

# **FACILITY EMERGENCY PLAN**

**343 SANSOME ST. BUILDING**

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**CALIFORNIA CODE OF REGULATIONS**

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**FIRE MARSHAL BULLETIN 01-02**

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**CBRE**

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## **INTRODUCTION**

343 Sansome is a 15-story, approximately 310,000-sq. ft. office building located in the financial district of San Francisco.

The building was completely renovated and re-opened in 1990.

The building is comprised of tenant spaces including retail on the first floor. Building parking is in the two basement levels.

## **FIRE ALARM SYSTEM AND COMMUNICATIONS**

Located on the lobby level in the Fire Command Center, a Siemens MLX fire life safety system is used at 343 Sansome. All addressable devices are continuously monitored by Bay Alarm for fire indication. These devices and their locations are:

- **Smoke Detectors**, located in the elevator lobbies, north and south corridors, electrical and telephone closets, mechanical rooms, air handling unit ducts, and adjacent ceiling near vestibules.
- **Manual Building Fire Alarm Station**, one device is located in the Fire Command Center.
- **Sprinkler Water Flows**, located on the main sprinkler risers, two per floor. The valves are protected by Tamper switches.

### **SEQUENCE OF OPERATION**

After any alarm initiation of these devices, the following will begin:

- 1) A four-zone alarm, affecting floor of incidence, floor above, and two floors below will have the following
  - **The sound of the fire alarm is a loud, slow whoop.**
  - Strobe lights will flash.
  - Elevator lobby locks and their magnets are de-energized.
  - Automated announcements will play. Security will proceed to the main fire panel to confirm announcements are playing by verifying indicator lights for appropriate floors. If indicator lights are not on, security will make announcements.
  - Only for the incident floor: Outside air and exhaust dampers close, all air handlers and zone fans are deactivated.
- 2) Activate stairway pressurization fans, vestibule supply fans, and vestibule exhaust fans.
- 3) Deactivate toilet exhaust fans.
- 4) Release all door hold open magnets and stairway locks.
- 5) Phase 1 recall elevators to main lobby if device initiated is the smoke detector in any elevator lobby.

Note: Activation of the main lobby smoke detector will initiate a Phase 1 alternate recall that will send all elevators to the 2<sup>nd</sup> floor. The Garage elevator will go to LL1.

## **BUILDING LIFE SAFETY FEATURES**

Life safety systems are incorporated in the building for the protection of life and property. These include a combination standpipe-sprinkler system, a multiplexed alarm system, and back-up emergency power via a standby diesel generator. A tank holding 15,000 gallons of fire-protection water is located on lower level 2.

### **FIRE SPRINKLER SYSTEM**

Only sprinkler heads, which are activated by heat, will go off and will then activate fire alarm.

The building uses a combination standpipe system feeding two main risers located in the stairwells. An electric fire pump, backed by a diesel engine-driven fire pump, supplies fire protection water to these risers. Floor loops are then connected to the risers, in a redundant fashion, with shut-off valves to feed sprinklers out on the floors.

Main shut-offs are located on Lower Level 2 on the West Side of building.

### **STAIRWELLS AND VESTIBULES**

Two stairwells provide direct access to the street level from all the tenant floors. Each stairwell is pressurized and each landing sprinklered. Each vestibule leading to the stairwell is also pressurized, exhausted, and likewise is sprinklered for safe egress. In the event of power loss to the building, exit signs and emergency lighting in stairwells is powered by emergency power.

### **FIREDOORS**

Fire-rated doors are installed in the vestibules, stairway landings, and elevator lobbies to provide safe enclosed exit paths.

Elevator lobby doors and stairway doors are equipped with locks that release under fire alarm condition.

### **FIRE EXTINGUISHERS**

A-B-C type fire extinguishers are located in cabinets adjacent to both vestibule doors throughout the building and every 75 feet along path of egress.

## **EMERGENCY POWER**

In the event of a power failure, a diesel engine-driven generator provides power to

1. One elevator
2. Emergency lighting
3. Exit lighting
4. Public address system
5. Fire life safety system
6. Garage roll up gate
7. Domestic water booster pump station
8. Management office phones

## **PUBLIC ADDRESS SYSTEM**

The following life safety announcements will be automated from the MLX fire life safety system.

Located in the Fire Command Center through the Voice Control Panel. It can relay messages to individual floors or alert the whole building with a push of the ALL CALL button.

### **ANNOUNCEMENTS**

During emergencies, such as fires, the following announcements are made:

**Announcement 1:** To alarm zone, ongoing:

**“May I have your attention please. May I have your attention please. May I have your attention please. An alarm has been activated in the building. Please proceed to the nearest stairwell and relocate four floors down. Do not use the elevators. If you are on floor five or below, please evacuate the building.”**

**Announcement 2:** To receiving floors, ongoing:

**“May I have your attention please. May I have your attention please. May I have your attention please. An alarm has been activated in the building. Please be prepared to receive persons on your floor from floors above.”**

## **FULL BUILDING EVACUATION**

The following automated and timed announcement will be delivered to the building, in the event the pull station located in the Fire Command Center is pulled.

**Announcement:**

**“May I have your attention please. May I have your attention please. We have a situation that requires immediate evacuation of the building. Please move into the stairwells and exit away from the building.”**



# **EMERGENCY DUTIES OF FIRE SAFETY DIRECTOR AND STAFF**

## **FIRE SAFETY DIRECTOR, SECURITY, AND BUILDING MANAGER**

- 1) Main Responsibilities:
  - a) Ensure that the San Francisco Fire Department has been notified by calling 911 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 ground level.
  - c) Confirm automated announcements are playing. If not, make emergency public address announcements. Give instructions to relocate / evacuate, start floor warden system, stay in place, prepare for upper floor relocation.
  
- 2) Ensure that building keys, maps of all floors (roof and basement included), red firefighter's phones, 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 alarm panel or FCC room).
  
- 3) Secure building entrance for responding emergency units:
  - a) Keep area clear of tenants, visitors, or onlookers.
  - b) Keep phone lines clear. Trapped or injured tenants, residents, or guests may be 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) Public phone number to FCC room or front desk (This number shall be labeled on back of red firefighter's phone or on emergency key ring).

## **EMERGENCY FLOOR WARDEN SYSTEM (If applicable)**

### **FLOOR WARDENS DUTIES (ALWAYS MAINTAIN CALM AND IN ORDER)**

Ensure the evacuation / relocation is in progress.

- 1) If no other staff members are present, the floor warden's responsibilities are:
  - a) Search floor and order evacuation or relocation of building.
  - b) Guide tenants away from elevators to stairs.
  - c) Ensure safety of persons in need of evacuation assistance.
  - d) Ensure that FSD or SFFD knows the location of individuals trapped or in refuge.
  - e) Evacuate or relocate to an assigned floor, once area has been cleared and safe.

#### **2) Floor Warden staff:**

##### **a) Searcher:**

- Search whole floor and direct all to stairway
- Report "All Clear" to Floor Warden
- Evacuate or Relocate

##### **b) Elevator Monitor:**

- Station self at elevators
- Direct all to stairways
- Evacuate or relocate with searcher

##### **c) Exit Monitor:**

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

##### **d) Aides for the physically impaired:**

- Assist persons in need of evacuation assistance to:
  - (1) Enclosed stairway
  - (2) Area of evacuation assistance / area of refuge
  - (3) Defend in place
- Reports location of persons in need of evacuation assistance to:
  - (1) Floor Warden
  - (2) Fire Safety Director
  - (3) Fire Department Officer (only if Floor Warden or Fire Safety Director is not available).

## **FIRE SAFETY DIRECTOR'S NON-EMERGENCY DUTIES**

1. Ensure training of:
  - a) Floor Warden, Searcher, Disabled Aide, Exit Monitor, and Elevator Monitor:
    - Safe evacuation / relocation procedures
    - Fire safety and prevention
    - Location and use of fire extinguishers
    - Fire restrictions
    - Fire drills
  - b) On-Site Management, Engineers, Security, and Janitorial Staff:
    - Response communications (radio and phones)
    - Assigned duties
    - Crowd control
    - Fire safety and prevention
    - Location and use of fire extinguishers, hoses, sprinkler valves, alarm panels, water, electrical and gas shut-offs
    - CPR and First Aid
    - Fire drills
  - c) Tenants:
    - Fire safety and prevention
    - CPR and First Aid
    - Fire extinguisher and restriction
    - Fire drills – evacuation / relocation
- 2) Implements and maintains the Facility Emergency Plan.
- 3) Logs all training and inspections, testing and maintenance of life safety equipment.

## **FIRE PREVENTION TIPS**

Tenants in the building are urged to report any deficiencies that may affect tenant and building safety. These reports can be reported to the floor warden, or the building management office. Examples of these deficiencies might include:

- 1) An accumulation of large quantities of paper trash. Keep all storage at least 18-24 inches away from the ceiling at all times.
- 2) Materials in the exit pathways or in the corridors.
- 3) Defective appliance cords or outlets.
- 4) Exit lights that are burned out.
- 5) Fire extinguishers that need servicing.

Tenants are also advised to do their part in keeping the building free from fire hazards by doing the following:

- 1) Smoking is prohibited inside the building, including the loading dock and parking garage. The roof garden has areas for smoking.
- 2) Turning coffee makers off when not in use.
- 3) Stacking files no closer than 18" from sprinkler heads.

Do not block, open or closed:

- Fire Doors
- Exit Ways
- Fire Equipment
- Extinguishers

Do not by-pass ground plug on 3-prong cords.  
Plug large appliances directly into wall outlet.

## **ACTIONS OF ANYONE WHO SMELLS SMOKE OR FINDS FIRE (In this order)**

- 1) Call 9-1-1 from safe location
- 2) Assist others or defend in place in exiting, *ONLY* if safe to do so.
- 3) Extinguish small fires, *ONLY* if safe to do so.
- 4) Evacuate / relocate and restrict spread of fire by closing doors and windows behind you.
- 5) Follow all directions given by Floor Warden Staff or Fire Safety Director.
- 6) Do not reenter building until Fire Department approves reentry.
- 7) Call 911 to inform operator of your circumstance.

### **EXITING PROCEDURES**

When descending stairs, stay to your right and out of the way of ascending fire personnel. Keep calm, exit orderly, and follow all directions. Feel doors for heat before opening and crawl low in smoke or heat.

### **FIRE EXTINGUISHERS**

To use fire extinguisher

- 1) Ensure that alarm has been sounded.
- 2) Check fire extinguisher (is it the proper type and is it in good condition?)
- 3) Carry extinguisher to fire, pull ring pin, and aim at base of fire. Crouch down low. Squeeze handle. Sweep side-to-side, working your way up. (Remember to keep between the exit and fire). Begin distance from fire at 8 feet before discharging.

## **EVACUATION AND RELOCATION**

When a fire alarm sounds, the Floor Wardens prepare their area of responsibility. They direct the emergency team members (monitors and aides of the physically impaired) to their assignments. Upon direction from the Public Address System announcements, they shall proceed as directed.

### **DO NOT USE ELEVATORS**

#### **RELOCATION OF BUILDINGS**

If relocation is ordered, tenants will exit the floor via either stairwell and walk down four floors from which they originated, then reenter the building.

Relocation involves the fire floor, floor above, and two floors below the fire floor. Tenants are advised to walk calmly and use either Stairwell One on the East Side or Stairwell Two on the West Side of the building.

- All other floors shall await instructions from Floor Warden or from the public address system regarding when to relocate or evacuate.

If the floors affected involve evacuation, tenants will exit the building on the street level (level 1) and proceed to an evacuation site (determined by each tenant). Tenants using Stairwell One must exit through the Main lobby, then exit the building via the Sacramento Street doors and proceed to an evacuation site (determined by each tenant).

#### **PERSONS IN NEED OF EVACUATION ASSISTANCE**

Disabled aides shall assist persons in need of evacuation assistance to an area of refuge or area of evacuation assistance. Aides shall move that person to an enclosed stairwell or assist in defending in place while staying clear of the other tenant's path of egress. Aides have to stay with the impaired until directed by SFFD arriving on that floor.

#### **DEFEND IN PLACE**

1. Seal doors or transoms with wet towels.
2. Call 911 to report location and condition.
3. Do not break windows unless you are in absolute danger of smoke inhalation. If possible, break windows with red dots.
4. Hang a bright object from the window.
5. Breathe through a wet towel and stay low.

## **EVACUATION AND RELOCATION (cont.)**

### **IF TRAPPED IN SMOKE-FILLED ROOM OR CORRIDOR**

- Crawl on hands and knees to a safe area.
- Try to get to an enclosed stairway or get in a smoke-free room and defend in place.
- Call 911 and inform operator of your circumstance.

### **EXIT SIGNS**

Displayed from the ceiling throughout the floors, the signs are illuminated and are also powered by emergency power in the event of power loss to the building. Illuminated exit signs are posted at floor level for each stairwell.

### **SAFETY LIGHTING**

The emergency generator in the event of building power loss provides limited lighting.

### **EVACUATION SIGNS**

Posted in each elevator lobby and at each stairwell door on every floor.

# **EARTHQUAKES**

## **BEFORE THE QUAKE**

- 1) Earthquake proofing:
  - a) Secure larger shelves or furniture to wall or floor
  - b) Laminate glass, which can shatter
  - c) Lower heavy objects or displays which could fall and injure or block exit ways
  - d) Keep drawers and cabinets latched
  - e) Secure TV's, computers, monitors, and other expensive electronics to their bases

### Supplies:

a) Tenants are responsible for emergency supplies in their space. The building does not provide emergency food, water, or supplies

- 2) Tenants should store:
  - a) Food and water for three days minimum (7-day supply is ideal)
  - b) First aid kit and first aid manual
  - c) Large and small heavy-duty plastic bags, duct tape, and scissors
  - d) Prescribed medications and extra eyewear
  - e) Heavy-duty shoes and gloves
  - f) Extra clothing, whistle
  - g) Rescue tools
  - h) Portable TV or radio, extra batteries
  - i) Flashlight, extra batteries
  - j) Cash (ATMs and credit cards may not work)

- 3) Communications
  - a) Individuals, Tenants, or Employees
    - i) Emergency phone list
    - ii) Family: work, school, play, and daycare
    - iii) Long distance message check-in phone number
    - iv) Cell phone
  - b) Company
    - i) Emergency back-up list of vendors (to minimize downtime)
    - ii) Emergency phone list of employees

- 4) Drill
  - a) Know safe, take-cover locations

## **DURING AN EARTHQUAKE**

- Duck and cover immediately under sturdy cover and hold on.
- If there is no sturdy cover, crouch low against an interior wall, covering your head with your arms and hands,
- Do not evacuate the building unless instructed.



- Stay covered until the moving has stopped completely.
- Avoid window area and items that can fall on you.

### **AFTER A DEVASTATING / DAMAGING EARTHQUAKE**

- Be prepared for aftershocks.
- Check immediate location (are you safe?)
- Check for injuries of others: apply first aid as needed.
- Extinguish any fires. Do not light matches. No smoking.
- Turn off gas if you: smell gas, see a broken pipe, or are ordered to do so.
- Turn off water or electricity if it is causing a hazard or pipe is broken.
- Be prepared to go without emergency services and help yourself and others.
- Listen for news or instructions over radio or television.
- Ration food and water.
- Use telephone only for dire emergencies
- Check and make sure that all telephone receivers are on its phone cradle.

## **MEDICAL EMERGENCY**

- 1) Upon feeling that you need medical help:
  - a) Immediately inform the closest person to call 9-1-1 and summon medical help.
  - b) If no one is around, immediately call 9-1-1 and request medical help.
  - c) GIVE BUILDING ADDRESS, FLOOR AND SUITE NUMBER, and YOUR PHONE NUMBER.
  - d) If possible, call the building's management office and report the arriving medical units. Give your location and your phone number.
  
- 2) Upon seeing or being informed of another person in need of medical help:
  - a) Immediately call 9-1-1.
  - b) GIVE BUILDING ADDRESS, FLOOR AND SUITE NUMBER, and YOUR PHONE NUMBER.
  - c) Make ill person as comfortable as possible.
  - d) If possible, call the building's management office and report the arriving medical units. Give your location and your phone number.
  - e) Get victim close to elevator, if possible.
  - f) Send someone to wait at elevator to guide medical units, if possible.
  
- 3) Security or other building staff upon receiving information that someone in the building is in need of medical help:
  - a) Call 9-1-1 to ensure medical response.
  - b) Recall one elevator for responding medical units.
  - c) Guide medical units to victim, if possible.

## **BOMB THREATS**

### **Speak to the person as you would to your upset friend**

- 1) Upon receiving a bomb threat, try to retrieve the following information from 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 caller plant the bomb?
  - f) What is the caller's name?
  
- 2) Note the following:
  - a) Time of call
  - b) Was the caller male or female
  - c) Describe voice or accent
  - d) Background noises
  - e) Was caller angry? Did he/she show other emotions?
  
- 3) Upon hanging up with caller:
  - a) Call 9-1-1.
  - b) Call building management or security.
  - c) Call your supervisor.

## **TOXIC HAZARDS**

- 1) Immediately get to an area where not exposed, help others.
- 2) Call 9-1-1 and inform of situation.
- 3) GIVE BUILDING ADDRESS, FLOOR AND SUITE NUMBER, and PHONE NUMBERS.
- 4) Inform of what type of spill.
- 5) Take actions to contain hazard. Close doors behind you.
- 6) ALWAYS FOLLOW ALL SAFETY PROCEDURES WHEN WORKING WITH TOXIC MATERIALS
- 7) Inform building management or security.
- 8) Staff shall immediately shut down any type of air circulating system.

## **CIVIL DISTURBANCES**

- 1) Do not go through a violent crowd to leave or enter a building.
- 2) Call 9-1-1 and inform of situation.
- 3) Stay away from an unruly crowd.
- 4) Inform building management or security.