

Emergency Procedures Manual

Prepared For

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

 **UPS**
Fire/Life
Prepared By *Safety Services*

**UPS Fire Life Safety Services
1551 North Tustin Avenue
Suite 650
Santa Ana, CA 97705**

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.

Signature Page

EMERGENCY PROCEDURES MANUAL VERIFICATION FORM

The Emergency Procedures Manual has been developed in accordance with current Fire Department guidelines. The information is specific to this building and was provided by:

Client Representative Name and Title

This manual has been prepared under the guidelines and in the format suggested by the Los Angeles City Fire Department. The author of this manual does not assume responsibility in the event of any emergency that should occur. He does not assume responsibility if building management does not keep The Emergency Procedures Manual current. All technical information within The Emergency Procedures Manual was provided by building staff.

This document is concise to the best of our knowledge. It accurately reflects building information, emergency procedures, all systems and equipment pertinent to this building.

This manual for insert 2, insert 3, has been thoroughly reviewed by:

BUILDING OWNER / MANAGER / FIRE SAFETY DIRECTOR

Print Name: Janel Apelacio

Signature: _____

Title: Property Manager

Date: _____

I, the above, understand my legal obligation to implement and maintain this Fire Life Safety Program in its entirety.

Implementation and maintenance includes (but may not be limited to):

- a. Emergency Procedures Manual
- b. Suite/Floor Warden Program
- c. Occupant instruction
- d. Training of Staff, Suite/Floor Wardens & Occupants
- e. Evacuation Procedures for the Physically Impaired
- f. Annual Fire/Evacuation Drills.

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.

2600-2700 Colorado Avenue
Staff Section

(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 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, 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

2600-2700 Colorado Avenue
Staff Section

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

2600-2700 Colorado Avenue
Staff Section

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 high-rise 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

2600-2700 Colorado Avenue
Staff Section

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)

Chapter 1 Table of Contents

Introduction
Signature Page
Legal Requirements

| | |
|--|------------|
| CHAPTER 1 TABLE OF CONTENTS | 1-1 |
| CHAPTER 2 EMERGENCY INFORMATION | 2-5 |
| Phone Numbers | 2-5 |
| Emergency Team Information | 2-6 |
| Physically Impaired List | 2-7 |
| CHAPTER 3 FIRE PROCEDURES | 3-1 |
| Alarm Activation | 3-1 |
| 2600 Colorado | 3-1 |
| 2700 Colorado | 3-1 |
| General Procedures – All Staff | 3-1 |
| If you discover fire or smoke | 3-1 |
| Fire Safety Director | 3-3 |
| Pre-emergency planning: | 3-3 |
| If you hear an alarm | 3-6 |
| After the emergency: | 3-6 |
| Building Engineer | 3-8 |
| Pre-Emergency Planning | 3-8 |
| If you hear an alarm or are notified of a fire | 3-8 |
| After the emergency: | 3-8 |
| Security | 3-10 |
| Pre-emergency planning: | 3-10 |
| If you hear an alarm or are notified of a fire | 3-10 |
| Fire Extinguisher Use | 3-11 |
| Fire Types | 3-11 |
| PASS | 3-11 |
| PASS | 3-12 |
| Types of Extinguishers | 3-13 |
| CHAPTER 4 EVACUATION PROCEDURES | 4-1 |
| Definitions | 4-1 |
| Specific Evacuation Procedures | 4-1 |
| UPS Fire/Life Safety Services | 1-1 |



| | |
|---|------------|
| 2600-2700 Colorado Avenue Staff Section | |
| 2600 Colorado | 4-1 |
| Stairwell Information - 2600 | 4-2 |
| 2700 Colorado | 4-2 |
| Stairwell Information - 2700 | 4-2 |
| Safety in Stairwells | 4-3 |
| AREAS OF REFUGE | 4-4 |
| Inside Areas of Refuge | 4-4 |
| Outside Areas of Safe Refuge | 4-4 |
| Refuge Area Map | 4-5 |
| Considerations for People Who May Need Assistance | 4-6 |
| Lifts and Carries | 4-8 |
| CHAPTER 5 EARTHQUAKE PROCEDURES | 5-1 |
| General - All Staff | 5-1 |
| Before | 5-1 |
| During | 5-2 |
| Fire Safety Director – After | 5-3 |
| Building Engineers | 5-4 |
| After | 5-4 |
| Security – After | 5-5 |
|  | |
| CHAPTER 6 OTHER EMERGENCIES | 6-1 |
| Medical Emergencies | 6-1 |
| Bomb Threats | 6-2 |
| BACKGROUND INFORMATION | 6-2 |
| Prevention | 6-2 |
| Bomb Threat Team | 6-3 |
| Bomb Threat Evaluation | 6-3 |
| Fire Safety Director | 6-5 |
| Maintenance Engineer | 6-7 |
| Security | 6-8 |
| Bomb Threat Check List | 6-10 |
| CHAPTER 7 BUILDING SYSTEMS | 7-1 |
| Systems Serving Both Buildings | 7-1 |
| Alarm Panels | 7-1 |
| Fire Pump | 7-1 |
| Emergency Power | 7-2 |
| Automatic Fire Doors | 7-2 |
| Smoke Evacuation | 7-2 |
| UPS Fire/Life Safety Services | 1-2 |

2600-2700 Colorado Avenue

Staff Section

| | |
|---|------------|
| Communications | 7-2 |
| Fire Extinguishers | 7-2 |
| Utility Shut Off | 7-2 |
| 2600 Building | 7-3 |
| FIRE DEPARTMENT KNOX BOX | 7-3 |
| FIRE ALARM | 7-3 |
| PULL STATIONS | 7-3 |
| SMOKE DETECTORS | 7-3 |
| SPRINKLERS | 7-3 |
| Heating Ventilation and Air Conditioning | 7-4 |
| STAIRWELLS | 7-4 |
| Locked Stairwell Information | 7-4 |
| ELEVATORS | 7-4 |
| 2700 Building | 7-6 |
| FIRE DEPARTMENT KNOX BOX | 7-6 |
| FIRE ALARM | 7-6 |
| PULL STATIONS | 7-6 |
| SMOKE DETECTORS | 7-6 |
| SPRINKLERS | 7-6 |
| Heating Ventilation and Air Conditioning | 7-7 |
| STAIRWELLS | 7-7 |
| Locked Stairwell Information | 7-7 |
| ELEVATOR | 7-7 |
| CHAPTER 8 FIRE SAFETY DIRECTOR | 8-1 |
| Emergency Responsibilities | 8-1 |
| Training Responsibilities | 8-1 |
| Documentation | 8-3 |
| Fire Drills | 8-3 |
| Inspections | 8-3 |
| Training Verification Form | 8-5 |
| Training Standards | 8-6 |
| Building Staff | 8-6 |
| Minimum Instruction | 8-6 |
| Fire Department Arrival | 8-6 |
| Floor Warden Duties & Team Organization | 8-7 |
| Building Life/Fire Safety Systems and Operations | 8-8 |
| Training of Floor Warden, Assistant Floor Warden & Monitors | 8-9 |
| Training of Building Occupants | 8-10 |

2600-2700 Colorado Avenue
Staff Section

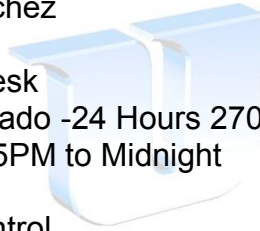
| | |
|---------------------------------------|-------------------------------------|
| CHAPTER 9 SUPPLEMENTAL | 8-1 |
| Fire Drill Instructions | 8-1 |
| Legal requirements | 8-3 |
| Forms | 8-10 |
| Emergency Supply Check List | 8-17 |
| CHAPTER 10 FLOOR WARDEN MANUAL | ERROR! BOOKMARK NOT DEFINED. |
| CHAPTER 11 OCCUPANT MANUAL | ERROR! BOOKMARK NOT DEFINED. |



Chapter 2 Emergency Information

Phone Numbers

| | <u>Primary</u> |
|--|------------------------------|
| Fire Department | 9-1-1 |
| Police Department | 9-1-1 |
| Paramedics | 9-1-1 |
| 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: _____

| | |
|--|--|
| Alternate Floor Warden Suite Monitor Name _____ Telephone _____ | Alternate Floor Warden Suite Monitor Name _____ Telephone _____ |
| Group Leaders Name _____ Department _____ Name _____ Department _____ Name _____ Department _____ | Group Leaders Name _____ Department _____ Name _____ Department _____ Name _____ Department _____ |
| Stairwell Monitors Name _____ Telephone _____ Name _____ Telephone _____ | Alternate Stairwell Monitors Name _____ Telephone _____ Name _____ Telephone _____ |
| Elevator Monitor Name _____ Telephone _____ | Alternate Elevator Monitor Name _____ Telephone _____ |
| Searchers Name _____ Department _____ Name _____ Department _____ Searchers Name _____ Department _____ | Searchers Name _____ Department _____ Name _____ Department _____ Searchers Name _____ Department _____ |
| Telephone Monitor Name _____ | Telephone Monitor Name _____ |

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 – All Staff

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 **26th 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 Evacuate adjoining areas and begin your assigned duties as defined by this manual.

If Trapped In an Office or Area

- 1 Wedge material along the bottom of the door to keep smoke out.

2600-2700 Colorado Avenue
Staff Section

- ✚ 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)



Fire Safety Director

The fire safety director is the building manager. The building manager is on duty from 8:30 AM to 5:30 PM Monday through Friday.

Pre-emergency planning:

1. Building Features
 - a. Be familiar with floor layouts.
 - b. Know buildings life support systems & their functions:
 - ◆ Fire Alarm Panels
 - ◆ Smoke detectors/sensors
 - ◆ Sprinklers/Fire Pump
 - ◆ Automatic/manual elevator recall
 - ◆ Magnetic door hold open devices
 - ◆ Audible/visual alarms
 - ◆ Emergency power
 - ◆ HVAC (heating, ventilation and air conditioning) system
 - ◆ Utility shut-off locations
 - c. Understand Fire Alarm Panels: read and reset panels; keys for pull stations
 - d. Know fire fighting equipment - location, type, how to use, and testing requirements.
 - e. Know stairwell route and termination points.

2. Floor Response Team

- a. Appoint Floor Response Teams. Teams will consist of Suite/Floor Wardens, Monitors and alternates. A minimum of five people are recommended per floor (not including alternates). The areas of responsibility are:
 - ◆ Floor Warden/Suite Monitor
 - ◆ Group Leader
 - ◆ Stairwell Monitors
 - ◆ Search Monitors
 - ◆ Assistants for the Physically Challenged

On single tenant floors, the Floor Response Team consists of the Floor Warden, Group Leaders, Elevator Monitor, Stairwell Monitors (one per stairwell) and Search Monitors.

On multi-tenant floors the Floor Response Team consists of a Suite Monitor for each suite and Group Leaders. Each tenant must

designate a Suite monitor. Group Leaders should be assigned for every 10 employees. On multi-tenant floors there will be several Floor Response Teams.

Wardens and Monitors are selected for their ability to make decisions, to lead and maintain order, and for exercising cool headedness. It is important that they be available at all times.

- b. If there are any occupants who are physically challenged (anyone who will need assistance walking down the stairs), two assistants must be assigned to assist that individual.
 - c. Supply all Floor Response Team Members with the Floor Response Team Manual from the Emergency Plan. Recommend to each tenant that they provide their team members with identification, flashlights and portable radios with extra batteries.
 - d. Instruct Suite/Floor Wardens and Monitors through review of the Floor Response Team Manual (included in the Emergency Plan). It is recommended to supplement the instruction with fire extinguisher training and videos.
 - e. Review and critique after each fire drill or incident.
3. Instruction of Occupants (See Training)
- a. All occupants must be instructed on the procedures to be followed in the event of fire, earthquake or other emergency including evacuation procedures. Training and retraining must be done on an annual basis. All training must be documented.
 - b. Provide authorized instruction on fire extinguishers, First Aid and CPR Training as necessary.
4. Fire Drills
- a. minimum of one fire drill annually is required. All occupants must participate. All fire drills should be documented and kept on file.
 - b. Review and critique each fire drill.
5. Maintaining Records
- a. Maintain current lists of:
 - ◆ Suite/Floor Wardens and Monitors.

- ◆ Occupants who are Physically Challenged and will need assistance, include floor & suite number.
 - ◆ Emergency Phone Numbers
 - b. Documentation of (See Training):
 - ◆ Occupant instruction
 - ◆ Floor Response Team Training
 - ◆ Fire drills
 - ◆ All emergency incidents, including a log of all actions taken during the emergency.
6. Updating the plan
- a. Keep all records of Floor Response Teams (Suite/Floor Wardens and Monitors), occupants who are Physically Challenged, and Emergency Phone Numbers current. Quarterly updates are recommended.
 - b. Incorporate any future additions or revisions into the Emergency Plan as approved by the Fire Department or other government agency.
7. Evacuation Signage
- a. Prepare and post emergency evacuation signs. The signs are to be placed in a prominent location in every elevator lobby, at every stairwell and at every public entrance to the building or as determined by the local Fire Department.
 - b. Signs shall be protected against defacement and vandalism and firmly affixed to the wall.
 - c. Signs shall be properly maintained.

If you hear an alarm or are notified of a fire

1. Verify that the Fire Department has been called. Verify that the fire alarm is sounding.
2. Meet Fire Department and direct them to the Fire Alarm Panel. Give status reports and all known facts.
3. Prepare to receive reports from Suite/Floor Wardens. NOTE: any occupants who are physically challenged (ie. who will need assistance walking down the stairs) will be waiting in the stairwell for assistance. Suite/Floor Wardens or Monitors will notify staff of their location. This information will need to be relayed to the Fire Department **immediately** upon their arrival.
4. Assist Fire Department as needed:
 - ◆ restricting entry to the building;
 - ◆ directing occupants to a Safe Refuge Area;
 - ◆ location of shutoffs.

NOTE: If the reason for the alarm is UNKNOWN, it is safe to do so and ample personnel are available, the alarm may be investigated. IF someone is sent to investigate, they must carry a fire extinguisher and be trained in its use. A fire situation, however, should only be investigated by those carrying a two way radio.

Never use an elevator. Caution should be used before opening any door. The Fire Department must always be called **first**. If there is any indication of FIRE AND/OR SMOKE, IMMEDIATELY notify all other staff by radio and evacuate.

REMEMBER: The fire alarm sounds THROUGHOUT THE BUILDING IN 2600 COLORADO AND ONE FLOOR ONLY (the floor of device activation) IN 2700 COLORADO.

Upon hearing the fire alarm, all occupants will evacuate the building and proceed to a Safe Refuge Area. Do not allow occupants to congregate in or around the building or in red curb areas.

After the emergency:

Follow instructions from Fire Department; allowing reentry only when permission is given. Notify tenant representatives or Suite/Floor Wardens. Keep tenants informed. If it was a false alarm, send memo regarding the use of alarm.

2600-2700 Colorado Avenue
Staff Section

For all emergencies, fill out a status report. Include: time of incident, how notified, floors evacuated, injuries, problems etc. Be sure to keep tenants informed; notify tenants at the refuge areas after the emergency.



Building Engineer

The building engineer acts as the fire safety director in the absence of the property manager. The engineer is on duty from 7:00 AM to 4:00 PM Monday through Friday.

Pre-Emergency Planning

1. Read the general fire information
2. Understand the building's life safety systems and procedures
 - a. Know the operation of the Alarms and Panels
 - b. How to read the panels
 - c. How to reset the system
 - d. Have a key or tool for resetting the pull stations
 - e. How to recall elevators
 - f. Location of necessary keys
 - g. Emergency contact lists

If you hear an alarm or are notified of a fire

1. Verify that the Fire Department has been called. Verify that the fire alarm is sounding.
2. If safe to do so, check the alarm panel and inform other staff members of the alarm location, type and status
3. If ample personnel are available, the alarm may be investigated. IF someone is sent to investigate, they must carry a fire extinguisher and be trained in its use. A fire situation, however, should only be investigated by those carrying a two way radio. Never use an elevator. Caution should be used before opening any door. The Fire Department must always be called first. If there is any indication of FIRE AND/OR SMOKE, IMMEDIATELY notify all other staff by radio and evacuate.
4. Assist the Fire Safety Director or Fire Department as needed:
 - ◆ restricting entry to the building;
 - ◆ directing occupants to a Safe Refuge Area;
 - ◆ location of shutoffs.

After the emergency:

1. Upon Fire Department Approval
 - a. Reset the alarm and return all systems to normal function
 - b. Keep tenants informed in the refuge area of status and when they may return to the building
 - c. Provide information regarding restricted access areas

2600-2700 Colorado Avenue
Staff Section

2. For all emergencies, fill out a status report. Include: time of incident, how notified, floors evacuated, injuries, problems etc.

REMEMBER: The fire alarm sounds THROUGHOUT THE BUILDING IN 2600 COLORADO AND ONE FLOOR ONLY (the floor of device activation) IN 2700 COLORADO. Upon hearing the fire alarm, all occupants will evacuate the building and proceed to a Safe Refuge Area. Do not allow occupants to congregate in or around the building or in red curb areas.



Security

Security is responsible for implementing emergency procedures. Security is on duty from 3:00 PM to 7:00 AM Monday through Friday and 24/7 Saturday and Sunday.

Pre-emergency planning:

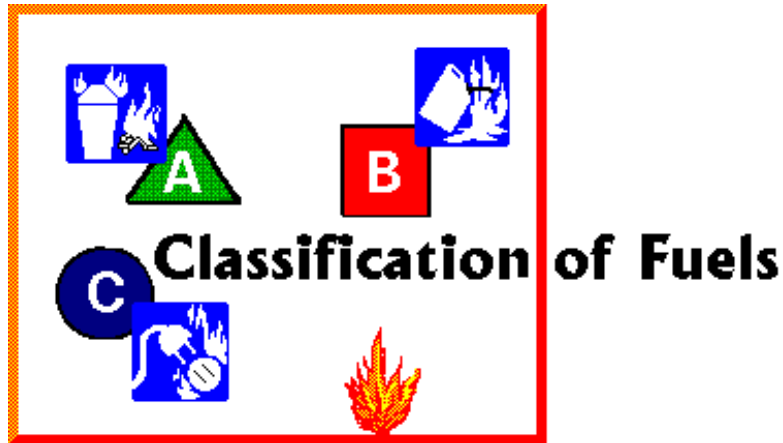
1. Read General Information: Fire.
2. Have list of emergency telephone numbers for outside emergency services; and how to notify Building Management.
3. Know the designated refuge area locations
4. Know the emergency systems in the building and their function.

If you hear an alarm or are notified of a fire

1. Assist the Fire Safety Director:
 - ◆ directing occupants to the safe refuge areas (east on Colorado to the park area between Stewart Street and the pre-school and east in the alley behind the building to the park area between Stewart Street and the pre-school); do not let people congregate in or around the buildings or near red curb areas.
 - ◆ do not let cars enter the parking areas when an alarm has been activated.
 - ◆ restricting entry to the building.
2. 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.)



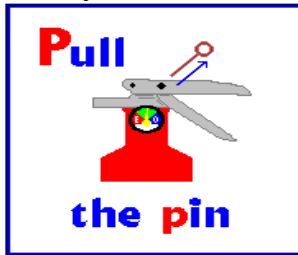
Class C - Electrical: energized electrical equipment
As long as it's "plugged in," it would be considered a class C fire. (Class C fires generally deal with electrical Current.)



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**.

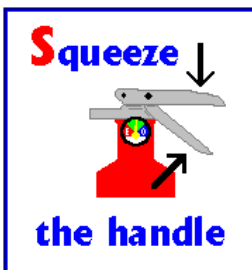


Pull the pin.

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 (CO₂) 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

2600-2700 Colorado Avenue
Staff Section

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.

2600-2700 Colorado Avenue
Staff Section

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 #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.

2600-2700 Colorado Avenue
Staff Section

- ✚ 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

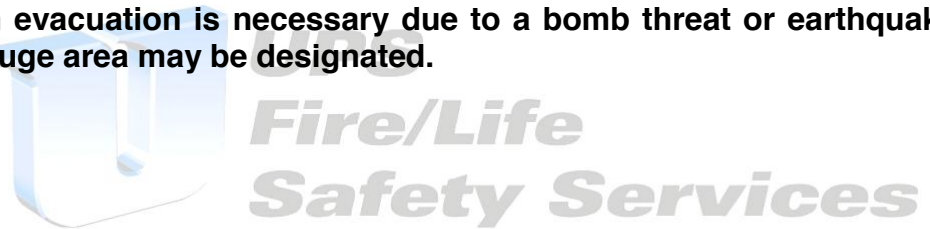
Refuge Areas are areas inside or outside of the building which would provide a level of protection.

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.

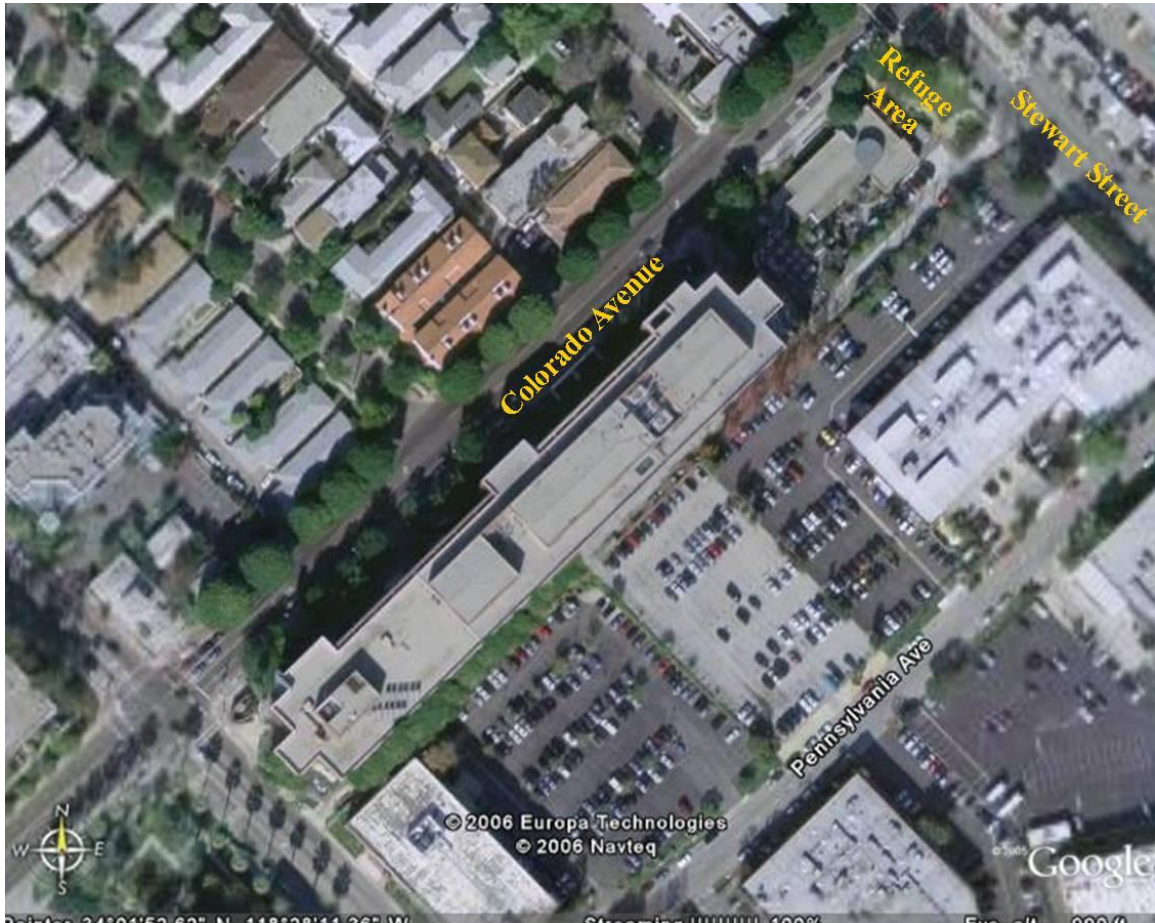
In the event an evacuation is necessary due to a bomb threat or earthquake, an alternate refuge area may be designated.



2600-2700 Colorado Avenue
Staff Section

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 3rd 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.

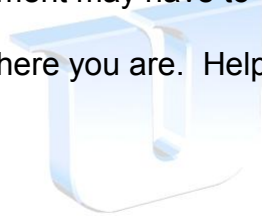
2600-2700 Colorado Avenue
Staff Section

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.






**UPS
Fire/Life
Safety Services**



Lifts and Carries

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

| | |
|--|--|
| <p>ONE-PERSON LIFT</p>  | <p>This only works with a child or a very light person.</p> <ol style="list-style-type: none">1. Place your arms under the victim's knees and around their back. |
| <p>FIREFIGHTER CARRY</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">1. The victim is carried over one shoulder.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. |
| <p>PACK-STRAP CARRY</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">1. Place both the victim's arms over your shoulders.2. Cross the victim's arms, grasping the victim's opposite wrist.3. Pull the arms close to your chest.4. Squat slightly and drive your hips into the victim while bending slightly at the waist.5. Balance the load on your hips and support the victim with your legs. |

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

| | |
|--|--|
| <p>FOUR-HANDED SEAT</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">1. Position the hands as indicated in the graphic.2. Lower the seat and allow the victim to sit.3. Lower the seat using your legs, not your back.4. When the victim is in place, stand using your legs, keeping your back straight. |
| <p>TWO-HANDED SEAT</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">1. Pick up the victim by having both rescuers squat down on either side of the victim.2. Reach under the victim's shoulders and under their knees.3. Grasp the other rescuer's wrists.4. From the squat, with good lifting technique, stand.5. Walk in the direction that the victim is facing. |

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

Chapter 5 Earthquake Procedures

General - All Staff

Earthquakes occur suddenly with little or no warning. A major earthquake could occur at any time and it is important to recognize that during an area wide emergency, you may be on your own without assistance from public emergency agencies. **We are each responsible for our own safety.**

Before

1. Know the 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 utility shutoffs - gas, water and electric.
3. Know location of nearest Essential Service Phone - usually a pay phone.
4. 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.
5. Maintain battery operated portable radios (with extra batteries) to receive Emergency Broadcast Reports.
6. Have a First Aid Kit (check & maintain quarterly.)
7. Maintain battery operated flashlights in working condition.
8. 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.
9. 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.
10. 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.
11. First Aid Training is **highly** recommended for building staff and occupants of the building.

2600-2700 Colorado Avenue
Staff Section

12. For more information on Earthquake Preparedness, contact the American Red Cross or your local Fire Department.
13. It is recommended that Building Management 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.

Fire Safety Director – After

1. Check Fire Alarm Panels, if safe to do so. Assess emergency systems. Check utilities and condition of building. Shut off gas, water and electricity, if necessary.
2. Check building for damage and for injured occupants.
3. Receive status reports from Suite/Floor Wardens or Monitors regarding extent of injuries, hazards and building damage on each floor.
4. Assess damage and take emergency actions. Order evacuation or relocation as necessary.
5. Assign staff or occupants to act as “runners” to relay messages to Suite/Floor Wardens.
6. Call appropriate outside emergency services - for example: Fire Department, Paramedics, utility companies, etc. If communications are not working, assign staff or occupant to use nearest essential service phone or a cellular phone.
7. If evacuation is ordered, assemble occupants at safe refuge area outside and away from the building. This safe refuge area cannot be preselected. It will depend upon damage caused by the earthquake. Generally, it is safer to remain inside the building.
8. Listen to radio for emergency reports/information.
9. Keep occupants quiet and calm. Keep occupants informed to prevent spreading of rumors.
10. Cooperate with Public Safety Officials.

BE PREPARED FOR AFTERSHOCKS.

Building Engineers

After

1. Assess condition of building. If possible check fire alarm panels. Report all building damage, injuries and potential hazards to the Fire Safety Director.
2. Receive reports from Building Staff, Suite/Floor Wardens. Monitors and/or occupants regarding damage and injuries. Shut off gas, water and electricity as necessary.
3. Determine the necessity for evacuation. If life threatening begin evacuation. Generally, it is safer to remain inside the building.
4. Replace telephone receivers that may have fallen off the hook. Discourage use of the telephone. Telephones should be use for emergency calls only.
5. Call appropriate outside emergency services. For example: Fire Department, Paramedics, utility companies, etc. If no phone is working, assign an occupant to phone for assistance from nearest Essential Service Phone, usually a pay phone or use a cellular phone.
6. Give status report to incoming Emergency Personnel.
7. Listen to radio for emergency reports/information. Keep occupants quiet, calm and informed to prevent spreading of rumors.
8. Cooperate with Public Safety Officials.

BE PREPARED FOR AFTERSHOCKS.



**UPS
Fire/Life
Safety Services**

Security – After

1. Assist Fire Safety Director as necessary:
 - a. Call appropriate outside emergency services. For example: Fire Department, Paramedics, utility companies, etc.
 - b. Restricting entry to the building.
2. Listen to radio for emergency reports/information.
3. Assist in keeping occupants quiet, calm and informed to prevent spreading of rumors.
4. Cooperate with Public Safety Officials.

BE PREPARED FOR AFTERSHOCKS.



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: **Building Name**
 - The building address: **Street Address**
 - Cross Street: **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. Building Staff should reserve an elevator for use by the Paramedics.

4. Any additional Building Personnel should go to the victim's floor to assist.

5. When the Paramedics arrive, they should be met outside at front entrance. Give the arriving Emergency Personnel all pertinent information and escort them to the victim's location

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.

Threats generally fall into the following two broad categories:

1. The person making the threat claims he is going to do something, for example, place an explosive in the building.
2. Claims he has already done something, for example, placed an explosive in the building

Most threats are communicated by telephone and are almost impossible to trace.

A number of actual bombings to date have taken place in buildings during hours when few employees are known to be working. Also, in most cases, when an explosion has actually taken place, the caller has been specific as to the time the explosive will detonate. A pattern has also developed indicating that the bomber will notify the police authorities in addition to notifying the building in which the bomb has been placed. The calls have generally been received from 20 to 40 minutes prior to the detonation. This short time span is undoubtedly designed to prevent a thorough search of the premises or facility to locate the explosive charge.

Prevention

The bomber has a distinct advantage over other criminals because he can pick his time and place from afar and use the bomb threat as a weapon to achieve his criminal objective.

There are certain steps that can be taken to prevent a bomb incident. To do this, the access to likely hiding places (both inside and outside the building) must be made as difficult as possible. Some precautionary measures that can be taken are:

1. Control entry to limit access to likely hiding places.
2. Develop a procedure to inspect incoming parcels.
3. Keep exits unobstructed.
4. Control access to certain areas.

5. Maintain effective key control.
6. Consider using electronics or photographic surveillance.
7. Maintain adequate lighting both inside and outside.
8. Tighten security to lessen the risk of an actual explosive device ever being placed.

Bomb Threat Team

A bomb threat situation can be resolved with a minimum of risk to people and property while minimizing the disruption of normal operation. The key people involved in implementing the plan are:

Building Management: who has the full authority to order the evacuation, search, shutdown and re-entry. They must be notified immediately. Building Owners will be contacted by Building Management.

Fire Safety Director: who will direct the search, evacuation and re-entry.

Search Teams: are also a vital part of the bomb threat situation. They must be familiar with both public and out of the way areas.

The Police Department should be notified of all threats.

The safety and security of all occupants is of utmost importance. Proper coordination will assure smooth handling of all bomb threats with the least amount of inconvenience to all concerned.

Bomb Threat Evaluation

Building Management must evaluate every bomb threat. One individual must have full authority to make the decision to partially or totally evacuate or not to evacuate. If a caller indicates that the bomb has already been placed in the building, evaluation and judgment regarding the evacuation must be made quickly. The decision to evacuate should be a cooperative effort between the Police Department and Building Management.

Each threat may be classified as a specific or non-specific threat depending upon the information provided in the threat. A specific threat is the least common type, but more likely involves an actual explosion. This type of threat usually provides information regarding the bomb. For example: its placement, or the rationale for the attack, or when the bomb is going to explode. A non-specific threat simply states

2600-2700 Colorado Avenue
Staff Section

that a bomb has been placed, and generally little additional information is provided. It is also the most common type of threat received.

Every bomb threat must be evaluated. The evaluation is based on the information given by the caller.

- ◆ Time set for detonation.
- ◆ Exact location of the bomb.
- ◆ Description of explosive or container.
- ◆ Identity of the caller - consider tone of voice, age of caller, background noise, exact words used, frequency of threat and any claimed identity to a political group.
- ◆ Reason for threat - extortion, harassment, unhappy employee or customer, etc.

Other information to consider includes:

- ◆ Number of threats received.
- ◆ Experience of other buildings in the area.
- ◆ Timing of threat. For example: before a long weekend.
- ◆ Call connected to a known situation. For example: recent employee dismissal, labor problems, general employee unhappiness, or unrest in the community.
- ◆ Possibility of access to facility that would allow planting a device.

If evacuation is ordered, consider:

- ◆ Size, location and structure of building.
- ◆ Number of people on duty. It is difficult to evacuate large facilities with many people.
- ◆ Proximity and danger to neighborhood buildings.
- ◆ Possibility of an effective search without total evacuation.
- ◆ Need for evacuation of entire building. Some areas with built-in security versus other areas accessible to the public.
- ◆ The availability of outside area to which employees can be evacuated.
- ◆ The liabilities involved if an explosion occurs and the building was not evacuated.
- ◆ Overreaction resulting in repeated immediate evacuation could lead to continuing threat calls from pranksters.

Based on your evaluation there are three choices:

1. Notification of Tenant Representatives or Suite/Floor Wardens only.
2. Search without evacuation and notification of Tenant Representatives or Suite/Floor Wardens.
3. Entire building search and total evacuation.

The Fire Safety Director will then begin implementing the decision. All phone calls should be documented: time of call and with whom they spoke.

Fire Safety Director

Pre-emergency Planning

1. Read and understand the general information on bomb threats.
2. Train Search Team in search procedures and areas for their search. The team includes: Building Manager, Building Security, Maintenance Engineer, Parking Attendant and Floor Response Teams. Security should search public areas such as elevator lobbies, restrooms and stairwells; Maintenance Engineer should search the outside of the building and all exit paths; Parking Attendant should search parking areas; Suite/Floor Wardens should search their immediate area, corridor and elevator lobby. Monitors should search their immediate areas and public areas on their floor, ie. restrooms and stairwells one level up and/or down.
3. Decide on a safe refuge area outside and away from building, at least 300 feet from the building. This may or may not be the same safe refuge area as in a fire emergency; it may vary depending upon location of the 'bomb device'.

Emergency Actions

1. Call Police Department. The Police Department may dispatch field units who in turn will notify the Bomb Squad if necessary.
2. Notify all staff, If caller indicates the bomb has been placed in the building, then evaluation and judgment must be made quickly.
3. Decision will be made by Building Management in cooperation with the Police Department to:
 - a. Make Notification of Tenant Representatives or Suite/Floor Wardens only that a bomb threat has been received.
 - b. Search without evacuation and notify all Tenant Representatives or Suite/Floor Wardens.
 - c. Entire building search and total evacuation.
4. Implement decision made:
 - a. If the decision is made to notify Tenant Representatives or Suite/Floor Wardens that a bomb threat has been received, state all known facts. It will be their decision to evacuate or not. Document all information regarding the incident.
 - b. If the decision is made to search without evacuation - call the Search Team and report a bomb threat. Have the team begin a low key area search of their designated areas and report all findings. Also notify all Tenant Representatives or Suite/Floor Wardens as in "a."
 - c. If the decision is made to search the entire building and a total evacuation, call Tenant Representatives or Suite/Floor Wardens. Inform them that a bomb threat has been received. Instruct them to check their immediate area and to begin evacuation procedures.

2600-2700 Colorado Avenue
Staff Section

Remind them NOT to touch anything unusual or out of place and to remain calm. Also notify all Tenant Representatives or Suite/Floor Wardens as in "a."

If a suspicious object is found:

1. Have Police Department advise Bomb Squad.
2. Evacuate involved floor and floors directly above and below if not yet evacuated.
3. Depending on time and size of building, evacuate remainder of building.
4. Follow directions of Police Department and Bomb Squad Personnel.

If total building is to be evacuated:

1. Use megaphone if available for crowd control.
2. Security will be needed to prevent unauthorized reentry to the building.
3. Permit reentry only when the device has been removed and/or the building is declared safe for reentry.

If no suspicious object is found and no evacuation was ordered:

1. Document all information.
2. Contact Search Team to resume their normal activities.

If an explosion occurs:

1. Follow Fire Emergency Procedures.

NOTE: All incidents should be documented.



Maintenance Engineer

PRE-EMERGENCY PLANNING:

1. Read General Information: Bomb Threat.
2. Be aware of unauthorized personnel in engineering and utility areas.
3. Know a refuge area outside of the building - at least 300 feet from the building.
4. Know search procedures. Be familiar with areas to be searched: outside of the building and all exit paths (stairwells and elevators).

Emergency Actions: Upon notification of a bomb threat:

1. Notify Building Management.
2. If there is sufficient time, begin search of designated areas. **DO NOT TOUCH** anything unusual or out of place.
3. Building Management will make the decision to search and/or to evacuate the total building.

If NO suspicious object is found:

- ◆ Standby for further instructions.

If a suspicious object is found:

- ◆ Be prepared to shut down utilities as necessary.

If evacuation is ordered:

- ◆ Follow Fire Emergency Evacuation Procedures.
- ◆ Follow instructions of Fire Safety Director.
- ◆ Permit reentry only when the building is declared safe for reentry.
- ◆ Document all information.

Security

Pre-emergency planning

1. Read General Information: Bomb Threat.
2. Be aware of unauthorized or suspicious persons in on the property.
3. Know a refuge area outside of the building - at least 300 feet from the building. Do not allow occupants to congregate in or around the building or in red curb areas.
4. Know search procedures. Be familiar with areas to be searched: parking areas, outside parking lot and underground parking. **DO NOT TOUCH ANYTHING UNUSUAL OR OUT OF PLACE.** Report anything suspicious and clear the area.

Emergency Actions - Upon notification of a bomb threat:

1. If there is sufficient time, begin search of designated areas. **DO NOT TOUCH** anything unusual or out pf place.
2. Building Management will make the decision to search and/or to evacuate the total building.

If evacuation is ordered:

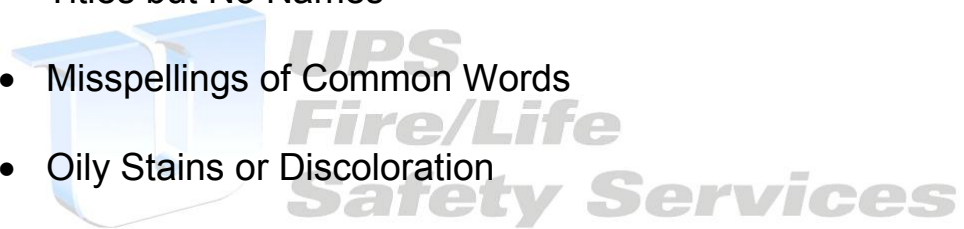
- ◆ Follow Fire Emergency Evacuation Procedures.
- ◆ Follow instructions of Fire Safety Director.
- ◆ Permit reentry only when the building is declared safe for reentry.

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 Building Systems

2600 and 2700 Colorado Avenue are 6-story fully sprinklered office buildings located in Santa Monica. The two buildings are attached by a demising wall.

The buildings have 6 above ground floors and 3 below ground parking levels. The parking levels are designated a, b, and c. The above ground floors are designated as the ground floor, numbered floors (2 through 5) and the penthouse. Tenant space is provided on the ground floor through the 5th floor. The penthouses contain the mechanical rooms.

Systems Serving Both Buildings

Alarm Panels

The main alarm panel is located in the 2700 building in the management office. A remote panel is located in the 2600 building in the ground floor lobby on the north wall. The main panel monitors and controls the building systems. The building alarms are monitored 24 hours a day by NACC, an outside monitoring company.

Systems Monitored

- ◆ Manual Pull Stations
- ◆ Water Flow
- ◆ Smoke detectors
- ◆ Strobe Lights



**UPS
Fire/Life
Safety Services**

Systems Controlled

- ◆ Audible and visual alarms
- ◆ Elevator recall
- ◆ HVAC shutdown

The fire alarm panels have battery backup and rechargeable batteries.

Fire Pump

The fire pump for both buildings is located in the north-west corner of the A level of the parking garage beneath the 2600 building and provides water to the sprinkler systems for both buildings. The pump is supplied through the city water system.

A 1,000 gallon fuel tank supplying the fire pump is located underground west of the Colorado Street parking entrance to the 2600 building. A 25 gallon day tank is located in the fire pump room.

The fire pump is activated by a loss of pressure in the sprinkler or standpipe system.

2600-2700 Colorado Avenue
Staff Section

Emergency Power

A diesel generator located on the roof of the 2600 building outside stairwell #6 provides emergency power to both buildings. A 1,000 gallon fuel tank supplying the fire pump is located underground west of the Colorado Street parking entrance to the 2600 building. A 25 gallon day tank is located next to the generator.

If power is lost, the emergency generator will provide power to emergency lighting, exit signs, one elevator in each building, the fire alarm panels and systems, the security console in the 2700 building and the fire pump.

Automatic Fire Doors

Fire rated doors with magnetic door hold open devices are located in the elevator lobbies on all floors and in some tenant spaces. Upon activation of any alarm device (manual pull station, smoke detector or fire sprinkler, the magnets will release and doors will close. These doors are fire rated and are designed to close to help prevent the spread of fire and smoke. These doors should never be blocked or propped open.

Smoke Evacuation

The controls for the smoke evacuation systems are located in the penthouse of each building. This system is for use by or at the direction of the fire department.

Communications

Building staff, engineers and security personnel utilize two-way radios for communication.

Fire Extinguishers

ABC Fire extinguishers are located on all floors in each building for use in an emergency. A Halon system is located at the telephone connection point on the roof of the 2700 building.

Utility Shut Off

Utility shut offs are located in the 2600 building with the exception of the electricity shut off for the 2700 building.

Gas – On the exterior north wall at the top of the handicapped access ramp.

Electricity – In the northwest corner of the parking structure on the B level for the 2600 building and inside a cage west of the garage elevator lobby on the A level.

Water – On the west wall of the parking structure on the A level

2600 Building

FIRE DEPARTMENT KNOX BOX

The Knox box is located on a metal wall outside the lobby entrance on the north side.

FIRE ALARM:

The building's fire alarm emits an electronic tone with strobe lights. The audible/visual alarm is activated throughout the building, annunciates at the fire control panel and at the remote monitoring company.

PULL STATIONS

Manual pull stations are located in all elevator lobbies and by the exit stairwells. To operate: pull down.

Activation of a pull station will sound the audible/visual alarm throughout the building; announce an alarm condition at the office of the building's Fire Alarm Panel in the 2700 building, at the remote panel in the building lobby and at the off site monitoring company. The HVAC system will shut down and doors equipped with magnetic door releases will activate.

SMOKE DETECTORS

Smoke detectors are located in all elevator lobbies, electrical rooms, corridors, restrooms, all offices and tenant spaces, in the fire pump room and in the return air dampers.

Activation of any smoke detector will sound the audible/visual alarm throughout the building; announce an alarm condition at the office of the building's Fire Alarm Panel, at the remote panel in the building lobby and at the off site monitoring company. The HVAC system will shut down and doors equipped with magnetic door releases will activate.

Activation of a detector in the return air plenum will shut down the heating ventilation and air conditioning system throughout the building.

Activation of an elevator lobby smoke detector will recall all elevators to the Ground Level.

SPRINKLERS

Sprinklers are located throughout the building and in the parking structure. Sprinklers are heat activated. When the temperature of the fire reaches approximately 165 F, the heating element in the sprinkler head melts. Each sprinkler will then deliver approximately 25 gallons of water per minute.

2600-2700 Colorado Avenue
Staff Section

Activation of any sprinkler will sound the audible/visual alarm throughout the building; announce an alarm condition at the office of the building's Fire Alarm Panel, at the remote panel in the building lobby and at the off-site monitoring company. The HVAC system will shut down, the fire pump will start and doors equipped with magnetic door releases will activate.

Sprinkler shut off valves are located on each tenant floor in stairwell #6. In the parking garage, sprinkler shut off valves are located on each level in stairwell #7, #8, #9, and #10. The main sprinkler shut off valve is located on parking level A in a wire cage near the west wall.

Heating Ventilation and Air Conditioning

Activation of any alarm device will cause the HVAC system to shut down throughout the building. A manual shut off is located to the right of the entrance door to the chiller room.

STAIRWELLS

The building has 6 stairwells:

- ◆ Stairwell #5 connects Levels Ground - Roof and exit into the alley behind the building. Stairwell #5 has roof access through a hatch.
- ◆ Stairwell #6 connects Levels Ground - Roof and exit on to 26th Street. Stairwell #6 has roof access through a door. The door to the roof is unlocked.
- ◆ 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 exit directly into the outside patio of the Café'.
- ◆ Stairwell #9 connects Levels C - Ground and exit directly into the alley on the south/west side of the building.
- ◆ Stairwell #10 connects Levels C - Ground and exit directly into the alley at the south center side behind the building.

Locked Stairwell Information

Stairwell doors are locked from the stair side for security reasons. 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.

ELEVATORS:

The building has 3 elevators banked 2 and 1 which service levels C - 5. The elevators have emergency lights and an emergency auto-dialer telephone. The

2600-2700 Colorado Avenue
Staff Section

telephone is activated by pushing the “phone” button which automatically dials for emergency service. In addition, an intercom linked to the Security Desk is located at each parking level lobby. It allows hands free telephone communication, by first pushing the intercom button which automatically dials the Security Desk.

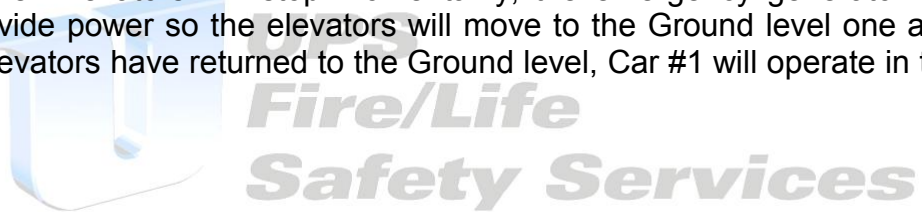
In a fire emergency: Upon activation of any elevator lobby smoke detector, the elevators will automatically recall to the Ground level. Elevators doors will open and the elevators will shut off. Activation of an elevator lobby smoke detector on the Ground level will recall the elevators to the 2 floor.

The passenger and freight elevators are in separate banks and will recall independently.

Elevators are not to be used in a fire emergency. Smoke may enter the elevator shaft and elevators may open onto the fire floor.

In an earthquake: All of the elevators will stop momentarily then move up or down to the closest floor - opposite the counterweight. The elevator doors will open and the elevators will remain there until inspected and reactivated by an elevator mechanic.

In a power failure: Elevators will stop momentarily, the emergency generator will start up and provide power so the elevators will move to the Ground level one at a time. Once all elevators have returned to the Ground level, Car #1 will operate in the normal manner.



2700 Building

FIRE DEPARTMENT KNOX BOX

The Knox box is located on the wall, in the planter outside the main lobby entrance, approximately 5 feet above ground.

FIRE ALARM:

The building's fire alarm emits an electronic tone with strobe lights. The audible/visual alarm is activated **only on the floor of activation**, annunciates at the fire control panel and at the remote monitoring company.

PULL STATIONS

Manual pull stations are located in all elevator lobbies and by the exit stairwells. To operate: pull down.

Activation of a pull station will sound the audible/visual alarm **only on the floor of activation**; annunciate an alarm condition at the office of the building's Fire Alarm Panel and at the off site monitoring company. The HVAC system will shut down and doors equipped with magnetic door releases will activate.

SMOKE DETECTORS

Smoke detectors are located in all elevator lobbies, electrical rooms, corridors, restrooms, all offices and tenant spaces, in the fire pump room and in the return air dampers.

Activation of any smoke detector will sound the audible/visual alarm **only on the floor of activation**, annunciate an alarm condition at the office of the building's Fire Alarm Panel, at the remote panel in the building lobby and at the off-site monitoring company. The HVAC system will shut down and doors equipped with magnetic door releases will activate.

Activation of a detector in the return air plenum will shut down the heating ventilation and air conditioning system throughout the building.

Activation of an elevator lobby smoke detector will recall all elevators to the Ground Level.

SPRINKLERS

Sprinklers are located throughout the building and in the parking structure. Sprinklers are heat activated. When the temperature of the fire reaches approximately 165 F, the heating element in the sprinkler head melts. Each sprinkler will then deliver approximately 25 gallons of water per minute.

Activation of any sprinkler will sound the audible/visual alarm **only on the floor of activation**, annunciate an alarm condition at the office of the building's Fire Alarm Panel, at the remote panel in the building lobby and at the off-site monitoring

2600-2700 Colorado Avenue
Staff Section

company. The HVAC system will shut down, the fire pump will start and doors equipped with magnetic door releases will activate.

Sprinkler shut off valves are located on each tenant floor in stairwell #6. In the parking garage, sprinkler shut off valves are located on each level in stairwell #7, #8, #9, and #10. The main sprinkler shut off valve is located on parking level A in a wire cage near the west wall.

Heating Ventilation and Air Conditioning

Activation of any alarm device will cause the HVAC system to shut down throughout the building. A manual shut off is located to the right of the entrance door to the chiller room.

STAIRWELLS

The building has 7 stairwells:

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

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

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

STAIRWELLS #7, #8, #9 and #10 connect and exit as stated above for 2600 Colorado.

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

Locked Stairwell Information

Stairwell doors are locked from the stair side for security reasons.

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.

ELEVATOR:

2700 Colorado Avenue has 3 passenger elevators banked 2 and 1 which service levels Ground - 5. The underground parking has 2 elevators banked together which service levels C – Ground. The freight elevator serves levels Ground – Roof and each parking level lobby.

2600-2700 Colorado Avenue
Staff Section

All elevators have an emergency auto-dialer telephone. To activate the emergency telephone, open the panel door, then push the button inside. This function will automatically dial for emergency service and allow hands free telephone communication. In addition, an intercom linked to the ground floor reception desk is located at each elevator lobby. To activate, push the button and wait for a reply. Then push the button to talk and release to listen.

In a fire emergency: Upon activation of any elevator lobby smoke detector, the elevators will automatically recall to the Ground level. Elevators doors will open and the elevators will shut off. Activation of an elevator lobby smoke detector on the Ground level will recall the elevators to the 2 floor.

The passenger and freight elevators are in separate banks and will recall independently.

Elevators are not to be used in a fire emergency. Smoke may enter the elevator shaft and elevators may open onto the fire floor.

In an earthquake: All of the elevators will stop momentarily then move up or down to the closest floor - opposite the counterweight. The elevator doors will open and the elevators will remain there until inspected and reactivated by an elevator mechanic.

In a power failure: Elevators will stop momentarily, the emergency generator will start up and provide power so the elevators will move to the Ground level one at a time. Once all elevators have returned to the Ground level, Car #3 will operate in the normal manner.

Chapter 8 Fire safety director

The person given or accepting this position shall be responsible for implementation of the Fire/Life Safety Program for the building, as called for by Title 19 Sections 3.09 and 3.10 of the California Code of Regulations and the City Fire Codes.

Responsibilities include:

The issuance of "printed material" to Building Staff, Floor Wardens, Assistant Floor Wardens, Monitors, and Occupants outlining the emergency procedures of the building.

This information shall be utilized in an ongoing program of training and given on an annual basis, and within fourteen days of arrival of any new Occupant.

Emergency Responsibilities

The Fire Safety Director shall insure:

- Adequate monitoring and control of all building SYSTEMS and EQUIPMENT.
- The immediate shut down of Heating-Ventilation-Air Conditioning (HVAC).
- The "recall" of all elevators to lobby level.
- The proper shut down of all utilities, as required.

The Fire Safety Director shall coordinate the activities of all personnel within the building:

- Building Staff emergency duties and responsibilities (all).
- (Tenant/Employee) notification and advisement.
- Floor Warden Duties (evacuation/relocation/search).

The Fire Safety Director shall have emergency personnel met with all pertinent information:

- Meet with the Fire Department, Paramedics or Police at the main entrance of building with a complete status report of:
 - People Who May Need Assistance.
 - Elevator Recall Status.
 - Fire/Life Safety Systems in operation (alarms, sprinklers, etc.).
 - Locations and status of all Building Staff and Occupants.

Training Responsibilities

When a new Tenant/Occupant takes occupancy, the Fire Safety Director is responsible for distribution of the plan within 14 days, as required by law for Occupants, and when a new Building Staff Member, Security, Engineering or other Building Staff support member or Floor Warden or Assistant Floor Warden comes aboard the team, training shall occur without delay.

NOTE

Verbal clarity is essential for those assigned to make public address announcements. The Fire Safety Director is responsible for insuring that the individuals which are assigned this task are tested for clarity and anyone that is not literate will not be accepted for this assignment. Have them read the printed announcement without assistance to qualify them.

- ◆ Building Staff
 - Distribute appropriate sections of this manual, conduct regularly scheduled meetings/drills to ensure the proficiency of all Building Staff during an emergency, and provide documentation thereof.

- ◆ Floor Wardens
 - Distribute Floor Warden Manual, conduct regularly scheduled meetings/drills to ensure the proficiency of all Floor Wardens, Assistant Floor Wardens, and Monitors during an emergency, and provide documentation thereof.
 - All shall be given some means of identification (vests, hard hats, arm bands, etc.).

- ◆ People Who May Need Assistance (Physically Challenged)
 - Distribute Occupant Instruction Manual to all Occupants, and provide documentation thereof.
 - Secure Assistance Monitors and meet with the Monitors and Physically Challenged Person to review their evacuation options, as shown in this section.

- ◆ Occupants
 - Distribute Occupant Instruction Manual to all Occupants, and provide documentation thereof.
 - Audio visual presentations are encouraged, but may not be offered in lieu of written communications.

Updates are Required as Changes Occur, approval is Required Annually

State and local codes require the building Emergency Procedures Manual be kept current at all times; annual approval is required.

The Fire Safety Director may prepare the update without professional assistance. Send updated information and a request for approval to:

Santa Monica Fire Department

- The Fire Safety Director shall incorporate all changes to the Master Manual in all Building Staff copies and the copy posted in the Fire Control Room.
- The Fire Safety Director shall also distribute these updates to all Floor Wardens, Assistant Floor Wardens, Monitors and Occupants.

2600-2700 Colorado Avenue
Staff Section

Information to Update

- Emergency Telephone Numbers Section.
- Floor Warden List in the Emergency Telephone Numbers Section.
- The List of People Who May Need Assistance in the Emergency Telephone Numbers Section.
- Changes in legal requirements as they affect Building/Tenants.
- Changes in Evacuation Plan.
- Changes in designated safe refuge area.
- Changes in notification means (P.A., telephone, other use).
- Changes in other emergency procedures (bomb threat, power failure, etc.).
- Changes in Building Staff procedures or "after hours" procedures, and how they affect Tenants.
- Changes in building systems or in their operation, servicing, testing.
- Changes in fire drill procedures, methods involved with critique, etc.

Documentation

The Fire Safety Director must maintain documentation for the following:

- Training - Occupant, Floor Warden, Building Staff. Forms provided in this Section.
- Floor Warden List in the Emergency Telephone Numbers Section.
- The List of People Who May Need Assistance in the Emergency Telephone Numbers Section.
- Fire Drill Report. See Supplemental Section.

Fire Drills

The Fire Safety Director is responsible for coordinating and conducting fire drills. Fire drills shall be participated in by ALL building Occupants at least once per year and shall be documented in writing and kept on file. The Supplemental Section details this.

A minimum of 48 hours notice to the Fire Department before conducting any fire drills is required. To have the Fire Department monitor your drill, provided their schedule allows, provide a minimum of two (2) weeks advance notice.

Inspections

Documentation shall be inspected by the Fire Department on an annual basis, as required by Code.

It is the responsibility of the Fire Safety Director to ensure that the building is maintained in a safe condition. Inspections should be conducted regularly. All hazards must be documented and efforts made to correct any outstanding problems.

HIGH RISE FIRE PREVENTION

INSPECTION REPORT

HOUSEKEEPING/MAINTENANCE

1. All NO SMOKING regulations being observed.
2. Proper ashtrays, receptacles being used.
3. Combustible waste placed in proper/approved containers.
4. Trash/rubbish removal made on a regular basis.
5. Flammable liquids safely stored in approved containers.
6. "NO SMOKING" signs posted.
7. All electrical plugs, switches and cords legal and in good repair.
8. No extensive use of cords from outlet (octopus.)
9. Adequate clearance maintained at all sub panels (3 ft. Electrical devices turned off when not in use.)
10. Accumulations of lint, dust grease removed.

FIRE/LIFE/SAFETY SYSTEMS

11. Adequate lighting in corridors, exits and stairwells.
12. EXIT signs illuminated as required.
13. Evacuation routes adequately posted.
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 maintained 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 (see evacuation map in elevator lobby) and in undamaged condition.
21. List of Suite/Floor Wardens & Monitors updated.
22. List of occupants with a physical disability updated.
23. Documentation of new employees instructed on emergency procedures
24. Documentation of training of all occupants on an annual basis.
25. Other Observations (Please use back of page.)

REPORT SUBMITTED BY: _____

DATE: _____

Training Verification Form

Title 19, Sections 3.09 and 3.10 California Code of Regulations requires annual occupant training in high rise buildings. Emergency procedure instruction is to include evacuation procedures, emergency procedures for fire, earthquake and other emergencies. Instruction of all new occupants shall occur within 14 days of their assuming occupancy.

The undersigned has read and understands the pertinent sections of this building's emergency procedures manual.

Occupant

Floor Warden

Building Staff

Name _____ Suite/Room/Dept _____

Signature _____ Date _____

Telephone _____

Complete, sign and return to building management annually.

Fire Drills are required by C.C. R. Title 19, Section 3.10, and City Fire Codes, All building occupants must participate. Participation is mandatory. Any person who fails to participate will be subject to the following penalty.

Any person who violates this section shall be punishable by at least a mandatory fine or by imprisonment in the County Jail for a period of not more than six (6) months, or by both such fine and imprisonment. Each person shall be guilty of a separate offense for each and every day, or portion thereof, during which a violation of any provision of this section is committed, continued, or permitted by such person and shall be punishable accordingly.

Training Standards

Building Staff

Fire Safety Director, Assistant Fire Safety Director, Building Office Manager, Engineers, Security, Maintenance and Parking Personnel - all shifts.

Note:

Maintenance and Parking Staff may be exempt from technical functions of the emergency procedures program.

Minimum Instruction

Written manual review, building tour and practice scheduled regularly.

Staff personnel must review and be familiar with the Building Staff Fire Manual and complete documentation of having read it. This documentation shall be filed in the Building Management Office and be readily available for Fire Department Inspection. Upon completion of required training, documentation shall be submitted to the City Fire Department and shall include instructors name, date, and roster of people trained.

Topics for review shall include, but not necessarily be limited to:

- Building Evacuation Plan.
- The Building Staff shall have a thorough understanding of the Floor Warden Program and methods for communication between Building Staff and Floor Wardens.
- Fire Alarm System Sequence of Operation.
- Fire Alarm Panel Operations.

Fire Department Arrival

The Fire Department shall be met upon arrival and be provided an incident report on systems status, Occupant evacuation/relocation and the names and locations of people in need of rescue. Engineers and Security shall know locations of all Fire/Life Safety Systems, and shall have a working knowledge of system operations, stairwell access, elevator access, and utility shut-off procedures to assist the Fire Department.

Floor Warden Duties & Team Organization

The state of California Fire Code requires a Fire Safety Director and Floor Wardens with Alternates. Certain occupancies can be exempt from the Floor Warden requirement. Since floors are too large for one person to manage, floors fully occupied by one company appoint the Floor Warden, Assistant Floor Warden and monitors, as needed. On floors occupied by several tenants, the largest company on the floor is requested to appoint the Floor Warden and Assistant; the remaining tenants on the floor appoint Suite Monitors. There are three sets of Floor Wardens, Assistants and Monitors, one set for the north section, one set for the center section and one set for the south section of every floor. Duties shown below the assistant floor warden are described in the Floor Warden Manual.



2600-2700 Colorado Avenue
Staff Section

Emergency Procedures Manual – Fire Control Room Copy

This Emergency Procedures Manual is to be placed in the Fire Control Room in plain view. Building Staff shall be capable of quickly accessing information in this manual.

Building Life/Fire Safety Systems and Operations

A working knowledge of building emergency features is required. Conduct a tour and demonstration of all features.

Voice Notification System

Each Security/Engineering member shall take a turn on setting up the panel for communication, and shall read aloud a pre-set announcement. At that time, the Fire Safety Director will evaluate clarity of individual's announcements, and will eliminate anyone who cannot be fully understood from performing this task.

Stair/Elevator Intercom

Demonstrate how to operate, and review that Floor Wardens will relay Status Reports which Staff shall write down and relay to the Fire Department. Staff should answer "May I Help You" and then write down the status report. Then the status should be repeated back to the caller to confirm accuracy.

Security Console & Fire Control Room Life/Fire Safety Annunciator Panels

Demonstrate how to read and operate:

- All alarm annunciator panels - acknowledge and reset (mps, area smoke, heat detectors, duct detectors, water flow alarms, elevator recall smoke detectors)
- Stairwell pressurization status panel
- Public Address Panel
- Elevators recall status panel/how to recall elevator with key
- H.V.A.C. auto shut off status on panel and manual shut off locations
- Water Flow Sprinkler Status panel
- Emergency Power - how to read Emergency Generator status panel
- Smoke Evacuation Control Panel
- Won Fire Doors

Equipment Rooms

Engineers shall have a working knowledge of the functions, operations and shut-off procedures of building equipment, although all Building Staff shall be taken on a tour of these areas:

- Mechanical Levels - H.V.A.C. equipment
- Water Storage Tanks

2600-2700 Colorado Avenue
Staff Section

- Emergency Generator
- Fire Pump Room
- Domestic Water Valves
- Sprinkler Shut Off Valves, per floor and the Mains
- Electrical and Telephone Closets by Floor
- Main Electrical Panels
- Natural Gas Mains and Shut-Off Tools
- Fire Department Lock Boxes
- Fire Department Connection Valves
- Smoke Evacuation System

Stairwells

Stairwells - enter and identify location by Stair Numbering Sign

Evacuate to the street from all Stairwells (show cross-over exit routes, as applicable)
Walk all the way to the Safe Refuge Area outside. Identify the exact point where the Floor Wardens will meet to deliver their status reports. Discuss alternative sites, in case this location becomes unsafe during an incident.

Conduct Practice Exercises

Scenarios shall be performed to verify the proficiency of staff members in reacting to an emergency. Schedule different exercises on a regularly scheduled basis.

Scenarios should be presented to the Building Staff first by the instructor. The Building Staff should be dispatched to normal locations. When all are in position, the scenario will be initiated. (Audible alarms need not be sounded, initiate by telephone.)

Scenarios will include Fire and Earthquake incidents, as they are required by Code. The instructor will evaluate the Building Staffs responses, and will repeat any exercise if the Building Staff fails to accurately communicate the facts of the incident or if the Building Staff fails to complete their duties, as outlined in this manual.

Training of Floor Warden, Assistant Floor Warden & Monitors

Minimum Instruction: Review of Floor Warden Manual and a building tour conducted and documented annually, and as changes occur with new people on the team. Every Floor Warden, Assistant Floor Warden and Monitor shall be provided a current Floor Warden Emergency Procedures Manual, and shall complete documentation of having read it.

This training will include emphasis on:

- Fire prevention.
- Fire alarm system functions and operation of manual pull stations.
- Typical floor Life/Fire Safety features and system functions.
- Corridor routes of egress to stairwells, and stairwell features.
- Stairwell locked and unlocked levels.

2600-2700 Colorado Avenue
Staff Section

- Stairwell access to the roof, to the street and to the safe refuge area outside.
- The exact point where Floor Wardens and Monitor deliver their status report.
- Procedures for People Who May Need Assistance.
- Procedures for the Annual Fire Drill.

Training of Building Occupants

Every Occupant shall be provided a current Occupant Instruction Manual, and shall complete documentation of having read it. (Tenants may be instructed by the Fire Safety Director to duplicate their copy and distribute it to all of their employees, however, the Fire Safety Director is responsible for documentation of this process, and for collecting the required Occupant Instruction Forms, signed by every person, and to keep these on file for Fire Department Inspection.)

Non-English speaking occupancy policy

In cases where a substantial number of Occupants do not speak English, training must be provided by a Building Fire Safety Director, the Fire Department Fire or professional certified instructor, accompanied by a translator if needed.

Temporary Occupant instruction policy

Visitors who may be unfamiliar with building exit routes and who utilize classrooms, conference facilities, meeting rooms:

At the beginning of any conference, seminar or meeting which consists of 50 or more people, Visitors shall receive basic Evacuation Procedures by person conducting the meeting.

Mandatory Compliance Documentation

The building Fire Safety Director must maintain complete documentation on-site that is readily available for Fire Department inspection. This documentation must verify that the proper training has been done within the proper time frames. It must also include the signature of the Fire Safety Director or Certified Consultant who performed the actual training.

Chapter 9 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

2600-2700 Colorado Avenue
Staff Section

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

2600-2700 Colorado Avenue
Staff Section

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:

2600-2700 Colorado Avenue
Staff Section

(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

2600-2700 Colorado Avenue
Staff Section

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.



2600-2700 Colorado Avenue
Staff Section

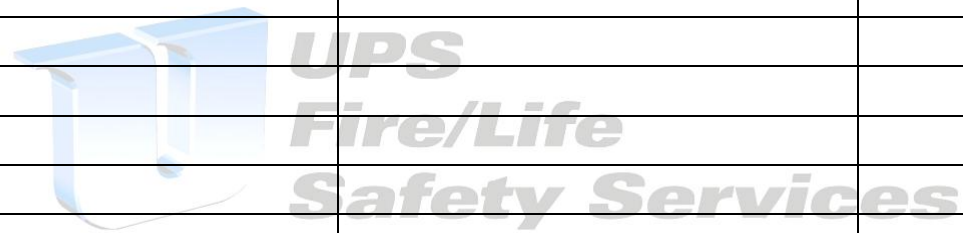
Forms

Fire Drill Participation Form

FLOOR NUMBER _____ DATE _____

THE PERSONS LISTED BELOW PARTICIPATED IN THE ANNUAL FIRE DRILL
ON THE ABOVE DATE.

| | PRINT NAME | SIGNATURE | SUITE |
|----|------------|-----------|-------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| 11 | | | |
| 12 | | | |
| 13 | | | |
| 14 | | | |
| 15 | | | |
| 16 | | | |
| 17 | | | |
| 18 | | | |
| 19 | | | |
| 20 | | | |
| 21 | | | |
| 22 | | | |
| 23 | | | |
| 24 | | | |
| 25 | | | |



2600-2700 Colorado Avenue
Staff Section



TRAINING VERIFICATION FORM

Building or Occupancy name _____

Address _____

City State Zip _____

Phone Number _____

Contact Name _____

Date of Training _____

Time Started _____ Time Ended _____ Total Time _____

Number of People in Class _____

Type of Training

| |
|--|
| FLOOR WARDEN STAFF OCCUPANT |
|--|

Trainer's Name

Title

Signature of Trainer

Manager, Owner, Contact Name

Title

Signature

FIRE DRILL CRITIQUE FORM

Area/Floor: _____ Total time to evacuate floor: _____

Mark comments at the bottom of the page.

Emergency Team:

- | | | |
|--|--------|-------|
| Did Floor Wardens wear vests? | Yes___ | No___ |
| Did Floor Warden direct evacuation? | Yes___ | No___ |
| Were there monitors at the stairwells? | Yes___ | No___ |
| Was there an elevator monitor? | Yes___ | No___ |
| Were interior doors closed and tagged (post-its)? | Yes___ | No___ |
| Were any rooms locked or inaccessible? | Yes___ | No___ |
| Were the Wardens the last ones down the stairwell? | Yes___ | No___ |

Occupants:

- | | | |
|---|--------|-------|
| Did occupants react quickly at the notice of alarm? | Yes___ | No___ |
| Did they know where to go? | Yes___ | No___ |
| Did they carry food or drink into the stairwell? | Yes___ | No___ |

List non-participants and telephone monitors: _____

Physically Impaired:

- | | | |
|--|--------|-------|
| Were they the last to enter the stairwell? | Yes___ | No___ |
| Were they located in the stairwell with the door shut? | Yes___ | No___ |

List Physically Impaired (I) and Monitors (M):

Building Systems:

- | | | |
|--|--------|-------|
| Did the elevator lobby doors release? | Yes___ | No___ |
| Did other systems function properly? (strobes, alarm) | Yes___ | No___ |

Safe Refuge Area:

- | | | |
|---|--------|-------|
| Did evacuees know where to go? | Yes___ | No___ |
| Did Floor Wardens take an employee count? | Yes___ | No___ |
| Were all employees accounted for? | Yes___ | No___ |
| Were evacuees orderly? | Yes___ | No___ |
| Did you receive an employee count sheet? | Yes___ | No___ |

Comments _____

2600-2700 Colorado Avenue
Staff Section

**Floor Warden
FIRE DRILL CRITIQUE**

DRILL DATE: _____ **TIME:** _____

COMPANY NAME: _____

SUITE/FLOOR#: _____ **WARDEN NAME:** _____

Commendations:

General Observations:

Special Notes:



**UPS
Fire/Life
Safety Services**

Noted Non-Participants:

Noted Physically Impaired and Monitors:

***Remained to Answer Phones:**

2600-2700 Colorado Avenue
Staff Section

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

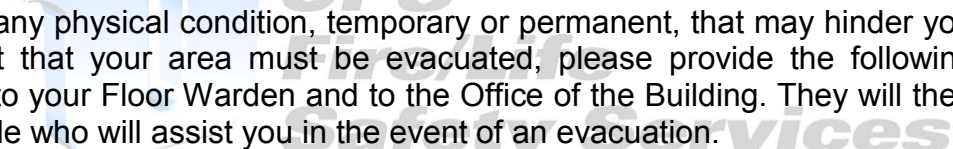
“Assure that the requirements of subsection (d)(4)(F)” procedures to identify and assist the non-ambulatory and physically disabled as follows:

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.

Fire Life Safety Check List

- ___ Notify Fire Department Education Unit of training date call or fax
- ___ Notify responsible division of the Fire Department of Drill Date, call or fax at least a week in advance
- ___ Send tenant notice of training
- ___ Send tenant notice of fire drill at least a week in advance
- ___ Notify fire alarm company of planned drill a week in advance
- ___ Conduct floor warden training. Complete attendance record and training verification
- ___ Notify alarm company and fire department on the day of the drill
- ___ Meet prior to drill to discuss procedures. Usually ½ hour prior
- ___ Conduct Drill
- ___ Discuss drill procedure after action review
- ___ Universal to provide written Drill Summary

2600-2700 Colorado Avenue
Staff Section

DRILL ANNOUNCEMENT (PRINTED SAMPLE)

Date:

(Note: Provide one week's minimum notice)

Dear Tenant:

SUBJECT: Required annual building emergency evacuation drills

Your attention is directed to the State mandated program (Title 19, California Code of Regulations, Section 3.09 and 3.10) which requires that occupants of high rise buildings participate in evacuation training on an annual basis.

Building Management has scheduled dates and times to accomplish this important function. If properly performed, it is expected that singular floor drills will take no longer than 10 - 20 minutes each.

Review / critique of the drills will be handled by Building Management, officially documented, results and participation forwarded to the Fire Department.

NOTE: Building and /or TENANTS can be cited by the fire authorities for non-compliance to these State mandated drills.

During the drills, building staff will be engaged in the proper testing of various life / safety systems and equipment, including the audible fire alarm.

BEFORE THE SCHEDULED DATES OF THE FIRE DRILL:

Floor Warden Personnel of each floor should be brought up-to-date, vacancies filled, alternates appointed, and printed procedures reviewed. It is especially important that these selected people provide adequate evacuee control and, premises search as well as provide direction to tenants. To accomplish this, floor wardens, alternates, suite wardens, etc. may be asked to participate in a training session which will outline the required evacuation procedures for this building. This is also MANDATORY.

Tenants should inform all of their employees of scheduled time and date and cause the reviewing of provided "occupant instruction" booklets, pamphlets, etc.

Ensure that occupants understand the following:

- The location of and how to activate fire alarms
- The need to shut off equipment and close all doors
- The locations of and safe use of stairwells
- The exact relocation floor / area or refuge site being used

Both the Fire Department and your Building Management thank you for your cooperation and contribution to this valuable safety program.

_____(signed)

Emergency Supply Check List

HOME & OFFICE FIRST AID KIT

MEDICATIONS:

(Buy only currently dated stock, and rotate your supply. We recommend rotating stock at the same time you change your clocks for Daylight Savings Time)

- Antibiotic ointment
- Necessary medications (prescriptions, etc.) Don't forget pediatric medications for the children.
- Aspirin and/or pain relief medication
- Diarrhea medication
- Eye drops
- Cold/cough medicine
- Antihistamines (Benadryl)
- Insect spray
- Ear and nose drops
- Hydrogen peroxide
- Skin disinfectant spray
- NOTE: Prescription medications are expensive and you don't want them to go bad in storage. Simply acquire one additional bottle of medication and store it in a cool dark place. Then use this bottle next when you run out. A newly purchased bottle will then go back into your emergency storage location.



MEDICAL MATERIALS:

- Band-Aids, large and small
- Medical latex gloves
- Surgical mask
- Instant cold and heat packs
- Ace bandages
- Butterfly bandages
- Gauze pads, 4" x 4"
- Cotton swabs
- Adhesive tape 2"
- 2" & 4" wide sterile bandage roll
- Triangular bandage for sling, etc. Use 48" unbleached muslin. Cut a 48" square then cut it diagonally to make two triangular bandages.
- Tongue depressors (popsicle sticks)
- Splint material
- Spray bottle with 10% bleach solution for disinfecting objects.

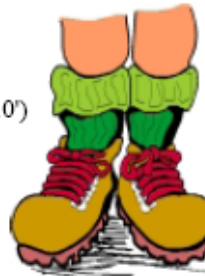


DON'T FORGET! YOU SHOULD KEEP A COPY OF THE RED CROSS BASIC AND ADVANCED FIRST AID MANUALS WITH YOUR EARTHQUAKE SUPPLIES

USEFUL SUPPLIES AND EQUIPMENT

- Work gloves
- Ax/maul (min. 6lb.)
- Shovel (flathead and pointed)
- Broom
- Hammer and nails
- Screwdrivers
- Crowbar or claw tool (36" or longer)
- Plastic sheeting rolls (4 mil. 10' x 25')
- Plastic garbage bags (heavy-duty, 30-gal. or larger)
- Small and large plastic bags
- Coils of rope 1/4", 1/2", 3/4" x 25' or 50'
- Coil of wire
- Tent (family or tube-type)
- Tarp (P.V.C. or canvas, min. 2 ea., 8' x 10')
- Sleeping bags, blanket, or space blanket
- Cheesecloth (to strain particles from water before you treat it)

- CASH MONEY** (small denominations & coins)
- Dry food
- Water
- Clothing
- Walking shoes and socks
- Local road map
- Fire extinguisher (We recommend a dry chemical type with a minimum size rating of 2A-10BC, with an earthquake restraining strap, a hose-type nozzle, and a metal head.)



- Compass
- Flashlight w/extra batteries, or chemical lightsticks
- Matches, in waterproof container
- Small radio w/extra batteries (battery-powered portable)
- Entertainment Pack - Family photos, notebooks, literature, and games

DON'T FORGET SANITATION SUPPLIES



- Plastic Bags -zip lock type & heavy-duty garbage can size
- Powdered Chlorine Lime - (proper storage is required- it is an oxidizer and it is corrosive)
- Portable camp toilet
- Chemicals for portable toilets
- Toilet paper
- Handi-wipes, Wet-N-Drys, etc. for water-free cleanup
- Toilet Supplies -towelettes, shampoo, toothpaste, deodorant, sanitary napkins, etc.
- Insect/ fly/ mosquito & ant sprays

SAMPLE FOOD STORAGE ITEMS

BEVERAGES:

- Milk - dehydrated or evaporated
- Soda
- Coffee, teas, instant cocoa - Remember, drinks with caffeine in them will move water through your body faster, so you might consider storing 1/2 again as much water.
- Powdered beverages as desired - Don't forget these will require extra stored water to make.
- Fruit / tomato / vegetable juices
- Sport drinks, such as Gatorade

GRAIN PRODUCTS:

- Multi-packages of individual serving breakfast cereal
- Instant HOT cereal in paper packages
- Pancake mix - Get the ones that require water only
- Bread (store in freezer)
- Pasta
- Flour
- Cornmeal
- Soda crackers
- Rice



PROTEIN SOURCES:

- Canned meat; bacon, Spam, sausages, meat spreads, chili con carne, beef stew
- Canned poultry; chicken, turkey
- Canned fish; tuna, salmon, sardines
- Cheeses (hard wax-wrapped cheeses last longer)
- Dried eggs

FRUITS AND VEGETABLES:

- Canned berries
- Canned pears, peaches, apricots, plums
- Canned citrus fruits
- Canned vegetables
- Dried peas
- Instant mashed potatoes
- Dry package beans

STAPLES:

- Salt
- Sugar
- Cooking oil
- Shortening
- Baking soda
- Honey

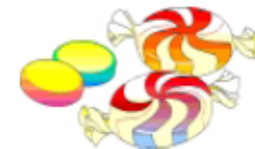


SEASONINGS AND SPICES

- Include seasonings appropriate for the meals you choose to store. Spicy foods increase the consumption of fluids.

SNACKS AND OTHER FOODS:

- Nuts
- Peanut butter
- Hard candy
- Dried fruit
- Jerky
- Dry soup mix
- Canned soup



SAFE DRINKING WATER

WATER IS THE MOST IMPORTANT ITEM TO STORE

Loss of safe drinking water can be deadly. Most people, with few exceptions, will be feeling the effects if they do without water for more than 36 hours. Dehydration occurs much quicker than starvation. Our bodies can tolerate the loss of food much better. With an ample water supply, starvation is delayed many days, even weeks.



The City water supply is vulnerable to the effects of a large earthquake. Contaminants can get into the drinking water supply through ruptures in the pipes, through the mixing up of sediments, through the adulteration of filtering systems, etc. Now, we take our water for granted. That will be dangerous after a big quake.

HOW MUCH SHOULD I STORE?

A good rule of thumb is: **5 GALLONS PER PERSON (MINIMUM)**

NOTE: Treat your pet as a family member when thinking about how much to store.

WATER SOURCES:

- Bottled Water from the Store - 1- and 2-gallon sealed containers (*NOTE: The 1- and 2- gallon containers you purchase in your local store are not designed for long-term storage and will begin to leak/fail after about 6 months.)*)
- 1- and 5-Gallon Sealable Containers - From camping or survival stores. Be sure to sanitize container and treat the water that you are storing. Old bleach bottles, clearly marked, make good containers for water storage.
- 20-oz. to 1-Liter Designer Water Containers - Are usually marked with an expiration date, but are generally good for about two years
- 5-Gallon Water Bottles from Private Water Companies - Water companies claim their water and containers are good for up to five years, if still factory sealed & correctly stored in a cool dark location.



DO NOT STORE ANY PLASTIC WATER CONTAINER DIRECTLY ON CONCRETE.

The concrete will leech chemicals into the water, contaminating it and also degrading the plastic bottle, causing failure.

PURIFYING YOUR TAP WATER

Store all plastic water containers on a wooden pallet or shelf. Keep water containers in a location where container failure will not destroy your other supplies. Keep all water and supplies in a cool dark place.

Any water that you make up yourself needs to be treated. If left untreated over time, it becomes contaminated with bacteria and algae.

- 8 DROPS OF PURE UNSCENTED LIQUID BLEACH PER GALLON OF WATER WILL REDUCE THE CONTAMINANTS IN THE WATER.
- ADD THE BLEACH WHEN YOU FIRST STORE THE WATER AWAY.



NOTE: ROTATE YOUR WATER EVERY SIX MONTHS (This includes the 1- and 2-gallon sealed bottles purchased at the store, and the supply you made up from tap water with bleach added.)

Another source of water is the hot water heater. Every water heater has a drain valve near the bottom.

GETTING THE WATER OUT OF YOUR WATER HEATER :

- Use extreme caution. Let the water cool.
 - Turn off the cold water supply to the tank
 - Turn off the gas or electric heater for the tank
 - Open the drain valve at the bottom
- REMEMBER: Some sediment at the bottom of the tank may at first make water flowing out look murky. Continue to drain water until it becomes clear.*

OTHER SOURCES OF WATER IN YOUR HOME

- Toilet Water Storage Tank. **NOTE:** Use the water from the Storage Tank - NOT THE TOILET BOWL (Don't drink the water if you use coloring or chemicals in it)
- Melted Ice Cubes are a source of water
- Water-Packed Can Goods (even syrups are mostly water)
- Water Trapped In Home Piping. Water can be removed by locating and shutting off the main water valve. Then, open the valve at the highest point of your property (i.e., shower head, especially on the 2nd floor). Then, when you open the valve at the lowest point, gravity will force the water from the pipes.

IF THE PURITY OF YOUR WATER SOURCE IS QUESTIONABLE, USE THE FOLLOWING METHODS TO MAKE THE WATER SAFE TO DRINK:

- **BEST!** Add Liquid Chlorine Bleach to the water (8 drops per gallon of water. Double this dose if the water is cloudy.)
OR
- **GOOD!** Add 2% Tincture of Iodine to the water (12 drops per gallon of water. Double this dose if the water is cloudy.)
OR
- **ACCEPTABLE!** Boil the water vigorously (5 min. at sea level, adding an extra minute for every 1000 feet above sea level. Double this time if the water is cloudy.)
AND
- Don't forget to clean and sanitize your food and water containers before using them. Wash with soap and water then fill with a 10% bleach solution. After 5 min. empty the bleach solution and let air dry
AND
- Water that is dirty should first be strained through a coffee filter, cheesecloth, or a paper towel to remove suspended matter.

THE PREVIOUSLY MENTIONED SOURCES ARE FOR DRINKING AND FOOD PREPARATION

DO NOT DRINK POOL OR SPA WATER! POOL WATER CONTAINS MANY TOXIC CHEMICALS AND HAS A HIGH POTENTIAL OF GIVING YOU DIARRHEA, CAUSING DEHYDRATION!



PORTABLE/AUTO SURVIVAL KIT

OK, you've prepared your home. What about when you're away from home? In your Car or at Work?

Californians spend a great deal of time in their vehicles. Our sprawling megalopolis necessitates the use of vehicles for even the simplest of errands. We also need to prepare ourselves while we are away from home. A portable survival kit kept in the car and another kept in our office will give us the ability to get along until we are able to return home.



HERE IS A LIST OF ITEMS WHICH SHOULD BE KEPT IN YOUR CAR'S MOBILE SURVIVAL KIT:

- Nylon carrying bag or day-pack
- Bottled water
- Nonperishable food
- Can opener
- Transistor radio and EXTRA batteries
- Flashlight and EXTRA batteries
- Fire extinguisher (ABC-type)
- First aid kit
- Gloves
- Essential medication (if refrigeration is not required)
- Blanket, sleeping bag, space blanket
- Sealable plastic bags
- Pre-moistened towelettes
- Small toolkit
- Matches and lighter
- Walking shoes and extra socks
- Change of clothes
- Jacket
- CASH (small denominations and coins)

HERE ARE ITEMS THAT CAN BE USED FOR A PERSONAL SURVIVAL KIT AT WORK

Your workplace kit should be small and portable. Place it into a small day-pack. You should be able to carry your supplies with you if your business is closed and you need to evacuate to another location. It should include:

- Dry Food - candy bars, dried fruits, jerky, cookies, crackers, etc.
- Drinks - water or juice
- Tennis shoes/walking shoes for office workers
- First aid kit with routine medications (aspirin, acetaminophen, cough/cold tablets, allergy tablets, etc.)
- Extra prescription medications
- Flashlight/batteries
- Chemical light sticks
- Matches
- Small radio (battery-operated portable)
- Small and large plastic bags
- Toiletries/personal hygiene items
- Entertainment Pack - Family photos, notebooks, literature, and games

REMEMBER:
You could be stranded for up to 72 hours. Make sure you have enough supplies to meet your needs.

