

FLOOR RESPONSE TEAM MANUAL

**THE POINTE
2900 WEST ALAMEDA AVENUE
BURBANK, CA 91505**

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F-11 PRODUCTIONS
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FLOOR RESPONSE TEAM MANUAL
THE POINTE
2900 WEST ALAMEDA AVENUE

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INTRODUCTION
THE POINTE
2900 WEST ALAMEDA AVENUE

F-11 Productions in cooperation with Property Management and the Burbank Fire Department has compiled this manual for **2900 West Alameda Avenue** to help ensure the safety of our building's occupants in the event of an emergency.

The following Floor Response Team Manual is a part of the Emergency Plan. It is designed for all tenants to instruct their Suite Wardens, Floor Wardens and Monitors on the correct procedures to be followed during a fire, earthquake, bomb threat or medical emergency.

This Manual contains EMERGENCY INFORMATION including emergency telephone numbers and Building Emergency Personnel; information on the BUILDING'S EMERGENCY SYSTEMS and the building's evacuation policy; GENERAL INFORMATION on fire, fire prevention, earthquake, bomb threats, medical emergencies and fire equipment; pre-emergency plans and emergency actions for all members of the FLOOR RESPONSE TEAM; and information on the required FIRE DRILLS.

This Manual is designed for your use. Please read it and mark your area of responsibility. If you have any questions, please contact the Fire Safety Director (Property Management).

EMERGENCY INFORMATION
EMERGENCY TELEPHONE NUMBERS

FIRE DEPARTMENT **9 - 1 - 1**

POLICE DEPARTMENT **9 - 1 - 1**

PARAMEDICS **9 - 1 - 1**

FIRE SAFETY DIRECTORS: 818 333-7000
‣ Property Manager
‣ Chief Engineer

SECURITY: 24 hours 818 333-7009

ADDITIONAL TELEPHONE NUMBERS:

POISON CONTROL: 800 876-4766
NATIONAL RESPONSE CENTER (*Toxic Chemical & Oil Spills*): 800 424-8802
BURBANK DISASTER INFORMATION HOTLINE: 800 994-2872
BURBANK WATER & POWER (*power disruption*): 818 238-3778

BUILDING NAME & ADDRESS:

THE POINTE

2900 WEST ALAMEDA AVENUE

BURBANK, CA 91505

(Cross Street: Bob Hope Drive)

BUILDING POLICY

The Pointe at 2900 West Alameda Avenue is a 15-story fully sprinklered office building in Burbank.

FIRE SAFETY DIRECTOR

The Fire Safety Directors are the Property Manager, who is in charge all pre-emergency planning and training, and the Chief Engineer, who is in charge of implementing emergency procedures.

FIRE ALARM PANELS

The main Fire Alarm Panel is located within the Fire Control Room (just off the main lobby, behind Security and across from the restroom). A remote panel is located at the Security Console. Upon notification of an emergency, Security will meet the Fire Department and direct them to the Fire Control Room.

EVACUATION

The fire alarm emits a whoop tone and a strobe or flashing light. Upon activation of a manual pull station, smoke detector or sprinkler, the audible/visual alarm will sound on THREE FLOORS (the floor of device activation, the floor above and the floor below) and in the stairwells. A fire alarm signal is also annunciated at the Fire Alarm Panels and at an off site monitoring company. When the alarm sounds on the occupants' floor, occupants will walk down the stairs, evacuate the building and proceed to a Safe Refuge Area.

EMERGENCY EXITS

- ▶ **Stairwell #1**, on the south side, connects Levels 1-Roof and exits the building onto the west side of the building near the loading dock. Stairwell #1 has roof access.
- ▶ **Stairwell #2**, on the north side, connects Levels 1-Roof and exits the building onto the north west side of the building. Stairwell #2 has roof access.

Stairwell doors are locked from the stair side for security reasons. All stairwell doors are equipped with electric locks. Upon activation of any alarm device, stairwell doors will automatically unlock.

Both stairwells have vestibules and both stairwells are pressurized. Activation of any alarm device will automatically pressurize both stairwells. Stairwell pressurization will minimize the chance of smoke entering the stairwell.

The stairwells are the lifeline of a high-rise building. In an emergency, occupants must use them to evacuate their floor and the Fire Department will use them to get to the fire floor. Stairwell doors must never be propped or blocked open and nothing should be stored in the stairwells.

SAFE STAIRWELL PROCEDURES

- Remain quiet and calm.
- Remove high heeled shoes to avoid tripping (*take shoes with you*).
- Do not carry drinks or food down the stairs. If it spills, someone may slip and fall.
- Use handrails. Walk in single file.
- Allow others to enter into stairwell flow, but do not unnecessarily hold up traffic.
- Be sure to close door behind you.
- Keep to one side. Fire Department Personnel will be coming up the stairs.
- Assist those who are slower moving or in any way physically disabled.
- All injuries should be treated at stairwell landings when required and safe to do so.
- Do not smoke. Do not spread false information, rumors, etc.
- Evacuate the building. Do not congregate around the building. Proceed to your designated outside Area of Safe Refuge.

SAFE REFUGE AREAS

In a fire emergency, it is important for occupants to move away from the building (*in case of falling glass*) and out of the way of incoming Fire Department Personnel. Use caution crossing all driveways.

The outside Safe Refuge Area for a **FIRE emergency** is: *See map on page E 1-2c.*

- south on Bob Hope Drive to West Parkside Avenue.

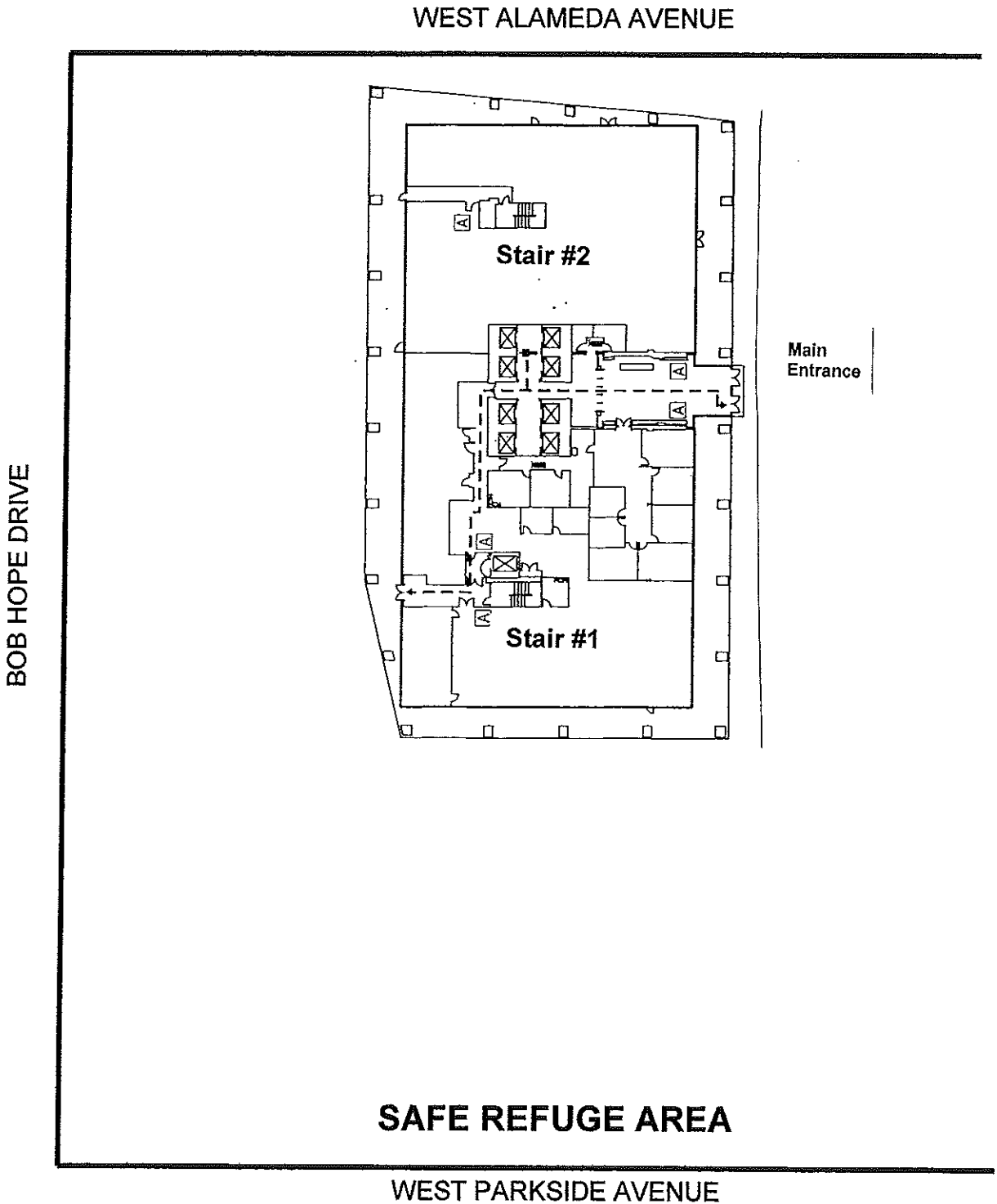
All occupants will meet their Suite/Floor Wardens at the designated Safe Refuge Area. Suite/Floor Wardens will take a head count there.

IF EVACUATION IS NECESSARY IN A BOMB THREAT, EXPLOSION OR EARTHQUAKE, A SAFE REFUGE AREA WILL BE DETERMINED AT THAT TIME.

OUTSIDE SAFE REFUGE AREAS FOR A FIRE EMERGENCY

The recommended outside Safe Refuge Areas for a FIRE emergency are:

- South on Bob Hope Drive to West Parkside Avenue



EMERGENCY INFORMATION

BUILDING EMERGENCY ORGANIZATION

The Building's Emergency Organization consists of the Fire Safety Directors, Engineering, Security and Floor Response Teams. The **Fire Safety Directors** are the Property Manager, who is in charge of this organization and all pre-emergency planning and training and the Chief Engineer, who is responsible for implementing emergency procedures.

Security , any additional Engineering or Property Management Staff will assist the Fire Safety Director. **After hours, Security** will implement emergency procedures.

Each tenant must designate a **Floor Response Team** which consists of a Suite or Floor Warden and Monitors. Monitors should be assigned as needed; approximately one person for every 10-15 employees is recommended.

SINGLE TENANT FLOORS:

The team will consist of a Floor Warden, Stairwell Monitors, Search Monitors and Traffic Monitor/s; plus alternates for each. In an emergency, the team is responsible for the floor.

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

Stairwell Monitors: in charge of leading their group/department to a safe emergency exit and leading occupants to the designated Safe Refuge Area.

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

Search Monitors: to search the closed off areas on the floor (*for example: conference rooms, kitchenettes, copy rooms etc.*) for occupants unaware of the emergency or in need of assistance.

MULTI-TENANT FLOORS:

The team will consist of a Suite Warden and Group Leader, plus alternates for each. Each Tenant must assign its own Suite Warden. One Group Leader should be assigned for every 10-15 employees within the suite. In an emergency, the team is responsible for its tenant area.

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

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

ALL FLOORS:

Assistants for the physically disabled should be assigned as needed. Physically disabled is defined as **anyone who will need assistance walking 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 disabled evacuation list must be assured that the information provided to building management/staff will be kept confidential and is to be used only to provide safe and quick evacuation in an emergency.

Assistants must be assigned to these individuals prior to an emergency. Those assigned to assist the physically impaired should know the type of disability and how to best assist them. All Assistants should also have a knowledge of proper lifts and carries (if applicable).

SPECIAL INSTRUCTIONS FOR THE PHYSICALLY DISABLED

The following information should be distributed to all occupants who are physically disabled. For the purpose of emergency procedures, ***any person with a disability (temporary or permanent) or any condition that would require them to need assistance during an evacuation is considered physically disabled.***

Physically disabled may include but not be limited to:

- persons confined to wheelchairs
- persons dependent on crutches, canes, walkers, etc.
- persons recovering from surgery
- pregnant women
- persons with significant hearing or sight impairment
- extreme cases of obesity

Persons who are physically disabled could be further defined as anyone who without the assistance of another person would have difficulty evacuating or relocating to a safe location either inside or outside the building or slow down evacuation of other occupants within the building.

Every individual placed on the physically disabled list must be assured that information provided to building management will be kept confidential and is to be used only to provide safe and quick evacuation in emergency conditions.

ASSISTANTS TO THE PHYSICALLY DISABLED must be assigned prior to an emergency. Those assigned must know the safe refuge areas within the building (enclosed stairwells) and know how to best assist the occupant who is physically disabled.

PRE-EMERGENCY ACTIONS:

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

SPECIAL INSTRUCTIONS FOR THE PHYSICALLY DISABLED

DURING A FIRE EMERGENCY:

1. Upon hearing the fire alarm meet with your assistants and proceed to the nearest safe stairwell.
2. Enter stairwell last and remain on the landing. Be sure to close the door behind you. One Assistant will remain in the stairwell with you. The second Assistant must notify Building Staff or Fire Department Personnel *immediately* of your location. For example: a man with a heart condition and his Assistant are on the 4th floor in Stairwell #1. If further evacuation is necessary, the Assistant may assist you to a safe refuge floor a minimum of 3 floors below.
3. Remain calm. Help is on the way. The Fire Department's first priority is the rescuing of people.

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

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

IF YOU CANNOT LEAVE YOUR OFFICE, “DEFEND IN PLACE”:

1. DO NOT PANIC.
2. Get as far away from the fire as possible. Close as many doors as possible between you and the fire. If possible, wedge cloth material along the bottom of the door to keep smoke out.
3. Immediately call the Fire Department at 9-1-1.
 - Tell them you cannot get out.
 - Tell them you are physically disabled and in what way.
 - Give them your address (2900 West Alameda Avenue) and suite number.
 - Give them the nearest major cross street: Bob Hope Drive
 - Give them the number you are calling from: _____This is important because the Fire Department may have to call you back either to get more information or relay information.
4. Do not break the window. If smoke is outside the building it may enter into the office. Breaking the window should only be done as a last resort. Once a window is broken, it is impossible to close it to prevent smoke from entering.
5. Stay where you are. Do not hide. Remain calm. Help is on the way.

**EMERGENCY INFORMATION
FLOOR RESPONSE TEAM
SINGLE TENANT FLOOR***

TENANT NAME: _____ Floor #: _____ Date: _____

POSITION	NAME	Department Or Room #	PHONE #
FLOOR WARDEN	_____	_____	_____
& ALTERNATE	_____	_____	_____
GROUP LEADER	_____	_____	_____
& ALTERNATE	_____	_____	_____
GROUP LEADER	_____	_____	_____
& ALTERNATE	_____	_____	_____
GROUP LEADER	_____	_____	_____
& ALTERNATE	_____	_____	_____
GROUP LEADER	_____	_____	_____
& ALTERNATE	_____	_____	_____
TRAFFIC MONITOR	_____	_____	_____
& ALTERNATE	_____	_____	_____
SEARCH MONITOR	_____	_____	_____
& ALTERNATE	_____	_____	_____
SEARCH MONITOR	_____	_____	_____
& ALTERNATE	_____	_____	_____

* KEEP ALL LISTS CURRENT

EMERGENCY INFORMATION
FLOOR RESPONSE TEAM
MULTI-TENANT FLOOR*

TENANT NAME: _____ Floor #: _____ Date: _____

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

ONE GROUP LEADER SHOULD BE ASSIGNED FOR EVERY ADDITIONAL 10-15 EMPLOYEES.

GROUP LEADER	_____	_____	_____
& ALTERNATE	_____	_____	_____

GROUP LEADER	_____	_____	_____
& ALTERNATE	_____	_____	_____

* KEEP ALL LISTS CURRENT

EMERGENCY INFORMATION
PHYSICALLY DISABLED*

FLOOR/SUITE # _____
TENANT NAME: _____ DATE: _____

SUITE/FLOOR WARDEN: _____

OCCUPANT: _____
TYPE OF ASSISTANCE NEEDED: _____
IF TEMPORARY DISABILITY, EXPECTED DATE OF RECOVERY: _____

LOCATION (SUITE/ROOM #): _____ PHONE: _____

ASSISTANT: _____ PHONE: _____
ASSISTANT: _____ PHONE: _____

OCCUPANT: _____
TYPE OF ASSISTANCE NEEDED: _____
IF TEMPORARY DISABILITY, EXPECTED DATE OF RECOVERY: _____

LOCATION (SUITE/ROOM #): _____ PHONE: _____

ASSISTANT: _____ PHONE: _____
ASSISTANT: _____ PHONE: _____

OCCUPANT: _____
TYPE OF ASSISTANCE NEEDED: _____
IF TEMPORARY DISABILITY, EXPECTED DATE OF RECOVERY: _____

LOCATION (SUITE/ROOM #): _____ PHONE: _____

ASSISTANT: _____ PHONE: _____
ASSISTANT: _____ PHONE: _____

** KEEP ALL LISTS CURRENT. AN UPDATED COPY OF THIS LIST MUST BE KEPT IN THE FIRE CONTROL ROOM.*

BUILDING EMERGENCY SYSTEMS **2900 WEST ALAMEDA AVENUE**

The Pointe, a 15-story fully sprinklered office building, is located at 2900 West Alameda Avenue in Burbank. The nearest cross street is Bob Hope Drive. The main entry is located on the east side of the building.

Levels include:

Lobby: Main Entrance, Security Console, Fire Control Room, Office of the Building and Tenant Space

2-15: Tenant Space (*Note: there is no 13th floor*)

PH/Roof: Emergency helicopter facility

Parking is located under the building and under the outside plaza area. Levels include: P1, P2, P3 & P4.

LIFE SAFETY SYSTEMS:

PULL STATIONS: Manual pull stations are located near the stairwells, in the elevator lobbies on floors 2-15 and at the ground floor exits. To activate: Lift then pull handle.

SMOKE DETECTORS: Smoke detectors are located in all elevator lobbies, adjacent to doors with magnetic door hold openers, in the Fire Control Room, in the Fire Pump Room and in the heating, ventilation and air conditioning (HVAC) ducts. Heat detectors are located on the parking levels.

SPRINKLERS: Sprinklers are located throughout the building. Each sprinkler head is activated when its heat responsive element releases at a temperature of approximately 165 F. Each sprinkler head pours out approximately 25 gallons of water per minute. Sprinklers are very effective in controlling a fire when it is small. *Some sprinklers have a decorative head (round white circle).*

NOTE: The 4th floor Server Room has a preaction system and a special extinguishing clean agent system.

FIRE ALARM: When a pull station, smoke detector or sprinkler is activated, the fire alarm will sound. The fire alarm emits a whoop tone and a recorded message with a strobe or flashing light that reads 'fire'. *Note: Strobe or flashing lights which are located in the elevator lobbies, corridors, restrooms and in tenant spaces are designed for the hearing impaired.*

The audible and visual alarm is designed to sound on THREE FLOORS (*the floor of device activation, the floor above and the floor below*) and in the stairwells.

Activation of a pull station, smoke detector or sprinkler will also announce an alarm at the Fire Alarm Panels and at an off site monitoring company; pressurize stairwells; unlock stairwell doors; release doors with magnetic door hold openers; and shut down the heating, ventilation and air conditioning (HVAC) system.

Activation of an elevator lobby smoke will recall all elevators within the bank.

FIRE ALARM PANELS: The Fire Alarm Panels monitor the building's life safety systems. When a pull station, smoke detector or sprinkler is activated, the Fire Alarm Panels will identify the type of device activated and the floor of device activation. The Fire Alarm Panels are monitored by an off site company, 24 hours a day, 7 days a week.

STAIRWELLS:

The building has 2 stairwells:

- ◆ **Stairwell #1**, on the south side, connects Levels 1-Roof and exits the building onto the east side of the building near the loading dock.
- ◆ **Stairwell #2**, on the north side, connects Levels 1-Roof and exits directly outside onto the north east side of the building.

Both stairwells have a vestibule and both stairwells have roof access. Both stairwells are pressurized. Activation of any alarm device will automatically pressurize both stairwells. Stairwell pressurization will minimize the chance of smoke entering the stairwell.

Stairwell doors are locked from the stair side for security reasons. All stairwell doors are equipped with electric locks. Upon activation of any alarm device, stairwell doors will automatically unlock.

The stairwells are of a two-hour construction with 90 minute rated door assemblies. They are the lifeline of a high-rise building. In an emergency, occupants must use them to evacuate their floor and the Fire Department will use them to get to the fire floor. Never store anything in the stairwells or prop open stairwell doors.

PARKING STAIRWELLS: The parking structure has four stairwells:

- Stairwell #3 (NW) connects levels P3-Ground and exits outside onto the west side of the building near Stairwell #2's exit.
- Stairwell #4 (NE) connects levels P3-Ground and exits outside onto the east side of the Plaza area.
- Stairwell #5 (SW) connects levels P4-Ground and exits outside onto the west side of the building near Stairwell #1's exit.
- Stairwell #6 (SE) connects levels P4-Ground and exits outside onto the east side of the Plaza area.

TOWER ELEVATORS: The Tower has 8 passenger elevators in two banks: 4 low rise elevators which service floors 1-8; 4 high-rise elevators which service floors 1, 8-15; and one service elevator which services all floors (1-PH/Roof).

Each elevator cab has emergency lights and a two way communication system to the Elevator Company. To activate, push 'help' button.

In a fire emergency: Upon activation of an elevator lobby smoke detector on floors 2-15, all elevators within the bank will recall to the Lobby Level automatically. Upon activation of an elevator lobby smoke detector on the 1st floor, all low rise elevators and the service elevator will recall to the 2nd floor and all high-rise elevators will recall to the 8th floor automatically. Elevator doors will open and elevators will shut off.

Elevators are **not** to be used in a fire emergency. **ELEVATORS ARE ONLY FOR YOUR DAILY CONVENIENCE. THE STAIRWELLS ARE FOR EMERGENCY USE.**

In an earthquake: All Tower elevators are equipped with seismic sensors. Once this device senses the earthquake, the elevator will move up or down to the nearest floor (opposite its counterweight.) Elevator doors will open at that floor and elevators will remain there until inspected and reactivated by an elevator mechanic.

In a power failure: All Tower elevators will stop momentarily; the emergency generator will start up and will power the elevators one at a time to the Lobby Level, then one passenger elevator in each bank, and the service elevator will operate on emergency power.

PARKING ELEVATORS: The parking elevators are located outside the building in the plaza area. The three parking elevators service parking levels: P1, P2 & P3. Each elevator cab has emergency lights and a two way communication system to the Elevator Company. To activate, push 'help' button.

In a fire emergency: Upon activation of an elevator lobby smoke detector, all elevators will recall to the Plaza Level automatically. Upon activation of an elevator lobby smoke detector on Plaza Level, the elevators will recall to the P1 Level. Elevator doors will open and elevators will shut off.

In a power failure: All elevators will stop momentarily; the emergency generator will start up and will power the elevators one at a time to the Plaza Level, then 1 parking elevator will operate on emergency power.

AUTOMATIC FIRE DOORS:

Doors in the passenger elevator lobbies on floors 2-15 and doors in the service elevator lobbies on floors 1-PH/Roof are equipped with magnetic door hold openers. Activation of any alarm device will automatically close these doors throughout the building. Doors with magnetic door hold openers will also release in a power failure.

On the 1st floor, separating the service elevator lobby and stairwell #1 exit, there is a set of fire rated doors which close upon activation of any alarm device.

Won doors (*accordion style fire door*) are located in the elevator lobbies on the parking levels P1 and P2. Activation of the adjacent smoke detector will release these doors.

EMERGENCY POWER: The building has an emergency generator which will power:

- Emergency lighting in corridors, stairwells, tenant space, restrooms, elevator cabs, parking, Electrical Rooms, Fire Pump Room and in the Fire Control Room
- Fire alarm system including the Fire Alarm Panels, audible/visual alarm, PA system, stairwell pressurization fans and smoke exhaust fans.
- EXIT signs
- Parking gates
- Sump pump
- Intercoms at loading dock and in parking
- Elevators one at a time to the Lobby Level, then one passenger elevator in each bank, one parking elevator and the service elevator will operate on emergency power.

COMMUNICATIONS:

- ▶ **PA System:** located in the Fire Control Room; for communication to one floor, multiple floors or the entire building.
- ▶ **Firefighters' phones:** 6 handsets are located in the Fire Control Room. Jacks are located in stairwells, elevator lobbies and elevator cabs.
- ▶ **Radios and Cell Phones:** for use by Property Management, Engineering, Security and Janitorial

FIRE EQUIPMENT:

Type ABC extinguishers are located on all floors. Type ABC extinguishers are for use on fires involving wood, paper, cloth, rubber, some plastics, oil, grease and electrical fires. Be sure to use the right type of extinguisher. Using the wrong type can cause greater damage and injury. Fire extinguishers should only be used by those trained to do so.

**EMERGENCY
HELICOPTER
FACILITY:**

A 10 ton capacity helipad is located on the roof and is available for emergency evacuation of occupants and for bringing Fire Department Personnel onto the building.

NOTE: Evacuation by helicopter is the exception to the rule. If possible, always go down the stairwells. Stairwells are much safer than helicopters and can accommodate hundreds of people at one time.

FIRST AID KITS:

First Aid Kits are located in the Fire Control Room, Engineer's Office and Office of the Building. ***It is recommended that all tenants have their own First Aid Kit and emergency supplies.***

FIRE PREVENTION INSPECTION REPORT

HOUSEKEEPING/MAINTENANCE

- | NO | OK | |
|-------|-------|--|
| _____ | _____ | 1. All NO SMOKING regulations being observed. THIS IS A NON SMOKING BUILDING. |
| _____ | _____ | 2. Combustible waste placed in proper/approved containers. |
| _____ | _____ | 3. Trash/rubbish removal made on a regular basis. |
| _____ | _____ | 4. Flammable liquids safely stored in approved containers. |
| _____ | _____ | 5. All electrical plugs, power strips, surge protectors are legal and in good condition. |
| _____ | _____ | 6. No extensive use of cords from outlet (octopus). |
| _____ | _____ | 7. No overloading of power strips. |
| _____ | _____ | 8. All power strips, surge protectors and electrical equipment must have a laboratory stamp of approval. For example: UL approval. |
| _____ | _____ | 9. No cords or wires under carpeting or chair pads. |
| _____ | _____ | 10. Electrical devices turned off when not in use, especially coffee pots. |

FIRE/LIFE SAFETY SYSTEMS

- | NO | OK | |
|-------|-------|--|
| _____ | _____ | 11. Adequate lighting in corridors, exits and stairwells. |
| _____ | _____ | 12. EXIT signs illuminated as required. |
| _____ | _____ | 13. All evacuation routes kept clear within suite. |
| _____ | _____ | 14. Evacuation signs maintained - none defaced or missing. |
| _____ | _____ | 15. Fire doors not wedged or blocked open. |
| _____ | _____ | 16. Stairwells free of obstacles, storage, refuse, etc. |
| _____ | _____ | 17. Corridors and exits are unobstructed. |
| _____ | _____ | 18. Fire sprinkler heads clean and unobstructed (18 inch clearance). |
| _____ | _____ | 19. Adequate clearance (3 ft.) for all fire extinguishers. |
| _____ | _____ | 20. Fire equipment in proper locations and in undamaged condition. |
| _____ | _____ | 21. List of Suite/Floor Wardens and Monitors updated. |
| _____ | _____ | 22. List of occupants who are physically disabled updated and submitted to the Fire Safety Director. |
| _____ | _____ | 23. Documentation of new employees instructed on emergency procedures. |
| _____ | _____ | 24. Documentation of training of all occupants on an annual basis. |
| _____ | _____ | 25. Other Observations (Use back of page). |

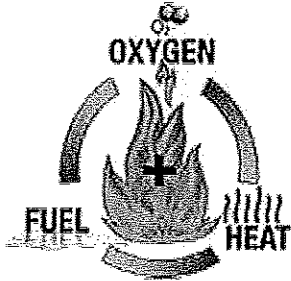
REPORT SUBMITTED BY: _____

DATE: _____

GENERAL INFORMATION: FIRE

ELEMENTS OF FIRE

1. There are three elements of fire:



Fuel: furniture, plastics, grease, etc.

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

Oxygen: in the air we breathe

2. 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.
 - Using water - reduces heat.
 - Using Type B or C extinguishers - smothers the fire by reducing oxygen to the fire.
 - Removing nearby draperies, papers, furniture - removes the sources of fuel.

FIRE FACTS

1. In an emergency, **use stairwells**. Do not use elevators. Elevators can be extremely dangerous in a fire emergency and will be taken out of service.
2. Keep doors **closed**. A closed door will help limit the spread of fire and smoke.
3. 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.**
4. 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.**
5. Smoke detectors serve as an early warning system. **SMOKE DETECTORS DO SAVE LIVES.** Check your home smoke detector monthly.
6. Sprinklers are heat activated and are very effective in controlling a fire when it is small. When installed correctly and well maintained, sprinklers control approximately 96% of the fires.
7. If your clothes catch on fire: **STOP** where you are, **DROP** down to the ground and **ROLL** to smother the flames. **Remember: STOP, DROP & ROLL.**
8. Cool a burn with cool water for 15 to 20 minutes. If a burn is charred or red and blistered get medical assistance immediately.

ALL SUITE/FLOOR WARDENS AND MONITORS MUST:

1. Be familiar with floor layout.
2. Know primary and secondary exits and termination points up and down.
3. Know best routes to Emergency Exits.
4. Know location, type and how to use manual pull stations.
5. Know methods of communication.
6. Know Safe Refuge Areas during a fire emergency:
Inside the Building: *(in a fully sprinklered building)* usually the enclosed stairwell
Outside Building: away from the building and out of the way of emergency vehicles, flying glass and other obstacles.
7. Know safe stairwell procedures:
 - Remain quiet and calm.
 - Remove high heeled shoes to avoid tripping *(take shoes with you)*
 - Do not carry drinks or food down the stairs. If it spills, someone may slip and fall.
 - Be sure to close door behind you.
 - Use handrails.
 - Walk in single file.
 - Keep to one side. Fire Department 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 moving or in any way physically disabled.
 - Evacuate and proceed to an area of safe refuge.
 - All injuries should be treated at stairwell landings when required and safe to do so.
 - Do not smoke.
 - Do not spread false information, rumors, etc.
 - Do not congregate in front of the building but proceed to a safe refuge area.
8. Develop awareness of safety conditions, fire violations and potential hazards. For example: fire doors blocked open, improper lighting, frayed cords, extension cords, overloaded outlets, obstructed halls and corridors, trash build-ups, etc.
9. For your safety and protection: participate in all fire drills and review your emergency procedures at least once a year.
10. Know your emergency actions and your area of responsibility.

GENERAL EMERGENCY ACTION PROCEDURES

If you discover a fire:

1. **CLEAR** anyone in immediate danger.
2. **CONFINE** the fire by closing all doors and windows to the area.
3. **ACTIVATE** the manual pull station to sound the alarm (*if not yet sounding*).
4. **MOST IMPORTANTLY CALL: THE FIRE DEPARTMENT.** *Be sure to make the call from a safe location.* Also, notify the Fire Safety Director/Security.
5. Use a fire extinguisher *if safe to do so & if trained.* NEVER attempt to put out a fire alone. Be sure to use the right type of extinguisher.
6. **EVACUATE.** Walk to the closest safe stairwell or exit. Proceed to an outside area of safe refuge.

If you hear the fire alarm:

1. Feel the door to see if it is hot. If **not hot**, open cautiously. Stand behind the door, be prepared to close quickly.
2. If there is no smoke present, proceed to your Emergency Stairwell Exit. Evacuate the building and proceed to a safe refuge area.
3. 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 a safe refuge area.
4. Follow instructions from Emergency Personnel.

If door is hot:

1. **DO NOT OPEN IT.**
2. Use alternate door, if safe.
3. If no alternate door, call the Fire Department. Give exact location and all known facts.
4. Seal the bottom of the door with cloth material to keep out smoke.
5. If water is available, wet cloths and seal the door and any vents.

6. Retreat. Close as many doors between you and the fire as possible.
7. Signal at the window waving a bright colored material.
8. If there is smoke in the room:
 - Stay low - air is cooler and cleaner closer to the floor.
 - Hold a 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.
9. **Remain calm. Help is on the way.**

IN A FIRE EMERGENCY, REMEMBER 3 C'S:

- ◆ **CLEAR** THE AREA,
- ◆ **CONFINE** THE FIRE BY CLOSING ALL DOORS & MOST IMPORTANTLY
- ◆ **CALL** THE FIRE DEPARTMENT (*from a safe location*).

PREVENTION TIPS

1. Never throw matches or cigarette butts into waste containers.
2. Do not empty ashtrays into wastebaskets or trash chutes without being sure contents are extinguished.
3. Observe NO SMOKING signs wherever posted. THIS IS A NON-SMOKING BUILDING.
4. Check for frayed or damaged electrical cords. Report them to your supervisor.
5. Do not run electrical cords under carpets or chair pads.
6. 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.
7. Make sure all electrical equipment has been tested by an approved laboratory. For example: power strips, toaster ovens, microwave ovens, coffee makers, etc. Most often you will see a UL stamped on the equipment which indicates the equipment has been tested by a certified laboratory.
8. Turn off or unplug appliances when not in use, especially coffee makers and space heaters.
9. If you use toaster ovens or microwave ovens, stay in the kitchen. **Watch what you cook.**
10. Put at least 36 inches of empty space between your space heater and everything else: walls, furniture, papers, magazines, curtains, etc. Things that burn shouldn't be close to things that heat. **SPACE HEATERS NEED SPACE.**
11. Do not let trash overflow in wastebaskets or collection areas.
12. 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.
13. **Never** store anything in the stairwells. There should be nothing in the stairwells that can burn or that can restrict traffic flow. Remember, the stairwells are your means of exiting in an emergency.
14. Check lighting in corridors, stairwells and exit signs. Report any malfunctioning lights.
15. When you leave your office, keep doors closed. In a fire, closed doors will help limit the spread of fire and smoke.

GENERAL INFORMATION: EARTHQUAKE

ALL SUITE/FLOOR WARDENS, GROUP LEADERS & MONITORS:

1. Know location 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.
2. It is recommended that you have: *See page E 3-3c for additional items.*
 - a First Aid Kit (check & maintain quarterly);
 - a radio and flashlight with extra batteries (check & maintain quarterly);
 - sturdy shoes and heavy gloves in case of broken glass;
 - hard hat in case of falling objects;
 - 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.
3. 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.
4. 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.
5. 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: DROP, COVER & HOLD ON

- **DROP** to the floor.
- Take **COVER** under a sturdy desk, table or other furniture. If that is not possible, seek **COVER** against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors and tall furniture.
- **HOLD ON.** If you take cover under a sturdy piece of furniture, **HOLD ON** to it and be prepared to move with it. **HOLD** this position until the ground stops shaking and it is safe to move.
- 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 be surprised if the fire alarm is activated.
- Do not smoke or use matches or lighters in case of gas leaks.
- **BE PREPARED FOR AFTERSHOCKS.**



AFTER AN EARTHQUAKE:

1. Check for injured and assist. Do not attempt to move a seriously injured person unless they are in immediate danger of further injury.
2. Inspect your floor for damage. Check for fires. Check utilities - gas and water leaks and electrical shorts.
3. If you suspect a gas leak DO NOT use matches, cigarette lighters or turn on electrical switches or appliances. If you smell gas, contact the Office of the Building immediately.
4. Determine the necessity for evacuation. If life threatening, begin evacuation. Direct occupants to a safe area away from the building. *This area cannot be predetermined. It will vary depending upon the earthquake damage. **Generally it is safer to remain inside the building***
5. Open doors carefully. Watch for falling objects.
6. Wear shoes and gloves for protection from debris and broken glass.
7. Stay away from windows/glassed areas.
8. Replace telephone receivers, so telephone system will work. **However, telephones should be used for emergency calls ONLY.**
9. Gather your earthquake supplies. Listen to radio for emergency reports (KNX 1070 AM, KFWB 980 AM or for Burbank information 1620 AM).
10. Do not cause panic with the spreading of rumors regarding the building condition, extent of damage and injuries, etc.
11. Cooperate with Public Safety Officials.

BE PREPARED FOR AFTERSHOCKS.

WHEN CAN OCCUPANTS GO HOME?

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

EMERGENCY SUPPLY CHECKLIST - FOR EACH INDIVIDUAL

The following is a list of recommended supplies for all occupants. Remember you may be on your own for 72 hours OR MORE.

- _____ Portable radio and extra batteries
- _____ Flashlights and extra batteries or lightsticks. *Do not use matches or candles after an earthquake due to potential gas leaks.*
- _____ Whistle
- _____ Heavy gloves & sturdy shoes
- _____ Change of clothing
- _____ Dust masks
- _____ Water - 2 quarts to 1 gallon per person per day
- _____ Food - packaged, canned, survival food bars, etc.
(Can opener - non electric)
- _____ First Aid Kits and First Aid Book
- _____ Large plastic bags for trash, waste and water protection
- _____ Sanitation supplies such as toothpaste, toothbrush, waterless soap, toilet paper etc.
- _____ Extra prescription for medicines
- _____ 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.

BOMB THREAT INSTRUCTIONS

A bomb threat may be received by phone or mail at any time. Thousands of bomb threats are received and fortunately most of them are just that - threats. However, every threat should be taken seriously and investigated.

WRITTEN THREATS

For a letter or parcel bomb look for: excessive postage; no return address; excessive weight; incorrect titles; restrictive markings, such as confidential or personal; oily stains or discolorations. (*See next page for additional recognition points.*)

Save all materials, envelopes and containers. Avoid unnecessary handling to preserve fingerprints, handwriting, printing, postmarks, etc. Preservation of evidence is essential.

Upon receipt of a written threat or suspicious package:

- ◆ Prevent anyone else from handling it.
- ◆ Call the Police Department. Notify the Fire Safety Director and your Suite Warden or Floor Warden.
- ◆ Follow instructions of Emergency Personnel.

TELEPHONE THREATS

The majority of threats are communicated by the telephone. **Remain calm.** Write down the exact wording of the threat. Ask questions, for example:

- When** is the bomb going to explode?
- Where** is it right now?
- What** does it look like?
- Why** are you doing this?

Note background sounds, caller's voice and accents. Do not put the caller on hold, and don't hang up until the caller does.

Upon receiving a telephone threat:

1. Immediately notify the Police Department, Fire Safety Director and your Suite Warden or Floor Warden.
2. Fill out a telephone bomb threat questionnaire as soon as possible. (*See Bomb Threat Report Form*)
3. 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 Distractions

BOMB THREAT CHECK LIST

QUESTIONS TO ASK:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

EXACT WORDING OF THE THREAT

SEX OF CALLER: _____
RACE: _____ AGE: _____
LENGTH OF CALL: _____

Number at which call was received:

TIME: _____ DATE: ___/___/___

NAME: _____
POSITION: _____
PHONE NUMBER: _____

CALLER'S VOICE:

- | | |
|----------------|-----------------------|
| _____ Calm | _____ Nasal |
| _____ Angry | _____ Stutter |
| _____ Excited | _____ Lisp |
| _____ Slow | _____ Raspy |
| _____ Rapid | _____ Deep |
| _____ Soft | _____ Ragged |
| _____ Loud | _____ Clearing Throat |
| _____ Laughter | _____ Deep breathing |
| _____ Crying | _____ Cracking Voice |
| _____ Normal | _____ Disguised |
| _____ Distinct | _____ Accent |
| _____ Slurred | _____ Familiar |

If voice is familiar, whom did it sound like?

BACKGROUND SOUNDS:

- | | |
|------------------------|---------------------|
| _____ Street noises | _____ Factory |
| _____ Crockery | _____ Machinery |
| _____ PA system | _____ Animal Noises |
| _____ Music | _____ Static |
| _____ House noises | _____ Local |
| _____ Motor | _____ Long Distance |
| _____ Cellular | _____ Phone Booth |
| _____ Office machinery | |
| _____ Other: _____ | |

THREAT LANGUAGE:

- | | |
|-------------------|--------------------|
| _____ Well spoken | _____ Incoherent |
| _____ (Educated) | _____ Taped |
| _____ Foul | _____ Message read |
| _____ Irrational | |

REMARKS: _____

KEEP CALLER ON PHONE AS LONG AS POSSIBLE. DON'T HANG UP.

SEARCH PROCEDURES

It is very important that someone familiar with the area, search the area. Look for anything unusual or out of place. You are looking for something that should not be there. Explosives can be packaged in a variety of containers. The container is likely to be a common article such as a shoe box, cigar box, a book, a grocery bag, an athletic bag, an airline bag, a suitcase, an attache case or briefcase. Anything that does not belong or whose presence cannot be explained is a "suspicious" object. For example: a book in the restroom, or a package in the stairwell, etc.

A search begins with the following sequence:

1. Outside areas - shrubs, trash, parking area.
2. Public areas - building entrance, lobby, stairwells, restrooms, elevators, etc.
3. Floors - start with the basement and move upwards.
4. Rooms - start at outside walls and move towards center of room.

If a suspicious object is found:

1. Clear the immediate area.
2. Notify your Supervisor or Suite/Floor Warden. Report findings. Give description of object: size, color, markings, etc. Give location of object: the building, floor, room number, location within room and proximity to utilities.
3. UNDER NO CIRCUMSTANCES SHOULD ANYONE TOUCH, OPEN, OR IN ANY WAY HANDLE THE SUSPECTED BOMB OR DEVICE.
4. Begin evacuation procedures. Leave doors open to provide explosion relief. (*Explosions will follow the path of least resistance.*)
5. Follow Suite/Floor Warden's instructions and evacuate the building.
6. Proceed to a safe refuge area (*a minimum of 300-500 feet from the building*). This area *cannot* be preselected. It may vary depend upon the location of the 'device'.
7. Do not reenter building until instructed to do so.
8. Remain calm and do not spread rumors.

SEARCH TEAM

- Building Staff: search all exit paths including stairwells and elevator cabs, common areas, parking levels and the perimeter of the building.
- Suite/Floor Wardens: search their immediate area, corridor and elevator lobby. Check stairwells - one floor up and one floor down.
- Monitors: search their immediate areas and public areas on their floor, ie. restrooms and elevator lobby.

Report all findings to the Police Department.

Occupants should search only their immediate areas and report the results of their search to the Suite/Floor Warden. Occupants should unlock desks, lockers, file cabinets and turn off office machinery, but leave lights on. When evacuating, remove all personal items including purses, attache cases, packages and lunch boxes which might cause unnecessary wasted searching efforts. Leave windows and doors open.

If an evacuation is ordered, all evacuation routes **MUST** be checked first.

During a search, do not use two-way radios, cellular phone and other electronic paging devices that receive and transmit signals since any of these could trigger or detonate an explosive device.

If lights are off, leave them off.

REMEMBER: outside to inside, lowest level to highest and **DO NOT TOUCH ANYTHING SUSPICIOUS.**

GENERAL INFORMATION: MEDICAL EMERGENCY

If a medical emergency arises, First Aid should be administered by someone qualified.

If outside emergency services are needed:

- ◆ Call the Paramedics. Give all relative information: location, the problem, etc.
- ◆ Notify Security to meet the Paramedics at the building entrance.
- ◆ Notify your Suite/Floor Warden so they can meet the Paramedics at the elevators and direct them to the victim.
- ◆ Remain with the victim. Do not move the victim unless in immediate danger of further injury. Keep comfortable and warm.

CPR Training and First Aid courses are available from your local American Red Cross Office.




POWER FAILURE

In case of a power failure:

1. Remain calm and in place.
2. Look around see in the power outage is within your own suite, floor or area. If limited to your suite, call the Office of the Building. If outage is for the area, turn on your battery operated radio for further information.
3. Open draperies and raise blinds to let in outside light. If the sun is shining into your area, you may want to keep blinds closed and move to a different area. Direct sunlight may heat up the area very quickly without any air conditioning.
4. Turn off all electrical equipment. This will lessen the electrical load on circuits when the power is restored.
5. Use flashlights or lightsticks.
6. Listen to battery operated radios for information on the power failure.
7. It is seldom necessary to evacuate the building during a power failure. However if evacuation is necessary, take your flashlight and/or lightsticks. Use the stairs to evacuate.
8. If a tenant has any employees who are physically disabled, be prepared to assist them if evacuation is necessary. If additional assistance is needed, call the Office of the Building and/or Security.

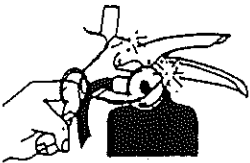
NOTE: The building has an emergency generator which will power:

- Emergency lighting in corridors, stairwells, tenant space, restrooms, elevator cabs, Electrical Rooms, Fire Pump Room and in the Fire Control Room
- Fire alarm system including the Fire Alarm Panels, audible/visual alarm, PA system, stairwell pressurization fans and smoke exhaust fans
- EXIT signs
- Parking gates
- Intercoms at loading dock
- Elevators one at a time to the Lobby Level, then one passenger elevator in each bank and the freight elevator will operate on emergency power.


FIRE TYPE	EXTINGUISHING	
	AGENT	METHOD
ORDINARY SOLID MATERIALS 	WATER FOAM	REMOVES HEAT REMOVES AIR & HEAT
	DRY CHEMICAL HALON	BREAKS CHAIN REACTION
FLAMMABLE LIQUIDS 	FOAM CO ₂	REMOVES AIR
	DRY CHEMICAL HALON	BREAKS CHAIN REACTION
ELECTRICAL EQUIPMENT 	CO ₂	REMOVES AIR
	DRY CHEMICAL HALON	BREAKS CHAIN REACTION

HOW TO USE EXTINGUISHERS

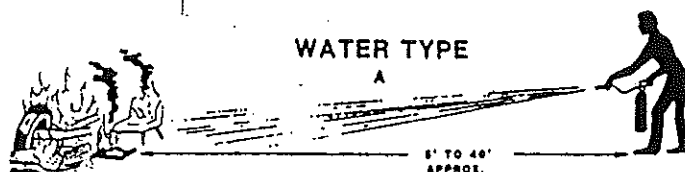
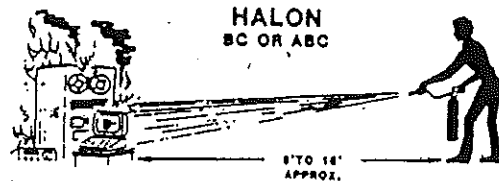
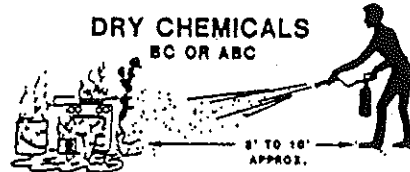
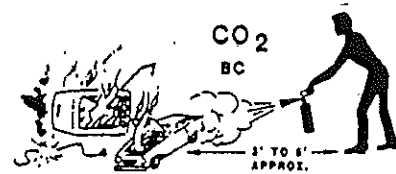
REMEMBER THE WORD
"PASS".



- Hold upright.
PULL ring pin.



- AIM at base of fire
- SQUEEZE lever.
- SWEEP side to side



CHEMICAL OR AIRBORNE HAZARDS

When there is a concern about a potential exposure to a chemical or other airborne hazard, local officials will advise you to “shelter in place.”

To “shelter in place”:

- Close and lock all windows and exterior doors.
- Turn off all fans, heating and air conditioning systems.
- Go to an interior room without windows, preferably one that is above ground level.
- Use duct tape to seal all cracks around the door and any vents to the room.
- Listen to your radio or television for further instructions.
- Local officials may call for evacuation in specific areas at greatest risk in the community.

TRAINING DOCUMENTATION

TENANT NAME: _____ SUITE #: _____

"I have read and understood the information on fire emergency procedures given to me."

PRINT NAME	SIGNATURE	DATE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____
_____	_____	_____

FLOOR RESPONSE TEAM: FIRE **SUITE WARDENS & FLOOR WARDENS**

SUITE WARDENS & FLOOR WARDENS: as members of the Floor Response Team, responsible for overseeing occupant instruction, supervising and ensuring safe evacuation during a fire, other emergency or fire drill. The Floor Response Team is under the supervision of the Fire Safety Director. Floor Wardens are assigned to single tenant floors. Suite Wardens are assigned to **each** tenant on multi-tenant floors.

PRE-EMERGENCY PLANNING

1. With the assistance of the Fire Safety Director:
 - ◆ **MULTI-TENANT FLOORS:** **Each tenant** must select a Suite Warden. One Group Leader should be assigned for every additional 10-15 employees.
 - ◆ **SINGLE TENANT FLOORS:** Each tenant must select a Floor Warden, Group Leaders, Search Monitor/s and Traffic Monitor/s.
 - ◆ Assign Monitors to assist anyone with a physical disability. A person with a physical disability is **anyone** who will need assistance walking down the stairs.
2. Read the Floor Response Team Manual.
3. Each Floor Response Team should discuss procedures through specific "what if" situations.
4. Instruct all occupants within your tenant area on:
 - a. Building Evacuation Procedures.
 - b. Location of Safe Refuge Areas outside of building.
 - c. Location of emergency exits and their termination points.
 - d. Safe Stairwell Procedures.
 - e. Location and use of manual pull stations to activate the fire alarm.
 - f. The building's fire alarm (*at this building the audible/visual alarm sounds on THREE FLOORS - floor of device activation, floor above and floor below.*)
 - g. Location of First Aid Kits.
 - h. Familiarize occupants with responsibilities of all Floor Response Team Members.
5. Instruct all coworkers. Sections E 1-1 & E 1-2 in this manual should be reproduced for all occupants. It is also recommended that sections E 2 & E 3 in this manual be reproduced and distributed to all occupants for additional training. Any occupants who are physically disabled (*ie. need assistance walking down the stairs*) should receive Section E 1-4. All new employees should be instructed within 14 days of occupancy and retrained on an annual basis.
6. After all fire drills, complete Fire Drill Report.

7. Know floor layout and all areas within your tenant area that will need to be searched.
8. Be prepared to communicate status reports to Fire Safety Director regarding the emergency.
9. Keep up-to-date list of all occupants who are physically disabled.
10. Make periodic review of Floor Response Team Members. Assign new members as needed.
11. Develop awareness for safety conditions, fire violations and potential hazards. For example: **stairwell or corridor doors blocked open**, improper lighting, frayed cords, overloaded outlets, electrical extension cords used for permanent wiring, obstructed halls and corridors, trash build-ups, etc.
12. If for any reason you should discontinue employment in this building, you are requested to notify the Fire Safety Director in the Office of the Building.

EMERGENCY ACTIONS: Upon notification of a fire (by occupant or if you discover a fire):

1. Clear anyone in immediate danger.
2. Confine the fire by closing all doors to the area.
3. **Activate the manual pull station to sound the fire alarm** (*if not yet sounding*).
4. **Call the Fire Department (9-1-1)** or verify that the Fire Department has been called. Give exact location and all known facts.
Call Security. Give exact location and all known facts.
BE SURE TO MAKE CALLS FROM A SAFE LOCATION.
5. If possible, grab your vest, flashlight, whistle and employee list. Direct all occupants to a safe stairwell to begin evacuation procedures. **BE VERBAL:** *“Let’s Go. Get off the phone. Close your door. Use the stairs.” Etc.* Check doors for heat and smoke before opening. On multi-tenant floors, the Suite Warden is responsible for searching their tenant area. On single tenant floors, Search Monitors are responsible for checking the closed off areas on their floor. (**NOTE: If your safety is threatened, immediately begin evacuating the floor.**)
6. Unless instructed otherwise: Occupants will walk down the stairs, evacuate the building and proceed to an outside Area of Safe Refuge.
7. At the Safe Refuge Area, take a head count. *Use whistle if necessary to get the group’s attention.* Review your employee list. Ask if anyone knows if anyone is missing. *Note: On single tenant floors, the list should be taken down by the Stairwell Monitor so the head count can begin immediately.*
8. Give status report including location of any occupants who are physically disabled to Building Staff or Fire Department Personnel.
9. Remain at the Safe Refuge Area for further instructions. Keep occupants grouped, quiet and calm.

IF YOU HEAR THE ALARM, FOLLOW YOUR EMERGENCY PROCEDURES, STEPS 5 - 9.

REMEMBER: The audible/visual alarm sounds on THREE FLOORS (*floor of device activation, the floor above and the floor below*) and in the stairwells. The occupants’ procedures are: upon hearing the alarm on their floor, all occupants will walk down the stairs, evacuate the building and proceed to an outside Area of Safe Refuge.

ASSUME ALL ALARMS ARE REAL.

SUITE WARDEN/FLOOR WARDEN: EARTHQUAKE

PRE-EMERGENCY PLANNING: Read General Information: Earthquake (E 3-3).

EMERGENCY ACTIONS - DURING AN EARTHQUAKE: DROP, COVER & HOLD ON.

- ◆ Brace yourself in the core of the building (*the elevator lobby and corridor area*). Or get under a desk or other sturdy object and hold on. Stay away from windows, bookcases, filing cabinets or anything else that may fall or shatter.

EMERGENCY ACTIONS - AFTER AN EARTHQUAKE:

1. Enlist assistance of Floor Response Team members, if possible. Check for injuries and fires. Inspect floor for damage. Check utilities - gas or water leaks and electrical shorts. Use caution opening doors. Watch for falling objects.
2. Assess conditions and determine the necessity for immediate evacuation. If life threatening, begin evacuation. **Generally, it is safer to remain inside the building.**
3. When checking rooms or offices, use post-it-notes or chalk to mark doors of rooms that have been checked for injured occupants.
4. Receive reports from Monitors/Wardens, including stairwell inspection report. Report all findings to Building Staff or Emergency Personnel. Include injuries, deaths, building damage and potential hazards. If communications are not working, send alternate Suite/Floor Warden, Monitors or occupants as "runners" to give status report. *Note:* Call 9-1-1 only if there is a life threatening emergency.
5. Keep occupants away from windows. Keep occupants quiet and calm. Replace telephone receivers. Restrict use of phone. Discourage occupants from leaving until authorized.
6. Monitor conditions and await further instructions. Listen to radio for emergency reports (KNX 1070 AM, KFWB 980 AM or for Burbank information 1620 AM). Keep occupants informed to discourage spreading of rumors.
7. If a serious quake, gather earthquake supplies. Cooperate with all Public Safety Officials. **BE PREPARED FOR AFTERSHOCKS.**

If evacuation is ordered:

- Direct occupants to safe exit. Remind occupants to be prepared for aftershocks and to be careful of falling debris, electrical wires & hazardous areas as they exit.
- Assemble occupants at a safe refuge area outside and away from the building. Take head count. *Note: this area cannot be predetermined. It will vary depending upon earthquake damage.*
- Report status to Building Staff or Emergency Personnel.
- Do not reenter the building. The Fire Department or Public Safety Officials will determine when it is safe to return to the building.

SUITE/FLOOR WARDEN: BOMB THREAT

PRE-EMERGENCY PLANNING:

1. Read Bomb Threat Instructions (E 3-4).
2. Know search procedures.
3. Be familiar with your search area - immediate floor area, corridor and elevator lobby.

EMERGENCY ACTIONS: Upon notification of bomb threat by Fire Safety Director:

1. Notify Monitors and Alternates to begin search procedures; Suite/Floor Wardens and Monitors should **visually** search their immediate areas. Do not touch anything unusual or out of place. *NOTE:* during a search do not use cellular phones and other electronic paging devices that receive and transmit signals since any of these could trigger or detonate an explosive device.
2. Report all findings to the Fire Safety Director.
3. If a suspicious object is found - clear the area and begin evacuation. Notify the Fire Safety Director or Police Department immediately.

If evacuation is ordered:

1. 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 a safe refuge area a minimum of 300-500 feet away from the building. *Note: this area cannot be predetermined. It will vary depending on the location of the 'bomb device'.*
2. Assemble occupants at safe refuge area outside and keep away from the building.
3. Keep occupants quiet and calm. Take head count.
4. Discourage spreading of rumors.
5. Follow instructions of Public Safety Officials.

FLOOR RESPONSE TEAM: FIRE **GROUP LEADER**

GROUP LEADER: as members of the Floor Response Team responsible for directing occupants to emergency exits and leading occupants to a Safe Refuge Area. On Multi-tenant floors, one Group Leader should be assigned for every 10-15 employees.

PRE-EMERGENCY PLANNING

1. Read Floor Response Team Manual.
2. If for any reason you should discontinue employment in this building or floor, you are requested to notify the Fire Safety Director in the Office of the Building.
3. Keep updated employee list readily available.
4. 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, electrical extension cords used for permanent wiring, obstructed halls and corridors, trash build-ups, etc.

EMERGENCY ACTIONS: Upon notification of an emergency:

1. If possible, grab employee list and identification (vest, flashlight and/or whistle). *Be verbal. "Let's go. Follow me."*
2. Lead occupants to safe exit. Direct anyone attempting to use the elevators to the emergency exits. Feel stairwell door for heat and open cautiously to check for smoke.
3. If safe (and unless otherwise instructed): Occupants will walk down the stairs (*use handrails*), evacuate the building and proceed to the outside Area of Safe Refuge. All occupants will wait at a Safe Refuge Area for further instructions.
4. Keep occupants grouped together. Begin taking a head count. Review your employee list. Report to your Suite/Floor Warden. Suite/Floor Wardens will notify Fire Safety Director or Fire Department of missing occupants or the location of occupants who are physically disabled.
5. Remain with occupants and await further instructions.

REMEMBER: The audible/visual alarm sounds on THREE FLOORS (*the floor of device activation, the floor above and the floor below*) and in the stairwells. The occupants' procedures are: upon hearing the alarm on their floor, all occupants will walk down the stairs, evacuate the building and proceed to the outside Area of Safe Refuge.

ASSUME ALL ALARMS ARE REAL.

GROUP LEADER: EARTHQUAKE

PRE-EMERGENCY PLANNING: Read General Information: Earthquake (E 3-3)

EMERGENCY ACTIONS - DURING AN EARTHQUAKE: DROP, COVER & HOLD ON.

- ◆ Brace yourself in the core of the building (*the elevator lobby and corridor area*). Or get under a desk or other sturdy object and hold on. Stay away from windows, bookcases, filing cabinets or anything else that may fall or shatter.

EMERGENCY ACTIONS - AFTER AN EARTHQUAKE:

1. Assist Suite Warden in assessing conditions and determine the necessity for immediate evacuation. If life threatening, begin evacuation. **Generally, it is safer to remain inside the building.**
2. Check for injuries and fires. Inspect floor for damage. Check utilities - gas and water leaks and electrical shorts. Use caution opening doors. Watch for falling objects.
3. Check exits for unsafe conditions.
4. Report status to Suite/Floor Warden. Include injuries, deaths, building damage and potential hazards. When checking rooms or offices, use post-it-notes or chalk to mark doors of rooms that have been checked for injured occupants.
5. Await instructions from Suite/Floor Warden/s or Emergency Personnel. Assist Suite/Floor Warden in keeping occupants calm and quiet and away from windows.
6. Listen to radio for emergency reports (KNX 1070 AM, KFWB 980 AM or for Burbank information 1620 AM). Keep occupants informed to discourage spreading of rumors.
7. Cooperate with all Public Safety Officials.

If evacuation is ordered:

- Lead occupants to a safe refuge area outside and away from the building. Use safe exit. *Note: this area cannot be predetermined. It will vary depending upon earthquake damage.*
- Remind occupants to be prepared for aftershocks and to be careful of falling debris, electrical wires and hazardous areas.
- Assist Suite/Floor Warden in assembling occupants, taking head count and keeping occupants calm and quiet.
- Fire Department or Public Safety Officials will determine when it is safe to return to the building

BE PREPARED FOR AFTERSHOCKS.

GROUP LEADER: BOMB THREAT

PRE-EMERGENCY PLANNING:

1. Read Bomb Threat Instructions (E 3-4).
2. Know search procedures.
3. Be familiar with your search area: within your tenant area and stairwells - one floor up and one floor down. *Remember stairwell doors may lock behind you.*

EMERGENCY ACTIONS:

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

1. Begin bomb search procedures.
2. If instructed, direct occupants to **visually** search their immediate area. Do not touch anything unusual or out of place. *NOTE: during a search do not use cellular phones and other electronic paging devices that receive and transmit signals since any of these could trigger or detonate an explosive device.*
3. Report all findings to the Suite/Floor Warden.
4. If a suspicious object is found - clear the area and begin evacuation. Notify the Suite/Floor Warden immediately.

If evacuation is ordered:

1. Direct occupants to take all necessary belongings, unlock desks and file cabinets, leave doors open and proceed to the nearest emergency exit.
2. Lead occupants to the nearest safe stairwell; walk down the stairs and proceed to a safe refuge area outside and away from the building - a minimum of 300-500 feet from the building. *Note: this area cannot be predetermined. It will vary depending on the location of the 'bomb device'.*
3. Keep occupants quiet and calm.
4. Discourage spreading of rumors.
5. Follow instructions of Public Safety Officials.

FLOOR RESPONSE TEAM: FIRE
STAIRWELL, TRAFFIC MONITORS & SEARCH MONITORS
SINGLE TENANT FLOORS

STAIRWELL MONITORS: as members of the Floor Response Team, responsible for checking safety of designated stairwell and leading occupants to the Safe Refuge Area.

TRAFFIC MONITORS: as members of the Floor Response Team, responsible for assisting evacuation movements by directing occupants to emergency exits.

SEARCH MONITORS: as members of the Floor Response Team, responsible for a systematic search of all closed off areas on the floor.

PRE-EMERGENCY PLANNING

1. Read Floor Response Team Manual.
2. 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, electrical extension cords used for permanent wiring, obstructed halls and corridors, trash build-ups, etc.
3. With the assistance of the Floor Warden:

Stairwell Monitors: assign stairwell to each Stairwell Monitor; know termination points of stairwells; know Safe Refuge Areas within and outside the building; know building evacuation policy; be prepared to remind occupants of safe stairwell procedures; and have updated employee list readily available.

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

Search Monitors: prepare area search - set route to check all closed off areas; for example: restrooms, conference rooms, copy rooms, kitchenettes, etc.

4. Have identification (*vest, flashlight and/or whistle are all recommended*).

EMERGENCY ACTIONS: Upon notification of an emergency (by occupant or if you hear the alarm):

1. Stairwell Monitor: Grab your employee list and your identification (vest, flashlight and/or whistle). 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, occupants will walk down the stairs, evacuate the building and proceed to the Safe Refuge Area.

Traffic Monitor: Grab your identification (vest, flashlight and/or whistle). Proceed to pre-determined location. Direct occupants and visitors to emergency exits. Redirect anyone attempting to use elevators. When floor is clear or directed to do so, proceed to emergency exit. Unless otherwise instructed, occupants will walk down the stairs, evacuate the building and proceed to the Safe Refuge Area.

Search Monitors: Grab your identification (vest, flashlight and/or whistle). 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. When areas are checked, proceed to emergency exit and evacuate the building and proceed to the Safe Refuge Area

If your safety is threatened, evacuate immediately.

Stairwell, Traffic & Search Monitors:

2. At the Safe Refuge Area, assist in keeping group together, calm and quiet. Stairwell Monitors can begin taking a head count. Check off names on employee list. If anyone is missing ask coworkers if they know if the individual was present. The Floor Warden will report any missing occupants to Building Staff or Fire Department Personnel. Be sure the location of any occupants needing assistance has been reported to Staff or to Fire Department Personnel.
3. Standby for further instructions.

REMEMBER: The audible/visual alarm sounds on THREE FLOORS (*floor of device activation, the floor above and the floor below*). The occupants' procedures are: upon hearing the alarm on their floor, all occupants will walk down the stairs, evacuate the building and proceed to an outside Area of Safe Refuge.

ASSUME ALL ALARMS ARE REAL.

STAIRWELL, TRAFFIC & SEARCH MONITORS: EARTHQUAKE

PRE-EMERGENCY PLANNING: Read General Information: Earthquake (E 3-3).

EMERGENCY ACTIONS - DURING AN EARTHQUAKE: DROP, COVER & HOLD ON.

- ◆ Brace yourself in the core of the building (*the elevator lobby and corridor area*). Or get under a desk or other sturdy object and hold on. Stay away from windows, bookcases, filing cabinets or anything else that may fall or shatter.

EMERGENCY ACTIONS - AFTER AN EARTHQUAKE:

1. Assist Floor Warden in assessing conditions and determine the necessity for immediate evacuation. If life threatening, begin evacuation. **Generally, it is safer to remain inside the building.**
2. Check for injuries and fires. Inspect floor for damage. Check utilities - gas and water leaks and electrical shorts. Use caution opening doors. Watch for falling objects. Stairwell Monitors will check exits for unsafe conditions.
3. Report all findings to the Floor Warden. Include injuries, deaths, building damage and potential hazards.
4. Use post-it-notes or chalk to mark doors of rooms that have been checked for injured occupants and are cleared.
5. Assist Floor Warden in assembling occupants in a safe location, taking head count, and keeping occupants calm and quiet. Stay away from windows.
6. Listen to radio for emergency reports (KNX 1070 AM, KFWB 980 AM or for Burbank information 1620 AM). Keep occupants informed to discourage spreading of rumors.
7. Depending upon severity of the earthquake, gather earthquake supplies.
8. Await instructions from Floor Warden or Emergency Personnel. Cooperate with all Public Safety Officials.

If evacuation is ordered:

- Stairwell Monitors: lead occupants to a safe refuge area outside and away from the building. Use safe exit. *Note: this area cannot be predetermined. It will vary depending upon earthquake damage.*
- Traffic Monitors: report to monitoring location; direct occupants to emergency exits. Redirect anyone attempting to use 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.
- Fire Department or Public Safety Officials will determine when it is safe to reenter the building.

BE PREPARED FOR AFTERSHOCKS.

STAIRWELL, TRAFFIC & SEARCH MONITORS: BOMB THREAT SINGLE TENANT FLOORS

PRE-EMERGENCY PLANNING:

1. Read Bomb Threat Instructions (E 3-4).
2. Know search procedures. Be familiar with your search area:
 - Stairwell Monitors:** corridors and stairwells (one floor up and one floor down. *Remember stairwell doors may lock behind you.*)
 - Traffic Monitors:** immediate floor area, elevator lobby and corridors.
 - Search Monitors:** immediate floor area, restrooms, conference rooms, kitchens, lunchrooms, storage rooms, etc.

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

1. Begin bomb search procedures.
2. If instructed, direct occupants to visually search their immediate area. Do not touch anything unusual or out of place. *NOTE:* during a search do not use cellular phones and other electronic paging devices that receive and transmit signals since any of these could trigger or detonate an explosive device.
3. Report all findings to your Floor Warden.
4. If a suspicious object is found - clear the area and begin evacuation. Notify the Floor Warden immediately.

If evacuation is ordered

1. Direct occupants to take all necessary belongings, unlock desks and file cabinets, leave doors open and proceed to the nearest emergency exit.
2. **Stairwell Monitors:** Lead occupants to stairwells and to a safe area away from the building - a minimum of 300-500 feet from the building. *Note: this area cannot be predetermined. It will vary depending on the location of the 'bomb device'.*
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.
3. Assemble occupants at a safe refuge area outside and away from building.
4. Keep occupants quiet and calm. Discourage spreading of rumors.
5. Follow instructions of Public Safety Officials.

FLOOR RESPONSE TEAM: FIRE **ASSISTANTS FOR THE PHYSICALLY DISABLED**

ASSISTANTS FOR THE PHYSICALLY DISABLED: responsible for assisting occupants who are physically disabled in times of emergency. Physically disabled is defined as **anyone** who will need assistance walking down the stairs.

PRE-EMERGENCY PLANNING:

1. Read Floor Response Team Manual.
2. Two Assistants (*or buddies*) will be assigned by the Suite/Floor Warden to aid anyone with a physical disability. Know location and type of disability. Meet with the individual and discuss the best method in assisting them. Make sure they receive a copy of Section E 1-4 from the Floor Response Team Manual.
3. Designate primary meeting place and alternate. For example: primary meeting location at occupant's work station or alternate meeting place at Stairwell #1.
4. Methods for transporting occupants with restricted mobility are available from the Fire Safety Director. Ask for Evacuation Procedures for the Physically Disabled.
5. 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.

EMERGENCY ACTIONS: Upon notification of an emergency:

1. Proceed to meet assigned person and assist to stairwell. The person who is physically disabled and the one Assistant will enter stairwell last and remain in the stairwell. The second Assistant must walk down the stairs and *immediately* notify the Fire Safety Director or Fire Department Personnel of their location; for example: a pregnant woman and her Assistant are in Stairwell #1 on the 14th floor.

NOTE: Wheelchairs shall enter stairwells last, so as not to block evacuation traffic flow and/or Emergency Personnel.

2. Remain with occupant until emergency is over or given instructions by the Fire Department.

REMEMBER: The audible/visual alarm sounds on THREE FLOORS (*floor of device activation, the floor above and the floor below*) and in the stairwells. The occupants' procedures are: upon hearing the alarm on their floor, all occupants will walk down the stairs, evacuate the building and proceed to an outside Area of Safe Refuge.

ASSUME ALL ALARMS ARE REAL.

ASSISTANTS FOR THE PHYSICALLY DISABLED: EARTHQUAKE

PRE-EMERGENCY PLANNING: Read General Information: Earthquake (E 3-3).

EMERGENCY ACTIONS - DURING AN EARTHQUAKE: DROP, COVER & HOLD ON.

- ◆ Brace yourself in the core of the building (*the elevator lobby and corridor area*). Or get under a desk or other sturdy object and hold on. Stay away from windows, bookcases, filing cabinets or anything else that may fall or shatter.

EMERGENCY ACTIONS - AFTER AN EARTHQUAKE:

1. Proceed to assist assigned person.
2. Assess conditions and determine the necessity for immediate evacuation or relocation. If life threatening, begin evacuation. If assistance is needed, delegate coworker to give assistance. **Generally, it is safer to remain inside the building.**
3. Follow instructions from Emergency Personnel.
4. Listen to radio for emergency reports (KNX 1070 AM, KFWB 980 AM or for Burbank information 1620 AM). Discourage spreading of rumors.
5. Cooperate with all Public Safety Officials.

If evacuation is ordered:

- Assist assigned person to a safe refuge area outside and away from building. *Note: this area cannot be predetermined. It will vary depending upon earthquake damage. Seek assistance if necessary.*
- Report relocation status to Emergency Personnel.
- Remain with assigned person.
- Fire Department or Public Safety Officials will determine when it is safe to reenter the building.

BE PREPARED FOR AFTERSHOCKS.

ASSISTANTS FOR THE PHYSICALLY DISABLED: BOMB THREAT

PRE-EMERGENCY PLANNING:

1. Read Bomb Threat Instructions (E 3-4).

EMERGENCY ACTIONS:

If evacuation is ordered:

1. Proceed to assist assigned person. If an elevator is required, please notify the Fire Safety Director. Otherwise, proceed to the Emergency Exit.
2. Assist assigned person to a safe refuge area outside and away from the building. *Note: this area cannot be predetermined. It will vary depending on the location of the 'bomb device'.* Seek assistance if necessary.
3. Remain with assigned person at a safe refuge area.
4. Follow instructions of Emergency Personnel.

FIRE DRILL INSTRUCTIONS

To have an effective Fire/Life Safety Program, it is necessary that comprehensive training be given to everyone in the building. Fire drills are required a minimum of once a year. The purposes of the fire drill are to instill in the minds of all occupants the correct procedures necessary to ensure the safety of life and the joint testing of building emergency equipment and staff duties. **FIRE DRILLS ARE FOR THE SAFETY AND PROTECTION OF ALL OCCUPANTS. *Participation is mandatory.***

Fire drills should be announced in advance: date and approximate time. For example: Tuesday September 18th between 9 AM - 12 PM. This will help to uncover weaknesses. The fire drill should be a practice of the building's emergency procedures. A fire drill would begin with the sounding of the fire alarm. Observers (Building Staff) should be stationed at strategic locations throughout the building to observe the actions of Suite/Floor Wardens, Monitors and occupants when the alarm sounds.

Observations will be made for:

1. Quick response of all Suite/Floor Wardens and Monitors to their designated duties.
2. Response and attitude of occupants in evacuating the floor.
3. Closing of all office doors to help confine the fire and limit the spread of fire and smoke.
4. Following correct evacuation procedures.
5. Taking a head count at the Safe Refuge Areas.
6. Reporting to Building Staff, the location of any occupants who are physically disabled and that evacuation is complete.

CRITIQUE

- Points which should be covered: not hearing the alarm; fire equipment blocked or unusable; exits and hallways blocked; debris in stairwells; doors propped open; office doors not closed; duties not understood or carried out; procedures for occupants who are "physically disabled"; and the response of all occupants.
- All Suite/Floor Wardens shall turn in a completed fire drill report in keeping with the requirement for annual fire drill documentation.

REMEMBER: FIRE DRILLS ARE A LEARNING EXPERIENCE.

FIRE DRILL REPORT: SUITE/FLOOR WARDENS

BUILDING ADDRESS: **2900 West Alameda Avenue** SUITE#: _____
DATE: _____ TIME DRILL BEGAN: _____
TIME FLOOR CLEARED: _____ ELAPSED TIME: _____ minutes
FLOOR EVACUATED TO (LOCATION): _____

Place a YES, NO or NA (not applicable) on the spaces provided.

LIFE SAFETY SYSTEMS:

- _____ Was the audible alarm clearly heard?
- _____ Were strobe lights flashing?
- _____ Were EXIT signs visible?
- _____ Did doors with magnetic door hold openers release & close?
- _____ Was the PA message clearly understood?

SUITE/FLOOR WARDENS & MONITORS:

- _____ 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 have identification (*orange vest, flashlight and/or whistle*)?

CONTAINMENT OF FIRE:

- _____ Did occupants close their office doors as they exited?
- _____ Were doors closed to the copy room, computer room, conference room and kitchen?

EVACUATION:

- _____ Were corridors and exits kept cleared?
- _____ Did the evacuation proceed in a smooth and orderly manner?
- _____ Were restrooms searched?
- _____ Did all occupants take part in the drill?
- _____ Did visitors to the floor take part in the drill?
- _____ Was status report given to Building Staff at the Safe Refuge Area?

INDIVIDUALS WITH A PHYSICAL DISABILITY:

- _____ Did any individual with a physical disability wait in the stairwell with their assigned assistant?
- _____ Was Building Staff at the Safe Refuge Area notified of the location of occupants who are physically disabled?

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.