

# **Occupant Manual**

**Prepared For**

**2600 and 2700 Colorado Avenue  
Santa Monica, CA 90404**



**Prepared By**

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## **Introduction**

UPS Fire Life Safety Services in cooperation with Building Management has compiled this manual for 2600 and 2700 Colorado Avenue to help ensure the safety of the building's occupants in the event of an emergency and to aid tenants in complying with the provisions of the Title 8 and Title 19 of the California Code of Regulations and Santa Monica City ordinances.

This manual and its contents shall remain the property of the building and be made readily available to members of OSHA or the local Fire Department upon demand. Neither UPS Fire Life Safety Services nor the Author assumes any responsibility in the event of an emergency nor in the event Building Management fails to keep this Plan current.

Technical information in this Plan is based upon information supplied by the Building Management as of this writing.

This manual is composed of three sections; the staff section, the floor warden section and the occupant section. The staff emergency procedures pertaining to each staff position should be copied and provided to each staff member. Unless cross training is desired, there is no need to provide staff members with procedures other than the ones pertaining to the position. Each floor shall receive a copy of the Floor Warden Section and the Occupant Section. It is the floor wardens responsibility to copy the occupant section for employees within his/her suite and to insure that all occupants are properly instructed in the emergency procedures. Receipt of the floor warden manual should be documented at the management office.

## **Legal Requirements Title 8 California Code of Regulations**

Section 3220. Emergency Action Plan.

(a) Scope and Application. This section applies to all emergency action plans. The emergency action plan shall be in writing, except as provided in the last sentence of subsection (e)(3) of this section, and shall cover those designated actions employers and employees must take to ensure employee safety from fire and other emergencies.

(b) Elements. The following elements, at a minimum, shall be included in the plan:

- (1) Emergency escape procedures and emergency escape route assignments;
- (2) Procedures to be followed by employees who remain to operate critical plant operations before they evacuate;
- (3) Procedures to account for all employees after emergency evacuation has been completed;
- (4) Rescue and medical duties for those employees who are to perform them;
- (5) The preferred means of reporting fires and other emergencies; and
- (6) Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan.

(c) Alarm System.

(1) The employer shall establish an employee alarm system which complies with Article 165.

(2) If the employee alarm system is used for alerting fire brigade members, or for other purposes, a distinctive signal for each purpose shall be used.

(d) Evacuation. The employer shall establish in the emergency action plan the types of evacuation to be used in emergency circumstances.

(e) Training.

(1) Before implementing the emergency action plan, the employer shall designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees.

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(2) The employer shall advise each employee of his/her responsibility under the plan at the following times:

(A) Initially when the plan is developed,

(B) Whenever the employee's responsibilities or designated actions under the plan change, and

(C) Whenever the plan is changed.

(3) The employer shall review with each employee upon initial assignment those parts of the plan which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept at the workplace and made available for employee review. For those employers with 10 or fewer employees the plan may be communicated orally to employees and the employer need not maintain a written plan.

#### 3221. Fire Prevention Plan.

(a) Scope and Application. This section applies to all fire prevention plans. The fire prevention plan shall be in writing, except as provided in the last sentence of subsection (d)(2) of this section.

(b) Elements. The following elements, at a minimum, shall be included in the fire prevention plan:

(1) Potential fire hazards and their proper handling and storage procedures, potential ignition sources (such as welding, smoking and others) and their control procedures, and the type of fire protection equipment or systems which can control a fire involving them;

(2) Names or regular job titles of those responsible for maintenance of equipment and systems installed to prevent or control ignitions or fires; and

(3) Names or regular job titles of those responsible for the control of accumulation of flammable or combustible waste materials.

(c) Housekeeping. The employer shall control accumulations of flammable and combustible waste materials and residues so that they do not contribute to a fire emergency. The housekeeping procedures shall be included in the written fire prevention plan.

(d) Training.

(1) The employer shall apprise employees of the fire hazards of the materials and processes to which they are exposed.

(2) The employer shall review with each employee upon initial assignment those parts of the fire prevention plan which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept in the workplace and made available for employee review. For those employers with 10 or fewer employees, the plan may be communicated orally to employees and the employer need not maintain a written plan.

(e) Maintenance. The employer shall regularly and properly maintain, according to established procedures, equipment and systems installed in the workplace to prevent accidental ignition of combustible materials.

Note: Authority and reference cited: Section 142.3, Labor Code.

### **Title 19 California Code of Regulations**

Section 3.09. Emergency Planning and Information.

(a) All office buildings 2 or more stories in height (except high-rise buildings as defined by Health and Safety Code Section 13210).

(1) Owner(s) or operator(s) shall employ either one of the following methods of providing emergency procedures and information to the building occupants:

(A) Emergency procedures information published in the form of a leaflet, brochure, or pamphlet shall be available to all persons entering the building. Emergency procedures information shall be located immediately inside all entrances to the building, as determined by the authority having jurisdiction. Locations shall be clearly marked; or,

(B) A floor plan providing emergency procedures information shall be posted at every stairway landing, at every elevator landing, and immediately inside all public entrances to the building. The information shall be posted so that it describes the represented floor level and can be easily seen immediately upon entering the floor level or the building. Emergency procedures information shall be printed with a minimum of 3/16-inch high non-decorative lettering providing a sharp contrast to the background.

(2) Emergency procedures information shall provide all ambulatory, nonambulatory, and the physically disabled, instructions to be followed in the event of an emergency. Emergency procedures information shall include, but not be limited to the following:

- (A) Location of exits and fire alarm initiating stations, if required;
- (B) what the fire alarm, if required, sounds and looks like (audible and visual warning devices);
- (C) fire department emergency telephone number 911; and,
- (D) the prohibition of elevator use during emergencies, if any.

(b) Hotels, Motels and Lodging houses.

(1) Every guestroom available for rental in a hotel, motel, or lodging house shall have clearly visible emergency procedures information printed on a floor plan representative of the floor level and posted on the interior of each entrance door or immediately adjacent to such door. The owner/operator of a hotel, motel, or lodging house may, in lieu of posting emergency procedures information in each guestroom, provide such information through the use of leaflets, brochures, pamphlets, videotapes, or any other method as approved by the authority having jurisdiction. Oral communication in itself does not fulfill the intent of this section. However, oral communication can be incorporated as a part of the transfer of emergency procedures information. When emergency procedures information signage is posted on the interior of the guestroom entrance door, the bottom of the information shall not be located more than 4-feet above the floor level. Visually impaired persons shall receive instructions of a type they will understand, for example: taping of instructions, instructions in braille, or other appropriate methods.

(2) Each method of providing information shall include, but not be limited to that described in subsection (a)(2)(A-D).

(3) Hotels, motels, and lodging houses shall maintain at the registration desk a list noting the guestrooms assigned to guests with disabilities when such guests have indicated that they have special emergency evacuation requirements. The innkeeper shall, at the innkeeper's option, do one of the following: (1) provide a place on the registration form for physically disabled guests who have such requirements to so identify themselves; (2) provide a notice on the room key jacket advising guests with disabilities who have special emergency evacuation requirements to so notify the front desk; or (3) utilize such other means for allowing such guests with disabilities to so identify themselves as may be approved by the authority having jurisdiction.

(c) Hotels, motels, lodging houses, high-rise office buildings, and Group I, Division 1 and 2 occupancies as defined in the State Building Code (except honor farms and conservation camps).

(1) Emergency procedures information printed on a floor plan shall be posted at every stairway landing, at every elevator landing, and immediately inside all public

entrances to the building. The information shall be representative of the floor level and be posted so that the bottom edge of such information is not located more than 4-feet above the floor, where it can be easily identified. Emergency procedures information shall be printed with a minimum of 3/16-inch non-decorative lettering providing a sharp contrast to the background.

(2) Emergency procedures information shall include, but not be limited to that described in subsection (a)(2)(A-D).

(d) Owner(s) and operator(s) of hotels, motels, lodging houses, high-rise office buildings, and Group I, Division 1 and 2 occupancies as defined in the State Building Code (except honor farms and conservation camps) shall appoint a Fire Safety Director, who shall:

(1) Report to owner(s) or operator(s);

(2) coordinate fire safety activities of the facility with the authority having jurisdiction;

(3) conduct, or cause to be conducted, all training as described in subsection (e), for all building employees and maintain records of dates, subjects, and attendance of each training session; and,

(4) develop and maintain a written facility emergency plan acceptable to the authority having jurisdiction. Upon request, the facility emergency plan shall be made physically available at the respective facility to the authority having jurisdiction. Facility emergency plans shall include, but not be limited to the following:

(A) Fire department emergency telephone number 911;

(B) other emergency response telephone numbers;

(C) evacuation or relocation plan for the building occupants;

(D) duties of the Fire Safety Director and other designated emergency personnel;

(E) building employee responsibilities in case of emergency, including individual assignment and reporting responsibilities; and,

(F) procedures to identify and assist the non-ambulatory and physically disabled.

(5) assure that the requirements of subsection (d)(4)(F), procedures to identify and assist the non-ambulatory and physically disabled are accomplished as follows:

(A) Hotels, motels, and lodging houses shall comply with subsection (b)(3);

(B) owner(s) or operator(s) of high-rise office buildings shall maintain a list of all

permanent building tenants who have disabilities. Building owner(s) or operator(s) shall be notified in writing by those who have disabilities. Information provided in the list shall include any special emergency evacuation needs and permanent work location of such physically disabled persons. The list shall be located in the building manager's office;

(C)(3) Group I, Division 1 and 2 occupancies as defined in the State Building Code (except honor farms and conservation camps) shall comply with normal hospital policies of assisting patients and guests during an emergency evacuation.

(e) Hotels, motels, lodging houses, and high-rise office buildings shall conduct annually, emergency procedures training for individuals listed in subsection (d)(3). Group I, Division 1 and 2 occupancies as defined in the State Building Code (except honor farms and conservation camps) shall conduct quarterly fire emergency training for individuals listed in subsection (d)(3).

(1) Fire Safety Directors and their designated emergency personnel shall receive training in the identification and use of facility fire safety equipment, communication procedures, people movement procedures, fire prevention practices, and their duties outlined in their respective emergency plan. The training curriculum shall be approved by, and made available to the authority having jurisdiction.

(2) Individuals designated in subsection (d)(3) shall receive training covering the identification and use of facility fire safety equipment, fire prevention practices, and appropriate procedures to follow in the event of a fire.

(3) Actual evacuation or relocation of building occupants pursuant to procedures contained in the emergency plan shall be conducted at least annually by those individuals designated in subsection (d)(3). Appropriate records, including dates, floors or building involved, and persons conducting evacuation or relocation procedures shall be maintained and made immediately available to the authority having jurisdiction upon their request. The authority having jurisdiction shall be notified not less than 48 hours in advance of such planned evacuation or relocation.

(f) Emergency procedures signage posted prior to the effective date of these regulations may be continued in use until one year after such effective date of these regulations.

Exception: In hotels, motels, lodging houses, and Group I, Division 1 and 2 occupancies as defined in the State Building Code, guests and patients are not required to participate in evacuation or relocation of the building. In hotels, motels, lodging houses, Group I, Division 1 and 2 occupancies as defined in the State Building Code, and highrise office buildings, on-duty personnel who have security or maintenance related responsibilities, and designated management personnel approved by the fire authority having jurisdiction shall not be required to participate in any drill but, they shall provide an alternate method approved by the authority



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having jurisdiction to measure their knowledge of their respective duties pursuant to the emergency plan.

### Section 3.10. Evacuation of Buildings.

Upon notification of fire, conduct of any fire drill, upon activation of the fire alarm, or upon orders of the fire authority having jurisdiction, buildings or structures within the scope of these regulations shall be immediately evacuated or occupants shall be relocated in accordance with established plans.

Note: Authority cited: Sections 13100, 13108, 13211, 13220, 13221, 13143, 13143.6 and 17921, Health and Safety Code. Reference: Sections 13100, 13108, 13211, 13220, 13221, 13143, 13143.6 and 17921, Health and Safety Code.

## **Santa Monica Fire Code**

### **8.44.090 High-rise building requirements.**

New buildings or structures housing any occupancy classification having floors used for human occupancy more than fifty-five feet above the lowest level of Fire Department vehicle access shall comply with the high-rise building requirements contained in Section 403 of the California Building Code, 2000 Edition.

1. These requirements shall not apply to:
2. Hospitals as defined in Health and Safety Code Section 1250.
3. Buildings used exclusively as open parking garages.
4. Buildings such as power plants, lookout towers, steeples, grain houses, and similar structures with non-continuous human occupancy only when so determined by the Fire Chief.
5. Buildings owned by any public agency or school district.

Any full automatic fire sprinkler system installed in any high-rise building shall have two connections with control valves to independent risers on each floor level, with each riser being of the size necessary to supply the required water supply. (Added by Ord. No. 2054CCS § 11 (part), adopted 10/8/02)

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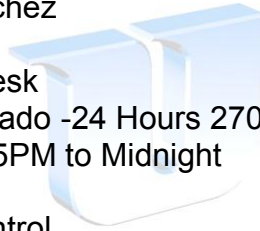
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## **Chapter 2 Emergency Information**

### **Phone Numbers**

	<b><u>Primary</u></b>
<b>Fire Department</b>	<b>9-1-1</b>
<b>Police Department</b>	<b>9-1-1</b>
<b>Paramedics</b>	<b>9-1-1</b>
Building Management Fire Safety Director Janel Apelacio	310-449-1800
Chief Engineer Assistant Fire Safety Director Lauro Sanchez	310-449-1800
Security Desk 2600 Colorado -24 Hours 2700 Colorado- 5PM to Midnight	310-628-6255 310-449-1800
Poison Control	800-867-4766
Toxic Spills	800-424-8802



**UPS**  
**Fire/Life**  
**Safety Services**

**Emergency Team Information**

**Floor Warden / Suite Monitor**

Name: \_\_\_\_\_

Company/Department: \_\_\_\_\_

Telephone: \_\_\_\_\_ Suite: \_\_\_\_\_

<p><b>Alternate Floor Warden Suite Monitor</b></p> <p>Name _____</p> <p>Telephone _____</p>	<p><b>Alternate Floor Warden Suite Monitor</b></p> <p>Name _____</p> <p>Telephone _____</p>
<p><b>Group Leaders</b></p> <p>Name _____</p> <p>Department _____</p> <p>Name _____</p> <p>Department _____</p> <p>Name _____</p> <p>Department _____</p>	<p><b>Group Leaders</b></p> <p>Name _____</p> <p>Department _____</p> <p>Name _____</p> <p>Department _____</p> <p>Name _____</p> <p>Department _____</p>
<p><b>Stairwell Monitors</b></p> <p>Name _____</p> <p>Telephone _____</p> <p>Name _____</p> <p>Telephone _____</p>	<p><b>Alternate Stairwell Monitors</b></p> <p>Name _____</p> <p>Telephone _____</p> <p>Name _____</p> <p>Telephone _____</p>
<p><b>Elevator Monitor</b></p> <p>Name _____</p> <p>Telephone _____</p>	<p><b>Alternate Elevator Monitor</b></p> <p>Name _____</p> <p>Telephone _____</p>
<p><b>Searchers</b></p> <p>Name _____</p> <p>Department _____</p> <p>Name _____</p> <p>Department _____</p> <p><b>Searchers</b></p> <p>Name _____</p> <p>Department _____</p>	<p><b>Searchers</b></p> <p>Name _____</p> <p>Department _____</p> <p>Name _____</p> <p>Department _____</p> <p><b>Searchers</b></p> <p>Name _____</p> <p>Department _____</p>
<p><b>Telephone Monitor</b></p> <p>Name _____</p>	<p><b>Telephone Monitor</b></p> <p>Name _____</p>

**Physically Impaired Form**

**Attention**

**California Code of Regulations  
Title 19 Section 3.09 (d)5(b)**

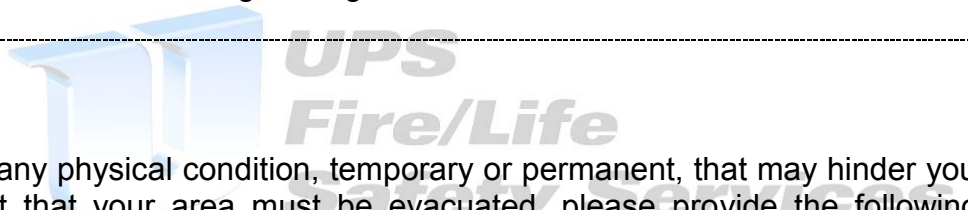
“Assure that the requirements of subsection (d)(4)(F)” procedures to identify and assist the non-ambulatory and physically disabled as follows:

Hotels, Motels, and Lodging Houses shall comply with subsection (b) (3);

b(3) Hotels, Motels, and Lodging House shall maintain at the registration desk a list noting the guest room assigned to the physically disabled guest who have special emergency evacuation requirements. Inn-Keeper shall provide a place on the registration form so that guest may be identified who may require special emergency evacuation because of a physical disability.

(B) owner(s) or operator(s) of high-rise office buildings shall maintain a list of all permanent building tenants who have disabilities. **Building owner(s) or operator(s) shall be notified in writing by those who have disabilities.**

Information provided in the list shall include any special emergency evacuation needs and permanent work location of such physically disabled persons. The list shall be located in the building manager’s office.



If you have any physical condition, temporary or permanent, that may hinder you in the event that your area must be evacuated, please provide the following information to your Floor Warden and to the Office of the Building. They will then assign people who will assist you in the event of an evacuation.

NAME \_\_\_\_\_

SUITE/ROOM OR DEPT. \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ EXT. \_\_\_\_\_

SPECIAL NEEDS \_\_\_\_\_

INCLUSIVE DATES (If applicable) \_\_\_\_\_

Copy or cut along dashed line and give to your Floor Warden and/or the Office of the Building.

## **Chapter 3 Fire Procedures**

### **Alarm Activation**

#### **2600 Colorado**

The fire alarm emits an electronic tone with strobe lights when activated. Any alarm in the building will cause the alarm to be activated in the entire building. A fire alarm signal is also annunciated at the Fire Alarm Panel and at the outside monitoring company.

#### **2700 Colorado**

The fire alarm emits an electronic tone with strobe lights. The audible/visual signals will only be activated on the floor of alarm. A fire alarm signal is also annunciated at the Fire Alarm Panel and at the outside monitoring company.

### **General Procedures**

#### **If you discover fire or smoke**

- 1 Safety of life is the first priority. Remove anyone in the area from immediate danger. Confine the fire by closing as many doors as possible as you leave the area.
- 2 Notification: Activate a manual pull station in close proximity. Call the fire department at 9-1-1. If you encounter problems with the 911 system, dial insert 6 and provide the following information:

Building Address       **2600 or 2700 Colorado Avenue**  
Nearest Cross Street   **26<sup>th</sup> Street**  
Nature of the Emergency \_\_\_\_\_  
Your Floor/Suite Number \_\_\_\_\_  
Your Call Back Number \_\_\_\_\_

**Do not hang up until the emergency operator hangs up.**

- 3 Fighting the fire is an option only if you are trained, you have someone with you, it is safe to do so and if it does not interfere with the performance of your emergency duties.
- 4 Begin your assigned duties or proceed to the nearest safe stairwell and begin evacuation.
- 5 Follow the directions of your floor warden, building staff or emergency personnel.

**If Trapped In an Office or Area**

- ✚ Wedge material along the bottom of the door to keep smoke out.
- ✚ Close as many doors as possible between you and the fire.
- ✚ Call the fire department and notify them of your situation.
- ✚ If windows are operable and you need air, open the window. Break windows only as a last resort. Smoke may enter the room and it will be impossible to stop it.
- ✚ If unable to perform your assigned duties notify other staff members.

**Smoke Detectors:**

**Smoke detectors are provided for your personal safety. Anyone who willfully and maliciously tampers with, damages, breaks or removes any required smoke detector shall be guilty of a misdemeanor. (L.A.M.C. SEC. 57.112.05). Any person who willfully and maliciously sends, gives, transmits, or sounds any false alarm of fire is guilty of a misdemeanor. (P.C. 148.3)**

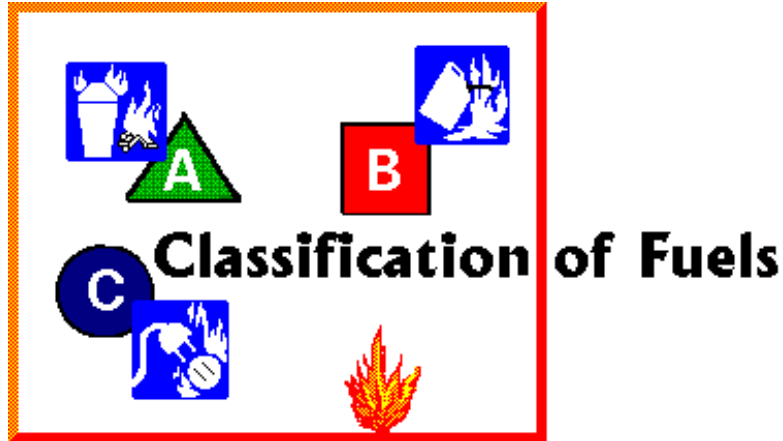
**If you hear an alarm or are notified of a fire**

- ◆ If assigned to the emergency response team, begin your assigned duties.
- ◆ Begin evacuation by moving quickly to the nearest safe stairwell.
- ◆ Follow directions from the Fire Safety Director (Building Management) or Fire Department Personnel.



## Fire Extinguisher Use

### Fire Types



Not all fires are the same, and they are classified according to the type of fuel that is burning. If you use the wrong type of fire extinguisher on the wrong class of fire, you can, in fact, make matters worse. It is therefore very important to understand the four different fire classifications.



**Class A - Wood, paper, cloth, trash, plastics**  
Solid combustible materials that are not metals. (Class A fires generally leave an Ash.)



**Class B - Flammable liquids: gasoline, oil, grease, acetone** Any non-metal in a liquid state, on fire. This classification also includes flammable gases. (Class B fires generally involve materials that Boil or Bubble.)



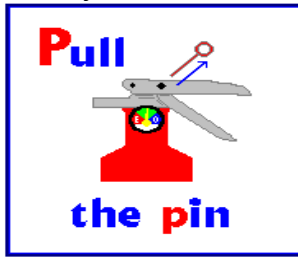
**Class C - Electrical: energized electrical equipment**  
As long as it's "plugged in," it would be considered a class C fire. (Class C fires generally deal with electrical Current.)



**Class D - Metals: potassium, sodium, aluminum, magnesium** Unless you work in a laboratory or in an industry that uses these materials, it is unlikely you'll have to deal with a Class D fire. It takes special extinguishing agents (Metal-X, foam) to fight such a fire.

## PASS

It's easy to remember how to use a fire extinguisher if you can remember the acronym **PASS**, which stands for **Pull, Aim, Squeeze, and Sweep**.

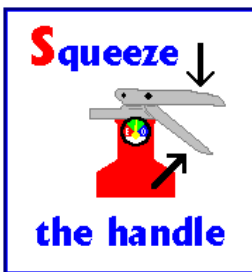


**Pull the pin.**

This will allow you to discharge the extinguisher.



**Aim at the base of the fire.** If you aim at the flames (which is frequently the temptation), the extinguishing agent will fly right through and do no good. You want to hit the fuel.



**Squeeze the top handle or lever.** This depresses a button that releases the pressurized extinguishing agent in the extinguisher.



**Sweep from side to side** until the fire is completely out. Start using the extinguisher from a safe distance away, then move forward. Once the fire is out, keep an eye on the area in case it re-ignites.

## Types of Extinguishers



**Dry Chemical** extinguishers are usually rated for multiple purpose use. They contain an extinguishing agent and use a compressed, non-flammable gas as a propellant. ABC is a popular dry chemical fire extinguisher.



**Water** These extinguishers contain water and compressed air and should only be used on Class A (ordinary combustibles) fires.



**Carbon Dioxide (CO<sub>2</sub>)** extinguishers are most effective on Class B and C (liquids and electrical) fires. Since the gas disperses quickly, these extinguishers are only effective from 3 to 8 feet. The carbon dioxide is stored as a compressed liquid in the extinguisher; as it expands, it cools the surrounding air. The cooling will often cause ice to form around the “horn” where the gas is expelled from the extinguisher. Since the fire could re-ignite, continue to apply the agent even after the fire appears to be out.



**Halon** extinguishers contain a gas that interrupts the chemical reaction that takes place when fuels burn. These types of extinguishers are often used to protect valuable electrical equipment since they leave no residue to clean up. Halon extinguishers have a limited range, usually 4 to 6 feet. The initial application of Halon should be made at the base of the fire, even after the flames have been extinguished.

## **Chapter 4 Evacuation Procedures**

### **Definitions**

**PANIC:** A sudden unreasoning terror often accompanied by mass hysteria. Panic is often the result of not knowing what to do.

**EVACUATION:** The movement of people off of a floor. The emergency movement of people is best accomplished in a supervised manner. Personnel trained on proper evacuation methods will make relocation of any number of people a safe operation.

**HORIZONTAL EVACUATION:** The movement of people across floors to safe refuge areas, stairwells, etc.

**VERTICAL EVACUATION:** The movement of people either down or up.

**RELOCATION:** The movement of one floor or several floors within a building.

**TOTAL EVACUATION:** The movement of all occupants from the building. Total evacuation is not always necessary or recommended. Total evacuation should be considered in the event of extreme emergency situations.

### **Specific Evacuation Procedures**

Upon hearing/seeing the fire alarm on their floor, occupants will walk down the stairwells, evacuate the building and proceed to a designated Outside Area of Refuge.

It is important for all occupants to move away from the building (in the event of a real fire, glass may be falling) and out of the way of incoming Emergency Personnel. Use caution crossing all driveways. Do not congregate in or around the building or in red curbed areas.

Once at the Outside Areas of Refuge, it is imperative that all occupants remain together so that the Suite/Floor Wardens can take a head count to verify all occupants have left the building safely. If anyone is determined to be missing, the Suite/Floor Wardens must report this information to Building Staff or Fire Department Personnel AT ONCE!

**2600 Colorado:** The fire alarm emits an electronic tone with strobe lights. The audible/ visual alarm is activated THROUGHOUT THE BUILDING. A fire alarm

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signal is also annunciated at the Fire Alarm Panel and at the outside monitoring company.

### **Stairwell Information - 2600**

STAIRWELL #5 connects levels Ground - Roof and exit into the alley behind the building.

STAIRWELL #6 connects levels Ground - Roof and exits into 26th Street.

STAIRWELL #7 connects levels C - Ground and exit directly into the alley on the south/east side of the building.

STAIRWELL #8 connects levels C - Ground and exits directly into the outside patio of the Café.

STAIRWELL #9 connects levels C - Ground and exits directly into the alley on the south/west side of the building.

STAIRWELL #10 connects levels C -Ground and exits directly outside into the alley the south center side behind the building.

STAIRWELL #5 HAS ROOF ACCESS THROUGH A HATCH. STAIRWELL #6 HAS ROOF ACCESS THROUGH A DOOR. THE DOOR TO THE ROOF IS UNLOCKED.

Exterior stairwells are locked from the exterior side.

**2700 Colorado:** The fire alarm emits an electronic tone with strobe lights. The audible/visual alarm is activated ON ONE FLOOR AT A TIME, the floor where a device has been activated. A fire alarm signal is also annunciated at the Fire Alarm Panel and at the outside monitoring company.

### **Stairwell Information - 2700**

STAIRWELL #1 connects levels Ground - Roof and exit into the north side of the Café patio.

STAIRWELL #2 connects levels Ground - Roof and exit into the alley behind the building.

STAIRWELL #3 connects levels Ground- Roof and exit into the alley behind the building.

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STAIRWELL #7 connects levels C - Ground and exit directly into the alley on the south/east side of the building.

STAIRWELL #8 connects levels C - Ground and exits irectly into the outside patio of the Café.

STAIRWELL #9 connects levels C - Ground and exits directly into the alley on the south/west side of the building.

STAIRWELL #10 connects levels C -Ground and exits directly outside into the alley the south center side behind the building.

STAIRWELL #1 HAS ROOF ACCESS THROUGH A DOOR. STAIRWELLS #2 AND #3 HAVE ROOF ACCESS THROUGH A HATCH. THE DOOR TO THE ROOF IS UNLOCKED

Exterior stairwells are locked from the exterior side.

### ***Safety in Stairwells***

- ✚ Remain quiet and calm.
- ✚ Remove high-heeled shoes to avoid tripping (carry them with you.)
- ✚ Use handrail that is most continuous (usually center.)
- ✚ Keep to one side. Walk in single file. Emergency Personnel will be coming up the stairs.
- ✚ Move quickly, but do not run.
- ✚ Allow others to enter into stairwell flow, but do not unnecessarily hold up traffic.
- ✚ Provide assistance for those who are slower moving or physically impaired.
- ✚ Evacuate and proceed to a safe refuge area.
- ✚ 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.

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- ✚ Complete evacuation. Do not congregate in stairwell.
- ✚ Do not carry food and/or beverages into the stairwell as they may spill and cause a slip and fall hazard.

### ***AREAS OF REFUGE***

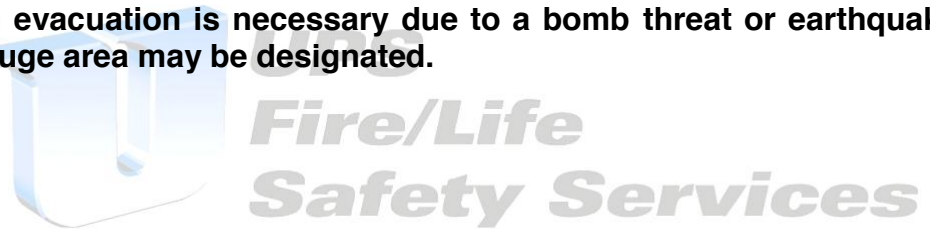
Refuge Areas are areas inside or outside of the building which would provide a level of protection.

**Inside Areas of Refuge** during a fire emergency: usually any floor three or more above or below the fire floor and enclosed stairwells are deemed refuge areas in a fully sprinklered building.

**Outside Areas of Safe Refuge** for a FIRE emergency are:

- ◆ East on Colorado to the park area between Stewart Street and the Pre-School.
- ◆ East in the alley behind the building to the park area between Stewart Street and the Pre-School.

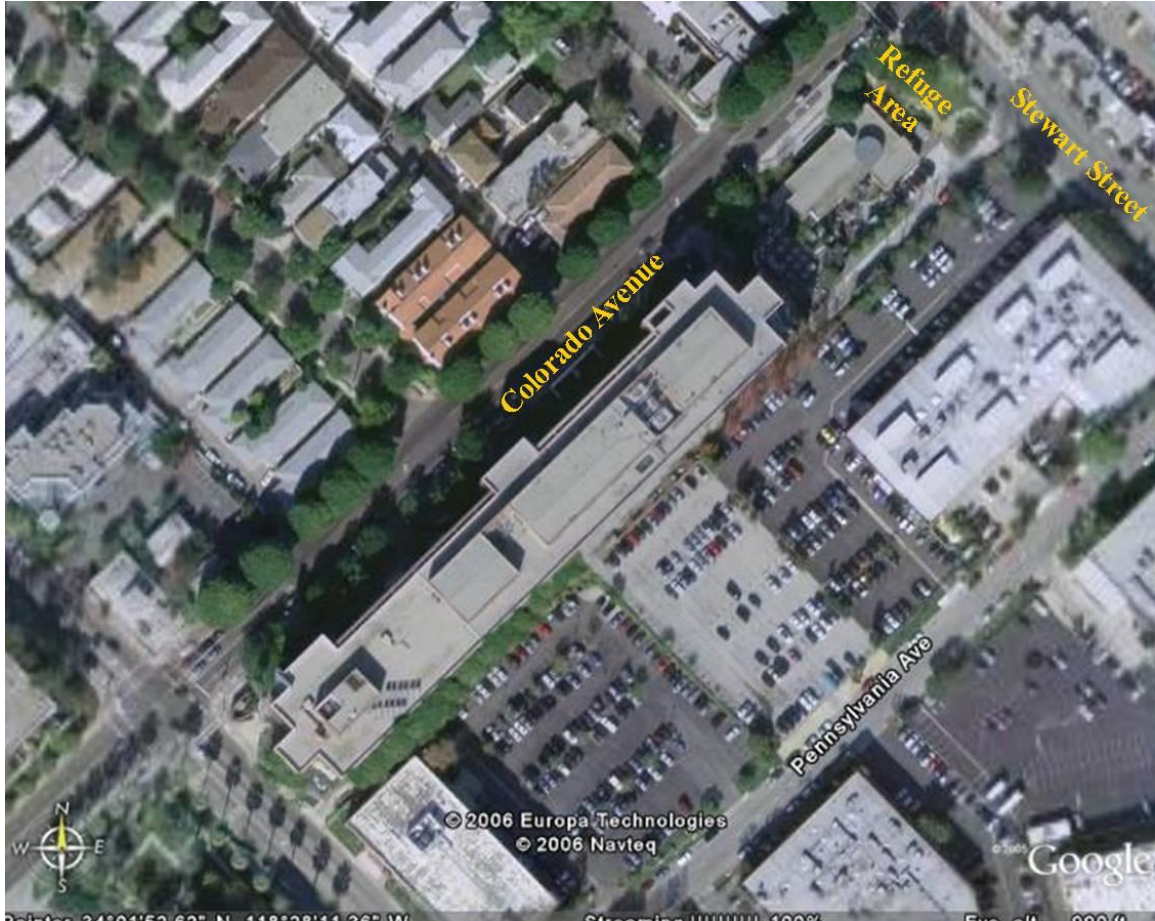
**In the event an evacuation is necessary due to a bomb threat or earthquake, an alternate refuge area may be designated.**



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### ***Refuge Area Map***

The refuge area for both buildings is in the Park area at the corner of Colorado and Stewart.



**If an evacuation becomes necessary due to a bomb threat or an earthquake, an alternate refuge area may be designated at that time.**



## ***Considerations for People Who May Need Assistance***

Physically challenged individuals may need assistance during an emergency. Any person who may need the assistance of another to effectively evacuate during an emergency is considered physically challenged. The impairment may be permanent or temporary, and may include but not be limited to:

- ✚ Persons confined to wheelchairs
- ✚ Persons dependant upon crutches
- ✚ Persons with significant hearing or sight impairment
- ✚ Pregnant persons
- ✚ Extreme obesity

The following information should be distributed to all occupants who are 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 a designated stairwell.
3. If applicable, have assistants become familiar with various lifts and carries.

## **EVACUATION AND PANIC CONTROL**

### **DURING A FIRE EMERGENCY:**

1. Upon hearing the fire alarm, meet with your assistants.
2. Proceed to the nearest safe stairwell.
3. Enter the stairwell last and remain on the landing. Be sure to close the door behind you. One assistant should notify Building Staff or Fire Department Personnel of your location. For example; on the 3<sup>rd</sup> floor in Stairwell #2. The other Assistant will remain in the stairwell with you. If further evacuation is necessary the Assistant may assist you to five floors below the fire floor to a re-entry floor or to the exterior safe refuge area.
4. Remain calm. Help is on the way. The Fire Department's first priority is rescuing people.

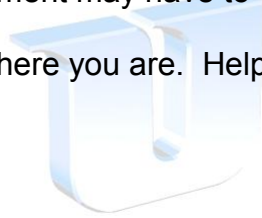
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**Listed below are some things that you can do for yourself if you are alone during an emergency:**

1. Proceed to the stairwell. Instruct all others who are exiting to tell the Fire Department which floor and stairwell you are in.
2. Be prepared to ask for assistance. Tell them what your condition is and be prepared to give instructions on how you can best be helped.




**IF YOU CANNOT LEAVE YOUR OFFICE:**




1. DO NOT PANIC.
2. Close as many doors as possible between you and the fire.
3. Immediately call the Fire Department at 9-1-1 or if a problem occurs with the 9-1-1 system, call Fire Alternate Emergency Number - Tell them you cannot get out. - Tell them you are physically impaired and in what way. - Give them your address and suite number. - Give them the nearest cross street. - Give them the number you are calling from: This is important because the Fire Department may have to call you back to get more information.
4. Stay where you are. Help is on the way.




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## Lifts and Carries



<b>ONE RESCUER</b>	
<p><b>ANKLE PULL</b></p> 	<p>The ankle pull is the fastest method for moving a victim a short distance over a <i>smooth</i> surface. This is not a preferred method of patient movement.</p> <ol style="list-style-type: none"><li>1. Grasp the victim by both ankles or pant cuffs.</li><li>2. Pull with your legs, not your back.</li><li>3. Keep your back as straight as possible.</li><li>4. Try to keep the pull as straight and in-line as possible.</li><li>5. Keep aware that the head is unsupported and may bounce over bumps and surface imperfections.</li></ol>
<p><b>SHOULDER PULL</b></p> 	<p>The shoulder pull is preferred to the ankle pull. It supports the head of the victim. The negative is that it requires the rescuer to bend over at the waist while pulling.</p> <ol style="list-style-type: none"><li>1. Grasp the victim by the clothing under the shoulders.</li><li>2. Keep your arms on both sides of the head.</li><li>3. Support the head.</li><li>4. Try to keep the pull as straight and in-line as possible.</li></ol>
<p><b>BLANKET PULL</b></p> 	<p>This is the preferred method for dragging a victim.</p> <ol style="list-style-type: none"><li>1. Place the victim on the blanket by using the "logroll" or the three-person lift.</li><li>2. The victim is placed with the head approx. 2 ft. from one corner of the blanket.</li><li>3. Wrap the blanket corners around the victim.</li><li>4. Keep your back as straight as possible.</li><li>5. Use your legs, not your back.</li><li>6. Try to keep the pull as straight and in-line as possible.</li></ol>

<p><b>ONE-PERSON LIFT</b></p> 	<p>This only works with a child or a very light person.</p> <ol style="list-style-type: none"><li>1. Place your arms under the victim's knees and around their back.</li></ol>
<p><b>FIREFIGHTER CARRY</b></p> 	<p>This technique is for carrying a victim longer distances. It is very difficult to get the person up to this position from the ground. Getting the victim into position requires a very strong rescuer or an assistant.</p> <ol style="list-style-type: none"><li>1. The victim is carried over one shoulder.</li><li>2. The rescuer's arm, on the side that the victim is being carried, is wrapped across the victim's legs and grasps the victim's opposite arm.</li></ol>
<p><b>PACK-STRAP CARRY</b></p> 	<p>When injuries make the firefighter carry unsafe, this method is better for longer distances than the one-person lift.</p> <ol style="list-style-type: none"><li>1. Place both the victim's arms over your shoulders.</li><li>2. Cross the victim's arms, grasping the victim's opposite wrist.</li><li>3. Pull the arms close to your chest.</li><li>4. Squat slightly and drive your hips into the victim while bending slightly at the waist.</li><li>5. Balance the load on your hips and support the victim with your legs.</li></ol>



<b>TWO RESCUERS</b>	
<p><b>HUMAN CRUTCH/ TWO-PERSON DRAG</b></p> 	<p>For the <b>conscious victim</b>, this carry allows the victim to swing their leg using the rescuers as a pair of crutches. For the <b>unconscious victim</b>, it is a <i>quick</i> and easy way to move a victim out of immediate danger.</p> <ol style="list-style-type: none"><li>1. Start with the victim on the ground.</li><li>2. Both rescuers stand on either side of the victim's chest.</li><li>3. The rescuer's hand nearest the feet grabs the victim's wrist on their side of the victim.</li><li>4. The rescuer's other hand grasps the clothing of the shoulder nearest them.</li><li>5. Pulling and lifting the victim's arms, the rescuers bring the victim into a sitting position.</li><li>6. The <b>conscious victim</b> will then stand with rescuer assistance.</li><li>7. The rescuers place their hands around the victim's waist.</li><li>8. For the <b>unconscious victim</b>, the rescuers will grasp the belt or waistband of the victim's clothing.</li><li>9. The rescuers will then squat down.</li><li>10. Place the victim's arms over their shoulders so that they end up facing the same direction as the victim.</li><li>11. Then, using their legs, they stand with the victim.</li><li>12. The rescuers then move out, dragging the victim's legs behind.</li></ol>

<p><b>FOUR-HANDED SEAT</b></p> 	<p>This technique is for carrying conscious and alert victims moderate distances. The victim must be able to stand unsupported and hold themselves upright during transport.</p> <ol style="list-style-type: none"><li>1. Position the hands as indicated in the graphic.</li><li>2. Lower the seat and allow the victim to sit.</li><li>3. Lower the seat using your legs, not your back.</li><li>4. When the victim is in place, stand using your legs, keeping your back straight.</li></ol>
<p><b>TWO-HANDED SEAT</b></p> 	<p>This technique is for carrying a victim longer distances. This technique can support an unconscious victim.</p> <ol style="list-style-type: none"><li>1. Pick up the victim by having both rescuers squat down on either side of the victim.</li><li>2. Reach under the victim's shoulders and under their knees.</li><li>3. Grasp the other rescuer's wrists.</li><li>4. From the squat, with good lifting technique, stand.</li><li>5. Walk in the direction that the victim is facing.</li></ol>

<p><b>CHAIR CARRY</b></p> 	<p>This is a good method for carrying victims up and down stairs or through narrow or uneven areas.</p> <p><b>NOTE: The chair used should be a sturdy one. Don't use aluminum beach chairs, resin patio chairs, swivel chairs, or lightweight folding chairs.</b></p> <p><b>REMEMBER: Chairs with wheels can be used to roll the victim, but should not be used for a carry.</b></p> <ol style="list-style-type: none"><li>1. Pick the victim up and place them or have them sit in a chair.</li><li>2. The rescuer at the head grasps the chair from the sides of the back, palms in.</li><li>3. The rescuer at the head then tilts the chair back onto its rear legs.</li><li>4. For short distances or stairwells, The second rescuer should face in and grasp the chair legs.</li><li>5. For longer distances, the second rescuer should separate the victim's legs, back into the chair and, on the command of the rescuer at the head, both rescuers stand using their legs.</li></ol>
<p><b>IMPROVISED STRETCHER</b></p> 	<p>This technique requires two poles/pipes strong enough to support the victim's weight and at least two shirts.</p> <p><b>REMEMBER: Rescuers should not give up clothing if, for any reason, this might affect their health, welfare, or reduce their effectiveness.</b></p> <ol style="list-style-type: none"><li>1. While the first rescuer is grasping the litter poles, the second rescuer pulls the shirt off the head of rescuer one.</li><li>2. All buttons should be buttoned with the possible exception of the collar and cuffs.</li><li>3. The rescuers then reverse the procedure and switch sides.</li></ol>

## **Chapter 5 Earthquake Procedures**

### **Before**

1. Know location of possible Safe Refuge Areas outside and away from the building in case evacuation is necessary. **Generally, it is safer to remain inside the building.**
2. Know location of nearest Essential Service Phone - usually a pay phone.
3. Reduce non-structural hazards, for example: secure top-heavy objects such as bookcases, filing cabinets, etc. to structural elements of the building. Remove all heavy objects from top shelves. Secure cleaning liquids and other chemicals on shelves to help prevent spillage.
4. Maintain battery operated portable radios (with extra batteries) to receive Emergency Broadcast Reports.
5. Have a First Aid Kit (check & maintain quarterly.)
6. Maintain battery operated flashlights in working condition.
7. It is also recommended that you have: - heavy gloves in case of broken glass; a pair of rubber soled shoes; replacement glasses or contacts - if you are on any medication, have a 72 hour (minimum) supply with you at all times; water: store water and rotate the bottles regularly.
8. 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.
9. Have an out of state contact person. So when you are able to use a phone, you can call to see who is accounted for.
10. First Aid Training is **highly** recommended for building staff and occupants of the building.
11. For more information on Earthquake Preparedness, contact the American Red Cross or your local Fire Department.
12. It is recommended that all occupants be prepared for a 72-hour period (water, food, medical needs, sewage) in accordance with the local Emergency Disaster Services.



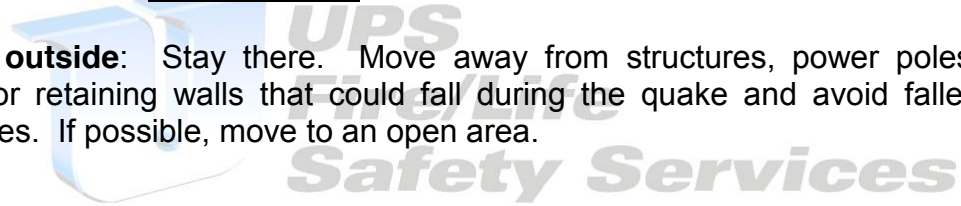
## **During**

### **REMEMBER: DROP, COVER & HOLD.**

1. **Get under a desk, table or other sturdy object and hold on; or brace yourself against an interior wall in the core of the building. Protect your head.**
2. Stay away from windows, bookcases, filing cabinets and any objects that may fall or shatter.
3. Do not dash for exits, since stairwells may be damaged. Do not use elevators until they are checked for safety.
4. Do not smoke or use matches, candles or lighters in case of gas leaks.
5. Do not be surprised if electricity goes off.

### **NOTE: DOORWAYS SHOULD NOT BE USED AS A SAFE REFUGE.**

**If you are outside:** Stay there. Move away from structures, power poles, lampposts or retaining walls that could fall during the quake and avoid fallen electrical lines. If possible, move to an open area.



## After

### BE PREPARED FOR AFTERSHOCKS

1. Check for damage. Carefully inspect area for damage and potentially dangerous situations.
2. Assist as directed by your floor warden, building staff or emergency personnel.
3. Limit telephone use. Leave telephone lines clear for emergency communications only. Be sure to replace receivers if they have fallen off the hook.
4. If you do evacuate the building, DO NOT return until you are notified that it is safe to return.
5. Listen to battery powered radio for emergency reports. Remain quiet and calm. Avoid spreading of rumors.
6. Cooperate with and assist Public Safety Officials.

**NOTE: If you are in an elevator,** sit on the floor or brace yourself against the wall. Remain calm - the elevator is designed not to fall.

**WHEN CAN OCCUPANTS GO HOME?** It is best that in the event of an earthquake or community wide disaster during normal working hours, all occupants remain at work. It may be too dangerous or improbable 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 as necessary.

### Earthquake Evacuation

- a. **DO NOT** evacuate unless told to do so or if danger is imminent.
- b. **FOLLOW INSTRUCTIONS** given by emergency personnel.
- c. **DO NOT RUN.** Walk and keep noise to a minimum.
- d. **DO NOT USE ELEVATORS.**

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- e. **DO NOT PUSH OR CROWD.** Use handrails in stairwells and move to the opposite side if you encounter emergency personnel.
- f. **MOVE** to your designated evacuation area unless otherwise instructed. Check doors for heat before opening.
- g. **ASSIST NON-AMBULATORY**, visually impaired, and hear-impaired persons if they are present.

If you have relocated away from the building, **DO NOT** return until you are notified that it is safe to return.



## **Chapter 6 Other Emergencies**

### **Medical Emergencies**

When notified of a medical emergency:

1. Obtain the following information:
    - The victim's name
    - The victim's location
    - The nature of the emergency
    - A call back number
  
  2. Notify the Paramedics 9-1-1 or if there is a problem with 9-1-1 dial alternate Paramedic's telephone number Fire Alternate Emergency Number and give the following information:
    - The Building name:
    - The building address:
    - Cross Street:
    - The nature of the emergency
    - The victim's general condition and location
    - Your callback number
- IMPORTANT: DO NOT HANG UP UNTIL THE FIRE DEPARTMENT OPERATOR DOES SO FIRST.**
3. Notify building management or security.
  4. Building Staff will reserve an elevator for use by the Paramedics.
  5. Send someone to the elevator lobby to meet and direct paramedics upon arrival.



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## ***Bomb Threats***

### **BACKGROUND INFORMATION**

Research has resulted in the following insights:

Because there are groups—small in number—dedicated to harassing industry and government by doing damage through explosive charges, it is not prudent to ignore a threat when it is received. This is so even though statistically it can be shown that the underlying motives in most threats are to cause disruption, harassment and excitement, and not physical destruction.

### **Procedures**

UPON NOTIFICATION OF A BOMB THREAT:

1. Notify:  
The Office of the Building  
The Police Department  
  
Give exact location and all known facts. BE GUIDED BY THE INSTRUCTIONS OF THE POLICE DEPARTMENT AND BUILDING MANAGEMENT.
2. Insure that, "threat conversation" is documented as accurately as possible and as soon as practical. To assist the police and as an aid to completing reports, use the BOMB THREAT CHECK LIST (see Appendix) for guidance. It is helpful to keep this form readily available at all reception phone locations.

A quick visual search is advisable and should be accomplished by those FAMILIAR WITH THE AREA, i.e. Floor Wardens and staff. As you search, work/look from the walls to the center of room and the floor to the ceiling. If lights are found off, leave them off.

IF AN EVACUATION IS DEEMED APPROPRIATE

If an evacuation is deemed appropriate, procedures will simulate those of a fire drill evacuation. Building Management may use the public address system to notify the affected floors or telephone or messenger contact may be used.

UPON DISCOVERY OF A SUSPICIOUS OBJECT:

1. Report it immediately and insure that the device is not moved or covered, noting its description and exact location. Two-way radios, cellular phones, and pagers should not be permitted in the area or used at this time.

2. Keep the Office of the Building informed of all current facts. Control entry to the area until relieved of responsibility or given further instructions from the Bomb Squad.
3. Simultaneously, commence evacuation of the area or floor utilizing floor response teams as communication messengers. In addition Building Management may assist in the evacuation by making an evacuation announcement to the affected floors. NOTE: "Notification should be handled in a low key manner to help reduce the chance of panic." Evacuate the floor spaces immediately above and below the device, and on either side.
4. After relocation be prepared to assist the authorities as required or requested.
5. When evacuating in response to a bomb threat or the discovery of a suspicious object, consider the safety of primary and secondary evacuation routes before using them.
6. Advise the appropriate authority, whether in house or outside agency as to current activities, situation, and possible relocation site if applicable.
7. Standby for notification that it is safe to return to your offices.

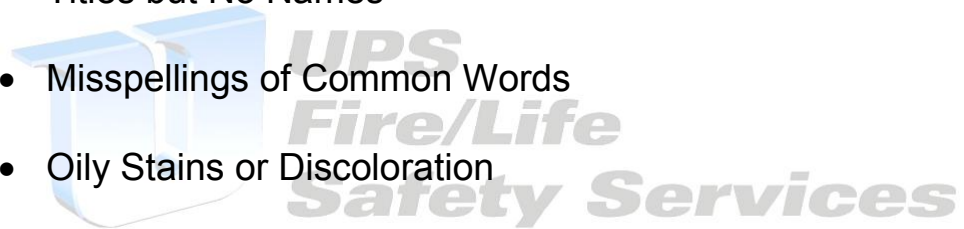


# **WARNING!**

## 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 Discoloration
- 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



### Bomb Threat Check List

Place This Sheet At Any Telephone That Can Receive An Outside Call

Your Name \_\_\_\_\_  
Date of call: \_\_\_\_\_  
Time Received: \_\_\_\_\_  
Time Ended: \_\_\_\_\_

**Speech**  
 Slow       Excited       Disguised  
 Rapid       Angry       Sincere  
 Normal       Calm       Shurred

#### Questions to Ask

1. When will it explode?  
\_\_\_\_\_
2. Where is the bomb?  
\_\_\_\_\_
3. What kind of bomb is it?  
\_\_\_\_\_
4. What does it look like?  
\_\_\_\_\_
5. Why are you doing this?  
\_\_\_\_\_
6. Where are you calling from?  
\_\_\_\_\_
7. What is your name?  
\_\_\_\_\_

#### Other Voice Characteristics

\_\_\_\_\_  
\_\_\_\_\_

#### Other Comments About Tone of Speech

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Background Noise

Office       Airport       Music  
 Factory       Street       Quiet  
 Animals       Railroad       Voices

#### Origin of the Call

Local     Internal     Phone Booth     Long Distance

#### Exact words of the caller:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Notifications (indicate who and when)

Police \_\_\_\_\_  
Others \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Description of the caller's voice:

Loud       Deep       Distorted  
 Soft       Raspy       Intoxicated  
 Normal       Stutter       Foul  
 Pleasant       Distant       Nasal

#### Remarks

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Male \_\_\_\_\_ or Female \_\_\_\_\_

Young \_\_\_\_\_ Middle Aged \_\_\_\_\_ Old \_\_\_\_\_

Estimated Age \_\_\_\_\_

Describe Accent \_\_\_\_\_

Was the voice Familiar? \_\_\_\_\_

If so who did it sound like?  
\_\_\_\_\_

**KEEP THE CALLER ON THE PHONE AS LONG AS POSSIBLE**



## **Chapter 7 Supplemental**

### **Fire Drill Instructions**

To have an effective Fire/Life/Safety Program, it is necessary that comprehensive training be given to **everyone** in the building.

Title 19 Section 3.10 requires a minimum of one fire drill annually on individual floors. Participation is MANDATORY.

The Fire Safety Director shall maintain documentation of all fire drills on Fire Department approved forms. Three to five floors may participate at the same time. All occupants should physically relocate to their designated outside Safe Refuge Areas using the stairwells.

The first fire drill should be announced in advance. This will help to uncover weaknesses. All drills should simulate as closely as possible actual emergency conditions. Fire drills should be a practice of the building's emergency procedures.

The purposes are to instill in the minds of all occupants the correct procedures necessary to ensure safety of life, and the joint testing of building emergency equipment and staff duties. Because of this, drills should never be taken lightly.

The responsibilities associated with the positions of Fire Safety Director and Floor Wardens & Suite Monitors are numerous. The persons assigned these positions must have management's full support and cooperation. They should have authority and this authority should be clearly defined and understood by their associates. They should be provided means of identification so that everyone will know whom they are. It is up to those persons assigned to conduct, document and critique the fire drills.

Prior to, and after, any drill, notify the City Fire Department Dispatch at 310-524-2760 to inform them that the building will be conducting a fire drill.

Most important checkpoints are:

1. **FLOOR WARDENS & SUITE MONITORS:**
  - a. Quick response of all Floor Wardens & Suite Monitors to their designated stations
  - b. Removal of occupants from immediate danger with instructions to respond to nearest stairwell.
  - c. Closing of doors (unlocked) to all rooms searched to confine the fire
  - d. Monitor stationed at elevator lobby to provide instruction to any occupant attempting to use the elevator for evacuation
  - e. Response of Assistants for the Physically Impaired

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**2. STAFF RESPONSIBILITIES:**

- a. Knowledge of Life Safety Systems and Fire Alarm Panels:
  - ◆ Fire Alarm Panels: quick identification of device activated and floor of activation and reset procedures
  - ◆ Using PA system and making appropriate announcements
  - ◆ Elevator recall
  - ◆ Procedure for shutting down HVAC system if not automatic.
  
- b. Appropriate action in meeting the Fire Department

Building Emergency Staff or Alternate Floor Wardens should be stationed at strategic locations throughout the drill floors to observe the actions of occupants when the alarm sounds.

Fire drills should be a practice of the building's emergency procedures and a learning experience for tenants and Building Staff.



## ***Legal requirements***

### **Title 8 California Code of Regulations**

#### 3220. Emergency Action Plan.

(a) Scope and Application. This section applies to all emergency action plans. The emergency action plan shall be in writing, except as provided in the last sentence of subsection (e) (3) of this section, and shall cover those designated actions employers and employees must take to ensure employee safety from fire and other emergencies.

(b) Elements. The following elements, at a minimum, shall be included in the plan:

- (1) Emergency escape procedures and emergency escape route assignments;
- (2) Procedures to be followed by employees who remain to operate critical plant operations before they evacuate;
- (3) Procedures to account for all employees after emergency evacuation has been completed;
- (4) Rescue and medical duties for those employees who are to perform them;
- (5) The preferred means of reporting fires and other emergencies; and
- (6) Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan.

(c) Alarm System.

(1) The employer shall establish an employee alarm system which complies with Article 165.

(2) If the employee alarm system is used for alerting fire brigade members, or for other purposes, a distinctive signal for each purpose shall be used.

(d) Evacuation. The employer shall establish in the emergency action plan the types of evacuation to be used in emergency circumstances.

(e) Training.

(1) Before implementing the emergency action plan, the employer shall designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees.

(2) The employer shall advise each employee of his/her responsibility under the plan at the following times:

(A) Initially when the plan is developed,

(B) Whenever the employee's responsibilities or designated actions under the plan change, and

(C) Whenever the plan is changed.

(3) The employer shall review with each employee upon initial assignment those parts of the plan which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept at the workplace and made available for employee review. For those employers with 10 or fewer employees the plan may be communicated orally to employees and the employer need not maintain a written plan.

#### 3221. Fire Prevention Plan.

(a) Scope and Application. This section applies to all fire prevention plans. The fire prevention plan shall be in writing, except as provided in the last sentence of subsection (d) (2) of this section.

(b) Elements. The following elements, at a minimum, shall be included in the fire prevention plan:

(1) Potential fire hazards and their proper handling and storage procedures, potential ignition sources (such as welding, smoking and others) and their control procedures, and the type of fire protection equipment or systems which can control a fire involving them;

(2) Names or regular job titles of those responsible for maintenance of equipment and systems installed to prevent or control ignitions or fires; and

(3) Names or regular job titles of those responsible for the control of accumulation of flammable or combustible waste materials.

(c) Housekeeping. The employer shall control accumulations of flammable and combustible waste materials and residues so that they do not contribute to a fire emergency. The housekeeping procedures shall be included in the written fire prevention plan.

(d) Training.

(1) The employer shall apprise employees of the fire hazards of the materials and processes to which they are exposed.

(2) The employer shall review with each employee upon initial assignment those parts of the fire prevention plan which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept in the workplace and made available for employee review. For those employers with 10 or fewer employees, the plan may be communicated orally to employees and the employer need not maintain a written plan.

(e) Maintenance. The employer shall regularly and properly maintain, according to established procedures, equipment and systems installed in the workplace to prevent accidental ignition of combustible materials.

Note: Authority and reference cited: Section 142.3, Labor Code.

### **Title 19 California Code of Regulations**

#### **3.09. Emergency Planning and Information.**

(a) All office buildings 2 or more stories in height (except highrise buildings as defined by Health and Safety Code Section 13210).

(1) Owner(s) or operator(s) shall employ either one of the following methods of providing emergency procedures and information to the building occupants:

(A) Emergency procedures information published in the form of a leaflet, brochure, or pamphlet shall be available to all persons entering the building. Emergency procedures information shall be located immediately inside all entrances to the building, as determined by the authority having jurisdiction. Locations shall be clearly marked; or,

(B) A floor plan providing emergency procedures information shall be posted at every stairway landing, at every elevator landing, and immediately inside all public entrances to the building. The information shall be posted so that it describes the represented floor level and can be easily seen immediately upon entering the floor level or the building. Emergency procedures information shall be printed with a minimum of 3/16-inch high non-decorative lettering providing a sharp contrast to the background.

(2) Emergency procedures information shall provide all ambulatory, nonambulatory, and the physically disabled, instructions to be followed in the event of an emergency. Emergency procedures information shall include, but not be limited to the following:

(A) Location of exits and fire alarm initiating stations, if required;

(B) what the fire alarm, if required, sounds and looks like (audible and visual warning devices);

(C) fire department emergency telephone number 911; and,

(D) the prohibition of elevator use during emergencies, if any.

(b) Hotels, Motels and Lodging houses.

(1) Every guestroom available for rental in a hotel, motel, or lodging house shall have clearly visible emergency procedures information printed on a floor plan representative of the floor level and posted on the interior of each entrance door or immediately adjacent to such door. The owner/operator of a hotel, motel, or lodging house may, in lieu of posting emergency procedures information in each guestroom, provide such information through the use of leaflets, brochures, pamphlets, videotapes, or any other method as approved by the authority having jurisdiction. Oral communication in itself does not fulfill the intent of this section. However, oral communication can be incorporated as a part of the transfer of emergency procedures information. When emergency procedures information signage is posted on the interior of the guestroom entrance door, the bottom of the information shall not be located more than 4-feet above the floor level. Visually impaired persons shall receive instructions of a type they will understand, for example: taping of instructions, instructions in Braille, or other appropriate methods.

(2) Each method of providing information shall include, but not be limited to that described in subsection (a) (2) (A-D).

(3) Hotels, motels, and lodging houses shall maintain at the registration desk a list noting the guestrooms assigned to guests with disabilities when such guests have indicated that they have special emergency evacuation requirements. The innkeeper shall, at the innkeeper's option, do one of the following: (1) provide a place on the registration form for physically disabled guests who have such requirements to so identify themselves; (2) provide a notice on the room key jacket advising guests with disabilities who have special emergency evacuation requirements to so notify the front desk; or (3) utilize such other means for allowing such guests with disabilities to so identify themselves as may be approved by the authority having jurisdiction.

(c) Hotels, motels, lodging houses, highrise office buildings, and Group I, Division 1 and 2 occupancies as defined in the State Building Code (except honor farms and conservation camps).

(1) Emergency procedures information printed on a floor plan shall be posted at every stairway landing, at every elevator landing, and immediately inside all

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public entrances to the building. The information shall be representative of the floor level and be posted so that the bottom edge of such information is not located more than 4-feet above the floor, where it can be easily identified. Emergency procedures information shall be printed with a minimum of 3/16-inch non-decorative lettering providing a sharp contrast to the background.

(2) Emergency procedures information shall include, but not be limited to that described in subsection (a) (2) (A-D).

(d) Owner(s) and operator(s) of hotels, motels, lodging houses, highrise office buildings, and Group I, Division 1 and 2 occupancies as defined in the State Building Code (except honor farms and conservation camps) shall appoint a Fire Safety Director, who shall:

(1) Report to owner(s) or operator(s);

(2) coordinate fire safety activities of the facility with the authority having jurisdiction;

(3) conduct, or cause to be conducted, all training as described in subsection (e), for all building employees and maintain records of dates, subjects, and attendance of each training session; and,

(4) develop and maintain a written facility emergency plan acceptable to the authority having jurisdiction. Upon request, the facility emergency plan shall be made physically available at the respective facility to the authority having jurisdiction. Facility emergency plans shall include, but not be limited to the following:

(A) Fire department emergency telephone number 911;

(B) other emergency response telephone numbers;

(C) evacuation or relocation plan for the building occupants;

(D) duties of the Fire Safety Director and other designated emergency personnel;

(E) building employee responsibilities in case of emergency, including individual assignment and reporting responsibilities; and,

(F) procedures to identify and assist the non-ambulatory and physically disabled.

(5) assure that the requirements of subsection (d)(4)(F), procedures to identify and assist the non-ambulatory and physically disabled are accomplished as follows:

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(A) Hotels, motels, and lodging houses shall comply with subsection (b)(3);

(B) owner(s) or operator(s) of highrise office buildings shall maintain a list of all permanent building tenants who have disabilities. Building owner(s) or operator(s) shall be notified in writing by those who have disabilities. Information provided in the list shall include any special emergency evacuation needs and permanent work location of such physically disabled persons. The list shall be located in the building manager's office;

(C) (3) Group I, Division 1 and 2 occupancies as defined in the State Building Code (except honor farms and conservation camps) shall comply with normal hospital policies of assisting patients and guests during an emergency evacuation.

(e) Hotels, motels, lodging houses, and highrise office buildings shall conduct annually, emergency procedures training for individuals listed in subsection (d)(3). Group I, Division 1 and 2 occupancies as defined in the State Building Code (except honor farms and conservation camps) shall conduct quarterly fire emergency training for individuals listed in subsection (d)(3).

(1) Fire Safety Directors and their designated emergency personnel shall receive training in the identification and use of facility fire safety equipment, communication procedures, people movement procedures, fire prevention practices, and their duties outlined in their respective emergency plan. The training curriculum shall be approved by, and made available to the authority having jurisdiction.

(2) Individuals designated in subsection (d)(3) shall receive training covering the identification and use of facility fire safety equipment, fire prevention practices, and appropriate procedures to follow in the event of a fire.

(3) Actual evacuation or relocation of building occupants pursuant to procedures contained in the emergency plan shall be conducted at least annually by those individuals designated in subsection (d)(3). Appropriate records, including dates, floors or building involved, and persons conducting evacuation or relocation procedures shall be maintained and made immediately available to the authority having jurisdiction upon their request. The authority having jurisdiction shall be notified not less than 48 hours in advance of such planned evacuation or relocation.

(f) Emergency procedures signage posted prior to the effective date of these regulations may be continued in use until one year after such effective date of these regulations.

Exception: In hotels, motels, lodging houses, and Group I, Division 1 and 2 occupancies as defined in the State Building Code, guests and patients are not



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required to participate in evacuation or relocation of the building. In hotels, motels, lodging houses, Group I, Division 1 and 2 occupancies as defined in the State Building Code, and highrise office buildings, on-duty personnel who have security or maintenance related responsibilities, and designated management personnel approved by the fire authority having jurisdiction shall not be required to participate in any drill but, they shall provide an alternate method approved by the authority having jurisdiction to measure their knowledge of their respective duties pursuant to the emergency plan.

### 3.10. Evacuation of Buildings.

Upon notification of fire, conduct of any fire drill, upon activation of the fire alarm, or upon orders of the fire authority having jurisdiction, buildings or structures within the scope of these regulations shall be immediately evacuated or occupants shall be relocated in accordance with established plans.

Note: Authority cited: Sections 13100, 13108, 13211, 13220, 13221, 13143, 13143.6 and 17921, Health and Safety Code. Reference: Sections 13100, 13108, 13211, 13220, 13221, 13143, 13143.6 and 17921, Health and Safety Code.

