

In case of an EARTHQUAKE



Protect yourself:

- MOVE AWAY from windows, glass, shelves, tall furniture and hanging objects.
- DUCK DOWN under a sturdy structure, such as a desk or table. In a hallway, crouch down and brace yourself against the wall.
- COVER your head with your arms and tuck down to your knees.
- HOLD the position until after the shaking stops.
- REMAIN WHERE YOU ARE – STAY IN THE BUILDING. It is safer than going outside.
- Be prepared for more shaking. Aftershocks are likely to occur.
- Physical hazards may have been created. Be aware of anything that might be hanging or positioned dangerously.
- Follow the directions of your Floor Warden.
- Check for injured personnel, accounting for everyone on your floor.
- Administer first aid *only* if you are qualified.

Use stairs, do not use elevators:

- Earthquake motion sensors will allow the elevators to move very slowly to the next available floor. They will then be out of commission until cleared by elevator technicians. NEVER pry doors open.
- Listen for instructions.
- Announcements will be given over the PA system.

Be prepared, have supplies on hand:

- Extra drinking water for 5 days for all personnel. Do NOT assume building water will be operational.
- Snacks (energy bars, chips, peanuts, etc) for 5 days for all personnel.
- Flashlight(s) and fresh batteries.
- Battery operated radio(s).
- For ladies, hard soled shoes with low heels.
- Extra supply of any personal medications.
- First aidkits.

For disaster survival kit information, please refer to <http://www.72hours.org>

For Your SAFETY at Hills Plaza



Jones Lang LaSalle takes pride in protecting your safety as a tenant of Hills Plaza. The building has been designed, equipped and staffed with tenant safety in mind. We encourage you to read this brochure and keep it as a reference so you will know how to respond in the unlikely event of an emergency.

Building Management Office

Hal Brownstone - General Manager
Lisa Angeloni - Assistant General Manager
Jones Lang LaSalle - Hills Plaza
345 Spear Street, Suite 124
San Francisco, CA 94105
Ph: 415.777.3345
Fx: 415.777.1250

In case of MEDICAL EMERGENCY

In case of FIRE



If a fire starts:

- Activate nearest fire alarm pull station, alert others and follow instructions of your Floor Warden and relocate to your designated area.
- If the fire is small and you are trained, use a fire extinguisher.
- Use an extinguisher on small fires only (trash cans, microwaves, etc.) and only after notifying 911, Building Office and your Floor Warden.
- Extinguishers are located throughout the floors.
- Do not use an extinguisher if the fire is spreading beyond the immediate area.
- Do not use an extinguisher if the fire could block your escape route.

Emergency alarm:

- Follow instructions of your Floor Warden and relocate to your designated area.

Use stairs, do not use elevators:

- Assemble and account for personnel.
- Return to floor only after being so instructed to by Building Staff.
- If you are physically impaired, wait for help from your assigned Assistance Monitor. Go to the closest stairwell and have your Floor Warden notify Building Security of your location by using the stairwell intercom system.

If smoke is present:

- Feel doors with the back of your hand before opening.
- HOT - Do not open. COLD - open slowly and proceed with caution.
- Crawl next to the wall to maintain orientation. The safest place is near the floor.

Be Prepared Before an Emergency

- Know your Suite/Floor Warden, keep emergency numbers by the phone, and know where the emergency exits are located.
- Know where and how to operate the fire alarm pull stations and fire extinguishers.
- Become familiar and post a floor plan near your work location.
- Know your building address and suite number.

Call 911

Give them the following information:

- Nature of medical emergency
- Exact location (building address, floor, section)
- Your name and phone number

THEN:

Call Building Office at 415.777.3345

- Notify them of the arrival of emergency vehicles and the details of the medical emergency, including the location. They will enable security personnel to escort emergency personnel to the correct location as quickly as possible.
- Designate one person to also wait in the building ground floor lobby to assist emergency personnel to the correct location.
- Notify your Floor Warden.
- RENDER FIRST AID **ONLY** IF YOU ARE QUALIFIED.
- Keep the person calm until assistance arrives.
- Keep the person's belongings secure.

If you receive a BOMB THREAT

Listen carefully, remain calm

Obtain and record information:

- When will bomb explode?
- Where is it?
- What does it look like?
- What kind of bomb is it?
- Did you place the bomb?
- Why?
- What is your name?
- What is your address?
- What will detonate the bomb?

THEN:

- Notify your Floor Warden.
- Notify Building Office at 415.777.3345

If you discover or suspect a BOMB

- **Do not touch or handle**
- **Call 911** and Building Office at 415.777.3345
- Notify your Floor Warden and Supervisor

