

80 S. LAKE AVENUE



OCCUPANT EMERGENCY MANUAL

Fire Procedures

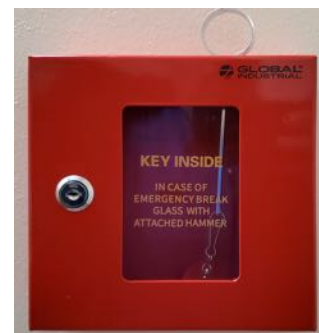
General Response Procedures

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.



My Safest Exit Is: _____

My Alternate Exit Is: _____

My Safe Refuge Area is: **Lake Avenue 300 feet South of the Building.**

FIRE DEPARTMENT / PARAMEDICS	9-1-1
POLICE DEPARTMENT	9-1-1
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

Fire Procedures (Continued)

Occupant

IF YOU HEAR SEE OR ARE NOTIFIED OF A "FIRE ALARM"

1. **Remain calm** but react immediately.
2. When leaving a room, feel the doors before opening them, and do not open any that are hot. Remember to close doors behind you but do not lock them.
3. Do not return for personal belongings.
4. If smoke is present stay low. The best air is near the floor. **Do not attempt to run through heavy smoke or flames.**
5. **Do not use the elevators.** If you are in an elevator when the alarm sounds do not push the emergency stop button.
6. Proceed to the safest stairwell or exit and begin to evacuate, unless told otherwise by the fire department. Go down and exit the building to the Safe Refuge Area.

NOTE: You may be called upon to assist with the physically challenged on your floor.

DO NOT USE ELEVATORS

IF YOU ARE TRAPPED IN YOUR OFFICE OR AREA

1. Close as many doors as possible between you and the fire.
2. 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. Only break window as a last resort because it will become impossible to close it if necessary.
5. Mark the window by hanging a piece of cloth from it or by taping a piece of paper to it.
6. Notify building personnel, via telephone, and inform them of your situation.
7. The Fire Department will make every attempt to rescue you.

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)

Occupants (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)

Occupants (Continued)

AFTER THE SHAKING STOPS

1. Check yourself for injury.
2. Remember: Your safety comes first.
3. Be Prepared For Aftershocks.
4. Check your area for injuries and administer first aid if you are trained and feel comfortable doing so. Do not move the injured person unless absolutely necessary.
5. Keep calm. Do not go outdoors, unless there is immediate danger from fire or signs of severe structural damage. You 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.
6. Replace telephone headset that were shaken off but do not try to use the telephone except for emergencies.
7. Cooperate with building staff. Building staff may need you to assist in making the area safe for aftershocks by moving items that did not fall in the initial earthquake but may fall in an aftershock. Clear emergency exits, ONLY IF SAFE TO DO SO.
8. If a fire occurs, activate the nearest fire alarm pull station (as the system may still be functional). Begin evacuation according to fire procedures.

IF YOU ARE INSTRUCTED TO EVACUATE

If the Incident Commander, the Floor Warden or the Fire Department determines it is unsafe to remain in the building, they will notify you that the building needs to be evacuated. It is possible the Incident Commander will assign you to a different Safe Refuge Area than would normally be used in other evacuation scenarios.

1. You will be notified by an announcement on the Public Address System of the need to evacuate and the location of the Safe Refuge Area designated by the Incident Commander.
2. Begin evacuation using the nearest safe stairwell.
3. Assist physically impaired persons if they are present.
4. Watch for falling debris and avoid downed electrical wires when exiting the building.
5. Go directly to the Safe Refuge Area and check in.

Other Emergencies (Active Shooter)

Occupant

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.

1. **RUN:** If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
 - Have an escape route and plan in mind.
 - Evacuate regardless of whether others agree to follow.
 - Leave your belongings behind.
 - Help others escape, if possible.
 - Prevent individuals from entering an area where the active shooter may be.
 - Keep your hands visible.
 - 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 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. **FIGHT:** 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)

Occupant

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 a bomb threat call

1. Attract the attention of anyone in the area. Have them call 9-1-1 (to request the call on your line be traced and for local Law Enforcement to respond).
2. Get as much information from the caller as possible about the bomb's location, type, and time of detonation.
3. Ask about the bomb's appearance and who placed it.
4. Listen for background noises or distinguishing voice characteristics that might aid Law Enforcement.
5. Once the call is complete, confirm that 9-1-1 has been notified.
6. Call the Building Engineer at (626) 644-3298 and inform them of the situation.
7. Survey your immediate area and report any suspicious items to your Floor Warden and the Incident Commander. Do not touch a suspected bomb or unusual device.
8. Complete Bomb Threat Report on page 8.

Never Use A Radio, Cell Phone Or Cordless Phone Within 200' Of A Suspicious Package Or During A Bomb Threat Situation.

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. Call the Building Engineer at (626) 644-3298 and keep them, informed of all current facts.
4. Only initiate evacuation procedures at the direction of the Incident Commander, Building Management or Law Enforcement. Evacuate using the procedures outlined in the Evacuation Procedures section of this manual.
5. After evacuation is complete, coordinate with law enforcement, to determine best 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

Occupant

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 someone 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

Occupant

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.

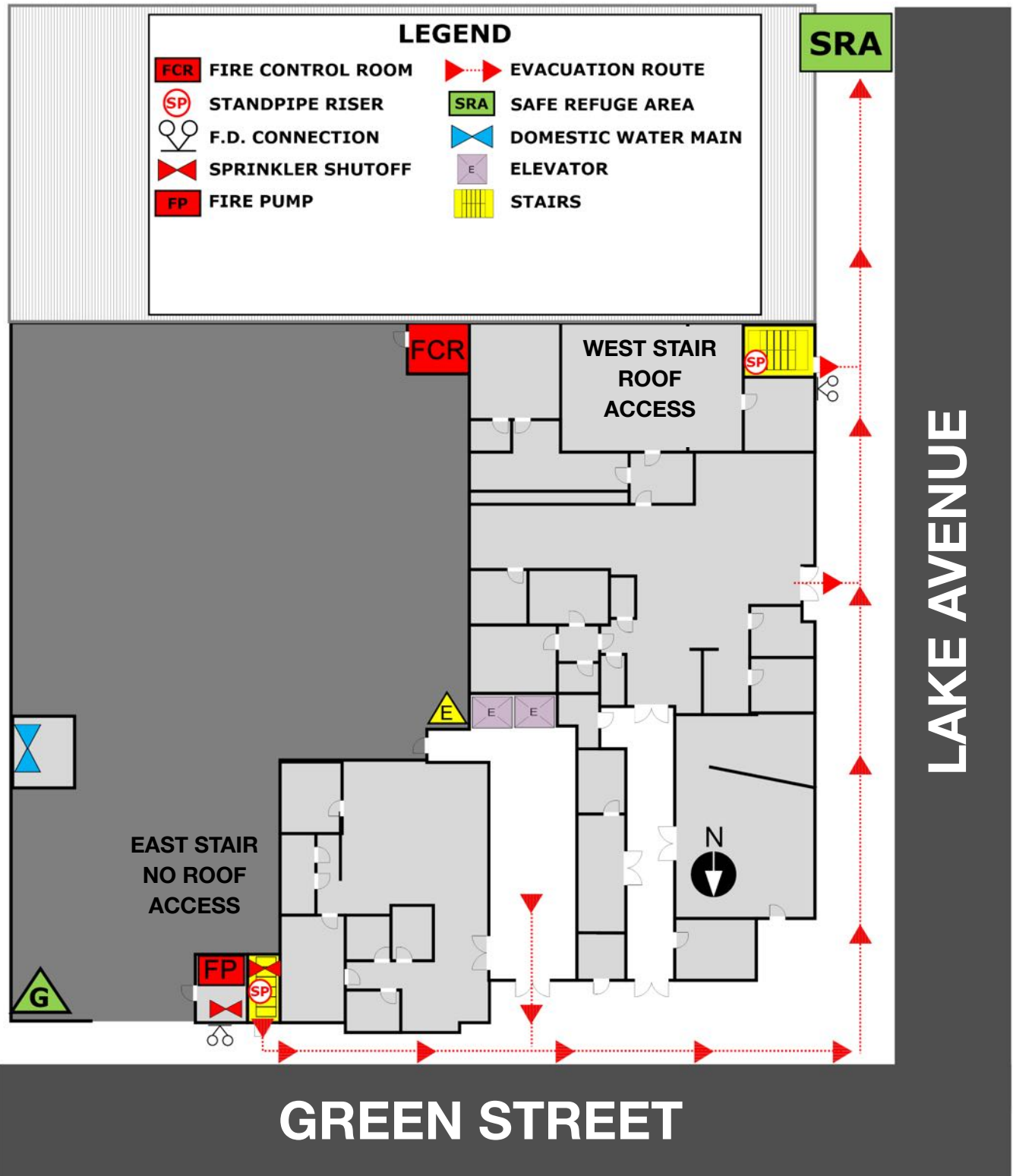
When informed of power failure

1. Remain Calm and attempt to keep others calm in your area.
2. Open blinds to allow light in.
3. Turn off all light switches except one. Turn off or unplug the power to electrical equipment (e.g. copiers, computers, coffee pots). **When power returns it could surge and damage electrical equipment.**
4. Turn on portable radio to find out what is happening in your area.
5. Stay in your residence and wait for further instructions from building emergency personnel.
6. If evacuation is ordered use flashlights and light sticks to assist in evacuation. Never use candles.

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.

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 Fire Safety Director and your floor warden. 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;