

# **FLOOR WARDEN EMERGENCY PROCEDURES**

Otis College of Art and Design

9045 Lincoln Blvd.

Los Angeles, CA 90045

## Emergency Telephone Numbers

Seven (7) digit emergency numbers should only be used if a problem occurs in the 9-1-1 system

Police Department	9-1-1 / (310) 482 – 6334
Fire Department	9-1-1 / (310) 645 – 0082
Paramedics	9-1-1 / (310) 645 – 0082
Building Management	(800) 527 – 6847
Security Desk	(310) 665 – 6965



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## INTRODUCTION

A high-rise building is defined as "any type of construction or occupancy having floors (as measured from the top of the floor surface) used for human occupancy located more than 75 feet above the lowest floor level having building access."

The management of this building, in cooperation with the Los Angeles City Fire Department, has compiled this manual to help insure the safety of the building occupants in the event of an emergency and to comply with the provisions of the California Code of Regulations, Title 19, the Los Angeles Municipal Code, and the Los Angeles Fire Code.

The material in this manual pertaining to CCR Title 19, Los Angeles Municipal Code and the Los Angeles Fire Code are required by law. Additional procedure outlined for Bomb Threat, Medical Emergency, Civil Disorders, 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 of 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 City of Los Angeles 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.

## **EMERGENCY PHONE CONTACTS**

Otis College of Art & Design - Goldsmith Campus  
9045 Lincoln Blvd.  
Los Angeles, CA 90045

### **Emergency List**

Seven (7) digit emergency phone numbers should only be used if a problem occurs with the 9-1-1 system

Fire Department	911 / (310) 645 – 0082
Paramedics / Ambulance	911 / (310) 645 – 0082
Police Department	911 / (310) 482 – 6334
Poison Control Center	(800) 876 – 4766

### **Building Organizational Information**

Facilities Engineering: Claude Nica	(310) 665 – 6870
Health & Safety: Peter Zaretskiy	(310) 846 – 2609
Building Office	(800) 527 – 6847
Security	(800) 876 – 4766

### **Utilities**

DWP 24 hour Trouble Line - Electrical	(800) 821 – 5278
Water 24 hour Trouble Line	(800) 499 – 4611
Gas 24 hour Trouble Line	(800) 427 – 2000



**EMERGENCY TELEPHONE LIST**  
**FLOOR WARDENS & ALTERNATES**  
**Otis College Of Art & Design-Goldsmith Campus**  
9045 Lincoln Blvd.  
Los Angeles, CA 90045.

FLR	STE	FLOOR WARDEN	PHONE	ALTERNATE	STE	PHONE



**LIST OF PEOPLE WHO MAY NEED ASSISTANCE**  
(Persons who would require assistance in stair evacuation)

NAME	FLOOR/SUITE	TYPE OF DISABILITY	ASSISTANCE	MONITORS (2)



**FIRE PROCEDURES  
FLOOR WARDEN EMERGENCY DUTIES**

**IF FIRE OR SMOKE IS DISCOVERED**

**IF FIRE OR SMOKE IS DISCOVERED:**

- 1 - **SAFETY OF LIFE**: If the fire is in the occupied room, remove anyone from 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 7 digit emergency phone number for your area, as a secondary contact, should be used only if a problem occurs in the 9-1-1 system **(213) 384-3131**.

Give them the following information:

- Building Name: Otis College of Art & Design - Goldsmith Campus
- Building address: 9045 Lincoln Blvd., Los Angeles, CA 90045
- Nearest Cross Street: La Tijera Blvd.
- Floor/Suite Number: \_\_\_\_\_
- Nature of Emergency: \_\_\_\_\_
- Your Call Back Telephone Number: \_\_\_\_\_

**NOTE: DO NOT HANG UP UNTIL THE EMERGENCY OPERATOR DOES SO FIRST.**

- b) If time permits, notify Building Security Desk at **(310) 665-6965** & Building Management at: **(800) 527-6847**.
- 3 - **FIRE FIGHTING**: **\*\* (The building policy is not to attempt to fight fires) \*\***
- 4 - **EVACUATION**: Start by notifying adjoining areas to begin evacuation. Then start your Floor Warden duties as outlined under "Specific Floor Warden Duties".



**IF TRAPPED INSIDE YOUR OFFICE**

- a) Wedge cloth material along the bottom of the door to keep out smoke.
- b) Close as many doors as possible between you and the fire.
- c) Use telephone (if available) and notify Fire Department of your problem.
- d) If windows can be opened, and you must have air, open the window.  
Never break the window as it will become impossible to close it if necessary.
- e) Contact alternate Floor Warden at this number \_\_\_\_\_

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).

**UPON NOTIFICATION OTHER THAN BY BUILDING OFFICE (FSD)**

- 1- Verify Fire Department notification (9-1-1). The following 7 digit emergency phone number can be used only if a problem occurs in the 9-1-1 system:  
(213) 384-3131.  
  
Give exact location and all known facts.
- 2 - Notify the Fire Safety Director in the Office of the Building at (800) 527-6847 and give the same information.
- 3 - Contact other Suite Monitors (as necessary).
- 4 - Determine other actions necessary:
  - ➔ Oversee emergency operations and evacuation procedures.
  - ➔ Extent of injuries and aid needed.
  - ➔ Confinement of the fire (close doors).
  - ➔ Quick, safe fire extinguishment (if trained to do so).





**UPON NOTIFICATION BY THE BUILDING OFFICE (FSD)**

You will be guided by the instructions from the Fire Safety Director and render assistance as needed.

**NOTE:** In all cases of fire or smoke, occupants should be instructed to proceed to the safest stairway and exit, unless told otherwise by the Building Management, the Building Security, or the Fire Department.



## FIRE ALARM SOUNDING PROCEDURES

### GENERAL INFORMATION / SOUNDING OF FIRE ALARM

- A - In buildings where manual pull stations activate alarms on a ONE floor basis, appropriate calls should be made to Fire Department and Building Office/FSD, and preparation for Evacuation shall take place IMMEDIATELY.
- B - In this building, manual pull stations activate alarms on one floor only. A quick investigation of your floor may be called for to determine the actual situation, but only after proper notifications are made. If a Floor Warden makes the investigation, a person should be assigned to the phone for confirmation by other source such as the Building Office or Security.
- 1 - In all cases, ALL OCCUPANTS shall prepare for and start the evacuation process. Further instructions from Building Management, Building Security, or Fire Department may stop or redirect the evacuation.
  - 2 - Incidental phone calls from tenant/employees, etc. to the office regarding an alarm status MUST BE DISCOURAGED. Floor Wardens and Building Staff will locate the problem and implement necessary procedures.
  - 3 - Investigation of local floors: Check for pulled alarm, the person who may have activated it, or actual smoke/fire situation.

**NEVER - consider an alarm sounding as false or "a test". ALWAYS call the Fire Department (9-1-1) when alarm has sounded. The following 7 digit emergency phone number for your area as a secondary contact should be used only if a problem occurs in the 9-1-1 system (310) 473-1155.**

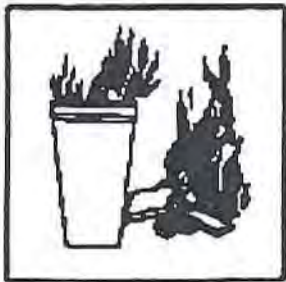
- This Building utilizes manual alarm pull stations located at each emergency stairwell and passenger elevator lobby, per tenant floor.
- Activation is caused by pulling in a downward or outward motion thus activating the alarm.
- The system will alert one floor. Full page building alarm must be activated at the Fire Control Room.
- The sound emitted from single floor alarm pull stations is that of a whooping tone (entire building alarms audible pulsating sound).



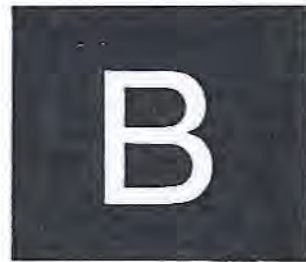
**CLASSIFICATION  
OF FIRES AND  
TYPE OF  
EXTINGUISHERS**

# THE CLASSIFICATION OF FIRES

Fires are arranged into four classes so that they may be recognized and attacked by the most efficient method available. These classes give a convenient method of designating what kind or type a fire is, and therefore, the kind of fire extinguisher to use on it.



Class "A" fires are fires in common combustibles such as wood, paper, cloth, plastic, and rubber. The best agent to use is water. Dry chemical may be used however, make sure you cover the material fully. Overhauling the fire is important. You must wet everything completely. Upholstery must be torn apart.



Class "B" fires are fires in combustible and flammable liquids such as gasoline, acetone, alcohol, fuel oil, grease, etc. These fuels only burn on the surface. Never use water. You may use a dry chemical which puts the fire out chemically or CO<sub>2</sub> which removes the air from the fire, or Halon.

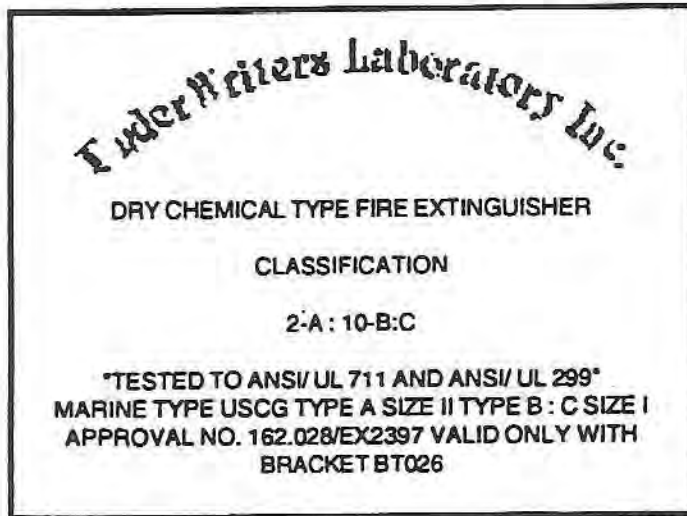


Class "C" fires are fires that involve **ENERGIZED** electrical equipment. Never use water. In order to completely extinguish the fire you will have to disconnect the electrical flow via a fuse box, or circuit breaker, and unplug the equipment. Electrical fires are the one class of fire that indicates a type of heat source rather than a fuel type.

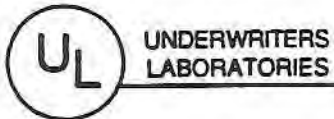


Class "D" fires are fires in metals such as magnesium, sodium, lithium, potassium, etc. Never use water, they react very violently. They burn with a bright white flame. Do not stare at it or your eyes will be damaged. May be seen in automobile fires.

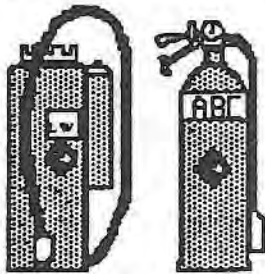
# TYPES OF EXTINGUISHERS



Each extinguisher is required to have a label from the Underwriters Lab., or Factory Mutual testing Lab. the label on the upper left is the old style. The newer labels are identified by the letters UL in a circle. Once you find the label look for the word "classification." On the right side or just below this, you will see a series of numbers and letters. On the example you see "2-A:10-BC." Remove the numbers and what you have are the letters "ABC", this is the designation of the class of fire(s) the unit is to be used on. The numbers may be different but, you still read them the same. :( 60-BC would be for class B & C fires only).



**Water Type:** Stainless steel, weighs about 35 lbs., holds 2 1/2 gals., it will reach up to about 35 ft., and will last 1 minute. Class "A" only. Works better as a spray by putting your finger over the end of the nozzle.



**Dry Chemical:** Comes in "BC" or "ABC" or multipurpose. Available in different sizes. It has a range of 8 to 12 ft. It will empty in 10 to 20 seconds. This is an excellent choice for home use. It can be messy when used. It is non-toxic.

**Carbon Dioxide (CO<sub>2</sub>):** These are "BC" only. It is a gas that smothers the fire. They will not have a gauge. They reach about 2 to 5 ft., you have to get fairly close to the fire. For that reason always give a test shot before committing to the fire. Do not hold the cone shaped nozzle because it will freeze to your hand.



**IMPORTANT:** When ever you purchase a fire extinguisher always take the time to read all the instructions carefully. So when an emergency arises, you know how to use the equipment.

**P**ull the pin.  
**A**im at the base of the fire  
**S**queeze the handle  
**S**weep the fire



## **EVACUATION AND PANIC CONTROL**

**PANIC:** A sudden unreasoning terror often accompanied by mass flight.

Evacuation or Relocation is the emergency movement of people to a safe location either within or outside the building. This is best accomplished in a supervised manner. Personnel trained in proper evacuation methods will make evacuation of any number of people a safe operation.

**EVACUATION:** Involves leaving the building. This is usually the case where a general alarm sounds on all floors simultaneously.

**RELOCATION:** Is moving from one floor to another floor within a building.

In the City of Los Angeles, it is recommended that if there is reason to evacuate one floor of a high-rise building, then five floors should be evacuated, the affected floor, two above and two below.

The air conditioning system should be shut down immediately upon notification of the existence of a fire. If not, smoke may spread throughout the building causing the evacuation of additional floors.

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.

The building's unpressurized stair shafts may have smoke enter the stairway due to doors being opened for evacuation or fire fighting. In that case, people should consider a secondary exit route or prepare to relocate to an upper floor when directed by building staff.

A method providing for an accurate "HEAD COUNT" should be known by responsible personnel and implemented as soon as possible.



## **SPECIFIC EVACUATION AND RELOCATION**

This Building will utilize a safe refuge area outside the building.

The out-of-building evacuation site is the following:

Stairwell # A: Occupants to proceed to north area of Building to grassy field directly north of Building.

Stairwell # B: Occupants to proceed east, out of Building and then proceed west to the corner of Lincoln Blvd. and La Tijera Blvd. Proceed a minimum of 300 ft. away from Building.

### **If Evacuation to a safe refuge area is called for:**

Assure that Floor Warden Team members are properly positioned and that Emergency Procedures are being put into effect.

- a) Stairwell monitoring and supervision.
- b) Assistance to the handicapped.
- c) Systematic final search routine. (Individual tenants, washrooms, isolated areas).

### **After Relocation out of the building:**

- a) Assemble all personnel and take head count.
- b) Notify the Fire Safety Director and advise that head count has been taken.



## **STAIRWELL SAFETY INSTRUCTIONS**

### **When evacuation is required:**

- Move quickly but **DO NOT RUN**.
- Go to the safest designated stairwell or exit. **DO NOT USE ELEVATORS**.
- Remove high heels to prevent injuries (carry them with you).
- Use handrail which is most continuous (usually center).
- Each floor will relocate three (3) or more floors below the fire floor, (unless otherwise directed).
- Allow room for others to enter into an orderly flow of traffic without holding up others.
- Gain assistance for those who are slower moving or handicapped.
- Dispel any false information or rumors (to prevent panic refrain from using the word "fire").
- Treat any injuries incurred in the stairwell at the nearest floor landing when required and if practical.
- Complete relocation. **DO NOT CONGREGATE IN STAIRWELL**.

### **"Locked Stairwell Door" Information**

- Building Stairwell Doors in stairwell **A** are open/unlocked ..... **at all times.**
- Building Stairwell Doors in stairwell **B** are open/unlocked ..... **at all times.**



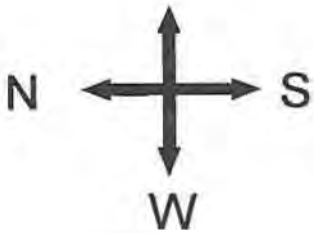


**OTIS COLLEGE  
OF ART & DESIGN  
GOLDSMITH CAMPUS**

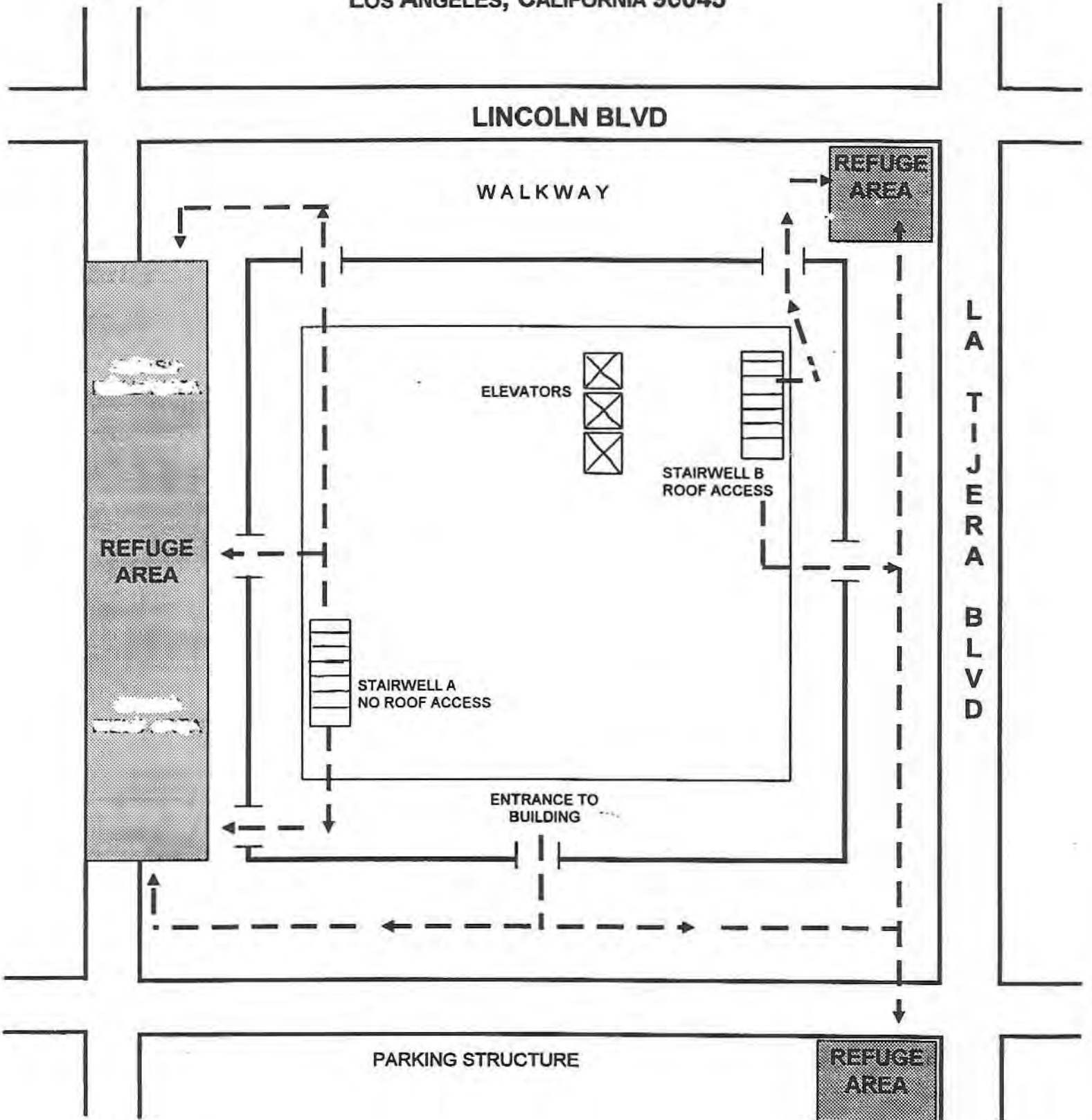
**TENANT EVACUATION  
FLOOR DIAGRAM**

In the event a complete building evacuation is necessary, direct personnel to the outside safe refuge location. Assign sufficient personnel to assure occupants safety if the crossing of streets is necessary.

**NOTE:** In the event of a Bomb Threat, the above refuge sites should not be utilized. An alternate location will be specified at the time of the emergency.



OTIS COLLEGE OF ART & DESIGN  
GOLDSMITH CAMPUS  
9045 LINCOLN BLVD.  
LOS ANGELES, CALIFORNIA 90045





## **EVACUATION PROCEDURE** **FOR PEOPLE WHO MAY NEED ASSISTANCE** **DURING AN EVACUATION**

The Los Angeles City Fire Department requires an updated list indicating the name, location, and nature of disability of each person needing assistance. For the purpose of this procedure, any person with a disability, temporary or permanent, or any other condition that would require them to get assistance during an evacuation is considered as a person needing assistance.

### **A person needing assistance includes but may not be limited to:**

- 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.

A person needing assistance 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 slows down evacuation of other occupants within the building.

Every individual placed on a list of a person needing assistance during evacuation 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 where evacuation is called for, FLOOR WARDENS on each floor must assign "ASSISTANCE MONITORS" to assist these individuals (Assistance Monitors shall be pre-determined).

Those assigned to assist the person in need of help should have a knowledge of how to safely evacuate these people and ask how they can be best helped.

Once the primary destination has been reached (stairwell), Assistance Monitors and those in need of assistance 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 location".



**EMERGENCY INSTRUCTIONS**  
**TO THE PEOPLE WHO MAY NEED ASSISTANCE**

**IF YOU ARE ALONE**

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

**DO NOT PANIC!**

- 1 - Close as many doors as possible between you and the fire.
- 2 - Immediately call your local fire department **(911)**. The following 7 digit emergency phone number for your area as a secondary contact should be used only if a problem occurs in the 9-1-1 system: **(310) 473-1155**.
  - a) Tell them you can not get out.
  - b) Tell them you are a person in need of assistance.
  - c) Give the fire department your address (if you work in an office give them your office number or letter.)
  - d) Tell the fire department what your nearest cross street is to your location.
  - e) Give them the phone number that you are calling from \_\_\_\_\_  
(This is important because the fire department may have to call you back to get more information.)
- 3 - Stay where you are, do not hide.
- 4 - If you must leave your office due to immediate fire danger:
  - a) Do not use the elevator.
  - b) Go to the safest stairwell (stay out of the way of people evacuating the building.)
  - c) Keep the stairwell door closed.
  - d) Make sure you tell everyone who goes down the stairs to tell the fire department what floor you are on.



## **EARTHQUAKE PROCEDURES**

**(BEFORE / DURING/ AFTER)**

### **BEFORE THE EARTHQUAKE**

**Assess Your Own Work Area:**

- ➔ **WINDOW / GLASS** - If your work station is near windows or glass partitions, decide where you will take cover to avoid being injured by flying glass.
- ➔ **HEAVY OBJECTS** - If your work station 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 free-standing 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, lamp posts, or retaining walls that could fall during the quake, and avoid fallen electrical lines. If possible, move to an open area.

**AFTER THE EARTHQUAKE**

If there appears to be some damage (moved or fallen heavy objects, broken glass, fallen ceiling tiles), do the following:

- **CHECK FOR DAMAGE** - Carefully inspect your area for damage and potentially dangerous situations, and plan for **AFTERSHOCKS**.
- **LIMIT TELEPHONE USE** - Leave telephone lines clear for emergency communications only. Check all telephones to make sure the receivers have not been shaken off. Your Floor Warden or Fire Safety Director should keep you informed of what has happened and what you should do.
- **CHECK FOR INJURED PERSONS** - Render, or find someone who can render first aid to any injured personnel. Floor Wardens/Emergency Response Team members (ERT's) or Building Management should have access to basic first aid kits.  
**DO NOT MOVE VICTIMS UNLESS ABSOLUTELY NECESSARY** - Refer to "Medical" section in this manual for specific first aid procedures.
- **ALERT FLOOR WARDENS, ERT's, and/or Building Security** to anything needing their attention.
- **LOCATE A BATTERY-POWERED radio** to receive important instructions and information.
- **RUMORS** - Discourage the spreading of rumors. Misinformation can cause confusion and panic.



## EARTHQUAKE EVACUATION

Determine in advance the safest exit from your work location and the route you will follow to reach that exit in the event an evacuation is necessary. Also establish an alternate route to be used in the event your first route is blocked or unsafe to use.

- **DO NOT** evacuate unless told to do so or if danger is imminent.
- **FOLLOW** instructions given by emergency personnel.
- **DO NOT RUN.** Walk and keep noise to a minimum.
- **DO NOT USE ELEVATORS.**
- **DO NOT PUSH** or crowd. Use handrails in stairwells and move to the right if you encounter emergency personnel.
- **MOVE** to your designated evacuation area unless otherwise instructed. Check doors for heat before opening.
- **ASSIST NON-AMBULATORY**, visually impaired, and hearing impaired persons if they are present. (Refer to list of people needing assistance during evacuation provided in this manual 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.

## WHAT 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 elevators are designed to go to the nearest floor in the direction of travel and open. However, some elevators will stop in any moderate earthquake. This is intentional. They will not be started until they are checked by competent personnel and determined to be safe.



- 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 Floor Warden of that floor.
- If you have a medical or other emergency, call the phone numbers listed in the elevator car. If immediate help is needed call 9-1-1.

### WHEN CAN YOU GO HOME?

It is in your best interest that in the event of an earthquake or community-wide disaster during normal working hours, you remain at work. It may be too dangerous to attempt to go home right away. Listen to radio reports for areas and roads that have sustained damage. Wait until you know that the roads you need to get home on 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. Remember, your family's financial well being will greatly depend on how quickly businesses can recover and return to normal operations.





## **MEDICAL EMERGENCY PROCEDURES**

When notified of a medical emergency:

1 - Obtain the following information:

- The victims name: \_\_\_\_\_
- The victims location: \_\_\_\_\_
- The nature of the emergency: \_\_\_\_\_
- A call back number: \_\_\_\_\_

2 - Notify the fire department (911). The following 7 digit emergency phone number for your area, as a secondary contact, should be used only if a problem occurs in the 9-1-1 system, and give the following information: (213) 384-3131.

- Building Name: **Otis Building of Art & Design - Goldsmith Campus**
- Building address: **9045 Lincoln Blvd., Los Angeles, CA 90045**
- Nearest Cross Street: **La Tijera Blvd.**
- Nature of Emergency: \_\_\_\_\_
- The victim's general condition and location: \_\_\_\_\_
- Your Call Back Telephone Number: \_\_\_\_\_

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



## **BOMB THREAT INSTRUCTIONS**

### **UPON NOTIFICATION OF BOMB THREAT:**

1 - Notify the proper authorities

Building Office (FSD) (800) 527-6847

Police Department 911/ (310) 451-5273. This 7 digit phone number should be used only if a problem occurs in the 911 system.

Give exact location and all known facts.

**YOU WILL BE GUIDED BY THE INSTRUCTION OF THE POLICE DEPARTMENT**

2 - Insure that "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 CHECK LIST for guidance.

**DETERMINE IF THREAT AFFECTS THE LOCAL FLOOR ONLY:**

For an area that cannot be determined consider the following options:

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

**IF FLOOR IS AFFECTED:**

Mobilize floor response teams to assist in a search and/or evacuation procedure. Individual Tenants, offices, etc., must be systematically contacted and advised of the situation.

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 authorities. All items not carried in by arriving personnel and readily identified as inert shall be left to the proper authority for inspection. Any and all strange objects out of place should be "Suspect" and handled accordingly.



## **DISCOVERY OF BOMB / DEVICE**

### **UPON DISCOVERY OF A SUSPECTED BOMB DEVICE:**

- 1 - Insure that the device is not moved or covered, noting its description and exact location (WALKIE-TALKIE sets should NOT be permitted in the area or used at this time).
- 2 - Keep the Building Office (FSD) informed of all current facts. Control entry to the area until relieved of responsibility or given further instructions from the Police Department Bomb Squad.
- 3 - Simultaneously commence evacuation of the area or floor. Utilize floor response teams as communication messengers.

**NOTE:** "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.

- 4 - After relocation, be prepared to assist the authorities as required or requested.
- 5 - When evacuating in response to a bomb threat or the discovery of a Bomb/Device, consider the safety of primary and secondary evacuation routes before using.
- 6 - Advise the appropriate authority, whether in-house or outside agency, as to current activities, situation, and possible relocation site if applicable.

### **OTHER EMERGENCIES:**

Building management shall provide the necessary instruction pertinent to all other emergency situations as are deemed necessary. This may include, power failure, civil unrest, inoperative elevator (trapped people), security problems, etc.



### BOMB THREAT REPORT

Name of operator, or person receiving call \_\_\_\_\_  
Date of call \_\_\_\_\_ Time \_\_\_\_\_  a.m.  p.m.

**QUESTIONS TO ASK:**

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

**ORIGIN OF CALL:**

Local  Long Distance  Phone Booth  Internal

**IDENTITY OF CALLER:**

Voice

- Male  Female
- Loud  Soft  High Pitch  Deep
- Raspy  Pleasant  Nasal  Poor
- Intoxicated  Other.....

Speech

- Fast  Slow  Distant  Distorted
- Stutter  Other.....

Language

- Good  Foul

Accent

- Local  Foreign  Ethnicity  Regional

.....  
(type)



**Manner**

- |                                     |                                    |                                     |  |
|-------------------------------------|------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Calm       | <input type="checkbox"/> Angry     | <input type="checkbox"/> Rational   | <input type="checkbox"/> Incoherent    |
| <input type="checkbox"/> Irrational | <input type="checkbox"/> Emotional | <input type="checkbox"/> Coherent   | <input type="checkbox"/> Nervous Laugh |
| <input type="checkbox"/> Deliberate | <input type="checkbox"/> Righteous | <input type="checkbox"/> Other..... |  |

**Background noise**

- |  |                                      |   |                                 |
|--|--------------------------------------|---|---------------------------------|
| <input type="checkbox"/> Office Machines | <input type="checkbox"/> Trains      | <input type="checkbox"/> Factory Machines | <input type="checkbox"/> Music  |
| <input type="checkbox"/> Animals         | <input type="checkbox"/> Quiet       | <input type="checkbox"/> Airplanes        | <input type="checkbox"/> Voices |
| <input type="checkbox"/> Street traffic  | <input type="checkbox"/> Other ..... |   |                                 |

Who did you inform about the call? \_\_\_\_\_

If caller seemed familiar with our plant, building or operation, indicate how:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**KEEP THE CALLER ON THE PHONE  
AS LONG AS POSSIBLE  
DON'T HANG UP FIRST!**



**POWER OUTAGE**

“Gather your Monitors together and assess your resources. Send your Elevator Monitor to the Elevator Lobby to stop people and to listen for possible people trapped in an elevator. Carry out 1-6 below as needed.”

- 1 - Determine need to evacuate.
- 2 - If possible, notify Building Management at (800) 527-6847 or Security at (310) 665-6965.
- 3 - Turn on battery powered radio to find out what is happening in your area.
- 4 - Unplug all electrical equipment, movie projectors, TV sets, computers, audiovisuals, and turn off light switches unless needed.

**WHEN POWER OUTAGE RETRUNS 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 SYSTEMS AND EQUIPMENT**

### **SYSTEMS AND EQUIPMENT**

#### **GENERAL INFORMATION**

The structure is a seven (7) story building with sub-level (Basement). The Construction was completed in 1968. The building is located at *9045 Lincoln Blvd., in Los Angeles, California* at the southwest corner of La Tijera Blvd.

#### **NUMBER OF FLOORS**

Seven (7) floors.  
One sub-level (Basement).

#### **OCCUPANCY**

School - Students - Faculty.

#### **STRUCTURE FEATURES (DESIGN)**

Concrete and steel.  
Center core design.  
Glass.

#### **FIRE EXTINGUISHMENT CAPABILITY**

They are ABC type, ten pound (10 lb.) extinguishers located at occupied floors and general areas of the structure. Extinguishers are red in color and clearly marked.



## **EMERGENCY SYSTEMS**

The life support systems which are available to a building can be many and varied. The purpose of these emergency systems and related equipment is to provide an optimum of fire and life safety to the occupants as well as the premises. Generally, installation provides for Early Warning (alarms), Smoke Control (air conditioning shutdown), and Fire Suppression (sprinkler system).

Local codes and ordinances spell out exactly which systems are required in a building as of a specific date. The building will not be allowed to operate without the approved systems.

This section deals with the emergency systems found in this building. Explained are the basic functions, maintenance of the interaction of the systems as they relate to overall emergency procedures.

**IT IS IMPERATIVE THAT ALL BUILDING STAFF PERSONNEL BE THOROUGHLY TRAINED AND PRACTICED IN THE OPERATION OF SUCH SYSTEMS AND EQUIPMENT.**

A private supervision company is contracted to electronically monitor building's emergency system. Automatic notification would be made to the company when an alarm system becomes activated. Their job is then to relay this information immediately to the correct local enforcement agency (Fire, Police, etc.)

Contracted agency: ADT - Telephone: (888) 238-2666 or (800) 451-0648

### **FIRE CONTROL ANNUNCIATOR PANEL**

This panel is the very "heart" of the building's emergency systems operation. The location contains all the required electronic equipment necessary for the accurate monitoring and control of said systems.

Location: North side of Lobby wall.

F.D. lockbox location: outside of building entrance.

Systems monitored: (led/buzzer)

- Manual pull alarms
- Smoke sensors / elevator recall
- Smoke sensors / HVAC deactivation
- Smoke sensors / area
- Sprinkler / water flow system
- Stairwell pressurization
- Stairwell door unlocking system
- Generator and fire pump operation
- Security alarms





Systems controlled: (button)

- Alarm - silence, reset, trouble (also "General Alarm" capability)
- Manual elevator recall (for key operation)
- Manual smoke control (HVAC) - system shutdown
- Stairwell pressurization system
- Stairwell door unlocking system
- Voice communications system (Public Address System)

Other equipment at location:

- Telephone (outside line)
- Fire Department soundpower handsets: 6
- Utility fire extinguishers

### **SECURITY CONSOLE**

This location is equipped with a building telephone extension for emergency notifications and, is the area for coordination of Command Post Operations.

Location: Lobby adjacent to Fire Annunciator Panel on north wall.

Telephone #: (310) 665-6965.

Staffing: One (1) guard per shift - 24 hrs/day, 7 days a week.

### **ANNUNCIATOR PANELS**

The primary function of this panel is to monitor various detector and manual alarm devices throughout the building and to signal their locations upon activation. This is accomplished by the use of indicator lights (leds) and buzzer. Special indicator lights will signal only for "trouble" within the individual system.

The annunciator panel traces three basic alarm systems:

1. Manual Pull Alarms, (manually activated).
2. Smoke detectors (smoke or heat activated).
3. Water Flow Alarms (usually indicating an "opened" sprinkler head).



### **SPECIFIC INFORMATION - ALARMS**

The system is engineered to alert the entire building along with signaling at the Annunciator Panel located at the Lobby Level (north wall).

Activation of the alarm will cause automatic operation of the magnetic fire doors (closure), and stairwell pressurization system.

### **MANUAL PULL STATION**

- Type: ..... Pull down lever operation.
- Locations: .. 3 per tenant floor (elevator lobby, at each stairwell and lower levels).
- Sound emitted: Slow whoop (horns) - full building activation pattern.
- Reset instructions: Pull Station
  1. Open cover of Pull Station.
  2. Flip switch to the "UP" position.
  3. Close cover.

Note: Full system reset must be accomplished at the Fire Control Annunciator Panel, Lobby level.

### **ELEVATOR LOBBY SMOKE DETECTORS**

When a specially placed smoke detector in an elevator lobby is activated by the presence of smoke particles (fire indication), its basic function is to immediately and automatically remove all elevators within the bands from service by returning them to a ground floor level, non-stop. At that time, the doors will open and the car will become deactivated until reset. An alarm annunciator panel will display the floor/area of problem by means of indicator lights and buzzer.

Locations: Elevator lobby.

Upon activation will:

- Automatically return the elevators to the ground floor.
- Sound audible full building alarm activation.
- Annunciate at main Annunciator Panel (Lobby Level, North wall).
- Shutdown HVAC system on all floors.
- Cause magnetic fire doors to close in elevator lobbies.
- Activate stairwell pressurization system.

This building has no Lobby Level smoke detectors. If fire occurs at the Lobby Level, elevators are programmed to go to the third floor level and remain until reactivated.



**AREA/ZONE SMOKE OR HEAT DETECTORS**

Specially placed smoke / heat sensing devices are installed at strategic locations, such as electrical or mechanical rooms, elevator shafts, corridors, etc., as part of an early warning system. Activation of a device will signal at the alarm panel and will cause automatic operation of other systems.

**SMOKE DETECTORS - AIR HANDLING SYSTEMS (HVAC)**

Specially placed smoke/heat sensing devices are placed into the ductwork of air conditioning systems (HVAC). The control or complete shutdown of the system will prevent the spreading of smoke to other areas of the building.

The placement of these sensing devices may also be utilized in the automatic detection and/or activation of other emergency systems.

Locations:      System ducts.

Upon activation will: (shut down HVAC system on all floors)  
                                Sound audible alarm to entire building.  
                                Annunciate at Annunciator Panel (Lobby Level, north wall).  
                                Activate magnetic fire door release.  
                                Activate stairwell pressurization system.

**WATER FLOW ALARM / SPRINKLER SYSTEM**

Upon activation of the building standpipe/sprinkler system (signifying the movement of water), basic alarm signaling devices will be triggered. An exterior alarm bell is meant to alert passerby and normally for "after hours" situations or when there is minimal guard surveillance provided.

The water flow alarm will indicate either that a sprinkler head has "fused" (excessive heat causing water flow), or other situations that would cause water movement (broken heads, plumbing, etc.). It should also be noted that sudden and/or accidental "surges" in the water main system may cause activation of a water flow alarm.

Increased flow will activate fire pumps / generator and corresponding alarm annunciators.

1. Area sprinklered: ..... Entire building.
2. Exterior alarm bell location: ..... At entryway (South wall - ramp entrance).
3. Main Fire Dept. control valve location: . Lower level N/W corner (Basement).
4. Auxiliary valve locations: ..... Stairwell #1 (south side).
5. Equipped with electronic switches.



6. Spare sprinkler head locations: ..... Lower level (near main Fire Dept. valve).
7. Upon activation will: ..... Cause extinguishment.  
Sound audible alarm on floor of activation  
Sound audible alarm from exterior alarm bell.  
Annunciate at Fire Alarm Panel only.

### **PUBLIC ADDRESS**

The system is engineered to provide oral communications (advisement / instruction / directions) to all and/or portions of the building. Microphone and control panel are normally located in the Fire Control Room. Although primarily for Fire Department use, its emergency use can be of extreme value to the Fire Safety Director and/or Security.

1. Microphone location: Fire Control Annunciator Panel (north wall, Lobby Level).
2. The system is "selective" (can contact individual floors or entire building).
3. The system will not override alarm tone when in use.
4. The system is audible to corridors and all classrooms.

### **FIRE DEPARTMENT "SOUNDPOWER" COMMUNICATIONS SYSTEM.**

This system incorporates the use of portable handsets which are used in conjunction with specially located telephone jacks (stairwell landings, elevator lobbies, helipad, or roof, etc.), all of which connect with the Fire Control Room. The system is for Fire Department use only.

Number of handsets available: 7.

### **PHYSICAL PLANT - ENGINEERING**

Building locations of:

1. Engineer's Office:..... Lower Level, S/W corner.
2. Maintenance shop:..... Basement Level, S/W corner.
3. Main Electrical Room (Vault): Basement Level, S/W corner.
4. Fire Pump Room: ..... Basement Level, north.
5. Emergency Generator:..... Roof (tested monthly).

### **UTILITY CONTROL**

1. Natural gas:..... Outside (north side of building).
2. Domestic water: ..... Lincoln Street, near Loyola St.
3. Main electricity: ..... Lower level, N/E corner (mechanical room).
4. HVAC: ..... 7<sup>th</sup> floor, adjacent to equipment area (roof).



**EMERGENCY GENERATOR**

By design and on occurrence of power outage, to automatically restore electrical power to required areas / systems / devices. Unit will provide emergency power to all fire alarm/fire detection/fire protection systems including Fire Control Room and Communications Systems located on roof.

Unit will provide emergency power to one (1) elevator at a time.

Emergency lighting provided to:

- Stairwells.
- Exit signs.
- Mechanical rooms.
- Other: classrooms, Lobby area.
  
- Battery units utilized: 4 (D8D)
- Fuel used: Diesel.
- Fuel supply: 40 gallons.
- Fuel location: Roof.
- Testing frequency: monthly.

**FIRE PUMPS**

By design and on occurrence of a demand for increased water flow, to automatically restore working pressure to the building standpipe and sprinkler system.

1. Manufacturer:..... General Electric.
2. Water supply:..... Direct city feed.
3. Testing frequency: ..... Monthly.
4. Activated by: ..... Pressure.

**PORTABLE FIRE EXTINGUISHERS**

1. Type/weight:..... Multi purpose (ten pound) 1016.
2. Locations:..... Tenant floors, parking levels.
3. Cabinets are:..... Locked.

**ELEVATORS**

1. Manufacturer:..... Westinghouse - Tel: (818) 841-8368
2. Grouped in one bank: ..... 3 elevators (2 passenger and 1 freight).
3. Designated cars # 1, #2 and #3 serve Basement to 7<sup>th</sup> floor.



**ELEVATORS**

1. Manufacturer:..... Westinghouse - Tel: (818) 841-8368
  2. Grouped in one bank: ..... 3 elevators (2 passenger and 1 freight).
  3. Designated cars # 1, #2 and #3 serve Basement to 7<sup>th</sup> floor.
- Communications utilized: Telephone to Elevator answering service
  - Emergency Equipment: Seismic control, automatic return by way of smoke sensors, manual return system by key (fireman's service).
  - Manual deactivation switch location: elevator room (roof).

**EMERGENCY STAIRWELLS**

Number of stairwells: 2

- Stairwell A: ..... (Northeast side) has no roof access and serves floors Ground to 7 and exits to north area of building to grassy field.

Occupants to proceed to north area of Building to grassy field directly north of Building.

- Stairwell B: ..... (Southwest side) has roof access and serves floors Ground to 7 and exits at La Tijera.

Occupants to proceed east, out of Building and then proceed west to the corner of Lincoln Blvd. and La Tijera Blvd. Proceed a minimum of 300 ft. away from Building.

Emergency equipment in stairwells:

1. Emergency lighting provided.
2. Stairwell pressurization system utilized upon activation by any alarm.

Stairwells are accessible from stair shaft side.



## SUITE/FLOOR WARDEN DUTIES AND RESPONSIBILITIES

Floor Warden (Required by Fire Code sec.57.33.19)

A responsible person on each floor of every 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 Fire Chief.

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 by alarm system, P.A., or phone contact, Stairwell Monitors will take up positions at EACH stairwell as soon as possible and assist in building relocation/evacuation as follows:

- 1 - When instructed, Stairwell Monitors will admit evacuees into the stairwell. Keeping 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, guidance, as follows:
  - To prevent injury, instruct evacuees to remove high heels or slick-soled shoes (instruct evacuees to carry their shoes with them).
  - Instruct each group of evacuees to grasp the handrail.
  - Direct traffic to the "safe refuge location" (know where these locations are).
  - Have people who may require assistance during evacuation and their pre-assigned helpers enter stairwell and remain behind the stairwell door, at the landing area, so as not to impede incoming evacuees from entering the stairwell.
  - 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 Floor Warden, securely close door behind you and proceed to safe refuge location.

**Group Leader** - This person would be selected to lead evacuees to the designated "safe refuge location" or floor and keep the group together for a head count.

**Telephone Monitor** - May be assigned to the Floor Wardens telephone to keep lines of communication intact.

**Searcher** - Should be utilized by the Floor Warden and/or Suite Monitor to provide a systematic and thorough search of all floor areas (including restrooms) with instructions to evacuees to report to their safest 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 on lower portion of door.
- 3 - After entire floor has been searched, report to Floor Warden with status report and proceed to the safest stairwell to evacuate.

**Suite Monitors** - Should be assigned for buildings with multi-tenant floors which may take a long period of time to effectively search and direct occupants to safest stairwell. Suite Monitors will assume the responsibilities of "Area Wardens" for their own tenant space.

**Physically Impaired Helpers** - A minimum of two (2) persons should be assigned and properly trained to help people in need of assistance during an evacuation.

- 1 - Ask physically impaired person how they can be best helped.
- 2 - Be prepared to carry those who are confined to a wheelchair down stairwell, and leave wheelchair on evacuation floor, outside stairwell.

**Elevator Monitor** - Elevators should be monitored to assure that no person enters elevator for evacuation. Persons entering elevator lobby should be directed to safest stairwell exit.

**NOTE:** All Floor Wardens are encouraged to review Floor Warden Manual provided by building management on a regular basis. If alarm is activated, Floor Wardens should quickly put on their emergency vest and respond to assigned position.

Failure to participate in such a drill is punishable by a fine not to exceed: \$1,000.00 or by imprisonment in the County jail for a period of not more than six (6) months or both such fine and imprisonment. LAMC 57.33.19c.





## SUPPLEMENTAL

### HIGH-RISE FIRE DRILL INSTRUCTIONS

To have an effective Fire/Life Safety Program, it is necessary that comprehensive training be given to everyone in the building.

The City of Los Angeles Fire Code (Section 57.33.19) states that a minimum of one (1) fire drill annually on individual floors is **MANDATORY**.

Documentation of all fire drills on Fire Department approved forms shall be maintained by the Fire Safety Director. Three to five floors may participate at the same time. All occupants should physically relocate five floors below, utilizing stairwells. The first fire drill should be announced in advance. This will help to uncover weaknesses. Subsequent drills may be unannounced and simulate, as closely as possible, actual emergency conditions. The purposes are to instill in the minds of all occupants the correct procedures necessary to insure safety of life and the joint testing of building emergency equipment and staff duties. Because of this, **drills should never be taken lightly**.

The responsibilities associated with the positions of Fire Safety Director and Floor Warden are numerous. The persons assigned these positions must have management's full support and cooperation. They should have authority, and this authority should be clearly defined and understood by their associates. They should be provided means of identification so that everyone will know who they are (arm band, I.D. tag, helmet, vest etc.). It is up to those persons assigned to conduct, document, and critique the fire drills.

Prior to any drill that may involve the use/testing of fire protection systems or equipment, **NOTIFY THE FIRE DEPARTMENT** at (213) 384-3131.



**Most important check points are:**

**FLOOR WARDENS**

- a) Quick response of all Floor Wardens to designated stations.
- b) Removal of occupants from immediate danger with instructions to respond to safest stairwell (further instruction to be given by "stairwell monitor").
- c) Closing of doors (unlocked) to all rooms searched to confine the fire. Mark doors of rooms searched using chalk, stickers etc.
- d) Elevator Monitor stationed at elevator lobby to provide instruction to any occupant attempting to use them for evacuation.  
"DO NOT USE ELEVATOR. Report to the safest stairwell".
- e) Response of Fire equipment handlers to fire extinguisher cabinet (only if trained personnel).



**Otis Building of Art & Design - Goldsmith Campus**

**FLOOR WARDENS AND ALTERNATES**

**SPECIAL FIRE DRILL INSTRUCTIONS**

**All Wardens and Alternates** – Once an alarm has sounded on your floor, immediately:

- 1 - Put on your Warden Identification Vest (red).
- 2 - Both Wardens and Alternates should report a pre-determined place (preferably safest emergency stairwell) to determine if all Wardens and Alternates assigned are present on the floor at the time of the fire drill and alarm.

**\*Note:** if any Warden an/or Alternate is absent from the floor, the Warden present will immediately appoint a temporary replacement.

- 3 - Appoint one Alternate (if not available, one area occupant) to the position of Traffic Monitor and have this individual immediately report to your area's primary stairwell exit door.
- 4 - All Wardens and Alternates should quickly search any "Closed" locations in your area to ensure that ALL persons are aware that the alarm has sounded. Other areas to be checked are restrooms, stock rooms, copy rooms, conference rooms, and break areas.

**\*Note:** After these areas have been checked, be certain to close all doors behind you. It is suggested that marking doors with chalk or any other means will indicate that the area has been searched. This saves time and avoids repeated searches.

- 5 - Check elevator lobby (if it is located in your area) to ensure that no one is attempting to use elevators.



- 6 - Alert all tenants in your area. Follow a pre-determined route and alert each tenant.
  - a) If tenant space is clear, move to the next tenant space and close doors behind you.
  - b) If you encounter anyone during your search, direct that individual to your area's primary stairwell and instruct them to relocate down to Relocation/Refuge Area.
  - c) When you have completed your search, you should then report to your primary stairwell and evacuate to your designated Relocation/Refuge Area.
  
- 7 - Advise all occupants that are evacuating and wearing high-heeled and/or platformed shoes to remove them before entering stairwell. Be certain that they take their shoes with them.

### **SPECIAL INSTRUCTIONS**

- 1 - Once the alarm has sounded on your floor, **put on your Warden Identification Vest (red)**.
- 2 - **Listen** for public address announcement **instructions for relocating** occupants to your floor. Once announcement is received on your floor, immediately go to your primary stairwell exit door. Open stairwell door to receive relocating occupants from upper floors.
- 3 - Always **remember to relocate** building evacuees to **Refuge/Holding Area** (See Tenant Evacuation Floor Diagram, on page 14 of the Floor Warden Manual for your Refuge/Holding Area locations).
- 4 - **Dispel** all rumors.
- 5 - Take **head count**.
- 6 - **Stay in group** until released.



**FIRE SAFETY**

**DIRECTOR'S FIRE DRILL CHECK LIST**

DATE: \_\_\_\_\_

REPORT BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

BUILDING NAME: \_\_\_\_\_

BUILDING ADDRESS: \_\_\_\_\_

TIME DRILL BEGAN: \_\_\_\_\_ TIME FLOOR CLEAR: \_\_\_\_\_

ELAPSED TIME: \_\_\_\_\_ MINUTES: \_\_\_\_\_

FLOOR EVACUATED TO: (LOCATION) \_\_\_\_\_

Place answer **YES** or **NO** in spaces provided.

**COMMUNICATION:**

- Was the fire alarm clearly heard in all areas? \_\_\_\_\_
- Was the public address system clearly heard in all areas? \_\_\_\_\_
- Fire department notified? Time \_\_\_\_\_ (simulation) \_\_\_\_\_

**FLOOR/WARDEN PERSONNEL**

- Floor/Wardens reported to respective stations? \_\_\_\_\_
- Floor/Wardens carried out all assigned duties?  
(stairwell monitoring, floor search, head count, etc.) \_\_\_\_\_

**CONTAINMENT OF FIRE**

- Were all doors closed but not locked? \_\_\_\_\_
- Was a fire extinguisher taken to the location of the fire? \_\_\_\_\_

**EVACUATION**

- Were corridors and exits found clear (obstructions)? \_\_\_\_\_
- Did the evacuation proceed in a smooth and orderly manner? \_\_\_\_\_
- Did visitors to the building take part in the drill? \_\_\_\_\_
- Was a status report given after relocation? \_\_\_\_\_

**UTILITIES**

- Were electric and gas appliances turned off? \_\_\_\_\_
- Was ventilating system shut down (HVAC)? \_\_\_\_\_



**RECORDS / VALUABLES**

Were important documents/cash, etc. secured or prepared for removal? \_\_\_\_\_

**REMARKS AND RECOMMENDATIONS:**

Explain all "NO" answers and make additional comments, problems encountered, etc.

**THIS REPORT IS TO BE COMPLETED IMMEDIATELY AFTER EACH FIRE DRILL AND A COPY SENT TO THE SAFETY DIRECTOR OF THE BUILDING.**

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

(Floor Warden / Observer)