

# **EMERGENCY PROCEDURES PLAN**

## **OCCUPANT EMERGENCY ACTION PLAN**

**25405 Hancock Avenue  
Murrieta, CA 92562**

**FIRE SAFETY DIRECTOR:** (858) 278-3800  
Gus Mateo

**BUILDING ENGINEER:** (858) 278-3800

**A. ASSOCIATES, INC.**

PLAN PREPARED BY  
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**(909) 338-7030**

# OCCUPANT EMERGENCY ACTION PLAN

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# OCCUPANTS EMERGENCY ACTION PLAN INTRODUCTION

This plan written by A. Associates for **25405 HANCOCK AVENUE, MURRIETA, CALIFORNIA 92562** meets the requirements set forth in **CALIFORNIA CODE OF REGULATIONS, TITLE 8, SECTIONS 3220 AND 3221**, and other applicable state, county and local codes and ordinances. These procedures are to be implemented to the best ability of the Property Management Staff, the Fire Safety Director, the Building Engineer, all tenants and their employees and visitors to the building, in the event of a fire emergency, first aid emergency, earthquake, bomb threat or civil disorder.

This plan and its contents have been designed specifically for **25405 HANCOCK AVENUE, MURRIETA, CALIFORNIA 92562** based on the following criteria.

- an on-site inspection of the property.
- an on-site inspection of the fire and life safety equipment and systems.
- an on-site ground inspection of the exterior of the building to determine the best locations for the designated Outside Areas of Safe Refuge
- an on-site inspection of a "typical" floor and floor plan, including an inspection of all stairs and stairwells.
- an on-site inspection of elevators and elevator operations.
- an on-site meeting with the Building Engineer and the Property Management Staff.

The technical information contained in this manual is based on the information supplied to A. Associates at the on-site meeting and a review of written draft documents reviewed and approved by the Property Management Staff as of September 2009. Three copies of the entire **EMERGENCY PROCEDURES PLAN** shall be available for use or review at all times to the Property Management Staff, the Murrieta Fire Department, OSHA or other governmental agencies as necessary.

A. Associates assumes no responsibility in the event of a fire, earthquake, and bomb threat or bomb event or civil disorder. It shall be the sole responsibility of the Building owners and the Property Management Staff to keep the contents of this plan current.

Each tenant shall select one Suite/Floor Warden and alternate for each 15 employees within their office space. Every Suite/Floor Warden shall receive a copy of the **OCCUPANTS EMERGENCY ACTION PLAN** portion of the Emergency Procedures Plan. A copy of the **OCCUPANTS EMERGENCY ACTION PLAN** shall be made available to any person employed within the building upon request.

Each **SINGLE TENANT FLOOR** shall appoint one person from each department/office to fill the following positions in the event of an actual emergency and to assist the Floor Warden/s during fire drills.

- A MONITOR and alternate for each stairwell.
- A TRAFFIC MONITOR
- A SEARCH MONITOR
- TWO ASSISTANTS FOR EACH PHYSICALLY CHALLENGED OCCUPANT

Each **MULTI-TENANT FLOOR** shall appoint one person from each department/office to fill the following positions in the event of an actual emergency and to assist the Suite Warden/s during fire drill.

- A GROUP LEADER
- TWO ASSISTANTS FOR EACH PHYSICALLY CHALLENGED OCCUPANT

On a quarterly basis each tenant shall provide the following information to the Property Management Staff in writing:

- the name of each Suite/Floor Warden within their office
- the name and location of all physically challenged occupants within their office.

Descriptions of the duties assigned to these positions can be found in the **OCCUPANTS EMERGENCY ACTION PLAN**.





**LEGAL REQUIREMENTS**  
**OSHA**  
**GENERAL INDUSTRY SAFETY ORDERS**

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 on 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 employee alarm system is used for alerting fire brigade member, 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.

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

HISTORY:

**1. New section filed 9-8-81; effective thirtieth day thereafter (Register 81, No. 37).**

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 hazard of the materials and processed to which they are exposed.





# EMERGENCY INFORMATION

FOR THE PROPERTY MANAGEMENT STAFF

|                   |     |
|-------------------|-----|
| FIRE DEPARTMENT   | 911 |
| POLICE DEPARTMENT | 911 |
| PARAMEDICS        | 911 |
| BOMB SQUAD        | 911 |

**PROPERTY MANAGEMENT STAFF EMERGENCY CONTACTS IN ORDER OF  
PRIORITY:**

|                                   |                |
|-----------------------------------|----------------|
| PROPERTY MANAGER                  | (858) 278-3800 |
| FIRE SAFETY DIRECTOR<br>Gus Mateo | (858) 278-3800 |
| BUILDING ENGINEER                 | (858) 278-3800 |

## **General Security, Safety, and Emergency Information Sources**

**POISON CONTROL** (800) 876-4766

**TOXIC CHEMICALS & OIL SPILLS  
NATIONAL RESPONSE CENTER** (800) 424-8802

### ***National Security and Safety Web sites:***

Department of Homeland Security  
Secondary Web site <http://www.dhs.gov>  
<http://www.ready.gov>

Centers For Disease Control <http://www.cdc.gov>

ASIS International <http://www.asisonline.org>

FBI <http://www.fbi.gov>

Murrieta Police Department <http://www.murrieta.org/services/police>

Murrieta Fire Department <http://www.murrieta.org/services/fire>

California Office of Emergency  
Services <http://www.oes.ca.gov>

Federal Emergency Management  
Agency <http://www.fema.gov>

### ***News Related Web sites:***

KNBC <http://NBC4.TV>  
MSNBC <http://www.msnbc.com>  
Fox News <http://www.foxnews.com>  
KFWB <http://www.kfwb.com>  
CNN <http://www.cnn.com>



# QUICKVIEW

25405 Hancock Avenue  
Murrieta, CA 92562  
CROSS STREET— Medical Center Drive  
TYPE: 2AB  
CONSTRUCTION COMPLETED – 1991  
2-STORY MEDICAL OFFICE BUILDING

- Garage Level:** Underground Parking Spaces for medical personnel only, Bio-Hazard Storage, Main Electrical Room, Elevator Lobby, Medical Vacuum Equipment Room, Medical Gas Room, Storage Rooms, Engineering Shop, Phone Room, Entrance to Cooling Tower.
- Lobby:** Pharmacy, Stairwell to underground parking, Snack Machine Room, Mailboxes, Office Spaces, Restrooms, Elevators, Janitorial Room, Elevator Equipment Room.
- 2:** Office Spaces, Elevators, Restrooms, and Electrical Rooms.

25405 Hancock Avenue is a Medical Office Building located in Murrieta, CA. The vehicle entrances to the building are located on Medical Center Drive and Hancock Avenue. The pedestrian access is located on the North side of the building, via the parking lot.

**BUILDING EVACUATION POLICY:** The emergency evacuation signal is self-notification system conducted by the occupants. Upon being notified that an emergency evacuation is necessary, all occupants will use the emergency exits to evacuate the building and report immediately to the designated Outside Areas of Safe Refuge. Occupants will remain at the designated Outside Areas of Safe Refuge until released by Property Management Staff or emergency officials.



Exit Sign



## EVACUATION PROCEDURE FOR PHYSICALLY CHALLENGED OCCUPANTS:

Physically challenged occupants are defined as persons who, due to their condition, cannot use the stairwells to evacuate the building. Each physically challenged occupant should be assigned two persons to assist him or her during an emergency evacuation. These assistants will move the challenged person to the **nearest safest** stairwell. Once inside the stairwell, one assistant will remain with the person; the second assistant will evacuate the building and report the location of the assistant and the occupant to the Fire Department personnel.

Occupants must always use caution crossing driveways and move away from all red curbed areas during the evacuation process. Upon arrival at the designated Outside Areas of Safe Refuge **it is imperative that all occupants should remain together at the designated Outside Areas of Safe Refuge with their office mates so that the Suite/Floor Warden can obtain an accurate and swift headcount to verify that all occupants from their suite/floor have evacuated the building. IF anyone is determined to be missing or is physically challenged and is located in a stairwell awaiting assistance, Wardens MUST report this information to the Fire Department AT ONCE!**

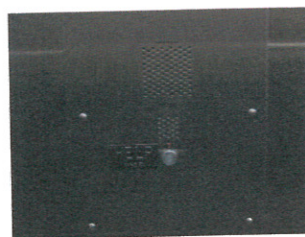
**COMMUNICATIONS:** The Property Management Staff members communicate via cell phones.

The phone number for the Building Engineer is: (858) 278-3800

After hours calls are answered by an answering service.

The elevators are equipped with two-way communication to the Elevator Service.

TO USE: PUSH BUTTON AND TALK.



ER Comm. Button



Exterior Elevator Sign



**DESIGNATED OUTSIDE AREAS OF SAFE REFUGE:**

**FROM (WEST STAIRWELL): EXIT THE WEST STAIRWELL ON THE WEST SIDE OF THE BUILDING ABOVE GRADE AND TURN RIGHT TO THE BACK OF THE PARKING LOT ON NORTH END. ALL OCCUPANTS MUST BE A MINIMUM OF 300 FEET FROM THE BUILDING AND MUST **REMAIN IN THE PARKING LOT.****



Evac Sign



Entrance to Stairwell



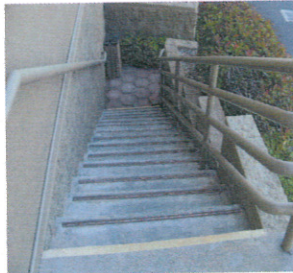
Inside Stairwell



Exit from West Stairwell



View from West Stairwell



Stairs to Grade Level



West Stairwell Grade Level



Turn Right at Driveway

**FROM (NORTH STAIRWELL): GO UP THE STAIRS FROM THE PARKING LOT BELOW GRADE ON THE NORTH SIDE, THEN GO THROUGH THE MAIN LOBBY, OUT THE MAIN ENTRANCE DOORS TO FAR CORNER OF PARKING LOT.**



Exit Door to North Side Exterior Stairwell



North Side up Grade stairs



View Outside



Follow Sidewalk



North Stairwell Safe Refuge Area

**FROM (GARAGE STAIRWELL): GO DOWN THE STAIRS WHICH WILL ENTER INTO THE FIRST FLOOR LOBBY, TURN RIGHT TO MAIN ENTRANCE DOORS THEN WALK TO WEST CORNER OF THE PARKING LOT. ALL OCCUPANTS MUST BE A MINIMUM OF 300 FEET FROM THE BUILDING AND MUST **REMAIN IN THE PARKING LOT.****



Inside of Interior Stairwell



Bottom of Inside Stairwell





Top of Interior Stairwell



Turn Right to Safe Refuge Area

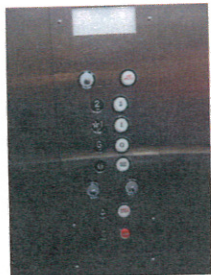
**FROM (EAST STAIRWELL): EXIT DIRECTLY OUTSIDE ON THE NORTH SIDE OF THE BUILDING, WALK ON DRIVEWAY TO REAR CORNER OF THE PARKING LOT. ALL OCCUPANTS MUST BE A MINIMUM OF 300 FEET FROM THE BUILDING AND MUST **REMAIN IN THE PARKING LOT.****



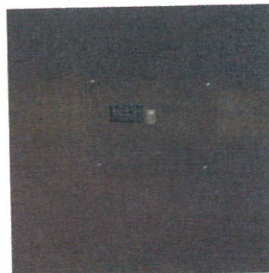
**PLEASE REMAIN IN THE PARKING LOT, AWAY FROM RED CURBED AREAS AND DRIVEWAY ENTRANCES. CAUTION MUST BE USED WHEN CROSSING ANY DRIVEWAYS AND STREETS SHOULD NOT BE CROSSED.**

**ELEVATORS:** The building is equipped with TWO (2) passenger elevators banked one on each side of the elevator lobby. All the elevators service levels Lobby – 2 and can be recalled with a key by Fire Emergency personnel.

The elevators are equipped with two-way communication to the Elevator Service  
**TO USE: PUSH THE BUTTON AND TALK.**



Elevator Panel



ER Comm. cover

Quick View for Occupants  
25405 Hancock Avenue

**IN CASE OF FIRE USE THE STAIRWELLS, DO NOT USE THE ELEVATORS**

**EMERGENCY EXITS:**

**(WEST STAIRWELL)** - Is located on the West side of the building and connects levels 1 – 2. The west stairwell exits directly on the west side of the building into the parking lot.

**(EAST STAIRWELL)** - Is located on the East side of the building and connects Levels 1 – 2. The stairwell exits on the East side into the north side driveway.

**(GARAGE LEVEL STAIRWELL)** – Is located in the middle of the building and connects levels G - 1. The stairwell exits into the first floor lobby.

**(NORTH STAIRWELL)** – Is located on the north side of the parking lot below grade, and connects levels G – ground level. The stairwell exits into the north side driveway.

**(STAIRCASE TO 2<sup>ND</sup> FLOOR)** – Is located in the lobby to the left of the main entrance doors and connects levels 1 – 2. The staircase exits into the main lobby.

**EMERGENCY POWER:** During a power failure entrance doors operate in fail-safe system. Some common lights, exit lights, and the Fire Alarm Panel are equipped with battery back up.



**FIRE ALARM SIGNAL:** The building is not equipped with an audible or visual fire alarm signal. The emergency evacuation signal is a self-notification system conducted by the occupants. The occupants are instructed to use verbal commands or a whistle to signal an emergency evacuation is necessary. Wardens will blow three whistle blasts and flick the light switch five times. This pattern should be repeated for three rounds.

**FIRE EXTINGUISHERS:** ABC type fire extinguishers are located on all floors in corridors in unlocked cabinets. Fire extinguishers should only be used by trained personnel.

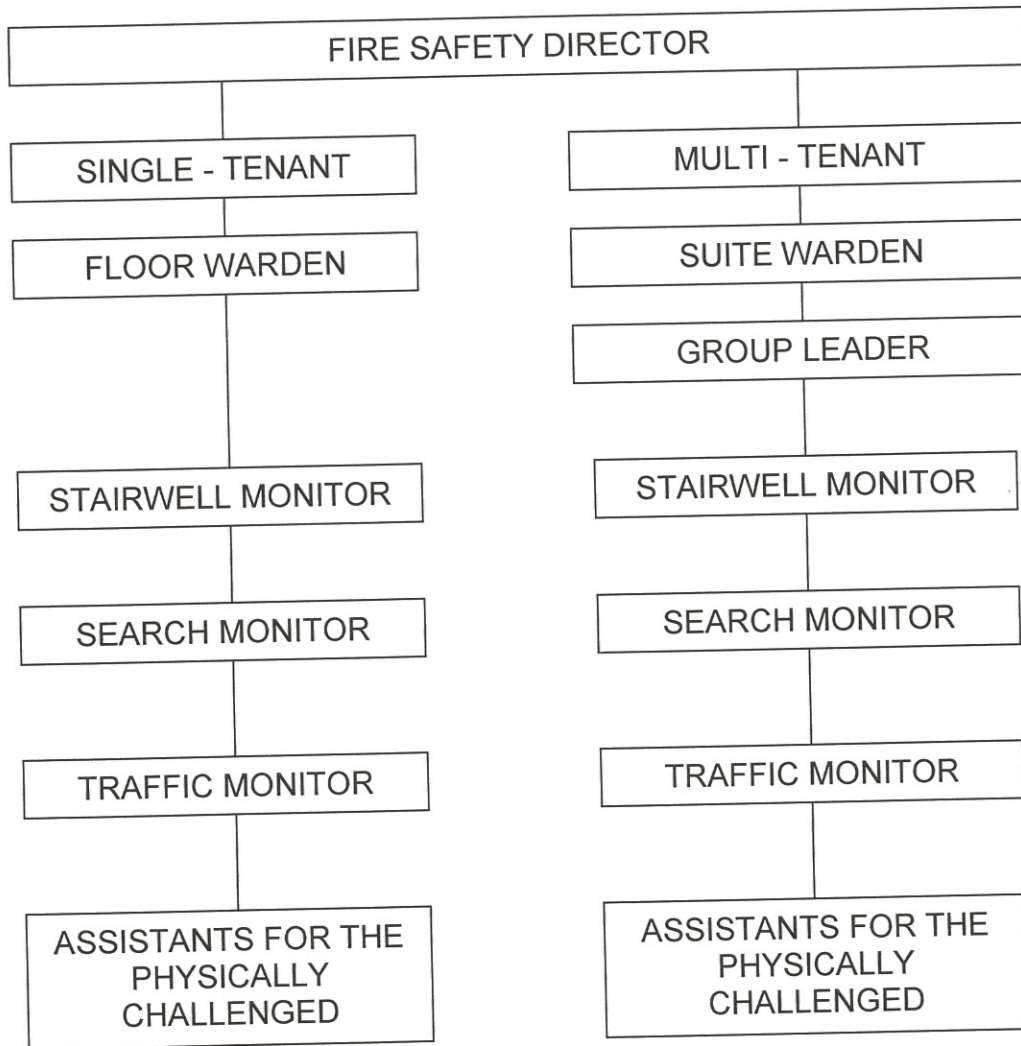
Type ABC fire extinguishers are for use by trained occupants on fires involving wood, paper, cloth, some plastic items, grease, oil and electrical fires







## EMPLOYER/TENANT EMERGENCY ORGANIZATION





## EMPLOYER/TENANT EMERGENCY ORGANIZATION EMERGENCY ACTION TEAM ORGANIZATION AND DUTIES

The **Safety Director Fire** (Property Management Staff) is responsible for the organization of all pre-emergency planning, training and emergency operations. The **Building Engineer** is responsible for the fire protection equipment and systems and for assisting the Fire Safety Director in the event of an emergency. **Property Management Staff** is responsible for assisting at the Outside Areas of Safe Refuge in an emergency.

Each employer, tenant or floor must designate an Occupant Emergency Action Team, which consist of a Suite or Floor Warden and Monitors:

### On Single Employer/Tenant Floors:

The Team will consist of a Floor Warden, Stairwell Monitors (one for each stairwell), Search Monitors and Traffic Monitors; plus alternates for each. In an emergency, the team is responsible for the floor.

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

**Stairwell Monitors:** are in charge of checking safety of their assigned emergency exits prior to and during the emergency and for directing occupants to the Outside Areas of Safe Refuge.

**Traffic Monitors:** will direct occupants and visitors away from elevators and to the emergency exits.

**Search Monitors:** will search their assigned area for occupants who may be unaware of the emergency or might need assistance.

**ALL WARDENS, MONITORS AND OCCUPANTS MUST EVACUATE THE FLOOR AND BE IN THE SAFETY OF THE STAIRWELL AND ON THEIR WAY TO THE SAFE REFUGE AREA WITHIN THE TWO-MINUTE STANDARD OF GOOD PRACTICE.**

### Multi-Employer/Tenant Floors:

The Team will consist of a Suite Warden and Group Leader, plus alternates for each. Each employer/tenant must assign a Suite Warden. One Warden or Group Leader should be assigned for every 10 - 15 employees in each suite. In an emergency, this team is responsible for your tenant area.

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

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

### ALL FLOORS

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

Every individual placed on a physically challenged evacuation list must be assured that the information provided to Property Management Staff will be kept confidential and is to be used only to provide safe and quick evacuation and rescue in an emergency.

Two assistants must be assigned to these individuals prior to an emergency. Those assigned to assist the physically challenged should know the type of disability and how to best assist the individual.

**ALL WARDENS, GROUP LEADERS AND ASSISTANTS FOR THE PHYSICALLY CHALLENGED AND PHYSICALLY CHALLENGED OCCUPANTS MUST EVACUATE THE FLOOR AND BE IN THE SAFETY OF THE STAIRWELL AND ON THEIR WAY TO THE SAFE REFUGE AREA WITHIN THE TWO-MINUTE STANDARD OF GOOD PRACTICE.**





## FIRE DUTIES FOR STAIRWELL, TRAFFIC & SEARCH MONITORS

**STAIRWELL MONITORS:** are responsible for checking safety of designated exit and directing occupants to the designated Outside Area of Safe Refuge.

**TRAFFIC MONITORS:** are responsible for assisting evacuation movements by directing occupants to emergency exits.

**SEARCH MONITORS:** are responsible for a systematic search of all floor areas. Search Monitors should **always** work in pairs.

### DURING THE FIRE

- ✓ READ THE ENTIRE OCCUPANTS EMERGENCY ACTION PLAN.
- ✓ KEEP A CURRENT employee roster readily available.
- ✓ DEVELOP AN AWARENESS OF SAFETY CONDITIONS, fire violations and potential hazards. For example: **corridor or stairwell doors blocked open**, improper lighting, frayed cords, and over-loaded outlets, obstructed halls and corridors, trash build-ups, etc.
- ✓ WITH THE ASSISTANCE OF THE FLOOR WARDEN:

**Stairwell Monitors:** Assign stairwell to each Stairwell Monitor; know termination points of each exit; know Outside Areas of Safe Refuge; know safe refuge areas within the building; know building evacuation policy; be prepared to remind occupants of safe stairwell procedures; have employee list readily available.

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

**Search Monitors:** Prepare area search - set route and list rooms to be searched (all closed-off areas). For example: restrooms, storage areas, computer rooms, etc.

**DURING THE FIRE** Upon notification of an emergency (by occupant):

**Stairwell Monitor:** Get your employee roster, and then proceed to your designated emergency exit. Feel door for heat and check stairwell for smoke. If not safe, direct occupants to other stairwell and notify Floor Warden. If safe, walk down. Keep to one side. Remember, the Fire Department will be using the stairwells to get to the fire. Unless otherwise instructed, evacuate your floor and proceed to your designated Outside Area of Safe Refuge.

**Traffic Monitor:** Proceed to pre-determined location, direct all the occupants and visitors to emergency exits. Redirect anyone attempting to use elevators. When floor is clear or when directed to do so, proceed to emergency exit. Unless otherwise instructed, evacuate your floor and proceed to your designated Outside Area of Safe Refuge.

**Search Monitors:** Proceed along pre-determined route to search for occupants unaware of the emergency or in need of assistance. During search, **use caution:** feel all doors for heat before opening; close doors of areas checked. Always search in pairs. When floor is clear or directed to do so, proceed to emergency exit. Unless otherwise instructed, evacuate your floor and proceed to your designated Outside Area of Safe Refuge.

**UPON BEING NOTIFIED OF A FIRE, ALL OCCUPANTS WILL WALK DOWN THE STAIRS, EVACUATE THE BUILDING AND PROCEED TO AN OUTSIDE AREA OF SAFE REFUGE. ALL OCCUPANTS WILL WAIT AT THE OUTSIDE AREA OF SAFE REFUGE FOR FURTHER INSTRUCTIONS.**

**STAIRWELL MONITORS, TRAFFIC MONITORS & SEARCH MONITORS**

- ✓ AT THE OUTSIDE AREA OF SAFE REFUGE, use your current employee roster to determine if any of the occupants in your charge are missing. Ask if anyone knows if anyone is missing. If anyone is missing, report the last **KNOWN** location of the occupant within the building to the Property Management Staff or Fire Department Personnel. Also report the location of any occupants who are physically challenged. Give the nature of the physical challenge and the exact location within the stairwell. **EXAMPLE:** a man in a wheelchair is in the stairwell landing on the 4th floor in Stairwell #2.
- ✓ STANDBY FOR FURTHER INSTRUCTIONS.



## FIRE DUTIES FOR ASSISTANTS FOR THE PHYSICALLY CHALLENGED

### ASSISTANTS FOR THE PHYSICALLY CHALLENGED:

Are responsible for assisting the physically challenged in times of emergency. Physically challenged is defined as anyone who will need assistance down the stairs.

### BEFORE THE FIRE

- ✓ READ THE ENTIRE OCCUPANTS EMERGENCY ACTION PLAN.
- ✓ TWO ASSISTANTS WILL BE ASSIGNED by the Suite/Floor Warden to aid anyone who is physically challenged. Know location and type of physical challenge. Meet with the physically challenged individual and discuss the best method in assisting them.
- ✓ DESIGNATE PRIMARY MEETING place and alternate. For example: primary meeting location - at occupants work station; alternate meeting place - at Stairwell #1.
- ✓ METHODS FOR TRANSPORTING OCCUPANTS WITH RESTRICTED MOBILITY can be found in the "Charts" section (evacuation procedures) of this manual.
- ✓ DEVELOP AN AWARENESS OF SAFETY CONDITIONS, fire violations and potential hazards. For example: **corridor or stairwell doors blocked open**, improper lighting, frayed cords, overloaded outlets, obstructed halls and corridors, trash build-ups, etc.

### DURING THE FIRE Upon notification of an emergency:

- ✓ PROCEED TO MEET assigned person and assist to stairwell. The physically challenged occupant and the two Assistants should enter stairwell last. One Assistant will remain in the stairwell with the occupant. The second Assistant must notify Property Management Staff or Fire Department Personnel of their location; for example: a pregnant woman and her Assistant are in Stairwell #1 on the 4<sup>th</sup> floor.
- ✓ REMAIN WITH OCCUPANT until emergency is over or given instructions by the Fire Department.



## FIRE DUTIES FOR SUITE WARDENS & FLOOR WARDENS

### SUITE WARDENS & FLOOR WARDENS:

Are responsible for overseeing occupant instruction and supervising and ensuring the safe, swift and complete evacuation of occupants during a fire, other emergency or fire drill. Floor Wardens are assigned to single employer/tenant floors or single department floors. Suite Wardens are assigned to each employer/tenant on multi-employer/tenant floors or to each department on a multi-department floor. **NO WARDENS, GROUP LEADERS, MONITORS OR OCCUPANTS SHOULD REMAIN ON THE FLOOR FOR MORE THAN TWO MINUTES. ALL OCCUPANTS SHOULD BE IN THE SAFETY OF THE STAIRWELL AND ON THE WAY TO THE OUTSIDE AREAS OF SAFE REFUGE WITH IN THE TWO-MINUTE STANDARD OF GOOD PRACTICE.**

**BEFORE THE FIRE** Under the supervision of the Fire Safety Director:

**SINGLE EMPLOYER/TENANT FLOORS OR SINGLE DEPARTMENT FLOORS:** Each employer/tenant or department must select a Floor Warden, Stairwell Monitors (one for each stairwell), Search Monitors and Traffic Monitors.

**MULTI-EMPLOYER/TENANT FLOORS:** Each employer/tenant must select at least one Suite Warden, Group Leader and alternates. One Group Leader should be assigned for every 10 - 15 employees.

Assign two Monitors to assist any occupant who is physically challenged. An occupant who is physically challenged is **anyone** who will need assistance down the stairs. Instruct these monitors in stairwell safety for physically challenged occupants. See the "Charts" section of this manual for safe stairwell procedures.

Prepare and maintain a current employee roster and keep the roster readily available at all times. Maintain a current list of all occupants who are physically challenged, their location of their work area and the nature of their condition.

**Instruct all occupants within your tenant area about:**

- ✓ EMERGENCY EVACUATION PROCEDURES.
- ✓ THE LOCATION OF OUTSIDE AREAS OF SAFE REFUGE.

- ✓ THE LOCATION OF THE EMERGENCY EXITS.
- ✓ SAFE STAIRWELL PROCEDURES.
- ✓ THE LOCATION AND USE OF fire extinguishers.
- ✓ THE LOCATION OF FIRST AID KITS.
- ✓ MAKE SURE ALL OCCUPANTS are familiar with the responsibilities and duties of Suite/Floor Wardens and Monitors. Review this information at least once per quarter with all the occupants in your charge.

**Instruct all new employees:**

- ✓ ALL NEW EMPLOYEES shall be instructed within 14 days of employment.
- ✓ APPRISE ALL EMPLOYEES of the fire hazard of the materials and processed to which they are exposed.
- ✓ AFTER ALL FIRE DRILLS, complete Fire Drill Report Form (see Forms section of this manual).
- ✓ KNOW THE FLOOR PLAN in your area and all areas within your office space that will need to be searched.
- ✓ BE PREPARED TO COMMUNICATE STATUS REPORTS to Fire Safety Director/Security regarding the emergency.
- ✓ AT LEAST ONCE PER QUARTER review these emergency procedures with all Monitors and alternate Suite/Floor Wardens. Assign new Monitors and alternates as necessary
- ✓ DEVELOP AWARENESS FOR SAFETY CONDITIONS, fire violations and potential hazards. For example: **stairwell or corridor doors blocked open**, improper lighting, frayed cords, overloaded outlets, obstructed halls and corridors, trash build-ups, etc. Use the Fire Prevention Checklist located in the Forms section of this manual.
- ✓ IF FOR ANY REASON YOU SHOULD DISCONTINUE EMPLOYMENT in this building, you are requested to notify the Fire Safety Director.



**DURING A FIRE** Upon notification of an emergency (by occupant or if you discover a fire).

- ✓ **CALL THE FIRE DEPARTMENT** (9-1-1) or verify that the Fire Department has been called from a safe location outside the building. Give exact location and all known facts about the smoke or fire. Contact the Fire Safety Director and make a report. **Make these calls from a safe location.**
- ✓ **MAKE SURE ALL MONITORS** are conducting their emergency assignments. If the Monitor cannot be found, assign a responsible occupant to perform any necessary duties.
- ✓ **QUICKLY ASSESS** conditions in your immediate area:
  - Make sure the area is **clear**.
  - Close all doors to **confine** the fire.
  - **EVACUATE!**
- ✓ **DIRECT ALL OCCUPANTS TO A SAFE STAIRWELL** to begin evacuation procedures. Check doors for heat and smoke before opening. Verify all occupants have evacuated. On Multi-employer/tenant floors, the Suite Warden is responsible for searching their tenant area and restrooms. On single employer/tenant floors, Search Monitors are responsible for checking their floor; Floor Wardens should verify Search Monitors have cleared the floor. **DO NOT take more than two minutes to complete these tasks!**  
**UNLESS INSTRUCTED OTHERWISE: UPON BEING NOTIFIED ALL OCCUPANTS WILL EVACUATE THE BUILDING AND PROCEED TO AN OUTSIDE AREA OF SAFE REFUGE. ALL OCCUPANTS WILL WAIT AT THE OUTSIDE AREA OF SAFE REFUGE FOR FURTHER INSTRUCTIONS.**
- ✓ **AT THE OUTSIDE AREA OF SAFE REFUGE**, use your current employee roster to determine if any of the occupants in your charge are missing. Ask if anyone knows if anyone is missing. If anyone is missing, report the last **KNOWN** location of the occupant within the building to Property Management Staff or Fire Department Personnel. Also report the location of any occupants who are physically challenged. Give the nature of the physical challenge and the exact location within the stairwell. **EXAMPLE:** a man in a wheelchair is in the stairwell landing on the 4th floor in Stairwell #2.
- ✓ **KEEP OCCUPANTS TOGETHER**, quiet, and calm. Remain with occupants and await further instructions.

**REMEMBER: WHEN NOTIFIED OF A FIRE, BEGIN YOUR EMERGENCY PROCEDURES.**



## FIRE DUTIES FOR GROUP LEADERS

### GROUP LEADER:

Assigned to each tenant or department on a multi-employer/tenant floor or a multi-department floor; responsible for directing occupants to emergency exits and to the Outside Areas of Safe Refuge.

### BEFORE THE FIRE

- ✓ Read the entire Occupants Emergency Action Plan.
- ✓ KEEP CURRENT employee roster readily available.
- ✓ DEVELOP AN AWARENESS of safety conditions, fire violations and potential hazards. For example: **corridor or stairwell doors blocked open**, improper lighting, frayed cords, overloaded outlets, obstructed halls and corridors, trash build-ups, etc.
- ✓ IF FOR ANY REASON YOU SHOULD DISCONTINUE EMPLOYMENT in this building or floor, you are requested to notify your Suite Warden and the Fire Safety Director.

### DURING THE FIRE Upon notification of an emergency (by occupant):

- ✓ GET YOUR CURRENT EMPLOYEE ROSTER.
- ✓ LEAD ALL OCCUPANTS TO A SAFE EXIT. Direct anyone attempting to use the elevators away from the elevators to the emergency exits. Feel the stairwell door for heat and open cautiously to check for smoke.

Unless otherwise instructed: ALL OCCUPANTS WILL EVACUATE THE BUILDING AND PROCEED TO AN OUTSIDE AREA OF SAFE REFUGE. ALL OCCUPANTS WILL WAIT AT THE OUTSIDE AREA OF SAFE REFUGE FOR FURTHER INSTRUCTIONS.

- ✓ AT THE OUTSIDE AREA OF SAFE REFUGE, use your current employee roster to determine if any of the occupants in your charge are missing. Ask if anyone knows if anyone is missing. If anyone is missing, report the last KNOWN location of the occupant within the building to the Property Management Staff or Fire Department Personnel. Also report the location of any occupants who are physically challenged. Give the nature of the physical challenge and the exact location within the stairwell. EXAMPLE: a man in a wheelchair is in the stairwell landing on the 4th floor in Stairwell #2.
- ✓ REMAIN WITH OCCUPANTS and await further instructions.

## EARTHQUAKE DUTIES FOR WARDENS

### BEFORE THE EARTHQUAKE

Read the Occupants Emergency Action Plan. Know the names and work areas of the members of the Occupants Emergency Team.

Assess Your Own Work Area:

- ✓ WINDOW/GLASS – If your workstation is near windows or glass partitions, have a plan as to where you will take cover to avoid injuries by flying glass.
- ✓ HEAVY OBJECTS – If your workstation is near a temporary wall or partition, insure that these objects are securely anchored.
- ✓ LOOSE OBJECTS – If you have materials stored on top of cabinets or shelves, insure that they can be secured or moved.

### DURING THE EARTHQUAKE

- ✓ REMAIN CALM – Do not panic, and do not attempt to go outside. Protect yourself.
- ✓ ACT QUICKLY – Move away from windows, temporary walls or partitions, and/or freestanding objects such as files, cabinets, shelves and hanging objects.
- ✓ 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.
- ✓ HOLD – If you take cover under a sturdy piece of furniture, hold on to it and be prepared to move with it.
- ✓ STAY PUT – Hold this position until the ground and/or building stops shaking and it is safe to move. Stay inside. Do not attempt to exit the building during the shaking.



## IF YOU ARE OUTSIDE

- ✓ If you are outdoors when the quake occurs, 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 THE EARTHQUAKE

**Do not smoke or use matches or lighters in case of gas leaks.** If there appears to be some damage (displaced or toppled heavy objects, broken glass, fallen ceiling tiles), do the following:

- ✓ CHECK FOR DAMAGE – Carefully inspect your area for damage and potentially dangerous situations, and plan for AFTERSHOCKS.
- ✓ LIMIT TELEPHONE USE – Leave all telephone lines clear for emergency communications only. Check all telephones to make sure the receivers have not been shaken off the hook. Your Suite/Floor Warden or Fire Safety Director should keep you informed of what has happened and what you should do next.
- ✓ CHECK FOR INJURED PERSONS – Render first aid, or find someone who can render first aid to any injured personnel. Suite/Floor Wardens/Emergency Team members or the Property Management Staff should have access to basic first aid kits.
- ✓ ***Do not move victims unless absolutely necessary.***
- ✓ LOCATE A BATTERY-POWERED RADIO. Use the radio to receive important instructions and information.
- ✓ RUMORS – Discourage the spreading of rumors. Misinformation can cause confusion and panic.
- ✓ OPEN DOORS CAREFULLY. Watch for falling objects.
- ✓ WEAR SHOES AND GLOVES for protection from debris and broken glass.
- ✓ STAY AWAY from windows/glassed areas.



## EARTHQUAKE EVACUATION

Determine **IN ADVANCE** the safest exit from your work location and the 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.

- ✓ DO NOT evacuate unless told to do so or if danger is imminent.
- ✓ FOLLOW instructions given by emergency personnel.
- ✓ DO NOT RUN. Walk and keep noise to a minimum.
- ✓ DO NOT USE ELEVATORS.
- ✓ DO NOT PUSH or crowd. Use handrails in stairwells and move to the right if you encounter emergency personnel.
- ✓ MOVE to your designated evacuation area unless otherwise instructed. Check doors for heat before opening.
- ✓ ASSIST THE PHYSICALLY CHALLENGED persons if they are present. (Refer to the list of people needing assistance during evacuation provided in the Fire Safety Director Section.

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

## 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.
- ✓ BUILDING ELEVATORS are designed to go to the nearest floor in the direction of travel, stop; the doors will open and remain open. Be prepared, some elevators may stop even in a moderate earthquake. They will not be started until checked by competent personnel and determined to be safe.

- ✓ Property Management Staff, the Fire Department or the elevator company personnel will contact each elevator car as quickly as possible and advise you how rescue will occur. Upon being rescued, take directions from the Suite/Floor Warden of that floor.
- ✓ IF YOU ARE IN A STOPPED ELEVATOR, you will find that each elevator cab has emergency lights and a two-way communication system to an outside elevator monitoring company. To activate, lift receiver. Be sure to tell the operator the number of the elevator car you are in.

### **WHEN CAN YOU GO HOME?**

HAVE A PLAN FOR REUNITING YOUR FAMILY. You will not be able to effectively function at work if you are worried about your family, make sure they know what to do. Have an out of state contact person. When you are able to use a phone, you can check on your family.

IT IS IN YOUR BEST INTEREST that in the event of earthquake or community-wide disaster during normal working hours, you remain at work. It may be too dangerous to attempt to go home right away. Listen to radio reports for areas and roads that have sustained damage. Wait until you know that the roads you need to get home on are in fact undamaged, and traffic is moving. While you are waiting, make yourself available to help fellow employees, as well as the company you work for, recover as quickly as possible. Remember that your family's financial well being will greatly depend on how quickly businesses can recover and return to normal operations.

## EMERGENCY SUPPLY CHECKLIST – FOR EACH PERSON

The following is a list of recommended supplies for all occupants. It is possible that no outside help will be available for at least 72 hours.

- First Aid Kit and First Aid Book
- Extra medications (72 hour minimum)
- Portable radio and extra batteries
- Flashlight and extra batteries or lightstick
- Whistle
- Water – 2 quarts to 1 gallon per person per day
- Food- packaged, canned, survival food bars, etc. (non-electric can opener)
- Sturdy, rubber soled shoes
- Heavy gloves in case of broken glass
- Change of clothing
- Large plastic bags for trash, waste and water protection
- Extra glasses or contact case and solution
- Cash (ATM's may not work)
- EMERGENCY PHONE CONTACTS, INCLUDING OUT OF STATE CONTACT

Supplies should also be stored in your car and at home. For additional information on recommended supplies contact the American Red Cross.

**BE PREPARED FOR AFTER SHOCKS.**



## EARTHQUAKE DUTIES FOR GROUP LEADERS

### BEFORE THE EARTHQUAKE:

Read the Occupants Emergency Action Plan. Know the names and work areas of the members of your Occupants Emergency Team.

Assess Your Own Work Area:

- ✓ WINDOW/GLASS – If your workstation is near windows or glass partitions, have a plan as to where you will take cover to avoid injuries by flying glass.
- ✓ HEAVY OBJECTS – If your workstation is near a temporary wall or partition, insure that these objects are securely anchored.
- ✓ LOOSE OBJECTS – If you have materials stored on top of cabinets or shelves, insure that they can be secured or moved.

### DURING THE EARTHQUAKE

- ✓ REMAIN CALM – Do not panic, and do not attempt to go outside. Protect yourself.
- ✓ ACT QUICKLY – Move away from windows, temporary walls or partitions, and/or freestanding objects such as files, cabinets, shelves and hanging objects.
- ✓ 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.
- ✓ HOLD – If you take cover under a sturdy piece of furniture, hold on to it and be prepared to move with it.
- ✓ STAY PUT – Hold this position until the ground and/or building stops shaking and it is safe to move. Stay inside. Do not attempt to exit the building during the shaking.

## IF YOU ARE OUTSIDE

- ✓ If you are outdoors when the quake occurs, 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 THE EARTHQUAKE

**Do not smoke or use matches or lighters in case of gas leaks.** If there appears to be some damage (moved or fallen heavy objects, broken glass, fallen ceiling tiles), do the following:

- ✓ CHECK FOR DAMAGE – Carefully inspect your area for damage and potentially dangerous situations, and plan for AFTERSHOCKS.
- ✓ LIMIT TELEPHONE USE – Leave all telephone lines clear for emergency communications only. Check all telephones to make sure the receivers have not been shaken off the hook. Your Suite/Floor Warden or Fire Safety Director should keep you informed of what has happened and what you should do next.
- ✓ CHECK FOR INJURED PERSONS – Render first aid, or find someone who can render first aid to any injured personnel. Suite/Floor Wardens/Emergency Team members or the Property Management Staff should have access to basic first aid kits.
- ✓ ***Do not move victims unless absolutely necessary.***
- ✓ LOCATE A BATTERY-POWERED RADIO. Use the radio to receive important instructions and information.
- ✓ RUMORS – Discourage the spreading of rumors. Misinformation can cause confusion and panic.
- ✓ OPEN DOORS CAREFULLY. Watch for falling objects.
- ✓ ALERT Suite/Floor Wardens, Property Management Staff or Public Emergency Officials to any thing needing their attention.

- ✓ MAKE a status report to your Suite/Floor Warden if possible. Include as much information on injuries, deaths, building damage and potential hazards as you can.
- ✓ AWAIT INSTRUCTIONS from Suite/Floor Warden(s) or Emergency Personnel. Assist Suite Wardens in keeping everyone calm, quiet and away from windows.

## **BE PREPARED FOR AFTERSHOCKS.**

### **EARTHQUAKE EVACUATION**

Determine **IN ADVANCE** the safest exit from your work location and the 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.

- ✓ DO NOT evacuate unless told to do so or if danger is imminent.
- ✓ FOLLOW instructions given by emergency personnel.
- ✓ DO NOT RUN. Walk and keep noise to a minimum.
- ✓ DO NOT USE ELEVATORS.
- ✓ DO NOT PUSH or crowd. Use handrails in stairwells and move to the right if you encounter emergency personnel.
- ✓ MOVE to your designated evacuation area unless otherwise instructed. Check doors for heat before opening.
- ✓ ASSIST THE PHYSICALLY CHALLENGED persons if they are present. (Refer to the list of people needing assistance during evacuation provided in the Fire Safety Director Section.

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



### 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.
- ✓ BUILDING ELEVATORS are designed to go to the nearest floor in the direction of travel, stop; the doors will open and remain open. Be prepared, some elevators may stop even in a moderate earthquake. They will not be started until checked by competent personnel and determined to be safe.

### WHEN CAN YOU GO HOME?

HAVE A PLAN FOR REUNITING YOUR FAMILY. You will not be able to effectively function at work if you are worried about your family, make sure they know what to do. Have an out of state contact person. When you are able to use a phone, you can check on your family.

IT IS IN YOUR BEST INTEREST that in the event of earthquake or community-wide disaster during normal working hours, you remain at work. It may be too dangerous to attempt to go home right away. Listen to radio reports for areas and roads that have sustained damage. Wait until you know that the roads you need to get home on are in fact undamaged, and traffic is moving. While you are waiting, make yourself available to help fellow employees, as well as the company you work for, recover as quickly as possible. Remember that your family's financial well-being will greatly depend on how quickly businesses can recover and return to normal operations.

## EARTHQUAKE DUTIES FOR STAIRWELL, TRAFFIC & SEARCH MONITORS

### BEFORE THE EARTHQUAKE

Read the Occupants Emergency Action Plan. Know the names and work areas of the members of your Occupants Emergency Team.

Assess Your Own Work Area:

- ✓ WINDOW/GLASS – If your workstation is near windows or glass partitions, have a plan as to where you will take cover to avoid injuries by flying glass.
- ✓ HEAVY OBJECTS – If your workstation is near a temporary wall or partition, insure that these objects are securely anchored.
- ✓ LOOSE OBJECTS – If you have materials stored on top of cabinets or shelves, insure that they can be secured or moved.

### DURING THE EARTHQUAKE

- ✓ REMAIN CALM – Do not panic, and do not attempt to go outside. Protect yourself.
- ✓ ACT QUICKLY – Move away from windows, temporary walls or partitions, and/or freestanding objects such as files, cabinets, shelves and hanging objects.
- ✓ 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.
- ✓ HOLD – If you take cover under a sturdy piece of furniture, hold on to it and be prepared to move with it.
- ✓ STAY PUT – Hold this position until the ground and/or building stops shaking and it is safe to move. Stay inside. Do not attempt to exit the building during the shaking.

**BE PREPARED FOR AFTERSHOCKS.**

## IF EVACUATION IS ORDERED FOLLOW FIRE EMERGENCY PROCEDURES

- Stairwell Monitors: lead all occupants to a safe refuge area outside and away from the building. Use safe exit.
- Traffic Monitors: report to monitoring location; direct occupants to emergency exits. Do not allow anyone to use the elevators.
- Search Monitors: search along designated route for occupants.
- Remind occupants to be prepared for aftershocks and to be careful of falling debris, electrical wires & hazardous areas.

## IF YOU ARE OUTSIDE

- ✓ If you are outdoors when the quake occurs, 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 THE EARTHQUAKE

**Do not smoke or use matches or lighters in case of gas leaks.** If there appears to be some damage (moved or fallen heavy objects, broken glass, fallen ceiling tiles), do the following:

- ✓ CHECK FOR DAMAGE – Carefully inspect your area for damage and potentially dangerous situations, and plan for AFTERSHOCKS.
- ✓ LIMIT TELEPHONE USE – Leave all telephone lines clear for emergency communications only. Check all telephones to make sure the receivers have not been shaken off the hook. Your Suite/Floor Warden or Fire Safety Director should keep you informed of what has happened and what you should do next.
- ✓ CHECK FOR INJURED PERSONS – Render first aid, or find someone who can render first aid to any injured personnel. Suite/Floor Wardens/Emergency Team members or the Property Management Staff should have access to basic first aid kits.
- ✓ ***Do not move victims unless absolutely necessary.***
- ✓ LOCATE A BATTERY-POWERED RADIO. Use the radio to receive important instructions and information.



- ✓ RUMORS – Discourage the spreading of rumors. Misinformation can cause confusion and panic.
- ✓ OPEN DOORS CAREFULLY. Watch for falling objects.
- ✓ ALERT Suite/Floor Wardens, Property Management Staff or Public Emergency Officials to any thing needing their attention.
- ✓ MAKE a status report to your Suite/Floor Warden if possible. Include as much information on injuries, deaths, building damage and potential hazards as you can.
- ✓ AWAIT INSTRUCTIONS from Suite/Floor Warden(s) or Emergency Personnel. Assist Suite Warden in keeping everyone calm, quiet and away from windows.

### **EARTHQUAKE EVACUATION**

Determine **IN ADVANCE** the safest exit from your work location and the 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.

- ✓ DO NOT evacuate unless told to do so or if danger is imminent.
- ✓ FOLLOW instructions given by emergency personnel.
- ✓ DO NOT RUN. Walk and keep noise to a minimum.
- ✓ DO NOT USE ELEVATORS.
- ✓ DO NOT PUSH or crowd. Use handrails in stairwells and move to the right if you encounter emergency personnel.
- ✓ MOVE to your designated evacuation area unless otherwise instructed. Check doors for heat before opening.
- ✓ ASSIST THE PHYSICALLY CHALLENGED persons if they are present. (Refer to the list of people needing assistance during evacuation provided in the Fire Safety Director Section.

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

### 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.
- ✓ BUILDING ELEVATORS are designed to go to the nearest floor in the direction of travel, stop; the doors will open and remain open. Be prepared, some elevators may stop even in a moderate earthquake. They will not be started until checked by competent personnel and determined to be safe.

### WHEN CAN YOU GO HOME?

HAVE A PLAN FOR REUNITING YOUR FAMILY. You will not be able to effectively function at work if you are worried about your family, make sure they know what to do. Have an out of state contact person. When you are able to use a phone, you can check on your family.

IT IS IN YOUR BEST INTEREST that in the event of earthquake or community-wide disaster during normal working hours, you remain at work. It may be too dangerous to attempt to go home right away. Listen to radio reports for areas and roads that have sustained damage. Wait until you know that the roads you need to get home on are in fact undamaged, and traffic is moving. While you are waiting, make yourself available to help fellow employees, as well as the company you work for, recover as quickly as possible. Remember that your family's financial well being will greatly depend on how quickly businesses can recover and return to normal operations.

## EARTHQUAKE DUTIES FOR ASSISTANTS: PHYSICALLY CHALLENGED

### BEFORE THE EARTHQUAKE

Read the Occupants Emergency Action Plan. Know the names and work areas of the members of your Occupants Emergency Team.

Assess Your Own Work Area:

- ✓ WINDOW/GLASS – If your workstation is near windows or glass partitions, have a plan as to where you will take cover to avoid injuries by flying glass.
- ✓ HEAVY OBJECTS – If your workstation is near a temporary wall or partition, insure that these objects are securely anchored.
- ✓ LOOSE OBJECTS – If you have materials stored on top of cabinets or shelves, insure that they can be secured or moved.

### DURING THE EARTHQUAKE

- ✓ REMAIN CALM – Do not panic, and do not attempt to go outside. Protect yourself.
- ✓ ACT QUICKLY – Move away from windows, temporary walls or partitions, and/or freestanding objects such as files, cabinets, shelves and hanging objects.
- ✓ 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.
- ✓ HOLD – If you take cover under a sturdy piece of furniture, hold on to it and be prepared to move with it.
- ✓ STAY PUT – Hold this position until the ground and/or building stops shaking and it is safe to move. Stay inside. Do not attempt to exit the building during the shaking.

**BE PREPARED FOR AFTERSHOCKS.**



## AFTER THE EARTHQUAKE

Determine **IN ADVANCE** the safest exit from your work location and the 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.

- ✓ LOCATE THE PERSON you have been assigned to assist. Assess their condition to determine if immediate evacuation or relocation is necessary. IF the condition of the individual or the conditions on the floor are life threatening, then begin emergency evacuation procedures. If you need help delegate a co-worker to give assistance. It may be possible to relocate within the building to another safer floor. **Generally, it is safer to remain inside the building.**
- ✓ FOLLOW THE INSTRUCTIONS of Emergency Personnel.

## **BE PREPARED FOR AFTERSHOCKS.**

### EARTHQUAKE EVACUATION

If evacuation is ordered - follow Fire Emergency Procedures:

- ✓ ASSIST THE INDIVIDUAL to a safe refuge area outside and away from building. Seek assistance if necessary. Report their new location and physical status to Emergency Personnel if possible.
- ✓ DO NOT leave the individual unattended.
- ✓ LISTEN TO THE RADIO for emergency reports. Discourage any rumors.
- ✓ COOPERATE with all Public Emergency Officials.

Fire Department or Public Emergency Officials will determine when or if it is safe to reenter the building.

## **BE PREPARED FOR AFTERSHOCKS.**

### 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.

- ✓ BUILDING ELEVATORS are designed to go to the nearest floor in the direction of travel, stop; the doors will open and remain open. Be prepared, some elevators may stop even in a moderate earthquake. They will not be started until checked by competent personnel and determined to be safe.

### WHEN CAN YOU GO HOME?

HAVE A PLAN FOR REUNITING YOU FAMILY. You will not be able to effectively function at work if you are worried about your family, make sure they know what to do. Have an out of state contact person. When you are able to use a phone, you can check on your family.

IT IS IN YOUR BEST INTEREST that in the event of earthquake or community-wide disaster during normal working hours, you remain at work. It may be too dangerous to attempt to go home right away. Listen to radio reports for areas and roads that have sustained damage. Wait until you know that the roads you need to get home on are in fact undamaged, and traffic is moving. While you are waiting, make yourself available to help fellow employees, as well as the company you work for, recover as quickly as possible. Remember that your family's financial well being will greatly depend on how quickly businesses can recover and return to normal operations.



## BOMB THREAT DUTIES FOR SUITE/FLOOR WARDENS

### BEFORE THE BOMB THREAT

Be familiar with your search area - immediate floor area, corridor and elevator lobby. Prepare and maintain a current employee roster and keep this roster readily available at all times.

DURING THE BOMB THREAT Upon notification of bomb threat by Staff.

**NOTE: WE DO NOT RECOMMEND THAT ANY UNTRAINED PERSONNEL CONDUCT ANY SEARCH UNLESS REQUESTED BY AND/OR ARE SUPERVISED BY THE PUBLIC EMERGENCY OFFICIALS.**

- ✓ IF YOU ARE REQUESTED BY PUBLIC EMERGENCY OFFICIALS TO BEGIN A SEARCH; Notify Monitors and Alternates to begin search procedures as trained.
- ✓ IF REQUESTED BY PUBLIC EMERGENCY OFFICIALS TO BEGIN A SEARCH, direct the occupants to **visually** search their immediate areas. Do not touch anything unusual or out of place. Report all findings to the Fire Safety Director.
- ✓ IF A SUSPICIOUS object is found - clear the area and begin evacuation. Use fire emergency evacuation procedures and notify the Fire Safety Director immediately.

### IF EVACUATION IS ORDERED

- ✓ DIRECT OCCUPANTS to take all necessary belongings. Unlock desks and file cabinets. Leave doors open and proceed to the nearest emergency exit. Walk down the stairs and exit the building. Proceed to the designated Outside Areas of Safe Refuge or a minimum of 300 feet away from the building. Assemble occupants at the Outside Areas of Safe Refuge and keep away from the building. Upon arrival at a safe location, keep the occupants quiet and calm. Use your employee roster to account for all the occupants in your charge. IMMEDIATELY report any missing and/or physically challenged occupants to the Fire Safety Director or Public Emergency Officials.
- ✓ FOLLOW INSTRUCTIONS of the Property Management Staff and Public Emergency Officials.

**NOTE: If another employer/tenant receives a bomb threat, the employer/tenant should immediately notify the Property Management Staff. When the Property Management Staff is notified of the threat they will notify all other employers/tenants. In most cases, the employer/tenant representative will decide if an evacuation of their employees is necessary.**



## BOMB THREAT DUTIES FOR GROUP LEADERS

### BEFORE THE BOMB THREAT

- ✓ READ Bomb Threat Instructions.
- ✓ KNOW search procedures.
- ✓ BE FAMILIAR with your search area: within department and stairwells one floor up and one floor down.

### DURING THE BOMB THREAT

Upon notification of a bomb threat by Fire Safety Director or Floor Warden:

- ✓ BEGIN BOMB SEARCH procedures. **NOTE: WE DO NOT RECOMMEND THAT ANY UNTRAINED PERSONNEL CONDUCT ANY SEARCH UNLESS REQUESTED BY AND/OR ARE SUPERVISED BY THE PUBLIC EMERGENCY OFFICIALS.**
- ✓ IF INSTRUCTED, direct the occupants to **visually** search their immediate area. Do not touch anything unusual or out of place.
- ✓ REPORT all findings to the Suite/Floor Warden.
- ✓ IF A SUSPICIOUS object is found - clear the area and begin evacuation. Notify the Floor Warden immediately.

### IF EVACUATION IS ORDERED

- ✓ DIRECT Occupants to take all necessary belongings, unlock desks and file cabinets, leave doors open and proceed to the nearest emergency exit.
- ✓ LEAD OCCUPANTS to a safe refuge area outside and away from the building - a minimum of 300 feet from the building.
- ✓ KEEP OCCUPANTS quiet and calm.
- ✓ DISCOURAGE the spreading of rumors.
- ✓ FOLLOW INSTRUCTIONS of Public Emergency Officials.

## BOMB THREAT DUTIES FOR STAIRWELL, TRAFFIC AND SEARCH MONITORS

### BEFORE THE BOMB THREAT

- ✓ READ Bomb Threat Instructions.
- ✓ KNOW search procedures.
- ✓ BE FAMILIAR with your search area: within department and stairwells one floor up and one floor down.

### DURING THE BOMB THREAT

- ✓ READ Bomb Threat Instructions.
- ✓ KNOW search procedures.
- ✓ Be familiar with your search area:

Stairwell Monitors: immediate floor area and stairwells, one floor up and one floor down on your floor.

Traffic Monitors: immediate floor area, elevator lobby and corridors.

Search Monitors: immediate floor area, restrooms, conference rooms, kitchen/lunchrooms, storage rooms, etc.

### EMERGENCY ACTIONS Upon notification of a bomb threat by Fire Safety Director or Floor Warden

- ✓ BEGIN BOMB SEARCH procedures. **NOTE: WE DO NOT RECOMMEND THAT ANY UNTRAINED PERSONNEL CONDUCT ANY SEARCH UNLESS REQUESTED BY AND/OR ARE SUPERVISED BY THE PUBLIC EMERGENCY OFFICIALS.**
- ✓ IF INSTRUCTED, direct occupants to visually search their immediate area. Do not touch anything unusual or out of place.
- ✓ REPORT all findings to your Floor Warden.
- ✓ IF A SUSPICIOUS object is found - clear the area and begin evacuation. Notify the Floor Warden immediately.

## IF EVACUATION IS ORDERED

- ✓ Direct occupants to take all necessary belongings, unlock desks and file cabinets, leave doors open and proceed to the nearest emergency exit.
- ✓ Stairwell Monitors: Proceed to designated emergency exit. Lead occupants to a safe refuge area outside and away from building, at least 300 feet from the building.
- ✓ Traffic Monitors: Report to traffic monitoring location and direct occupants to emergency exits. Redirect anyone attempting to use the elevators.
- ✓ Search Monitors: Search along pre-determined route for occupants and direct them to emergency exits.
- ✓ ASSEMBLE OCCUPANTS at an Outside Area of Safe Refuge and away from building. Use your employee roster to account for occupants.
- ✓ KEEP OCCUPANTS quiet and calm.
- ✓ DISCOURAGE the spreading of rumors.
- ✓ FOLLOW INSTRUCTIONS of Public Emergency Officials.



## ASSISTANTS FOR THE PHYSICALLY CHALLENGED: BOMB THREAT

### BEFORE THE BOMB THREAT

- ✓ READ bomb threat instructions.
- ✓ KNOW search procedures.
- ✓ BE FAMILIAR with your search area: within department and stairwells one floor up and one floor down.

### DURING BOMB THREAT

If evacuation is ordered:

- ✓ PROCEED To Assist Assigned Person. If an elevator is required, please notify the Fire Safety Director. Otherwise, proceed to the Emergency Exit.
- ✓ ASSIST ASSIGNED PERSON to a safe refuge area outside and away from the building. Seek assistance if necessary.
- ✓ REMAIN WITH ASSIGNED PERSON at a safe refuge area.
- ✓ FOLLOW INSTRUCTIONS of Emergency Personnel.

# **WARNING!**

## **LETTER AND PARCEL BOMB RECOGNITION POINTS**

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





# FIRE PROTECTION EQUIPMENT AND SYSTEMS

**25405 Hancock Avenue** is a 2-story medical office building located in Murrieta, California. Construction was completed on the building in 1991. Normal operating hours are 6:30AM to 9PM Monday-Friday and 6AM to 3PM Saturday. The building is protected by the Riverside County Fire Department. The building is of fire-resistive construction and is equipped with the following fire protection equipment and systems:

**COMMUNICATIONS:** The Property Management Staff members communicate via two way radios and landline phones.

The phone number for the Building Engineer is: (858) 273-3800

After hours calls are answered by an answering service.

The elevators are equipped with two-way communication to the Elevator Service.

TO USE: PUSH BUTTON AND TALK.

**ELEVATORS:** The building is equipped with TWO (2) passenger elevators banked one on each side of the Lobby. All the elevators services Lobby – 2 and can be recalled with a key by Fire Emergency personnel.

The elevators are equipped with two-way communication to the Elevator Service  
TO USE: PUSH BUTTON AND TALK.

## **IN CASE OF FIRE USE THE STAIRWELLS, DO NOT USE THE ELEVATORS**

- Upon activation of an elevator lobby smoke alarm, elevators will return to the First Floor. If the alarm is activated on the First Floor, the elevator recalls to the Second Floor.
- In an earthquake, the elevators will go to the nearest floor; doors will open until reset by a technician.
- In a power failure elevators will stop and remain stopped until reset.

## **EMERGENCY EXITS:**

**(WEST STAIRWELL)** - Is located on the West side of the building and connects levels 1 – 2. The west stairwell exits directly on the west side of the building into the parking lot.

**(EAST STAIRWELL)** - Is located on the East side of the building and connects Levels 1 – 2. The stairwell exits on the East side into the north side driveway.

**(GARAGE LEVEL STAIRWELL)** – Is located in the middle of the building and connects levels G - 1. The stairwell exits into the first floor lobby.

**(NORTH STAIRWELL)** – Is located on the north side of the parking lot below grade, and connects levels G – ground level. The stairwell exits into the north side driveway.

**(STAIRCASE TO 2<sup>ND</sup> FLOOR)** – Is located in the lobby to the left of the main entrance doors and connects levels 1 – 2. The staircase exits into the main lobby.

**ROOF ACCESS IS LOCKED 24/7/365 FROM THE STAIRWELL SIDE AND IS FOR FIRE DEPARTMENT AND MAINTENANCE USE ONLY.**

**EMERGENCY POWER:** During a power failure The Fire Alarm Panel is equipped with back up batteries that will keep the panel in operating mode.

**FIRE ALARM SIGNAL:** The building is not equipped with an audible or visual fire alarm signal. The emergency evacuation signal is a self-notification system conducted by the occupants. The occupants are instructed to use verbal commands or a whistle to signal an emergency evacuation is necessary. Wardens will blow three whistle blasts and flick the light switch five times. This pattern should be repeated for three rounds.

**FIRE EXTINGUISHERS:** ABC type fire extinguishers are located on all floors in electrical rooms in unlocked cabinets. Fire extinguishers should only be used by trained personnel.

Type ABC fire extinguishers are for use by trained occupants on fires involving wood, paper, cloth, some plastic items, grease, oil and electrical fires

**CAUTION SHOULD BE USED WHEN ATTEMPTING TO USE A FIRE EXTINGUISHER**

**ONLY THOSE TRAINED TO DO SO SHOULD ATTEMPT TO EXTINGUISH A FIRE. UNTRAINED OCCUPANTS SHOULD LEAVE THE AREA IMMEDIATELY AND BEGIN EVACUATING THE BUILDING. A. ASSOCIATES INCORPORATED RECOMMENDS THAT ALL OCCUPANTS, TRAINED OR UNTRAINED, IMMEDIATELY LEAVE THE BUILDING WHEN IN DOUBT ABOUT FIRE RELATED SAFETY.**

**FIRE SPRINKLERS:** The building is equipped throughout with pendant fire sprinklers. When the temperature reaches 165° Fahrenheit, the heating element will release the cap allowing 25-30 gallons of water per minute covering an approximate area of 225 square feet. Only the heated sprinkler will activate.

**FIRST AID KITS:** Management Staff recommends that each tenant have its own First Aid Kits and an earthquake kit with a minimum 72-hour supply for each occupant.

**SMOKE DETECTORS:** Smoke detectors are located on floors Lobby – 2, in the elevator lobbies.

**UNIQUE FEATURES:**

The building is constructed with an atrium in the Lobby. The atrium extends to the ceiling of the 2<sup>nd</sup> story.

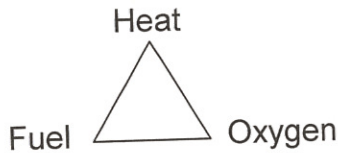




## FIRE SAFETY TIPS

### ELEMENTS OF FIRE

- ✓ There are three elements of fire:



**Fuel:** furniture, plastics, grease, etc.

**Heat:** matches, cigarettes, sparks, electric, etc.

**Oxygen:** in the air we breathe.

- ✓ FIRE NEEDS ALL THREE ELEMENTS. If you remove any one of the three elements, you can eliminate or reduce the fire. For example:
  - CLOSING DOORS - reduces the amount of oxygen and can limit the spread of smoke and heat.
  - USING WATER cools the fire.
  - USING TYPE ABC EXTINGUISHERS - smothers the fire by reducing oxygen to the fire.
  - REMOVING NEARBY DRAPERIES, PAPERS, AND FURNITURE - removes the sources of fuel.

### FIRE FACTS

- ✓ IN AN EMERGENCY, **use stairwells**. Do not use the elevators. Elevators can be extremely dangerous in a fire emergency and the elevator may be recalled to the lobby and stopped for the duration of the event.
- ✓ IF YOU ENCOUNTER SMOKE in the stairwell as you are evacuating to a Safe Refuge Area enter on that floor to avoid smoke or heat in the stairwell, simply cross the floor to the next stairwell and continue down to the ground level.
- ✓ IF YOU ENCOUNTER SMOKE, get down on your hands and knees. Air is cleaner and cooler nearer the floor. Crawl to the nearest stairwell exit. **CRAWL LOW UNDER SMOKE.**
- ✓ FEW PEOPLE ARE BURNED TO DEATH IN FIRES. Most people die from smoke, poisonous gases and panic. **Panic, a sudden overpowering terror, is usually the result of not knowing what to do. BE PREPARED. KNOW ALL ESCAPE ROUTES.**
- ✓ SMOKE DETECTORS SERVE AS AN EARLY WARNING SYSTEM. **SMOKE DETECTORS DO SAVE LIVES.** Check your home smoke detector monthly.
- ✓ FIRE SPRINKLERS, when installed correctly and well maintained, have an approximate 96% success rate.

## DUTIES FOR BUILDING STAFF AND SUITE/FLOOR WARDENS & MONITORS

- ✓ HAVE A LIST of Emergency Phone Numbers.
- ✓ BE FAMILIAR with floor layout on each floor of the building.
- ✓ KNOW EACH PRIMARY AND SECONDARY Exits and termination points up and down.
- ✓ KNOW THE BEST ROUTES to Emergency Exits.
- ✓ KNOW THE LOCATION, type, and how to use fire alarms and fire extinguishers.
- ✓ KNOW THE PRIMARY AND SECONDARY METHODS OF COMMUNICATION.
- ✓ KNOW THE LOCATION OF THE SAFE REFUGE AREAS for a fire emergency:
  - Inside the Building: generally any floor 3 or more below the fire floor and the enclosed stairwells.
  - Outside Building: away from the building, a minimum of 300 feet; and out of the way of emergency vehicles, flying glass and other obstacles.
- ✓ KNOW SAFE STAIRWELL PROCEDURES:
  - Remain quiet and calm and do not spread false information, rumors, etc.
  - Remove high-heeled shoes to avoid tripping, carry them with you.
  - Use the handrails.
  - Move quickly. Walk in single file.
  - Keep to one side. Emergency Personnel will be coming up the stairs.
  - Allow others to enter into stairwell flow, but do not unnecessarily hold up traffic.
  - Assist those who are slower or in any way physically challenged.
  - Be sure to close door behind you.
  - Evacuate the building and proceed to Outside Areas of Safe Refuge.
  - All injuries should be treated at stairwell landings when required and safe to do so.
  - Do not smoke.
- ✓ DEVELOP AN AWARENESS OF SAFETY CONDITIONS, fire violations and potential hazards. For example: fire doors blocked open, improper lighting, frayed cords, overloaded outlets, obstructed halls and corridors, trash build-ups, etc.
- ✓ FOR YOUR SAFETY AND PROTECTION: participate in all fire drills and review your Emergency Action Plan at least once a year.
- ✓ KNOW YOUR AREA OF RESPONSIBILITY AND YOUR EMERGENCY ACTIONS.



## FIRE SAFETY EMERGENCY ACTION TIPS

### IF YOU DISCOVER A FIRE

- ✓ **CLEAR** anyone in immediate danger.
- ✓ **CONFINE** the fire by closing all doors and windows to the area.
- ✓ MOST IMPORTANTLY, CALL THE FIRE DEPARTMENT FROM A SAFE LOCATION AWAY FROM THE BUILDING. Call the Fire Safety Director next.
- ✓ USE A FIRE EXTINGUISHER **if you are trained to do so**. NEVER attempt to put out a fire alone. Be sure to use the right type of extinguisher.
- ✓ EVACUATE. Walk to the closest safe stairwell. Use safe stairwell procedures, and proceed to an Outside Area of Safe Refuge.

### IF YOU ARE NOTIFIED OF A FIRE:

- ✓ FEEL THE DOOR TO SEE IF IT IS HOT. If not hot, open cautiously. Stand behind the door, be prepared to close quickly. If the door is hot, follow "Defend in Place" procedures.
- ✓ IF THERE IS NO SMOKE present, proceed to your Emergency Stairwell Exit. Follow safe stairwell procedures, evacuate and proceed to the Outside Areas of Safe Refuge.
- ✓ IF YOU DO ENCOUNTER SMOKE, crawl on your hands and knees along the wall to a safe Emergency Exit. Evacuate the building and proceed to the Outside Areas of Safe Refuge.
- ✓ FOLLOW INSTRUCTION FROM EMERGENCY PERSONNEL.

### IF DOOR IS HOT

- ✓ **DO NOT OPEN IT.** (SEE "DEFEND IN PLACE" procedures in this section of the plan).
- ✓ USE ALTERNATE DOOR, if safe.
- ✓ IF THERE IS NO ALTERNATE DOOR, call Fire Department. Give exact location and all known facts.
- ✓ CALL FIRE SAFETY DIRECTOR from a safe location. Give exact location and all known facts.
- ✓ SEAL THE BOTTOM of the door with cloth material to keep out smoke.
- ✓ IF WATER IS AVAILABLE wet cloths and seal the door and any vents.
- ✓ RETREAT Close as many doors between you and the fire as possible.
- ✓ SIGNAL AT THE WINDOW waving a bright colored material.
- ✓ IF THERE IS SMOKE in the room:
  - Stay low - air is cooler and cleaner closer to the floor.
  - Hold a wet cloth over your mouth and nose.
  - Do not break the window - once broken it cannot be closed. If there is smoke outside the window, the smoke may enter into the room you are in. Breaking a window should only be done as a last resort.

**Remain calm. Help is on the way.**

## FIRE SAFETY TIPS FOR FIRE PREVENTION AND FIRE CONTROL

- ✓ OBSERVE NO SMOKING signs wherever posted. THIS IS A NON-SMOKING BUILDING.
- ✓ CHECK FOR FRAYED or damaged electrical cords. Report them to your supervisor.
- ✓ DO NOT RUN ELECTRICAL cords under carpets or chair pads.
- ✓ DO NOT OVERLOAD electric outlets or power strips. Do not use power strips as extension cords by connecting one power strip into another power strip. All power strips should be connected directly into the wall outlet and only one per outlet.
- ✓ TURN OFF OR UNPLUG appliances when not in use, especially coffee makers and space heaters.
- ✓ PUT AT LEAST 36 INCHES of empty space between your portable heater and everything else: walls, furniture, papers, magazines, curtains, etc. Things that burn should not be close to things that heat. SPACE HEATERS NEED SPACE.
- ✓ DO NOT LET TRASH OVERFLOW in wastebaskets or collection areas.
- ✓ DO NOT BLOCK corridors, stairwells or exit doors from your suite.
- ✓ DO NOT PROP OPEN stairwell, corridor or other fire doors. If these doors are propped open and there is a fire, smoke can easily spread throughout the building.
- ✓ NEVER store anything in the stairwells. There should be nothing in the stairwells that can burn or that can restrict traffic flow. Remember that the stairwells are your means of exiting in an emergency.
- ✓ CHECK LIGHTS in corridors, stairwells and exit signs. Report any malfunctioning lights.
- ✓ STORE ANY "PERMITTED" flammable liquids, oily rags or combustible materials in Fire Department approved containers.
- ✓ WHEN YOU LEAVE your office, keep doors closed. In the event of a fire, closed doors will limit the spread of fire and smoke.



## SAFETY TIPS FOR EARTHQUAKES

### ALL FLOOR WARDENS & MONITORS

- ✓ KNOW THE LOCATIONS of possible safe refuge areas outside and away from the building in case evacuation is necessary. **In most cases, it is safer to remain inside the building.**
- ✓ IT IS RECOMMENDED that you have:
  - a First Aid Kit (check & maintain quarterly);
  - a transistor radio and flashlight with extra batteries (check & maintain quarterly);
  - heavy gloves in case of broken glass;
  - women should have a pair of rubber soled shoes;
  - if you are on any medication, have a 72 hour (minimum) supply with you at all times;
  - water: store extra bottles of water, rotate the bottles regularly.
- ✓ REDUCE NON-STRUCTURAL HAZARDS. For example: secure top-heavy objects - bookcases, filing cabinets, etc. to structural elements of building. Remove all heavy objects from high shelves and secure cleaning liquids and other chemicals on shelves to prevent spillage.
- ✓ HAVE A PLAN FOR REUNITING YOUR FAMILY. You will not be able to function at work effectively if you are worried about your family, Make sure they know what to do. Have an out of state contact person. So later if you are able to use a phone, you can check to see who is accounted for.
- ✓ FIRST AID TRAINING IS **HIGHLY RECOMMENDED.**
- ✓ FOR MORE INFORMATION on Earthquake Preparedness contact the American Red Cross or your local Fire Department.

### DURING AN EARTHQUAKE

- ✓ **Get under a desk, table or other sturdy object and hold on. Or brace yourself against a wall in the core of the building. Protect your head. REMEMBER: DUCK, COVER & HOLD.**
- ✓ STAY AWAY FROM WINDOWS, bookcases, filing cabinets and any objects that may fall or shatter. Do not dash for exits, since stairwells may be damaged. Do not use elevators until they are checked for safety.



- ✓ DO NOT BE SURPRISED IF ELECTRICITY GOES OFF.
- ✓ DO NOT SMOKE or use matches or lighters in case of gas leaks.

### AFTER AN EARTHQUAKE

- ✓ CHECK FOR INJURED AND ASSIST. Do not attempt to move a seriously injured person unless they are in immediate danger of further injury.
- ✓ INSPECT YOUR FLOOR FOR DAMAGE. Check for fires. Check utilities - gas and water leaks and electrical shorts.
- ✓ IF YOU SUSPECT A GAS LEAK **DO NOT** use matches, cigarette lighters or turn on electrical switches or appliances. If you smell gas, contact Maintenance Engineer immediately.
- ✓ OPEN DOORS CAREFULLY. Watch for falling objects.
- ✓ WEAR shoes and gloves for protection from debris and broken glass.
- ✓ STAY AWAY FROM WINDOWS/GLASSED AREAS.
- ✓ REPLACE telephone receivers, so telephone system will work. **However, telephones should be used for emergency calls ONLY.**
- ✓ LISTEN TO RADIO for emergency reports.
- ✓ DO NOT CAUSE PANIC with the spreading of rumors regarding the building condition, extent of damage and injuries, etc.
- ✓ COOPERATE WITH PUBLIC EMERGENCY OFFICIALS.

### **BE PREPARED FOR AFTERSHOCKS.**

### **WHEN CAN EMPLOYEES GO HOME?**

IT IS BEST that in the event of an earthquake or community wide disaster during normal working hours that all employees should remain at work. It may be too dangerous to attempt to go home right away. Encourage employees 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 employees to assist Wardens as necessary.

## SAFETY TIPS FOR BOMB THREATS

### PREVENTING A BOMB THREAT

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 threat. To do this, 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:

- ✓ CONTROL ENTRY to limit access to likely hiding places.
- ✓ DEVELOP A PROCEDURE to inspect incoming parcels.
- ✓ KEEP EXITS UNOBSTRUCTED.
- ✓ CONTROL ACCESS TO CERTAIN AREAS.
- ✓ MAINTAIN EFFECTIVE BUILDING KEYS or electronic access card control.
- ✓ CONSIDER using electronics or photographic surveillance.
- ✓ MAINTAIN ADEQUATE LIGHTING both inside and outside.

### 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:

**NOTE: WE DO NOT RECOMMEND THAT ANY UNTRAINED PERSONNEL CONDUCT ANY SEARCH UNLESS REQUESTED BY AND/OR ARE SUPERVISED BY PUBLIC EMERGENCY OFFICIALS.**

- ✓ Property Management Staff: has the full authority to order the evacuation, search, shutdown and reentry. They must be notified immediately.
- ✓ Fire Safety Director: will direct the search, evacuation and reentry.



- ✓ Search Teams: are vital components of the bomb threat situation. They must be familiar with both public and out of the way areas, and be trained by the Fire Safety Director in search procedures.

**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 injury or inconvenience to all concerned.

**BOMB THREAT EVALUATION**

The Fire Safety Director and the Bomb Threat Evaluation Team 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 Property Management Staff. 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 reason for the attack, or when the bomb is going to explode. A non-specific threat simply states 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 and taken seriously.** The evaluation by the Property Management Staff should be based upon the following information as provide 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**

- ✓ HAVE ANY OTHER THREATS been received? When? How often?
- ✓ HAVE OTHER BUILDINGS in the area experienced bomb threats?



- ✓ TIMING OF THREAT For example: before a long weekend.
- ✓ CAN THE CALL BE CONNECTED to a known situation. For example: recent employee dismissal, labor problems, general employee unhappiness, or unrest in the community?
- ✓ ARE THERE ANY UNSECURED or common areas on the property?

**If evacuation is ordered, consider the following facts**

- ✓ The size, location and structure of the building.
- ✓ The number of the Property Management Staff on duty.
- ✓ The proximity and danger to neighborhood buildings or to other businesses sharing the same building.
- ✓ Is evacuation of the entire building necessary?
- ✓ If evacuation is necessary, are the designated Outside Areas of Safe Refuge clear?
- ✓ Consider the possible liabilities involved if an explosion occurs and the building was not evacuated.

**Based on your evaluation there are four choices**

- ✓ NOTIFICATION of Property Management Staff only.
- ✓ A SEARCH without evacuation and notification of occupants.
- ✓ A PARTIAL SEARCH and evacuation and notification of occupants.
- ✓ AN ENTIRE BUILDING search and evacuation with notification of tenants.

The Fire Safety Director will then begin implementing the Property Management Staff decisions. The Property Management Staff should telephone tenants. All phone calls should be documented: time of call and the name of the employer/tenant to whom they spoke.

## SAFETY TIPS FOR MEDICAL EMERGENCIES

When notified of a medical emergency:

✓ Obtain the following information:

➤ The victims' name: \_\_\_\_\_

➤ The victims' location: \_\_\_\_\_

➤ The nature of the emergency: \_\_\_\_\_

\_\_\_\_\_

➤ A call back number: \_\_\_\_\_

✓ Notify the Fire Department (911). The following 7-digit emergency Phone number (951) 696-0962 should only be used if a problem occurs the 9-1-1 system: **give the following information:**

➤ Building Name: \_\_\_\_\_

➤ Building Address: **25405 Hancock Avenue** \_\_\_\_\_

➤ Nearest Cross Street: **Medical Center Drive** \_\_\_\_\_

➤ Nature of Emergency: \_\_\_\_\_

➤ The victims' general condition and location: \_\_\_\_\_

\_\_\_\_\_

➤ Your Call Back Telephone Number: \_\_\_\_\_

**IMPORTANT: DO NOT HANG UP UNTIL THE FIRE DEPARTMENT OPERATOR DOES SO FIRST**

➤ **Remember to always have someone outside or by elevators to meet and direct the Fire Department and give any additional information regarding the medical emergency if available.**

25405 Hancock Avenue

**IF TRAPPED INSIDE A ROOM OR YOUR OFFICE:**  
**YOU MUST "DEFEND IN PLACE"**

- ✓ WEDGE CLOTH material along the bottom of the door to keep out smoke.
- ✓ CLOSE AS MANY DOORS AS POSSIBLE between you and the fire.
- ✓ USE THE TELEPHONE (if available) and notify the Fire Department of your problem.
- ✓ IF WINDOWS CAN BE OPENED, and you must have air, then open the window.

**"DEFEND IN PLACE"**

Secure your self by putting as many complete fire barriers as possible between you and the reported fire. This means if you are using doors, then stuff cloth under the door to prevent smoke from getting through right away. Using firewalls or fire partitions as barriers. Closing the vents and turning off air circulating units.



## FOR POWER FAILURE

In case of a power failure:

“Assemble” your monitors together and assess your resources. Send the Elevator Monitor to the elevator lobby to stop people and to listen for possible people trapped in an elevator. Carry out the guidelines below as needed.

- ✓ REMAIN CALM.
- ✓ DETERMINE if an evacuation of your floor or area is necessary.
- ✓ NOTIFY Property Management Staff at (858) 278-3800.
- ✓ TURN ON BATTERY POWERED RADIO to find out what is happening in your area.
- ✓ UNPLUG ALL ELECTRICAL equipment. Turn off light switches unless needed. This will lessen the electrical load on circuits when the power is restored.

WHEN POWER RETURNS IT MAY SURGE AND BLOW OUT LIGHTS AND ELECTRICAL EQUIPMENT LEFT ON.

- ✓ OPEN WINDOW coverings to provide natural lighting.
- ✓ IF EVACUATION is necessary, use flashlights or light sticks to evacuate to your designated Outside Area of Safe Refuge.
- ✓ BE PREPARED TO ASSIST any physically challenged occupants if evacuation is necessary.
- ✓ IF YOU ARE TRAPPED in an elevator, the elevator is designed to stop where it is. **DO NOT ATTEMPT TO LEAVE THE ELEVATOR ON YOUR OWN.** Each cab has emergency lights and a two-way communication system. To activate, lift receiver.

## SAFETY TIPS FOR CIVIL DISORDERS OCCUPANTS EMERGENCY TEAM

In the event of an impending civil disorder emergency the Suite/Floor Wardens will follow the steps outlined below for the safety of the building tenants:

- ✓ Advise employees to stay out of corridors and to remain in their offices.
- ✓ Advise employees on lower floors to stay away from the outside windows because injury may occur from objects being thrown from the streets.
- ✓ Notify employees in offices to lock doors leading from hallways if unauthorized persons have entered the building or corridors.
- ✓ Notify the Property Management Staff, by telephone if an unauthorized person(s) has entered the building or corridors.
- ✓ Upon orders or a signal is given to evacuate the floor follow the procedures for a fire emergency.

### CAUTION

An evacuation order shall include precise ground level exiting instructions based on existing conditions. All occupants should proceed to the designated Outside Areas of Safe Refuge if it is safe to do so.

When Property Management Staff receives information from Public Emergency Officials that the emergency has ended, and it is safe to go into the lobby of the building or the streets, this information will be passed on to all employee/tenants and the Fire Safety Director.

Any specialized procedures for the ground floor tenants shall be pre-planned by and under the direction of the building Fire Safety Director.





# OCCUPANT EMERGENCY TEAM MEMBERS

## SINGLE EMPLOYER/TENANT FLOOR

FLOOR # \_\_\_\_\_

DATE: \_\_\_\_\_

TENANT NAME: \_\_\_\_\_

REVISED\* \_\_\_\_\_

| POSITION                            | NAME           | SUITE #        | PHONE #        |
|-------------------------------------|----------------|----------------|----------------|
| FLOOR WARDEN                        | _____          | _____          | _____          |
| & ALTERNATE                         | _____          | _____          | _____          |
| STAIRWELL<br>MONITOR &<br>ALTERNATE | _____<br>_____ | _____<br>_____ | _____<br>_____ |
| STAIRWELL<br>MONITOR &<br>ALTERNATE | _____<br>_____ | _____<br>_____ | _____<br>_____ |
| TRAFFIC MONITOR                     | _____          | _____          | _____          |
| & ALTERNATE                         | _____          | _____          | _____          |
| SEARCH MONITOR                      | _____          | _____          | _____          |
| & ALTERNATE                         | _____          | _____          | _____          |
| SEARCH MONITOR                      | _____          | _____          | _____          |
| & ALTERNATE                         | _____          | _____          | _____          |

\*KEEP ALL LISTS CURRENT

Single Employer/Tenant Warden Sign-up  
Occupant Emergency Action Plan  
25405 Hancock Avenue

# OCCUPANT EMERGENCY TEAM MEMBERS

## MULTI-EMPLOYER/TENANT FLOOR

FLOOR # \_\_\_\_\_

DATE: \_\_\_\_\_

TENANT NAME: \_\_\_\_\_

REVISED\* \_\_\_\_\_

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

IF YOUR SUITE HAS MORE THAN 10 EMPLOYEES, PLEASE ASSIGN:

|              |       |       |       |
|--------------|-------|-------|-------|
| GROUP LEADER | _____ | _____ | _____ |
| & ALTERNATE  | _____ | _____ | _____ |

|              |       |       |       |
|--------------|-------|-------|-------|
| GROUP LEADER | _____ | _____ | _____ |
| & ALTERNATE  | _____ | _____ | _____ |

IF YOU HAVE A LARGE TENANT AREA (MORE THAN 30 EMPLOYEES), IT IS RECOMMENDED THAT YOU COMPLETE THE FORM FOR A SINGLE TENANT FLOOR.

\* KEEP ALL LISTS CURRENT

Multi-Employer/Tenant Warden Sign-up  
Occupant Emergency Action Plan  
25405 Hancock Avenue

# OCCUPANT EMERGENCY TEAM MEMBERS

## PHYSICALLY CHALLENGED

SUITE/FLOOR # \_\_\_\_\_

DATE: \_\_\_\_\_

TENANT NAME: \_\_\_\_\_

REVISED\* \_\_\_\_\_

SUITE/FLOOR WARDEN: \_\_\_\_\_

OCCUPANT: \_\_\_\_\_

NATURE OF CHALLENGE: \_\_\_\_\_

IF TEMPORARY CHALLENGE, EXPECTED DATE OF RECOVERY: \_\_\_\_\_

LOCATION (SUITE/ROOM #): \_\_\_\_\_ PHONE: \_\_\_\_\_

ASSISTANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

ASSISTANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

OCCUPANT: \_\_\_\_\_

NATURE OF CHALLENGE: \_\_\_\_\_

IF TEMPORARY CHALLENGE, EXPECTED DATE OF RECOVERY: \_\_\_\_\_

LOCATION (SUITE/ROOM #): \_\_\_\_\_ PHONE: \_\_\_\_\_

ASSISTANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

ASSISTANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

Physically Challenged Sign-up  
Occupant Emergency Action Plan  
25405 Hancock Avenue



## FIRE DRILL REPORT FOR SUITE/FLOOR WARDENS

BUILDING ADDRESS: 25405 Hancock Avenue SUITE # \_\_\_\_\_  
DATE: \_\_\_\_\_ TIME DRILL BEGAN: \_\_\_\_\_  
TIME FLOOR CLEARED: \_\_\_\_\_ ELAPSED TIME: \_\_\_\_\_ minutes  
Place a check in the box provided.

### COMMUNICATONS:

Yes No NA (not applicable)?  
   Were EXIT signs seen/working?

### SUITE/FLOOR WARDENS & MONITORS:

Yes No NA (not applicable)  
   Did Suite/Floor Wardens & Monitors report to their respective stations?  
   Did Suite/Floor Wardens & Monitors carry out all assigned duties?  
   Did Suite/Floor Wardens & Monitors wear their identification?

### CONTAINMENT OF FIRE:

Yes No NA (not applicable)  
   Were all doors closed, including interior office doors?  
   Were restrooms searched?

### EVACUATION:

Yes No NA (not applicable)  
   Were corridors and exits kept cleared?  
   Did the evacuation proceed in a smooth and orderly manner?  
   Did all occupants take part in the drill?  
   Did visitors to the floor take part in the drill?  
   Was status report given to Property Management Staff at the outside Areas of Safe Refuge?

### INDIVIDUALS WITH A PHYSICAL CHALLENGE:

Yes No NA (not applicable)  
   Did any individual with a physical challenge wait in stairwell with assigned assistant/s?  
   Was Property Management Staff notified of the location of occupants who are physically challenged?

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

SIGNATURE: SUITE/FLOOR WARDEN: \_\_\_\_\_

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

## FIRE PREVENTION INSPECTION REPORT

### HOUSEKEEPING/MAINTENANCE

- | NO                       | YES  |
|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> "NO SMOKING" signs are posted.  |
| <input type="checkbox"/> | <input type="checkbox"/> All NO SMOKING regulations are being observed.  |
| <input type="checkbox"/> | <input type="checkbox"/> Combustible waste is place in proper/approved containers.   |
| <input type="checkbox"/> | <input type="checkbox"/> Trash/rubbish removal is made on a regular basis.   |
| <input type="checkbox"/> | <input type="checkbox"/> Flammable liquids are safely stored in approved containers.   |
| <input type="checkbox"/> | <input type="checkbox"/> All electrical plugs, power strips, surge protectors are legal and in good repair.                                  |
| <input type="checkbox"/> | <input type="checkbox"/> All power strips, surge protectors and electrical equipment have a laboratory stamp of approval (i.e. UL approval). |
| <input type="checkbox"/> | <input type="checkbox"/> No extensive use of cords from outlets.   |
| <input type="checkbox"/> | <input type="checkbox"/> Adequate clearance maintained at all subpanels (3ft.)   |
| <input type="checkbox"/> | <input type="checkbox"/> Electrical devices turned off when not in use.  |
| <input type="checkbox"/> | <input type="checkbox"/> Accumulations of lint, dust and grease are removed.   |

### FIRE/LIFE SAFETY SYSTEMS

- | NO                       | YES  |
|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> Adequate lights in corridors, exits and stairwells.   |
| <input type="checkbox"/> | <input type="checkbox"/> EXIT signs are illuminated as required.   |
| <input type="checkbox"/> | <input type="checkbox"/> Evacuation routes are adequately posted.  |
| <input type="checkbox"/> | <input type="checkbox"/> Evacuation signs maintained – none are defaced or missing.  |
| <input type="checkbox"/> | <input type="checkbox"/> Fire doors are not wedged or blocked open.  |
| <input type="checkbox"/> | <input type="checkbox"/> Stairwells are free of obstacles, storage, refuse, etc.   |
| <input type="checkbox"/> | <input type="checkbox"/> Corridors and exits are maintained unobstructed   |
| <input type="checkbox"/> | <input type="checkbox"/> Fire sprinkler heads are cleaned and unobstructed (18 in. clearance).                                     |
| <input type="checkbox"/> | <input type="checkbox"/> Adequate clearance (3 Ft.) for all fire extinguishers.  |
| <input type="checkbox"/> | <input type="checkbox"/> Fire equipment is in proper locations and in undamaged condition. (See evacuation map in elevator lobby). |
| <input type="checkbox"/> | <input type="checkbox"/> List of Suite/Floor Wardens & Monitors is updated.  |
| <input type="checkbox"/> | <input type="checkbox"/> List of occupants with physical challenges is updated.  |
| <input type="checkbox"/> | <input type="checkbox"/> Documentation of new employees instructed on emergency procedures.  |
| <input type="checkbox"/> | <input type="checkbox"/> Documentation of training of all occupants on an annual basis.  |
| <input type="checkbox"/> | <input type="checkbox"/> Other observations (Use back of page).  |

Report submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Prevention Inspection Report  
Occupants Emergency Action Plan  
25405 Hancock Avenue





## Knowing These Now Will Make All the Difference Later

### Fire Extinguisher Ratings



Ordinary  
Combustibles

**Class A Extinguishers** will put out fires in ordinary combustibles, such as wood and paper. The numerical rating for this class of fire extinguisher refers to the amount of water the fire extinguisher holds and the amount of fire it will extinguish.



Ordinary  
Combustibles



Flammable  
Liquids

**Class B Extinguishers** should be used on fires involving flammable liquids, such as grease, gasoline, oil, etc. The numerical rating for this class of fire extinguisher states the approximate number of square feet of a flammable liquid fire that a non-expert person can expect to extinguish.



Flammable  
Liquids



Electrical  
Equipment

**Class C Extinguishers** are suitable for use on electrically energized fires. This class of fire extinguishers does not have a numerical rating. The presence of the letter "C" indicates that the extinguishing agent is non-conductive.



Electrical  
Equipment

**Class D Extinguishers** are designed for use on flammable metals and are often specific for the type of metal in question. There is no picture designator for Class D extinguishers. These extinguishers generally have no rating nor are they given a multi-purpose rating for use on other types of fires.



Combustible  
Metals

### 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.

**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.

**Water** These extinguishers contain water and compressed gas 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.

## This is How to Use Your Fire Extinguisher

1. Please make sure to Read the directions **BEFORE** you use the extinguisher. Be **SURE** to check the rating, using the wrong type of extinguisher on the fire could be **FATAL**.
2. Get everyone out **FIRST**, call the fire department **SECOND**, **THEN**, **IF THE FIRE IS SMALL**, use your fire extinguisher.
3. Remember to **CLOSE ALL DOORS** behind you to slow the fire down.

### How to Use a Fire Extinguisher

Even though extinguishers come in a number of shapes and sizes, they all operate in a similar manner. Here's an easy acronym for fire extinguisher use:

**P A S S** -- Pull, Aim, Squeeze, and Sweep



**Pull** the pin at the top of the extinguisher that keeps the handle from being accidentally pressed.



**Aim** the nozzle toward the base of the fire.



Stand approximately 8 feet away from the fire and **squeeze** the handle to discharge the extinguisher. If you release the handle, the discharge will stop.



**Sweep** the nozzle back and forth at the base of the fire. After the fire appears to be out, watch it carefully since it may re-ignite!



**Congratulations** -- you did it!!!



# First Aid Kit

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Your first aid kit should be tailored to your needs! A small cardboard box with a lid works very well as a container. Other suggestions a fishing tackle box, a cosmetic case, or a tool box. Keep the box in an easily accessible place but keep it out of the reach of small children! Remember special needs for special people in your family or office (extra pair of eye glasses, toys for children, sugar or insulin for a diabetic, ect.)



## Basic First Aid Kit Items

The following items are recommended as basic items for a first aid kit (reference: American Red Cross "Family Health and Home Nursing")

- Sterilized Gauze Squares (assorted sizes)
- Roller Gauze (1 of each, 1", 2", 3')
- Plain Absorbent Gauze Pads (1-18", 1-24" X 72")
- Eye Pads
- Triangular Bandages (3)
- Packet assorted adhesive dressing (such as Band-Aids)
- Roll Adhesive Tape (1/2 "or 1" wide)
- Pair of small scissors
- Pair of tweezers
- Thermometers
- Tongue Blades or Wooden Applicator Blades
- Tube Petroleum Jelly or other Lubricant
- Safety Pins (Assorted Sizes)
- Cleansing Agent or Soap
- Copy of American Red Cross Textbook  
"Standard First Aid and Personal Safety"

## Non-Prescription Drugs

A list of preferred drugs and the supplies can be obtained from the family health professional. Some of the items to be considered may be:

- Aspirin or Acetaminophen (such as Tylenol) to reduce fever or pain
- Anti-Diarrhea Medication and Antacid (for stomach upset)
- Laxatives (adding fresh and dried fruits to the diet is also helpful)
- Emetic (to induce vomiting following poisoning)
- Eye Wash (Large amounts of water work well)
- Alcohol, Antiseptic and/or Hydrogen Peroxide
- Vitamin Supplements



## First Aid at a Glance

This information should not be the substitute for a first aid course. Individuals are urged to enroll in a Red Cross First Aid and CPR Class. Never forget to evaluate the victims. Are they breathing? Is there bleeding? Are the people who are the most injured getting the first attention? Once you have administered first aid, reassess them often until help arrives.

These actions are in the order in which you might take them in an emergency.

1. **Rescue** the victim and yourself.
2. Restore or maintain **Breathing and Heartbeat**
3. Control Heavy **Bleeding**.
4. Treat for **Poisoning**.
5. Prevent **Shock**.
6. **Examine** the victim carefully.
7. Seek **Medical Help**.
8. **Keep Checking** the victim until medical help is obtained.

Shock is an emergency condition. It can occur when blood flow or blood volume is too low to meet the body's needs. With shock, areas of the body are deprived of oxygen. The result is damage to parts of the body such as the limbs, lungs, heart and brain. Shock cannot be reversed once it happens, but first aid can help keep it from getting worse.

Signs and Symptoms of Shock:

- Weakness, trembling
- Restlessness, confusion
- Pale or blue-colored lips, skin and/or fingernails
- Cool and moist skin
- Weak, but fast pulse
- Rapid, shallow breathing
- Nausea, vomiting
- Enlarged pupils
- Extreme thirst
- Loss of consciousness

Someone who is unconscious is not sleeping. Rather, an unconscious person is hard to rouse or can't be made aware of his or her surroundings. Unconsciousness is caused by illness, injury or emotional shock.

### Signs and Symptoms

There are many levels of unconsciousness. Some are more serious than others. Levels include unconscious episodes that are:

- Brief. Examples are fainting or blacking out.
- Longer. The victim is incoherent when roused.
- Prolonged. A person in a coma, for example, can be motionless and not at all aware of his or her surroundings for a very long time.

Causes of Unconsciousness are varied. Look for a medic alert information if you find a person unconscious.

## Cuts, scrapes, and punctures can all result in bleeding.

- Cuts slice the skin open. Close a cut so it won't get infected.
- Scrapes hurt only the top part of your skin. They can hurt more than cuts, but they heal quicker.
- Punctures stab deep. Leave punctures open so they won't get infected.
- You can treat most cuts, scrapes, and punctures yourself. But you should get emergency care if you are bleeding a lot, or if you are hurt very badly. Blood gets thicker after bleeding for a few minutes. This is called clotting. Clotting slows down bleeding. Press on the cut to help slow down the bleeding. You may have to apply pressure for 10 minutes or more for a bad cut.

For punctures that cause minor bleeding:

- Let the wound bleed to clean itself out.
- Remove the object that caused the puncture. Use clean tweezers. Hold a lit match to the ends of the tweezers to sterilize them. [Note: Don't pull anything out of a puncture wound if blood gushes from it, or if it has been bleeding badly. Get emergency care.]
- Wash the wound with warm water and soap, or take a bath or shower to clean it.
- Leave the wound open. Cover it with a bandage if it is big or still bleeds a little.
- Soak the wound in warm, soapy water 2 to 3 times a day.

## Burns can result from dry heat (fire), moist heat (steam, hot liquids), electricity, chemicals, and radiation (i.e., sunlight). Treatment for burns depends on:

- The depth of the burn (whether it is first, second, or third degree).
- How much area of the body is affected?
- The location of the burn.

First degree burns affect only the outer skin layer. The area appears dry, red, and mildly swollen. A first degree burn is painful and sensitive to touch. Mild sunburn and brief contact with a heat source are examples of first degree burns. First degree burns should feel better within a day or two. They should heal in about a week if there are no other problems.

Second degree burns affect the skin's lower layers as well as the outer skin. They are painful, swollen, and show redness and blisters. The skin also develops a weepy, watery surface. Examples of second degree burns are severe sunburn and burns caused by hot liquids. First aid procedures can be used to treat many second degree burns depending on their location and how much area is affected.

Third degree burns affect the outer and deeper skin layers as well as any underlying tissue and organs. They appear black and white and charred. The skin is swollen and underlying tissue is often exposed. The pain felt with third degree burns may be less than with first or second degree burns. There can also be no pain at all when nerve endings are destroyed. Pain may be felt around the margin of the affected area, however. They usually result from electric shocks, burning clothes and the like. They always require emergency treatment. They may result in hospitalization and sometimes require skin grafts.



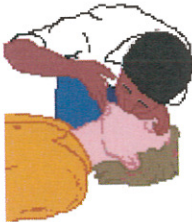
# CPR

IT CAN BE AS EASY AS A- B- C:



## A - AIRWAY

- Place victim flat on his/her back on a hard surface.
- Shake victim at the shoulders and shout "are you okay?"
- If no response, call emergency medical system -911 then,
- **Head-tilt/chin-lift** - open victims' airway by tilting their head back with one hand while lifting up their chin with your other hand.



## B - BREATHING

- Position your cheek close to victims' nose and mouth, look toward victims' chest, and
- **Look, listen, and feel** for breathing (5-10 seconds)
- If not breathing, pinch victim's nose closed and give **2 full breaths** into victim's mouth (use microshield).
- If breaths won't go in, reposition head and try again to give breaths. If still blocked, perform abdominal thrusts (Heimlich maneuver)



## C - CIRCULATION

- Check for carotid pulse by feeling for 5-10 seconds at side of victims' neck.
- If there is a pulse but victim is not breathing, give **Rescue breathing** at rate of **1 breath every 5 seconds Or 12 breaths per minute**
- If there is no pulse, begin chest compressions as follows:
- Place heel of one hand on lower part of victim's sternum. With your other hand directly on top of first hand, Depress sternum 1.5 to 2 inches.
- Perform **15 compressions** to every **2 breaths**. (rate: 80-100 per minute)
- check for return of pulse every minute.

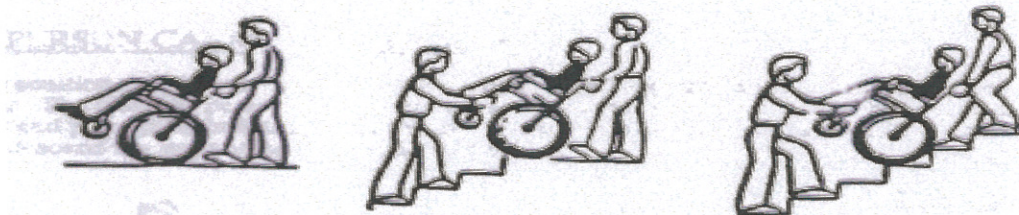
**CONTINUE UNINTERRUPTED UNTIL ADVANCED LIFE SUPPORT IS AVAILABLE.**



# EVACUATION GUIDELINES FOR INDIVIDUALS WITH DISABILITIES

**Evacuation Methods:** While only lifts from wheelchair are illustrated, it is important to remember that the same guidelines can be followed with other physical disabilities. In every situation, a cooperative effort will be necessary to achieve a safe stairwell evacuation. Any person that may require assistance during an emergency **SHOULD NOT HESITATE TO RECRUIT HELPERS**. Be prepared to provide instruction on the best method in transporting them to safety. During an evacuation, the individual with restricted mobility should proceed to the nearest safe stairwell and then seek assistance from their designated assistant, or if not present, from others

## 1. IN CHAIR EVACUATION (non-motorized vehicle)



Unlock the brake, gently lean the chair backward and move it to the edge of the first step. One helper steadies the chair by holding the rods to which the footrests are attached. Do not lift the chair from the bottom position. The helper in the top position controls the descent of the chair by bending their legs slowly and taking most of the weight of the chair.

## 2. TWO PERSON CARRY FORE AND AFT



One helper reaches under the arms and grasps the individual's right wrist with their left hand and left wrist with their right hand. If disabled person is able to separate their legs, the other helper stand between their chair legs, the helper stands alongside and carries from that position. Helpers control the descent by bending their legs slowly and keeping their backs erect.

## 3. TWO PERSON CARRY SIDE BY SIDE:



Helpers position themselves next to the wheelchair (chair) and grasps the other helpers upper arm or shoulder. The disabled person places their arms around the helpers neck. The helpers then lean forward and place their free arm under the individual's legs and firmly grasp each others wrists. The helpers descend the steps at the same time side by side.



# Remember!

When the Fire Alarm Sounds,  
Please Close Your Office Door  
Behind You.



The Fire Fighters Will Thank You!

## **FIRE AND LIFE SAFETY TRAINING SESSION REVIEW**

- SEPARATE FUEL AND HEAT SOURCES
- RETHINK EXTENSION CORD USE
- DON'T ABUSE ELECTRICAL EQUIPMENT
  
- USE THE STAIRWELLS TO EVACUATE THE BUILDING
- STAY TO ONE SIDE
- USE THE HANDRAILS
- REMOVE HIGH HEELS—CARRY THEM WITH YOU
- DON'T TAKE FOOD OR DRINKS DOWN THE STAIRS
  
- MAKE AN ACCURATE ACCOUNTING TO THE FIRE DEPARTMENT
- ASSIST THE PHYSICALLY CHALLENGED TO A SAFE PLACE
  
- STAY LOW IN SMOKE
- DON'T BREAK WINDOWS
- CHECK DOORS WITH THE BACKS OF HANDS BEFORE OPENING
  
- CLEAR THE AREA—MOVE AWAY FROM SMOKE AND HEAT
- CONFINE THE SMOKE AND HEAT—CLOSE ALL DOORS
- EVACUATE—COUNT THE DOORS—NO ELEVATORS
- ACTIVATE THE ALARM—USE THE MANUAL PULL STATION
- CALL 911 ONCE YOU ARE SAFETY AWAY FROM THE BUILDING
  
- KEEP YOUR MESSAGES SIMPLE
- STAY CALM—BE INFORMED
- SECONDS COUNT—YOU HAVE TWO MINUTES OR LESS TO DO ALL THE RIGHT THINGS
- KNOW YOUR BUILDING—WALK THE ESCAPE ROUTE IN ADVANCE
- DO NOT GO “LOOK FOR THE FIRE”
- TREAT EVERY ALARM AS “REAL”
- REMEMBER, STOP—DROP—AND ROLL

**KNOW THE DRILL!**