

Dublin Corporate Center Life Safety Plan

Updated June 2017

Dublin Corporate Center
TENANT LIFE SAFETY PLAN

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PART I

EMERGENCY TELEPHONE NUMBERS

	<u>EMERGENCY</u>	<u>NON-EMERGENCY</u>
FIRE DEPARTMENT	911	(925) 833-6606
POLICE DEPARTMENT	911	(925) 462-1212
MEDICAL (AMBULANCE)	911	
PROPERTY MANAGEMENT	(925) 556-6630	(925) 556-6630

NEARBY MEDICAL CLINICS

Note: If immediate medical attention is required, dial 911 for an ambulance.

Valley Care Medical Center (24 Hour Emergency Room)
5555 W. Las Positas Blvd
Pleasanton, CA
925-847-3000

San Ramon Regional Medical Center (24 Hour Emergency Room)
6001 Norris Canyon Road
San Ramon, CA
925-275-9200

Stanford Health Care-ValleyCare Urgent Care (10 a.m.-8 p.m.)
4000 Dublin Blvd, Suite 150
Dublin, CA
925-479-3773

PART II

PROJECT DESCRIPTION

Dublin Corporate Center is a three building complex building located in Dublin, CA. The Project is owned by Dublin Corporate Center Owners LLC and managed by Hines. The Hines Property Management office is located at 4160 Dublin Blvd, Suite 140. The management office's phone number is 925-556-6630.

BUILDING LIFE SAFETY FEATURES:

Life safety systems are incorporated into each building for the protection of people first and property second. These systems include a combination standpipe sprinkler system, and a multiplexed alarm system.

Fire Sprinkler System:

The buildings use a combination standpipe system feeding water to the floors through the main risers located in the stairwells. Water is provided by City water pressure. Floor loops are connected to the risers with shut-off valves also located in the stairwells on each floor.

Stairwells and Vestibules:

Stairwells provide direct access to the street level from all floors. Each vestibule leading to the stairwell is sprinklered for safe egress.

Fire Doors:

Fire-rated doors are installed in the vestibules, stairway landings and elevator lobbies to provide safe enclosed exit paths. Elevator lobby doors are equipped with locks that release under fire alarm condition. These doors will close when an alarm signal is transmitted to prevent the spread of smoke and fire.

Emergency Power:

In case of power failure, batteries provide power for 90 minutes to:

- Emergency floor lighting
- Exit lighting
- Fire alarm system

Fire Extinguishers:

Fire extinguishers are located in cabinets adjacent to both vestibule stairwell doors and other areas throughout the buildings.

Manual Pull Stations:

Manual pull stations are located in elevator lobbies and at each vestibule, which are available to notify occupants in case of fire. The fire department will be automatically called in the event that a manual pull station is activated.

Fire Command Center:

The Fire Command Centers are located in the first floor FCC rooms adjacent to the elevator machine room in each building.

PART III

RESPONSE TEAM AND RESPONSIBILITIES

Response Team Members:

Fire Safety Director: Jeff Tucker, Hines Engineering Manager
Deputy Fire Safety Director: Brandon Nemcik & Dean Hunt, Hines Engineer
Building Engineers: Jeff Tucker, Brandon Nemcik, & Dean Hunt
Floor Wardens: As Appointed By Tenant
Deputy Floor Wardens: As Appointed By Tenant
Exit Monitors: As Appointed by Full Floor Tenants or As Needed
Elevator Lobby Monitors: As Appointed by Full Floor Tenants or As Needed
Searchers: As Appointed by Tenant, Hines Staff and/or Fire Department
Disabled Aides: As Appointed, As Needed By Tenant

Fire Safety Director Emergency Duties:

1. Immediately assume the leader role.
2. Establish communications with building staff and engineering using Radio or telephone.
3. Ensures that the following had been performed by related personnel: determination of floor and device in alarm; Fire Department had been notified; keys and physically impaired list ready for Fire Department.
4. Communicate with the fire officer on site.
5. Assign an engineer to help Fire Department at the Fire Command Center.
6. Assign Wardens to keep lobbies clear.
7. Assist tenants at evacuation sites.
8. Contact floor wardens for head counts.

Building Engineers' Emergency Duties:

1. Report to FCC upon alarm notification.
2. Assist Fire Department at Fire Command Center.
3. Report activation of fire-related equipment.

Floor Warden Emergency Duties:

1. Maintain control and direct occupants to exits.
2. If not directed to relocate or evacuate, control occupants.
3. Communicate to Fire Department and Fire safety director missing persons and locations of the physically impaired after evacuation.

Searchers' Emergency Duties:

1. Search floor area of responsibility for anyone remaining on the floor.
Direct remaining occupants to closest exit.
2. Maintain calm and composure during the emergency.
3. Know the location of fire extinguishers and exit stairwells.
4. Report to Floor Warden when area is cleared.

Elevator Lobby Monitors' Emergency Duties:

1. Assist Floor Wardens.
2. Direct people away from elevator lobbies and towards stairwells.
3. Maintain calm and composure during the emergency.
4. Report to Floor Warden when area is cleared.

Exit Monitors' Emergency Duties:

1. Test exit doors for heat before entry. Direct people to other stairwell if assigned exit pathway is impassable.
2. Maintain calm among tenants during exiting procedure.
3. Report to Floor Warden when area is cleared.

Aides for the Physically Impaired Emergency Duties:

1. Shall assist the physically impaired towards exit stairwell.
2. Shall remain in the stairwell with the him/her, until directed by Fire Department.
3. On Fire Department instructions, assist Fire Department to relocate or evacuate physically impaired person.
4. Report to Floor Warden when possible.

Deputy Fire Safety Director's Duties:

1. Will act as the Fire Safety Director during absences.
2. Perform all tasks assigned by the Fire Safety Director.

Deputy Floor Warden's Duties:

1. Will act as the Floor Warden during absences.
2. Perform all tasks assigned by the Floor Warden.

NON-EMERGENCY DUTIES OF THE RESPONSE TEAM:

Fire Safety Director

1. Per California Code of regulations, Title 19 Section 3.09 and the local Fire Code shall write an Emergency Plan. Have this plan available to all tenants.
2. Heads up the emergency response team.
3. Seek and train Floor Wardens, appoint and train a deputy Fire Safety Director and train building personnel to handle emergencies.
4. Implement a scheduled maintenance of Life Safety systems.
5. Conduct fire drills at least once a year.
6. Conduct earthquake duck and cover drills.
7. Document training sessions and drills.

Building Engineer:

1. Understand Emergency Plan duties.
2. Maintain, inspect and test life safety equipment.
3. Document maintenance performed on life safety equipment.
4. Understand fire extinguisher and elevator recall operations.

Post-emergency duties:

1. When instructed by the Fire Department, reset fire alarm system.
2. Reset fire sprinkler system.
3. Inspect all fire equipment used during the emergency.
4. Submit report to Fire Safety Director for evaluation.

Floor Warden:

1. Per Title 19, California Code of Regulations, educate and train all occupants in area of responsibility about fire prevention measures and fire exit procedures.
2. Appoint and train Exit monitors, lobby monitors, searchers and aides for the physically impaired.
3. Perform daily fire-safety inspections. Report deficiencies to Fire Safety Director.
4. Keep an up-to-date listing of mobility-impaired employees. Also include aides for the physically impaired in the listing.
5. Appoint and train deputy monitors and searchers in case of absences.

TENANT FLOOR WARDEN PROGRAM:

Qualification, Duties and Responsibilities of the Tenant Wardens and their Back-ups to Control an Emergency

Tenant Floor Wardens, and their Back-Ups, are to be selected on the basis of two major criteria:

- They must be intelligent, alert and resourceful individuals who are capable of performing in a leadership role during an emergency situation.
- They must generally be working in their respective company areas within the building, rather than having primary duties and responsibilities elsewhere.

Tenant Floor Wardens are the "connecting links" between the Property Management Office and their respective employees. As such, they have direct control and responsibility for all decisive matters relating to the safety of their employees during an emergency.

Tenant Emergency Teams and Floor Wardens are responsible for selecting, identifying and training sufficient back-up personnel and emergency assistants to effectively perform their emergency duties and responsibilities. They are responsible for communicating appropriate pre-planned emergency procedures and/or data to all employees under their jurisdiction through personnel orientation and/or company bulletin boards.

Tenant Floor Wardens and their Back-Ups must be knowledgeable about what is not commonplace, i.e., "unusual" or "foreign" to the normal environment of their respective company areas, so that in the event of a bomb threat they will be qualified and instrumental in conducting a search, as well as assisting in the identification of any suspicious items.

Tenant Supervisor's Emergency Duties and Responsibilities

While all tenant supervisory personnel and employees should have constructive knowledge of the operational aspects of the emergency procedures, they must recognize that it is essential for them to voluntarily subjugate themselves to emergency instructions given to them by the Tenant Wardens and/or their Back-Ups in order to ensure a safe and orderly response to any emergency situation.

Each tenant supervisor has two principal emergency duties and responsibilities:

- They must be calm, responsive and able to help eliminate confusion, fear and/or panic among their subordinates.
- They must faithfully execute any emergency duties and responsibilities assigned to them during the existence of an emergency situation.

Tenant Employees Emergency Duties and Responsibilities

All tenant employees must respond to official emergency instructions as if lives depend

upon it... because lives do! The emergency plan and procedures were established to save lives and require strict compliance in order to be effective.

Testing of the Building's Emergency Plan and Procedures

Various aspects of the emergency plan and procedures will be tested on a deliberate, systematic and periodic basis in accordance with instructions from the Property Manager.

Such testing will familiarize key personnel with their emergency duties and responsibilities and will help evaluate the emergency plan and procedures by identifying deficiencies. This will allow for the opportunity to make adjustments and corrections to the plan prior to an actual emergency situation.

Fire evacuation drills are required by law and held to ensure your safety. Participation in fire drills is not voluntary...it is mandatory for everyone!

Conduct with News Media

For the protection and safety of all building occupants, tenant employees are requested to refer news media inquiries to their respective company's public relations representative or to the Property Manager.

Reporting Changes in Tenant Floor Wardens and Back-Ups

Tenant Floor Wardens are the appointed liaison between the Property Management Office and their respective organization. Communication of any emergency instructions and information must never be interrupted due to transfer or loss of this key individual.

Any changes in the employment status and/or replacement of each Tenant Floor Warden or their officially designated Back-Up must be reported immediately in writing to the Property Management Office in order to maintain reliable communication during emergency situations. Special efforts must also be made to adequately inform company employees who look to the Tenant Floor Warden for leadership during an emergency situation of changes in the tenant emergency staff consisting of the Tenant Floor Warden, Back-Up and Assistants.

Required Number of Floor Wardens

There must be at least two (2) Floor Wardens per Tenant regardless of square feet occupied. The number of representatives required is determined by the amount of square footage in your leased space per floor, as follows:

- 0 - 15,000 square feet - two (2) representatives are required
- 15,001 - 22,500 square feet - three (3) representatives are required
- 22,501 - 30,000 square feet - four (4) representatives are required

Each additional 5,000 square feet or portion thereof will require an additional representative.

PART IV

FIRE ALARM SYSTEM AND COMMUNICATIONS

Multiplexed fire alarm systems are used at Dublin Corporate Center. Various devices are continuously monitored for alarm conditions. These devices and their locations are:

<u>DEVICE</u>	<u>LOCATION</u>
Smoke Detectors	Elevator Lobbies, Electrical and Telephone Closets, Mechanical Rooms, and Air Handling Units
Pull Stations	Elevator Lobbies and adjacent walls next to Stairwells
Sprinkler Heads	Throughout the floors, lobbies, and corridors

Any alarm initiation of the above devices will activate:

1. Audible alarm
2. Strobes lights
3. Smoke door magnet release
4. Air handler shutdown
5. Notify fire department

Only activated elevator lobby smoke detectors will recall elevators to the first floor.

PART V

FIRE PREVENTION

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 to the Property Management Office. Examples of these deficiencies might include:

1. An accumulation of large quantities of paper trash.
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.
6. Space heaters
7. Hot Plates

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

1. Turning off coffee makers or other cooking devices when not in use.
2. No smoking inside the building.
3. Storing all material at or below 18" from the ceiling to ensure adequate sprinkler coverage.
4. Storing flammable liquids in an approved cabinet only.

PART VI

EVACUATION

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. They direct occupants to the stairwells for evacuation.

DO NOT USE ELEVATORS

Tenants will exit the floor via either stairwell and walk down from where they originated and exit the building.

Aids for the physically impaired shall move that person to the stairwell, staying clear of the other tenants' path of exit. Aids are required to stay with the impaired until directed by the Fire Department arriving on that floor.

Proper evacuation procedures:

1. Stay calm.
2. Follow instructions. You may be asked to search restrooms or offices or to help disabled people from the area.
3. Feel doors with the back of your hand before opening them and do not open any doors that are hot.
4. Close doors behind you as you leave. Do not lock them. Do not return for personal articles.
5. Locate to the nearest stairwell and evacuate the building. If you are disabled, await help in stairwell.
6. Once outside, move away from the building and reassemble.

General evacuation information:

- Do not use the elevators. If a smoke detector in the elevator lobby is activated, the elevators will automatically return to ground level and open. If you are in an elevator when an alarm sounds, do not push the emergency stop button.
- If smoke is present, stay low. The best air is nearest the floor.
- If you are trapped by smoke, remain calm. Put a towel or article of clothing under the doors.
- If you are near a perimeter window, signal for help by placing a sign in the window.
- If you are outside during a fire, stay far enough away to avoid possible falling glass and debris.

PART VII

EARTHQUAKE PREPAREDNESS

The buildings at Dublin Corporate Center are designed in accordance with modern earthquake standards. The buildings are capable of sustaining most earthquakes. It is considered safer to stay inside the buildings than to wander outside after an earthquake.

As with fires, Floor Wardens are expected to maintain a calm and reassuring atmosphere in their areas of responsibility.

Pre-earthquake preparedness:

1. Secure bookcases, file cabinets and shelves to walls using anchors.
2. Office of Emergency Services suggests preparing for a 72-hour stay after an earthquake. Recommended items to store are packaged water, portable radio or television, batteries, flashlights, rope, small tools, canned goods, can opener, dried foods, first-aid kits and blankets. It is also suggested that flat shoes be readily available in case of emergencies.

During an earthquake...

1. Remain calm and reassure others.
2. Remain in the office, stay clear of windows, glass doors, high file cabinets and shelves.
3. Duck and cover - take cover underneath tables and desks.
4. Do not attempt to use the stairs or evacuate the building without being instructed to do so.
5. If in an elevator and the elevator has stopped. Use the emergency telephone to request assistance. Remain calm, help will arrive as soon as possible.
6. If fire is a consequence of the earthquake, remain calm and follow guidelines of your Floor Warden.

After an earthquake...

1. Watch for aftershocks. Watch out for falling glass or objects.
2. Floor wardens should report injuries to building management.
3. Do not evacuate until told to do so. Listen to instructions.
4. In the event of a fire, follow emergency response procedures.
5. Do not use matches, candles or open flames. Gas may be present from broken pipes. Report any gas smell to management.
6. Turn radio on. Telephones should be used only for emergencies.
7. Gather tables and group them towards the center of the building.
8. Move people towards the center of the building. Administer first aid to injured persons.
9. If evacuation is ordered, stay away from buildings and watch out for falling objects. Do not go sightseeing.

PART VIII

BOMB THREAT

Bomb threats are most likely called over the telephone by an anonymous caller. The FBI recommends obtaining information from the caller with the help of a checklist found below.

If you receive a call, notify the Police and Hines Property Management immediately so appropriate actions may be determined. Discuss the call using the checklist.

If evacuation is determined, follow instructions of the Floor Warden. Elevators may be used as well as the stairwells.

If a search is ordered and a suspicious object is found, **DO NOT TOUCH**, contact authorities immediately. Keep people away from the object.

If an explosion occurs, follow guidelines on following page, treat it like a fire emergency.

Bomb threat prevention: Tight floor control is the best way to avoid bomb threats. Any sign of a suspicious person or object must be reported immediately to Hines Property Management. Floor wardens should train co-workers to look out for and report any suspicious persons or packages in their area of responsibility.

In the event that you receive a bomb threat phone call, try to obtain the following information.

BOMB THREAT QUESTIONS:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your name?
9. What is your address?

CALLERS VOICE:

Describe the caller's voice: male, female, high, low, etc.

Do any words or phrases stand out?

Listen for background noises.

Note length of call, date and time.

WRITE DOWN THE EXACT WORDING OF THE THREAT IMMEDIATELY

PART IX
OTHER EMERGENCIES

Explosions:

Should be regarded like a fire situation. **Call 911.**

Medical Emergencies Guidelines:

1. Do not move the injured person.
2. Administer first aid if you are qualified.
3. **Call 911.** Specify it is a medical emergency.
4. Notify building management immediately.
5. If necessary, building management may have an elevator on standby for ambulance personnel and equipment.

Chemical Spills:

1. Report immediately any chemical spills to building management.
2. **Call 911.** Specify it is a chemical spill.
3. Stay away from the area. Keep others away.
4. If evacuation is necessary, follow instructions of your floor warden.

Civil Disturbance:

1. **Call Police at 911.**
2. Notify building management.
3. Stay away from area.

Elevator Entrapment:

1. Report immediately to building management who will contact Elevator vendor to assist with passenger removal.
2. Establish & maintain communication with trapped passenger to monitor urgency of situation and if any indication of medical emergency **Call 911**.
3. Do not attempt to force open elevator doors and rescue passengers, as injuries may occur. Only emergency personnel or the elevator contractor should try to free trapped passengers.
4. Once building staff and emergency personnel arrive, all tenant employees and staff should clear the area.

Utility Outage:

In the event of a power outage, the building management & engineering staff will:

1. Respond to affected building(s) and perform a check for items needing immediate attention.
2. Check each elevator at each floor for entrapment.
3. Contact PG&E for outage information and communicate to tenants expected down time. Emergency lighting runs for 90 minutes, if outage will extend past that timeframe a building evacuation will be ordered to ensure safe egress.

Airborne Bio-Hazard:

In the event of an eminent airborne biological attack at the site, the building management engineering staff will:

1. Shut down all air handlers and ventilation fans. (The air handlers and fans will be shut down at Building Management Control System)
2. Close all outside air intake dampers. (Dampers will close upon shutdown of air handlers)
3. Contact building occupants. (Tenants will be notified by telephone or e-mail)
4. Encourage occupants to remain indoors away from building exterior.

Once the outside air is deemed safe, the outside air supply will be restored to the buildings.

PART X

EMERGENCY SUPPLIES

- BATTERY OPERATED RADIO
- FLASHLIGHTS
- BATTERIES
- FIRST AID KIT
- BOTTLED WATER, 3 DAY SUPPLY
- FOOD, 3 DAY SUPPLY (Canned, packaged)
- CAN OPENER
- SPARE CLOTHES

For more information regarding Disaster Preparedness visit:
www.72hours.org