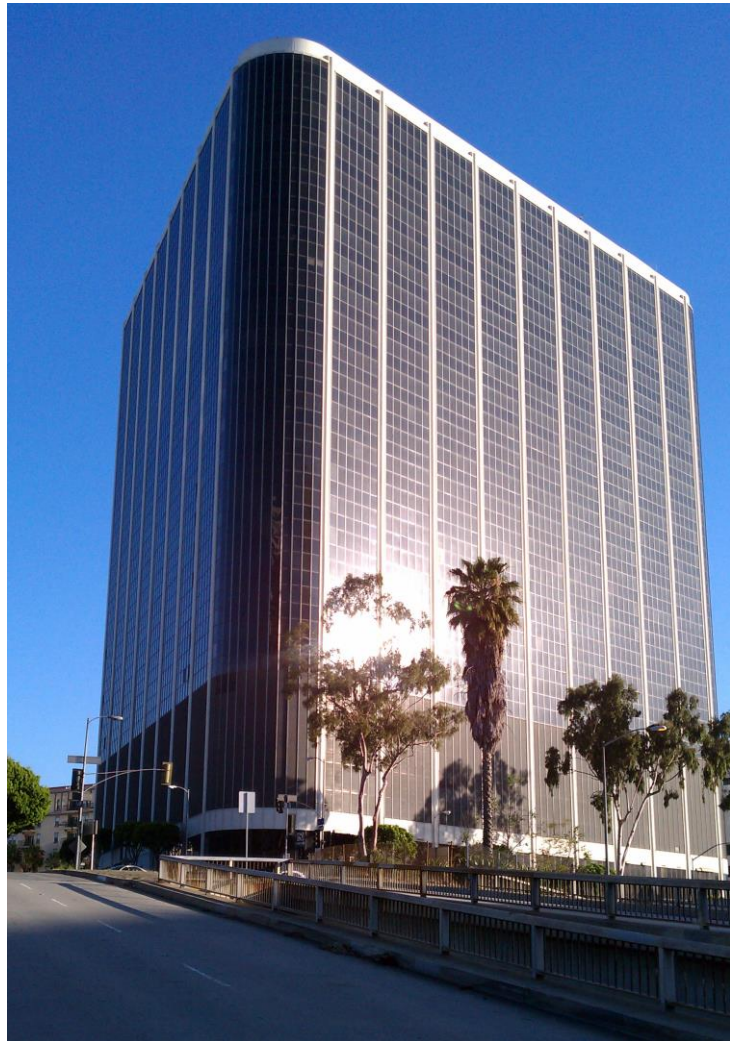




Emergency Response Plan

16th Floor Personnel





Overview

Welcome to the 16th floor personnel emergency orientation. This orientation has been designed to provide information so you will know what to do in the event of an emergency. This program is not intended to be a substitute for face-to-face sessions scheduled by the Emergency Response Team.

Emergency Response Team Committee Members and Contact Numbers

Floor Wardens

Lawrence Reney
213-241-8344

Jose Jarquin
213-241-7025

Robert Martin
213-241-5246

Security Desk / Lobby Control
213-241-1962 or 213-241-5882

Alternates

Steven Bio
213-241-2457

Albert Gallegos
213-241-7026

Sonya Martin
213-241-5458

Unit Emergency Response Team (ERT) Members and Responsibilities

Elevator Monitors make certain people do not use the elevators during the course of an emergency.

Stairwell Monitors ensure stairwells are safe to use and that people exit the floor in an orderly manner.

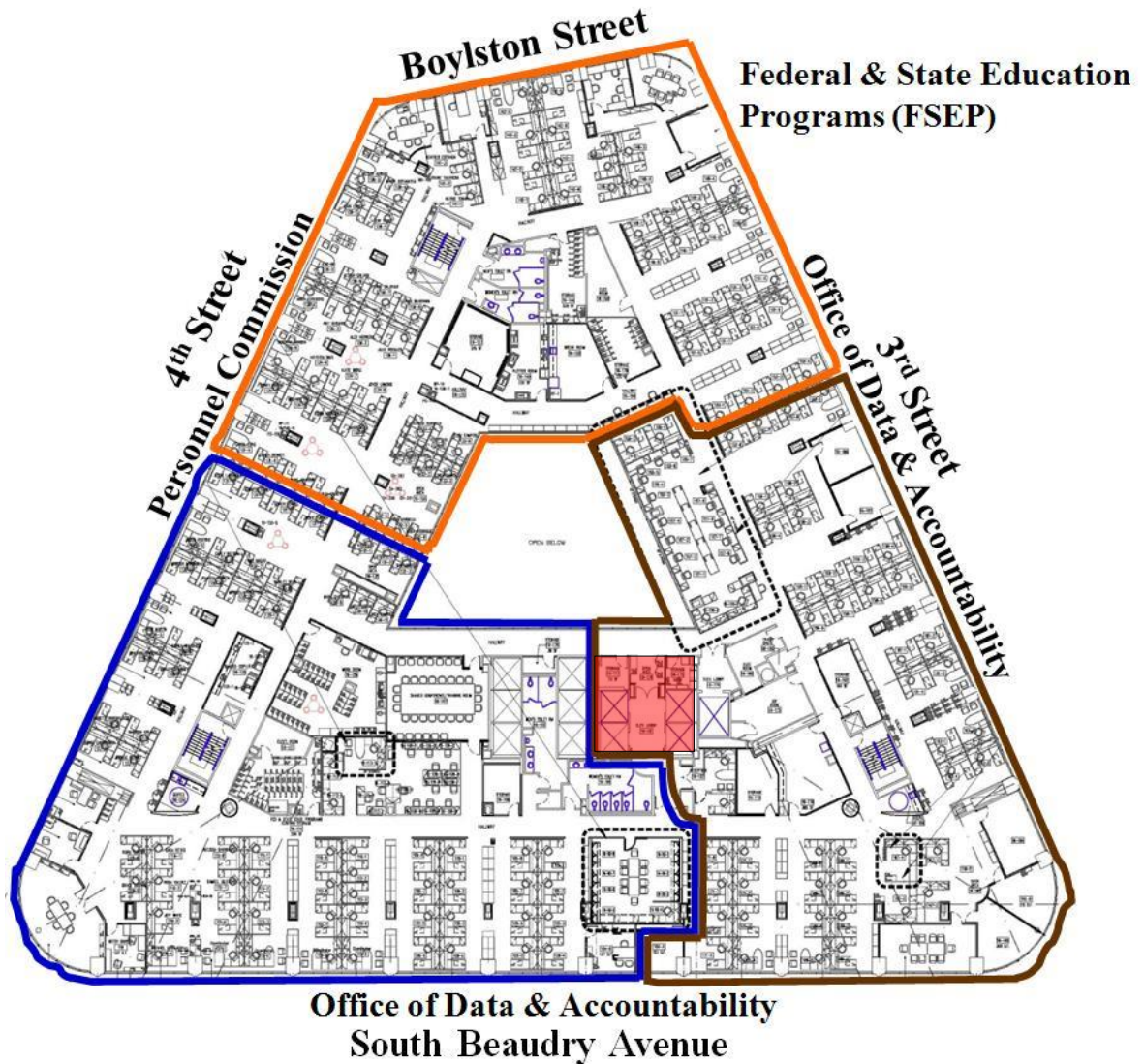
Attendance Monitors record people who are present in relocation areas.

Search Monitors make certain rooms and offices have been vacated during an evacuation.

Physical Assistance Monitors are pre-assigned to assist those who may require help due to physical challenges in an emergency.



Elevator Monitors

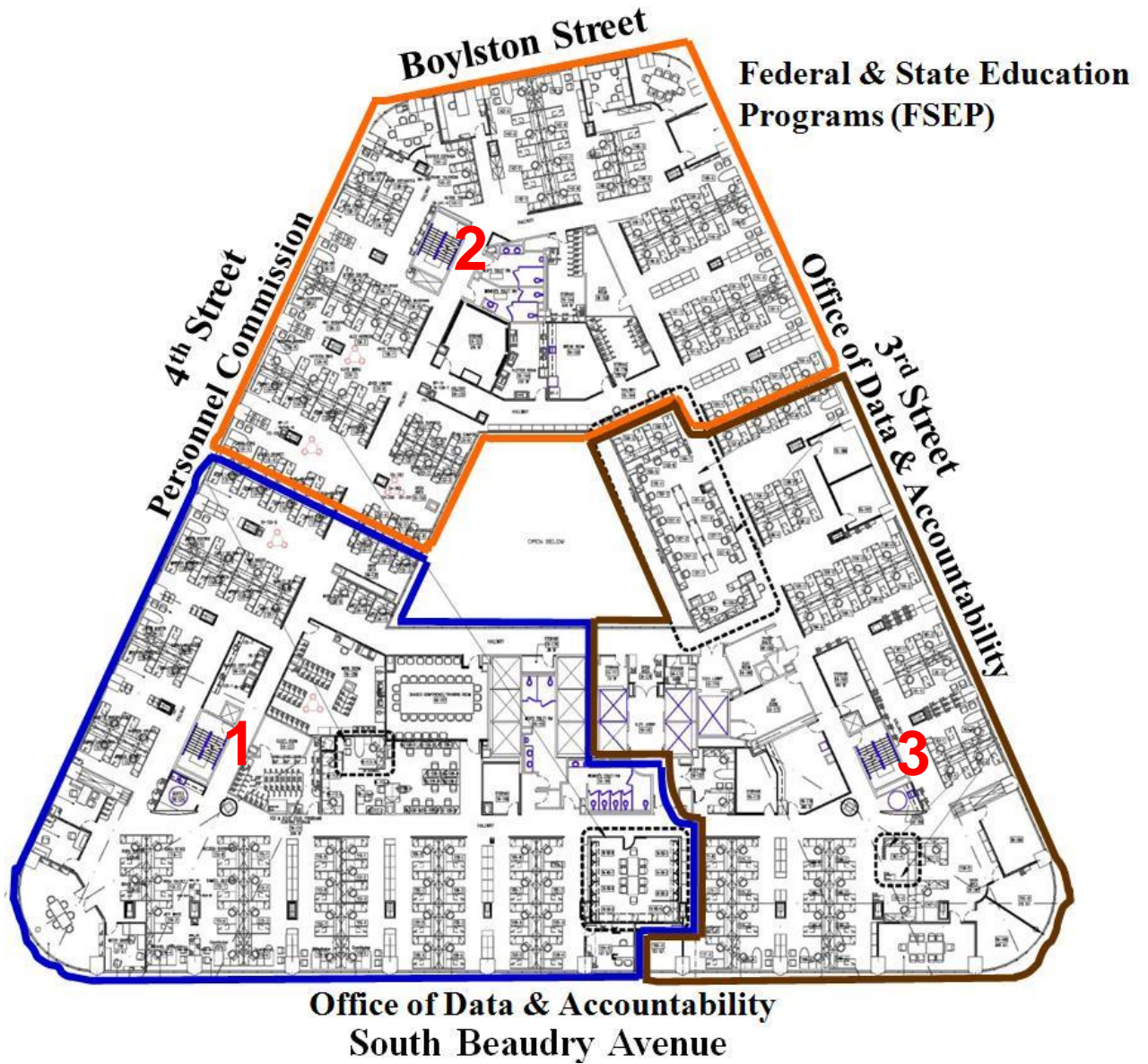


The duties of an Elevator Monitor are to:

- Stand in the opening to the elevator lobby
- Do not allow anyone to get into the elevator car during an alarm
- If anyone gets off of the elevator, direct him or her to the nearest stairwell
- Report any problems to the Floor Warden
- Evacuate the floor after all occupants have left and as directed by a Floor Warden
- Proceed to the nearest stairwell to evacuate the floor and meet your team at its 10th floor relocation area and check in with the Attendance Monitor



Stairwell Monitors



Floor Warden Assigned to Stairwell is:

- Stairwell 1
 - Robert Martin
- Stairwell 2
 - Albert Gallegos
- Stairwell 3
 - Steven Bio



For the purposes of stairwell assignments, the 16th floor has been divided into 3 sections to prevent overcrowding of in any one stairwell.

The duties of a Stairwell Monitor are to:

1. Admit occupants in an orderly fashion so as not to interfere with the flow of traffic in the stairwell.
2. Keep door open. Never block the door with a device such as a wedge, etc.
3. Be prepared to alternate the entry of evacuees into lines of already moving "traffic."
4. Give safety instructions and guidance as follows:
 - a. To prevent injury, instruct evacuees to remove high heels or slick-soled shoes (carry them down the stairs with them).
 - b. Instruct each group of evacuees to grasp the handrail that is most continuous (usually the inside or core -- "stay to the right" "right is right").
 - c. Direct traffic to the 10th floor.
 - d. Have physically impaired individuals and their assistants enter the stairwell last to ensure quick evacuation.
 - e. Dispel any false information, rumors, etc.
 - f. To reduce panic, refrain from using the word "fire."
5. When occupants clear the floor, and when instructed by the Floor Warden, securely close door behind you and proceed to the 10th floor.

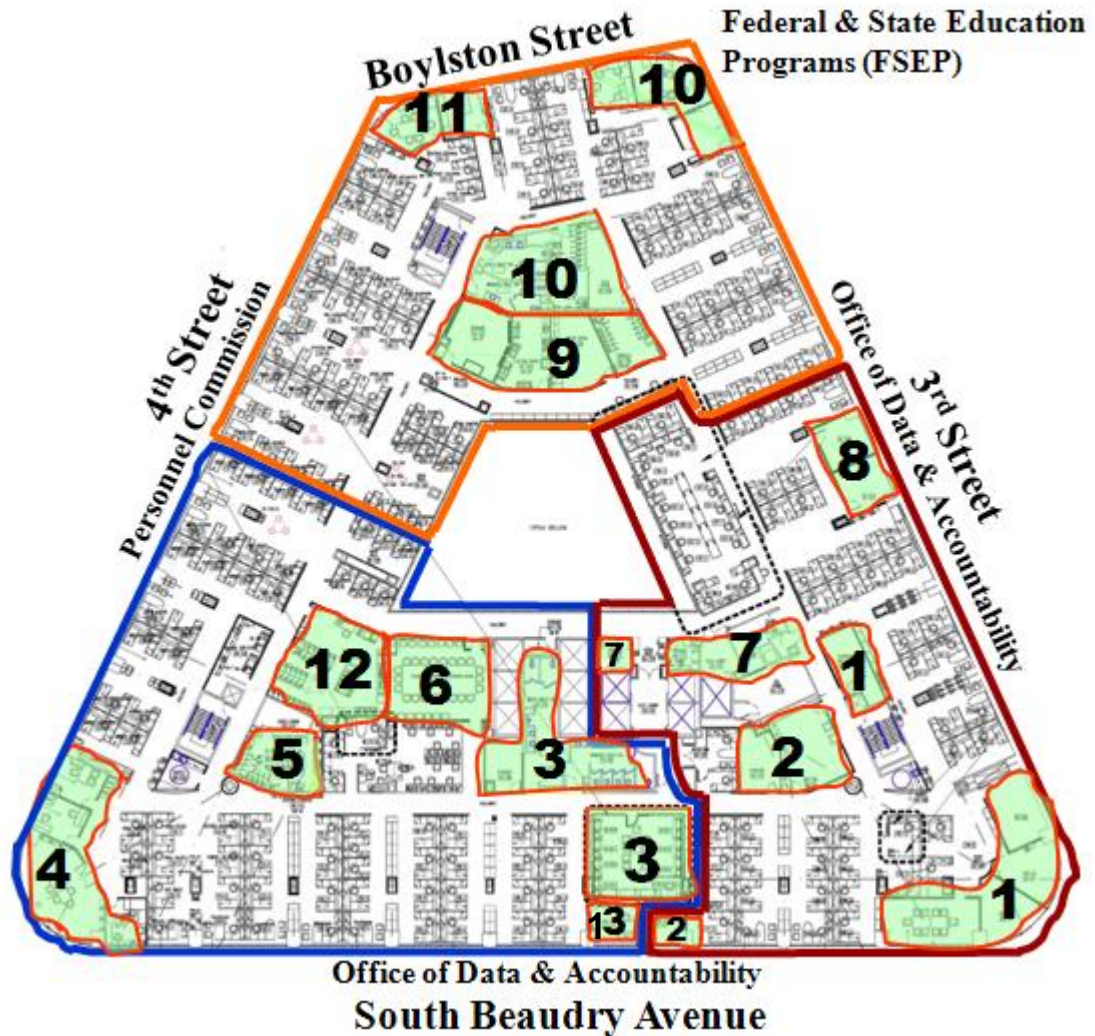
Attendance Monitors

The duties of an Attendance Monitor are to:

- Immediately proceed to the nearest safe stairwell and to the 10th floor.
- Ensure evacuees sign in at relocation floor (or Safe Refuge Area if evacuation is to the outside).
- Take control of the evacuees, reminding them to remain in place quietly, while attendance is taken and until the "ALL CLEAR" announcement is made.
- Provide completed attendance information to the Floor Warden at the Command Center of the relocation floor immediately after the alarm event.
- Report any uncooperative individuals to the Floor Warden or the Director of Fire Life Safety.



Search Monitors



The duties of a Search Monitor are to:

- Quickly move personnel out of the area to which you've been assigned
- Close each door as personnel exit (you may mark the door with a Post-It note if time permits)
- Do not stay behind if someone refuses to leave but be certain to identify this person and report any non-compliant individuals to the Floor Warden and/or Director of Fire Life Safety
- Report to Floor Warden as soon as the floor is clear
- Proceed to the nearest stairwell to evacuate the floor and meet your team on the 10th floor relocation area and check in with the Attendance Monitor



Physical Assistance Monitors

If the 16th floor is your normal work location, and you believe you will require physical assistance in the event of an emergency, please make your needs known to the following Floor Warden or Assistant Floor Wardens so volunteers may be selected to help you to evacuate during the event of an emergency:

Floor Wardens

Lawrence Reney
213-241-8344

Jose Jarquin
213-241-7025

Robert Martin
213-241-5246

Alternates

Steven Bio
213-241-2457

Albert Gallegos
213-241-7026

Sonya Martin
213-241-5458

The duties of Physical Assistance Monitor are such that:

- Two individuals will be assigned to each person who has been identified as physically challenged to the extent that he or she will require assistance in the event of an emergency
- Physical assistance monitors will assist the physically challenged person to whom they have assigned to evacuate at least to the safest stairwell during an emergency event. If the individual can evacuate further in the stairwell, assist only after all able-bodied occupants have evacuated the floor and any floor above that is in evacuation mode.
- All Physical Assistant Monitors will maintain an up-to-date list of persons with physical challenges in their department and will report that list monthly to the Floor Warden



Procedure - Evacuation

The alarms at the Beaudry building are designed to sound on the alarm floor only. Procedures have been outlined that if a floor is in alarm, Security will activate the alarm on the two floors above and the two floors below the alarm floor. When you hear an alarm, please relocate to the 10th floor.

If you hear or see an alarm

- Stop what you are doing and begin to evacuate
- If you are in your office with the door closed, feel the door before opening. If the door is hot, do not open it. Follow the procedures for being trapped in your office
- Proceed immediately to the nearest stairwell and descend 5 floors to a safe relocation floor

If you are trapped inside your office

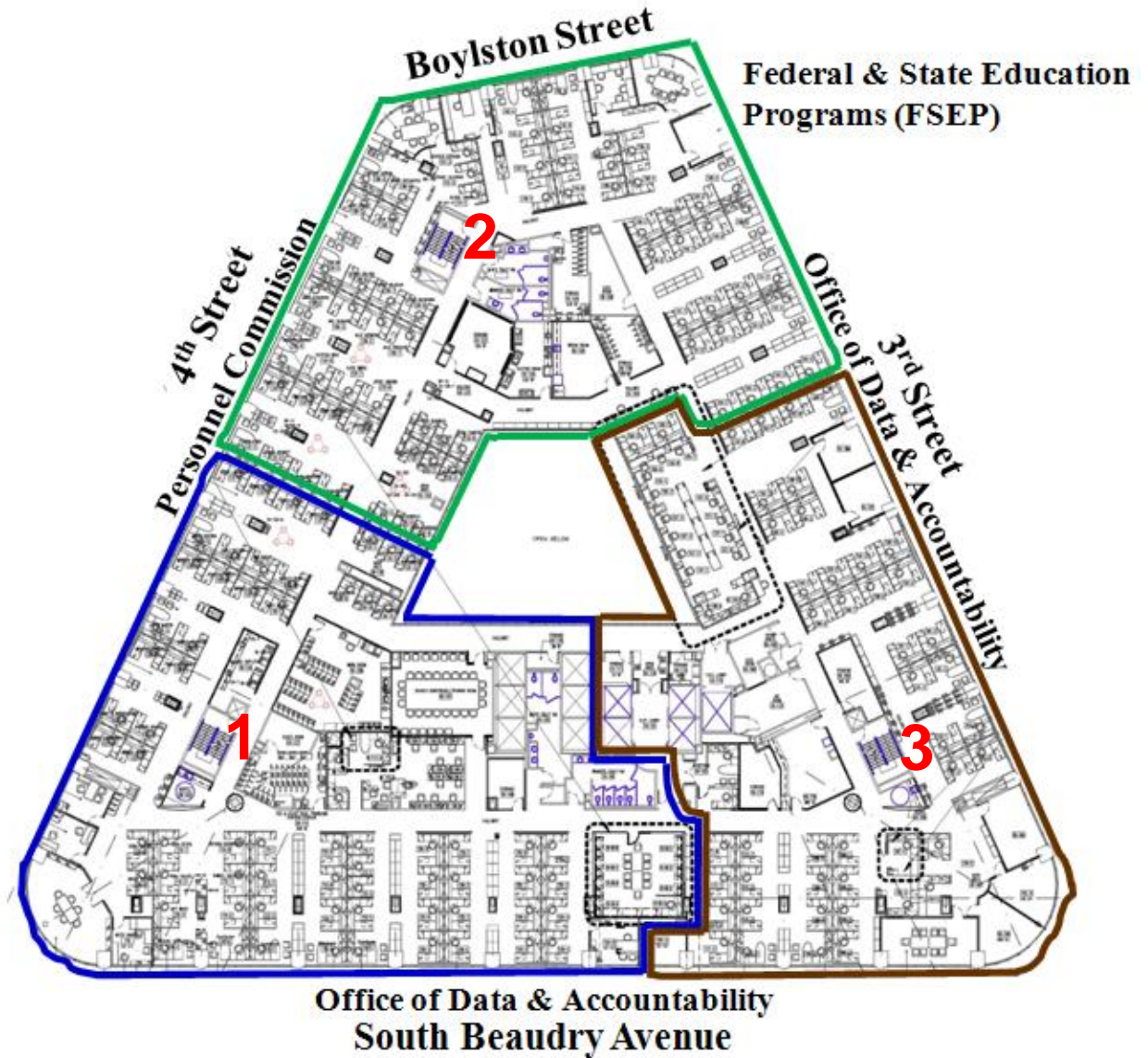
- Wedge cloth material along the bottom of your door to keep out smoke
- Close as many doors as possible between you and the fire
- Use the telephone (if available) to notify the fire department at 9-911
- Break windows only as a last resort, as it will become impossible to close if necessary due to smoke

Locked Stairwell Door Information

Stairwells 1, 2, and 3 are normally closed and locked from the stair side. If any alarm is activated in the building, the doors will automatically unlock from the stair side.

Note: While it is usually advisable to go downward in a building during a fire, there are times when it may be necessary or more 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 Management, the Fire Safety Director, or the fire department.

All of the stairwells except for Stairwell 4 in the Beaudry building are pressurized to help push smoke out of and away from the stairwell. If the system malfunctions, smoke may enter the stairwell due to a stairwell door being left open due to evacuation or firefighting. This is the reason why the stairwell doors should never be propped open in a fire. If the stairwell becomes filled with smoke, move upward instead of downward until you find clearer air. Once in clearer air, exit the stairwell and then evacuate by a different stairwell.

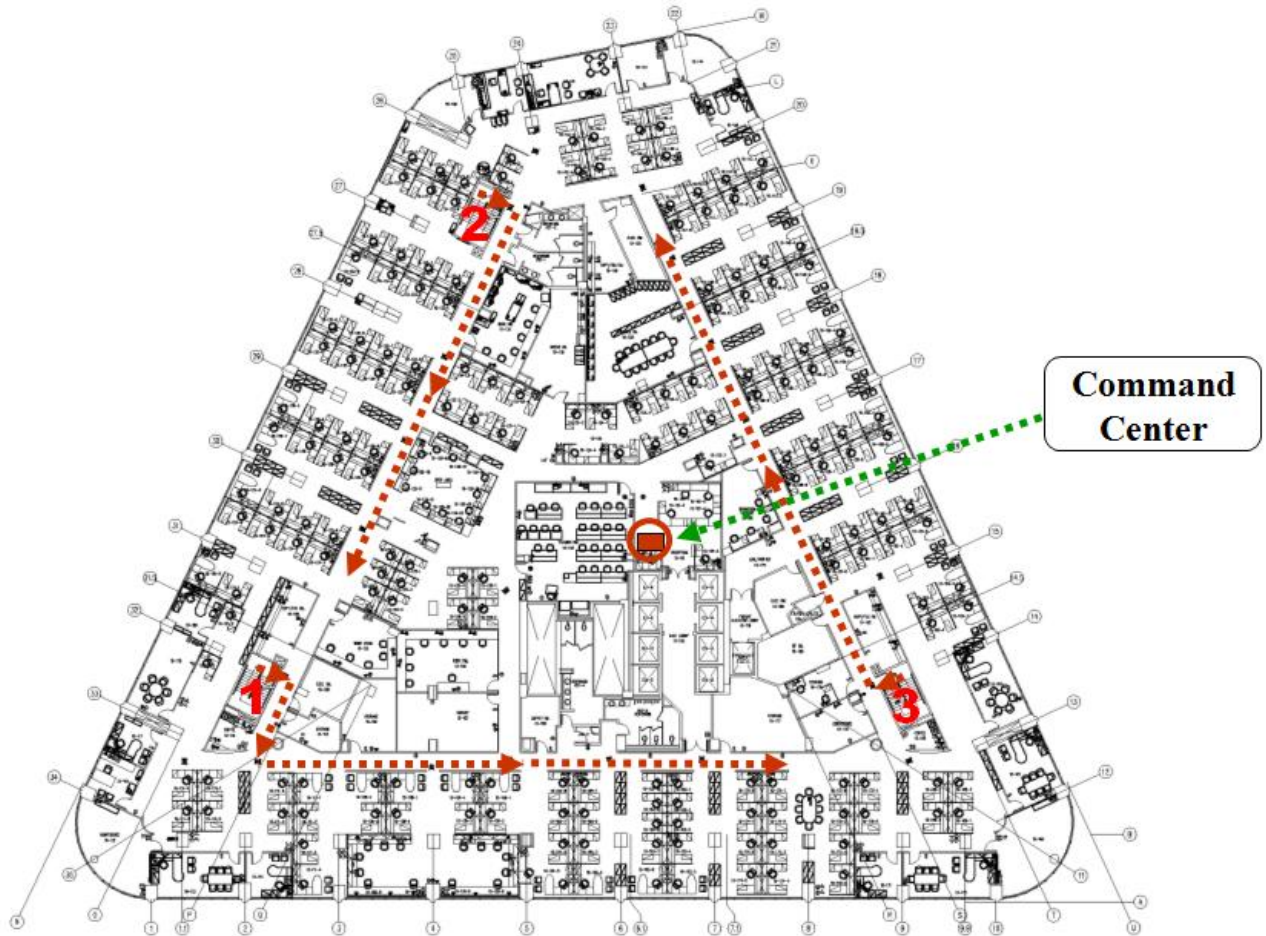


If you are working at your usual work location when an alarm sounds, proceed to your assigned stairwell and descend 5 floors to your safe refuge floor. If your usual work location is contained the area shown bounded by the blue border, you will proceed quietly to stairwell number 1. If your usual work location is contained in the area shown bounded by the green border, you will proceed quietly to stairwell number 2. If your usual work location is contained the area shown bounded by the brown border, you will proceed quietly to stairwell number 3.

If you are on another floor when you hear an alarm, please proceed to the nearest stairwell and descend 5 floors along with the occupants of that floor and follow instructions given by that floor's emergency personnel. Do not attempt to return to the 16th floor, or the 16th floor's safe refuge floor.



10th Floor Plan



If you are working on the 16th floor when you hear an alarm, you will proceed quietly to the nearest stairwell and descend 5 floors to the safe refuge floor. This is called the "Rule of Five." The safe refuge floor for the 16th floor is the 10th floor because there is no 13th floor. Whichever stairwell you exit from, you will turn to the right and form a long line along one side of the corridor and check in with your Attendance Monitor. Please do not gather in a group immediately next to the stairwell door or otherwise block the corridor. Forming a long line along ONE SIDE of the corridor will allow others to travel the corridor when necessary. Attendance Monitors will list the people present in the relocation area and Floor Wardens present in the Command Center centrally located on the floor as indicated above.

It's very important to proceed quietly and orderly to your safe refuge floor. If the alarm is a drill, the regular occupants of the 10th floor may still be located on that floor and attempting to continue to work. If the alarm is an actual emergency, proceeding quietly and orderly will ensure the greatest number of people will reach the safe refuge floor safely.

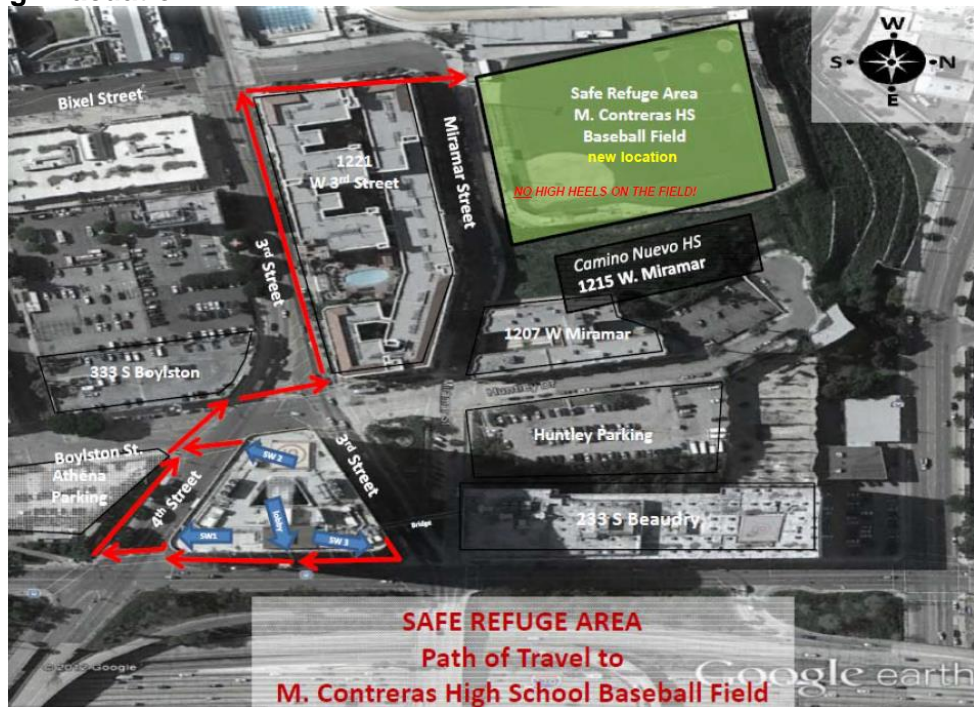
If the 10th floor is unsafe to use as a refuge area, please proceed down another 5 floors to the 5th floor. Please know that the 5th floor is part of the parking garage and will obviously not appear like most of the work floors. After exiting onto the 5th floor, please line up to the right of the stairwell doorway to the best of your ability without leaning on or otherwise damaging the cars on that floor.



Here are some additional tips for using evacuating safely by stairwell

- Move quickly but do not run
- Go to the nearest safe stairwell or exit. **DO NOT USE ELEVATORS**
- Remove high heels to prevent injuries (carry them with you)
- Use the inside continuous handrail to hold on to at all times
- Allow room for others to enter into the stairwell in an orderly manner
- When you are entering the stairwell, do not stop the flow of traffic if at all possible
- Provide help to those people who may need assistance in using the stairs
- Do not provide any false information or rumors which may cause panic during descent
- Do not use the word “Fire” while in the stairwell
- Keep the noise level down. Loud and unnecessary talking and chatter is inappropriate and a safety hazard
- If anyone is injured in the stairwell, wait to treat the injury at the next landing if possible and practical
- When leaving the stairwell, move quickly away from the stairwell to a safe refuge area. Do not congregate at the exit from the stairwell

Full Building Evacuation



In the event that a full-building evacuation is necessary, please proceed quietly to the bottom of the stairwell and exit out of the building. If you exit from stairwell #1, when safe, please cross 4th street and proceed along the sidewalk. Cross Boylston and 3rd Street and proceed west on 3rd Street and turn right at Bixel Street. Cross Miramar Street and enter the safe refuge area.

If you exit from stairwell #2, turn right and proceed along Beaudry Ave. Follow the above instructions to proceed to the safe refuge area.

If you exit from stairwell #3, when safe, please cross 3rd street and follow the above instructions to proceed to the safe refuge area.



Here, you'll see a photo of the safe refuge location for the 16th floor.



Procedure – Defend in Place

There are many things you can do to prepare for an earthquake. Assess your own work area for:

- **Windows and glass.** If your workstation is near windows or glass partitions, decide where you will take cover to avoid being injured by flying glass.
- **Heavy objects.** If your workstation is near a temporary wall or partition, make certain they are securely anchored.
- **Loose objects.** If you have materials stored on top of cabinets or shelves, determine if these items can be secured or moved.
- Preparedness is the best way to help recover from a major earthquake. Here are a few supplies that can help you to prepare at the office:
 - Batteries
 - Blanket
 - Can opener
 - Comfortable shoes
 - First aid supplies
 - Flashlight
 - Food
 - Medication you may need on a daily basis
 - Radio
 - Water

In the event of an earthquake, rather than evacuate, the appropriate response is to "Defend in Place" by doing the following:

- **Remain calm.** Do not panic and do not attempt to go outside. Protect yourself.
- **Act quickly.** Move away from windows, temporary walls or partitions, and/or freestanding objects such as file cabinets, shelves, and hanging objects.
- **Duck.** Duck or drop down to the floor
- **Cover.** Take cover under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms.
- **Hold.** If you take cover under a sturdy piece of furniture, hold onto it and be prepared to move with it.
- **Stay Put.** Hold this position until the ground and/or building stops shaking and it is safe to move. Stay inside. Do not attempt to exit the building during the shaking. Be prepared to defend in place for an extended period of time. Building engineers must climb each stairwell to make certain they are structurally safe before any additional information and instructions may be given. The Emergency Response Team will instruct when it is safe to leave your covered position.

It is in your best interest to remain at your work location if an earthquake occurs during working hours. It is too dangerous to attempt to leave right away. Listen to radio reports for areas and roads that have sustained damage. Wait until you know that the roads you need to get to your desired destination are, in fact, undamaged and traffic is moving. While you are waiting, make yourself available to help fellow employees, as well as our organization, to recover as quickly as possible.



Emergency Supply Kits (Go Bags)

Emergency supply kits (go bags) may be purchased from many companies. While a few companies are listed below, you are welcome purchase a kit, if you choose to do so, from any company. The companies are listed below as a convenience and the listing does not constitute an endorsement.

- SOS Survival Products
<http://www.sosproducts.com/>
- Red Cross Store
<http://www.redcrossstore.org/>
- Orchard Supply Hardware
<http://www.osh.com/>
- Costco
<http://www.costco.com/>

Optionally, you may put together your own emergency supply kit. You may find a list of possible items to include at <http://www.fema.gov/media-library/assets/documents/90354>

The following is not an endorsement for a particular company or product. The link appears here as one example of many products that may be helpful

Red Backpack



Purchasing your own backpack and filling it with your own supplies to create an emergency “go bag” can be an economical way to create a quality emergency kit. This link is one example of a backpack that can be purchased for under \$20.

Hot tip: When buying your supplies, purchase as a workgroup to take advantage of additional savings.