

EXAMPLE
Emergency Response Plan

The following emergency response plan has been developed with the idea of maximizing the health and safety of all tenants in the event of an emergency such as a fire, earthquake or power outage.

Please review these instructions periodically with your employees so that you, and they, will be prepared to respond quickly and effectively should an emergency occur. We may occasionally schedule fire drills so that you have the opportunity to practice evacuating the building. You will be notified prior to these drills which will be conducted in cooperation with the Fire Department.

FIRE PLAN

1. If you spot a fire you should:
 - A. Pull the nearest fire alarm
 - B. Leave the building immediately.
 - C. Notify the Fire Department (call 911).
 - D. Walk to the pre-arranged meeting place for emergencies.
 - E. Wait for roll call and other instructions.

2. If a fire alarm sounds while you are in your office:
 - A. Go to your door and feel the top of the door.
 - B. If the door feels cool, open slowly and exit.
 - C. Do not use elevator in case of fire. Exit via stairways.
 - D. Walk to the pre-arranged meeting place for emergencies.
 - E. Wait for roll call and other instructions.

OR

- B. If the door feels hot or you see smoke, do not open.
- C. Do not panic.
- D. With the door closed, open windows about 3 inches.
- E. Signal to firefighters outside.

EXAMPLE
Emergency Response Plan

If a fire alarm sounds while you are in your store:

- A. Exit through the most easily accessible door. If you can tell where the fire is located, exit through the door furthest from this location.

3. In case of smoke filled rooms or corridors:

- A. If you find yourself in a smoke filled room, crawl on hands and knees.
- B. If possible, cover nose and mouth with a damp cloth. Take short breaths.
- C. Check door and crawl outside.

4. In case of minor electrical fire:

- A. Unplug the appliance and switch off power.
- B. If fire is out, notify Facilities Manager; or
If fire is not out, follow steps indicated above.

5. In case of clothing on fire:

- A. Do not panic.
- B. Lie on floor and roll over and over.
- C. If a blanket or rug is nearby, wrap around body.
- D. Call 911 for medical help and notify Facilities Manager.

6. In case of kitchen/restaurant fire:

- A. Turn off stove.
- B. Cover pan with large lid or wet towel.
- C. If oven fire, keep oven door closed.
- D. If fire is out, notify Facilities Manager; or
If fire is not out, follow steps indicated above.

FIRE SAFETY PRECAUTIONS

No smoking is allowed anywhere inside the building, in corridors or on decks.
Do not store flammable materials in your office/store.
Never overload electrical outlets, or use extension cords.

EXAMPLE **Emergency Response Plan**

OTHER EMERGENCIES

Should it become necessary to evacuate the area, you will be instructed accordingly. All tenants should cooperate by following the instructions of the management staff or police and fire personnel.

1. **In case of earthquake:**
 - A. Do not panic. The buildings have been constructed to withstand large earthquakes.
 - B. Stay away from windows and large, unsecured furniture or fixtures.
 - C. After the quaking has stopped, leave the building and walk to the pre-arranged meeting place for emergencies.
 - D. Do not re-enter the building until instructed to do so by staff, police or fire personnel.
 - E. Staff members may turn off electricity, gas and water if necessary.
 - F. Be prepared for aftershocks. They are usually smaller, but may cause additional damage.
 - G. An earthquake may trigger the fire alarm system. If it rings there may be a fire.

2. **In case of natural gas leak (if you smell the strong odor of natural gas):**
 - A. Notify the Facilities Manager and await further instructions.
 - B. If you are unable to reach the Facilities Manager, notify Pacific Gas & Electric (PG&E) on their emergency response telephone number.
 - C. Follow the instructions given by PG&E, staff or police and fire personnel.

3. **In case of a power outage:**
 - A. If only the power in your office/store has gone out, it is probably the result of a breaker having been tripped. Either re-set the breaker, or call the Facilities Manager, who will locate the tripped breaker and re-set it. You should then check use of all appliances in your store/office to determine why the breaker capacity was exceeded. Reduce load immediately.

 - B. If all building electricity goes off, call Pacific Gas & Electric (PG&E) to determine if there is an area power failure or if it is a site specific problem.

EXAMPLE
Emergency Response Plan

- C. If it is a site specific problem, notify the Facilities Manager immediately.
4. Maintenance emergencies:
- If there is a maintenance problem which poses a threat to persons or property (i.e. burst water pipe), observe the following procedures:
- A. Call the office and notify Facilities Manager.
 - B. If you do not receive an immediate response from the Facilities Manager, contact the Maintenance Contractor directly.
 - C. If you do not receive an immediate response from the Maintenance Contractor, contact one of the approved contractors from the list provided by the Facilities Manager.
5. In case of a major disturbance
- A. If a customer or visitor causes a disturbance on the premises and refuses to leave, avoid physical contact and notify Facilities Manager immediately.
 - B. If an individual threatens physical harm to any person or property, call the police by dialing 911.

SPECIAL INSTRUCTIONS FOR OUR DISABLED TENANTS

If you are disabled in some way, you may be unable to follow some of the instructions listed in this plan. If you feel that you will require special assistance in case of emergency, please ask the management staff for a special sticker that will signal rescue personnel that you need assistance. Please attach it to the outside of your store/office door. Also, a whistle should be worn around your neck or wrist at all times so that can easily signal for help.

IN CASE OF FIRE, EARTHQUAKE OR OTHER EMERGENCY WHICH MAY REQUIRE BUILDING EVACUATION:

- 1. If you are in your office or store, stay there. Members of the rescue squad and/or the staff

EXAMPLE
Emergency Response Plan

will tend to you as their first priority.

2. If you are not in your office or store, signal for help by blowing on your whistle, or asking for assistance.