



Gateview Homeowners Association

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FACILITY EMERGENCY PLAN

for

Gateview Homeowners' Association

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**SECTION 1
EMERGENCY PHONE NUMBERS**

Albany Fire Department, Ambulance, Paramedic, Police	911
Albany Police Department (non-emergency number):	(510) 525-7300
Albany Fire Department (non-emergency number):	(510) 528-5770
P. G. & E.	(800) 743-5000
P. G. & E. (Power Outage Hotline)	(800) 743-5002
Water Department (East Bay MUD)	(866) 403-2683
Empire Elevator	(707) 778-2247
Anderson Group International (Emergency Restoration Services)	(800) 994-7575
Roto Rooter - for drains only	(510) 438-2324
Gateview Security Office	(510) 527-5959
Gateview Management Office	(510) 527-6725

**SECTION 2
PURPOSE OF THE FACILITY EMERGENCY PLAN**

As required by Title 19. California Code of Regulations; California Fire Code; California Health and Safety Code; and the Albany Fire Code, an emergency plan shall be prepared, implemented, maintained and annually reviewed for this building. This plan is a legal document.

**SECTION 3
INTRODUCTION - BUILDING DESCRIPTION**

Gateview Homeowners' Association is a 487 unit mixed use high-rise on Albany Hill. Constructed in 1975, Gateview consists of seven buildings, the highest is 18 stories tall, and incorporates several safety features.

Structurally, Gateview is constructed of reinforced concrete and post tension slab floors. The building is equipped with a life-safety system, including emergency communication and sprinklers throughout all units and the common areas. In the event of an emergency, building occupants should follow the instructions contained on the following pages. We have prepared this plan to provide for our tenants safety, whether natural or man-made emergency situations occur. This manual should serve as a guideline for action in the event of the following emergencies:

Fire, Earthquake, Serious Injury or Illness, Civil Disorders / Toxic Accidents, and Bomb Threats

It is the responsibility of every occupant of Gateview Homeowners' Association to read and understand the emergency procedures pertaining to this facility. It is strongly recommended that all residents keep this manual in a handy place. For questions pertaining to this information, please contact the management office.

**SECTION 4
LIFE SAFETY SYSTEM**

Gateview Homeowners' Association was equipped with an up to date Life Safety System that embodied state of the art equipment at the time of its construction and is in complete compliance with the California Administrative Code, Title 8 and Title 19. Some of the features include:

- Security staff on duty 24 / 7
- A Mirtone 79030 / 50 fire enunciator panel
- Smoke detectors in each unit
- Burglar alarms in each unit
- Fire Alarm pull stations and zones
- Smoke detectors
- Fire sprinkler systems and standpipes
- Emergency lighting
- Elevator recall
- Firefighter stairway phones
- Public Address System
- Emergency back-up generator
- Evacuation signage
- Earthquake tool boxes

SECTION 5 BUILDING EMERGENCY ORGANIZATION

I. GENERAL ORGANIZATION AND RESPONSIBILITY:

The Building Fire Safety Director

The Fire Safety Director is responsible for the implementation, maintenance and administration of the building's Pre-Fire / Emergency Plan, and will be certified by the San Francisco Fire Department as having completed a prescribed course of study to qualify as a Fire Safety Director in San Francisco.

The Assistant Fire Safety Director

The Assistant Fire Safety Director serves as the Fire Safety Director in the absence of the Fire Safety Director and assumes the same duties.

The Floor Warden

The Floor Warden is a resident of Gateview and is usually available at their home. Floor Wardens takes direction from both building management and security.

II. SPECIFIC DUTIES:

Fire Safety Director

- Develop a program of general fire prevention for the building and residents;
- Develop a program of training for residents, Floor Wardens, and building occupants regarding the Pre-Fire/Emergency Plan;
- Train designated persons to serve as assistants or alternates to the Fire Safety Director;
- Review and approve all resident Evacuation and Life Safety Plans;
- Develop a program of regular inspections, maintenance, testing and recertification of all fire and life safety equipment and apparatus;

- Act as liaison between the Albany Fire Department, Gateview staff and residents;
- Have a thorough working knowledge of the operation of the Life Safety, HVAC, electrical, gas and water systems;
- Conduct periodic fire drills; and
- In the event of an emergency, put into effect the Pre-Fire / Emergency Plan, maintaining overall communications and direction in the security office / console.

Deputy Fire Safety Director (assistant):

- The assistant Fire Safety Director will have the same duties as the Fire Safety Director, and will serve in place of the Fire Safety Director in his / her absence.

Security:

- Handover the building keys inside the Knox Box located in the security office to a Fire Department officer (who will have a white face piece on their helmet);
- Make announcement over the Public Address System when an emergency exists;
- Direct residents and visitors in lobbies to the exits during an emergency; and
- Teach new security officers in their roles and duties;

Floor Warden:

- Attend all Floor Warden meetings and administer Pre-Fire / Emergency Plan for their floor. This includes the education and training of all floor occupants within two weeks;
- Appoint sufficient monitors for handicapped, elevators, stairs and searchers to adequately meet intent of the plan.
- Be familiar with the layout of the floor and the locations of the Emergency Equipment;
- Assure that relocation and evacuation procedures are known to all residents of the floor;
- Know the name and locations of any persons needing special assistance in case of a relocation or evacuation;
- During drills and actual emergencies, institute the necessary relocation or evacuation procedures, direct and control the flow of persons leaving the floor and assure that all personnel are relocated or evacuated from the floor;
- Be the last person to leave the floor in an emergency situation;
- Prevent any accumulation of objects, packages or other items in stairwells or relocation / evacuation routes, and report any corrective actions needed to the Fire Safety Director; and
- Be encouraged to attend First Aid, CPR and other disaster preparedness courses.

Deputy Floor Warden:

- The Deputy Floor Warden will have the same duties as the Floor Warden and will serve in the place of the Floor Warden in his / her absence.

Searcher:

- The searcher will make sure a systematic search of their areas such as common areas as trained by their Floor Warden.

Elevator Monitor:

- The Elevator Monitor checks the elevator lobby to search for any persons attempting to use the elevator. They leave the area with the Searcher and Floor Warden when all residents have been relocated or evacuated;

Engineering:

- Inspect, test and maintain all fire / life safety equipment;
- Know the fire / life safety system and its function in time of emergency; and
- Report to the Fire Safety Director the reaction of all automatic fire equipment and assist Fire Department personnel as required during an emergency.

Management:

- Train all staff in pre-emergency planning;
- Notify insurance company, Owner / Manager representatives and maintenance staff, and evaluate the handling of the emergency taking place.

**SECTION 6
RESIDENT RESPONSE TO EMERGENCIES**

I. IF YOU DISCOVER A FIRE CALL THE FIRE DEPARTMENT AT 911:

- Activate the nearest fire alarm pull station en route to nearest exit;
- Grab the nearest Fire Extinguisher and attempt to extinguish the fire;

FIRE EXTINGUISHERS SHOULD ONLY BE USED ON SMALL, CONTROLLABLE FIRES AFTER A DECISION TO EXTINGUISH IT OR CONTAIN IT HAS BEEN MADE.

The use of a fire extinguisher is very simple. All extinguishers made for the American market function the same way. Use the acronym PASS: Pull the pin; Aim the extinguisher at the base of the fire; Squeeze the handle; and Sweep the base of the fire back and forth.

- Evacuate your home or office - close the door behind you. Do not lock the door or turn off the lights - proceed in an orderly manner to the nearest exit;
- Before opening any door, feel it with the back of your hand to see if it is hot, if so, DO NOT OPEN IT!;
- If your immediate area contains large amounts of smoke, stay close to the floor for better vision and air quality (smoke is the biggest killer in a fire);
- Listen for instructions over the Public Address System and from the Floor Warden.

II. WHEN YOU HEAR AN ALARM:

- Residents should remain in their homes until specific instructions to relocate or evacuate over the Public Address System or by the Floor Warden. Do not depend on elevator service as they may have been recalled on Fireman's service for the use of the Fire Department only (Elevator shafts act as chimneys in a fire. You do not want to be trapped inside and asphyxiated by smoke.);
- Prepare to relocate or evacuate if necessary. Once you leave your floor, do not attempt to return to your home for ANY forgotten valuables.

III. SHELTER IN PLACE / RELOCATION / EVACUATION:

SHELTER IN PLACE:

In some emergencies, it is best for residents to stay inside their home or office. If there was a toxic release from a refinery, or if a fire was occurring, it may not be best for people to go outside or crowd hallways or lobbies. In these cases, Sheltering in Place is the best thing to do.

Sheltering in Place simply means that you are to stay in your home. You may want to close windows so whatever toxic substances outside do not enter your home (i.e. smoke from a fire, toxic gases from a refinery, etc.).

If Sheltering in Place is recommended, you will be instructed to do so via the Public Address System.

In the event you find yourself trapped inside your unit during a fire and you are unable to escape the building, you will want to Shelter in Place, AND place wet towels at the base of your door to the hallway to prevent smoke from entering your unit. You will then also want to signal the fire department from your CLOSED window of your presence in the unit by waving a white towel or blanket or pillowcase to get their attention so they know you are there.

RELOCATION:

In a 50-story high-rise, it is estimated that it would take 2.5 hours for the building to completely evacuate using the stairs in an emergency. This time-line is unacceptable. Therefore, if instructed to do so, residents are to RELOCATE from their floor down four (4) floors and take a seat on the floor in that hallway with their back to the wall away from the windows at the end of the hall.

Example: If you live on the 9th floor and you were instructed to RELOCATE, you would proceed to the nearest exit at the end of the hallway, check the door with the back of your hand to see if it is hot BEFORE opening it (if it is hot, DO NOT OPEN THE DOOR, use another exit) and proceed down the stairs to the 5th floor. Once in the hallway of the 5th floor, take a seat on the floor with your back to the wall and await further instructions from either the Floor Warden of that floor or the Public Address System.

The floors that are typically instructed to RELOCATE include the floor where a fire is located, the floor above where the fire is located and the two floors beneath where the fire is located. The floor beneath the fire serves as the Albany Fire Department's command center. The floor beneath the Fire Department's command center floor is the Fire Department's staging area. This is where the Fire Department stages their equipment and hoses in preparation of fighting the fire.

EVACUATION:

If an emergency situation calls for it, residents will be instructed to EVACUATE their floor. In an EVACUATION, residents are to leave their home and proceed to the nearest exit at the end of the hallway, check the door with the back of your hand to see if it is hot BEFORE opening it (if it is hot, DO NOT OPEN THE DOOR, use another exit) and proceed down the stairs and out of the building. Once out of the building, residents are to meet at the refuge area and await further instructions.

The most important message goes to the floors that Shelter in Place.

- Gateview Homeowners' Association is Shelter in Place, Relocate or Evacuate during a fire, depending on the location and severity of the fire;
- Each floor is fully protected by a fire sprinkler system; penetrating other floors; and
- The normal response time of the Albany Fire Department is **four (4) minutes** from the time the alarm is received.

Upon receiving instructions to relocate or evacuate, follow the instructions of your Floor Warden or other authorized person.

- USE THE STAIRS NEAREST YOUR LOCATION AND EXIT THE BUILDING;
- DO NOT RUN, STAY CALM;
- KEEP NOISE AT A MINIMUM;
- DO NOT START RUMORS; and
- DO NOT USE ELEVATORS.

IV. RELOCATION / EVACUATION OF THE HANDICAPPED:

Handicapped persons who cannot safely negotiate the stairs will be assembled in the hallway leading to the stairwell nearest their location for relocation or evacuation by the Fire Department. A monitor will be assigned to stay with the handicapped person. The Fire Department will take the handicapped people to safety.

Those handicapped persons who can safely negotiate the stairs will be assigned a guide to assist them.

No wheelchairs or similar types of equipment will be taken onto the stairwells. Only approved evacuation chairs will be allowed for relocation or evacuation purposes in the stairwells.

If the situation is such that the handicapped cannot be safely assembled by their nearest exit, they must be carried. They must be the last to leave the floor to prevent interference with the normal flow of other persons to safety.

V. REFUGE SITES:

If evacuating from the property (or relocating from the 5th floor down), residents are to assemble at the base of the jumbotron sign in the Pacific East Mall (Ranch 99) parking lot. This area is located approximately 300 yards north on Pierce Street. Although less than ideal due to the potential for vehicle congestion, this area provides the Red Cross and disaster services a location for providing assistance to those in need.

VI. COMMUNICATIONS AND FIRE ALARM SYSTEMS:

The communication system at Gateview is designed to permit the Emergency Authority (either management, security or maintenance) to talk to an individual floor, a series of floors or the entire property. The controls for this system are located in the security office next to the garage entrance. Its primary use is for issuing instructions to the residents of the property during an emergency or urgent situation.

The **FIRE ALARM** may be recognized by the distinct, *recurring honking sound* broadcast over the fire alarm system.

In the event there is an alarm, the following *sample* messages may be heard over the Public Address System:

BLACKOUT ANNOUNCEMENT:

"MAY I HAVE YOUR ATTENTION PLEASE, MAY I HAVE YOUR ATTENTION PLEASE, THIS IS YOUR (EMERGENCY AUTHORITY), THIS IS A SHELTER IN PLACE ANNOUNCEMENT. I REPEAT, THIS IS A SHELTER IN PLACE ANNOUNCEMENT. WE HAVE EXPERIENCED A POWER OUTAGE. P. G. & E. HAS INFORMED US THAT THEY BELIEVE POWER MAY BE RESTORED (state approximate time). PLEASE REMAIN INSIDE YOUR HOME UNTIL THE POWER HAS BEEN RESTORED. THANK YOU."

SHELTER IN PLACE ANNOUNCEMENT:

"MAY I HAVE YOUR ATTENTION PLEASE, MAY I HAVE YOUR ATTENTION PLEASE, THIS IS YOUR (EMERGENCY AUTHORITY), THIS IS A SHELTER IN PLACE ANNOUNCEMENT. I REPEAT, THIS IS A SHELTER INPLACE ANNOUNCEMENT. A POSSIBLE EMERGENCY HAS BEEN REPORTED IN THE BUILDING. WE ARE INVESTINGATING THE INCIDENT AND WILL KEEP YOU INFORMED. PLEASE SHELTER IN PLACE. I REPEAT, PLEASE SHELTER IN PLACE. REMAIN INSIDE YOUR HOME AND WAIT FOR FURTHER INSTRUCTIONS."

RELOCATION ANNOUNCEMENT:

"MAY I HAVE YOUR ATTENTION PLEASE, MAY I HAVE YOUR ATTENTION PLEASE, THIS IS YOUR (EMERGENCY AUTHORITY), THIS IS A RELOCATION

ANNOUNCEMENT. I REPEAT, THIS IS A RELOCATION ANNOUNCEMENT. WE HAVE AN EMERGENCY IN THE BUILDING. PLEASE PROCEED TO THE NEAREST STAIRWAY AND EXIT YOUR FLOOR AND WALK DOWN FOUR FLOORS TAKING A SEAT ON THE FLOOR IN THAT HALLWAY WITH YOUR BACK AGAINST THE WALL AND AWAIT FURTHER INSTRUCTIONS. DO NOT USE THE ELEVATORS. I REPEAT, DO NOT USE THE ELEVATORS."

EVACUATION ANNOUNCEMENT:

"MAY I HAVE YOUR ATTENTION PLEASE, MAY I HAVE YOUR ATTENTION PLEASE, THIS IS YOUR (EMERGENCY AUTHORITY), THIS IS AN EVACUATION ANNOUNCEMENT. I REPEAT, THIS IS AN EVACUATION ANNOUNCEMENT. WE HAVE AN EMERGENCY IN THE BUILDING. PLEASE PROCEED TO THE NEAREST STAIRWAY AND EXIT THE BUILDING TO THE REFUGE SITE IN THE RANCH 99 PARKING LOT. DO NOT USE THE ELEVATORS. I REPEAT, DO NOT USE THE ELEVATORS."

Announcements over the Public Address System are to be read three (3) times in their entirety.

**SECTION 7
FIRE PREVENTION ACTIVITIES**

Fire prevention is the responsibility of everybody. The causes of most fires can be eliminated by the application of common sense, and by the following guidelines:

- Do not overload electrical outlets. Many fires are as a result of the misuse of electrical appliances and cords. Be sure that outlets are not overloaded. Keep extension cords to a minimum and use properly rated cords and surge protectors. Unplug or disconnect all coffee pots and heating units before leaving the premises or going to bed;
- Avoid large accumulations of wastepaper, cardboard, files or other debris. These can be serious fire hazards. Good housekeeping is good fire prevention;
- Storage of flammable liquids such as WD-40, oil, or solvents should be properly stored off site. There is no storage of flammable liquids allowed inside units at Gateview;
- Observe No Smoking signs where posted. There is no smoking allowed in the common areas of Gateview;
- As previously noted, the Fire Safety Director will conduct periodic inspections of the premises;
- Throwing trash, empty boxes and other packing materials in the hallways, lobbies or stairwells is not permitted. This is your emergency exit and could trap you in an emergency (Do not leave empty boxes and other packing materials in the trash rooms either. They are to be cut up and put down the trash chute or put into a recycling bin);
- Keep waste baskets away from draperies and other flammable material;
- Small fires may be extinguished by the use of the fire extinguishers located in each hallway. Management should be notified if a fire has started.

**SECTION 8
EQUIPMENT MAINTENANCE SCHEDULE**

I. GATEVIEW HOA FIRE EQUIPMEMNT MAINTENANCE SCHEDULE:

<u>ITEM</u>	<u>FREQUENCY</u>
Smoke Detectors	Tested twice per year; cleaned once per year
Sprinkler System Water Flow	Tested every other month
Fire Alarm Pull Stations	Tested twice per year
Public Address System	Tested once per year
Fire Valves	Exercised twice per year
Firemen's Phone Jacks	Tested once per year
Fire Extinguishers	Inspected monthly and certified annually
Electrical Fire Pumps	Run weekly/ monthly
Diesel Emergency Generator	Run monthly; load tested twice per year

II. PRE-FIRE / EMERGENCY PLAN MAINTENANCE:

The Fire Safety Director will review and update the plan annually, and will - in cooperation with management, security, maintenance, the Assistant Fire Safety Director and Floor Wardens - develop and implement a program of resident and employee education in conjunction with the requirements of the Albany Fire Department's recommended practices.

Such a program may include (but not necessarily be limited to) the following:

- Routine fire drills held at least annually;
- Distribution of approved literature regarding emergency preparedness and building safety; and
- Meetings and information for Floor Wardens, their Assistants and other emergency volunteers who in turn educate their staff / volunteers.

III. FIRE DRILL PROCEDURES:

The fire drill will be scheduled and announced to residents at least 24 hours in advance, and at least 48 hours in advance to the Albany Fire Department. Floor Wardens will encourage participation by all residents who are able to participate and will receive final pre-drill instructions and training from the Fire Safety Director.

At the start of the drill, the fire alarm will be activated.

Building security will use a prepared speech over the Public Address System advising the tenants that this is a fire drill and to please relocate or evacuate (as pre-determined) the building in a quick and orderly fashion.

Upon relocation or evacuation of each floor, the Floor Warden will knock on doors to ensure that all residents have left and report to the Fire Safety Director that their floor has been relocated or evacuated.

Evacuees will proceed to the refuge site; a head count will be made by each Floor Warden in order to identify missing persons. The Fire Safety Director is informed of this head count.

The time it took to relocate or evacuate the building will be noted by the Fire Safety Director for management records.

The Fire Safety Director will provide immediate feedback to the residents, through their Floor Wardens or Public Address System, on the conduct of the drill.

SECTION 9 EARTHQUAKE PREPAREDNESS

I. SAFE REACTIONS DURING AN EARTHQUAKE:

- Duck and Cover! Take cover under a desk or table, or stand in a doorway. You should stay at least fifteen feet from the outer wall of the building if possible to avoid any broken glass that may enter the space;
- Stay under cover until you are certain that all danger has passed;
- Stay in the building if at all possible. **DO NOT RUN OUTSIDE.** More people will be injured or killed by falling debris and glass than from any other source;
- If evacuation of the building becomes necessary, follow the instructions of the Floor Warden or other authorized personnel; and
- **DO NOT ATTEMPT TO USE THE ELEVATORS;**

II. PREPARATION FOR POSSIBLE EARTHQUAKE:

Because of the possibility of a major earthquake, plans must be made for taking care of you, the injured and the dead. There are many things you can do to prepare for an earthquake. The following is merely a guide; you may add items that you believe are important to you.

- **Water!** You should have enough water on hand to last you for at least three days. People can last without food for up to three days, but people can not live without water. If there is no water available from the tap, you may find water in your ice trays, toilet tanks, and inside canned foods;
- Food to last at least three days that does not require cooking or heating (canned foods are a good source as they last for a long time without refrigeration and can be eaten without being heated);
- Can opener;
- First Aid kit and the knowledge to use it;
- Portable radio, flashlights and spare batteries for both;
- Money in the form of cash. Electricity may be out for several days so ATMs will not work. You will want cash to purchase necessary items after an earthquake.
- These supplies should last you at least three days. It may be more than three days before help can arrive.

III. POST EARTHQUAKE RECOMMENDATIONS:

- Be prepared for aftershocks;
- Shut off gas supply to the property (security is responsible for this as they will be on site and able to do so immediately following a major earthquake);
- Security will perform an inspection of the property for signs of structural damage;
- Secure building access;
- Stay in the building as long as it is safe to do so;
- Be prepared to shut off all appliances in your home or office;
- Gather people in the center of the room, away from windows and glass objects;
- Move injured to separate area and begin first aid;
- Move the dead to a separate closed room;
- Check sources of food and water and ration food and water;
- Turn radio on for emergency instructions and information;
- Do not under any circumstances attempt to light a fire. Natural gas may be present and could start a disastrous fire or explosion.

SECTION 10 BOMB THREATS

In the event of a bomb threat, use the "Bomb Threat Information Form" provided with this plan.

Notify the management office and security so that they can advise Floor Wardens and other resident representatives of the incident and of actions being taken.

Call the police at 911, give them your name, address and all the information you received from the person who called in the bomb threat word-for-word.

As directed by Fire Safety Director, visually search the immediate area for any unusual objects or equipment that do not seem to belong in the area. Do not touch or handle any object you find. Report it immediately to the security office at (510) 527-5959.

Depending on individual circumstances, the Fire or Police Department may order an evacuation. This most likely will occur if a suspected device was found and so identified. However, without such specific direction, issuance of orders to evacuate will be at the discretion of the Fire Safety Director.

If you are ordered to evacuate, follow the directions given and evacuate in an orderly manner.

Take purses, personal packages and briefcases with you as these might be destroyed by the bomb squad as suspect items.

I. BOMB EXPLOSION:

- Follow fire procedures;
- Call Fire Department at 911;
- Call Police Department at 911; and
- Call security at (510) 527-5959.

Do not touch any strange or unusual objects. These may be other bombs.

II. BOMB THREAT INFORMATION FORM:

If a bomb threat is received, the following information should be obtained:

LISTEN! Do not interrupt the caller except to ask:

When is it set to explode? _____

Where is it? _____

When is it set to explode? _____

What kind is it? _____

What does it look like: _____

Who are you? _____

Why are you doing this? _____

Document the exact language of the threat:

Date: _____ Time: _____

Received by: _____ Department: _____

Description of caller: Male [] Female [] Adult [] Juvenile []

Voice characteristics:

Loud [] Soft [] High pitched [] Deep [] Raspy [] Intoxicated []

Other: _____

Speech: Fast [] Slow [] Distinct [] Distorted [] Stutter [] Nasal []

Other: _____

Language: Excellent [] Good [] Fair [] Poor [] Foul [] Foreign []

Other: _____

Accent: Local [] Not local [] Foreign [] Regional [] Race []

Other: _____

Manner: Calm [] Angry [] Rational [] Irrational [] Coherent []

Other: _____

Background noises: Street noise [] Freeway noise [] Machines [] Airplane []

Other: _____

SECTION 11 OTHER EMERGENCIES

I. MEDICAL EMERGENCIES:

Call 911 and ask for the Albany Fire Department Paramedics / Rescue Team. Explain your emergency. Tell them you need an ambulance or immediate medical care. Give your name, location and telephone number. Provide a brief description of what is wrong and give them the location of the victim.

Stay with the victim. Apply CPR or first aid as needed.

II. BLACKOUTS:

- Remain calm;
- After a few seconds, the emergency generator will turn on and provide limited emergency power to the property; and
- Security will contact P. G. & E. (800-743-5002) for a status update* and notify residents via the Public Address System of the situation and when the power is expected to return (only between the hours of 6:00 A.M. and 10:00 P.M.).

*P. G. & E.'s automated system will ask for the phone number associated with the Association's account. That number is the management office number of 510-527-6725.

The emergency generator should start automatically when a power outage occurs. If this does not happen, call the Senior Building Engineer. The emergency generator can be manually started from within the security office, if necessary. Be aware that the emergency generator will only bring minimal power to the common areas of the association and none to individual units.

Secure elevators: Only one car in an elevator bank should be in the ON position.

- AB Elevators:
- Go to AB lobby on G-3 level;
 - With EM key, turn switch for elevator #2 to ON. When the elevator comes down to G-3 lobby and the doors open, turn switch to the OFF position;
 - Turn switch for elevator #1 to ON. When elevator comes to G-3 lobby level and the doors open, turn switch to OFF; and
 - Turn elevator #2 to the ON position. It may now be used as normal.

- CJ Elevators:
- Go to the CJ lobby on G-3 level;
 - With the EM key, turn switch for elevator #4 to the ON position. When the elevator comes down to G-3 lobby and doors open, turn switch to the OFF position;
 - Turn switch for elevator #3 to the ON position. When elevator comes down to the G-3 lobby and doors open, turn switch to the OFF position; and
 - Turn elevator #4 to the ON position. It may now be used as normal.
- DEF Elevators:
- Go the DEF lobby on G-3 level;
 - With EM key, turn switch for elevator #5 to the ON position. When the elevator comes down to G-3 lobby and the doors open, turn switch to the OFF position;
 - Turn switch for elevator #6 to the ON position. When elevator comes down to G-3 lobby and the doors open, turn switch to the OFF position. Reach in to push a floor button and immediately get off the elevator. The doors will close and the elevator will stay at lobby;
 - Turn switch for elevator #7 to the ON position. When elevator comes to G-3 lobby and the doors open, turn switch to the OFF position. Now turn elevator #7 to the ON position. It may now be used as normal.

III. ELEVATOR ENTRAPMENTS:

- Remain calm;
- Use emergency phone in elevator to speak to security and inform them of your situation and location; and
- Security will recall the elevator to the ground floor or contact Empire Elevator for assistance as necessary.

IV. TSUNAMI:

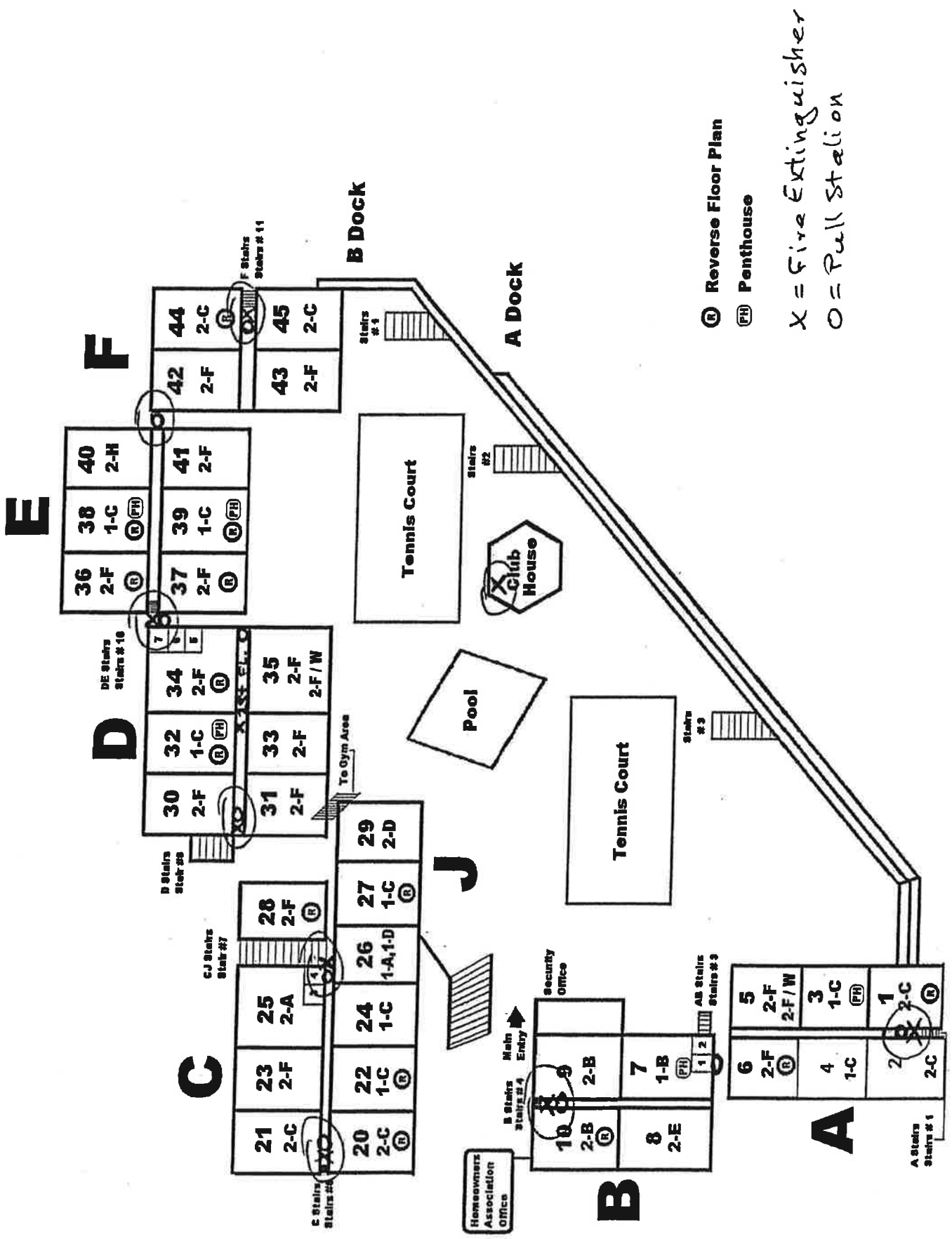
- Remain calm;
- Shelter in Place; and
- Wait for further instruction over the Public Address System.

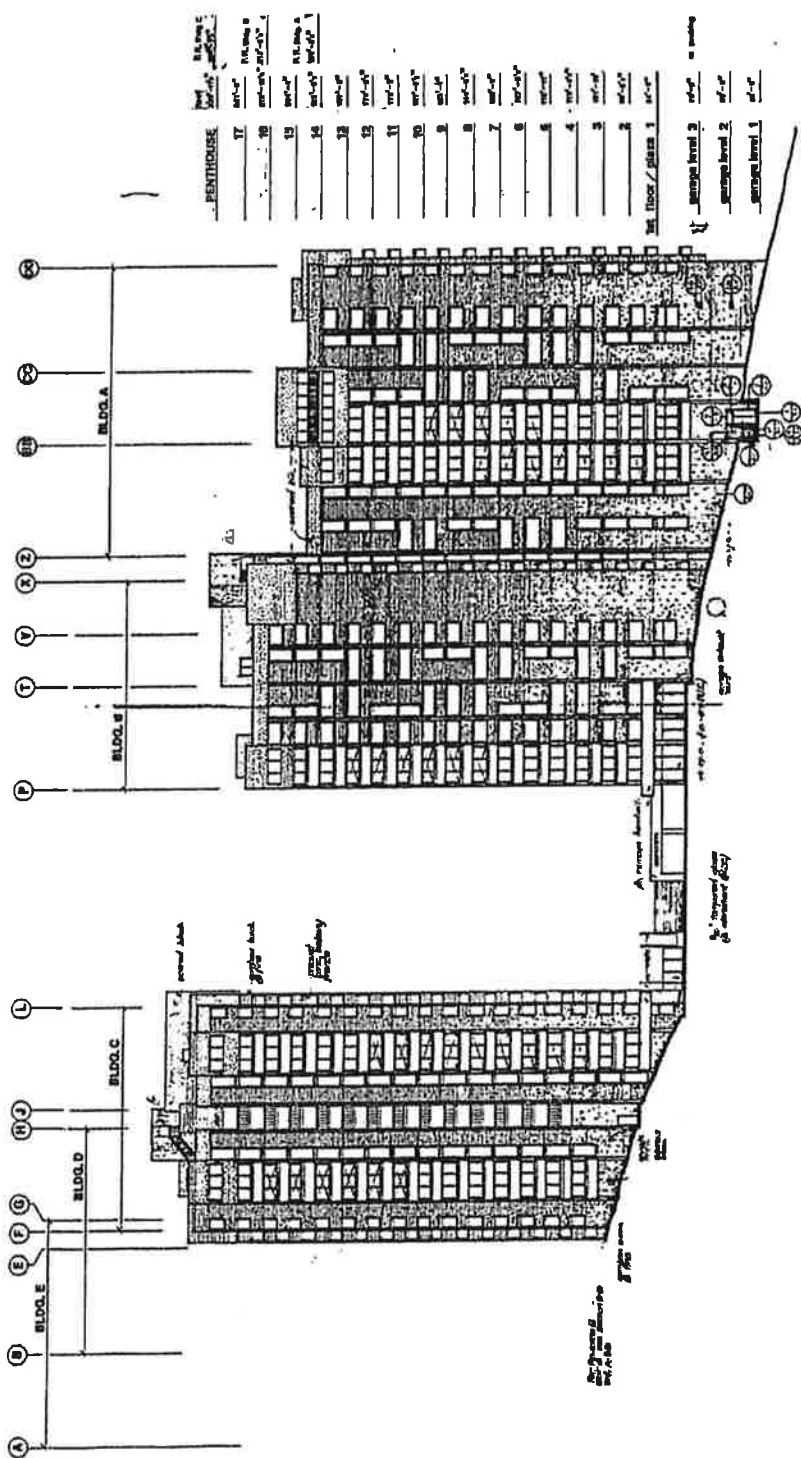
V. HAZARDOUS MATERIAL / TOXIC ACCIDENTS:

- Call the security office immediately at (510) 527-5959;
- Shelter in Place; and
- Wait for further instruction over the Public Address System.

VI. CIVIL DISOBEDIENCE:

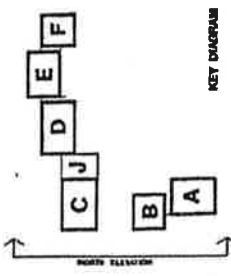
- Call the security office immediately at (510) 527-5959.
- Shelter in Place; and
- Wait for further instruction over the Public Address System.





Level	Height	Notes
PENTHOUSE	17'	17'-0" to 18'-0"
17	16'	16'-0" to 17'-0"
16	15'	15'-0" to 16'-0"
15	14'	14'-0" to 15'-0"
14	13'	13'-0" to 14'-0"
13	12'	12'-0" to 13'-0"
12	11'	11'-0" to 12'-0"
11	10'	10'-0" to 11'-0"
10	9'	9'-0" to 10'-0"
9	8'	8'-0" to 9'-0"
8	7'	7'-0" to 8'-0"
7	6'	6'-0" to 7'-0"
6	5'	5'-0" to 6'-0"
5	4'	4'-0" to 5'-0"
4	3'	3'-0" to 4'-0"
3	2'	2'-0" to 3'-0"
2	1'	1'-0" to 2'-0"
1	0'	0'-0" to 1'-0"

SEE SHEET A-20 TO A-24 FOR THE SECTIONS "THROUGH ELEVATION" AND "THROUGH SECTION".

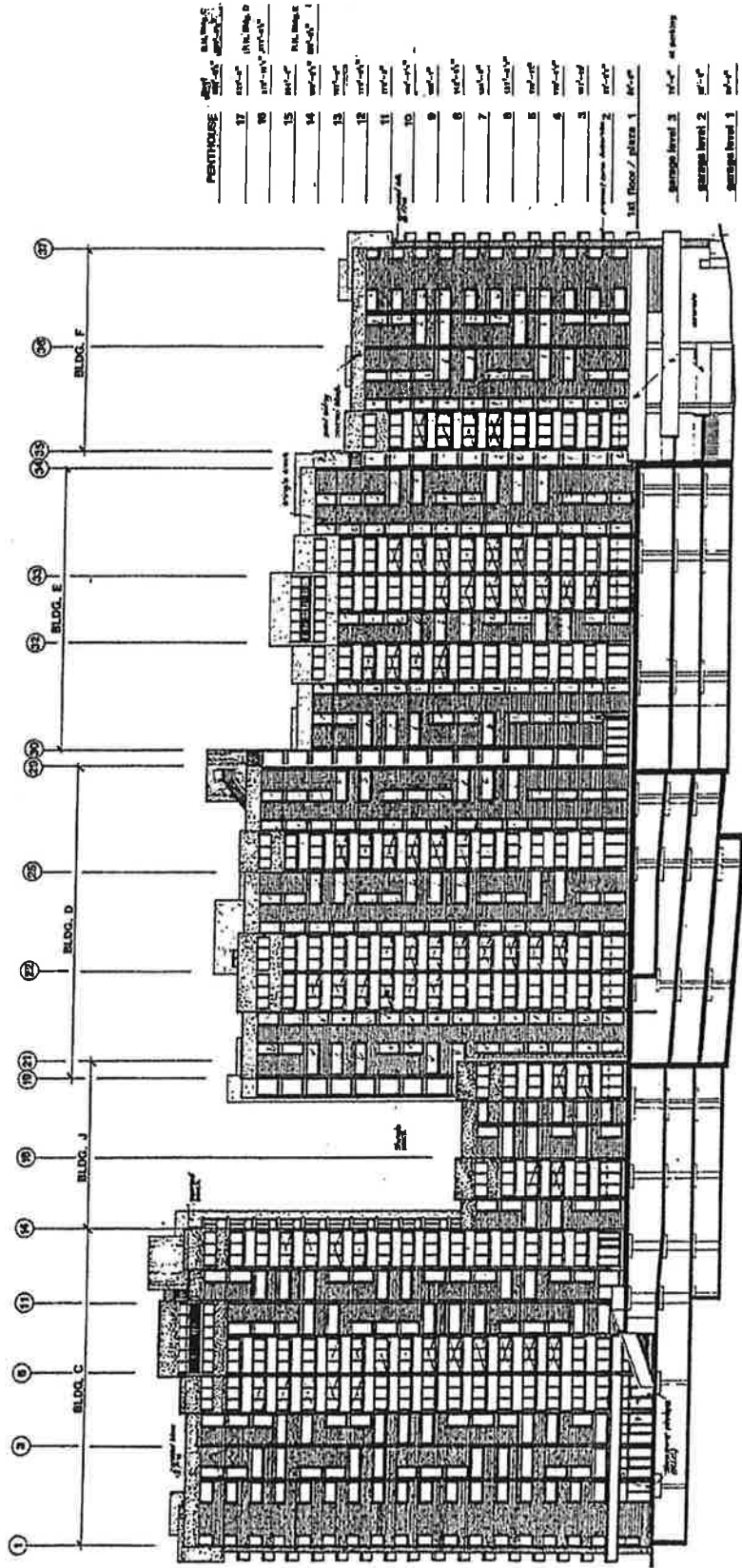


KEY DIAGRAM

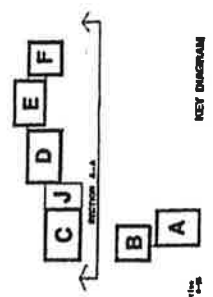
NORTH ELEVATION

1/2" = 1'-0"
 ALL DIMENSIONS UNLESS OTHERWISE NOTED
 ALL DIMENSIONS TO FACE UNLESS OTHERWISE NOTED

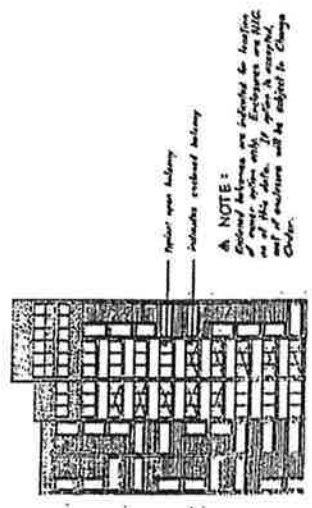
Level	Height	Notes
PENTHOUSE	17'	17'-0" to 18'-0"
16	16'	16'-0" to 17'-0"
15	15'	15'-0" to 16'-0"
14	14'	14'-0" to 15'-0"
13	13'	13'-0" to 14'-0"
12	12'	12'-0" to 13'-0"
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6	6'	6'-0" to 7'-0"
5	5'	5'-0" to 6'-0"
4	4'	4'-0" to 5'-0"
3	3'	3'-0" to 4'-0"
2	2'	2'-0" to 3'-0"
1	1'	1'-0" to 2'-0"



SEE SHEET A-B FOR SECTION TYPICAL, ELEVATION/SECTION NUMBER OR SYMBOL, DETAILS.



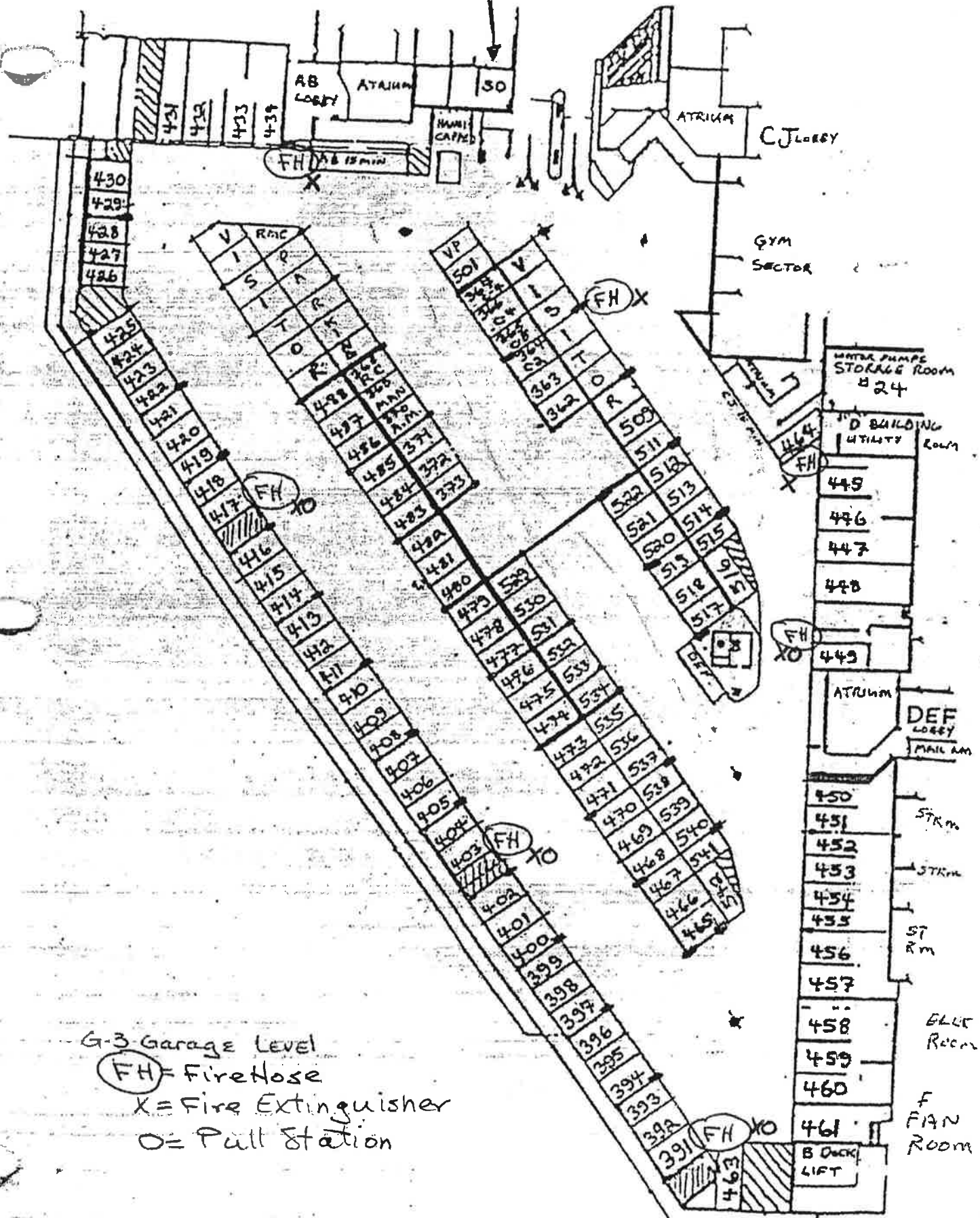
KEY DIAGRAM



SEE SHEET A-B FOR SECTION TYPICAL, ELEVATION/SECTION NUMBER OR SYMBOL, DETAILS.

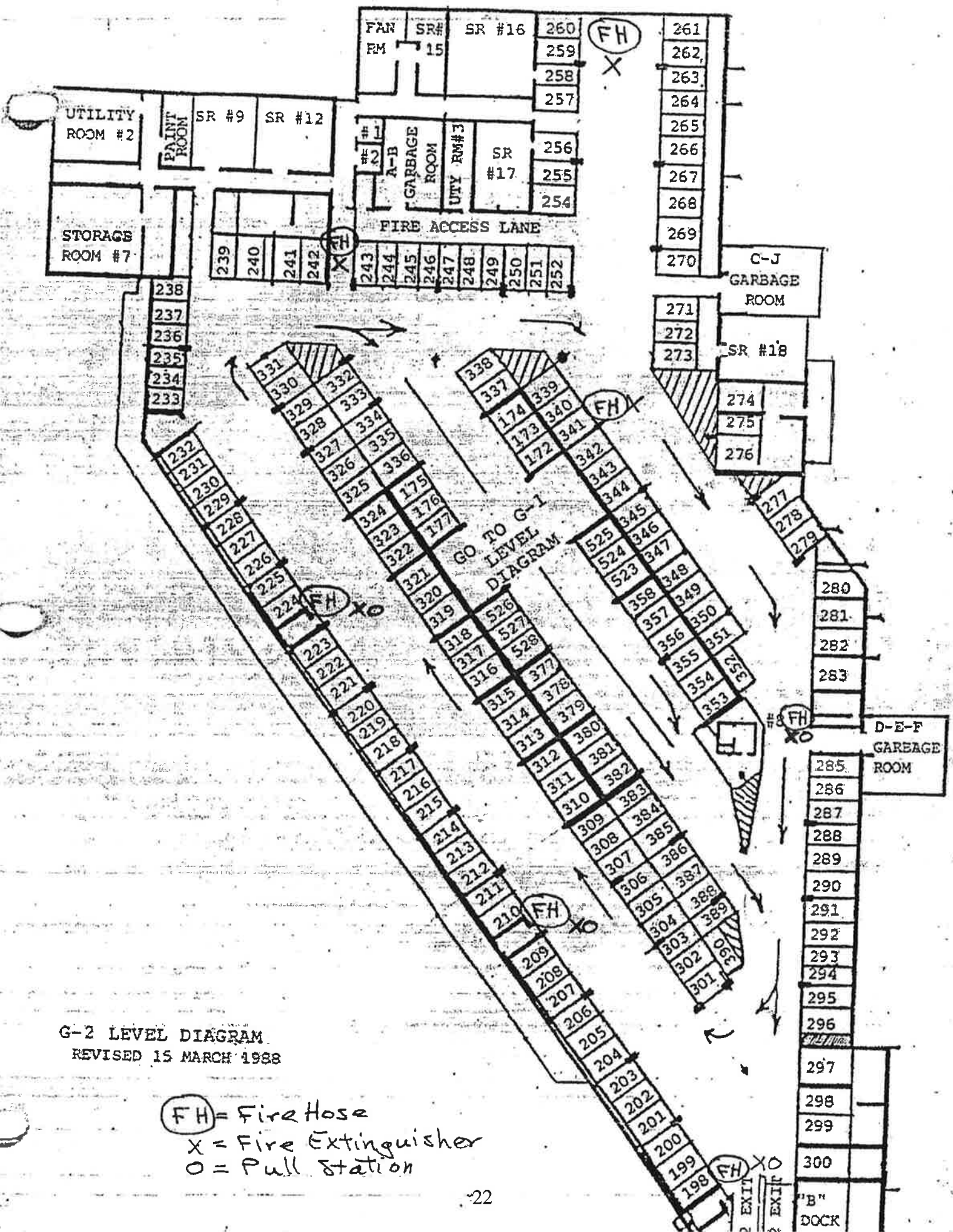
west Elevation SECTION A-A

Security Office



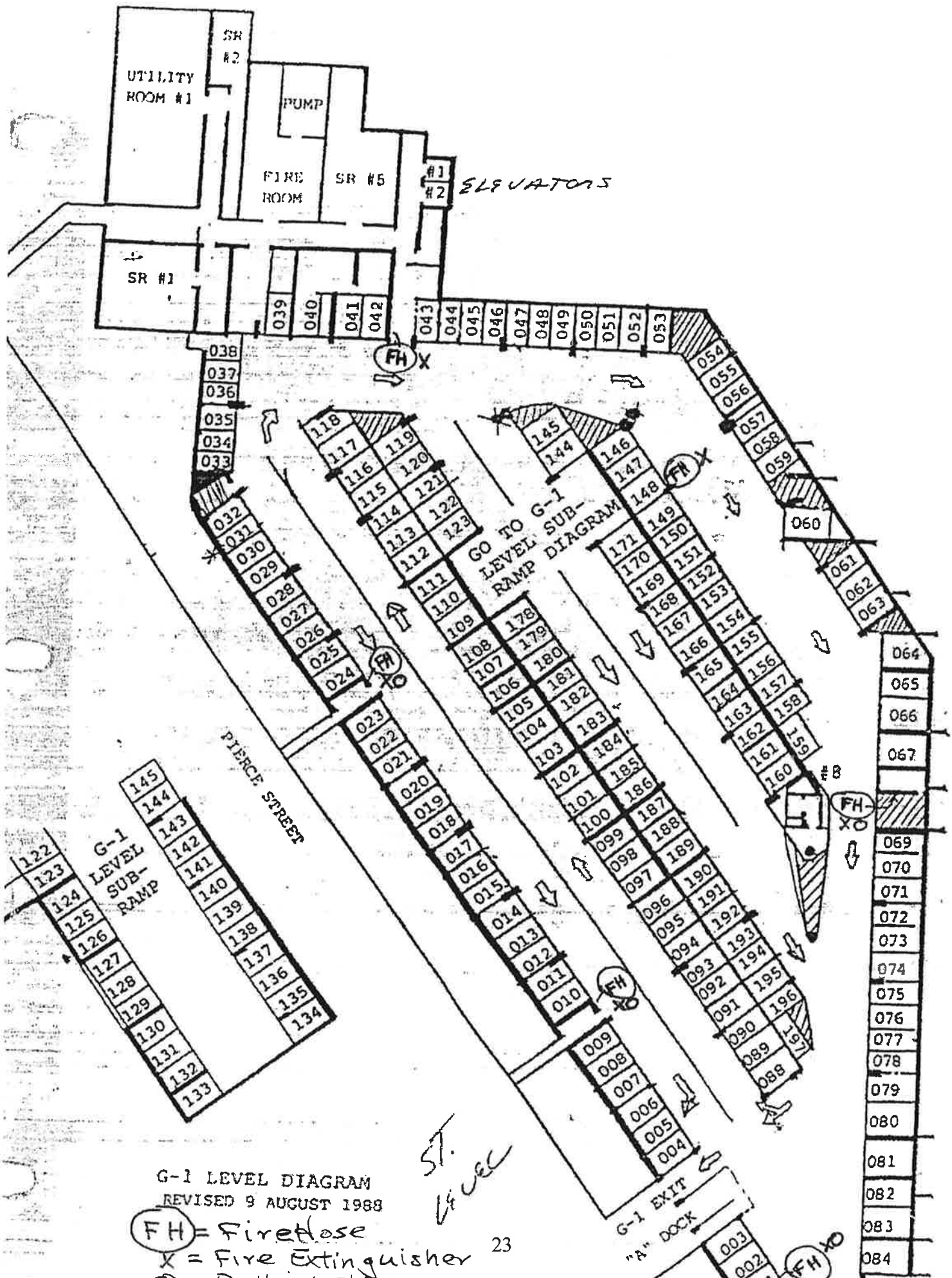
G-3 Garage Level

- (FH) = Fire Hose
- X = Fire Extinguisher
- O = Pull Station



G-2 LEVEL DIAGRAM
 REVISED 15 MARCH 1968

FH = Fire Hose
 X = Fire Extinguisher
 O = Pull Station



G-1 LEVEL DIAGRAM
 REVISED 9 AUGUST 1968

FH = Fire Hose
 X = Fire Extinguisher

ST. VEE