

*FIRE DEPARTMENT REQUIRED*

# ***Building Emergency Plan***

*Occupant Instruction Booklet*

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***FOR:***

***Los Angeles Film School  
Building 1  
6363 Sunset Boulevard  
Los Angeles, CA 90028***

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***DEVELOPED BY***

***UNIVERSAL SAFETY USA, LLC***

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## ***Introduction***

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The main purpose of the Building Emergency Plan is to save lives. Always remember that the plan is written for a real fire situation, not a 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 Building Emergency Plan brings a standard of accountability.

Emergency preparedness is maximized with frequent training and fire drills, as required annually by fire code. (Reference: Los Angeles Fire Code, Section 57.409.8.6 & 57.409.9).

THIS MANUAL AND ITS CONTENTS SHALL REMAIN THE PROPERTY OF THE BUILDING.

## ***Emergency Telephone Numbers***

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**Fire Department:** "911" or 800-688-8000

**Paramedic Ambulance:** "911" or 800-688-8000

**Police Department:** "911" or 213-928-8206

### ***Building Contacts***

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**Building Manager/Fire Safety Director**  
Elizabeth McDonald 323-769-6868

**Fire Safety Director**  
Michael McFatridge 323-769-6851

### ***Emergency Assistance Center***

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**Lobby/Security** 323-464-3692

# ***Evacuation Policy***

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## ***Overview***

### ***Webster's Dictionary Definition***

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**Evacuation:**

To withdraw from a place in an organized way, especially for protection.

### ***Fire Evacuation Policy of the Los Angeles Fire Department***

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The standard fire evacuation policy of the Los Angeles Fire Department is the fire floor, two floors above and two floors below totaling in five floors, as well as total building evacuation which is the standard practiced here.

### ***Earthquake Policy of the Los Angeles Fire Department***

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When an earthquake strikes, duck, cover and hold. The common hallway could be a place to take shelter if furnished areas pose danger. Consider remaining where you are in anticipation of aftershocks. If there is extensive damage or if fire ensues, then follow the fire evacuation plan.

### ***Emergency Assistance Center Location***

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The Emergency Assistance Center is located in the Lobby.

## Evacuation Plan

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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.

Floor Wardens and instructors wearing orange vests will oversee 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.*

## Fire Drill Assembly Area



### LEGEND

<b>FSD</b>	Fire Safety Director	<b>RCM</b>	Roll Call Monitor
<b>AFSD</b>	Assistant Fire Safety Director	<b>PA</b>	Parking Attendant
<b>CSM</b>	Campus Security Manager	<b>CP</b>	Communications Post
<b>SO</b>	Security Officer	<b>---</b>	Evacuation Route

### NOTE:

This location may be too close in the event of a fire. The recommended distance is 300 feet away.

## Specific Fire Procedures

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### If You Discover Fire or Smoke

1. Safety of Life:

Alert everyone in immediate danger and confine the fire by closing doors.

2. Pull the fire alarm box located next to the exit stairwell.

3. Call "911". (If safe, also notify the building at 323-464-3692. When calling "911" if there is a busy signal, call 1-800-688-8000.)

4. If you are trained, consider fighting the fire (fighting a fire is optional). The "buddy system" is recommended. Portable extinguishers are provided in common hallways.

5. Evacuate. Proceed to the nearest safe stairwell. Meet at the assembly area shown on the map in this booklet. DO NOT use the elevators.

### Give the pertinent information to the Fire Department. Do not hang up until they have the facts:

**Building Name:** Los Angeles Film School

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**Building Address:** 6363 Sunset Boulevard

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**Nearest Cross Street:** Ivar Avenue

---

**Floor/Suite/Room Number:**

---

**Nature of emergency:**

---

**Your call back telephone number:**

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### ***If you Hear or See a Fire Alarm***

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- Remain calm.
- Before opening a door, check it for heat. DO NOT open a hot door.
- As you leave, remember to close the door behind you. Do not lock the door.
- Never return for personal belongings.
- Do not attempt to run through heavy smoke or flames. Follow Defend in Place procedures if you are trapped.
- Do not use the elevators. Use the safest stairway.
- Evacuate. Proceed to the nearest safe stairwell. Meet at the assembly area shown on the map in this booklet. DO NOT use the elevators.

## ***Defend in Place if the Door is Hot***

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### **If the door is hot, do not open it. Take action:**

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. Call "911". (If safe, also notify the building at 323-464-3692. When calling "911" if there is a busy signal, call 1-800-688-8000.)
  - a. Tell them you cannot get out.
  - b. Provide the address and suite number. (6363 Sunset Boulevard)
  - c. Provide the nearest cross street: Ivar Avenue.
  - d. Give them the phone number that you are calling from. The Fire Department may need to call you back.
4. If you decide to relocate, advise the Fire Department.

### ***Elevator Fire Operations***

*If you are in an elevator when the alarm sounds, remain calm. The elevator safety feature will activate and the elevator will come to a stop briefly. Then the elevator will run and open at a pre-determined floor where passengers will be able to exit.*

## ***Stairwell Information***

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**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.

## ***Movie Theater Exits***

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**Three exits are provided from the Theater:**

1. Rear/North Exit – provides access to the Theater Lobby.
2. Front/East Exit – provides access to perimeter walkway.
3. Front/West Exit – provides access to the front of the building.

## ***Stair I.D. Signs & Floor Evacuation Signs***

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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***

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- 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.

# Earthquake Procedures

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## ***Before an Earthquake***

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### **Assess Your Own Work Area:**

- **WINDOWS/GLASS** – If your workstation is near windows or glass partitions, decide where you will take cover to avoid being injured by flying glass.
- **HEAVY OBJECTS** – If your workstation is near a temporary wall or partition, make sure they are securely anchored.
- **LOOSE OBJECTS** – If you have materials stored on top of cabinets or shelves, determine if these items could be secured or moved.

## ***During an Earthquake***

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- **REMAIN CALM** – Do not panic, and do not attempt to go outside. Protect yourself.
- **ACT QUICKLY** – Move away from windows, temporary walls or partitions, and freestanding objects such as files, cabinets, shelves, hanging objects.
- **DUCK** – Duck or drop down to the floor.
- **COVER** – Take cover under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms.
- **HOLD** – If you take cover under a sturdy piece of furniture, hold on to it and be prepared to move with it.
- **STAY PUT** – Hold this position until the ground and/or building stops shaking and it is safe to move. Stay inside. Do not attempt to exit the building during the shaking.

If you are in an elevator during an earthquake or when the alarm sounds, remain calm. The elevator safety feature will activate and the elevator will come to a stop briefly. Then the elevator will run briefly and open at a pre-determined floor where passengers will be able to exit. If an elevator should stop, do not panic. There is ample air supply inside the elevator car and the elevator will not fall.

### **NOTE:**

*Doorways may be unsafe.*

## ***After an Earthquake***

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- Call “911” if assistance is needed. When calling “911” if there is a busy signal, call 1-800-688-8000.
- Evacuate the building when instructed to do so, or if there is evidence of fire, smoke, or structural failure.
- Avoid the elevators.\*
- If you are outside, move away from buildings, falling objects, and power lines.
- Be prepared for aftershocks. If you are outside, do not return to the building until a qualified official has given the okay.
- Check for injuries and administer first aid, if you are qualified.

### ***Elevator Earthquake Operations***

*\*If you are in an elevator during an earthquake, remain calm. The elevator safety feature will activate and the elevator will come to a stop briefly. Then the elevator will run and open at a pre-determined floor where passengers will be able to exit.*

## Medical Emergency

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### Notifications

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- Call “911”. (Notify the building at 323-464-3692. When calling “911” if there is a busy signal, call 1-800-688-8000.

**Give the pertinent information to the Paramedics. Do not hang up until they have the facts:**

**Building Name:** Los Angeles Film School

**Building Address:** 6363 Sunset Boulevard

**Nearest Cross street:** Ivar Avenue

**Floor/Suite/Room Number:**

**Nature of emergency:**

**Person's name and location:**

**Your call back telephone number:**

### Actions

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- 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 Threat***

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If there is a bomb threat the building will be evacuated, however, the assembly location will change based on the directive from the police.

### **If you receive a call, follow these steps:**

Attract the attention of a person in your area. Have them call the police. Dial “911” or 213-928-8206. Give the following information:

- Request the call on your line be traced and for Police Department response.
- Get as much information as possible from the caller about the bomb's location, type and time of detonation.
- Ask about the bomb's appearance and who is placing it.
- Listen for background noises or distinguishing voice characteristics that might aid Police.
- Notify the building at 323-464-3692.
- Never touch a suspicious object.
- Evacuate. If safe, meet at the Lobby Emergency Assistance Center and complete the Bomb Threat Report Form on the next page.



## Bomb Threat Report Form

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**Questions to ask:**

**WHEN** is the bomb going to explode?

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**WHERE** is the bomb?

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**WHAT** kind of bomb is it?

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**DESCRIPTION** (What does it look like?)

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**WHY** was the bomb placed?

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**Check off:**

☐ male      ☐ female      Age: \_\_\_\_\_

*Voice*

☐ loud      ☐ soft      ☐ intoxicated

Describe: \_\_\_\_\_  
\_\_\_\_\_

*Background noise*

<input type="checkbox"/> office machines	<input type="checkbox"/> factory machines
<input type="checkbox"/> trains	<input type="checkbox"/> animals
<input type="checkbox"/> street traffic	<input type="checkbox"/> airplanes
<input type="checkbox"/> music	<input type="checkbox"/> party atmosphere

**Your Name:**

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**Telephone Number:**

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***If safe, immediately give this completed form to the Fire Safety Director or Police in the Lobby.***

## **Active Shooter**

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Call “911” and Security at 323-464-3692 if possible – provide details (number of shooters, description of appearance, attire).

If you cannot speak, leave the line open to enable the officer to listen.

### **Run**

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- Know where the two nearest exits are located in any facility you visit.
- If you are in an office or unit, stay there and secure the door.
- If you are in a hallway, relocate into a room and secure the door.
- Visitors will follow directions of leadership.
- Assemble at the designated point for roll call.

### **Hide**

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- If an evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
- Lock and barricade the doors by moving heavy objects, such as desks, or cabinets in front of the door.
- Move away from all windows and pull any blinds or shades.
- Hide behind something substantial.
- Remain quiet and calm.
- Silence all cellphones, radios and televisions.

### **Fight back if lives are in imminent danger**

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- Overtake the shooter – there is strength in numbers.
- Act aggressively as possible against the shooter.
- Use common items as weapons, such as chairs, books, fire extinguishers or other heavy items.

## ***Power Outage***

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When a power outage occurs the Building will advise occupants of the situation and duration, if known. If necessary, the campus may be closed. Telephone landlines may be operable. Emergency egress lights will illuminate for a pre-determined duration (ranging between 90 minutes and eight hours). It may take up to 10 seconds for the building's emergency power to transfer to the safety systems. Flashlights are recommended.

## ***Key FOB Access***

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Key FOB access points are not connected to emergency power. They will be unresponsive and building access points as well as elevators should be monitored while the emergency generator is in use.

## **Fire Drills**

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Fire drills are required annually under Los Angeles Fire Code 57.409.9 (409.9.1–9.6).

Drills are held annually and a pre-drill meeting for Floor Wardens is conducted prior to the event.

Occupants exit using the stairs and line up according to floor number along Ivar Avenue and Selma Avenue. Floor Wardens and Assistants are issued orange ID vests and bull horns to communicate instructions to Occupants.

Individuals using walking assistive devices such as canes, wheelchairs, walkers, shall be trained by the Building's certified Fire Safety Director or certified Floor Warden, before the drill. They are permitted to take shelter inside the stairwell on the landing for the duration of the exercise and then return to their original location if they are not able to descend the stairs.

## ***Portable Fire Extinguisher Operations***

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Do you have a fire extinguisher that's suited to the fire at hand? Is it charged and in good working condition? Do you know how to use it? Answering yes to all these questions can mean the difference between minor fire damage and disaster. Take the right steps and you may be able to at least contain a small fire until fire fighters arrive.

To pick the right extinguisher for your area, you must first know how fires are classified. Applying the wrong extinguishing agent can spread the fire or endanger your life.

### ***Underwriters Laboratories (UL) Classifies three kinds of fires***

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#### **Class A**

Fires involving common solid combustibles: Wood, paper, fabric, rubber, and plastics. Water quenches such blazes through cooling action. Other agents work by interfering with combustion.

#### **Class B**

Fires fueled by the vapor-air mixture that forms above flammable liquids such as grease, oil, gasoline, tar, paints, and cleaning solvents. To put out the flames, you must interfere with combustion or cut off the oxygen supply.

#### **Class C**

Fires sparked by electricity but feed on class A or B materials. This type of fire requires a nonconductive extinguishing agent to put out the flames.

### ***What Puts Out Each Type of Fire?***

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Dry chemical, carbon dioxide (CO<sub>2</sub>), and halon are the three agents most commonly found in household and automotive extinguishers.

Dry chemical extinguishers. These units have been proven effective over the course of many years. Two types are suitable for home use. Ammonium phosphate, universally regarded as the best multipurpose extinguishing agent, bears an ABC rating, meaning it puts out all three classes of fire. Sodium bicarbonate (common baking soda) in combination with flowing and drying agents bears a BC rating and is more effective for extinguishing class B fires.

The drawback of dry chemical extinguishers is the mess they leave behind. All use pressurized gas to expel the powdery agent, covering everything in their path with a nonflammable coating. The residue can be easily vacuumed and wiped from washable kitchen surfaces, but it's harder to remove from carpeting and upholstery, and may ruin electronic equipment. Of the two dry chemical mixtures, ammonium phosphate is the more corrosive and tends to harden on heated surfaces. The other two types of extinguishing agents are gaseous. Carbon dioxide (CO<sub>2</sub>) extinguishers use carbon dioxide gas pressurized to a liquid state which is utterly clean, environmentally safe, and nonconductive. It extinguishes class B and C fires by cutting off oxygen and smothering them. But there are disadvantages to using CO<sub>2</sub> instead of halon. Canisters for CO<sub>2</sub> require much heavier casing, for one thing; a CO<sub>2</sub> extinguisher weighs half again as much as a same-size halon unit. And, CO<sub>2</sub> is about half as effective as halon for extinguishing class B fires. It also has a shorter "throwing distance" than halon; you have to be closer to a fire to fight it with CO<sub>2</sub>. Salespeople may try to dissuade you from buying CO<sub>2</sub> by warning of the dangers of oxygen depletion, as well as of thermal shock to electronic equipment. Usually, neither problem is serious with the quantities of CO<sub>2</sub> used by the layman in fighting fires. Flames are far more likely to damage your equipment than thermal shock. CO<sub>2</sub> is extremely cold, so be careful not to touch the end of the extinguisher's hose, or get in the way of the gas cloud.

Halon extinguishers. Halon, developed in the 1970s to protect computers, was soon adopted for protecting airplanes and, ultimately, homes. The heaviest of the gaseous agents, halon chemically interrupts combustion to extinguish class B and C fires. It's especially effective for putting out fires in cramped, enclosed spaces, such as car or boat engines. Larger units (9-pound capacity and over) contain enough halon to earn a rating (though a low one) for class A fires as well. (Halon puts out these fires by cutting off air supply.) If a smaller halon extinguisher is used on a class A fire, the flames may be temporarily stifled, but the blaze is likely to rekindle when the halon disperses. Most of these extinguishers use halon 1211 as the extinguishing agent and nitrogen as the expellant; "blended" units use halon 1301 as the expellant. Although some manufacturers claim blended units are more effective, independent testing has failed to prove this claim. Also, blended units may not operate properly in extreme temperatures. Halon can be harmful if inhaled; however, quantities contained in portable extinguishers don't usually pose a health risk. The gas is most dangerous for infants, elderly people, and those with respiratory problems. Halon becomes more dangerous under heated conditions; evacuate the fire area as soon as possible. Halon extinguishers have another very serious drawback. Scientific evidence has linked halon, along with chlorofluorocarbons (CFCs), to the destruction of the earth's ozone layer.

***Have a multi-purpose portable Fire Extinguisher in your area!***

## **Fire Extinguisher Discharge Time**

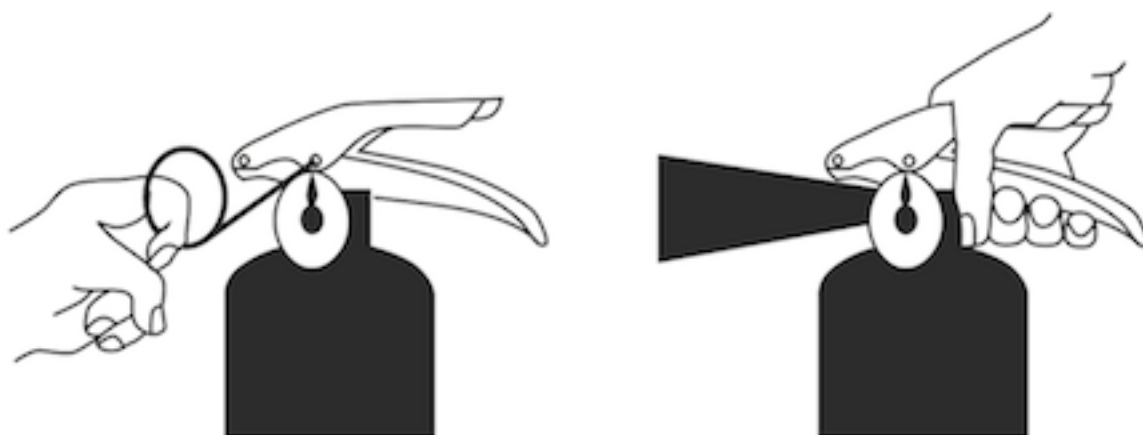
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### **And Effective Range**

- The stream from WATER-TYPE EXTINGUISHERS will reach 30–40 feet (see Diagram #1). The contents can be discharged in 60 seconds. The stream from a fire-hose line will reach 40 feet. Water supply is unlimited.
- “ABC” DRY CHEMICAL EXTINGUISHERS have an effective range of approximately 10–15 feet (see Diagram #2). The contents can be discharged in 8–25 seconds.
- CARBON DIOXIDE EXTINGUISHERS have an effective range of 3–8 feet (see Diagram #3). The contents can be discharged in 8–10 seconds.

### **Extinguisher Basic Operation - P. A. S. S.**

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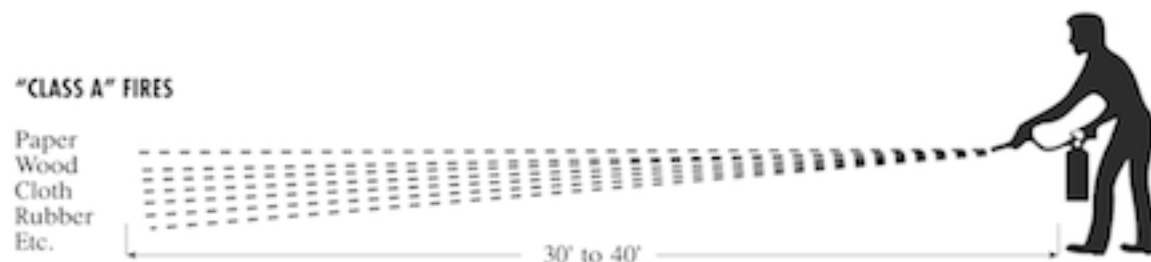
- P – PULL the safety pin (usually a twist–pull action).
- A – AIM the nozzle at the base of the fire.
- S – SQUEEZE the trigger handle.
- S – SWEEP slowly from side to side – watch for reflash (re-kindling).

#### **NOTE:**

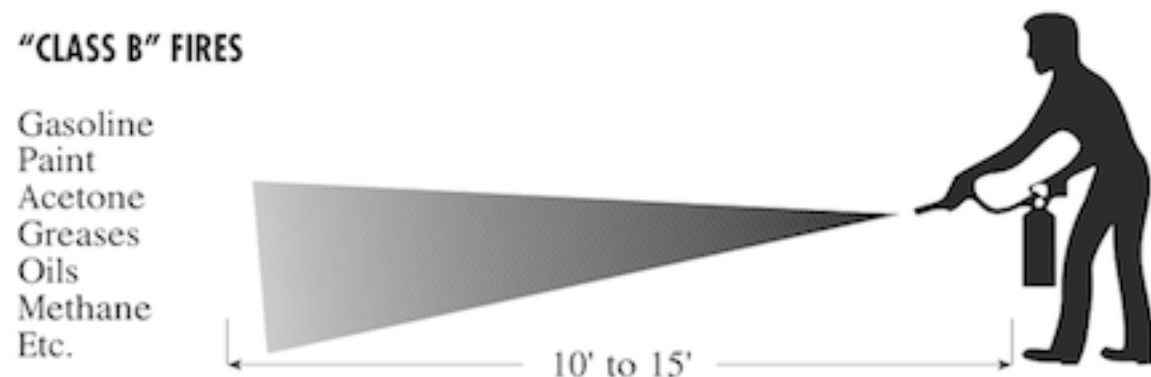
*NEVER re-hang an extinguisher once it has been discharged (even if it is only used for a few seconds). Notify the Fire Safety Director to have the extinguisher recharged by a licensed service company.*

## Extinguisher Discharge Diagrams

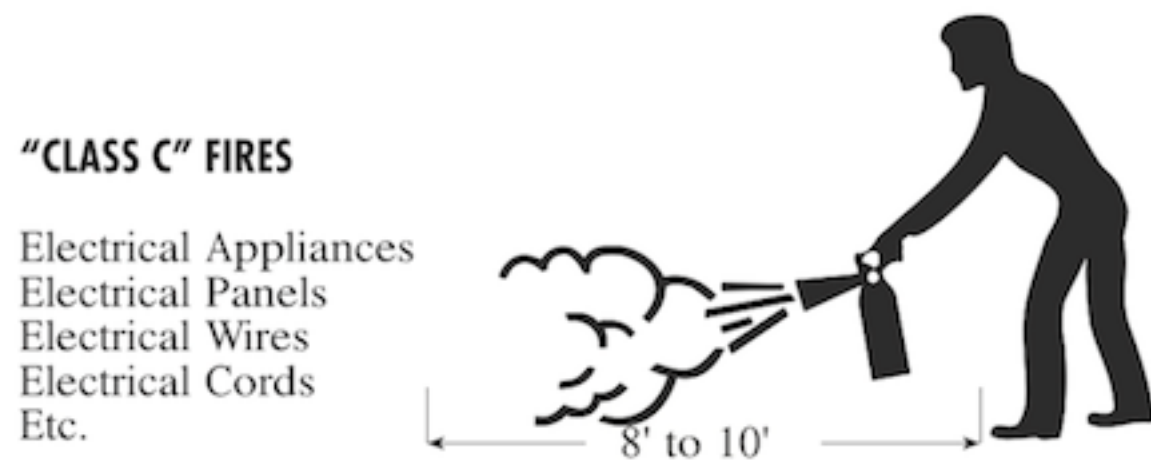
### DIAGRAM #1 – WATER TYPE



### DIAGRAM #2 – DRY CHEMICALS (BC OR ABC)



### DIAGRAM #3 – CARBON DIOXIDE (CO2)





## People Who May Need Evacuation Assistance Form

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### To be voluntarily completed

Per Los Angeles Fire Code, Section 57.409.8.5, individuals may voluntarily self-identify their need for evacuation assistance during an emergency or fire drill. Please describe the type of aide required, the number of people needed and two places of refuge or rescue to safely remove you from the building. Consult with the Building Fire Safety Director to establish your plan. This information will be given to the fire department.

**Name:**

**Condition:**

**Inclusive dates:**

**Telephone number:**

**Primary rescue location:**

**Secondary rescue location:**

**Number of Assistance Monitors Needed:**

**List Equipment (assistive mobility devices that you possess on a regular basis):**

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During an emergency evacuation, anyone who cannot walk down the stairs without assistance will remain inside the safest stairwell, on the stair landing, with the assistance monitors, until the Fire Department arrives to rescue them.

**Assistance monitors shall only remain as long as it is safe to do so.**

**The individual shall call 911 to notify the fire department of their location.**

## Receipt & Acknowledgement

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### *of the Building Emergency Plan*

On an annual basis, all occupants of high-rise buildings are to be trained on the emergency plan of the building.

Please acknowledge your receipt and review of the written emergency plan by signing and returning this form to the Building management office annually, per Los Angeles Fire Code 409.8.6.

### Occupant's Statement:

*"I have received and read the Building Emergency Plan/Occupant Instructions Booklet."*

**Name of Department:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

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

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

**Print Name:** \_\_\_\_\_

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

**Please check any safety certifications you may have:**

☐ EMT    ☐ CPR    ☐ First Aid    ☐ CERT    ☐ FEMA ICS-100

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