

THE
LOS ANGELES®
FILM SCHOOL

EMERGENCY PROCEDURES MANUAL

6363 SUNSET BLVD.

LOS ANGELES, CA 90028



Emergency Procedures Manual

The Los Angeles Film School
6363 Sunset Blvd.
Los Angeles, CA 90028

High Rise Building Emergency Plan
Approval Page
For 6363 Sunset Blvd.
Los Angeles, CA

<u>STAFF SECTION</u>		<u>FACULTY/INSTRUCTOR SECTION</u>
<ul style="list-style-type: none">• Table of Contents• Emergency Phone Numbers• Fire Procedures (Deviations Y N)• Evacuation• Earthquake Procedures• Other Emergencies• Building Systems and Equipment• Fire Safety Director• Specific Training Standards• Supplemental Section		<p>Date exemption letter approved _____</p> <ul style="list-style-type: none">• Table of Contents• Emergency Phone Numbers• Fire Procedures• Evacuation• Earthquake Procedures• Other Emergencies• Building Systems and Equipment• Instructor Duties (Monitors)• Supplemental Section
<u>STUDENT/NEW HIRE INSTRUCTIONS</u>		
<ul style="list-style-type: none">• Fire Procedures• Safe Refuge Area• Forms	<ul style="list-style-type: none">• Earthquake Procedures• Other Emergencies	
<p>The presence of the signature below indicates that this plan meets all of the Los Angeles Fire Department requirements for building emergency plans. L.A.M.C. Sec. 57.33.19</p> <p>HIGH RISE LIFE/SAFETY SERVICE CO. <u>High Rise Safety Services</u></p> <p>_____ Pam Graham</p> <p>Print Name (Certificate of Fitness Holder)</p> <p>_____ HRO154</p> <p>Signature Certificate Number Date</p> <p>"Certificate Holder" refers to Los Angeles Fire Department Certificate of Fitness holders. They certified to complete manuals and conduct training within the jurisdiction of the City of Los Angeles. Certificate of Fitness holders are required to review and approve manuals within the jurisdiction of City of Los Angeles.</p>		

Introduction

The Fire Safety Director is appointed by the Building Owner, and typically is the Building Manager or their designee. The Fire Safety Director is responsible for the content of this manual and updating it as changes occur. It shall be kept current at all times. High-Rise Safety Services, under the Certificate of Fitness license issued by the Los Angeles City Fire Department, has collaborated with the Fire Safety Director to develop this manual.

One copy shall be posted at the Fire Control Room and additional copies may be kept by the Fire Safety Director and the Building Staff Personnel. A list of The People Who May Need Assistance (physically impaired people) shall be kept in the Building Manager's Office and the Fire Control Room. This list must be kept current at all times. (This list is located in the Emergency Telephone Numbers Section of this manual, and blank forms for these individuals to fill out are located in the Occupant Instruction Manual. Guidelines of the Physically Impaired are located in the Fire Safety Director Section of this manual, and Assistance Monitors are to be trained following these guidelines by the Fire Safety Director, by a professional instructor holding a valid Certificate of Fitness, issued by the Fire Department, or by a member of the of the Los Angeles Fire Department.

To have updates incorporated into this manual and for re-submittals to the Fire Department, contact High-Rise Safety Services at 310-351-2406.

State and local codes require the building Emergency Procedures Manual be kept current at all times. Annual approval is required. The Fire Safety Director shall send updated information and a request for re-approval to:

Los Angeles Fire Department
High-Rise Unit
200 North Main Street, Suite 1700
Los Angeles, CA 90012

The main purpose of the fire manual is to save lives. Always remember that the fire manual is written for the real fire situation, not the fire drill.

Without a guide, training would be inconsistent and leave many in doubt as to what they are responsible for actually doing in an emergency. The manual brings a standard of accountability, as it is a legal document. This can only be maximized by proper training and participation in fire drills, which are required annually by fire code. (Reference: California Code of Regulations, Title 19, Section 3.09.) Training may only be performed by the appointed Fire Safety Director of the Building named in this manual, by a professional instructor holding a valid Certificate of Fitness, issued by the Fire Department, or by a member of the Los Angeles Fire Department. Training shall be conducted for Building Staff, Engineering, Facilities Staff, Security, and Parking Personnel. Training must be kept current. As changes occur in personnel, training must be implemented. Student/New Hire instructions shall occur within 14 days of building occupancy. Occupants shall be given instruction in the form of the Student/New Hire

Instruction Manual. Documentation of all training is required. The Staff Manual, under the Fire Safety Director tab provides forms to evidence compliance. These forms are also provided in the Faculty Instructor Manual and Student/New Hire Instruction manual at the back of this volume.

Documentation of all training must be faxed or mailed to the Los Angeles Fire Department upon completion. Furthermore, a minimum of 48-hour notice to the Los Angeles Fire Department before conducting any fire drills is required. To have the Fire Department monitor your drill, provided their schedule allows, provide a minimum of two (2) weeks advance notice.

There are three sections to the Master Manual. The first section is the Staff Section. Next is the Faculty/Instructor Manual. After that is the Student/New Hire Instruction Manual. Each of these manuals is broken down into chapters. The pertinent parts of each chapter of the Staff Section are distributed to the Building Staff, Engineering, Facilities Staff, Security, and Parking Personnel. The Faculty/Instructor Manual is distributed to faculty and instructors. The Student/New Hire Manual is distributed to new employees and students as required by Code.

The material in this manual pertaining to the California Code of Regulations, Title 19, the Los Angeles Municipal Code, and the Los Angeles Fire Code is required by law. Additional procedures outlined for Bomb Threats, Medical Emergencies, and Power Failures are recommendations only.

The provisions of Sections 3.09 and 3.10, California Code of Regulations, Title 19, require that persons responsible for new and existing high-rise buildings comply with the Emergency Pre-Fire Planning and Evacuation Requirements as set for therein. Owners, Managers, Operators, Administrators, and Tenants of each high-rise building in the City of Los Angeles shall comply with these requirements or be subject to prosecution and penalties, including fines, as set forth in the California Code of Regulations and the Los Angeles Municipal Code.

Signature Page

EMERGENCY PROCEDURES MANUAL VERIFICATION FORM

The Emergency Procedures Manual has been developed in accordance with current Los Angeles Fire Department guidelines. The information is specific to this building and was provided by:

LAFD Certified Consultant: Pam Graham – High-Rise Safety Services

Fire Safety Director: Michael McFatridge

Chief Engineer: David Dailey

This document is concise to the best of our knowledge. It accurately reflects building information, emergency procedures, all systems and equipment pertinent to this building.

This manual is for 6363 Sunset Blvd., Los Angeles, CA, and has been thoroughly reviewed by:

BUILDING OWNER / MANAGER / FIRE SAFETY DIRECTOR

Print Name: Elizabeth McDonald

Signature: _____

Title: Director of Facilities and Security

Date: _____

I, the above, understand my legal obligation to implement and maintain this Fire Life Safety Program in its entirety.

Implementation and maintenance include (but may not be limited to):

- a. Emergency Procedures Manual
- b. Faculty/Instructor Program
- c. Student/New Hire instruction
- d. Evacuation Procedures for Persons with a Disability.
- e. Evacuation signs approved by the LAFD and installed in proper locations as directed by LAFD guidelines.
- f. Annual Fire/Evacuation Drills

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• *Emergency Phone Contacts*

If you encounter any problems with the 911 system, call the alternate emergency number provided.

Fire Department -	911	or	Alternate	(800) 688-8000
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Paramedics -	911	or	Alternate	(800) 688-8000
Police Department -	911	or	Alternate	(800) 688-8000
Manager- Elizabeth McDonald				(323) 769-6868
Fire Safety Director- Michael McFatridge				(323) 769-6851
Asst. FSD- Jason Hayward				(323) 839-1732
Chief Engineer- David Dailey				(310) 433-1285
Security Console				(323) 769-8746
Elevator Co. - TKE				Dispatch (323) 278-9888
Fire Alarm Monitoring Co.- HCI				(855) 857-4888
HVAC Co.- ACCO				Dispatch 800-998-2226
Water/Electric-DWP				(800) 624-3028 Station ID 591
Gas- So Cal Gas				((800) 427-2200
Hospital/Trauma Center-Kaiser Sunset				(833) 574-2273

Building Staff Roster

[illegible]

Specific Duties

- Open and staff Command Post
- Have the Emergency Response Team meet and prepare to receive assignments at the Command Post.
 - LAFS Patrol Officer
 - Allied Post Commander
 - Building Manager
 - Facilities Manager
 - Building Engineer
 - Human Resources Representative
 - LAFS Operations Leadership Team Representative
- Direct Patrol Staff to meet with FD upon arrival.
- Reports to the Building Manager on incident status.
- Assure building safety before building re-occupancy.
- Compile Incident Reports from all entities involved in the incident and create a master incident file.

Smoke Detectors

Smoke detectors are provided for your personal safety. Anyone who willfully and maliciously tampers with, damages, breaks or removes any required smoke detector shall be guilty of a misdemeanor. (L.A.M.C. SEC. 57.112.05). Any person who willfully and maliciously sends, gives, transmits, or sounds any false alarm of fire is guilty of a misdemeanor. (P.C. 148.3).

Assistant Fire Safety Director/Incident Scribe

Name. Hours 8am to 5pm Monday through Friday. (Or other Schedule)

Reports to Fire Safety Director

If You Discover Fire or Smoke

- Safety or Life

Remove everyone in immediate danger and confine the fire or smoke by closing doors as you leave the area.

- Notifications

Notify building staff by radio

Activate or send someone to activate the fire alarm box near the stairwell. If it is safe, notify the Fire Department. Do not hang up until the emergency operator does so first. Dial 911 – if a problem occurs, then dial **800-688-8000**. Give them the following information:

Building Name	<u>The Los Angeles Film School</u>
Address	<u>6363 Sunset Blvd</u>
Nearest Cross Street	<u>Ivar Ave</u>
Floor or Suite Number	<u></u>

Nature of Emergency	_____
Your Callback Number	_____

- Firefighting (optional step)
If safe to do so, have people who are properly trained to use fire extinguishers. (If the fire is extinguished, notify the Fire Department and Tenants.)
- Evacuation
Get out of danger. Take the nearest, safest stairwell if on an upper floor. Report your new location to the Fire Safety Director and meet the fire department upon arrival with a status report of the conditions.
- Meet the Fire Department on arrival. Give a complete report on the search and rescue needs as the reports are relayed from the Operations Manager at the Refuge Area.

If A Fire Alarm Sounds or Strobe Lights Flash

- Obtain a status from Security and direct them to begin emergency procedures.
- If smoke is present, stay low. The best quality air is generally near the floor. Do not attempt to run through heavy smoke or flames.
- If 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.
- Do not use the elevators. If you are in an elevator when the alarm sounds, do not push the emergency stop button.
- Evacuate. Take the safest stairwell route and take "roll call" at the Safe Refuge.

If Trapped Inside a Room

- Wedge cloth material along the bottom of the door to keep out smoke.
- Close as many doors as possible between you and the fire.
- Use telephone (if available) and notify Fire Department of your location. Dial 911 – if a problem occurs, then dial **800-688-8000**.
- Notify a staff member by radio of your location and if you cannot complete your duties.

Specific duties as directed by the Fire Safety Director

Smoke Detectors

Smoke detectors are provided for your personal safety. Anyone who willfully and maliciously tampers with, damages, breaks or removes any required smoke detector shall be guilty of a misdemeanor. (L.A.M.C. SEC. 57.112.05). Any person who willfully and maliciously sends, gives, transmits, or sounds any false alarm of fire is guilty of a misdemeanor. (P.C. 148.3)

Building Manager

All Operations Staff report up to the Building Manager and during an emergency, will follow the directions of the Fire Safety Director.

Reports to the Los Angeles Film School President

If You Discover Fire or Smoke

- Safety of Life

Remove everyone in immediate danger and confine the fire or smoke by closing doors as you leave the area.

- Notifications

Notify building staff by radio

Activate or send someone to activate the fire alarm box near the stairwell. If it is safe, notify the Fire Department. Do not hang up until the emergency operator does so first. Dial 911 – if a problem occurs, then dial **800-688-8000**. Give them the following information:

Building Name	The Los Angeles Film School
Address	6363 Sunset Blvd
Nearest Cross Street	Ivar Ave.
Floor or Suite Number	
Nature of Emergency	
Your Callback Number	

- Firefighting (optional step)
If safe to do so, have people who are properly trained to use fire extinguishers. (If the fire is extinguished, notify the Fire Department and Tenants.)
- Evacuation
Get out of danger. Take the nearest, safest stairwell if on an upper floor. Report to the Command Center at 6353 Sunset Blvd and await instructions from the Fire Safety Director.

If you hear an alarm or are advised of an alarm:

- Make sure that the fire department has been notified (Check with Security)
- Begin evacuation procedures with FSD.

If Trapped Inside a Room

- Wedge cloth material along the bottom of the door to keep out smoke.
- Close as many doors as possible between you and the fire.
- Use telephone (if available) and notify Fire Department of your location. Dial 911 – if a problem occurs, then dial **800-688-8000**.
- Notify a staff member by radio of your location and if you cannot complete your duties.

Special Duties as assigned by the Fire Safety Director

Smoke Detectors

Smoke detectors are provided for your personal safety. Anyone who willfully and maliciously tampers with, damages, breaks or removes any required smoke detector shall be guilty of a misdemeanor. (L.A.M.C. SEC. 57.112.05). Any person, who willfully and maliciously sends, gives, transmits, or sounds any false alarm of fire is guilty of a misdemeanor. (P.C. 148.3)

Engineering

One engineer is on duty from 6am to 3pm Monday through Friday.

Reports to the Building Manager

If You Discover Fire or Smoke

1. Safety of Life

Remove everyone in immediate danger and confine the fire or smoke by closing doors as you leave the area.

2. Notifications

Notify building staff by radio

Activate or send someone to activate the fire alarm box near the stairwell. If it is safe, notify the Fire Department. Do not hang up until the emergency operator does so first. Dial 911 – if a problem occurs, then dial **800-688-8000**. Give them the following information:

Building Name	<u>The Los Angeles Film School</u>
Address	<u>6363 Sunset Blvd</u>
Nearest Cross Street	<u>Ivar Ave.</u>
Floor or Suite Number	<u> </u>
Nature of Emergency	<u> </u>
Your Callback Number	<u> </u>

- Firefighting (optional step)
If safe to do so, have people who are properly trained to use fire extinguishers. (If the fire is extinguished, notify the Fire Department and Tenants.)
- Evacuation
Get out of danger. Take the nearest, safest stairwell if on an upper floor. Report your new location to the Fire Safety Director and meet the fire department upon arrival with a status report of the conditions.

If you hear an alarm or are advised of an alarm:

1. Make sure that the fire department has been notified
2. Begin evacuation procedures

If it is safe to do so, you can get to the alarm floor with another person or if you have radio communication with the fire panel, you may investigate the alarm.

- Take a fire extinguisher and a flashlight
- Never go alone or without constant communication
- Always use the stairs, not the elevator
- Check doors with the back of your hand for heat before opening and open them slowly.
- If there is no evidence of fire, update the fire panel.

In all cases when an alarm sounds, the fire department is to be notified.

If fire has been discovered:

- Assure that HVAC is shut down on the involved floor.

- The assistant engineer will report the status of all emergency systems to the fire safety director.
- Assist as needed:
 - In fire control by fighting the fire (if safe to do so), closing doors and windows leading to the fire.
 - Evacuation
 - Floor Searches

If Trapped Inside a Room

- Wedge cloth material along the bottom of the door to keep out smoke.
- Close as many doors as possible between you and the fire.
- Use telephone (if available) and notify Fire Department of your location. Dial 911 – if a problem occurs, then dial **800-688-8000**.
- Notify a staff member by radio of your location and if you cannot complete your duties.

Special Duties as assigned by the Fire Safety Director

Smoke Detectors

Smoke detectors are provided for your personal safety. Anyone who willfully and maliciously tampers with, damages, breaks or removes any required smoke detector shall be guilty of a misdemeanor. (L.A.M.C. SEC. 57.112.05). Any person, who willfully and maliciously sends, gives, transmits, or sounds any false alarm of fire is guilty of a misdemeanor. (P.C. 148.3)

Security Staff (In-house and contracted)

Campus Security Patrol Officers and/or Allied Security contracted security professionals are on duty 24 hours a day, 7 days a week.

Reports to Fire Safety Director

If You Discover Fire or Smoke

- Safety of Life
Remove everyone in immediate danger and confine the fire or smoke by closing doors as you leave the area.
- Notifications
Activate a manual pull station.

If safe, notify the Fire Department. Do not hang up until the emergency operator does so first. Dial 911 – if a problem occurs, then dial **800-688-8000**. Give them the following information:

- Firefighting (optional step)
If safe to do so, have people who are properly trained to use fire extinguishers. (If the fire is extinguished, notify the Fire Department and Tenants.)

- **Evacuation**
Immediately evacuate the area if you are in danger. Take the nearest, safest stairwell if you are on an upper floor.

If Trapped Inside a Room

- Wedge cloth material along the bottom of the door to keep out smoke.
- Close as many doors as possible between you and the fire.
- Use telephone (if available) and notify Fire Department of your location. Dial 911 – if a problem occurs, then dial **800-688-8000**.
- Notify a staff member by radio of your location and if you cannot complete your duties.

During Business Hours

If you hear an alarm or are notified of an alarm.

Front Desk Officer

- Immediately read the fire panel to determine the location and type of alarm.
- Verify the floor (s) in alarm by looking at the enunciator panel. Write down all lights that are on and the device type shown.
- Communicate the location of the alarm (be specific)
- Notify the fire department by calling 9-1-1 or if you encounter problems with the 9-1-1 system, call **800-688-8000** and provide the following information.

Building Name	The Los Angeles Film School
Address	6363 Sunset Blvd.
Nearest Cross Street	Ivar Ave
Floor or Suite Number	
Nature of Emergency	
Your Callback Number	

Do not hang up until the operator does

- Notify Engineers, security professionals, and Fire Safety Director by radio of the alarm floor locations and device types (sprinklers, manual fire alarm, smoke detectors, fire pump).

Patrol Officer (LAFS In-house)

- Manually take the elevators out of service if they have not been automatically recalled.
- Start a building status report
- Proceed to 8th Floor to ensure evacuation of RealSongs has been completed and notify Command Post.
- All staff on duty will prepare reports

After Normal Business hours

If an alarm is received or you are notified of an alarm after hours:

- Immediately report to the fire panel to determine the location and type of alarm.

2. Call the fire department at 9-1-1 or **800-688-8000** if you encounter problems with the 9-1-1 system. Provide the following information:
3. Notify the Fire Safety Director.

Building Name	The Los Angeles Film School
Address	6363 Sunset Blvd
Nearest Cross Street	Ivar Ave
Floor or Suite Number	
Nature of Emergency	
Your Callback Number	

Do not hang up until the operator does.

Precautions When Evacuating from a Closed Room

- Feel the doors before opening them and do not open any that are hot. If hot, call the fire department to notify them of your location. Do not attempt to run through heavy smoke or flames.
- If smoke is present, stay low. The best quality air is generally near the floor. Feel your way along the corridor and find your way to the stairwell. Any fixture, such as a water fountain may be a landmark that indicates your proximity to the exit door.
- If the doors are cool proceed to evacuate. Close the doors as you leave, but do not lock them.

Smoke Detectors

Smoke detectors are provided for your personal safety. Anyone who willfully and maliciously tampers with, damages, breaks or removes any required smoke detector shall be guilty of a misdemeanor. (L.A.M.C. SEC. 57.112.05). Any person who willfully and maliciously sends, gives, transmits, or sounds any false alarm of fire is guilty of a misdemeanor. (P.C. 148.3)

6363 Sunset Building (FLOOR 6 FACULTY)

During Business Hours (Anytime class is in session)

If you hear an alarm or are notified of an alarm while in class.(Keep in mind, you have two (2) minutes to get to the nearest stairwell)

- Immediately begin the evacuation procedures for your classroom.
- If time permits, turn off room electronics.
- Turn off fans (if applicable)
- Collect classroom attendance information.
- Direct students to the nearest stairwell and instruct them to meet in the refuge area. (see section 4-9)
- Assist those who need help.
- Once cleared, meet students in the refuge area, take roll-call, and then provide roll-call results to the Incident Command Post.
- If a person leaves, document their name and what time they departed.

Precautions When Evacuating from a Closed Room

- Feel the doors before opening them and do not open any that are hot. If hot, call the fire department to notify them of your location. Do not attempt to run through heavy smoke or flames.
- If smoke is present, stay low. The best quality air is generally near the floor. Feel your way along the corridor and find your way to the stairwell. Any fixture, such as a water fountain may be a landmark that indicates your proximity to the exit door.
- If the doors are cool proceed to evacuate. Close the doors as you leave, but do not lock them.

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6363 Sunset Building (FLOOR 5) Library Staff

During Business Hours (Whenever Library is Open)

If you hear an alarm or are notified of an alarm.(Keep in mind, you have two (2) minutes to get to the nearest stairwell)

- Immediately begin the evacuation procedures for your classroom.
- If time permits, turn off room electronics.
- Turn off fans (if applicable)
- Direct students to the nearest stairwell and instruct them to meet in the refuge area. (see section 4-9)
- Assist those who need help.
- Once cleared, meet students in refuge area and report to Incident Command Post..

Precautions When Evacuating from a Closed Room

- Feel the doors before opening them and do not open any that are hot. If hot, call the fire department to notify them of your location. Do not attempt to run through heavy smoke or flames.
- If smoke is present, stay low. The best quality air is generally near the floor. Feel your way along the corridor and find your way to the stairwell. Any fixture, such as a water fountain may be a landmark that indicates your proximity to the exit door.
- If the doors are cool proceed to evacuate. Close the doors as you leave, but do not lock them.

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6363 Sunset Building (FLOOR 4) IMT Staff

During Business Hours

If you hear an alarm or are notified of an alarm.(Keep in mind, you have two (2) minutes to get to the nearest stairwell)

- Immediately begin the evacuation procedures for your classroom.
- If time permits, turn off room electronics.
- Turn off fans (if applicable)
- Direct students to the nearest stairwell and instruct them to meet in the refuge area. (see section 4-9)
- Assist those who need help.
- Once cleared, meet students in the refuge area and report to the Incident Command Post.

Precautions When Evacuating from a Closed Room

- Feel the doors before opening them and do not open any that are hot. If hot, call the fire department to notify them of your location. Do not attempt to run through heavy smoke or flames.
- If smoke is present, stay low. The best quality air is generally near the floor. Feel your way along the corridor and find your way to the stairwell. Any fixture, such as a water fountain may be a landmark that indicates your proximity to the exit door.
- If the doors are cool proceed to evacuate. Close the doors as you leave, but do not lock them.

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6363 Sunset Building (FLOOR 2 FACULTY)

During Business Hours (Anytime classes are in session)

If you hear an alarm or are notified of an alarm while in class.(Keep in mind, you have two (2) minutes to get to the nearest stairwell)

- Immediately begin the evacuation procedures for your classroom.
- If time permits, turn off room electronics.

- Turn off fans (if applicable)
- Collect classroom attendance information.
- Direct students to the nearest stairwell and instruct them to meet in the refuge area. (see section 4-9)
- Assist those who need help.
- Once cleared, meet students in refuge area, take roll-call, and then provide roll-call results to Incident Command Post..
- If a person leaves, document their name and what time they departed.

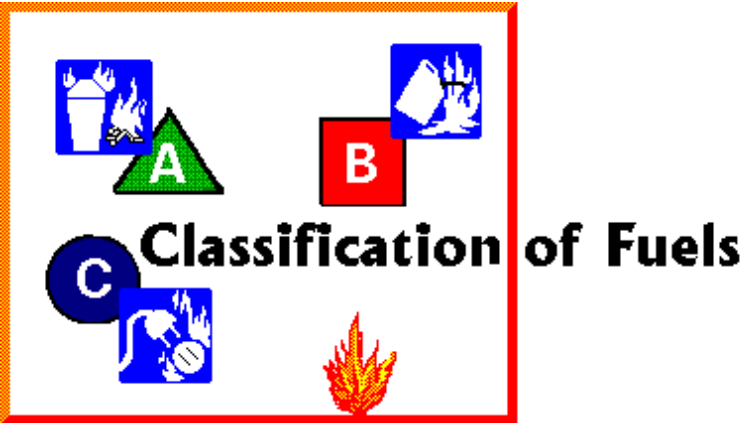
Precautions When Evacuating from a Closed Room

- Feel the doors before opening them and do not open any that are hot. If hot, call the fire department to notify them of your location. Do not attempt to run through heavy smoke or flames.
- If smoke is present, stay low. The best quality air is generally near the floor. Feel your way along the corridor and find your way to the stairwell. Any fixture, such as a water fountain may be a landmark that indicates your proximity to the exit door.
- If the doors are cool proceed to evacuate. Close the doors as you leave, but do not lock them.


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Fire Extinguisher Use

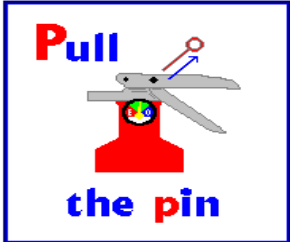





Not all fires are the same, and they are classified according to the type of fuel that is burning. If you use the wrong type of fire extinguisher on the wrong class of fire, you can, in fact, make matters worse. It is therefore very important to understand the four different fire classifications.

	Class A - Wood, paper, cloth, trash, plastics Solid combustible materials that are not metals. (Class A fires generally leave an Ash.)
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	Class B - Flammable liquids: gasoline, oil, grease, acetone Any non-metal in a liquid state, on fire. This classification also includes flammable gases. (Class B fires generally involve materials that Boil or Bubble.)
	Class C - Electrical: energized electrical equipment As long as it's "plugged in," it would be considered a class C fire. (Class C fires generally deal with electrical Current.)
	Class D - Metals: potassium, sodium, aluminum, magnesium Unless you work in a laboratory or in an industry that uses these materials, it is unlikely you'll have to deal with a Class D fire. It takes special extinguishing agents (Metal-X, foam) to fight such a fire.

It's easy to remember how to use a fire extinguisher if you can remember the acronym **PASS**, which stands for **Pull, Aim, Squeeze, and Sweep**.

	Pull the pin. This will allow you to discharge the extinguisher.
	Aim at the base of the fire. If you aim at the flames (which is frequently the temptation), the extinguishing agent will fly right through and do no good. You want to hit the fuel.
	Squeeze the top handle or lever. This depresses a button that releases the pressurized extinguishing agent in the extinguisher.
	Sweep from side to side until the fire is completely out. Start using the extinguisher from a safe distance away, then move forward. Once the fire is out, keep an eye on the area in case it re-ignites.

Types of Fire Extinguishers



Dry Chemical extinguishers are usually rated for multiple purpose use. They contain extinguishing agent and use a compressed, non-flammable gas as a propellant.

+



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

+



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

+



Carbon Dioxide (CO₂) extinguishers are most effective on Class B and C (liquids and electrical) fires. Since gas disperses quickly, these extinguishers are only effective from 3 to 8 feet. Carbon dioxide is stored as a compressed liquid in the extinguisher; as it expands, it cools the surrounding air. The cooling will cause ice to form around the “horn” where gas is expelled from the extinguisher. Since fire could re-ignite, continue to apply the agent even after fire appears to be out.

• ***Evacuation Procedures***

Definitions

Standard Evacuation: Proceed to safest stairwell and relocate within the building at least three (3) floors below reported fire floor (LAFD Rule of 5) or evacuate completely out of the building. **(Total Evacuation).**

“Rule of 5”: When fire alarm is activated on one floor, evacuate 5. (The floor of alarm, 2 floors above and 2 floors below). Depending on proximity to the ground level, may want to evacuate completely out of the building. Otherwise, each of the 5 moving floors will proceed down at least 5 floors. This puts occupants on the highest floor of the group of 5 three floors below fire floor. Fire Department needs quick access to the 2 floors above to look for fire extension. Fire Department uses the 2 floors below as base of operations. Requirement to begin evacuation procedures immediately stems from LAFD need to “capture” stairwell and use for fire fighting purposes. This is difficult when people moving around.

Total Evacuation: All building occupants exit the building to safe refuge area a minimum of 300’ away from the building.

All buildings should consider, prepare, and practice total evacuation periodically as a second option to Rule of 5. Total evacuation requires planning and assistance from outside agencies to be successful. If building staff suspects structural integrity of building is being compromised, begin complete evacuation prior to arrive of LAFD.

Defend in Place: Remain in room or office. Secure yourself by putting complete fire barriers between you and the fire, i.e. fire doors and stuff cloth under door to maximize amount of smoke in to the area. Close vents and turn off air circulating units. Use firewalls or fire partitions as barriers. **This option is usually the last resort in unable to evacuate.**

Evacuate or Stay Option: Used when structure and evacuation plan is constructed for a safe Defend in Place Option, but the individual may feel more comfortable leaving.

Inside Safe Refuge Area: Place in building at **least 3 floors below reported fire floor**. Floor above fire floor can be used as a cross-over floor to another stairwell but not as a safe refuge area.

Outside Safe Refuge Area: Remote place 300’ away from the building.

Specific Evacuation Procedures

All floors will be alerted by fire alarm whoop and strobe light when evacuation is necessary. There is no public address system.

Fire Safety Director or designee will initiate the School Messenger Alert System for all locations. The electronic notification system notifies all campus personnel, students, security and parking attendants via text message and E-mail.

Fire stairwells will be taken to evacuate outside.

Faculty and staff will oversee evacuation of campus, and will take roll-call at the refuge area located north on Ivar Avenue and Selma Avenue. Persons that require evacuation assistance will be guided by teachers and when necessary, will be instructed to take shelter in the fire stairwell and await fire department assistance.

It is likely the perimeter will be closed by city officials and individuals may not be able to retrieve vehicles until officials announce "ALL CLEAR".

The Los Angeles Film School does not have authority over city officials once LAFD command has been assumed.

NOTE:

*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 the fire department.

Do Not Panic

- 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.

Immediately call the Fire Department. Dial "911" (if a problem occurs, dial **323-464-3692**).

Tell them you cannot get out.

Provide the address and suite number.

Provide **IVAR AVE.** as the nearest cross street.

Give the phone number you are calling from (your call back number which the Fire Department may need to call you back to get more information.)

Stay where you are.

Break the window only as a last resort, as it will become impossible to close it if necessary.

If you must leave a room due to immediate fire danger:

Do not use the elevator.

Feel the door before opening it.

Go to your nearest, safe stairwell, enter onto the landing area.

Keep the stairwell door closed.

Building Evacuation Organization

The state of California Fire Code requires a Fire Safety Director and the Assistant Fire Safety Director oversee any emergency event that occurs at The Los Angeles Film School.

A Command Post has been established at 6353 Sunset Blvd. for the following staff to report and receive instruction by the Fire Safety Director:

- LAFS Patrol Officer
- Allied Post Commander
- Building Manager
- Facilities Manager
- Building Engineer
- Human Resources Representative
- LAFS Operations Leadership Team Representative

Stairwell Information

Stair #1 is located on the southeast corner of the building and serves L through 9, including roof access. The doors are unlocked permitting reentry on floors 3, 5, and 9. At the lobby level stair #1 exits directly to the front of the building at on Sunset Blvd. Stair #1 has the DWP Vault access. It is one level below the street. This stairwell is equipped with fire sprinklers.

Stair #2 is located on the northeast corner of the building and serves L through 2. Stair #2 also serves the parking garage at levels P1, P2A, 2, P2B, and P3. These parking doors are locked restricting reentry into the building from the parking garage. Stair #2 exits out the east side of the building into a corridor which leads to Sunset Blvd. There is a gate which restricts reentry into the corridor, from Sunset Blvd. This stairwell is equipped with fire sprinklers.

Stair #3 is located on the north side of the building and includes a corridor across the north side of floor 3 which continues down the west side of the parking garage. Stair #3 serves parking levels P1, P2A, P2B, and P3, continuing into the building to floors 4 through 9. There is no roof access. The doors are unlocked permitting reentry on floors 3, 5, and 9. All parking level doors are unlocked permitting reentry into the garage from the stairwell. At P1 stair #3 exits both directly onto Ivar Avenue and into the parking garage. This stairwell is equipped with fire sprinklers.

Stair #4 is located in the central core of the building and serves L through 2. Stair #4 is locked restricting reentry into the stairwell from the lobby. At the lobby level stair #4 exits directly into the lobby. This stairwell is equipped with fire sprinklers.

Safe Stairwell Procedures

If evacuation is necessary move immediately to the nearest, safe stairwell!

During evacuation, it is important for all occupants to follow safe stairwell procedures:

- Remain quiet and calm.
- Remove high-heeled shoes to avoid tripping (carry them with you.)
- Use handrail that is most continuous (usually center.)
- Keep to one side. Walk in single file. Emergency Personnel will be coming up the stairs.
- Move quickly, but do not run.
- Allow others to enter into stairwell flow, but do not unnecessarily hold up traffic.
- Provide assistance for those who are slower moving or physically impaired.

- Evacuate and proceed to a safe refuge area.
- All injuries should be treated at stairwell landings when required and safe to do so.
- Do not smoke.
- Do not spread false information, rumors, etc.
- Complete evacuation. Do not congregate in stairwell.
- Do not carry food and/or beverages into the stairwell as they may spill and cause a slip and fall hazard.


Defend In Place

In some conditions, "Defend in Place" may be the only option if fire or smoke is outside the exit door. To "Defend in Place," protect yourself where you are until the Fire Department arrives.

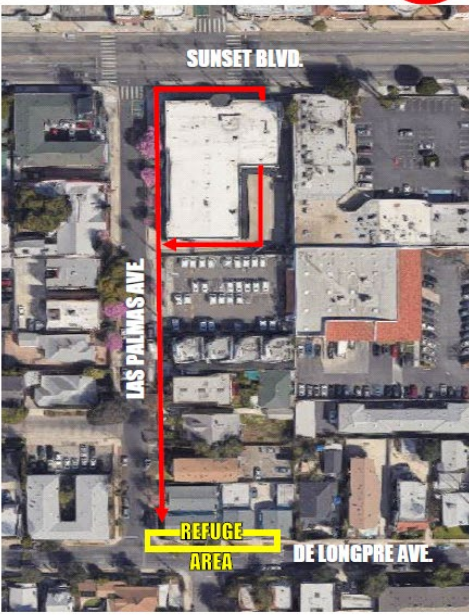
Refuge Area Map

Refuge Area =


EXTERIOR REFUGE MAP



THE LOS ANGELES FILM SCHOOL




THE LOS ANGELES RECORDING SCHOOL
A Division of The Los Angeles Film School



INFORMATION	
In the event of a bomb threat or other emergency situation that requires you to evacuate the building, a safe refuge area has been established. You are advised to report to the pre-determined assembly area for information and accountability purposes.	
Stay at least 300 feet away from danger and have secondary path to safety	
ASSUME ALL ALARMS ARE REAL	
NEVER RE-ENTER A BUILDING UNTIL THE "ALL CLEAR" HAS BEEN GIVEN BY BUILDING PERSONNEL	
NOTIFICATIONS	
WHOOP	ALARM SOUNDS LIKE
FLASHING STROBES	ALARM LOOKS LIKE
911	FIRE DEPT & POLICE

IN CASE OF EMERGENCY:

1. CALL 911 AND ACTIVATE THE FIRE ALARM BY USING A PULL STATION.
2. ALERT OTHERS CALMLY BUT FIRMLY TO EVACUATE THE FLOOR IMMEDIATELY.
3. IF ABLE TO DO SO SAFELY, CLOSE (DO NOT LOCK) DOORS AS YOU EVACUATE TO CONTAIN SMOKE AND FIRE.
4. MOVE QUICKLY AND CALMLY (DO NOT RUN) TO YOUR DESIGNATED REFUGE AREA. USE CAUTION WHEN CROSSING STREETS.



UPDATED MARCH 2022

In the event of a bomb threat or earthquake and if evacuation is necessary, a safe refuge area will be designated at that time.

Evacuation for a Person with a Disability

The Fire Department requires an updated list indicating the name, location, and nature of disability of each physically impaired person kept available at all times at each front lobby desk and in the Security Office. For the purpose of this procedure, any person with a physical limitation that would require them to get assistance during an evacuation is considered a person with a disability.

Persons with a Disability Includes but not limited to:

Persons confined to wheelchairs.

Person's dependent on crutches, canes, walkers etc.

Persons recovering from surgery.

Pregnant women.

Persons with significant hearing or sight impairment.

Extreme cases of obesity.

Impairments such as hip/knee replacement, etc.

Physically impaired 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 a physically impaired evacuation list must be assured that information provided to building management/staff will be kept confidential and is to be used only to provide safe and quick evacuation in emergency conditions.

Assistance Monitors

During an emergency evacuation, Assistance Monitors will escort ambulatory people in evacuation down the stairs. People who cannot walk down the stairs will remain on the top of the stair landing on their floor with the monitors until the Fire Department arrives to rescue them. The monitors remain with the people as long as it is safe to do so. Instructors and/or staff are responsible for reporting the location of the monitors and people in need of assistance at the safe refuge area.

Assistance Monitors and the physically impaired can send someone to advise the fire department of your location and await further assistance.

The person with a disability will identify two assistance monitors:

1. One person to remain with them until help arrives.
2. Second person to report to the safe refuge area to report on their location.

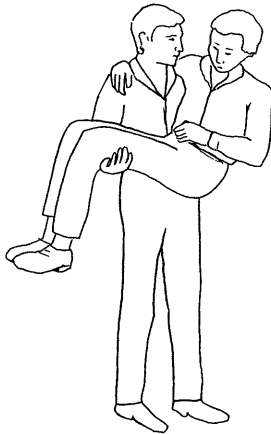
Carries

One-Person Arm Carry

If the rescuer is physically able and the victim is small, he or she may use the one-person arm carry to lift and carry the victim by:

- Reaching around the victim's back and under the knees.
- Lifting the victim while keeping the rescuer's back straight and lifting with the legs.

One-Person Arm Carry, which shows the rescuer holding the victim around the victim's back and under the knees.



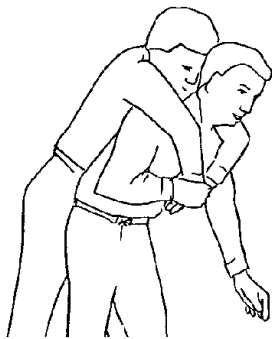
Note: Consider the size of the victim and the distance he or she needs to be carried before using this carry.

Pack Strap Carry

Another way for a single rescuer to lift a victim safely is by using the one-person pack-strap carry. Using this method, the rescuer should follow the steps outlined below:

- Step 1: Stand with his or her back to the victim.
- Step 2: Place the victim's arms over the rescuer's shoulders and grab the hands in front of the rescuer's chest.
- Step 3: Hoist the victim by bending forward slightly, until his or her feet just clear the floor.

One-Person Pack-Strap Carry in which the rescuer places the victim's arms over his or her shoulder and grabs the victim's hands over his or her chest, then hoists the victim by bending over slightly.



Two Person Carry

Victim removal is easier when multiple rescuers are available. With two rescuers, a victim may be removed using a two-person lift.

- Rescuer 1: Squat at the victim's head and grasp the victim from behind around the midsection. Reach under the arms and grasp the victim's forearms.
- Rescuer 2: Squat between the victim's knees, facing either toward or away from the victim. Grasp the outside of the victim's legs at the knees.
- Both rescuers: Rise to a standing position, keeping backs straight and lifting with the legs. Walk the victim to safety.

Two-Person Carry in which rescuer 1 squats at the victim's head and grasps the victim from behind at the midsection. Rescuer 2 squats between the victim's knees, grasping the outside of the knees. Both rescuers rise to a standing position. As an alternate, rescuer 2 may hold both the victim's legs to the side near the hip.

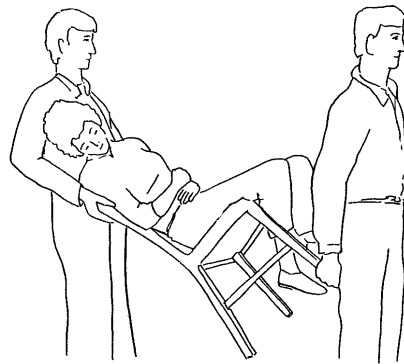


Chair Carry

Two rescuers can also remove a victim by seating him or her on a chair: **This technique may also be used for persons in a non-motorized wheelchair.**

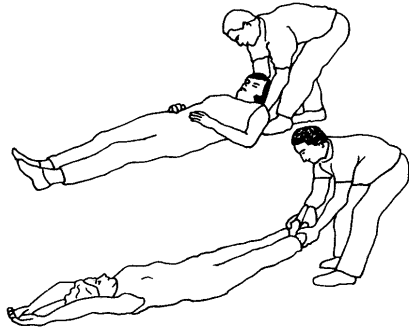
- Rescuer 1: Facing the back of the chair, grasp the back uprights.
- Rescuer 2: Facing away from the victim, reach back and grasp the two front legs of the chair.
- Both rescuers: Tilt the chair back, lift, and walk out.

Chair Carry in which the victim is placed in a chair and tilted backward as rescuers lift the victim. This carry requires two rescuers.



Drags

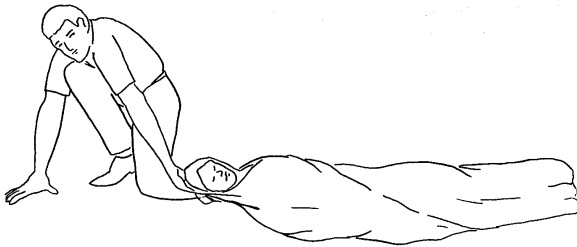
Rescuers can also drag a victim out of a confined area by grasping either under the arms or by the feet and pulling across the floor. However, unless there is no other way to remove the victim and the victim's removal is time critical, you should not use this drag when debris may cause additional injury.



Correct Drag Technique, showing the rescuer grasping the victim by either the feet or shoulders and dragging him or her clear of the hazard.

When necessary, one rescuer can use the blanket drag by following these steps:

- Step 1: Wrap the victim in a blanket.
- Step 2: Squat down and grasp an edge of the blanket.
- Step 3: Drag the victim across the floor.



Blanket Drag, showing the victim wrapped in a blanket with the rescuer squatting at the victim's head. The rescuer grasps the blanket behind the victim's head and drags him or her clear of the hazard.

• ***Earthquake Procedures***

Preparation Before The Earthquake

Assess Your Own Work Area:

Windows/Glass: If workstation is near windows or glass partitions, decide where to take cover to avoid injury by flying glass.

Heavy Objects: If workstation is near temporary wall or partition, make sure securely anchored.

Loose Objects: Materials stored on top of cabinets or shelves, determine if items be secured or moved.

Have plenty of earthquake supplies.

During

Remain Calm: Do not panic and do not go outside. Protect yourself.

Act Quickly: Move away from windows, temporary walls or partitions and freestanding objects such as files, cabinets, shelves and hanging plants.

Duck: or drop down to the floor.

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 or tall furniture.

Hold: If take cover under a sturdy piece of furniture, hold on to it and be prepared to move with it. Hold the position until the shaking stops and safe to move.

DO NOT USE ELEVATORS. Walk, DO NOT RUN, keep noise to a minimum.

DO NOT push or crowd. Use handrails in stairwells and move to the inside

(most continuous handrail) if you encounter emergency personnel. Move to the designated safe refuge area unless otherwise instructed. Check doors for heat before opening.

Assist non-ambulatory, visually impaired and hearing-impaired people.

Be prepared for aftershocks. If you are outside, do not return to the building until it has been surveyed for safe access routes by a qualified official.

After

Fire Safety Director or designee

Specific Duties

- Open and staff Command Post
- Have the Emergency Response Team meet and prepare to receive assignments at the Command Post.
 - LAFS Patrol Officer
 - Allied Post Commander
 - Building Manager
 - Facilities Manager
 - Building Engineer
 - Human Resources Representative
 - LAFS Operations Leadership Team Representative
- Direct Patrol Staff to meet with FD upon arrival.
- Reports to the Building Manager on incident status.
- Assure building safety before building re-occupancy.
- Compile Incident Reports from all entities involved in the incident and create a master incident file.

Assistant Fire Safety Director or designee

- Begin by verifying that building communications and resources are functioning such as: walkie-talkies, telephones, fire extinguishers. This will allow you to communicate with different parts of the building since it may not be practical to move about the building.
- Next determine whether or not it is safe to remain in the building. This will determine whether to set up triage inside or somewhere else.
- Start having floors check in with status reports of any injuries, deaths, persons trapped or missing and people available to assist. Fires may be started during the quake or with aftershocks. Have people standing by in strategic locations with fire extinguishers.
- Listen to a battery-powered radio to obtain a community-wide status.
- Follow the instructions of the Fire Safety Director.

Building Manager

- Notify Paramedics if injuries require professional assistance.
- Log status reports from Assistant Fire Safety Director and notify the Fire Safety Director.
- Determine points to conduct triage for Paramedics and for a morgue.

Building Engineer

- Check utilities and shut them down as needed.
- Contact each elevator car as quickly as possible and advise passengers of how a rescue will occur.

Security Officers

Security's first duty is life safety. Determine whether there is a risk of looting and if so, secure the perimeter. Following securing the perimeter, begin forming teams at the direction of the fire safety director and begin searching for injured or missing tenants or personnel.

- In case of fire or smoke, notify the Fire Department.
- Secure the building perimeter if your building is at risk for looters.

Maintenance Staff

- Follow the directions of the Fire Safety Director or designee.

Earthquake Evacuation

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

You should determine in advance the routes available to your for emergency evacuation. Be sure to identify all routes that you may use as alternatives to your primary evacuation route.

- Do not evacuate until instructed to do so by emergency personnel or building staff or unless danger is imminent.
- Follow instructions given by emergency personnel
- Remain calm and evacuate in an orderly manner
- Do not use Elevators
- Always check doors for heat before opening
- Move to your designated evacuation area or to an alternate area as instructed by emergency personnel.
- Assist any physically impaired persons as necessary.

Building engineers will check the stairwells for safety immediately following an earthquake. Wait until they advise you that the stairwells are safe before evacuating.

Do not re-enter the building until advised that it is safe to do so by emergency personnel or building management.

If you are in an elevator

- Sit on the floor, against the wall and wait for the shaking to stop.
- The elevator will stop temporarily then move to the nearest floor and stop.

- The doors will open and elevator will then stop working.
- The elevator will not fall or run out of breathable a

• **Other Emergencies**

Medical Emergencies

When notified of a medical emergency:

1. Obtain the following information:
 - Nature of emergency
 - Age of injured party
 - Sex of injured party
 - Location of injured party
 - Current condition of injured party
 - Name and callback number of person reporting
1. Notify the Paramedics 9-1-1 or if there is a problem with 9-1-1 dial alternate Paramedic's telephone number **800-688-8000** and give the following information:

Building Name	The Los Angeles Film School
Address	6363 Sunset Blvd
Nearest Cross Street	Ivar Ave.
Floor or Suite Number	
Nature of Emergency	
Your Callback Number	

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

3. Notify the Management office at **323-769-6868** or Building Security **323-769-8746**.
4. Any additional Building Personnel should go to the victim's floor to assist.
5. Notify Security to meet the paramedics at the elevator. Give the arriving Emergency Personnel all pertinent information and escort them to the victim's location

Security should reserve the largest elevator at the main Lobby for Paramedics.

Bomb Threat

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

Emergency Actions- Bomb Threat

1. Call Police Department at 9-1-1 or if there is a problem with 9-1-1, call the Alternate **800-688-8000**. The Police Department may dispatch field units who in turn will notify the Bomb Squad, if necessary.

1. Decisions will be made by the Fire Safety Director in cooperation with the Police Department to:
 - a. Notify all tenants that a bomb threat has been received.
 - b. Search without evacuation and notify tenants.
 - c. Search and partial evacuation and notify tenants.
 - d. Entire building search and total evacuation and notify tenants.
- The Los Angeles Police Department will implement the decision made:
 - a. If the decision is made to notify all tenants that a bomb threat has been received, the Fire Safety Director or designee will immediately call all tenants within the building stating all known facts.
 - b. If the decision is made to search the entire building with total evacuation, make calls as stated above. Depending on time involved, evacuate building in sections.
- If a suspicious object is found:
 - a. Immediately report the object to Campus Security. (DO NOT USE CELL PHONE)
 - b. Call 911 (DO NOT USE CELL PHONE)
 - c. Security will secure the area.
 - d. Get a complete description of the object. If possible, draw what the object looks like.
 - e. Police Department will advise the Bomb Squad.
 - f. Evacuate the building based on the recommendation of The Los Angeles Police Department.
 - g. Follow directions of the Police Department and the Bomb Squad Personnel.
- If building is to be evacuated:
 - a. Security will be needed to prevent unauthorized re-entry to the building.
 - b. Permit re-entry only when the device has been removed and/or the building is declared safe for re-entry.
- If no suspicious object is found and no evacuation was ordered:
 - a. Document all information
- If an explosion occurs:
 - a. Follow Fire Emergency Procedures.

NOTE: All incidents should be documented.

Communication

All radios should be silenced until the threat is cleared, as radio transmission could trigger an explosion.

If appropriate, notify occupants of the situation via telephone, e-mail, memorandum, or in person with a request that they advise Campus Security of any unusual items.

BOMB THREAT CHECKLIST

Name of person receiving call _____

Date of call _____ Time _____ () am () pm

Questions to ask:

1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What kind of bomb is it?
4. What does it look like?
5. Why did you place the bomb?

Origin of call:

Local () Long Distance () Phone Booth () Internal ()

Identity of Caller:**Voice:**

() Loud () Soft () Fast () Slow () other _____

() High Pitch () Deep () Distant () Distorted
() Raspy () Pleasant () Stutter () Good
() Nasal () Poor () Intoxicated () Foul

Accent:

() Local () Foreign
() Regional _____ (type)

Manner:

() Calm () Angry
() Rational () Incoherent
() Irrational () Emotional
() Coherent () Deliberate
() Nervous Laugh () Self-Righteous

Background Noise:

() Office Machines () Trains
() Factory Machine () Music
() Animals () Quiet
() Airplanes () Voices
() Street Traffic () Other _____

DETAILS: _____

Whom did you inform about the call? _____

If the caller seemed familiar with the building, or operation, indicate how? _____

As best as you can, write what the caller said: _____

KEEP THE CALLER ON THE PHONE AS LONG AS POSSIBLE

Power Outages

Emergency Power

The emergency generator will provide power to the following building systems:

Elevator lighting ONLY, All Life-Fire Safety Systems, including but not limited to the fire alarm system, fire sprinkler system, and egress lighting in corridors and stairwells.

Emergency Generator Failure

If the emergency generator fails, all systems will be off. This includes telephones; and radios. Flashlights and cell phones can be used.

Security

Security will secure the entrances, directing the public away from the property until the power is restored, and shall direct all incoming vehicles at the street entrances to leave the vicinity due to the situation.

Fire Safety Director

The Fire Safety Director will open the Command Center shall send all available staff with flashlights to communicate with tenants of the conditions and direct them to either remain in their office; or exit. All staff on foot will meet at a predestinated command post for further instructions.

Engineers

The Building Engineers will check the main electrical panel and emergency generator to attempt to correct the malfunction. An available engineer may act as a "runner" relaying status reports.

Parking Staff

Parking shall raise gates to allow cars to exit and shall post available staff at entrances to explain the situation and direct incoming traffic to flow through the garage and then exit immediately.

• ***Building Systems and Equipment***

In this section describe the:

Building Name, address, and nearest cross streets. Year the building construction began; Type of construction; Number of floors/levels, parking structures, basements, penthouses. Indicate if the building is fully sprinklered, partially sprinklered and location and number of stairwells/fire escapes and their location. As you identify each system and equipment, list where located, how activated (manually, electronically), fuel quantity, type, how long it will last, etc. Utility service shut down locations, tools

Fire Control Panel- 1st floor lobby

Fire Alarm System Information:

Annunciator Alarm Panel: 1st Floor Main Lobby

Remote Annunciator Panel: NO Remote Annunciator

Emergency Voice/Evacuation System: No Emergency Voice/Evacuation System

Central Station Signaling: 1st Floor Main Lobby

Alarm Initiating Devices and Their Location:

Manual Pull Stations: By all building exit locations

Smoke Detectors:

- Elevator Lobbies
- Machine Rooms

Fire Sprinkler System: Combined sprinkler and standpipe system throughout the building.

Alarm Notification Appliances:

Horns/Strobe Lights: Throughout the building

Upon activation of any fire alarm initiating device, the following actions will occur on the floor of alarm only (Floor above and below)

- Magnetic door holder release on all floors
- Fan shutdown in entire building
- All doors unlocked during normal business hours
- Heating, ventilation, and air conditioning shut down (HVAC)- entire building
- Horns/Flashing Strobe Lights- alarm floor and one floor above and below

- Indicates on alarm annunciator panel alarm floor only
- Contacts fire alarm monitoring company

Stairwell Information:

Stair One: South corner of the building, lobby level to 9th floor with roof access Not Pressurized

Stair Two: East corner of the building, Lobby to 2nd floor Not Pressurized

Stair Three: N/W corner- 1st floor to 9th floor with NO roof access. Not Pressurized

All stairwells are locked from the stair shaft side.

No intercom system in any stairwell

If have locked stairwells:

Floors 1, 3, 5, and 9 are unlocked during business hours per LA City Fire Code

No Fire Escape Information

Fire Department Lock Box (Front of Building next to lobby doors. Elevator cards and master keys are in box)

Elevator Information: (identification)

- Two elevators in a common shaft
- Elevators 1& 2 serve floors 1-9.
- Elevator machine room is located on the roof at the top of stair one.
- Elevators are recalled by elevator lobby smoke detectors only.
- Alternate recall location for all elevators is the 3rd floor.

Emergency Power Information:

- Generator located in generator room on the ground floor of the parking structure.
- Unit lighting throughout the building.
- Fuel: 99 of gallons of diesel fuel; run time of 48 hours

Connected to:

- Emergency exit lighting
- Egress lighting
- Fire Alarm Panel
- Fire Pump
- Elevator lighting

Fire Pump Information

- One 750 GPM fire Pumps with electric drivers located in the fire pump room in ground level of parking structure.

Utilities

- Main Electrical room located on 2nd floor.
- Main gas shut off located on the east side between adjacent to 6353 Sunset.
- Domestic Water- main shutoff in front of the building on Sunset.
- Fire protection- west side of the building where the fire pump is located.

Building Inventory Forms:

The following inventory sheets shall be available upon request and located in the following locations:

- Displayed by the fire panel.
- A copy shall also be in the Building Systems & Equipment Section of the Building Staff Emergency Plan.

-
- ***Fire Safety Director, Requirements, Duties & Responsibilities***

FIRE SAFETY DIRECTORS

- Title 19 of the California Code of Regulations
- Los Angeles Fire Code L.A.M.C. 57.33.19 High-Rise Evacuation Ordinance 180648.

REQUIREMENTS:

- The Fire Safety Director and Assistant Fire Safety Director shall be employees of the building owner or manager or reside on the premises or be otherwise approved by the Fire Department.
- The Fire Safety Director shall be responsible for the establishment, implementation and maintenance of the Emergency Plan, the annual emergency evacuation drills, training and all documentation required by the Emergency Plan.
- The Fire Safety Director and the Assistant Fire Safety Director shall obtain and maintain a valid Certificate approved by the Fire Department and shall present their certificate for inspection upon request to the fire department.

- The Fire Safety Director shall be responsible for renewing their Certificate at least once a year in order to maintain a valid certificate.
- The Assistant Fire Safety Director shall be prepared to assume the Fire Safety Director's duties when necessary.
- The building owner shall be responsible for payment of the fees associated with the issuance of the Fire Safety Director Certificate by the Fire Department as described in Section **57.33.19 I.1.a.**
- The Fire Safety Director OR Assistant Fire Safety Director shall be present during normal business/working hours (8:00AM to 5:00PM any day except Saturdays, Sundays and legal holidays).

EMERGENCY RESPONSE DUTIES (Overview)

The Fire Safety Director shall direct all emergency activities to ensure that a pre-designated building staff member in accordance with the approved emergency plan for the building performs the following tasks:

- A call to the 911 emergency system is performed by a building staff member.
- Activate Emergency Command Post
- A building staff member is deployed to meet the first arriving Fire Department Apparatus at the street curb/access point to the property.
- Broadcast an emergency evacuation announcement in accordance with the approved plan.
- The re-call of all elevators that have access to the floor in alarm to the designated recall floor (usually the ground level).
- All fire protection systems and equipment are working properly.
- Manual shut down of Heating-Ventilation-Air Conditioning (HVAC) as necessary.
- The proper shut down of all utilities, as required.

The Fire Safety Director shall coordinate the activities of all personnel within the building and monitor the evacuation status for everyone in the building.

- Building staff emergency duties and responsibilities (all).
- Occupant/Tenant notifications.
- Visitors.

The Fire Safety Director shall cause the meeting of emergency personnel with all pertinent information:

- Meet with emergency service (FD) at main entrance of building upon their arrival.
- Give: fire location, injuries, etc.
- Emergency systems in operation (alarms, sprinklers, etc.).
- Location and status of all personnel and evacuees.

ADMINISTRATIVE DUTIES/RESPONSIBILITIES

Evacuation Plan

- Verify that a person with a valid Certificate of Fitness has approved the Emergency Plan.

- Review the approved Emergency Plan for accuracy (annually)
- Fill out and Sign the “Fire Safety Director Annual Review Form” (see appendix of building staff evacuation manual).
- The Fire Safety Director is permitted to make minor changes to lists such as phone numbers, personnel-only changes to Fire and/or Evacuation procedures, or Building inventory sheets require the approval of a person with a valid Certificate of Fitness in accordance with 57.06.01 of the Los Angeles Fire Code.
- Verify that the Evacuation plan is filed in the following locations:
 - The Campus Security Office
 - The Security Desk and
 - In the vicinity of the Fire Department annunciator/control panel
- Shall assign Staff/Faculty for each floor, selected from the occupants on that floor.
- Shall ensure all Staff/Faculty obtain and maintain a valid training certificate that is floor and site-specific to the building through the Allied Universal Fire Life Safety training portal.
- The Campus Security Manager shall verify that security personnel have a valid State Certification.

Note: The Emergency Plan shall be made available to the building staff and designated personnel as required by 57.33.19D.

Floor Warden Program Exemptions (residential high-rises where applicable)

- Must be submitted to the Fire Inspector responsible for the building.
- Must first issue a letter to all occupants requesting participation (see appendix).
- Maintain documentation of the letters sent and the response from all occupants.
- Submit a letter to the Fire Inspector to request a Floor Warden exemption (see Appendix).

Evacuation Plan Distribution

- All Building Staff/ Faculty and Occupants, shall be issued copies of the approved evacuation plan for the building, and shall be referenced in all training programs. Pertinent evacuation plan updates shall be issued as needed but in no case less that once per year. Plan will be available on the Allied Universal Fire Life Safety training portal and disseminated annually via the Annual Campus Safety Report (Clery Act).
- New building Staff/Faculty and Occupants shall be issued a copy of the approved evacuation plan immediately or within **14** days of arrival.

FIRE SAFETY DIRECTOR TRAINING RESPONSIBILITIES

Building Staff (all shifts)

All Fire Safety Directors, Assistant Fire Safety Directors, Engineers, Security Personnel, Janitorial Staff, etc., shall:

NOTE: Janitorial staff and Parking Personnel may be exempt from technical functions of the emergency procedures program but shall have minimum duties.

Minimum Instruction (Annually)

- Regularly scheduled meetings/drills to ensure the proficiency of all staff members during an emergency.
- Updates to fire manual as needed.
- A copy of their site-specific duties and other pertinent chapters,
- Verbal and hands-on instruction.
- Annual Fire Drills
- Documentation of instruction and staff participation of Fire Drills available on-site for Fire Department Inspection.

- Building Staff must review and be familiar with the evacuation plan and submit documentation verifying the review. This documentation shall be filed in the Building Management Office and be readily available for Fire Department Inspection.

Only the building Fire Safety Director, Fire Department (Certified High-Rise Life/Safety Consultant or a member of the Fire Department High-Rise Unit may conduct the instruction. Upon completion of required training, documentation shall be filed in the Building Management Office and be readily available for Fire Department inspection. Submitted to the Los Angeles City Fire Department, High-Rise Unit Evacuation Inspector and shall include instructor's name, date, number of people trained and subject matter.

Time must be devoted to review specific emergency duties and communications between all Building Staff, for each shift.

Topics for review shall include, but not necessarily be limited to:

- a). The Relocation or Building Evacuation Plan for weekdays and after hours.
- b). Floor Warden Program and methods for communication between Building Staff and Floor Wardens.
- c). Fire alarm system functions.
- d). Building walk through and hands-on exercises for a working knowledge of building features.
- e). Fire Control Room (if applicable)
 - Emergency Plan in plain view
 - Panel Lamp Test – explanation of light color indications.
 - Fire Alarm Annunciator Panel – explanation of device types and functions.
- f). Other Equipment:
 - Auto-lock/unlock stair mechanism-location and operation.
 - Fire Department Lock Box – location.
 - Security Console annunciator and functions.
 - Computer functions and operations (if applicable).
 - Elevator Panel – elevator recall status.
 - H.V.A.C. auto shut off status and manual shut off locations.
 - Sprinkler system status (water flow).
 - Stairwell/pressurization status.
- g). Equipment Rooms:
 - Engineers shall have a working knowledge of the functions, operations and shut-off procedures of building equipment.
- h). Roof and Stairwells
 - Tour heliport-if applicable (identify safe holding area for pick up).
 - Stairwells – enter and identify location by Stair Numbering Sign.
 - Stairwell intercoms – demonstrate operation.
 - Evacuate to the street from all stairwells (show any crossover exit routes).
 - Walk all the way to the Safe Refuge Area out of the building.
 - Identify the Status Report Post at the Safe Refuge Area.

Practical Training Exercises:

Scenarios shall be performed to verify the proficiency of staff members in reacting to an emergency.

- The instructor should present scenarios first to the Building Staff.
- **The Building Staff should be dispatched to their normal work locations.** When all are in position, the scenario will begin.
- Scenarios will include Fire, but may also include Earthquake, Bomb and Medical incidents, the day of the week and time.

- Where possible, the response to the scenario should include the Basic 4 procedures for discovery of fire: (Each procedure must be accomplished by someone during each drill)
Life Safety – remove an occupant, and close the door
Notification – pull the nearest fire alarm and call security/911.
Extinguish the fire – (Optional).
Evacuation – proceed with building staff designated duties

The instructor will evaluate the Building Staff's responses and shall repeat any exercise if the building staff fails to accurately communicate the facts of the incident or if the building staff fails to complete the duties required for the incident.

Faculty/Staff

A minimum of one Fire Warden per floor shall be designated to perform the duties required by this Section. Faculty/Staff shall obtain and maintain a valid Fire Warden Certificate, approved by the Fire Department, and shall present their certificate for inspection upon request by Fire Department personnel.

In a **non-residential building**, the Faculty/Staff shall be employees on that floor. Faculty/Staff shall receive training at least once annually in order to maintain a valid certificate. Exemptions to this regulation may be granted only upon written request approved by the Fire Chief. The building owner shall be responsible for payment of the annual fee associated with the issuance of the required number of Fire Warden Certificates.

A responsible person on each floor of every high-rise building shall be designated as a Fire Warden. In cooperation with the Fire Safety Director, Faculty/Staff shall oversee and ensure safe and complete evacuation or relocation of occupants during a fire or other emergency, or a fire drill. Exemptions from the Floor Warden requirements of this regulation may be granted only upon a written request approved by the Chief. (See appendix for Exemption Letter).

Fire Warden minimum requirements:

- Refer students and staff to the evacuation route map posted by the door.
- Inform students and staff of the QR code on the evacuation map linking directly to the emergency plan.
- Refer students and staff to QR code for any updated emergency information.

Determine the need for Monitors and implement them into the plan for their floor (when possible) i.e. See the appendix section of this manual for High-Rise Emergency Plan Positions and duties:

Stairwell Monitors

Assistance Monitors

- Know the location of all exits leading from occupied areas of the building and carry out the requirements in the Emergency Plan.
- Direct emergency evacuations and drills for their respective assigned floors in accordance with the Emergency Plan.

****Faculty/Staff shall maintain a valid Fire Warden Certificate in accordance with Fire Department policy.**

Fire Safety Director Shall:

- Provide **supplemental** training to Fire Wardens with a valid Fire Warden training Certificate (site specific), reviewing duties and responsibilities of Fire Wardens, and any other monitors as needed.
- Provide updated Emergency Plan information annually.
- Training shall be provided by:

A Fire Safety Director with a valid site-specific Fire Safety Director certificate or
An approved LAFD High-Rise Life Safety Service Consultant.

Instruction shall include a review of the Fire Warden Information during emergencies for fire, earthquake, bomb incident, medical incident and power outages.

It is recommended that designated Fire Wardens be given some means of identification, vests, hard hats, armbands, etc.

****Fire Safety Directors are **NOT** permitted to issue training certificates unless all of the following apply:**

- The Fire Safety Director has a current valid Certificate of Fitness Upgrade through the Los Angeles Fire Department.
- The Fire Safety Director/Certificate of Fitness Holder, provides all required Fire Safety Director Training and Floor Warden Training for the building.
- Can produce documentation verifying items 1 & 2.

Required Building Occupant Instruction and Training (all shifts)

- Students (when implementation is possible)
- All Employees

All occupants shall receive a set of written Occupant Instructions:

- Within 14 days of occupancy.
- Send an invitation with a link to the Allied Universal Fire Life Safety training portal.
- Whenever a building cannot show through documentation that each occupant has received at least one set of Occupant Instructions.
- Whenever any of the information contained in the Occupant Instructions is updated.

All occupants shall receive **annual training**. Recurrent training may be provided by:

- Allied Universal Fire Life Safety training portal
- Handouts
- Videos
- Lecture
- Other LAFD approved methods

Training shall include a provision for each individual to undergo a building familiarization tour with 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.
- System functions.
- Corridor routes of egress to stairwells.
- Accessibility from stairwells to the roof, to the street and to the Safe Refuge Area outside.

All occupants shall be provided current emergency procedures approved by the Fire Department, certified High-Rise consultant and shall complete documentation that the material has been received. This information is to be kept on file in the Building Management Office readily available for Fire Department inspection.

Documentation of instruction must be kept on file in the Building Management Office readily available for Fire Department inspection.

****Approved Fire Safety Directors are permitted to perform Occupant Training.**

Fire Drills

- Commercial high-rise buildings, less than 35 stories in height, are required to conduct mandatory fire-drills at least annually under the direction of the Fire Safety Director:
 - A mandatory minimum of one fire drill shall be conducted annually on individual floors and when practical, shall include at least 5 floors at a time.
 - During the annual fire drill the occupants shall proceed to the safest stairwell and relocate to a predetermined floor or outside safe refuge area.
- Commercial high-rise buildings, 35 feet or more stories in height, are required to conduct a mandatory fire drill at least annually under the direction of the Fire Safety Director:
 - A mandatory minimum of one fire drill shall be conducted annually on individual floors and when practical, shall include at least 5 floors at a time.
 - During the annual fire drill the occupants shall proceed to the safest stairwell and relocate to a predetermined floor or outside safe refuge area.
- Residential high-rise buildings are required to conduct mandatory fire drills at least annually under the direction of the Fire Safety Director:
 - A mandatory minimum of one fire drill shall be conducted annually on individual floors and when practical shall include at least 5 floors at a time.
 - During the annual fire drill the occupants shall proceed to the safest stairwell and relocate to a predetermined floor or outside safe refuge area.
- Buildings that have stair shaft doors locked for security reasons shall include a method in the Emergency Plan that allows for safe horizontal egress from the stair shaft during a fire drill or emergency evacuation.
- The Fire Safety Director of the building or their designee shall coordinate the date of the total building evacuation drill for buildings 35 stories in height with the Fire Department during normal working hours. A Fire Safety Officer shall be present to witness the total building evacuation drill.
- The Fire Safety Director shall maintain documentation of all fire drills on Fire Department approved forms and make it available for inspection by the Department. Fire drills may be scheduled in advance, with a notice posted to all tenants. All building occupants shall participate in the fire drills and emergency evacuations.

“Hotels are exempt from the requirements set forth in Sections 57.33.19.D.2; 57.33.19.F.1.a(4) and 57.33.19.F.1.b, except that building staff and employees shall participate in the fire drills required in this Section.”

TRAINING STANDARDS – HIGH RISE BUILDINGS

Non-English speaking occupancy policy

Sec. 57.112.05f Language:

In the event a substantial number of patrons and occupants do not read or comprehend English, the required Fire Safety Information training shall be printed in both English and the language understood by the patrons and occupants.

Temporary Occupancy Instruction policy

Visitors who utilize classrooms, conference facilities, or meeting rooms shall receive Basic Evaluation Procedures by the person conducting any conference, seminar or meeting which consists of 50 or more people.

Mandatory Compliance Documentation

The building Fire Safety Director must maintain complete documentation on-site that is readily available for Fire Department inspection. This documentation must verify that the proper training has

been done within the proper time frames. It must also include the signature of the Fire Safety Director or Certified Consultant who performed the training.

New Tenant/New Employee Instruction

For every new person that takes occupancy in a high-rise building, the law remains constant: Occupant instruction must occur immediately or within 14 days from the first date of employment or residency depending on the occupancy type. Documentation of said training must be maintained as stated above.

Available Methods of Compliance:

An LAFD High-Rise Life Safety Consultant with a valid Certificate of Fitness shall be used to create and approve the evacuation plan for the building.

Only an individual with a Los Angeles Fire Department Certificate of Fitness shall provide required Fire Safety Director Training and Floor Warden Training.

Certificate of Fitness Holders may utilize the following methods of instruction with written consent of the Los Angeles Fire Department:

- Online Computer based training & testing programs
- Classroom (live) training and testing

All Fire Safety Director and Floor Warden Training Certificates shall be approved by the Los Angeles Fire Department and shall be issued by an individual with a LAFD High-Rise Life/Safety Certificate of Fitness (New Ordinance Upgrade) in accordance with LAFD specifications (see appendix Training Certificate Specifications).

The LAFD High-Rise Life Safety Consultant shall submit documentation of all training to the LAFD High-Rise Evacuation Inspector electronically on approved forms.

All persons engaging in the business of “High-Rise Life/Safety Service” shall be required to obtain a Certificate of Fitness in accordance with Division 6 of the Los Angeles City Fire Code.

NOTE: The new ordinance is not intended to restrict the Fire Safety Director from providing additional/supplemental training, but to enhance their knowledge and understanding of their duties to perform as the Fire Safety Director.

Reminder! The Master manual **MUST** contain the Building Staff Manual, Floor Warden Manual and Occupant Instructions. This Manual is required to be site-specific. The information in this book may be copied if it applies to the building.

GOALS:

- To establish specific procedures to get everyone out alive in the event of a fire or other disaster.
- To assist the building with meeting the legal requirements set forth in the City of Los Angeles Fire Code and California Code of Regulations.
- To establish consistent Planning and Training.

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HIGH RISE FIRE PREVENTION

INSPECTION REPORT (Quarterly)

FIRE/LIFE/SAFETY SYSTEMS

- Adequate lighting in corridors, exits, and stairwells.
- EXIT signs illuminated as required.
- Evacuation routes adequately posted.
- Evacuation signs maintained - none defaced or missing.
- Fire doors not wedged or blocked open.
- Stairwells free of obstacles, storage, refuse, etc.
- Corridors and exits maintained unobstructed.
- Fire sprinkler heads clean and unobstructed (18 inch clearance.)
- Adequate clearance (3 ft.) for all fire extinguishers.
- Fire equipment in proper locations (see evacuation map in elevator lobby) and in undamaged condition.
- List of Fire Wardens updated.
- List of occupants with a physical disability updated.
- Documentation of new employees instructed on emergency procedures
- Documentation of training of all occupants on an annual basis.
- Other Observations (Please use back of page.)

REPORT SUBMITTED TO FIRE SAFETY DIRECTOR

DATE: _____

Training Verification Form

Title 19, California Code of Regulations requires annual occupant training in high rise buildings. Emergency procedure instruction is to include evacuation procedures, emergency procedures for fire, earthquake and other emergencies. Instruction of all new occupants shall occur within 14 days of their assuming occupancy.

The undersigned has read and understands the pertinent sections of this Building's emergency procedures manual.

Occupant	Fire Warden	Building Staff
----------	-------------	----------------

Name _____ Suite/Room/Dept _____

Signature _____ Date _____

Telephone _____

Complete, sign and return to Fire Safety Director.

Fire Drills are required by C.C. R. Title 19, 3-10, and Los Angeles City Fire Code Section 57.33-19C. All building occupants must participate. Participation is mandatory. Any person who fails to participate will be subject to the following penalty.

(Added by Ordinance No. 170.854, effective 4/16/96)

Any person who violates this section shall be punishable by at least a mandatory fine or by imprisonment in the County Jail for a period of not more than six (6) months, or by both such fine and imprisonment. Each person shall be guilty of a separate offense for each and every day, or portion thereof, during which a violation of any provision of this section is committed, continued, or permitted by such person and shall be punishable accordingly.

• Supplemental

Practice drills are required annually on all floors and for all Occupants or all high-rise buildings in the City of Los Angeles. A full evacuation or a 5 floor evacuation is strongly advised, since Fire

Department operations generally focus on these areas. Initial drills should be announced in advance after selected floor personnel have been given proper instruction. The object at this point is to help uncover weaknesses, problems, etc. Subsequent drills may be unannounced and should simulate as closely as possible actual emergency conditions. The joint testing of building emergency systems, procedures of Building Staff and Occupants will ultimately lead to effective life-safety operations. DRILLS SHOULD NEVER BE TAKEN LIGHTLY.

The responsibilities given to the positions of Fire Safety Director and Floor Wardens are numerous. The persons assigned these positions must have management's full support and cooperation. They should have authority and this authority should be clearly defined and understood by their associates. They should be provided means of identification (vests, arm bands, etc.) so that everyone will recognize their positions.

Fire Drill Instructions

The Fire Safety Director or Certified Safety Instructor shall be responsible for administering the entire training program. Fire drills provide the key means of accomplishing this end.

Training provides not only the opportunity to become proficient at the assigned tasks but also, the opportunity to determine the need for changes or improvements to your emergency organization.

Fire Drills should be well-planned and of minimum duration. A well-run evacuation drill should normally take 15 to 20 minutes, as a rule, from start to finish.

To have an effective fire and life/safety program within the building, it is necessary to implement the following:

Training to be scheduled for Building Staff, Fire Wardens and Occupants.

Testing of building emergency systems occur quarterly.

Verifying that all stairwell lights are working, and that stairwells are clean and clear of debris. (Wipe hand rails clean.)

Practice drills should be scheduled as often as required to insure that all persons have gained adequate knowledge for their own part. It has been found that scheduling these drills on a quarterly or ongoing basis will help keep the general awareness at an optimum. (The Los Angeles City Fire Code (Sec. 57.33.19) requires one fire drill annually on individual floors. Occasionally, the drills should be varied to include only specific areas, simulate different situations and shift-change involvement.

- This information shall be posted when holding a fire drill:

Fire Drills are required by C. C. R. Title 19, 3-10, and Los Angeles City Fire Code Section 57.33-19C. All building occupants must participate. Participation is mandatory. All Occupants are required to participate in building fire drills.

Any violation of this rule, under the Los Angeles Fire Code, Section 57.33-19 C., may result in a criminal misdemeanor filing.

Fire Drill Strategy

The drill will start with the activation of the fire alarm system. Observations will be made for the following:

- Search and rescue - check of the fire area and evacuate those in danger
- Proper and safe Confinement of the fire by closing all doors and windows.
- Response with fire-fighting equipment.
- Following the correct evacuation procedures.
- The relaying of "status reports" as required.

Key areas are to be evaluated:

- Attitude of all participants.
- Status reports relayed after a total search is conducted.
- Appropriate actions taken to meet emergency crews.

- Appropriate actions taken at Safe Refuge Area and engineering areas (Systems monitoring and control).

Timing

Noting the elapsed time of various stages of the operation can be helpful as a measure of increased or decreased effectiveness.

A drill will be considered complete after: either the staged problem is resolved and/or after the relocation of Occupants to a specified safe refuge area (and all status reports are turned in to the Fire Warden and Fire Safety Director).

CHECKPOINTS: Evaluation should be made of ALL personnel at their own individual levels:

Building Staff response to systems operation and control

Fire Warden/Building Staff response and Occupant direction

Actions of evacuees

DRILL CONCLUSION: A typical drill would generally finish after the Fire Safety Director has received status reports from all Fire Wardens.

Other Information

Elevators may be allowed to operate if Security is stationed at the lobby area of vacated floors.

Building Staff should be used as follow-up on evacuated floors to double-check search procedures, people left behind, physically challenged people inside stairwells, and their Assistance Monitors reporting their exact locations for rescue.

All equipment used shall be returned to a state of readiness.

Always notify the Fire Department dispatch operator and the alarm monitoring operator prior to and after the drills. The Fire Department direct line is **213-485-6227**. The alarm monitoring direct line is **855-857-4888**.

CRITIQUE/EVALUATION OF DRILLS: Upon completion of drills, some form of critique should be engaged in. (As soon as possible so that evaluations will retain freshness). Evaluation will cover problems encountered/and solutions, hazard areas, and changes needed or ways of improving the program. NOTE: Originally provided procedures may have to be modified.

FOLLOW UP: Fire Warden training and repeat drills may be necessary if the emergency plan is not simulated properly during fire drills. Fire Wardens shall be informed of problem areas and subsequent fire drills may be unannounced to improve performance.

Pre-Fire Drill Preparation

Approximately one month prior to fire drills, contact all Tenants, Fire Wardens and Persons with a Disability to update records. Duplicate these lists to hand out at training class.

Schedule the fire drill and training dates and send out a notice to all Fire Wardens.

Duplicate training forms to be completed at the class to evidence compliance.

Refusals

Since fire drills are mandatory, everyone present when the fire alarm rings must participate. If not, their names shall be taken down and forwarded to the Fire Department for legal action.

Life/Fire Safety System Malfunctions

If any system malfunctions, it shall be noted, reported to the Fire Department and immediately corrected. The Fire Department shall receive notification when problems have been resolved.

Annual Fire Drill Report

The Fire Safety Director or Certified Safety Instructor shall provide written documentation of all drills. All documentation pertinent to fire drills should be compiled into a summary. The forms which follow shall be

kept on file for Fire Department inspection. Forward the summary to: **LA City Fire Department address and email**

Training and Drill Notice

**NOTICE
FIRE DRILL AND FLOOR WARDEN TRAINING**



**Fire Drills are-required
by California Code of Regulation Title 19, 3.10, and Los Angeles Fire Code
Section 57.33.19C.**

57.33.19C. Fire Drills: A minimum of one fire drill annually on individual floors is mandatory. Total building evacuation is not required. Documentation of all fire drills on Fire Department approved forms shall be maintained by the Fire Safety Director. Fire drills may be scheduled in advance, with a notice

posted to all tenants. All building occupants are required to participate in the fire drills. Buildings that have stair shaft doors locked for security reasons shall include in the evacuation plan provisions that will allow safe horizontal egress from the stair shaft during a drill or emergency evacuation.

3.10 Evacuation of Buildings

Upon notification of fire, conduct of any fire drill, upon activation of the fire alarm, or upon orders of the fire authority having jurisdiction, buildings or structures within the scope of these regulations shall be immediately evacuated or occupants shall be relocated in accordance with established plans.

All building occupants must participate. Participation is mandatory. Any person who fails to participate will be subject to penalty:

Each person shall be guilty of a separate offense for each and every day, or portion thereof, during which a violation of any provision of this section is committed, continued, or permitted by such person and shall be punishable accordingly.

BY ORDER OF THE LOS ANGELES FIRE DEPARTMENT

FLOOR WARDEN TRAINING ON: _____

TIME: _____ LOCATION: _____

FIRE DRILL ON: _____

• Fire Drill Participation Form

FIRE DRILL REGISTER

FLOOR NUMBER _____ DATE _____

	PRINT NAME	SIGNATURE	SUITE NUMBER
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			

19			
20			
21			
22			
23			

Fire Warden Training Verification

TRAINING VERIFICATION FORM

Building or Occupancy name _____

Address _____

City State Zip _____

Phone Number _____

Contact Name _____

Date of Training _____

Time Started _____ Time Ended _____ Total Time _____

Number of People in Class _____

Type of Training

Trainer's Name	Title
Signature of Trainer	
Manager, Owner, Contact Name	Title
Signature	

Fire Drill Critique Form

Area/Floor: _____ Observer's Name _____

Start Time _____ Time to evacuate floor: _____

Mark comments at the bottom of the page.

Emergency Team:

Did Fire Wardens wear vests?	Yes _____	No _____
Was Fire Warden directing evacuation?	Yes _____	No _____
Were there monitors at the stairwells?	Yes _____	No _____
Was there an elevator monitor?	Yes _____	No _____
Were interior doors closed and tagged (post-its)?	Yes _____	No _____
Were there any rooms locked or inaccessible?	Yes _____	No _____
Were the Wardens the last ones down the stairwell?	Yes _____	No _____

Occupants:

Did occupants react quickly at the notice of alarm?	Yes _____	No _____
Did they know where to go?	Yes _____	No _____
Did they carry food or drink into the stairwell?	Yes _____	No _____

List non-participants: _____

Persons with a Disability:

Were they the last to enter the stairwell?	Yes _____	No _____
Was there two monitors assigned to them?	Yes _____	No _____

List Physically impaired and Monitors: _____

Building Systems:

Did the elevator lobby doors release?	Yes _____	No _____
Did the elevators recall to the lobby?	Yes _____	No _____
Did other systems function properly? (strobes, alarm)	Yes _____	No _____

Safe Refuge Area:

Did evacuees know where to go?	Yes _____	No _____
Did Fire Wardens take a count?	Yes _____	No _____
Were all employees accounted for?	Yes _____	No _____
Were evacuees orderly?	Yes _____	No _____
Did you receive an employee count sheet?	Yes _____	No _____

Comments: _____

Legal Requirements

TITLE 19 REQUIREMENTS FOR HIGH-RISE BUILDINGS

A. Every new and existing high-rise building owner, manager, operator administrator, and tenant, in cooperation with the local Fire Department, shall establish, implement, and maintain an emergency plan on file for the building which shall include, but not necessarily be limited to, the following:

1. **Management Office:** Assignment of a responsible person as a Fire Safety Director who shall work with the department in the establishment, implementation, and maintenance of the emergency plan. The person shall be employed or reside on the premises or be otherwise approved by the department.

2. Occupant Instruction: All high-rise building occupants shall be instructed annually on the procedures to be followed in the event of fire, earthquake, or other emergency. Documentation of occupant instruction shall be maintained by the Management Office and shall be available for inspection by the Fire Department.

3. Floor Wardens: A responsible person on each floor of every high-rise building shall be designated as Floor Warden. In cooperation with the Management Office, Floor Wardens shall oversee and ensure safe and complete evacuation or relocation of occupants during a fire or other emergency, or a fire drill. Alternate Floor Wardens shall be designated for each floor and shall assist with or assume Floor Warden duties when necessary. Exemptions to this regulation may be granted only upon a written request to the Fire Department.

4. Emergency Evacuation Signs: The preparation of emergency exit plans, procedures, and evacuation signs shall be approved by the Department before posting. Evacuation signs shall be located at every elevator lobby above and below ground floor, and in other conspicuous floor locations as required by the Fire Department. All plans, procedures and signs shall be properly maintained.

5. Fire Department Approval: All emergency plans, procedures, and evacuation signs must be submitted to the Fire Safety Education Unit, of the Fire Department, for inspection and approval prior to implementation. All plans, signs, procedures or training programs formulated by, or purchased from, a "High-Rise Life/Safety Service" shall also be submitted for approval.

B. Fire Drills: A minimum of one fire drill annually on individual floors is mandatory and all building occupants are required to participate. Total building evacuation is not required, but suggested. The Management Office shall maintain documentation of all fire drills on Fire Department approved forms. All building occupants are required to participate in the fire drills. Buildings that have stairwell doors locked for security reasons shall include in the evacuation plan, provisions that will allow safe horizontal egress from the stairwell during a drill or emergency evacuation.

C. Persons with Disabilities: The Management Office shall maintain a current list of persons with disabilities located within the building that would require assistance during an emergency evacuation or relocation. Methods for their safe evacuation or relocation must be established.

Los Angeles City Fire Code Requirements

SEC. 57.33.19. EMERGENCY PLANNING AND EVACUATION REQUIREMENTS FOR HIGH-RISE BUILDINGS.

A. Every new and existing high-rise building owner, manager, operator, administrator, and tenant, in cooperation with the Fire Department, shall establish, implement, and maintain an emergency plan on file for the building which shall include, but not necessarily be limited to, the following:

1. Fire Safety Director: Assignment of a responsible person as Fire Safety Director who shall work with the Department in the establishment, implementation, and maintenance of the emergency plan. The person shall be employed or reside on the premises or be otherwise approved by the Department.

2. Occupant Instruction: All high-rise building occupants shall be instructed annually on the procedures to be followed in the event of fire, earthquake, or other emergency. Documentation of occupant instruction shall be maintained by the Fire Safety Director and shall be available for inspection by the Chief. Instruction of all new occupants shall occur within 14 days of their assuming occupancy in the building.

3. Floor Warden: A responsible person on each floor of every high-rise building shall be designated as Floor Warden. In cooperation with the Fire Safety Director, Floor Wardens shall oversee and ensure safe and complete evacuation or relocation of occupants during a fire or other emergency, or a fire drill. Alternate Floor Wardens shall be designated for each floor and shall

assume Floor Warden duties when necessary. Exemptions to this regulation may be granted only upon a written request approved by the Chief.

4. **Emergency Evacuation Signs:** The preparation of emergency exit plans, procedures, and evacuation signs shall be approved by the Department before posting. Evacuation signs shall be located in every elevator lobby above and below the ground floor and in other conspicuous floor locations as required by the Department. Each dwelling unit, guest room, and office area shall be provided with the fire safety and evacuation information, as required in Section [57.112.05](#) of this article. All plans, procedures and signs shall be properly maintained.

B. Fire Department Approval: All emergency plans, procedures, and evacuation signs must be submitted to the Fire Safety Education Unit of the Fire Department for inspection and approval prior to their implementation. All plans, signs, procedures or training programs formulated by, or purchased from a **"High-rise Life/Safety Service"** shall also be submitted for approval. All persons engaging in the business of **"High-rise Life/Safety Service"** shall be required to obtain a Certificate of Fitness in accordance with [Division 6](#) of this article. The Department may deny approval of any **"High-rise Life/Safety Service"** which fails to meet minimum standards set by the Chief.

C. Fire Drills: A minimum of one fire drill annually on individual floors is mandatory. Total building evacuation is not required. Documentation of all fire drills on Fire Department approved forms shall be maintained by the Fire Safety Director. Fire drills may be scheduled in advance, with a notice posted to all tenants. All building occupants are required to participate in the fire drills. Buildings that have Stairwell doors locked for security reasons shall include in the evacuation plan provisions that will allow safe horizontal egress from the Stairwell during a drill or emergency evacuation.

D. Handicapped Requirement: The Fire Safety Director shall maintain a current list of handicapped persons located within the building who would require assistance during an emergency evacuation or relocation. Methods for their safe evacuation or relocation must be established.

E. Hotel Exemption: Hotels are exempt from the requirements set forth in Subsection "A. 2.", "A. 3.", and "C." of this section, except that building staff and employees shall participate in the fire drills required in Subsection "C."

Chapter 11 Occupants

CHAPTER 11 OCCUPANT INSTRUCTIONS.....ERROR! BOOKMARK NOT DEFINED.

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Introduction

The Management of this building in cooperation with the Los Angeles Fire Department has compiled this manual to help ensure the safety of the building's occupants in the event of an emergency and to comply with the provisions of the California Code of Regulations, Title 19, Sections 3.09 and 3.10, the **Los Angeles Municipal Code and the Los Angeles Fire Code**.

The material in this manual pertaining to Title 19 of the California Code of Regulations, **the Los Angeles Municipal Code and the Los Angeles Fire Code** is required by law. Additional procedures outlined for Earthquake, Bomb Threats, Medical Emergencies, etc., are recommendations only. For further legal requirements and information regarding such situations, refer to the appropriate agency.

The provisions of Sections 3.09 and 3.10, Title 19 of the California Code of Regulations require that persons responsible for new and existing high-rise buildings comply with the Emergency Pre-Fire Planning and Evacuation Requirements as set forth therein. Owners, managers, operators, administrators **and occupants** of each high-rise building in the state of California shall comply with these requirements or be subject to prosecution and penalties, including fines, as set forth in Title 19 of the California Code of Regulations.

This manual and its contents shall remain the property of the building and be made readily available to members of the **Los Angeles City Fire Department** upon demand.

This manual has been prepared under the guidelines and in the format suggested by the **Los Angeles City Fire Department**. The author of this manual does not assume responsibility in the event of any emergency that should occur. He does not assume responsibility if building management does not keep The Emergency Procedures Manual current. All technical information within The Emergency Procedures Manual was provided by building staff.

Emergency Phone Numbers

These are recommended contacts. Any other pertinent contacts should be entered here.

If you encounter any problems with the 911 system, call the alternate emergency number provided.

Fire Department -	911	or	Alternate	(800) 688-8000
Paramedics -	911	or	Alternate	(800) 688-8000
Police Department -	911	or	Alternate	(800) 688-8000

Security Console (323) 769-8746

Hospital/Trauma Center-Kaiser Sunset (833) 574-2273

Fire Procedures

If Fire or Smoke is Discovered :

1. **SAFETY OF LIFE:** If the fire is in an occupied room, remove anyone from the immediate danger. Confine the fire or smoke by closing doors as you leave the area.
2. **NOTIFICATION:** Activate the manual pull station.

a. Notify the Fire Department. Dial **9-1-1**. The following seven-digit emergency number for your area, as a secondary contact, should be used only if a problem occurs in the **9-1-1** system or 800-688-8000

Give them the following information:

Building Name	<u>The Los Angeles Film School</u>
Address	<u>6363 Sunset Blvd</u>
Nearest Cross Street	<u>Ivar Ave</u>
Floor or Suite Number	<u></u>
Nature of Emergency	<u></u>
Your Callback Number	<u></u>

NOTE: DO NOT HANG UP UNTIL

THE EMERGENCY OPERATOR DOES FIRST!

- a. If time permits, notify Building Management at 323-769-6868 or Building Security 323-769-8746

3. **FIRE FIGHTING:** Use a fire extinguisher if safe to do so and if you are trained to do so. **NEVER** attempt to put out a fire alone.

4. EVACUATION: Leave the floor via the nearest safest stairwell and proceed to the area of refuge.

If you Hear, See or are Notified of an Alarm

- Before opening any door, feel the door to see if it is hot. If not hot, open cautiously. Stand behind the door; be prepared to close the door quickly.
- If you encounter smoke, crawl on your hands and knees along the wall to your emergency exit. Evacuate and proceed to a safe refuge area.
- Unless instructed otherwise, all occupants will exit the building and walk to the Safe Refuge Area.
- All occupants should be grouped, quiet, and calm. Remain with occupants and await further instructions.
- Follow emergency personnel instructions.

ASSUME ALL ALARMS ARE REAL.

After Relocation to the Safe Refuge Area

- Assemble and be accounted for at the safe refuge area (headcount).
- Notify authorities of persons unaccounted for.

Smoke Detectors

Smoke detectors are provided for your personal safety. Anyone who willfully and maliciously tampers with, damages, breaks or removes any required smoke detector shall be guilty of a misdemeanor. (L.A.M.C. SEC. 57.112.05). Any person who willfully and maliciously sends, gives, transmits, or sounds any false alarm of fire is guilty of a misdemeanor. (P.C. 148.3).

Evacuation Procedures

Specific Evacuation Procedures:

All floors will be alerted by fire alarm whoop and strobe light when evacuation is necessary. There is no public address system.

The Fire Safety Director will initiate the School Messenger Alert System for all locations. The electronic notification system notifies all campus personnel, students, security and parking attendants via text message and E-mail.

Fire stairwells will be taken to evacuate outside.

Floor Wardens and instructors wearing orange vests will oversee the evacuation of the visitor, student, and employee population, and will take roll call at the assembly point located north on Ivar Avenue and

on Selma Avenue. Persons that require evacuation assistance will be guided by teachers and when necessary, will be instructed to take shelter in the fire stairwell and await fire department assistance.

It is likely the perimeter will be closed by city officials and individuals may not be able to retrieve vehicles until officials announce "ALL CLEAR".

The Los Angeles Film School does not have authority over city officials once command has been assumed.

NOTE:

*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 the fire department.

Safe Stairwell Procedures

If an evacuation is necessary move immediately to the nearest, safe stairwell!

During evacuation, it is important for all occupants to follow safe stairwell procedures:

- Remain quiet and calm.
- Remove high-heeled shoes to avoid tripping (carry them with you.)

Use handrail that is most continuous (usually center.)

- Keep to one side. Walk in a single file. Emergency Personnel will be coming up the stairs.

Move quickly, but do not run.

- Allow others to enter into stairwell flow, but do not unnecessarily hold up traffic.
- Provide assistance for those who are slower moving or physically impaired.
- Evacuate and proceed to a safe refuge area.
- All injuries should be treated at stairwell landings when required and safe to do so.
- Do not smoke.
- Do not spread false information, rumors, etc.
- Complete evacuation to the Safe Refuge Area. Do not congregate in stairwell.
- Do not carry food and/or beverages into the stairwell as they may spill and cause a slip and fall hazard.

Defend In Place

In some conditions, "*Defend in Place*" may be the only option if fire or smoke is outside the exit door. To "Defend in Place," protect yourself where you are until the Fire Department arrives.

Do Not Panic

1. Close as many doors as possible between you and the fire.
2. If possible, wedge cloth material along the bottom of the door to keep smoke out.
3. Immediately call the Fire Department. Dial "911" (if a problem occurs, dial **323-464-3692**).
4. Tell them you cannot get out.
5. Provide the address and suite number.
6. Provide **IVAR AVE.** as the nearest cross street.
7. Give them the phone number that you are calling from (your call back number which the Fire Department may need to call you back on to get more information.)
8. Stay where you are.
9. Break the window only as a last resort, as it will become impossible to close it if necessary.

If you must leave a room due to immediate fire danger:

1. Do not use the elevator.
2. Feel the door before opening it.
3. Go to your nearest, safe stairwell, enter onto the landing area.
4. Keep the stairwell door closed.
5. Make sure everyone who goes down the stairs to tell the Fire Department what floor you are on.

Stairwell Information:

Stair #1 is located on the southeast corner of the building and serves L through 9, including roof access. The doors are unlocked permitting reentry on floors 3, 5, and 9. At the lobby level stair #1 exits directly to the front of the building at on Sunset Blvd. Stair #1 has the DWP Vault access. It is one level below the street. This stairwell is equipped with fire sprinklers.

Stair #2 is located on the northeast corner of the building and serves L through 2. Stair #2 also serves the parking garage at levels P1, P2A, 2, P2B, and P3. These parking doors are locked restricting reentry into the building from the parking garage. Stair #2 exits out the east side of the building into a corridor which leads to Sunset Blvd. There is a gate which restricts reentry into the corridor, from Sunset Blvd. This stairwell is equipped with fire sprinklers.

Stair #3 is located on the north side of the building and includes a corridor across the north side of floor 3 which continues down the west side of the parking garage. Stair #3 serves parking levels P1, P2A, P2B, and P3, continuing into the building to floors 4 through 9. There is no roof access. The doors are unlocked permitting reentry on floors 3, 5, and 9. All parking level doors are unlocked permitting reentry into the garage from the stairwell. At P1 stair #3 exits both directly onto Ivar Avenue and into the parking garage. This stairwell is equipped with fire sprinklers.

Stair #4 is located in the central core of the building and serves L through 2. Stair #4 is locked restricting reentry into the stairwell from the lobby. At the lobby level stair #4 exits directly into the lobby. This stairwell is equipped with fire sprinklers.

Stair I.D. Signs & Floor Evacuation Signs

Fire codes mandate that stair signs be provided at every stairwell inside the landing area. These specify the stair and floor number as well as the upper and lower termination points. Evacuation signs are required at all building entrances, all elevator lobbies and on the wall next to every stairwell. These display a "You Are Here" icon, the fire alarm and fire extinguisher locations, and two fire exit stairwells.

Stairwell Use

- Hold on to the handrail and move downward single file.
- Allow others to enter the stair at each floor landing.
- Take caution at the street exit point as debris may be falling.
- People in need of evacuation assistance will be helped by trained monitors to reach the stairwell where they will take shelter and wait for fire department rescue.

Emergency Lighting

Emergency lights are provided inside the stairwells and throughout the building.

Refuge Area Map

Safe Refuge Area = 300 FT

EXTERIOR REFUGE MAP

THE LOS ANGELES[®] FILM SCHOOL

THE LOS ANGELES[®] RECORDING SCHOOL
A Division of The Los Angeles Film School

IN CASE OF EMERGENCY:

1. CALL 911 AND ACTIVATE THE FIRE ALARM BY USING A PULL STATION.
2. ALERT OTHERS CALMLY BUT FIRMLY TO EVACUATE THE FLOOR IMMEDIATELY.
3. IF ABLE TO DO SO SAFELY, CLOSE (DO NOT LOCK) DOORS AS YOU EVACUATE TO CONTAIN SMOKE AND FIRE.
4. MOVE QUICKLY AND CALMLY (DO NOT RUN) TO YOUR DESIGNATED REFUGE AREA. USE CAUTION WHEN CROSSING STREETS.

INFORMATION	
In the event of a bomb threat or other emergency situation that requires you to evacuate the building, a safe refuge area has been established. You are advised to report to the pre-determined assembly area for information and accountability purposes.	
Stay at least 300 feet away from danger and have secondary path to safety	
ASSUME ALL ALARMS ARE REAL	
NEVER RE-ENTER A BUILDING UNTIL THE "ALL CLEAR" HAS BEEN GIVEN BY BUILDING PERSONNEL	
NOTIFICATIONS	
WHOOOP	ALARM SOUNDS LIKE
FLASHING STROBES	ALARM LOOKS LIKE
911	FIRE DEPT & POLICE

UPDATED MARCH 2022

In the event of a bomb threat or earthquake and if evacuation is necessary, a safe refuge area will be designated at that time.

Evacuation For Persons with a Disability.

The Fire Department requires that an updated list indicating the name, location and nature of disability of each disabled person be kept available at all times in the Building Manager's office and

the Fire Control Room. For the purpose of this procedure, any person with a physical limitation that would require them to get assistance during an evacuation is considered physically challenged.

Persons with a disability Includes:

- 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.

Physically challenged 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 a physically challenged evacuation list must be assured that information provided to building management/staff will be kept confidential and is to be used only to provide safe and quick evacuation in emergency conditions.

Assistance Monitors

During an emergency evacuation, pre-assigned Assistance Monitors escort ambulatory people in evacuation down the stairs. People who cannot walk down the stairs will remain on the top of the stair landing on their floor with the monitors until the Fire Department arrives to rescue them. The monitors remain with the people as long as it is safe to do so. The instructor, staff member or student is responsible for reporting the location of people in need of assistance at the safe refuge area.

Assistance Monitors and the physically challenged have two options:

- Send someone to advise the fire department of your location and await further assistance.
- Once all floors involved have moved past your location take the person to the designated safe refuge area.

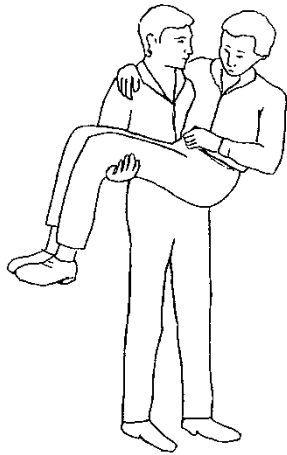
Carries

One person Arm Carry

If the rescuer is physically able and the victim is small, he or she may use the one-person arm carry to lift and carry the victim by:

- Reaching around the victim's back and under the knees.
- Lifting the victim while keeping the rescuer's back straight and lifting with the legs.

One-Person Arm Carry, which shows the rescuer holding the victim around the victim's back and under the knees.



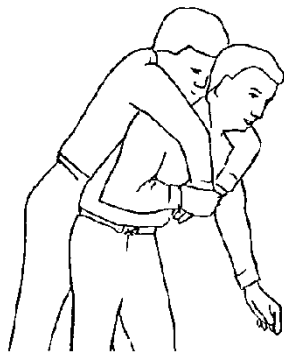
Note: Consider the size of the victim and the distance he or she needs to be carried before using this carry.

Pack Strap Carry

Another way for a single rescuer to lift a victim safely is by using the one-person pack-strap carry. Using this method, the rescuer should follow the steps outlined below:

- Step 1: Stand with his or her back to the victim.
- Step 2: Place the victim's arms over the rescuer's shoulders and grab the hands in front of the rescuer's chest.
- Step 3: Hoist the victim by bending forward slightly, until his or her feet just clear the floor.

One-Person Pack-Strap Carry in which the rescuer places the victim's arms over his or her shoulder and grabs the victim's hands over his or her chest, then hoists the victim by bending over slightly.

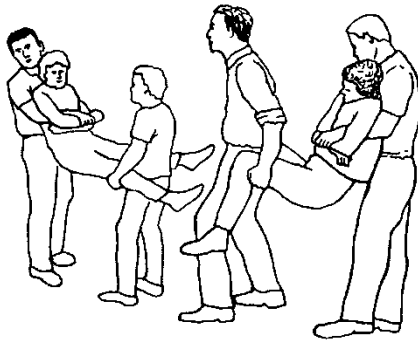


Two Person Carry

Victim removal is easier when multiple rescuers are available. With two rescuers, a victim may be removed using a two-person lift.

- Rescuer 1: Squat at the victim's head and grasp the victim from behind around the midsection. Reach under the arms and grasp the victim's forearms.
- Rescuer 2: Squat between the victim's knees, facing either toward or away from the victim. Grasp the outside of the victim's legs at the knees.
- Both rescuers: Rise to a standing position, keeping backs straight and lifting with the legs. Walk the victim to safety.

Two-Person Carry in which rescuer 1 squats at the victim's head and grasps the victim from behind at the midsection. Rescuer 2 squats between the victim's knees, grasping the outside of the knees. Both rescuers rise to a standing position. As an alternate, rescuer 2 may hold both the victim's legs to the side near the hip.

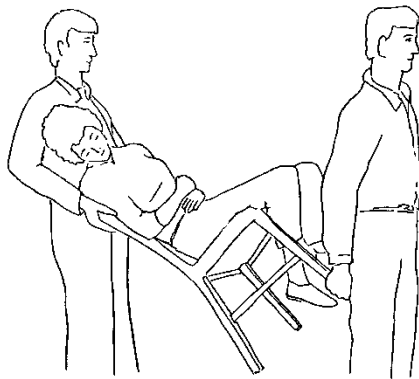


Chair Carry

Two rescuers can also remove a victim by seating him or her on a chair: **This technique may also be used for persons in a non-motorized wheelchair.**

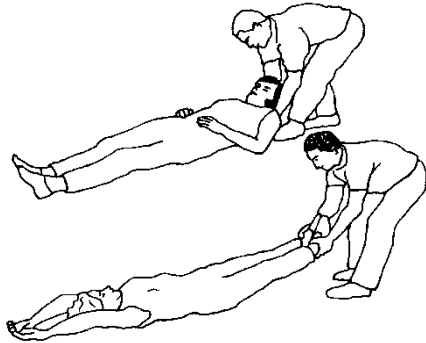
- Rescuer 1: Facing the back of the chair, grasp the back uprights.
- Rescuer 2: Facing away from the victim, reach back and grasp the two front legs of the chair.
- Both rescuers: Tilt the chair back, lift, and walk out.

Chair Carry in which the victim is placed in a chair and tilted backward as rescuers lift the victim. This carry requires two rescuers.



Drags

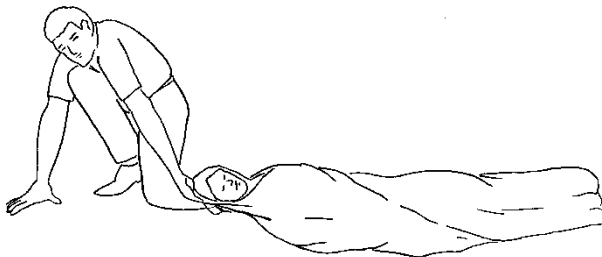
Rescuers can also drag a victim out of a confined area by grasping either under the arms or by the feet and pulling across the floor. However, unless there is no other way to remove the victim and the victim's removal is time critical, you should not use this drag when debris may cause additional injury.



Correct Drag Technique, showing the rescuer grasping the victim by either the feet or shoulders and dragging him or her clear of the hazard.

When necessary, one rescuer can use the blanket drag by following these steps:

- Step 1: Wrap the victim in a blanket.
- Step 2: Squat down and grasp an edge of the blanket.
- Step 3: Drag the victim across the floor.



Blanket Drag, showing the victim wrapped in a blanket with the rescuer squatting at the victim's head. The rescuer grasps the blanket behind the victim's head and drags him or her clear of the hazard.

Earthquake Procedures

Before

Determine in advance all stairwells and alternate exits from your location and the route you will follow to reach that exit in the event an evacuation is necessary.

Occupants may evacuate if they wish; however, unless there is fire or smoke, the Building Staff shall not give evacuation instructions to Students. It is usually best for people to remain where they are until the media reports are evaluated.

During

During an earthquake you will usually be safer inside the building than you are outside. If you feel a tremor-

DROP - 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. Avoid danger spots near windows, hanging objects, mirrors or tall furniture.

HOLD - If you take cover under a sturdy piece of furniture, hold on to it and be prepared to move with it. Hold the position until the shaking stops and it is safe to move.

DO NOT USE ELEVATORS. Walk, DO NOT RUN, and keep noise to a minimum.

DO NOT push or crowd. Use handrails in stairwells and move to the inside (most continuous handrail) if you encounter emergency personnel. Move to the designated safe refuge area unless otherwise instructed. Check doors for heat before opening.

Assist non-ambulatory, visually impaired and hearing-impaired people.

Be prepared for aftershocks. If you are outside, do not return to the building until it has been surveyed for safe access routes by a qualified official.

After

- Check for injured.
- Check for damage and potentially dangerous areas if aftershocks occur.
(You may have to fight small fires before they spread).
- Determine if it is safe to stay in your location or you may need to move to another room.
(Stairwells may not be safe).
- Generally it is best to stay inside the building.
- Limit telephone use. Leave phones for emergency personnel as much as possible. Rely on information provided by emergency personnel or staff.
- Check for injured or trapped persons and treat as necessary.

DO NOT MOVE VICTIMS UNLESS ABSOLUTELY NECESSARY.

- Alert others, staff or security members of anything that may need their attention.
- A battery powered radio is recommended to keep up with information and important instructions.
- Discourage the spread of rumors. Misinformation can cause confusion and panic.

If you are in an elevator

- Sit on the floor, against the wall and wait for the shaking to stop.
- The elevator will stop temporarily then move to the nearest floor, stop and the doors will open. The elevator will then stop working.
- The elevator will not fall or run out of air.

Evacuation

- DO NOT evacuate until instructed to do so by emergency personnel or building staff or unless danger is imminent.
- Follow instructions given by emergency personnel
- Remain calm and evacuate in an orderly manner
- Do not use Elevators
- Always check doors for heat before opening

- Move to your designated evacuation area or to an alternate area as instructed by emergency personnel.
- Assist any physically impaired persons as necessary.

Building engineers will check the stairwells for safety immediately following an earthquake. Wait until they advise you that the stairwells are safe before evacuating. Please be patient.

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

Do not re-enter the building until advised that it is safe to do so by emergency personnel or building management.

Other Emergencies

Medical Emergencies

When notified of a medical emergency:

1. Obtain the following information:
 - The victim's name
 - The victim's location
 - The nature of the emergency
 - A call back number
2. Notify the Paramedics 9-1-1 or if there is a problem with 9-1-1 dial alternate Paramedic's telephone number **Alternate Number** and give the following information:

Building Name	The Los Angeles Film School
Address	6363 Sunset Blvd
Nearest Cross Street	IVAR AVE.
Floor or Suite Number	
Nature of Emergency	
Your Callback Number	

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

3. Notify the Management office at **323-769-6868** or Building Security **323-769-8746**. Building Staff should reserve an elevator for use by the Paramedics.
4. Any additional Building Personnel should go to the victim's floor to assist.
5. When the Paramedics arrive, they should be met outside at front entrance. Give the arriving Emergency Personnel all pertinent information and escort them to the victim's location

Actions

- Do not move the person.
- If you are a qualified first responder trained in first aid or CPR, provide assistance if allowed by the individual in need of assistance. AED are located at the following locations:
 - Front lobby across from elevators

- Security Office
- Northeast exterior corner of Military Lounge
- Gather as much information as you can about the person and their condition, such as symptoms, chief complaints, and any medications they have taken.
- Select a person and instruct them to proceed to the elevator lobby on the floor to meet and direct the paramedics to the person who needs assistance.

Bomb Threats

All bomb threats must be taken seriously even though the majority of them are false. If you receive a bomb threat:

- Keep the person on the line and have someone call 911 or 213-485-6227 this number should only be used if you encounter problems with the 911 number
- Have someone notify building management and security
- Ask when the bomb will go off
- Keep the caller on the line as long as possible
- Utilize the bomb threat check list
- Document the entire conversation VERBATIM if possible
- **Do not hang the phone up even if the caller hangs up**
- Notify Campus Security for further instructions. They may decide to:
 - Call 911
 - Assist The Los Angeles Police Department

If a suspicious package is discovered

- Do not use handheld radios or cell phones and do not permit them to be brought into the area
- Be sure that it is not moved, covered, or disturbed
- Note the description and exact location for future reference
- Notify the Police Department at 911 or 877-284-7328
- Keep Campus Security advised
- Control entry into the area until cleared by the Police Department
- Begin evacuation of the floor
- Assist the Police as required

WARNING!

LETTER AND PARCEL BOMB

RECOGNITION POINTS

- Foreign Mail, Air Mail and Special Delivery
- Restrictive Markings such as Confidential, Personal, Etc.
- Excessive Postage

- Hand Written or Poorly Typed Addresses
- Incorrect Titles
- Titles but No Names
- Misspellings of Common Words
- Oily Stains or Discoloration
- No Return Address
- Excessive Weight
- Rigid Envelope
- Lopsided or Uneven Envelope
- Protruding Wires or Tinfoil
- Excessive Securing Material such as Masking Tape, String, etc.
- Visual Distractions

SUSPICIOUS MAIL

THESE TIPS CAN HELP PROTECT YOU,
YOUR BUSINESS, AND YOUR MAILROOM

IF YOU RECEIVE A SUSPICIOUS LETTER OR PACKAGE:

1 Handle with care.
Don't shake or bump.

2 Isolate it
immediately.

3 Don't open,
smell, touch, or taste.

4 Treat it as suspect.
Call local law
enforcement authorities.



IF YOU SUSPECT THE MAIL MAY CONTAIN:

A BOMB:
Evacuate Immediately
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

A RADIOLOGICAL THREAT:
Limit Exposure — Don't Handle
Evacuate Area
Shield Yourself From Object
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

A BIOLOGICAL OR CHEMICAL THREAT:
Isolate — Don't Handle
Evacuate Immediate Area
Wash Your Hands With Soap and Warm Water
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

BOMB THREAT CHECKLIST

Name of person receiving call _____

Date of call _____ Time _____ () am () pm

Questions to ask:

When is the bomb going to explode?

Where is the bomb right now?

What kind of bomb is it?

What does it look like?

Why did you place the bomb?

Origin of call:

Local () Long Distance () Phone Booth () Internal ()

Identity of Caller:

Voice:

<input type="checkbox"/> Loud	<input type="checkbox"/> Soft	<input type="checkbox"/> Fast	<input type="checkbox"/> Slow
<input type="checkbox"/> High Pitch	<input type="checkbox"/> Deep	<input type="checkbox"/> Distant	<input type="checkbox"/> Distorted
<input type="checkbox"/> Raspy	<input type="checkbox"/> Pleasant	<input type="checkbox"/> Stutter	<input type="checkbox"/> Good
<input type="checkbox"/> Nasal	<input type="checkbox"/> Poor	<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Foul

Accent:

<input type="checkbox"/> Local	<input type="checkbox"/> Foreign		
<input type="checkbox"/> Regional	<input type="checkbox"/> Rational	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Type _____

Manner:

<input type="checkbox"/> Calm	<input type="checkbox"/> Angry	<input type="checkbox"/> Irrational	<input type="checkbox"/> Emotional
<input type="checkbox"/> Coherent	<input type="checkbox"/> Deliberate	<input type="checkbox"/> Nervous Laugh	<input type="checkbox"/> Self-Righteous

Background Noise:

<input type="checkbox"/> Office Machines	<input type="checkbox"/> Trains
<input type="checkbox"/> Factory Machine	<input type="checkbox"/> Music
<input type="checkbox"/> Animals	<input type="checkbox"/> Quiet
<input type="checkbox"/> Airplanes	<input type="checkbox"/> Voices
<input type="checkbox"/> Street Traffic	<input type="checkbox"/> Other _____

DETAILS: _____

Whom did you inform about the call? _____

If the caller seemed familiar with the building, or operation, indicate how? _____

As best as you can, write what the caller said: _____

KEEP THE CALLER ON THE PHONE AS LONG AS POSSIBLE

Power Outage

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

- Open all shades and blinds to optimize outside light
- Locate a flashlight to have on hand in darkened areas. (if available)

- Inform building management at [323-769-8686](tel:323-769-8686) and building security at [323-769-8746](tel:323-769-8746) of your situation and area of outage.

***It is important to notify Facilities Management as the outage may not affect the entire building but just your area.**

- Turn off all appliances and computers to prevent overload when the power is restored.
- Await help of building engineers to assess your area and situation.
- If you are informed to evacuate the building due to extended outages, do so via the nearest stairwell and proceed out of the building to **the exterior safe refuge areas**.
- Call your operations personnel to learn when you will be able to return to the building to resume work.

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

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

Be Prepared: Keep flashlights and spare batteries accessible.

Supplemental

Persons with a Disability

Attention
California Code of Regulations
Title 19 Section 3.09 (d)5(b)

“Assure that the requirements of subsection (d)(4)(F)” procedures to identify and assist the non-ambulatory and physically disabled as follows:

Hotels, Motels, and Lodging Houses shall comply with subsection (b) (3);

(b) (3) Hotels, Motels, and Lodging House shall maintain at the registration desk a list noting the guest room assigned to the physically disabled guest who have special emergency evacuation requirements. Inn-Keeper shall provide a place on the registration form so that guest may be identified who may require special emergency evacuation because of a physical disability.

(B) Owner(s) or operator(s) of high-rise office buildings shall maintain a list of 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.

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 your Fire Warden and to the Office of Campus Security.

NAME _____

SUITE/ROOM OR DEPT. _____

TELEPHONE NUMBER _____ EXT. _____

SPECIAL NEEDS _____

INCLUSIVE DATES (If applicable) _____

Copy or cut along the dashed line and give to your Fire Warden and/or Campus Security.
All information shall be kept confidential.

Legal Requirements

TITLE 19 REQUIREMENTS FOR HIGH-RISE BUILDINGS

A. Every new and existing high-rise building owner, manager, operator administrator, and tenant, in cooperation with the local Fire Department, shall establish, implement, and maintain an emergency plan on file for the building which shall include, but not necessarily be limited to, the following:

1. Management Office: Assignment of a responsible person as a Fire Safety Director who shall work with the fire department in the establishment, implementation, and maintenance of the emergency plan. The person shall be employed or reside on the premises or be otherwise approved by the department.

2. Occupant Instruction: All high-rise building occupants shall be instructed annually on the procedures to be followed in the event of fire, earthquake, or other emergency. Documentation of occupant instruction shall be maintained by the Management Office and shall be available for inspection by the Fire Department.

3. Floor Wardens: A responsible person on each floor of every high-rise building shall be designated as Floor Warden. In cooperation with the Management Office, Floor Wardens shall oversee and ensure safe and complete evacuation or relocation of occupants during a fire or other emergency, or a fire drill. Alternate Floor Wardens shall be designated for each floor and shall assist with or assume Floor Warden duties when necessary. Exemptions to this regulation may be granted only upon a written request to the Fire Department.

4. Emergency Evacuation Signs: The preparation of emergency exit plans, procedures, and evacuation signs shall be approved by the Fire Department before posting. Evacuation signs shall be located at every elevator lobby above and below ground floor, and in other conspicuous floor locations as required by the Fire Department. All plans, procedures and signs shall be properly maintained.

5. Fire Department Approval: All emergency plans, procedures, and evacuation signs must be submitted to the Fire Safety Education Unit, of the Fire Department, for inspection and approval prior to implementation. All plans, signs, procedures or training programs formulated by, or purchased from, a "High-Rise Life/Safety Service" shall also be submitted for approval.

B. Fire Drills: A minimum of one fire drill annually on individual floors is mandatory and all building occupants are required to participate. Total building evacuation is not required, but suggested. The Management Office shall maintain documentation of all fire drills on Fire Department approved forms. All building occupants are required to participate in the fire drills. Buildings that have stairwell doors locked for security reasons shall include in the evacuation plan, provisions that will allow safe horizontal egress from the stairwell during a drill or emergency evacuation.

C. Persons with Disabilities: The Management Office shall maintain a current list of persons with disabilities located within the building that would require assistance during an emergency evacuation or relocation. Methods for their safe evacuation or relocation must be established.