

DATE: November 17, 2021

TO: All Staff  
FR: Denise Rodrigues, Administration and Facilities Section (AFS) Director  
RE: Updated EDMM 305 – MTC Injury and Illness Prevention Program (IIPP)

The attached updated EDMM 305 – MTC Injury and Illness Prevention Program (IIPP) went into effect on November 17, 2021. The primary purpose of the IIPP is to ensure provision of a safe and healthy place of employment. The major changes to the policy and procedures are summarized below:

1. Clarifies the AFS Section Director as the primary designee responsible for maintaining MTC's IIPP programs and protocols.
2. Clarifies the extension of the application of MTC's IIPP to on-site, remote, and off-site locations.
3. Clarifies MTC Human Resources' role for workplace injuries.
4. Clarifies applicability of Federal, State, and Local mandates, guidelines, and recommendations.
5. Updates the previous Appendices to reflect the 375 Beale St location
6. Introduces a COVID-19 Vaccination Protocol as a new Appendix procedure under MTC's IIPP program.

## EXECUTIVE DIRECTOR'S MANGAMENT MEMORANDOM

EDMM NO.: 305

SUBJECT: **MTC Illness and Injury Prevention Program (IIPP)**

INTRODUCTION: The primary purpose of this Policy is to promote a safe and healthy place of employment. It is designed to prevent workplace accidents, injuries, and illnesses through the implementation and enforcement of an Injury and Illness Prevention Program (IIPP). This Policy is written in compliance with the provisions of California Labor Code § 6401.7. Disease (COVID-19) Outbreak).

APPLICABILITY: This policy applies to all MTC employees and covered non-employees, including workers MTC controls, directs, or supervises on the job to the extent these workers are exposed to worksite and job assignment specific hazards.

RESPONSIBILITY: The Director of Administration and Facilities (AFS) or their designee is responsible for maintaining MTC's Workplace Safety and Injury and Illness Prevention programs and protocols for both on-site and remote home office locations and for ensuring the agency is compliant with all local, state, and federal workplace safety rules and guidelines. Section Directors are responsible for creating and maintaining specific safety guidelines and protocols applicable to their operations for off-site locations other than remote home office locations.

POLICY: **General Safety Rules**

Safety is everyone's responsibility. All employees and covered non-employees must use safe work practices and report any unsafe conditions that may occur. MTC also recognizes its responsibility to maintain safe workplaces.

All work-related injuries must be reported to MTC Human Resources immediately regardless of the location of where the injury occurred. If a work-related injury may result in lost work time, Human Resources will initiate a workers' compensation protocol. Employees and supervisors are required to work with Human Resources regarding any required procedures and practices related to workers' compensation protocols.

It is MTC's policy to provide a healthy and safe facility and work environment by properly maintaining its office facility, equipment, and vehicles; by identifying and correcting unsafe or unhealthy conditions in a timely manner; by following federal, state, and local mandates, guidelines, and recommendations related to health and safety, and by educating

employees and covered non-employees about safe and healthy work practices. Keeping work areas neat, clean, and organized is considered an integral part of MTC's policy and can reduce the chance of accidents and injuries and increase the ability of employees and covered non-employees to perform their jobs more safely and efficiently.

It is also MTC's Policy that health and safety issues be discussed with, communicated to, and understood by all MTC employees and covered non-employees through various means, including but not limited to:

- Publication of this policy
- Ongoing memoranda and bulletins
- Section staff meetings
- New employee orientations
- Periodic scheduled trainings and necessary ad hoc training sessions on safety and health issues.

PROCEDURE:

A summary of IIPP (Appendix A) is issued separately as part of MTC's employee handbook and shall be readily available for daily use. In case of emergency, follow the procedures outlined in the MetroCenter Emergency Plan (Appendix B). MTC's COVID-19 Vaccination Protocol is set forth in Appendix C.

EFFECTIVE DATE: November 17, 2021



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Therese W. McMillan, Executive Director



# 375 BEALE STREET

# OCCUPANTS EMERGENCY GUIDE

OCTOBER 2020

*All Occupants Emergency Response Team members shall acquaint themselves with the procedures described in this manual*

**FIRE**

**POLICE**

**PARAMEDICS**

**‘ 9 1 1 ’**

## EMERGENCY NUMBERS

FIRE DEPARTMENT EMERGENCY (ALTERNATE #) (415) **861-8020**

FIRE DEPARTMENT NON-EMERGENCY: (415) 558-3200

POLICE EMERGENCY (CELL PHONE CALLERS) (415) **553-8090**

POLICE NON-EMERGENCY: (415) 553-0123

POISON CONTROL CENTER: (800) 222-1222

BUILDING MANAGEMENT OFFICE (STE. 256) (628) 220-2080

BUILDING SECURITY – MAIN LOBBY: (628) 220-2090

(628) 220-2091

UCSF Medical Center at Mission Bay (1825 4th St): (415) 353-3000

CHINESE HOSPITAL (845 Jackson): (415) 982-2400

S. F. GENERAL (1001 Potrero): (415) 206-8000

### IN THE EVENT OF A CITY-WIDE DISASTER

SHELTERS

LISTEN TO AM 740 FOR INFORMATION  
ABOUT SHELTER LOCATIONS

CASUALTY CARE /

FIRST AID:

SOUTH OF MARKET HEALTH CTR.  
(551 Minna Street-Between Mission &  
Natoma)

### ADDITIONAL EMERGENCY CONTACTS

NAME:

PHONE NUMBER:


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## INTRODUCTION

This manual is a tool designed to assist you in the event of an emergency. Building Management has taken every reasonable effort to ensure the accuracy and completeness of this guide. While the material presented herein is concise, simple and instructional, it does not cover every set of circumstances that may develop. In an emergency, it is imperative to use good common sense. Always use initiative, intuition, and good judgment to assure your own personal safety. Remember that every situation is different, which means your response will have to differ.

It is every employee's responsibility to know what action to take before, during and after an emergency. **Please read this guide and practice the procedures outlined within.** Familiarize yourself with your workplace environment, your fellow employees and your company's emergency preparations and procedures. Discuss the contents of this manual with your co-workers. Have a rehearsal and walk through the procedures. Take the necessary precautions to provide for the procedures mentioned in this book and test them before you need them.

If after reading this manual, you have any questions, suggestions or concerns, please contact your Supervisor, Office Manager, Facilities Manager, or the Building Management Office (628) 220-2080. We are pleased to have you as a occupants, and we hope that you will put forth the necessary effort to enhance your personal safety and the security of everyone at 375 Beale Street.

Thank you for your cooperation.

-- Cushman & Wakefield

*This emergency plan is required per California Code of Regulations, Title 19, requiring that an emergency plan be prepared, implemented, instructed, and maintained.*

## BUILDING LIFE SAFETY SYSTEM AND FEATURES

375 Beale Street is monitored on a 24-hour basis: internally by on site building personnel, and externally by an off-site monitoring company. The building uses a proprietary life safety system comprised of various life safety elements to minimize the potential for injury and damage to the property and occupant space.

Additionally, building management has developed a Life Safety Team headed by the Building Life Safety Director (Chief Engineer, Ryan Snider). This team has an established set of functions and responsibilities that will be carried out during an emergency, working under the direction of City emergency personnel.

## LIFE SAFETY FEATURES

The Fire Control Center serves as the building's central alarm monitoring center, housing the Fire Life Safety system, public address system, and elevator control panel. Building management and Fire Department personnel will coordinate all communications and direction from this location in the event of an emergency.

## ACTIVATES BUILDING FIRE ALARM

### MANUAL PULL STATIONS

Manual pull stations are located on each floor directly adjacent to the entrances to emergency exit stairwells (pictured to the right).

There are 3 stairwells in the building that serve as emergency exit stairwells in case of fire:

- To the north and exiting onto Rincon Place is Stair #3;
- To the east and exiting to Main Street is Stair #1;
- To the south and exiting to Harrison Street is Stair #4.

Please note that Stair #2 cannot be accessed from Floor 2.

It is important to locate your nearest accessible emergency exit stairwell and commit it to memory prior to any evacuation, whether planned or unplanned. In the event of a fire or life safety emergency condition, these stations can be utilized to notify building personnel and off-site monitoring company of a potential life safety emergency. To activate the pull station (pictured to the right), pull down on the handle. This action will send a signal to our fire life safety system panel and alert building personnel, occupants and emergency personnel of an emergency condition.



Please note that the men's and women's locker rooms on the second floor are equipped with "duress" pull stations (pictured to the left). These are only to be pulled in the event of a security emergency. They *do not* activate the fire alarm or emergency response teams. They only signal building security to respond to the area.



## ACTIVATES BUILDING FIRE ALARM

### SMOKE DETECTORS / ELEVATOR RECALL

Smoke detectors are strategically located throughout the property in the common core areas, ventilation ductwork, and occupants spaces. If activated, these detectors will alert building personnel of smoke and or fire. Additionally, smoke detectors are located within the passenger elevator lobbies. These specific detectors are connected to an automatic elevator recall system. When activated, these detectors will recall all elevators in the affected elevator rise to the ground floor. This recall eliminates the potential for possible injury or passenger entrapment during an alarm condition signaled from an elevator lobby.



## ACTIVATES BUILDING FIRE ALARM

### SPRINKLER HEADS

Located throughout the property are sprinkler heads utilized to suppress fire. Each sprinkler is activated independently by heat. This design allows for the elimination of potential water damage to areas that are not threatened or directly involved in a fire condition.



### AUDIBLE ALARMS / FLASHING STROBE LIGHTS

A fire alarm in the building will activate an audible alarm (a loud, wavering electronic sound). Strobes lights on the walls or ceilings will also flash (as a warning to those with hearing impairments).



## SELF-CLOSING SMOKE DOORS

'Smoke doors' are most often found in passenger and freight elevator lobbies. These doors are programmed to close automatically in the event of a fire alarm. Their purpose is to prevent smoke and flames from entering the elevator shafts and spreading to unaffected portions of the building.

These doors are tested periodically. **They should NOT be blocked open or 'wedged' open at any time.**



'Smoke doors' may also be found on the general floor area **INSIDE** a occupants space. They are held in an open position by magnets and will release (and close) when a nearby smoke detector is activated. Their purpose is to contain smoke and flames to a confined area of the floor.

## FIRE EXTINGUISHERS

Fire extinguishers are located on all floors. Fire extinguishers should only be used in small fires.



## CORRIDOR EVACUATION DIAGRAMS

These diagrams are located in the elevator lobby, corridor hallways and outside stairwells.

They are primarily intended for use by visitors or other persons who are unfamiliar with the building. Occupants should be familiar with proper relocation and evacuation procedures and be able to direct others in emergency situations.



Emergency Evacuation Plan Sign



Exit Sign

## EXIT STAIRWAYS

There are 4 emergency exit stairwells in the building; one of them exits into the 1FL lobby by the elevators (Stair #2) and the others exit directly out of the building. These emergency stairwells are the ones to be used during evacuation. To the north and exiting onto Rincon Place is Stair #3; to the east and exiting to Main Street is Stair #1; to the south and exiting to Harrison Street is Stair #4. Please note that Stair #2 cannot be accessed from Floor 2. Again, it is important to locate your nearest accessible emergency exit stairwell and commit it to memory prior to any evacuation, whether planned or unplanned.

These stairwells provide egress from the building to street level at all times.

**Intercom boxes are located in each stairwell at every Landing from floors 1 through 8.**

This permits direct communication with Lobby Security.



## PUBLIC ADDRESS SYSTEM

The building is equipped with a public address (PA) system that can be used by emergency responders—and only emergency responders—to address occupants during emergency situations.

The system includes speakers that can be heard on every floor and in the emergency stairwells. Emergency announcements, instructions, and advisements are made via this system. **It is important during an emergency to listen for announcements and instructions.**

## **EMERGENCY EGRESS PULL STATIONS**

Elevator lobbies that are locked are required to have 'emergency egress pull stations' that, when pulled, activate various components of the building's fire life safety system, including releasing nearby magnetically controlled "smoke" doors and unlocking exit doors, notifying building security, enabling audible horns and strobe light signals and dialing the facility's remote monitoring station.

## **MISCELLANEOUS LIFE SAFETY SYSTEM COMPONENTS**

### **FAN CONTROL SYSTEM**

The property also utilizes a separate fan control system, which can redirect, or shut down air supply, minimizing the potential of smoke being spread to other locations within the building.

### **FIRE AND SMOKE BARRIERS**

The general construction of the building employs the use of solid core fire resistant doors, which give a limited smoke and fire rating in corridors, stairwell exits, elevator lobbies, and occupants spaces.

### **EMERGENCY GENERATOR**

If city electrical power is lost, the building is equipped with a diesel-driven generator to provide emergency lights in stairwells, elevators, and corridors. It will also power the building's fire alarm system, critical systems, and elevators in order for them to recall to lobby level.

## **BUILDING LIFE SAFETY ORGANIZATION**

### **BUILDING LIFE SAFETY DIRECTOR**

The property has designated the Fire Life Safety Director and Assistant Director with the primary responsibility and implementation maintenance of the building's life safety plan and procedures. The Director will assist in the coordination of the building's response with local authorities (Fire Department/Police) in the event of an emergency.

The Fire Life Safety Director or Assistant Director will:

- Organize, develop, and train the building's emergency staff
- Assist with the appraisal and examination of the property' fire life safety systems and readiness
- Responsible for the development and training of Occupants Floor Wardens
- Assist in scheduling and conducting Floor Warden Meetings and Fire Drills
- Maintain records, drills, occupants emergency personnel meeting and rosters

### **BUILDING EMERGENCY STAFF**

The building's emergency staff is comprised of the building's engineering, management personnel, and security staff. In a fire alarm, the building emergency staff will respond to the Fire Control Center, confirm the location and type of alarm, make public address announcements to affected floors, and await the arrival of the fire department.

### **LIFE SAFETY ROLES OF BUILDING STAFF**

#### **BUILDING MANAGEMENT STAFF:**

- Lead the emergency response team (Fire Department)
- Respond to occupants phone calls and coordinate emergency assistance that may be needed
- Interface with occupants contacts, the media, and involved local agencies, during and after a fire situation

#### **SECURITY:**

- Identify alarm type (smoke, manual pull, water-flow etc.)
- Notify engineers and building management
- Call '911' for fire department response
- Make Life Safety Announcements to occupantss (from FCC)
- Monitor Fire Control Center (for further alarms)
- Provide emergency status to fire department upon arrival
- Maintain access/egress control

#### **ENGINEERING:**

- Investigate all fire alarms when on duty
- Provide current status to fire department upon their arrival
- Control operating status of building equipment and systems

#### **ADDITIONALLY, EMERGENCY STAFF WILL:**

- Monitor movement of occupantss
- Make announcements utilizing the public address system until first responders arrive

#### **OTHER BUILDING STAFF RESPONSIBILITIES:**

##### **JANITORIAL AND OTHER CONTRACT STAFF**

In the event of emergency, evacuation or relocation, contract and vendor personnel other than Building Security will follow the instructions of the Life Safety Director, Assistant Life Safety Director and San Francisco Fire Department officials.

##### **BUILDING MANAGEMENT OFFICE SUPPORT STAFF**

If not under instructions to relocate or evacuate, the administrative staff will perform those tasks as dictated by senior Building Management.

#### **FIRE DRILLS**

As required by the San Francisco Fire Department, a building fire drill is conducted once a year, typically in October or November. **The San Francisco Fire Code requires that all occupantss participate in these drills. Non-participation is documented.**

Fire drills accomplish two necessary functions: one, they permit the emergency response team to employ the office emergency plan and carry out emergency team assignments, and two, drills give all office personnel the opportunity to identify the appropriate evacuation / relocation route and assembly points.

Prior to the staging of drills, building management will advise occupantss in advance of the Floor Warden Training and scheduled drill dates and times. The Fire Life Safety Director and Assistant Director will conduct Floor Warden Trainings annually to ensure that Wardens are aware of the fire drill procedures and structure.

During the drill, building personnel will participate as monitors, noting the occupantss' participation, evacuation procedures, activation of alarms, and life safety system operation.

Building management will advise occupantss of conditions or procedures that may need to be addressed or re-evaluated. Management will also use this exercise to strengthen our emergency staff procedures and systems. Drills are a necessary and important activity that ensures a quick and appropriate response by all-building occupantss and personnel.

## OCCUPANTS RESPONSIBILITIES

Under San Francisco Fire code, occupantss of high-rise office buildings must participate in emergency response plans and make responsible and dependable employees available for designation as Floor Wardens, Deputy Floor Wardens, Searchers, and Aids to disabled employees. A list of names, locations, and telephone numbers of the people so designated is to be supplied to the Building Fire Safety Director and kept current. The occupants is responsible for updating the building management of any temporary or permanent changes to the employees they have designated as emergency response team members.

OCCUPANTSS ARE REQUIRED TO PARTICIPATE IN *ANNUAL FIRE DRILLS AS REQUIRED BY THE SAN FRANCISCO FIRE CODE*. All employees should be instructed that fire drills are a serious matter, and to cooperate with the instructions of Floor Wardens assigned to their areas.

Employees should be instructed to report all unusual odors (indicating a possible fire) to their Floor Warden or the Building Office, but NOT to pull a manual pull alarm station unless they detect an actual smoke or alarm situation. ALL fires, no matter how small or quickly extinguished, must be reported.

Primary responsibility for safety of employees rests with each occupants. Occupantss should tailor a basic Emergency Response Team structure to meet their needs, as determined by number of employees on the floor, and size of their suites.

## THE OCCUPANTS 'EMERGENCY TEAM'

Property Managers must prepare, present and implement a high-rise office building emergency plan. The occupants shares this responsibility for the development of an internal occupants emergency plan and staff assignment. Building occupantss are responsible for the maintenance of a plan and the selection of an emergency team to assist with the evacuation of personnel from their offices in the event of a simulated or emergency condition. Occupantss are advised that the plan should be office specific.

The team structure may vary, and is dependent on the extent of personnel within your offices. If your office occupies a full floor, the below suggested positions should be staffed to ensure that in an emergency condition, the movement of personnel will be handled effectively. Should your office and personnel size not provide for a team structure as suggested, the occupants should ensure that sufficient positions are filled to facilitate the timely movement of personnel from your offices. All personnel assigned to these positions should be willing, available, and trained to participate in an emergency. All team members should be assigned specific functions to be carried out throughout the duration of their participation on the team.

### **SUGGESTED TEAM STRUCTURE:**

Floor Warden  
Assistant Floor Warden  
Elevator Monitor(s)  
Floor/Office Searcher(s)  
Aides to Personnel Needing Assistance  
Emergency Stairwell Monitor(s) (optional assignment)



Team members are encouraged to take a proactive role regarding office safety and should note or advise the appropriate office personnel or, if necessary, building management of all unusual, unsafe or emergency conditions.

## TEAM ASSIGNMENTS:

### FLOOR WARDEN

The Floor Warden is the key member of the occupants emergency response team. The person assigned to this position will be responsible for the coordinating and assembling of a response team and the development and implementation of an office emergency plan.

#### ROLE OF FLOOR WARDEN:

- Be observant for, and report day-to-day life safety hazards to building management.
- Assume a leadership role during the course of any emergency.
- Direct floor personnel during emergency situations.
- Interface with building management staff.

#### PRE-EMERGENCY RESPONSIBILITIES

- The Warden should maintain an up-to date listing of their emergency team, which should be submitted to the building's Life Safety Director reporting any changes as they occur.
- Appoint and train members of the emergency team ensuring they are capable of responding appropriately to all emergency situations.
- Make periodic inspections of offices, noting all safety related conditions, ensuring that all flammables are stored in proper containers and all exit points are free from obstructions.

#### GENERAL EMERGENCY RESPONSIBILITIES

- The Floor Warden should ensure these procedures and responsibilities are carried out in the event of an emergency condition:
- Determine the type and severity of an emergency condition.
- Initiate the emergency team response and office's emergency plan.
- Advise building management or contact the fire department by dialing **911**. If necessary, activate a manual pull station.
- Verify that all areas of the floor or office have been cleared and evacuated.
- Account for all office personnel at the designated relocation assembly area.
- **Maintain control of office personnel if they are directed NOT to MOVE (such as after an earthquake).**

#### FIRE ALARM RESPONSIBILITIES

The Floor Warden should ensure these procedures and responsibilities are carried out in the event of a fire alarm sounds:

- **LISTEN FOR ANNOUNCEMENTS AND DIRECTIONS** from the public address system. An audible voice instruction will automatically follow alarm activation. This may be followed by further instruction from the emergency team. **If an announcement of any kind is not forthcoming within 60 seconds (maximum) after the alarm activation**, the occupants's emergency team should initiate evacuation procedures.
- **DIRECT PERSONNEL** to the nearest emergency stairwell and instruct them to descend the stairwell and exit the building.

- Once personnel have completed the evacuation of the floor/office, the occupants emergency team should complete a check of the floor and report to their wardens. Wardens should then **ACCOUNT FOR PERSONNEL** and await further instructions from building management or the fire department.
- Have an **EVACUATION ROUTE CLEARLY DEFINED** and made as specific to the space as possible. The plan should be made available to the members of the emergency team and office personnel. The route should have an alternate means of exiting the office if physically possible.
- **ASSIGN AIDES TO PERSONS WITH DISABILITIES** who will assist in exiting or relocation of a person(s) in an emergency condition.

### **ASSISTANT FLOOR WARDEN**

The Assistant Floor Warden will assume all the responsibilities of the Floor Warden in his or her absence. The Assistant will assist the Warden in the implementation of an office emergency plan and supervision of the emergency team.

### **ELEVATOR MONITORS**

This position is an optional assignment. The elevator monitor will ensure that persons do not enter the passenger elevator lobby and attempt to use the elevators (which will be re-called during emergencies). They will also assist in the directing of personnel to the proper emergency stairwell exit.

### **FLOOR SEARCHERS**

Floor searchers are assigned to inform office personnel of an emergency condition, and direct them to the proper exit point. They will also search the floor to ensure that all persons have been evacuated. Searchers should report the status of their designated search area to the Floor Warden. The number of designated searchers should be dependent upon the number of personnel on the floor and total square footage of the office space. Searchers should be well versed with the office configuration and layout. Searchers should inspect all areas of the space including restrooms, storage rooms, conference rooms, etc.

### **AIDE TO PERSONS WITH DISABILITIES**

Two team members should be assigned to persons who are temporarily or permanently disabled or wheelchair bound, to assist them in evacuation to a predetermined location within an emergency stairwell. The aide will have the responsibility of notifying the Floor Warden that disabled person(s) have been located on the floor and properly assisted. The Floor Warden will ensure that this information is transferred to building personnel or the fire department. **The fire department recommends that disabled persons remain in the stairwell and await assistance from the Fire Department.**

### **STAIRWELL MONITORS**

This position is an optional assignment. Full floor occupants are strongly urged to fill this position. Stairwell monitors direct persons to the stairwells and instructs them to proceed down to exit at street level.

## **EVACUATION**

This procedure calls for persons to enter the emergency stairwells, descend the staircase (or ascend if in the east "back: end of the Beale Street garage) to the ground floor and exit the building.

**Persons should evacuate to a predetermined location (by your office) away from the building.**

Meeting at this assembly location will enable your occupants emergency staff to account for all personnel.

375 Beale Street

OCCUPANTS EMERGENCY GUIDE

OCTOBER 2018

**EMERGENCY  
PROCEDURES  
SECTION**

*All Occupants Emergency Response Team members shall acquaint themselves with the procedures described in this manual.*

## **IF YOU DISCOVER OR SUSPECT A FIRE:**

### **ACTIVATE A 'MANUAL PULL' ALARM STATION**

Manual pull stations are located adjacent to each emergency stairwell exit and in the elevator lobbies. Pull stations can be activated by pulling down the hand lever. This action will send an alarm signal to the building fire alarm panel and the off-site alarm monitoring company.

- **CALL THE FIRE DEPARTMENT: DIAL '911'**  
STATE YOUR SPECIFIC LOCATION (ADDRESS, FLOOR, AND SUITE) AND NATURE OF THE FIRE.
- **CALL SECURITY** (if time and safety permits):  
CALL 1 628-220-2090 – DIRECT TO LOBBY SECURITY.

When calling Security, please provide as much information as you can. Indicate if '911' emergency has already been called.

### **ALERT YOUR FLOOR WARDEN / WARN OTHERS IN THE AREA**

- Floor Wardens should initiate occupants emergency response team.
- Dispatch persons to search restrooms, storerooms, and closed offices.
- Dispatch persons to aid any possible disabled persons.

### **FOLLOW EVACUATION PROCEDURES**

- Proceed to nearest stairwell exit, enter and walk downward and exit at street level.
- Do not use elevators.

### **IF SMOKE OR GASES ARE PRESENT**

- Stay low.
- Crawl on hands and knees to exit.

### **FEEL DOORS FOR HEAT**

Feel all closed doors with the back of your hand before opening them (including stairwell doors). Close all doors along your exit route.

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## **WHAT TO DO IF YOU ONLY SMELL SMOKE**

Call Security at 1 (628) 220-2090. Engineers/Security staff will be dispatched to investigate.

## **IF YOU HEAR A FIRE ALARM / SEE FLASHING STROBE LIGHTS:**

- **LISTEN FOR ANNOUNCEMENTS** and instructions from the building's public address system.
- **REMAIN CALM AND FOLLOW THE INSTRUCTIONS OF YOUR FLOOR WARDEN.**  
If you are assigned as a floor/office emergency team member, follow your procedures or tasks.
- **EVACUATE AS DIRECTED.** Proceed to the nearest emergency exit stairwell, enter and proceed to the exit at street level and exit the building.
- **DO NOT USE THE ELEVATORS.** In cases when a smoke detector in an elevator lobby is activated, all elevators will automatically recall to the ground floor and made available to the firefighters.
- **CLOSE ALL DOORS**, but do not lock them.
- **IF, YOU ARE UNABLE TO EVACULATE**, then advise a member of your emergency staff or floor warden of this condition.
- **PERSONS UNABLE TO EVACUATE SHOULD BE ASSISTED TO THE NEAREST EMERGENCY STAIRWELL LANDING** of your floor, where they can be assisted by emergency personnel.

## HOW & WHEN TO USE FIRE EXTINGUISHERS

Dry chemical fire extinguishers are the first line of defense against small fires. Located at strategic points around the building, each extinguisher is the proper type for the fire that would most likely occur in that area.

**EXTINGUISHERS SHOULD ONLY BE USED ON SMALL FIRES**, defined as no larger than a small office trash can. If a fire is discovered while it is still small enough for the extinguisher to be effective: Call '911' FIRST, notify others, and only then attempt to use the extinguisher. If the small fire cannot be quickly extinguished, remember to use the fire extinguisher for ensuring your safe exit from the building. Do NOT completely empty the contents of the extinguisher attempting to fight an uncontrollable fire.

Remove the extinguisher from its place and hold it upright. Stand back 8–10 feet from the fire and follow the acronym **PASS**:

**Pull** the retaining pin.

**Aim** the nozzle at the base of the flames.

**Squeeze the handle completely**. This will discharge the extinguishing agent at the fire.

**Sweep from side to side**. Go slightly beyond the fire area with each pass. Once the fire is out, wait before leaving the area. If the fire re-ignites, you may need to make a further application.

Fire extinguishers can generate a great amount of 'dust' when activated, so be very careful—the 'dust' may contain noxious fumes. As smoke inhalation is the major cause of fire deaths in this country, whenever possible, cover your mouth and nose with a wet cloth.

If it is not feasible to use an extinguisher, begin relocation/ evacuation procedures at once. Call '911'. Close as many doors and windows behind you as possible to contain the fire to the smallest area. Activate a manual pull station as you enter the stairwell

# OPERATING YOUR FIRE EXTINGUISHER



**P**ULL THE PIN



**A**IM AT THE BASE



**S**QUEEZE TRIGGER



**S**WEEP

**Remember:**

- Test extinguisher before approaching the fire
- Keep low & approach with the wind at your back
- Back away, watching for rekindle



## MEDICAL EMERGENCY

CALL '911'. Give your exact location (street address, floor, and suite).

### CALL SECURITY:

- Give your floor and suite.
- Indicate if you have already called '911'.
- **Security will place the service/small freight elevator in 'emergency mode' for the arriving emergency personnel.**

### ASSIST VICTIM

- If possible do not leave the individual unattended.
- Keep victim warm and comfortable.
- If necessary and you have been trained to do so, administer first aid.

### NOTIFY SUPERVISOR

- **Have a co-worker stand by in the elevator lobby to direct paramedics and security to the victim's location.**
- **NOTE: IT IS IMPORTANT TO NOTIFY THE BUILDING OFFICE / SECURITY OF YOUR EMERGENCY AS IT WILL EXPEDITE A FASTER MEDICAL RESPONSE.**

## EMERGENCY CARE FOR THE DISABLED:

WHEN ASSISTING a visually impaired person, identify yourself and your purpose for being there. Allow the individual the opportunity to establish your position before you continue. Describe your actions before and as you do them.

### Follow these procedures:

- Prevent injury and further damage to disabled victims who may not be able to care for themselves. Assist them to the extent you are trained.
- Keep a level head. A demand for immediate action often translates into insecurity and fear. Keep your focus and concentrate. Be patient. Speak clearly and directly about the emergency.
- The unexpected conditions and lack of control inherent to emergency situations can be very disorienting. Isolate hysterical people and deal with them in simple, firm and clear language.
- Use "clock-face" directions to orient people. For example, say, "The door is at 3 o'clock."
- If dealing with a person whom is hearing impaired, use a pad and pencil as an alternative method to language. Be simple and clear. Write slowly and give yourself plenty of room for comment.

## WORKPLACE VIOLENCE

ALTHOUGH THE MOST COMMON form is the unlawful entry of an armed intruder, violence in the workplace can take many forms. Learn to identify behavior requiring intervention:

- Any behavior that is physically threatening to yourself or another individual.
- Behavior or actions that a reasonable person would interpret as potentially violent (verbal threats, throwing objects, waving fists, destruction of personal property).
- Any substantial threat to harm another individual, destroy property or in any way endanger the safety of employees.
- Aberrant behavior that might signal emotional distress (severe mood swings, impulsive or intimidating behavior, yelling).

### IF A PERSON'S BEHAVIOR BECOMES INAPPROPRIATE:

- If you feel you are in personal danger, leave the area if possible.
- **CALL '911'.**
- Notify the Building Management Office at 1 628-220-2080.

### IF A PERSON ENTERS YOUR WORK SPACE WITH A WEAPON:

- **IF UNABLE TO SAFELY ESCAPE THE AREA, GO TO A SAFE PLACE AND HIDE.**
- Stay under cover and stay hidden.
- Do not run. You may become a moving target.

### CALL '911'.

- Give your exact location (street address, floor, and suite).
- Stay on the line with the '911' operator, if instructed.

### CALL SECURITY AT 1 628-220-2090, if time and safety permit.

- Give your floor and suite.
- Indicate if you have already called '911'.
- Supply as many details as possible.

**WARN OTHERS IN THE AREA**, if safety permits.

**LISTEN FOR ANNOUNCEMENTS** on the public address system.

**REMAIN HIDDEN UNTIL POLICE ARRIVE** and you hear the 'all clear' signal.

- Expect to remain hidden for extended periods as police systematically search floors.
- Follow all instructions of police.

### COMMON-SENSE RULES IN A DANGEROUS SITUATION:

- Trust your instincts. If you are afraid of someone, you probably have a good reason.
- Take all threats seriously.
- Physically, give the subject a fair degree of 'personal space'.

**URGE EMPLOYEES TO REPORT ALL INSTANCES OF DOMESTIC DISPUTES / VIOLENCE THAT MAY SPILL INTO THE WORKPLACE.**

Company HR personnel can further assess the need for informing Building Management and invoking a workplace restraining order.

## CIVIL DISORDER & DISTURBANCES

THE UNITED STATES CONSTITUTION guarantees the right to assemble peacefully and express views publicly—whether those views are popular or not. However, the Constitution also states that one person may not lawfully restrain another's freedom of movement to force them to listen to their views. In addition, one may not infringe on the personal or property rights of others, or trespass on or damage private property in the exercise of one's rights to freedom of assembly or speech.

If a demonstration interferes with public use of streets or sidewalks, authorities may act to maintain order. They may also intervene if great public disorder is threatened, such as in the case of a riot.

It is important to be aware of basic group dynamics so that violent or out-of-control demonstrations or group assemblies can be avoided or prevented.

### HERE ARE SOME SIMPLE DEFINITIONS TO HELP YOU RECOGNIZE DIFFERENT TYPES OF GROUPS:

A **GROUP** may exist for any number of reasons. They may be on tour, at a social function or part of a demonstration. Groups by their nature are assembled for a reason. They have purpose and are generally organized and directed in some way so that they are under control.

A **SIMPLE CROWD** is any number of people close together. It may consist of a dozen people in an elevator, a few hundred people on the street or a hundred thousand in a stadium. Increased emotional tension is a natural tendency in a crowd.

A **SOCIAL GATHERING** can attract people that want to present a message.

A **DEMONSTRATION** is defined as an assembly of people with the intention of expressing a view, getting attention for that view and informing others about it. Demonstrations may include consumer protests, marches, rallies or worker strikes, and can often degenerate into mobs due to high levels of anger or frustration.

A **MOB** is a group out of control. A mob may be large or small, be organized to some degree, and will often have some common purpose in mind.

A **RIOT** is characterized by mob action, destruction of property and injury to people.

**Should you witness an unruly crowd or one that threatens your safety, call Security at 1 628-220-2090 and report your sightings.**

**PLEASE OBSERVE THE FOLLOWING GUIDELINES IN THE EVENT OF A CIVIL DISTURBANCE:**

- Remain within the building. If you must leave, do not antagonize the demonstrators. Inform all other personnel to do likewise. Do not travel to other buildings, unless you are directed to do so by Security personnel.
- If possible, close the drapes in exterior rooms. Avoid window areas so you do not become a target. Lock all doors.
- Report to the core area of the building; (away from the exterior of the building).
- Stay off the phone. Avoid unnecessary inquiries to Building Management or Security that may tie up communications systems.
- Use good judgment, remain calm and stay in your office suite unless you are in an unsafe position or instructed to leave by Security personnel.
- Secure all valuable materials in a vault, safe place or other out-of-sight area.
- Cooperate. Certain building services may be limited during a disturbance.
- Access to certain areas may be restricted. Withdraw from the area until it is safe to enter. Your safety should be your primary concern.
- If you are outside the building, focus your attention away from the incident. To prevent injury or erroneous arrest, leave the area of disturbance.
- **If demonstrators enter the premises, keep calm, be courteous and avoid an incident. Avoid actions or verbal responses that may ignite the situation.** Avoid arguing, making provocative statements or entering into a debate with the demonstrator. They have entered the building to propagandize, confront or agitate the building's occupants. Let them make their point. Frustrating them is dangerous. Do not try to reason with them. If you can do so without incident, call Security to have the individual removed.

## ACTIVE SHOOTER

IF THERE IS A DIRECT THREAT TO HARM PERSONS OR PROPERTY IF SO, CALL SECURITY AT 628-220-2090 IMMEDIATELY.

- GIVE THE SECURITY OFFICER DETAILED INFORMATION AS TO THE DIRECT THREAT.
- GIVE A DESCRIPTION OF THE SUSPECT MAKING THE THREAT
- GIVE THE LOCATION OR LAST KNOWN LOCATION OF THE SUSPECT MAKING THE THREAT. FLOOR, SUITE AND BUILDING ADDRESS, 375 BEALE STREET
- CALL BUILDING SECURITY AS SOON AS PRACTICABLE. IF NOT A DIRECT THREAT AND IT INVOLVES AN EMPLOYEE/OCCUPANTS EMPLOYEE TO GATHER INFORMATION AND BRING IT TO THE ATTENTION OF THE SUPERVISOR AND YOUR HR DEPT. CALL BUILDING SECURITY AT (628) 220-2090

Prohibited behavior includes: behavior that is violent; threatens violence; harasses or intimidates others; interferes with an individual's legal rights of movement; or disrupts the workplace.

### Examples of a direct threat:

Fighting

Destruction of property

Person makes a statement that they are suicidal or homicidal

Person makes a statement that they will harm someone

Person displays a gun, knife, or other instrument that could cause harm

Person makes a statement that they will go get a weapon

Person is out of control by yelling, screaming, waving fists, or throwing dangerous objects

☞ Look for warning signs that might indicate an attack.

1. *Example: Individuals that make threatening statements indicating violence*
2. *Speak to your employer if advised*

☞ If a person appears with a weapon:

1. Dial 9-1-1 (if safe to do so) and give them your name, telephone number, location and description of person and weapon
2. Notify the security desk (if safe to do so) - text: (415) 862-0142 or call: (628) 220-2090
3. Evacuate – Only if escape route is available and it is safe to do so.
4. Hide Out – Shelter in place away from suspect's view.
5. Take Action – Against aggressor only as a last resort and there are no other options to evacuate or hide out.

## **EARTHQUAKE EMERGENCY PROCEDURE**

Should an earthquake occur while you are in the building, these actions may lessen the potential for injury or potential risk:

### **WHEN THE EARTHQUAKE SHAKING BEGINS, IMMEDIATELY:**

#### **'DUCK, COVER, AND HOLD ON'.**

- Seek shelter under a desk or table.
- Do not seek shelter in a doorway – swinging doors may injure you.
- If you are not near a strong desk or table, drop to the floor against an interior wall and cover your head and neck with your arms.
- Stay clear of tall objects, cabinets, glass partitions, and windows.
- Stay under cover, as aftershocks may follow.

### **ONCE THE EARTHQUAKE SHAKING STOPS:**

**CHECK THOSE AROUND YOU AND ASSIST INJURED PERSONS OR RENDER AID.**

**CALL '911' TO REPORT FIRE CONDITIONS OR INJURIES.**

Following a serious earthquake, emergency services may not be available for extended periods.

**EVACUATE ONLY IF:**

- Instructed by your floor warden,
- Or, the Building's public address system.
- Any time you are in imminent danger.

**DO NOT ATTEMPT TO USE ANY ELEVATOR.**

**GATHER EMPLOYEES IN A SAFE AREA OF THE FLOOR (as soon as it appears to be safe to do so).**

- Determine if all employees are accounted for.
- Organize your occupants emergency response team.
- Listen to the public address system for instructions and or further advisements.
- **Stay on your floor unless in imminent danger. You are safer inside the building than on the streets.**

**SEARCH YOUR SUITE / FLOOR FOR FIRE, FLOODING, OR OTHER HAZARDS WHEN SAFE TO DO SO.**

(If safe to do so, turn off and unplug all electrical appliances.)

**NOTIFY BUILDING OFFICE OR SECURITY OF INJURIES OR HAZARDS.**

## **EARTHQUAKE PREPAREDNESS:**

It is also conceivable that support services may be delayed as much as 72 hours. Because of these possibilities, an internal procedure for addressing medical emergencies and “housekeeping” will fall on the shoulders of each individual occupants or person. **While not required, it is suggested that each occupants invest in an emergency supply kit.**

### **SUGGESTED EMERGENCY SUPPLY KIT (AS APPLICABLE TO YOUR BUSINESS OR OFFICE EMERGENCY PLAN)**

- Copies of emergency procedures
- Personnel roster
- Non-perishable food
- Bottled Water
- General first-aid supply
- Individual Prescription Medicine
- Flashlight(s) and additional batteries
- Battery powered lantern
- Portable radio and extra batteries
- Blankets
- Large plastic bags
- Toilet paper
- Plastic buckets with lids
- Matches
- Duct tape
- Scissors
- Screwdriver, wrench, hammer (or all-in-one tool)



## **BOMB THREATS**

- **REMAIN CALM. KEEP THE CALLER ON THE LINE AS LONG AS POSSIBLE.**
- **RECORD ALL INFORMATION ON THE ATTACHED BOMB THREAT CHECKLIST.**
- **NOTIFY YOUR SUPERVISOR.**

**Do not discuss incident with others (partial 'facts' may cause others to panic and react before the threat has been assessed by management.)**

- **NOTIFY S.F.P.D (SAN FRANCISCO POLICE DEPARTMENT): CALL '911'.**
- **CALL SECURITY: 1 628-220-2090.**
- **DO NOT TOUCH SUSPICIOUS OBJECTS.**
- **DO NOT OPERATE CELLULAR PHONES OR RADIOS NEAR SUSPICIOUS OBJECTS.**
- **THE OCCUPANTS, S.F.P.D., AND BUILDING MANAGEMENT WILL ASSESS THE THREAT. The decision whether to evacuate your offices or the building will be based on:**
  - **The recommendation of local authorities (Police, Fire, or Bomb Squad),**
  - **The judgment of your senior company representatives or Building Management.**

## **BOMB SEARCHES:**

**OCCUPANTS SPACES:** Local authorities and Building personnel will **NOT** search occupants controlled spaces. Due to the occupants's lease obligations and general familiarity with their own areas, they shall be responsible to conduct initial searches in their own offices.

**COMMON AREAS:** DESIGNATED LAW ENFORCEMENT will be responsible to conduct searches of all common use areas: emergency stairwells, multi-occupants corridors and restrooms, elevator lobbies, loading dock, perimeter areas, etc.

## HOW TO IDENTIFY A POSSIBLE PACKAGE BOMB:

### SIZE

If a letter, is it unusually thick?

### WEIGHT

Excessive weight for the size of the parcel. Excessive postage (usually stamps)

### BALANCE

Does the letter appear to be heavier at one end?

### FEEL

Is their springiness in the sides of the letter?

### APPEARANCE

- Grease or oil marks / discoloration present on the envelope box or wrapping.
- Protruding wires, string, or tinfoil.
- Excessive securing material, such as tape or string.
- Restrictive markings, such as 'confidential', 'urgent', 'personal', 'to be opened by addressee only'.
- Does it bear unusual style of writing or addressed to an unknown person?
- Incorrect title for the addressee, or a title without a person's name?
- Handwritten or poorly typed address.
- Common words are misspelled.

### ODOR

Is there an unusual smell?

### ORIGIN

Mailed from a foreign country?

## IF YOU CONSIDER A PARCEL TO BE OF A SUSPICIOUS NATURE, DO NOT OPEN IT. CONTACT:

- San Francisco Police Dept: Dial: '911'.
- Security: Dial: 1 628-220-2090.
- **AGAIN, THE OCCUPANTS, S.F.P.D., AND BUILDING MANAGEMENT WILL ASSESS THE THREAT. The decision whether to evacuate your offices or the building will be based on:**
  - The recommendation of local authorities (Police, Fire, or Bomb Squad),
  - The judgment of your senior company representatives and Building Management.

## EXPLOSIONS

THOUGH THE POSSIBILITIES ARE REMOTE, CHEMICAL ACCIDENTS, LEAKING GAS, OR BOMBS CAN CAUSE DANGEROUS EXPLOSIONS. IF THERE IS AN EXPLOSION, FOLLOW THESE PROCEDURES.

- **ACTIVATE A MANUAL FIRE ALARM**
- CALL 911. GIVE THE BUILDING ADDRESS: 375 BEALE ST. AND FLOOR OR SUITE NUMBER AND REPORT AS MUCH ABOUT THE EXPLOSION AS YOU CAN.
- NOTIFY BUILDING SECURITY AT 628-220-2090.
- BE PREPARED FOR POSSIBLE RECURRING OR ADDITIONAL EXPLOSIONS.
- PROTECT YOURSELF FROM POSSIBLE HAZARDS. WAIT FOR FURTHER INSTRUCTIONS FROM A SUPERVISOR, FLOOR WARDEN OR BUILDING SECURITY.
- IF EVACUATION IS ORDERED, FOLLOW INSTRUCTIONS PRECISELY AND TO THE AREA DIRECTED.
- HELP ANY INJURED, IF POSSIBLE. DO NOT MOVE SERIOUSLY INJURED PERSONS UNLESS THEY ARE IN OBVIOUS, IMMEDIATE DANGER FROM SUCH THREATS AS FIRE, ETC.
- OPEN DOORS CAREFULLY. FEEL FOR HEAT FIRST. WATCH FOR FALLING OBJECTS.
- WHEN EVACUATING, DO NOT USE ELEVATORS. USE STAIRWELLS ONLY.
- DO NOT USE MATCHES OR LIGHTERS.
- AVOID USING TELEPHONES OTHER THAN TO NOTIFY PROPER AUTHORITIES.
- DO NOT DISCUSS DETAILS OF THE INCIDENT WITH ANYONE EXCEPT PERSONS IN AUTHORITY.
- THE BUILDING'S ELECTRICAL POWER SUPPLY MAY BE INTERRUPTED BY AN INCIDENT WITHIN THE PROPERTY OR DUE TO CIRCUMSTANCES BEYOND THE PROPERTY. IN ANY EVENT OF POWER FAILURE, THE BUILDING'S GENERATOR WILL AUTOMATICALLY SWITCH ON AND PROVIDE ENOUGH ELECTRICAL POWER FOR THE EMERGENCY SYSTEMS. ONE ELEVATOR, EMERGENCY LIGHTING ON ALL FLOORS AND OTHER VITAL SERVICES. POWER WILL NOT BE AVAILABLE FOR FULL LIGHTING, OFFICE EQUIPMENT OR OTHER NON-LIFE SAFETY SERVICES.

## POWER FAILURE

375 Beale Street was designed to minimize the risk of a building-related power failure. However, should a power failure occur, the building's emergency generator will take approximately 10 seconds to switch on and provide power to operate the following systems:

### PLANNED AND UNPLANNED

- Only one (1) passenger elevator gets emergency power (car A). The others including the service elevator are NOT on emergency power.
- Fire and life safety system and equipment
- Emergency pathway lighting (exit lights and emergency lighting in corridors, inside suites, emergency stairwells, and restrooms)
- Critical building systems and equipment
- NOTE: Toilets will **not** flush
- Access Control Systems remain online during an outage
- Garage Doors do not open automatically, on manually, when power is out.
- Good way to know if building has switched to emergency power is if you listen for an announcement over PA, power at work stations will turn off, and half the light will be off.

## TOXIC HAZARDS

**HAZARDOUS MATERIALS INCIDENTS** occur without warning. The person who initially discovers the incident needs to respond immediately by notifying the Building Office and giving detailed information. After Engineering and the Fire Department make an assessment of the situation, they will instruct building occupants and employees as to what actions to take in providing for their personal safety. Location and degree of severity of the incident will help determine the appropriate actions that need to be taken.

Once the Fire Department has arrived on the scene and made an evaluation of the incident, the Fire Department Incident Commander will determine the appropriate action to be taken by persons in the immediate area. Several factors—such as the wind speed and direction, time of day and effects of weather—will determine the need for evacuation or other corrective actions. All decisions regarding life safety procedures will originate from Security, the Life Safety Director and the Fire Department.

### WHAT TO DO IF YOU SUSPECT A HAZARDOUS MATERIALS INCIDENT:

Notify Security immediately by calling 1 628-220-2090. Please follow the following procedures.

- **REPORT INFORMATION.** Give your name, the exact location of the material released, your telephone number and your extension. Report any injuries. Identify the type of materials involved, if known. Describe the effects of the incident (i.e., the activity of the hazardous material and its reaction on the surroundings; describe the colors, smells or visible gases being produced).
- **IF NECESSARY, EVACUATE THE IMMEDIATE AREA** and keep others out. If fumes are being produced, restrict the area. Move away from the hazard and take your personal belongings. Do not enter a restricted area to get your belongings. Only trained and properly equipped emergency personnel may enter a contaminated area.

- **ACTIVATE A BUDDY SYSTEM** and assist others who cannot leave on their own. Employees will stay with their partners and observe them for signs of chemical or heat exposure. Each member will periodically check the integrity of his or her partner's clothing for possible effects.
- **REFRAIN FROM SMOKING.** Do not strike matches or lighters.
- **DO NOT EAT OR DRINK ANYTHING.** It may be contaminated.
- **DO NOT APPLY COSMETICS.** They mask true skin color and tone.
- **SPEAK ONLY THE FACTS YOU KNOW.** Rumors are dangerous.. Emphasize positive things. Your attitude will affect the attitudes of those around you.
- **STAY CLEAR OF ARRIVING EMERGENCY VEHICLES** and remain out of the way. Make yourself available for questioning by Security and carefully document all details immediately.

## CHEMICAL / ENVIRONMENTAL THREAT – INSIDE THE BUILDING

Upon notification by the Authorities that a credible chemical / environmental threat has occurred within the building, all air circulation systems will be shut down.

**If required, the building will begin a staged and orderly evacuation, beginning with the area(s) or floor(s) immediately threatened. If deemed necessary by emergency responder personnel, subsequent groups will be evacuated.**

### OCCUPANTSS SHOULD DO THE FOLLOWING:

- Listen to P.A. system announcements.
- Follow all instructions.
- Activate your company Emergency Response Team:
- Floor Wardens will hold occupants occupants on the floor until the staged evacuation announcement is given.
- Do NOT call the Building Office unless you have a critical emergency.
- Once evacuated, assemble at your off site meeting location.
- Do not attempt to re-enter the building until given the approval to do so by Building management.
- Rumors are dangerous. Speak only the facts you know.
- Emphasize positive things. Your attitude will affect the attitudes of those around you.

## CHEMICAL / ENVIRONMENTAL THREAT – OUTSIDE THE BUILDING

Upon notification by Authorities of a credible chemical / environmental threat outside of the building, the building will be secured and the air circulation stopped, minimizing the induction of exterior hazards. If such an environmental threat is widespread, municipal emergency services may be unable to respond to specific locations. **Building occupants should be prepared to 'SHELTER IN PLACE' until the specific threat has subsided and an 'all clear' given by authorities.**

**OCCUPANTS SHOULD DO THE FOLLOWING:**

- Listen to P.A. system announcements.
- Follow all instructions.
- Activate your company Emergency Response Team.
- Floor Wardens: Initiate 'SHELTER IN PLACE' procedures.
- Occupantss should go to internal office areas that are away from windows and that have limited air movement.
- Close all available doors within the suite or office.
- DO NOT call the Building Office unless you have a critical emergency resulting from, or in addition to, the reported threat.
- Remain in place until an 'all clear' announcement is given VIA THE P.A. SYSTEM.
- Rumors are dangerous. Speak only the facts you know.
- Emphasize positive things. Your attitude will affect the attitudes of those around you.

## **SEVERE WEATHER**

In general, San Francisco enjoys only two types of unusual weather conditions that may require extra precautions.

### **High Winds**

Local weather services will issue advisories predicting severe high winds. When directed by building personnel, remain clear of exterior glass. Please be aware that while the building may seem to “sway” under extreme high winds, it was designed to move in this manner. Do not be alarmed.

### **Heavy Rain**

Local weather services and radio stations will issue heavy rainfall advisories and severe flooding locations. Traffic updates and commute information is also available from these sources.

# APPENDIX



## FIRE PREVENTION

### Common-Sense Fire Prevention:

Items #1 – 6 are specifically addressed in the San Francisco Fire Code. The Fire Marshal looks for such things during the annual fire safety inspection of the building and occupants spaces.

1. **BLOCKING 'FIRE DOORS' OPEN IS A DIRECT VIOLATION OF THE SAN FRANCISCO FIRE CODE.** When a fire alarm is activated in the building, these 'fire doors' are designed to automatically close in order to prevent the spread of smoke and flames throughout the floor and into the elevator shafts. Do not block open fire doors at any time.
2. Store all flammable fluids in a cool, safe location. Do not store large quantities of flammable solvents.
3. Do not place any object too close to sprinkler heads. There must be **at least an 18-inch clearance** from the bottom of the sprinkler head to the top of any object underneath the sprinkler head.
4. To provide for a quick exit in the event of an evacuation or relocation, leave all hallways and exits free of boxes and trash. This includes areas around cubicles. **Do not use exit corridors as "extra storage" areas.**
5. Do not accumulate discarded files and paper trash in your office or storage areas. Pay special attention to housekeeping in areas that produce lots of trash, such as storage areas, freight elevator lobbies, duplication areas, or kitchens.
6. Keep electrical cords in good repair. Inspect them periodically and report frayed cords to facilities management. Do not bypass ground plugs. **Do not use extension cords in place of the need for permanent wiring (ie, "daisy chaining" electrical power strips to each other).**
7. Check all electrical equipment at the end of the day to make sure it is turned off if it can be. This includes copiers, coffee pots, computers, printers, and similar equipment.

## FIRE / LIFE SAFETY CHECK LIST

All building occupants should be trained to be aware of specific areas and hazardous situations that can cause both life and fire safety hazards. When such hazards occur, appropriate building staff or occupants office personnel should be advised immediately to correct, respond to, or report the conditions.

Building staff and floor wardens should make periodic checks for the following conditions, and train fellow employees to make note of potentially hazardous situations. Please use the questions below as a checklist to ensure that your office suite meets normal life and fire safety standards. We recommend you photocopy this list and inspect your suite or floor on a regularly scheduled basis.

## HOUSEKEEPING / MAINTENANCE

- | YES                      | NO                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Are no-smoking regulations being observed?                         |
| <input type="checkbox"/> | <input type="checkbox"/> | Are no-smoking signs posted in appropriate areas?                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Are trash, rubbish and recycling removed on a regular basis?       |
| <input type="checkbox"/> | <input type="checkbox"/> | Is combustible waste placed in the proper approved containers?     |
| <input type="checkbox"/> | <input type="checkbox"/> | Are flammable liquids safely stored in approved containers?        |
| <input type="checkbox"/> | <input type="checkbox"/> | Is proper approved ventilation provided in appropriate areas?      |
| <input type="checkbox"/> | <input type="checkbox"/> | Are electrical plugs, switches and cords legal and in good repair? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there no extensive use of extension cords from outlets?         |
| <input type="checkbox"/> | <input type="checkbox"/> | Is adequate clearance of three feet maintained at all sub-panels?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Are electrical equipment and devices turned off when not in use?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there portable heaters? (None are allowed in the building.)    |

## FIRE / LIFE SAFETY PROTECTION

- | YES                      | NO                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Is there adequate lighting in corridors, exits and stairways? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are all exit signs illuminated as required?                   |

- Are evacuation routes adequately posted?
- Are evacuation signs maintained with none defaced or missing?
- Are fire doors in operable condition with none wedged or blocked open, especially at stairwells?
- Are stairwells free of obstacles, storage, refuse, etc?
- Are corridors and exits maintained unobstructed?
- Is the fire alarm systems tested regularly?
- Are fire sprinkler inlets and shut-off valves visible and accessible?
- Are fire sprinkler heads clean and unobstructed for eighteen inches below?
- Is there adequate clearance of three 3 feet for all fire extinguishers and hoses?
- Is fire equipment in proper/legal locations, in undamaged condition and properly and regularly tested (check tag)?
- Is the Floor Warden system personnel updated, fully staffed?
- Have all occupants and new employees been instructed on emergency plans?
- Other observations:

**Comments or questions:**

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_ Floor / Suite: \_\_\_\_\_

# FLOOR WARDEN FIRE DRILL CRITIQUE FORM

Company: \_\_\_\_\_ Flr. / Suite: \_\_\_\_\_ Date: \_\_\_\_\_

Your Name: \_\_\_\_\_ Phone: \_\_\_\_\_

RETURN OR FAX THIS FORM TO THE BUILDING OFFICE (SUITE 1420) (FAX: 546-0508)

---

PLEASE ANSWER **YES** OR **NO** TO THE FOLLOWING QUESTIONS.  
PLEASE EXPLAIN ALL **NO** ANSWERS ON THE BACK OF THE PAGE.

## COMMUNICATIONS

YES NO

Was the fire alarm clearly seen and heard in all areas?

Was the Public Address System clearly heard?

## FLOOR WARDENS

YES NO

Was there anyone on your floor that required special assistance?

Was the area searched by pairs of persons?

Did someone stand in the elevator lobby and remind occupantss not to use the elevators?

Did someone go to the stairwell to remind occupantss what floor to relocate or evacuate to?

## FIRE / SMOKE CONTAINMENT

YES NO

Were all doors in your office suite closed?

## EVACUATION

YES NO

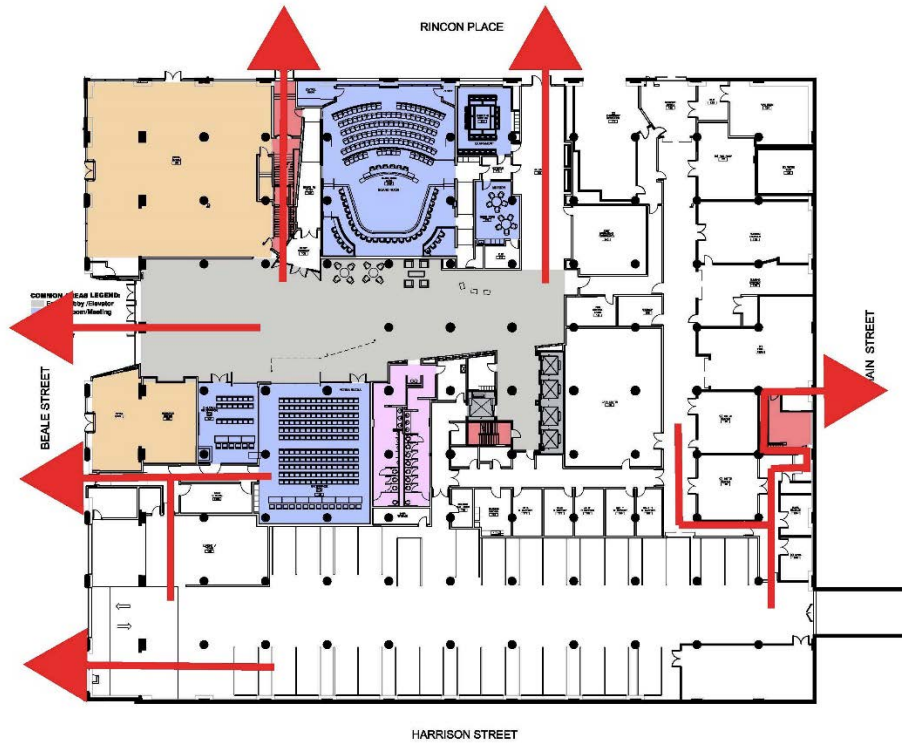
Were all exits unlocked when you attempted to evacuate?

Were corridors and exits free of obstacles?

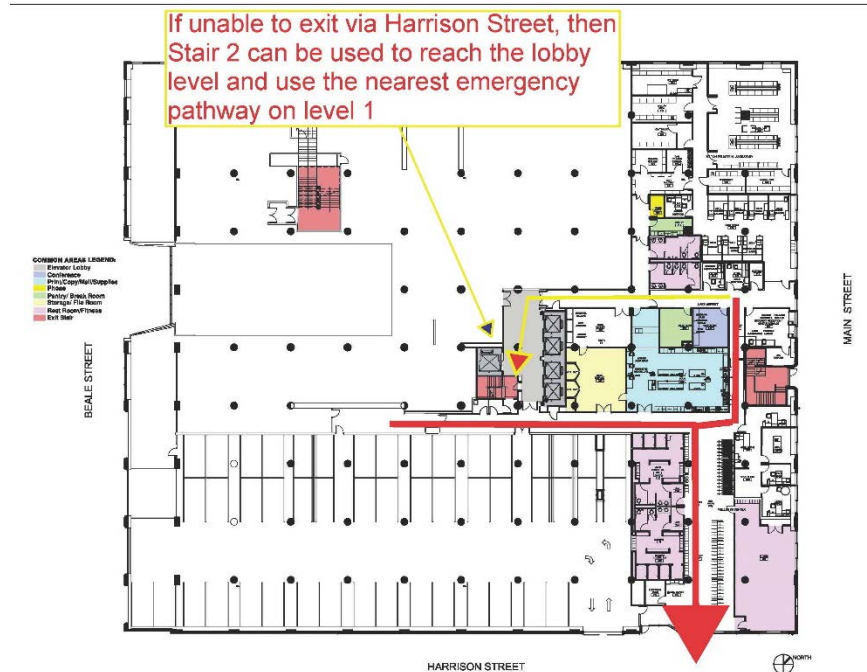
Did the evacuation proceed in a smooth and orderly manner?

Did all occupants participate in the drill?

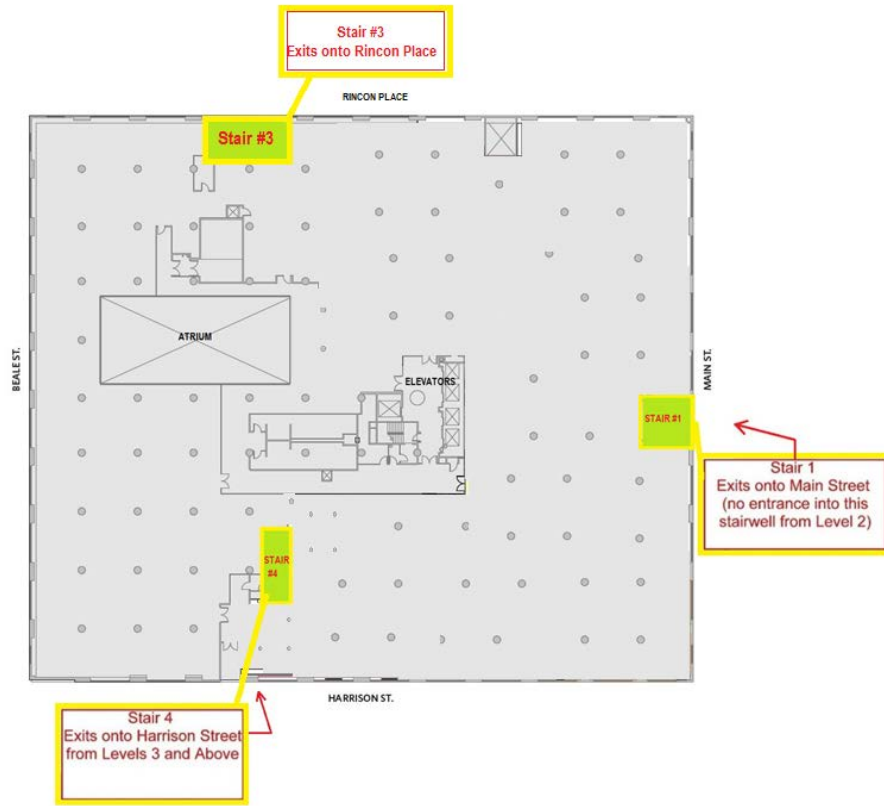
## LEVEL 1 EMERGENCY EXITS



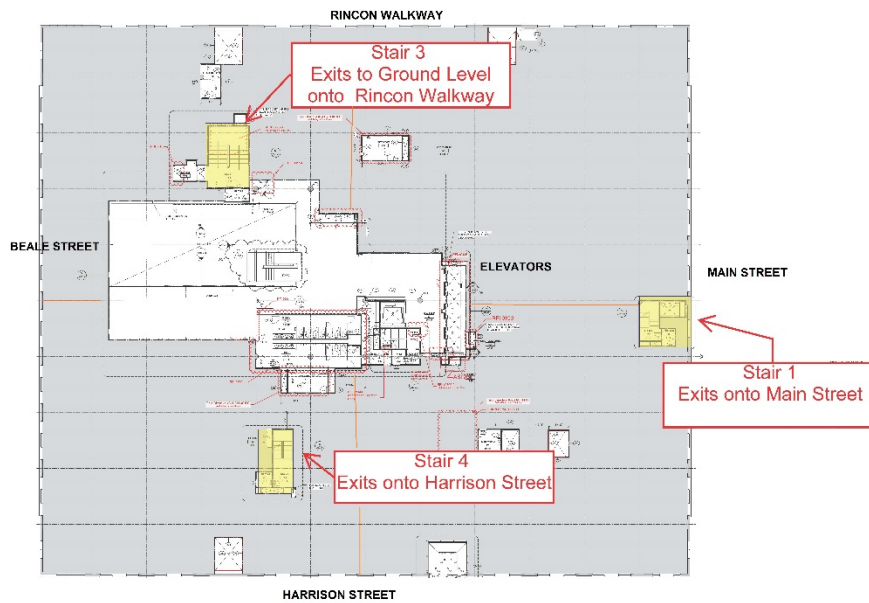
## LEVEL 2 EMERGENCY EXITS



## LEVELS 3-5 EMERGENCY EXITS



## LEVELS 6-8 EMERGENCY EXITS



## ADDITIONAL RESOURCES

- ❑ Department of Homeland Security
  - [www.dhs.gov](http://www.dhs.gov)
  - Active Shooter Training: <http://www.dhs.gov/active-shooter>
  
- ❑ American Red Cross
  - San Francisco: 1663 Market Street, San Francisco 94103
  - (415) 427-8000
  
- ❑ Neighborhood Emergency Response Training
  - Free Training through San Francisco Fire Department
  - <https://sf-fire.org/neighborhood-emergency-response-team-nerf>
  
- ❑ Department of Emergency Management – San Francisco
  - Free training on disasters, FEMA information, Emergency Services Planning
  - <https://sfdem.org/training>
  
- ❑ Fritz Institute
  - Non-profit organization dedicated in improving disaster response and recovery
  - 1 Embarcadero Center, Suite 370, San Francisco 94111
  - (415) 538-8300
  - [www.fritzinstitute.org](http://www.fritzinstitute.org)
  
- ❑ Bay Area Earthquake Alliance
  - Dedicated to earthquake preparedness
  - [www.bayquakealliance.org](http://www.bayquakealliance.org)

EDMM 305 MTC INJIURY AND ILLNESS PREVENTION PROGRAM (IIPP)  
APPENDIX C – COVID-19 VACCINATION PROTOCOL

**PURPOSE:** This procedure is issued as an emergency measure based on the federal [COVID--19 Vaccination and Testing Emergency Temporary Standard \(ETS\)](#) and the strong recommendation of the San Francisco Department of Public Health and Public Health Officers throughout the Bay Area region that employers adopt such policies immediately based on the significant public health threat caused by COVID-19 and the high number of cases and hospitalizations among the unvaccinated. The [nationwide public health emergency, first declared by the Secretary of Health and Human Services on January 31, 2020](#), remains in effect, as does the [National Emergency Concerning the Coronavirus Disease 2019 \(COVID-19\)](#) declared pursuant to the National Emergencies Act in Proclamation 9994 of March 13, 2020 (Declaring a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak). The Centers for Disease Control and Prevention (CDC) within the Department of Health and Human Services has determined that the best way to slow the spread of COVID-19 and to prevent infection by the Delta variant or other variants is to be vaccinated.

**APPLICABILITY:** This procedure applies to all MTC employees and covered non-employees including 1) MTC regular employees, MTC temporary staff, MTC project term-limited staff, and MTC interns and 2) contracted temporary staff, contractors and consultants (including subcontractors/subconsultants), volunteers, and any workers that enter an MTC worksite in an indoor location.

**PROCEDURE:** Clinical trials, scientific research, and safety monitoring have demonstrated that the federally approved COVID-19 vaccines are safe and are the most effective method of preventing people from getting and spreading the virus that causes COVID-19 and from getting seriously ill, ending up hospitalized, or dying, even if they do get COVID-19.

In accordance with the COVID-19 Vaccination and Testing ETS, all MTC personnel are required to report to MTC their vaccination status before December 6, 2021 with no exceptions.

Furthermore, to protect MTC personnel, the community members with whom MTC personnel interact, and all residents of the Bay Area region – and with limited exemption as listed below (see **D. Limited Exemptions for Vaccination Requirement**) – MTC shall require all MTC personnel that perform work at a MTC worksite:

1. to be fully vaccinated; and



2. to report verification of full vaccination status to MTC Human Resources (HR) a minimum of two (2) business days before working at a MTC worksite.

It is not the intent of this procedure to impose performance or disciplinary action for MTC employees who are not vaccinated, unless the MTC employee's refusal to comply with this procedure creates an adverse impact for themselves, the agency, or other MTC employees. In those instances, the MTC employee may be subject to performance or disciplinary action up to and including termination. MTC contractors who fail to comply with vaccination or exception requirements outlined in this procedure may be barred from MTC on-site and off-site locations and not allowed to perform services for MTC. In addition, MTC may, as appropriate, suspend or terminate the applicable contract.

This procedure does not require MTC personnel to work in offsite locations that put them at an increased risk of being exposed to COVID-19. MTC personnel should direct concerns and questions related to the working conditions at off-site locations that don't have a remote access option to their Section Director or designee.

MTC Section Directors or their designees are responsible for coordinating with HR to ensure that MTC personnel who regularly work for their Section, comply with this procedure and with HR's Protocols

MTC personnel may find information on how to obtain the COVID-19 vaccine via the [California Department of Public Health's myturn.ca.gov website](https://myturn.ca.gov) and may obtain a vaccination at the location of their choosing.

MTC employees may take up to four hours of administrative time per dose to travel to the vaccination site, receive a vaccination, and return to work. A maximum of eight (8) hours of administrative time is available for MTC employees receiving two doses. If a MTC employee spends less time getting the vaccine, only the necessary amount of administrative time will be granted. MTC employees who take longer than four hours administrative time to get the vaccine must send their supervisor/manager an email documenting the reason for the additional administrative time (e.g., they may need to travel long distances to get the vaccine). Any additional administrative time requested will be granted, if reasonable, but will not be paid; in that situation, the employee can elect to use accrued leave, e.g., sick or vacation leave, to cover the additional time. If an employee is vaccinated outside of their approved work hours they will not be compensated.

MTC employees may utilize up to two (2) days of sick leave immediately following each dose if they have side effects from the COVID-19 vaccination that prevent them from working. MTC employees who have no sick leave will be granted up to two days of administrative leave immediately following each dose if necessary.

MTC employees must send their supervisor/manager an email documenting the request and reason for the additional administrative time.

All medical information collected from MTC personnel, including vaccination information, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

## **A. DEFINITIONS**

**MTC personnel** means all covered MTC employees and covered non-employees including MTC regular employees, MTC temporary staff, MTC project term-limited staff, and MTC interns

**MTC Contractors** means all contracted temporary staff, contractors and consultants (including subcontractors/subconsultants), volunteers, and any workers that enter an MTC worksite in an indoor location.

**MTC Worksites** under this procedure means:

On-site Location: MTC offices within 375 Beale Street San Francisco, CA.

Off-Site Location: An Off-Site location is any other non-Remote, non-Onsite location where the employee is performing work for MTC, including but not limited to: partner agency locations, conferences and symposiums, construction and pre-construction sites, remote meeting locations, and field or asset sites.

**COVID-19 vaccine** means a vaccine authorized to prevent COVID-19 by the federal Food and Drug Administration, including by way of an emergency use authorization.

**Fully vaccinated** means:

1. a person that meets the [CDC criteria](#) for full vaccination, and
2. the person has provided proof of vaccination in a form consistent with the requirements for verification of vaccine status in the [State of California's July 26, 2021 Public Health Officer Order](#).

**Partially vaccinated** means:

1. a person has received
  - i. one dose of a multi-dose recommended series of a COVID-19 vaccine, or

- ii. the complete recommended series of a COVID-19 vaccine but it has not been at least two weeks since the person has completed the entire recommended series,

AND

2. the person has provided proof of vaccination in a form consistent with the requirements for verification of vaccine status in the [State of California](#).

**Remote Location** means: A Remote location is an employee's primary designated home-office location or primary designated remote office location.

## **B. REQUIRED VACCINATION**

- **BY DECEMBER 1, 2021, MTC personnel** that wish to request an exemption must submit a request for exemption as per Section D below.
- **BY DECEMBER 6, 2021, all MTC personnel** are required to submit their vaccination status to MTC via the online portal. There is no exception to this requirement.
- **AFTER DECEMBER 6, 2021, all vacant positions posted for external recruitments** shall require applicants to provide their vaccination status during the recruitment process.
- **AFTER JANUARY 4, 2021, all MTC personnel who do not have an approved request for exemption** must be vaccinated and provide proof of full vaccination a minimum of two business days before working at a MTC worksite.
- **EFFECTIVE JANUARY 4, 2022, all applicants for MTC employee positions** are required to provide their vaccination status during the recruitment process.
- **ANY ADDITIONAL VACCINATION PROCEDURES REQUIREMENTS** shall be updated and made available on the [MTC Emergency Portal Website](#).

Requests for exemption must be submitted per Section D, below. If a person's request for exemption is not approved, they must be partially or fully vaccinated within fourteen (14) days and fully vaccinated within eight (8) weeks of when they were notified that the exemption request was not approved.

If an MTC Employee will not work for an extended period due to a leave of absence (such as for FMLA leave, CFRA leave, MTC Family Care Leave, or CA Pregnancy Disability Leave), they may contact MTC HR to request a deferral of the vaccination requirements until they return to

work. The MTC employee must be fully vaccinated or must have an approved exemption by the time they work at a MTC worksite.

### **C. ADDITIONAL PROCEDURES**

MTC Contractors will complete and submit Attachment C, Contractor Certification of Compliance with COVID-19 Vaccine Requirements no later than December 27, 2021, to MTC.

Additional procedures may be updated or amended at any time as necessary to maintain the integrity of MTC's IIPP policy or to abide by any new local, state, or federal requirements or recommendations. The most up to date procedures for vaccination requirements, due dates, providing proof of vaccination, submitting a request for exemption, and other vaccination-related procedures and information shall be maintained and available on the [MTC Emergency Portal Website](#).

### **D. Limited Exemptions to Vaccination Requirement**

#### **1. Limited Exemptions for MTC Regular Employees, MTC temporary staff, MTC project term-limited staff, and MTC interns.**

Limited exemptions. MTC employees may request a reasonable accommodation to the vaccination requirement if they:

1. Have a contraindication recognized by the U.S. Centers for Disease Control and Prevention (CDC) or by the vaccine's manufacturer to every approved COVID-19 vaccine. A contraindication means a condition that makes vaccination inadvisable;
2. Have a disability and are requesting an exception as a reasonable accommodation; or,
3. Object to COVID-19 vaccination based on their sincerely held religious belief, practice, or observance.

*How to request exemption.* To seek a reasonable accommodation from the vaccination requirements in this Memorandum, personnel should:

1. Contact MTC HR to obtain a copy of the appropriate form.

The available forms are:

- a. Attachment A - Employee Medical Exemption and/or Disability Reasonable Accommodation Form (COVID-19 Vaccination Exemption)

- b. Attachment B - Employee Request for Religious Accommodation Request Form (COVID-19 Vaccination Exemption)

2. Complete and submit the applicable form(s) to the MTC HR at [HRExemptions@bayareametro.gov](mailto:HRExemptions@bayareametro.gov).

If an accommodation is granted, HR will notify the employee and Section Director of the approval and the associated expiration date. If a request for accommodation is denied, HR will notify the employee and their Section Director.

MTC Employees who are granted a reasonable accommodation to forgo the COVID-19 vaccine may not be permitted to work on any MTC Worksite or to travel and attend work related meetings, conferences and/or trainings. On a case-by-case basis MTC will examine what job assignments require the employee's presence at an MTC worksite and make a determination for a reasonable accommodation, utilizing the Interactive Process of the Americans with Disabilities Act (ADA) where appropriate.

**2. Limited Accommodations for MTC Contracted Temporary Staff, Contractors and Consultants (including subcontractors/subconsultants), Volunteers, and any workers that enter an MTC worksite in an indoor location.**

If a MTC contractor, consultant, or volunteer is covered by this Appendix D and does not meet the vaccination requirements, Contractor must contact MTC. MTC will evaluate the scope of work to determine if reasonable accommodations will be made for contractor employees with approved exemptions.

REFERENCES:

[COVID-19 Vaccination and Testing Emergency Temporary Standard \(ETS\)](#)

[Secretary of Health and Human Services January 31, 2020 Declaration](#)

[Continuation of the National Emergency Concerning the Coronavirus Disease 2019 \(COVID-19\) Pandemic, March 13, 2020](#)

[California Department of Public Health myturn.ca.gov Website](http://myturn.ca.gov)

[State of California's July 26, 2021 Public Health Officer Order](#)

[MTC Emergency Portal Website](#)

[White House Executive Order on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees](#)

[US Center for Disease Control and Prevention \(CDC\) COVID-19 Vaccination Website](#)

EFFECTIVE  
DATE:

November 17, 2021

A handwritten signature in blue ink, appearing to read "Therese W. McMillan", with a long horizontal flourish extending to the right.

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Therese W. McMillan, Executive Director

**Attachment A**

**Employee Medical Exemption and/or Disability Reasonable Accommodation Form  
(COVID-19 Vaccination Exemption)**

**Employee Medical Exemption and/or Disability Reasonable Accommodation Form  
(COVID-19 Vaccination Exemption)**

<b>Employee Name:</b>
<b>Title:</b>

It is the Metropolitan Transportation Commission policy to provide reasonable accommodations to qualified individuals with disabilities in accordance with the federal Americans with Disabilities Act and the California Fair Employment and Housing Act. You may be required to provide documentation in support of your request for reasonable accommodation.

**EMPLOYEE CERTIFICATION**

I have a disability or medical condition that prevents me from receiving any COVID-19 vaccine. NOTE: To be eligible for this exemption, I understand that I must also provide to MTC Human Resources (HR) a written medical certification signed by a physician, nurse practitioner, or other licensed medical professional practicing under the license of a physician, stating that I qualify for the exemption (but the written medical certification should **not** identify the underlying medical condition or disability) and indicating the probable duration of my inability to receive the vaccine (or if the duration is unknown or permanent).

I have received and reviewed information included in EDMM 305 MTC Injury and Illness Prevention Program, Appendix D – COVID-19 Vaccination Requirement Procedure, effective November 17, 2021, requiring COVID-19 vaccination. I understand that a detailed review of my disability status may be required, and I agree to cooperate fully in this process. I further understand that if my request is approved, I am obligated to report any changes in my disability status which may require a re-evaluation of this request. Granting of this request does not signify approval of any future reasonable accommodation request for any other position within MTC.

I hereby certify that I make this request based on my belief that I have a disability or medical condition that prevents me from complying with COVID-19 vaccination requirements. I understand that any falsified information can lead to disciplinary action, up to and including termination of employment.

I further understand that MTC is not required to provide this exemption accommodation if doing so would pose a direct threat to myself or others at MTC worksites or would create an undue hardship.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Please note that this information will be maintained in a separate confidential file from your personnel file and access will be limited only to those with a need-to-know.

**FOR HR USE ONLY**

Date Received: \_\_\_/\_\_\_/20\_\_\_      Medical Certification Received    Yes    No

Date Medical Certification Received: \_\_\_/\_\_\_/20\_\_\_



**Attachment B**

**Employee Request for Religious Accommodation Request Form (COVID-19 Vaccination Exemption)**

**EMPLOYEE REQUEST FOR RELIGIOUS ACCOMMODATION  
(COVID-19 Vaccination Exemption)**

<b>Employee Name:</b>
<b>Title:</b>

The Metropolitan Transportation Commission (MTC) is committed to equal employment opportunities for all employees and a work environment that is free of unlawful harassment, discrimination, and retaliation. Consistent with this commitment, MTC complies with all laws protecting employees' religious beliefs, practices and observances. When requested, MTC will provide an exemption or reasonable accommodation for employees' sincere religious beliefs, practices and observances, which prohibit the employee from receiving a COVID-19 vaccination, provided the requested accommodation is reasonable and does not create an undue hardship for MTC or pose a direct threat to the health and/or safety of the employee or others at MTC worksites.

EDMM 305 MTC Injury and Illness Prevention Program, Appendix D – COVID-19 Vaccination Requirement Procedure, effective November 17, 2021, requires MTC personnel to be fully vaccinated and report their vaccination status to MTC HR a minimum of two business days prior to performing work at an MTC worksite. A religious exemption may be granted to MTC personnel who: 1) hold a sincere religious belief that conflicts with the vaccination requirement, 2) complete this request form, and 3) provide any information needed to support the exemption request.

**EMPLOYEE CERTIFICATION**

I request an exemption from the procedure requiring COVID-19 vaccinations for all MTC personnel performing work at an MTC worksite. I make this request based on my sincere religious belief(s), practice(s), or observance(s). My beliefs are in conflict with the vaccination requirement, and I certify the following is true:

1. My religion or belief system is (enter name or description): \_\_\_\_\_
2. I have held this belief(s) system, or practiced and observed this religion since (enter date or year): \_\_\_\_\_
3. My religion, belief system, or practice requires me to abstain from the COVID-19 vaccination because (describe the specific tenet, practice, or observation that conflicts with the COVID-19 vaccination requirement and/or explain how you follow it):

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MTC EMPLOYEE REQUEST FOR RELIGIOUS ACCOMMODATION

(COVID-19 Vaccination Exemption)

Page 2 of 2

4. If your religion, belief system, or practice requires you to abstain from the COVID-19 vaccination, but not other types of vaccinations, please describe the specific tenet, practice, or observation that expressly conflicts with the COVID-19 vaccination (*attach a separate sheet if needed*).

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5. If requested, I can provide a written statement, an affidavit or other documents from a religious leader, or other person describing my beliefs and practices, including information regarding when I embraced the belief or practice, as well as when, where, and how I have adhered to the belief, practice, observance.  YES  NO

I hereby certify that I make this request based on my sincerely held religious beliefs that prevent me from complying with COVID-19 vaccination requirements. I understand that any falsified information can lead to performance or disciplinary action.

I also understand that my request for an accommodation may not be approved if it is not reasonable, if it poses a direct threat to the health and/or safety of others in the workplace and/or me, or if it creates an undue hardship for MTC.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Please note that this information will be maintained in a separate confidential file from your personnel file and access will be limited only to those with a need-to-know.

FOR HR USE ONLY

Date Received: \_\_\_/\_\_\_/20\_\_\_

Supporting Documents Received  Yes  No

Date Supporting Documents Received: \_\_\_/\_\_\_/20\_\_\_

**Attachment C**

**Contractor Certification of Compliance with Covid-19 Vaccine Requirements**

**Contractor Certification of Compliance With  
COVID-19 Vaccine Requirements**

**Contractor Information**

Contractor Name:

Name of Contractor Representative:

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Contractor Phone #:

Contractor Email Address:

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MTC Worksites where work is performed.  
If none, indicate "Not Applicable" below.

MTC Project Manager:

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**Contractor Certification**

Contractor is to select A or B (with "X" in appropriate box) below and Certify that:

A. Work is not performed at MTC worksites in an indoor location ...

B. Work is performed at MTC worksites in an indoor location and Contractor agree to Articles 1 through 6 below.

1. They have reviewed MTC's EDMM 305 MTC Injury and Illness Prevention Program (IIPP), Appendix D – Covid-19 Vaccination Requirement Procedure;
2. As of the date signed below:

<sup>1</sup>If Contractor sends workers who are not fully vaccinated, it is Contractor's obligation to ensure that it has any necessary authorization under the California Confidentiality of Medical Information Act, Cal. Civ. Code § 56 *seq.* and under any other laws to share this information with MTC.

- a) Contractor confirms that all of Contractor’s workers (including any subcontractors) that enter an MTC worksite in indoor locations are fully vaccinated against COVID-19 by January 4, 2021, as defined in MTC’s EDMM 305 MTC Injury and Illness Prevention Program (IIPP), Appendix D – Covid-19 Vaccination Requirement Procedure; or

Any/all Contractor workers meeting the requirements of 2 (a) above, who are partially vaccinated are required to be fully vaccinated no later than January 4, 2021.

- b) Contractor has verified and will continue to verify the vaccination status of all their workers covered by this Certification in a form consistent with the State of California’s August 5, 2021 Vaccine Records Guidelines and Standards ([Link to Vaccine Records Guidelines and Standards](#)).
3. If any of Contractor’s workers are noncompliant with vaccination or testing requirements, Contractor will notify MTC at [HRExemptions@bayareametro.gov](mailto:HRExemptions@bayareametro.gov) immediately and will not permit those workers to enter an MTC worksite in an indoor location without express written permission from MTC.
  4. Contractor will comply with all reasonable requests by MTC for documentation demonstrating the Contractor’s compliance with this Certification.

I verify the truth and accuracy of the statements in this Certification under penalty of perjury under the laws of the State of California.

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Name/Title

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Date Signed

<sup>1</sup>If Contractor sends workers who are not fully vaccinated, it is Contractor’s obligation to ensure that it has any necessary authorization under the California Confidentiality of Medical Information Act, Cal. Civ. Code § 56 *seq.* and under any other laws to share this information with MTC.