



CENTERVIEW

SUITE WARDEN MANUAL

1920 & 2010 Main Street, Irvine, CA 92614

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CENTERVIEW 1920 & 2010 MAIN STREET SUITE WARDEN MANUAL

INTRODUCTION

EMMES Realty Services of California LLC, in cooperation with the City of Irvine Fire Department, has provided this manual to assist our tenants in maintaining safety in the workplace for their employees.

Additional procedures outlined for Earthquake, Medical Emergency, Bomb Threat, and Power Failure are recommendations only. For further legal requirements and information regarding such situations, refer to appropriate agency. While the safety and security procedures contained in this manual have been prepared by an experienced team, all building occupants should realize no procedure is foolproof.

Many state and Federal Codes, and prudent business management require the owner or manager of a building to develop and administer a master emergency plan. Occupational Safety and Health Administration (OSHA) requires all employers (tenant management) establish and implement an emergency plan, with sufficient members of their employees oriented to the details of emergency preparedness and procedures to take positive action during an emergency. Tenant participation in Centerview's floor warden program will help satisfy this requirement.

The provisions of Section 3.09 and 3.10 of Title 19 of the California Code of Regulation, requires 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 City of Irvine 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 at the property and be made readily available to members of the City of Irvine Fire Department.

EMERGENCY TELEPHONE NUMBERS

CENTERVIEW 1920 & 2010 MAIN STREET

City of Irvine, Fire Department **911 *(949) 770-6016**

Paramedics **911 *(949) 770-6016**

City of Irvine Police Department **911 *(949) 724-7000**

(*This should only be used if a problem occurs with the "911" system)

LOCAL AGENCIES:

Kaiser Permanente (949) 932-5000

Hoag Hospital (949) 645-8600

UCI Medical (714) 456-7890

Poison Control Center (800) 876-4766

Hazardous Materials (714) 538-3501

Department of Power (Edison) (800) 990-7788

Department of Water (Irvine Ranch District) (949) 453-5300

Southern California Gas Co. (800) 427-2000

Suicide Prevention (714) 639-4673

Civil Defense Disaster Services (714) 953-8429

Bee Control Hotline (800) 925-3800

EMERGENCY TELEPHONE NUMBERS

CENTERVIEW 1920 & 2010 MAIN STREET

BUILDING MANAGEMENT OFFICE

24 Hour Building Security (949) 456-5139

Fire Safety Director: David Gekchyan (949) 253-3430

Alternate Fire Safety Director: Eliana Romero (949) 253-3438

Portfolio Chief Engineer: Damon Ohr (949) 253-3433

Building Address: 1920 & 2010 Main Street, Irvine, CA 92614

**Cross Street: to 1920 is MERCANTILE
to 2010 is GILLETTE**

CENTERVIEW

1920 & 2010 Main Street, Irvine, CA 92614

FLOOR WARDEN ROSTER

Tenant	Floor/Suite	Floor Warden (& Alternate)	Phone No.
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**THIS LIST IS FOR YOUR FLOOR ONLY!
THE MASTER LIST IS KEPT IN THE OFFICE OF THE BUILDING**

CENTERVIEW

1920 & 2010 Main Street, Irvine, CA 92614

PHYSICALLY IMPAIRED ROSTER (CONFIDENTIAL)

Tenant	Floor/Suite	Name	Phone No.	Assistance Monitors
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**THIS LIST IS FOR YOUR FLOOR ONLY!
THE MASTER LIST IS KEPT IN THE OFFICE OF THE BUILDING**

FLOOR WARDEN MANUAL

FIRE PROCEDURES

IF YOU DISCOVER THE FIRE OR SMOKE

1) Safety of Life: If fire is in an occupied room, remove anyone from immediate danger. Confine the fire by closing as many doors as possible as you leave the area.

2) Notification: Activate a manual pull station in close proximity-located at stairwell doors. Call Fire Department: **Dial 911**

Give the following information:

Building Name: **Centerview**
Address: 1920 & 2010 Main Street
Nearest Cross Street: to 1920 is MERCANTILE
to 2010 is GILLETTE
Floor/Co.: _____
Nature of Emergency: _____
Your Call Back Number: _____

NOTE: DO NOT Hang Up Until the 911 Operator Does First

If time permits:

Call the EMMES Management Office: (949) 253-3428

3) Fighting the Fire: Now is the time to consider fighting the fire. Only attempt to do so if: You have been properly trained. You have someone with you, and it is safe to do so.

4) Evacuation: Start by notifying adjoining areas to begin evacuation. Then start your Floor Warden Duties.

IF TRAPPED INSIDE YOUR OFFICE, ROOM, OR AREA:

- a) Wedge cloth material along the bottom of the door to keep out smoke.
- b) Close as many doors as possible between you and the fire.
- c) Use a telephone if available, and notify the Fire department of your problem and location.
- d) If windows are operable, and you must have air, open the window. Break the window only as a last resort, as it will become impossible to close later.
- e) If unable to perform assigned duties, notify your alternate or building staff.

"Smoke detectors are provided for your personal safety. Anyone who willfully and maliciously tampers with, 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 (P.C. 148.3)."

IF YOU HEAR, SEE, or ARE NOTIFIED OF AN ALARM:

- 1) Confirm evacuation has begun and Monitors are in and going to their proper positions.
- 2) Pull nearest Manual Station if bells (whooper) are not sounding.
- 3) Oversee Evacuation process, only become physically involved if absolutely necessary. Delegate responsibilities.
- 4) When occupants are clear of the floor or fire or smoke is impeding, clear monitors to enter stairwells and evacuate.

AFTER HOURS

Daytime Floor Wardens may not be available during alarm activation after business hours. For those Tenants that may have a 24 Hours a day operation and staff, an additional Floor Warden should also be assigned. This will enable a contact person for your suite/floor in the event of an alarm situation.

FIRE EXTINGUISHER USE

FIRE EXTINGUISHER OPERATING PROCEDURES

When a fire occurs follow these general rules:

1. Make sure everyone gets out of the building.
2. Call the fire department immediately. Fires can spread quickly -- if you are unsuccessful in putting out a fire, the time you spent trying to extinguish a blaze may allow it to spread to other areas of building. Keep a complete set of directions posted by the telephone to instruct fire department personnel to your location. Most individuals can be easily confused during a stressful situation.
3. After calling the fire department, if the fire is still small, decide if you or someone else should attempt to extinguish a small fire. Smoke and gases released from a fire can be toxic, so never attempt to put out a fire if you have any doubts about your ability to extinguish it or if you are alone. Evacuate and wait for fire department personnel who have the proper equipment and are trained in fire fighting procedures. If you elect to put out a fire, have someone with you, and your back facing an exit. Keep in mind that the building is equipped with a sprinkler system.

To Operate a Fire Extinguisher:

1. Take extinguisher from mounting bracket.
2. Remove locking pin, ring, clip, level, etc. Get into a crouching position on the upwind side of the fire.
3. Point extinguisher nozzle at base of fire and squeeze the lever or handle.
4. Discharge using a sweeping motion from side to side at the base of the fire.

FIRE EXTINGUISHERS

There are several types of fire extinguishers available, but the best type for home and farm use is a multipurpose "ABC" type extinguisher. ABC type extinguishers generally use ammonium phosphate as the active chemical to extinguish a fire and are capable of putting out most common fires.

Extinguishers are rated for the type of fire they are made to extinguish.

- A - Ordinary combustible materials such as wood, paper, hay, etc.
- B - Flammable liquids such as gas, oil, grease and other petroleum products.
- C - Electrical fires.

As this listing shows, an ABC type extinguisher is capable of extinguishing most fires.

Multipurpose extinguishers are available in 2, 5, and 10 pound sizes. The larger the extinguisher the longer it takes to completely discharge. Because the discharge time for these sizes ranges from 8 to 25 seconds, a five-pound extinguisher is the minimum size that should be purchased.

PURPOSES AND LOCATIONS FOR FIRE EXTINGUISHERS

The main reasons for having fire extinguishers readily available are to:

- Suppress a fire along an escape route so trapped persons can exit a burning structure.
- To extinguish or contain a fire from the time it is discovered until the arrival of fire department personnel.

FLOOR WARDEN FIRE PREVENTION

You can avoid being placed in a fire situation by maintaining and practicing a good fire prevention program. Conduct regular inspections to insure that your work place is kept in a safe condition at all times. Centerview is a Non-Smoking property. If you require further assistance, please contact EMMES Realty Services of California LLC.

Here are some helpful tips:

- * DO NOT empty an ash tray into a waste basket
- * DO NOT smoke in the restrooms or stairwells
- * DO NOT overload electrical circuits. Consult the Management Office for circuit capacity
- * Turn off coffee makers and other appliances when not in use
- * DO NOT store anything in corridors, passenger and freight elevator lobbies, or stairwells
- * Report unsafe conditions to the Security Staff and Management Office
- * Candles, novelties and incense are not allowed

EVACUATION PROCEDURES

DEFINITION

Webster's "To withdraw from a place on an organized way, especially for protection".

RELOCATION

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

FIRE DEPARTMENT DEFINITIONS - EVACUATION AND PANIC CONTROL

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

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

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

SPECIFIC EVACUATION PROCEDURES

Upon activation of an Alarm Device, an immediate evacuation will be conducted. This means the evacuation of ALL floors will be implemented; the Alarm Floor, Floors Above and below will proceed down to the ground level, exit the stairwell and wait precede to the SAFE REFUGE AREA. Occupants descending should remain to the inside of the stairwell handrail.

OUTSIDE RELOCATION AREAS:

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

If evacuated outside, occupants of 1920 Main St. should **move to the northwest corner of Mercantile and Morse Ave** and occupants of 2010 Main St. should **move to the southeast corner of Morse Ave. and Gillette Ave (refer to maps on page 16)**. This is to prevent occupants from being injured by falling glass or debris and interfering with Fire Department Operations. If possible, no one should cross busy streets.

FLOOR WARDEN STAIRWELL SAFETY INSTRUCTIONS

When Evacuation is Required:

- * Move quickly but DO NOT run
- * Go to the nearest safest stairwell or exit
- * Remove high heels to prevent injuries (carry them with you)
- * Walk single file, stay to the inside of the stairwell
- * Allow room for others to enter into an orderly flow of traffic, but DO NOT hold up traffic unnecessarily
- * Get assistance for those who are slower moving or physically impaired
- * Dispel any false information, rumors, etc. (to reduce the possibility of PANIC- DO NOT use the word "FIRE")
- * Treat any injuries incurred in the stairwell, at the nearest floor landing when required and if practical
- * Complete the evacuation. DO NOT congregate in the stairwell

REMAIN CALM AND TRY TO BE AS QUIET AS POSSIBLE WHILE DESCENDING

FLOOR WARDEN STAIRWELL DOOR INFORMATION

In an emergency, occupants must use them to evacuate their floor and the Fire Department will use them to fight the fire, and for search & rescue.

LOCATIONS

Each building has (2) stairwells for emergency use only.

- 1920 West** – Stairwell #2 empties out to Mercantile Street
Stairwell #3 empties out facing the Parking Structure
- 2010 East** – Stairwell #2 empties out to Gillette Street
Stairwell #3 empties out facing the Parking Structure

EGRESS

All stairwells terminate at the ground level.

PRESSURIZATION

All stairwells have pressurization which is activated upon any alarm device tripped. Positive airflow is pumped into the stairwells to keep smoke from entering the stairwells.

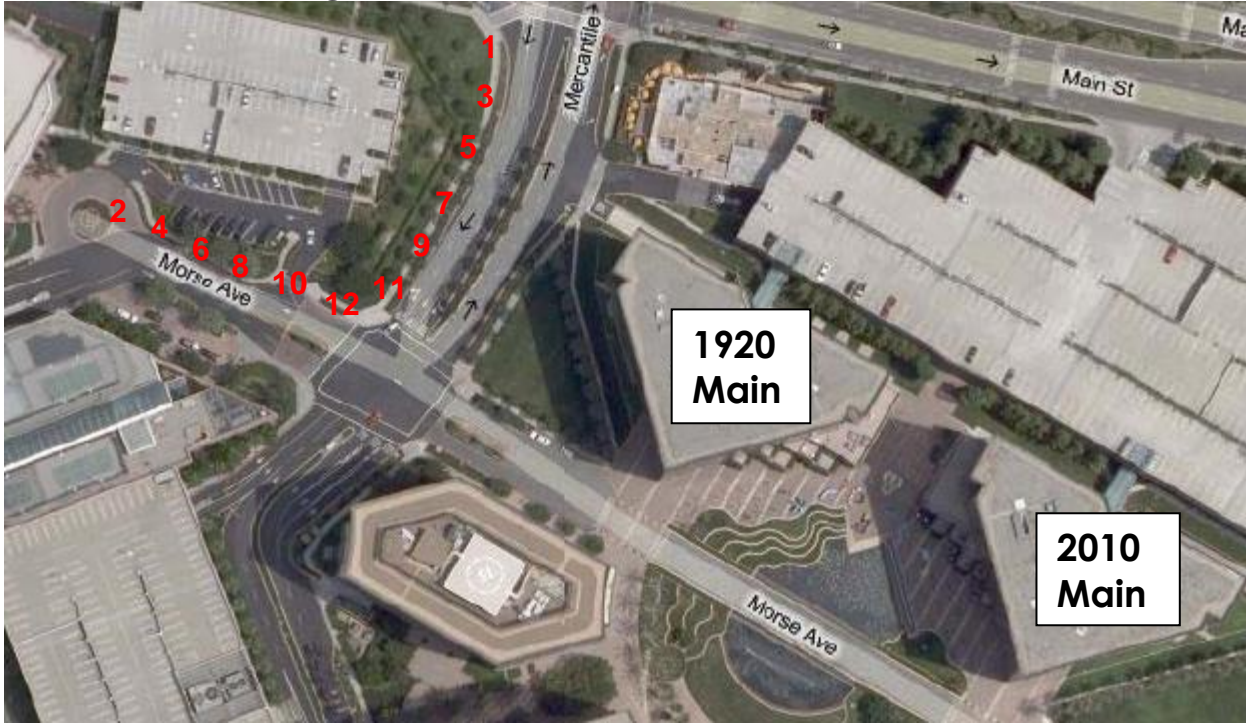
LOCKING DEVICE

Both stairwells in the tower are secured by a magnetic system which is DISARMED/DISENGAGED from the Fire Control Room when an alarm is activated.

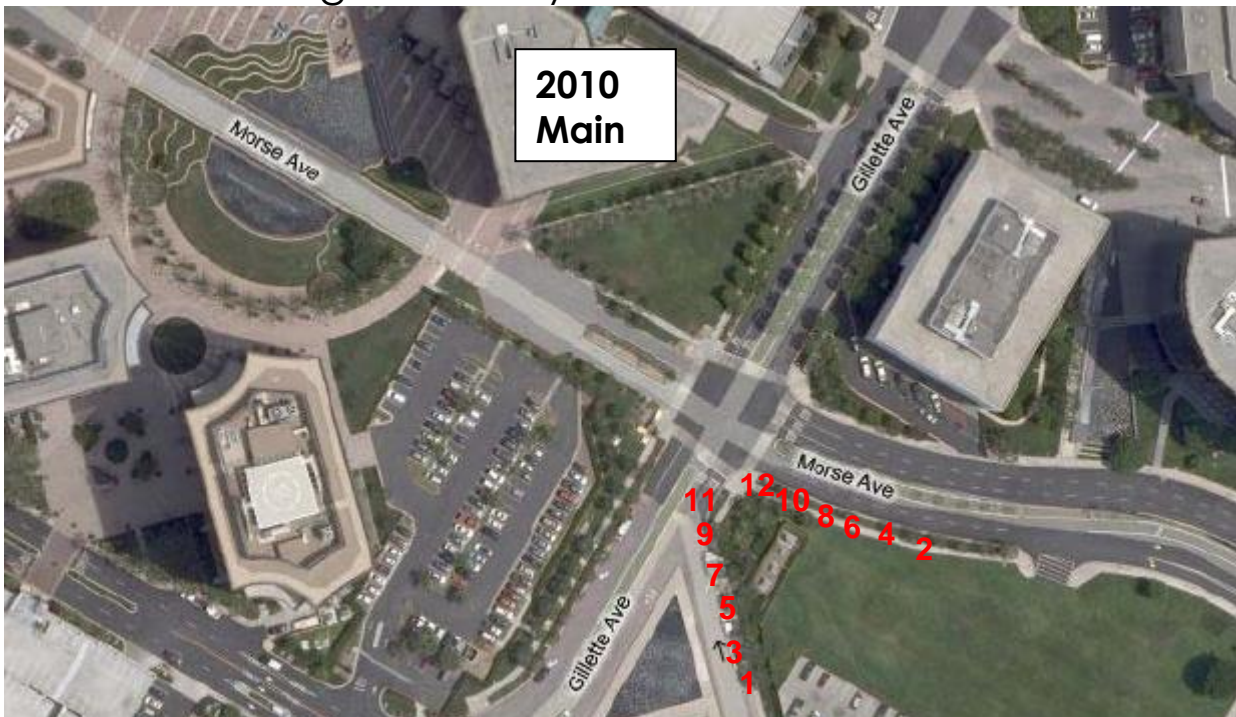
FIRE DOOR RATING 90 Minutes

SAFE AREA REFUGE MAPS

1920 Main Refuge Areas by Floor



2010 Main Refuge Areas by Floor



FLOOR WARDEN

EVACUATION FOR THE PHYSICALLY IMPAIRED

Physically Challenged Includes but may not be limited to:

- * Persons confined to wheelchairs
- * Persons dependent on crutches
- * Persons recovering from surgery
- * Persons with significant hearing or sight impairment
- * Extreme cases of obesity
- * Pregnancy

The Fire Department requires that an updated list which indicates the name, location, and nature of disability of physically impaired occupants within the building. For the purpose of this procedure, any person with a disability, temporary or permanent, or other condition that would require them to obtain assistance during an evacuation is considered physically impaired. Be aware that some individuals with disabilities that are not obvious may not volunteer that information. Everyone must be assured that the information received will be kept confidential.

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.

SPECIFICS

Before a fire or other emergency where relocation or evacuation is called for, ESCORTS or ASSISTANCE MONITORS will have been pre-determined and assigned to physically impaired will;

- 1) Assist the physically challenged and proceed to the safest stairwell exit. Once occupants on their floor have moved into the stairwell and are proceeding to the relocation area, the ESCORTS should move these individuals into the stairwell and close the door behind them. Assistance Monitors/Escorts and the physically challenged have two options:
 - * Send someone to advise the Fire Department of your location on the stairwell landing and await further assistance. DO NOT leave the person alone!
 - * Once all floors involved have moved past your location, take the person who otherwise would be moving slower, to the designated "Safe Refuge Area".

DO NOT LEAVE WHEEL CHAIRS OR ITEMS INSIDE THE STAIRWELLS

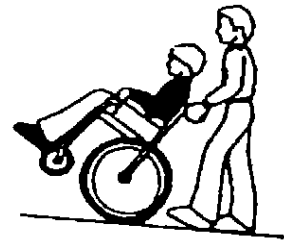
(See the following graphics for considerations to follow)

CHAIR EVACUATION

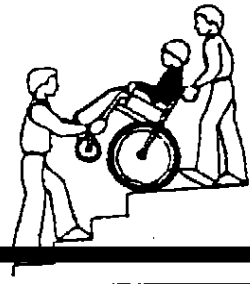
PERSON IN NON-MOTORIZED WHEELCHAIR

1.
UNLOCK THE WHEELCHAIR BRAKE

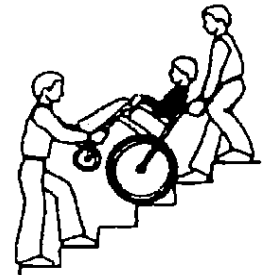
2.
THE CHAIR IS GENTLY LEANED BACKWARD AND MOVED TO THE EDGE OF THE FIRST STEP.



3.
ONE HELPER STEADIES THE CHAIR BY HOLDING THE RODS TO WHICH THE FOOT RESTS ARE ATTACHED. THE PERSON IN THE BOTTOM POSITION IS THERE TO STEADY THE CHAIR, NOT TO LIFT IT.
NOTE: DO NOT LIFT CHAIR FROM BOTTOM POSITION.



4.
THE HELPER IN THE TOP POSITION CONTROLS THE DESCENT OF THE CHAIR BY BENDING THEIR LEGS SLOWLY AND TAKING MOST OF THE



OFFICE CHAIR EVACUATION

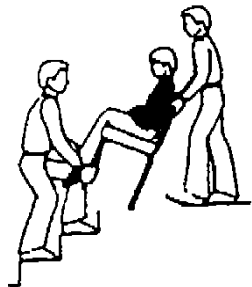
1.
TRANSFER THE PHYSICALLY CHALLENGED INDIVIDUAL TO A STURDY OFFICE CHAIR.

NOTE: SEE LIFTING TECHNIQUE DESCRIBED IN "TWO PERSON CARRY".

2.
ONE HELPER GENTLY LEANS THE CHAIR BACKWARDS.

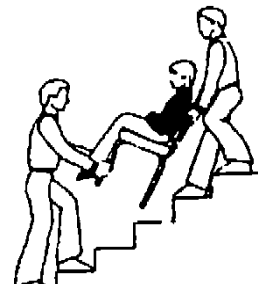


3.
THE OTHER HELPER FACES THE CHAIR AND HOLDS ONTO THE FRONT LEGS OF THE CHAIR. BOTH WILL LIFT THE CHAIR SIMULTANEOUSLY.



4.
THE HELPERS CONTROL THE DESCENT BY BENDING THEIR LEGS SLOWLY AND KEEPING THEIR BACK STRAIGHT.

IMPORTANT: Never leave a wheelchair in the stairwell!

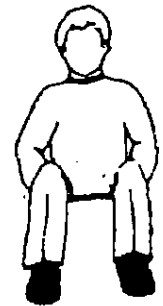


TWO PERSON CARRY

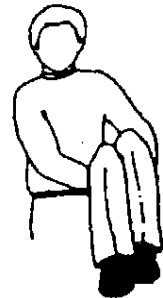
1. HELPER NUMBER ONE REACHES UNDER ARMS AND GRASPS THE INDIVIDUALS RIGHT WRIST WITH THEIR LEFT HAND AND LEFT WRIST WITH THEIR LEFT HAND.



- 2a. IF THE PHYSICALLY CHALLENGED PERSON IS ABLE TO SEPARATE THEIR LEGS: HELPER NUMBER TWO STANDS BETWEEN THE LEGS AND PLACES HANDS UNDER THE KNEES. THEN THEY LIFT SIMULTANEOUSLY.

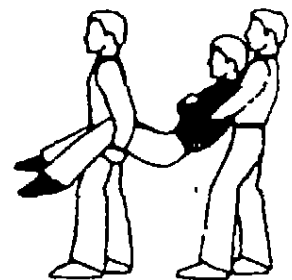


- 2b. IF THE PHYSICALLY CHALLENGED PERSON CANNOT SEPARATE THEIR LEGS: HELPER NUMBER TWO STANDS ALONG SIDE AND CARRIES FROM THAT POSITION. (Use which ever method everyone feels the most secure with)



3. HELPERS CONTROL THE DESCENT BY WALKING SLOWLY AND CAUTIOUSLY.

IMPORTANT: Never leave a wheelchair in the stairwell



FLOOR WARDEN BEFORE THE EARTHQUAKE

MITIGATION

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

ASSESS YOUR WORK AREA:

- * **Windows/Glass:** If your work station is near a window or glass partitions, decide where you will take cover to avoid being injured by flying glass.

- * **Heavy Objects:** If your work station is near a temporary wall or partition, make sure it is securely anchored.

- * **Loose Objects:** If you have materials stored on top of cabinets or shelves, determine if these items should be secured or moved.

SUPPLIES

It is strongly suggested that all tenants maintain emergency supplies and equipment, for usage after a disaster. The Emergency Survival Kit (s) should also have a detailed list of its contents and their storage location known to the Floor Wardens or assigned personnel.

Provisions:

- | | | |
|-----------------|--------------------------------|----------------------|
| * Water | * Food | *Gloves |
| * Blankets | * Flashlights | * Hard Hats |
| * Dust Masks | * AM/FM Radio | * Batteries |
| * Emergency #'s | * First Aid Kit | * Back-up Cell Phone |
| * Medication(s) | * Broom / Crow Bar / Ax / etc. | |

FLOOR WARDEN DURING THE EARTHQUAKE

~ REMAIN CALM: DO NOT panic. DO NOT attempt to go outside.

~ ACT QUICKLY: Move away from windows, temporary walls or partitions, and freestanding objects such as files, cabinets, shelves, and hanging objects.

~ DUCK: Or drop down to the floor.

~ COVER: Take cover under a sturdy desk, table, or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms.

HOLD: If you take cover under a sturdy piece of furniture, hold on to it and be prepared to move with it.

STAY PUT: Hold this position until the ground and/or the 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 protective cover.

If You Are Outside: 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.

FLOOR WARDEN AFTER THE EARTHQUAKE

~ **Remain Calm.**

~ **DO NOT Automatically Run Outside.** Contrary to what many people think, most buildings are designed to withstand a major earthquake. If you run outside, you may dramatically increase your chances of being injured or killed by falling debris. Move away from hazards immediately and prepare for aftershocks.

~ **Be prepared for aftershocks.**

~ **Start a Check Of Your Work Area.** Begin to survey your office, adjacent rooms, and the floor for any major problems.

Such as: Injured co-workers // Broken glass // Light fixtures dangling
Water leaks // Stairwell obstruction // any possible safety hazard

Contact SEARCH MONITORS, GROUP LEADERS, ETC. to assist.

~ **Implement your own company's plan of action**

(If one exists, located at: _____) and devise a method of communication with each other on your floor and with building personnel.

* Keep in mind that after-hours, other co-workers may not be on-site and Building Personnel may be difficult to reach.

~ **Also remember that, after a major earthquake,** building personnel will not be able to handle all problems reported. Be prepared to take care of yourselves.

~ **Uninjured occupants on the floor** should also be called upon to assist. Not only will this give you additional support, it will also keep them busy, giving them less time to dwell on the disaster.

DAMAGE ASSESSMENT

Safety depends upon immediate damage assessment and hazard identification. For this reason, a damage assessment team should be organized. Occupants should be assigned to survey the damage and identify areas that would pose a danger to safety during an aftershock:

Priorities

Structural Integrity/ Gas Leaks or Smell/ Potential Fires/ Lighting/
Electrical Closets/ Stairwells/ Water Leaks/ Electrical Shorts/etc.

Status reports should be relayed to the Building/Management Staff as quickly as possible to provide information on hazards and any action taken or action needed to repair the problem or isolated area. Once the assessment has been completed and immediate hazards corrected or isolated, this team can assist in search and rescue.

If a fire is discovered, everyone must be removed from this area immediately. The Fire Department notified, and relayed to Building Staff (the local Fire Department may not be able to respond depending on the severity of the earthquake).

SEARCH AND RESCUE

As soon as possible, teams should be set up for search and rescue. These teams should proceed to render assistance in life threatening (fires, major injuries, etc.) situations and provide the Building Staff with a detailed status of all areas. If possible, utilize other co-workers to assist. A designated triage area should be set up on each floor. This is an area where each individual is examined briefly to determine the extent and severity of injuries and treatment is prioritized (severe, life threatening first minor, non-life threatening last). Also, if necessary, a temporary morgue should be set up in a secluded location.

The objective of the initial search and rescue efforts should be to gather information on the condition of each floor which will assist the Management Staff in establishing priorities. For that reason, it is not recommended that an extended amount of time be spent on each floor (unless a major problem such as a fire or gas leak occurs).

MAINTENANCE AND SANITATION

When things begin to stabilize, clean-up operations should begin. One of the first priorities should be the removal of glass and debris which could pose a threat during an aftershock. These items should be piled in a specific location on each floor for removal at a later time. If water is not available, tenants and staff members should secure plastic bags on toilets with rubber bands. After use, the bags should be treated with disinfectant and disposed of in a pre-determined, secluded location.

RECOVERY

Once things have stabilized, you should concentrate on recovery. An open line of communication should be maintained with the Management Staff and the utility companies (this may be difficult). As a preparedness standard, a list of your vendors and contractors should be kept, and may be needed for additional support.

EVACUATION

Determine in advance the nearest exit from your work location and the route you will follow to reach that exit in the event an evacuation is necessary. Also establish an alternate route to be used in the event your first route is blocked or unsafe to use. DO NOT evacuate unless told to do so or danger is imminent. Follow instructions given by emergency personnel.

- | | |
|-----------------------------------|---|
| -- WALK, DO NOT RUN | -- DO NOT USE ELEVATORS |
| -- KEEP NOISE TO A MINIMUM | -- DO NOT PUSH OR CROWD |
| -- USE HANDRAIL | -- STAY TO THE INTERIOR OF STAIRWELL |
| -- CHECK DOORS FOR HEAT | -- EVACUATE ONLY VIA STAIRWELLS |
| (BEFORE OPENING) | |

Assist non-ambulatory, visually impaired, and hearing-impaired persons if they are present.

If you have relocated away from the building, DO NOT return until you are notified that it is safe to return.

FLOOR WARDEN MEDICAL RESPONSE PROCEDURES

WHEN NOTIFIED OF A MEDICAL EMERGENCY:

- 1) **Obtain** the following information:
 - * Nature of the emergency
 - * Age of injured party
 - * Sex of injured party
 - * Location of injured party
 - * Current condition of injured party
 - * Name and callback of person reporting

- 2) **Call Paramedics "911"**

Give the following information:

 - * Building Name: **Centerview**
 - * Address: 1920 & 2010 Main Street
 - * Nearest Cross Street: to 1920 is MERCANTILE
to 2010 is GILLETTE
 - * Nature of Emergency: _____
 - * Location of Injured: _____
 - * Your Callback No.: _____

- 3) **Call the EMMES Management Office at (949) 253-3428.**

- 4) **Have an employee** go to the main lobby entrance and wait for Paramedic's arrival. Or send someone to the Passenger Lobby of your floor to assist with directions to the victim.

- 5) **If the victim needs** CPR or First Aid, someone trained in these procedures should provide assistance as needed.

- 6) **Make sure** to keep unnecessary individuals away from the area.

- 7) **Provide the Paramedics** with any pertinent information about the emergency.

FLOOR WARDEN

BOMB THREAT PROCEDURES

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

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

UPON NOTIFICATION OF A BOMB THREAT

1) Notify the proper authorities:

Police Department	911
Building Management	(949) 253-3428
24 Hour Security	(949) 456-5139

* Give exact location and all known facts. Be guided by the instruction of the Police Department.

2) Insure that, "threat conversation" is documented as accurately as possible and as soon as practical. To assist the Police, use the Bomb Threat Check List for guidance.

*** If your phone system is equipped with a recording feature, use it to record the caller and the threat. This will help the Police with their investigation.**

3) Determine if "Threat Call" is addressed to your Office, Company, or person.

TELEPHONE THREATS

The majority of bomb threats are made by telephone. If you receive a call, obtain as much information from the caller as possible. This will assist in determining the course of action to take and assist the Police Department with their investigation. A blank, Bomb Threat Check List is in this manual.

On the Bomb Threat Check List, you will find many questions that will need to be filled-in. Don't assume you won't get this information from the caller. If a person phoning in a bomb threat has actually planted a device, chances are that they are calling to provide a warning, to prevent or minimize injury, and may be willing to give vital information. Any information received can be helpful.

WRITTEN THREATS

For a letter or parcel bomb, look for the following:

- | | |
|---|--------------------------------|
| * Excessive postage | * No return address |
| * Excessive weight | * Incorrect titles |
| * Restricted markings
(such as confidential or personal) | * Oily stains or discoloration |
| * Protruding wires or tin foil | * Rigid Envelope |
| * Lopsided or uneven envelope | * Misspelling of words |
| * Visual distractions | * Titles but no names |
| | * Foreign mail |

Save all materials, envelopes, and containers. Avoid unnecessary handling to preserve fingerprints and such suspicious items should not be fumbled. Preservation of evidence is essential.

Upon Receipt of a Written Threat or Suspicious Package:

- 1) Prevent anyone else from handling it.
- 2) Notify the Building Management Office, Police Department.
- 3) Follow instructions from the Police Department.
- 4) Isolate the package or area where it is.
- 5) Wait for Police to arrive.

SEARCH TECHNIQUES

For optimum effectiveness, the search of tenanted spaces should be conducted by the individuals familiar with the area involved. Tenants should search their suites with the help of Building Security. Building Staff's should search common areas and equipment rooms. When searching, always check the outside perimeter of a room first. If EMMES Realty Services of California LLC receives the threat directed to Ownership or Management, security will check perimeter and common areas of the property.

DO NOT TOUCH, MOVE, COVER OR OTHERWISE DISTURB ANY SUSPICIOUS ITEMS

CELL-PHONES, PAGERS, AND TWO WAY RADIOS SHOULD NOT BE "ON" DURING SEARCHES. THEY CAN ACT AS A DETONATOR.

Mark areas which have been searched. Post-its on doors is one way to identify checked areas.

FINDING A SUSPICIOUS OBJECT:

If a suspicious object is found, **DO NOT TOUCH IT**. Isolate the area immediately. Move everyone away and if possible, open doors and windows in the area. This will allow the device to ventilate itself if it detonates. Always consider secondary devices. Notify the Police Department immediately and give them a description and location of the device. The same information should be reported to Building Management and the Fire Safety Director.

- 1) Insure that the device is not moved or covered, noting its description and exact location.
- 2) Keep the Building Office (FSD) informed of all current facts. Control entry to the area until relieved of responsibility or given further instructions from the Police Department.
- 3) Simultaneously, commence evacuation of the area or floor. Utilize floor response teams as communication messengers.
NOTE: Notifications should be handled in a low key manner to reduce the chance of panic. Evacuate the floor spaces immediately above and below the device, and on either side.
- 4) After relocation, be prepared to assist the authorities as required or requested.
- 5) When evacuation in response to a bomb threat or discovery of a Device/Bomb consider the safety of primary and secondary evacuation routes before using them.
- 6) Advise the appropriate authorities as to current activities, situation.

IF AN EXPLOSION OCCURS:

- 1) **Call 911**
- 2) Advise Security so they may meet and direct emergency response personnel to the scene.
- 3) Isolate the area. Protect the scene from unauthorized personnel pending investigation by Police and Arson investigators.
- 4) Render First Aid to those injured, only if trained to do so and necessary.
- 5) Notify Building Management.

RELOCATION / EVACUATION:

If a device is located, it is recommended that occupants on that floor as well as two floors above and below evacuate the Building. Make sure that the evacuation routes have been searched first. **DO NOT USE AN EXIT LOCATED NEAR A SUSPICIOUS OBJECT;** use an alternate. Once outside, move away from the building to avoid interfering with the Police Department activities and avoid being hit by flying glass or debris, if there should be a detonation.

Building Policy

You may also be advised of a bomb threat emergency but on another floor or adjacent space by the property management office or by police or by fire department officials. The warning may come in person, by telephone, or through the building's public address system. If police or fire department officials contact you, please listen carefully and accept their directions. If you are contacted by the property management office you can only be furnished what information is received in the report of a bomb threat, and it is upon this limited information that your company must determine what procedures it will follow. When you are contacted with this information, please realize that the management office must contact many others as quickly as possible and may only have time to answer some simple questions, and those briefly. We cannot advise you as to what your company should do as it will depend greatly on your own internal policies as well as upon the credibility you place on the threat information communicated to you. Generally it is a good idea to pre-establish what your company's policy will be if you are advised of a bomb threat and to incorporate that policy into your emergency training. Often there is too little time at the time of the threat to consider alternatives and to develop acceptable plans for announcements, setting an alert status, or preparing for evacuation.

BOMB THREAT CHECKLIST / REPORT FORM

TIME OF CALL _____ DATE _____

PERSON RECEIVING CALL _____

INSTRUCTIONS: Be calm and courteous. Listen. DO NOT interrupt the caller. Ask the caller to repeat the message. If the caller does repeat the message, repeat it back. Fill out this form as best as possible while the caller is on the line. If the caller hangs up before this form is complete, continue to fill it out while the information is still fresh in your mind.

QUESTIONS TO ASK:

1. When will the bomb explode? _____
2. Where is the bomb located? _____
3. How did you place it there? _____
4. What kind of bomb is it? _____
5. What does the bomb look like? _____
6. Why did you place the bomb? _____
7. What is your name? _____
8. Where are you calling from? _____

IDENTITY OF CALLER (circle as appropriate):

Identity:

Male Female

Adult Adolescent Juvenile

Approximate age _____

Voice:

Loud Soft High Pitched Deep
Raspy Clear Drunk Nasal

Other _____

Accent: Local Not Local Foreign / Type _____

Speech: Fast Slow Distinct

Distorted Stutter Slurred

Drunk Lisp Disguised

Other _____

Demeanor: Calm Angry Irrational Deliberate

Coherent Incoherent Righteous Laughing

Other _____

Background Noise: Music Machines Traffic

Laughing Animals Television

Radio Chatter

Other _____

Phone: Pay Phone Cell Phone Office Phone

Home Phone Other _____

Additional Notes and Information:

FLOOR WARDEN POWER FAILURE PROCEDURES

"Gather your Monitors together and assess your resources. Send your Elevator Monitor to the elevator lobby to stop people and to listen for possible people trapped in an elevator"

- 1) Determine if needed to evacuate.
- 2) If possible, notify Building Management (949) 253-3428.
- 3) If the surrounding area is affected, an AM/FM radio should be used to monitor news reports.
- 4) Unplug all electrical equipment, movie projectors, TV sets, computers, audiovisuals, and turn off light switches unless needed.

WHEN THE POWER RETURNS IT MAY SURGE AND BLOW OUT LIGHTS AND ELECTRICAL EQUIPMENT LEFT ON.

- 5) If the Power Failure occurs during the daylight hours, open drapes, blinds, etc. to utilize available sunlight.
- 6) If evacuation is necessary, flashlights or light sticks may be used, but open flames and candles are UNSAFE.

Additional Information

In the event of a power failure, buildings are equipped with Emergency Generators which will be activated within 10 seconds after the outage. Emergency Power will be supplied to the Fire Life Safety System, exit signs, exit lighting, and one elevator will be operational in the building. If the power failure affected your suite, contact the EMMES Management Office at (949) 253-3428. If the entire building is affected, the cause will also be investigated by the Engineers and it may be necessary to contact the City for assistance. In this case, each tenant should check their equipment and await regular power to be restored. A Public Address Announcement will follow shortly after an all building power failure.

If you are in an elevator when a power failure occurs, remain calm. DO NOT attempt to force the doors open nor the roof hatch. Use the Emergency Call Button to contact and speak to Security, if necessary. In each building, one elevator is tied into the Fire Safety System which will be triggered upon a Power Failure. Each elevator will be checked one-at-a-time by the System and each one will recall to the main lobby. In addition, one elevator in the building will be operational for necessary traffic.

BUILDING SYSTEMS AND EQUIPMENT

Each individual floor in the building has smoke detectors, manual pull stations, and fire extinguishers at designated areas (you may refer to the typical floor plan). At the same time, whenever a Fire Alarm is activated anywhere in the tower, it is monitored by an alert center (off site).

An alarm tone will also emit throughout the building to alert those tenants on the floor. Upon activation, engineers and/or fire department will investigate the cause of any alarm and make the necessary announcements and notifications. Documentation of all types of alarms is mandatory per the Fire Department.

DEFINITION

FIRE Alarm - A fire alarm occurs when any of the following points are activated:

- a) Smoke Detector
- b) Manual Pull Station
- c) Water Flow Sensor

When any of the above points are activated, the building will initiate the following automated response:

- a) Supply and Toilet exhaust fans will shut down.
- b) Stairwells will pressurize.
- c) Stairwell doors will electrically unlock.
- d) Elevator lobby door on the alarm floor will demagnetize and close.
- e) Strobes on the alarm floor will activate.
- f) Audible alarm will activate on the alarm floor.

TREAT EACH ALARM AS THOUGH IT IS AN EMERGENCY UNTIL YOU KNOW OTHERWISE.

FLOOR WARDEN RESPONSIBILITIES

A Floor Warden is a responsible person on each floor of the building which is designated by each company or tenant. In cooperation with the Fire Safety Director, Floor Wardens must 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.

As the number of occupants on any given floor increases, the more need for a Floor Warden will have for additional assistance in supervision or related emergency tasks.

The following personnel should be pre-selected for the specified duties noted. Alternates to the position are also required.

STAIRWELL MONITORS: When alerted, would take up positions at EACH Stairwell as soon as possible to assist in occupant relocation/evacuation by:

- 1) Having occupants line-up single file adjacent to the stairwell door and wait for further instructions. **DO NOT USE ELEVATORS.**
- 2) When instructed, admit occupants into the stairwell, keeping the door open. Never block the door with a device such as a wedge, etc. Be prepared to alternate the entry of evacuees into lines of already moving "traffic". Give safe instructions, guidance as follows:
 - * Instruct evacuees to remove high-heel or slick soled shoes, carry them down the stairs in their hands.
 - * Instruct each evacuee to grasp the interior handrail and walk single file.
 - * Direct all traffic to their designated refuge area outside.
 - * Have physically impaired individuals and their Escorts enter the stairwell last to expedite the evacuation.
 - * Dispel any false information, rumors, etc. To reduce panic, refrain from using the word "Fire".
- 3) Once occupants clear the floor, per Floor Warden, then secure the stairwell door behind you and relocate to the refuge area outside.

GROUP LEADER: This person is responsible for leading evacuees to the relocation floor and keeping the group together for a head count.

TELEPHONE MONITOR: This person may be assigned to the Floor Wardens telephone to keep the lines of communication intact.

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

SEARCH MONITORS: These individuals provide a systematic and thorough search of all floor areas, including restrooms, to instruct occupants to proceed to the nearest stairwell.

- 1) As the search is being conducted, close all doors behind you to reduce the spread of heat and smoke.
- 2) As you close doors, mark them with Post-Its or Tape —this helps other team members identify areas that are clear. The Mark should be at the mid-area, lower portion of the door.
- 3) After the entire floor has been searched, report to the Floor Warden with a status report and proceed to the nearest stairwell to evacuate the floor.

PHYSICALLY IMPAIRED ESCORTS: A minimum of two people, properly trained, should be available to assist physically impaired individuals into the stairwell or to a safe refuge location. The two assigned Escorts and Physically Impaired will be listed on the Master List for our records. The information should be directed to the Management Office when people are re-assigned.

ELEVATOR MONITOR: Elevators should be monitored to ensure that no one attempts to use an elevator for evacuation. Anyone entering the elevator lobby should be directed to the nearest stairwell exit.

NOTE: ALL FLOOR WARDENS AND ASSIGNED ASSISTANTS ARE ENCOURAGED TO REVIEW THE FLOOR WARDEN MANUAL ON A REGULAR BASIS. IF A FIRE ALARM IS ACTIVATED, FLOOR WARDENS AND MONITORS SHOULD QUICKLY RESPOND TO THEIR DESIGNATED AREAS AND FOLLOW THEIR DUTIES.

CENTERVIEW

1920 & 2010 Main Street, Irvine, CA 92614

EMERGENCY RESPONSE ROSTER

TENANT: _____ FLOOR/SUITE: _____

FLOOR WARDEN: _____ PH #: _____

ALTERNATE: _____ PH #: _____

SEARCHERS: _____ AREA: _____

_____ AREA: _____

STAIRWELL MONITORS: _____ STR #: _____

_____ STR #: _____

SUITE MONITOR: _____ PH #: _____

ALTERNATE: _____ PH #: _____

GROUP LEADER: _____

ELEVATOR MONITOR: _____

TELEPHONE MONITOR: _____

OFFICE OF THE BUILDING NO: _____

FIRE SAFETY DIRECTOR: _____ TEL. #: _____

Update Quarterly: Keep this list current and advise the Building Safety Director in writing of all changes. Send the changes to EMMES Realty Services of California.

TRAINING RESPONSIBILITIES

Floor Wardens (all shifts): All designated Wardens, Alternates, Suite Monitors, etc., will review the Floor Warden Manual and instruction documented annually.

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

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

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

- * Fire Prevention.
- * Fire Alarm System functions and operations of pull boxes.
- * Typical floor Fire Life Safety features and anything unique to a particular floor.
- * System functions.
- * Corridor routes of egress to stairwells.
- * Accessibility from stairwells to the roof, to the street and to the Safe Refuge Area outside of the building.

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

Building Occupants (all shifts): Tenant and Sub-Tenants, Office Managers, Employees, Night Crews and Weekend Crews. All occupants shall be provided current emergency procedures approved by the fire Department, and shall complete documentation that the material has been received and read. This information is to be kept on file in the Building Management Office readily available for Fire Department inspection.

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

Temporary Occupancy Instruction Policy: Visitors who may be unfamiliar with building exit routes and who utilize classrooms, conference facilities, meeting rooms will:

- * At the beginning of any conference, seminar or meeting which consists of 50 more people; Visitors shall receive basic evacuation procedures by the person conducting the meeting.

Mandatory Compliance Documentation: The building Fire Safety Director must maintain complete documentation on-site that is readily available for Fire Department inspection. This shall include a "Document of Instruction" signed by either the Fire Safety Director authorized to perform such instruction or by a professional instructor holding a valid/current Certificate of Fitness.

TRAINING STANDARDS

CALIFORNIA CODE OF REGULATIONS TITLE 19 EMERGENCY PLANNING AND EVACUATION FOR HIGH-RISE BUILDINGS:

- A.** Every new and existing high-rise building owner, manager, operator, administrator, and tenant, in cooperation with the Fire Department, shall establish, implement, and maintain an emergency plan on file for the building which shall include, but not limited to, the following:
- 1. Fire Safety Director:** Assignment of a responsible person as Fire Safety Director who shall work with the Fire 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 Fire 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 the occupant information shall be maintained by the Fire Safety Director and shall be available for inspection by the Chief. Instruction of all new occupants shall occur within 14 days of their assuming occupancy in the building.
 - 3. Floor Warden:** A responsible person on each floor of every high-rise building shall be designated as a 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 fire drill. Alternate Floor Wardens shall be designated for each floor and shall assume Floor Warden duties when necessary. Exemptions to this regulation may be granted only upon written request approved by the Chief.
 - 4. Emergency Evacuation Signs:** The preparation of emergency exit plans, procedures, and evacuation signs shall be approved by the Fire Department before posting. Evacuation signs shall be located at every elevator lobby above or below ground level or in other conspicuous floor locations as required by the department. Each dwelling unit, guest room, and office area shall be provided with the fire safety and evacuation information required in **Section 57.112.05 of this Article**. All plans, procedures, and signs shall be properly maintained.

- B. 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 their implementation. All plans, signs, procedures, and training programs formulated by, or purchased from a **"High-Rise Life/Safety Service"** shall also be submitted for approval. All persons engaging in the business of **"High-Rise Life/Safety Service"** shall be required to obtain a Certificate of Fitness in accordance with Division 6 of this Article. The Department may deny approval of any "High-Rise Life/Safety Service" which fails to meet minimum standards set by the Chief.

- C. Fire Drills:** A minimum of one fire drill annually on individual floors is mandatory. Total building evacuation is not required. Documentation of all fire drills on Fire Department approved forms shall be maintained by the Fire Safety Director. Fire drills may be scheduled in advance, with a notice posted to all tenants. All building occupants are required to participate in the fire drills. Buildings that have stairshaft doors locked for security reasons shall include in the evacuation plan, provisions that will allow safe horizontal egress from the stairshaft during a drill or emergency evacuation.

- D. Handicapped Requirement:** The Fire Safety Director shall maintain a current list of handicapped persons located within the building who would require assistance during an emergency evacuation or relocation. Methods for their safe evacuation or relocation must be established.

- E. Hotel Exemption:** Hotels are exempt from the requirements set forth in Subsection "A.2." and A.3." and "c" of this Section, except that building staff and employees shall participate in fire drills required in Subsection "C".

FLOOR WARDEN SUPPLEMENTAL

FLOOR WARDEN NOTES

TRAINING DOCUMENTATION FORMS

**FLOOR WARDEN
FIRE DRILL INSTRUCTION
TITLE 19 - EMERGENCY PLANNING AND EVACUATION FOR HIGH-
RISE BUILDINGS**

Fire Drills: A minimum of one fire drill annually on individual floors is mandatory. Total building evacuation is not required. Documentation of all fire drills on Fire Department approved forms shall be maintained by the Fire Safety Director. Fire drills may be scheduled in advance, with a notice posted to all tenants. All building occupants are required to participate in the fire drills. Buildings that have stairshaft doors locked for security reasons shall include in the evacuation plan, provisions that will allow safe horizontal egress from the stairshaft during a drill or emergency evacuation.

(Added by Ord. No. 170,954. Effective 04/16/96) Any person who violates this section shall be punishable by at least a mandatory minimum fine of \$200.00, up to and not exceeding \$1,000.00 or by imprisonment in the County Jail for a period of not more than six (6) months, or by both such fine and imprisonment. Each person shall be guilty of a separate offense for each and every day, or portion thereof, during which a violation of any provision of this section is committed, continued, or permitted by such person and shall be punishable accordingly.

DRILL PROCEDURES

Upon notification of a Fire Drill being initiated on your floor, Floor Wardens should follow the procedures outlined in the "Fire Section" of the Floor Warden Manual. Announcements will be broadcasted to the floor and evaluators will be present both on the floor and in the stairwells to document the drill. All Search Monitors and designated people will be critiqued by the evaluators to reveal any weaknesses that may be observed. The reports will be forwarded to the Fire Safety Director and the Fire Department.

FLOOR INVOLVEMENT

During a Fire Drill, the actual relocation of each floor will be conducted. Each floor will be evacuated **OUTSIDE** as it would be done during an actual emergency. The fire alarm system will be activated and monitored from the Fire Control Room. As each floor is evaluated, the forms will be filled and returned to the Fire Safety Director for review.

FIRE DRILL PARTICIPATION / EVALUATION FORM

Drill Date: _____ Company: _____ Floor: _____

Floor Warden (or Evaluator): _____

Was the fire alarm / public address system clearly heard in all areas? yes / no

Did the floor wardens take charge and the participants follow their lead? yes / no

Were emergency duties divided among the floor wardens? yes / no

Was the assistance of other personnel needed/used? yes / no

Were monitors assigned to aid those that needed special assistance?

(Although they should not participate in the relocation procedure) yes / no

Was a systematic final search done, including break rooms, storage areas, and restrooms?
yes / no

Were all doors closed but not locked? yes / no

Were valuables secured? yes / no

Did the participants move swiftly but not run? yes / no

Did the group wait at the stairwell doors for further instructions? yes / no

Was the stairwell door felt for heat and the stairwell checked for smoke before entry?
yes / no

Did women remove their heels or change into tennis shoes before entering the stairwell?
yes / no

Did the participants keep relatively quiet so that directions could be heard? yes / no

Did the evacuees enter the stairwells single file and keep to the interior while descending?
yes / no

Did a stairwell monitor lead the evacuees down the stairs? yes / no

Did the group re-enter the building onto the correct/designated refuge floor? yes / no

Was the last evacuee followed down by a floor warden and the stairwell door shut? yes / no

In general:

Did the evacuation proceed in a smooth and orderly fashion?

What were the floor's strong points?

What improvements do you see that are needed?

LEGAL REQUIREMENTS

The Fire and Safety Education Unit of the City of Irvine Fire Department is charged with the duty to oversee the required Fire/Life Safety Programs for the high-rise buildings in the City. This includes but not limited to approving required fire manuals annually, evacuation signage when needed, and assisting in the construction of the fire manual.

State Law (Title 19, 3. 09 - 3. 10):

1. Evacuation Signage at specific locations throughout the building.
2. A written facility emergency plan (fire manual)
3. Annual training in regards to written procedures
4. Assignment of person or persons to the role of
 - * Fire Safety Director
 - * Floor Wardens

High-Rise Building, Existing ~ A building over 75 feet in height which is subject to the provisions of the California Administrative Code, Title 24, Chapter 2-1747, inclusive and the construction of which was commenced or completed prior to July 1, 1974.

High-Rise, New ~ A Building over 75 feet in height which is subject to the provisions of the California Administrative Code, Title 24, Chapter 2-18, Section 2-1807, Division 118 of the Los Angeles City Fire Code and the construction of which was commenced on or after July 1, 1974.

Title 19 Section 3.09 (d) 5 (b) ~ (A) Hotels, motels, and lodging houses shall comply with subsection (b) (3); b (3) Hotels, motels and lodging houses shall maintain at the registration desk a list noting the guest rooms assigned to physically disabled guests who have special emergency evacuation requirements. The inn-keeper shall provide a place on the registration form so the guest may be identified who may require special emergency evacuation because of a physical disability.

~ (B) Owners or operators of high-rise buildings shall maintain a list of all permanent building tenants who have disabilities. Building owners or operators shall be notified in writing by those who have disabilities. Information provided in the list shall include any special emergency evacuation needs and permanent work location of such physically disabled person. The list will be maintained in the building manager's office.

Attention

California Code Of Regulations

Title 19 Section 3.09 (d) 5 (b)

Title 19 Section 3.09 (d) 5 (b):

(A) Hotels, motels, and lodging houses shall comply with subsection (b) (3); b (3) Hotels, motels and lodging houses shall maintain at the registration desk a list noting the guest rooms assigned to physically disabled guests who have special emergency evacuation requirements. The inn-keeper shall provide a place on the registration form so the guest may be identified who may require special emergency evacuation because of a physically disability.

(B) Owners or operators of high-rise buildings shall maintain a list of all permanent building tenants who have disabilities. Building owners or operators shall be notified in writing by those who have disabilities. Information provided in the list shall include any special emergency evacuation needs and permanent work location of such physically disabled person. The list will be maintained in the building manager's office.

If you have any physical condition, temporary or permanent, that may hinder you in the event that your area must be evacuated, please provide the following information to you floor warden and to the Office of the Building. Your employer should assign assistance monitors in advance who will help you in the event of an evacuation.

PROPERTY: CENTERVIEW

TENANT _____ FLOOR/SUITE _____

NAME _____

OFFICE NUMBER _____ EXT _____

ASSISTANCE MONITORS _____

TYPE OF ASSISTANCE _____

The above information should be given to your Floor Warden and/or the Office of the Building.

CONFIDENTIAL