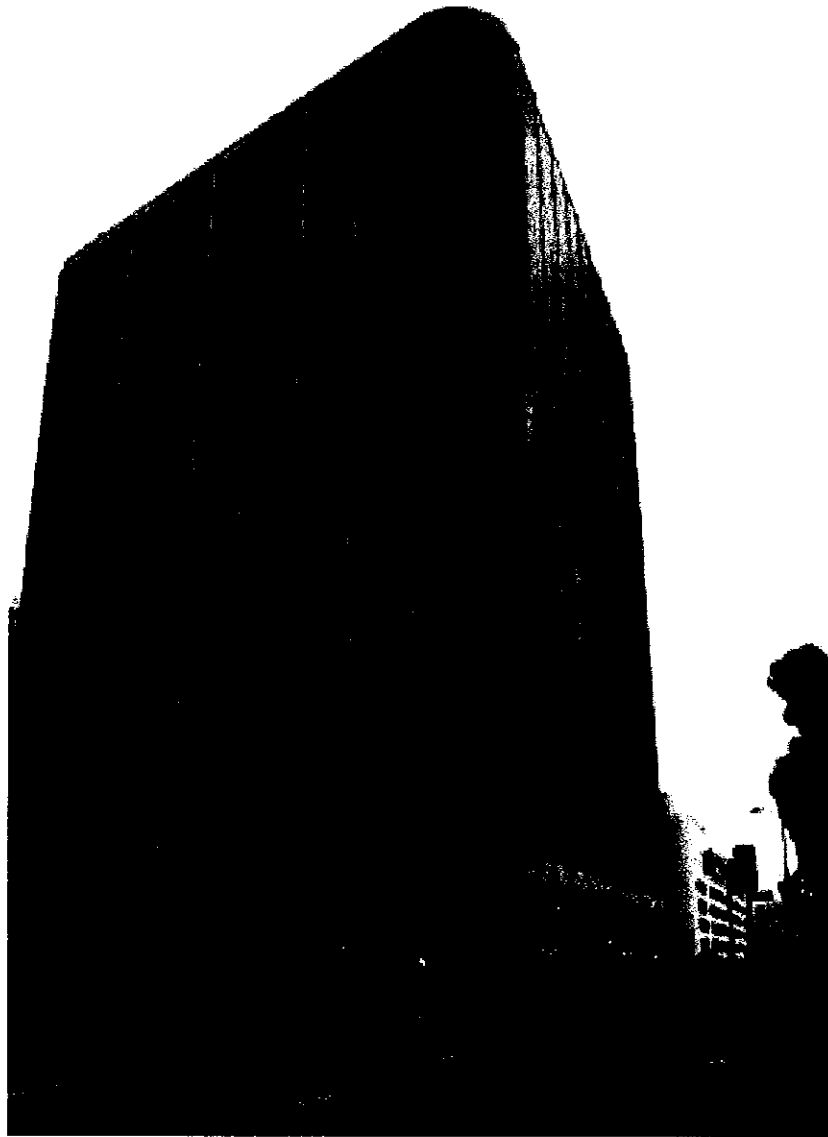


FLOOR WARDEN EMERGENCY PROCEDURES

LAUSD Headquarters

**333 South Beaudry Avenue
Los Angeles, California**



Name _____ **Date** _____

TABLE OF CONTENTS

EMERGENCY TELEPHONE NUMBERS

Emergency Telephone Numbers.....	1
Floor Warden List.....	2
Physically Impaired List.....	3

FIRE PROCEDURES: FLOOR WARDEN

If You Discover Fire or Smoke.....	4
If You Hear or See an Alarm.....	5
If You Are Trapped Inside Your Office.....	5

EVACUATION PROCEDURES

Evacuation Defined.....	6
Building Stairwells.....	8
Stairwell Safety Instructions When Evacuation Is Required.....	9
Locked Stairwell Door Information.....	9
Building Stairwells and Outside Safe Refuge Areas Map.....	10
Emergency Evacuation Procedures For The Physically Challenged.....	11
Emergency Procedures For The Physically Challenged.....	12
Emergency Carries.....	13

EARTHQUAKE PROCEDURES

Before the Earthquake.....	16
During the Earthquake.....	16
If You Are Outside.....	17
If You Are In An Elevator.....	17
After An Earthquake.....	17
Evacuation Considerations.....	18
Post-Earthquake Considerations.....	18
When You Can Leave.....	19

OTHER EMERGENCIES

Emergency Medical Procedures.....	20
Bomb Threat.....	21
Bomb Threat Report.....	23
Power Outage.....	25

BUILDING EMERGENCY SYSTEMS AND EQUIPMENT

Overview.....	26
Elevators.....	26
Emergency Power.....	29
Evacuation Plan Signage.....	31
Exit Signs.....	32
Fire Alarm Pull Stations.....	33
Fire Doors.....	34
Fire Extinguishers.....	35
Heating, Ventilating, and Air Conditioning (HVAC).....	36
Heliport.....	37
Public Address (P.A.) System.....	37
Smoke Detectors.....	38
Sprinklers.....	39
Stairwells.....	40

FLOOR WARDEN DUTIES AND RESPONSIBILITIES

Duties and Responsibilities.....	43
Fire Drill Instructions.....	46

EMERGENCY TELEPHONE NUMBERS

FIRE DEPARTMENT **9-9-1-1** (if unable to get through, dial 9-1-800-688-8000)
PARAMEDIC AMBULANCE **9-9-1-1** (if unable to get through, dial 9-1-800-688-8000)
POLICE DEPARTMENT **9-9-1-1** (if unable to get through, dial 9-485-2681)

Los Angeles School Police Department Watch Command 9-625-6631

Terrorist Threat/Hazardous Material Spill 9-1-800-424-8802
DWP Electrical Emergency 9-1-800-821-5278
DWP Water Emergency 9-1-800-499-4611
Gas Co. 9-1-800-427-2200
Poison Control Center 9-1-800-876-4766
F.B.I. 9-1-310-477-6565

Building Staff

Building Manager Jeff Gunther
Telephone: 9-241-1320

Fire Safety Director / Arthur Stroyman
Assistant Property Manager Telephone: 9-241-1163
Main: 9-241-1320

Alternate Fire Safety Director / Duty Engineer
Engineer Telephone: 9-598-4434

Security Desk / Lobby Control Telephone: 9-241-1962 or 9-241-5882

EMERGENCY TELEPHONE LIST: FLOOR WARDENS AND ALTERNATES

<u>Floor</u>	<u>Floor Warden/ Team Position Name</u>	<u>Telephone Number</u>	<u>Alternate Floor Warden</u>	<u>Telephone Number</u>
---------------------	--	------------------------------------	--	------------------------------------

*** Denotes CPR or EMT trained**
Advise Fire Safety Director of all changes.

PHYSICALLY IMPAIRED LIST

<u>NAME</u>	<u>SUITE</u>	<u>TYPE OF ASSISTANCE NEEDED</u>	<u>MONITORS (2)</u>
-------------	--------------	----------------------------------	---------------------

- Advise Fire Safety Director of all changes.
- This list is not to be made available to the general public; however, since it is accessible, total privacy cannot be guaranteed.

PHYSICALLY IMPAIRED LIST

<u>NAME</u>	<u>SUITE</u>	<u>TYPE OF ASSISTANCE NEEDED</u>	<u>MONITORS (2)</u>
-------------	--------------	----------------------------------	---------------------

- Advise Fire Safety Director of all changes.
- This list is not to be made available to the general public; however, since it is accessible, total privacy cannot be guaranteed.

FIRE PROCEDURES

FLOOR WARDEN

IF YOU DISCOVER FIRE OR SMOKE

1. Safety of Life: If fire is in an occupied room, remove anyone from immediate danger. Confine the fire and smoke by closing doors as you leave the area.
2. Activate the manual pull station in close proximity.
3. Notify the fire department at 9-9-1-1 or 9-1-800-688-8000 (if problem with 9-9-1-1) and provide the following information:

Building Name: LAUSD Headquarters
Address: 333 South Beaudry Avenue
Nearest Cross Street: Between 3rd and 4th Streets
Your Call Back Number: 213-241-1962 or 213-241-5882

IMPORTANT

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

4. Notify Building Emergency Staff at 9-241-1962 or 9-241-5882, if time permits.
5. Begin evacuation of the floor. Ensure monitors are at assigned locations.

IF YOU HEAR OR SEE AN ALARM

1. Stop what you are doing and begin your evacuation duties.
2. If you are in your office with the door closed, feel the door before opening. If the door is hot, do not open it. Follow procedures for being trapped in your office. Notify your alternate if possible.
3. Make sure that your monitors are going to their assigned locations; if they are not, enlist other occupants to help you.
4. Make sure that all occupants on your floor are evacuating via the nearest safe stairwell or exit.
5. Do not argue with anyone about leaving; if a person will not go, leave him or her.
6. Once outside, take a head count and look for any injuries that may have occurred. Notify the Fire Safety Director or the designated Fire Safety Director representative as soon as possible of any missing or injured persons.

IF YOU ARE TRAPPED INSIDE YOUR OFFICE

1. Wedge cloth material along bottom of door to keep out smoke.
2. Close as many doors as possible between you and the fire.
3. Use telephone (if available) and notify the fire department at 9-9-1-1 or 9-1-800-688-8000 (if problems are encountered using 9-9-1-1) of your situation. Also, radio any available staff members for assistance.
4. If windows are operable and you must have air, open the window. Break windows only as a last resort, as it will become impossible to close if necessary due to smoke.
5. If unable to perform assigned duties, notify your alternate or Building Management.

***"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

EVACUATION DEFINED

“Evacuation” is defined as meaning to “withdraw from a place in an organized way especially for protection.”

RULE OF FIVE

The alarm at LAUSD Headquarters will sound the ALARM FLOOR ONLY. Procedures have been outlined that if a floor is in alarm, Security will activate the alarm on the two floors above and the two floors below the alarm floor. Once a floor is in alarm, occupants on alarm floors will relocate to their safe refuge location. If the alarm is heard on the seventh floor and below, occupants will completely evacuate the building using the nearest safe stairwell to a designated *outside* safe refuge location, at least 300' away from the building. If the alarm is heard on the eighth floor and above, occupants will relocate five floors down using the nearest safe stairwell to their *inside* safe refuge location.

THERE IS NO FLOOR NUMBERED 13 in the building. This is important to remember if you are counting down floors in conformance with “Rule of Five” procedures.

IMPORTANT

THERE IS NO FLOOR NUMBERED 13 in the building. Remember this if you are counting down floors in conformance with “Rule of Five” procedures, do not include floor number 13 in your count. For example, if you are on floor 18 and need to go five floors down, the floor number of safe refuge will be 12 since there is no floor numbered 13.

OUTSIDE SAFE REFUGE AREA is at least 300' away from the building, in the parking lot at 4th and Boylston Streets.

While it is usually advisable to go downward in a building during a fire, there are times when it may be necessary or more desirable 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 directed by Building Management, the Fire Safety Director, or the fire department.

All stairwells except Stairwell 4 in LAUSD Headquarters are pressurized. If the system malfunctions, smoke may enter the stair shaft due to a stairwell door being left open due to evacuation or firefighting. If the stairwell becomes filled with smoke, evacuees should be driven upward to clearer air. Once in clearer air, evacuees should exit the stair shaft and evacuate via another stairwell.

Occupants should congregate in their designated inside or outside Safe Refuge Areas until further advised by Building Management or the fire department. A head count of all evacuees should be taken by Floor Wardens and/or Building Management.

BUILDING STAIRWELLS

LAUSD Headquarters has seven stairwells.

Stairwell 1 is located on the southeast corner of the building and accesses Floors 1 through 29, with roof access. It exits near the corner of 4th Street and Beaudry Avenue.

Stairwell 2 is located on the southwest corner of the building and accesses Floors 2 through 29. This stairwell does not have roof access. It exits onto the ground floor near the corner of Boylston and 4th Streets. On the southwest side of the building, the ground floor is the second floor.

Stairwell 3 is located in the northeast corner of the building and accesses Floors 1 through 19 and has roof access. It exits at the corner of 3rd Street and Beaudry Avenue.

Stairwell 1A is located on the southeast corner of the building and accesses parking levels A through D. It exits near the corner of 4th Street and Beaudry Avenue.

Stairwell 2A is located on the southwest corner of the building and accesses parking levels A through D. It exits at the southwest corner of the building near the corner of Boylston and 4th Streets.

Stairwell 3A is located on the northeast corner of the building and accesses parking levels A through D. It exits at the corner of 3rd Street and Beaudry Avenue.

The stairwells noted above are pressurized. Stairwell 4 noted below is not pressurized.

Stairwell 4 accesses level A to Floor 2. Exit the building via the main building lobby to Beaudry Avenue.

IMPORTANT

The building has floors numbered 7 and 8, so include those numbers in your count in proceeding with the "Rule of Five." Floors 7 and 8 are parking levels, and they share stairwell doors for stairwells 1, 2, and 3. The doors are numbered 7. Use the Rule of Five and count down five floors, including floors 7 and 8. If floor 8 is your inside safe refuge area, proceed through the corridor and stairwell to the stairwell door with a 7 on it; enter this floor as your safe refuge area. Always include floors 7 and 8 in your count for the "Rule of Five," but remember the variation in stairwells at floors 7 and 8.

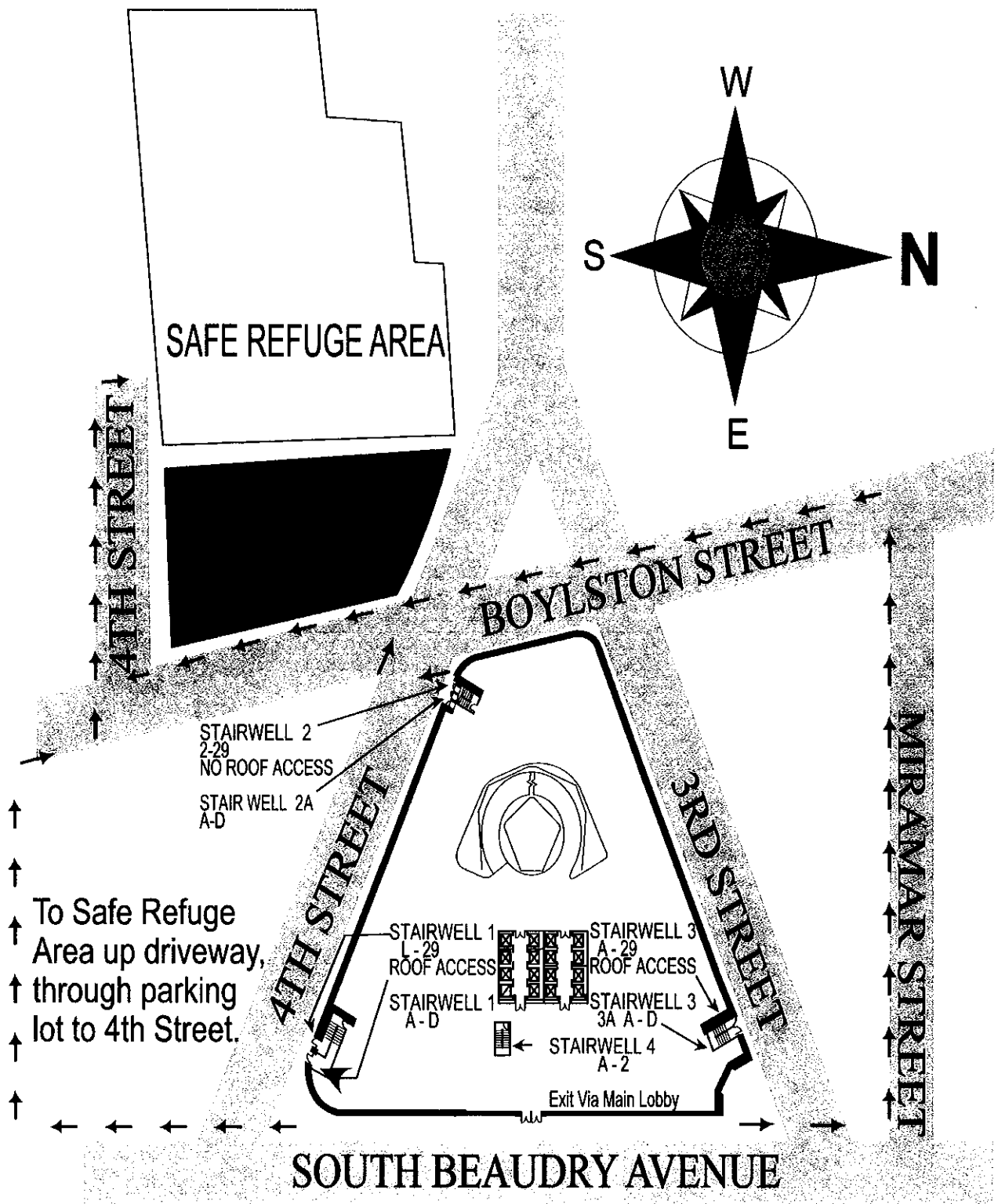
STAIRWELL SAFETY INSTRUCTIONS WHEN EVACUATION IS REQUIRED

- ✓ Move quickly but do not run.
- ✓ Go to the nearest safe stairwell or exit. **DO NOT USE ELEVATORS.**
- ✓ Remove high heels to prevent injuries (carry them with you).
- ✓ Use the inside continuous handrail to hold on to at all times.
- ✓ Allow room for others to enter into the stairwell in an orderly manner.
- ✓ When you are entering the stairwell, do not stop the flow of traffic if at all possible.
- ✓ Provide help to those people who may need assistance in using the stairs.
- ✓ Do not provide any false information or rumors, which may cause panic during descent.
Do not use the word "Fire" while in the stairwell.
- ✓ Keep the noise level down. Loud and unnecessary talking and chatter is inappropriate and a safety hazard.
- ✓ If anyone is injured in the stairwell, wait to treat the injury at the next landing if possible and practical.
- ✓ When leaving the stairwell, move quickly away from the building to the Safe Refuge Area. Do not congregate at the bottom of the stairs or in the lobby.

LOCKED STAIRWELL DOOR INFORMATION

Stairwells 1, 2, and 3 are closed and locked from the stair side, with exceptions on a limited scheduled basis for certain floors. Stairwells 1A, 2A, 3A, and 4 are never locked. If a locked stairwell door is opened, Security will get a signal indicating that the door has been opened. If any alarm is activated in the building, the doors will automatically unlock from the stair side.

LAUSD HEADQUARTERS SAFE REFUGE AREA MAP



EMERGENCY EVACUATION PROCEDURES FOR THE PHYSICALLY CHALLENGED

ABOUT THE PHYSICALLY CHALLENGED

An updated list is necessary indicating the name, location, and type of assistance needed for each physically challenged person, and the list must be available to the fire department. For the purpose of this procedure, any person with a disability, temporary or permanent, or other condition that would require them to get assistance during an evacuation, is considered “physically challenged.”

“Physically challenged” includes but may not be limited to the following:

- ✓ Persons confined to wheelchairs
- ✓ Person’s dependent on crutches, canes, and walkers, and similar equipment
- ✓ Persons recovering from surgery
- ✓ Pregnant women
- ✓ Persons with significant hearing or sight impairment
- ✓ Extreme cases of obesity

The term “physically challenged” could further be 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 an evacuation list of the physically challenged must be assured that information provided to Building Management will be kept confidential and is to be used only to provide safe and quick evacuation in emergency conditions.

ASSISTANCE MONITORS

Floor Wardens must assist in the appointing of assistance monitors. Assistance monitors must be pre-assigned to persons requiring assistance during an emergency. Those assigned to assist the physically impaired should have knowledge of how to safely evacuate these people they are assigned to (proper lifts and carries) and ask how they can be best helped.

Once the primary destination has been reached (stairwell), assistance monitors and the physically challenged have two options:

1. Send someone to advise the fire department of your location and await further assistance.
2. Once all floors involved have moved past your location, take the person to the designated Safe Refuge Area (“safe refuge location”) yourself.

EMERGENCY PROCEDURES FOR THE PHYSICALLY CHALLENGED

Listed below are some things that you can do for yourself if you are alone during an emergency.

1. Close as many doors as possible between you and the fire.
2. Notify the fire department at 9-9-1-1 or 1-800-688-8000 (only if there is a problem with 9-9-1-1) and provide the following information:
Building Name: LAUSD Headquarters
Address: 333 South Beaudry Avenue
Floor and Suite _____
Nearest Cross Street: Between 3rd and 4th Streets
Your Call Back Number: 213-241-1962 or 213-241-5882
Tell them you are unable to leave without assistance.
3. Stay where you are; do not hide.
4. If you are forced to leave, try to make your way to the nearest safe stairwell. Enter the stairwell and close the door. Wait there until help arrives.

IMPORTANT

Remember that in an emergency, do not hesitate to inform others that you need assistance. Tell them what your condition is and how they can best help you. You are the expert on your condition. Meet with people you work with and discuss your special needs in case of an emergency. Do not wait until an emergency occurs!

Participate in all the fire drills. Go to the stairwell and enter; remain on the stairwell landing. Stay there until the drill is over. If a real emergency were to occur, you would remain on the stairwell landing until you were assisted in going down the stairs.

EMERGENCY CARRIES

TWO PERSON CARRY

1 .

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



2 a .

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



2 b .

IF THE PHYSICALLY CHALLENGED PERSON CANNOT SEPARATE THEIR LEGS, HELPER NUMBER TWO STANDS ALONG SIDE AND CARRIES FROM THAT POSITION.

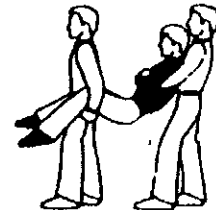
(Use which ever method everyone feels the most secure with)



3 .

HELPERS CONTROL THE DESCENT BY WALKING SLOWLY AND CAUTIOUSLY.

IMPORTANT: Never leave a wheelchair in the stairwell!



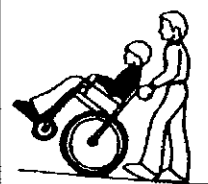
CHAIR EVACUATION PERSON IN NON-MOTORIZED WHEELCHAIR

1 .

UNLOCK THE WHEELCHAIR BRAKE.

2 .

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



3 .

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

NOTE: Do not lift chair from bottom position.



4 .

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



OFFICE CHAIR EVACUATION

1 .

TRANSFER THE PHYSICALLY CHALLENGED INDIVIDUAL TO A STURDY OFFICE CHAIR.

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

2 .

ONE HELPER GENTLY LEANS THE CHAIR BACKWARDS.



3 .

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



4 .

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

IMPORTANT: Never leave a wheelchair in the stairwell!



EARTHQUAKE PROCEDURES

BEFORE THE EARTHQUAKE

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 THE EARTHQUAKE

REMAIN CALM - Do not panic, and do not attempt to go outside. Protect yourself.

ACT QUICKLY – Move away from windows, temporary walls or partitions, and/or freestanding objects such as files, cabinets, shelves, and 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 OUTSIDE

If you are outdoors when the quake occurs, stay there. Move away from structures, power poles, lampposts, or retaining walls that could fall during the quake and avoid fallen electrical lines. If possible, move to an open area.

IF YOU ARE IN AN ELEVATOR

If you are in an elevator, you are probably better protected than most people. The elevator is designed to not fall down the shaft, and nothing heavy can fall on you. Building maintenance personnel will contact each elevator car as quickly as possible and advise you how rescue will occur. Upon being rescued, take directions from the building staff. If you have a medical or other emergency, use the telephone in the car; it will connect you to Lobby Control.

AFTER AN EARTHQUAKE

FLOOR WARDEN

Check floor for injuries, damage, and stairwells for safe exiting if needed. Use monitors to assist you. If possible and safe, send a runner to the Fire Safety Director with a report from your floor. Offer to assist Building Staff if needed.

EVACUATION CONSIDERATIONS

- ✓ Walk -- DO NOT RUN.
- ✓ Minimize noise such as loud talking and unnecessary chatter. Such behavior is a safety hazard.
- ✓ DO NOT USE ELEVATORS.
- ✓ DO NOT push or crowd. Use continuous handrails in stairwells.
- ✓ Move to the Safe Refuge Area if it is safe from hazards. Be prepared to move to another location if instructed. Check doors for heat before opening.
- ✓ Assist non-ambulatory, visually impaired, and hearing-impaired persons if they are present. (Refer to the physically challenged list provided under "Emergency Telephone Numbers" tabbed divider.)
- ✓ If you have relocated away from the building, DO NOT return until you are notified that it is safe to return.

POST-EARTHQUAKE CONSIDERATIONS

Some things you may have to deal with and organize after an earthquake are as follows:

Triage area: An area on your floor to organize injured people.

Occupant panic: Try to assign calm people to calm down occupants that may be panicking.

Occupants wanting to go home: Encourage people to stay and lend assistance. Roads may be out and it may not be possible or safe to get home.

Occupants wanting to call home: Organize procedures so those occupants have equal telephone time to call loved ones.

Sustenance for occupants and staff: Start a program on your floor for earthquake supplies.

Morgue: An area of your floor may have to house fatalities.

Search and rescue: Individuals may have to be chosen to search for missing people.

Trapped victims: Teams may have to be organized to assist trapped individuals.

Security and safety for occupants: Beware of looting, and avoid any confrontation.

WHEN YOU CAN LEAVE

It is in your best interest that in the event of a disaster during normal working hours, all employees should remain at work. It is too dangerous to attempt to leave right away. Listen to radio reports for areas and roads that have sustained damage. Wait until you know that the roads you need to your desired destination are in fact undamaged and traffic is moving. While you are waiting, make yourself available to help fellow employees, as well as the company you work for, recover as quickly as possible. Preparedness is the best way to help recover from a major earthquake. Listed below are supplies that can get you on your way to preparedness at the office:

- | | | |
|--|--------------|----------------------|
| → Batteries | → Flashlight | → Water |
| → Blanket | → Food | → First aid supplies |
| → Comfortable shoes | → Radio | → Can opener |
| → Extra medication that must be taken on a daily basis | | |

EMERGENCY MEDICAL PROCEDURES

1. Obtain the following information:

Victim's Name: _____

Victim's Location: _____

Age and Gender of Injured: _____

Nature of the Emergency: _____

Current Condition of Injured Party: _____

Telephone Near Victim's Location: _____

2. Notify the fire department at 9-9-1-1 or 9-1-800-688-8000 (only if there is a problem with 9-9-1-1) and provide the following information in addition to the information noted above:

Building Name: LAUSD Headquarters

Address: 333 South Beaudry Avenue

Nearest Cross Street: Between 3rd Street and 4th Street

Your Call Back Number: 213-241-1692 or 213-241-5882

IMPORTANT

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

3. Call Lobby Control; Engineer or Security should reserve an elevator in the lobby for use by the fire department.

When the fire department arrives, fire department personnel should be met by a staff member outside the main entrance of the building. Provide the fire department all pertinent information and escort them to the victim's location.

4. Post an employee at the elevator to escort the fire department to the injured person.

BOMB THREAT

UPON NOTIFICATION OF A BOMB THREAT

1. Notify Proper Authorities

Lobby Control: 9-241-1692 or 9-241-5882

Police Department: 9-9-1-1 or 9-485-2681 (if problem with 9-9-1-1)

LASPD Watch Command: 9-625-6631

Provide exact location and all known facts.

BE GUIDED BY THE INSTRUCTIONS OF THE POLICE DEPARTMENT.

2. Ensure that the “threat conversation” is documented as accurately as possible and as soon as practical. To assist the police and as an aid to completing reports, use the BOMB THREAT CHECKLIST for guidance.

3. Consider Following Options

- Take no further action
- Search without evacuation
- Initiate partial evacuation
- Conduct a complete evacuation and search

IF FLOOR IS AFFECTED

A quick visual search is advisable and should be accomplished by those familiar with the area. Work from the walls to the center of room and the floor to the ceiling. Look and listen. If lights are found off, leave them off.

Once individual areas are secured, they should be evacuated and re-entry restricted and controlled by proper authority for inspection. Any and all strange objects or objects out of place should be considered “suspect”. Do not attempt to handle or move any object that may be considered suspicious.

UPON DISCOVERY OF A SUSPECTED BOMB / DEVICE

1. Ensure that the device is not moved or covered, noting its description and exact location. (Walkie-talkie sets or cellular telephones should not be permitted in the area or used at this time.)
2. Call the police department at 9-9-1-1 or 9-485-2681 (if there is a problem with 9-9-1-1). Inform them of the device.
3. Call the LASPD Watch Command at 9-625-6631.
4. Keep the Building Office (Fire Safety Director) informed of all current facts. Control entry to the area until relieved of responsibility or given further instructions from the police department bomb squad.
5. Simultaneously, commence evacuation of the area or floor. Utilize floor response teams as communication messengers.

IMPORTANT

Notification should be handled in a low key manner
to help reduce the chance of panic.
Evacuate the floor spaces immediately above and below the device,
and on either side.

6. After relocation, be prepared to assist the authorities as required or requested.
7. When evacuation in response to a bomb threat or the discovery of a bomb/device, consider the safety of primary and secondary evacuation routes before using.
8. Advise the appropriate authorities as to the current activities, situation, and possible relocation site, if applicable.

BOMB THREAT REPORT

Page One of Two

Name of operator or person receiving the call: _____

Date of call _____ Time _____ a.m. p.m. (circle one)

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 (check all that apply):

Local _____ Long Distance _____ Phone Booth _____ Internal _____

Identity of caller:

Voice

Loud _____ Soft _____

High Pitch _____ Deep _____

Raspy _____ Pleasant _____

Nasal _____ Poor _____

Intoxicated _____

Speech

Fast _____ Slow _____

Distant _____ Distorted _____

Stutter _____

Language

Good _____

Foul _____

Accent

Local _____ Foreign _____

Ethnic _____ Regional _____

Type _____

Manner

Calm _____ Angry _____

Rational _____ Incoherent _____

Irrational _____ Emotional _____

Coherent _____ Nervous Laugh _____

Deliberate _____

Righteous _____

BOMB THREAT REPORT

Page Two of Two

Background Noise

Office Machine _____

Trains _____

Factory Machines _____

Music _____

Animals _____

Quiet _____

Airplanes _____

Voices _____

Street Traffic _____

Other _____

Who did you inform about the call? _____

If caller seemed familiar with our building, indicate how: _____

As well as you can, write what the caller said:

IMPORTANT

**KEEP CALLER ON TELEPHONE AS LONG AS POSSIBLE;
DO NOT HANG UP FIRST!**

POWER OUTAGE

EMERGENCY POWER

LAUSD Headquarters has four emergency generators; one is designated as the life/safety systems generator.

The building generator will automatically provide power to life/safety systems within 10 seconds of a power outage. The generator provides standby electrical power to critical equipment for approximately six to eight hours. This generator is located on Floor 7 and is powered by diesel fuel. A 2,000-gallon diesel tank is located on the D level of parking. It will power the following systems:

1. Emergency lighting throughout the building
2. Exit signs are supplied by power; exit signs and directional signs are located throughout the building
3. Fire pump
4. Fire/life safety systems
5. One elevator in each elevator bank

IF THERE IS A POWER OUTAGE

1. Remain calm and in place.
2. If possible, notify Lobby Control at 9-241-1962 or 9-241-5882.
3. Turn on a battery-powered radio to find out what is happening in your area.
4. Unplug all electrical equipment, projectors, television sets, computers, and turn off light switches unless needed.

IMPORTANT

**WHEN POWER RETURNS, IT MAY SURGE
AND BLOW OUT LIGHTS AND ELECTRICAL EQUIPMENT LEFT ON.**

5. Open window shades to provide natural lighting.
6. If evacuation is necessary, use flashlights or light sticks to evacuate to your designated area.

BUILDING EMERGENCY SYSTEMS AND EQUIPMENT

OVERVIEW

LAUSD Headquarters was constructed in 1982 and is located at 300 South Beaudry Avenue between 3rd and 4th Streets in the City of Los Angeles. The building occupies one city block and is constructed of steel and concrete. The triangular-shaped building has 29 floors and four underground parking levels labeled A, B, C, and D. The building has an atrium in the center of the building that starts on Floor 15 and opens to the roof. Floor 19 serves as a crossover floor for the high-rise and low-rise elevators. Offices occupy the building. The stairwells are all pressurized except for Stairwell 4, and the building is fully sprinklered. There is no floor numbered 13.

Floor levels are listed below:

Levels B, C, and D:	Underground parking
Level A:	Parking and cafeteria
Lobby:	Main entrance, parking, tenant space, Lobby Control
Floor 2:	Parking and tenant space
Floors 3 through 8:	Parking
Floors 9 through 29:	Tenant space (NO FLOOR NUMBERED 13)

ELEVATORS

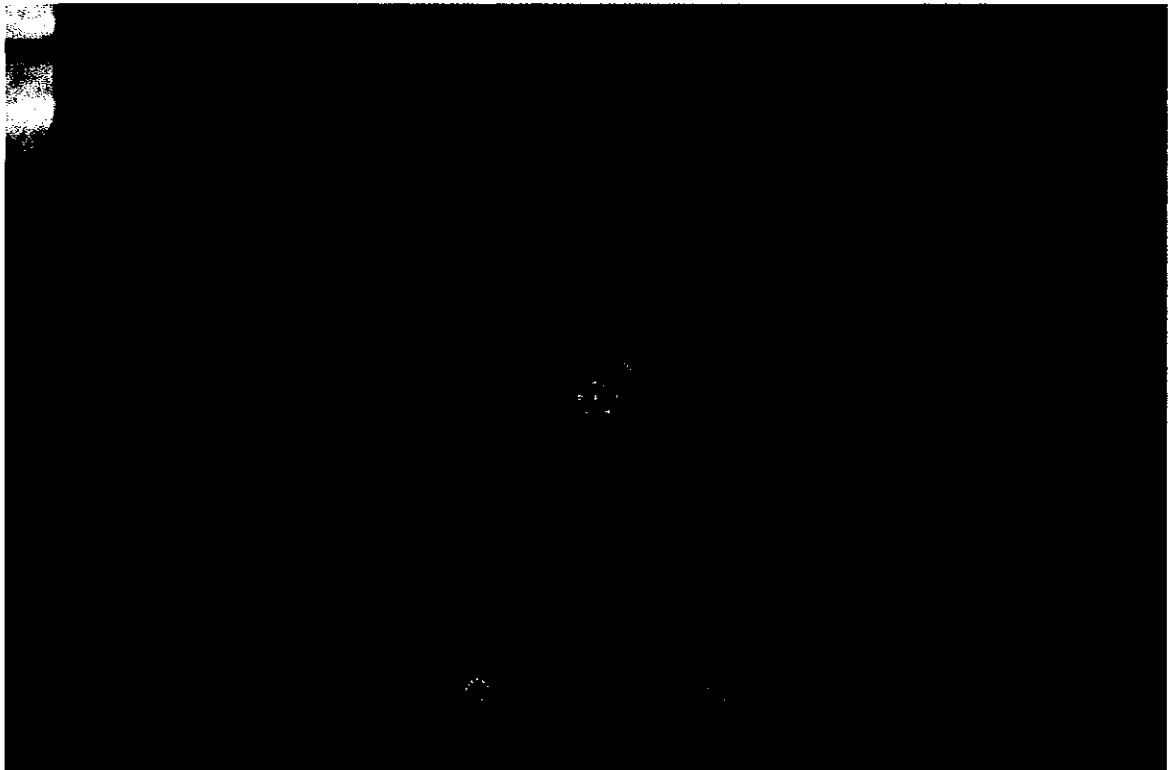
The building has 17 passenger elevators, one freight elevator, and two hydraulic elevators. Four are in the low high-rise bank and access Floors 1 through 11. Four elevators are in the mid-rise bank and access Floors 1, 2, and 11 through 19. Six elevators are in the high-rise bank and access Floors 1, 2, and 19 through 29. The freight elevator accesses all floors, including the roof. The two hydraulic elevators serve the parking levels, 1, 2, and A through D.

All elevators are tied into the recall system and will recall to the ground level if an elevator smoke detector is activated. The smoke detectors in the elevator lobbies on the first floor are NOT tied in to the recall system and will not recall the elevators to the first floor if activated.

Elevator recall controls are located in the first-floor elevator lobby. The elevators can also be recalled from the elevator status panel inside the Fire Control Room. The elevators are equipped

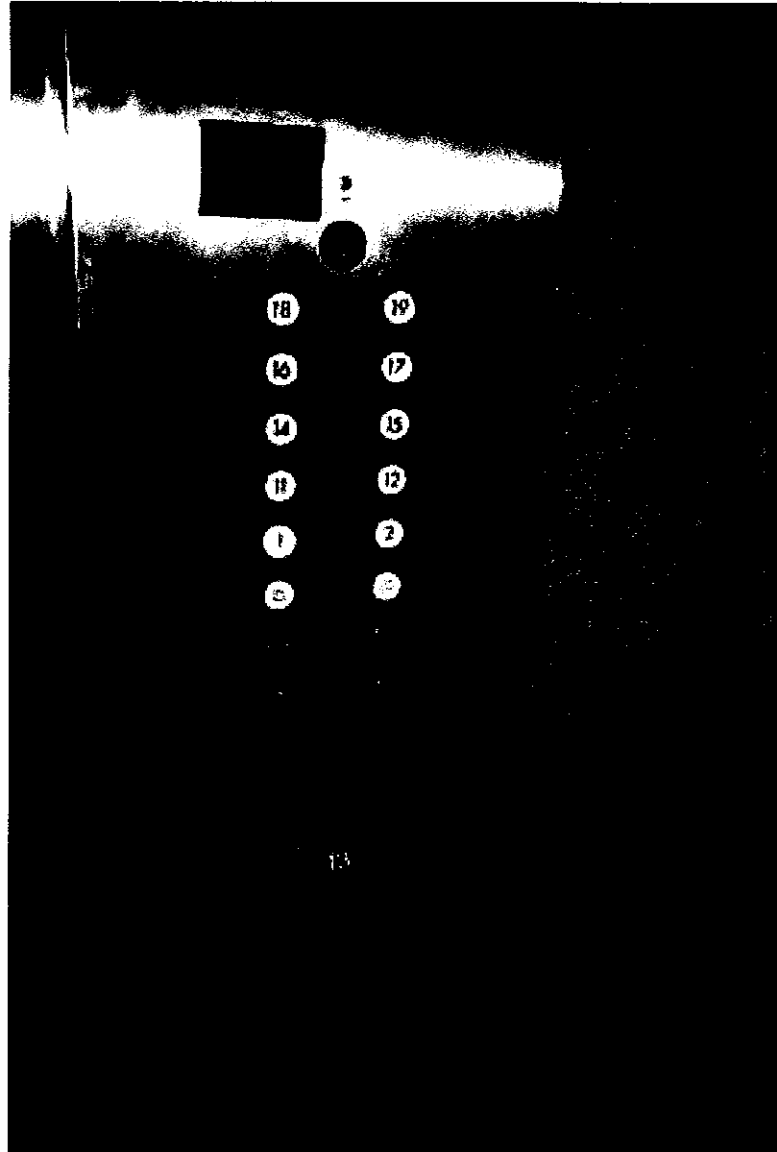
with a seismic device that, when activated during an earthquake, will immediately stop the elevators and lock them in place. The elevators must then be re-set by the elevator company. In case of a power outage, all elevators will recall to the first floor and open. One elevator in each bank and the freight elevator will operate during a power outage.

Each elevator is equipped with a button marked “use in case of fire only”. This button overrides the electronic eyes and permits the doors to close in case of smoke intrusion.



“IN CASE OF FIRE” BUTTON

All elevators have emergency communication that is tied into Lobby Control.



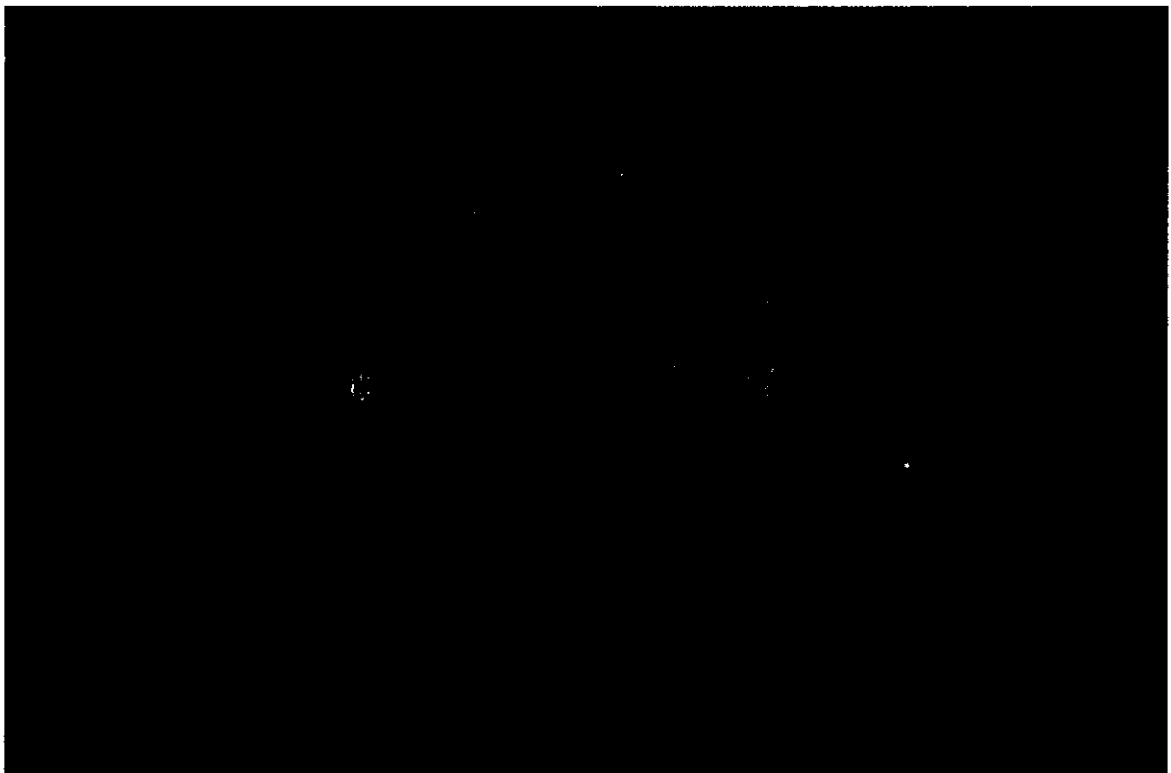
EMERGENCY COMMUNICATION

EMERGENCY POWER

LAUSD Headquarters has four emergency generators; one is designated as the life/safety generator.

The building generator will automatically provide power to life/safety systems within 10 seconds of a power outage. The generator provides standby electrical power to critical equipment for approximately six to eight hours. This generator is located on Floor 7 and is powered by diesel fuel. A 2,000-gallon diesel tank is located on the D level of parking. It will power the following systems:

1. Emergency lighting throughout the building
2. Exit signs are supplied by power; exit signs and directional signs are located throughout the building
3. Fire pump
4. Fire/life safety systems
5. One elevator in each elevator bank



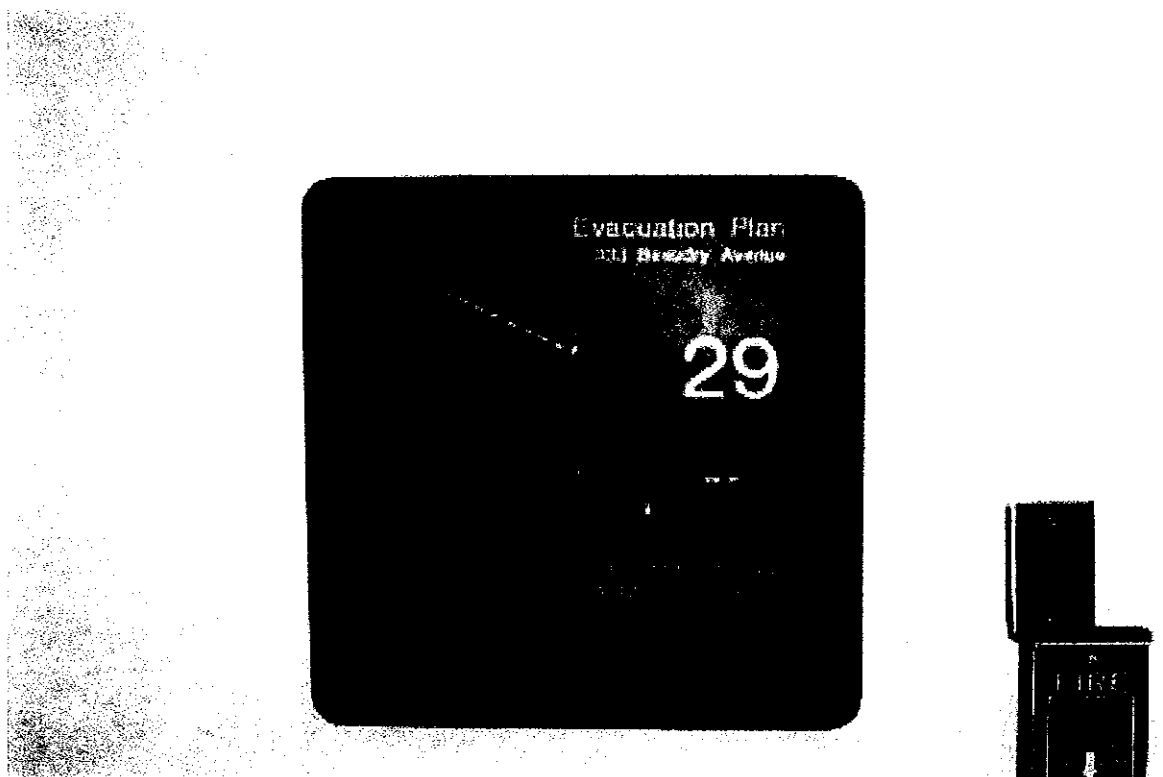
GENERATOR ROOM FOR LIFE/SAFETY GENERATOR



2,000-GALLON DIESEL TANK FOR GENERATORS

EVACUATION PLAN SIGNAGE

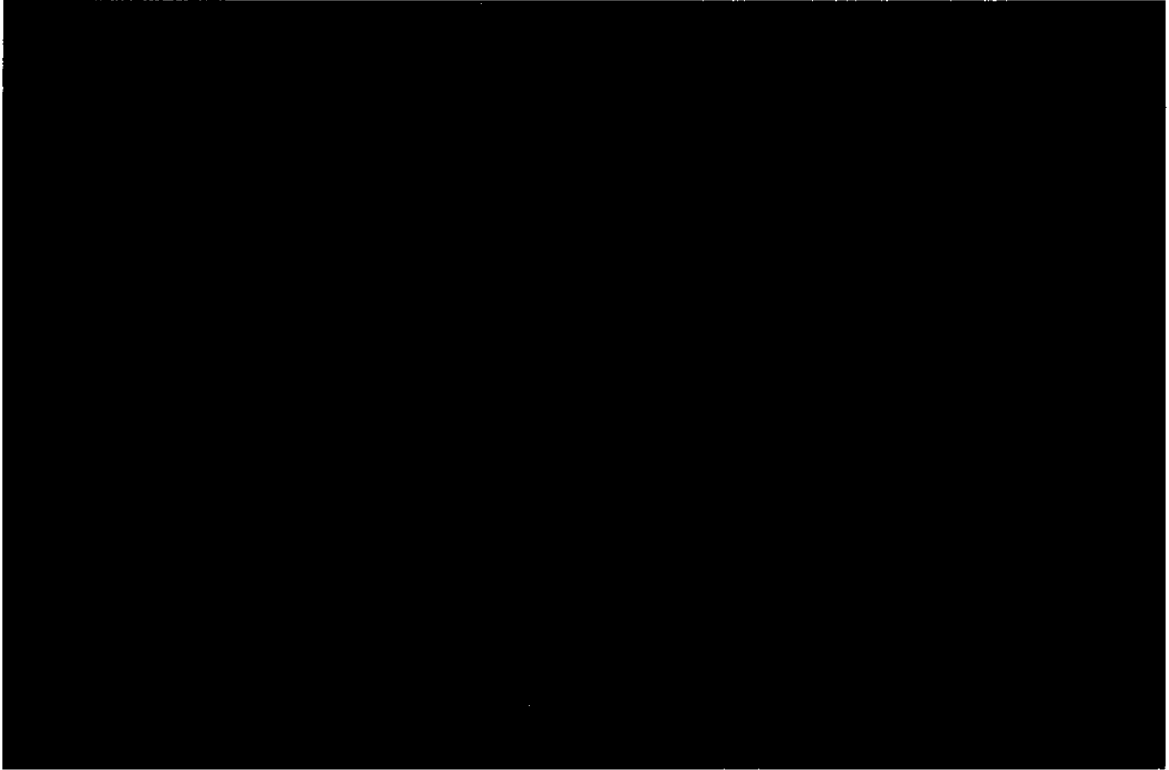
Evacuation plan signage is located at elevators and stairwells.



EVACUATION SIGN

EXIT SIGNS

Exit signs are located throughout the building and direct occupants to an exit. They are tied into the emergency generator and should be lighted at all times.

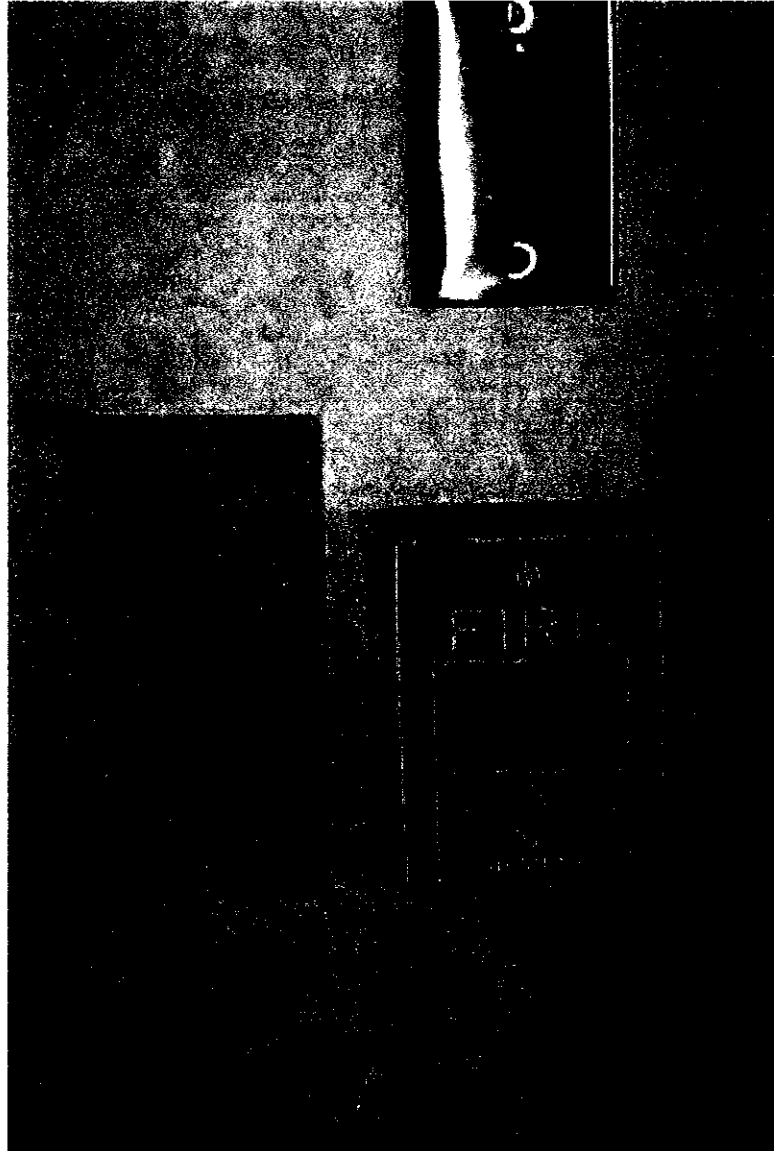


EXIT SIGN

FIRE ALARM PULL STATIONS

Manual pull stations are located outside the stairwell landing, in each elevator lobby, and main entry and exits of the building. Activation of a pull station will cause the elevator doors to close on the alarm floor and a strobe light to activate on the activated floor only.

When activated, the pull station will emit a “beep” sound and on the alarm floor and the Fire Alarm Control Panel. The building engineer re-sets the alarms. The manual pull stations are pull-lever type.



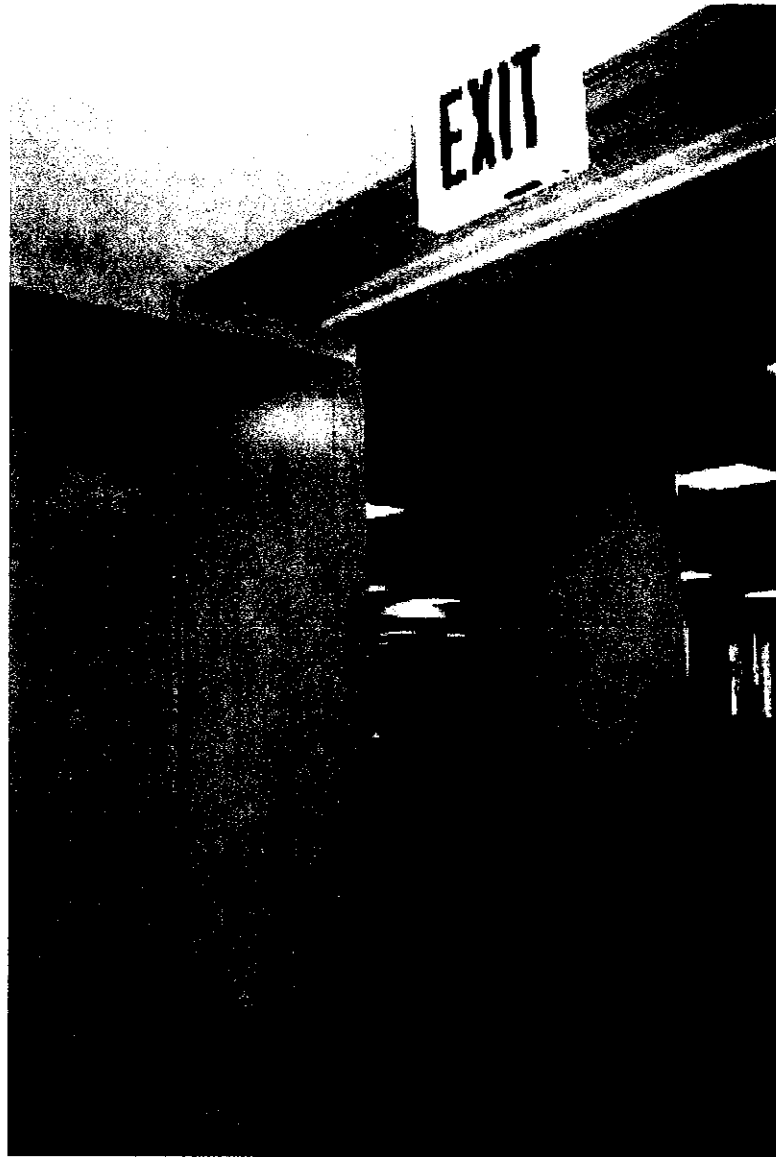
TYPICAL MANUAL PULL STATION

(Only the manual pull stations on Floors 11, 19, 21, 29 have the “Exit Alarm Only” sign)

FIRE DOORS

These doors are located in the elevator lobbies of each floor. The doors will close when any alarm is activated. They have a 90-minute fire rating. An accordion-type fire door is located in the elevator lobby on the first floor.

Rolling fire doors are at the entrance to the parking levels. In the event of a fire, a fusible link attached to the door will melt and cause the door to close immediately.



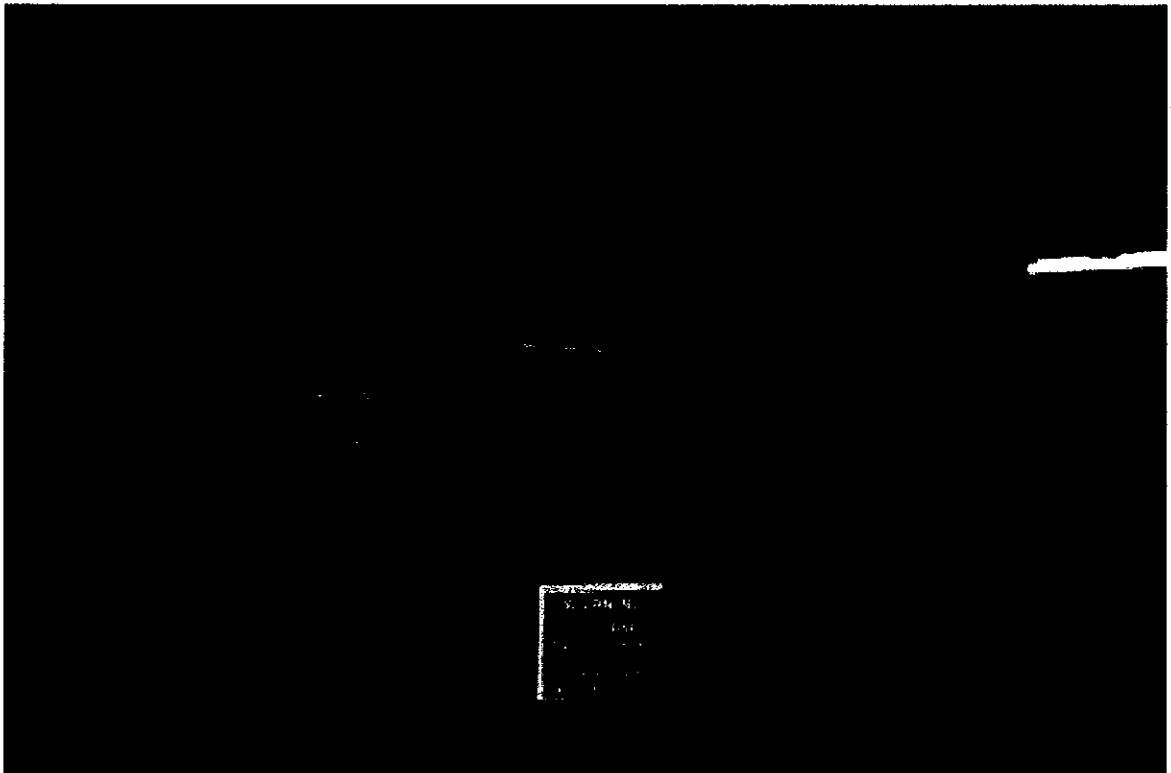
ACCORDIAN-TYPE FIRE DOOR

FIRE EXTINGUISHERS

ABC-type fire extinguishers are located near each stairwell and throughout all floors. They are rated "ABC".



**TYPICAL FIRE EXTINGUISHER
LOCATED THROUGHOUT THE BUILDING**



TYPICAL FIRE EXTINGUISHER LOCATED INSIDE THE GARAGE AREAS

HEATING, VENTILATING, AND AIR CONDITIONING (HVAC)

The HVAC is located on the roof. The HVAC will automatically shut off on the floor of alarm activation.

HELIPORT

The building has a heliport on the roof with a 10,000-pound capacity. There is also a fire hose and extinguisher on the roof for the heliport.



HELIPORT

PUBLIC ADDRESS (P.A.) SYSTEM

The building has a P.A. system located inside the Fire Alarm Control Panel and can announce to individual floors or the entire building.

SMOKE DETECTORS

Elevator Smoke Detectors

Smoke detectors are located in each elevator lobby. When activated, they will sound the alarm on the affected floor, light the appropriate indicator on the Fire Alarm Panels, and recall the elevators to the ground floor. They will also cause the elevator lobby doors to close.

Area Smoke Detectors

Area smoke detectors are located in the hallways adjacent to the elevator lobbies. When activated, they will sound the alarm on the affected floor and cause all doors leading to the elevator lobby to close.

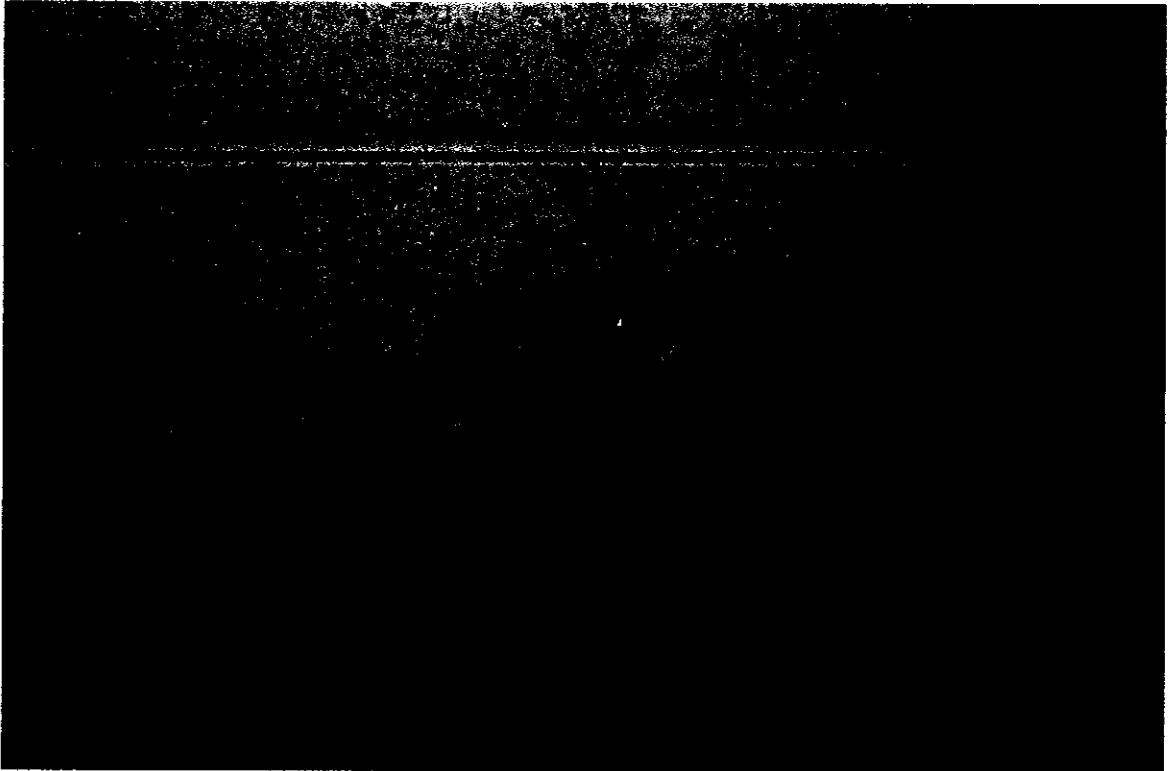


SMOKE DETECTOR

SPRINKLERS

The building is fully sprinklered. Each head is independently activated. When a sprinkler head is activated, it will set off the alarm and the exterior water flow alarm.

External fire department connections are located in front of the building.



SPRINKLER HEAD

STAIRWELLS

LAUSD Headquarters has seven stairwells.

Stairwell 1 is located on the southeast corner of the building and accesses Floors 1 through 29, with roof access. It exits near the corner of 4th Street and Beaudry Avenue.

Stairwell 2 is located on the southwest corner of the building and accesses Floors 2 through 29. This stairwell does not have roof access. It exits onto the ground floor near the corner of Boylston and 4th Streets. On the southwest side of the building, the ground floor is the second floor.

Stairwell 3 is located in the northeast corner of the building and accesses Floors 1 through 19 and has roof access. It exits at the corner of 3rd Street and Beaudry Avenue.

Stairwell 1A is located on the southeast corner of the building and accesses parking levels A through D. It exits near the corner of 4th Street and Beaudry Avenue.

Stairwell 2A is located on the southwest corner of the building and accesses parking levels A through D. It exits at the southwest corner of the building near the corner of Boylston and 4th Streets.

Stairwell 3A is located on the northeast corner of the building and accesses parking levels A through D. It exits at the corner of 3rd Street and Beaudry Avenue.

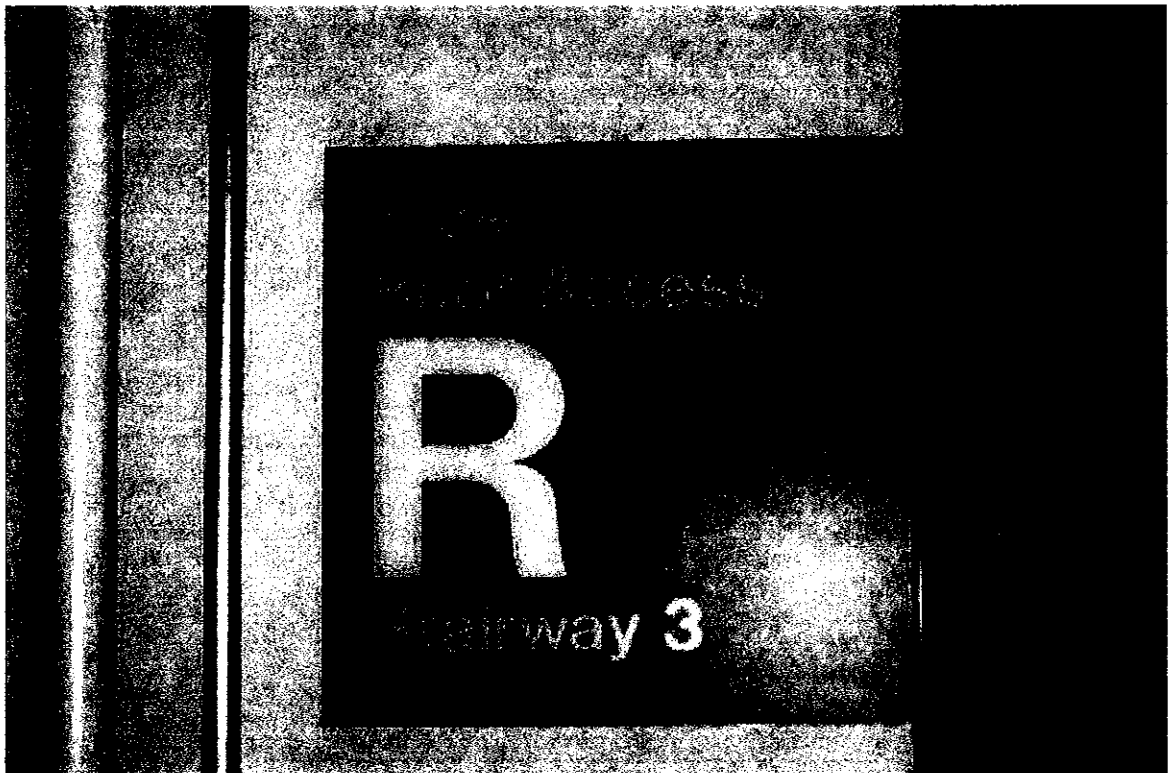
The stairwells noted above are pressurized. Stairwell 4 noted below is not pressurized.

Stairwell 4 accesses level A to Floor 2. Exit the building via the main building lobby to Beaudry Avenue.

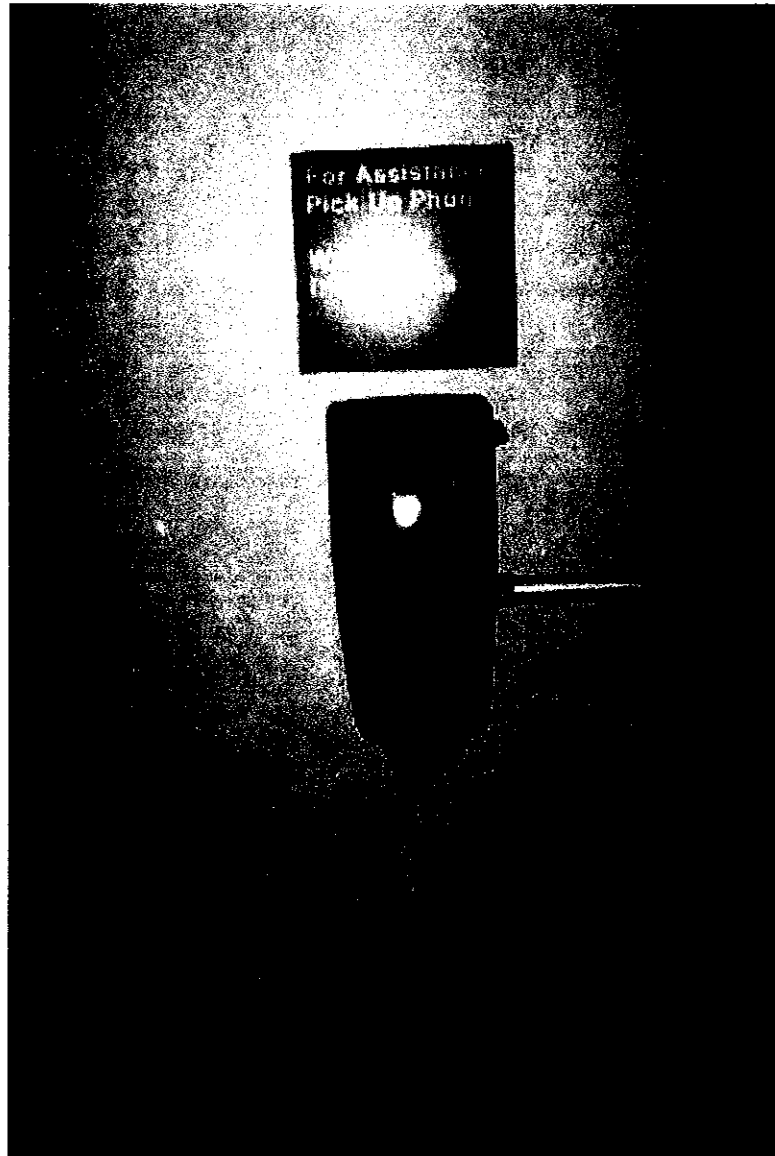
All doors of the seven stairwells in the building are closed and locked from the stair side, with exceptions on a limited scheduled basis for certain floors. If a stairwell door is opened, Security will get a signal indicating that the door has been opened. If any alarm is activated in the building, the doors will automatically unlock from the stair side.

Stairwell identification signs are located at each stairwell landing and indicate the stair number, roof accessibility, and floor number.

Stairwell telephones are located inside each stairwell on the roof, as well as at Floors 29, 24, 19, 14, 7, and 2. These telephones connect directly to Lobby Control.



STAIRWELL IDENTIFICATION SIGN



STAIRWELL TELEPHONE

FLOOR WARDEN DUTIES AND RESPONSIBILITIES

FLOOR WARDEN

A responsible person on each floor of the 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, other emergency, or a fire drill. Alternate Floor Wardens shall be designated for each floor and shall assume Floor Warden duties when necessary.

As the number of occupants on any given floor increases, the more need a Floor Warden will have for additional assistance in supervision or related emergency tasks.

The following personnel should be pre-selected for the specified duties noted. Alternates to the positions are also needed.

STAIRWELL MONITORS

When alerted via alarm, Stairwell Monitors take up positions at the stairwell and the fire escape as soon as possible and assist in building evacuation by:

1. Admit occupants in an orderly fashion so as not to interfere with the flow of traffic in the stairwell. Keep door open. Never block the door with a device such as a wedge, etc. Be prepared to alternate the entry of evacuees into lines of already moving "traffic." Give safety instructions and guidance as follows:
 - ✓ To prevent injury, instruct evacuees to remove high heels or slick soled shoes (carry them down the stairs with them). Instruct each group of evacuees to grasp the handrail that is most continuous (usually the inside or core). Direct traffic to the Safe Refuge Area ("the outside safe refuge location"). Have physically impaired individuals and their assistants

enter the stairwell last to ensure quick evacuation. Dispel any false information, rumors, etc. To reduce panic, refrain from using the word “fire”.

2. When occupants clear your floor and when instructed by the Floor Warden, securely close door behind you and proceed to the Safe Refuge Area.

GROUP LEADER

This person would be selected to lead evacuees to the designated outside Safe Refuge Area and keep the group together for a head count.

SEARCHERS

Searchers should be utilized to provide a systematic and thorough search of all floor areas (including restrooms) with instructions to report to their nearest stairwell.

1. After searched, close all doors behind you to reduce the spread of heat and smoke.
2. Mark doors of all areas searched with post-its, tape, or chalk. Mark at eye level and on lower portion of the door.
3. After entire floor has been searched, report to the Floor Warden with a status report and proceed to the nearest stairwell to evacuate.

SUITE MONITORS

Suite monitors should be assigned for buildings with multi-tenant floors that may take a long period of time to effectively search and direct occupants to safest stairwell. Suite monitors will assume the responsibilities of searchers.

PHYSICALLY IMPAIRED MONITORS

A minimum of two persons, properly trained, would be utilized in assisting physically impaired individuals down the stairwell to the Safe Refuge Area.

1. Ask individual how s/he can be best helped.
2. Be prepared to carry those who are confined to a wheelchair down the stairwell. Use approved methods of evacuation whenever possible. (Refer to "Evacuation of the Physically Impaired" in this Floor Warden manual.) Leave wheelchair on evacuation floor outside stairwell. To avoid congestion of the evacuation lines, the physically impaired persons should enter last.

ELEVATOR MONITOR

Elevators should be monitored to ensure that no person enters the elevator for evacuation. Persons entering the elevator lobby should be directed to the nearest stairwell exit.

IMPORTANT

- If an alarm is activated, Floor Wardens should quickly put on a vest and related gear, and respond to their assigned position.
- All Floor Wardens are encouraged to review the Floor Warden manual provided by Building Management on a regular basis.
- ALL building occupants are required to participate in fire drills at least once a year.

FIRE DRILL INSTRUCTIONS

OVERVIEW

To ensure the effectiveness of fire drills, the staff will be properly trained on established procedures. Documentation of all fire drills shall be maintained by the Fire Safety Director. Floor Warden training shall take place prior to the fire drill to help them understand their duties and make sure they have enough people to help them clear their floor during the drill and actual emergency.

It may be necessary to limit the participation of certain individuals during a fire drill, such as when physical impairment would create extreme discomfort or when assistance is needed to relocate. In this case, it is imperative that these individuals be fully trained on evacuation procedures and options. They shall participate in the drill by going to the stairwell, entering the stairwell, and remaining on the landing until the drill is complete.

If telephones must be answered, one or two people may be exempted from participating in the drill. However, their names must be submitted to Building Management in advance of the drill. This should be done on a rotating basis each year. To minimize the risk of injury or fatalities in an actual emergency, all other occupants must participate in the buildings scheduled fire drill.

FIRE DRILL DOCUMENTATION

A "Fire Drill Register" has been provided in this section of the manual for use for all fire drills. Ensure that you make duplicate copies of the form to use during the drill. All documentation of the drill must be on file in the office of the Fire Safety Director for review by the fire department.

EMERGENCY REGISTER

FLOOR NUMBER: _____

DATE: _____

The people listed below participated in the annual Fire Drill on the above date.

NAME (PLEASE PRINT)	SUITE # OR NAME
1.	
2.	
3.	
4.	
5.	
6.	
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9	
10	
11.	
12.	
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14.	
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16.	
17.	
18.	
19.	
20.	

REPORT ALL ABSENTEES TO
FIRE SAFETY DIRECTOR OR BUILDING MANAGEMENT IN WRITING.

LOS ANGELES CITY FIRE CODE

REQUIREMENTS FOR HIGH-RISE BUILDINGS

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:
- I **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 the occupant information 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 WARDENS:** 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 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 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 at every elevator lobby above or below ground level or in other conspicuous floor locations as required by the Department. Each dwelling suite, guestroom, 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 Homeowners. 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 REQUIREMENTS:** 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.", and "A.3", and "C" of this Section, except that building staff and employees shall participate in fire drills required in Subsection "C".

<p style="text-align: center;">CALIFORNIA CODE OF REGULATIONS TITLE 19, 3.09 (Sections concerning high-rise only)</p>

- (a) All office buildings 2 or more stories in height (except high-rise as defined by Health and Safety Code Section 13210).
- (2) Emergency procedures information shall provide all ambulatory, non-ambulatory, and the physically challenged, instructions to be followed in the event of an emergency. Emergency procedures information shall include, but not be limited to the following:
 - (A) Location of exits and fire alarm initiating stations, if required;
 - (B) What the fire alarm, if required, sounds and looks like (audible and visual warning devices);
 - (C) Fire department emergency telephone number 911; and,
 - (D) The prohibition of elevator use during emergencies, if any.
- (c) Hotels, motels, lodging houses, high-rise office buildings, and Group 1, Division I and 2 occupancies as defined in the State Building Code (except honor farms and conservation camps).
- (1) Emergency procedures information printed on a floor plan shall be posted at every stairway landing, at every elevator landing, and immediately inside all public entrances to the building. The information shall be representative of the floor level and be posted so that the bottom edge of such information is not located more than 4-feet above the floor, where it can be easily identified. Emergency procedures information shall be printed with a minimum of 3/16-inch non-decorative lettering providing a sharp contrast to the background.
- (2) Emergency procedures information shall include, but not be limited to that described in (a)(2)(A-D).

(d) Owner(s) and operator(s) of hotels, motels, lodging houses, high-rise office buildings, and Group 1, Division 1 and 2 occupancies as defined in the State Building Code (except honor farms and conservation camps) shall appoint a Fire Safety Director, who shall:

- (1) Report to owner(s) and operator(s);
- (2) Coordinate fire safety activities of the facility with the authority having jurisdiction;
- (3) Conduct, or cause to be conducted, all training as described in subsection (e), for all building employees and maintain records of dates, subjects, and attendance of each training session; and,
- (4) Develop and maintain a written facility emergency plan acceptable to the authority having jurisdiction. Upon request, the facility emergency plan shall be made physically available at the respective facility to the authority having jurisdiction. Facility emergency plans shall include, but not be limited to the following:
 - (A) fire department emergency telephone number 911;
 - (B) other emergency response telephone numbers;
 - (C) evacuation or relocation plan for the building occupants;
 - (D) duties of the Fire Safety Director and other designated emergency personnel;
 - (E) building employee responsibilities in case of emergency, including individual assignment and reporting responsibilities; and,
 - (F) procedures to identify and assist the non-ambulatory and physically disabled.
- (5) assure that the requirements of subsection (d)(4)(F), procedures to identify and assist the non-ambulatory and physically disabled are accomplished as follows:

(A) Hotels, motels, and lodging houses shall comply with subsection (b)(3);

(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;

(C)(3) Group 1, Division I and 2 occupancies as defined in the State Building Code (except honor farms and conservation camps) shall comply with normal hospital policies of assisting patients and guests during an emergency evacuation.

(e) Hotels, motels, lodging houses, and high-rise office buildings shall conduct annually, emergency procedures training for individuals listed in subsection (d)(3), Group 1, Division I and 2 occupancies as defined in the State Building Code (except honor farms and conservation camps) shall conduct quarterly fire emergency training for individuals listed in subsection (d)(3).

(1) Fire Safety Directors and their designated emergency personnel shall receive training in the identification and use of facility fire safety equipment, communication procedures, people movement procedures, fire prevention practices, and their duties outlined in their respective emergency plan. The training curriculum shall be approved by, and made available to the authority having jurisdiction.

(2) Individuals designated in subsection (d)(3) shall receive training covering the identification and use of facility fire safety equipment, fire prevention practices, and appropriate procedures to follow in the event of a fire.

(3) Actual evacuation or relocation of building occupants pursuant to procedures contained in the emergency plan shall be conducted at least annually by those individuals designated in subsection (d)(3). Appropriate records, including dates, floors or building involved, and persons conduction evacuation or relocation procedures shall be maintained and made immediately available to the authority having jurisdiction upon

their request. The authority having jurisdiction shall be notified not less than 48 hours in advance of such planned.

Exception: In hotels, motels, lodging houses, and Group I, Division 1 and 2 occupancies as defined in the State Building Code, guests and patients are not required to participate in evacuation or relocation of the building. In hotels, motels, lodging houses, Group 1, Division I and 2 occupancies as defined in the State Building Code, and high-rise office buildings, on-duty personnel who have security or maintenance related responsibilities, and designated management personnel approved by the fire authority having jurisdiction shall not be required to participate in any drill but, they shall provide an alternate method approved by the authority having jurisdiction to measure their knowledge of their respective duties pursuant to the emergency plan.