

FLOOR WARDEN MANUAL

Pacific Center II
1615 Murray Canyon Road
San Diego, CA 92108

Introduction

The Management of this building in cooperation with the San Diego Fire Department has compiled this manual for Pacific Center II, San Diego, California to help insure 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, the San Diego Municipal Code.

Law requires the material in this manual pertaining to Title 19 of the California Code of Regulations, the San Diego Municipal Code and the San Diego Fire Code. 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 high-rise 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 San Diego Fire Department upon demand.

This manual has been prepared under the guidelines and in the format suggested by the Los Angeles City Fire Department. 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.

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Emergency Contacts

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.

	Primary	Alternate
Fire Department	911	619-238-1212
Police Department	911	619-531-2000
Paramedics	911	619-238-1212
Building Management Office	619-618-2955	
Security Desk	619-250-6335	
Poison Control Center	800-676-4766	

Pacific Center II
1615 Murray Canyon Road
San Diego, CA 92108

Nearest Cross Street: Friars Road

Floor Warden Roster

Floor Warden / Suite Monitor

Name _____

Company / Department _____

Telephone _____ Suite _____

Alternate Floor Warden/Suite Monitor Name _____ Department _____ Telephone _____	Alternate Floor Warden/Suite Monitor Name _____ Department _____ Telephone _____
Group Leaders - Multi-tenant floor Name _____ Department _____ Name _____ Department _____	Group Leaders - Multi-tenant floor Name _____ Department _____ Name _____ Department _____
Stairwell Monitors Name _____ Phone _____	Alternate Stairwell Monitors Name _____ Phone _____
Elevator Monitor Name _____ Phone _____	Alternate Elevator Monitor Name _____ Phone _____
Searchers Name _____ Department _____ Name _____ Department _____	Searchers Name _____ Department _____ Name _____ Department _____
Searchers Name _____ Department _____ Name _____ Department _____	Searchers Name _____ Department _____ Name _____ Department _____

Fire Procedures

General

If you discover fire or smoke

- 1 Safety of life is the first priority. Remove anyone in the area from immediate danger. Confine the fire by closing as many doors as possible as you leave the area.
- 2 Notification: Call the fire department at 9-1-1. If you encounter problems with the 911 system:
Dial **619-238-1212** and provide the following information:

Building Name	Pacific Center II
Building Address	1615 Murray Canyon Road, San Diego, CA 92108
Nearest Cross Street	Friars Road
Nature of the Emergency	_____
Your Floor/Suite Number	_____
Your Call Back Number	_____

Do not hang up until the emergency operator hangs up.

- 3 Fighting the fire is an option only if you are trained, you have someone with you, it is safe to do so and if it does not interfere with the performance of your emergency duties.
- 4 Evacuate adjoining areas and begin your assigned duties as defined by this manual.

If Trapped In an Office or Area

- Wedge material along the bottom of the door to keep smoke out.
- Close as many doors as possible between you and the fire.
- Call the fire department and notify them of your situation.
- If windows are operable and you need air, open the window. Break windows only as a last resort. Smoke may enter the room and it will be impossible to stop it.
- If unable to perform your assigned duties notify other staff members.

Smoke Detectors: 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. Any person who willfully and maliciously sends, gives, transmits, or sounds any false alarm of fire is guilty of a misdemeanor.

SINGLE TENANT FLOORS

IF YOU HEAR, SEE OR ARE NOTIFIED OF AN ALARM

1. Grab your employee list, flashlight and identification if possible. Before opening any door, feel the door to see if it is hot. If not hot, open cautiously. Stand behind the door; be prepared to close the door quickly.
2. If there is no smoke present, verify presence of Monitors at areas of responsibilities. If not present, assign occupant.
3. Direct all occupants to stairwell to begin evacuation procedures. On Multi-tenant floors, the Suite Monitors are responsible for searching their tenant area. Restrooms should be checked by Suite Monitor closest to the restrooms. On single tenant floors, Search Monitors are responsible for checking the floors; Floor Wardens should verify Search Monitors have cleared the floor. (Note: If your safety is threatened, immediately begin evacuating the floor.)
4. If you encounter smoke, crawl on your hands and knees along the wall to your emergency exit. Evacuate and proceed to a safe refuge area.
5. Evacuate your floor to an outside area of safe refuge.
6. At the Safe Refuge Floor/Area, take a head count. Ask if anyone knows if anyone is missing. Review your employee list. If anyone is missing, report it to the Fire Safety Director, Security, or the Fire Department Personnel. Also report the location of the physically impaired (if applicable).
7. Follow instruction from Emergency Personnel.

MULTI-TENANT FLOORS

IF YOU HEAR, SEE OR ARE NOTIFIED OF AN ALARM

1. GROUP LEADER: Grab your employee list. Verbally instruct all coworkers to evacuate. Lead all occupants to a safe stairwell. Direct anyone attempting to use the elevators to use the stairwells. Feel stairwell door for heat and open cautiously to check for smoke. If not safe, lead occupants to the other stairwell. If safe, lead the occupants down the stairs to an outside area of safe refuge. At the Safe Refuge Floor/Area, take a head count. Ask if anyone knows if anyone is

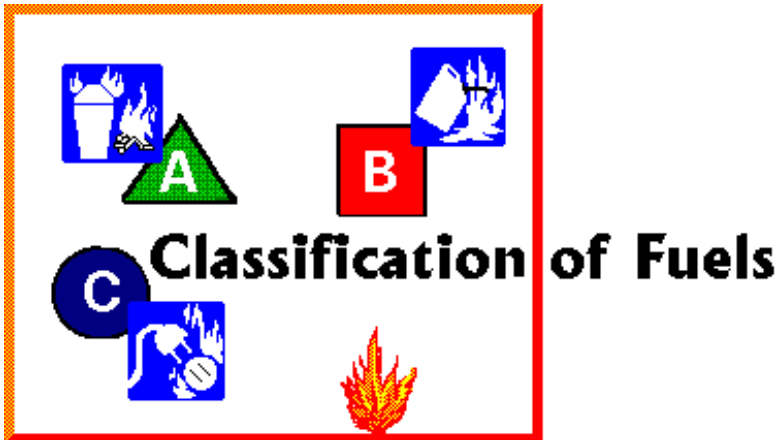
Pacific Center II _____
Floor Warden Emergency Procedures

missing. Review your employee list. If anyone is missing, report it to the Fire Safety Director, Security, or the Fire Department Personnel. Also report the location of the physically impaired (if applicable).

2. SUITE MONITOR: Instruct all co-workers to immediately evacuate. Remind co-workers to close all doors as they exit. Clear area and evacuate. If your suite is near the restrooms, check the restrooms as you proceed to the stairwell. Meet Group Leader at the Safe Refuge Floor / Area. Complete the head count. If anyone is missing, report it to the Floor Warden, Fire Safety Director, Security or Fire Department Personnel. Also report the location of the physically impaired (if applicable).
3. If you encounter smoke, crawl on your hands and knees along the wall to your emergency exit. Evacuate and proceed to a safe refuge area.
4. SUITE MONITORS AND GROUP LEADERS: Keep occupants grouped, quiet, and calm. Remain with occupants and await further instructions.
5. Follow instruction from Emergency Personnel.

ASSUME ALL ALARMS ARE REAL.

Fire Extinguisher Use



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

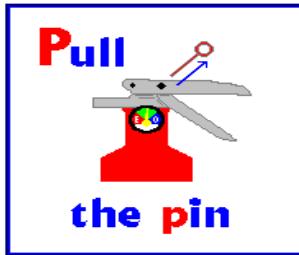
As long as it's "plugged in," it would be considered a class C fire. (Class C fires generally deal with electrical **C**urrent.)



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.

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**.



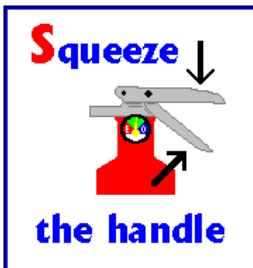
Pull the pin.

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.

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. ABC is a popular dry chemical fire extinguisher.



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.



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.

EVACUATION PROCEDURES

Specific Evacuation Procedures

If there is alarm activation on one floor, the alarm will also sound the floor above and below the alarmed floor. The occupants on these 3 floors should evacuate the building to an area of safe refuge. If additional floors need to be evacuated, they will be ordered to do so by the Fire Department.

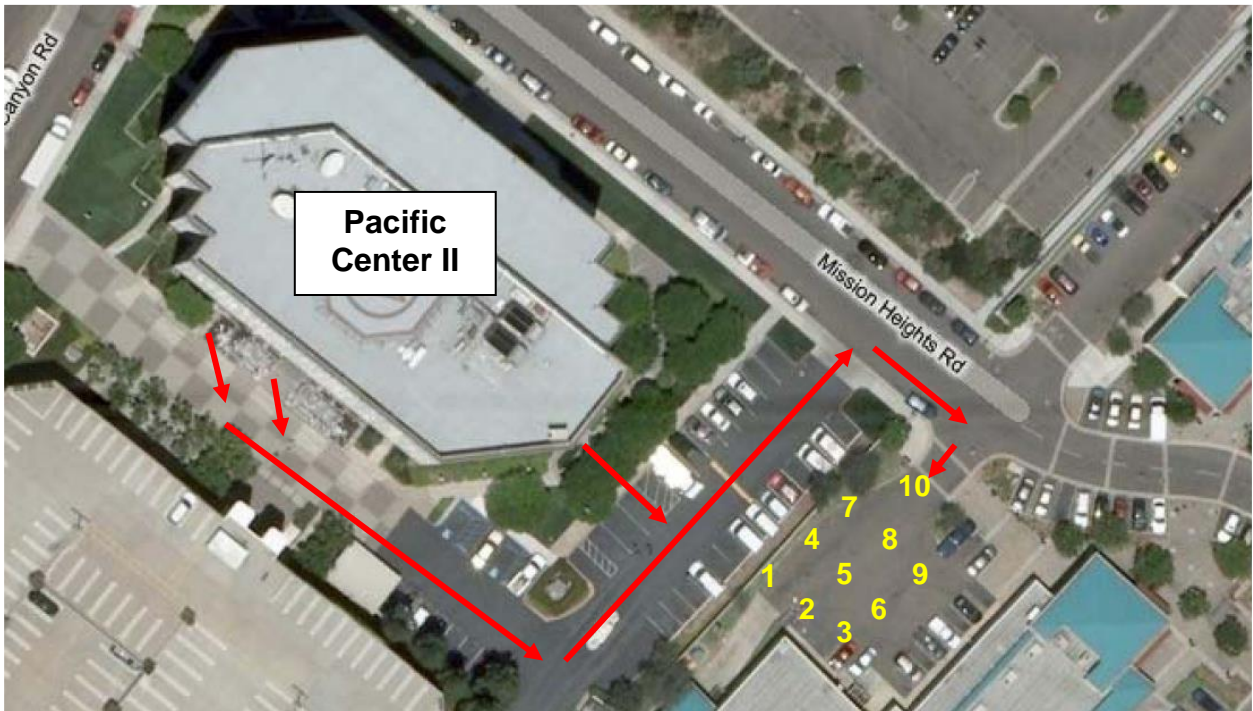
It is usually advisable to go downward in a building during a fire – since smoke and heat rise. However, there are times when it may be necessary to go to an upper floor or to the roof. For example: If stairwell doors are propped open, smoke may enter the stair shafts – in which case people in the stairway may be driven upward to cleaner air.

Once evacuation has taken place, the Suite/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 Monitor/Floor Wardens will report any missing occupants and the location of the physically impaired to Building Staff or Fire Department Personnel.

EVACUATION

Upon hearing the alarm on your floor, occupants will proceed to the safest stairwell and begin evacuation unless told to do otherwise by the Fire Safety Director, Building Manager, or Security of Fire Department. Occupants will immediately evacuate the building to a designated outside area of safe refuge. The area of safe refuge is shown on a map at the top of the next page. Suite Monitor/Floor Wardens will take a head count at the Safe Refuge Areas.

Area of Safe Refuge Map



Area of Safe Refuge = The numbers suggest the location for each floor. Be aware of traffic and proceed cautiously to the area of safe refuge.

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

Specific Stairwell Information

The building has two stairwells.

- Stairwell #1 connects levels 1 thru 10. This stairwell has roof access.
- Stairwell #2 connects levels 1 thru 10 and has roof access.

Upon activation of any alarm device, the stairwell doors will automatically unlock. The stairwell doors may also be manually unlocked from a switch in the Fire Control Room.

Both stairwells are pressurized. Upon activation of any alarm device a fan blows air into the stairwells to prevent smoke from entering the stairwell.

Safety in Stairwells

- Remain quiet and calm.
- Remove high-heeled shoes to avoid tripping (carry them with you.)
- Use handrail that is most continuous (usually center.)
- 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.

Locked Stairwell Information

For evacuation purposes, stairwell doors will automatically release during alarm activation. Occupants should evacuate down the stairwells to the Safe Refuge Area during an alarm situation.

Considerations for People Who May Need Assistance

Physically challenged individuals may need assistance during an emergency. Any person who may need the assistance of another to effectively evacuate during an emergency is considered physically challenged. The impairment may be permanent or temporary, and may include but not be limited to:

- Persons confined to wheelchairs
- Persons dependant upon crutches
- Persons with significant hearing or sight impairment

- Pregnant persons
- Extreme obesity

The following information should be distributed to all occupants who are physically impaired:

PRE-EMERGENCY ACTIONS:

1. 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. Remember you are the expert on your own personal condition.
2. Decide on a meeting spot. For example: at your desk or at a designated stairwell.
3. If applicable, have assistants become familiar with various lifts and carries.

EVACUATION AND PANIC CONTROL

DURING A FIRE EMERGENCY:




1. Upon hearing the fire alarm, meet with your assistants.
2. Proceed to the nearest safe stairwell.
3. Enter the stairwell last and remain on the landing. Be sure to close the door behind you. One assistant should notify Building Staff or Fire Department Personnel of your location. For example; on the 3rd floor in Stairwell #2. The other Assistant will remain in the stairwell with you. If further evacuation is necessary the Assistant may assist you to five floors below the fire floor to a re-entry floor or to the exterior safe refuge area.
4. Remain calm. Help is on the way. The Fire Department's first priority is rescuing people.




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

1. Proceed to the stairwell. Instruct all others who are exiting to tell the Fire Department which floor and stairwell you are in.
2. Be prepared to ask for assistance. Tell them what your condition is and be prepared to give instructions on how you can best be helped.

IF YOU CANNOT LEAVE YOUR OFFICE: DEFEND IN PLACE

1. DO NOT PANIC.
2. Close as many doors as possible between you and the fire.
3. Immediately call the Fire Department at 9-1-1 or if a problem occurs with the 9-1-1 system, call 619-238-1212- Tell them you cannot get out. - Tell them you are physically impaired and in what way. - Give them your address and suite number. - Give them the nearest cross street. - Give them the number you are calling from: This is important because the Fire Department may have to call you back to get more information.
4. Stay where you are. Help is on the way.

LIFTS AND CARRIES	
ONE RESCUER	
<p>ANKLE PULL</p> 	<p>The ankle pull is the fastest method for moving a victim a short distance over a <i>smooth</i> surface. This is not a preferred method of patient movement.</p> <ol style="list-style-type: none">1. Grasp the victim by both ankles or pant cuffs.2. Pull with your legs, not your back.3. Keep your back as straight as possible.4. Try to keep the pull as straight and in-line as possible.5. Keep aware that the head is unsupported and may bounce over bumps and surface imperfections.
<p>SHOULDER PULL</p> 	<p>The shoulder pull is preferred to the ankle pull. It supports the head of the victim. The negative is that it requires the rescuer to bend over at the waist while pulling.</p> <ol style="list-style-type: none">1. Grasp the victim by the clothing under the shoulders.2. Keep your arms on both sides of the head.3. Support the head.4. Try to keep the pull as straight and in-line as possible.
<p>BLANKET PULL</p> 	<p>This is the preferred method for dragging a victim.</p> <ol style="list-style-type: none">1. Place the victim on the blanket by using the "logroll" or the three-person lift.2. The victim is placed with the head approx. 2 ft. from one corner of the blanket.3. Wrap the blanket corners around the victim.4. Keep your back as straight as possible.5. Use your legs, not your back.6. Try to keep the pull as straight and in-line as possible.

<p>ONE-PERSON LIFT</p> 	<p>This only works with a child or a very light person.</p> <ol style="list-style-type: none">1. Place your arms under the victim's knees and around their back.
<p>FIREFIGHTER CARRY</p> 	<p>This technique is for carrying a victim longer distances. It is very difficult to get the person up to this position from the ground. Getting the victim into position requires a very strong rescuer or an assistant.</p> <ol style="list-style-type: none">1. The victim is carried over one shoulder.2. The rescuer's arm, on the side that the victim is being carried, is wrapped across the victim's legs and grasps the victim's opposite arm.
<p>PACK-STRAP CARRY</p> 	<p>When injuries make the firefighter carry unsafe, this method is better for longer distances than the one-person lift.</p> <ol style="list-style-type: none">1. Place both the victim's arms over your shoulders.2. Cross the victim's arms, grasping the victim's opposite wrist.3. Pull the arms close to your chest.4. Squat slightly and drive your hips into the victim while bending slightly at the waist.5. Balance the load on your hips and support the victim with your legs.


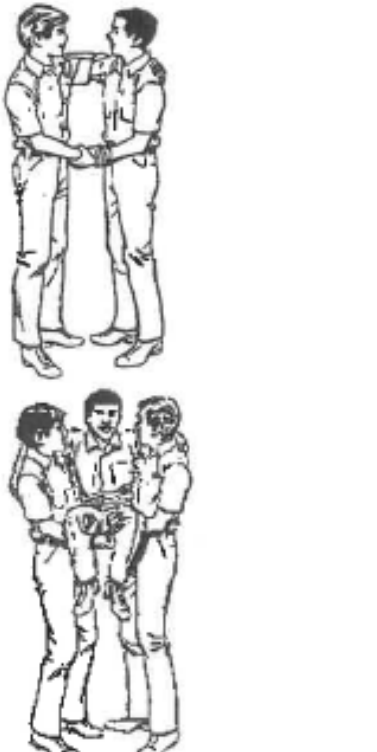
TWO RESCUERS

HUMAN CRUTCH/ TWO-PERSON DRAG



For the **conscious victim**, this carry allows the victim to swing their leg using the rescuers as a pair of crutches. For the **unconscious victim**, it is a *quick* and easy way to move a victim out of immediate danger.

1. Start with the victim on the ground.
2. Both rescuers stand on either side of the victim's chest.
3. The rescuer's hand nearest the feet grabs the victim's wrist on their side of the victim.
4. The rescuer's other hand grasps the clothing of the shoulder nearest them.
5. Pulling and lifting the victim's arms, the rescuers bring the victim into a sitting position.
6. The **conscious victim** will then stand with rescuer assistance.
7. The rescuers place their hands around the victim's waist.
8. For the **unconscious victim**, the rescuers will grasp the belt or waistband of the victim's clothing.
9. The rescuers will then squat down.
10. Place the victim's arms over their shoulders so that they end up facing the same direction as the victim.
11. Then, using their legs, they stand with the victim.
12. The rescuers then move out, dragging the victim's legs behind.

<p>FOUR-HANDED SEAT</p> 	<p>This technique is for carrying conscious and alert victims moderate distances. The victim must be able to stand unsupported and hold themselves upright during transport.</p> <ol style="list-style-type: none">1. Position the hands as indicted in the graphic.2. Lower the seat and allow the victim to sit.3. Lower the seat using your legs, not your back.4. When the victim is in place, stand using your legs, keeping your back straight.
<p>TWO-HANDED SEAT</p> 	<p>This technique is for carrying a victim longer distances. This technique can support an unconscious victim.</p> <ol style="list-style-type: none">1. Pick up the victim by having both rescuers squat down on either side of the victim.2. Reach under the victim's shoulders and under their knees.3. Grasp the other rescuer's wrists.4. From the squat, with good lifting technique, stand.5. Walk in the direction that the victim is facing.

CHAIR CARRY



This is a good method for carrying victims up and down stairs or through narrow or uneven areas.

NOTE: The chair used should be a sturdy one. Don't use aluminum beach chairs, resin patio chairs, swivel chairs, or lightweight folding chairs.

REMEMBER: Chairs with wheels can be used to roll the victim, but should not be used for a carry.

1. Pick the victim up and place them or have them sit in a chair.
2. The rescuer at the head grasps the chair from the sides of the back, palms in.
3. The rescuer at the head then tilts the chair back onto its rear legs.
4. For short distances or stairwells, The second rescuer should face in and grasp the chair legs.
5. For longer distances, the second rescuer should separate the victim's legs, back into the chair and, on the command of the rescuer at the head, both rescuers stand using their legs.

IMPROVISED STRETCHER



This technique requires two poles/pipes strong enough to support the victim's weight and at least two shirts.

REMEMBER: Rescuers should not give up clothing if, for any reason, this might affect their health, welfare, or reduce their effectiveness.

1. While the first rescuer is grasping the litter poles, the second rescuer pulls the shirt off the head of rescuer one.
2. All buttons should be buttoned with the possible exception of the collar and cuffs.
3. The rescuers then reverse the procedure and switch sides.

Earthquake Procedures

Before an Earthquake

Floor Wardens & All Monitors

1. Know location of possible safe refuge area/s outside and away from the building in case of evacuation is necessary. In most cases, it is safer to remain inside the building.
2. It is recommended that you have as a minimum:
 - a. A First Aid kit (check and maintain quarterly);
 - b. A radio and flashlight with extra batteries (check & maintain quarterly);
 - c. Heavy gloves in case of broken glass;
 - d. A pair of rubber soled shoes;
 - e. If you are on any medication, have a 72-hour (minimum) supply with you at all times;
 - f. Water: store bottled water; rotate the bottles regularly.
3. Reduce non-structural hazards. For example, secure top heavy objects such as book cases, 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 when you are able to use a phone, you can call and 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

Floor Wardens & All Monitors

REMEMBER: DUCK, COVER AND HOLD

- A. REMAIN CALM – Do not panic and do no 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.

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, pick up the receiver in the elevator car and speak with the operator. Be sure to tell the operator the number of the elevator car you are in.

After an Earthquake

Floor Wardens & All Monitors

1. Check for injuries and fires. Inspect floor for damage. Check utilities for gas or water leaks and electrical shorts. Use caution opening doors. Watch for falling objects.
2. Assess conditions and determine the necessity for immediate evacuation. If life threatening, you should begin an evacuation. Stairwells must be checked for unsafe conditions before evacuating. **Generally, it is safer to remain inside the building.**
3. Receive reports from Monitors or other Floor Wardens, including stairwell inspection reports.
4. Report status to Fire Safety Director/Security. Include injuries, deaths, building damage and potential hazards. Send alternate Floor Wardens, Monitors or occupants as “runners” to give status reports.
5. Keep occupants away from the windows. Keep occupants quiet and calm. Restrict use of phone. Telephones should be used only for emergency calls ONLY. Discourage occupants from leaving until authorized.
6. Designate safe area within the floor. Gather and organize emergency supplies.
7. Listen to the radio for emergency reports. Keep occupants informed to discourage the spreading of rumors.
8. Monitor conditions and await further instructions. **BE PREPARED FOR AFTERSHOCKS.**

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. Wait until you know that the roads you need to get home are in fact undamaged and traffic is flowing.
- D. While you're waiting, make yourself available to help fellow employees and floor wardens recover from the incident as soon as possible.

After an Earthquake

ASSISTANTS FOR THE PHYSICALLY IMPAIRED

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 the instructions from Emergency Personnel.

BE PREPARED FOR AFTERSHOCKS.

Earthquake Preparation

1. Do not evacuate unless danger is imminent. Stairwells must be checked prior to evacuation.
2. If evacuation is ordered – follow Fire Emergency Procedures:
 - Grab emergency supplies, if possible.
 - Direct occupants to a safe stairwell.
 - Stairwell Monitors or Group Leaders will lead occupants down the stairs.
 - Elevator Monitors: report to monitoring location; direct occupants to emergency exits. Redirect anyone attempting to use elevators.
 - Search Monitors and Suite Monitors: search along designated route for occupants.
 - Assistants for the Physically impaired will assist person to safe refuge area outside and away from the building. Seek assistance if necessary.

Pacific Center II _____
Floor Warden Emergency Procedures

- Remind occupants to be prepared for aftershocks and to be careful of falling debris, electrical wires and hazardous areas as they exist.
- Assemble occupants at a safe refuge area outside and away from the building. Floor Wardens and Suite Monitors will take a head count.
- Report status to Fire Safety Director/Security via Monitor or Floor Warden or “runner”.

Listen to radio for emergency reports. Keep occupants informed to discourage the spreading rumors.

Cooperate with all Public Safety Officials.

BE PREPARED FOR AFTERSHOCKS

EMERGENCY SUPPLY CHECKLIST

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 light sticks)
- _____ 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
- _____ Whistle
- _____ Change of clothing
- _____ Large plastic bags for trash, waste and water protection
- _____ Extra prescription medications
- _____ Extra glasses or contact case and solution
- _____ Cash (ATM's may not work)
- _____ EMERGENCY PHONE CONTACT – OUT OF STATE

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

Other Emergencies

Medical Emergencies

When notified of a medical emergency:

1. Obtain the following information:

- The victim's name
- The victim's location
- The nature of the emergency
- A call back number

2. Notify the Paramedics 9-1-1 or if there is a problem with 9-1-1 dial alternate Paramedic's telephone number 619-238-1212 and give the following information:

- The Building name: **Pacific Center II**
- The building address: **1615 Murray Canyon Road**
 San Diego, CA 92108
- Cross Street: **Frazee Road**
- The nature of the emergency _____
- The victim's general condition and location _____
- Your callback number _____

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

3. Notify building management. Building Staff should reserve an elevator for use by the Paramedics.
4. Send a runner to the elevator to meet and direct emergency personnel to the injured or ill person.

BOMB THREATS

Background Information

Research has resulted in the following insights:

Because there are groups—small in number—dedicated to harassing industry and government by doing damage through explosive charges, it is not prudent to ignore a threat when it is received. This is so even though statistically it can be shown that the underlying motives in most threats are to cause disruption, harassment and excitement, and not physical destruction.

Threats generally fall into the following two broad categories:

1. The person making the threat claims he is going to do something, for example, place an explosive in the building.
2. Claims he has already done something, for example, placed an explosive in the building

Most threats are communicated by telephone and are almost impossible to trace.

A number of actual bombings to date have taken place in buildings during hours when few employees are known to be working. Also, in most cases, when an explosion has actually taken place, the caller has been specific as to the time the explosive will detonate. A pattern has also developed indicating that the bomber will notify the police authorities in addition to notifying the building in which the bomb has been placed. The calls have generally been received from 20 to 40 minutes prior to the detonation. This short time span is undoubtedly designed to prevent a thorough search of the premises or facility to locate the explosive charge.

Procedures

If you receive a bomb threat call

1. Immediately notify the police department a 9-1-1 or **619-531-2000** if you encounter problems with the 9-1-1 system. (**Keep the caller on the phone as long as possible. Signal a co-worker to call the police and management for you.**)
2. Contact building management and advise them of the threat.
3. Complete the bomb threat check list.

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4. Your company policy and your management will determine your next course of action.
 - a. Take no further action
 - b. Search without evacuating
 - c. Initiate a partial evacuation
 - d. Conduct a complete evacuation and search

5. If you evacuate
 - a. Conduct a quick visual search of your immediate area and report anything suspicious.
 - b. As you leave, take personal belongings with you (back packs, purses, brief cases etc.). These may appear to be suspicious packages to persons not familiar with the property.

6. Conducting a search
 - a. Persons familiar with the area should conduct a visual search
 - b. Stop and listen for any unusual sounds
 - c. Begin the search from the wall inward, in from the floor to ceiling
 - d. Do not turn lights on or off during the search
 - e. Do not touch or move any suspect objects
 - f. Once an area is searched, restrict access until the search is completed

If a suspicious object is found:

1. Have the Police Department advise the Bomb Squad.
2. Evacuate the building.
3. Follow directions of Police Department and Bomb Squad Personnel.

If an explosion occurs:

Follow Fire Emergency Procedures.

After Hours

1. Call Police at **619-531-2000**.
2. Contact security
3. Complete a bomb threat check list.
4. Follow directions from Police Personnel.
5. If you have evacuated, do not return until advised by the police department.

Prevention

The bomber has a distinct advantage over other criminals because he can pick his time and place from afar and use the bomb threat as a weapon to achieve his criminal objective.

There are certain steps that can be taken to prevent a bomb incident. To do this, the access to likely hiding places (both inside and outside the building) must be made as difficult as possible. Some precautionary measures that can be taken are:

1. Control entry to limit access to likely hiding places.
2. Develop a procedure to inspect incoming parcels.
3. Keep exits unobstructed.
4. Control access to certain areas.
5. Maintain effective key control.
6. Consider using electronics or photographic surveillance.
7. Maintain adequate lighting both inside and outside.
8. Tighten security to lessen the risk of an actual explosive device ever being placed.

WARNING!

LETTER AND PARCEL BOMB

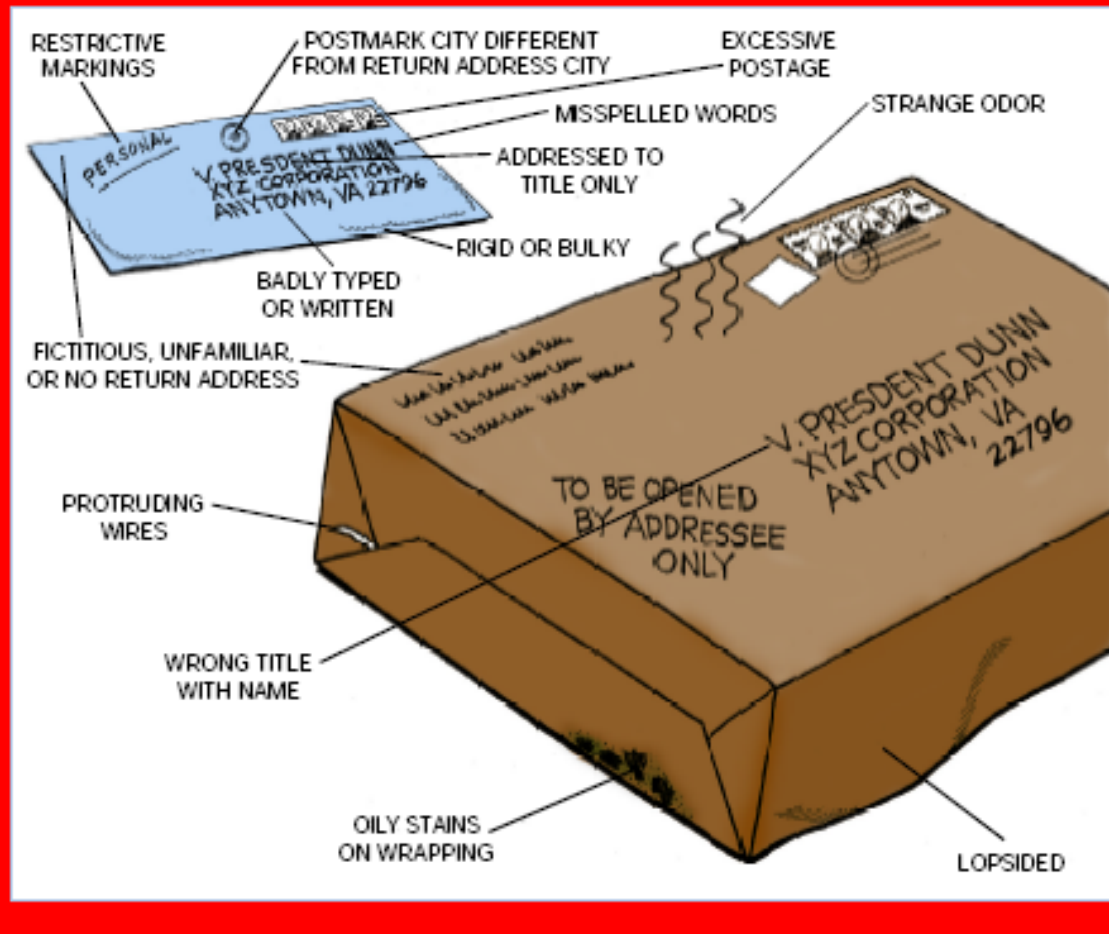
RECOGNITION POINTS

- 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 Discoloration
- 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

LETTER PACKAGE BOMB INDICATORS

If you are suspicious of a mailing and are unable to verify the contents with the addressee or sender:

- DO NOT OPEN.
- TREAT IT AS SUSPECT.
- ISOLATE IT.
- CALL YOUR POSTAL INSPECTOR.
- CALL THE POLICE.



Pacific Center II Floor Warden Emergency Procedures

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

* Refer to your local bomb threat emergency response plan for evacuation criteria

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

For more information about this form contact the Office for Bombing Prevention at: OBP@cisa.dhs.gov



BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER
HUNG UP:

PHONE NUMBER WHERE
CALL RECEIVED:

Ask Caller:

• Where is the bomb located?
(building, floor, room, etc.)

• When will it go off?

• What does it look like?

• What kind of bomb is it?

• What will make it explode?

• Did you place the bomb? Yes No

• Why?

• What is your name?

Exact Words of Threat:

Information About Caller:

• Where is the caller located?
(background/level of noise)

• Estimated age:

• Is voice familiar? If so, who does it sound like?

• Other points:

Caller's Voice

- Female
- Male
- Accent
- Angry
- Calm
- Clearing throat
- Coughing
- Cracking Voice
- Crying
- Deep
- Deep breathing
- Disguised
- Distinct
- Excited
- Laughter
- Lisp
- Loud
- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow
- Slurred
- Soft
- Stutter

Background Sounds

- Animal noises
- House noises
- Kitchen noises
- Street noises
- Booth
- PA system
- Conversation
- Music
- Motor
- Clear
- Static
- Office machinery
- Factory machinery
- Local
- Long distance

Threat Language

- Incoherent
- Message read
- Taped message
- Irrational
- Profane
- Well-spoken

Other Information:

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 suite case, an attaché case or a 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 the center of the room.

IF A SUSPICIOUS OBJECT IS FOUND

1. Clear the immediate area.
2. Notify the Fire Safety Director or Floor Warden or Suite Monitor. 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 ANYWAY HANDLE THE SUSPECTED BOMB OR DEVICE.**
4. Begin evacuation procedures. Leave doors and windows open to provide explosion relief. (Explosions will follow the path of least resistance.)
5. Follow Floor Warden's or Suite Monitor's instructions and evacuate the building.
6. Remain in a safe refuge area.
7. Do not reenter building until instructed to do so.
8. Remain calm and do not spread rumors.

Search Team

The Search Team includes: The Fire Safety Director, Engineering, Security, 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.

Fire Safety Director	search public areas, elevator lobbies and restrooms.
Engineering	search all exit paths; equipment, maintenance and storage areas and roof.
Security	search the outside of the building, first floor lobby and stairwell exits.
Floor Wardens & Monitors	search their immediate area, corridor, restrooms, and elevator lobby; check stairwells, one floor up and one floor down.

Report all findings to the Fire Safety Director.

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

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.**

BOMB THREAT FLOOR WARDEN & SUITE MONITORS

PRE-EMERGENCY PLANNING

1. Read Bomb Threat Instructions.
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 the Fire Safety Director:

1. Notify Monitors and Alternates to begin search procedures as trained.
2. If instructed by Fire Life 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/Security.
4. If a suspicious object is found – clear the area and begin evacuation. Notify the Fire Safety Director/Security 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 a safe refuge area outside and 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.

BOMB THREAT GROUP LEADER

PRE-EMERGENCY PLANNING

1. Read Bomb Threat Instructions.
2. Know search procedures.
3. Be familiar with your search area: within tenant area and stairwell one floor up and one floor down. Remember stairwell doors will lock behind you.

EMERGENCY ACTIONS

Upon notification of bomb threat by the Fire Safety Director:

1. Begin bomb search procedures as trained.
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 Monitor.
4. If a suspicious object is found – clear the area and begin evacuation. Notify the Fire Safety Director/Security 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 at 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.

BOMB THREAT STAIRWELL, ELEVATOR & SEARCH MONITORS

PRE-EMERGENCY PLANNING

1. Read Bomb Threat Instructions.
2. Know search procedures.
3. Be familiar with your search area.

Stairwell Monitors: immediate floor area and stairs, one floor up and one floor down.

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

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

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

1. Begin bomb search procedures as trained.
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 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.

Stairwell Monitors: Proceed to designated emergency exit. Lead occupants to a safe refuge area outside and away from the building, at least 300 feet from the building.

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

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- Search Monitors: Search along pre-determined route for occupants and direct them to emergency exits.
2. Assemble occupants at a safe refuge area outside and away from the building.
 3. Keep occupants quiet and calm.
 4. Discourage spreading of rumors.
 5. Follow instructions of Public Safety Officials.

BOMB THREAT ASSISTANTS FOR THE PHYSICALLY IMPAIRED

PRE-EMERGENCY PLANNING

1. Read Bomb Threat Instructions.

EMERGENCY ACTIONS

If evacuation is ordered:

1. Proceed to assist assigned person. If assistance is needed, call the Office of the Building at **619-618-2955** or Security at **619-250-6335** so an elevator can be sent to assist with the evacuation.
2. If no assistance is needed, proceed to the 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.

Power Outage

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 building management at **619-618-2955** of your situation and area of outage.

***It is important to notify building management 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**.
- Call your operations personnel to learn when you will be able to return to the building to resume work.

NOTE: The emergency generator will supply power to the following systems in the event of a power emergency:

- Emergency lighting for the stairwells, main corridors and exit signs.
- One elevator (it is not recommended that you use an elevator during a power outage)
- The entire Fire Life Safety System including the alarms, detectors and sprinklers

Be Prepared: Keep flashlights and spare batteries accessible.

Building Systems

Pacific Center I & II are two 10- story fully sprinklered office buildings. Pacific Center I is located at 1455 Frazee Road was built in 1986. Pacific Center II located at 1615 Murray Canyon Road was built in 1988. A 6-story non-sprinklered parking structure is located between the two buildings.

LIFE SAFETY SYSTEMS:

1st floor: Fire Control Room, Main Electrical Room, Mail Room, Restrooms & Tenant Space.

2nd – 10th floors: Tenant Floors & Restrooms per floor.

Roof: Helipad, Generator and Elevator Equipment Room.

- A. **FIRE ALARM:** When a smoke detector or sprinkler is activated, the fire alarm will sound. The fire alarm emits a whoop tone with a recorded message and a strobe or flashing light that reads 'fire'. The audible/visible alarm is designated to sound on ONE FLOOR, the floor where the device was activated.

Activation of a pull station, smoke detector or sprinkler will also annunciate an alarm at the fire alarm panels and at an off-site monitoring company; shut down the heating ventilation and air conditioning (HVAC) system throughout the building; pressurize the stairwells; and release doors equipped with magnetic door hold openers.

Activation of an elevator smoke detector will also recall all elevators.

- B. **FIRE ALARM PANEL:** The fire alarm panel monitors the building's life safety systems. When a smoke detector or sprinkler is activated, the Fire Alarm Panel will identify the type of device activated and the floor of activation. The Fire Alarm Panel is monitored by an off-site monitoring company, 24-hours a day, 7-days a week.
- C. **SMOKE DETECTORS:** Smoke detectors are located in corridors, elevator lobbies, adjacent to doors equipped with magnetic door hold openers, in some tenant spaces, in the mechanical/electrical rooms, and in the fire control room.
- D. **SPRINKLERS:** Sprinklers are located throughout the building. Each sprinkler head is activated when its heat responsive element releases at a temperature of approximately 165 degrees Fahrenheit. Each sprinkler head pours out approximately 25 gallons of water per minute. Sprinklers are very effective in controlling a fire when it is small.

- E. **EMERGENCY POWER:** The building has a diesel generator for emergency power.

The generator will power:

- Emergency lights in the stairwells, elevators, corridors, in tenant space, restrooms, and the Fire Control Room.
- Elevators - one at a time to the 1st floor and then one elevator will run on emergency power.
- Fire Alarm Panels, PA system, stairwell pressurization fans and the building's fire alarm system.
- Electric fire pump
- Smoke evacuation system
- EXIT signs including low-level EXIT signs.

NOTE: Some egress lighting in the stairwells, some emergency lighting in the tenant space and some exit signs are powered by battery.

The Fire Alarm Panel has additional battery back-up.

F. **STAIRWELLS:**

The building has two stairwells.

Stairwell #1 (south side) connects levels 1 thru 10 and exits into a transition corridor which exits directly outside onto the south side of the building.

Stairwell #2 (north side) connects levels 1 thru 10 and exits into a transition corridor which exits directly outside onto the northwest side of the building near parking driveway. Stairwell #2 also has entry to the mail room and the main lobby.

Both stairwells have roof access. However, access from Stairwell #2 is via a ladder and hatch.

Both stairwells are pressurized. Upon activation of any alarm device, a fan blows air into the stairwell to help minimize the chance of smoke entering into the stairwell.

Most stairwell doors are unlocked (from the stair side) during the day. All doors are locked (from the stair side) after hours. All stairwell doors are equipped with electronic locks. Upon activation of any alarm device, stairwell doors will automatically unlock.

The stairwells are of a two-hour construction with 90 minute rated fire 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.

- G. **ELEVATORS:** The building has 4 passenger elevators. Elevator #1 is the designated freight elevator and has a rear lobby on the first floor.

All elevators have emergency communications to the Elevator Exchange. To activate: open cabinet phone, push to call.

In a fire emergency: Upon activation of an elevator lobby smoke detector on floors 2-10, elevators will recall to the 1st floor automatically. Upon activation of an elevator lobby smoke detector on the 1st floor, elevators will recall to the 2nd floor automatically. Elevators doors will open and elevators will shut off.

Elevators are not to be used in a fire emergency. **ELEVATORS ARE ONLY FOR YOUR DAILY CONVENIENCE. THE STAIRWELLS ARE FOR YOUR EMERGENCY USE.**

In an earthquake: All elevators will stop momentarily, then move up or down to the next floor, opposite its counterweight. Elevator doors will open at that floor and elevators will remain there until inspected and reactivated by an elevator mechanic.

In a power failure: Elevators will stop momentarily, the emergency generator will start up and provide power so the elevators will move to the 1st floor one at a time. Once the elevators have returned to the 1st floor, one elevator will operate on emergency power.

- H. **COMMUNICATIONS:** PA systems are located in the Fire Control Room for communications to a single floor, multiple floors or the total building.
- I. **DOORS WITH MAGNETIC DOOR HOLD OPENERS:** Elevator lobby doors on floors 2-10, between mailroom and stairwell #2, and some tenant doors are equipped with magnetic door hold openers. Activation of any alarm device will close these doors throughout the building. The closing of these doors will help limit the spread of fire and smoke. Doors with magnetic door hold openers will release in a power failure.
- J. **SMOKE EVACUATION:** All windows are made of tempered glass, which can be broken out by the Fire Department for smoke evacuation.

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- K. **STANDPIPES:** Standpipes are located in both stairwells and are for the use with Fire Department hoses.
- L. **SMOKE EVACUATION:** Windows made of tempered glass are identified by a yellow T in the lower corner of the glass. These windows can be broke by the Fire Department only for smoke evacuation.
- M. **HELIPAD:** An emergency helicopter facility is located on the roof and is available for emergency evacuation of occupants and for bringing Fire Department Personnel onto the building.

Note: Evacuation by helicopter is the exception to the rule. If possible, always go down the stairs. Stairs are much safer than helicopters and can accommodate hundreds of people at one time.

- N. **FIRE EQUIPMENT:** Type ABC fire extinguishers are located in cabinets on all tenant floors and the Fire Control Room. Type ABC extinguishers are for use on fires involving wood, paper, cloth, plastic, grease, oil, and electrical.

Be sure to use the right type of extinguisher. Using the wrong type can cause greater damage and injury. Fire extinguishers should be used by those trained to do so.

- O. **FIRST AID KITS:** It is recommended that all tenants have their own First Aid Kit and emergency supplies.

Floor Warden Duties

The definition of a Floor Warden, as required and outlined by Title 19, is as follows:

A responsible person on each floor of every high-rise building shall be designated as the 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. Floor Wardens must attend the annual training prior to the annual evacuation. Exemptions to this regulation may be granted only upon a written request approved by the Chief.

As the number of occupants on any given floor increases, the more need a Floor Warden will have for additional assistance in supervision or related emergency tasks. The following personnel and/or tasks should therefore be pre-identified for the specified duties noted.

FLOOR WARDEN: Often designated by responding first to a situation. Directs the other members of the emergency evacuation team in their assigned duties and coordinates response procedures. All others will make status reports to the Floor Warden who will then report the information to Building Security or arriving emergency personnel.

STAIRWELL MONITORS: When alerted by the sounding of the first alert message over the public system that "an emergency condition is being investigated", take up positions at EACH stairwell as soon as possible and assist in occupant relocation/evacuation.

ASSISTANT FLOOR WARDEN: This person would be selected to evacuate to the designated safe refuge floor, and keep the group together at this location for a head count.

TELEPHONE MONITOR: In certain less critical crises and only if safety conditions permit, may be assigned to the Floor Warden's telephone to answer return calls from emergency personnel.

SEARCHERS: Will perform a systematic and thorough search of all floor areas including restrooms, break rooms, libraries and copy rooms

1. After areas are searched, close all doors to reduce the spread of heat and smoke.

2. Mark doors of all areas searched with post-its, tape, or chalk. Mark the searched doors on lower portion of door.
3. After the entire floor has been searched, report to the Lead Floor Warden with status report and proceed to the nearest stairwell to evacuate.

SUITE MONITORS: Suite Monitors should be assigned for floors with multi-tenant occupants and represent each client company. These floors may take a longer period of time to effectively search and direct occupants to the nearest stairwell due to the layout of multiple suites. Suite Monitors will assume the same responsibilities as Searchers for their area.

PHYSICALLY IMPAIRED ASSISTANCE MONITORS: A minimum of two persons, properly trained, should be assigned to physically impaired individuals (see Physically Impaired Roster) down the stairwell to a safe refuge location.

1. Ask individual(s) how they can be best helped.
2. Be prepared to carry those who are confined to a wheelchair down the stairwell.
3. Use approved methods of evacuation whenever possible.
4. Leave wheelchair(s) on the evacuated floor outside the stairwell. Also, so as not to congest the evacuation lines these individuals and their monitors should enter the stairwell last.

ELEVATOR MONITOR: Elevators should be monitored to assure that no person enters an elevator evacuation. Persons entering the elevator lobby should be directed to the safest stairwell exit. **DO NOT USE THE ELEVATORS!**

In conclusion, if an evacuation to a safe refuge area is called for:

Assure that Floor Warden team members are properly positioned and that emergency procedures are being put into effect through:

- Stairwell monitoring and supervision.
- Assistance for anyone who may have difficulty in a stair evacuation.
- A systematic final search routine.

AFTER RELOCATION OUT OF THE BUILDING to an area of safe refuge:

Assemble all personnel and perform a head count. The method determined appropriate and most effective for this head count should be identified in the pre-

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planning phase. Suggestions include using employee lists, company telephone directories, in/out tablets at reception, or the buddy system.

Once relocated and personnel are accounted for, Floor Wardens should give a status report. "Floor number _____ has been evacuated", to the Fire Safety Director.

Evacuees should never return to their floor or the building until Building Management or the Fire Department instructs them that it is safe to do so. This announcement will be broadcast over public address system or via bull horns.

Supplemental

Fire Drill Instructions

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

Title 19 Section 3.10 requires a minimum of one fire drill annually on individual floors. Participation is MANDATORY.

All occupants should physically relocate to their designated outside Safe Refuge Areas using the stairwells.

The first fire drill should be announced in advance. This will help to uncover weaknesses. All drills should simulate as closely as possible actual emergency conditions. Fire drills should be a practice of the building's emergency procedures.

The purposes are to instill in the minds of all occupants the correct procedures necessary to ensure safety of life, and the joint testing of building emergency equipment and staff duties. Because of this, drills should never be taken lightly.

The responsibilities associated with the positions of Fire Safety Director and Floor Wardens & Suite Monitors are numerous. The persons assigned these positions must have management's full support and cooperation. They should have authority and this authority should be clearly defined and understood by their associates. They should be provided means of identification so that everyone will know whom they are. It is up to those persons assigned to conduct, document and critique the fire drills.

Most important checkpoints are:

1. **FLOOR WARDENS & SUITE MONITORS:**
 - a. Quick response of all Floor Wardens & Suite Monitors to their designated stations

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- b. Removal of occupants from immediate danger with instructions to respond to nearest stairwell.
- c. Closing of doors (unlocked) to all rooms searched to confine the fire
- d. Monitor stationed at elevator lobby to provide instruction to any occupant attempting to use the elevator for evacuation
- e. Response of Assistants for the Physically Impaired

2. **STAFF RESPONSIBILITIES:**

- a. Knowledge of Life Safety Systems and Fire Alarm Panels:
 - Fire Alarm Panels: quick identification of device activated and floor of activation and reset procedures
 - Using PA system and making appropriate announcements
 - Elevator recall
 - Procedure for shutting down HVAC system if not automatic.

- b. Appropriate action in meeting the Fire Department

Building Emergency Staff or Alternate Floor Wardens should be stationed at strategic locations throughout the drill floors to observe the actions of occupants when the alarm sounds.

Fire drills should be a practice of the building's emergency procedures and a learning experience for tenants and Building Staff.

Legal Requirements

TITLE 19 Sections 3.09 and 3.10 ***REQUIREMENTS FOR HIGH-RISE BUILDINGS***

- A. Every new and existing high-rise building owner, manager, operator administrator, and tenant, in cooperation with the local Fire Department, shall establish, implement, and maintain an emergency plan on file for the building which shall include, but not necessarily be limited to, the following:
- 1. Management Office:** Assignment of a responsible person as a Fire Safety Director who shall work with the department in the establishment, implementation, and maintenance of the emergency plan. The person shall be employed or reside on the premises or be otherwise approved by the department.
 - 2. Occupant Instruction:** All high-rise building occupants shall be instructed annually on the procedures to be followed in the event of fire, earthquake, or other emergency. Documentation of occupant instruction shall be maintained by the Management Office and shall be available for inspection by the Fire Department.
 - 3. Floor Wardens:** A responsible person on each floor of every high-rise building shall be designated as Floor Warden. In cooperation with the Management Office, 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 assist with or assume Floor Warden duties when necessary. Exemptions to this regulation may be granted only upon a written request to the Fire Department.
 - 4. Emergency Evacuation Signs:** The preparation of emergency exit plans, procedures, and evacuation signs shall be approved by the Department before posting. Evacuation signs shall be located at every elevator lobby above and below ground floor, and in other conspicuous floor locations as required by the Fire Department. All plans, procedures and signs shall be properly maintained.
 - 5. Fire Department Approval:** All emergency plans, procedures, and evacuation signs must be submitted to the Fire Safety Education Unit, of the Fire Department, for inspection and approval prior to implementation. All plans, signs, procedures or training programs formulated by, or purchased from, a "High-Rise Life/Safety Service" shall also be submitted for approval.
- B. **Fire Drills:** A minimum of one fire drill annually on individual floors is mandatory and all building occupants are required to participate. Total building evacuation is not required, but suggested. The Management Office shall maintain documentation of all fire drills on Fire Department approved forms. All building occupants are required to participate in the fire drills. Buildings that have stairwell doors locked for security reasons shall include in the evacuation plan, provisions that will allow safe horizontal egress from the stairwell during a drill or emergency evacuation.
- C. **Persons with Disabilities:** The Management Office shall maintain a current list of persons with disabilities located within the building that would require assistance during an emergency evacuation or relocation. Methods for their safe evacuation or relocation must be established.

Forms

Sample Fire Drill Participation Form

FLOOR NUMBER _____ DATE _____
THE PERSONS LISTED BELOW PARTICIPATED IN THE ANNUAL FIRE
DRILL ON THE ABOVE DATE.

	PRE-PRINTED NAME	✓ IF PRESENT IF ABSENT, LIST REASON	SUITE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			

Pacific Center II _____
Floor Warden Emergency Procedures



**Evacuation Drill
Observer Critique
Date _____**

Building Name _____
Address _____
Observer Name _____
Time to evacuate _____

Floor Wardens

Occupants

Suite Number	Vests	Directing Evacuation	Last to Leave	Doors Closed	Doors Locked	Reacted Quickly	Knew Where to Go	Took Food etc.	Time to Evacuate
Did the systems function properly?						Did Non Participants (N) Participate monitor (I) Impaired (M) Impaired Monitor			
Did elevator doors release?									
Were strobes visible?									
Was the alarm loud enough?									
Did the elevators recall?									

or Area Observed _____

FLOOR WARDEN FIRE DRILL REPORT

Floor of Report _____ Time Drill Started _____
Time Elapsed to Clear Floor _____

COMMUNICATIONS

Yes No NA

- Was the audible alarm clearly heard?
- Were strobe lights flashing?
- Were EXIT signs visible/working?
- Was audible announcement on PA system clearly heard?

Comments _____

FLOOR WARDENS AND MONITORS

- Did the Emergency Response Team report to their respective stations on the floor?
- Did the Emergency Response Team carry out all assigned duties?
- Did all the Emergency Response Team wear their identification vests?

Comments _____

CONTAINMENT OF FIRE

- Were all doors closed, including interior office doors?
- Were restrooms searched?

Comments _____

EVACUATION PROCESS

- Were corridors and exits kept cleared?
- Did the evacuation process proceed in a smooth and orderly manner?
- Did visitors to the floor take part in the drill?
- Was a status report given to the Building Management Staff at the Safe Refuge Area/Floor?

Comments _____

OCCUPANTS WHO ARE PHYSICALLY CHALLENGED

- Did occupants who are physically challenged wait in the stairwell with assigned assistants?
- Was the Building Management Staff notified of the location of occupants who are physically challenged?

REMARKS AND RECOMMENDATIONS

On the reverse side, please explain any additional information pertaining to the Fire Drill or Evacuation Process.

COMPLETED BY: _____
Print Name Signature

*This report is to be completed immediately after each fire drill and a copy sent to Building Management.
Thank you for your participation and assistance.*