



# San Jose Office

FACTORS	POTENTIAL HAZARDS	HAZARD MITIGATION MEASURES
<b>Main Gate / Exit (Double doors to enter building)</b>	<ul style="list-style-type: none"> <li>• Persons entering.</li> <li>• Unauthorized persons can enter.</li> <li>• Doors are automated and unable to stay locked during business hours. (Door lock automatically from 6pm to 6am)</li> <li>• Staircase/elevator to access office.</li> </ul>	<ul style="list-style-type: none"> <li>• Calmly walk up/downstairs, use handrails.</li> <li>• Avoid elevator in case of emergency.</li> </ul>
<b>Main door to office (East side double doors to enter office)</b>	<ul style="list-style-type: none"> <li>• Unauthorized persons can enter.</li> <li>• Doors to automated and unable to stay locked during business hours.</li> </ul>	<ul style="list-style-type: none"> <li>• Make sure you have a clear path to exit your office.</li> <li>• Utilize the closest exit if able to (four entrance/exit doors total)</li> <li>• In the event of an emergency outside the office, lock yourself in the conference room – use tables or chairs to help barricade/lock the doors.</li> </ul>
<b>Side door to office (West side entrance to the office)</b>	<ul style="list-style-type: none"> <li>• Unauthorized persons can enter.</li> <li>• Doors are automated and unable to stay locked during business hours.</li> </ul>	<ul style="list-style-type: none"> <li>• Make sure you have a clear path to exit your office.</li> <li>• Utilize the closest exit if able to (Four entrance/exit doors total)</li> <li>• In the event of an emergency outside the office, lock yourself in the conference room -use tables or chairs to help barricade/lock the doors.</li> </ul>
<b>Break Room Entrance/Exit</b>	<ul style="list-style-type: none"> <li>• Door can be left open allowing unauthorized persons to enter</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure door always remains locked.</li> <li>• Make sure you have a clear path to exit your office.</li> <li>• Utilize the closest exit if able to (Four entrance/exit doors total)</li> <li>• In the event of an emergency outside the office, lock yourself in the conference room – use tables or chairs to help barricade/lock the doors.</li> </ul>
<b>Northwest side entrance/exit</b>	<ul style="list-style-type: none"> <li>• Unauthorized persons can enter.</li> <li>• Doors are automated and stay locked during business hours. (Employee key card needed to enter)</li> </ul>	<ul style="list-style-type: none"> <li>• Make sure you have a clear path to exit your office.</li> <li>• Utilize the closest exit if able to (Four entrance/exit doors total)</li> <li>• In the event of an emergency outside the office, lock yourself in the conference room – use tables or chairs to help barricade/lock the doors.</li> </ul>
<b>Emergency Contacts</b>	<ul style="list-style-type: none"> <li>• Unable to get help when needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency telephone numbers for law enforcement, fire, and medical services are posted throughout the San Jose office.</li> </ul>



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<b>Employee Interaction</b>	<ul style="list-style-type: none"><li>• Physical altercation</li><li>• Verbal abuse</li><li>• Property damage</li></ul>	<ul style="list-style-type: none"><li>• Emergency evacuation map.</li><li>• Workplace Violence Incident Reporting App.</li><li>• Training employees on handling hostile employee's or situational awareness.</li></ul>
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REPORTED HAZARD	MITIGATION	IMPLEMENTATION DATE