

FLOOR RESPONSE TEAM MANUAL

**UNIVERSITY TOWER
4199 CAMPUS DRIVE
IRVINE, CA 92612**

**REVIEWED BY:
ORANGE COUNTY FIRE AUTHORITY
MAY 1988
UPDATED JUNE 1997**

Prepared by:

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INTRODUCTION

University Tower
4199 Campus Drive

F-11 Productions in cooperation with Building Management and the Orange County Fire Authority has compiled this manual for **University Tower at 4199 Campus Drive** to help ensure the safety of our building's occupants in the event of an emergency and to comply with the provisions of Title 19 of the California Code of Regulations.

The following Floor Response Team Manual is a part of the Emergency Plan. It is designed for all tenants to instruct their Suite Wardens, Floor Wardens and Monitors on the correct procedures to be followed during a fire, earthquake, bomb threat or medical emergency.

This Manual contains **EMERGENCY INFORMATION** including emergency telephone numbers and Building Emergency Personnel; information on the **BUILDING'S EMERGENCY SYSTEMS** and the building's evacuation policy; **GENERAL INFORMATION** on fire, fire prevention, earthquake, bomb threats, medical emergencies and fire equipment; pre-emergency plans and emergency actions for all members of the **FLOOR RESPONSE TEAM**; and information on the required **FIRE DRILLS**.

This Manual is designed for your use. Please read it and mark your area of responsibility. If you have any questions, please contact your Fire Safety Director (Office of the Building).

4199 Campus Dr.

FLOOR RESPONSE TEAM MANUAL

University Tower - 4199 Campus Drive

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EMERGENCY INFORMATION

EMERGENCY TELEPHONE NUMBERS

| | |
|--------------------------|------------------|
| FIRE DEPARTMENT | 9 - 1 - 1 |
| PARAMEDICS | 9 - 1 - 1 |
| POLICE DEPARTMENT | 9 - 1 - 1 |

| | |
|---|-----------------------|
| FIRE SAFETY DIRECTOR & OFFICE OF THE BUILDING: | (949) 854-1716 |
|---|-----------------------|

| | |
|---------------------------|-----------------------|
| BUILDING ENGINEER: | (949) 854-1716 |
|---------------------------|-----------------------|

| | |
|------------------|-----------------------|
| SECURITY: | (949) 854-3048 |
|------------------|-----------------------|

| | |
|--|-----------------------|
| ADDITIONAL EMERGENCY TELEPHONE NUMBERS: | |
| Poison Control: | (800) 876-4766 |
| National Response Center: | (800) 424-8802 |
| (Toxic Chemical & Oil Spills) | |

| | |
|-------------------------------------|---------------------------------|
| BUILDING NAME & ADDRESS: | |
| University Tower | |
| 4199 Campus Drive | (Cross Street: Stanford) |
| Irvine, CA 92612 | |

BUILDING POLICY

University Tower - 4199 Campus Drive
10 stories - fully sprinklered

FIRE SAFETY DIRECTOR

The Fire Safety Director (Office of the Building) is in charge of pre-emergency planning and training and is responsible for initiating emergency procedures. After hours, Security is responsible for initiating emergency procedures. Security is on duty 24 hours.

FIRE CONTROL ROOM

The Fire Control Room is located on the Ground Level. Upon notification of a fire emergency, the Fire Safety Director will meet the Fire Department and direct them to the fire alarm panels in the Fire Control Room.

EVACUATION

The fire alarm emits a whoop tone and prerecorded verbal message with a strobe or flashing light. The audible/visual alarm is designed to sound on **three floors, the floor where the device was activated, the floor above, and the floor below**. A fire alarm signal is also annunciated at the fire alarm panels and at an outside monitoring company. When the alarm sounds on the occupants' floor, occupants will walk down the stairs, evacuate the building, and proceed to a Safe Refuge Area.

NOTE: Strobe or flashing lights, which are designed for the hearing impaired, are located in the corridors, restrooms, elevator lobbies and in some tenant spaces. Additional strobe lights are being added as tenant improvements are made.

EMERGENCY EXITS

Stairwell #1, on the south side of the building, connects levels B2 - Roof. At the Ground Floor, the stairwell exits into the Main Lobby.

Stairwell #2, on the north side of the building, connects levels B2 - 10. At the Ground Floor, the stairwell exits directly outside (near the Fire Control Room).

In both Stairwell #1 and Stairwell #2, there is a gate between the Ground Floor and the B1 Level.

GENERAL EMERGENCY ACTION PROCEDURES

If you discover a fire:

1. **CLEAR** anyone in immediate danger.
2. **CONFINE** the fire by closing all doors and windows to the area.
3. **MOST IMPORTANTLY CALL: THE FIRE DEPARTMENT.**
Call the Fire Safety Director/Security.
4. **ACTIVATE** the manual pull station to sound the alarm.
5. Use a fire extinguisher **if** safe to do so. **NEVER** attempt to put out a fire alone. Be sure to use the right type of extinguisher.
6. **EVACUATE.** Walk to the closest safe stairwell. Using safe stairwell procedures, proceed to a safe refuge area.

If you hear the fire alarm or are notified of a fire:

1. Feel the door to see if it is hot. If **not hot**, open cautiously. Stand behind the door, be prepared to close quickly.
2. If there is no smoke present, proceed to your Emergency Stairwell Exit. Follow safe stairwell procedures, evacuate and proceed to a safe refuge area.
3. If you do encounter smoke, crawl on your hands and knees along the wall to a safe Emergency Exit. Evacuate the building and proceed to a safe refuge area.
4. Follow instruction from Emergency Personnel.

If door is hot:

1. **DO NOT OPEN IT.**
2. Use alternate door, if safe.
3. If no alternate door, call Fire Department. Give exact location and all known facts.
4. Call Fire Safety Director/Security from a safe location. Give exact location and all known facts

5. Seal the bottom of the door with cloth material to keep out smoke.
6. If water is available, wet cloths and seal the door and any vents.
7. Retreat. Close as many doors between you and the fire as possible.
8. Signal at the window waving a bright colored material.
9. If there is smoke in the room:
 - Stay low - air is cooler and cleaner closer to the floor.
 - Hold a cloth over your mouth and nose.
 - Do not break the window - once broken it cannot be closed. If there is smoke outside the window, the smoke may enter into the room you are in. Breaking a window should only be done as a last resort.
10. **Remain calm. Help is on the way.**

IN A FIRE EMERGENCY, REMEMBER 3 C'S: **CLEAR** THE AREA, **CONFINE** THE FIRE BY CLOSING ALL DOORS AND MOST IMPORTANTLY **CALL** THE FIRE DEPARTMENT.

Stairwell #1 has roof access.

Stairwell doors are locked from the stair side for security reasons. Upon activation of any alarm device, these doors will automatically unlock.

SAFE REFUGE AREAS

Safe Refuge Areas are areas inside or outside of the building which would provide a limit of protection.

Inside Safe Refuge Areas: usually any floor three or more above or below the fire floor is deemed a Safe Refuge floor.

Outside Safe Refuge Areas for a FIRE emergency are:

- outside parking lot on the north side of the building (toward Bridge Street)

It is important for occupants to proceed a minimum of 300 feet from the building (in case of falling glass) and out of the way of incoming emergency personnel. Occupants must use caution crossing all driveways. All occupants shall meet their Suite/Floor Warden at the designated Safe Refuge Area. Suite/Floor Wardens will take a head count there.

EMERGENCY INFORMATION

BUILDING EMERGENCY ORGANIZATION

University Tower - 4199 Campus Drive

The Building's Emergency Organization consists of the Fire Safety Director, Building Staff and Floor Response Teams. The **Fire Safety Director** (Office of the Building) is in charge of this organization and all pre-emergency planning, training and emergency operations.

The Building Staff includes: Engineering and Security. **Engineering** is responsible for the function of the building's Life Safety Systems. **Security** is responsible for the security of the building and its occupants, to meet and direct incoming Emergency Personnel. After hours, Security will be responsible for implementing emergency procedures. Security is on duty 24 hours.

The Floor Response Team includes a Suite or Floor Warden (per tenant) and Monitors:
Floor Warden & Suite Warden: responsible for overseeing occupant instruction, supervising and ensuring safe and complete evacuation during a fire, other emergency or fire drill; also coordinates Floor Response Team and reports to the Fire Safety Director.

MONITORS - SINGLE TENANT FLOORS:

Stairwell Monitors: in charge of checking safety of respective emergency exits and for directing floor occupants to Safe Refuge Areas.

Traffic Monitors: to direct occupants and visitors away from elevators and to the emergency exits.

Search Monitors: to search floor area for occupants unaware of the emergency or in need of assistance.

MONITOR - MULTI-TENANT FLOORS (EACH TENANT):

Group Leader: to direct all occupants to a safe stairwell and lead occupants to the designated Safe Refuge Area.

MONITORS - SINGLE & MULTI-TENANT FLOORS:

Assistants for the Physically Impaired: to assist assigned person with physical disability in times of disability in times of emergency.

On Single Tenant Floors

The Floor Response Team will consist of - a Floor Warden, Stairwell Monitors (one for each stairwell), Search Monitors and a Traffic Monitor; plus alternates for each.

Multi-Tenant Floors

The Floor Response Team will consist of a Suite Warden and Group Leader, plus alternates for each. Each tenant is responsible for having a Floor Response Team. A minimum of five people per floor (plus alternates) is recommended.

Single Tenant Floors & Multi-Tenant Floors

Assistants for the Physically Impaired should be assigned as needed. Physically Impaired is defined as **anyone who will need assistance walking down the stairs.** For example: persons confined to a wheelchair; 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 with a heart condition, etc..

Every individual placed on a physically impaired evacuation list must be assured that the information provided to building management/staff will be kept confidential and is to be used only to provide safe and quick evacuation in an emergency.

Assistants must be assigned to these individuals prior to an emergency. Those assigned to assist the physically impaired should know the type of disability and how to best assist them. All Assistants should also have a knowledge of proper lifts and carries (if applicable).

EMERGENCY INFORMATION
FLOOR RESPONSE TEAM

SINGLE TENANT FLOOR*

FLOOR # _____

TENANT NAME: _____

DATE: _____

REVISED *: _____

| POSITION | NAME | DEPT. OR ROOM # | PHONE # |
|-------------------------------------|----------------|--------------------|----------------|
| FLOOR WARDEN | _____ | _____ | _____ |
| & ALTERNATE | _____ | _____ | _____ |
| STAIRWELL MONITOR & ALTERNATE | _____ _____ | _____ _____ | _____ _____ |
| STAIRWELL MONITOR & ALTERNATE | _____ _____ | _____ _____ | _____ _____ |
| TRAFFIC MONITOR | _____ | _____ | _____ |
| & ALTERNATE | _____ | _____ | _____ |
| SEARCH MONITOR | _____ | _____ | _____ |
| & ALTERNATE | _____ | _____ | _____ |
| SEARCH MONITOR | _____ | _____ | _____ |
| & ALTERNATE | _____ | _____ | _____ |

* KEEP ALL LISTS CURRENT

EMERGENCY INFORMATION
FLOOR RESPONSE TEAM

MULTI-TENANT FLOOR*

SUITE # _____
TENANT NAME: _____

DATE: _____
REVISED*: _____

| POSITION | NAME | SUITE # | PHONE # |
|--------------|-------|---------|---------|
| SUITE WARDEN | _____ | _____ | _____ |
| & ALTERNATE | _____ | _____ | _____ |

IF YOUR TENANT AREA HAS MORE THAN 10 EMPLOYEES, PLEASE ASSIGN ONE GROUP LEADER FOR APPROXIMATELY EVERY 10 EMPLOYEES:

| | | | |
|--------------|-------|-------|-------|
| GROUP LEADER | _____ | _____ | _____ |
| & ALTERNATE | _____ | _____ | _____ |
| GROUP LEADER | _____ | _____ | _____ |
| & ALTERNATE | _____ | _____ | _____ |

* KEEP ALL LISTS CURRENT

EMERGENCY INFORMATION
PHYSICALLY IMPAIRED*

FLOOR/SUITE # _____ DATE: _____
TENANT NAME: _____ REVISED*: _____

SUITE/FLOOR WARDEN: _____

OCCUPANT: _____

NATURE OF DISABILITY: _____
IF TEMPORARY DISABILITY, EXPECTED DATE OF RECOVERY: _____

LOCATION (SUITE/ROOM #): _____ PHONE: _____

ASSISTANT: _____ PHONE: _____
ASSISTANT: _____ PHONE: _____

OCCUPANT: _____

NATURE OF DISABILITY: _____
IF TEMPORARY DISABILITY, EXPECTED DATE OF RECOVERY: _____
LOCATION (SUITE/ROOM #): _____ PHONE: _____

ASSISTANT: _____ PHONE: _____
ASSISTANT: _____ PHONE: _____

OCCUPANT: _____

NATURE OF DISABILITY: _____
IF TEMPORARY DISABILITY, EXPECTED DATE OF RECOVERY: _____
LOCATION (SUITE/ROOM #): _____ PHONE: _____

ASSISTANT: _____ PHONE: _____
ASSISTANT: _____ PHONE: _____

* KEEP ALL LISTS CURRENT

**BUILDING EMERGENCY SYSTEMS: SAFETY FEATURES
UNIVERSITY TOWER
4199 CAMPUS DRIVE**

Levels include:

B2: Storage, Fire Pump Room, Domestic Water, Electrical room, Hydraulic System for elevator
B1: UCI Computer Room, Storage, Mechanical rooms, main electrical room
Ground: Main Lobby, Retail Space, Tenant Space
2 - 10: Tenant floors
Roof: Generator, cooling tower, supply exhaust fan, AC unit, elevator machine room

Parking is available in an outside lot.

LIFE SAFETY SYSTEMS

FIRE ALARM;

The fire alarm emits a whoop tone with a prerecorded verbal message and a strobe or flashing light. The audible/visual alarm is designed to sound on **three floors, the floor where the device was activated, the floor above, and the floor below**. A fire alarm signal is also annunciated at the fire alarm panels and at an off site monitoring company. The audible alarm is activated by any alarm condition - manual pull stations, sprinklers, and smoke detectors.

NOTE: Strobe or flashing lights, which are designed for the hearing impaired, are located in the corridors, restrooms, elevator lobbies and in some tenant spaces. Additional strobe lights are being added as tenant improvements are made.

MANUAL PULL STATIONS:

Manual pull stations are located near the stairwells and in the elevator lobbies on each floor. To activate: PULL.

Activation of a manual pull station will activate: the fire alarm on **three floors**, the floor where the device was activated, the floor above, and the floor below; an alarm condition at the fire alarm panels and at the off site monitoring company; automatic stairwell door unlocking system; and stairwell pressurization. Activation of a pull station will also release doors equipped with magnetic door hold openers on the floor of activation only; and shut down the heating, ventilation, and air conditioning system throughout the building.

In a modern high-rise building (fully sprinklered), it is not necessary for the alarm to sound throughout the building. It is most important to remove the people closest to the fire and not to jam stairwells. The firefighters will also be using the stairwells to get to the fire. IF the fire or smoke spreads, the Fire Department will make an announcement to any additional floors to evacuate.

Remember: the Fire Department's first priority is the safety of people; and sprinklers (if installed correctly and well maintained) have a 96% success rate in putting out fires.

SMOKE DETECTORS:

Smoke detectors are located in the elevator lobbies on floors 2 - 10; and in the corridors, tenant suites, Fire Pump Room, Electrical rooms and the ducts of the heating, ventilation, and air conditioning system.

Activation of a smoke detector will activate: the audible alarm on **three floors** - the floor where activated, the floor above, and the floor below; an alarm condition at the fire alarm panels and at an outside monitoring company; the automatic stairwell door unlock system; and stairwell pressurization.

Activation of any smoke detector will also: release doors equipped with magnetic door hold openers on the floor of activation only; and shut down the heating, ventilation, and air conditioning system throughout the building.

Only the activation of an elevator lobby smoke detector will recall the elevators. Doors will open and elevators will shut off.

SPRINKLERS:

Located throughout the building. Each sprinkler head is activated when its heat responsive element releases at a temperature of approximately 165 F. Each sprinkler head pours out approximately 25 gallons of water per minute.

Activation of a sprinkler head will activate: the fire pump; the audible alarm on **three floors** - the floor where activated, the floor above, and the floor below; an alarm condition at the fire alarm panels and at an outside monitoring company; stairwell pressurization fans; and the automatic stairwell door unlock system.

Activation of a sprinkler head will also: release doors equipped with magnetic door hold openers on the floor of activation only; shut down the heating, ventilation, and air conditioning system throughout the building; and sound a bell alarm outside the building.

FIRE CONTROL ROOM: Located at the Ground Level. This room contains the building's fire alarm panels, emergency controls, PA system, and telephone. From here the building's Fire Safety Director and the Orange County Fire Authority will coordinate the building's emergency operations.

FIRE ALARM PANELS: Located in the Fire Control Room. When an alarm is activated, a light at the panels indicates the floor of activation and the device activated. The panels are monitored by an outside company on a 24 hour basis.

COMMUNICATIONS: An Emergency Voice Communication System (PA) is located in the Fire Control Room and is for communication to a single floor, multiple floors, or the entire building.

Stairwell phones are located at levels 4, 7, and 10 in Stairwells #1 and #2. Phones are connected to an Answering Service.

STAIRWELLS: **Stairwell #1**, on the south side of the building, connects levels B2 - Roof. At the Ground Floor, the stairwell exits into the Main Lobby.

Stairwell #2, on the north side of the building, connects levels B2 - 10. At the Ground Floor, the stairwell exits directly outside (near the Fire Control Room).

In both Stairwell #1 and Stairwell #2, there is a gate between the Ground Floor and the B1 Level.

Stairwell #1 has roof access.

Upon any alarm condition, both stairwells are automatically pressurized. Air is blown into the stairwell to help minimize the chance of smoke entering the stairwell. Due to the pressurization, doors may be harder to open and you will feel the air as you enter.

Stairwell doors are locked from the stair side for security reasons. Upon activation of any alarm device, these doors will automatically unlock. *Note: roof door does not unlock.*

The stairwells are of a two-hour construction with 90 minute rated door assemblies. They are the lifeline of a high-rise building. In an emergency, occupants must use them to evacuate their floor and the Fire Department will use them to get to the fire floor. For this reason, **NOTHING** should ever be stored in the stairwells and stairwell doors should **NEVER** be propped open.

ELEVATORS:

The building has 5 elevators. Elevators #1 and #2 service floors B1 - 10; elevators #3 and #4 service floors B2 - 10; elevator #5 is the freight elevator and services floors B2 - Ground Floor.

Each elevator cab has emergency lights and a two-way communication system to the Answering Service.

During a fire:

Upon activation of an elevator lobby smoke detector on floors 2 - 10, elevators will recall to the Ground Floor automatically. Elevator doors will open automatically at that level and elevators will shut off.

Elevators are **not** to be used in a fire emergency. Smoke may enter the elevator shaft and elevators may stop and open onto the fire floor.

**ELEVATORS ARE ONLY FOR YOUR DAILY CONVENIENCE,
THE STAIRWELLS ARE FOR EMERGENCY USE.**

In an earthquake:

All of the elevators will stop momentarily then move down to the next floor - opposite its counterweight. Doors will open at that floor and elevators will remain there until inspected by the elevator company and reactivated by an elevator mechanic.

In a power failure:

All elevators will stop momentarily, the emergency generator will start up and provide power so the elevators will move to the Ground Floor, one at a time. Once all elevators have returned to the Ground Floor, one preselected elevator will operate in the normal manner.

**MAGNETIC DOOR
HOLD OPENERS:**

Doors in the passenger and freight elevator lobbies on floors 2 - 10 are equipped with magnetic door hold openers. Activation of any alarm device will release these doors on the floor of activation only.

The closing of these doors helps to limit the spread of fire and smoke. These doors should NEVER be PROPPED OPEN.

Doors with magnetic door hold openers will also release in a power failure.

**HEATING,
VENTILATION,
AIR CONDITIONING
(HVAC) SYSTEM:**

Activation of any alarm device (sprinkler, smoke detector, or manual pull station) will automatically shut down the heating, ventilation, and air conditioning system throughout the building. The HVAC system can be shut down manually.

EMERGENCY POWER:

The building has a generator which provides emergency lighting in public exit ways - corridors and stairwells - and in elevator cabs.

The generator will power the elevators one at a time to the Ground Floor and then the continuous use of one elevator; all EXIT signs; fire pump; the fire alarm panels; PA System; and the building's fire alarm system.

FIRE EXTINGUISHERS: Type ABC fire extinguishers are located in locked cabinets on all floors. Type ABC extinguishers are for use on fires involving wood, paper, cloth, rubber, plastics, oil, grease and electricity.

BE SURE TO USE THE RIGHT TYPE OF EXTINGUISHER.
Using the wrong type can cause greater damage and injury.

Fire extinguishers should only be used by those trained to do so.

FIRST AID KIT: A First Aid Kit is located in the Building Engineer's Office. It is recommended that all tenants have their own First Aid Kits and emergency supplies.

FIRE PREVENTION INSPECTION REPORT

HOUSEKEEPING/MAINTENANCE

- | NO | OK | |
|-------|-------|--|
| _____ | _____ | 1. "NO SMOKING" signs posted. |
| _____ | _____ | 2. All NO SMOKING regulations being observed. |
| _____ | _____ | 3. Combustible waste placed in proper/approved containers. |
| _____ | _____ | 4. Trash/rubbish removal made on a regular basis. |
| _____ | _____ | 5. Flammable liquids safely stored in approved containers. |
| _____ | _____ | 6. All electrical plugs, power strips, surge protectors are legal and in good repair. |
| _____ | _____ | 7. All power strips, surge protectors and electrical equipment must have a laboratory stamp of approval. For example: UL approval. |
| _____ | _____ | 8. No extensive use of cords from outlet (octopus). |
| _____ | _____ | 9. Adequate clearance maintained at all subpanels (3 ft.) |
| _____ | _____ | 10. Electrical devices turned off when not in use. |

FIRE/LIFE SAFETY SYSTEMS

- | NO | OK | |
|-------|-------|---|
| _____ | _____ | 11. Adequate lighting in corridors, exits and stairwells. |
| _____ | _____ | 12. EXIT signs illuminated as required. |
| _____ | _____ | 13. Evacuation routes adequately posted. |
| _____ | _____ | 14. Evacuation signs maintained - none defaced or missing. |
| _____ | _____ | 15. Fire doors not wedged or blocked open. |
| _____ | _____ | 16. Stairwells free of obstacles, storage, refuse, etc. |
| _____ | _____ | 17. Corridors and exits within the suite are unobstructed. |
| _____ | _____ | 18. Adequate clearance (3 ft.) for all fire extinguishers. |
| _____ | _____ | 19. Fire equipment in proper locations (See evacuation map in elevator lobby) and in undamaged condition. |
| _____ | _____ | 20. List of Suite/Floor Wardens & Monitors updated. |
| _____ | _____ | 21. List of occupants with a physical disability updated. |
| _____ | _____ | 22. Documentation of new employees instructed on emergency procedures. |
| _____ | _____ | 23. Documentation of training of all occupants on an annual basis. |
| _____ | _____ | 24. Other Observations (Use back of page). |

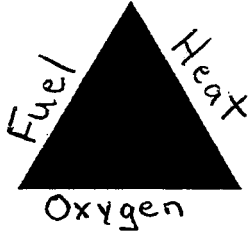
REPORT SUBMITTED BY: _____

DATE: _____

GENERAL INFORMATION: FIRE

ELEMENTS OF FIRE

1. There are three elements of fire:



- a. **Fuel:** furniture, plastics, grease, etc.
- b. **Heat:** matches, cigarettes, sparks, electric, etc.
- c. **Oxygen:** in the air we breathe.

2. Fire needs all three elements. If you remove any one of the three elements, you can eliminate or reduce the fire. For example:
 - Closing doors - reduces the amount of oxygen.
 - Using water - reduces heat.
 - Using Type B or type C extinguishers - smothers the fire by reducing oxygen to the fire.
 - Removing nearby draperies, papers, furniture - removes the sources of fuel.

FIRE FACTS

1. In an emergency, **use stairwells**. Do not use elevators. Elevators can be extremely dangerous in a fire emergency and will be taken out of service.
2. Keep doors **closed**. A closed door will help limit the spread of fire and smoke.
3. Generally, it is safer to go *down* the stairwells during a fire. Remember heat and smoke rise.
4. If you encounter smoke, get down on your hands and knees. Air is cleaner and cooler nearer the floor. Crawl to the nearest stairwell exit. **CRAWL LOW UNDER SMOKE.**
5. Few people are burned to death in fires. Most people die from smoke, poisonous gases and panic. **Panic, a sudden overpowering terror, is usually the result of not knowing what to do.**
6. Smoke detectors serve as an early warning system. **SMOKE DETECTORS DO SAVE LIVES.** Check your home smoke detector monthly.
7. Sprinklers, when installed correctly and well maintained, have an approximate 96% success rate.

ALL SUITE/FLOOR WARDENS & MONITORS MUST:

1. Have a list of Emergency Phone Numbers.
2. Be familiar with floor layout.
3. Know primary and secondary exits and termination points up and down.
4. Know best routes to Emergency Exits.
5. Know location, type, and how to use manual pull stations and fire extinguishers.
6. Know primary and secondary methods of communication.
7. Know Safe Refuge Areas during a fire emergency:
Inside the Building: (in a fully sprinklered building) usually the enclosed stairwell or any floor 3 or more below the fire floor.
Outside Building - away from the building, a minimum of 300 feet; and out of the way of emergency vehicles, flying glass and other obstacles.
8. Know safe stairwell procedures:
 - Remain quiet and calm.
 - Remove high heeled shoes to avoid tripping (take shoes with you)
 - Do not carry open containers of liquids. If it spills, someone may slip and fall.
 - Use handrails.
 - Walk in single file.
 - Keep to one side. Emergency Personnel will be coming up the stairs.
 - Allow others to enter into stairwell flow, but do not unnecessarily hold up traffic.
 - Assist those who are slower moving or in any way physically impaired.
 - Be sure to close door behind you.
 - Evacuate and proceed to a Safe Refuge Floor/Area.
 - All injuries should be treated at stairwell landings when required and safe to do so.
 - Do not smoke.
 - Do not spread false information, rumors, etc.
9. Develop awareness of safety conditions, fire violations and potential hazards. For example: fire doors blocked open, improper lighting, frayed cords, overloaded outlets, obstructed halls and corridors, trash build-ups, etc.
10. For your safety and protection: participate in all fire drills and review your emergency procedures at least once a year.
11. Know your area of responsibility and your emergency actions.

PREVENTION TIPS

1. Never throw matches or cigarette butts into waste containers.
2. Do not empty ashtrays into wastebaskets or trash chutes without being sure contents are extinguished.
3. Observe NO SMOKING signs wherever posted. THIS IS A NON-SMOKING BUILDING.
4. Check for frayed or damaged electrical cords. Report them to your supervisor.
5. Do not run electrical cords under carpets or chair pads.
6. Do not overload electric outlets or power strips. Do not use power strips as extension cords by connecting one power strip into another power strip. All power strips should be connected directly into the wall outlet and only one per outlet.
7. Turn off or unplug appliances when not in use, especially coffee makers and space heaters.
8. Put at least 36 inches of empty space between your portable heater and everything else: walls, furniture, papers, magazines, curtains, etc. Things that burn shouldn't be close to things that heat. SPACE HEATERS NEED SPACE.
9. Do not let trash overflow in wastebaskets or collection areas.
10. Do not block corridors, stairwells or exit doors from your suite.
11. Do not prop open stairwell, corridor or other fire doors. If these doors are propped open and there is a fire, smoke can easily spread throughout the building.
12. **Never** store anything in the stairwells. There should be nothing in the stairwells that can burn or that can restrict traffic flow. Remember, the stairwells are your means of exiting in an emergency.
13. Check lighting in corridors, stairwells and exit signs. Report any malfunctioning lights.
14. Store any permitted flammable liquids, oily rags or combustible materials in Fire Department approved containers.
15. When you leave your office, keep doors closed. In the event of a fire, closed doors will limit the spread of fire and smoke.

GENERAL INFORMATION: EARTHQUAKE

ALL SUITE/FLOOR WARDENS & MONITORS:

1. Know location of possible safe refuge areas outside and away from the building in case evacuation is necessary. In most cases, it is safer to remain inside the building.
2. It is recommended that you have:
 - a First Aid Kit (check & maintain quarterly);
 - a transistor radio and flashlight with extra batteries (check & maintain quarterly);
 - heavy gloves in case of broken glass;
 - women should have a pair of rubber soled shoes;
 - if you are on any medication, have a 72 hour (minimum) supply with you at all times;
 - water: store extra bottles of water, rotate the bottles regularly.
3. Reduce non-structural hazards. For example: secure top heavy objects - bookcases, filing cabinets, etc. to structural elements of building. Remove all heavy objects from high shelves and secure cleaning liquids and other chemicals on shelves to prevent spillage.
4. Have a plan for reuniting your family. You will not be able to function at work effectively if you are worried about your family, Make sure they know what to do. Have an out of state contact person. So later if you are able to use a phone, you can check to see who is accounted for.
5. First Aid Training is **highly** recommended.
6. For more information on Earthquake Preparedness contact the American Red Cross or your local Fire Department.

DURING AN EARTHQUAKE:

1. **Get under a desk, table or other sturdy object and hold on. Or brace yourself against a wall in the core of the building. Protect your head.**
REMEMBER: DUCK, COVER & HOLD.
2. Stay away from windows, bookcases, filing cabinets and any objects that may fall or shatter. Do not dash for exits, since stairwells may be damaged. Do not use elevators until they are checked for safety.
3. Do not be surprised if electricity goes off.
4. Do not smoke or use matches or lighters in case of gas leaks.

AFTER AN EARTHQUAKE:

1. Check for injured and assist. Do not attempt to move a seriously injured person unless they are in immediate danger of further injury.
2. Inspect your floor for damage. Check for fires. Check utilities - gas and water leaks and electrical shorts.
3. If you suspect a gas leak DO NOT use matches, cigarette lighters or turn on electrical switches or appliances. If you smell gas, contact Engineering or Management immediately.
4. Open doors carefully. Watch for falling objects.
5. Wear shoes and gloves for protection from debris and broken glass.
6. Stay away from windows/glassed areas.
7. Replace telephone receivers, so telephone system will work. **However, telephones should be used for emergency calls ONLY.**
8. Listen to radio for emergency reports.
9. Do not cause panic with the spreading of rumors regarding the building condition, extent of damage and injuries, etc.
10. Cooperate with Public Safety Officials.

BE PREPARED FOR AFTERSHOCKS.

WHEN CAN OCCUPANTS GO HOME?

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

EMERGENCY SUPPLY CHECKLIST - FOR EACH INDIVIDUAL

The following is a list of recommended supplies for all occupants. Remember you may be on your own for 72 hours.

- _____ First Aid Kits and First Aid Book
- _____ Portable radio and extra batteries
- _____ Flashlights and extra batteries or lightsticks
- _____ Whistle
- _____ Water - 2 quarts to 1 gallon per person per day
- _____ Food - packaged, canned, survival food bars, etc.
(Can opener - non electric)
- _____ Sturdy shoes
- _____ Heavy gloves
- _____ Change of clothing
- _____ Large plastic bags for trash, waste and water protection
- _____ Extra prescription for medicines
- _____ Extra glasses or contact case and solution
- _____ Cash (ATM's may not work)
- _____ EMERGENCY PHONE CONTACTS, INCLUDING OUT OF STATE CONTACT

Supplies should also be stored in your car and at home. For additional information on recommended supplies contact the American Red Cross.

BE PREPARED.

BOMB THREAT INSTRUCTIONS

A bomb threat may be received by phone or mail at any time. Thousands of bomb threats are received and fortunately most of them are just that - threats. However, every threat should be taken seriously and investigated.

WRITTEN THREATS

For a letter or parcel bomb look for: excessive postage; no return address; excessive weight; incorrect titles; restrictive markings, such as confidential or personal; oily stains or discolorations. (See next page for additional recognition points.)

Save all materials, envelopes and containers. Avoid unnecessary handling to preserve fingerprints, handwriting, printing, postmarks, etc. Preservation of evidence is essential.

Upon receipt of a written threat or suspicious package:

1. Prevent anyone else from handling it.
2. Call the Police Department. Notify the Fire Safety Director/Security and Suite/Floor Warden.
3. Follow instructions of Emergency Personnel.

TELEPHONE THREATS

The majority of threats are communicated by the telephone. **Remain calm.** Write down the exact wording of the threat. Ask questions, for example:

When is the bomb going to explode?

Where is it right now?

What does it look like?

Why are you doing this?

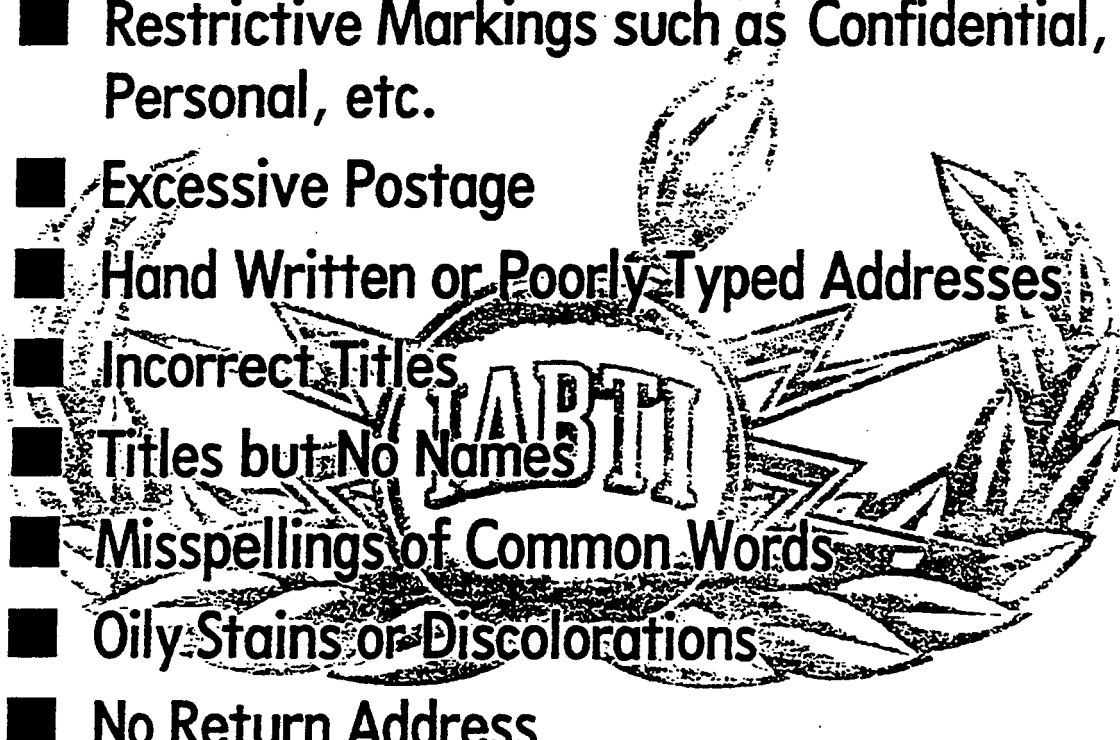
Note background sounds, caller's voice and accents. Do not put the caller on hold, and don't hang up until the caller does.

Upon receiving a telephone threat:

1. Immediately notify the Police Department, Fire Safety Director/Security and your Suite/Floor Warden.
2. Fill out a telephone bomb threat questionnaire as soon as possible. (See Bomb Threat Report Form)
3. Follow instructions of Emergency Personnel.

WARNING!

LETTER AND PARCEL BOMB RECOGNITION POINTS

- 
- Foreign Mail, Air Mail and Special Delivery
 - Restrictive Markings such as Confidential, Personal, etc.
 - Excessive Postage
 - Hand Written or Poorly Typed Addresses
 - Incorrect Titles
 - Titles but No Names
 - Misspellings of Common Words
 - Oily Stains or Discolorations
 - No Return Address
 - Excessive Weight
 - Rigid Envelope
 - Lopsided or Uneven Envelope
 - Protruding Wires or Tinfoil
 - Excessive Securing Material such as Masking Tape, String, etc.
 - Visual Distractions

BOMB THREAT CHECK LIST

QUESTIONS TO ASK:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

EXACT WORDING OF THE THREAT

SEX OF CALLER: _____
RACE: _____ AGE: _____
LENGTH OF CALL: _____

Number at which call was received:

TIME: _____ DATE: __/__/__

NAME: _____
POSITION: _____
PHONE NUMBER: _____

CALLER'S VOICE:

| | |
|----------------|-----------------------|
| _____ Calm | _____ Nasal |
| _____ Angry | _____ Stutter |
| _____ Excited | _____ Lisp |
| _____ Slow | _____ Raspy |
| _____ Rapid | _____ Deep |
| _____ Soft | _____ Ragged |
| _____ Loud | _____ Clearing Throat |
| _____ Laughter | _____ Deep breathing |
| _____ Crying | _____ Cracking Voice |
| _____ Normal | _____ Disguised |
| _____ Distinct | _____ Accent |
| _____ Slurred | _____ Familiar |

If voice is familiar, who did it sound like?

BACKGROUND SOUNDS:

| | |
|------------------------|---------------------|
| _____ Street noises | _____ Factory |
| _____ Crockery | _____ Machinery |
| _____ PA system | _____ Animal Noises |
| _____ Music | _____ Static |
| _____ House noises | _____ Local |
| _____ Motor | _____ Long Distance |
| _____ Cellular | _____ Phone Booth |
| _____ Office machinery | |
| _____ Other: | _____ |

THREAT LANGUAGE:

| | |
|-------------------|--------------------|
| _____ Well spoken | _____ Incoherent |
| _____ (Educated) | _____ Taped |
| _____ Foul | _____ Message read |
| _____ Irrational | |

REMARKS: _____

KEEP CALLER ON PHONE AS LONG AS POSSIBLE. DON'T HANG UP.

SEARCH PROCEDURES

It is very important that someone familiar with the area, search the area. Look for anything unusual or out of place. You are looking for something that should not be there. Explosives can be packaged in a variety of containers. The container is likely to be a common article such as a shoe box, cigar box, a book, a grocery bag, an athletic bag, an airline bag, a suitcase, an attache case or briefcase. Anything that does not belong or whose presence cannot be explained is a "suspicious" object. For example: a book in the restroom, or a package in the stairwell, etc.

A search begins with the following sequence:

1. Outside areas - shrubs, trash, parking area.
2. Public areas - building entrance, lobby, stairwells, restrooms, elevators, etc.
3. Floors - start with the basement and move upwards.
4. Rooms - start at outside walls and move towards center of room.

If a suspicious object is found:

1. Clear the immediate area.
2. Call the Fire Safety Director/Security or Suite/Floor Warden. Report findings. Give description of object: size, color, markings, etc. Give location of object: the building, floor, room number, location within room and proximity to utilities.
3. UNDER NO CIRCUMSTANCES SHOULD ANYONE TOUCH, OPEN, OR IN ANY WAY HANDLE THE SUSPECTED BOMB OR DEVICE.
4. Begin evacuation procedures. Leave doors open to provide explosion relief. (Explosions will follow the path of least resistance.)
5. Follow Suite/Floor Warden's instructions and evacuate the building.
6. Proceed to a safe refuge area (a minimum of 300 feet from the building).
7. Do not reenter building until instructed to do so.
8. Remain calm and do not spread rumors.

SEARCH TEAM

The Search Team includes all Building Staff, Suite/Floor Wardens, and Monitors. They must be familiar with both public and out of the way places. Search Team members should have flashlights and identification.

Building Staff: search building evacuation routes, public areas such as elevator lobbies, restrooms and stairwells.

Engineering: search maintenance areas and roof.

Suite/Floor Wardens: search their immediate area, corridor and elevator lobby. Check stairwells - one floor up and one floor down.

Monitors: search their immediate areas and public areas on their floor, ie. restrooms and elevator lobby.

Report all findings to the Fire Safety Director/Security or Emergency Personnel.

Occupants should search only their immediate areas and report the results of their search to the Suite/Floor Warden. Occupants should unlock desks, lockers, file cabinets and turn off office machinery, but leave lights on. When evacuating, remove all personal items including purses, attache cases, packages and lunch boxes which might cause unnecessary wasted searching efforts. Leave windows and doors open.

If a complete evacuation is ordered, all evacuation routes should be checked first.

If lights are off, leave them off. Do not use two-way radios during a search in the immediate suspected area. The radio transmission can cause premature detonation.

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

GENERAL INFORMATION: MEDICAL EMERGENCY

If a medical emergency arises, First Aid should be administered by someone qualified.

If outside emergency services are needed:

1. - Call the Paramedics. Give all relative information: location, the problem, etc.
 - Call Building Management or Security.
 - Notify the Suite/Floor Warden.
2. Remain with the victim. Do not move the victim unless in immediate danger of further injury. Keep comfortable and warm.
3. Building Staff will insure:
 - Elevator (usually freight) is available - manually keyed down;
 - Paramedics are met and guided.
4. Suite/Floor Warden to:
 - Arrange for someone to meet the Paramedics and direct them to the injured person.

CPR Training and First Aid courses are available from your local American Red Cross Office.





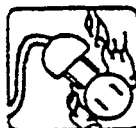



POWER OUTAGE

1. Remain calm and in place.
2. Look around your area to see if the outage is within your suite only, the entire floor or area. If it appears to be within your suite only, call the Office of the Building. If it appears to be the entire area, turn on battery-powered radio to find out what is happening.
3. Unplug all electrical equipment, movie projectors, TV sets, computers, audio-visuals and turn off light switches. When power returns, it may be in a surge and blow out light bulbs and other equipment.
4. Open window shades or drapes to provide natural lighting. Depending upon the time of year (if sun is bright), you may not want to open shades/drapes as this may heat up the office area.
5. If evacuation is necessary, use flashlight or lightsticks to assist you in evacuating.

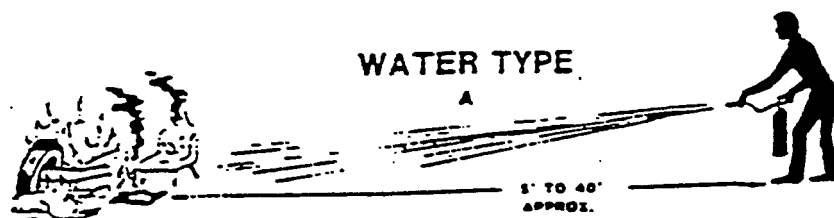
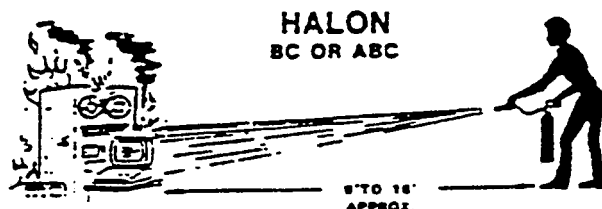
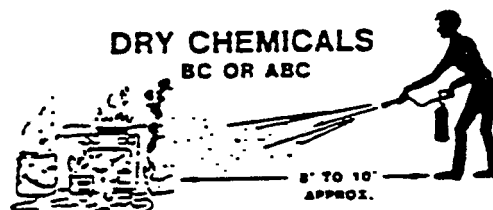
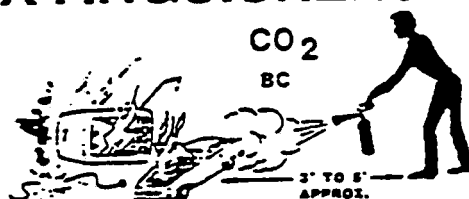
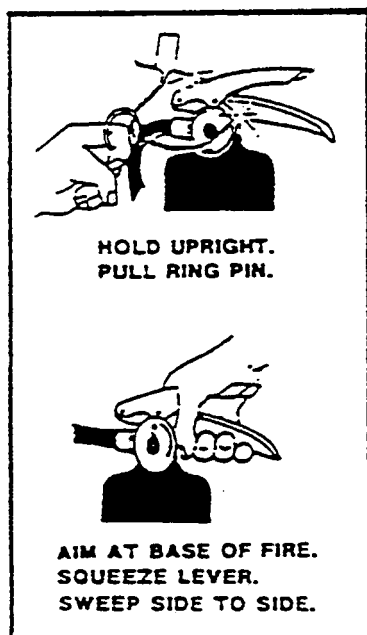
If assistance is needed in evacuating, notify the Office of the Building.

NOTE: The building has an emergency generator which is designed to power:

- Emergency lights in the stairwells, corridors, tenant space, restrooms, Fire Control room and elevator cabs;
- Elevators - one at a time to the Ground Floor and then the continuous use of one elevator on emergency power;
- Fire alarm panels, PA system, and building's fire alarm system
- Fire pump

| FIRE TYPE | EXTINGUISHING AGENT METHOD | |
|---|----------------------------|--------------------------------------|
| ORDINARY SOLID MATERIALS   | WATER FOAM | REMOVES HEAT REMOVES AIR AND HEAT |
| | DRY CHEMICAL HALON | BREAKS CHAIN REACTION |
| FLAMMABLE LIQUIDS   | FOAM CO ₂ | REMOVES AIR |
| | DRY CHEMICAL HALON | BREAKS CHAIN REACTION |
| ELECTRICAL EQUIPMENT   | CO ₂ | REMOVES AIR |
| | DRY CHEMICAL HALON | BREAKS CHAIN REACTION |
| COMBUSTIBLE METALS   | SPECIAL AGENTS | USUALLY REMOVES AIR |

HOW TO USE EXTINGUISHERS



TRAINING DOCUMENTATION

"I have read and understood the information on fire emergency procedures given to me."

[illegible]

FLOOR RESPONSE TEAM: FIRE

SUITE WARDENS & FLOOR WARDENS

SUITE WARDENS & FLOOR WARDENS: as members of the Floor Response Team, responsible for overseeing occupant instruction, supervising and ensuring safe and complete evacuation or relocation during a fire, other emergency or fire drill. The Floor Response Team is under the supervision of the Fire Safety Director. Floor Wardens are assigned to single tenant floors. Suite Wardens are assigned to each tenant on multi-tenant floors.

PRE-EMERGENCY PLANNING

1. With the assistance of the Fire Safety Director:
 - a. **MULTI-TENANT FLOORS:** **Each tenant** must select a Suite Warden and Group Leader and alternates.
SINGLE TENANT FLOORS: **Each tenant** must select a Floor Warden, Stairwell Monitors (one for each stairwell), Search Monitors and Traffic Monitor.
 - b. Assign Monitors to assist anyone with a physical disability. A person with a physical disability is **anyone** who will need assistance walking down the stairs.
2. Read the Floor Response Team Manual.
3. Each Floor Response Team should discuss procedures through specific "what if" situations.
4. Instruct all occupants within your tenant area on:
 - a. Building Evacuation Procedures.
 - b. Location of Safe Refuge Areas within and outside of building.
 - c. Location of emergency exits and their termination points.
 - d. Safe Stairwell Procedures.
 - e. Location and use of fire alarms and fire extinguishers.
 - f. Location of First Aid Kits.
 - g. Familiarize occupants with responsibilities of all Floor Response Team Members.
5. Instruct all new employees. NOTE: Floor Response Team Manuals and an Emergency Procedures audio-visual presentation are available as training guides.

6. After all fire drills, complete Fire Drill Report. (last page of manual).
7. Know floor layout and all areas within your tenant area that will need to be searched.
8. Be prepared to communicate status reports to Fire Safety Director regarding the emergency.
9. Keep up-to-date list of all physically impaired persons.
10. Make periodic review of Floor Response Team Members. Assign new members as needed.
11. Develop awareness for safety conditions, fire violations and potential hazards. For e.g. **stairwell or corridor doors blocked open**, improper lighting, frayed cords, overloaded outlets, electrical extension cords used for permanent wiring, obstructed halls and corridors, trash build-ups, etc..
12. If for any reason you should discontinue employment in this building, you are requested to notify the Fire Safety Director (Office of the Building).

EMERGENCY ACTIONS: Upon notification of an emergency (by occupant or if you discover a fire):

1. **Call the Fire Department (9-1-1)** or verify that the Fire Department has been called. Give exact location and all known facts.

Call the Fire Safety Director. Give exact location and all known facts.

Activate the alarm.

2. Verify presence of Monitors at areas of responsibilities. If not present, assign an occupant.
3. Quickly assess conditions in your immediate area:
If there are adverse conditions:
 - **Confine** fire. Close all doors.
 - Attempt to extinguish the fire, if safe to do so. Never attempt to extinguish the fire alone. Use the "buddy system."
4. **Clear** the area. Direct all occupants to safe stairwell to begin evacuation procedures. Verify all occupants have evacuated. On Multi-tenant floors, the Suite Warden is responsible for searching their tenant area and restrooms. On single tenant floors, Search Monitors are responsible for checking the floor; Floor Wardens should verify Search Monitors have cleared the floor. (NOTE: If your safety is threatened, immediately begin evacuating the floor.)
5. Unless instructed otherwise, have occupants: **WALK DOWN, EVACUATE THE BUILDING, AND PROCEED TO A SAFE REFUGE AREA.**
6. At the Safe Refuge Area, take a head count. Ask if anyone knows if anyone is missing.
7. Give status report including location of any occupants who are physically disabled to Building Emergency Personnel or Fire Department Personnel.
8. Keep occupants grouped, quiet and calm. Remain with occupants and await further instructions.

IF YOU HEAR THE ALARM, IMMEDIATELY BEGIN YOUR EVACUATION PROCEDURES - STEPS 4 - 8. ASSUME ALL ALARMS ARE REAL.

REMEMBER: The alarm sounds on THREE FLOORS - the floor where activated, the floor above, and the floor below.

FLOOR RESPONSE TEAM: EARTHQUAKE
SUITE WARDEN/FLOOR WARDEN

PRE-EMERGENCY PLANNING

1. Read General Information: Earthquake.

EMERGENCY ACTIONS - DURING AN EARTHQUAKE: DUCK, COVER, & HOLD.

1. Brace yourself in the core of the building (the core is the center of the building - the elevator lobby and corridor area). Or get under a desk or other sturdy object and hold on. Stay away from windows, bookcases, filing cabinets or anything else that may fall or shatter.

EMERGENCY ACTIONS - AFTER AN EARTHQUAKE:

1. Enlist Floor Response Team if possible. Check for injuries and fires. Inspect floor for damage. Check utilities - gas, water leakage and electrical shorts. Use caution opening doors. Watch for falling objects.
2. Assess conditions and determine the necessity for immediate evacuation. IF life threatening, begin evacuation. **Generally, it is safer to remain inside the building.**
3. Receive reports from Monitors/Wardens, including stairwell inspection report.
4. Report status to Fire Safety Director. Include injuries, deaths, building damage and potential hazards. If communications are not working, send alternate Floor Warden, Monitors or occupants as "runners" to give status report.
5. Keep occupants away from windows. Keep occupants quiet and calm. Restrict use of phone. Discourage occupants from leaving until authorized. Monitor conditions and await further instructions. **BE PREPARED FOR AFTERSHOCKS.**

If evacuation is ordered - follow Fire Emergency Procedures:

- Direct occupants to safe stairwell.
 - Remind occupants to be prepared for aftershocks and to be careful of falling debris, electrical wires and hazardous areas as they exit.
 - Assemble occupants at Safe Refuge Area outside and away from the building. Take head count. Report status to Fire Safety Director via Monitor, Suite/Floor Warden, or "runner".
6. Listen to radio for emergency reports. Keep occupants informed to discourage spreading of rumors.
 7. Cooperate with all Public Safety Officials.

FLOOR RESPONSE TEAM: BOMB THREAT

SUITE/FLOOR WARDEN

PRE-EMERGENCY PLANNING

1. Read General Information: Bomb Threat.
2. Know search procedures.
3. Be familiar with your search area - immediate floor area, corridor and elevator lobby.

EMERGENCY ACTIONS

Upon notification of bomb threat by Fire Safety Director:

1. Notify Floor Response Team to begin search procedures as trained.
2. If instructed by Fire Safety Director, direct occupants to **visually** search their immediate areas. Do not touch anything unusual or out of place.
3. Report all findings to the Fire Safety Director.
4. If a suspicious object is found - clear the area and begin evacuation. Notify the Fire Safety Director immediately.

If evacuation is ordered:

1. Direct occupants to take all necessary belongings. Unlock desks and file cabinets. Leave doors open and proceed to the nearest emergency exit. Walk down the stairs and exit the building. Proceed to a Safe Refuge Area a minimum of 300 feet away from the building.
2. Assemble occupants at Safe Refuge Area outside and keep away from the building.
3. Keep occupants quiet and calm. Take head count.
4. Discourage spreading of rumors.
5. Follow instructions of Public Safety Officials.

FLOOR RESPONSE TEAM: FIRE

GROUP LEADER

GROUP LEADER: as members of the Floor Response Team on Multi-Tenant Floors, responsible for directing occupants to emergency exits and leading occupants to a Safe Refuge Area.

PRE-EMERGENCY PLANNING

1. Read Floor Response Team Manual.
2. If for any reason you should discontinue employment in this building or floor, you are requested to notify the Fire Safety Director.
3. Develop an awareness of safety conditions, fire violations and potential hazards. For example: **corridor or stairwell doors blocked open**, improper lighting, frayed cords, over-loaded outlets, electrical extension cords used for permanent wiring, obstructed halls and corridors, trash build-ups, etc.

EMERGENCY ACTIONS

Upon notification of an emergency:

1. Lead occupants to safe stairwell. Direct anyone attempting to use the elevators to the stairwells. Before opening stairwell doors, feel stairwell door for heat and open cautiously to check for smoke. If the door is hot or there is smoke, direct occupants to other stairwell.
2. If safe, lead occupants down the stairs. Keep to one side. Occupants will **evacuate the building and proceed to the designated Safe Refuge Area**.
3. Keep occupants grouped together. Assist Suite Warden in taking a head count. Suite Wardens will give a status report to Building Emergency Personnel.
4. Remain with occupants and await further instructions.

REMEMBER: The alarm sounds on THREE FLOORS - the floor where activated, the floor above, and the floor below. **ASSUME ALL ALARMS ARE REAL.**

FOR ANY FIRE EMERGENCY - REMEMBER 3 C'S:

CLEAR THE AREA, CONFINE THE FIRE BY CLOSING DOORS, AND MOST IMPORTANTLY, CALL THE FIRE DEPARTMENT.

FLOOR RESPONSE TEAM: EARTHQUAKE
GROUP LEADER

PRE-EMERGENCY PLANNING

1. Read General Information: Earthquake.

EMERGENCY ACTIONS - DURING AN EARTHQUAKE: DUCK, COVER, & HOLD:

1. Brace yourself in the core of the building (the core is the center of the building - the elevator lobby and corridor area). Or get under a desk or other sturdy object and hold on. Stay away from windows, bookcases, filing cabinets, or anything else that may fall or shatter.

EMERGENCY ACTIONS - AFTER AN EARTHQUAKE:

1. Assess conditions and determine the necessity for immediate evacuation. IF life threatening, begin evacuation. **Generally, it is safer to remain inside the building.**
2. Check for injuries and fires. Inspect floor for damage. Check utilities - gas, water leakage and electrical shorts. Use caution opening doors. Watch for falling objects.
3. Check stairwells for unsafe conditions.
4. Report status to Suite Warden. Include injuries, deaths, building damage and potential hazards.
5. Await instructions from Suite Warden/s or Fire Safety Director.
6. Assist Suite Warden in keeping occupants calm and quiet, and away from windows.
BE PREPARED FOR AFTERSHOCKS.

If evacuation is ordered - follow Fire Emergency Procedures:

- Lead occupants to Safe Refuge Area outside and away from the building. Use safe stairwell/s.
 - Remind occupants to be prepared for aftershocks and to be careful of falling debris, electrical wires and hazardous areas.
 - Assist Suite Warden in assembling occupants, taking head count, and keeping occupants calm and quiet.
7. Listen to radio for emergency reports. Keep occupants informed to discourage spreading of rumors.
 8. Cooperate with all Public Safety Officials.

FLOOR RESPONSE TEAM: BOMB THREAT

GROUP LEADERS

PRE-EMERGENCY PLANNING

1. Read General Information: Bomb Threat.
2. Know search procedures.
3. Be familiar with your search area: within tenant area, and stairwells one floor up and one floor down. Remember stair- well doors will lock behind you - so prop door open **temporarily**. Close door when search is completed.

EMERGENCY ACTIONS

Upon notification of a bomb threat by Fire Safety Director or Suite Warden:

1. Begin bomb search procedures.
2. If instructed, direct occupants to **visually** search their immediate area. Do not touch anything unusual or out of place.
3. Report all findings to the Suite Warden.
4. If a suspicious object is found - clear the area and begin evacuation. Notify the Suite Warden immediately.

If evacuation is ordered:

1. Direct occupants to take all necessary belongings, unlock desks and file cabinets, leave doors open and proceed to the nearest emergency exit.
2. Lead occupants to a Safe Refuge Area outside and away from the building - a minimum of 300 feet from the building.
3. Keep occupants quiet and calm.
4. Discourage spreading of rumors.
5. Follow instructions of Public Safety Officials.

FLOOR RESPONSE TEAM: FIRE

STAIRWELL MONITORS, TRAFFIC MONITORS, SEARCH MONITORS

STAIRWELL MONITORS: as members of the Floor Response Team, responsible for checking safety of designated stairwell and leading occupants to the Safe Refuge Area.

TRAFFIC MONITORS: as members of the Floor Response Team, responsible for assisting evacuation movements by directing occupants to emergency exits.

SEARCH MONITORS: as members of the Floor Response Team, responsible for a systematic search of all floor areas. Search Monitors should **always** work in pairs.

PRE-EMERGENCY PLANNING

1. Read Floor Response Team Manual.
2. Develop an awareness of safety conditions, fire violations and potential hazards. For example: **corridor or stairwell doors blocked open**, improper lighting, frayed cords, over- loaded outlets, electrical extension cords used for permanent wiring, obstructed halls and corridors, trash build-ups, etc..
3. With the assistance of the Floor Warden:

Stairwell Monitors: assign stairwell to each Stairwell Monitor; know termination points of stairwells; know Safe Refuge Areas within and outside the building; know building evacuation policy; be prepared to remind occupants of safe stairwell procedures.

Traffic Monitors: determine the location to best direct occupants/visitors in times of emergency. For example: near elevator lobby or at intersection of two corridors.

Search Monitors: prepare area search - set route and list rooms to be searched. For example: restrooms, storage areas, offices, etc. If restrooms are locked, take keys.

EMERGENCY ACTIONS - Upon notification of an emergency:

1. **Stairwell Monitors:** proceed to your designated emergency exit. Feel door for heat and check stairwell for smoke. If not safe, direct occupants to other emergency exit and notify Floor Warden. If safe, walk down. Keep to one side. The Fire Dept. will be using the stairwells to get to the fire. **WALK DOWN. EVACUATE THE BUILDING. PROCEED TO THE SAFE REFUGE AREA.**

Traffic Monitors: proceed to pre-determined location. Direct occupants/visitors to emergency exits. Redirect anyone attempting to use elevators. When floor is clear or directed to do so, proceed to emergency exit. **WALK DOWN. EVACUATE THE BUILDING. PROCEED TO THE SAFE REFUGE AREA.**

Search Monitors: proceed along pre-determined route to search for occupants unaware of the emergency or in need of assistance. Direct to proper emergency exit. During search, **use caution** - feel all doors for heat before opening; close doors of areas checked. Always search in pairs. When floor is clear or directed to do so, proceed to emergency exit. **WALK DOWN. EVACUATE THE BUILDING. PROCEED TO THE SAFE REFUGE AREA.**

Stairwell Monitors, Traffic Monitors & Search Monitors:

2. At Safe Refuge Area, keep group together, calm and quiet. Assist Floor Warden with head count (ask if anyone knows if anyone is missing).
3. Report all findings to Floor Warden. The Floor Warden will report to the Fire Safety Director.
4. Standby for further instructions.

REMEMBER: The alarm sounds on THREE FLOORS - the floor where activated, the floor above, and the floor below. **ASSUME ALL ALARMS ARE REAL.**

FOR ANY FIRE EMERGENCY - REMEMBER 3 C'S:

CLEAR THE AREA, CONFINE THE FIRE BY CLOSING DOORS, AND MOST IMPORTANTLY, CALL THE FIRE DEPARTMENT.

FLOOR RESPONSE TEAM: EARTHQUAKE

STAIRWELL MONITORS, TRAFFIC MONITORS, SEARCH MONITORS

PRE-EMERGENCY PLANNING

1. Read General Information: Earthquake.

EMERGENCY ACTIONS - DURING AN EARTHQUAKE: DUCK, COVER, & HOLD.

1. Brace yourself in the core of the building (the core is the center of the building - the elevator lobby and corridor area). Or get under a desk or other sturdy object and hang on. Stay away from windows, bookcases, filing cabinets or anything else that may fall or shatter.

EMERGENCY ACTIONS - AFTER AN EARTHQUAKE:

1. Assess conditions and determine the necessity for immediate evacuation. IF life threatening, begin evacuation. **Generally, it is safer to remain inside the building.**
2. Check for injuries and fires. Inspect floor for damage. Check utilities - gas, water leakage and electrical shorts. Use caution opening doors. Watch for falling objects.
3. Stairwell Monitors - check stairwells for unsafe conditions.
4. Report status to Floor Warden. Include injuries, deaths, building damage and potential hazards.
5. Await instructions from Floor Warden or Fire Safety Director. Assist Floor Warden in keeping occupants calm and quiet, and away from windows. **BE PREPARED FOR AFTERSHOCKS.**

IF evacuation is ordered - follow Fire Emergency Procedures:

- Stairwell Monitors: lead occupants to Safe Refuge Area outside and away from the building. Use safe stairwell/s.
 - Traffic Monitors: report to monitoring location; direct occupants to emergency exits. Redirect anyone attempting to use elevators.
 - Search Monitors: search along designated route for occupants.
 - Remind occupants to be prepared for aftershocks and to be careful of falling debris, electrical wires and hazardous areas.
 - Assist Floor Warden in assembling occupants, taking head count, and keeping occupants calm and quiet.
6. Listen to radio for emergency reports. Keep occupants informed to discourage spreading of rumors. Cooperate with all Public Safety Officials.

FLOOR RESPONSE TEAM: BOMB THREAT

STAIRWELL MONITORS, TRAFFIC MONITORS, SEARCH MONITORS

PRE-EMERGENCY PLANNING

1. Read General Information: Bomb Threat.
2. Know search procedures.
3. Be familiar with your search area:

Stairwell Monitors: immediate floor area and stairwells, one floor up and one floor down. Remember stairwell doors will lock behind you - prop door open **temporarily**. Close stairwell door when search is completed.

Traffic Monitors: immediate floor area, elevator lobby and corridors.

Search Monitors: immediate floor area, restrooms, conference rooms, kitchen/lunchrooms, storage rooms, etc..

EMERGENCY ACTIONS

Upon notification of a bomb threat by Fire Safety Director or Floor Warden:

1. Begin bomb search procedures.
2. If instructed, direct occupants to visually search their immediate area. Do not touch anything unusual or out of place.
3. Report all findings to your Floor Warden.
4. If a suspicious object is found - clear the area and begin evacuation. Notify the Floor Warden immediately.

If evacuation is ordered

1. Direct occupants to take all necessary belongings, unlock desks and file cabinets, leave doors open and proceed to the nearest emergency exit.
2. Stairwell Monitors: proceed to designated emergency exit. Lead occupants to Safe Refuge Area outside and away from building, at least 300 feet from the building.

Traffic Monitors: report to traffic monitoring location and direct occupants to emergency exits. Redirect anyone attempting to use the elevators.

Search Monitors: search along pre-determined route for occupants and direct them to emergency exits.

3. Assemble occupants at Safe Refuge Area outside and away from building.
4. Keep occupants quiet and calm.
5. Discourage spreading of rumors.
6. Follow instructions of Public Safety Officials.

FLOOR RESPONSE TEAM: FIRE

ASSISTANTS FOR THE PHYSICALLY IMPAIRED

ASSISTANTS FOR THE PHYSICALLY IMPAIRED: as members of the Floor Response Team, responsible for assisting the physically impaired in times of emergency. Physically Impaired is defined as anyone who will need assistance walking down the stairs.

PRE-EMERGENCY PLANNING

1. Read General Information: Fire.
2. Assistants will be assigned by the Suite/Floor Warden to aid anyone with a physical disability. Know location and type of disability. Meet with the physically impaired individual and discuss the best method in assisting them.
3. Methods for transporting occupants with restricted mobility are available from the Fire Safety Director. Ask for Evacuation Procedures for the Physically Impaired.
4. Develop an awareness of safety conditions, fire violations and potential hazards. For e.g.: **corridor or stairwell doors blocked open**, improper lighting, frayed cords, overloaded outlets, electrical extension cords used for permanent wiring, obstructed halls and corridors, & trash build-ups.

EMERGENCY ACTIONS: Upon notification of an emergency:

1. Proceed to location of assigned person and assist.

In a fully sprinklered building, the physically impaired person and the assistants may choose to enter stairwell and remain there. One assistant should stay with the physically impaired individual, the other should notify the Fire Safety Director or Emergency Personnel of your location. Stairwell phones are located at Levels 4, 7, and 10 in Stairwells #1 and #2.

IF further evacuation is necessary, assist physically impaired person or gain assistance from the Fire Department.

NOTE: Wheelchairs shall enter stairwells last, so as not to block evacuation traffic flow and/or Emergency Personnel.

2. Remain with occupant until emergency is over or given instructions by the Fire Department.

REMEMBER: The alarm sounds on THREE FLOORS - the floor where activated, the floor above, and the floor below. **ASSUME ALL ALARMS ARE REAL.**

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FLOOR RESPONSE TEAM: EARTHQUAKE

ASSISTANTS FOR THE PHYSICALLY IMPAIRED

PRE-EMERGENCY PLANNING

1. Read General Information: Earthquake.

EMERGENCY ACTIONS - DURING AN EARTHQUAKE: DUCK, COVER, & HOLD.

1. Brace yourself in the core of the building (the core is the center of the building - the elevator lobby and corridor area). Or get under a desk or other sturdy object and hold on. Stay away from windows, bookcases, filing cabinets or anything else that may fall or shatter.

EMERGENCY ACTIONS - AFTER AN EARTHQUAKE:

1. Proceed to assist assigned person.
2. Assess conditions and determine the necessity for immediate evacuation or relocation. IF life threatening, begin evacuation. Check stairwells for unsafe conditions before evacuating. **Generally, it is safer to remain inside the building.**
3. Follow instructions from Emergency Personnel.
4. Be prepared for aftershocks.

If evacuation is ordered - follow Fire Emergency Procedures:

- Assist assigned person to Safe Refuge Area outside and away from building. Seek assistance if necessary.
 - Report relocation status to Fire Safety Director.
 - Remain with assigned person.
5. Listen to radio for emergency reports. Discourage spreading of rumors.
 6. Cooperate with all Public Safety Officials.

BE PREPARED FOR AFTERSHOCKS.

FLOOR RESPONSE TEAM: BOMB THREAT

ASSISTANTS FOR THE PHYSICALLY IMPAIRED

PRE-EMERGENCY PLANNING

1. Read General Information: Bomb Threat.

EMERGENCY ACTIONS

If evacuation is ordered

1. Proceed to assist assigned person. Notify Fire Safety Director of your location.
2. Proceed to Emergency Exit.
3. Assist assigned person to Safe Refuge Area outside and away from the building.
Seek assistance if necessary.
4. Remain with assigned person at Safe Refuge Area.
5. Follow instructions of Emergency Personnel.

FIRE DRILLS

Fire drills are **required** on each floor of a high-rise building a minimum of once a year. **Participation is mandatory.**

The purposes of the drill are to instill in the minds of all occupants the correct procedures necessary to ensure the safety of life and the joint testing of building emergency equipment and staff duties.

Fire drills should be a practice of the building's emergency procedures. A fire drill would begin with the sounding of the fire alarm on the selected floor/s. Observers (Building Staff or alternate Suite/Floor Wardens) should be stationed at strategic locations throughout the drill to observe the actions of Suite/Floor Wardens, Monitors and occupants when the alarm sounds.

Observations will be made for:

1. Quick response of all Suite/Floor Wardens and Monitors to their designated stations.
2. Response of occupants in evacuating the floor.
3. Closing of all office doors to help confine the fire and limit the spread of fire and smoke.
4. Following correct evacuation procedures.
5. Taking a head count at Safe Refuge Area.
6. Reporting to Building Emergency Personnel the location of any occupants who are physically impaired and that evacuation is complete.

CRITIQUE

1. Points which should be covered: not hearing the alarm or PA system; fire equipment blocked or unusable; exits and hallways blocked; debris in stairwells; doors propped open; office doors not closed; duties not understood or carried out, including procedures for the "physically impaired"; and response of all occupants.
2. All Suite/Floor Wardens shall turn in a completed fire drill report in keeping with the requirement for annual fire drill documentation.

FIRE DRILL REPORT: SUITE/FLOOR WARDENS

SUITE #: _____ Date: _____
TIME DRILL BEGAN: _____ TIME FLOOR CLEARED: _____
ELAPSED TIME: _____ minutes
FLOOR EVACUATED TO (LOCATION): _____

Place a YES or NO answer on the spaces provided for those items which are applicable to your floor or suite.

COMMUNICATIONS:

_____ Was the fire alarm clearly heard in all areas?
_____ Was the PA system clearly heard in all areas?

SUITE/FLOOR WARDENS & MONITORS:

_____ Suite/Floor Wardens & Monitors reported to their respective stations?
_____ Suite/Floor Wardens & Monitors carried out all assigned duties?

CONTAINMENT OF FIRE:

_____ Were all office doors closed?

EVACUATION:

_____ Corridors and exits kept cleared?
_____ Did the evacuation proceed in a smooth and orderly manner?
_____ Did all occupants take part in the drill?
_____ Did visitors to the floor take part in the drill?
_____ Was status report given to Emergency Personnel at the Safe Refuge Area?

INDIVIDUALS WITH A PHYSICAL DISABILITY:

_____ Did any individual with a physical disability wait at stairwell with their assigned assistant/s?
_____ Did Suite/Floor Warden or Assistant use stairwell communication to report their location?

RECORDS:

_____ Were important documents and cash secured or prepared for removal?

REMARKS AND RECOMMENDATIONS: Explain all NO answers. Use the reverse side for additional comments, problems encountered, etc..

This report is to be completed immediately after each fire drill and a copy sent to the Fire Safety Director.

SIGNATURE: _____
(SUITE/FLOOR WARDEN)

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