



MUSICIANS INSTITUTE

COLLEGE OF CONTEMPORARY MUSIC

EMERGENCY PLAN

Properties Included in Plan:

1655 N McCadden Place
6779 Hawthorn Avenue
1622 Highland Avenue
1621 N McCadden Place
6752 Hollywood Blvd
1625 N Las Palmas
1518 N Highland
6762 Hawthorn Avenue
6755 Hollywood Blvd (2nd Floor)

Hollywood, CA 90028

EMERGENCY PLAN
MUSICIANS INSTITUTE
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INTRODUCTION

F-11 Productions in cooperation with the Director of Operations and the Los Angeles Fire Department has compiled this manual for the Musicians Institute to help ensure the safety of the building's occupants in provisions Title 8, sections 3220 and 3221 of the General Industry Safety Orders and local pertinent codes and ordinances.

The material in this manual pertaining to fire emergencies are 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.

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

F-11 Productions has prepared this Emergency Plan as required by Title 8, sections 3220 and 3221 of the General Industry Safety Orders. F-11 Productions assumes no responsibility in the event of an emergency or in the event the Director of Operations fails to keep this plan current.

Legal Requirements

General Industry Safety Orders: Title 8

§3220. Emergency Action Plan

(a) **Scope and Application.** This section applies to all emergency action plans. The emergency action plan shall be in writing, except as provided in the last sentence of subsection (e)(3) of this section, and shall cover those designated actions employers and employees must take to ensure employee safety from fire and other emergencies.

(b) **Elements.** The following elements, at a minimum, shall be included in the plan:

- (1) Emergency escape procedures and emergency escape route assignments;
- (2) Procedures to be followed by employees who remain to operate critical plant operations before they evacuate;
- (3) Procedures to account for all employees after emergency evacuation has been completed;
- (4) Rescue and medical duties for those employees who are to perform them;
- (5) The preferred means of reporting fires and other emergencies; and
- (6) Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan.

(c) **Alarm System.**

- (1) The employer shall establish an employee alarm system which complies with Article 165.
- (2) If the employee alarm system is used for alerting fire brigade members, or for other purposes, a distinctive signal for each purpose shall be used.

(d) **Evacuation.** The employer shall establish in the emergency action plan the types of evacuation to be used in emergency circumstances.

(e) **Training.**

- (1) Before implementing the emergency action plan, the employer shall designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees.
- (2) The employer shall advise each employee of his/her responsibility under the plan at the following times:
 - (A) Initially when the plan is developed,
 - (B) Whenever the employee's responsibilities or designated actions under the plan change, and
 - (C) Whenever the plan is changed.
- (3) The employer shall review with each employee upon initial assignment those parts of the plan which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept at the workplace and made available for employee review. For those employers with 10 or fewer employees the plan may be communicated orally to employees and the employer need not maintain a written plan.

§3221. Fire Prevention Plan

(a) **Scope and Application.** This section applies to all fire prevention plans. The fire prevention plan shall be in writing, except as provided in the last sentence of subsection (d)(2) of this section.

(b) **Elements.** The following elements, at a minimum, shall be included in the fire prevention plan:

- (1) Potential fire hazards and their proper handling and storage procedures, potential ignition sources (such as welding, smoking and others) and their control procedures, and the type of fire protection equipment or systems which can control a fire involving them;
- (2) Names or regular job titles of those responsible for maintenance of equipment and systems installed to prevent or control ignitions or fires; and
- (3) Names or regular job titles of those responsible for the control of accumulation of flammable or combustible waste materials.

(c) **Housekeeping.** The employer shall control accumulations of flammable and combustible waste materials and residues so that they do not contribute to a fire emergency. The housekeeping procedures shall be included in the written fire prevention plan.

(d) **Training.**

(1) The employer shall apprise employees of the fire hazards of the materials and processes to which they are exposed.

(2) The employer shall review with each employee upon initial assignment those parts of the fire prevention plan which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept in the workplace and made available for employee review. For those employers with 10 or fewer employees, the plan may be communicated orally to employees and the employer need not maintain a written plan.

(e) **Maintenance.** The employer shall regularly and properly maintain, according to established procedures, equipment and systems installed in the workplace to prevent accidental ignition of combustible materials.

EMERGENCY INFORMATION

EMERGENCY TELEPHONE NUMBERS

	PRIMARY #	ALTERNATE #
FIRE DEPARTMENT	9 - 1 - 1	800 688-8000
PARAMEDICS	9 - 1 - 1	800 688-8000
POLICE DEPARTMENT	9 - 1 - 1	213 928-8206

NOTE: The alternate emergency phone numbers should be used only if a problem occurs in the 9-1-1 system.

FIRE SAFETY DIRECTOR 323 860-1126

- Michael Phifer, Director of Operations cell # 323 979-3772

SECURITY MANAGER 323 860-1127

- Mike Hinksmon cell # 562 225-2571

MAINTENANCE MANAGER 323 860-1124

- Robert Caven cell # 805 304-0781

SECURITY DESK (MI-MAIN ENTRY IN ALLY) 323 860-1144

SECURITY DESK (McCADDEN ENTRY) 24 HOURS 323 860-1127

EMERGENCY HOTLINE NUMBER 323 634-2502

ADDITIONAL INFORMATION

POISON CONTROL 800 876 - 4766

NATIONAL RESPONSE CENTER & TERRORIST HOTLINE 800 424 - 8802

BUILDING POLICY

Musicians Institute (MI) offers an education in music performance, recording, guitar making, music business and film. The facility consists of several buildings:

- 1655 N. McCadden Place, 3-stories, the Main Building
- 6779 Hawthorn, a 1-story building (attached to the Main Building)
- 1622 Highland Avenue, 2-stories; located at the corner of Hawthorn & Highland - southwest of the main building
- 1621 N. McCadden Place, 2-stories at the corner of Hawthorn & McCadden, *south* of the main building
- 6752 & 6754, two 2-story buildings, known as Hollywood Passage, north of the main building

The main building's entrance is in the alley on the north side of the building. The 24-hour entrance *is* located on McCadden Place. The main building is a 24 hour operation, 7 days a week except holidays.

6779 Hawthorn, 6752 and 6754 Hollywood Boulevard are fully sprinklers.

FIRE SAFETY DIRECTOR

The Fire Safety Director (Director of Operations) is responsible for all pre-emergency planning and training; and if on site for implementing emergency procedures. After hours and in the absence of the Fire Safety Director, Security is responsible for implementing emergency procedures.

FIRE ALARM PANEL

day, 7 days a week. Upon notification of an emergency, Security will meet the Fire Department and direct them to the Fire Alarm Panel.

EVACUATION

Upon hearing the fire alarm or being notified of a fire, occupants/students will evacuate the building using the nearest safe exit or stairwell and proceed to an outside Area of Safe

Refuge. *Note: Only 1655 N. McCadden and 6779 Hawthorn have audible/visual alarms.*

The stairwells are the lifeline of a multi-story 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. *Never store anything in the stairwells or prop open stairwell doors.*

In a fire, close doors. A closed door will minimize the spread of fire and smoke.

SAFE STAIRWELL PROCEDURES

- Remain quiet and calm. Listen for instructions.
- Remove high heeled shoes to avoid tripping (*take shoes with you*)
- Do not carry drinks or food down the stairs.
- Be sure to close the door behind you.
- Use handrails.
- Keep to one side. Fire Department Personnel will be coming up the stairs.
- Allow others to enter into stairwell flow, but do not unnecessarily hold up traffic.
- Assist those who are slower moving or in any way physically challenged.
- 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.

Evacuate the building. Do not congregate in front of the building. Proceed to your designated outside Area of Safe Refuge.

SAFE REFUGE AREAS

In a fire emergency, it is important for occupants to survey the building (*in case of falling glass*) and out of the way of incoming Fire Department Personnel. Use caution crossing all streets and driveways. - The sprinklers at 67

The recommended outside Safe Refuge Area for a **FIRE emergency** is: (*see map on page E 1-2c*):

- Grant parking lot on N. McCadden (*south of Hawthorn*)

All occupants will meet their Area Wardens/Group Leaders at the designated Safe Refuge Area. Area Wardens/Group Leaders will take a head count there.

IF EVACUATION IS NECESSARY IN A BOMB THREAT, EXPLOSION OR EARTHQUAKE, A SAFE REFUGE AREA WILL BE DETERMINED AT THAT TIME.

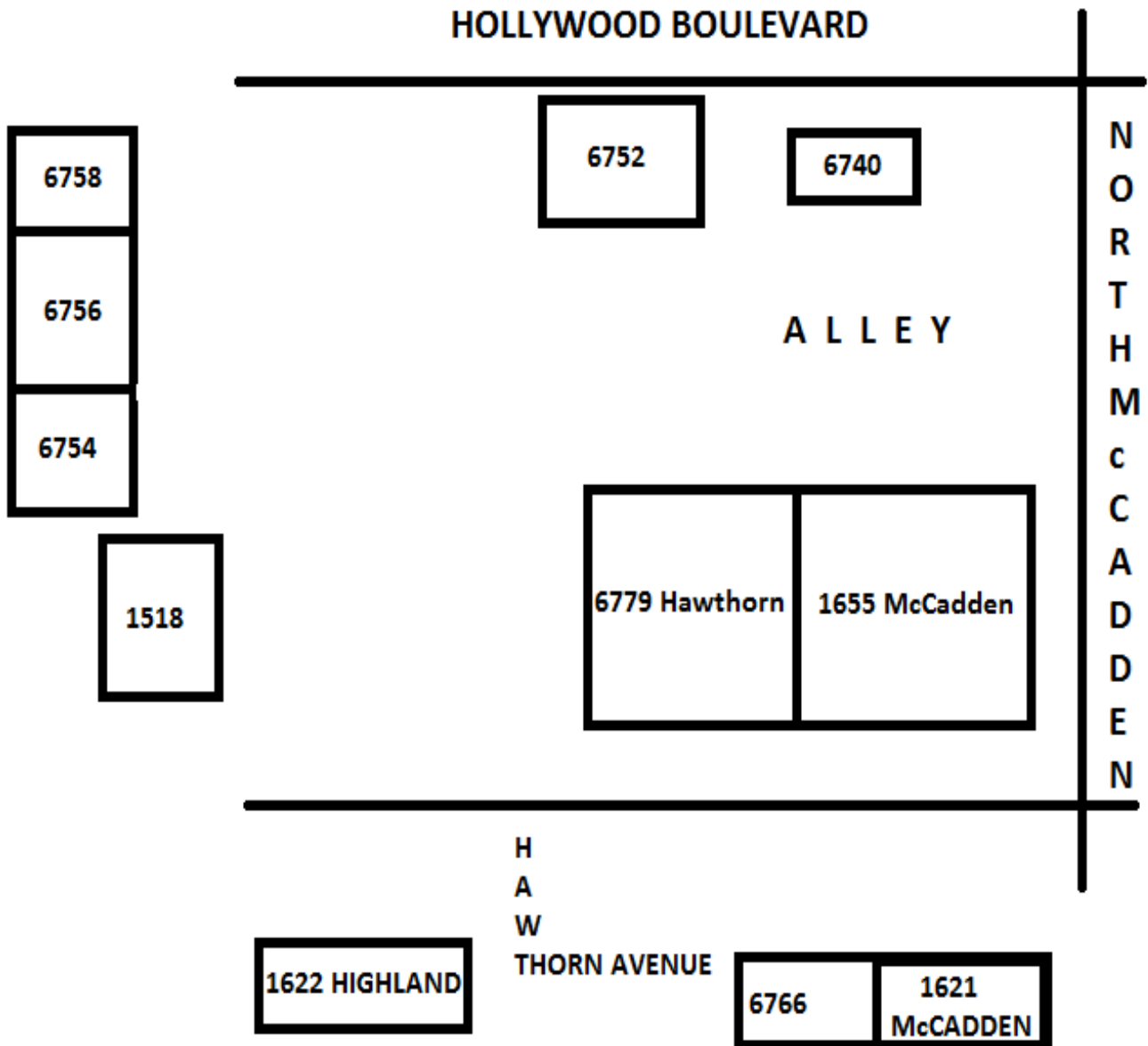
In a fire emergency, it is important for occupants to move away from the building (*in case of falling glass*) and out of the way of incoming Fire Department Personnel. Use caution crossing parking driveways.

Upon hearing the fire alarm or being notified of a fire, all occupants/students will exit the building and proceed to the Safe Refuge Area. Occupants will meet their Area Wardens (Directors, Managers and Instructors) at the designated outside Safe Refuge Area for a head count.

IF EVACUATION IS NECESSARY IN A BOMB THREAT, EXPLOSION OR EARTHQUAKE, A SAFE REFUGE AREA WILL BE DETERMINED AT THAT TIME.

OUTSIDE SAFE REFUGE AREA FOR A FIRE EMERGENCY:

GRANT PARKING LOT ON N. McCADDEN (SOUTH OF HAWTHORN)



EMERGENCY ORGANIZATION

The building's emergency organization consists of the Fire Safety Director, Security, Maintenance and Floor Response Teams.

The **Fire Safety Director (Director of Operations)** is in charge of this organization and all pre-emergency planning and training. If on site during an emergency, the Director of Operations is responsible for coordinating emergency procedures. In the absence of the Fire Safety Director, **Security** will implement emergency procedures. **Security will meet** the incoming Fire Department and assist as needed. Additional Security will assist by directing occupants to the safe refuge area. **Maintenance** will assist the Fire Safety Director in an emergency.

The **Floor Response Team** for each floor will include Area Warden/s and Group Leader/s. Each floor will designate a minimum of one **Area Warden** who will initiate the evacuation upon hearing the fire alarm or being notified of a fire emergency. **Group Leaders** will assist the Area Warden by leading occupants/students to a safe refuge area. The Director, Manager or Instructor in each classroom will be the **Group Leader**.

Assistants for the Physically Challenged should be assigned as needed. Physically Challenged is defined as **anyone who will need assistance walking down the stairs or evacuating the building**. For example: persons confined to a wheelchair; persons dependent on crutches, canes, walkers, etc; persons recovering from surgery; pregnant women; persons with significant hearing or sight impairment; extreme cases of obesity; a person with a heart condition, etc.

Every individual placed on a physically challenged evacuation list must be assured that the information provided will be kept confidential and is to be used only to provide safe and quick evacuation in the event of an emergency.

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

SPECIAL INSTRUCTIONS FOR THE PHYSICALLY CHALLENGED

The following information should be distributed to all occupants who are physically challenged. For the purpose of emergency procedures, ***any person with a disability (temporary or permanent) or any condition that would require them to need assistance during an evacuation is considered physically challenged.***

Physically challenged may include but not be limited to:

- persons confined to wheelchairs
- Persons dependent on crutches, walkers, etc.
- persons recovering from surgery
- pregnant-women
- persons with significant hearing or sight impairment
- extreme cases of obesity

Persons who are physically challenged could be further defined as anyone who without the assistance of another person would have difficulty evacuating or relocating to a safe location either inside or outside the building or slow down evacuation of other occupants within the building.

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

ASSISTANTS TO THE PHYSICALLY CHALLENGED

must be assigned prior to an emergency. Those assigned must know the safe refuge areas within the building (enclosed stairwells) and know how to best assist the occupant who is physically challenged.

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: in the classroom or at the East Stairwell.
3. If applicable, have assistants be familiar with various lifts and carries.

SPECIAL INSTRUCTIONS FOR THE PHYSICALLY

CHALLENGED DURING A FIRE EMERGENCY:

1. Upon hearing the fire alarm, meet with your assistants and proceed to the nearest safe stairwell.
2. Enter stairwell last and remain on the landing. Be sure to close the door behind you. One Assistant must notify Fire Department Personnel ***immediately*** of your location: For example: on the 2nd floor in Stairwell #1. The second Assistant will remain in the stairwell with you. The purpose of the 2nd Assistant is in case no one from the Fire Department comes to get you, you have someone else to send down for assistance.
3. Remain calm. Help is on the way. The Fire Department's first priority is the rescuing of people.

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

- Proceed to the stairwell. Instruct all others who are exiting to tell the Fire Department what floor and which stairwell you are in.
- Be prepared to ask for assistance. Tell others 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. Get as far away from the fire as possible. Close as many doors as possible between you and the fire. If possible, wedge cloth material along the bottom of the door to keep smoke out.
3. Immediately call the Fire Department at 9-1-1.
 - Tell them you cannot get out.
 - Tell them you are physically challenged and in what way.
 - Give them your address: Musicians Institute at: _____
 - Give them the nearest major cross street: _____
 - Give them the number you are calling from: _____

This is important because the Fire Department may have to call you back either to get more information or relay the information.

4. Do not break the window. If smoke is outside the building it may enter into the office. Breaking the window should only be done as a last resort. Once a window is broken, it is impossible to close it to prevent smoke from entering.
5. Stay where you are. Do not hide. Remain calm. Help is on the way.

EMERGENCY INFORMATION

AREA WARDENS & GROUP LEADERS

PROPERTY: 1655 N McCADDEN PLACE

FLOOR: _____

DATE: _____

AREA WARDENS

POSITION	NAME	PHONE NUMBER
AREA WARDEN		
ALTERNATE AREA		
WARDEN		
ALTERNATE WARDEN		

GROUP LEADERS

****ONE GROUP LEADER SHOULD BE ASSIGNED FOR EVERY CLASSROOM****

POSITION	NAME	PHONE NUMBER
GROUP LEADER		
ALTERNATE		
GROUP LEADER		
ALTERNATE		
GROUP LEADER		
ALTERNATE		
GROUP LEADER		
ALTERNATE		

EMERGENCY INFORMATION
AREA WARDENS & GROUP LEADERS

PROPERTY: 1655 N McCADDEN PLACE

FLOOR: _____

DATE: _____

AREA WARDENS

POSITION	NAME	PHONE NUMBER
AREA WARDEN		
ALTERNATE AREA		
WARDEN		
ALTERNATE WARDEN		

GROUP LEADERS

****ONE GROUP LEADER SHOULD BE ASSIGNED FOR EVERY CLASSROOM****

POSITION	NAME	PHONE NUMBER
GROUP LEADER		
ALTERNATE		
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GROUP LEADER		
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GROUP LEADER		
ALTERNATE		

EMERGENCY INFORMATION
AREA WARDENS & GROUP LEADERS

PROPERTY: 1655 N McCADDEN PLACE

FLOOR: _____

DATE: _____

AREA WARDENS

POSITION	NAME	PHONE NUMBER
AREA WARDEN		
ALTERNATE AREA		
WARDEN		
ALTERNATE WARDEN		

GROUP LEADERS

****ONE GROUP LEADER SHOULD BE ASSIGNED FOR EVERY CLASSROOM****

POSITION	NAME	PHONE NUMBER
GROUP LEADER		
ALTERNATE		
GROUP LEADER		
ALTERNATE		
GROUP LEADER		
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GROUP LEADER		
ALTERNATE		

EMERGENCY INFORMATION

AREA WARDENS & GROUP LEADERS

PROPERTY: 6779 HAWTHORN AVE

FLOOR: _____

DATE: _____

AREA WARDENS

POSITION	NAME	PHONE NUMBER
AREA WARDEN		
ALTERNATE AREA		
WARDEN		
ALTERNATE WARDEN		

GROUP LEADERS

****ONE GROUP LEADER SHOULD BE ASSIGNED FOR EVERY CLASSROOM****

POSITION	NAME	PHONE NUMBER
GROUP LEADER		
ALTERNATE		
GROUP LEADER		
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GROUP LEADER		
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GROUP LEADER		
ALTERNATE		

EMERGENCY INFORMATION

AREA WARDENS & GROUP LEADERS

PROPERTY: 1622 HIGHLAND AVENUE

FLOOR: _____

DATE: _____

AREA WARDENS

POSITION	NAME	PHONE NUMBER
AREA WARDEN		
ALTERNATE AREA		
WARDEN		
ALTERNATE WARDEN		

GROUP LEADERS

****ONE GROUP LEADER SHOULD BE ASSIGNED FOR EVERY CLASSROOM****

POSITION	NAME	PHONE NUMBER
GROUP LEADER		
ALTERNATE		
GROUP LEADER		
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GROUP LEADER		
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GROUP LEADER		
ALTERNATE		

EMERGENCY INFORMATION

AREA WARDENS & GROUP LEADERS

PROPERTY: 1622 HIGHLAND AVENUE

FLOOR: _____

DATE: _____

AREA WARDENS

POSITION	NAME	PHONE NUMBER
AREA WARDEN		
ALTERNATE AREA		
WARDEN		
ALTERNATE WARDEN		

GROUP LEADERS

****ONE GROUP LEADER SHOULD BE ASSIGNED FOR EVERY CLASSROOM****

POSITION	NAME	PHONE NUMBER
GROUP LEADER		
ALTERNATE		
GROUP LEADER		
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GROUP LEADER		
ALTERNATE		

EMERGENCY INFORMATION

AREA WARDENS & GROUP LEADERS

PROPERTY: 1621 N. McCADDEN

FLOOR: _____

DATE: _____

AREA WARDENS

POSITION	NAME	PHONE NUMBER
AREA WARDEN		
ALTERNATE AREA		
WARDEN		
ALTERNATE WARDEN		

GROUP LEADERS

****ONE GROUP LEADER SHOULD BE ASSIGNED FOR EVERY CLASSROOM****

POSITION	NAME	PHONE NUMBER
GROUP LEADER		
ALTERNATE		
GROUP LEADER		
ALTERNATE		
GROUP LEADER		
ALTERNATE		
GROUP LEADER		
ALTERNATE		

EMERGENCY INFORMATION

AREA WARDENS & GROUP LEADERS

PROPERTY: 1621 N. McCADDEN

FLOOR: _____

DATE: _____

AREA WARDENS

POSITION	NAME	PHONE NUMBER
AREA WARDEN		
ALTERNATE AREA		
WARDEN		
ALTERNATE WARDEN		

GROUP LEADERS

****ONE GROUP LEADER SHOULD BE ASSIGNED FOR EVERY CLASSROOM****

POSITION	NAME	PHONE NUMBER
GROUP LEADER		
ALTERNATE		
GROUP LEADER		
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GROUP LEADER		
ALTERNATE		
GROUP LEADER		
ALTERNATE		

EMERGENCY INFORMATION

AREA WARDENS & GROUP LEADERS

PROPERTY: 6752 HOLLYWOOD BLVD

FLOOR: _____

DATE: _____

AREA WARDENS

POSITION	NAME	PHONE NUMBER
AREA WARDEN		
ALTERNATE AREA		
WARDEN		
ALTERNATE WARDEN		

GROUP LEADERS

****ONE GROUP LEADER SHOULD BE ASSIGNED FOR EVERY CLASSROOM****

POSITION	NAME	PHONE NUMBER
GROUP LEADER		
ALTERNATE		
GROUP LEADER		
ALTERNATE		
GROUP LEADER		
ALTERNATE		
GROUP LEADER		
ALTERNATE		

EMERGENCY INFORMATION

AREA WARDENS & GROUP LEADERS

PROPERTY: 6752 HOLLYWOOD BLVD

FLOOR: _____

DATE: _____

AREA WARDENS

POSITION	NAME	PHONE NUMBER
AREA WARDEN		
ALTERNATE AREA		
WARDEN		
ALTERNATE WARDEN		

GROUP LEADERS

****ONE GROUP LEADER SHOULD BE ASSIGNED FOR EVERY CLASSROOM****

POSITION	NAME	PHONE NUMBER
GROUP LEADER		
ALTERNATE		
GROUP LEADER		
ALTERNATE		
GROUP LEADER		
ALTERNATE		
GROUP LEADER		
ALTERNATE		

EMERGENCY INFORMATION

AREA WARDENS & GROUP LEADERS

PROPERTY: 1625 N LAS PALMAS

FLOOR: _____

DATE: _____

AREA WARDENS

POSITION	NAME	PHONE NUMBER
AREA WARDEN		
ALTERNATE AREA		
WARDEN		
ALTERNATE WARDEN		

GROUP LEADERS

****ONE GROUP LEADER SHOULD BE ASSIGNED FOR EVERY CLASSROOM****

POSITION	NAME	PHONE NUMBER
GROUP LEADER		
ALTERNATE		
GROUP LEADER		
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GROUP LEADER		
ALTERNATE		
GROUP LEADER		
ALTERNATE		

EMERGENCY INFORMATION

AREA WARDENS & GROUP LEADERS

PROPERTY: 1518 N HIGHLAND

FLOOR: _____

DATE: _____

AREA WARDENS

POSITION	NAME	PHONE NUMBER
AREA WARDEN		
ALTERNATE AREA		
WARDEN		
ALTERNATE WARDEN		

GROUP LEADERS

****ONE GROUP LEADER SHOULD BE ASSIGNED FOR EVERY CLASSROOM****

POSITION	NAME	PHONE NUMBER
GROUP LEADER		
ALTERNATE		
GROUP LEADER		
ALTERNATE		
GROUP LEADER		
ALTERNATE		
GROUP LEADER		
ALTERNATE		

EMERGENCY INFORMATION
AREA WARDENS & GROUP LEADERS

PROPERTY: 1518 N HIGHLAND

FLOOR: _____

DATE: _____

AREA WARDENS

POSITION	NAME	PHONE NUMBER
AREA WARDEN		
ALTERNATE AREA		
WARDEN		
ALTERNATE WARDEN		

GROUP LEADERS

****ONE GROUP LEADER SHOULD BE ASSIGNED FOR EVERY CLASSROOM****

POSITION	NAME	PHONE NUMBER
GROUP LEADER		
ALTERNATE		
GROUP LEADER		
ALTERNATE		
GROUP LEADER		
ALTERNATE		
GROUP LEADER		
ALTERNATE		

EMERGENCY INFORMATION
AREA WARDENS & GROUP LEADERS

PROPERTY: 6762 HAWTHORN

FLOOR: _____

DATE: _____

AREA WARDENS

POSITION	NAME	PHONE NUMBER
AREA WARDEN		
ALTERNATE AREA		
WARDEN		
ALTERNATE WARDEN		

GROUP LEADERS

****ONE GROUP LEADER SHOULD BE ASSIGNED FOR EVERY CLASSROOM****

POSITION	NAME	PHONE NUMBER
GROUP LEADER		
ALTERNATE		
GROUP LEADER		
ALTERNATE		
GROUP LEADER		
ALTERNATE		
GROUP LEADER		
ALTERNATE		

EMERGENCY INFORMATION
AREA WARDENS & GROUP LEADERS

PROPERTY: 6762 HAWTHORN

FLOOR: _____

DATE: _____

AREA WARDENS

POSITION	NAME	PHONE NUMBER
AREA WARDEN		
ALTERNATE AREA		
WARDEN		
ALTERNATE WARDEN		

GROUP LEADERS

****ONE GROUP LEADER SHOULD BE ASSIGNED FOR EVERY CLASSROOM****

POSITION	NAME	PHONE NUMBER
GROUP LEADER		
ALTERNATE		
GROUP LEADER		
ALTERNATE		
GROUP LEADER		
ALTERNATE		
GROUP LEADER		
ALTERNATE		

EMERGENCY INFORMATION
AREA WARDENS & GROUP LEADERS

PROPERTY: 6755 HOLLYWOOD

FLOOR: _____

DATE: _____

AREA WARDENS

POSITION	NAME	PHONE NUMBER
AREA WARDEN		
ALTERNATE AREA		
WARDEN		
ALTERNATE WARDEN		

GROUP LEADERS

****ONE GROUP LEADER SHOULD BE ASSIGNED FOR EVERY CLASSROOM****

POSITION	NAME	PHONE NUMBER
GROUP LEADER		
ALTERNATE		
GROUP LEADER		
ALTERNATE		
GROUP LEADER		
ALTERNATE		
GROUP LEADER		
ALTERNATE		

**EMERGENCY INFORMATION
FOR THE PHYSICALLY CHALLENGED**

BUILDING ADDRESS: _____

CLASSROOM: _____

ROOM NO. _____

AREA WARDEN: _____

OCCUPANT: _____

TYPE OF ASSISTANCE REQUIRED: _____

IF TEMPORARY DISABILITY, EXPECTED DATE OF RECOVERY:

LOCATION: _____

PHONE: _____

ASSISTANT: _____

PHONE: _____

ASSISTANT: _____

PHONE: _____

TEMPORARY DISABILITY, EXPECTED DATE OF RECOVERY:

LOCATION: _____

PHONE: _____

ASSISTANT: _____

PHONE: _____

ASSISTANT: _____

PHONE: _____

Musicians Institute (MI) offers an education in music performance, recording, guitar making, music business and film. The facility consists of several buildings:

- **1655 N McCadden Place, 3 stories, the Main Building**
- **6779 Hawthorn, a 1 story building (attached to the Main Building)**
- **1622 Highland Avenue, 2 stories, located at the corner of Hawthorn & Highland –southwest of the main building**
- **1621 McCadden Place, 2 stories at the corner of Hawthorn & McCadden, south of the main building**
- **6752 & 6754 Hollywood Boulevard, two 2 story building**

1655 McCadden Place (Main Building)

Levels Include:

1st Floor: Main entrance on alley (north side), 24 hour entrance on McCadden, security desks at each entrance, auditorium, studios, storage, offices, classrooms, locker room

2nd Floor: Practice rooms, counseling rooms, vocal labs, studios, classrooms, library, computer labs, restrooms

3rd Floor: Studios, facilities office, labs, classrooms

Note: The building's main entrance is in the alley on the north side of the building. The 24 hour entrance is located on McCadden Place. The main building is a 24 hour operation, 7 days a week except holiday.

Limited parking is located in gated lot on the south side of the building. Additionally parking is on the street and in commercial lots.

LIFE SAFETY SYSTEMS

- 1) **Smoke Detectors:** Detectors are located adjacent to doors with magnetic door hold openers.
- 2) **Manual Pull Stations:** red manual pull stations are located by the exits and in the hallways. All pull stations have a glass cover. To operate: break glass, then pull down.
- 3) **Fire Alarm:** The building has an audible and visual alarm. Upon activation of a pull station or smoke detector, the audible alarm (a horn tone) and the strobe or flashing light will activate throughout the building. Horn/strobes are located throughout the corridors and in some offices and studios.
- 4) **Exits:** The building has two stairwells:
Stairwell #1: southeast side of the building near the security desk, connects floors 1-3 and exits directly outside onto

McCadden Place. This stair well also exits into the corridor on the 1st floor.

Stairwell #2: north side of the building near main entrance connects floors 1-3 and exits directly outside onto the alley. This stairwell also exits into the corridor on the 1st Floor.

Stairwell doors are equipped with magnetic door hold openers. Upon activation of a pull station or smoke detector, these doors will automatically close to minimize smoke from spreading into the stairwells.

In addition to the two entries (on McCadden and alley), there is an additional exit onto Hawthorn from the main auditorium.

All stairwells and EXIT paths must be kept clear at all times.

6. Elevators: The building has 1 elevator on the southeast side of the building.

In a fire: Elevators are not to be used in a fire emergency. Elevators are only for your daily convenience

In a power failure: all elevators will stop where they are and remain there until power is restored.

Emergency Power: The building has battery powered emergency lighting in the corridors and stairwells.

Fire Equipment: the building has type BC and ABC fire extinguishers located on every floor. Type BC extinguishers are for use on fires involving rubber, plastic, grease, oil and electrical. Type ABC extinguishers are for use on fires involving wood, paper, cloth, rubber, plastic, grease, oil and electrical.

Fire hoses are located in cabinets on all floors. Fire extinguishers and fire hoses should only be used by those trained to do so.

BUILDING EMERGENCY SYSTEMS

6779 Hawthorn: A 1 story fully sprinklered building, is connected to the main building. Both building share the main entry on the alley.

Levels include:

First floor: Main entrance on alley (north side), entrance from the gate parking lot on Hawthorn, main electrical room, UTB offices & MI's film school, edit bays and mailroom, MI recording classrooms

Limited parking is located in gated lot on the south side of the building. Additional parkin is on the street and commercial lots.

LIFE SAFETY SYSTEMS

- a) **Smoke Detectors:** detectors are located in the hallways
- b) **Manual Pull Stations:** Red manual pull stations are located by the exits and in the hallways.

To Operate: pull down
- c) **Sprinklers:** The building is fully sprinklered. Sprinklers are activated when the heat responsive element releases at a temperature of approximately 165F.
- d) **Fire Alarm:** The building has an audible and visual alarm. Upon activation of a pull station or smoke detector, the audible alarm (a horn tone) and the strobe or flashing light will activate throughout the building. Hom/strobes are located throughout the corridors and in some offices. This building has a fire alarm panel which monitors the building's life safety systems. The fire alarm panel is an addressable system and will identify the device activated and its location. The fire alarm panel is monitored by an offsite company 24 hours a day, 7 days a week.
- e) **Exits:** There are three exits on the south side of the building in addition to the main entrance on the north side. All EXIT paths must be kept clear at all times.
- f) **Emergency Power:** The building has battery powered emergency lighting in the corridors
- g) **Fire Equipment:** The building has type BC and type ABC fire extinguishers. Type BC extinguishers are for use on fires involving rubber, plastic, grease, oil and electrical. Type ABC extinguishers are for use on fires involving wood, paper, cloth, rubber, plastic, grease,

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

1622 Highland: 2 stories; located at the corner of Hawthorn and Highland southwest of the main building. This building has two tenants: Musicians Institute (MI) on the first floor and Elegance International (EI) on the second floor. EI on the second floor has a separate entrance on Hawthorn Avenue.

Levels:

First Floor: MI classrooms and practice rooms

Second Floor: EI offices and classrooms

LIFE SAFETY SYSTEMS

- a. **Smoke Detectors:** detectors are located in the hallways
- b. **EXITS:** There are two exits: the main entrance on Hawthorn and an exit on the east side of the building. The building has two stairwells: one at the main entry to EI and the second on the east side of the building. All stairwells and EXIT paths must be kept clear at all times.
- c. **Emergency Power:** The building has battery powered emergency lighting in the corridors
- d. **Fire Equipment:** The building has type ABC fire extinguishers. Type ABC extinguishers are for use n fires involving wood, paper, cloth, rubber, plastic, grease, oil and electrical. Fire extinguishers should only be used by those trained to do so.

6752 & 6754 Hollywood Blvd: two, 2 story building connected by an open exterior staircase to the second floor. Between the two buildings is an open air seating area.

Levels at 6752 Hollywood Boulevard:

First Floor: Administrative offices for student services, labs and classroom.

Second Floor: Administrative Offices

Levels at 6754 Hollywood Boulevard:

First Floor: Administrative Offices

Second Floor: Administrative Offices

LIFE SAFETY SYSTEMS

- a) **Sprinklers:** Both buildings are fully sprinklered. Sprinklers are activated when the heat responsive element releases at a temperature of approximately 165F. The sprinklers are monitored by an offsite monitoring company, 24 hours a day, 7 days a week.

- b) **EXITS:** Offices on the first floor exit into the open air seating area. Exits from the second floor include the exterior staircase connecting the buildings and each building has interior stairway on the north side of the building. All stairwells and EXIT paths must be kept clear at all times.
- c) **Emergency Power:** The building has battery powered emergency lighting in the offices
- d) **Fire Equipment:** The building has type ABC fire extinguishers. Type ABC extinguishers are for use on fires involving wood, paper, cloth, rubber, plastic, grease, oil and electrical. Fire extinguishers should only be used by those trained to do so.

1621 N McCadden: 2 stories; located at the corner of Hawthorn & McCadden Place.

Levels:

First Floor: Classrooms, Labs and Offices

Second Floor: Classrooms, Labs and Offices

LIFE SAFETY SYSTEMS:

- a. **EXITS:** There are two exits: the main entrance on Hawthorn and an exit on the southeast side of the building. The building has two stairwells: one near the front of the building and one at the rear of the building. All stairwells and EXIT paths must be kept clear at all times.
- b. **Emergency Power:** The building has battery powered emergency lighting in the offices\
- c. **Fire Equipment:** The building has type ABC fire extinguishers. Type ABC extinguishers are for use on fires involving wood, paper, cloth, rubber, plastic, grease, oil and electrical. Fire extinguishers should only be used by those trained to do so.

UTILITY SHUTOFFS

1655 N. McCadden (Main Building)

- **Gas:** No
- **Water:** Northeast corner in panel room, first floor
- **Electrical:** Main electrical room by handicap lift, first floor

6779 Hawthorn (attached to the Main Building)

- **Gas:** no gas
- **Water:** Northeast corner in fire alarm panel room, first floor

1622 Highland Avenue (corner of Hawthorn and Highland)

- **Gas:** No gas
- **Water:** Beneath sidewalk on Hawthorn, 50 feet east of entrance
- **Electrical:** Main electrical room near rear of building, first floor

1621 N. McCadden Place (corner of Hawthorn & McCadden)

- **Gas:** No gas
- **Water:** Northwest corner of building exterior
- **Electrical:** southeast corner (rear) of building exterior

6752 & 6754 (Hollywood Passage, north of the main building)

- **Gas:** No gas
- **Electrical:** rear of building garage interior
- **Sprinkler shutoff:** Northeast corner closet of performance center

FIRE PREVENTION INSPECTION REPORT

Housekeeping/Maintenance:

1. All “No Smoking” regulations being observed. All buildings are non-smoking buildings.
2. Combustible waste placed in proper/approved containers
3. Trash/rubbish removal made on a regular basis
4. Flammable liquids safely stored in approved containers
5. All electrical plugs, power strips, surge protectors are legal and in good repair
6. No extensive use of cords from outlet (octopus)
7. No overloading of power strips
8. All power strips, surge protectors and electrical equipment must have a laboratory stamp of approval. For Example: UL approval
9. No wires under carpeting or chair pads
10. Adequate clearance maintained at all electrical panels (30 inches)
11. Electrical devices turned off when not in use, especially coffee pots
12. Accumulations of lint, dust, grease removed

Fire/Life Safety Systems

1. Adequate lighting in corridors, exits and stairwells
2. EXIT signs illuminated as required
3. All evacuation routes kept clear within suite
4. Evacuation signs maintained-none defaced or missing
5. Fire doors not wedged or blocked open
6. Stairwells free of obstacles, storage, refuse, etc.
7. Corridors and exits are unobstructed
8. Fire sprinkler heads clean and unobstructed (18” clearance)
9. Adequate clearance (3 ft) for all fire extinguishers
10. Fire equipment in proper locations and in undamaged condition
11. List of area wardens and monitors updated
12. List of occupants who are physically challenged updated and submitted to the Fire Safety Director.
13. Documentation of new employees instructed on emergency procedures
14. Documentation of training of all occupants on an annual basis
15. Other observations (use back of page)

Building Address: _____

Report Submitted By: _____

FIRE SAFETY DIRECTOR: FIRE

Fire Safety Director: is responsible for the establishment, implementation and maintenance of the Emergency Plan in cooperation with the Los Angeles Fire Department.

Pre-Emergency Planning:

1. Building Features (see Building Emergency Systems: Section C)
 - a. Be familiar with floor layouts
 - b. Know each building’s life safety systems and their functions, such as:
 - i. Smoke detectors/sensors
 - ii. Sprinklers
 - iii. Automatic/manual elevator recall
 - iv. Automatic fire rated doors (doors with magnetic door hold openers, won doors, roll down fire doors)
 - v. Audible alarms
 - vi. Visual alarms
 - vii. Emergency power
 - viii. Utility Shut Off locations
 - c. Understand fire alarm panel: read and reset panel
 - d. Know firefighting equipment: location, type, how to use and testing requirements
 - e. Know stairwell routes and termination points
2. Floor Response Team (see Training)
 - a. Appoint a floor response team for each floor. This team consists of area wardens, group leaders and alternates.

In each classroom or floor, the group leader will be the director, manager or instructor who will initiate evacuation upon hearing the fire alarm or being notified of a fire emergency. The group leader will lead occupants to a safe refuge area. Each floor will designate a minimum of one area warden who will coordinate the evacuation for their assigned area.

Area Wardens are selected for their ability to make decisions, lead and maintain order, and for exercising cool headedness. It is important that they be available at all times.

- b. If there are any occupants who are physically challenged (anyone who will need assistance walking down the stairs), two

- assistants must be assigned to assist that individual.
- c. Supply all floor response team members with the floor response team manual of the emergency plan (Section E) and identification (orange vests are recommended)
 - d. Instruct area wardens and group leaders through review of the floor response team manual (included in the emergency plan). It is recommended to supplement the instruction with fire extinguisher training and videos.
 - e. Review and critique after each fire drill or incident with all building staff.
3. Instruction of Occupants (see training)
 - a. All employees must be instructed on the procedures to be followed in the event of fire, earthquake or other emergency including evacuation procedures. Training and retraining should be done on an annual basis. All training must be documented.
 - b. Sections E 1-1 and E 1-2 should be reproduced for all employees/occupants. It is also recommended that sections E-2 and E-3 be reproduced and distributed to all occupants for additional training. Any occupants who are physically challenged (ie. Need assistance walking down the stairs) should receive Section E 1-4. All new employees should be instructed within 14 days of occupancy and retrained on an annual basis.
 - c. Provide authorized instruction on fire extinguishers, First Aid and CPR Training as necessary
 4. Fire Drills
 - a. A minimum of one fire drill annually is recommended. Participation is mandatory. All fire drills should be documented and kept on file
 - b. Review and critique each fire drill with all building staff
 5. Maintaining Records
 - a. Maintain current lists of:
 - i. Building Emergency Personnel: Fire Safety Director, Maintenance, Security, Area Wardens and Group Leaders
 - ii. Physically challenged individuals who will need assistance, include floor and suite number, type of disability and duration if applicable
 - iii. Emergency Phone Numbers
- b. Documentation of Training
 - i. Occupant Instruction
 - ii. Floor Response Team Training
 - iii. Fire Drills
 - iv. All emergency incidents, including a log of all actions taken during the emergency
 - c. Updating Plan
 - i. Keep all records of floor response teams (area wardens and group leaders occupants who are physically challenged and emergency phone numbers) Quarterly updates are recommended.
 - ii. Incorporate any future additions or revisions into the Emergency Plan as approved by the Fire Department or other government agency
 - d. Evacuation Signage
 - i. Prepare and post emergency evacuation signs (required in all buildings 2 or more stories). The signs are to be placed in a prominent location in every elevator lobby, at every stairwell and at every public entrance to the building or as determined by the Los Angeles Fire Department.
 - ii. Signs shall be protected against defacement and vandalism and firmly affixed to the wall
 - iii. Signs shall be properly maintained
- NOTE:** The Emergency Plan, including current records and documentation, shall be available for the Los Angeles Fire Department's inspection.

EMERGENCY ACTIONS FOR THE FIRE SAFETY DIRECTOR

1. Verify that the Fire Department has been called.
Verify that the fire alarm is sounding. (Only 6779 Hawthorn and 1655 McCadden have audible/visual alarms)
2. Check fire alarm panel for type of alarm activated and the floor of device activation
3. Meet the Fire Department and direct them to the main Fire Alarm Panel:

Note: A fire alarm should be investigated only if ample personnel is available and only by those carrying two way communications. Never use an elevator. Caution must be used before opening any door. The Fire Department must always be called first. If there is any indication of Fire and/or smoke, immediately notify building staff and evacuate.

Assist the Fire Department as necessary:

- Use of Fire Alarm Panel location of shutoffs
- Knowledge of any equipment off line
- Relay reports of any occupants needing assistance
- Restricting entry to the building
- Directing occupants to the outside Safe Refuge Area

Note: Any additional staff should proceed to the safe refuge area(s) to keep area wardens informed of the situation and to receive any additional reports regarding the status of their office/classroom

REMEMBER: The occupants' procedures are: upon hearing the alarm or being notified of a fire, all occupants will evacuate the building and proceed to an outside Area of Safe Refuge. Assume all alarms (or notifications) are real.

IF NO ADVERSE CONDITIONS ARE FOUND:

- Upon Fire Department's instructions, reset all systems
- Be sure to notify occupants at the safe refuge area

FOR ALL EMERGENCIES

Fill out status report including:

- Time of incident
- How notified
- Floors evacuated
- Injuries
- Problems
- ETC

Ensure all occupants informed. Notify area wardens at the safe refuge area after the emergency.

FIRE SAFETY DIRECTOR: EARTHQUAKE

Pre-Emergency Planning:

1. Read General Information: Earthquake
2. Know locations of Utility Shutoffs: gas, water and electricity
3. Maintain a portable radio to receive emergency broadcast reports. Maintain flashlights or have light sticks.
4. Know location of nearest essential service phone (usually a payphone)
5. Reduce non-structural hazards. For example: secure top heavy objects such as bookcases, filing cabinets, etc. to structural elements of the building. Remove all heavy objects from top shelves. Secure cleaning liquids and other chemicals on shelves to help prevent spillage. Secure computers, printers, typewriters, etc. to desks or tables to prevent these objects from being tossed around during an earthquake.
6. It is recommended that MI be prepared for minimum of 72 hours (water, food, medical needs, sewage) in accordance with the Los Angeles County Emergency Disaster Services.

EMERGENCY ACTIONS:

1. If you feel a tremor:
 - **DROP:** 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 ON:** 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.
2. **Do not enter or exit the building during the shake.** There is danger of falling debris.
3. **Do not use the elevators.** Building elevators will automatically move to the next floor in the direction of travel. Doors will open and elevators will shut off.
4. If you are outdoors, move away from buildings, falling objects and power lines.

AFTER AN EARTHQUAKE:

1. Check condition of your area
2. Report to fire alarm panel, if safe to do so. Assess emergency systems.

3. Instruct staff to check utilities and condition of building. Shut off gas, water and electricity, if necessary.
4. Check for injured occupants
5. Receive status. Reports from Area Wardens or Group Leaders regarding extent of injuries, hazards and building damage on each floor.
6. Assess damage and take emergency actions Order evacuation or relocation as necessary
7. Assign staff or occupants to act as “runners” to relay messages to area wardens
8. Call appropriate outside emergency services (for example: fire department, paramedics, utility companies, etc.), if necessary.
9. Generally, it is safer to remain inside the building. If evacuation is necessary, alert all staff to begin evacuation of occupants. Assemble occupants at a safe refuge area outside and away from the building. This area cannot be predetermined. It will depend upon the earthquake damage.
10. Listen to radio for emergency reports and information.
11. Keep occupants quiet and calm. Keep occupants informed to prevent spreading of rumors.
12. Cooperate with Public Safety Officials. Be prepared for aftershocks.

NOTE: Occupants/students may ask “when can we go home?” It is best that in the event of an earthquake or community wide disaster during normal working hours that all occupants should remain at work. It may be too dangerous to attempt to go home right away. Encourage occupants to listen to radio reports for areas and roads that have sustained damage. Discourage leaving until they know roads are undamaged and traffic is moving. Encourage occupants to assist area wardens and group leaders as necessary.

FIRE SAFETY DIRECTOR: BOMB THREAT

PREVENTING A BOMB THREAT:

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 threat. 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

BOMB THREAT TEAM

A bomb threat situation can be resolved with a minimum of risk to people and property while minimizing the disruption of normal operation. The key people involved in implementing the plan are:

Director of Operations: Who has the full authority to order the evacuation, search, shutdown and reentry and who will direct the search, evacuation and reentry.

Security: Must be familiar with both public and out of the way areas and be trained by the Fire Safety Director in search procedures.

The Police Department must be notified of all threats

The safety and security of all occupants is of utmost importance. Proper coordination will assure smooth handling of all bomb threats with the least amount of inconvenience to all concerned.

BOMB THREAT EVALUATION

A bomb threat evaluation team must evaluate every bomb threat. One individual must have full authority to make the decision to partially or totally evacuate or not to evacuate. If a caller indicates that the bomb has already been placed in the building, evaluation and judgment regarding the evacuation must be made quickly. The decision to evacuate should be a cooperative effort between the police department and human resources.

Each threat may be classified as a specific or non-specific threat depending upon the information provided in the threat. A specific threat is the least common type, but more likely involves an actual explosion. This type of threat usually provides information regarding the bomb. For example: its placement, or the rationale for the attack, or when the bomb is going to explode. A non-specific threat simply states that a bomb has been placed, and generally little additional information is provided. It is also the most common type of threat received.

Every bomb threat must be evaluated. The evaluation is based upon the following information given by the caller:

- Time set for detonation
- Exact location of the bomb
- Description of explosive or container
- Identity of the caller: consider tone of voice, age of caller, background noise, exact words used, frequency of threat and any claimed identity to a political group
- Reason for threat: extortion, harassment, unhappy employee or customer, etc.

Other information to consider includes:

1. Number of threats received
2. Experience of other buildings in the area
3. Timing of threat. For example: before a long weekend
4. Call connected to a known situation. For example: recent employee dismissal, labor problems, general employee unhappiness or unrest in the community.
5. Possibility of access to facility that would allow planting a device.

If evacuation is ordered, consider:

1. Size, location and structure of building
2. Number of people on duty. It is difficult to evacuate large facilities with many people

3. Proximity and danger to neighborhood buildings or to other businesses sharing the same building.
4. Possibility of an effective search without total evacuation
5. Need for evacuation of entire building. Some areas with built-in security versus other areas accessible to the public.
6. The availability of outside area to which employees can be evacuated.
7. The liabilities involved if an explosion occurs and the building was not evacuated
8. Overreaction resulting in repeated immediate evacuation could lead to continuing threat pranksters.

3. Decision will be made by the building evaluation team in cooperation with the police department to:
 - a. Search without evacuation
 - b. Entire building search and total evacuation
4. Implement decision made:
 - a. Upon receiving a bomb threat, all instructions, directors and/or area. Wardens should be notified that a threat was received.
 - b. If the decision is made to search without evacuation, call the search team and report a bomb threat. Have the team begin a low key area search of their designated areas and report all findings.
 - c. If the decision is made to search the entire building an total evacuation, make calls instructing them to evacuate the building. Depending on time involved, evacuate building in sections. Remind them NOT to touch anything unusual or out of place and remain calm.

Based on your evaluation there are two choices:

1. Search without evacuation
2. Entire building search and evacuation

Fire Safety Director will then begin implementing the decision. Additional staff should telephone instructors, directors and area wardens. All phone calls should be documented:

- Time of call
- Whom they spoke to
- Ensure all calls are made from a safe location

PRE-EMERGENCY PLANNING

1. Read general information: Bomb Threat
2. Train search team in search procedures and areas for their search. The team includes: Director of Operations, Security, Maintenance and Operations Personnel.
3. Designate members for a Building Evaluation Team.
4. Inform search team of location of potential safe refuge areas outside and away from building at least 300-500 feet from the building.

NOTE: This area may vary depending upon the location of the bomb device or information learned in the threat.

EMERGENCY ACTIONS:

1. Call Police Department: The police department may dispatch field units who in turn will notify the bomb squad, if necessary.
2. Immediately notify all available building staff. If caller indicates the bomb has been placed in the building, then evaluation and judgment must be made quickly.

If a suspicious object is found:

- Have police department advise bomb squad
- Evacuate involved floor and floors directly above and below if not yet evacuated
- Depending on time and size of building, evacuate remainder of building
- Follow directions of police department and bomb squad personnel

If building is to be evacuated:

- Use megaphone if available for crowd control
- Building staff will be needed to prevent unauthorized reentry to the building
- Permit reentry only when the device has been removed and/or the building is declared safe for reentry

If no suspicious object is found and no evacuation was ordered:

- Document all information
- Contact search team to resume their normal activities

If an explosion occurs:

- Follow fire emergency procedures

NOTE: All incidents are to be documented

MAINTENANCE: FIRE

Maintenance is responsible for assisting the Fire Safety Director in an emergency situation.

PRE-EMERGENCY PLANNING:

1. Read general information: Fire
2. Read building emergency systems section of emergency plan. Understand operation of Building's Life Safety Systems
3. Know operation of Fire Alarm Panel: how to read the panel and how to reset systems
4. Have list of emergency telephone numbers for outside emergency services; and how to notify property management and human resources.

EMERGENCY ACTIONS

1. Assist the Fire Safety Director as necessary:
 - Receive reports regarding the alarm from area wardens
 - Reporting location of any occupants needing assistance to the incoming Fire Department personnel
 - Restrict entry to the building
 - Direct occupants to the outside safe refuge areas

NOTE: A fire alarm should be investigated only if ample personnel is available and only by those carrying two way communications. Never use an elevator. Caution must be used before opening my door. The Fire Department must always be called first. If there is any indication of fire and/or smoke, immediately notify building staff and evacuate.

REMEMBER: Only 1655 N. McCadden and 6779 Hawthorn have audible/visual alarms. The students/occupants' procedures are: upon hearing the alarm or being notified of a fire, all occupants will walk down the stairs, evacuate the building and proceed to an outside area of safe refuge.

ASSUME ALL ALARMS ARE REAL.

MAINTENANCE: EARTHQUAKE

PRE-EMERGENCY PLANNING:

1. Read general information: Earthquake
2. Know how and where to shut off gas, water and electricity. Know location of necessary tools.

EMERGENCY ACTIONS: DURING EARTHQUAKE

1. **DROP, COVER AND HOLD ON.** Get under a desk or other sturdy object and hold on. Stay away from windows, bookcases, filing cabinets or anything else that may fall or shatter.

EMERGENCY ACTIONS: AFTER AN EARTHQUAKE

1. Assess condition of buildings. If possible check fire alarm panel. Report all building damage, injuries and potential hazards to the Fire Safety Director.
2. Receive reports from Director of Operations, area wardens, group leaders and/or occupants regarding damage and injuries. Shut off gas, water and electricity as necessary.
3. Determine the necessity for evacuation. If life threatening, begin evacuation. Direct occupants to a safe area. This area cannot be predetermined. It will vary depending upon earthquake damage. Generally, it is safer to remain inside the building.
4. Replace telephone receivers that may have fallen off the hook. Discourage use of the telephone. Telephones should be used for emergency calls only.
5. Call appropriate outside emergency services. For example: fire department, paramedics, utility companies, etc. If no phone is working, assign an occupant to phone for assistance from nearest essential service phone (usually a payphone) or use a cellular phone.
6. Give status report to incoming emergency personnel.
7. Listen to the radio for emergency reports/information. Keep occupants quiet, calm and informed to prevent spreading of rumors.
8. Cooperate with Public Safety Officials.
9. **BE PREPARED FOR AFTERSHOCKS**

MAINTENANCE: BOMB THREAT

PRE-EMERGENCY PLANNING:

1. Read general information: Bomb Threat
2. Know potential safe refuge areas outside of the building (at least 300-500 feet from the building).
This area cannot be predetermined. It will vary depending upon the location of the device.
3. Know search procedures. See Section: E 3-4.
 - a. Be familiar with areas to be searched:
 - i. Exits, stairwells, elevators, accessible equipment and maintenance areas and roof.

EMERGENCY ACTIONS:

1. Notify security. **DO NOT TOUCH ANYTHING.**
2. If there is sufficient time, begin search of designated areas.
3. The Director of Operations will make the decision to search building

If NO suspicious object is found:

- Standby for further instructions

If a suspicious object is found:

- Be prepared to shut down utilities as necessary

If evacuation is ordered:

- Follow Fire Emergency Evacuation Procedures.
- Follow instructions of Fire Safety Director.
- Permit reentry only when the building is declared safe for reentry.
- Document all information

SECURITY: FIRE

Security: Responsible for meeting the Fire Department and assisting the Fire Safety Director in an emergency and for implementing emergency procedures after hours.

PRE-EMERGENCY PLANNING:

1. Read general information: Fire
2. Read MI's Building Emergency Systems section of Emergency Plan. Understand operation of buildings' Life Safety Systems
3. Know operation of Fire Alarm Panel (i.e. how to read and reset Fire Alarm Panel, location of emergency keys for Fire Department)
4. Have list of emergency telephone numbers for outside emergency services and how to notify the Director of Operations.

EMERGENCY ACTIONS:

1. **Call the Fire Department at 911.** Notify the Fire Safety Director and other security officers
2. Report to the Fire Alarm Panel. Evaluate the status of the building's Life Safety Systems. For example: Type of alarm activated and floor of activation, relay the information to all staff. (Only 6779 Hawthorn and 1655 N McCadden have audible/visual alarms)

NOTE: An alarm should be investigated only if ample personnel is available and only by those carrying two way communications. Never use an elevator. Caution should be used before opening any door. The Fire Department must always be called first. If there is fire or smoke, immediately notify all staff and evacuate the floor.

3. Meet Fire Department and direct them to the Fire Alarm Panel
4. Assist Fire Department and fire Safety Director as necessary:
 - Directing occupants to the outside area of safe refuge
 - Restricting entry to the building
 - Location of shutoffs
 - Know status of fire protection equipment (i.e. any equipment shut off or offline)

AFTER THE EMERGENCY

1. Per Fire Department's instructions, reset alarm.
Return all systems to normal function.
2. Notify occupants at Safe Refuge Area that they can return to the building (per Fire Department instructions)
3. Fill out a report on the incident including:
 - Time of alarm
 - How notified
 - Floors evacuated
 - Injuries
 - ETC

AFTER HOURS SECURITY:

1. Call the Fire Department
2. Meet Fire Department
3. Notify MI's emergency contacts
4. Follow instructions from the Fire Department personnel

REMEMBER: Upon hearing the alarm or being notified of a fire, all occupants will walk down the stairs, evacuate the building and proceed to an outside area of safe refuge.

ASSUME ALL ALARMS ARE REAL.

SECURITY: EARTHQUAKE

PRE EMERGENCY PLANNING:

1. Read general information: Earthquake
2. Know how and where to shut off gas, water and electricity. Know location of necessary tools.

EMERGENCY ACTIONS DURING EARTHQUAKE:

DROP, COVER AND HOLD ON. Get under a desk or other sturdy object and hold on. Stay away from windows, bookcases, filing cabinets or anything else that may fall or shatter.

EMERGENCY ACTIONS AFTER AN EARTHQUAKE:

1. Report to the Fire Control Room and check fire alarm panels and the Building's Life Safety System. Report all findings to all staff.
2. Assist fire safety director as needed:
 - Check building for damage
 - Check for injuries
 - Shut off gas, water and electricity as necessary
 - Assist in determining the necessity for evacuation. If life threatening, begin evacuation. Direct occupants to a safe area. *This area cannot be predetermined. It will vary depending upon earthquake damage.* **Generally, it is safer to remain inside the building.**
 - Call appropriate outside emergency services. For example: Fire Department, paramedics, utility companies, etc. If no phone is working, assign an occupant to phone for assistance from nearest essential service phone, usually a payphone or use a cellular phone.
 - Give status report to incoming emergency personnel
2. Listen to radio for emergency reports/information. Keep occupants quiet, calm and informed to prevent spreading of rumors.
3. Cooperate with Public Safety Officials.

SECURITY: BOMB THREAT

PRE-EMERGENCY PLANNING:

1. Read general information: Bomb Threat
2. Be aware of unauthorized personnel in engineering and utility areas
3. Know potential safe refuge areas outside of the building (at least 300-500 feet from the building.)
This area cannot be predetermined. It will vary depending upon the location of the 'device' or information received in the threat.
4. Know search procedures. See Section: E 3-4.
5. Be familiar with areas to be searched: main lobby and perimeter to the building. If on duty, engineering will check all exit paths (stairwells and elevators.)

EMERGENCY ACTIONS:

1. Notify the Director of Operations, who will call the police department and make the decision to search and/or to evacuate the building.
2. If there is sufficient time, begin search of designated areas. Do not touch anything unusual or out of place.
3. Follow instructions of the Fire Safety Director and Police Department.
4. Permit reentry only when the building is declared safe for reentry
5. Document all information

NOTE: If a threat is received after hours, call MI's Emergency Contact List and the Police Department. Also, notify all occupants/students who are working in the building. Inform them that a bomb threat has been received and they need to evacuate immediately.