.strasser@am.jll.com

Terence McGinnis, General Manager at terence.mcginnis@am.jll.com

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EMERGENCY RESPONSE TEAM

TEAM MEMBERS ARE:

Building Engineers
Security
Building Management
Tenant Floor Warden Teams

ASSEMBLY OF TEAM MEMBERS:

Upon notification of an Emergency, the nearest building engineer or security personnel will respond to the Fire Control Center in the lobby. That person will determine the type and location of alarm and will broadcast it to the responding personal. That person will also prop open the lobby doors for the fire department and direct the Emergency Response Team until the Life Safety Director or the fire department personnel take control of the situation. Floor Wardens will remain in their designated areas and assist in relocation.

INITIAL RESPONSE:

The Life Safety Director will determine if the alarm is genuine or false, the extent of the emergency, and the resources and/or agencies needed to respond.

Engineers/Security will respond to the scene of the emergency, assist floor wardens as needed and assume floor warden duties if floor wardens are not present.

TEAM RESPONSIBILITIES:

- Notify Fire/Police and request medical assistance as required.
- Establish contact with Floor Wardens by telephone or word of mouth.
- Give direction to occupants affected by the emergency on the PA System - ***Speak in a calm, positive tone. Follow posted scripts if possible.***
- If a call has been placed for emergency assistance, arrange to have someone meet the responding agency and give directions as necessary.
- *Meet the Fire Department with information as to: If relocation or evacuation is in process. The location of fire, smoke, or alarm. If anyone is trapped, if there are disabled occupants. If there is an medical emergency.*
- Have elevators and building keys, red phones, floor plans and disabled list available. Escort as necessary.
- Attempt to contain the problem if possible to prevent further damage.
- Move tenants or bystanders away from areas where they may be in danger or hinder emergency response efforts. Keep tenants and spectators out of evacuated areas.

Do not do anything that will put yourself or your fellow workers in DANGER

Your safety is our #1 concern

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FLOOR WARDEN RESPONSIBILITIES

IN AN EMERGENCY:

Wardens are responsible to direct the safe relocation/evacuation of all persons in their designated area. They should be familiar with primary and secondary evacuation routes, the use of fire extinguishers, and the location of fire alarm pull stations. They should display 'floor warden badge' or 'orange vests' at their work station and place on their person in an emergency.

Wardens should know and be known to all occupants in their area of responsibility. *Convey information and instructions in a calm, positive manner.* Assist fire/rescue staff with first aid and CPR as needed.

Floor Warden:

- Will train the floor occupants in fire prevention measures.
- Will train the floor occupants in safe exit procedures.
- Will train all floor occupants that they are to enter the stairwell and exit four floors down where they will re-enter from the stairwell. 8th floor and below will evacuate the building.
- Selects and trains the following to assist during emergencies: Deputy Floor Wardens, Searchers, Elevator Monitors, Assistants for handicap/ physically impaired, Exit Monitors.

On receipt of an order/fire alarm, direct all occupants of your floor to relocate in an orderly fashion via the stairwells. Know the floor or area they are to relocate to. They will enter the stairwell and re-enter the building four floors down. Remember the symbol on your floors exit stairwell door.

Before leaving the floor, conduct a search of the area including restrooms, offices, conference rooms, etc., to ensure everyone has heard and complied with the evacuation order. Be alert for visitors or clients who may be unfamiliar with the building. Assign competent searchers to assist as necessary.

ON AN ONGOING BASIS:

Provide the building management with information on any persons with physical disabilities who cannot use the stairwells unaided. Make arrangements to have these persons assisted.

Know the location of emergency supplies on your floor.

Be alert for safety hazards on your floor, particularly for accumulations of combustible material, obstructed exit paths, blocked fire doors and defective or overloaded electrical wiring.

Provide training to new employees on the building's emergency preparedness program and the location of emergency exits.

Take an emergency walk **NOW** to establish the locations of the emergency exits, fire extinguishers and pull alarms. **You will not have the time to establish these locations during an emergency.**

Floor Warden training and fire drills are held on a yearly basis. New tenants receive the Life Safety Emergency Preparedness Plan. The list of Floor Wardens, Alternates and Non-ambulatory and the physically Disabled Personnel who work in the building are updated regularly.

The selection of a Warden should be based on such qualities as experience, management ability and leadership. Time spent outside the office should also be considered.

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SEQUENCE OF OPERATION

A smoke detector, pull station alarm or water flow alarm will:

- Activate an alarm at the main 'FIRE CONTROL CENTER' in the lobby.
- Activate the tenant fire/evacuation alarm on the alarmed floor, the floor above the alarmed floor and the two floors below the alarmed floor.
- Transmit an alarm to the alarm monitoring company, Central Station.
- Activate a fire alarm in the Engineers office on the 29th floor.

The evacuation alarm will sound on the floor where the alarm has been activated, the floor above and two floors below. An alarm will also sound on the 29th floor.

- ***The alarm sounds like a repeating whooping sound followed by a recorded message.***
- The announcement for the affected floor will announce: ***May I have your attention please. There is an emergency that has been reported on your floor. Please proceed to the nearest exit. Please proceed to your designated evacuation location.***
- The Announcement for the floor above the affected floor and two floors below will announce: ***May I have your attention Please. There is an emergency that has been reported on an adjacent floor. Please proceed to the nearest exit. Please proceed to your designated evacuation location.***

SPRINKLER SHUTOFF VALVES:

- Shutoff valves for the tenant floors, are located in the alcove of each emergency exit stairwell.
 - ***Both valves must be closed to shut off sprinkler water to a floor.***
- The main building shutoff for 101 Montgomery is located in the parking garage along the east wall.

NOTE:

- Closing any supervised shutoff valve will activate a trouble alarm in the Fire Control Center in the building lobby, and activate a trouble alarm with the alarm monitoring company.

Extra sprinkler heads and installation wrenches are located in the Fire Pump room in the basement

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IN THE EVENT OF A FIRE

AT THE FIRST SIGN OF A FIRE:

PULL the closest fire alarm in the elevator lobby or at an exit stairwell.

Alarm sounds like a repeating whooping sound. Message will activate on the alarm activated floor, the floor above and the two floors below.

CALL the Fire Department **immediately** - Telephone **911**, if it is safe to do so. *Give the building address and floor location of the fire.* **Do not assume that someone else has called.**

CALL the Security front desk, 415-765-1504. **If safe to do so.**

INFORM your fellow employees.

LISTEN for instructions from your floor warden or the emergency communication system. ***Always, Evacuate/Relocate when you first hear an alarm.***

LEAVE the fire area immediately, close doors behind you to isolate the fire.

EXERCISE CAUTION when exiting. **Touch** exit doors before opening to see if the door is hot. Be prepared to close a door quickly if there is excessive smoke.

If you encounter smoke while exiting, stay close to the floor.

RELOCATE downward four floors and enter that floor. Check the decal symbol and the color of the decal that is on the stairwell door that you exit, continue down four floors and enter the floor that has the same decal symbol and color. Tenants on the 8th floor and below will continue down to the street level and evacuate the building.

- Remove high heeled shoes.
- Take any purses and keys with you.
- Use handrails.
- **No food or drinks**
- Be Prepared to move to the right if you encounter emergency personnel.

Mobility Impaired Persons: Floor Warden shall assign a designated person or persons to assist the Mobility Impaired individual to the stairwell landing. Wheel chairs will be kept out of the stairwell. Floor warden will report to fire department personnel for assistance.

DO NOT use the elevators when exiting a fire situation.

If you exit the building, move a safe distance away from the building to protect yourself from falling glass and debris. Choose a place that will not hinder the emergency personnel's efforts.

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EVACUATION/RELOCATION

101 Montgomery is a Evacuation / Relocation building:

Occupants of a floor where there has been a fire or other emergency, and the occupants of the floor above and two floors below will hear an alarm and the announcement to go to the stairwells, they will relocate four floors down. Occupants on the 8th floor and below will exit to the ground level and evacuate the building.

Occupants who exit to the street in a fire or earthquake are in danger of injury from falling glass, and they may interfere with emergency agencies attempting to respond to the situation. Move away from the building when exiting.

A general building evacuation will be ordered only under the direction of the Life Safety Director, the Building Management or the Fire and Police Departments. If a general building evacuation is ordered, occupants shall proceed to the nearest stairwell, and staying to the right side wall, descend the stairs until they exit on to Trinity Alley. From here, the occupants should meet at their predetermined location.

In the event of a bomb threat, the decision to evacuate will rest with the management of each tenant. Engineers/ Building Management will not suggest an evacuation unless a suspicious object is found.

In most cases it is not necessary or desirable for building occupants to totally evacuate the building or to exit to the street.

Evacuation or relocation shall be by means of the stairwells.

In the event of a fire or earthquake, sensors may remove elevators from normal passenger service. If the elevators can be safely operated, they may be required by the responding emergency agencies, so please do not use them.

In some emergency scenarios, occupants may be directed to “Shelter in place”. If the order is given to shelter in place, occupants should remain on their floor, proceed to an available private office, and close the door. Occupants should remain quiet, and listen for further instructions.

Notification:

The order to evacuate/relocate may be given by an evacuation announcement by the use of the P.A. system, starting with the floor or floors where the emergency exists.

- a. A search will be conducted to insure that all occupants heard and complied with the order.
- b. **No one should be allowed to re-enter evacuated areas until The Emergency has ended, and are told it is safe to do so by the Authority Having Jurisdiction**
- c. It is generally safer to stay indoors and not evacuate during an earthquake.

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TRAPPED / FIRE PREVENTION

TRAPPED?

Call **911**, give your location. Call **415-765-1504** to give building security your location. Seal the door with damp towels if you have access to water. Stay close to the floor, put a wet cloth over your mouth and nose. Searchers and the fire department will search the floor.

FIRE PREVENTION

For personal safety, all exits and stairways must be **FREE** of obstacles - **KEEP ALL EXITS, EGRESS COORIDORS and STAIRWAYS CLEAR.**

ALL ELEVATOR LOBBIES MUST BE KEPT CLEAR OF OBSTACLES- **DO NOT BLOCK FIRE DOORS.**

Electrical short circuits and possible fires can occur from too many items being on a single extension cord or too many electrical items on a single circuit - **KEEP SAFE BY NOT OVERLOADING CIRCUITS.**
Please no 'outside appliances or personal heaters' allowed!

Oily rags left in open containers can start fires by spontaneous combustion - **PUT OILY RAGS IN THE PROPER FIRE SAFE WASTE RECEPTACLE.**

Cigarettes dropped in a waste paper basket can cause fires - **HAVE PROPER RECEPTACLES FOR CIGARETTE BUTTS, at the entrance of the building, EVEN IN A NON-SMOKING BUILDING.**

LIFE SAFETY: Your safety and the safety of your fellow workers at the 101 Montgomery Street Building is a priority of Building Management.

Do Not Do Anything That Will Put You or Your Fellow Workers in Danger

Your Safety is Always First!

FIRE EXTINGUISHERS:

"ABC" extinguishers, are located throughout the tenant spaces. They can be used to extinguish all types of small fires.

DO NOT attempt to use a fire extinguisher unless you have been trained in its use and it is safe to do so.

TO USE A FIRE EXTINGUISHER:

- P - Pull the pin.**
- A - Aim at the base of the fire.**
- S - Squeeze the trigger handle.**
- S - Sweep from side to side.**

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ENGINEERING EMERGENCY PROCEDURE

ON RECEIPT OF A FIRE ALARM

ENGINEER:

Each engineer will announce their location by radio, the closest engineer will proceed to the Fire Control Center. That engineer will announce his / her arrival, the type of alarm that is indicated on the fire panel and the floor that the alarm is on. The remaining engineers will proceed to the alarm location and investigate the alarm.

Each engineer responding to the alarm will know the type of alarm and the floor. They will proceed to the floor by use of a stairwell and investigate the alarm.

Engineers will report back to the **'Fire Safety Director'** by radio on whether an Emergency actually exists.

IF A FIRE IS REPORTED:

SECURITY will immediately call **911** to notify the Fire Department.

Engineer/Security will notify the Floor Wardens if the floor is still occupied and advise occupants to relocate. **All tenants, always exit your floor whenever you hear an alarm. Follow the Relocation/Evacuation procedures, exit the floor, enter the stairwell and re-enter from the stairwell four floors down. Look for the distinguishing door placards.**

Engineer/Security, at their discretion, **if it is safe to do so will attempt to extinguish a small fire with a handheld fire extinguisher** and only if they have been trained to operate one.

EMERGENCY RESPONSE TEAM will report to the building lobby, for further instructions.

IF ALARM PROVES TO BE FALSE:

Then Engineers will reset the alarm in the Fire Control Center .
Engineers/Security will reset the elevators and the fire doors.
Engineers/Security will call the tenants back to the building or the floor.
Engineers will assist where ever needed.

KNOW THE LOCATION OF YOUR EVACUATION OR RELOCATION ASSEMBLY AREA.

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ENGINEERING EMERGENCY PROCEDURES

TO RESET A FIRE ALARM:

ON VERIFICATION THAT THE ALARM RECEIVED WAS FALSE:

Engineering and Security will:

Meet with the fire department personnel in the main lobby and direct them to the 'Fire Control Center'.

Will reset the 'alarm' on the fire control panel in the 'Fire Control Center' when directed to do so by the **Life Safety Director or the S.F.F.D. Commander.**

Open all Magnetic Doors.

Verify that all HVAC fans have started.

UTILITIES:

GAS:

- * The Gas meter is located in the 'gas meter room' in the south east elevated section of the basement.
 - a. Use the wrench that is provided to close the 'gas shut off valve.'
 - b. The main gas feed has an automatic seismic isolation safety valve.

DOMESTIC WATER:

- * Domestic water shut off is located along the south east wall of the garage.
 - a. The domestic water pumps are located in the fire pump room on the south landing in the garage. ***In an emergency when the domestic water for the building needs to be shut off, the domestic water pumps have to be shut off first. The water can only be shut off with permission of the Chief Building Engineer.***

MAIN SPRINKLER WATER:

- * The Main sprinkler water is at the south east wall of the garage.
 - a. The break-away locks can be removed in an emergency to shut off the fire sprinkler water to the building.
 - b. The water can only be shut off with permission of the Chief Building Engineer.**

POWER:

- * The Main Power for the building is located in the Main Electrical room on the south landing in the garage. The Main power can only be shut down in a major emergency, such as an earthquake or major fire, and **only at the direction of the Chief Building Engineer.**

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ENGINEERING LIFE SAFETY

The Engineers at the 101 Montgomery Street Building conduct tests of the Life Safety equipment throughout the year in accordance with strict Local, State and Federal regulations. This is done with the approval and direction of the State Fire Inspector. These tests are performed at different intervals throughout the year.

All test records are kept in a fire log for the San Francisco Fire Department Inspector's review.

FIRE DRILLS:

A fire drill actively involving tenants will be conducted annually. Tenants will be told that the security staff and the engineers will be conducting evacuation and relocation drills.

All occupants on the floor of the fire drill must participate in the drill.

- Building Management and the Fire Life Safety Director will walk the floor to check on compliance with the drill. Floor response time to the fire drill will be recorded and discussed at floor warden meetings.
- Building Management position themselves at the relocation floor for observation. Floor wardens will meet the evacuees at the stairwells and send them to the elevator lobby on that floor for further instructions.
- Engineering announces to the receiving floors from the 'Fire Control Center' to have floor wardens standby, then sets off the ALARM on the 'target' floor.

All records of Life Safety Tests, Inspections and Drills are kept in the Engineering office for review by the SFFD Inspector.

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EARTHQUAKE

Earthquakes occur without warning. The greatest danger is from falling objects whether inside a building or outdoors. ***Tenants should remain in the building: It is generally safer to remain indoors due to falling debris.***

Be Prepared: Each tenant should have a locker with a stocked first aid kit, blankets, water and food on each floor. There should be enough supplies to last three days. ***Have a plan for reuniting with your family since communications and transportation may be interrupted.***

INDOORS:

MOVE away from windows, glass partitions, shelves and cabinets.

TAKE cover under a table or desk, or brace yourself in an interior doorway.

REMAIN at your location, if possible until advised further by a floor warden or other life safety authorities.

OUTDOORS:

MOVE AWAY from buildings, overhead wires, and poles if possible.

TAKE COVER in a doorway or other shelter if unable to reach a clear area.

WATCH for and beware of falling glass.

IN AN ELEVATOR:

SIT DOWN until the movement subsides.

EXIT the elevator at the first opportunity.

DO NOT USE elevators following an earthquake.

FOLLOWING AN EARTHQUAKE:

- Be alert for aftershocks.
- Check for injuries and persons who require assistance,
- Notify the Building Office and security of any injuries.
- Check for Building damage, particularly plumbing and gas electrical systems.
- Move to a safer location if necessary.
- Do Not use the telephones except to report damage or request assistance.
- Turn on a portable radio.

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EMERGENCY PROCEDURE

EARTHQUAKE

In the event of a serious earthquake, the Engineers will report to the Fire Control Center (FCC) in the lobby if possible.

* Chief Building Engineer or designate will account for all engineers.

ENGINEER:

- Will establish and maintain radio contact with the Life Safety Director.
- Will check all emergency equipment for damage.
- Check for structural damage throughout the building.
- Will shut off the gas to the building if appropriate.
- Will shut off the electricity and water if damage has occurred to those distribution systems.
- Will monitor Emergency Generator operations until PG&E power is restored.
- Will walk each of the floors to check for injuries and damage.
- Will assist wherever needed.

SECURITY/ENGINEERING:

- Will verify that no passengers are trapped in elevators.
- Will walk each of the floors to check for injuries and damage.
- Security will notify 911 as needed.
- Receive all incoming information from building occupants and report same to the Fire Life Safety Director via radios.
- Lobby officer will prepare for emergency companies' arrival. *In an earthquake emergency the fire department may not be able to readily respond to the building.*
- Lobby officer will make every effort to keep personnel inside the building.

On report of a fire, personal injury or passenger stuck in the elevator:

- Will implement the procedure for that emergency to the best of their ability under the circumstances.

"Duck and Cover"

- Crawl under a desk or table and "ball up" with your knees to your chest.
- Keep your eyes closed in case of flying glass.
- There may be problems with the plumbing. Do not use any of the facilities until you have been informed that it is safe for you to do so.

101 MONTGOMERY STREET BUILDING

EMERGENCY PROCEDURE

EARTHQUAKE

EARTHQUAKE, Continued

- Be Alert for '*after shocks*', follow your 'floor wardens' instructions.
- Unless you are in immediate danger, do not leave your floor. Do not go outside. ***You are safer inside away from falling debris.***
- If there are fatalities, move them to a separate room away from injured and non-injured personnel.
- Control food and water distribution. Maintain adequate supplies for 3 days - make them last.

ELEVATORS:

Following a serious earthquake, elevators will not be operated until an inspection has determined that they are safe to operate.

An earthquake shock of sufficient magnitude to cause damage, will trigger a seismic switch that will immediately stop all high rise elevators at the nearest floor and open the car doors.

Passengers should exit immediately, and use the stairwells.

101 MONTGOMERY STREET BUILDING

EARTHQUAKE

"READY OR NOT"

EARTHQUAKE. The experts say that it is coming; it's overdue; so get prepared.

The Red Cross, the Office of Emergency Services, and other organizations in the field of survival offer to the general public lists of survival items, from porta-potties to extra batteries. It is an excellent idea to prepare, to store food, water and other life saving items. But what if you are not that kind of person, what if you have the idea that "it can't happen to me". Then this information is for you...

The ground shakes, metal twists, glass falls, tall buildings sway... Earthquake... and I'm not prepared, are you? Let's look around your office for things you can use to survive.

Cold:

Wall to Wall Carpets can be used as a sleeping bag. Use a sharp instrument, i.e., letter opener, scissors or knife to cut edge near wall or window and along side wall, lap approximately in half. Use heavy items to weigh down open sides, i.e., typewriters.

Paper stuffed inside clothing can be used as insulation against the cold.

Drapes can be used as blankets or as wind breakers. To use as wind breakers, use stapler to staple drape stretched over broken windows.

Cardboard Boxes can act as insulation as a blanket, mattress, or clothing stuffer.

Venetian Blinds scotch taped to window sash can be used as a window wind break.

Please do not light fires for heat. There may be a large amount of natural gas released during a earthquake. Normal fire resistive building equipment may be violated due to a quake. Do not take a chance. **No Fires.**

Water:

Water is the key to human survival. You can live for a long period of time without food, but water is essential for life. **Hot Water Heaters** are an excellent source of water. Heater must be secured in case of tilt. Shut off valve at top, and remove valve tap at bottom.

101 MONTGOMERY STREET BUILDING

EARTHQUAKE, Continued

Canned vegetables and fruits contain large amounts of water, but a can opener is just one more thing you forgot to buy. Sharp scissors can be used as an opener. Once inserted, use a rocking motion forward to open lid. Some small cans now come with a break away top. These items are inexpensive and can be kept stored for 3 years in the bottom drawer of your desk next to your munchies.

Ice Cubes are a source of water.

Drapes or sheets of plastic can be used to catch rain water.

Self contained coffee makers, sinks and bottled water can be tapped for fluids. If water is still running, plug sinks for water storage.

Due to strict rationing of water, it makes the storage of dehydrated foods in case of earthquakes worthless.

Food:

That bottom drawer where the munchies are stored is your warehouse for emergency food storage in case of an earthquake. Use scissors as a can opener. Keep enough food for a week.

Injury:

If there are injuries due to the earthquake, centralize injured into one room. This will cut down on the apprehension of the non-injured as well as make it easier for the First Aiders to work. Bandages can be made out of toilet paper, paper towels, sanitized toilet seat covers, clothing. Sanitary napkins can be used as cotton. Injured should be moved to inside room for warmth.

Fatalities:

Victims should be moved into a separate room. Preferably into an exterior room with broken windows and away from injured and non-injured persons.

Emergency Phone Numbers:

You should have a list of emergency phone numbers for all family members. Each family member should have a contact number with a person out of the Bay Area. That person should be the focal point for calls. It will be easier to call out of the Bay Area during an Earthquake or catastrophe that is centered in the Bay Area.

101 MONTGOMERY STREET BUILDING

TENANT

EMERGENCY PROCEDURE

BOMB THREAT

The Call: If you receive a bomb threat, remain calm and write down as much information as possible.

- * Obtain 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?

- * Carefully record all the information received.
- * Write down the exact words used by the caller.
- * Write down the exact time of the call.
- * Listen carefully for voice characteristics of the caller and any background noises.
- * Upon completion of the call, immediately call 911, then proceed to call building management or security.

In the event of a bomb threat, the decision to evacuate will rest with the management of each tenant. Engineers/ Building Management will not suggest an evacuation unless a suspicious object is found.

CALL EMERGENCY 911 If you use a mobile phone, call: 415-553-8090

CALL SECURITY 415-765-1504

Notify Building Management 415-233-7191

101 MONTGOMERY STREET BUILDING

ENGINEERING

EMERGENCY PROCEDURE

BOMB THREAT

On notification of a bomb threat, the Emergency Response Team will report to the Fire Control Center in the lobby.

- The bomb threat will be reported to the Police Department.
- The Engineers and security will conduct a search of the suspected public areas of the building, including corridors, restrooms, elevator lobbies and any accessible construction areas.

Engineers/Security:

- Will walk the stairwells, starting from the floor that bomb was reported on:
 - a. If the caller did not designate a floor in the building, then the engineers/securities will start at the top floor of the building and walk down the stairwells.
 - b. Will inform the 'Life Safety Director that the stairwells have been inspected.
 - c. Will search the common areas: restrooms, corridors, reception areas, mail room, stairwell and fire sprinkler risers.
 - d. Will conduct a search of the work space.
 - e. Will conduct a search of the outside of the building and the garage.
- If the Bomb Threat was directed at a particular floor: will request assistance from the tenants on that floor to help search their space.

Do not use portable radios. The radio can receive transmissions but should not be used to transmit inside the building while making a bomb search: Communicate by telephone only.

Searchers will look for anything that doesn't belong or that looks out of place. Items such as briefcases, thermoses, purses, paper bags, cardboard cartons, shoe boxes and similar items should be noted and evaluated. DO NOT TOUCH IT!

If a suspicious object is found, contact the police immediately. Then:

- ***Inform the Life Safety Director.***
- ***Inform Security.***
- ***Do not touch or disturb the suspected device.***
- ***Advise tenants in the vicinity and or adjoining floors that a suspicious object has been found. Speak to the manager or person in charge of the office***
- ***A decision to evacuate tenant quarters should be made by that tenant's management, Incident Commander, or under direction of police or other authorities.***
- ***Avoid any reference to a bomb in P.A. announcements***

101 MONTGOMERY STREET BUILDING

MEDICAL EMERGENCY

IN A LIFE THREATENING SITUATION:

(Serious injury, unconsciousness, difficulty in breathing, severe chest pain, burn, shock, etc.)

The **TENANT** is responsible for requesting medical assistance if required.

CALL EMERGENCY 911 If you use a mobile phone, call: 415-553-8090

CALL SECURITY 415-765-1504

SECURITY WILL ALSO CALL the paramedics or emergency ambulance - **Telephone 911.**

Give your location, floor, room and how to get to the victim.

Describe the victim's condition as accurately as you can...burned, bleeding, broken bones, etc.

Remain on the line in case the emergency operator has further questions or instructions on what to do until help arrives.

DO NOT MOVE the victim unless there is a danger of further injury if the victim stays in the area. Stay with the victim. Keep the victim quiet and calm. Keep onlookers away from the victim.

CONTACT any available personnel trained in First Aid or CPR for assistance until professional help arrives.

SECURITY/ENGINEER will put an elevator on independent operation and standby at the main lobby for the responding emergency personnel.

SECURITY/ENGINEER will meet the responding emergency personnel and direct them to the victim.

NOTIFY the Building Management Office, Tai Vieira at 415-233-7191 of any physically disabled employees in your office who may need special assistance in an emergency.

101 MONTGOMERY STREET BUILDING

EMERGENCY PROCEDURE

CIVIL DISTURBANCE

CALL EMERGENCY 911 If you use a mobile phone, call: 415-553-8090

CALL SECURITY 415-765-1504

On notification of a civil disturbance, the Emergency Response Team will be activated:

Building tenants will be notified via the overhead Life Safety intercom in the event of a civil disturbance.

LIFE SAFETY DIRECTOR / SECURITY:

- Notify the Police Department if they are not already present.
- Avoid confrontation with demonstrators as much as possible.
- Limit the access or movement of the demonstrators by securing doors and elevators if possible.
 - a. If demonstrators try to enter the building.
 - b. Security will bring the elevators down to the main lobby on firefighter's recall and leave them parked there.

Obtain descriptions if possible of persons committing acts of vandalism or violence.

If the disturbance becomes dangerous or threatening, Engineers/Security will:

- Put all elevators on fire recall and leave parked in the main lobby
- Lock the lobby glass doors at Montgomery, Trinity Alley and Chase Bank
- Put the building on Security Alert
- Make an overhead announcement to the tenants to apprise them of the situation
- Cooperate with anyone who threatens you
- Let the police resolve the situation

*In the event of a riot or other civil disturbance taking place outside the 101 Montgomery Street Building, **remain on your floor and away from the windows.***

All of the exterior doors to the building may be locked during the disturbance and, if necessary, the elevators may be taken out of service for the period of time while a threat to the safety of our tenant's employees and/or to the building is evident.

101 MONTGOMERY STREET BUILDING

ARMED ASSAILANT

CALL EMERGENCY 911 If you use a mobile phone, call: 415-553-8090

CALL SECURITY 415-765-1504

On notification of an ARMED ASSAILANT, the Emergency Response Team will be activated:

Tenants of 101 Montgomery Street Building will be notified via the overhead Life Safety PA Intercom..

LIFE SAFETY DIRECTOR / SECURITY:

If 101 Montgomery Security receives a report of an Armed Assailant within the building, they will:

- Call 911
- Recall all elevators to the lobby
- All Stairwell doors will be locked
- Make the following announcement to all floors:

"May I have your attention please, May I have your attention please."

"We have an emergency situation in the building.

I repeat, we have an Emergency situation in the building"

"Shelter in place"

"Stand by for further instructions"

Armed Assailant

- Place a barrier between yourself and the threat
- Seek a closed office and lock or place a barrier in front of the door
- Wait for announcements, follow all directions
- Report verified Information to:
 1. Call 911.
 - If you use a mobile phone, call: 415-553-8090
 2. Building Security 415-765-1504

Media Inquiries

In the event of any media inquiries related to the building:

- Direct all media inquiries to property management.

101 MONTGOMERY STREET BUILDING

POWER OUTAGE

In the event utility power to the building is interrupted:

- * Loss of utility power will affect lighting, electrical outlets, elevators. Some telephones may also be affected.

On a loss of utility power, the building emergency generator will start (within a few seconds) and will supply power to the following systems:

- * Domestic water supply.
- * Life Safety and communications equipment.
- * Exit lighting in offices, corridors and stairwells.
- * Two elevators will be active (the freight and one of the high-rise).
- * Elevators can be returned to the lobby one at a time and the power transferred to another elevator need be. This is done by Engineering or Security in the FCC.

It is seldom necessary for occupants of the building to evacuate unless there is a prolonged power outage.

- * *Remain in your area until the expected duration of the power outage can be determined and you receive further instructions.*
- * *Information will be announced on the Life Safety PA Intercom which is on generator power.*

101 MONTGOMERY STREET BUILDING

ELEVATOR MALFUNCTION

If you are a passenger in an elevator which comes to a stop with the doors closed:

Press a floor button or the "**DOOR OPEN**" button.

If there is no response, use the phone that is located in the box to the right of the door, below the floor call buttons in the elevator cab. Push the button once and release, this will connect you to the elevator company's Emergency Response line and an operator will answer and assist you. Report the elevator cab number that is located above the telephone and the floor number to the elevator operator.

Otis, the elevator service company will provide assistance as necessary.

Elevator service technicians are available and on call 24 hours a day / 365 days a year.

If the elevator has come to a stop due to a loss of utility power, the car lights will go out for several seconds and will turn back on when the emergency generator starts.

On a loss of utility power, the elevators can be returned to the lobby level, one car at a time when powered by the emergency generator. Engineering and / or Security will assist when this happens.

Passengers stuck in a stalled elevator may be inconvenienced & annoyed, but they are in no danger as long as they remain where they are.

Note: That it is extremely dangerous to attempt to exit an elevator that has stopped between floors.

There is also an ALARM button in each of the elevator cabs, push this button repeatedly until someone responds.

101 MONTGOMERY STREET BUILDING

EMERGENCY PROCEDURE PASSENGER STUCK IN ELEVATOR

SECURITY:

Upon hearing an elevator alarm, check the elevator call buttons to determine which car originated the alarm.

- * If a passenger responds, advise occupants in the car to press the "**DOOR OPEN**" button on the control panel. If there is no response, advise occupants that you are calling for assistance. Note the car number and floor number.

Contact the Engineer by mobile phone or radio, giving them the elevator cab and floor number.

- * Engineer will respond to the floor and the elevator car.
- * Engineer / Security will call OTIS Elevator and report the problem.

Remain in contact with the passengers and advise them that help is on the way.

101 MONTGOMERY STREET BUILDING

HAZARDOUS MATERIALS

In the event of a release of suspected hazardous materials:

- Do not approach any suspected hazardous material or any victim exposed to hazardous material until it has been identified and contained.
- Help other get to an area that is not exposed, if safe to do so.
- Call 9-1-1 and inform of the situation.
- Give building address, floor, and suite number(s) associated with the location of the hazardous material.
- Inform of what type of hazardous materials are present.
- Contact building management or security, and inform them of the situation.
- Take actions to contain the hazard. Close doors behind you.
- Always follow all safety procedures and precautions when working with toxic materials.
- Building Engineers will turn off the HVAC systems to prevent air circulation.

101 MONTGOMERY STREET BUILDING

Severe Weather

In the event of severe weather, including windstorms, hail, flooding, or tsunamis:

- Remain calm, and be prepared to do any or all of the following actions.
- Shelter in place on your floor. Do not exit the building unless instructed to do so.
- Move towards the center of the building, away from the windows.
- Close doors to perimeter offices, creating an added barrier between the windows and the center of the building.
- Listen for announcements from the building's PA system.
- Report any life threatening conditions to 911.
- Report any damage to building management.

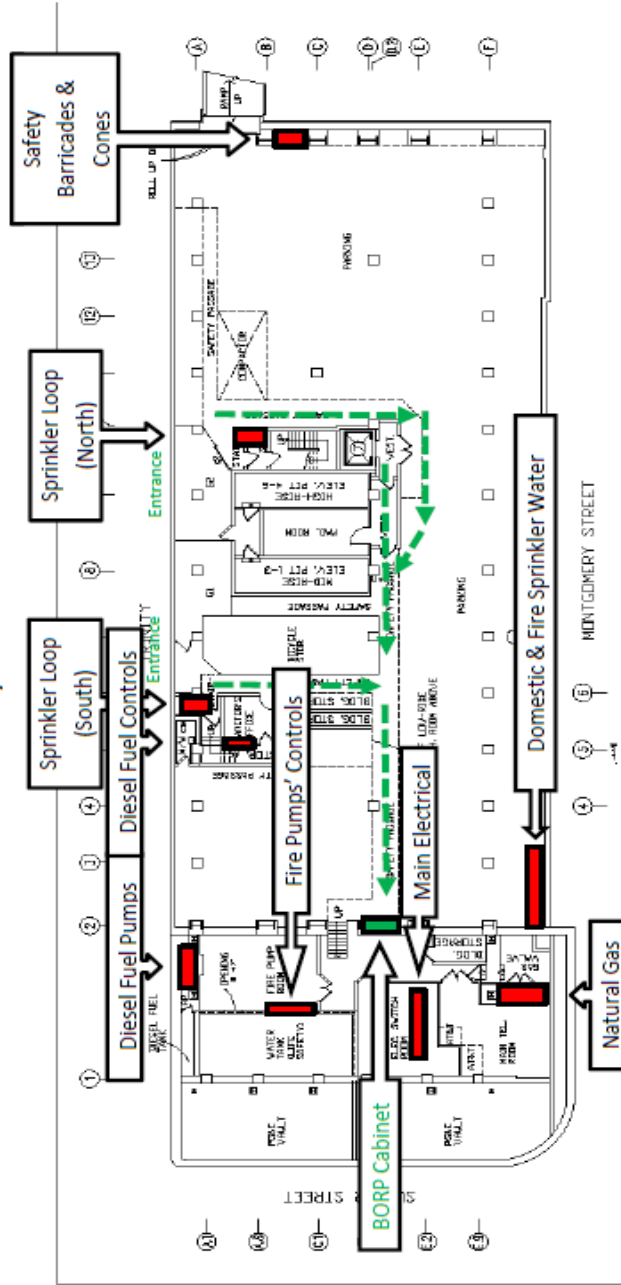
101 MONTGOMERY STREET BUILDING

CALFOX, Inc.

101 MONTGOMERY STREET
SAN FRANCISCO, CA 94104

ENGINEERING / FLS EMERGENCY SHUT-OFFS

BASEMENT / PARKING GARAGE



Note: To enter basement / garage from the exterior. Take building keys from the FCC / Guard desk and Enter through the Trinity Alley metal doors.

Note: There is an Emergency Back-up Electrical Generator on 29F, which provides power to, FLS Panel, Egress Lighting, Smoke Control Fans and limited Elevator use.

The Automatic Transfer Switch is also located on 29F

101 MONTGOMERY STREET SAN FRANCISCO, CA 94104
BASEMENT / PARKING GARAGE