

18	14
17	13
16	12
15	11
14	10
13	9
12	8
11	7
10	6
9	5
8	4

**R
E
L
O
C
A
T
E**



7	Street
6	Street
5	Street
4	Street
3	Street
2	Street
Lobby	Street
Basement	Street

**EVACUATE
TO STREET**



201 SPEAR QUICK EMERGENCY GUIDE

Fire Evacuation

IF a **FIRE** occurs, 4 floors of the building's occupants move away from the danger area:

- The FIRE floor
- One floor above fire floor
- and the two floors below fire floor will evacuate downward.

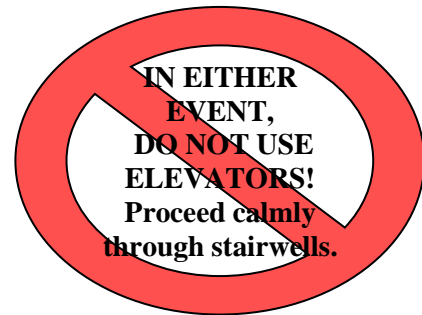
Where to go:

FLOORS 18 - 8:

Relocate down 4 floors and reenter the building on an unaffected floor. Those receiving evacuees from the upper building will hear an announcement and open stairwell doors for evacuees.

FLOORS 7 AND BELOW:

Totally evacuate the building to the Safe Refuge Area – the Surface Parking Lot behind the building.



1. "DUCK, COVER, AND HOLD":

- Get under a table or desk to protect yourself from flying objects.
- Stay away from windows.
- DO NOT stand in doorways.

2. Move toward the center "core" of the building when it is safe to do so.

3. Check your immediate work area for injured persons, fire, flooding, or electrical hazards.

4. REMAIN ON YOUR FLOOR unless:

- Instructed to leave, or
- You are in imminent danger.
- During an earthquake, you are generally SAFER INSIDE the building than you are outside.

5. Follow the instructions of your Floor Warden or company management.

6. DO NOT USE ELEVATORS! During an earthquake, elevators will automatically descend to the next floor and open their doors. They will then go out of service.

7. Refrain from using telephones, unless reporting emergencies. Use a battery-powered radio to obtain news information.

Earthquake Procedures