

EMERGENCY INFORMATION
EMERGENCY TELEPHONE NUMBERS

6/14

FIRE DEPARTMENT **9 - 1 - 1**

POLICE DEPARTMENT **9 - 1 - 1**

PARAMEDICS **9 - 1 - 1**

FIRE SAFETY DIRECTOR (OFF SITE): (323) 201-2624

ALTERNATE FIRE SAFETY DIRECTOR (ON SITE): Office: (310) 273-2740
BUILDING ENGINEER: Cell #: (310) 925-6493

PARKING MANAGER: (310) 275-9246

ADDITIONAL EMERGENCY TELEPHONE NUMBERS:

POISON CONTROL: (800) 777-6476
NATIONAL RESPONSE CENTER: (800) 424-8802
(Toxic Chemical & Oil Spills)

BUILDING ADDRESS:

BANK OF AMERICA BUILDING
9440 SANTA MONICA BOULEVARD *(Cross Street: Beverly Drive)*
BEVERLY HILLS, CA 90210

9440 Santa Monica Boulevard is an 8-story fully sprinklered office building in Beverly Hills.

FIRE SAFETY DIRECTOR

The Fire Safety Directors are the Property Manager, who is off site, and the Building Engineer, who is on site. The Fire Safety Directors are responsible for all pre-emergency planning and training and for implementing emergency procedures.

FIRE ALARM PANEL

The main Fire Alarm Panel is located in Stairwell #1P between Lobby Level and P1. Upon notification of an alarm, the Building Engineer will meet the Fire Department and direct them to the Fire Alarm Panel.

EVACUATION

The fire alarm emits a horn tone and sounds THROUGHOUT THE BUILDING. A fire alarm signal is also annunciated at the Fire Alarm Panels and at an off site monitoring company.

Upon hearing the fire alarm or notified of a fire, occupants will walk down the stairs, evacuate the building and proceed to an outside Area of Safe Refuge.

EMERGENCY EXITS

- **Stairwell #1** connects Levels 1 - Roof and exits into the alley, northeast side of building. Stairwell #1 is a smoke tower. **Stairwell #1 has roof access.**
- **Stairwell #1P** connects levels P3 - Ground and exits into the alley, northeast side of building next to Stairwell #1.
- **Stairwell #2** connects Levels 1 - PH and exits into the alley, southeast side of building.
- **Stairwell #2P** connects levels P3 - Ground and exits into the alley, southeast side of building next to Stairwell #2.

Stairwell doors are locked from the stair side for security purposes except for the 5th floor and levels P1, P2 and P3 in the garage.

The stairwells are the lifeline of a high-rise building. In an emergency, occupants must use them to evacuate their floor and the Fire Department will use them to get to the fire floor. Never store anything in the stairwells or prop open stairwell doors.

SAFE STAIRWELL PROCEDURES

- Remain quiet and calm. Listen for instructions.
- Remove high heeled shoes to avoid tripping (*take shoes with you*).
- Do not carry drinks down the stairs. If it spills, someone may slip and fall.
- Be sure to close the door behind you.
- Use handrails.
- Keep to one side. Fire Department Personnel will be coming up the stairs.
- Allow others to enter into stairwell flow, but do not unnecessarily hold up traffic.
- Assist those who are slower moving or in any way physically challenged.
- All injuries should be treated at stairwell landings when required and safe to do so.
- Do not smoke. Do not spread false information, rumors, etc.
- Evacuate the building. Do not congregate in front of the building. Proceed to your designated outside Area of Safe Refuge.

SAFE REFUGE AREAS

In a fire emergency, it is important for occupants to move away from the building (*in case of falling glass*) and out of the way of incoming Fire Department Personnel. Use caution crossing all driveways and when walking in parking areas.

The recommended outside Safe Refuge Areas for a **FIRE emergency** is:

- east on Santa Monica Boulevard then south on Canon Drive

Suite/Floor Wardens should designate a specific safe refuge area. All occupants will meet their Suite/Floor Wardens at the designated Safe Refuge Areas. Suite/Floor Wardens will take a head count there to account for all occupants.

IF EVACUATION IS NECESSARY IN A BOMB THREAT, EXPLOSION OR EARTHQUAKE, A SAFE REFUGE AREA WILL BE DETERMINED AT THAT TIME.

EMERGENCY INFORMATION
BUILDING EMERGENCY ORGANIZATION
9440 SANTA MONICA BOULEVARD

10/08

The Building's Emergency Organization consists of the Fire Safety Director and Floor Response Teams. The **Fire Safety Directors** are the Property Manager, who is off site, and the Building Engineer, who is on site. The Property Manager is responsible for all pre-emergency planning and training. The Building Engineer is responsible for implementing emergency procedures.

Each tenant must designate a Suite or Floor Warden and Monitors as needed; approximately one person for every 10-15 employees is recommended.

SINGLE TENANT FLOORS OR LARGE TENANT AREAS (more than 40 employees): The team will consist of a Floor Warden, Stairwell Monitors (one for each stairwell), Search Monitors and Traffic Monitor/s; plus alternates for each. In an emergency, the team is responsible for the floor.

Floor Warden: responsible for overseeing occupant instruction, supervising and ensuring safe and complete evacuation during a fire, other emergency or fire drill; also coordinates duties of Monitors and reports to the Fire Safety Director.

Stairwell Monitor/s: in charge of checking safety of their assigned emergency stairwell exit and for leading occupants to a Safe Refuge Area.

Traffic Monitor: to direct occupants and visitors away from elevators and to the emergency exits.

Search Monitors: to search the closed off areas on the floor (*for example: conference rooms, kitchenettes, copy rooms etc.*) for occupants unaware of the emergency or in need of assistance.

MULTI-TENANT FLOORS:

The team will consist of a Suite Warden and Group Leader, plus alternates for each.

Each tenant must assign its own Suite Warden. One Group Leader should be assigned for every 10-15 employees within the suite. In an emergency, the team is responsible for its tenant area.

Suite Warden: responsible for overseeing occupant instruction, supervising and ensuring a safe evacuation during a fire, other emergency or fire drill; also coordinates duties of Group Leader.

Group Leader: to direct all occupants to a safe exit and to lead occupants to the designated Safe Refuge Area.

ALL FLOORS:

Assistants for the Physically Impaired should be assigned as needed. Physically impaired is defined as **anyone who will need assistance walking down the stairs**. For example: persons confined to a wheelchair; persons dependent on crutches, canes, walkers, etc; persons recovering from surgery; pregnant women; persons with significant hearing or sight impairment; extreme cases of obesity; a person with a heart condition, etc.

Every individual placed on a physically disabled evacuation list must be assured that the information provided to building management/staff will be kept confidential and is to be used only to provide safe and quick evacuation in an emergency.

Assistants must be assigned to these individuals prior to an emergency. Those assigned to assist those who are physically impaired should know the type of disability and how to best assist them. All Assistants should also have a knowledge of proper lifts and carries (if applicable).

SPECIAL INSTRUCTIONS FOR THE PHYSICALLY IMPAIRED

The following information should be distributed to all occupants who are physically impaired. For the purpose of emergency procedures, ***any person with a disability (temporary or permanent) or any condition that would require them to need assistance during an evacuation is considered physically disabled.***

Physically impaired may include but not be limited to:

- persons confined to wheelchairs
- persons dependent on crutches, canes, walkers, etc.
- persons recovering from surgery
- pregnant women
- persons with significant hearing or sight impairment
- extreme cases of obesity

Persons who are physically impaired could be further defined as anyone who without the assistance of another person would have difficulty evacuating or relocating to a safe location either inside or outside the building or slow down evacuation of other occupants within the building.

Every individual placed on the physically disabled list must be assured that information provided to building management will be kept confidential and is to be used only to provide safe and quick evacuation in emergency conditions.

ASSISTANTS TO THE PHYSICALLY IMPAIRED must be assigned prior to an emergency. Those assigned must know the safe refuge areas within the building (enclosed stairwells) and know how to best assist the occupant who is physically impaired.

PRE-EMERGENCY ACTIONS:

1. Prior to an emergency select two assistants to assist you in an emergency. Meet with the Assistants to discuss your special needs in case of an emergency. Be sure to tell them how best to assist you. Remember you are the expert on your own personal condition.
2. Decide on a meeting spot. For example: at your desk or at Stairwell #1.
3. If applicable, have assistants be familiar with various lifts and carries.

SPECIAL INSTRUCTIONS FOR THE PHYSICALLY IMPAIRED

DURING A FIRE EMERGENCY:

1. Upon hearing the fire alarm or being notified of a fire, meet with your assistants and proceed to the nearest safe stairwell.
2. Enter stairwell last and remain on the landing. Be sure to close the door behind you. One Assistant must notify Fire Department Personnel **immediately** of your location. For example: on the 6th floor in Stairwell #1. The second Assistant will remain in the stairwell with you. The purpose of the 2nd Assistant is in case no one from the Fire Department comes to get you, you have someone else to send down for assistance.
3. Remain calm. Help is on the way. The Fire Department's first priority is the rescuing of people.

Listed below are some things that you can do for yourself if you are alone during an emergency:

- Proceed to the stairwell. Instruct all others who are exiting to tell the Fire Department what floor and which stairwell you are in. *There is a sign at every level in the stairwell indicating the stairwell number.*
- Be prepared to ask for assistance. Tell others what your condition is and be prepared to give instructions on how you can best be helped.

IF YOU CANNOT LEAVE YOUR OFFICE, "DEFEND IN PLACE":

1. DO NOT PANIC.
2. Get as far away from the fire as possible. Close as many doors as possible between you and the fire. If possible, wedge cloth material along the bottom of the door to keep smoke out.
3. Immediately call the Fire Department at 9-1-1.
 - Tell them you cannot get out.
 - Tell them you are physically disabled and in what way.
 - Give them your address (9440 Santa Monica Boulevard) and suite number.
 - Give them the nearest major cross street: Beverly DriveThis is important because the Fire Department may have to call you back either to get more information or relay information.
4. Do not break the window. If smoke is outside the building it may enter into the office. Breaking the window should only be done as a last resort. Once a window is broken, it is impossible to close it to prevent smoke from entering.
5. Stay where you are. Do not hide. Remain calm. Help is on the way.

EMERGENCY INFORMATION
FLOOR RESPONSE TEAM
SINGLE TENANT FLOOR OR LARGE TENANT AREA
*(more than 40 employees)**

TENANT NAME: _____ FLOOR #: _____

POSITION	NAME	DEPT. OR ROOM #	PHONE #
FLOOR WARDEN	_____	_____	_____
& ALTERNATE	_____	_____	_____
STAIRWELL MONITOR & ALTERNATE	_____	_____	_____
STAIRWELL MONITOR & ALTERNATE	_____	_____	_____
TRAFFIC MONITOR	_____	_____	_____
& ALTERNATE	_____	_____	_____
SEARCH MONITOR	_____	_____	_____
& ALTERNATE	_____	_____	_____
SEARCH MONITOR	_____	_____	_____
& ALTERNATE	_____	_____	_____

* KEEP ALL LISTS CURRENT

**EMERGENCY INFORMATION
FLOOR RESPONSE TEAM
MULTI-TENANT FLOOR***

TENANT NAME: _____ SUITE #: _____

POSITION	NAME	SUITE #	PHONE #
SUITE WARDEN	_____	_____	_____
& ALTERNATE	_____	_____	_____

ONE GROUP LEADER SHOULD BE ASSIGNED FOR EVERY ADDITIONAL 10-15 EMPLOYEES.

GROUP LEADER	_____	_____	_____
& ALTERNATE	_____	_____	_____

GROUP LEADER	_____	_____	_____
& ALTERNATE	_____	_____	_____

IF YOUR SUITE HAS MORE THAN 40 EMPLOYEES, IT IS RECOMMENDED THAT YOU COMPLETE THE FORM FOR A SINGLE TENANT FLOOR OR LARGE TENANT AREA.

* KEEP ALL LISTS CURRENT

**EMERGENCY INFORMATION
PHYSICALLY IMPAIRED***

TENANT NAME: _____ SUITE #: _____

SUITE/FLOOR WARDEN: _____

OCCUPANT: _____
TYPE OF ASSISTANCE NEEDED: _____
IF TEMPORARY DISABILITY, EXPECTED DATE OF RECOVERY: _____

LOCATION (SUITE/ROOM #): _____ PHONE: _____

ASSISTANT: _____ PHONE: _____
ASSISTANT: _____ PHONE: _____

OCCUPANT: _____
TYPE OF ASSISTANCE NEEDED: _____
IF TEMPORARY DISABILITY, EXPECTED DATE OF RECOVERY: _____

LOCATION (SUITE/ROOM #): _____ PHONE: _____

ASSISTANT: _____ PHONE: _____
ASSISTANT: _____ PHONE: _____

OCCUPANT: _____
TYPE OF ASSISTANCE NEEDED: _____
IF TEMPORARY DISABILITY, EXPECTED DATE OF RECOVERY: _____

LOCATION (SUITE/ROOM #): _____ PHONE: _____

ASSISTANT: _____ PHONE: _____
ASSISTANT: _____ PHONE: _____

* KEEP ALL LISTS CURRENT.

BUILDING EMERGENCY SYSTEMS
BANK OF AMERICA BUILDING
9440 SANTA MONICA BOULEVARD

10/17

Levels include:

- P3 - P1: Parking
Lobby: Main Entrance and Tenant Space
Mezzanine: Tenant Space *Note: Mezzanine has separate entrance/exit from alley and there is no elevator access.*
3 - 7: Tenant floors
Penthouse (8): Tenant floor

LIFE SAFETY SYSTEMS

SMOKE DETECTORS: Smoke detectors are located in all elevator lobbies on floors P3-P1 and 3-PH, in suite 610 and in the corridor on the 6th floor.

SPRINKLERS: Sprinklers are located throughout the building. Sprinklers are activated when the heat responsive element releases at a temperature of approximately 165 F. Each sprinkler head pours out approximately 25 gallons of water per minute. *Sprinklers are very effective in controlling a fire when it is small.*

MANUAL PULL STATIONS: Manual pull stations are located near the stairwells on each floor. To activate: PULL.

FIRE ALARM: The building's fire alarm emits a horn tone and sounds THROUGHOUT THE BUILDING.

Activation of a smoke detector, sprinkler or manual pull station will activate the audible alarm and annunciate an alarm condition at the Fire Alarm Panels and at the off site monitoring company.

FIRE ALARM PANEL: The building's Fire Alarm Panel monitors the manual pull stations, the smoke detectors and sprinklers. The Fire Alarm Panel will identify the type of alarm activated and the floor of activation. The Fire Alarm Panel is monitored by an off site company 24 hours a day, 7 days a week. Upon receiving an alarm signal, the monitoring company will immediately notify the Fire Department.

STAIRWELLS:

The building's stairwells:

- ◆ **Stairwell #1** connects Levels 1 - Roof and exits into the alley, northeast side of building. Stairwell #1 is a smoke tower. **Stairwell #1 has roof access.**
- ◆ **Stairwell #1P** connects levels P3 - Ground and exits into the alley, northeast side of building next to Stairwell #1.
- ◆ **Stairwell #2** connects Levels 1 - PH and exits into the alley, southeast side of building.
- ◆ **Stairwell #2P** connects levels P3 - Ground and exits into the alley, southeast side of building next to Stairwell #2.

Stairwell doors are locked from the stair side for security purposes except for the 5th floor and Levels P1, P2 and P3 in the garage.

The stairwells are the lifeline of a multi-story building. In an emergency, occupants must use them to evacuate their floor and the Fire Department will use them to get to the fire floor. Never store anything in the stairwells or prop open stairwell doors.

ELEVATORS:

The building has 3 elevators which service floors P3, P2, P1, L, 3-PH. Each elevator cab has an emergency two-way communication system to an Answering Service. To activate, push button.

In a fire emergency:

Upon activation of an elevator lobby smoke detector, all elevators will recall to the Lobby Level automatically. Elevator doors will open and elevators will shut off.

Elevators are not to be used in a fire emergency.

ELEVATORS ARE FOR YOUR DAILY CONVENIENCE, THEY ARE NOT FOR EMERGENCY USE.

In an earthquake:

All of the elevators will stop momentarily then move up or down to the next floor - opposite its counterweight. Doors will open at that floor and elevators will remain there until inspected and reactivated by an elevator mechanic.

In a power failure:

All elevators will stop momentarily, the emergency generator will kick in, then the elevators will move one at a time to the Lobby Level. Then one elevator will operate on emergency power.

SMOKE CURTAIN:

In front of each elevator on floors P1, 3-PH, there is a smoke curtain. Upon activation of an elevator lobby smoke detector, the smoke curtain will come down in front of each elevator. This will help minimize the spread of fire and smoke in a fire.

EMERGENCY POWER:

The building has an emergency generator which will power:

- Emergency lights in the corridors, stairwells and tenant space (except in the bank which has battery powered emergency lights)
- Emergency lights on the parking levels
- EXIT signs
- Fire alarm panels and building's fire alarm
- Elevators one at a time to the Lobby Level, then the continuous use of one elevator

FIRE EQUIPMENT:

Type ABC extinguishers are located on each tenant floor, on the parking levels and in the Engineer's Office. Type ABC extinguishers are for use on fires involving wood, paper, plastics, grease, oil, and electrical type fires.

Be sure to use the right type of fire extinguisher. Using the wrong type can cause greater damage and damage.

Fire extinguishers should only be used but those trained to do so.

FIRST AID KIT:

A First Aid Kit is located in the Engineer's Office, P3 Level. It is recommended that all tenants have their own First Aid Kit and emergency supplies.

FIRE PREVENTION INSPECTION REPORT

HOUSEKEEPING/MAINTENANCE

- | NO | OK | |
|-------|-------|--|
| _____ | _____ | 1. All NO SMOKING regulations being observed. THIS IS A NON SMOKING BUILDING. |
| _____ | _____ | 2. Combustible waste placed in proper/approved containers. |
| _____ | _____ | 3. Trash/rubbish removal made on a regular basis. |
| _____ | _____ | 4. Flammable liquids safely stored in approved containers. |
| _____ | _____ | 5. All electrical plugs, power strips, surge protectors are legal and in good condition. |
| _____ | _____ | 6. No extensive use of cords from outlet (octopus). |
| _____ | _____ | 7. No overloading of power strips. |
| _____ | _____ | 8. All power strips, surge protectors and electrical equipment must have a laboratory stamp of approval. For example: UL approval. |
| _____ | _____ | 9. No cords or wires under carpeting or chair pads. |
| _____ | _____ | 10. Electrical devices turned off when not in use, especially coffee pots. |

FIRE/LIFE SAFETY SYSTEMS

- | NO | OK | |
|-------|-------|--|
| _____ | _____ | 11. Adequate lighting in corridors, exits and stairwells. |
| _____ | _____ | 12. EXIT signs illuminated as required. |
| _____ | _____ | 13. All evacuation routes kept clear within suite. |
| _____ | _____ | 14. Evacuation signs maintained - none defaced or missing. |
| _____ | _____ | 15. Fire doors not wedged or blocked open. |
| _____ | _____ | 16. Stairwells free of obstacles, storage, refuse, etc. |
| _____ | _____ | 17. Corridors and exits are unobstructed. |
| _____ | _____ | 18. Fire sprinkler heads clean and unobstructed (18 inch clearance). |
| _____ | _____ | 19. Adequate clearance (3 ft.) for all fire extinguishers. |
| _____ | _____ | 20. Fire equipment in proper locations and in undamaged condition. |
| _____ | _____ | 21. List of Suite/Floor Wardens & Monitors updated. |
| _____ | _____ | 22. List of occupants who are physically impaired updated and submitted to the Fire Safety Director. |
| _____ | _____ | 23. Documentation of new employees instructed on emergency procedures. |
| _____ | _____ | 24. Documentation of training of all occupants on an annual basis. |
| _____ | _____ | 25. Other Observations (Use back of page). |

REPORT SUBMITTED BY: _____

DATE: _____

GENERAL INFORMATION: FIRE

ELEMENTS OF FIRE

1. There are three elements of fire:



- **Fuel:** furniture, plastics, grease, etc.
- **Heat:** matches, cigarettes, sparks, electric, etc.
- **Oxygen:** in the air we breathe.

2. Fire needs all three elements. If you remove any one of the three elements, you can eliminate or reduce the fire. For example:
 - Closing doors - reduces the amount of oxygen.
 - Using water - reduces heat.
 - Using Type B or type C extinguishers - smothers the fire by reducing oxygen to the fire.
 - Removing nearby draperies, papers, furniture - removes the sources of fuel.

FIRE FACTS

1. In an emergency, **use stairwells**. Do not use elevators. Elevators can be extremely dangerous in a fire emergency and will be taken out of service.
2. Keep doors **closed**. A closed door will help limit the spread of fire and smoke.
3. If you encounter smoke, get down on your hands and knees. Air is cleaner and cooler nearer the floor. Crawl to the nearest stairwell exit. **CRAWL LOW UNDER SMOKE.**
4. Few people are burned to death in fires. Most people die from smoke, poisonous gases and panic. **Panic, a sudden overpowering terror, is usually the result of not knowing what to do.**
5. Smoke detectors serve as an early warning system. **SMOKE DETECTORS DO SAVE LIVES.** Check your home smoke detector monthly.
6. Sprinklers are heat activated and are very effective in controlling a fire when it is small. When installed correctly and well maintained, sprinklers control approximately 96% of the fires.
7. If your clothes catch on fire: **STOP** where you are, **DROP** down to the ground and **ROLL** to smother the flames. Remember: **STOP, DROP & ROLL.**
8. Cool a burn with cool water for 15 to 20 minutes. If a burn is charred or red and blistered get medical assistance immediately.

ALL SUITE/FLOOR WARDENS, MONITORS & OCCUPANTS MUST:

1. Be familiar with floor layout.
2. Know primary and secondary exits and termination points up and down.
3. Know best routes to Emergency Exits.
4. Know location of manual pull stations and fire extinguishers.
5. Know Safe Refuge Areas during a fire emergency:
Inside the Building: *(in a fully sprinklered building)* usually the **enclosed** stairwell
Outside Building: away from the building and out of the way of emergency vehicles, flying glass and other obstacles.
6. Know safe stairwell procedures:
 - Remain quiet and calm.
 - Remove high heeled shoes to avoid tripping *(take shoes with you)*
 - Do not carry drinks down the stairs. If it spills, someone may slip and fall.
 - Be sure to close door behind you.
 - Use handrails.
 - Walk in single file.
 - Keep to one side. Fire Department Personnel will be coming up the stairs.
 - Allow others to enter into stairwell flow, but do not unnecessarily hold up traffic.
 - Assist those who are slower moving or in any way physically disabled.
 - Evacuate and proceed to an area of safe refuge.
 - All injuries should be treated at stairwell landings when required and safe to do so.
 - Do not smoke.
 - Do not spread false information, rumors, etc.
 - Do not congregate in front of the building but proceed to a safe refuge area.
7. Develop awareness of safety conditions, fire violations and potential hazards. For example: fire doors blocked open, improper lighting, frayed cords, extension cords, overloaded outlets, obstructed halls and corridors, trash build-ups, etc.
8. For your safety and protection: participate in all fire drills and review your emergency procedures at least once a year.
9. Know your emergency actions and your area of responsibility *(if a Suite/Floor Warden or Monitor)*.
10. Participate in all fire drills. They are for your safety and protection.

GENERAL EMERGENCY ACTION PROCEDURES

If you discover a fire:

1. **CLEAR** anyone in immediate danger.
2. **CONFINE** the fire by closing all doors and windows to the area.
3. **MOST IMPORTANTLY CALL: THE FIRE DEPARTMENT.** *Be sure to make the call from a safe location.*
4. Pull the manual pull station to activate the fire alarm (*if not yet sounding.*)
5. Use a fire extinguisher ***if safe to do so & if trained.*** NEVER attempt to put out a fire alone. Be sure to use the right type of extinguisher.
6. **EVACUATE.** Walk to the closest safe stairwell or exit. If using the stairs, use safe stairwell procedures. Proceed to a safe refuge area.

If you hear/see the fire alarm or are notified of a fire alarm:

1. Feel the door to see if it is hot. If **not hot**, open cautiously. Stand behind the door, be prepared to close quickly.
2. If there is no smoke present, proceed to your Emergency Exit. Follow safe stairwell procedures, evacuate and proceed to a safe refuge area.
3. If you do encounter smoke, crawl on your hands and knees along the wall to a safe Emergency Exit. Evacuate the building and proceed to a safe refuge area.
4. Follow instructions from Fire Department Personnel.

If door is hot:

1. **DO NOT OPEN IT.**
2. Use alternate door, if safe.
3. If no alternate door, call Fire Department. Give exact location and all known facts.

4. ***“DEFEND IN PLACE”***:

- ▶ Seal the bottom of the door with cloth material to keep out smoke.
- ▶ Retreat. Close as many doors between you and the fire as possible.
- ▶ Signal at the window waving a bright colored material.

If smoke enters the room:

- Stay low - air is cooler and cleaner closer to the floor.
- Hold a cloth over your mouth and nose.
- Do not break the window - once broken it cannot be closed. If there is smoke outside the window, the smoke may enter into the room you are in. Breaking a window should only be done as a last resort.

Remain calm. Help is on the way.

IN A FIRE EMERGENCY, REMEMBER 3 C'S:

- ◆ **CLEAR** THE AREA,
- ◆ **CONFINE** THE FIRE BY CLOSING ALL DOORS & MOST IMPORTANTLY
- ◆ **CALL** THE FIRE DEPARTMENT.

PREVENTION TIPS

1. Never throw matches or cigarette butts into waste containers.
2. Do not empty ashtrays into wastebaskets without being sure contents are extinguished.
3. Observe NO SMOKING signs wherever posted. THIS IS A NON-SMOKING BUILDING.
4. Check for frayed or damaged electrical cords. Report them to your supervisor.
5. Do not run electrical cords under carpets or chair pads.
6. Do not overload electric outlets or power strips. Do not use power strips as extension cords by connecting one power strip into another power strip. All power strips should be connected directly into the wall outlet and only one per outlet.
7. Turn off or unplug appliances when not in use, especially coffee makers and space heaters.
8. Put at least 36 inches of empty space between your space heater and everything else: walls, furniture, papers, magazines, curtains, etc. Things that burn shouldn't be close to things that heat. SPACE HEATERS NEED SPACE.
9. Do not let trash overflow in wastebaskets or collection areas.
10. Do not block corridors, stairwells or exit doors from your suite.
11. Do not prop open stairwell, corridor or other fire doors. If these doors are propped open and there is a fire, smoke can easily spread throughout the building.
12. **Never** store anything in the enclosed stairwells. There should be nothing in the stairwells that can burn or that can restrict traffic flow. Remember, the stairwells are your means of exiting in an emergency.
13. Check lighting in corridors, stairwells and exit signs. Report any malfunctioning lights.
14. Store any permitted flammable liquids, oily rags or combustible materials in Fire Department approved containers.
15. When you leave your office, keep doors closed. In a fire, closed doors will help limit the spread of fire and smoke.

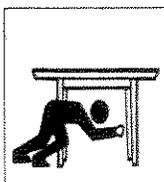
GENERAL INFORMATION: EARTHQUAKE

ALL SUITE/FLOOR WARDENS & MONITORS:

1. Know location of possible safe refuge areas outside and away from the building in case evacuation is necessary. In most cases, it is safer to remain inside the building.
2. It is recommended that you have:
 - a First Aid Kit (check & maintain quarterly);
 - a radio and flashlight with extra batteries (check & maintain quarterly);
 - heavy gloves in case of broken glass;
 - women should have a pair of rubber soled shoes;
 - if you are on any medication, have a 72 hour (minimum) supply with you at all times;
 - water: store extra bottles of water, rotate the bottles regularly.
3. Reduce non-structural hazards. For example: secure top heavy objects - bookcases, filing cabinets, etc. to structural elements of building. Remove all heavy objects from high shelves and secure cleaning liquids and other chemicals on shelves to prevent spillage.
4. Have a plan for reuniting your family. You will not be able to function at work effectively if you are worried about your family. Make sure they know what to do. Have an out of state contact person. So later if you are able to use a phone, you can check to see who is accounted for.
5. First Aid Training is **highly** recommended. For more information on Earthquake Preparedness contact the American Red Cross or your local Fire Department.

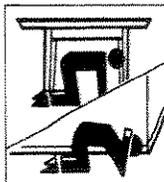
DURING AN EARTHQUAKE:

- **Get under a desk, table or other sturdy object and hold on. Or brace yourself against a wall in the core of the building. Protect your head. REMEMBER: DUCK, COVER & HOLD.**
- Stay away from windows, bookcases, filing cabinets and any objects that may fall or shatter. Do not dash for exits, since stairwells may be damaged. Do not use elevators until they are checked for safety.
- Do not be surprised if electricity goes off.
- Do not smoke or use matches or lighters in case of gas leaks.



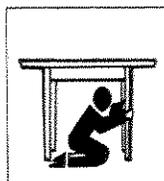
DUCK

DUCK or drop down to the floor.



COVER

Take COVER under a sturdy desk, table or other furniture. If that is not possible, seek COVER against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors or tall furniture.



HOLD

If you take cover under a sturdy piece of furniture, HOLD on to it and be prepared to move with it. HOLD the position until the ground stops shaking and it is safe to move.

AFTER AN EARTHQUAKE:

1. Check for injured and assist. Do not attempt to move a seriously injured person unless they are in immediate danger of further injury.
2. Inspect your floor for damage. Check for fires. Check utilities - gas and water leaks and electrical shorts.
3. If you suspect a gas leak DO NOT use matches, cigarette lighters or turn on electrical switches or appliances. If you smell gas, contact the Building Engineer or Security immediately.
4. Open doors carefully. Watch for falling objects.
5. Wear shoes and gloves for protection from debris and broken glass.
6. Stay away from windows/glassed areas.
7. Replace telephone receivers, so telephone system will work. **However, telephones should be used for emergency calls ONLY.**
8. Listen to radio for emergency reports.
9. Do not cause panic with the spreading of rumors regarding the building condition, extent of damage and injuries, etc.
10. Cooperate with Public Safety Officials.

BE PREPARED FOR AFTERSHOCKS.

WHEN CAN OCCUPANTS GO HOME?

It is best that in the event of an earthquake or community wide disaster during normal working hours, that all occupants should remain at work. It may be too dangerous to attempt to go home right away. Encourage occupants to listen to radio reports for areas and roads that have sustained damage. Discourage leaving until they know roads are undamaged and traffic is moving. Encourage occupants to assist Suite/Floor Wardens as necessary.

EMERGENCY SUPPLY CHECKLIST

The following is a list of recommended supplies for all occupants. Remember you may be on your own for 72 hours or more.

- _____ Portable radio and extra batteries.
- _____ Flashlights and extra batteries or lightsticks. *Do not use matches or candles after an earthquake due to potential gas leaks.*
- _____ Whistle
- _____ Sturdy shoes & heavy gloves
- _____ Dust masks
- _____ Water - 2 quarts to 1 gallon per person per day
- _____ Food - packaged, canned, survival food bars, etc. (Can opener - non electric)
- _____ First Aid Kits and First Aid Book
- _____ Extra prescription medicines
- _____ Extra glasses or contact case and solution
- _____ Cash (ATM's may not work)
- _____ Sanitation supplies such as toothpaste, toothbrushes, waterless soap, toilet paper, plastic trash bags, bleach, etc.
- _____ Supplies should also be stored in your car and at home.
- _____ EMERGENCY PHONE CONTACTS, INCLUDING OUT OF STATE CONTACT

Information on Earthquake Preparedness is located in your telephone book or contact the American Red Cross or your local Fire Department. **BE PREPARED.**

BOMB THREAT INSTRUCTIONS

A bomb threat may be received by phone or mail at any time. Thousands of bomb threats are received and fortunately most of them are just that - threats. However, every threat should be taken seriously and investigated.

WRITTEN THREATS

For a letter or parcel bomb look for: excessive postage; no return address; excessive weight; incorrect titles; restrictive markings, such as confidential or personal; oily stains or discolorations. (*See next page for additional recognition points.*)

Save all materials, envelopes and containers. Avoid unnecessary handling to preserve fingerprints, handwriting, printing, postmarks, etc. Preservation of evidence is essential.

Upon receipt of a written threat or suspicious package:

1. Prevent anyone else from handling it.
2. Call the Police Department. Notify the Property Manager and your Suite/Floor Warden.
3. Follow instructions of Emergency Personnel.

TELEPHONE THREATS

The majority of threats are communicated by the telephone. **Remain calm.** Write down the exact wording of the threat. Ask questions, for example:

- When** is the bomb going to explode?
- Where** is it right now?
- What** does it look like?
- Why** are you doing this?

Note background sounds, caller's voice and accents. Do not put the caller on hold, and don't hang up until the caller does.

Upon receiving a telephone threat:

1. Immediately notify the Police Department, the Property Manager and your Suite/Floor Warden.
2. Fill out a telephone bomb threat questionnaire as soon as possible. (*See Bomb Threat Report Form*)
3. Follow instructions of Emergency Personnel.

WARNING!

LETTER AND PARCEL BOMB RECOGNITION POINTS

- Foreign Mail, Air Mail and Special Delivery
- Restrictive Markings such as Confidential, Personal, etc.
- Excessive Postage
- Hand Written or Poorly Typed Addresses
- Incorrect Titles
- Titles but No Names
- Misspellings of Common Words
- Oily Stains or Discolorations
- No Return Address
- Excessive Weight
- Rigid Envelope
- Lopsided or Uneven Envelope
- Protruding Wires or Tinfoil
- Excessive Securing Material such as Masking Tape, String, etc.
- Visual Distractions

BOMB THREAT CHECK LIST

QUESTIONS TO ASK:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

EXACT WORDING OF THE THREAT

SEX OF CALLER: _____
RACE: _____ AGE: _____
LENGTH OF CALL: _____

Number at which call was received:

TIME: _____ DATE: __/__/

NAME: _____
POSITION: _____
PHONE NUMBER: _____

CALLER'S VOICE:

_____ Calm	_____ Nasal
_____ Angry	_____ Stutter
_____ Excited	_____ Lisp
_____ Slow	_____ Raspy
_____ Rapid	_____ Deep
_____ Soft	_____ Ragged
_____ Loud	_____ Clearing Throat
_____ Laughter	_____ Deep breathing
_____ Crying	_____ Cracking Voice
_____ Normal	_____ Disguised
_____ Distinct	_____ Accent
_____ Slurred	_____ Familiar

If voice is familiar, who did it sound like?

BACKGROUND SOUNDS:

_____ Street noises	_____ Factory
_____ Crockery	_____ Machinery
_____ PA system	_____ Animal Noises
_____ Music	_____ Static
_____ House noises	_____ Local
_____ Motor	_____ Long Distance
_____ Cellular	_____ Phone Booth
_____ Office machinery	
_____ Other: _____	

THREAT LANGUAGE:

_____ Well spoken	_____ Incoherent
_____ (Educated)	_____ Taped
_____ Foul	_____ Message read
_____ Irrational	

REMARKS: _____

KEEP CALLER ON PHONE AS LONG AS POSSIBLE. DON'T HANG UP.

SEARCH PROCEDURES

It is very important that someone familiar with the area, search the area. Look for anything unusual or out of place. You are looking for something that should not be there. Explosives can be packaged in a variety of containers. The container is likely to be a common article such as a shoe box, cigar box, a book, a grocery bag, an athletic bag, an airline bag, a suitcase, an attache case or briefcase. Anything that does not belong or whose presence cannot be explained is a "suspicious" object. For example: a book in the restroom, or a package in the stairwell, etc.

A search begins with the following sequence:

1. Outside areas - shrubs, trash, parking area.
2. Public areas - building entrance, lobby, stairwells, restrooms, elevators, etc.
3. Floors - start with the basement and move upwards.
4. Rooms - start at outside walls and move towards center of room.

If a suspicious object is found:

1. Clear the immediate area.
2. Call the Property Manager or Suite/Floor Warden. Report findings. Give description of object: size, color, markings, etc. Give location of object: the building, floor, room number, location within room and proximity to utilities.
3. **UNDER NO CIRCUMSTANCES SHOULD ANYONE TOUCH, OPEN, OR IN ANY WAY HANDLE THE SUSPECTED BOMB OR DEVICE.**
4. Begin evacuation procedures. Leave doors open to provide explosion relief. (*Explosions will follow the path of least resistance.*)
5. Follow Suite/Floor Warden's instructions and evacuate the building.
6. Proceed to a safe refuge area (*a minimum of 300 feet from the building*). This area *cannot* be preselected. It may vary depend upon the location of the 'device'.
7. Do not reenter building until instructed to do so.
8. Remain calm and do not spread rumors.

SEARCH TEAM

The Search Team includes the Building Engineer, Suite/Floor Wardens and Monitors. They must be familiar with both public and out of the way places. Search Team members should have flashlights and identification.

Building Staff: search building evacuation routes (*stairwells, elevator cabs, exterior of the building*) and public areas such as elevator lobbies & restrooms.

Suite/Floor Wardens: search their immediate area, corridor and elevator lobby. Check stairwells - one floor up and one floor down.

Monitors: search their immediate areas and public areas on their floor, ie. restrooms and elevator lobby.

Report all findings to the Building Engineer or Emergency Personnel.

Occupants should search only their immediate areas and report the results of their search to the Suite/Floor Warden. Occupants should unlock desks, lockers, file cabinets and turn off office machinery, but leave lights on. When evacuating, remove all personal items including purses, attache cases, packages and lunch boxes which might cause unnecessary wasted searching efforts. Leave windows and doors open.

If an evacuation is ordered, all evacuation routes **MUST** be checked first.

If lights are off, leave them off. Do not use two-way radios during a search in the immediate suspected area. The radio transmission can cause premature detonation.

REMEMBER outside to inside, lowest level to highest and **DO NOT TOUCH ANYTHING SUSPICIOUS.**

GENERAL INFORMATION: MEDICAL EMERGENCY

If a medical emergency arises, First Aid should be administered by someone qualified.

If outside emergency services are needed:

- ◆ Call the Paramedics. Give all relative information: location, the problem, etc.
- ◆ Call the Building Engineer.
- ◆ Notify the Suite/Floor Warden.
- ◆ Remain with the victim. Do not move the victim unless in immediate danger of further injury. Keep comfortable and warm.
- ◆ Assign someone to meet the Fire Department at the main entrance and direct them to the injured person.

CPR Training and First Aid courses are available from your local American Red Cross Office.

POWER FAILURE

In case of a power failure:

1. Remain calm and in place.
2. Look around see in the power outage is within your own suite, floor or area. If limited to your suite, call the Property Management Office. If outage is for the area, turn on your battery operated radio for further information.
3. Open draperies and raise blinds to let in outside light. Depending upon the season, if the sun is shining into your area, you may want to keep blinds closed and move to a different area. Direct sunlight may heat up the area very quickly without any air conditioning.
4. Turn off all electrical equipment. This will lessen the electrical load on circuits when the power is restored.
5. Use flashlights. *NOTE:* The building has battery powered emergency lighting in the stairwells, corridors, restrooms and tenant spaces.
6. Listen to battery operated radios for information on the power failure.
7. It is seldom necessary to evacuate the building during a power failure. However if evacuation is necessary, take your flashlight and/or lightsticks. Use the stairs to evacuate.
8. If a tenant has any employees who are physically impaired, be prepared to assist them if evacuation is necessary. If assistance is needed, notify the Building Engineer.
9. If you are in an elevator during a power failure, the elevator is designed to stop momentarily. The generator will start up automatically and power the elevators one at a time to the 1st floor; then one elevator will run on emergency power. Each elevator cab has a two-way communication system to an Answering Service. To activate: push button.

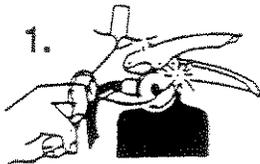
NOTE: The building's emergency generator will power:

- Emergency lights in the corridors, stairwells and tenant space (except in the bank which has battery powered emergency lights)
- Emergency lights on the parking levels
- EXIT signs
- Fire alarm panels and building's fire alarm
- Elevators one at a time to the Lobby Level, then the continuous use of one elevator
- Smoke Guard System

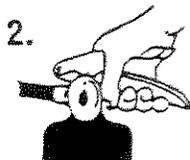
EXTINGUISHER TYPES and USAGE

FIRE TYPE	EXTINGUISHING	
	AGENT	METHOD
ORDINARY SOLID MATERIALS  	WATER FOAM	REMOVES HEAT REMOVES AIR AND HEAT
	DRY CHEMICAL HALON	BREAKS CHAIN REACTION
FLAMMABLE or CONBUSTIBLE LIQUIDS  	FOAM CO ₂	REMOVES AIR
	DRY CHEMICAL HALON*	BREAKS CHAIN REACTION
ELECTRICAL EQUIPMENT  	CO ₂	REMOVES AIR
	DRY CHEMICAL HALON	BREAKS CHAIN REACTION
COMBUSTIBLE METALS  	SPECIAL AGENTS	USUALLY REMOVES AIR

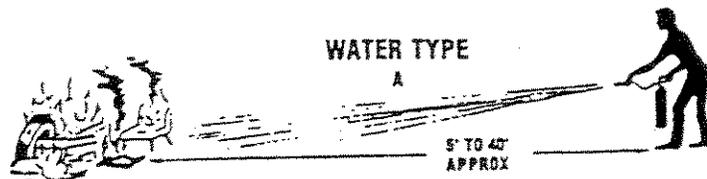
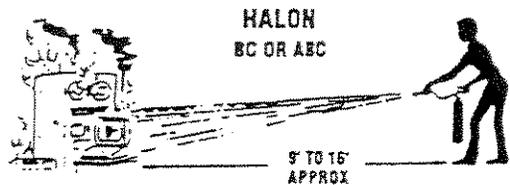
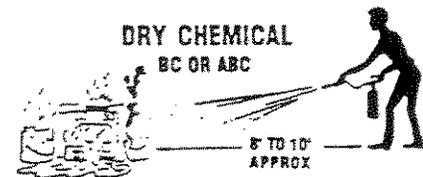
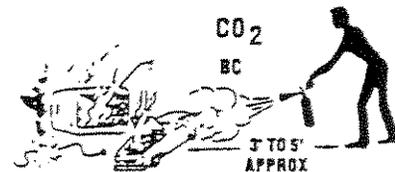
HOW TO USE EXTINGUISHERS



HOLD UPRIGHT
PULL RING PIN



AIM AT BASE OF FIRE.
SQUEEZE LEVER.
SWEEP SIDE TO SIDE



FLOOR RESPONSE TEAM: FIRE SINGLE TENANT OR LARGE TENANT FLOOR

FLOOR WARDENS: as members of the Floor Response Team, responsible for overseeing occupant instruction, supervising and ensuring safe evacuation during a fire, other emergency or fire drill. The Floor Response Team is under the supervision of the Fire Safety Director

STAIRWELL MONITORS: as members of the Floor Response Team, responsible for checking safety of designated stairwell and leading occupants to the Safe Refuge Area.

TRAFFIC MONITORS: as members of the Floor Response Team, responsible for assisting evacuation movements by directing occupants to emergency exits.

SEARCH MONITORS: as members of the Floor Response Team, responsible for a systematic search of all closed off areas on the floor (for example: conference rooms, kitchenettes, copy rooms, restrooms etc.)

PRE-EMERGENCY PLANNING

1. Read the Floor Response Team Manual.
2. Have identification (*orange vests are recommended*), flashlights and whistles for all team members.
3. **Stairwell Monitors:** assign an enclosed stairwell to each Stairwell Monitor; and have updated employee list readily available.

Traffic Monitors: determine the location to best direct occupants/visitors in times of emergency. For example: near elevator lobby or at intersection of two corridors.

Search Monitors: prepare area search - set route and list rooms to be searched. For example: restrooms, conference rooms, storage areas, copy rooms, kitchenettes, etc. If restrooms are locked, take keys.

4. Assign Monitors to assist anyone who is physically impaired. A person with a physical disability is ***anyone who will need assistance walking down the stairs***. Any occupants who are physically impaired should receive Section E 1-4.
5. Keep up-to-date list of all employees readily available.
6. Keep up-to-date list of all individuals who are physically impaired.

FLOOR RESPONSE TEAM: FIRE
SINGLE TENANT OR LARGE TENANT FLOOR

7. Instruct all occupants within your tenant area on:
 - a. Building Evacuation Procedures.
 - b. Location of suite's Safe Refuge Area/s outside of building
 - c. Location of emergency exits and their termination points.
 - d. Safe Stairwell Procedures.
 - e. Information on the building's fire alarm
 - f. Location of manual pull stations and fire extinguishers.
 - g. Location of First Aid Kits.
 - h. Familiarize occupants with responsibilities of all Floor Response Team Members.

NOTE: Sections E 1-1 & E 1-2 in this manual should be reproduced for all occupants. It is also recommended that sections E 2 & E 3 in this manual be reproduced and distributed to all occupants for additional training. All new employees should be instructed within 14 days of occupancy and retrained on an annual basis.

8. Floor Warden must be prepared to communicate status reports to Fire Safety Director regarding the emergency.
9. After all fire drills, Floor Warden will complete Fire Drill Report.
10. Develop awareness for safety conditions, fire violations and potential hazards. For example: **stairwell or corridor doors blocked open**, improper lighting, frayed cords, overloaded outlets, electrical extension cords used for permanent wiring, obstructed halls and corridors, trash build-ups, etc.
11. Make periodic review of Floor Response Team Members. Assign new members as needed.
12. If for any reason you should discontinue employment in this building, you are requested to notify the Fire Safety Director (Property Manager).

FLOOR RESPONSE TEAM: FIRE FLOOR WARDENS

EMERGENCY ACTIONS: Upon notification of a fire (by occupant or if you discover a fire):

1. **Call the Fire Department (9-1-1)** or verify that the Fire Department has been called. Give exact location and all known facts.
BE SURE TO MAKE THE CALL FROM A SAFE LOCATION.
2. Activate the manual pull station to sound the fire alarm if not yet sounding.
3. Quickly assess conditions in your immediate area:
 - Make sure the area is **clear**.
 - Close all doors to **confine** the fire.
 - Attempt to extinguish the fire, if safe to do so (& if trained). Never attempt to extinguish the fire alone. Use the "buddy system."
4. If possible, grab your orange vest, flashlight, whistle and employee list. Direct all occupants to a **safe** stairwell to begin evacuation procedures. *Be verbal.* Remind coworkers to close their doors as they exit. Check doors for heat and smoke before opening. *Note: Search Monitors are responsible for checking the closed off areas. If your safety is threatened, immediately begin evacuating the floor.*
5. Unless instructed otherwise: Occupants will walk down the stairs, evacuate the building and proceed to an outside Area of Safe Refuge.
6. At the Safe Refuge Area, take a head count. Ask if anyone knows if anyone is missing. Review your employee list.
7. Give status report including location of any occupants who are physically impaired to the Fire Safety Director or Fire Department Personnel.
8. Remain at the Safe Refuge Area for further instructions. Keep occupants grouped, quiet and calm.

REMEMBER: The alarm sounds throughout the building. Upon hearing the fire or notified of a fire, all occupants will walk down the stairs, evacuate the building and proceed to an outside Area of Safe Refuge. **ASSUME ALL ALARMS ARE REAL.**

FLOOR RESPONSE TEAM: FIRE
STAIRWELL MONITORS, TRAFFIC MONITORS, SEARCH MONITORS

EMERGENCY ACTIONS: Upon notification of a fire (by occupant or if you discover a fire):

1. **Call the Fire Department (9-1-1)** or verify that the Fire Department has been called. Give exact location and all known facts.
BE SURE TO MAKE THE CALL FROM A SAFE LOCATION.
2. Activate the manual pull station to sound the fire alarm if not yet sounding.
3. Quickly assess conditions in your immediate area:
 - Make sure the area is **clear**.
 - Close all doors to **confine** the fire.
 - Attempt to extinguish the fire, if safe to do so (*& if trained*). Never attempt to extinguish the fire alone. Use the "buddy system."
4. Stairwell Monitor: Grab your employee list and your identification, flashlight and whistle. Lead occupants to your designated stairwell. Feel door for heat and check stairwell for smoke. If not safe, direct occupants to other stairwell and notify Floor Warden. If safe, walk down. Keep to one side. Remember, the Fire Department will be using the stairwells to get to the fire. Unless otherwise instructed, lead occupants down the stairs, evacuate the building and proceed to the Safe Refuge Area.

Traffic Monitors: Grab your identification, flashlight and whistle. Proceed to pre-determined location. Direct occupants and visitors to emergency exits. Redirect anyone attempting to use elevators. When traffic is cleared, proceed to emergency exit. Unless otherwise instructed, occupants will walk down the stairs, evacuate the building and proceed to the Safe Refuge Area.

Search Monitors: Grab your identification, flashlight and whistle. Proceed along pre-determined route to search closed off areas (copy rooms, kitchenettes, conference rooms, restrooms etc.) for occupants unaware of the emergency or in need of assistance. During search, **use caution:** feel all doors for heat before opening; close doors of areas checked. When rooms are checked, proceed to emergency exit, walk down the stairs, evacuate the building and proceed to the Safe Refuge Area.

NOTE: If your safety is threatened, immediately evacuate the floor.

5. At the Safe Refuge Area, keep group together, calm and quiet. Stairwell Monitor can begin taking head count by checking off names on employee list. When Floor Warden arrives, check list. If anyone is missing ask coworkers if they know if the individual was present.

6. Report all findings to the Floor Warden. The Floor Warden will report any missing occupants to the Fire Safety Director or Fire Department Personnel. Standby for further instructions.

REMEMBER: The alarm sounds throughout the building. Upon hearing the fire or notified of a fire, all occupants will walk down the stairs, evacuate the building and proceed to an outside Area of Safe Refuge. **ASSUME ALL ALARMS ARE REAL.**

**FLOOR RESPONSE TEAM: EARTHQUAKE
SINGLE TENANT OR LARGE TENANT FLOOR
FLOOR WARDEN & MONITORS**

PRE-EMERGENCY PLANNING: Read General Information: Earthquake (E 3-3).

EMERGENCY ACTIONS - DURING AN EARTHQUAKE: DUCK, COVER & HOLD.

- ◆ Brace yourself in the core of the building (*the core is the center of the building - the elevator lobby and corridor area*). Or get under a desk or other sturdy object and hold on. Stay away from windows, bookcases, filing cabinets or anything else that may fall or shatter.

EMERGENCY ACTIONS - AFTER AN EARTHQUAKE:

1. Enlist assistance of all Floor Response Team members, if possible. Check for injuries and fires. Inspect floor for damage. Check utilities - gas or water leaks and electrical shorts. Use caution opening doors. Watch for falling objects. Stairwell Monitors will check exits for unsafe conditions.
2. Assess conditions and determine the necessity for immediate evacuation. If life threatening, begin evacuation. **Generally, it is safer to remain inside the building.**
3. Receive reports from Monitors/Wardens, including stairwell inspection report. Floor Warden will report findings to Building Engineer or Emergency Personnel. Include injuries, deaths, building damage and potential hazards. If communications are not working, send alternate Floor Warden, Monitors or occupants as "runners" to give status report.
4. Keep occupants away from windows.
5. Restrict use of phone. Phones should be used for emergency calls *only*.
6. Discourage occupants from leaving until authorized.
7. Gather and disperse earthquake supplies as necessary.
8. Listen to radio for emergency reports.
9. Monitor conditions and await further instructions. Keep occupants informed to discourage spreading of rumors.
10. Cooperate with all Public Safety Officials.

**FLOOR RESPONSE TEAM: EARTHQUAKE
SINGLE TENANT OR LARGE TENANT FLOOR
FLOOR WARDEN & MONITORS**

If evacuation is ordered:

- Stairwell Monitors: lead occupants to a safe refuge area outside and away from the building. Use safe exit. *Note: this area cannot be predetermined. It will vary depending upon earthquake damage.*
- Traffic Monitors: report to monitoring location; direct occupants to emergency exits. Redirect anyone attempting to use elevators.
- Search Monitors: search along designated route for occupants.
- Remind occupants to be prepared for aftershocks and to be careful of falling debris, electrical wires and hazardous areas as they exit.
- Report status to Building Engineer or Emergency Personnel via Monitor, Suite/Floor Warden or "runner".
- Do not reenter the building. The Fire Department or Public Safety Officials will determine when it is safe to return to the building.

BE PREPARED FOR AFTERSHOCKS.

FLOOR RESPONSE TEAM: FIRE MULTI-TENANT FLOOR

SUITE WARDEN: as members of the Floor Response Team, responsible for overseeing occupant instruction, supervising and ensuring safe evacuation during a fire, other emergency or fire drill. The Floor Response Team is under the supervision of the Fire Safety Director. Suite Wardens are responsible for their suite.

GROUP LEADER: as members of the Floor Response Team on Multi-Tenant Floors, responsible for directing occupants to emergency exits and leading occupants to a Safe Refuge Area. One Group Leader should be assigned for every 10-15 employees.

PRE-EMERGENCY PLANNING

1. Read the Floor Response Team Manual.
2. Have identification, flashlights and whistles or bullhorns for all team members.
3. Assign Monitors to assist anyone who is physically impaired. A person with a physical disability is ***anyone who will need assistance walking down the stairs***. Any occupants who are physically impaired should receive Section E 1-4.
4. Keep up-to-date list of all employees readily available.
5. Keep up-to-date list of all individuals who are physically impaired.
6. Instruct all occupants within your tenant area on: (*See section E 1-2*)
 - Building Evacuation Procedures.
 - Location of Safe Refuge Areas outside of building.
 - Location of emergency exits and their termination points.
 - Safe Stairwell Procedures.
 - Location of manual pull stations and fire extinguishers.
 - Information on the building's fire alarm
 - Location of First Aid Kits within the suite.

NOTE: Sections E 1-1 & E 1-2 in this manual should be reproduced for all occupants. It is also recommended that sections E 2 & E 3 in this manual be reproduced and distributed to all occupants for additional training. All new employees should be instructed within 14 days of occupancy and retrained on an annual basis.

FLOOR RESPONSE TEAM: FIRE
MULTI-TENANT FLOOR

7. Suite Warden must be prepared to communicate status reports to Fire Safety Director/Security regarding the emergency.
8. After all fire drills, Suite Warden will complete Fire Drill Report.
9. Develop awareness for safety conditions, fire violations and potential hazards. For example: **stairwell or corridor doors blocked open**, improper lighting, frayed cords, overloaded outlets, electrical extension cords used for permanent wiring, obstructed halls and corridors, trash build-ups, etc.
10. If for any reason you should discontinue employment in this building, you are requested to notify the Fire Safety Director (Property Manager).

FLOOR RESPONSE TEAM: FIRE SUITE WARDENS & GROUP LEADERS

EMERGENCY ACTIONS: Upon notification of a fire (by occupant or if you discover a fire):

1. **Call the Fire Department (9-1-1)** or verify that the Fire Department has been called. Give exact location and all known facts.
BE SURE TO MAKE THE CALL FROM A SAFE LOCATION.
2. Activate the manual pull station to sound the fire alarm if not yet sounding.
3. Quickly assess conditions in your immediate area:
 - Make sure the area is **clear**.
 - Close all doors to **confine** the fire.
 - Attempt to extinguish the fire, if safe to do so (& if trained). Never attempt to extinguish the fire alone. Use the "buddy system."
4. If possible, grab your identification, flashlight, whistle and employee list.
Suite Monitor: Alert others with whistle or loud voice. Direct all occupants to a **safe** stairwell to begin evacuation procedures. *BE VERBAL.* Remind coworkers to close doors as they exit. Check any conference rooms, copy rooms or kitchenettes. Check all doors for heat and smoke before opening. *(NOTE: If your safety is threatened, immediately begin evacuating the floor.)*
Group Leader: Alert others with whistle or loud voice. Lead occupants to safe exit. Direct anyone attempting to use the elevators to the emergency exits. Feel stairwell door for heat and open cautiously to check for smoke. If the door is hot or there is smoke in the stairwell, lead occupants to the other stairwell. If safe, walk down the stairs.
5. Occupants will evacuate the building and proceed to an outside Area of Safe Refuge. Occupants will wait at a Safe Refuge Area for further instructions.
6. Keep occupants grouped together. Group Leader will begin taking a head count. Ask if anyone knows if anyone is missing. Review your employee list. Suite Wardens will notify Fire Safety Director or Fire Department of missing occupants or the location of occupants who are physically impaired.
7. Remain at the Safe Refuge Area for further instructions.

REMEMBER: The alarm sounds throughout the building. Upon hearing the fire or notified of a fire, all occupants will walk down the stairs, evacuate the building and proceed to an outside Area of Safe Refuge. **ASSUME ALL ALARMS ARE REAL.**

FLOOR RESPONSE TEAM: EARTHQUAKE
MULTI-TENANT FLOOR
SUITE WARDEN & GROUP LEADER

PRE-EMERGENCY PLANNING: Read General Information: Earthquake (E 3-3).

EMERGENCY ACTIONS - DURING AN EARTHQUAKE: DUCK, COVER & HOLD.

- ◆ Brace yourself in the core of the building (*the core is the center of the building - the elevator lobby and corridor area*). Or get under a desk or other sturdy object and hold on. Stay away from windows, bookcases, filing cabinets or anything else that may fall or shatter.

EMERGENCY ACTIONS - AFTER AN EARTHQUAKE:

1. Check suite for injuries and fires. Check with other Suite Wardens for damage. Check utilities - gas or water leaks and electrical shorts. Check stairwells for damage. Use caution opening doors. Watch for falling objects.
2. Assess conditions and determine the necessity for immediate evacuation. If life threatening, begin evacuation. **Generally, it is safer to remain inside the building.**
3. Receive reports from other Suite Wardens. One Suite Warden should report all findings to the Building Engineer or Emergency Personnel. Include injuries, deaths, building damage and potential hazards. If communications are not working, one Suite Warden or assign an occupant to act as a "runner" to give status report.
4. Keep occupants away from windows. Restrict use of phone. Phones should be used for emergency calls *only*. Discourage occupants from leaving until authorized.
5. Gather and disperse earthquake supplies as necessary.
6. Listen to radio for emergency reports. Monitor conditions and await further instructions. Keep occupants informed to discourage spreading of rumors. Cooperate with all Public Safety Officials.

If evacuation is ordered:

- Lead occupants to a safe refuge area outside and away from the building. Use safe exit. *Note: this area cannot be predetermined. It will vary depending upon earthquake damage.*
- Remind occupants to be prepared for aftershocks and to be careful of falling debris, electrical wires and hazardous areas.
- Assist Suite Warden in assembling occupants, taking head count and keeping occupants calm and quiet.
- Fire Department or Public Safety Officials will determine when it is safe to return to the building

BE PREPARED FOR AFTERSHOCKS.

FLOOR RESPONSE TEAM: FIRE ASSISTANTS FOR THE PHYSICALLY IMPAIRED

ASSISTANTS FOR THE PHYSICALLY IMPAIRED: responsible for assisting occupants who are physically impaired in times of emergency. Physically impaired is defined as **anyone** who will need assistance walking down the stairs.

PRE-EMERGENCY PLANNING:

1. Read Floor Response Team Manual.
2. Two Assistants will be assigned by the Suite/Floor Warden to aid anyone who is physically impaired. Know location and type of disability. Meet with the individual and discuss the best method in assisting them. Make sure they receive a copy of Section E 1-4 from the Floor Response Team Manual.
3. Designate primary meeting place and alternate. For example: primary meeting location is at the occupant's work station; alternate meeting place is at Stairwell #2.
4. Methods for transporting occupants with restricted mobility are available from the Fire Safety Director. Ask for Evacuation Procedures for the Physically Impaired.
5. Develop an awareness of safety conditions, fire violations and potential hazards. For example: **corridor or stairwell doors blocked open**, improper lighting, frayed cords, overloaded outlets, obstructed halls and corridors, trash build-ups, etc.

EMERGENCY ACTIONS: Upon notification of an emergency:

1. Proceed to meet assigned person and assist to a safe stairwell. The person who is physically impaired and one Assistant will enter the stairwell last and remain in the stairwell. The second Assistant will walk down the stairs and *immediately* notify the Fire Safety Director or Fire Department Personnel of their location; for example: a pregnant woman and her Assistant are in Stairwell #1 on the 4th floor.

NOTE: Wheelchairs shall enter stairwells last, so as not to block evacuation traffic flow and/or Emergency Personnel.

2. Remain with occupant until emergency is over or given instructions by the Fire Department.

REMEMBER: The alarm sounds throughout the building. Upon hearing the fire or notified of a fire, all occupants will walk down the stairs, evacuate the building and proceed to an outside Area of Safe Refuge. **ASSUME ALL ALARMS ARE REAL.**

ASSISTANTS FOR THE PHYSICALLY IMPAIRED: EARTHQUAKE

PRE-EMERGENCY PLANNING: Read General Information: Earthquake (E 3-3).

EMERGENCY ACTIONS - DURING AN EARTHQUAKE: DUCK, COVER & HOLD.

1. Brace yourself in the core of the building (*the core is the center of the building - the elevator lobby and corridor area*). Or get under a desk or other sturdy object and hold on. Stay away from windows, bookcases, filing cabinets or anything else that may fall or shatter.

EMERGENCY ACTIONS - AFTER AN EARTHQUAKE:

1. Proceed to assist assigned person.
2. Assess conditions and determine the necessity for immediate evacuation or relocation. If life threatening, begin evacuation. If assistance is needed delegate, co-worker to give assistance. **Generally, it is safer to remain inside the building.**
3. Follow instructions from Emergency Personnel.
4. Listen to radio for emergency reports. Discourage spreading of rumors.
5. Cooperate with all Public Safety Officials.

If evacuation is ordered:

- Assist assigned person to a safe refuge area outside and away from building.
Note: this area cannot be predetermined. It will vary depending upon earthquake damage. Seek assistance if necessary.
- Report relocation status to Emergency Personnel.
- Remain with assigned person.
- Fire Department or Public Safety Officials will determine when it is safe to reenter the building.

BE PREPARED FOR AFTERSHOCKS.

FIRE DRILL INSTRUCTIONS

To have an effective Fire/Life Safety Program, it is necessary that comprehensive training be given to everyone in the building. Fire drills are required a minimum of once a year in all high-rise buildings. The purposes of the fire drill are to instill in the minds of all occupants the correct procedures necessary to ensure the safety of life and the joint testing of building emergency equipment and staff duties. **FIRE DRILLS ARE FOR THE SAFETY AND PROTECTION OF ALL OCCUPANTS. *Participation is mandatory.***

Fire drills should be announced in advance: date and approximate time. For example: Tuesday September 18th between 9 AM - 12 PM. This will help to uncover weaknesses. The fire drill should be a practice of the building's emergency procedures. A fire drill would begin with the sounding of the fire alarm. Observers (*Property Management Staff*) should be stationed at strategic locations throughout the building to observe the actions of Suite/Floor Wardens, Monitors and occupants when the alarm sounds.

Observations will be made for:

1. Quick response of all Suite/Floor Wardens and Monitors to their designated duties.
2. Response and attitude of occupants in evacuating the floor.
3. Closing of all office doors to help confine the fire and limit the spread of fire and smoke.
4. Following correct evacuation procedures.
5. Taking a head count at the Safe Refuge Areas.
6. Reporting to Building Staff, the location of any occupants who are physically disabled and that evacuation is complete.

CRITIQUE

- Points which should be covered: not hearing the alarm; fire equipment blocked or unusable; exits and hallways blocked; debris in stairwells; doors propped open; office doors not closed; duties not understood or carried out; procedures for occupants who are physically disabled; and response of all occupants.
- All Suite/Floor Wardens shall turn in a completed fire drill report in keeping with the requirement for annual fire drill documentation.

REMEMBER: FIRE DRILLS ARE A LEARNING EXPERIENCE.

FIRE DRILL REPORT: SUITE/FLOOR WARDENS

BUILDING ADDRESS: **9440 Santa Monica Boulevard** SUITE#: _____
DATE: _____ TIME DRILL BEGAN: _____
TIME FLOOR CLEARED: _____ ELAPSED TIME: _____ minutes
FLOOR EVACUATED TO (LOCATION): _____

Place a YES, NO or NA (not applicable) on the spaces provided.

LIFE SAFETY SYSTEMS:

- _____ Were EXIT signs visible?
- _____ Was audible alarm clearly heard?
- _____ Were strobe lights flashing?

SUITE/FLOOR WARDENS & MONITORS:

- _____ Did Suite/Floor Wardens & Monitors report to their respective stations?
- _____ Did Suite/Floor Wardens & Monitors carry out all assigned duties?
- _____ Did Suite/Floor Wardens & Monitors have identification (*orange vest, flashlight and/or whistle*)?

CONTAINMENT OF FIRE:

- _____ Were all doors closed, including interior office doors and door to copy room and kitchen?

EVACUATION:

- _____ Were corridors and exits kept cleared?
- _____ Did the evacuation proceed in a smooth and orderly manner?
- _____ Were restrooms searched?
- _____ Did all occupants take part in the drill?
- _____ Did visitors to the floor take part in the drill?
- _____ Was status report given to Property Management Staff at the Safe Refuge Area?

INDIVIDUALS WHO ARE PHYSICALLY IMPAIRED:

- _____ Did any individual who is physically impaired wait in the stairwell with their assigned assistant/s?
- _____ Was Building Staff at the Safe Refuge Area notified of the location of occupants who are physically impaired?

REMARKS AND RECOMMENDATIONS: Explain all NO answers and any additional comments, problems encountered on the reverse side for, etc.

SIGNATURE: SUITE/FLOOR WARDEN: _____

This report is to be completed immediately after each fire drill and a copy sent to the Fire Safety Director.