

2030 Main Street Emergency Procedures

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TELEPHONE NUMBERS

LOCAL AUTHORITIES – IRVINE	<u>EMERGENCY</u>	<u>BUSINESS</u>
FIRE	911	949-744-0400
PARAMEDICS	911	949-744-0400
POLICE	911	949-724-7000
MANAGEMENT OFFICE	949-476-1631	949-476-1631
ON SITE 24-HOUR SECURITY	949-476-1631*	949-476-1631*

Business Hours: Monday - Friday, 8:00 a.m. to 5:00 p.m.

When placing a call, provide the following information:

Type of Emergency
Your Name
Company Name
Location 2030 Main Street, Suite _____, Irvine
Telephone Number

NOTE: Please notify the Management Office regarding emergencies. EXCEPTION:

When you hear the fire alarm and audible announcement, evacuate the building. DO NOT wait to call the management office. Office and security personnel will be outside assisting others and not in the office to answer the phone.

*After normal business hours, the Management Office telephone is forwarded to the building's on-duty security officer's radio phone. Unlike a typical telephone, the radio-phone has a slight delay; therefore, please pause after you speak and wait for the officer's response. Please keep conversation to a minimum.

SYSTEMS

Fire Alarm Pull Stations

Four pull stations are located on each floor. On every floor, one pull station is located by each of the two stairwells, one pull station is in the elevator lobby and one pull station is in the service corridor. In case of fire, in or near your suite, activate the nearest pull station regardless of whether or not the alarm signal has sounded. In addition, call the Fire Department (911) directly.

Fire Life Safety Speaker System

The building is equipped with a life safety public address system with the capability of notifying all floors, simultaneously or individually, of emergency situations. Special instructions may also be broadcast from the Fire Control Room through the public address system that is audible in the tenant spaces, restrooms, corridors, exit stairwells, and elevators.

Sprinklers and Smoke Detectors

The building is fully sprinklered and each floor is equipped with smoke detectors. Both of these systems are automatically monitored so that if either one is activated by smoke or heat, the alarm signal will sound on that floor and the central station fire service will be alerted.

Elevators

The elevators will automatically be recalled to the ground floor lobby once a floor alarm signal is activated as a result of smoke in any elevator lobby. While a floor is in an alarm situation, the elevators will not respond to the lobby call buttons and cannot be used for evacuation. Use the emergency stairwells.

Stairwells

The stairwell doors will automatically unlock upon activation of the alarm signal. They will remain unlocked until after the emergency. The stairwells will automatically be pressurized to keep smoke from entering. Do not prop open stairwell doors.

Fire Alarm Signal

The signal is an intermittent high pitched tone sounded on the “alarmed” floor in an emergency. The floor immediately above and the floor immediately below the “alarmed” floor will also have signals activated. The Orange County Fire Authority requires that only the affected floor plus the floor immediately above and immediately below be in an alarm condition.

Fire Extinguishers

Each floor has two extinguishers mounted in cabinets in the corridors. The locations are indicated on the emergency exit plan. These extinguishers can be used on all types of small fires including ordinary combustible materials, flammable liquids and on energized electrical equipment.

BOMB THREAT

IRVINE POLICE DEPARTMENT	911
MANAGEMENT OFFICE	(949) 476-1631
ON SITE BUILDING SECURITY	(949) 476-1631

DO

Identify caller and note the time the threat was received.

Ask the following questions (note the exact words of the person placing call):

- Where is the bomb?
- When is it set to go off?
- What does it look like?
- What kind of bomb is it?
- Who put it there?
- Why was it put there?

Keep the caller on the line as long as possible. Signal a fellow employee to notify the Police Department (911) and the Management Office (949-476-1631).

Concentrate on voice characteristics, speech pattern, background noise.

Turn off all radios.

DO NOT

Touch or move any suspicious objects.

React in a manner that may cause undue alarm and possible panic.

EARTHQUAKE

DO

Take cover under a desk, in a doorway, or in the center of the building. The elevator lobby area is most secure. (Do NOT use the elevators however.)

Stay clear of bookcases, file cabinets, windows, and similar items.

Follow instructions of the Fire Department and your building management.

Keep calm.

Turn off all electrical equipment.

Wait for instructions from Security or the Management Office in the event of extended power failure.

Vacate when you feel it is safe to do so. Use extreme caution. Care must be taken when leaving the building. During and following earthquakes, building materials and broken glass can fly outward for many, many feet. Move well away from the building as quickly as possible.

DO NOT

Use elevators.

Use telephones.

React in a manner that may cause undue alarm or panic.

Stand near windows.

Use matches if power fails.

Panic in the event you are in an elevator and it stops. The elevators are designed to automatically stop in an earthquake. Please relax and remain calm. Elevator technician(s) will take action to remove passengers from inoperative elevators as soon as possible.

EVACUATION

Evacuation will be by one or both of the two stairways from the floor on which the emergency situation has occurred. All tenants are urged to become familiar with the location of the stairways and their exits.

Remember: usually only a small area is involved in an emergency incident; therefore only two or three floors may need to be evacuated.

DO

Respond quickly, but calmly.

Clear emergency stairwell doors.

Assist handicapped personnel.

Search office space and restrooms for all personnel.

Evacuate through the designated stairway, keep to the outside of the stairs and use the handrail. The inside portion of the stairwell must be available for firemen coming up.

DO NOT

Use elevators.

Re-enter area until cleared by authorities.

Block stairwells, vestibules, or doors.

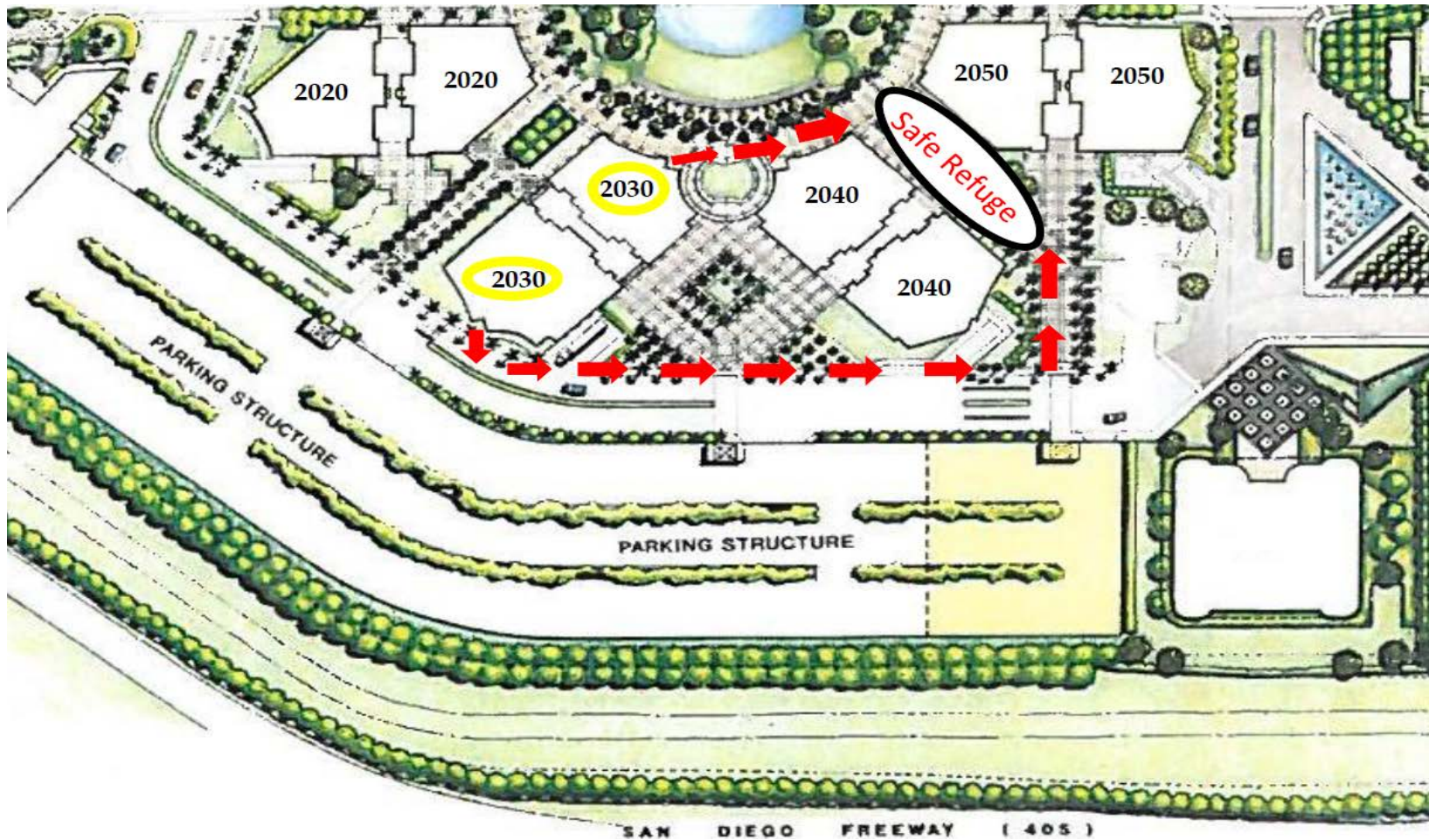
React in any manner that may cause undue alarm and panic.

Go home, or offsite without clearly checking out with your manager. It may otherwise be assumed that you are still inside.

All stairwell doors are self-locking. Once you enter a stairway, you should assume that you can't re-enter any floor. You will need to exit from the ground level. Ground level stairwell doors will allow exit from the stairway to the outside. They are, however, locked from the outside to prevent entry into the stairwell.

2030 Main Street

Safe Refuge Area Map



NOTE: NEW SAFE REFUGE AREA

FIRE

IRVINE FIRE DEPARTMENT	911
MANAGEMENT OFFICE	(949) 476-1631
ON SITE BUILDING SECURITY	(949) 476-1631

DO

When fire is suspected or discovered in the building, immediately CALL the Fire Department (911) (whether or not the fire alarm signal has already sounded).

Give the Fire Department the following information:

Description of the problem - what is burning, etc.
Exact location of the building: 2030 Main Street, Suite _____
Your floor number and suite number
Your name and as much other information as is requested

Stay on the telephone long enough to know that the information was received and understood.

If you see the fire in your area, activate the nearest fire alarm pull station whether or not the fire alarm signal has already sounded on the floor.

If ordered to evacuate, follow the routes described in the Emergency Exit Plan.

Close all doors if you feel you have time.

Exit by stairwells only.

DO NOT

Panic.

Use elevators.

Re-enter space for valuables.

Break windows.

Open hot doors.

Become a spectator.

FIRE ALARM

Following is useful Information that Floor Wardens and Tenants should know about the Building's Life/Safety System.

The Building's Fire Alarm system is activated in three ways:

1. Sprinkler Flow (water is emitted from sprinklers)
2. Smoke Detector (located in various areas throughout each floor, the supply air ducts above the ceiling as well as in each floor's elevator lobby)
3. Pull Boxes (manually activated by a person who has observed a fire or other emergency incident)

If one of the alarms is activated, the siren will sound automatically. It will be heard clearly on the floor where the activation has occurred. Pursuant to the fire codes, the alarm will also be sounded on one floor immediately above and one floor immediately below the "activated" floor.

On the ground floor of the building is a sophisticated Fire Control Room that is accessible to the Irvine Fire Department. Within the room, the fire annunciator panel will light and an alarm will be set off. The Fire Control Panel indicates which floor zone alarm has been activated. The Fire Department is responsible for investigating the problem. The building staff is not trained nor equipped to fight fires.

The building's fire safety system is connected to an alarm monitoring company. The monitoring company will dispatch the Fire Department. In the event the alarm is false, the Building Engineer or Security Officer will notify affected personnel as soon as an investigation of the area has been completed.

FIRE PREVENTION

Smoking is prohibited by California Law throughout the entire building.

Smoke only in areas outside of the building and away from the lobby doors.

Unplug all electrical equipment that is not working properly or is in need of repair.

Do not overload wall outlets.

Keep heat-producing devices away from flammable objects.

Assign a specific individual to ensure that appliances are turned off when leaving your office.

Store and use flammable liquids according to container instructions and city/code regulations.

Do not allow accumulation of trash or any material that is flammable.

Do not hold suite doors or lobby doors open with door stops or other items. All suite doors that enter/exit into a common corridor or elevator lobby must be kept closed unless the door(s) is held open with a magnetic device that is connected to the building's Fire Control System.

FLOOR WARDEN

Each company should have Floor Warden(s) for their offices. Each Floor Warden should assign one Alternate to take the Floor Warden's place if necessary. If additional training is needed for new or replacement Floor Warden(s), please notify the management office.

The Floor Wardens and Alternates should be personnel that are normally in the office and not subject to travel, outside meetings, etc.

Each Warden and Alternate should be aware of building procedures for fire, emergency, bomb threat and/or any other emergency where the Fire Department is needed.

As an aid in your employees' identification of a Floor Warden, the Management Office provides all Floor Wardens with an orange vest. It is recommended that employers provide a flashlight to each Floor Warden and Alternate.

Each Floor Warden should be aware of all fire exits and manual pull stations, fire equipment cabinets, and if provided by the tenant, the location of the tenant's First Aid Kit.

DUTIES

If there is fire or smoke, pull a manual station. Pull Stations are located at each stair door and the elevator lobby. Call the Fire Department **ONLY IF YOU SEE SMOKE OR FIRE**.

Take your flashlight, put on your orange vest, and prepare the tenants to evacuate.

Check interior offices. Verify they are unoccupied. If you have time, close as many doors as possible. Then vacate.

Ensure that people are moving down the stairways. Tell them to stay calm and orderly, walk, do not run down the stairs. All physically impaired or handicapped people are to be helped to the stairwells for further instructions. You may be instructed to move the individuals to a floor which is located one or more floors away from the fire area.

Before opening any doors, feel them to determine the temperature. **DO NOT OPEN DOORS THAT ARE HOT TO THE TOUCH.** Find another exit.

(continued)

FLOOR WARDEN (continued)

Please CLOSE ALL DOORS. This helps contain fire and smoke.

When you have successfully evacuated the tenants under your charge from the building, ensure that everyone moves well away from the building to the designated safe refuge area.

DO NOT USE THE ELEVATORS. If the smoke detector in the lobby is activated, all elevators will return to the ground floor for Fire Department use.

If the smoke is heavy, CRAWL along the floor. Stay as close to the floor as possible; the air is better lower to the ground. Take short breaths and REMAIN CALM.

FLOOR WARDENS ARE NOT TRAINED, NOR ARE THEY EXPECTED, TO FIGHT FIRES. THEY SHOULD EXIT THE BUILDING TO ENSURE THEIR OWN SAFETY.

PHYSICALLY CHALLENGED EMPLOYEES

Physically challenged persons should be familiarized with the building's emergency procedures for evacuation, use of exits, fire stairwells, and any special arrangements relative to their safe egress from the building.

The Management Office requests notification of all physically challenged employees and each tenant's plan for their safe evacuation. This information will be kept confidential.

Two persons should be designated to aid each physically challenged person in the immediate area during an emergency.

MEDICAL

PARAMEDICS	911
IRVINE POLICE DEPARTMENT	911
IRVINE FIRE DEPARTMENT	911

Accident or sudden illness may cause an emergency which necessitates immediate first aid and subsequent medical attention. The Police and Fire Departments are equipped to handle breathing and other lifesaving problems and have trained resuscitation teams for any emergency.

In case of a medical emergency:

DO

Call for an ambulance - 911.

Determine extent of injury or nature of illness.

Notify Management Office or Security at (949) 476-1631.

Meet emergency personnel in building lobby and direct them to injured person(s).

Attend to physically challenged persons.

Record information:

- Person(s) Injured
- Medical Problem
- Hospital
- Notified: _____

POWER FAILURE

On occasion the suite may experience a power failure within the building, or premises, due to a power company incident or mechanical failure.

In the event of a total power outage, the following will occur:

The building's emergency generator will turn on automatically and generate power to various areas of the building.

Certain lights will remain on in the corridors, offices and stairwells for the safety of the tenants.

All elevators will return to the first floor and only one car will operate at a time.

The power for the Life/ Safety and PA system will remain operational.

Back-up power is not provided to tenants' electrical outlets; therefore, your office equipment, etc. will shut off.

For your own safety:

Keep at least one flashlight in use.

Turn off electrical office machines and appliances to prevent a surge when service is restored.

Use caution when moving in dimly lit areas.

Remain at ease.

PUBLIC RIOT AND DISTURBANCE

FIRE DEPARTMENT	911
POLICE DEPARTMENT	911
MANAGEMENT OFFICE	(949) 476-1631
ON SITE BUILDING SECURITY	(949) 476-1631

Avoid the area of disturbance.

Avoid windows.

Lock doors and close blinds.

Report any suspicious persons.

Notify police.

SAFETY TIPS

The following DO's and DO NOT's will help provide a safe working environment for all occupants of the building:

DO

Dispose of all obsolete or unused flammable materials, fixtures and displays.

Keep exits clean and unobstructed at all times.

Maintain a minimum 18-inch clearance below all sprinkler heads.

Keep all flammable cleaning materials, waxes, etc., in closed metal containers at all times.

Check fixtures for frayed wiring and proper grounding.

Monitor emergency exit lights and notify the Management Office if they are not lit.

Immediately report any situation that could cause a fire or accident.

Maintain a current list of emergency phone numbers for employees' use. As appropriate, provide a copy to the Management Office.

Notify the Management Office or Security if loiterers are observed in corridors or restrooms.

Report all solicitors and peddlers to the Management Office or Security.

DO NOT

Store any items near electrical transformers or water heaters.

Overload electrical circuits with extension cords and/or other non-standard type electrical work.