

THE  
LOS ANGELES®  
FILM SCHOOL

EMERGENCY PROCEDURES MANUAL  
6690 SUNSET BLVD.  
LOS ANGELES, CA 90028



## ***Occupant Instructions***

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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 Threat, Medical Emergency, 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 tenants** 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***

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

Fire Department -	911	or	Alternate	(213) 485-6227
Paramedics -	911	or	Alternate	(213) 485-6227
Police Department -	911	or	Alternate	(213) 972-2917

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

Fire Control Room N/A

Elevator Co. – **Otis Elevator Company** (800)233-6847

Fire Alarm Monitoring Co.- **HCI** (855) 857-4888

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

## ***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	<b>The Los Angeles Film School</b>
Address	<b>6690 Sunset Blvd</b>
Nearest Cross Street	<b>Las Palmas</b>
Floor or Suite Number	
Nature of Emergency	
Your Callback Number	

**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.

## Occupant Instructions

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### 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 (head count).
- 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.

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.

Staff wearing orange vests will oversee evacuation of the visitor, student and employee population, and will take roll call at the assembly point located south on Las Palmas and De Longpre. 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.

If an evacuation is necessary move immediately to the nearest, safe stairwell!  
During evacuation, all occupants need 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.

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- 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 Las Palmas 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:**

**Main Internal Northwest Staircase** is located inside the northwest corner of the building and serves 1 through 2, with NO roof access. There are no doors restricting entry or exit between floors. At the lobby level this stair exits directly to the front lobby of the building which in turn exits onto Sunset Blvd. This stairwell is not equipped with fire sprinklers and is not pressurized.

**Internal Northeast Staircase** is located inside the northeast corner of the building and serves 1 through 2, with NO roof access. There are no doors restricting entry or exit between floors. This stair exits directly to the first floor corridor inside the building. It also exits out to the "Staff Patio" which in turn exits onto Sunset Blvd. The exit gate is locked, restricting re-entry into the "Staff Patio". This stairwell is not equipped with fire sprinklers and is not pressurized.

**Internal Southern Staircase** is located inside the southern-most end of the building and serves 1 through 2, with NO roof access. There are doors restricting entry and exit on the second floor. These doors are unlocked from both sides. At the first floor this stair exits directly onto the first floor inside the building. It also exits out the western side of the building onto Las Palmas Avenue. This building exit gate is locked restricting reentry into the building. This stairwell is not equipped with fire sprinklers and is not pressurized.

**External Student Balcony Staircase** is located outside the southeastern-most corner of the building and serves 1 through G. There is a rear building exit door which is locked from the outside, restricting re-entry. At the garage level "G" this stair exits directly into the Garage. From this point the garage has two exits. Either proceed to the southwesternmost corner of the lot through the pedestrian gate OR proceed to the Garage exit stair at the northeastern-most corner of the lot. Both exits are locked, restricting re-entry to the property. This stairwell is not equipped with fire sprinklers and is not pressurized.

**Garage Exit Stairwell** is located inside the northeastern-most corner of the garage and serves G through 1, at street level. The door is locked from the inside of the stairwell, restricting re-entry into the garage. On the street level this stair exits directly onto Sunset Boulevard. This exit is open air, but caged and locked, restricting re-entry into the stairwell. This stairwell is not equipped with fire sprinklers and is not pressurized.

### **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.

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### Refuge Area Map

Safe Refuge Area = 300 FT

### ***Assembly Area/Safe Refuge***



**NOTE:**  
*This location may change depending on conditions.*

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 The Physically Impaired

The Fire Department requires that an updated list indicating the name, location and nature of disability of each physically impaired 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.

#### **Physically Impaired 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. Instructors, staff or students 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 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.

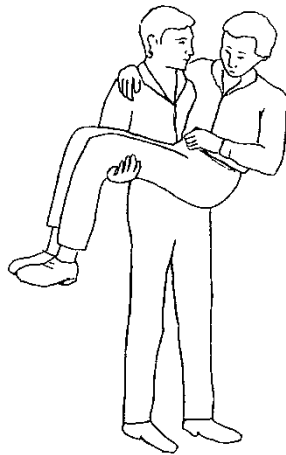
### Carries

#### *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.**



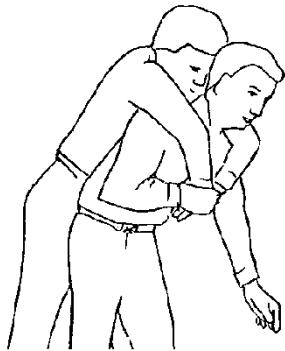
**Note:** Consider the size of the victim and the distance he or she needs to be carried before using this carry.

### *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.**

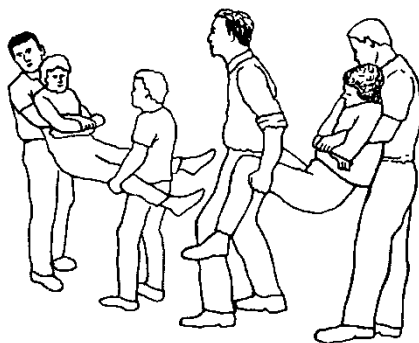


### *Two Person Carry*

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 victims legs to the side near the hip.**

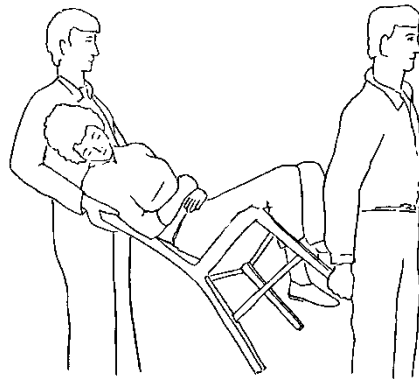


### *Chair Carry*

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.

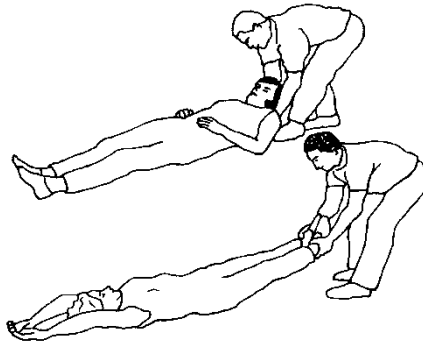
**Chair Carry in which the victim is placed in a chair and tilted backward as rescuers lift the victim. This carry requires two rescuers.**





### *Drags*

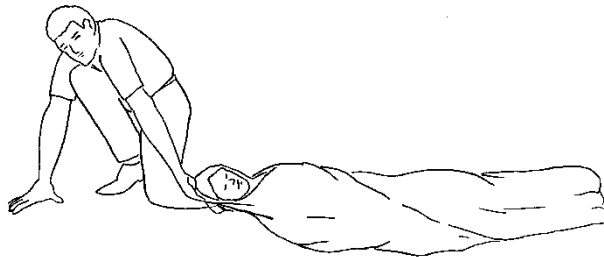
Rescuers can also drag a victim out of a confined area by grasping either under the arms or by the feet and pulling across the floor. However, unless there is no other way to remove the victim and the victim's removal is time critical, you should not use this drag when debris may cause additional injury.



**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 Occupants. 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.

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- 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	<b>The Los Angeles Film School</b>
Address	<b>6690 Sunset Blvd</b>
Nearest Cross Street	<b>Las Palmas</b>
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. Building Staff should reserve an elevator for use by the Paramedics.
5. Any additional Building Personnel should go to the victim's floor to assist.
6. 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.
- 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 **323-769-2747** 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 your management for further instructions they may decide to:
  - Take no further action
  - Search the floor without evacuating
  - Partially evacuate the area and search or not
  - Completely evacuate the floor and search or not

### **Search procedures**

- Do not turn on any electrical switches if they are off
- People familiar with the area should be involved
- Work from the walls to the center of the room and from the floor to the ceiling
- Do not pick up or move suspicious objects found during the search
- Listen carefully during the search

### **If a suspicious package is discovered**

- Do not use hand held 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

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- Note the description and exact location for future reference
- Notify the Police Department at 911 or 323-769-2747
- Keep building management 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.



No return address

Restrictive markings

Sealed with tape

Misspelled words

Addressed to title only

Incorrect title

Badly typed or written

Oily stains, discolorations, or crystallization on wrapper

Strange odor

Excessive tape

Rigid or bulky

Lopsided or uneven

**IF YOU SUSPECT THE MAIL MAY CONTAIN:**

<b>A BOMB:</b> Evacuate Immediately Call Police Contact Postal Inspectors Call Local Fire Department/HAZMAT Unit	<b>A RADIOLOGICAL THREAT:</b> Limit Exposure — Don't Handle Evacuate Area Shield Yourself From Object Call Police Contact Postal Inspectors Call Local Fire Department/HAZMAT Unit	<b>A BIOLOGICAL OR CHEMICAL THREAT:</b> 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
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Poster 84, March 2003



## 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:

( ) Loud	( ) Soft	( ) Fast	( ) Slow
( ) High Pitch	( ) Deep	( ) Distant	( ) Distorted
( ) Raspy	( ) Pleasant	( ) Stutter	( ) Good
( ) Nasal	( ) Poor	( ) Intoxicated	( ) Foul

#### Accent:

( ) Local	( ) Foreign		
( ) Regional	( ) Rational	( ) Incoherent	( ) Type_____

#### Manner:

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

#### Background Noise:

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

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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: \_\_\_\_\_  
\_\_\_\_\_  
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*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:

### **High-Rise Safety Service**

- Open all shades and blinds to optimize outside light
- Locate flashlight to have on hand in darkened areas.
- 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 building 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***

### Physically Impaired Form

**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.

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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 Floor Warden and to the Office of the Building. They will then assign people who will assist you in the event of an evacuation.

NAME \_\_\_\_\_

SUITE/ROOM OR DEPT. \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ EXT. \_\_\_\_\_

SPECIAL NEEDS \_\_\_\_\_

INCLUSIVE DATES (If applicable) \_\_\_\_\_

Copy or cut along dashed line and give to your Floor Warden and/or the Office of the Building.

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.

## **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 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 Fire 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 Sign:** 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 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.

**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.