

# Emergency Evacuation Plan for 1608 4<sup>th</sup> Street

**In the event of an emergency, CSS staff will be notified by phone**

<b>To Do Prior to Any Emergency</b>		<ul style="list-style-type: none"> <li>• Sign up for UCB Warn Me <a href="https://warnme.berkeley.edu/">https://warnme.berkeley.edu/</a> and via sending an email containing your primary and secondary cell phone number</li> <li>• Program UCPD phone # 510-642-3333 and 4<sup>th</sup> St Facility Manager #510-847-1016 into your desk, office/personal mobile phones</li> <li>• Find out who the Evacuation Leads are in your quadrangle</li> <li>• Familiarize yourself with the evacuation exits for your area</li> <li>• Disabled (mobility, visual or hearing impaired) use buddy system and identify who will assist you as needed</li> <li>• Read the Building Emergency Plan for CSS 4<sup>th</sup> St.</li> </ul>	
<b>In Case of <u>Immediate Danger</u>:</b>		<ul style="list-style-type: none"> <li>• Call UCPD at 510-642-3333 and 911; Alert Building Coordinator and co-workers</li> <li>• Fire ONLY: Pull fire alarm</li> <li>• Do Not Panic</li> <li>• Follow evacuation instructions from your Evacuation Leads and/or First Responders</li> <li>• Do not ignore alarm – everyone must evacuate</li> <li>• Do NOT use elevators</li> <li>• Calmly proceed to designated Emergency Assembly Area (EAA) . <b>See Evacuation Map.</b></li> <li>• At EAA, report to your designated Roll Takers (Your Manager or his/her alternate) and stay until an accurate head count is taken</li> <li>• Check in with the Roll Taker and account for colleagues you are <b>certain</b> were not in the building (e.g. – on vacation, out sick)</li> </ul>	
<b>Evacuation Lead Instructions:</b>		<ul style="list-style-type: none"> <li>• Yell loudly for everyone to evacuate on your way to the emergency exit</li> <li>• One person stand by the nearest exit to guide people safely</li> <li>• Check bathrooms, phone rooms, conference rooms and offices, kitchen and gym</li> </ul>	
<b>Roll Taker Instructions:</b>		<ul style="list-style-type: none"> <li>• Account for staff using “CSS Internal Directory”</li> <li>• Ask others for information on missing or staff unaccounted for</li> <li>• Let Building Coordinator know if someone is unaccounted for so the authorities can be notified.</li> </ul>	
<b>YOUR EVACUATION LEADS:</b>	<b>NAME</b>	<b>PHONE NUMBER</b>	<b>CUBE/OFFICE NUMBER</b>
1.			
2.			
<b>YOUR ROLE TAKERS:</b>	<b>NAME</b>	<b>PHONE NUMBER</b>	<b>CUBE/OFFICE NUMBER</b>
1.			
2.			

## **CSS at FOURTH STREET**

### **SAFETY TIPS**

#### **Building Access**

Please DO NOT allow any person to follow you into the building, regardless of whether or not you know them. Please have them go to the reception desk on the 2<sup>nd</sup> floor and check in with Rosalyn Farmer, the receptionist.

Every staff has a Cal ID for access, and if someone has lost or forgotten their Cal ID, they may ask Rosalyn to let them in or contact Doris Frisch to provide a temporary badge.

If you are expecting a vendor or guest, please notify Rosalyn in advance and provide her with the guest/vendor name, expected arrival time and whom she should call when they arrive. Rosalyn's email is [rfarmer@berkeley.edu](mailto:rfarmer@berkeley.edu).

The parking lot entrance side door is locked. We understand that it is inconvenient to walk around to the main 2<sup>nd</sup> floor Fourth Street entrance, but please bear with us and understand that this is for your safety.

ADA access remains through the 2<sup>nd</sup> floor Fourth Street main entrance. If you have ADA needs and have questions, please contact Jena Desai in HR.

#### **Business Hours**

CSS Fourth Street hours of business are Monday through Friday from 7 a.m. to 7 p.m. Security guards are in our building during business hours. We prefer that staff maintain normal business working hours and not be in the building before 7 a.m. or after 7 p.m.

#### **Suspicious Activity**

If you see any suspicious activity around or inside the building, even if it is someone you know, please contact the UCPD at 510-642-3333. The UCPD will alert our on-site security and the CSS Emergency Response Team.

If you have knowledge of or suspect an imminent threat, please call 911.

## Evacuation Leads / Roll Takers

<b>1<sup>st</sup> Floor</b>				
<b>Suite 127</b>				
<b>Name</b>	<b>Location</b>	<b>Email</b>	<b>Cell Phone</b>	<b>Desk Phone</b>
Donson Toy	127-25	donson@berkeley.edu		510-664-9302
<b>Suite 101</b>				
Dan Russell	101-17	dbroc@berkeley.edu	510-409-9539	510-664-9045
Jesse Garcia	101-33	jessegarcia@berkeley.edu	510-725-2144	510-664-9060

<b>2<sup>nd</sup> Floor</b>				
<b>Quadrant 2.1 (#209s)</b>				
Robert Kilbourne	209-46	rwkilbou@berkeley.edu	925-565-1511	510-664-9355
Kathy Leviege	209-20	kleviege@berkeley.edu	925-234-8926	510-664-9335
Karrie Henry-Cherry	209-11	khenrycherry@berkeley.edu		510-664-9326
<b>Quadrant 2.2 (#217s)</b>				
Ambily Rajappan	217-68	arajappan@berkeley.edu	510-990-2263	510-664-9799
Marc Ovalle	217-18	marc.ovalle@berkeley.edu	510-849-7231	510-664-9721
Jeanette Witt	230	jsw@erso.berkeley.edu	650-269-8882	510-664-9391
<b>Quadrant 2.3 (#234s &amp; 228s)</b>				
April Alford	228-15	alforda@berkeley.edu	510-333-0702	510-664-9463
Joy Carchidi	228-13	jcarchidi@berkeley.edu	925-586-7389	510-664-4183
Alice Wong	228-8	alicew@berkeley.edu	510-579-1855	510-664-4124

<b>3rd Floor</b>				
<b>Quadrant 3.1 (#329s)</b>				
Gwen Stiewing	329-37	gwens@berkeley.edu	203-606-5939	510-664-9762
Alison Murray	329-11	alison.murray@berkeley.edu	510-542-4946	510-664-9743
<b>Quadrant 3.2 (#318s)</b>				
Lisa Partridge	318-40	lisapartridge@berkeley.edu	415-710-0124	510-664-9616
Roxanne Polk	318-43	rpolk@berkeley.edu	925-705-1882	510-664-9619
Cecilia Lucero	318-44	cmlucero@berkeley.edu	510-926-9700	510-664-9620
Coretta Hawkins	318-50	coretta.hawkins@berkeley.edu	510-725-5342	510-664-9629
<b>Quadrant 3.3 (#301s &amp; 309s)</b>				
Elizabeth Davies	309-20	ebdavies@berkeley.edu	510-590-7381	510-664-9298
Robert Capune	309-13	bcapune@berkeley.edu	510-734-7029	510-664-9535
Renee Thomas	309-52	rpthomas@berkeley.ed	415-244-0706	510-664-9507

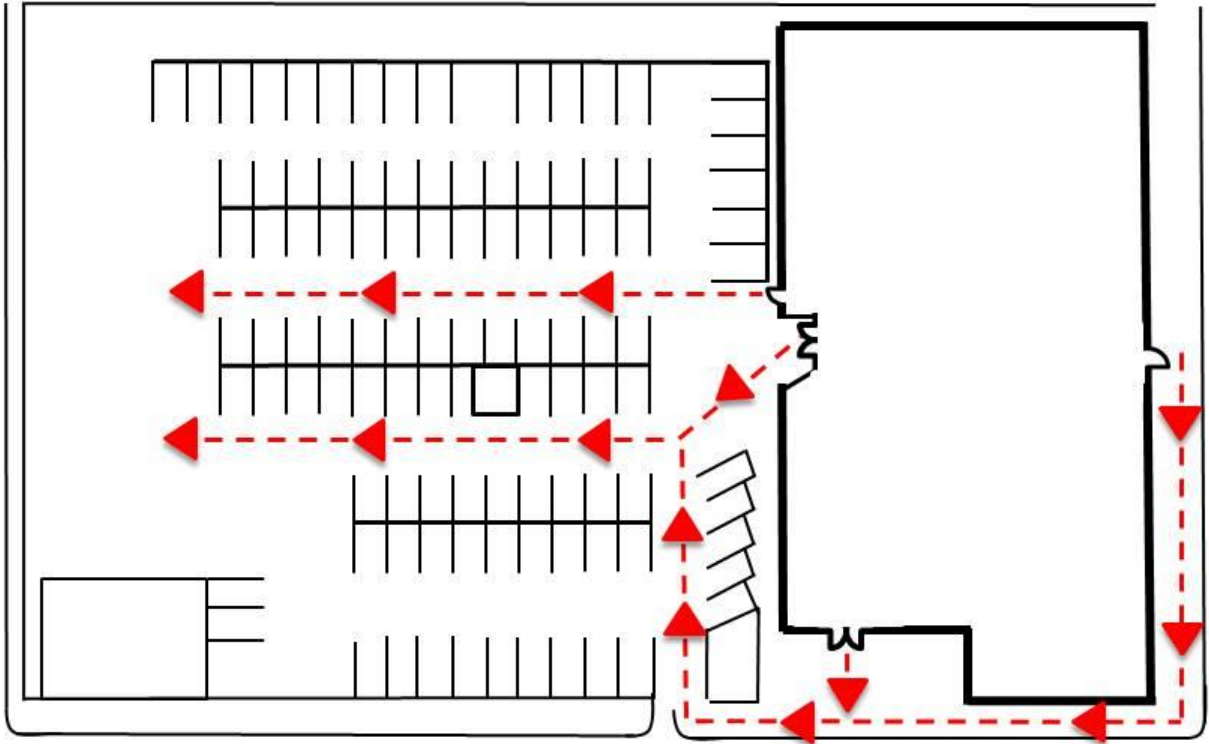
Doris Frisch		Doris.frisch@berkeley.edu	510-847-1016	510-664-9429
Paul McCue		pmccue@berkeley.edu	510-926-2186	510-664-9431

RAILROAD

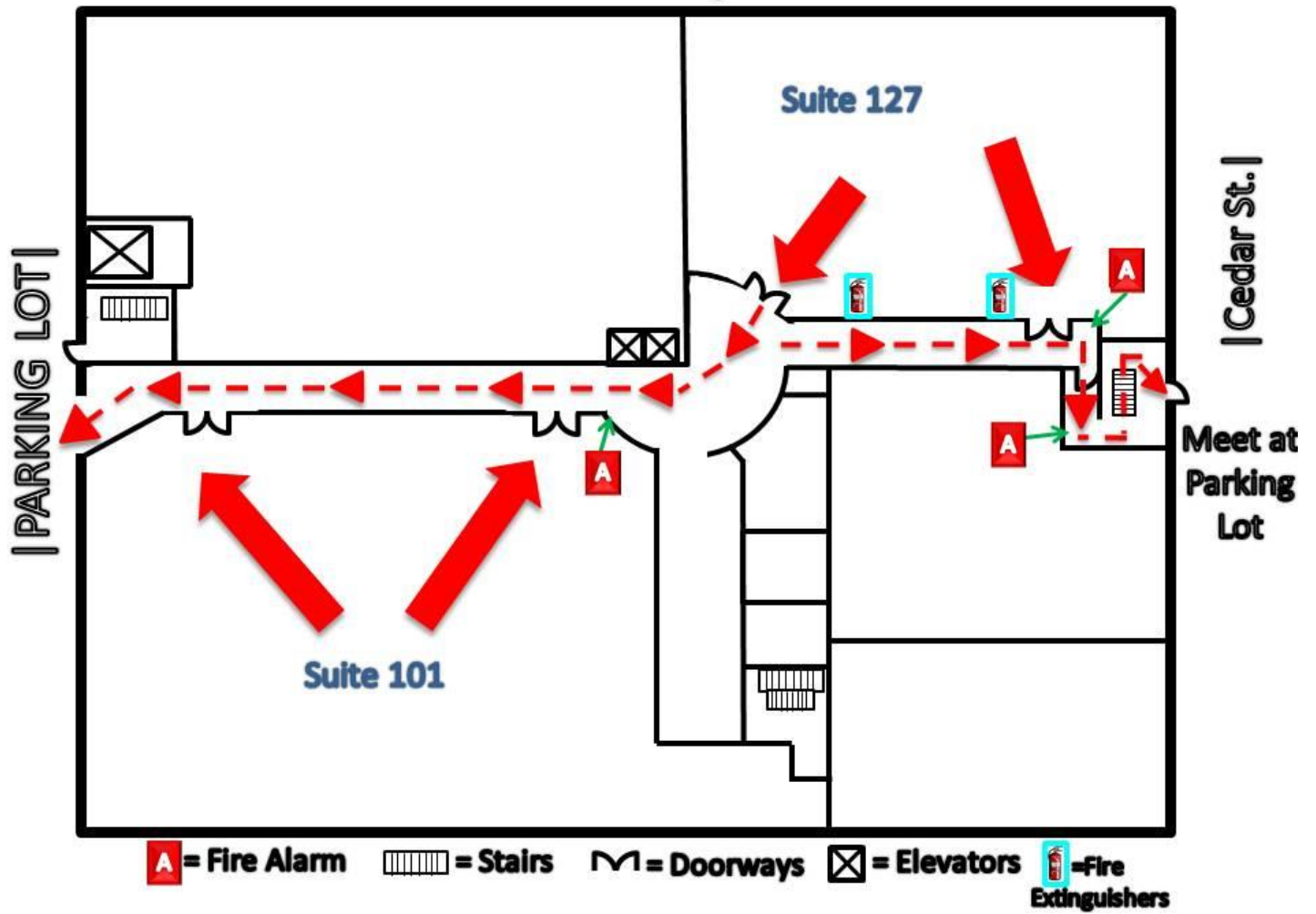
Virginia St.

Cedar St.

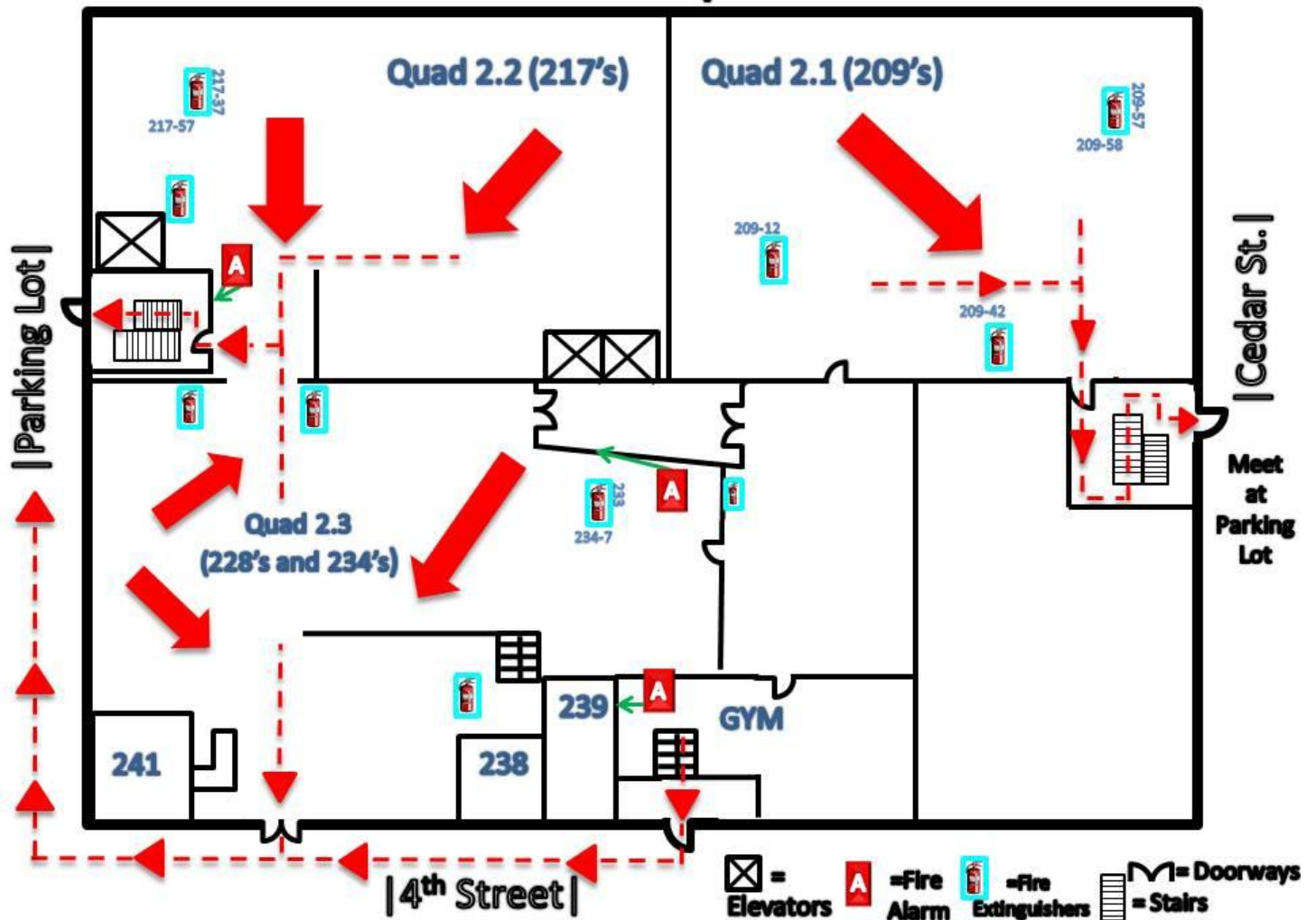
4<sup>th</sup> Street



# Evacuation Map Floor 1



# Evacuation Map Floor 2



# Evacuation Map Floor 3

