

**OCCUPANT  
MANUAL**

**PRODUCTION  
BUILDINGS**

**&**

**STAGES**

## ***Introduction***

Building Management in cooperation with Universal Protection Service and the Los Angeles Fire Department have compiled this manual for Los Angeles Center Studios at 461 South Boylston Street, Los Angeles, California to help insure the safety of the building's occupants in the event of an emergency and to comply with the provisions of the California Code of Regulations, Title 19, Sections 3.09 and 3.10, and the Los Angeles Municipal Code.

The material in this manual pertaining to Title 19 of the California Code of Regulations is required by law. Additional procedures outlined for Earthquake, Bomb Threat, Medical Emergency, etc., are recommendations only. For further legal requirements and information regarding such situations, refer to the appropriate agency.

The provisions of Sections 3.09 and 3.10, Title 19 of the California Code of Regulations require that persons responsible for new and existing high-rise buildings comply with the Emergency Pre-Fire Planning and Evacuation Requirements as set forth therein. Owners, managers, operators, administrators and tenants of each office building in the state of California shall comply with these requirements or be subject to prosecution and penalties, including fines, as set forth in Title 19 of the California Code of Regulations.

This manual and its contents shall remain the property of the building and be made readily available to members of the Fire Department upon demand.

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.

State and local codes require the building Emergency Procedures Manual be kept current at all times; annual re-approval is required. The Fire Safety Director shall send updated information and a request for re-approval to:

**Commander, Fire Safety Education Unit  
(High-Rise Section)  
Los Angeles City Fire Department  
200 North Main Street, Suite 1700  
Los Angeles, CA 90012  
Phone: (213) 978-2288  
Fax: (213) 978-3612**

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities.

## **Fire Procedures**

### **IF FIRE OR SMOKE IS DISCOVERED:**

1. **SAFETY OF LIFE:** If the fire is in an occupied room, remove anyone from the immediate danger. Confine the fire or smoke by closing doors as you leave the area.
  
1. **NOTIFICATION:** Activate the manual pull station.
  - a. Notify the Fire Department. Dial 9-1-1. The following seven-digit emergency number for your area, as a secondary contact, should be used only if a problem occurs in the 9-1-1 system. **800-688-8000**

Give them the following information:

Building Name	<b>Los Angeles Center Studios</b>
Building Address	<b>461 South Boylston Street</b>
Nearest Cross Street	<b>4th Street</b>
Floor or Suite Number	
Nature of the Emergency	
Your callback number	

**NOTE: DO NOT HANG UP UNTIL  
THE EMERGENCY OPERATOR DOES FIRST!**

- a. If time permits, notify Building Security at 213-534-2398, 24-hours a day, 7 days a week.
  
3. **FIRE FIGHTING:** *If the fire is small, if you are trained to do so and it is safe to do so, you may attempt to extinguish the fire with a fire extinguisher. If you decide not to fight the fire, leave the area immediately and close all doors as you leave.*
  
4. **EVACUATION:** Proceed to the safest exit or stairwell and begin to evacuate, unless told to do otherwise by the Building staff or the Fire Department. If you are in the stages, leave immediately... Proceed to safe refuge area which is the park.

My Floor Warden is: \_\_\_\_\_

My nearest exit is: \_\_\_\_\_

My secondary exit is: \_\_\_\_\_

The following phone numbers are alternate emergency numbers, use only if a problem occurs in the 9-1-1 system. (Dial additional digit if needed for outside line).

Fire Department: **800-688-8000**

Paramedics **800-688-8000**

### **UPON HEARING A FIRE ALARM**

1. If leaving a room, feel the doors before opening them and do not open any that are hot. Remember to close doors behind you, but do not lock them.
2. Do not return to your office or area for personal belongings.
3. If smoke is present, stay low. The best quality air is near the floor. Do not attempt to run through heavy smoke or flames.
4. Proceed to the safest stairwell and exit the building, unless told to do otherwise by your floor warden or the building staff.

**NOTE:** You may be called upon to assist the Floor Warden with people who may need assistance on your floor. (Production Buildings)

*In the event of an evacuation proceed to a Safe Refuge Area at least 300 feet from the property*

**Refuge Area**

**Los Angeles Center Studios, Evacuation Routes For the Stages**

In the event of a bomb threat evacuation you may receive alternative instructions

Refuge Area

4<sup>th</sup> Street

NORTH

BOYLSTON STREET

BIXEL STREET

STAGE ALLEY GATE

When exiting Stages or Production Buildings, Please the Safest Route to the Designated Refuge Location

5

Production C

3

Production A

1

6

Production D

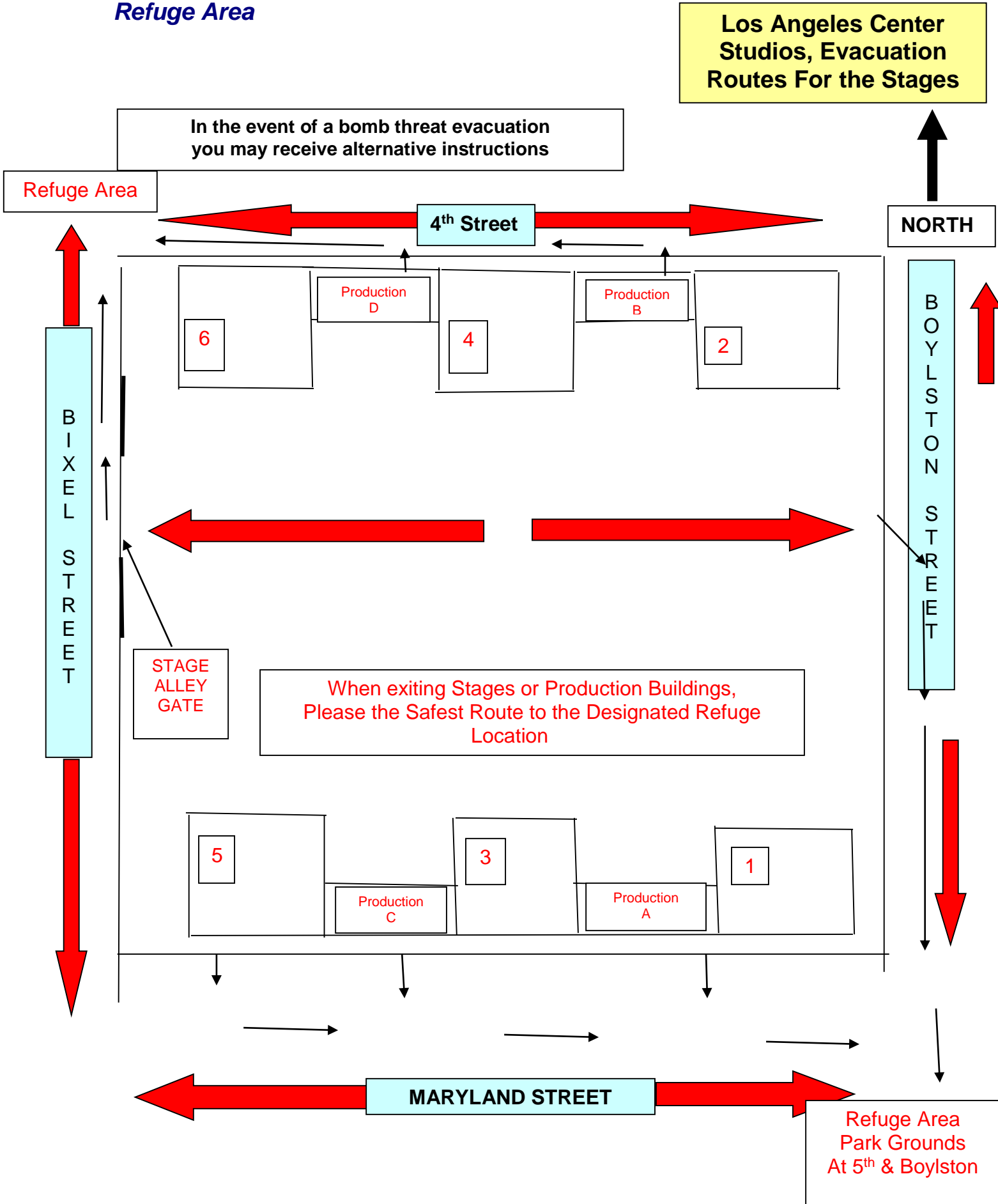
4

Production B

2

MARYLAND STREET

Refuge Area  
Park Grounds  
At 5<sup>th</sup> & Boylston



## IF TRAPPED INSIDE AN OFFICE OR AREA:

- a. Close as many doors as possible between you and the fire.
- b. Wedge cloth material along the bottom of the door to keep out smoke.
- b. Use telephone (if available) and notify fire department, **911 (or 800-688-8000)** of your problem.
- c. If windows can be opened and you must have air, open the window. Break window only as a last resort as it will become impossible to close if it is necessary.

***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. 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).***

## ***Earthquake Procedure***

### **DURING THE EARTHQUAKE**

During an earthquake you will be safer inside the building than you are outside if you do feel a tremor.

**DUCK** – Duck or drop down to the floor.

**COVER** – Take cover under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors or tall furniture. Inside the stages there may be hanging lights and props, so it is extremely important that you find cover until the shaking stops. Once the shaking stops, please exit the stage and remain in stage alley clear of any hazardous conditions.

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

**DO NO ENTER OR EXIT** the building during the shaking. There is danger of falling debris. (There is also danger of falling debris while inside the stages, so take cover until the shaking stops)

**IF YOU ARE OUTDOORS**, move away from buildings, falling objects, and power lines.

### **AFTER THE EARTHQUAKE**

**BE PREPARED FOR AFTERSHOCKS.** If you are outside, do not return to your office until authorized.

**CHECK FOR INJURIES** and administer first aid if necessary (and if qualified). Do not move victims unless absolutely necessary.

**REPLACE TELEPHONE HANDSETS** that have been shaken off, but do not use the telephones except to report fires or medical emergencies.

## ***Other Emergencies***

### **Medical Emergencies**

- A. Do not move the person.
- B. **Call Paramedics, 9-1-1.** If the following emergency phone number should be used if a problem occurs in the 9-1-1 system: **800-688-8000**

Building Name	<b>Los Angeles Center</b>
Building Address	<b>Studios</b>
Nearest Cross Street	<b>461 South Boylston Street</b>
Floor or Suite Number	<b>5th Street</b>
Nature of the Emergency	
Condition of the Injured Person	
Your callback number	

- C. - Call Property Management at 213-534-3000.
- D. Try to make the victim comfortable. If you are trained in First Aid or CPR, assist as needed.
- E. Gather as much information as you can about the person and his/her injury. Signs/symptoms and chief complaint of victim.

**Note: After calling 911 to report your emergency, please return a call to Security, to inform them on the address you have given to 911.**

**Because of the many addresses here at the studio, we want to make sure we are at the correct gate to allow entry.**



## Bomb Threat

- A. Attract the attention of a co-worker. Have your co-worker call 9-1-1 to request the call on your line be traced and for Police Department response.
- B. Get as much information as possible from the caller about the bomb's location, type and time of detonation.
- C. Ask about the bomb's appearance and who is placing it.
- D. Listen for background noises or distinguishing voice characteristics that might aide police.
- E. Assure that the Los Angeles Fire Department has been notified (**9-1-1**) and relay all the information. The following 7 digit emergency number should be used only if a problem occurs in the 9-1-1 system. **800-688-8000**.
- F. Survey your immediate work area and report all suspicious items to Property Management. Do no touch a suspected bomb or unusual device.
- G. SEE BOMB THREAT FORM ON NEXT PAGE

## Power Outages

- A. Remain calm and in place.
- B. If possible, notify Property Management at 213-534-3000
- C. Turn on battery-powered radio to find out what is happening in the area.
- D. Unplug all electrical equipment, televisions, computers, audio visual equipment, and turn off light switches unless needed. When power returns, it may be in a surge and blow out light bulbs and other equipment.
- E. Open window shades as it will provide natural lighting.
- F. If evacuation is necessary, use flashlights or light sticks to evacuate to your designated areas.

# BOMB THREAT REPORT

Name of person receiving call \_\_\_\_\_

Date of call \_\_\_\_\_ Time \_\_\_\_\_  am  pm

## QUESTIONS TO ASK:

1. **When** is the bomb going to explode?
2. **Where** is the bomb right now?
3. **What** kind of bomb is it?
4. **What** does it look like?
5. **Why** did you place the bomb?

## ORIGIN OF CALL:

Local  Long Distance  Phone Booth  Internal

## IDENTITY OF CALLER:

**Voice:**  Male  Female

Loud  Soft  High Pitch  Deep

Raspy  Pleasant  Nasal  Poor

Intoxicated  other \_\_\_\_\_

## Speech

Fast  Slow  Distant  Distorted

Stutter  Other \_\_\_\_\_

## Accent:

Local  Foreign  Regional \_\_\_\_\_ (type)

**Manner:**

- |  |                                     |                                      |                                     |
|--|-------------------------------------|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Calm          | <input type="checkbox"/> Angry      | <input type="checkbox"/> Rational    | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Emotional     | <input type="checkbox"/> Coherent   | <input type="checkbox"/> Righteous   | <input type="checkbox"/> Deliberate |
| <input type="checkbox"/> Nervous Laugh | <input type="checkbox"/> Irrational | <input type="checkbox"/> Other _____ |                                     |

**Background Noise:**

- |  |                                      |                                    |   |
|--|--------------------------------------|------------------------------------|---|
| <input type="checkbox"/> Office Machines | <input type="checkbox"/> Trains      | <input type="checkbox"/> Music     | <input type="checkbox"/> Factory Machines |
| <input type="checkbox"/> Animals         | <input type="checkbox"/> Quiet       | <input type="checkbox"/> Airplanes | <input type="checkbox"/> Voices           |
| <input type="checkbox"/> Street Traffic  | <input type="checkbox"/> Other _____ |                                    |   |

Who did you inform about the call?

If the caller seemed familiar with our plant, building, or operation, indicate how:

As best as you can, write what the caller said:

**KEEP THE CALLER ON THE PHONE  
AS LONG AS POSSIBLE.  
DO NOT HANG UP FIRST!**