

Self-Guided Building Safety Tour

For the next hour you will be walking around the Lawrence Hall of Science noticing safety features and getting familiar with the building. Using evacuation maps, you will walk the evacuation route on each level, take note of safety features and find key spots in the building. At the end of the tour you should have a good understanding of your responsibilities in the event of an emergency as well as how to handle the everyday safety concerns of minor injuries and lost children. None of this is meant to concern you, but rather to arm you with the information you need to feel comfortable.

The tour will consist of the following:

- A thorough walk of the building
- Evacuation procedures
- Everyday safety concerns and how to handle them

The first thing you will do is to walk the evacuation routes from the building. If the fire alarm goes off or if for any other reason we need to evacuate the building, visitors will look to you for guidance. You need to know where to lead people and then what to do when you get there. Each level of the building is addressed separately and, using a map, you will walk each evacuation route. As you walk the routes, take notice of the safety features of the building like fire alarm pulls, fire extinguishers and emergency exits.

A Level (Main Exhibit Floor)

Start your walk at the Visitor Services Desk (also called the VSD, or the front desk). Notice that the evacuation route takes you out to the back of the museum, to the "Forces That Shape the Bay" exhibit (also called "Forces" for short). This is because the Plaza (where the whale and DNA sculptures are) is the roof of the lower levels, and you do not want to be on the roof of a burning building.

As you walk the routes out to Forces, notice the safety features in the lobby: on the east wall there's a stretcher, fire extinguisher and hose, and an AED (a defibrillator that can restart the heart in the case of heart failure--you would need to be specially trained in order to use this). The Visitor Services Desk also has first aid supplies for minor injuries, so if a visitor ever stops you to ask for a band-aid or similar item, you can always direct them to the VSD.

Notice that some doors are "crashbar doors," with pushable handles while others are locked. The crashbar doors are exit doors and must not be blocked (by activity tables or exhibits).

The VESDA is our smoke and fire alarm system. It occasionally beeps and this is normal. If any of them are constantly beeping, please let the Visitor Services staff or a supervisor know.

Continue walking until you reach the outdoor Forces That Shape the Bay exhibit area. This is the Emergency Assembly Area for everyone on A level.

While you're out here, notice the bathrooms in a small separate building. These are gender-neutral single-occupancy bathrooms, and the only bathrooms on A level (there are more on C level).

Take a look in the two main exhibit halls and imagine you were in there during an evacuation. How would you evacuate those spaces? Do the same for the Planetarium if you are able to access it.

B Level – Staff Offices

B level is mostly staff offices. It is accessed by the doorway that is on the landing halfway down the main stairs or by the elevator (push "B"). This is not a public space. Starting at the staff bathrooms, walk the hallway, again noting the fire alarm pulls and extinguishers.

As you walk, notice the staff lounge area on your left, across the hall from the 222 conference room. Any staff are welcome to take a break in this space.

About halfway down the hall, just past room 227, you will notice the Designated Waiting Area (DWA). This is an area at the top of the inner staircase where anyone needing assistance with evacuation (those in wheelchairs or with mobility problems) will wait. As the elevator will not be available in an evacuation, the DWA is the place for those needing help to wait for first responders to safely evacuate. Do not try to evacuate someone yourself (unless there is imminent danger and you feel comfortable doing so). First responders are trained to do this. Instead, when you've reached the Outdoor Nature Lab (Emergency Assembly Area), look for a staff member with a radio and let them know there is someone waiting to be evacuated in the designated waiting area on B-level by the central stairs.

Continue down the hallway out onto the mezzanine. There is a second DWA on the mezzanine (notice the sign on the wall just as you go out the door from the B-level hallway). Continue down the stairs, and out to the Outdoor Nature Lab. (Be aware that if the museum is closed, the ONL doors will lock behind you. They should be unlocked during open hours.) This is the Emergency Assembly Area for the rest of The Lawrence (all levels except A level).

C Level – Lunch Room, Bathrooms and Classrooms

Start at the bottom of the main stairs (not the stairs from B level, but the ones from the lobby). You can go right or left, and you should walk the entire round, but start going one way noting safety features along the route. The Emergency Assembly Area for C level is the Outdoor Nature Lab.

C level has many rooms and "backstage" areas. This can make an efficient evacuation difficult. Just take note of the rooms as you pass by (no need to go in, just look through windows and think about likely problems). The Animal Discovery Zone and Auditorium (3D movie theater) are some of the popular attractions for visitors on this level, so take note and think of how you would direct visitors in an evacuation.

Notice the two sets of bathrooms; one at the bottom of the main stairs and one by the doors out to the ONL.

If you are facing the bottom of the main stairs that go up to A-level, to your right you will notice the elevator lobby. Go into the elevator lobby. In front of you are a set of double doors leading to the loading dock, with the elevator on your right. Take a look in the loading dock. During the day on weekdays, the loading dock is open. On weekends it is closed. Note: this is not an evacuation exit, as the fire trucks will pull in here. Always evacuate via the Outdoor Nature Lab.

General Evacuation Procedures

If you are working and the fire alarm goes off, you see a fire, or feel a strong earthquake, follow the instructions below. Assist visitors, as best you can, as you evacuate the building. Remember visitors will not be familiar with the building and will want to exit the building the way they entered on A-level, which is not a safe evacuation route. Encourage them to follow the correct evacuation routes and assure them that staff with radios will be available to help connect them with any members of their group that they might be separated from.

In the event of an earthquake, take cover under a sturdy piece of furniture or other safe space. If the fire alarm sounds, evacuate the building immediately.

Stand tall, and say in a clear, loud voice "May I have your attention: we must evacuate the building. Please follow me to the Evacuation Area." Then take/point people to the nearest evacuation point (taking any immediate hazards into account).

All staff and volunteers of The Lawrence are encouraged to assist visitors as much as possible in the event of an evacuation. If you are in your office or another non-public area (e.g. the Prep Hub), be sure you have your building keys (if appropriate), and other essential belongings and exit to the Emergency Assembly Area immediately. You will not be able to reenter the building until the fire department has inspected for safety and reset the alarm, even in the event of a child pulling the alarm by mistake.

If you are away from your office, or away from your belongings, do not go get them. Exit the building immediately. Encourage visitors you pass on the way to follow you.

If you see anyone who is refusing to leave the building for any reason, do not go after them. Your primary job is to keep yourself safe. Instead, when you get outside, look for a staff member with a radio and report what you saw so that the first responders can be informed.

Most evacuations are for false alarms (often a kid will pull the fire alarm). If you know what caused the alarm (smoke in an area, you see a kid pull the alarm), please inform someone who can convey that information to first responders (your supervisor, or a staff member with a radio in the Emergency Assembly Area).

Staff with radios will be stationed at each Emergency Assembly Area and will be able to communicate with staff in all locations. Visitors or others who are concerned about members of their group that they have been separated from should be taken to a staff member with a radio to help reunite them with their group. Look for experienced staff with radios and/or wearing high-visibility safety vests to assist visitors and/or answer questions. No one should reenter the building for any reason.

Evacuation Procedures By Location

A Level: Evacuate out to the Forces exhibit area and wait for instruction.

B Level, C Level, D Level: Evacuate out to the Outdoor Nature Lab and wait for instruction.

After Building Evacuation (Fire Alarm)

Emergency vehicles will drive into the staff parking lot and through the loading dock and down the access road. If visitors are trying to leave by walking down the access road or by crossing the street at the entrance to the Vista Lot, they may impede the emergency vehicles. Please ask them to stay at the Evacuation Area at least until the emergency vehicles have arrived.

Staff with radios will be receiving updates. These updates will be announced as appropriate.

Only Fire Department staff can deem the building safe to reenter, and turn off the fire alarm. They will determine when it is safe to reenter the building and Lawrence staff will announce this to people waiting in the Emergency Assembly Areas. This may be several minutes after the alarm is silenced.

Other Safety Procedures

Lost Child

It is not uncommon for children to get separated from their group while visiting The Lawrence. They are almost always reunited with their adult within minutes, but for the adult and the child it can be a scary experience.

If you see a child alone, looking distressed or confused, they are probably lost. The best thing to do is to approach the child, bend down and introduce yourself: "Hi, I'm Sue and I work here. Are you lost?" Telling the child you work here and pointing out any identifying wear (nametag, vest) can help alleviate any fear the child might have about you being a stranger. If the child says they are lost, tell them that you will help them find their family or group. Ask their name, who they came with, and where they last saw their adult.

It is often the case that the child's adult is just out of the line of sight, so look around the immediate area first. If there doesn't seem to be a family/group member around, then either find a nearby staff member with a radio who can call on the radio to see if any other staff members knows where the adult is, or take the child directly to the Visitor Services desk. Try to keep the child calm, asking if they've been having fun and making general small talk.

If an adult is looking for a child, ask the adult for identifying characteristics of the child, like height, age, hair color, clothing, name, and anything else that can help identify the child. It's worth doing a very quick scan of the immediate area at that point, but if you don't see the child quickly, immediately find a staff member with a radio, or go to the front desk, and pass along the message. Then the message can

be passed via radio to all staff with radios throughout the building so everyone can look for the child.

Tell the adult to go to the front desk (give directions or escort them as needed), as this is where any staff member who finds the child will take them. Let the adult know that the Visitor Services desk staff have radios and will be in contact with staff throughout the building who are looking for their child. We haven't lost one yet!

Injury

If you witness or have a minor injury brought to your attention, have the injured party go to the Visitor Services Desk. Minor injuries include bee stings, cuts, scrapes and bumps. The VSD has a variety of first aid items for visitors. If you have any doubt as to the severity of the injury, call a supervisor. If the injury is significant or life-threatening, call 911 on a landline (no need to dial 9 first), or call (510) 642-3333 on a cellphone.

After you have called 911, alert the Visitor Services desk immediately so that they can direct the emergency responders when they arrive. If you are in doubt as to a visitor's safety, call 911. No one will be charged money for first responders to come out. Once the paramedics are here, the visitor can decide if they want the assistance of the emergency responders.

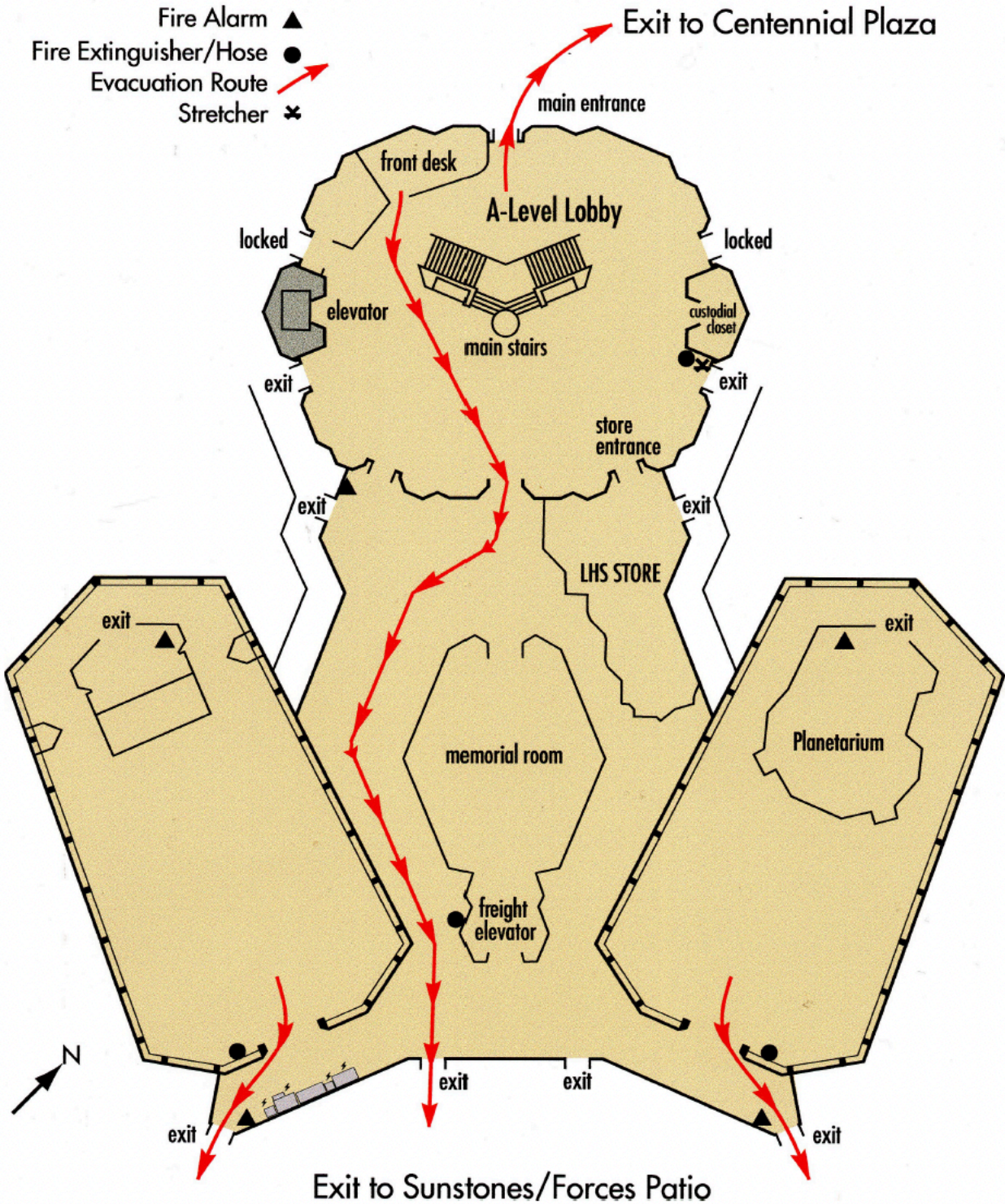
In the event of any incident involving an injury to a visitor, staff member, or volunteer, inform your supervisor or the building supervisor immediately (after calling 911 or taking any other immediately necessary steps). They will fill out an incident report, and may need to take additional follow-up steps, and will need to get information from the injured party (name, phone number, etc). You can contact the building supervisor via staff with a radio to assist as needed.

Other Disturbances

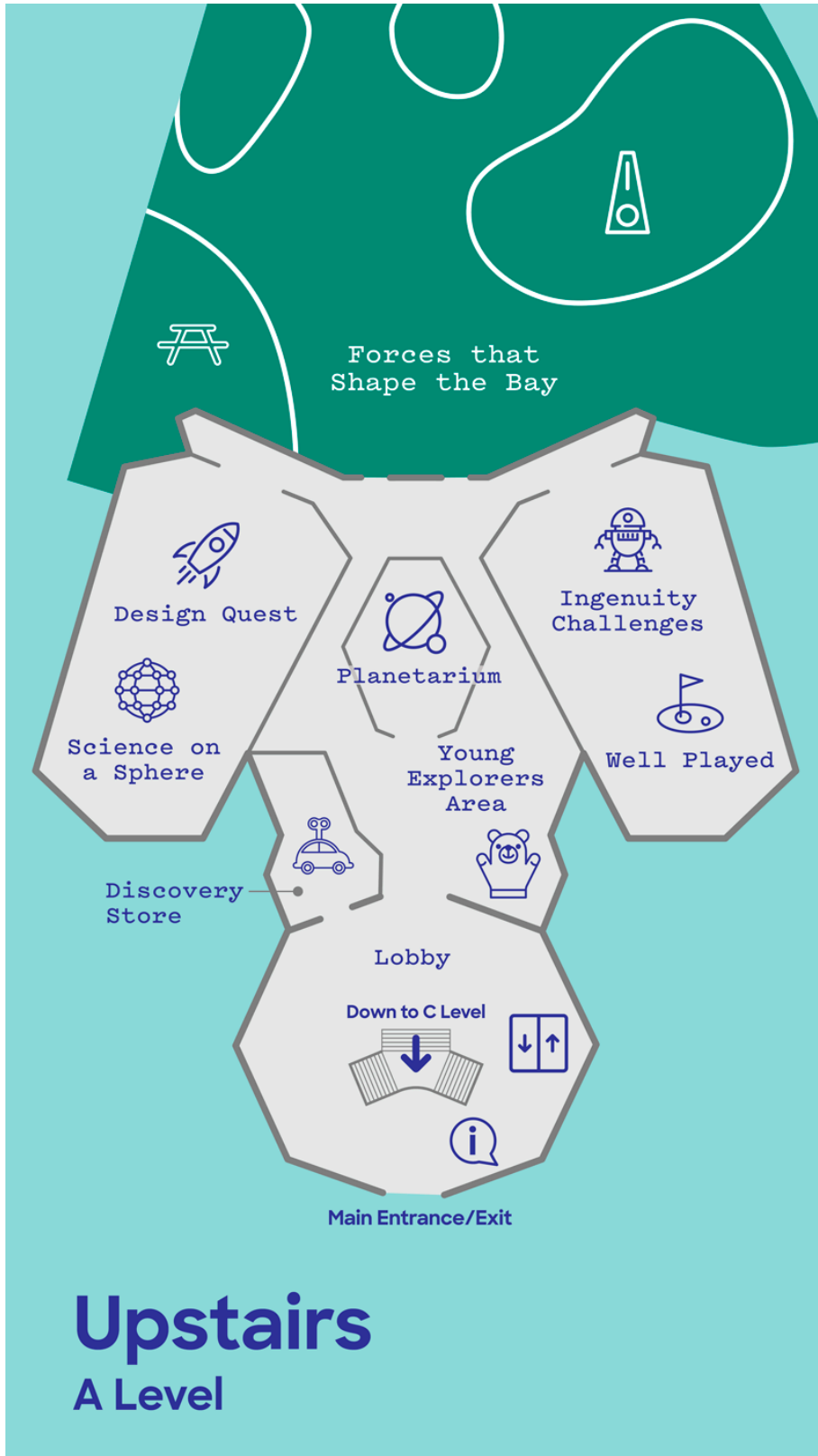
Sometimes you may encounter a visitor who is too rough with their child, a strange person in the halls, or a wild turkey that has made its way into the building. Do not try to deal with this yourself. If any interaction you see concerns you, call your supervisor or the building supervisor to address the issue.

A Level Evacuation Map

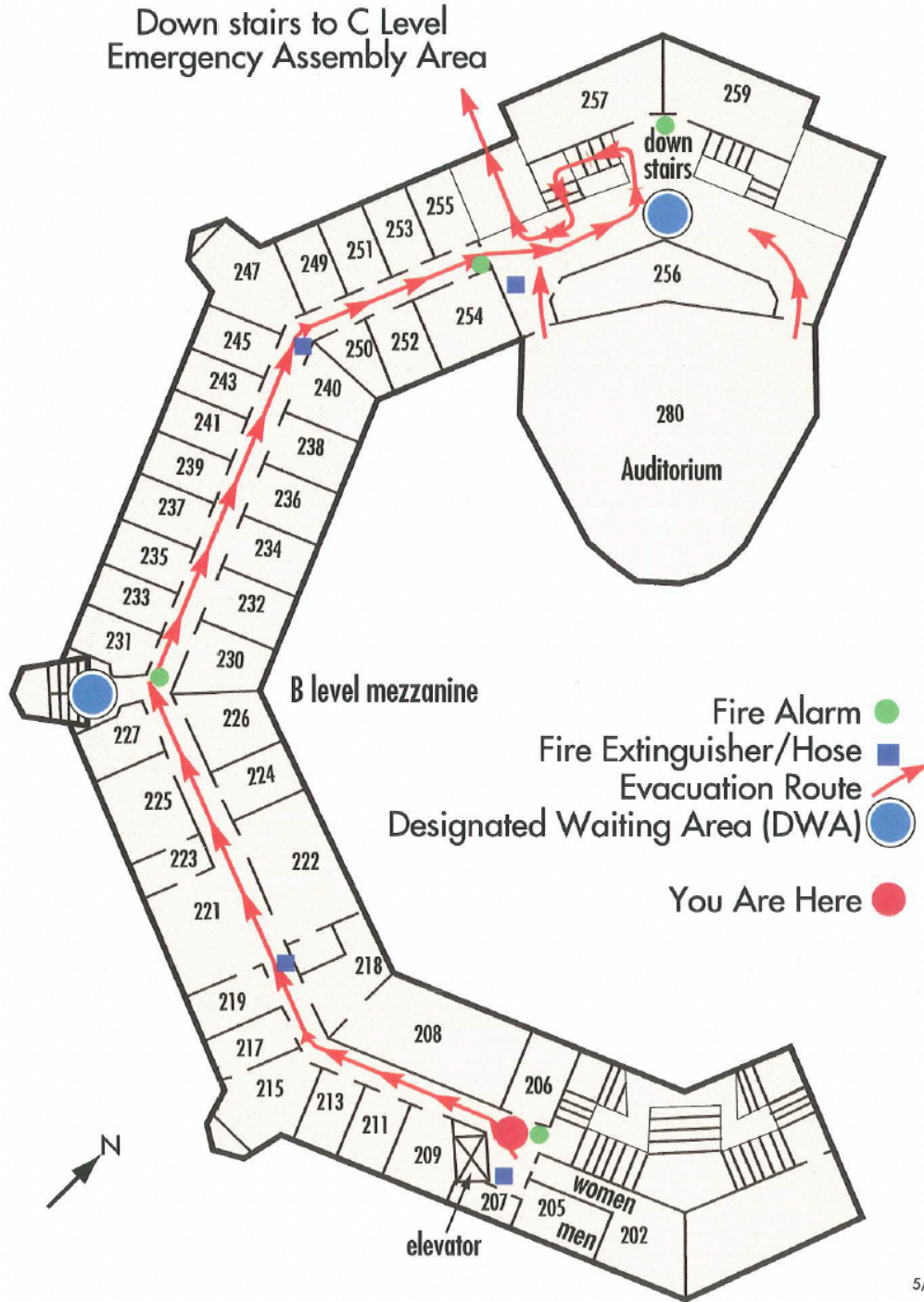
(Note some labels on here are out of date -- the planetarium, for example, is now in the space labeled "memorial room")



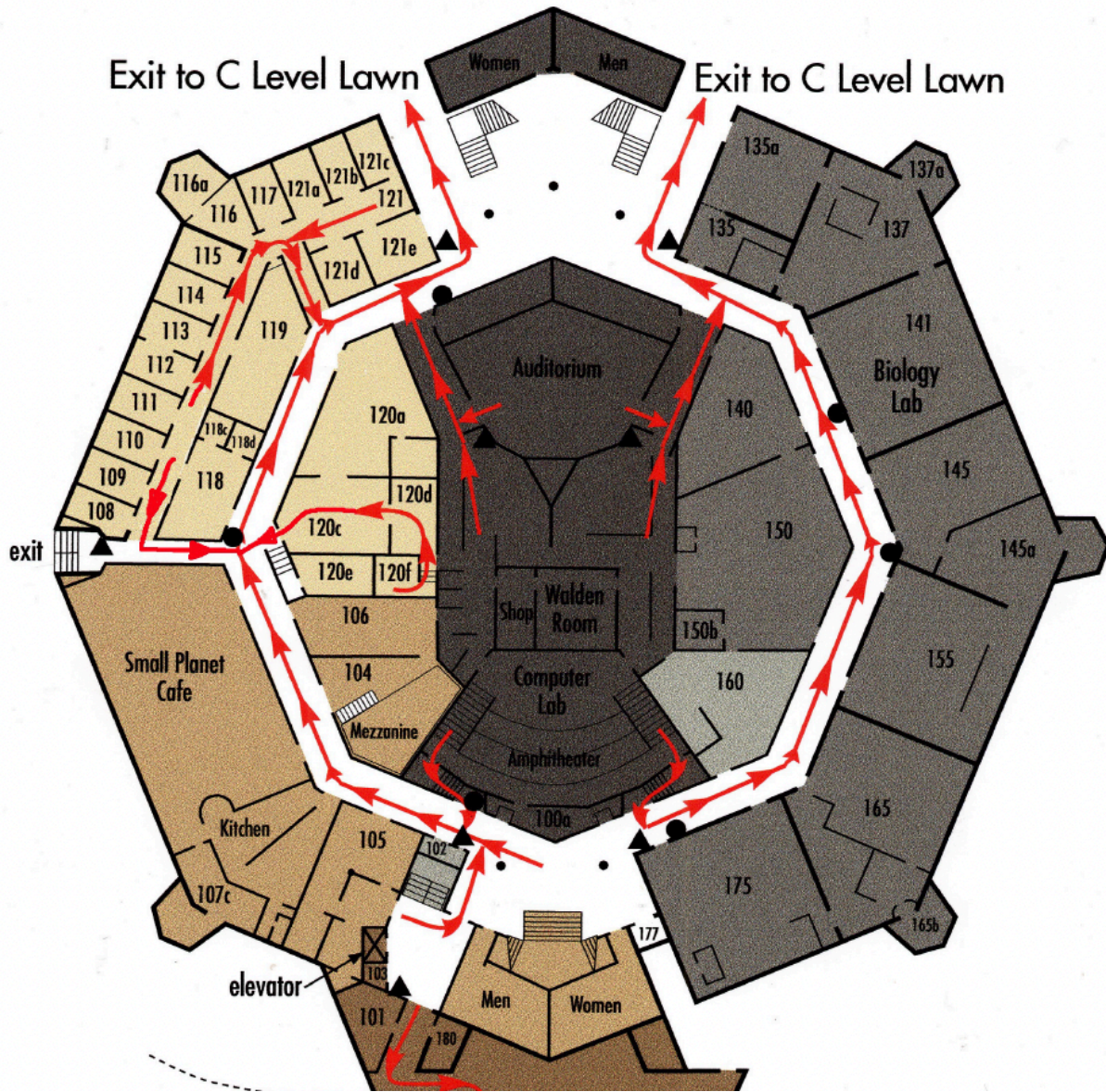
Current A Level Exhibits Map



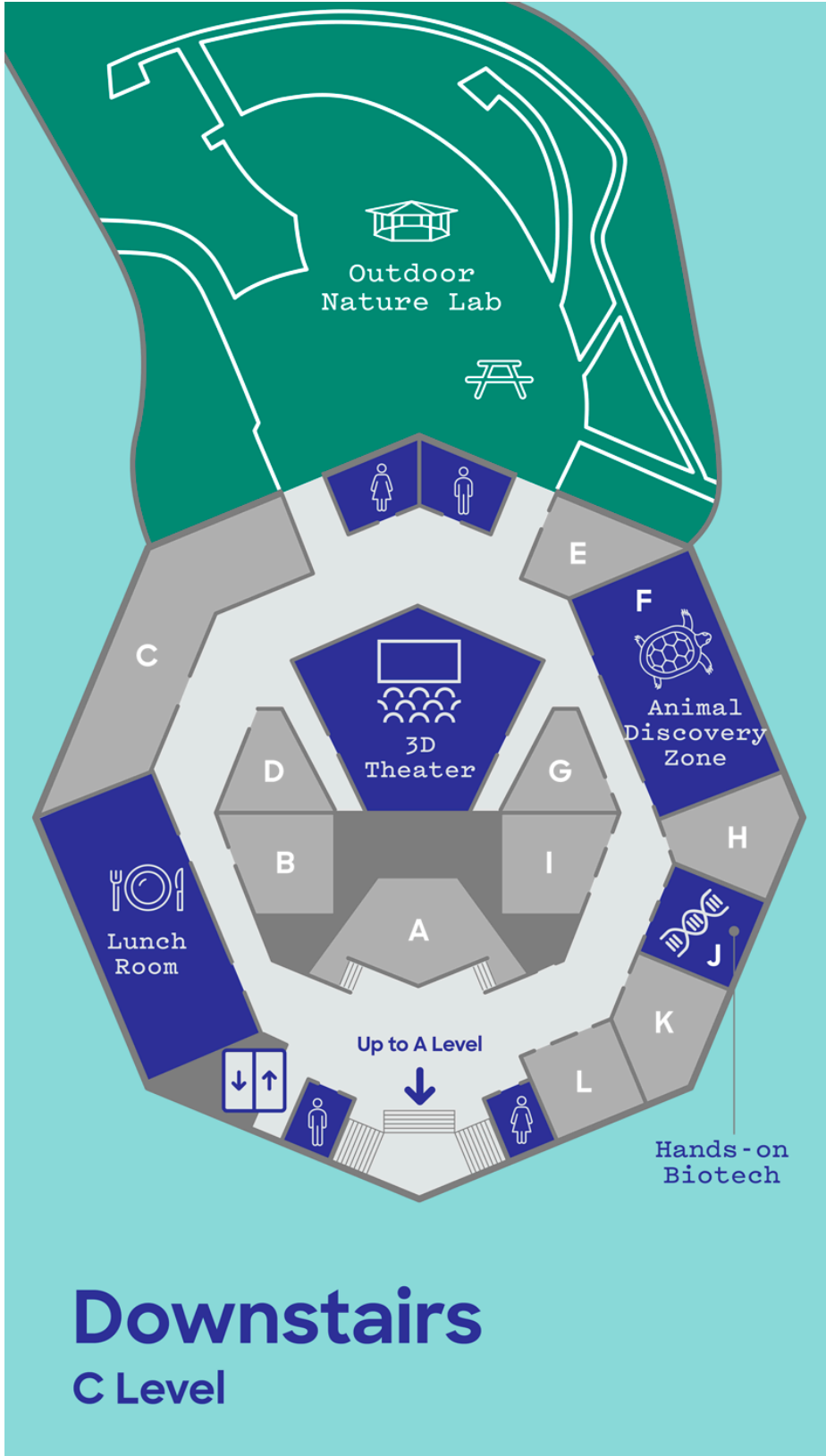
B Level Evacuation Map



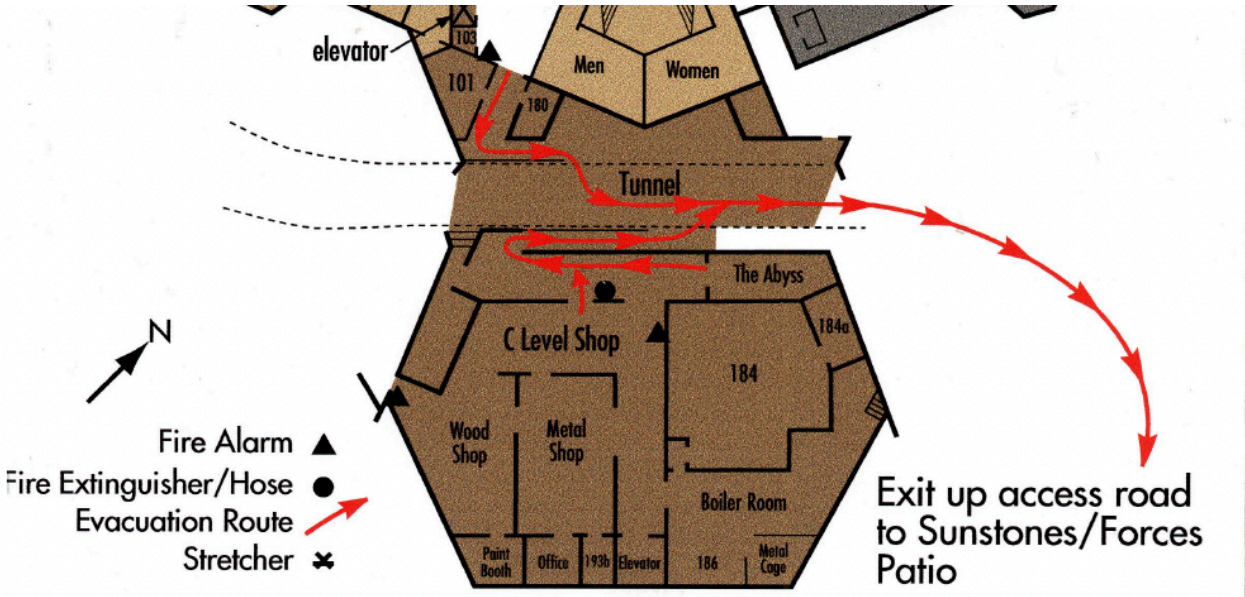
C Level Evacuation Map



Current C Level Exhibit Map



Shop/Loading Dock Area Evacuation Map



D Level Evacuation Map

