

80 S. LAKE AVENUE



FLOOR WARDEN'S MANUAL

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Emergency Telephone Numbers

FIRE DEPARTMENT / PARAMEDICS	9-1-1
POLICE DEPARTMENT	9-1-1
EMERGENCY PREPAREDNESS CONSULTANT: A SAFETY CIRCLE	Edgar Arredondo (888) 611-7751 edgar@asafetycircle.com
CALIF. POISON CONTROL / DRUG INFO.	(800) 876-4766
Offsite Management Office	(213) 625-0143 and (310) 432-6051
Incident Commander (Bldg. Engineer)	(626) 644-3298 (Cell Phone)
Parking Attendant	(310) 430-0425 (Cell Phone)
Hospital: Huntington Hospital 100 W California Blvd. Pasadena, CA 91105	(626) 397-5000

List of Floor Wardens / Suite Monitors

FLOOR	TITLE	NAME	PHONE NUMBER	SUITE #
1ST FLOOR	Floor Warden			
	Alternate Floor Warden			
5TH FLOOR	Floor Warden			
	Alternate Floor Warden			
6TH FLOOR	Floor Warden			
	Alternate Floor Warden			
7TH FLOOR	Floor Warden			
	Alternate Floor Warden			
8TH FLOOR	Floor Warden			
	Alternate Floor Warden			

Fire Procedures

General Response Procedures

IF YOU DISCOVER FIRE OR SMOKE

1. **Life Safety:** If you are in an occupied room, remove anyone from immediate danger and confine the fire by closing as many doors as possible as you leave the area.
2. **Notification:** Call the Fire Department, Dial 911. **Give the Following Information:**
 - I want to report a fire at 80 South Lake.
 - Address: 80 S. Lake Avenue.
 - Cross Streets: On the corner of Lake Street and Green Street.
 - Location of fire / smoke: _____.
 - Call Back number: (626) 644-3298 (Engineer's Cell Phone).
 - Do not hang up until the operator does first.
 - Call all available building staff and inform them of the situation.
3. **Extinguish The Fire:** Only attempt to fight the fire if you are trained, have someone with you, if it is safe to do so, and it does not impede with your other emergency responsibilities. Don't jeopardize your safety. It may be best to wait for the Fire Department.
4. **Evacuation:** Evacuate the adjoining areas and begin your assigned duties.

EMERGENCY STAIR KEY:

Both Stairwell 1 & 2 are equipped with Emergency Stair Keys. These Emergency Stair Keys can be used to unlock and exit the stairwell on locked floors during an emergency. The Emergency Stair Keys are located inside red cabinets, mounted on the wall, inside the stairwells on the 5th and 8th floors.



IF YOU ARE TRAPPED IN A SMOKE FILLED ROOM OR CORRIDOR:

1. **Quickly move to a safe area,** crawl on your hands and knees to a safe area.
2. **Defend in Place,** Try to shelter in an enclosed stairway or get into a smoke-free room.

IF YOU ARE TRAPPED IN YOUR OFFICE OR AREA

1. **Close Doors:** Close as many doors as possible between you and the fire.
2. **Seal the Room:** Wedge cloth material along the bottom of the door and close vents to keep out the smoke.
3. **CALL 9-1-1:** Use telephone if available to notify the Fire Department of your situation.
4. **Windows:** Only break window as a last resort because it will become impossible to close it if necessary.
5. **Mark Your Location:** Mark the window by hanging a piece of cloth from the window or balcony or by taping a piece of paper to it.
6. **Notify building personnel:** by radio or telephone, and inform them of your situation.
7. The Fire Department will make every attempt to rescue you.

Fire Procedures (Continued)

Floor Warden

1. **Remain calm** and try to keep others calm in your area, but react immediately.
2. **Put on your orange vest** so occupant and other emergency responders can identify you as the floor warden.
3. **If you are in immediate danger** from fire or smoke, evacuate immediately or if directed by emergency response personnel.
4. **Confirm evacuation has begun** and Monitors are in or going to their proper positions and performing their duties. If not, begin directing occupants to evacuate and assign people to any positions that are not filled.
 - a. **Search Monitors:** During an evacuation, Search Monitors Provide a systematic and thorough search of all floor areas and instruct occupants to proceed to the nearest stairwell.
 - 1) As the search is being conducted close all doors behind you to reduce the spread of heat and smoke.
 - 2) As you close doors mark them with post-its or tape. Mark them at eye level and at the lower portion of the door.
 - 3) After the entire floor has been searched report to the Floor Warden with a status report and proceed to the safest stairwell to evacuate the floor.
 - 4) At the Safe Refuge Area assist the Floor Warden with taking count and keeping the group together until released by emergency personnel.
 - b. **Stairwell Monitors:** During an evacuation, Stairwell Monitors take up pre-designated positions at all stairwells and assist in building evacuation by:
 - 1) Notify occupants to **USE THE STAIRS, DO NOT USE THE ELEVATORS** and move into the stairwell in a single file.
 - 2) Admit occupants into the stairwell keeping the door open. Never block the door with a device such as a wedge, etc. Move evacuees into the stairwell in an orderly fashion. Give safety instructions and guidance as follows:
 - To prevent injury instruct evacuees to remove hi-heels or slick sole shoes (carry them down the stairs)
 - Instruct the occupants to grasp the handrail which is most continuous (usually the inside or core)
 - Direct traffic to the "Safe Refuge Area"
 - Have physically impaired individuals and their escorts enter the stairwell last to assure quick evacuation.
 - Dispel any false information, rumors, etc., to reduce panic refrain from using the word "FIRE"
 - 3) When occupants clear your floor and when instructed by the Floor Warden, securely close the door behind you and proceed to the Safe Refuge Area.
 - c. **Elevator Monitors:** During an evacuation, Elevator Monitors take up pre-designated positions at all elevators, prevent occupants from using elevators, and direct them to the nearest safe stairwell for evacuation.

Floor Warden (Continued)

IF YOU HEAR, SEE, OR ARE NOTIFIED OF A FIRE ALARM: (continued)

- d. **Physically Impaired Assistant Monitors:** Responsibilities: A minimum of two (2) trained/able-bodied personnel per disabled person on your floor. Assistance Monitors will work with their assigned disabled person in advance to determine the best method for transporting this person to the Safe Refuge Area in an evacuation.
 - Assistance Monitors will enter the enclosed stairwell with the physically impaired person after all other occupants on the floor have been cleared. The Stairwells built to protect them from fire and smoke.
 - If the Stairwell is not accessible the Assistant Monitor will escort the physically impaired person to an enclosed room and give them "Defend in Place" Instructions. See Page 8.
 - Assistance Monitors will ensure that the Fire Safety Director and emergency response personnel are aware of the location of the Physically Impaired.
5. **Oversee evacuation process.** Only become physically involved if absolutely necessary. Delegate responsibilities.
6. **When occupants are cleared off the floor,** or if directed by Fire Emergency Response Personal or if fire or smoke is threatening, clear Monitors to enter stairwell and evacuate.
7. **Account for all of the occupants:** Go to the Safe Refuge Area and take a head count of evacuees; notify the Fire Safety Director of any discrepancies.

Evacuation Procedures

General Evacuation Procedures

In the event of a fire alarm Building Occupants will be required to evacuate their floor and go down to the Safe Refuge Area (Lake Avenue 300' South of the building). Under certain circumstances, occupants may be unable to evacuate by going down the stairs, and will be required to "Defend in Place."

Evacuation: Head to the safest stairwell and proceed down the stairs. Completely exit the building to the Safe Refuge Area (Lake Avenue 300' South of the building) and await further instructions.

Defend In Place: Secure yourself by putting as many complete fire barriers as possible between you and the reported fire. Close as many doors as possible between you and the fire. Wedge cloth material along the bottom of the door and close any vents to keep the smoke out.
CALL 9-1-1: Use a telephone if available to notify the Fire Department of your situation. Notify building personnel via radio or telephone and inform them of your situation. The fire department will make every attempt to reach you.

Total Evacuation: In the event that the Building Staff or the Fire Department suspects that the structural integrity of the building has been compromised then a complete building evacuation will be ordered. Occupants will be required to proceed down the stairs, exit the building and proceed to the Safe Refuge Area (Lake Avenue 300' South of the building).

While it is usually advisable to go downward in a building during an alarm, there are times when it may become necessary to go to an upper floor or to the roof. This should only be done if lower floors are untenable due to heat and or smoke, or if directed by building staff or the fire department.

The Safe Refuge Area: Is Lake Avenue 300' South of the building or other locations as directed by the Incident Commander.

Once at the Safe Refuge Area, Floor Wardens or their designee will take a head count to confirm all occupants have evacuated their floor, or to determine any discrepancies. The results of this head count will be reported to the Incident Commander at the Safe Refuge Area.

Evacuation Procedures (Continued)

Stairwell Safety Instructions

Exit Stairs:

Interior Exit Stairwells (2) two.

- **East Stairwell:** Is located on the Northeast side of the building is enclosed and exits on the North side of the building onto Green Street.
- **West Stairwell:** Is located on the Southwest side of the building, is pressurized, has roof access and exits on the Southwest side of the building onto Lake Avenue.

LOCKED STAIRWELL DOOR INFORMATION

Stairwell Doors Locked. You can enter either stairwell on floors 2-8 and use them to evacuate out of the building. On floors 5-8 the stairwell door to reenter the floor is locked and you need a key code #451 to enter.

WHEN EVACUATION IS REQUIRED:

1. Do not run, but move quickly.
2. Respond to the nearest safe stairwell or exit. **Do Not Use The Elevators.**
3. Remove hi-heels to prevent injuries (carry them with you).
4. Use the most continuous handrail (center handrail).
5. Know the location of the Safe Refuge Area (Lake Avenue 300' South of the building).
6. Allow enough room for others to enter the orderly flow of traffic already in the stairwells.
7. Give assistance for those who are slower moving or in need.
8. Dispel known false information. Reduce panic by refraining from using the word "fire."
9. Treat any injuries received at the next available stairwell landing if possible.
10. Complete relocation; do not congregate in the stairwell. Move away from the building to the Safe Refuge Area (Lake Avenue 300' South of the building).
11. Building Staff should begin a head count.
12. Instruct all persons to stay together and be aware of incoming emergency vehicles.

Evacuation Procedures (Continued)

Evacuation Considerations for People Who May Need Assistance

Any person with a disability, temporary or permanent, or other condition that would require them to need assistance during an evacuation is considered “physically challenged.” This may include, but not limited to:

- Persons confined to wheelchairs.
- Persons dependent on crutches.
- Persons recovering from surgery.
- Persons with significant hearing or sight impairment.
- Extreme cases of obesity.
- Pregnancy.

Physically challenged is anyone who without the assistance of another person would have difficulty evacuating or relocating to a safe location.

Those occupants who are physically challenged must request assistance, in writing, from the Building Management Office. The occupant should be told that while the list is not made available to the general public, it is accessible so the building cannot guarantee total privacy. This information will only be used to provide safe and quick evacuation in emergency conditions or drills. The master list is kept in the Lobby Front Desk and the Fire Control Room.

The Floor Warden for the floor of the physically challenged occupant will be given this information, in order to identify a minimum of two (2) Assistance Monitors. The Assistance Monitors will then work with the physically challenged occupant to determine how they can best help the occupant in an emergency evacuation.

EMERGENCY “DEFEND IN PLACE” PROCEDURES:

1. Do Not Panic: Close as many doors as possible between you and the fire.
2. Wedge cloth material along the bottom of the door to keep out smoke.
3. Call 9-1-1: Use telephone if available to notify the Fire Department of your situation.
 - Tell them that you can't get out.
 - Address: 80 S. Lake Avenue.
 - Cross Streets: On the corner of Lake Street and Green Street.
 - Your location.
 - Give them the number you are calling from.
 - Do not hang up until the operator does first.
 - Call (626) 644-3298 (Engineer's Cell Phone) and notify them of your situation.
4. Stay where you are.
5. Only break the window as a last resort. It will be impossible to close if it becomes necessary.
6. Mark window by hanging a piece of cloth or taping a piece of paper to it.
7. The Fire Department will make every attempt to reach you.

Evacuation Procedures (Continued)

What the Physically Challenged Need to Know

1. The First thing you should tell the person helping you is how they may best assist you. **Remember:** You are the expert on your own condition.
2. Meet with the people you work closely with to discuss your special needs in case of an emergency. **During an emergency there may be no time to discuss what is best!**
3. Smoke is what kills most people during a fire:
 - Make sure that your smoke detectors are checked regularly.
 - Participate in fire drills where you live and work.
 - If you are physically challenged, you may not be able to get out without assistance during a fire or other emergency.

Remember: In an emergency do not hesitate to inform others that you need assistance. Tell them what your condition is and be prepared to give instructions on how you can best be helped.

Note: A copy of the sub-chapter, "Evacuation for People who may Need Assistance," should be given in its entirety to anyone on the "People who may need assistance list."

If you have any physical condition, temporary or permanent, that may hinder you in the event that your area must be evacuated, please contact the Building Management Office. They will then assign people who will assist you in the event of an evacuation. Your information is not available to the public; however, since it is accessible, Building Management cannot guarantee total privacy.

Note: In rare situations it may be necessary to limit the participation of certain individuals during a fire drill (physical impairment that would create extreme discomfort or when assistance is needed to relocate). In this case, it is imperative that these individuals be fully trained on evacuation procedures, their options, and they should participate in the fire drill up to, but not descending the stairway.

Evacuation Procedures (Continued)

Evacuation Techniques for Disabled Persons

The following pages give a few examples of transporting a person to an exit.

TWO PERSON CARRY

1. HELPER NUMBER ONE REACHES UNDER ARMS AND GRASPS THE INDIVIDUALS RIGHT WRIST WITH THEIR LEFT HAND AND LEFT WRIST WITH THEIR RIGHT HAND.



2. IF THE PHYSICALLY CHALLENGED PERSON IS ABLE TO SEPARATE THEIR LEGS, HELPER NUMBER TWO STANDS BETWEEN THE LEGS AND PLACES HANDS UNDER THE KNEES. THEN THEY LIFT SIMULTANEOUSLY.



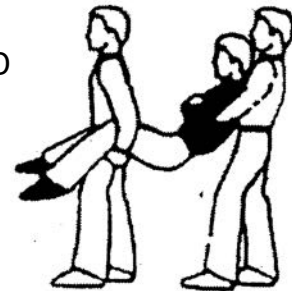
- 2A. IF THE PHYSICALLY CHALLENGED PERSON CANNOT SEPARATE THEIR LEGS, HELPER NUMBER TWO STANDS ALONGSIDE AND CARRIES FROM THAT POSITION

(USE WHICHEVER METHOD EVERYONE FEELS THE MOST SECURE WITH)



3. HELP CONTROL THE DESCENT BY WALKING SLOWLY AND CAUTIOUSLY

(IMPORTANT: NEVER LEAVE A WHEELCHAIR IN THE STAIRWELL)



Evacuation Procedures (Continued)

Evacuation Techniques for Disabled Persons (Continued)

OFFICE CHAIR EVACUATION

1. TRANSFER THE PHYSICALLY CHALLENGED INDIVIDUAL TO A STURDY OFFICE CHAIR.

NOTE: SEE LIFTING TECHNIQUE DESCRIBED IN "TWO PERSON CARRY"

2. ONE HELPER GENTLY LEANS THE CHAIR BACKWARDS.



3. THE OTHER HELPER FACES THE CHAIR AND HOLDS ONTO THE FRONT LEGS OF THE CHAIR. BOTH WILL LIFT THE CHAIR SIMULTANEOUSLY.



4. THE HELPERS CONTROL THE DESCENT BY BENDING THEIR LEGS SLOWLY AND KEEPING THEIR BACK STRAIGHT.

IMPORTANT: NEVER LEAVE A WHEELCHAIR IN THE STAIRWELL



Evacuation Procedures (Continued)

Evacuation Techniques for Disabled Persons (Continued)

CHAIR EVACUATION

PERSON IN NON-MOTORIZED WHEELCHAIR

1. UNLOCK THE WHEELCHAIR BRAKE.



2. THE CHAIR IS GENTLY LEANED BACKWARD AND MOVED TO THE EDGE OF THE FIRST STEP.



3. ONE HELPER STEADIES THE CHAIR BY HOLDING THE RODS TO WHICH THE FOOT RESTS ARE ATTACHED. THE PERSON IN THE BOTTOM POSITION IS THERE TO STEADY THE CHAIR NOT TO LIFT IT.

NOTE: DO NOT LIFT CHAIR FROM BOTTOM POSITION

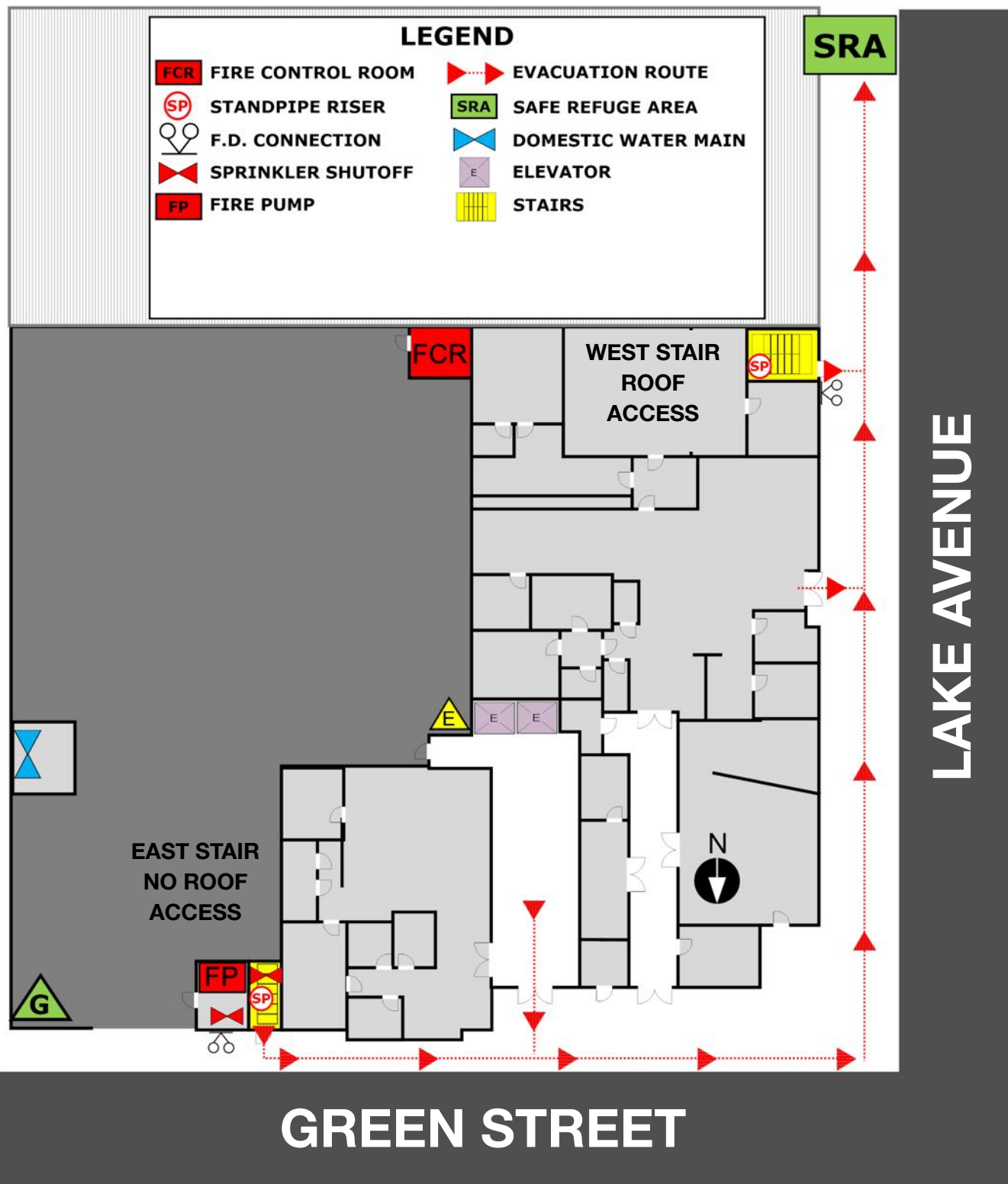


4. THE HELPERS IN THE TOP POSITION CONTROLS THE DESCENT OF THE CHAIR BY BENDING THEIR LEGS SLOWLY AND TAKING MOST OF THE WEIGHT.
-

Evacuation Procedures (Continued)

Safe Refuge Area Map

80 S. Lake Ave., Pasadena CA.



In the event of a Bomb Threat, if evacuation is required, the safe refuge area may be changed for that incident.

ALARMS SOUNDS & LOOKS LIKE BEEP BEEP BEEP & FLASHING LIGHT.

Earthquake Procedures

General Response Procedures

BEFORE AN EARTHQUAKE OCCURS:

Following are some items to consider before an earthquake, which might reduce the risk of injury and property damage:

- Duck/Cover/Hold....** Determine ahead of time the safest location for you to take cover. Keep the area underneath your desks and tables clear of clutter so there is room for you to take cover.
- Windows/Glass.....** If your work area is near a window or glass partition decide where you will take cover to avoid being injured by flying glass. Drapes or blinds over windows greatly reduce the risk of being injured by flying, broken glass.
- Heavy Objects.....** If your work area is near a temporary wall, partition, tall filing cabinet or shelves, make sure they are securely anchored.
- Loose Objects.....** Most injuries during an earthquake are caused by flying loose objects. If you have materials stored on top of cabinets or shelves, determine if these items should be secured or moved.
- Emergency Exits.....** Make sure that boxes and other items are not stacked in the halls or near an emergency exit. Those items will shift and fall in an earthquake, blocking your exit.

DURING AN 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 freestanding furniture such as bookcases, file cabinets, shelves, and hanging objects.
- Duck.....** Immediately 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 are under something hold onto 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 shaking.

NOTE: Doorways should not be used for protective cover.

Earthquake Procedures (Continued)

FLOOR WARDEN (Continued)

IF YOU ARE IN AN ELEVATOR DURING AN EARTHQUAKE:

The elevators in the building have a seismic-sensor alarm that is activated whenever there is significant ground motion. If the elevator is moving when this occurs it will stop at the next floor. All elevators will open their doors and cease operations. Technicians must manually reset seismic-sensor alarm, and will only do so once the elevator has been inspected and found undamaged.

1. Duck down, cover your head and neck with your arms, and wait for the shaking to stop.
2. The elevator will continue to the next floor, stop and open the doors.
3. Get off the elevator and immediately begin your emergency responsibilities.
4. **If you are in an elevator that gets stuck:**
 - The elevator will provide you with a level of protection from falling objects. The elevator is designed not to fall down the shaft.
 - If you have a medical or other emergency, press the Emergency Call button to activate the intercom, and state the nature of your emergency.
 - Building personnel will contact each elevator car as quickly as possible and advise you about how you will be rescued.
 - When rescued, immediately begin your emergency responsibilities.

IF YOU ARE OUTSIDE DURING AN EARTHQUAKE:

If you are outside when the earthquake occurs stay there. If possible move to an open area. Move away from structures or retaining walls that could fall during the earthquake. Avoid fallen electrical lines, power poles and lamp posts. Do not try to run back in to the building.

Earthquake Procedures (Continued)

FLOOR WARDEN (Continued)

AFTER THE SHAKING STOPS

1. Check yourself for injury.
2. **Remember: Your safety comes first.**
3. **Be Prepared For Aftershocks.**
4. Immediately begin to evaluate your area by loudly announcing, "This is your Floor Warden. Anyone who can hear me and can walk, please come to the sound of my voice (Repeat several times, as frightened people will take a moment to register what you are saying)."
5. Gather information regarding any injured people or dangerous areas. Report your findings (hazards, injuries, missing or trapped persons) to the Incident Commander. If telephones are not operational, assign two (2) people to take the information to the Incident Commander. **Never send anyone out alone.**
6. If trained, and you are comfortable in doing so, begin to render first aid. Ask the uninjured if anyone has had first aid training and ask those who have to assist you with the injured.
7. Assign other uninjured people to survey the area and look for items that did not fall in the initial earthquake but may in subsequent aftershocks. Clear emergency exits of debris, if safe to do so.
8. Barricade any unsafe areas.
9. If a fire occurs, activate the nearest fire alarm pull station (as the system may still be functional) and follow procedures outlined in the Fire Procedures section of your Floor Warden manual.
10. Send two (2) people to identify the safest and quickest evacuation route in the event evacuation is ordered. **Never send anyone out alone.**

NOTE: Do not initiate an evacuation after an earthquake, unless there is immediate danger from fire or signs of severe structural damage. Occupants are in greater danger outside from falling glass and debris. Instead, make the area safe for aftershocks and "shelter in place," unless instructed otherwise by the Incident Commander.

11. Reassure occupants to attempt to keep them calm, inform them that the building is the safest place for them because of uncertainty of exterior and road conditions.

Instruct occupants not to use the phone unless it is an emergency. This may overload the phone systems and prevent people with immediate emergencies from being able to contact emergency services.

Earthquake Procedures (Continued)

FLOOR WARDEN (Continued)

IF YOU ARE INSTRUCTED TO EVACUATE BY THE INCIDENT COMMANDER

If the Incident Commander (IC) determines it is unsafe to remain in the building, the Incident Commander will notify Floor Wardens to implement evacuation procedures. It is possible the IC Incident Commander will assign you to a different Safe Refuge Area than would normally be used in other evacuation scenarios.

1. Send two (2) people to identify the safest and quickest evacuation route. Never send anyone out alone.
2. Notify occupants of the need to evacuate and the location of the Safe Refuge Area designated by the Incident Commander.
3. Begin evacuation using the nearest safe stairwell.
4. Assist physically impaired persons if they are present.
5. Instruct occupants to watch for falling debris and avoid downed electrical wires when exiting the building. Go directly to the Safe Refuge Area.
6. Once at the Safe Refuge Area, take a head count and report any discrepancies to the Incident Commander or emergency personnel stationed at the Safe Refuge Area.

WHEN SHOULD YOU ALLOW THE OCCUPANTS TO LEAVE

1. Do not physically restrain an occupant from leaving. Ask them to stay but if they refuse do not stop them. This is a personal decision.
2. Advise occupants that it is in their best interest to remain at the building. Road and traffic condition may make it dangerous for them to leave right away.
3. Listen to radio reports for areas and roads that have sustained damage.

Instruct occupants not to use the phone unless it is an emergency. This may overload the phone systems and prevent people with immediate emergencies from being able to contact emergency services.

Other Emergencies (Active Shooter)

Floor Warden

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims. Active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

IF AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that Employees and Visitors are likely to follow the lead of Floor Wardens and Managers during an active shooter situation.

1. **GET OUT:** If there is an accessible escape path, attempt to evacuate and tell others to evacuate the premises. Be sure to: **Evacuate regardless of whether others agree to follow.**
 - Have an escape route and plan in mind (Use cover and concealment as you exit).
 - Leave your belongings behind and keep your hands visible.
 - Help others escape, if possible.
 - Prevent individuals from entering an area where the active shooter may be.
 - Follow the instructions of any police officers.
 - Do not attempt to move wounded people.
 - Call 911 when you are safe.
2. **HIDE:** If evacuation is not possible, find a place for you and others to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view.
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door).
- Not trap you or restrict your options for movement.

To prevent an active shooter from entering your hiding place:

- Lock the door.
- Blockade the door with heavy furniture.

If the active shooter is nearby:

- Lock the door.
- Silence your cell phone and/or pager.
- Turn off any source of noise (i.e., radios, televisions).
- Hide behind large items (i.e., cabinets, desks).
- Remain quiet.

If evacuation and hiding out are not possible:

- Remain calm.
- Dial 911, if possible, to alert police to the active shooter's location.
- If you cannot speak, leave the line open and allow the dispatcher to listen.

Other Emergencies (Active Shooter) Floor Warden (Continued)

IF AN ACTIVE SHOOTER IS IN YOUR VICINITY (Continued)

- 3. DEFEND YOURSELF:** As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
 - Acting as aggressively as possible against him/her.
 - Throwing items and improvising weapons.
 - Yelling.
 - Committing to your actions.

WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

1. HOW TO REACT WHEN LAW ENFORCEMENT ARRIVES:

- Remain calm, and follow officers' instructions.
- Put down any items in your hands (i.e., bags, jackets).
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements toward officers such as holding on to them for safety.
- Avoid pointing, screaming and/or yelling. Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

2. INFORMATION TO PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR:

- Location of the active shooter.
- Number of shooters, if more than one.
- Physical description of shooter/s.
- Number and type of weapons held by the shooter/s • Number of potential victims at the location.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

Other Emergencies (Bomb Threat)

Floor Warden

The response to Bomb Threats is mainly that of data collection for law enforcement agencies. Law Enforcement Officers will take control of any situation resulting from bomb threats. Building Management, using the advice of law enforcement agencies, will decide if evacuation is necessary.

IF YOU RECEIVE OR ARE NOTIFIED OF A BOMB THREAT

1. Have the person who received the threat complete the report on Page 21.
2. Call the Building Engineer at (626) 644-3298 and report what has occurred.

Never use a radio, cell phone or cordless phone within 200' of a suspicious package or during a bomb threat situation.

3. Only initiate evacuation procedures at the direction of the Incident Commander, Building Management, Law Enforcement or you find a suspicious device. Evacuate the affected area using the procedures outlined in the Evacuation Procedures section of this manual.
4. Coordinate with Building Staff and Law Enforcement to determine best course of action.

NOTE: Once individual areas have been evacuated and building is secured, no one is allowed to return until all clear is given by the Police Department.

IF A SUSPICIOUS PACKAGE OR DEVICE IS FOUND

1. Do Not Touch The Suspicious Object. Make sure the object is not moved or covered and note its description and exact location.

Never use a radio, cell phone or cordless phone within 200' of a suspicious package or during a bomb threat situation.

2. Call the Police Department by calling 9-1-1.
3. Keep Building Management informed of all current facts. Restrict entry into the area until relieved or directed by Police Department.
4. Dispatch an available Building Staff member to verify that evacuation routes are free of suspicious items.
5. Start evacuation of the affected area or floor (use all available Building Staff and Floor Wardens to assist with evacuation). Notification to the occupants should be done in a low key manner to avoid panic.
6. After evacuation is complete, coordinate with law enforcement, to determine course of action.

Bomb Threat Report

Name of Person who received call	Date	Time	
Questions to ask:			
When is the bomb going to explode? _____			
Where is the bomb right now? _____			
What does it look like? _____			
What kind of bomb is it? _____			
Why did you place the bomb? _____			
Origin of call? Internal	Local	Long Distance	Phone Booth
Voice			
<input type="checkbox"/> Excited	<input type="checkbox"/> Slow	<input type="checkbox"/> Laughter	<input type="checkbox"/> Rapid
<input type="checkbox"/> Soft	<input type="checkbox"/> Loud	<input type="checkbox"/> Raspy	<input type="checkbox"/> Deep
Breathing			
<input type="checkbox"/> Crying	<input type="checkbox"/> Normal	<input type="checkbox"/> Distinct	<input type="checkbox"/> Fast
<input type="checkbox"/> Nasal	<input type="checkbox"/> Stutter	<input type="checkbox"/> Lisp	<input type="checkbox"/> Distant
<input type="checkbox"/> Deep	<input type="checkbox"/> Ragged	<input type="checkbox"/> Clearing Throat	<input type="checkbox"/> Distorted
<input type="checkbox"/> Cracked Voice	<input type="checkbox"/> Disguised	<input type="checkbox"/> Slurred	
<input type="checkbox"/> Other _____	<input type="checkbox"/> Familiar (like who) _____		
Manner:			
<input type="checkbox"/> Calm	<input type="checkbox"/> Angry	<input type="checkbox"/> Rational	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Emotional	<input type="checkbox"/> Nervous Laugh	<input type="checkbox"/> Irrational	<input type="checkbox"/> Coherent
<input type="checkbox"/> Deliberate	<input type="checkbox"/> Righteous		
Language			
<input type="checkbox"/> Good	<input type="checkbox"/> Foul		
Accent:			
<input type="checkbox"/> Local	<input type="checkbox"/> Foreign	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Regional
Background Noise:			
<input type="checkbox"/> Street Noises	<input type="checkbox"/> Music	<input type="checkbox"/> Long Distances	<input type="checkbox"/> Factory
Machinery			
<input type="checkbox"/> Animal Noises	<input type="checkbox"/> House Noises	<input type="checkbox"/> Voices	<input type="checkbox"/> Booth
<input type="checkbox"/> Clear	<input type="checkbox"/> Motor	<input type="checkbox"/> PA System	<input type="checkbox"/> Static
<input type="checkbox"/> Office Machinery	<input type="checkbox"/> Stutter	<input type="checkbox"/> Local	<input type="checkbox"/> Other:

Sex of Caller	Race	Age	Length Of Call	Number that received call	Time	Date

Who was notified? _____

If caller seemed familiar with facility how? _____

What did the caller say? _____

Keep Caller On Phone As Long As Possible, Do Not Hang Up First!

Contact the Engineer immediately upon receiving a bomb threat at (626) 644-3298.

Other Emergencies

Medical Emergency

Floor Warden

IF YOU ARE HAVING A MEDICAL EMERGENCY:

1. If you are experiencing a medical emergency Immediately dial 911 and request emergency medical care.
2. Call the Building Engineer (626) 644-3298 and notify them of your situation. Building Staff will make arrangements to escort the paramedics to your location.

IF YOU ARE NOTIFIED OF AN ILL OR INJURED PERSON

1. Survey the scene; determine if it is safe for you to help. **Do not attempt to move seriously injured persons, unless they are in immediate danger of further injury.**

NOTE: Emergency scenes can be dangerous. Without barriers to blood or body fluids, accidental exposure to disease can occur. Occupants should understand that if they decide to come to aid a person he/she does so by choice as a Good Samaritan/Volunteer.

2. Do a primary survey to confirm the airway is open, that the victim is breathing, and they have good circulation. Obtain the Following information:

Obtain the following information:

- Determine nature of emergency.
- Determine age and sex of victim.
- Determine location of victim.
- Determine current condition of victim (is First Aid/CPR being provided).
- Determine name and callback number of person reporting.
- Determine that help, if any, is being given.

3. Call or direct come one to call the Paramedics by dialing 911.

Give the following information:

- I want to report a medical emergency at the 80 South Lake.
- Address: 80 S. Lake Avenue.
- Cross Streets: On the corner of Lake Street and Green Street.
- Give information from item #2 (above).
- Call Back number: (626) 644-3298 (Engineer's Cell Phone)
- Provide any other information requested by the dispatcher.
- **Do not hang up until the operator does first.**

4. Call or direct someone else to call the Engineer (626) 644-3298 and provide them with the same information provided to 911. Building Staff will arrange for someone to escort the Fire Department to the scene when they arrive.
5. If you are trained in emergency First Aid/CPR and are comfortable in providing emergency care, provide immediate care according to your level of training.
6. Stay with the ill/injured person until relieved by someone of equal or greater training than you.

Other Emergencies

Power Outage

Floor Warden

If there is a power outage on your floor, building emergency power will light the common areas of the building sufficiently for a safe evacuation. Life safety systems will remain fully functional.

WHEN INFORMED OF POWER FAILURE

1. Put on your orange vest and get a flashlight. Report directly to the predetermined location for all Floor Team members.
2. Meet with your Floor Team personnel. If one of your Floor Monitors or other designated personnel is not present, then appoint someone to the vacant position and brief that person on their duties.
3. Instruct the Floor Monitors to go to their stations beside stairwell doors and wait in the nearest lighted area for further instructions. Randomly assign an occupant to the position of Elevator Monitor and instruct that person to send all individuals attempting to use the elevator to the nearest safe exit stairwell.
4. Instruct teams to notify occupants to:
 - Stay near their office area and wait for further instructions from emergency personnel.
 - Turn off all electrical equipment, computers, coffee machines, etc., that were in use at the time of the power outage.
 - Open blinds to allow sunlight in.
5. Contact and inform the Incident Commander on the status of your designated area, including any injuries, missing persons or damage due to the power outage.

IF YOU ARE DIRECTED TO EVACUATE

1. Evacuate the occupants in your area to the nearest safe exit stairwell using the procedures outlined in the Evacuation Procedures section of this manual.
2. Instruct the Assistance Monitors to proceed to their assigned disabled person and assist them to the nearest safe exit stairwell. Any ambulatory disabled persons who have arrived at the stairwell should be instructed to standby at the stairwell until the floor is completely evacuated.
3. Do a quick check of the common areas. Close doors and mark doors with chalk or stickers to indicate they have been cleared.
4. Proceed with your Floor Team to your Safe Refuge Area.

Building Emergency Systems and Equipment

Building Description

Building Name:	80 South Lake.
Building Address:	80 S. Lake Avenue, Pasadena CA. 91101.
Nearest Cross Streets:	On the corner of Lake Street and Green Street.
Building Type:	Mixed Use (Office Building & Retail).
Above Ground Floors:	8 Stories.
Below Grade Levels	NONE (no basement level).
Sprinkler System:	Combined Sprinkler & Standpipe System.
Year building was built:	1967.
Type of Construction:	Reinforced Concrete & Glass.

Fire Control Room (FCR) (626) 432-4922

The Fire Control Room for the Building is located on the 1st floor, in the parking garage, near the Main Electrical Room. The Fire Control Room contains the Fire Alarm Panel, Fire Pump Status Panel and Emergency Power Generator Panel.

Fire Alarm Panel

Fire Alarm Control Panel	Gamewell-FCI / E3 Series
Main Panel Location	In the Fire Control Room .
Remote Panel	NONE
Fire Alarm Looks/Sounds:	Whoop Whoop and Strobe Lights.
Alarm Zones:	The 1st -4th floor alarm together as 1 zone. All other alarm activation will alarm the floor of activation, 1 floor above and 1 floor below.
Public Address Capabilities:	None
Central Station Signaling:	Remotely Monitored By an Outside Monitoring Co.
Capabilities:	The System will automatically activate the audio and visual alarm notification devices on the floor of activation, the floor directly above and the floor directory bellow.

Building Emergency Systems and Equipment (Continued)

Exit Stairs:

Interior Exit Stairwells (2) two.

- **East Stairwell:** Is located on the Northeast side of the building is enclosed and exits on the North side of the building onto Green Street.
- **West Stairwell:** Is located on the Southwest side of the building, is pressurized, has roof access and exits on the Southwest side of the building onto Lake Avenue.
- Stairwell Doors Locked. You can enter either stairwell on floors 2-8 and use them to evacuate out of the building. On floors 5-8 the stairwell door to reenter the floor is locked and you need a key code #451 to enter.

ROOF		
8		
7		
6		
5		
4		
3		
2		
1	SE	SE
	EAST STAIR	WEST STAIR

Emergency Stair Key:

Both Stairwell 1 & 2 are equipped with Emergency Stair Keys. These Emergency Stair Keys can be used to unlock and exit the stairwell on locked floors during an emergency. The Emergency Stair Keys are located inside red cabinets, mounted on the wall, inside the stairwells on the 5th and 8th floors.



Elevators: Elevator Banks (1) One, Elevators Cars (2) :

- Elevator Bank 1
 - Elevators 1 & 2: Services levels 1, 2, 3, 4, 5, 6, 7 & 8.
- Elevators are automatically recalled by the elevator lobby smoke detector.
 - Phase 1 recalls to the 1st floor. Alternate Recall floor is the 2nd floor.
- Manual Recall switch is located on the 1st floor elevator lobbies.
- Elevator Machine Room is on the Roof.
- Seismic Sensors will automatically shutoff elevators during an Earthquake.
- Both elevators are on Emergency Power.
- Emergency Call button is monitored by the Elevator Service Company.

R	M	M
8		
7		
6		
5		
4		
3		
2		
1		
	P	P
	E1	E2

Building Emergency Systems and Equipment (Continued)

Emergency Power Generator:

- The Emergency Power Generator is fueled by Diesel Fuel.
- Is located on the 4th floor of the building, Southeast corner.
- The generator is fueled a 194 gallon diesel day tank.
- Elevator Automatic Transfer Switch is located on the 4th floor in Main Electrical Room.
- Automatic Transfer Switch for the building except the elevators is in the Generator Room.
- Generator Panel is located in the Fire Control Room on the 1st floor.
- Approximate runtime for the generator under a full load is 48 hours.

If there is an AC power-failure the emergency generator will supply power to:

- Exit & directional Signs
- Stairway & Corridor lights.
- Fire Alarm Panel.
- Some service rooms.
- Both Elevators.

Fire Extinguishers

There are a minimum of two (2) five-pound ABC fire extinguishers per floor, located in the common areas of each floor. All of the fire extinguishers have labels with instructions describing how to use a fire extinguisher, age of the unit, serial number, and the types of fire they are effective against.

Sprinklers

Wet Automatic Fire Sprinklers for fire suppression throughout the entire building. If there is a fire, the sprinkler system will start automatically when a fire sprinkler head is exposed to a constant temperature above 165 degrees Fahrenheit. The Sprinkler System is fed from the Fire Water Main and Supported by the Fire Pump. No fire water back up tank.

SHUTOFF VALVE LOCATIONS

Sprinkler Valves for the each floor are located in the East Stairwell.

Garage Area Sprinkler Valve for 1st and second floor is located in the Fire Pump Room.

Roof Level Sprinkler Valve is located outside the Elevator Machine Room.

Floor Warden Duties

Emergency Responsibilities

A responsible person on each floor of the building shall be designated as Floor Warden. In cooperation with the Incident Commander, Floor Wardens shall oversee and ensure safe and complete evacuation and relocation of occupants during a fire or other emergency, or a fire drill. Alternate Floor Wardens shall be designated for each floor and shall assume floor warden duties when necessary.

This person is in charge of the fire/life safety program on that floor during an emergency. There can only be one (1) floor warden per floor (not including alternates).

The Floor Warden shall be responsible for the implementation of the Emergency Plan and communication of the contents of this document to Building Occupants on their floor. They are also responsible for filling the roles of the Floor Team, as shown on the form at the end of this section.

Floor Wardens function as the day-to-day director of building policy regarding emergency and evacuation planning on their respective floors. They maintain a record copy of this document and ensure that any needed modifications to the document are communicated to the Fire Safety Director. Documentation of drills and plan reviews are to be submitted to the Fire Safety Director within two weeks of completion for proper record retention.

Floor Warden Program Participant Selection

The following parameters are used for the selection of Floor Wardens and their alternates:

- Possession of supervisory or leadership qualities, with the ability to communicate clearly and calmly during stressful situations.
- Successful completion of the Buildings Floor Warden Training Program, annually.
- Successful completion of the Building Emergency Plan Review, annually.
- Participation in scheduled Floor Warden meetings.

Floor Wardens recruitment procedures will be reviewed by the Floor Warden Board of Review. The board will be responsible for maintaining the selection criteria standards for Floor Wardens, as outlined above. The Floor Warden Board of Review will consist of:

- Fire Safety Director - Asst. Fire Safety Director – Building Manager

Floor Warden Duties Training Responsibilities

Floor Wardens will attend an annual training class. This course will outline the duties and responsibilities of Floor Wardens, Suite/Search Monitors, Stairwell Monitors, Elevator Monitors, Assistant Monitors, Fire Equipment Handlers, Communications Monitors, and First Aid Personnel. In the event of high turnover additional training classes will be scheduled as needed.

Instructions shall include a review of the floor warden information and monitor duties during emergencies for fire, earthquake, bomb incident, medical incident and power outages. This training will include a provision for each individual to undergo a familiarization building tour emphasis on:

- Fire prevention.
- Fire alarm system function and the operation of pull station.
- Typical floor fire/life safety features and anything unique to a particular floor.
- Corridor routes of egress to stairwells.
- Accessibility from stairwells to the roof, to the street and to the Safe Refuge Area outside.

Each Floor Warden will be provided with the most currently approved section of the fire manual pertaining to Floor Wardens and shall complete documentation of having read it.

Documentation of this instruction must be kept on file in the Fire Control Room readily available for the Fire Department inspection.

Occupant Instructions

- a. All occupants will receive a set of written Occupant Instructions from their Floor Wardens.
 - Immediately or within 14 days of occupancy and by their Floor Warden on an annual basis.
 - Whenever the floor warden cannot show through documentation that each occupant has received at least one set of Occupant Instructions.
 - Whenever any of the information on the Occupant Manual has changed.
- b. All occupants will receive annual training. Recurring Training may be provided by
 - Handouts.
 - Videos.
 - Lectures.
 - Other Fire Department approved methods.
- c. Training shall include a provision for each individual to undergo a building familiarization tour emphasis on:
 - Fire Prevention.
 - Fire Alarm System Functions and operations of pull boxes.
 - Typical floor Fire Life Safety features and anything unique to a particular floor.
 - Systems functions.
 - Corridor routes of egress to stairwells.
 - Accessibility from stairwells to the roof, to the street and to the Safe Refuge Area Outside.

Floor Warden Duties (Continued)

Floor Warden and Floor Team List

Floor # _____ Date _____

Team Response Point: _____

Safe Refuge Area: _____

Position: Floor Warden

Name: _____ Suite: _____ Phone: _____

Responsibilities: The Floor Warden's primary purpose is the safe and expedient evacuation of the occupants on their floor. In an emergency, the Floor Warden is in charge of making sure notification has been made to the appropriate emergency personnel, organizing the Floor Team, and communicating with the Incident Commander. Before an emergency, the Floor Warden is responsible for filling the Floor Team positions and ensuring occupants are trained on evacuation procedures on an annual basis, and new occupants are briefed within 14 days after they occupy the Building.

Position: Alternate Floor Warden

Name: _____ Suite: _____ Phone: _____

Responsibilities: The Alternate Floor Warden is responsible for supporting the Floor Warden and assuming the role of Floor Warden in their absence.

Position: Search Monitors

Name: _____ Suite: _____ Phone: _____

Name: _____ Suite: _____ Phone: _____

Responsibilities: During an evacuation/relocation, Search Monitors Provide a systematic and thorough search of all floor areas and instruct occupants to proceed to nearest stairwell.

1. As the search is being conducted close all doors behind you to reduce the spread of heat and smoke.
2. As you close doors mark them with post-its or tape. Mark them at eye level and at the lower portion of the door.
3. After the entire floor has been searched report to the Floor Warden with a status report and proceed to the safest stairwell to evacuate the floor.
4. At the Safe Refuge Area assist the Floor Warden with taking count and keeping the group together until released by emergency personnel.

Floor Warden And Floor Team List (continued)

Position: Stairwell Monitors

Name: _____ Suite: _____ Phone: _____

Name: _____ Suite: _____ Phone: _____

Responsibilities: During an evacuation/relocation, Stairwell Monitors take up pre-designated positions at all stairwells and assist in building relocation/evacuation by:

1. Notify occupants on the floor to move into the stairwell in a single file. DO NOT USE ELEVATORS.
2. Admit occupants into the stairwell keeping the door open. Never block the door with a device such as a wedge, etc. Move evacuees into the stairwell in an orderly fashion. Give safety instructions and guidance as follows:
 - To prevent injury instruct evacuees to remove hi-heels or slick sole shoes (carry them down the stairs)
 - Instruct the occupants to grasp the handrail which is most continuous (usually the inside or core)
 - Direct traffic to the "Safe Refuge Area"
 - Have physically impaired individuals and their escorts enter the stairwell last to assure quick evacuation.
 - Dispel any false information, rumors, etc., to reduce panic refrain from using the word "FIRE"
3. When occupants clear your floor and when instructed by the Floor Warden, securely close the door behind you and proceed to the Safe Refuge Area.

Position: Elevator Monitors

Name: _____ Suite: _____ Phone: _____

Name: _____ Suite: _____ Phone: _____

Responsibilities: During an evacuation/relocation, Elevator Monitors take up pre-designated positions at all elevators, prevent occupants from using elevators, and direct them to the nearest safe stairwell for evacuation.

Position: Fire Equipment Handlers:

Name: _____ Suite: _____ Phone: _____

Name: _____ Suite: _____ Phone: _____

Responsibilities: Fire Equipment Monitors are trained in the safe and proper use of fire extinguishers. They will operate a fire extinguisher as needed, ONLY IF IT IS SAFE TO DO SO.

Floor Warden And Floor Team List (continued)

Position: Communications Monitors

Name: _____ Suite: _____ Phone: _____

Name: _____ Suite: _____ Phone: _____

Responsibilities: Coordinates communications between your floor and the Incident Commander's Command Post. If telephones are not operational, use the buddy-system and act as runners between your floor and emergency personnel.

Position: Physically Impaired Escorts

Name: _____ Suite: _____ Phone: _____

Name: _____ Suite: _____ Phone: _____

Responsibilities: A minimum of two (2) trained/able-bodied personnel per disabled person on your floor. Assistance Monitors will work with their assigned disabled person in advance to determine the best method for transporting this person to the Safe Refuge Area in an evacuation/relocation. Assistance Monitors and their charge will enter the stairwell after all other occupants on the floor have been cleared.

Position: First Aid Personnel

Name: _____ Suite: _____ Phone: _____

Name: _____ Suite: _____ Phone: _____

Responsibilities: Qualified personnel should report to the scene of a medical emergency or as otherwise directed by their Floor Warden.

Fire Drill Participation Record

Building Name: 80 South Lake **Building Address:** 80 S. Lake Avenue

Floors Affected: _____ **Date:** _____

Time Drill Began: _____ **Time Drill Ended:** _____

NAME	SUITE	PHONE NUMBER

Name of Consultant

Certificate of Fitness Number

Signature of Consultant

Company

Training Class Participation Record

Building Name: 80 South Lake **Building Address:** 80 S. Lake Avenue

Class: _____ **Date:** _____

NAME	SUITE	PHONE NUMBER

Name of Consultant

Certificate of Fitness Number

Signature of Consultant

Company

Occupant Manual Distribution Sign-in Sheet

By signing this sheet I acknowledge that I received a copy of the Occupant Instruction Manual for 80 South Lake Avenue.

NAME	DATE	SUITE	SIGNATURE

Evacuation Assistance Request Form

If you have any physical condition, temporary or permanent, that may hinder you in the event that your area must be evacuated, please provide the following information to the Building Management Office. They will then assign people who will assist you in the event of an evacuation.

Persons Name:
Suite Number:
Phone Number:
Type of Assistance Needed:
Expected Duration:

Photocopy or tear out this page and give to the Building Management Office

Attention: California Fire Code Chapter 4 Section 404.7

Emergency Director. Owner(s) and operator(s) of hotels, motels, lodging houses, high-rise office buildings, and Group I, Division 1 and 2 occupancies as defined in the California Building Code shall appoint a Fire Safety Director, who shall assure:

Hotels, motels, and lodging houses shall maintain at the registration desk a list noting the guest- rooms assigned to guests with disabilities when such guests have indicated that they have special emergency evacuation requirements.

Owner(s) or operator(s) of high-rise office buildings shall maintain a list o f all permanent building tenants who have disabilities. Building owner(s) or operator(s) shall be notified in writing by those who have disabilities. Information provided in the list shall include any special emergency evacuation needs and permanent work location of such physically disabled persons. The list shall be located in the building manager's office;