

POWER OUTAGE

1. Remain calm and in place. Do not panic!
2. If possible, notify Security Command Center at 241-5882 or 241-1692
3. Turn on battery-powered radio to find out what is happening in your area.
4. Unplug all electrical equipment and turn off light switches not needed.

IF YOU DISCOVER A FIRE OR SMOKE

1. Alert people to leave the area.
2. Confine the fire by closing doors. Do NOT lock them!
3. Activate the fire alarm pull station closest to area.
4. Call the fire department: Dial 911.
 - a. Report the following information:
Address: 333 South Beaudry Avenue
Floor and Suite: *(provide location)*
Cross Street: between 3rd Street and 4th Street
Telephone Call Back: 241-5882

LET THE EMERGENCY OPERATOR HANG UP FIRST

5. If possible, call Security Command Center at 241-1692 or 241-5882.
6. **EVACUATION:** If you are on or above the ninth floor, proceed to the nearest safe stairwell and evacuate down five floors; re-enter the building. Check in with Floor Warden and remain at that location unless directed to evacuate further by building management or the fire department. If you are on or below the eighth floor proceed to the nearest safe stairwell and completely evacuate the building to designate outside Safe Refuge Area, at least 300' from building. Check in with a Floor Warden, and remain in place. Refer to the "Building Stairwells and Outside Safe Refuge Area" map.

IF YOU ARE TRAPPED

1. Close door between you and the fire. Do NOT lock them!
2. Wedge cloth material along bottom of the closed door to keep out smoke.
3. Call 911 and notify the fire department of your location and problem.
4. If windows can be opened and you must have air, open the window. Break a window only as last resort, as a broken window can adversely impact your oxygen and can act as a vacuum for smoke and/or fire.

IF YOU HEAR OR SEE THE FIRE ALARM

1. When leaving a room, feel doors with back of your hand before opening them: do not open any doors that appear to be hot. Close doors behind you, but do NOT lock them!
2. Do NOT return to any location for articles left behind.
3. If smoke is present, stay low. The best quality of air is near the floor (approximately 12" up from floor).

DO NOT ATTEMPT TO RUN THROUGH FLAMES

4. Do NOT use elevators. If you are in an elevator when the alarm sounds, do not push the emergency stop button. The elevator will automatically return to the main lobby or alternate floor.
5. **EVACUATION:** If you are on or above the ninth floor, proceed to the nearest safe stairwell and evacuate down five floors; re-enter the building. If you are on or below the eighth floor, proceed to the nearest safe stairwell and completely evacuate the building to designated Safe Refuge Area at least 300' from the building. Refer to the "Building Stairwells and Outside Safe Refuge Area", map below.
6. Check in with a Floor Warden and remain at that location unless directed by building management or the fire department.

BUILDING STAIRWELLS AND OUTSIDE SAFE REFUGE AREA



EMERGENCY PROCEDURES

LAUSD ADMINISTRATIVE HEADQUARTERS

333 South Beaudry Avenue
Los Angeles, California 90017



A SAFE ENVIRONMENT

Your safety greatly depends upon how you react in the unlikely event of a fire, earthquake, or other emergency while you are at LAUSD Administrative Headquarters. We encourage you to read through this pamphlet carefully and keep it handy for a quick reference during an emergency.

The purpose of this pamphlet is to provide important safety information concerning this building. These are only guidelines; this pamphlet is not designed to cover every circumstance. Your common sense in an emergency is still required. If you have any questions regarding your safety while in the building, please do not hesitate to contact the building management office.

OFFICE OF THE BUILDING

241-1320

Security Command Center

241-5882 Office or 241-1692 Emergency Line

EMERGENCY: 911

Dial 1-800-688-800 (FIRE) or 485-2681 (POLICE)

Only if problems are encountered using 911

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).

If you have any physical condition, temporary or permanent, that may hinder you in the event that our area must be evacuated, please provide the following information to your Floor Warden and to the management office of the building. They will then assign people who will assist you in the event of an evacuation. Please cut out and submit to the second floor office of the building.

Name: _____

Suite: _____

Telephone: _____ Ext. _____

Special Needs: _____

Inclusive Dates (if applicable) _____

IN CASE OF AN EARTHQUAKE

7. **STAY** Calm. Do NOT Panic!
8. **GET AWAY** from windows, temporary wall or partitions, and freestanding objects such as file cabinets and hanging objects.
9. **DUCK** or drop to the floor in an effort to protect your head and neck.
10. **HOLD:** If you take cover under a sturdy piece of furniture, hold onto it and be prepared to move with it.
11. **STAY PUT:** Hold this position until the ground and/or building stops shaking and it is safe to move.

DO NOT USE ELEVATORS! If you are already in an elevator in the event of an earthquake, the elevator will stop, lock in place, and remain in that position until the elevator company technician arrives and it is safe for you to exit the elevator.

AFTER AN EARTHQUAKE:

1. **BE PREPARED** for aftershocks. If you are outside, so not return to your office or area until authorized.
2. **CHECK FOR** injuries and administer first aid if necessary. Only qualified individuals should administer first aid.
3. **REPLACE** telephone handsets that have been shaken off. **Do not try to use telephone except 911 for emergencies.**
4. **DO NOT USE ELEVATORS.** When exiting, make sure that the exit path is safe to use.

IN A MEDICAL EMERGENCY

1. **DO NOT** move the person unless there is further danger. Administer first aid if necessary. Only qualified individuals should administer first aid.
2. **CALL** Paramedics. Dial 911
 - a. Report the following information:
Address: 333 South Beaudry Avenue
Floor and Suite: _____
Cross Street: Between 3rd and 4th Street
Your Telephone Call Back Number: _____
3. **CALL** Security Command Center at 241-1692 or 241-5882
4. **POST** one person at the elevator to lead the medical team to the injured person.

L.A.M.C. 57.33.19'c' and California Code of regulations Title 19, 3.10 requires FIRE DRILLS. All high-rise building occupants shall be instructed annually on the procedures to be followed in the event of fire, earthquake, or other emergency. Instruction of all new occupants shall occur within 14 days of their assuming occupancy of the building. Non-compliance is punishable by criminal misdemeanor charges.

IF YOU RECEIVE A BOMB THREAT

**DO NOT use a cellular telephone,
Or touch a suspected bomb or unusual device.**

1. Attract the attention of another person. Have that person call 911 to request that the call on your telephone line be traced and to request police response.
2. Check Caller ID display for telephone number. Get as much information as possible from the caller, keep the person on the telephone as long as possible. Below is a form to begin filling out as soon as possible.
3. Call Security Command Center at 241-1692 or 241-5882.
4. Survey your immediate work area and repo any suspicious items to building management.

BOMB THREAT FORM

Date of Call: _____ Time of Call: _____

QUESTIONS TO ASK:

- When is the bomb going to explode? _____
- Where is the bomb right now? _____
- What kind of bomb is it? _____
- What does it look like? _____
- Why did you place the bomb? _____

IDENTIFY THE CALLER:

Voice:

Loud	_____	Soft	_____	Calm	_____	Angry	_____
High Pitch	_____	Deep	_____	Rational	_____	Irrational	_____
Raspy	_____	Pleasant	_____	Emotional	_____	Deliberate	_____
Nasal	_____	Poor	_____	Coherent	_____	Nervous	_____
Intoxicated	_____	Other	_____	Other	_____		_____

Speech:

Fast	_____	Slow	_____	Local	_____	Foreign	_____
Distant	_____	Good	_____	Ethnic	_____	Regional	_____
Foul	_____	Stutter	_____	Type	_____		_____

Accent: