

The San Francisco Conservatory of Music  
**Emergency Action Plan**

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## Emergency Phone Numbers

- Fire: **911**
- Police: **911** or 415.553.0123
- Ambulance: **911**
- Security: 415.503.6280
- Chief Facilities Engineer 415.503.6218
- Asst. Chief Engineer: 415.503.6370
- Facilities Shop: 415.503.6225
- Plan Administrator: 415.503.6237

## Emergency Information Phone Numbers

- Main Conservatory Line: 415.864.7326
- Conservatory Emergency Info. Line 866.706.7326
- Red Cross 24 Hour Emergency: 415.427.8000

## Emergency Alert Radio Stations

All radio stations should be equipped with emergency alert systems. Recommended emergency broadcast radio stations include but are not limited to:

- KGO-810 AM
- KCBS-740 AM
- KQED 88.5 FM

## Reporting Emergency Situations

- Immediately report any emergency to Security at 503-**6280** or by using the red emergency button on the hall phones. Security will contact emergency services and alert occupants.
- 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

- **Fire Alarm (Whole Building):** You will hear a whooping tone with an automated evacuation message and see strobe lights. When accessible, the **PA system** will be used to give additional information while the fire alarm is ringing. **Immediate Evacuation is required.**
- **Emergency Exit Door Alarms (Local):** You will hear a horn or buzzer coming from the door. Please report such alarms to security.
- **Manual Fire Pull Station Tamper Alarm (Local):** a buzzer will sound from the plastic cover. Please report such alarms to security.

**Local alarms do not require building evacuation.**

## Emergency Kits

Emergency kits include tape, duct tape, glow tubes, wind-up flashlights, respirators, multipurpose hammer, crowbar, screwdriver, and water filter. Emergency Kits and radios are available in the following locations:

- Security Post (Entrance)
- Library (6<sup>th</sup> floor)
- Faculty/Staff Lounge (4<sup>th</sup> floor)
- Student Lounge (5<sup>th</sup> floor)
- Dean's Office (2<sup>nd</sup> floor)

## First Aid Kits

First Aid kits are available in the following locations:

- Security Post (Entrance)
- On every floor adjacent to the elevators
- Library (6<sup>th</sup> floor)
- Student Lounge (5<sup>th</sup> floor)
- Faculty/Staff Lounge (4<sup>th</sup> floor)
- Facilities (S Level)
- Second Floor, outside the pantry
- Administrative Suite (2<sup>nd</sup> floor)
- Café level first Aid room.

# Emergency Procedures

## In the event of fire:

- All occupants will **evacuate immediately** by means of the nearest available exit (see *Evacuation Procedures* on page 8).
- Anyone may **activate** the **fire alarm** by the emergency pull stations **next to the stairwell doors**.
- **Floor Wardens may assist** in evacuation when present.
- Conservatory employees and students will **keep track** of their **visitors** and report their status.
- **Notify Security** of occupants who have not evacuated.
- **Follow** any additional **instructions** by emergency personnel.

## In the event of an Earthquake:

- **Drop, Cover and Hold.** Remain calm, and stay inside.
- **Drop under a sturdy desk** or other heavily constructed furniture if immediately available; **otherwise,**
- **Drop down** by the **inner wall**, facing away from glass, tall furniture, and hanging lights.
- **Cover** your **head**.
- **Hold** and remain in **position** until you are sure the shaking has stopped.
- **Wait for instructions** over the PA system. If you do not receive a PA announcement, and it is safe to move, call security at 503-6280.

## In the event of a Power Outage:

- The **Fire Alarm** will likely sound, and everyone will **evacuate** the **building**, following the normal **Evacuation Procedures** (see page 8).
- **If there is no alarm, wait for instruction** over the PA system. If you do not hear instructions and are able to do so, call Security at 503-**6280**.
- Once the building has been evacuated, no one will be admitted into the building until normal power is restored.
- **If you are inside a functioning elevator, exit** on the **nearest floor** and **proceed out** of the building **using** the **stairwell**.
- **If you are inside an elevator that stops functioning, remain** in place and **do not attempt to exit**, since doing so may result in severe bodily harm and/or death. **Use** the **emergency call button** to contact the emergency call center.

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

- Evacuation may be necessary.
- **Wait for an announcement** over the PA system.
- The **Concert Manager** will **contact Security** for instructions.
- **Concert Personnel** will act as an **emergency response team** to ensure safe evacuation.

## In the event of a Chemical Spill or Bio-Hazard:

- **Move away** from any immediate danger.
- **Report Spill** or hazard to Security (503-**6280**)
- The PA system may be used to give instructions for evacuation, shelter, or relocation.
- If the air outside the building is contaminated, everyone will be instructed to shelter-in-place.

## 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:

- **Move away** from the threat and go to the nearest visible exit, office or classroom.
- **Close and barricade the door, and turn out the lights.**
- **Call 911. Then call security at 503-6280.**
- **Silence your mobile phone.**

**If you become aware of behaviors** that may **pose a security risk** or hazards, **call security at 503-6280.**

**If you observe a weapon** or are informed that someone on campus is in possession of a weapon:

- **Move away to a safe place.**
- **Call Security at 503-6280** or use the red emergency button on the hall phones and call **911.**
- **If you are informed of someone's intent to cause harm** or damage, immediately **call Security at 503-6280** or use the red emergency button on the hall phone and call **911.**

## In the Event of an Active Shooter in the Building:

If you are in an area of the building, where you hear gun shots or see a person(s) with firearms, move as far away from the shooter(s) as possible.

- If the **exit is within your line of sight**:
  - ◆ Leave the building, holding your arms in the air.
  - ◆ Get to a safe place.
  - ◆ Call **911**.
  - ◆ **Call Security**.
  
- If you do not know the location of the gunfire, and an exit is not within a clear line of sight:
  - ◆ **Make your way into the nearest office or classroom.** *Inform people in the classroom or office of the incident in progress.*
  - ◆ **Barricade the door, turn off the lights**, and move away from the line of sight of the interior windows.
  - ◆ **Call 911.**
  - ◆ **Call Security.**
  - ◆ **Silence** your phone.
  - ◆ **Wait quietly** and hold your place, until you hear an announcement through the Public Address system.
  
- If you should find yourself trapped with an active shooter, whether in the Atrium or in an office or classroom, you will have to use your best judgment. There are no ways to predict an outcome. If shots are not being fired, you may:
  - ◆ Avoid actions that provoke the armed individual(s).
  - ◆ Do what the armed individual(s) says.
  
- If shooting starts in your immediate vicinity, you must decide whether to:
  - ◆ Stay still.
  - ◆ Run for an exit.
  - ◆ Attack the armed individual.

### When you call 911, report:

- Your name
- Location of the incident (be as specific as possible)
- Number of shooters (if known)
- Identification or description of shooter(s)
- Number of persons who may be involved
- Your exact location
- Injuries to anyone, if known.

# 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**.

## In the event of a Medical Emergency:

- **Call security** by dialing 503-**6280** or use the red emergency button on the hall phones and call **911**. Provide the following information:
  - ◆ Address/floor/location/room number
  - ◆ Nature of the medical emergency
  - ◆ Your name and the victim's 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 the Faculty/Staff Lounge or Security desk to find individual(s) trained and authorized to provide CPR or First Aid and assist you until the arrival of professional medical help.
- Anyone providing any medical assistance must be wearing appropriate personal protective equipment.
- If you have not already done so, report the emergency to Security at 503-**6280**.

# Emergency Exit Procedure

- **Do not pause** to collect personal belongings. **Simply exit.**
- **Walk, do not run**, directly to the marked emergency exit, closing doors behind you.
- **If smoke is present, drop down, and continue exiting** on your **hands and knees.**
- **Feel doors** with the **back of your hand** for heat before opening. If the exit is not safe, use alternate emergency exits.
- **Once outside** of 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, Conservatory Emergency Coordinators and/or Security give instructions to do so.

## **Evacuation Procedures for Handicapped or Disabled:**

- Security should already have a record of people in the building with mobile impairments.
- 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. Also, please do not attempt to use the elevators.
- If a floor warden or 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 by using the red emergency button on the hall phones located near the stairwell entrances.

## Training and Drills

- All employees and students are required to read the Emergency Action Plan and to remain aware of the emergency procedures it contains.
- All employee and students are required to familiarize themselves with the location of the facilities emergency exits (See emergency evacuation plan near the stairwell entrances on every floor).
- All employees and students are required to participate in Fire Drills and any mandatory training conducted by the Conservatory.

For further assistance with emergency evacuation procedures, the following departments and/or people may be contacted:

- Facility Engineers (503-**6218** or 503-**6370**)
- Security (503-**6280**)
- Human Resources (603-**6237**)

*This plan is intended to provide only general guidelines. In the event of an emergency, always use your best judgment to determine the safest action.*