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### BUILDING EMERGENCY PROCEDURES

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**SAMPLE FORMS**

ANNUAL BUILDING FIRE DRILL REPORT  
 FIRE DRILL REGISTER  
 F.S. DIRECTOR'S FIRE DRILL CHECKLIST  
 F.S. DIRECTOR'S ANNUAL FIRE DRILL CHECKLIST  
 BOMB THREAT FORM  
 CHECK IN LIST

**A. INTRODUCTION**

The Property Management Office, in cooperation with the Oxnard City Fire Department, has compiled this manual to ensure the safety of our building occupants in the event of an emergency and to comply with the provisions of the California Code of Regulations, Title 19, the California Municipal Code, and the Oxnard Fire Code. The material in this manual pertaining to CAC Title 19, California Municipal Code, and the Oxnard Fire Code are required by law. Additional procedures outlined for Earthquake, Medical Emergencies, Bomb Threat, Electrical Failure, Civil Disturbances, and Hazardous Material Incidents are also supplied.

The provisions of Section 3.09 and 3.10 of Article 3, Subchapter 1, Chapter 1, Title 19, of the California Code Of Regulations, require 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 Oxnard shall comply with requirements or be subject to prosecution and penalties, including fines, as set forth in Title 19 of the California Administrative Code.***

This manual and its contents shall remain the property of the Building and shall be made readily available to members of the Oxnard City Fire Department upon demand.

1. **LEGAL REQUIREMENTS:**

**SEC.3.09 Title 19CCR EMERGENCY PLANNING AND EVACUATION  
REQUIREMENTS FOR HIGH-RISE BUILDINGS**

Every 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 necessarily be limited to, the following:

**Fire Safety Director:** Assignment of a responsible person as Fire Safety Director who shall work with the 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 department.

**Occupant Instructions:** 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 occupant instruction shall be maintained by the Building 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.

**Floor Wardens:** A responsible person on each floor or suite of every high-rise building shall be designated as Floor Warden. In cooperation with the Building Fire Safety Director, Floor Wardens shall 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 or suite and shall assume Floor Warden duties when necessary.

**Emergency Evacuation Signs:** The preparation of emergency exit plans, procedures, and the Department before posting shall approve evacuation signs. Evacuation signs shall be located at every elevator lobby and at each stairwell entrance

**Fire Department Approval:** All emergency plans, procedures, and evacuation signs must be submitted to the Fire Department for approval prior to their implementation.

**Fire Drills:** A minimum of one fire drill annually on individual floors is mandatory. Total building evacuation is required. Documentation of all fire drills on Fire Department approved forms shall be maintained by the Fire Safety Director. Fire drill may be scheduled in advance, with a notice posted to all tenants. All building occupants are required to participate in the fire drills.

**Disabled Persons Requirement:** The Fire Safety Director shall maintain a current list of disabled 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.

**B. EMERGENCY OPERATIONS**

**1. EMERGENCY TELEPHONE NUMBERS**

Fire Department	911
Police Department	911
Paramedic Ambulance	911
<b>Fire Safety Director</b>	<b>(805) 485-3193</b>
Dean H. Christian	
<b>Assistant Fire Safety Director</b>	<b>(805) 485-3193</b>
Joanne Behrendt	
<b>Assistant Engineer</b>	<b>(805) 485-3193</b>
Ismael Gonzales	
<b>Security (Post Commander)</b>	<b>(805) 988-8298</b>
Kathy Correll	
<b>Oxnard City Fire Department</b>	<b>(805) 487-6311</b>
Non-Emergency Number	
<b>Oxnard City Police Department</b>	<b>(805) 385-7740</b>
Non-Emergency Number	

**Keep These Telephone Numbers Accessible At All Times**





#### 4. **BUILDING ORGANIZATION**

**Complex Address:** Topa Financial Plaza  
300-500 Esplanade Drive  
Oxnard, California 93036

The Building Management Office is located in Suite 400 of 500 Esplanade Drive. During Building business hours, a representative is normally on site. They may be reached by security 24 hours a day, seven days a week. The Property Manager will act as the Fire Safety Director. In an emergency, the Fire Safety Director will be in charge of the Building Emergency Organization, which shall conduct emergency response procedures until relieved by governmental emergency agencies. In the absence of the Fire Safety Director, the Assistant Fire Safety Director will be in charge. If both individuals are absent, Building Security will activate the Building Emergency Management Plan Organization. Each of the units of the Building Emergency Organization has individual responsibilities in implementing the Building Emergency Management Plan:

**Building Fire Safety Director (or Assistant Fire Safety Director):** Responsible for the implementation and maintenance of the Building Emergency Management Plan in cooperation with the Oxnard Fire Department and as called for by Title 19 of the California Code of Regulations and the County of Los Angeles Fire Code (L.A.M.C. 57.33)

**Security:** Responsible for initial notifications and activations of the Building Emergency Management Plan.

**Brigade (Engineering):** Shall conduct limited suppression, search and rescue activities where such activities can be conducted under conditions of relative safety to themselves and the tenant/occupants. In addition, the Brigade responsibilities shall involve monitoring and/or controlling building fire life safety system components, which may affect the emergency incident.

**Floor Warden(s) or Suite Monitor(s):** Responsible for overseeing occupant instruction and training in emergency procedures, determining emergency action, coordinating floor activities, carrying out the direction of the Fire Department or the Fire Safety Director, and ensuring that occupants under their supervision are safely evacuated according to the Building Emergency Management Plan.

**Check In Monitor(s):** May be used to provide liaison between the floor personnel and Floor Warden, and to do a head count of visitors and employees in their suite.

**Floor Warden Assistant(s):** Responsible for conducting a systematic and thorough search of all areas on a floor including restrooms, conference rooms, photocopier rooms, mailrooms, break rooms, etc. They will tag unoccupied rooms to ensure that during a building emergency all tenants/occupants have relocated.

**Disabled Persons Monitors (Two per Individual):** Responsible for assisting physically impaired persons during an evacuation. These monitors should be properly trained to carry the disabled person to a safe refuge area.

**NOTE**

**A SAFE REFUGE AREA** is an area, which in an emergency, can be utilized for greater protection.

- within the building's stairwell or three (3) or more floors from the fire floor or,
- outside the Building, exit from the emergency exits of the building and proceed to the park area, or safe refuge. Each tenant/firm must designate its refuge area in advance.

On arrival at the Safe Refuge Area, a headcount should immediately be taken by the Check In Monitor to ascertain if all persons have relocated.

## C. **FLOOR WARDEN OPERATIONS**

### 1. **FLOOR WARDEN (Or Suite Monitor)**

Floor Wardens or Assistant Floor Wardens (or Suite Monitor, if the Floor Warden is responsible for an entire suite on a multi-tenant floor) are responsible for overseeing the instruction and training in emergency procedures, determining emergency actions, coordinating floor activities, carrying out the directions of the Fire Safety Director or the Fire Department, and ensuring that occupants under their supervision are safely and completely evacuated according to the Building Emergency Management Plan during a fire emergency, or a fire drill. Floor Wardens are selected for their ability to make decisions and exercise cool headedness during emergency situations. ***It is imperative that Floor Wardens or their assistants are available at all times.***

These persons shall be responsible to know and understand the Pre-Fire Plan of the Building and should assist the Fire Safety Director in the planning and execution of all drills and training activities. They shall also select and supervise the various response team members and assure that the following positions are always staffed.

- Floor Warden Assistant
- Check In Monitor
- Disabled Persons/Physically Impaired Monitors
- Suite Monitors (for each tenant on a multi-tenant floor)

The Fire Safety Director will approve a Floor Warden(s) and/or suite monitor from each tenant's staff, and issue an *orange vest* to be worn for identification purpose during an emergency.

Floor Wardens should attempt to maintain a calm environment while ensuring that all floor occupants remain in, or relocate to a Safe Refuge Area.

### A. **THE DUTIES OF FLOOR WARDENS ARE AS FOLLOWS:**

- (a) Be completely familiar with the floor arrangement, the number of floor occupants, and locations of all floor emergency exits.
- (b) Divide the floor populations into groups and formulate the traffic patterns to relocate personnel by emergency stairwell exits.

- (c) Check daily throughout the floor, examine and determine that all doors leading to stairwells are maintained and that no exit doors are obstructed or blocked.
- (d) Install a program to check the readiness of fire extinguishers on the floor.
- (e) Maintain an up-to-date list of all personnel with physical disabilities who cannot use the stairwells unaided. Make arrangements to have these persons assisted when relocation of their area is directed. Supply an up-to-date list to the Building Management Office.
- (f) Prepare a chart of the response team members:
  - Check In monitor
  - Floor warden assistant
  - Physically disabled monitors
  - Suite monitor
- (g) Ensure that the response team members are trained in their respective duties.
- (h) Ensure that Suite Monitors have performed the same pre-fire duties as the Floor Warden for their firm, on multi-tenant floors.
- (i) In an emergency, ensure that all persons on the floor are notified of a fire or other emergency and all are relocated, if necessary, to a Safe Refuge Area.

## **2. CHECK IN MONITORS**

Check In Monitors may be used to provide liaison between the floor personnel and the Floor Warden, liaison between the floor and the Fire Safety Director, and liaison between floors. Check In Monitor should make sure all employees of their suite check in. They may be used as a vital communication link in the event of a complete communication breakdown during an emergency. These individuals should be physically capable of climbing and descending stairs in order to carry messages.

## **3. FLOOR WARDEN ASSISTANTS**

Search Teams are responsible for conducting a systematic and thorough search of all areas on a floor including all restrooms, offices, conference rooms, break rooms, photocopier rooms, mailrooms, closed areas, and storage areas, etc. The teams will close each door after confirming the room or area has been evacuated

and will mark the door with an adhesive tag (Post-It-Note) below the door handle to ensure that all occupants have left during a building emergency evacuation. After the entire floor has been searched, searchers should report to the Floor Warden with a status report and proceed to the nearest stairwell for evacuation.

**4. DISABLED/PHYSICALLY IMPAIRED MONITORS (Two Per Individual)**

Physically capable individuals are responsible for assisting physically impaired persons during a building evacuation. These monitors should be properly trained to assist the disabled person to a safe refuge area.

Persons considered to have a disability in the event of an emergency may include:

The wheelchair user, elderly, pregnant, blind, extremely obese, and persons employing crutches, walkers or canes, and anyone who would have difficulty evacuating the building via stairwells without assistance.

**5. A SAFE REFUGE AREA**

A Safe Refuge Area is an area within and outside the Building, which in an emergency, can be utilized for greater protection.

- “within” the Building’s stairwell or three or more floors from the fire floor or,
- “outside” the Building in the park area or Financial Plaza’s parking lot.

On arrival at the Safe Refuge Area, a headcount should immediately be taken by Check In Monitor to ascertain if all persons have relocated.

**NOTE:**

It is the responsibility of each tenant firm to select a Safe Refuge Area for its employees to assemble in the event of an evacuation. This Safe Refuge Area must be communicated to each employee as part of his or her Fire/Life Safety Training.



## **D. FIRE EMERGENCY**

### **1. ELEMENTS OF FIRE**

There are three components of fire. The removal of any one of these components will result in the extinguishment of fire.

**OXYGEN** Using a multi-purpose ABC dry chemical extinguisher and/or closing doors reduces the amount of oxygen.

**HEAT** Using water reduces heat.

**FUEL** Flame retardant building materials reduce the risk of fire.

### **2. CLASSES OF FIRE**

Fires are classified into four (4) basic groups or classes according to the material involved. It is important to know the various classes of fire because the class of fire will determine the appropriate type of fire extinguisher to safely extinguish the fire.

**Class A:** Fire in ordinary solid combustibles such as wood, cloth, paper, rubber and plastics. These fires are not efficiently extinguished by use of a penetrating cooling agent. Water is the best material commonly available for this purpose.

**Class B:** Fire involving flammable liquids such as gasoline, naphtha, acetone, greases, oils, and flammable gases, such as methane or hydrogen. These fires are best extinguished by either surface-acting agents that break up the chemical reaction of the fire, or inert heavier-than-air gases, which smother the fire.

**Class C:** Fire involving energized electrical equipment, appliances, and wiring. The use of a NON-CONDUCTIVE extinguishing agent protects against electrical shock. Most extinguishers that have a "B" rating also have a Class "C" rating, but read the label to be sure.

**Class D:** Fire in combustible metals such as magnesium, lithium, potassium, etc.: These fires require special equipment, materials, and training to safely extinguish.

### 3. FIRE EMERGENCY NOTIFICATION

The first few minutes of a fire situation are the most critical time to affect the overall outcome of the emergency. If immediate Fire Department notification is made, the chances of the fire being quickly and effectively extinguished are very good.

### 4. EXTINGUISHER TYPES

<b>Class "A"</b>	Types:	<u>Penetrating Cooling Agent</u>
	Agent:	Air Pressure Water Tank, Hand Pump Water Tank, Fire Nose Lines
<b>Class "B"</b>	Types:	<u>Surface Acting Agents</u>
	Agent:	CO <sub>2</sub> Pressurized Dry Chemical, Halon
<b>Class "C"</b>	Types:	<u>Surface Acting Agents</u>
	Agent:	CO <sub>2</sub> Dry Chemical, Halon
<b>Class "ABC"</b>	Types:	Combines all the above, building standard issue.

### 5. HOW TO USE FIRE EXTINGUISHERS

Fire extinguishers are located near each stairwell.

**P** - PULL THE SAFETY PIN (usually a twist-pull action)

**A** - AIM THE NOZZLE OR HOSE AT THE BASE OF THE FIRE

**S** - SQUEEZE THE TRIGGER HANDLE

**S** - SWEEP FROM SIDE TO SIDE (watch for reflash)

#### **NOTE:**

- (a) Do not attempt to extinguish a fire without another person's assistance.
- (b) **NEVER** place a **USED** fire extinguisher back in its cabinet. It should be recharged to ensure that it is ready for use.
- (c) **ALWAYS** keep a safe distance between you and the fire and have a safe means of escape.

- (d) If you see smoke coming out from under a door, do not open the door to extinguish the fire without specific instructions to do so by Fire Department personnel.

## **6. IN THE EVENT OF FIRE/SMOKE ALARM - What Happens In The Building?**

As soon as the Building Fire Alarm System picks up the signal from either an activated smoke detector, sprinkler flow switch, or a tripped pull station, the following things/events will occur:

- A slow whoop will sound on the floor in alarm, the floor above and the floor below only.
- An alarm will sound at the Fire Control Room Fire Annunciator Panel, the Security Console in the Building Lobby, and a signal will be transmitted to an outside monitoring agency.
- All magnetically held doors and elevator lobby fire doors on the floor where the alarm originated will automatically close.
- The HVAC (Heating, Ventilation & Air Conditioning) system will automatically shut down in the entire building.
- If an elevator lobby smoke detector has been activated, ALL of the elevators will automatically relocate to the Lobby level and release any passengers. If the smoke detector is activated on the ground floor, all elevators will automatically relocate to the second floor, where passengers will be directed to evacuate the building via the stairwell by the Stairwell Monitors or Fire Department personnel to a Safe Refuge Area.
- The public address (P.A.) system intercom will be activated on the floor where the alarm originated, the floor above and the floor below

**7. EMERGENCY DUTIES WHEN FIRE AND/OR SMOKE ARE DISCOVERED.**

**A. UPON DISCOVERY OF A FIRE**

- (a) Remove anyone in immediate danger.
- (b) Confine the fire by closing the doors.
- (c) Sound the alarm by pulling a Manual Pull Station; notify the Oxnard Fire Department by calling **911**. Report the following information to the Fire Department Dispatcher.:
  - (1) Exact Address: **Topa Financial Plaza  
500 Esplanade Drive  
Oxnard, CA 93030**
  - (2) All known information on the fire situation.
  - (3) Give your “call back” phone number.

***Wait until the Fire Department hangs up!***

- (d) Notify the Building Management Office (Building Safety Director) at (805) 485-3193, **AND** give them the same information.
- (e) Contact all Floor Warden/Response Team personnel.
- (f) Evacuate to a Safe Refuge Area.
- (g) Evaluate the situation and coordinate actions, as needed, in keeping with established Emergency Procedures:
  - (1) Extent of injuries and aid, as needed,
  - (2) Confinement of the fire (close doors),
  - (3) Quick, safe fire extinguishment,
  - (4) Phase of evacuation to call for.

**B. NOTIFICATION FROM TENANTS OR SOMEONE OTHER THAN BUILDING OFFICE (Fire Safety Director)**

- (a) Verify that the Fire Department was notified. Give exact location and all known facts. [See preceding]
- (b) Notify the Building Management Office (Fire Safety Director) at (805) 485-3193, and give the same information.
- (c) Contact all floor wardens/response team personnel.
- (d) Evacuate to a Safe Refuge Area.
- (e) Evaluate the situation and coordinate actions as needed, in keeping with established Emergency Procedures.
  - (1) Extent of injuries and aid as needed.
  - (2) Confinement of the fire by closing the doors.
  - (3) Quick, safe fire extinguishment.
  - (4) Phase of evacuation to call for.

**C. UPON NOTIFICATION FROM BUILDING OFFICE (Fire Safety Director) OR BY A PUBLIC ADDRESS ANNOUNCEMENT**

Be guided by the instructions from the Fire Safety Director or by the public announcements and render assistance as required.

**8. EVACUATION/RELOCATION PROCEDURES**

**If Evacuation To A Safe Refuge Is Called For:**

Ensure that Floor Response Team members are properly positioned and that Emergency Procedures are put into effect.

- (a) Stairwell monitoring and supervision.
- (b) Elevator monitoring.
- (c) Assistance to the handicapped/disabled persons.

- (d) Systematic final search routine. (Individual tenants, washrooms, isolated areas such as conference rooms, libraries, break rooms, etc.)

**After Relocation To Other Floors Or Out Of The Building:**

Direct the evacuating occupants to proceed to the designated Safe Refuge Area:

- (a) If evacuating from Stairwells #1 and #2, proceed to the park and stay near the back fence.
- (b) If evacuating from the Lobby or Parking Structure, proceed west to the northwest corner of the open surface lot.
- (c) Avoid directing occupants to cross streets.
- (d) Assemble all personnel; take head count.

Notify the Fire Safety Director at the Fire Control Room or the Property Management Office of the Building at (805) 485-3193. Give status report: "Floor \_\_\_\_\_ is clear" or send a runner with this information.

**Receiving Floor Procedure:**

Upon notification that the floor is to be used as a **Safe Refuge Area** (direct call or via the P.A. system):

- (a) Dispatch team personnel to open all stairwell doors. Close the door only after last evacuee is safely inside. (Do not prop open with any device).
- (b) Direct evacuees to a "Holding" area for control and headcount, which should be taken by Check In Monitor.

**E. EARTHQUAKE**

Californians are constantly aware of the possibility of an earthquake. High-Rise buildings, like 300 or 500 Esplanade Drive, are structurally designed to withstand an earthquake and are required to meet very strict building codes.

The effect of an earthquake will vary according to its magnitude and the floor on which the occupant is situated. Lower floors may shake rapidly, much like smaller buildings. Unsecured books, plants, and material may fall from shelves. Tall, unanchored

furnishings may fall over. Ceiling panels may fall. On upper floors, movement will be slower, but the building may move further from side to side. Unsecured furniture may slide across the floor. Objects may topple from shelves.

Most importantly, anyone who occupies a high-rise like 300 or 500 Esplanade Drive must be prepared. Forethought prevents panic and confusion. Panic is an emotional reaction that can occur when a person does not know what to do in an emergency.

### **BEFORE AN EARTHQUAKE**

- Identify hazards in places where you spend most of your time - heavy objects on high shelves, top-heavy furniture, computer terminals and unsecured furniture. Move them or contact the Property Management Office for advice in securing these items.
- Select safe areas in each room where you may relocate if an earthquake occurs.
- Know the location of stairwell exits. Elevators should not be used during an earthquake.
- In a desk drawer, store items such as a portable radio, a flashlight, extra batteries for both the radio and flashlight, tennis shoes, food with a long shelf life, extra supplies of any medications you depend on, contact lens solution, if required, etc.
- In case of a severe earthquake, it may be necessary to remain in the building for several days. Transportation and communication systems may be damaged, making the commute home impossible. Let your family and close ones know of this possibility ahead of time.
- Identify a person outside the state you may contact in an earthquake who will notify other friends and relatives within the city of your status.

### **DURING AN EARTHQUAKE**

Protect yourself:

- Get under heavy furniture, such as a desk or table. If it moves about, **hold on**, and move with it.
- Stay away from windows and glass partitions, tall file cabinets and other things that could fall on you.
- Move against a wall or column in the interior of the building. Cover and protect yourself.
- Do not exit the building. There is a great danger of falling debris.

- Expect that during a severe earthquake, the power may go off, fire alarms may sound, and the fire sprinkler system could possibly discharge.

If you are outdoors:

- Move away from the building and be careful of falling objects.

If you are in a crowded place:

- Stay calm, and urge others to stay calm.
- Do not immediately move to exits - Instead, seek shelter under tables, chairs, or other heavy furniture.

#### **AFTER AN EARTHQUAKE:**

##### **A. FLOOR WARDEN**

- (1) If possible and safe to do so, carefully and systematically search the entire floor area for injured persons. Do not move seriously injured persons unless they are in danger of further injury. Be especially watchful for people who cannot hear calls for help, move on their own, etc.
- (2) Inspect for damage and the possibility of further damage or potential danger (check for fires and fire hazards, shelves and closets for objects that could fall, etc.) Repeat the safety check after any aftershocks.

##### **B. MOBILIZE FLOOR RESPONSE TEAMS TO ASSIST**

- (1) Determine the necessity for evacuation. All exit routes must be inspected for safety. If necessary, move to the lowest possible "safe" area of the building.
- (2) If fire has started, refer to the **Fire Section** where the responsibilities and duties of the Floor Wardens and Floor Response Teams are outlined.
- (3) If possible, coordinate all activities with the Fire Safety Director, Security, and the Building Command Center.

Advise them as to:

- (a) Extent of injuries, if any, and damage, if any.
  - (b) Evacuation and to what extent
  - (c) Special disabled persons assistance needed; possible use of an elevator, **if safe** to do so.
- (4) Before flushing toilets, check with Building Management to see that sewage lines are intact.
  - (5) Do not make telephone calls unless this is absolutely necessary to do so (such as a life-threatening situation). However, replace all receivers that have been dislodged.
  - (6) Listen to the Building Public Address system and your radio for important instructions and emergency shelter information.
  - (7) Discourage the spread of unsubstantiated rumors.

**F. MEDICAL EMERGENCIES**

**1. TENANT FLOOR WARDENS/OCCUPANT RESPONSE TO A MEDICAL EMERGENCY:**

A. If there is a medical emergency in your office, immediately call the Paramedics at **911**. Report the following information:

- (a) Nature of the Medical Emergency.
- (b) Exact location and name of sick or injured person.

**The address of the building is:      Topa Financial Plaza  
500 Esplanade Drive  
Oxnard, CA 90245**

- (c) Whether an ambulance or doctor has been notified.

**Do Not Hang Up The Phone Until Told To Do So! *Then***, call the Property Management Office at (805) 485-3193, giving the same information:

B. Security will make ready for their entrance into the Building. A Security Officer will stand by at the entrance to direct the Paramedics into the Building and to an awaiting elevator, which will have been called down to the lobby for this specific purpose.

- C. It will be necessary to assign someone to be standing by the elevator on the floor where the sick or injured person is located to guide doctors or the paramedics to the sick or injured person.
- D. If the sick or injured person is to be transported to a hospital, it is important to send a friend or fellow employee along to comfort the person and to help him/her at the hospital until a relative arrives.
- E. At the conclusion of the Medical Emergency, the Building Security will prepare a brief written report of the emergency.

## **G. BOMB THREATS**

Anyone at 500 Esplanade Drive may receive a call regarding a bomb or other destructive device that has been placed within the Building. Much valuable information may be gained if the person handles the call in the correct manner. A pre-printed form is provided on the following page for use when a bomb threat is received.

- 1. Immediately attempt to notify someone of the call **without the caller's knowledge.**
- 2. Attempt to get the following information plus any other information that the caller is willing to give:
  - (a) The type of device, e.g., explosive or incendiary?
  - (b) Location of the device?
  - (c) Reason for planting device?
  - (d) Type of detonator, e.g., timer, fuses, motions, etc.?
  - (e) If it is a timed device, when it is set to explode?
  - (f) Physical description of device?
- 3. As well as attempting to get the above information, the person should try to recall: the exact words the caller used during the conversation, record exact time the call was received, etc.
- 4. The person is in a position to gather a great deal of information, which could lead to the arrest of the caller, **if** he/she is alert and does not panic. The person should note:
  - (a) Age of the caller (young or old)
  - (b) Sex of the caller

(c) Any voice peculiarity such as:

- Hoarseness
- Intoxication
- Irrationality
- Shrillness
- Irrationality
- Pet Phrases
- Impediments
- Foreign Accent
- Regional Accent
- Any Background Noises

As soon as the call is terminated, contact Building Management or Security at (805) 485-3193 and follow their instructions. As soon as possible, the person should be secluded somewhere quiet where they can write a complete report of all the information they received. This is very important, since minor things will be remembered and included if the person makes the report as soon as possible after the call.

If requested to assist in the search of the facility, the Floor Warden may be asked to mobilize the Floor Response Teams if a large area or the entire floor is affected. The following basic rules should be observed.

1. Check the assigned area for any unusual packages or other objects not normally in the area being searched.
2. **DO NOT TOUCH** or cover a suspected bomb or unidentified object.
3. If a bomb or other unidentified object is found, contact the Fire Safety Director/Building Management or Security and follow their instructions.
4. Above all, stay calm and do not alert anyone other than the Oxnard Police Department and Building Management that there is a problem.

If the Oxnard Police Department does not order a Building evacuation, the executive contact for each tenant/firm will be notified by the Property Management Office of the existence of a bomb threat. It will be the responsibility of each tenant/firm to determine if its employees evacuate.

## **H. ELECTRICAL FAILURE (POWER OUTAGE)**

500 Esplanade Drive is equipped with an emergency generator system that will power certain Building systems during a power outage. These systems will be activated within 60 seconds of the failure and will include:

- Exit Signs And Exit Illumination
- Elevator Lighting
- Fire Alarm Systems
- Smoke Detection Systems
- Sprinkler Alarm Systems

- Building Communication Systems
- One Elevator in each Elevator Bank
- All Emergency Lighting

In the case of a power outage, the incident will be handled by the Fire Safety Director, Engineering, and assisted by Security.

If persons are stuck in elevators, they will be contacted by Security and advised to remain calm and not to force doors or hatches. It will be necessary to ascertain if any of the persons trapped in the elevators are injured, if so, Security will give priority to those cars when manually keying down one elevator at a time, commencing with those on the uppermost floors and systematically moving down until all elevators are brought down and locked off at the Lobby.

If an outage is of short duration, it should be of little concern. Tenants/occupants may be advised to open their shades and blinds to utilize the available light (if the incident occurs during normal working hours). If it is of longer duration, however, it may be necessary that tenants leave the Building. One of the available elevators or the stairwells may be used to facilitate the evacuation. If evacuation is deemed appropriate, direction shall be given by way of the Public Address System, telephone or by staff message runners.

## **I. CIVIL DISTURBANCES**

Civil Disturbance is any gathering of persons intending to disrupt or impede the normal conduct of business. Such a gathering is not illegal unless it involves actual disruption of the 500 Esplanade Drive. The size, location and demeanor of the group will determine the nature of the civil disturbance.

Building Management/Fire Safety Director will direct the handling of such an incident and will need to be notified as soon as possible at (805) 485-3193.

When a situation becomes threatening, or upon advisement, additional precautions may be taken. Tenants should not provoke or intimidate these individuals. Stay away from lower level windows and draw the blinds. Avoid having to leave the Building.

1. Security methods may involve locking the Building entry and locking off all elevators until the situation is resolved.
2. Parking facilities shall be given similar instructions and will control vehicle movement.

## J. **HAZARDOUS MATERIAL INCIDENTS**

Such incidents involve hazardous materials spills that cause chemical reactions and/or vapors. The Fire Safety Director/Building Management will direct the handling of such an incident and will need to be notified as soon as possible at (805) 485-3193.

Floor Wardens/Occupants must remain alert to situations that may be the result of a chemical reaction. Spills and improper use of some chemicals can cause the release and spread of toxic fumes in the Building.

1. An immediate shutdown of all air handling systems by Engineering may be required.
2. The Floor Warden/Occupant should attempt to seal off the area of this incident if it is safe to do so.
3. Evacuation of the Building may become necessary.
4. Floor Wardens must check for persons suffering possible symptoms and report the location of these individuals to the Building Management Office immediately.

Hazardous Materials incidents can be prevented by using common sense. All intended hazardous materials use should be reported to the Building Management Office before such materials are permitted at the 500 Esplanade Drive building.

## K. **EVACUATION**

### 1. **EVACUATION AND PANIC CONTROL**

- (a) **EVACUATION:** The emergency movement of people in a supervised manner. Use of proper evacuation methods will make relocation of any number of people a safe operation.
- (b) **HORIZONTAL EVACUATION:** The movement of people across floors to safe refuge areas, stairwells, fire escapes, etc.
- (c) **VERTICAL EVACUATION:** The movement of people, either down or up stairwells, fire escapes, or on occasion, elevators (ONLY UPON FIRE DEPARTMENT APPROVAL).
- (d) **PARTIAL EVACUATION:** The movement of selected individuals from areas of immediate danger, such as the fire floor, the floor immediate above, or the floor below.
- (e) **TOTAL EVACUATION:** A building-wide evacuation of all occupants is not always necessary, nor recommended, but would be considered in extreme emergency situations.

In the city of Oxnard, if the fire is serious enough to evacuate one floor of the Building, five floors will be evacuated; the fire floor, two above for safety, and two below to be utilized as a base of operation for the Fire Department. If additional floors need to evacuate, they will be ordered to do so by the Building Management (Fire Safety Director) or the Fire Department on the scene. The air conditioning system will be shut down immediately upon notification of the existence of a fire. If not, smoke may spread throughout the Building causing the evacuation of additional floors.

While it is 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 - **only if instructed.**

Smoke may enter certain stairwells that are unpressurized, due to doors being open, or due to evacuation or fire fighting. In this case, people in the stairwell may be driven upward to cleared air.

A method providing for an accurate headcount should be designed and implemented by Check In Monitor as soon as possible.

500 Esplanade Drive will utilize Safe Refuge Areas/floors within the structure. Out-of-building evacuation sites are:

The Parking Lot located South of the Building or the park area. The exact site must be chosen by the tenant firm and communicated to each employee as part of Fire/Life Safety Training.

## 2. STAIRWELL SAFETY INSTRUCTIONS

- Move quickly but do not run
- Remove high heels to prevent injuries
- Walk in single file using handrails
- Allow room for others to enter into an orderly flow of traffic, but do not hold up the traffic unnecessarily
- Be prepared to move to one side for emergency personnel
- Do not allow smoking
- No beverages allowed into stairwell
- Dispel any false information, rumors, etc.
- Gain assistance for those who are slower moving or disabled
- Treat any injuries incurred in the stairwell at the nearest floor landing when required and if practical

**3. “LOCKED STAIRWELL DOOR” INFORMATION**

Stairwell doors are generally locked in 500 Esplanade Drive (from stairway side only) to assist in security. Procedures have been developed so that during an evacuation the floors are made accessible throughout the building. Intercoms are located at Levels, 3, 7 and 11 in both stairwells.

**4. METHOD OF ALARM**

In case of emergency, Building occupants are instructed to:

- Activate a fire alarm (using the Manual Pull Stations) which will result in an audible alarm or whooping sound on the floor involved, the floor above and the floor below.
- Notify the Oxnard City Fire Department at **911**.
- Notify the Building Office or Security at 485-3193

500 Esplanade Drive is equipped with a Public Address System that will enable all occupants in the Building to be notified of an emergency.

**5. ROUTES OF EGRESS**

Evacuation should occur by way of stairwells. Elevators should be avoided since they are de-activated and recalled to the first floor in Fire Emergencies.

**6. METHOD TO ACCOUNT FOR ALL PERSONS**

Persons are instructed to meet in their pre-assigned relocation area, and a headcount should be taken by Check In Monitor to ascertain if anyone is missing.

**7. RELOCATION PLAN**

Should it be necessary to relocate during an emergency, it will be conducted in accordance with the Building Emergency Management Plan, under the direction of the Fire Safety Director and/or the Oxnard City Fire Department. Each tenant is required to provide the Building Manager with the name of the employee who will act as Floor Warden for the area involved.

The authority to order a relocation because of fire, explosion, or earthquake, will be with the Fire Safety Director/Building Management, Fire Department, or any Civil Authority. The responsibility for ordering evacuations, after receiving a Bomb Threat will reside with the Senior Office of the Tenants firm from each individual tenant space, and the Police or Fire Department for an area for any or all of the entire Building. Building occupants, in relocating, are encouraged to remember the following:

- (a) Keep calm.
- (b) Walk quickly, but do not run.
- (c) Close doors behind them as they leave (to slow the spread of fire).
- (d) Feel the surface of every door prior to opening it. If it is hot - DO NOT OPEN IT - but proceed to another exit.
- (e) Do not return for personal belongings.
- (f) If smoke is present, to stay low, crawl with their body against the wall. The clearest air is near the floor. If forced to make a dash through smoke or flame, hold breath and cover the nose and mouth.
- (g) If outside the Building, to stay far enough away to avoid falling debris.
- (h) Know the exact location of emergency exit stairwells.
- (i) Follow all directions given by the Fire Department.
- (j) Never use elevators for either partial or full relocation in an emergency.
- (k) Follow the directions of the Floor Warden

**8. IF EVACUATION TO A SAFE REFUGE IS CALLED FOR**

Assure that floor response team members are properly positioned and that Emergency Procedures are put into effect.

- (a) Stairwell monitoring and supervision.
- (b) Elevator monitoring.
- (c) Assistance to the disabled person.
- (d) Systematic final search routine.

**9. AFTER RELOCATION TO OTHER FLOORS OR OUT OF BUILDING**

- (a) Direct the evacuating occupants from Stairwell #1 and Stairwell #2 to proceed South open surface lot or park area. Relocate to the Safe Refuge Area that your firm has designated.
- (b) Assemble all personnel and take headcount
- (c) Notify the Fire Safety at the Fire Control Room or the Office of the Building at (805) 485-3193. Give Status Report. "Floor \_\_\_\_\_ is clear" or send runner with this information.

**10. RECEIVING FLOOR PROCEDURE**

Upon notification that the floor is to be used as a Safe Refuge Area (via phone call or the P.A. System):

- (a) Dispatch team personnel to open all stairwell doors. Close only after last evacuee is safely inside. (Do not prop the door open with any device).
- (b) Direct evacuees to a "Holding" area for control and head count.

**L. FIRE DRILL PROCEDURES AND TRAINING RECORDS**

**1. FIRE DRILL PROCEDURES**

Fire Drills are extremely important to familiarize the building occupants, Floor Wardens and Building staff personnel with emergency evacuation procedures.

The County of Ventura Fire Code (Section 57.33.19) requires a minimum of one fire drill annually on all floors.

Documentation of all fire drills on Fire Department approved forms shall be maintained by the Fire Safety Director.

All Building occupants are required to participate in the fire drills.

**2. FIRE DRILL INSTRUCTIONS**

To have an effective Fire/Life Safety Program, it is necessary that comprehensive training be given to everyone in the Building.

Practice fire drills are required on each floor of high-rise buildings once per year. Three to five floors may participate at the same time. The first should be announced in advance. This will help to uncover weaknesses. Subsequent drills

may be unannounced and simulate, as closely as possible, actual emergency conditions. The purpose is to instill the correct procedures necessary to insure safety of life in the minds of all occupants and provide for the joint testing of building emergency equipment and staff. Because of this, drills should never be taken lightly.

- A. Important components of the fire drill are:
- (1) Individual and team response to the fire area and attitude of occupants to the fire drill.
  - (2) Switchboard effectiveness in communications. Switch-board operators carry out all instructions except one. (For A Fire Drill Do Not Call The Fire Department To Respond)
  - (3) Front entrance personnel to see that appropriate action is taken to meet the fire fighters.
  - (4) Fire Control Room Functions are performed per instructions, including elevators manually brought to ground floor and held there.

Floor Wardens should be stationed at strategic locations throughout the drill floors to observe the actions of personnel when the alarm sounds. A typical drill would start with the "reporting of a fire" by an occupant in a predetermined area.

- B. The following are basic steps and require the participation of everyone to make a well-organized fire drill successful.

1. **The Discovery of a Fire:** A person will be picked at random and presented with a fire problem and told to handle it as if it were an actual fire. A fire drill may be initiated by a Building Engineer activating a fire alarm or device.

Observations will be made for:

- (a) Checking the fire area and removing anyone in immediate danger.
  - (b) Closing the door to the room on the fire to confine the fire.
  - (c) Sounding the alarm by use of all of the following:
    - Verbally to a Floor Warden/other personnel
    - Manual use of the Fire Alarm Pull box
    - Telephone call
  - (d) Following correct evacuation procedures.
2. **Response to the Fire:** Help will be needed at the scene of the emergency. A team member would procure the nearest fire extinguisher and report to the fire scene. Others would report to

designated stations and complete necessary duties (such as Stairwell Monitor, Final Search, etc.) The drill will be considered complete after:

- (a) Complete evacuation of all selected floors has taken place,
- (b) Headcount made at Safe Refuge Areas, and
- (c) Verification is given (by phone or in person) to the Fire Safety Director or to Command Center Control personnel.

Any equipment used shall be returned to a full state of readiness. Timing of specific portions of the drill should be made to assist in evaluating problem areas in regards to movement of people (Use Fire Drill Critique Forms).

- (a) Timing from the discovery of the fire to building staff performing their duties:
- (b) Timing from when the alarm is first heard to the time the last occupant has left the floor, and
- (c) Timing from a "Floor Evacuate" order to the last arrival at the Safe Refuge Area.

### 3. FIRE DRILL CRITIQUE

The Fire Safety Director, in conjunction with individual Floor Wardens and the Building staff shall hold a verbal evaluation following each fire drill in the Building Management Office. This critique should follow the drill as soon as possible.

Group discussions at employee/occupant level should also be encouraged

Points which should be covered: 1) Report difficulty hearing the alarm, 2) fire equipment blocked or unusable, 3) exits or hallways blocked, 4) operations hindered, 5) duties not understood or carried out, etc.

All Floor Wardens shall turn in a completed Fire Drill Register to Building Management in keeping with the requirement for Annual Drill Documentation.

## M. BUILDING EMERGENCY SYSTEMS: SAFETY FEATURES

### MANUAL ALARMS:

Located on each floor near stairwells and in elevator lobbies. To operate - PULL. The fire alarm, a whoop tone, is designed to sound on **three floors** - the floor where activated, the floor above and the floor below. An alarm is also activated at the Fire Alarm Panels in the Fire Control Room.

### SMOKE DETECTORS:

Located in corridors, elevator lobbies, some tenant suites, electrical/mechanical rooms, fire pump room and in

	heating ventilation and air conditioning (HVAC) ducts. Activation of any smoke detector will sound the fire alarm on <b>three floors</b> .
<b>SPRINKLERS:</b>	Located throughout the building; a sprinkler is activated when the heating element melts in each sprinkler head. Activation of any sprinkler head will activate the alarm on <b>three floors</b> .
<b>FIRE EXTINGUISHERS:</b>	ABC type extinguishers are located in cabinets on each floor. These are for use on fires involving wood, paper, plastics, grease, oil and electricity.
<b>IN A POWER FAILURE:</b>	<p>The elevators will move to the Lobby Level, one at a time. Then one elevator will operate in the normal manner.</p> <p>The Elevator lobby doors will release automatically and close.</p> <p>Each elevator cab has emergency lights and a two-way communication system to the Answering Service. To activate, push lever.</p>
<b>FIRE CONTROL ROOM:</b>	Located at the Lobby Level. This room contains the building's Fire Alarm Panels, emergency controls and PA system. From here, the building's Fire Safety Director and the Oxnard Fire Department will coordinate the building's emergency operations.
<b>PA SYSTEM:</b>	Located in the Fire Control Room for communication to single floors, multiple floors or the total building.
<b>EMERGENCY POWER:</b>	In a power failure, a generator automatically kicks in and provides emergency lighting in public exit ways - corridors, stairwells, lobbies, in tenant space and in elevators; powers elevators, one at a time to the Lobby Level and the continuous use of one; and the building's Fire Alarm System.
<b>HVAC:</b>	The heating, ventilation and air conditioning system will automatically shut down throughout the building upon activation of any alarm condition. This will help prevent the circulation of smoke throughout the building.
<b>FIRST AID KIT:</b>	It is recommended that tenants have their own First Aid Kit.
<b>STAIRWELLS:</b>	The building has two stairwells: Stairwell #1 connects Levels 1 - 15 and exits directly outside on the south and side of the building.

Stairwell #2 connects Levels 1 - 15 and exits directly outside on the west side of the building. Both Stairwells have roof access.

**Upon any alarm condition,** both stairwells are automatically pressurized. Air is blown into the stairwell to minimize the chance of smoke entering the stairwell. Due to the pressurization, doors may be harder to open.

Stairwell doors are locked from the stair-side for security reasons. These doors will automatically unlock upon any alarm condition.

Intercoms are located at Levels: 3, 7, and 11 in both stairwells. These are connected to the Security Console.

The Stairwells are the lifelines of a high-rise building. For this reason, NOTHING should ever be stored in the stairwells. In an emergency, occupants must use them to evacuate their floor and the Fire Department will use them to get to the fire floor.

**ELEVATORS:**

There are four (4) elevators, which service Floors 1-15.

**DURING A FIRE:**

All passenger elevators will be recalled to the Lobby Level. Elevators are NOT to be used in a fire emergency. Smoke may enter the elevator shaft and elevators may open onto the fire floor.

Upon any alarm condition, elevator lobby doors will release automatically and close on the floor in alarm. In the event smoke enters the elevator shaft, these doors will help prevent smoke from entering into the corridors.

**Remember: the corridors are your means of exiting to the stairwells.**