

HASTINGS COLLEGE OF THE LAW

# Emergency Procedures

**Think Safety First**

**General Directions - All Emergencies**

**Emergency Telephone Numbers Flow Chart - All Emergencies**

**Flow Chart – All Emergencies**

equipment.

**Flow Chart (cont'd)**

**Bomb Threat**

**Power Failure**

**Accident/Illness**

**Earthquake**

**Personal/General Safety and Security**

**Fire**

**McALLISTER TOWER**

**Evacuation - Floor Plans**

1. Never leave your valuables unattended.
2. When on the street, be ALERT and AWARE at all times. Keep good eye contact with the people around you. Walk with confidence and purpose. Most victims will be targeted because they appear to be not paying attention to their surroundings.
3. Have your cell phone easily accessible to you in case you need to call 9-1-1. Keep your cell phone fully charged at all times.
4. It is a good practice to let another person know your itinerary for the day and your expected time of return.

## **Think Safety First**

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### **Evacuation - Floor Plans**

1. The first step in any emergency is to take care of yourself. Then, when you know you are alright, follow steps outlined in this guide to promote general safety and help others.
2. Keep calm...Think before you act.
3. Respond to ALARM signals, even when no reason is apparent. Evacuate, proceeding to the nearest EXIT. Follow the instructions of Safety and Security Officers, Floor Monitors and/or The City Police or Fire Department.
4. Use telephones ONLY AS DIRECTED in this guide.
5. Do not pass on rumors or speculation.
6. United Nations Plaza on the far (Northwest) side of the United Nations Plaza Building is the "safe" or assembly area for roll call. (See back page for directions to "safe" area). If only one Hasting's building is affected by an emergency situation, you may be asked to go to the other unaffected building for assembly.

## **General Directions - All Emergencies**

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equipment.

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**Evacuation - Floor Plans**

1. HASTINGS SAFETY AND SECURITY:

To reach Safety and Security use red phones or dial 565-4611 (4611 - in house) and give:

- Your name
- Nature and location of emergency
- Actions taken or needed

2. CITY POLICE & FIRE DEPARTMENTS

Dial 911 to reach City of San Francisco Police and Fire Departments, or other emergency/ ambulance response. You can't use the red phones to dial 911. You must use a phone connecting to an outside line. No money is needed if you use a pay phone. When you call 911, make sure you give the building and the exact location in the building where you need help.

## Emergency Telephone Numbers Flow Chart - All Emergencies

### Flow Chart – All Emergencies

equipment.

### Flow Chart (cont'd)

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**Evacuation - Floor Plans**

Follow instructions of Safety and Security Officers, Floor Monitors, or Administration and City Fire/Police for ALL emergencies.

### **INDIVIDUAL DISCOVERING EMERGENCY**

- Call Safety and Security on red phones or 4611.
- Pull Fire Alarm, if appropriate.
- Leave danger area.
- Go to "safe" area and wait for instructions.

### **FACULTY: WITH CLASS IN SESSION:**

- Direct students to respond to alarm or instructions
- Take your class roster for roll call.
- Escort class to "safe" area
- Keep group together; wait for instructions.

### **FACULTY: NO CLASS IN SESSION:**

- Respond to alarm or instructions.
- Direct individual students to accompany you to a "safe" area.
- Report to Safety and Security/Administration for further direction.
- Follow instructions of Safety and Security Officers, Floor Monitors, or Administration and City Fire/Police for ALL emergencies.

### **STUDENTS NOT IN CLASS:**

- Respond to alarms and instructions from Faculty/Safety and Security/Administration.

### **STAFF:**

- Respond to alarms or instructions.
- If time allows, unplug electrical equipment, lock safes and files before leaving work area, but do not jeopardize your safety.
- If a first aid kit is available in your area, take it with you as you leave.
- Go to "safe" area. Assemble with others from your work area.
- Notify supervisor of anyone missing from your group.
- Wait for instructions.

## **Flow Chart – All Emergencies**

equipment.

### **Flow Chart (cont'd)**

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**Evacuation - Floor Plans**

## CONSOLE OPERATOR

- Call Safety and Security (4611) or 911 as appropriate.
- State emergency and steps taken.
- Call Building Maintenance (4894 or 4688); if appropriate.
- Call College Administrative Officers in order indicated.
- Provide same information. If console area is in danger, go to "safe" area.

## CHIEF, SAFETY AND SECURITY

- Call 911, if appropriate.
- Relay information/instructions to Manager, Facilities Operations.
- Take measures for immediate safety of staff/ students/faculty.
- Direct City Police/Fire officers to emergency area.
- Follow their instructions and those of Administration.

## MANAGER, FACILITIES OPERATIONS

- Provide technical information to Safety and Security and Administration.
- Direct staff to put machinery and utilities in safe modes.
- Take measures to assure immediate safety of staff/ students/ faculty. Assist Safety and Security and Administration in directing evacuation.
- Assess damage to buildings and essential equipment.

## ADMINISTRATION

- Determine extent of damage. Consult with Chief, Safety and Security, Manager, Facilities Operations and Fire/Police personnel regarding instructions for staff/ students/faculty.
- Organize Administration effort in directing evacuation, first aid, missing persons search, communications, Safety and Security, etc.
- Building evacuation(s) will be directed by the City Fire/Police Department or by the Chief, Safety and Security after consultation with one of the following individuals: (in order as available)
  1. Dean
  2. Academic Dean
  3. Director of Administrative Services
  4. General Counsel
  5. Chief Financial Officer

## Flow Chart (cont'd)

**Bomb Threat**

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**Evacuation - Floor Plans**

1. Upon receiving a bomb threat, immediately CALL:
  - Safety and Security on red phone or 4611.
  - Request immediate Safety and Security response.
2. When a bomb threat call is received, try to keep the caller on the line and signal to someone else by repeating with a question to the caller that such a call is underway. The person signaled should immediately call Safety and Security.
3. Try to determine and record the following information:
  - Time of call.
  - Origin (local, long distance, phone booth).
  - Exact words used and background noises.
  - Bomb location.
  - Bomb appearance, what kind.
  - Time bomb will explode.
  - Why the bomb was placed there.
  - Caller's age, sex.
  - Quality of voice, accent.
  - Emotional content

If possible, take notes during the call. If not, record this information immediately after completing the call.
4. OPEN DOORS in area of suspected bomb to minimize structural damage.
5. Safety and Security and/or Administration will determine whether evacuation is necessary and give instructions accordingly.
6. ALL bomb threats must be considered real until proven otherwise. Report information, and follow directions calmly.

## **Bomb Threat**

## **Power Failure**

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## **McALLISTER TOWER**

## **Evacuation - Floor Plans**

1. If a power failure occurs in your area and there is no other emergency such as a fire, remain in your office/classroom and await information and instructions from Safety and Security or the Administration.
2. In the event of a power failure, turn off computers, lights and any other electrical equipment in use and call Building Maintenance (4894 or 4688). If there is no response, call, Operator "O" and request the Manager, Facilities Operations be paged and asked to telephone your extension.
3. In other emergencies (such as fire), follow instructions under appropriate heading (e.g. FIRE).

### **Power Failure**

### **Accident/Illness**

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### **McALLISTER TOWER**

### **Evacuation - Floor Plans**

1. **BASIC PROCEDURES:** Occasional medical emergencies are inevitable. Unless you have been trained in first aid procedures or CPR, it is best not to move or attempt to aid the victim. You should:
  - Call Safety and Security on red phones or 4611. All Safety and Security Officers are trained and certified in first aid and CPR procedures.
  - Be prepared to describe the exact location of the incident, the apparent nature of the emergency, and the condition of the victim.
  - Stay calm. Keep victim warm and as comfortable as possible without movement.
2. **MAJOR ACCIDENT/ILLNESS**
  - a. Faculty, staff, students or visitors who are seriously injured or ill should be immediately transported to a hospital. Safety and Security will facilitate getting aid to affected individuals. If necessary, an ambulance will be called.
  - b. Any employee having an occupational injury or illness should file an employer's report within 24 hours after the occurrence. Contact Human Resources immediately to report the accident/injury, and to request required claim form(s).
3. **MINOR ACCIDENT/ILLNESS**
  - a. A first aid kit is available for minor injuries in the Safety and Security Command Center in the lobby of 200 McAllister. There are also first aid kits interspersed throughout the 198 and 200 buildings. These locations are available from Safety and Security.
  - b. The Student Services Clinic is for the exclusive use of currently registered students. It is located in room 200/202, of 200 McAllister. The clinic is open Monday, Tuesday, and Thursday from 8:30 a.m. to 3:00 p.m., Wednesday 10:30 a.m. to 5:00 p.m. , and Friday 8:30 a.m. to 1:00 p.m.,. Services are available during regular hours only. Health services staff cannot respond to the scene of an emergency.
  - c. Faculty, Staff and visitors having minor medical problems should seek private treatment.
4. **AFTER AN EMERGENCY**
  - a. Contact Safety and Security (4611) to document specifics of the emergency.
  - b. Contact Human Resources. They will contact the person whom you have previously designated in case of emergency.
  - c. Submit an employer's report within 24 hours after the occurrence.

## **Accident/Illness**

### **Earthquake**

## **Personal/General Safety and Security**

### **Fire**

## **McALLISTER TOWER**

### **Evacuation - Floor Plans**

1. **KEEP CALM** - Think before you make any movements.
2. If **OUTDOORS, STAY THERE**. Get into an open space away from trees, buildings, walls and power lines. **DO NOT ENTER BUILDING** after initial tremors. Go to assembly area at United Nations Plaza and await further instructions.
3. If **INDOORS**, stay there until directed otherwise by Safety and Security or the Administration.

**OFFICES:** Get under a desk/table away from windows, or stand in an interior doorway and brace yourself against the doorjamb.

**CLASSROOMS:** Get under a desk or go to the nearest interior wall or doorway and brace yourself against the door jamb; or, drop to your knees, cover your head with your arms, and make your body as small as possible.

**HALLWAYS:** Get to the nearest interior wall or doorway and brace yourself against the door jamb.

**STAIRWELLS:** Stay there, as long as it is safe, and wait for directions from Safety and Security or the Administration.

**GARAGE:** Get to the nearest interior wall or doorway and brace yourself against the door jamb; drop to your knees, cover your head with your arms, and make your body as small as possible.

**DO NOT USE ELEVATORS.** They will automatically shut down in an earthquake.

4. **AFTER THE SHAKING STOPS:**
  - a. Remain where you are for as long as it is safe to do so. If it is not safe, proceed to the nearest stairwell.
  - b. Safety and Security/Floor Monitors/Administration will provide directions.

## **Earthquake**

### **Personal/General Safety and Security**

## **Fire**

## **McALLISTER TOWER**

### **Evacuation - Floor Plans**

1. **TRESPASSING** (loiterers, individuals creating disturbances, selling products, passing out inflammatory leaflets, etc.) Call Safety and Security on red phones or 4611 and request an immediate response.
2. **THREAT TO PERSONAL SAFETY** (assault, fighting, etc.) Call Safety and Security on red phones or 4611 and request response to the area from which you are calling.
3. **THEFT OR DAMAGE** (Vandalism, burglary, etc.)
  - **DO NOT RESIST** a robbery attempt. Do not detain suspect(s) unless absolutely certain there is no danger to yourself or others.
  - **DO NOT ATTEMPT TO DETAIN AN ARMED SUSPECT.** Get a good description of the suspect and names of any witnesses. Call Safety and Security on red phones or 4611 and request response to the area from which you are calling.
4. **REPORT ALL UNUSUAL INCIDENTS OR OBSERVATIONS OF SUSPICIOUS ACTIVITIES.** Use red phones or call 4611.

## **Personal/General Safety and Security**

**Fire**

**McALLISTER TOWER**

**Evacuation - Floor Plans**

### **3. IN THE EVENT OF A FIRE:**

- a. Use fire extinguisher to put out a VERY SMALL FIRE. DO NOT USE FIRE HOSE.
- b. Then CALL: Safety and Security on red phones or 4611. Report location and extent of fire.
- c. If unable to extinguish flames:
  - Pull the nearest Fire Alarm Pull Station.
  - Call on red phones, 4611 or 911. Report location and extent of fire.
- d. Close doors to seal off area.
- e. Leave the Building immediately using the nearest and safest FIRE EXIT. Floor Monitors will provide directions for evacuation.
- f. Once outside, proceed to the safe area for roll call and, as necessary, first aid.

### **4. WHEN A FIRE ALARM RINGS CONTINUOUSLY:**

- a. Prepare to leave the Building immediately. ALL Fire Alarm alerts must be considered real until proved otherwise.
- b. If time allows and it is safe to do so, turn off all electrical equipment.
- c. Before opening a door, place hands at the top of the door. If it is HOT, DO NOT OPEN. If possible, cover the crack under the door. Wait there for rescue.
- d. If a door is not hot, open it carefully. Be prepared to slam it shut if you encounter smoke or fire. Follow the procedures in #4c above.
- e. If it is safe to leave the area, proceed immediately to the nearest FIRE EXIT, closing the door behind you.
- f. If you encounter smoke or fire, proceed to another FIRE EXIT. DO NOT USE ELEVATORS!
- g. If you must go through heavy smoke: (1) cover nose and mouth with handkerchief; (2) stay as close to the floor as possible (where there is the least amount of smoke).
- h. Once outside, immediately proceed to "safe area" for roll call activity and, if necessary, first aid.
- i. DO NOT RE-ENTER BUILDING until given "All clear" signal by proper authorities.

## **Fire**

# **McALLISTER TOWER**

## **Evacuation - Floor Plans**

## **McALLISTER TOWER**

### **Contacting Security:**

#### **Staff:**

You may contact the Security Desk in the lobby of McAllister Tower by dialing 581-8900 (8900 in-house). You may contact Safety and Security by dialing 565-4611 (4611 in-house).

#### **Residential Tenants:**

You may contact the Security Desk at McAllister Tower by dialing 581-8900. You may contact Safety and Security by dialing 565-4611. You may also reach the Security Desk at McAllister Tower by using the beige emergency phones located near the central stairwell on residential floors. If a call is placed to the Security Desk on an emergency phone it will roll over to Safety and Security if not answered after three rings. Emergency phones are not outside lines and cannot be used to dial 911.

### **Fire – 100 McAllister Building**

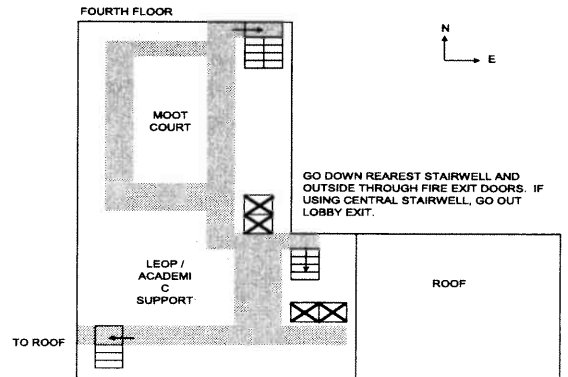
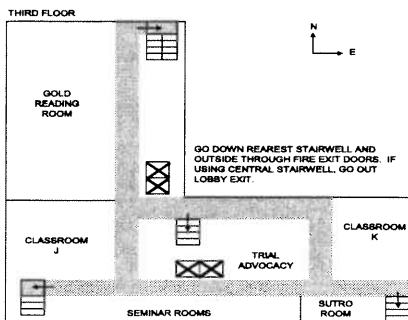
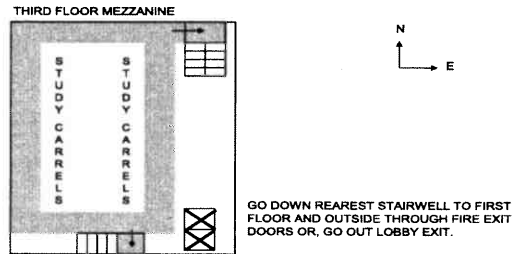
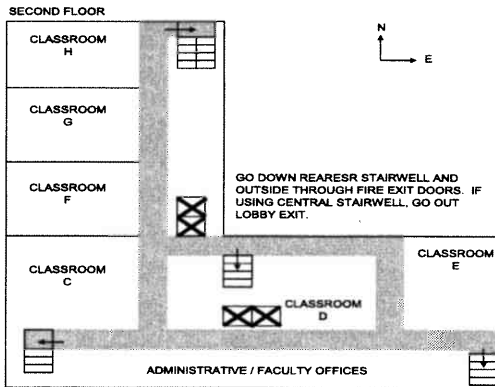
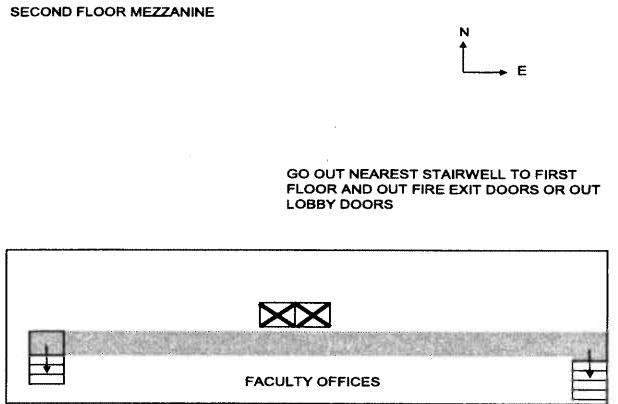
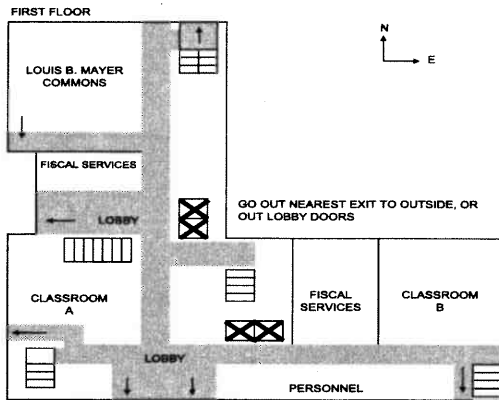
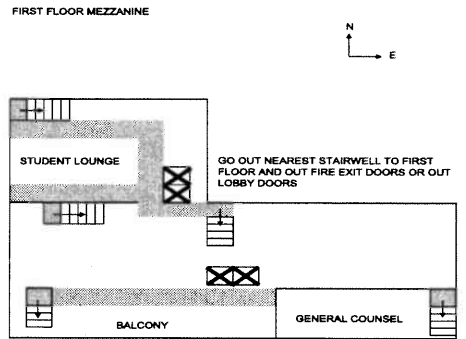
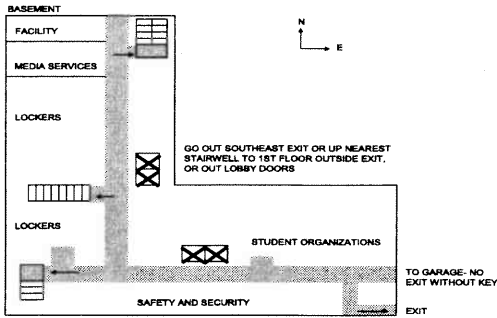
Know location of:

- a. Fire Exits – All clearly marked “EXIT”. See EVACUATION Section.
- b. Fire Alarm Pull Stations – Located at every exterior exit on ground level.
- c. Fire Extinguishers – Located in fire extinguisher closets on floors 23 through 5, near the main elevator bank on floors 4 through 2 and in the south stairwell, floors 4 through basement. There are also extinguishers interspersed in other public areas of the building.

**If the fire alarm sounds there will be a pre-recorded message following the initial alarm instructing you to evacuate the building. You may also be given instructions by security or emergency personnel depending on the situation. Please follow all instructions.**

## **McALLISTER TOWER**

# 198 McAllister St

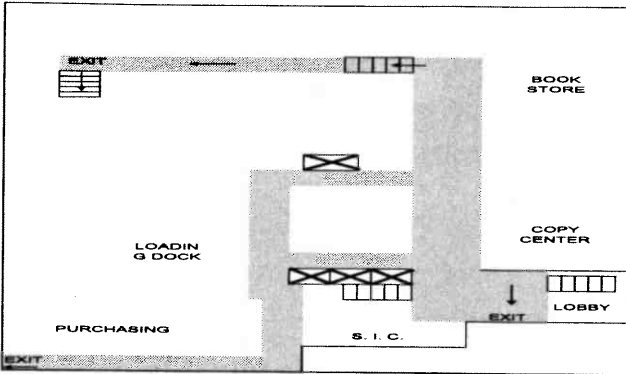


## Evacuation - Floor Plans

# 200 McAllister St

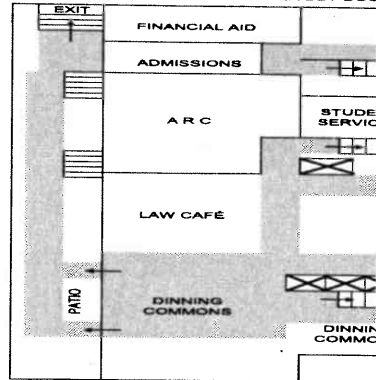
## FIRST FLOOR

GO OUT FIRE EXIT DOORS OR OUT LOADING DOCK, OR EXIT FRONT LOBBY DOORS



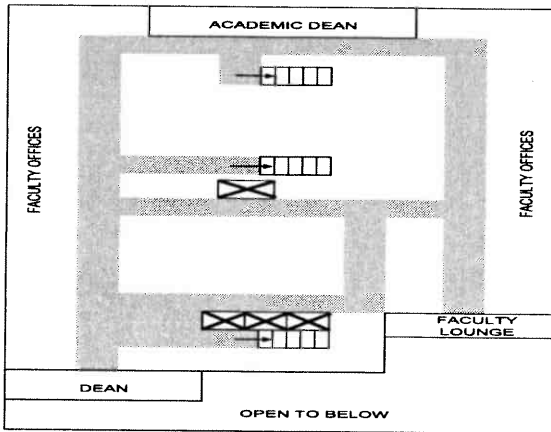
## SECOND FLOOR

GO DOWN STAIRWELL AND OUT 1ST FLOOR STAIRWELL TO LOBBY AND OUT LOBBY DOOR



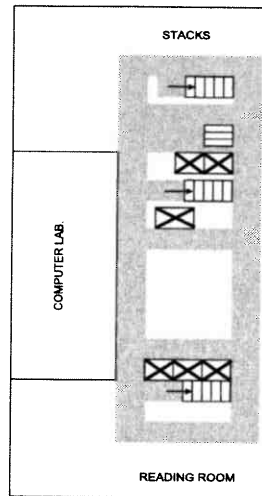
## THIRD FLOOR

GO DOWN STAIRWELL DOORS AND OUT 1ST FLOOR FIRE EXIT DOORS



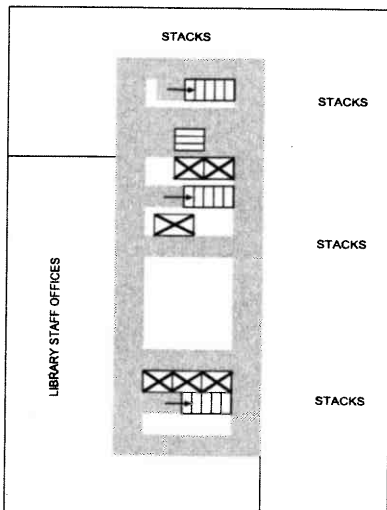
## FOURTH FLOOR

GO DOWN STAIRWELL DOORS AND OUT 1ST FLOOR EXIT DOORS



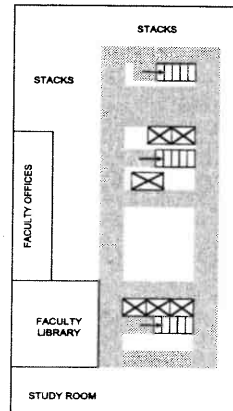
## FIFTH FLOOR

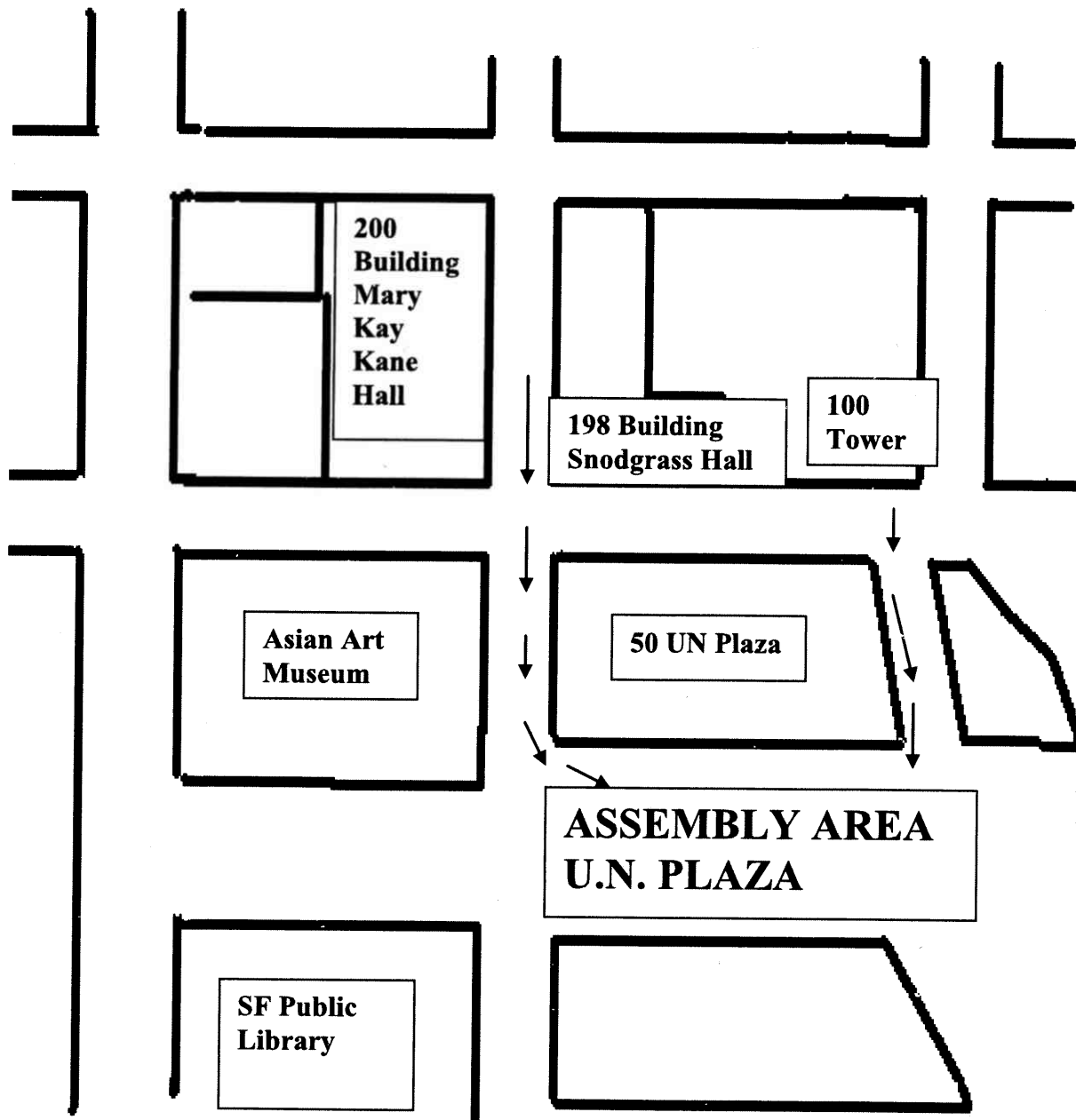
GO DOWN NEAREST STAIRWELL DOORS AND OUT 1ST FLOOR FIRE EXIT DOORS



## SIXTH FLOOR

GO DOWN STAIRWELL DOORS AND OUT 1ST FLOOR EXIT DOORS





# EMERGENCY ASSEMBLY AREA