

Property Emergency Procedures Manual



ijo at Playa Vista

12130, 12150 & 12180 Millennium

Playa Vista, CA 90094

1. Introduction

i|o at Playa Vista in cooperation with Allied Universal Security Services and the Los Angeles City Fire Department have compiled this manual for 12130, 12150 & 12180 Millennium, Playa Vista, California to help ensure the safety of the building's occupants in the event of an emergency and to comply with the provisions of the California Code of Regulations, Title 19, Sections 3.09 and 3.10, and the Los Angeles Municipal Code. This Campus Style property, although not a high rise, has structured its program accordingly.

The material in this manual pertaining to Title 19 of the California Code of Regulations is required by law. Additional procedures outlined for Earthquake, Bomb Threat, Medical Emergency, etc., are recommendations only. For further legal requirements and information regarding such situations, refer to the appropriate agency.

The provisions of Sections 3.09 and 3.10, Title 19 of the California Code of Regulations require that persons responsible for new and existing high-rise buildings comply with the Emergency Pre-Fire Planning and Evacuation Requirements as set forth therein. Owners, managers, operators, administrators and tenants of each office building in the state of California shall comply with these requirements or be subject to prosecution and penalties, including fines, as set forth in Title 19 of the California Code of Regulations.

This manual and its contents shall remain the property of the building and be made readily available to members of the Fire Department upon demand.

The author of this manual does not assume responsibility in the event of any emergency that should occur. He does not assume responsibility if building management does not keep The Emergency Procedures Manual current. All technical information within The Emergency Procedures Manual was provided by building staff.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities.

2. Property Contact Information and Forms

2.1. Emergency Phone Numbers

Call 9-1-1
The seven digit emergency numbers should only be used if you encounter a problem with the 9-1-1 system or if using a cellular phone.

Fire Department	911	*800-688-8000
Paramedics	911	*800-688-8000
Police	911	*800-ASK-LAPD
Parking Enforcement		213-623-6533
Poison Control		800-876-4766
Animal Control		213-222-7138
Suicide Prevention		310-391-9253
Rape Crisis Hotline		310-392-8381
* Use this number if a problem occurs with		911
<u>Hospitals/Emergency Care</u>		
Playa Vista Medical Center 6020 S. Seabluff Dr., #1		310-862-0400
Marina Del Rey Hospital 4650 Lincoln Blvd.		310-826-8911
<u>Emergency Prevention</u>		
LAPD Anti-Terrorism		877-A-Threat
FBI		310-477-6565
<u>Utilities</u>		
Department of Water and Power		800-342-5397
Southern California Gas Company		800-427-2000

ijo at Playa Vista
Playa Vista, CA 90094

Property Staff Contact Information

ijo at Playa Vista
12150 Millennium Drive
Playa Vista, CA 90094

310-862-9490

Property Management Office
Raquel Martin, Sr. Property Manager
Jennifer Tisdale-Cook, Property Administrator

310-862-9490 (office)

310-862-9490 (office)

Engineering Team
Mike Ruelas, Chief Engineer
Brandon Leal, Journeyman

310-862-9490

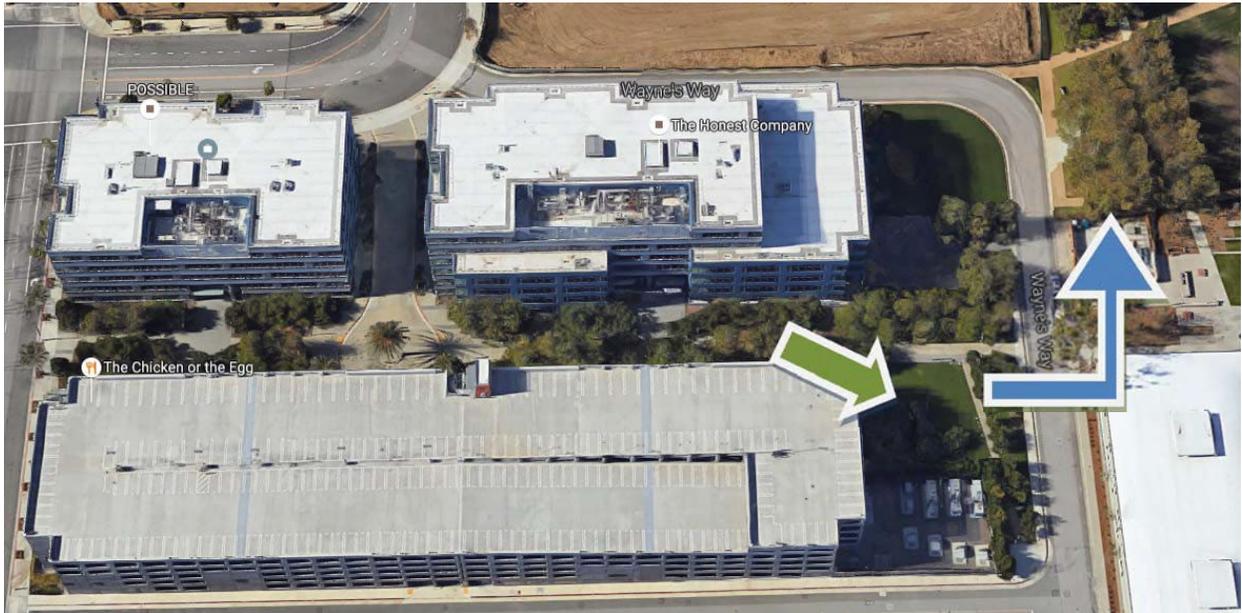
ijo Security
12180 Security Desk
12180 Security Cell Phone
12130 Security Desk

310-862-9407

213-259-7593

310-862-9858

Safe Refuge Locations



12180 Millennium Dr & Restaurant

Safe Refuge: Walk east toward the 12130 Millennium building. Your safe refuge area is in the grassy area around the hammocks and bbq grilling station on the east side of i/o's campus.

12130 Millennium Dr

Safe Refuge: Walk east toward Wayne's Way (the private road between i/o and the 72andSunny campus). Cross Wayne's Way, veering left of the wood fence and up the slight incline. Your safe refuge area is around the picnic and open grass area of Central Park approximately 25 paces after crossing Wayne's Way.

EMERGENCY RESPONSE TEAM INSTRUCTIONS

Please be aware that it is the responsibility of each tenant to comply and maintain accurate and detailed records of the following information:

- ✓ *One (1) Floor Warden (required per floor for full floor tenants); for multi-tenant floors, each suite is required to provide one (1) Suite Monitor. Also, please designate one (1) Alternate (required per floor/suite).*
- ✓ *Searcher(s) and Alternate(s)*
 - *Walks the entire floor/suite to make sure everyone has evacuated. After checking each room to confirm no one is inside and the door is closed (but not locked), places post-it note on lower half of the door to clearly identify to emergency crews that the room has been evacuated. Informs Floor Warden when assigned area has been evacuated.*
- ✓ *Stairwell Monitor(s) and Alternate(s)*
 - *Manages stairwell evacuation. Stops occupants from entering the stairwell with safety hazards like bulky objects or food/drink.*
- ✓ *Elevator Monitor(s) and Alternate(s)*
 - *Makes sure occupants do not use the elevator. Directs everyone to the stairwell.*
- ✓ *Safe Refuge Representative and Alternate(s)*
 - *Takes employee count at safe refuge, noting any employees who reported for work that day but are unaccounted for. Reports this information to the building or emergency crew representative.*
- ✓ *A Physically Impaired Persons Roster including Assistance Monitors for Impaired People*
 - *Impaired: Anyone who cannot walk down one flight of stairs unassisted. This includes pregnancy, a bad back, asthma or any unapparent or temporary disabilities.*
 - *Each impaired person requires a minimum of (2) Assistance Monitors.*
 - *Assistance Monitors will escort Impaired Person to stairwell, waiting until stairwell is clear before entering. At that time, one monitor stays with the Impaired Person and the second monitor goes to the area of refuge to check in.*
- *We suggest the tenant's Floor Warden (or Suite Monitor, as applicable) be responsible for keeping these lists up-to-date. The Physically Impaired Persons Roster must be updated immediately when changes occur and a copy must be given to the Office of the Building as soon as possible.*



Emergency Response Team Roster

Tenant Name: _____ Floor/Suite: _____

Tenant Contact: _____ Date of Update: _____

1. Floor Warden/Suite Monitor and Alternate -

One (1) Floor Warden (required per floor for full floor tenants); for multi-tenant floors, each suite is required to provide one Suite Monitor

Name	Phone Number	Suite	Email

2. Searcher(s) and Alternate(s) – *(A minimum of one searcher is needed per floor. Two recommended for full floor.)*

Name	Phone Number	Suite	Email

3. Stairwell Monitor(s) and Alternate(s) – *(One monitor is needed per stairwell)*

Name	Phone Number	Suite	Email

4. Elevator Monitor and Alternate

Name	Phone Number	Suite	Email

5. Safe Refuge Representative and Alternate

Name	Phone Number	Suite	Email

Submitted by:

Name (print): _____ Email Address: _____

Deliver, email or fax completed form to:

i/o at Playa Vista Management Office
12150 Millennium Dr., Suite 100
Playa Vista, CA 90094
Phone: (310) 862.9490 Fax: (310) 862.9491

Physically Impaired Persons Roster

Tenant Name: _____ Suite: _____

Tenant Contact: _____

Phone: _____ Date of Update: _____

Physically Impaired Personnel and Assistance Monitors

Please list the physically impaired personnel, indicate whether temporary or permanent impairment by circling T or P, and assign two Assistance Monitors permanently assigned for each individual. Assistance Monitors will assist each physically impaired person in the case of an evacuation. (Physically impaired personnel should include unapparent and temporary disabilities, such as asthma, a bad back, pregnancy, a sprained ankle, etc.)

Physically Impaired Person	Phone Number	Assistance Monitors	Phone Number	Suite
T		1.	1.	
P		2.	2.	
T		1.	1.	
P		2.	2.	
T		1.	1.	
P		2.	2.	
T		1.	1.	
P		2.	2.	

Submitted by:
Name (print): _____ Email Address: _____

Deliver, email or fax completed form to:

i|o at Playa Vista Management Office
12150 Millennium Dr., Suite 100
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3. **Fire Procedures**

3.1. **General**

i|o at Playa Vista is equipped with a Fire Safety System that will allow notification to the Fire Control Room upon activation of any of its devices (i.e. smoke detectors, manual pull stations, water flow, etc.).

IF FIRE OR SMOKE IS DISCOVERED:

1. **SAFETY OF LIFE:** If the fire is in an occupied room, remove anyone from the immediate danger. Confine the fire or smoke by closing doors as you leave the area.
2. **NOTIFICATION:** Activate the manual pull station.
 - Notify the Fire Department. Dial 9-1-1. The following seven-digit emergency number for your area, as a secondary contact, should be used only if a problem occurs in the 9-1-1 system. **800-688-8000**

Give them the following information:

- Building Name: **i|o at Playa Vista**
- Building Address: **12130, 12150 or 12180 Millennium
Playa Vista, CA 90094**
- Nearest Cross Street: **Campus Center Drive**
- Floor / Suite Number:
- Nature of Emergency:
- Your Call-Back Telephone Number:
- If time permits and it is safe to do so, notify Property Management at **310-862-9490**.

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

3. **FIRE FIGHTING:** --- *If the fire is small, you are trained to do so and it is safe to do so, you may attempt to extinguish the fire with a fire extinguisher. If you decide not to fight the fire, leave the area immediately and close all doors as you leave.*
 4. **EVACUATION:** Proceed to the nearest, safest exit or stairwell and begin to evacuate, unless told to do otherwise by the Building staff or the Fire Department, or begin assigned duties.
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If during business hours (Monday through Friday, 8:00am to 6:00pm), a fire alarm device has activated, the building personnel will follow the procedures outlined under “**THEIR SITE SPECIFIC CATEGORIES.**”

IF TRAPPED INSIDE AN OFFICE OR AREA:

- Close as many doors as possible between you and the fire.
- Wedge cloth material along the bottom of the door to keep out smoke.
- Use telephone (if available) and notify fire department of your problem. Next, call your alternate and Security at **310-862-9407** and tell them your situation and that you are unable to carry out your assigned duties.
- If windows can be opened and you must have air, open the window. Break window only as a last resort as it will become impossible to close if it is necessary.

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).

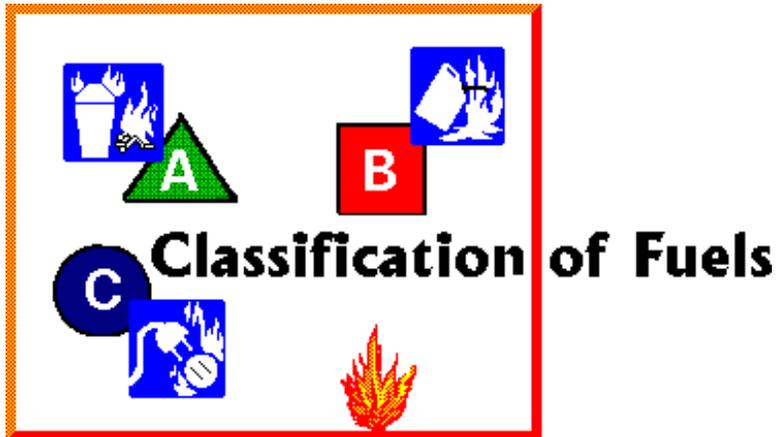
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Upon alarm activation or notification

The onsite Fire Safety Director will coordinate the building staff to make sure the elevator is placed on stand-by, management and additional personnel are at their designated locations, such as; on the curb waiting to escort the Fire Department

Follow the steps listed below.

1. Verify that the fire department has been notified
2. Verify that all available staff have reported to their assigned duty areas
3. Start and maintain the building emergency status report
4. Continue communication with tenant contacts utilizing the telephones.
5. Advise building management of the situation and the steps taken.
6. Stand by to assist as emergency responders arrive.
7. Dispatch personnel to check status on Fire-Life Safety Systems, and to take the safest route outside to help the Assistant Fire Safety Director to take “roll call” at the Safe Refuge Areas (for 12180 tenants, located at [the hammock area](#) on the east side of the parking structure / for 12130 & 12150 tenants, located approximately 25 paces past Wayne’s Way crossing on the east side of campus). Please refer to our Safe Refuge Location map for more additional details.
8. Relay updates on the people who may need assistance, or who are missing to the Fire Department.
9. Establish a base of communications or a command post if necessary.



Not all fires are the same, and they are classified according to the type of fuel that is burning. If you use the wrong type of fire extinguisher on the wrong class of fire, you can, in fact, make matters worse. It is therefore very important to understand the four different fire classifications.



Class A - Wood, paper, cloth, trash, plastics

Solid combustible materials that are not metals. (Class A fires generally leave an Ash.)



Class B - Flammable liquids: gasoline, oil, grease, acetone

Any non-metal in a liquid state, on fire. This classification also includes flammable gases. (Class B fires generally involve materials that Boil or Bubble.)



Class C - Electrical: energized electrical equipment

As long as it's "plugged in," it would be considered a class C fire. (Class C fires generally deal with electrical Current.)

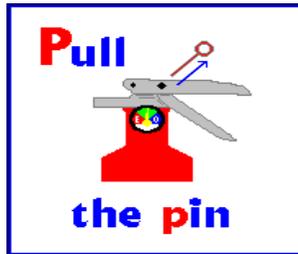


Class D - Metals: potassium, sodium, aluminum, magnesium

Unless you work in a laboratory or in an industry that uses these materials, it is unlikely you'll have to deal with a Class D fire. It takes special extinguishing agents (Metal-X, foam) to fight such a fire.

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It's easy to remember how to use a fire extinguisher if you can remember the acronym **PASS**, which stands for **Pull, Aim, Squeeze, and Sweep**.



Pull the pin.
This will allow you to discharge the extinguisher.



Aim at the base of the fire.
If you aim at the flames (which is frequently the temptation), the extinguishing agent will fly right through and do no good. You want to hit the fuel.



Squeeze the top handle or lever.
This depresses a button that releases the pressurized extinguishing agent in the extinguisher.



Sweep from side to side
until the fire is completely out. Start using the extinguisher from a safe distance away, then move forward. Once the fire is out, keep an eye on the area in case it re-ignites.

3.8.1 Types of Fire Extinguishers



Dry Chemical extinguishers are usually rated for multiple purpose use. They contain an extinguishing agent and use a compressed, non-flammable gas as a propellant.



Halon extinguishers contain a gas that interrupts the chemical reaction that takes place when fuels burn. These types of extinguishers are often used to protect valuable electrical equipment since they leave no residue to clean up. Halon extinguishers have a limited range, usually 4 to 6 feet. The initial application of Halon should be made at the base of the fire, even after the flames have been extinguished.



Water These extinguishers contain water and compressed air and should only be used on Class A (ordinary combustibles) fires.



Carbon Dioxide (CO₂) extinguishers are most effective on Class B and C (liquids and electrical) fires. Since the gas disperses quickly, these extinguishers are only effective from 3 to 8 feet. The carbon dioxide is stored as a compressed liquid in the extinguisher; as it expands, it cools the surrounding air. The cooling will often cause ice to form around the “horn” where the gas is expelled from the extinguisher. Since the fire could re-ignite, continue to apply the agent even after the fire appears to be out.

4. Evacuation Procedures

4.1. Specific Evacuation Procedures

DEFINITION

Webster's, *"To withdrawal from a place in an organized way, especially for protection."*

RELOCATION

"The act or process of moving from one place to another." (Synonym: Move, Removal).

FIRE DEPARTMENT DEFINITIONS – EVACUATION AND PANIC CONTROL

Panic: A sudden unreasoning terror often accompanied by mass flight.

Horizontal Evacuation: The movement of people across floors to safe refuge areas, stairwells, fire escapes, etc.

Vertical Evacuation: The movement of either down or up the stairwells, fire escapes.

SPECIFIC EVACUATION PROCEDURES

Upon activation of an Alarm device or a fire situation exists, an immediate evacuation will be conducted. A full building evacuation will be conducted for each alarm activation.

OUTSIDE RELOCATION AREAS

While it is usually advisable to go downward in a building during an alarm, since smoke and heat rise, there are times when it may become necessary to go to an upper floor or the roof. This should only be done if lower floors are untenable due to heat or smoke or if directed by building staff or the Fire Department.

Once evacuation has taken place, the Suite Monitors & Floor Wardens will take a head count. Ask occupants if everyone has evacuated. Review your employee list. Make sure all visitors are accounted for. Suite Monitors & Floor Wardens will report any missing occupants and the location of the physically impaired to Building Staff or Fire Department Personnel.

If evacuated outside, occupants should **proceed out the building toward the hammock area and proceed 300 feet away from the property**, to prevent them from being injured by falling glass or debris and interfering with Fire Department operations. If possible, no one should cross busy streets and be careful at driveways.

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Remain in the relocation or safe refuge area until advised by the fire department or Building Management Personnel.

4.2. Defending In Place

At some point it may be impossible for you to evacuate or relocate. The option of defending in place should be considered. If you are unable to evacuate or relocate:

- Move to an outside office as far from the fire as possible.
- Close all doors between you and the fire on the way.
- Place cloth under the doors to prevent smoke from entering.
- Call 911 or 800-688-8000 to report your location
- Place brightly colored material on the exterior window to mark your location.
- If you can open a window and need air, you may do so. **BREAK A WINDOW ONLY AS A LAST RESORT**, you will be unable to close it.
- Remain calm. Help will get to you.

4.3. Stairway Safety Instructions

During evacuation, it is important for all occupants to follow safe stairwell procedures:

- Remain quiet and calm.
 - Remove high-heeled shoes to avoid tripping (carry them with you.)
 - Use handrail that is most continuous.
 - Keep to one side. Walk in single file. Emergency Personnel will be coming up the stairs.
 - Move quickly, but do not run.
 - Allow others to enter into stairwell flow, but do not unnecessarily hold up traffic.
 - Provide assistance for those who are slower moving or physically impaired.
 - Evacuate and proceed to a safe refuge area.
 - All injuries should be treated at stairwell landings when required and safe to do so.
 - Do not smoke.
 - Do not spread false information, rumors, etc.
 - Complete evacuation. Do not congregate in stairwell.
 - Do not carry food and/or beverages into the stairwell as they may spill and cause a slip and fall hazard.
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LOCKED STAIRWELL INFORMATION:

Stairwell doors are unlocked from the corridor side on all floors. The following doors are unlocked:

Ground exit and roof.

PRESSURIZATION

The stairwells are pressurized.



4.4. Safe Refuge Area

The safe refuge areas may be selected by representatives of each suite. However, the safe refuge area chosen must be a minimum 300 feet from the building and out of the path of arriving emergency vehicles. In addition, building management must be made aware of the safe refuge area chosen by occupants to facilitate the collection of employee head count lists and ease of communication with the fire department. To facilitate the collection of evacuation head counts, floor wardens shall complete their head counts and report to The Fire Safety Director.

IN THE EVENT OF A BOMB THREAT, IF EVACUATION IS REQUIRED, A SAFE REFUGE AREA WILL BE DETERMINED AT THAT TIME.

On a case-by-case basis the Fire Safety Director and/or Senior Management will determine if a building evacuation is necessary. If an evacuation is called, the Fire Safety Director, along with Security will evacuate the building via “word of mouth,” as not to cause panic.

4.5. Evacuation for the Physically Impaired

A. REQUIREMENT

1. Physically Impaired Defined: 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, a physically impaired person is any person with a disability, temporary or permanent, who cannot walk down one flight of stairs, is considered as a person needing assistance. This person can be further defined as anyone who would have difficulty evacuating or relocating to a safe refuge area either inside or outside the building, or slows down the evacuation of other occupants within the building.
2. Examples of a person needing assistance include, but may not be limited to:
 - Persons confined to wheel chairs
 - Persons dependent on crutches, canes, walkers, etc.
 - Persons recovering from surgery
 - Pregnant women
 - Persons with significant hearing or sight impairment
 - Extreme cases of obesity

B. CONFIDENTIALITY OF INFORMATION

Building Management needs to know the name of every impaired person in their building. Every person placed on a list of a person needing assistance during an 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.

C. MONITOR ASSISTANTS

Monitor Assistants to the physically impaired must be assigned prior to an emergency. Those assigned must know the Safe Refuge Areas within the building (stairwells or three floors below the fire floor) and how to best assist the occupant who is physically impaired.

SPECIAL INSTRUCTIONS FOR THE PHYSICALLY IMPAIRED

D. PRE-EMERGENCY ACTIONS:

- a. Prior to an emergency, select two assistants to assist you in an emergency. Meet with the Assistants to discuss your special needs in case of an emergency. Be sure to tell them how best to assist you.
- a. Decide on a meeting spot. Example: By your desk or at a designated stairwell.
- b. If applicable, have assistants be familiar with various lifts and carries.

E. DURING AN EMERGENCY:

- a. Upon hearing the fire alarm, meet your assistants at designated meeting spot and proceed to the stair well.
- b. Enter the stairwell last and remain on the landing. Be sure to close the door behind. One assistant should notify Building Staff or Fire Department Personnel of your location. For example: on the 2nd floor in Stairwell #2. The other assistant will remain with you in the stairwell. If further evacuation is necessary, the assistant may assist you to three floors below the fire floor to a re-entry floor.
- c. Remain calm. Help is on the way. The Fire Department's first priority is rescuing people.

F. DURING AN EMERGENCY: IF YOU ARE ALONE

- a. Do not use the elevator.
 - b. Feel any door for heat before opening it.
 - c. Proceed to the safest stairwell; enter onto the landing area.
 - d. Keep the stairwell door closed.
 - e. Make sure you tell everyone who goes down the stairs to tell the Fire Department what floor you are on and what type of assistance you require.
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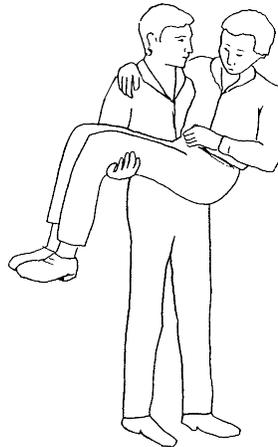
G. DURING AN EMERGENCY: IF YOU CAN NOT LEAVE YOUR OFFICE

- a. DO NOT PANIC
 - b. Close as many doors as possible between you and the fire.
 - c. If possible, wedge cloth material along the bottom of the door to keep smoke out.
 - d. Immediately call the Fire Department at 9-1-1 or if a problem occurs with 9-1-1 system, call **800-688-8000**.
 - i. Tell them you cannot get out.
 - ii. Tell them you are physically impaired and in what way.
 - iii. Give them your address and suite number as well as the nearest cross street.
 - iv. Give them the number you are calling from in case the Fire Department needs to call you back.
 - v. Stay where you are.
 - e. If the windows are operable and you must have air, open the window. Break the window only as a last resort, as it will become impossible to close it if necessary.
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4.5.1. One-Person Arm Carry

If the rescuer is physically able and the victim is small, he or she may use the one-person arm carry to lift and carry the victim by:

- Reaching around the victim's back and under the knees.
- Lifting the victim while keeping the rescuer's back straight and lifting with the legs.



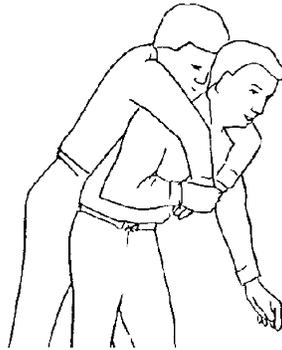
One-Person Arm Carry, which shows the rescuer holding the victim around the victim's back and under the knees.

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

4.5.2. Pack Strap Carry

Another way for a single rescuer to lift a victim safely is by using the one-person pack-strap carry. Using this method, the rescuer should follow the steps outlined below:

- Step 1: Stand with his or her back to the victim.
- Step 2: Place the victim's arms over the rescuer's shoulders and grab the hands in front of the rescuer's chest.
- Step 3: Hoist the victim by bending forward slightly, until his or her feet just clear the floor.



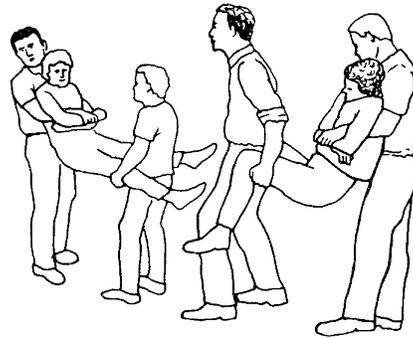
One-Person Pack-Strap Carry in which the rescuer places the victim's arms over his or her shoulder and grabs the victim's hands over his or her chest, then hoists the victim by bending over slightly.

4.5.3. Two Person Carry

Victim removal is easier when multiple rescuers are available. With two rescuers, a victim may be removed using a two-person lift.

- Rescuer 1: Squat at the victim's head and grasp the victim from behind around the midsection. Reach under the arms and grasp the victim's forearms.
- Rescuer 2: Squat between the victim's knees, facing either toward or away from the victim. Grasp the outside of the victim's legs at the knees.

Both rescuers: Rise to a standing position, keeping backs straight and lifting with the legs. Walk the victim to safety.

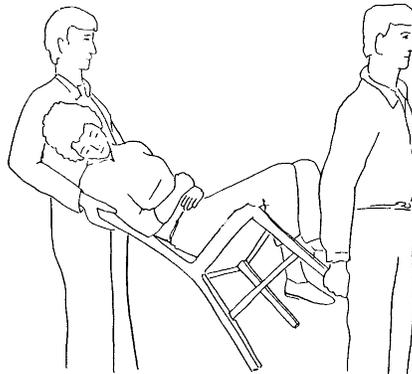


Two-Person Carry in which rescuer 1 squats at the victim's head and grasps the victim from behind at the midsection. Rescuer 2 squats between the victim's knees, grasping the outside of the knees. Both rescuers rise to a standing position. As an alternate, rescuer 2 may hold both the victims legs to the side near the hip.

4.5.4. Chair Carry

Two rescuers can also remove a victim by seating him or her on a chair: This technique may also be used for persons in a non-motorized wheelchair.

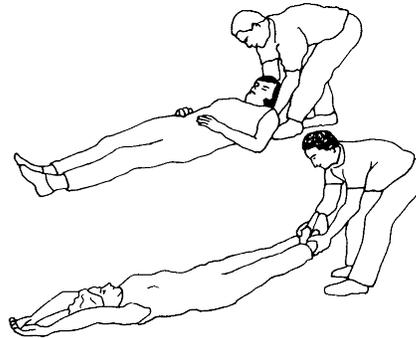
- Rescuer 1: Facing the back of the chair, grasp the back uprights.
- Rescuer 2: Facing away from the victim, reach back and grasp the two front legs of the chair.
- Both rescuers: Tilt the chair back, lift, and walk out.



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

4.5.5. Drags

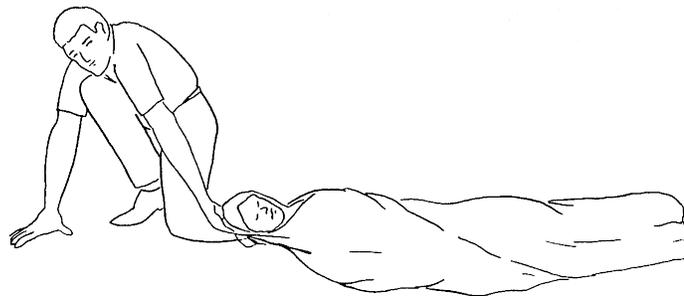
Rescuers can also drag a victim out of a confined area by grasping either under the arms or by the feet and pulling across the floor. However, unless there is no other way to remove the victim and the victim's removal is time critical, you should not use this drag when debris may cause additional injury.



Correct Drag Technique, showing the rescuer grasping the victim by either the feet or shoulders and dragging him or her clear of the hazard.

When necessary, one rescuer can use the blanket drag by following these steps:

- Step 1: Wrap the victim in a blanket.
- Step 2: Squat down and grasp an edge of the blanket.
- Step 3: Drag the victim across the floor.



Blanket Drag, showing the victim wrapped in a blanket with the rescuer squatting at the victim's head. The rescuer grasps the blanket behind the victim's head and drags him or her clear of the hazard.

5. Earthquake Procedures

5.1. Before An Earthquake

The Earthquake, which occurred in the San Fernando Valley on January 17, 1994, measured 6.8 on the moment magnitude scale. It caused billions of dollars in the property damage, left thousands homeless and took 61 lives. It was, however, **NOT THE "BIG ONE."** According to the Governor's Office of Emergency Services, substantial parts of California will experience a catastrophic earthquake in the near future.

When this quake occurs, it may be the worst disaster in the United States History. Depending on the location of the epicenter and time of day, there may be over 20,000 deaths and another 83,000 injuries. When this earthquake occurs, our emergency services (Fire Department, Police Department, etc.) will be severely overtaxed and may not be able to respond to your needs for at least 72 hours. In addition, hospitals may not have adequate resources to take care of the patients that they have, much less additional patients as a result of the earthquake.

Although your safety, and the safety of tenants cannot be guaranteed, there are things that can be done to increase the chances of survival. These procedures are designed to assist in preparing for the earthquake before it occurs and provide guidelines to follow during the disaster. Preparedness is the key to safety and a quick recovery.

Mitigation

Non-structural hazards must be identified and every effort must be made to correct potentially dangerous situations. This includes securing furniture such as book cases, wall units or other items that could fall and injure someone or block an evacuation route. In some cases, this may not be feasible. For this reason, awareness of the existence of these problems is of the utmost importance.

Assess Your Own Work Area:

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

5.2. *During An Earthquake*

- a. REMAIN CALM – Do not panic and do not attempt to go outside. Protect yourself.
- b. ACT QUICKLY – Move away from windows, temporary walls or partitions, and freestanding objects such as files, cabinets, shelves and hanging objects.
- c. 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.
- d. HOLD – If you take cover under a sturdy piece of furniture, hold onto it and be prepared to move with it.
- e. 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.

NOTE: Doorways should not be used as safe refuge or overhead protection.

IF YOU ARE OUTSIDE:

- a. 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.

5.3. *After An Earthquake*

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

- a. CHECK FOR DAMAGE – Carefully inspect your area for damage and potentially dangerous situations and plan for aftershocks.
 - b. 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 wardens or Fire Safety Director should keep you informed of what has happened and what you should do.
-
-

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- c. CHECK FOR INJURED PERSONS – Render, or find someone who can render first aid to any injured personnel. Floor wardens or building management should have access to basic first aid kits.
- d. DO NOT MOVE VICTIMS UNLESS ABSOLUTELY NECESSARY.
- e. ALERT – Floor wardens and Property Management to anything needing their attention.
- f. LOCATE A BATTERY-POWERED RADIO to receive important instructions and information.
- g. RUMORS – Discourage the spreading of rumors. Misinformation can cause confusion and panic.

5.4. Earthquake Evacuation

Determine in advance the safest exit from your work location and 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.

- a. **DO NOT** evacuate unless told to do so or if danger is imminent.
- b. **FOLLOW INSTRUCTIONS** given by emergency personnel.
- c. **DO NOT RUN.** Walk and keep noise to a minimum.
- d. **DO NOT USE ELEVATORS.**
- e. **DO NOT PUSH OR CROWD.** Use handrails in stairwells and move to the right if you encounter emergency personnel.
- f. **MOVE** to your designated evacuation area unless otherwise instructed. Check doors for heat before opening.
- g. **ASSIST NON-AMBULATORY**, visually impaired, and hear-impaired persons if they are present.

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?

- a. 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.
 - b. Many 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. Building 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 on that floor.
 - c. If you have a medical or other emergency, press the telephone call button in the elevator car and speak with the operator. Be sure to tell the operator the number of the elevator car you are in.
-
-

WHEN CAN YOU GO HOME?

- a. It is in your best interest that in the event of an earthquake or community wide disaster during normal working hours that all employees should remain at work.
- b. It may be too dangerous to attempt to go home right away.
- c. Take earthquake preparedness actions now so you are comfortable staying at the property for up to 72 hours.
- d. It will be beneficial to listen to radio reports for areas and roads that have sustained damage. Wait until you know that the roads you need to get home are in fact undamaged and traffic is flowing.
- e. While you're waiting, make yourself available to help fellow employees and floor wardens recover from the incident as soon as possible.
- f. Remember, your family's financial well-being will greatly depend on how quickly businesses can recover and return to normal operations.

6. Other Emergencies

6.1. Medical Emergencies Procedures

1. Obtain the following information:

- Nature of the emergency _____
- Age of injured party _____
- Sex of injured party _____
- Location of injured party _____
- Condition of injured party _____
- Name of injured party _____
- Call back phone number _____

2. Call Paramedics: Dial 9-1-1. If problem on 9-1-1, call **800-688-8000**

Give them the following information:

Building Name	ijo at Playa Vista
Building Address	12130/12150/12180 Millennium, Playa Vista, CA 90094
Nearest Cross Street	Campus Center Drive
Floor or Suite Number	
Nature of the Emergency	
Condition of the Injured Person	
Your callback number	

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

3. Call Property Management to advise them of the medical emergency. **310-862-9490.**

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4. **Have the Freight Elevator placed on Medical Stand-by at the lobby.** Notify the Fire Safety Director and On-Duty Engineer, via radio.
5. Someone representing Property Management should meet the paramedics outside the main entrance to the building. Provide the paramedics with all pertinent information and escort them to the injured party's location.
6. Gather and document all Pertinent Information about the Medical situation and the victim involved. Stay/escort the Paramedics while assisting the victim. Write a report and document if transported (Paramedics, time, local hospital, etc.).

6.2. Bomb Threat Procedures

There is a remote possibility that staff members or tenants could receive a bomb threat. People become involved in this type of activity for a number of reasons. They may have a grudge against a certain person or company, or may be mentally unstable and want to create a panic. Others do it in connection with terrorism, other types of criminal activity, for publicity, or simply to take time off from work. Although 99% of all bomb threats are false, whatever the reason, they should all be taken seriously. Pre-emergency planning and proper action can prevent a potentially dangerous situation.

Bomb threats are as the word applies a threat. No device has been found. Once a suspicious object is located or initially found, then it becomes a "Bomb Scare." A bomb threat will usually get you a Police response, but generally speaking, not the Bomb Squad. A bomb scare on the other hand is cause for the Bomb Squad to respond.

Upon notification of a bomb threat:

DIAL 9-1-1. The following 7-digit emergency phone number should be used only if a problem occurs in the 9-1-1 system: **800-ASK-LAPD**

1. Notify the proper authorities:

Property Management **310-862-9490**

Police Department 9-1-1 / **800-ASK-LAPD**

Give the exact location and all known facts.

- Building Name: **ijo at Playa Vista**
- Building Address: **12180 Millennium
Playa Vista, CA 90094**
- Nearest Cross Street: **Campus Center Drive**
- Floor / Suite Number:
- Nature of Emergency:
- Your Call-Back Telephone Number:

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

2. Ensure that the “threat conversation” is documented as accurately as possible and as soon as possible. To assist the Police and to aid in completing reports, use the “Bomb Threat Check List” for guidance that is included in this section.
3. 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 evaluated and re-entry restricted and controlled by proper authorities. All items left behind shall be under the control of the proper authority for inspection. Any strange objects or objects out of place should be “Suspect.” Do not attempt to handle or move any object that might be considered suspicious.

6.2.1 Search Techniques

For optimum effectiveness, the search of tenanted spaces should be conducted by the individuals familiar with the area involved. Tenants should search their suites with the help of Property Management. Building Staff should search common areas and equipment rooms. When searching, always check the outside perimeter of a room first. If i|o at Playa Vista receives the threat directed to Ownership or Management, a perimeter check will be conducted.

Upon discovery of a suspected bomb/device

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- a. Ensure that the device is not moved or covered, noting its description (walkie-talkie sets, cordless or cellular phones should NOT be permitted in the area or used at the time).
- b. Call the police department: 9-1-1 or **800-ASK-LAPD** if the 9-1-1 number is busy.
- c. Keep Property Management informed of all current facts. Control entry to the area until relieved of responsibility or given further instructions from the Police Department Bomb squad.
- d. Simultaneously, commence evacuation of the area or floor. Utilize floor response teams as communication messengers.
- e. After relocation, be prepared to assist the authorities as required or requested
- f. When evacuation in response to a bomb threat or the discovery of a bomb/device consider the safety of primary and secondary evacuation routes before use.
- g. Advise the appropriate authorities as to current activities, situation and possible relocation site if applicable.

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BOMB THREAT REPORT

Name of person receiving call _____

Date of call _____ Time _____ am pm

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 _____

Accent:

Local Foreign Regional _____ (type)

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Manner:

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

Background Noise:

- | | | | |
|--|--------------------------------------|------------------------------------|---|
| <input type="checkbox"/> Office Machines | <input type="checkbox"/> Trains | <input type="checkbox"/> Music | <input type="checkbox"/> Factory Machines |
| <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 the caller seemed familiar with our plant, building, or operation, indicate how:

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

**KEEP THE CALLER ON THE PHONE
AS LONG AS POSSIBLE.
DO NOT HANG UP FIRST!**

6.3. Power Outages Procedures

In the event of a power failure, i|o at Playa Vista is equipped with an Emergency Generator which will be activated within 10 seconds after the outage. Emergency Power will be supplied to the Fire Life Safety system, exit signs, exit lighting and one elevator will be operational in each elevator bank including a freight and garage.

Should a power outage or “rolling blackout” occur do not panic. Refer to the following instructions:

- Open all shades and blinds to optimize outside light.
- Locate flashlight to have on hand in darkened areas.
- Inform Security at 310-862-9407 of your situation and area of outage.

It is important to notify Security as the outage may not affect the entire building but just your area.

- Turn off all appliances and computers to prevent overload when the power is restored.
- Await help of building engineers to assess your area and situation.
- If you are informed to evacuate the building due to extended outages, do so via the nearest stairwell and proceed out of the building to **the exterior safe refuge areas designated by your office personnel.**
- Call your operations personnel to learn when you will be able to return to the building to resume work.

Be Prepared: Keep flashlights and spare batteries accessible.

6.3.1 Staff Duties

Security

Security is to immediately contact the Chief Engineer of any power outage.

- Monitor radios and telephones.
- Notify the Fire Safety Director and Engineering of reported outages.
- Write required reports.
- Control access to the building beyond the main lobby.
- Attempt to control exiting unless an authorized evacuation is ordered.
- Stand by for further instructions from Fire Safety Director.

Engineering

- Proceed to the Main Transformer Vault to determine if the problem is confined to the building or a result of problems in the surrounding area.
- If it is determined to be confined to the building, the appropriate repair company should be notified.
- If the City was the cause, contact them 800-821-5279
- Notify the Chief Engineer.
- Relay necessary information to Building Management and Lobby Security
- Document findings, problems and particulars about the outage.

6.4 Active Shooter

We highly encourage all tenants to view Homeland Security's "Options for Consideration: Active Shooter" training video which demonstrates possible actions to take if confronted with an active shooter scenario. The instructive video reviews the choices of evacuating, hiding, or, as an option of last resort, challenging the shooter. The video also shows how to assist authorities once law enforcement enters the scene.

<https://www.dhs.gov/options-consideration-active-shooter-preparedness-video>

Response to Active shooter - Quickly determine the most reasonable way to protect your own life.

CONTACTING AUTHORITIES - When you are safe:

- **Call Security or 9-1-1, and be prepared to give the following information concerning the incident:**
 - Your exact location (building, floor, room number)
-
-

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- Specific location and direction of the assailant(s)
- Number of assailant(s)
- Sex, race and age of assailant(s)
- Clothing color and style
- Number injured, types of injuries

Run - if there is an accessible escape path, attempt to evacuate the premises.

- *Be sure to:*
- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 9-1-1 when you are safe

Hide - if evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

- *Your hiding place should:*
- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement
- *To prevent an active shooter from entering your hiding place:*
- Lock the door
- Blockade the door with heavy furniture
- *If the active shooter is nearby:*
- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet
- *If evacuation and hiding out are not possible:*
- Remain calm
- Dial 9-1-1, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

Fight - As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
 - Throwing items and improvising weapons
 - Yelling
 - Committing to your actions
-
-

7. Building Systems and Equipment

7.1. GENERAL INFORMATION

i|o at Playa Vista is located at 12130, 12150 & 12180 Millennium, Playa Vista, CA 90094. The nearest cross street is Campus Center Drive. This two-building campus was completed in 2010 and is fully sprinklered, Type A construction.

The emergency power provides at least twelve hours of service to the Fire-Life Safety Systems.

FIRE CONTROL ROOM

The fire control room is located off the main lobby. The fire/life/safety system is monitored 24 hours a day by PyroComm through a Notifier Alarm System. The HVAC system automatically shuts down upon activation of area smoke detectors. The alarm devices include visual strobe lights, audible alarms, area and elevator smoke detectors, duct detectors, fire sprinklers and manual pull alarm boxes.

The alarm system sounds like a whooping sound which is set off on the floor of alarm activation. Elevator lobbies possess fire doors that will automatically close upon alarm activation. The Fire Department Lock Box is located just outside the main lobby to both East and West buildings.

Fire Alarm Panels:

i|o at Playa Vista is equipped with a wire/computerized fire annunciator system which monitors the sprinklers, smoke detectors, ducts, dampers and manual pull stations throughout the building.

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The building is also equipped with a Methane Alarm System that is centrally located in the Fire Control Room.

ALL ACTIVATED ALARMS WILL SOUND AT THE FIRE CONTROL PANEL

The audible is activated by any alarm condition - manual pull stations, sprinklers, and smoke detectors.

Smoke Detectors

- Smoke detectors are located in the air duct system, common corridors, passenger and freight elevator lobbies. All of the detectors will make floor notification to tenants and initiate other systems.
- The elevator lobby smoke detectors will cause the elevators to relocate to the main lobby, fire doors to close and audible alarms to be initiated.
- The common corridor smoke detectors will activate the fire doors and audible alarms.

Duct Smoke Detectors

- Locations: Return Air Ducts on Each Floor

Manual Pull Stations

- Locations: Exit Stairwell Entrances and Building Exits

Valve Tamper Switches & Water Flow Alarms

- Location: In Fire Pump Room, on all floor supply Lines in stairwells and

7.1.2. SPRINKLERS / EMERGENCY WATER SUPPLY

Sprinkler heads are activated individually by heat (approximately 165 degrees). Water will also flow if a sprinkler head is knocked off.

When replacing a sprinkler head, you must first shut off the affected valve. Next utilize the main drain on the affected floor to drain water out of the system. Once used, sprinkler heads must be replaced. Replacement heads are located in the Fire Pump Room.

Fire Department connections are outside the building on Millennium Drive. The

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sprinkler system cannot be left disable without notifying the Fire Department at 800.688.8000 and maintaining a documented fire watch.

7.1.4 In a fire emergency:

Upon activation of an elevator lobby smoke detector, elevators in that bank will recall to the Lobby Level automatically or to an alternate floor if the alarm is on the lobby level. Elevator doors will open and elevators will shut off.

7.1.5 In an earthquake:

Elevators will stop momentarily then move up or down to the closest floor - opposite its counterweight. Doors will open at that floor and elevators will remain there until inspected and reactivated by an elevator technician.

7.1.6 In a power failure:

Elevators will stop momentarily; the emergency generator will start up and all elevators will level closest to the floor in the direction it is traveling. Afterwards, one elevator will be in regular service.

Each elevator cab has emergency lights and a two-way intercom for two-way communication with Security at the security console. To activate the intercom, open the cabinet door and press the "call" button.

7.1.7. Fire Equipment

Extinguishers: Type ABC fire extinguishers are located on all floors near the stairwells and each corner of the Tower parking garage at the support column. Type ABC extinguishers are for use on fires involving wood, paper, cloth, rubber, plastic, grease, oil and electricity.

EMERGENCY POWER

The building is equipped with an emergency generator system located in the garage. Emergency power will be activated within ten (10) seconds of normal electrical failure. The generator will power the following building systems:

- Exit signs and exit illumination
 - Emergency lighting
 - Elevator lighting
 - Fire/Life safety systems
 - Fire pumps
-
-

8. *Tenant Emergency Response Team + Training*

The following positions shall participate in the annual Training of Floor Wardens:

A. Floor wardens and alternates

A person on each floor of every high-rise building shall be designated as Floor Warden. In cooperation with the Fire Safety Director, Floor Wardens shall oversee and ensure safe and complete evacuation or relocation of occupants during a fire or other emergency, or a fire drill.

Alternate Floor Wardens shall be designated for each floor and shall assume Floor Warden duties when necessary. Exemptions to this regulation may be granted only upon a written request approved by the Chief.

This person is in charge of the Life Safety Program on that floor during an emergency. There can only be one (1) Floor Warden per floor (not including alternates, of course). Multi-tenant floors will use Suite Monitors in each tenant suite, which then report to the Floor Warden.

B. Suite Monitors

This person would be in charge of a suite or tenant space and would report directly to the Floor Warden. Depending on the size of the suite or tenant space, the Suite Monitor could have a variety of monitors in the suite helping them.

C. Stairwell Monitors

A person taking up position at the stairwell to guide the occupants safely and efficiently into the stairwell. The occupants would then relocate to another floor or proceed to evacuate the building completely.

D. Elevator Monitor

Person stationed in the elevator lobby to ensure people do not use the elevator during a fire emergency. People getting off the elevator as well as people wanting to use it would be directed to the safest stairwell. It is paramount that this monitor does NOT use force to keep people from using the elevator. Documentation of people who insist on using the elevator is recommended.

E. Searchers

Could be utilized to provide a systematic and thorough search of the floor area.

Minimum Instruction

Review of Floor Warden Manual and instruction documented annually.

Each Floor Warden must be provided the most current approved section of the fire manual pertaining to Floor Wardens and shall complete documentation of having read it.

Instruction shall include a review of the Floor Warden information, and monitor duties during emergencies for fire, earthquake, bomb incident and power outages.

This training will include a provision for each individual to undergo a familiarization building tour with emphasis on:

- a. Fire Prevention
- b. Fire alarm system functions and operations of pull boxes
- c. Typical floor Fire Life Safety features and anything unique to a particular floor
- d. Corridor routes to egress to stairwells
- e. Accessibility from stairwells to the roof, to the street and to the Safe Refuge Area outside.

Documentation of this instruction must be kept on file in the Property Management Office readily available for Fire Department Inspection and the Fire and Safety Education Unit of the Fire Department.

BUILDING OCCUPANTS – all shifts

- a. Tenant and Sub-Tenant
- b. Office Managers
- c. Employees
- d. Night Crews
- e. Weekend Crews

All occupants shall be provided current emergency procedures approved by the Fire Department, and shall complete documentation that the material has been received. This information is to be kept on file in the

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Building Management Office readily available for Fire Department Inspection.

Additionally, it is a mandatory requirement for a minimum of one drill annually on individual floors. All occupants are required to participate in the drills.

Non-English Speaking Occupancy Policy

In case of multi-cultural building occupancy where a substantial number of occupants do not speak English, training must be provided by a Building Fire Safety Director or professional instructor holding a valid Certificate of Fitness, accompanied by a translator, if needed.

New Tenant /New Employee Instruction

For every new person that takes occupancy in the building, it is recommended training occur within fourteen (14) days from the first date of employment or residency.

An occupant manual will be provided to each floor warden or suite monitor. The floor warden/suite monitor may copy the manual and provide it to any new employee within his or her charge. Written documentation of the training, signed by the employee, must be returned to the fire safety director.

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The following phone numbers are alternate emergency numbers, use only if a problem occurs in the 9-1-1 system. (Dial additional digit if needed for outside line).

Fire Department: **800-688-8000**

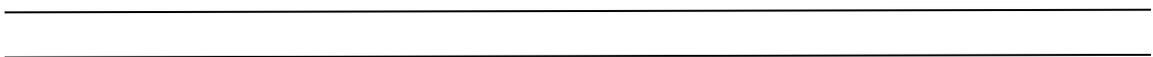
Paramedics **800-688-8000**

Police Department **800-ASK-LAPD**

UPON HEARING A FIRE ALARM

1. If leaving a room, feel the doors before opening them and do not open any that are hot. Remember to close doors behind you, but do not lock them.
2. Do not return to your office or area for personal belongings.
3. If smoke is present, stay low. The best quality air is near the floor. Do not attempt to run through heavy smoke or flames.
4. Do not use the elevators. If you are in an elevator when the alarm sounds, do not push the emergency stop button.
5. Proceed to the safest stairwell and exit the building, unless told to do otherwise by your floor warden or the building staff.

NOTE: You may be called upon to assist the Floor Warden with people who may need assistance on your floor.



IF TRAPPED INSIDE AN OFFICE OR AREA:

- a. Close as many doors as possible between you and the fire.
- b. Wedge cloth material along the bottom of the door to keep out smoke.
- c. Use telephone (if available) and notify fire department, **800-688-8000** of your problem.
- d. If windows can be opened and you must have air, open the window. Break window only as a last resort as it will become impossible to close if it is necessary.

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).

9. *Earthquake Procedure*

DURING THE EARTHQUAKE

During an earthquake you will be safer inside the building than you are outside if you do feel a tremor:

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. Avoid danger spots near windows, hanging objects, mirrors or tall furniture.

HOLD – If you take cover under a sturdy piece of furniture, hold on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move.

DO NOT ENTER OR EXIT the building during the shaking. There is danger of falling debris.

DO NOT USE THE ELEVATORS. Elevators will automatically move to the next floor in direction of travel and open.

IF YOU ARE OUTDOORS, move away from buildings, falling objects, and power lines.

AFTER THE EARTHQUAKE

BE PREPARED FOR AFTERSHOCKS. If you are outside, do not return to your office until authorized.

CHECK FOR INJURIES and administer first aid if necessary (and if qualified). Do not move victims unless absolutely necessary.

REPLACE TELEPHONE HANDSETS that have been shaken off, but do not use the telephones except to report fires or medical emergencies.

DO NOT USE ELEVATORS. When exiting, make sure that the exit is safe to use.

10. **Other Emergencies**

Medical Emergencies

A. Do not move the person.

B. **Call Paramedics, 9-1-1.** If the following emergency phone number should be used if a problem occurs in the 9-1-1 system: **800-688-8000**

- Building Name: **ijo at Playa Vista**
- Building Address: **12180 Millennium
Playa Vista, CA 90094**
 - Nearest Cross Street: **Campus Center Drive**
- Floor / Suite Number:
- Nature of Emergency:
- Your Call-Back Telephone Number:

C. - Call Property Management at 310-862-9490.

D. Try to make the victim comfortable. If you are trained in First Aid or CPR, assist as needed.

E. Gather as much information as you can about the person and his/her injury. Signs/symptoms and chief complaint of victim.

F. Have someone at the elevator lobby on the floor to direct Security Personnel and Paramedics to victim's location.

10.1 Bomb Threat

- A. Attract the attention of a co-worker. Have your co-worker call 9-1-1 to request the call on your line be traced and for Police Department response.
- B. Get as much information as possible from the caller about the bomb's location, type and time of detonation.
- C. Ask about the bomb's appearance and who is placing it.
- D. Listen for background noises or distinguishing voice characteristics that might aide police.
- E. Assure that the Los Angeles Fire Department has been notified (**9-1-1**) and relay all the information. The following 7-digit emergency number should be used only if a problem occurs in the 9-1-1 system. **800-688-8000**.
- F. Survey your immediate work area and report all suspicious items to Property Management. Do no touch a suspected bomb or unusual device.
- G. SEE BOMB THREAT FORM ON NEXT PAGE

10.2 Power Outages

- A. Remain calm and in place.
 - B. If possible, notify Property Management at 310-862-9490
 - C. Turn on battery-powered radio to find out what is happening in the area.
 - D. Unplug all electrical equipment, televisions, computers, audio visual equipment, and turn off light switches unless needed. When power returns, it may be in a surge and blow out light bulbs and other equipment.
 - E. Open window shades as it will provide natural lighting.
 - F. If evacuation is necessary, use flashlights or light sticks to evacuate to your designated areas.
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