



## **SFCM Emergency Action Plan**

### **Emergency Personnel and Phone Numbers:**

**Fire Department: 911**

**Police: 911 or 415.553.0123**

**Ambulance: 911**

**Security: 415.503.6280**

**Main Conservatory line: 415. 864.7326**

**Emergency Info Line: 866.706.7326 (out of state)**

**Chief Facilities Engineer: 503.6218 Asst. Chief Engineer: 503.6370**

**Facilities Shop: 503.6225**

**Plan Administrator: 503.6237**

**Red Cross 24 Hour Emergency: 415.427.8000**

**Emergency Alert stations: KGO - 810 AM KCBS – 741 AM KNBR – 680 AM**

### **Reporting an emergency situation:**

- ✓ **Immediately report any emergency to the Security at 503-6280 or by using the **red emergency button** on the hall phones.**
- ✓ **Security will ensure emergency services are notified and occupants are alerted.**

**Provide the following information:**

- **Your name and extension or number where you can be reached**
- **The type/nature of the emergency**
- **The location of the emergency**

### **Types of Building Alarms:**

#### **Emergency**

**Fire Alarm: Whooping Tone, strobe lights and automated evacuation message requires immediate evacuation**

**The PA system, when accessible, may be used to give additional information during fire alarm.**

#### **Non-Emergency**

**Local Emergency Exit door alarms: Horn or buzzer sound coming from door.**

**Manual Fire Pull station tamper alarm: Buzzer coming from plastic cover.**

**These local alarms do not require evacuation.**

*Please report these alarms to Security*

## **EMERGENCY PROCEDURES**

### **In the event of FIRE:**

- ✓ **ALL occupants shall evacuate immediately by means of the nearest available marked exit. (see Evacuation Procedures).**
- ✓ **You may activate the building fire alarm system by the emergency pull stations located at all emergency stairwells.**
- ✓ **When present, Floor Wardens will assist in evacuation.**
- ✓ **SFCM employees and students are responsible for keeping track of their visitors and reporting their status.**
- ✓ **Notify Security of occupants who have not evacuated.**
- ✓ **Follow any additional instructions by emergency personnel**

### **In the event of Earthquake:**

- ✓ **Stay calm and seek immediate shelter inside (Duck, Cover, and Hold).**
- ✓ **(DUCK) – Find the best, sturdiest cover immediately available. preferably under a heavily constructed desk or other sturdy fixture.**
- ✓ **(COVER) – Face inward away from overhead fixtures, windows, filing cabinets, bookcases, and electrical power.**
- ✓ **(HOLD) – REMAIN UNDERCOVER until you are sure the shaking has stopped.**
- ✓ **Wait for instructions via the PA system. If you do not receive a PA announcement and it is safe to do so, call Security at **503.6280** for instructions.**

## EMERGENCY PROCEDURES (continued)

### In the event of a Power Outage:

- ✓ If there is a building-wide power outage evacuation may be necessary .
- ✓ No one will be admitted to the building until normal power is restored.
- ✓ Wait for an announcement via the PA system. If you do not receive a PA announcement, call Security at **503.6280** for instructions.
- ✓ If instructed to evacuate, follow general evacuation procedures.
- ✓ Do not use the elevators.
- ✓ If you are inside an elevator when a power outage occurs and the elevator is still functioning normally, exit on the next floor if safe to do so.
- ✓ If you are inside an elevator when a power outage occurs and the elevator is not functioning normally, do not attempt to exit as this could result in severe bodily harm or death.
- ✓ If you are stuck inside an elevator for any reason, use the emergency call phone button located inside the elevator which will connect you directly to the emergency call center.

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### In the event of a Power Outage during a concert:

- ✓ If a power outage occurs during a concert, evacuation may be necessary.
- ✓ Wait for an announcement via the PA system.
- ✓ The Concert Manager will contact Security for instructions
- ✓ Concert personnel will act as an emergency response team to ensure a safe evacuation of performance hall.

## **EMERGENCY PROCEDURES (continued)**

### **In the event of a Threat of violence:**

- ✓ **Treat all threats or rumors of violence as REAL.**
- ✓ **If you are in danger of bodily harm or consider a threat to be immediate: Call Security by dialing 6280 or use the **red emergency button** on the hall phones and call 911.**
- ✓ **If you become aware of any workplace safety or security hazards: Call Security at 6280. If you observe a weapon or are informed of someone on campus in possession of a weapon.**
- ✓ **If you observe a weapon or are informed of someone on campus in possession of a weapon: call Security or use the **red emergency button** on the hall phones and call 911.**
- ✓ **If informed of someone's intent to bring harm or damage: call Security immediately by dialing 6280 or use the **red emergency button** on the hall phone and call 911.**
- ✓ **In some threatening situations, the PA system may be used to give instructions to shelter in place or relocate to minimize exposure to harmful elements.**

### **In the event of a chemical spill or bio-hazard:**

- ✓ **Move away from any immediate danger.**
- ✓ **Report Spill or hazard to Security**
- ✓ **In some hazardous situations, the PA system may be used to give instructions to evacuate, shelter in place or relocate to minimize exposure to harmful elements.**
- ✓ **If the air is contaminated outside the building everyone will be instructed to shelter-in-place.**

## EMERGENCY PROCEDURES (continued)

In the event of **MEDICAL** emergency:

- ✓ **Immediately call Security by dialing 6280 or use the red emergency button on the hall phones and Call 911 and give the following information:**
  - **Address/ floor / location / room #**
  - **Nature of the medical emergency**
  - **Your name and the victims name**
  
- ✓ **Do not move the victim unless absolutely necessary.**
- ✓ **Stay with the victim and enlist help from others to meet and guide responding emergency personnel.**
- ✓ **See CPR list in faculty / Staff Lounge or Security to find individual(s) trained and authorized to provide CPR or First Aid to provide needed assistance prior to the arrival of professional medical help:**
- ✓ **Anyone providing any medical assistance must be wearing appropriate personal protective equipment.**
- ✓ **Report the emergency to: Human Resources 503.6237 and Security 503.6280**

# EVACUATION PROCEDURES

If you hear the fire alarm or are otherwise notified to evacuate:

- **REMAIN CALM-DO NOT PANIC**
- **DO NOT collect personal belongings before exiting**
- **WALK, DO NOT RUN, directly to the marked emergency exit closing doors behind you.**
- **IF SMOKE IS PRESENT, CRAWL ON HANDS AND KNEES**
- **FEEL DOORS WITH BACK OF HAND FOR HEAT before opening. If exit is not safe, use alternate emergency designated exits.**
- **ONCE OUTSIDE THE BUILDING, proceed directly to the relocation area around the adjacent parking lot at Franklin and Oak.**
- **AVOID UNNECESSARY CONVERSATION, so Emergency Coordinators can issue and receive instructions**
- **DO NOT BLOCK THE EXIT DOORS**
- **DO NOT BLOCK THE STREET**
- **DO NOT RE-ENTER THE BUILDING**  
**Until the Fire department, SFCM emergency coordinators and/or security gives directions to do so.**

## Evacuation Procedures for Handicapped or Disabled:

People with mobility impairments should already be signed in with Security.  
If evacuation is necessary, go to the nearest Emergency Exit stairwell entrance and wait for assistance.

Please **DO NOT ATTEMPT TO WALK DOWN THE STAIRS** without assistance  
**DO NOT ATTEMPT TO USE THE ELEVATORS**

If a floor warden, emergency response team member, is present they will report your location to Security.

If this is an actual emergency the Fire Department will send emergency personnel to assist you out of the building. You can report your location to Security using the **red emergency button** on the hall phones located near to the stairwell entrances.

## **SHELTER-IN-PLACE PROCEDURES**

If instructed by a PA announcement **NOT** to leave the building, remain in place, if safe to do so, until you receive further instructions.

If you do not receive a PA announcement, and it is safe to do so, call Security at **503.6280** for instructions.

### **Training and Drills:**

- ✓ All employees and students are required to read the SFCM Emergency Action Plan and to remain aware of the emergency procedures it contains.
- ✓ All employees and students are required to familiarize themselves with the location of the facilities emergency exits.
- ✓ All employees and students are required to participate in Fire Drills and any mandatory training conducted by SFCM.

For further assistance with emergency evacuation procedures, the following Departments may be contacted:

Facility Engineers, Security and Human Resources

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*This Plan should be intended as a guideline only. In the event of an emergency, always use your best judgment to determine the safest action.*