

# **FLOOR WARDEN MANUAL**

Los Angeles Center Studios

## **Introduction**

The Management of this building in cooperation with the Fire Department has compiled this manual for Building name, City, 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, the Municipal Code.

The material in this manual pertaining to Title 19 of the California Code of Regulations, the Municipal Code and the Fire Code 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 high-rise 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.

This manual has been prepared under the guidelines and in the format suggested by the 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.

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## ***Emergency Contacts***

***Call 9-1-1***

**The seven digit emergency numbers should only be used if you encounter a problem with the 9-1-1 system or if using a cellular phone.**

	<b>Primary</b>	<b>Alternate</b>
<b>Fire Department</b>	<b>911</b>	800-688-8000
<b>Police Department</b>	<b>911</b>	213-458-2681
<b>Paramedics</b>	<b>911</b>	
Building Management Office	<b>310-534-3000</b>	
Security	<b>213-534-2397</b>	
Engineering Office	<b>310-534-2332</b>	
Dept. of Water & Power	800-821-5278	
Poison Control Center	800-876-4766	





## **Fire Procedures**

### **General**

#### **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 Fire Alternate and provide the following information:  
Building Name **Los Angeles Center Studios**  
Building Address **461 South Boylston Street**  
Nearest Cross Street **5th 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**

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

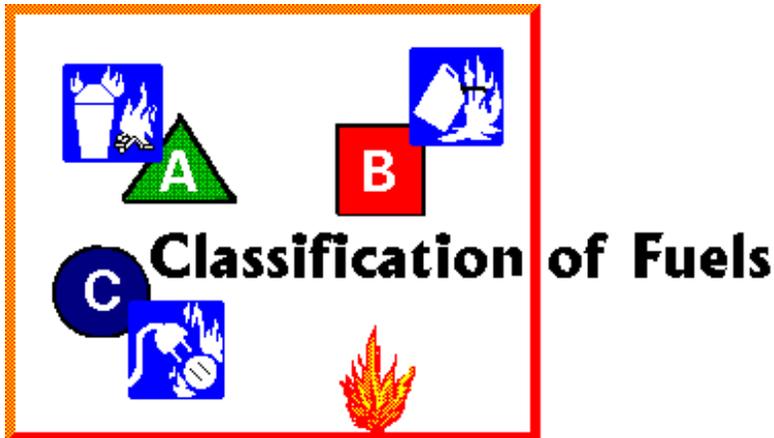
#### **Smoke Detectors:**

**Smoke detectors are provided for your personal safety. Anyone who willfully and maliciously tampers with, damages, breaks or removes any required smoke detector shall be guilty of a misdemeanor. 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)**

## **Floor Warden Procedures**

1. Confirm that evacuation has begun and monitors are in place or are reporting to their positions.
2. Notification
  - a. If an alarm has not been activated, activate one immediately.
  - b. Verify that the fire department has been called or call 9-1-1. If you encounter problems with the 9-1-1 system, call Fire Alternate (800-688-8000)
3. Oversee the evacuation and delegate responsibilities.
  - a. Direct occupants to the nearest safe stairwell
  - b. Ensure that physically impaired persons are properly assisted
4. If monitors are missing, assign someone to the duties of the missing person.
5. When all occupants have evacuated or if fire or smoke is an imminent threat to safety, clear the monitors and evacuate.
6. Report to the relocation area or area of refuge and confirm that all employees are accounted for. Notify the fire safety or fire personnel of any impaired persons still in the stairwell or any employees not accounted for.
7. When it is safe to do so, notify building management at Insert 8
8. If there is no evidence of fire or smoke, notify building management immediately and request that staff investigate.
9. Do not re-enter until advised to do so by the fire department or fire safety director.

## Fire Extinguisher Use



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**

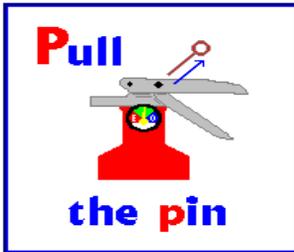
As long as it's "plugged in," it would be considered a class C fire. (Class C fires generally deal with electrical **Current**.)



### **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.

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 Fire Extinguishers



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



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



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



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

## ***Evacuation Procedures***

### **EVACUATION AND PANIC CONTROL**

**PANIC:** A sudden unreasoning terror often accompanied by mass flight. 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.

**PARTIAL EVACUATION:** 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

It is usually advisable to go downward in a building during a fire - since smoke and heat rise.

Once evacuation has taken place, the Suite/Floor Coordinators will take a head count. Ask occupants if everyone has evacuated. Review your employee list. Make sure all visitors are accounted for. Suite/Floor Coordinators will report any missing occupants and the location of the physically impaired to Building Staff or Fire Department Personnel.

## **Specific Evacuation Procedures**

**Upon hearing the alarm, occupants will proceed to the nearest safe stairwell and begin evacuation. Occupants on the alarm floor, one floor above and one floor below will immediately evacuate the building and proceed to the safe refuge area. Occupants will wait for further instructions at the safe refuge area. The designated safe refuge area for Los Angeles Center Studios is 300 feet at the park grounds at Boylston & 5<sup>th</sup> Streets (see site plan). Suite/Floor Coordinators will take a head count at the safe refuge area and/or relocation floors.**

## Stairwell Safety Instructions

When evacuation is required:

- Respond to the safest designated stairwell or exit. **DO NOT USE ELEVATORS**
- Move quickly but do not run
- Remove high heels to prevent injuries (carry them with you)
- Use the most continuous handrail (usually the center rail)
- Know whether you are going to a “safe refuge floor” or completely out of the building
- Allow enough room for others to enter the orderly flow of traffic already in the stairwell
- Give assistance to those who are slower moving or in need
- Dispel known false information. Reduce panic by refraining from using the word “fire”
- Treat any injuries incurred at the next available stairwell landing if possible
- Complete relocation; do not congregate in the stairwells

## Considerations for People Who May Need Assistance

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

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

The following information should be distributed to all occupants who are physically impaired:

### PRE-EMERGENCY ACTIONS:

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

## **EVACUATION AND PANIC CONTROL**

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

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

### **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 - 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.

## Lifts and Carries

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

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



## TWO RESCUERS

### HUMAN CRUTCH/ TWO-PERSON DRAG



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 *quick* and easy way to move a victim out of immediate danger.

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

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

## ***Earthquake Procedures***

### **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.**

1. Know location of nearest Essential Service Phone - usually a pay phone.
2. 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.
1. Maintain battery operated portable radios (with extra batteries) to receive Emergency Broadcast Reports.
2. Have a First Aid Kit (check & maintain quarterly.)
3. Maintain battery operated flashlights in working condition.
4. 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.
5. 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.
6. 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.
7. First Aid Training is **highly** recommended for building staff and occupants of the building.
8. For more information on Earthquake Preparedness, contact the American Red Cross or your local Fire Department.
9. It is recommended that all personnel 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.**

10. **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.**
11. Stay away from windows, bookcases, filing cabinets and any objects that may fall or shatter.
12. Do not dash for exits, since stairwells may be damaged. Do not use elevators until they are checked for safety.
13. Do not smoke or use matches, candles or lighters in case of gas leaks.
14. Do not be surprised if electricity goes off.

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

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

## After

### **BE PREPARED FOR AFTERSHOCKS**

1. Check for damage. Carefully inspect your area for damage and potentially dangerous situations.
2. Check area for injured or trapped occupants.
3. Assign occupants to act as “runners” to relay communications to building management staff.
4. Receive status reports from “runners” regarding extent of injuries, hazards and building damage.
5. Assess damage and take emergency actions.

6. Call appropriate outside emergency services - for example: Fire Department, Paramedics, etc. If communications are not working, assign staff or occupant to use nearest essential service phone.
7. Limit telephone use. Leave telephone lines clear for emergency communications only. Be sure to replace receivers if they have fallen off the hook.
8. If evacuation is necessary due to severe building damage, fire or other imminent danger (**generally, it is safer to remain inside the building,**) first determine an outside safe area. Check evacuation routes. Assemble occupants at a safe refuge area outside and away from buildings and account for all employees.
9. If you do evacuate the building, DO NOT return until you are notified that it is safe to return.
10. Verify that occupants who are physically impaired have been assisted. Check with assistants.
11. Listen to battery powered radio for emergency reports. Keep occupants quiet and calm. Keep occupants informed to prevent spreading of rumors.
12. Cooperate with and assist property management and Public Safety Officials.

**NOTE: If you are in an elevator,** sit on the floor or brace yourself against the wall. Remain calm – the elevator is designed not to fall. Additionally, the elevators in this building are equipped with seismic sensors. Once the seismic sensor is activated, elevators will move to the nearest floor and the doors will open and elevators will shut off. Elevators cannot be used again until inspected and reactivated by an elevator technician.

#### **WHEN CAN OCCUPANTS GO HOME?**

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

## Earthquake Evacuation

Determine in advance the safest exit from your work location and route you will follow to reach that exit in the event an evacuation is necessary. Also establish an alternate route to be used in the event your first route is blocked or unsafe to use.

1. **DO NOT** evacuate unless told to do so or if danger is imminent.
2. **FOLLOW INSTRUCTIONS** given by emergency personnel.
3. **DO NOT RUN.** Walk and keep noise to a minimum.
4. **DO NOT USE ELEVATORS.**
5. **DO NOT PUSH OR CROWD.** Use handrails in stairwells and move to the opposite side if you encounter emergency personnel.
6. **MOVE** to your designated evacuation area unless otherwise instructed. Check doors for heat before opening.
7. **ASSIST NON-AMBULATORY**, visually impaired, and hear-impaired persons if they are present.
8. If you have relocated away from the building, **DO NOT** return until you are notified that it is safe to return.

## WHAT IF YOU ARE IN AN ELEVATOR?

If you are in an elevator, you are probably better protected than most people. The elevator is designed to not fall down the shaft and nothing heavy can fall on you.

Many elevators are designed to go to the nearest floor in the direction of travel and open. However, some elevators will stop in any moderate earthquake. Building personnel will contact each elevator car as quickly as possible and advise you how rescue will occur. Upon being rescued, take directions from the floor warden on that floor.

If you have a medical or other emergency, use the intercom in the elevator car and speak with the operator. Be sure to tell the operator the number of the elevator car you are in.

## ***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 (800-688-8000) and give the following information:

- The Building name: **Los Angeles Center Studios**
- The building address: **461 South Boylston Street**
- Cross Street: **5th 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.**

1. Notify building management. Building Staff should reserve an elevator for use by the Paramedics.
2. Send a runner to the elevator to meet and direct emergency personnel to the injured or ill person.

## **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.

## Procedures

If you receive a bomb threat call

1. Immediately notify the police department a 9-1-1 or Police Alternate if you encounter problems with the 9-1-1 system. **(Keep the caller on the phone as long as possible. Signal a co-worker to call the police and management for you.)**
2. Contact building management and advise them of the threat.
3. Complete the bomb threat check list.
4. Your company policy and your management will determine your next course of action.
  - a. Take no further action
  - b. Search without evacuating
  - c. Initiate a partial evacuation
  - d. Conduct a complete evacuation and search
5. If you evacuate
  - a. Conduct a quick visual search of your immediate area and report anything suspicious.
  - b. As you leave, take personal belongings with you (back packs, purses, brief cases etc.). These may appear to be suspicious packages to persons not familiar with the property.
6. Conducting a search
  - a. Persons familiar with the area should conduct a visual search
  - b. Stop and listen for any unusual sounds
  - c. Begin the search from the wall inward, in from the floor to ceiling
  - d. Do not turn lights on or off during the search
  - e. Do not touch or move any suspect objects
  - f. Once an area is searched, restrict access until the search is completed

### If a suspicious object is found:

1. Have the Police Department advise the Bomb Squad.
2. Evacuate the building.
3. Follow directions of Police Department and Bomb Squad Personnel.

### If an explosion occurs:

Follow Fire Emergency Procedures.

## **AFTER HOURS**

1. Call Police at Police Alternate.
2. Contact security
3. Complete a bomb threat check list.
4. Follow directions from Police Personnel.
5. If you have evacuated, do not return until advised by the police department.

## 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.

# **WARNING!**

## LETTER AND PARCEL BOMB

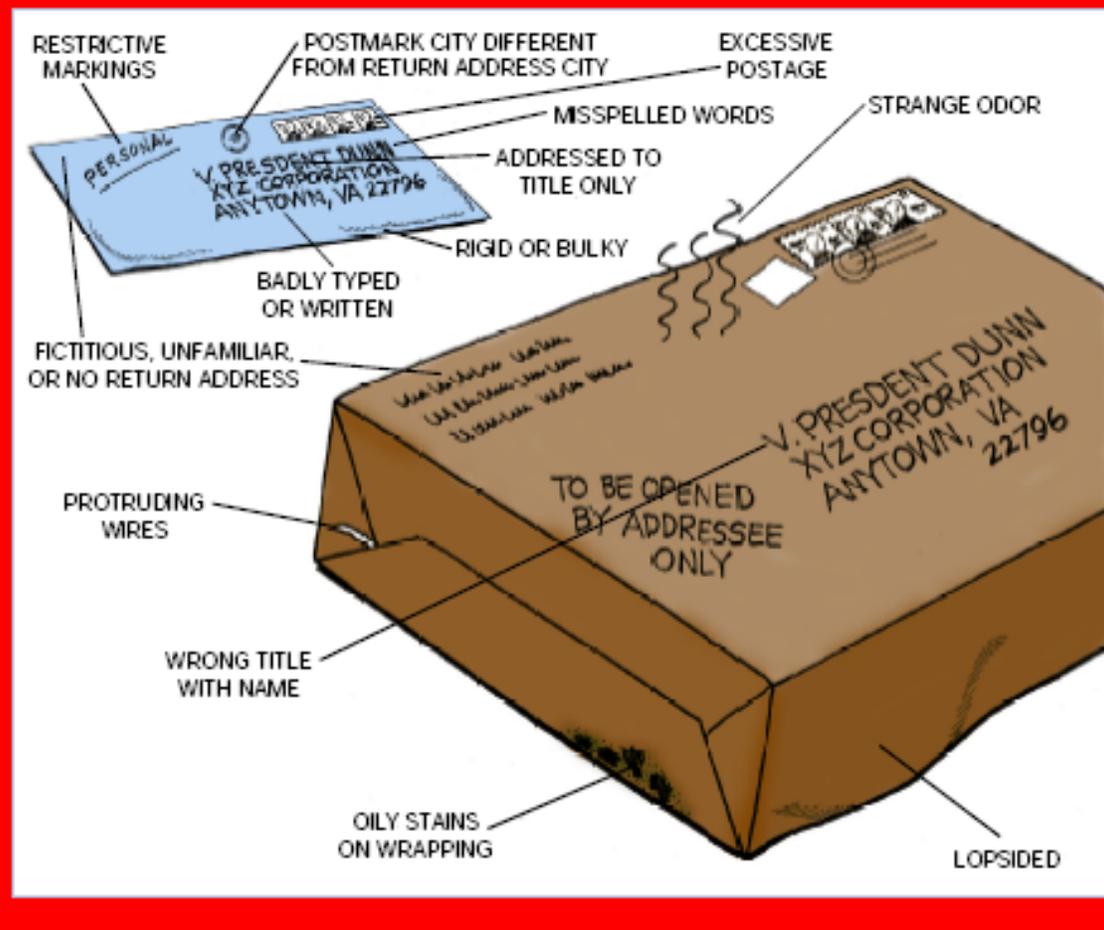
### RECOGNITION POINTS

- 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

# LETTER PACKAGE BOMB INDICATORS

If you are suspicious of a mailing and are unable to verify the contents with the addressee or sender:

- DO NOT OPEN.
- TREAT IT AS SUSPECT.
- ISOLATE IT.
- CALL YOUR POSTAL INSPECTOR.
- CALL THE POLICE.





# 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                       Slurred

### Other Voice Characteristics

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

### Other Comments About Tone of Speech

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

### 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?  
\_\_\_\_\_

### 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

Male \_\_\_\_\_ or Female \_\_\_\_\_  
Young \_\_\_\_\_ Middle Aged \_\_\_\_\_ Old \_\_\_\_\_  
Estimated Age \_\_\_\_\_  
Describe Accent \_\_\_\_\_  
Was the voice Familiar? \_\_\_\_\_  
If so who did it sound like? \_\_\_\_\_

### Remarks

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

## Power Outage

Should a power outage or “rolling blackout” occur do not panic. Refer to the following instructions:

- Open all shades and blinds to optimize outside light
- Locate flashlight to have on hand in darkened areas.
- Inform building management of your situation and area of outage.  
**\*It is important to notify building management as the outage may not affect the entire building but just your area.**
- Turn off all appliances and computers to prevent overload when the power is restored.
- Await help of building engineers to assess your area and situation.
- If you are informed to evacuate the building due to extended outages, do so via the nearest stairwell and proceed out of the building to **the exterior safe refuge areas**.
- Call your operations personnel to learn when you will be able to return to the building to resume work.

**NOTE:** The emergency generator will supply power to the following systems in the event of a power emergency:

- Emergency lighting for the stairwells, main corridors and exit signs.
- One elevator (it is not recommended that you use an elevator during a power outage)
- The entire Fire Life Safety System including the alarms, detectors and sprinklers

**Be Prepared: Keep flashlights and spare batteries accessible.**

## ***Building Systems***

### ***Building Information***

Los Angeles Center Studios, located at 461 South Boylston Street in Los Angeles, is a 12 story building with two (2) four (4) story attached wing buildings and four (4) subterranean parking levels at the center tower. Constructed in 1957 the building is located at 1201 West 5<sup>th</sup> Street. The entire structure is sprinklered. Also sprinklered are the four (4) subterranean parking levels. There are two (2) stairwells serving the building. The building is constructed of concrete, steel, reinforced steel, glass and drywall partitions.

### ***Life Safety Systems***

#### **STAIRWELLS**

The property has two main stairwells:

1. Stairwell #1 (North) – services lower plaza level through Penthouse. **HAS NO ROOF ACCESS.**
2. Stairwell #2 (South) – services lower plaza level through Penthouse. **HAS ROOF ACCESS.**

The enclosed fire rated 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. For this reason, nothing should ever be stored in the stairwells and stairwell doors must never be propped open.

In both main stairwells full tenant floors 12, 11, 9, 8 & 7 are always locked. Floors L1 through 6 and 10 are unlocked from the stair side.

#### **FIRE CONTROL ROOM**

Los Angeles Center Studios has a Fire Control Room located at the B-Level. The room contains the main fire annunciator panel, public address system, sound powered phones. Security and engineering personnel all have a key to this room.

#### **FIRE ALARM SYSTEM**

The facility is equipped with an EST fire detection and alarm system which monitors the sprinklers, smoke detectors, and manual pull stations throughout the building. When a fire alarm is activated:

- \* the strobes will flash and the whoop will sound on the floor of alarm
  - \* A tone will sound on the fire alarm panel, where the type of device and it's location will be indicated.
  - \* Activation of a fire alarm will shut down the HVAC system on the floor of alarm.
  - \* Elevator lobby doors will close on all floors.

- \* Activation of a smoke detector in an elevator lobby will also recall elevators in the affected bank to the lobby level.
- \* Stairwell doors will **not unlock**.
- \* Activation of a device on the parking levels will activate the smoke exhaust system.

To silence an alarm or trouble tone emitting from the panel, press “ACK/STEP”.

**NOTE:** ALARMS SHOULD NEVER BE SILENCED UNTIL A THOROUGH INVESTIGATION HAS BEEN CONDUCTED AND IT HAS BEEN DETERMINED THAT THERE IS NO FIRE OR UNLESS INSTRUCTED TO DO SO BY THE FIRE DEPARTMENT.

To reset the system, the activated device must first be reset. Once this has been accomplished, press “SYSTEM RESET”.

**NOTE:** IF AN ALARM WILL NOT RESET, RE-CHECK THE ACTIVATED DEVICE. THE FIRE ANNUNCIATOR SYSTEM CANNOT REMAIN IN A DISABLED CONDITION WITHOUT NOTIFYING THE LOS ANGELES FIRE DEPARTMENT (OCD) AT (213) 485-6185. EFFORTS MUST BE MADE TO CORRECT ANY SYSTEM PROBLEMS AS SOON AS POSSIBLE.

The fire alarm system is equipped with its own battery backup.

## **PUBLIC ADDRESS SYSTEM**

The public address system is part of the fire alarm panel. To activate the system, press “SPEAKER SELECT” and then the button for the desired floor(s) or “All Call” for all floors. **NOTE: THERE IS A SHORT DELAY BEFORE THE SPEAKERS ARE ACTIVATED ON THE FLOOR(S).** Depress the microphone button, and speak in a clear, concise manner, 4 – 6 inches from the microphone

## **SPRINKLERS/EMERGENCY WATER SUPPLY**

Los Angeles Center Studios is fully sprinklered. Sprinkler heads are activated individually by heat (approximately 165 degrees).

When a sprinkler is activated:

- the strobes will flash and the whoop will sound on the floor of alarm
- A tone will sound on the fire alarm panel, where the type of device and its location will be indicated.
- Activation of a fire alarm will shut down the HVAC system on the floor of alarm.
- Stairwell doors will **not unlock**
- Elevator lobby doors will close on all floors.

- Activation of a device on the parking levels will activate the smoke exhaust system.

Shut-off valves for each floor are located in each stairwell. This is a looped system and both valves on the floor must be shut off to stop the flow of water. When replacing a sprinkler head, you must first shut off the affected valve. Neutralize the main drain to drain water out of the system. Once used, sprinkler heads must be replaced.

### **SMOKE DETECTORS**

Smoke detectors are located in corridors, elevator lobbies, return air ducts, and in mechanical rooms. They are activated by particles of combustion. They can also be affected by, among other things, dirt or dust. When a smoke detector is activated:

- the strobes will flash and the whoop will sound on the floor of alarm
- A tone will sound on the fire alarm panel, where the type of device and its location will be indicated.

## ***Floor Warden Duties***

The definition of a Floor Warden, as required and outlined by Title 19, is as follows:

A responsible person on each floor of every high-rise building shall be designated as the Floor Warden. In cooperation with the Fire Safety Director, Floor Wardens shall oversee and ensure safe and complete evacuation or relocation of occupants during a fire or other emergency, or a fire drill. Alternate Floor Wardens shall be designated for each floor and shall assume Floor Warden duties when necessary. Floor Wardens must attend the annual training prior to the annual evacuation. Exemptions to this regulation may be granted only upon a written request approved by the Chief.

As the number of occupants on any given floor increases, the more need a Floor Warden will have for additional assistance in supervision or related emergency tasks. The following personnel and/or tasks should therefore be pre-identified for the specified duties noted.

**FLOOR WARDEN:** Often designated by responding first to a situation. Directs the other members of the emergency evacuation team in their assigned duties and coordinates response procedures. All others will make status reports to the Floor Warden who will then report the information to Building Security or arriving emergency personnel.

**STAIRWELL MONITORS:** When alerted by the sounding of the first alert message over the public system that "an emergency condition is being investigated", take up positions at EACH stairwell as soon as possible and assist in occupant relocation/evacuation.

**ASSISTANT FLOOR WARDEN:** This person would be selected to evacuate to the designated safe refuge floor, and keep the group together at this location for a head count.

**TELEPHONE MONITOR:** In certain less critical crises and only if safety conditions permit, may be assigned to the Floor Warden's telephone to answer return calls from emergency personnel.

**SEARCHERS:** Will perform a systematic and thorough search of all floor areas including restrooms, break rooms, libraries and copy rooms

1. After areas are searched, close all doors to reduce the spread of heat and smoke.
2. Mark doors of all areas searched with post-its, tape, or chalk. Mark the searched doors on lower portion of door.

3. After the entire floor has been searched, report to the Lead Floor Warden with status report and proceed to the nearest stairwell to evacuate.

**SUITE MONITORS:** Suite Monitors should be assigned for floors with multi-tenant occupants and represent each client company. These floors may take a longer period of time to effectively search and direct occupants to the nearest stairwell due to the layout of multiple suites. Suite Monitors will assume the same responsibilities as Searchers for their area.

**PHYSICALLY IMPAIRED ASSISTANCE MONITORS:** A minimum of two persons, properly trained, should be assigned to physically impaired individuals (see Physically Impaired Roster) down the stairwell to a safe refuge location.

1. Ask individual(s) how they can be best helped.
2. Be prepared to carry those who are confined to a wheelchair down the stairwell.
3. Use approved methods of evacuation whenever possible.
4. Leave wheelchair(s) on the evacuated floor outside the stairwell. Also, so as not to congest the evacuation lines these individuals and their monitors should enter the stairwell last.

**ELEVATOR MONITOR:** Elevators should be monitored to assure that no person enters an elevator evacuation. Persons entering the elevator lobby should be directed to the safest stairwell exit. **DO NOT USE THE ELEVATORS!**

**In conclusion, if an evacuation to a safe refuge area is called for:**

Assure that Floor Warden team members are properly positioned and that emergency procedures are being put into effect through:

- Stairwell monitoring and supervision.
- Assistance for anyone who may have difficulty in a stair evacuation.
- A systematic final search routine.

**AFTER RELOCATION TO OTHER FLOORS OR OUT OF THE BUILDING:**

Assemble all personnel and perform a head count. The method determined appropriate and most effective for this head count should be identified in the pre-planning phase. Suggestions include using employee lists, company telephone directories, in/out tablets at reception, or the buddy system.

Once relocated and personnel are accounted for, Floor Wardens should give a status report. "Floor number \_\_\_\_\_ has been evacuated", to the Fire Safety Director.

Evacuees should never return to their floor or the building until Building Management or the Fire Department instructs them that it is safe to do so. This announcement will be broadcast over public address system or via bull horns.

## **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.

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

**2. STAFF RESPONSIBILITIES:**

- f. 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.

g. 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 19 Sections 3.09 and 3.10 REQUIREMENTS FOR HIGH-RISE BUILDINGS**

- A. Every new and existing high-rise building owner, manager, operator administrator, and tenant, in cooperation with the local Fire Department, shall establish, implement, and maintain an emergency plan on file for the building which shall include, but not necessarily be limited to, the following:
- 1. Management Office:** Assignment of a responsible person as a Fire Safety Director who shall work with the department in the establishment, implementation, and maintenance of the emergency plan. The person shall be employed or reside on the premises or be otherwise approved by the department.
  - 2. Occupant Instruction:** All high-rise building occupants shall be instructed annually on the procedures to be followed in the event of fire, earthquake, or other emergency. Documentation of occupant instruction shall be maintained by the Management Office and shall be available for inspection by the Fire Department.
  - 3. Floor Wardens:** A responsible person on each floor of every high-rise building shall be designated as Floor Warden. In cooperation with the Management Office, Floor Wardens shall oversee and ensure safe and complete evacuation or relocation of occupants during a fire or other emergency, or a fire drill. Alternate Floor Wardens shall be designated for each floor and shall assist with or assume Floor Warden duties when necessary. Exemptions to this regulation may be granted only upon a written request to the Fire Department.
  - 4. Emergency Evacuation Signs:** The preparation of emergency exit plans, procedures, and evacuation signs shall be approved by the Department before posting. Evacuation signs shall be located at every elevator lobby above and below ground floor, and in other conspicuous floor locations as required by the Fire Department. All plans, procedures and signs shall be properly maintained.
  - 5. Fire Department Approval:** All emergency plans, procedures, and evacuation signs must be submitted to the Fire Safety Education Unit, of the Fire Department, for inspection and approval prior to implementation. All plans, signs, procedures or training programs formulated by, or purchased from, a "High-Rise Life/Safety Service" shall also be submitted for approval.
- B. **Fire Drills:** A minimum of one fire drill annually on individual floors is mandatory and all building occupants are required to participate. Total building evacuation is not required, but suggested. The Management Office shall maintain documentation of all fire drills on Fire Department approved forms. All building occupants are required to participate in the fire drills. Buildings that have stairwell doors locked for security reasons shall include in the evacuation plan, provisions that will allow safe horizontal egress from the stairwell during a drill or emergency evacuation.
- C. **Persons with Disabilities:** The Management Office shall maintain a current list of persons with disabilities located within the building that would require assistance during an emergency evacuation or relocation. Methods for their safe evacuation or relocation must be established.

**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			



## 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

- |                                       |
|---------------------------------------|
| <input type="checkbox"/> FLOOR WARDEN |
| <input type="checkbox"/> STAFF        |
| <input type="checkbox"/> OCCUPANT     |

\_\_\_\_\_  
**Trainer's Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Signature of Trainer**

\_\_\_\_\_  
**Manager, Owner, Contact Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Signature**

# FIRE DRILL OBSERVER'S CHECK LIST

Observer: \_\_\_\_\_ Area/Floor: \_\_\_\_\_ Time to evacuate floor: \_\_\_\_\_

**Emergency Team:**

- Did Floor Warden wear vest? Yes\_\_\_ No\_\_\_
- Was Floor Warden directing 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 there any rooms locked or inaccessible? Yes\_\_\_ No\_\_\_
- Was the Warden the last one 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 names of non-participants:

---



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**Physically Impaired:**

- Were they the last to enter the stairwell? Yes\_\_\_ No\_\_\_
  - Was there two monitors assigned to them? Yes\_\_\_ No\_\_\_
- List names of Physically Impaired and their **Monitors**:

I \_\_\_\_\_ M \_\_\_\_\_

---

**Building Systems:**

- Did the elevator lobby doors release? Yes\_\_\_ No\_\_\_
- Did the elevators recall to the lobby? Yes\_\_\_ No\_\_\_
- Did other systems function properly? i.e., strobes, alarm Yes\_\_\_ No\_\_\_

---

**Safe Refuge Area:**

- Did evacuees know where to go? Yes\_\_\_ No\_\_\_
- Did Floor Warden 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:** \_\_\_\_\_

---

# FLOOR WARDEN FIRE DRILL REPORT

Floor of Report \_\_\_\_\_

Time Drill Started \_\_\_\_\_

Time Elapsed to Clear Floor \_\_\_\_\_

## COMMUNICATIONS

Yes No NA

- Was the audible alarm clearly heard?
- Were strobe lights flashing?
- Were EXIT signs visible/working?
- Was audible announcement on PA system clearly heard?

Comments \_\_\_\_\_

## FLOOR WARDENS AND MONITORS

- Did the Emergency Response Team report to their respective stations on the floor?
- Did the Emergency Response Team carry out all assigned duties?
- Did all the Emergency Response Team wear their identification vests?

Comments \_\_\_\_\_

## CONTAINMENT OF FIRE

- Were all doors closed, including interior office doors?
- Were restrooms searched?

Comments \_\_\_\_\_

## EVACUATION PROCESS

- Were corridors and exits kept cleared?
- Did the evacuation process proceed in a smooth and orderly manner?
- Did visitors to the floor take part in the drill?
- Was a status report given to the Building Management Staff at the Safe Refuge Area/Floor?

Comments \_\_\_\_\_

## OCCUPANTS WHO ARE PHYSICALLY CHALLENGED

- Did occupants who are physically challenged wait in the stairwell with assigned assistants?
- Was the Building Management Staff notified of the location of occupants who are physically challenged?

## REMARKS AND RECOMMENDATIONS

On the reverse side, please explain any additional information pertaining to the Fire Drill or Evacuation Process.

COMPLETED BY: \_\_\_\_\_

Print Name

Signature

*This report is to be completed immediately after each fire drill and a copy sent to Building Management.  
Thank you for your participation and assistance.*

**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) \_\_\_\_\_

## Specific Stairwell Information

### STAIRWELLS

The property has two main stairwells:

- Stairwell #1 (North) – services lower plaza level through Penthouse. **HAS NO ROOF ACCESS.**
- Stairwell #2 (South) – services lower plaza level through Penthouse. **HAS ROOF ACCESS.**
- 

The enclosed fire rated 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. For this reason, nothing should ever be stored in the stairwells and stairwell doors must never be propped open.

In both main stairwells are always unlock, except every fifth floor.

### Locked Stairwell Information

The stairwells are normally locked for security reasons. For evacuation purposes, stairwell doors **will not** automatically release during an alarm activation. Occupants should evacuate down the stairwells to the Safe Refuge Area during an alarm situation. Full tenant floors 12, 11, 9, 8 & 7 are always locked. Floors L1 through 6 and 10 are unlocked from the stair 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.
- 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.

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

### Street Evacuation Routes

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

NORTH

