

A SAFE ENVIRONMENT

Your safety greatly depends upon how you react in the unlikely event of a fire, earthquake, or other disaster while you are at Solair Wilshire. We encourage you to read through this pamphlet carefully and keep it handy for quick reference during an emergency.

The purpose of this pamphlet is to provide important safety information concerning this building. These are only guidelines; this pamphlet is not designed to cover every circumstance. Your common sense in an emergency is still required. Resident training is offered twice a year, please make every effort to attend at least once. If you have any questions regarding your safety while in this building, please do not hesitate to contact the building management office.

Front Desk:
213-388-2588

EMERGENCY
DIAL: 9-1-1

* Fire 1-800-688-8000

* If problems are encountered using 9-1-1

IF YOU HEAR THE FIRE ALARM

- 1) When leaving a room, feel doors before opening them; do not open any doors that appear hot. Close doors behind you but do not lock them.
- 2) Do not return to your area for personal belongings.
- 3) If smoke is present, stay low. The best quality of air is near the floor (approx. 12" up from the floor).
DO NOT ATTEMPT TO RUN THROUGH FLAMES!
- 4) Do not use the elevators. If you are in an elevator when the alarm sounds, do not push the emergency stop button. The elevator will automatically return to the main lobby.
- 5) **EVACUATION:** If the alarm is above the seventh floor, occupants will enter the stairwell and evacuate five floors down and back into the building; this is their inside safe refuge area. If the alarm is on the sixth floor and below, occupants will completely evacuate the building using the stairs and meet building management at the outside safe refuge location which is the sidewalk, north of the building, at least 300 feet away from the building at Oxford and 6th Street. Remain in place.

IF YOU ARE TRAPPED

- 1) Wedge cloth material along the bottom of the door to keep out smoke.
- 2) Close doors between you and the fire.
- 3) Call 9-1-1 and notify the fire department of your location and problem.
- 4) If windows can be opened and you must have air, open the window. Break a window only as a last resort, as it will become impossible to close later.

SMOKE DETECTORS are provided for your personal safety. Anyone who willfully and maliciously tampers with, damages, breaks, or removes any required smoke detector shall be guilty of a misdemeanor (L.A.M.C. Sec. 57.112.05). 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 DISCOVER A FIRE OR SMOKE

- 1) Inform people in the immediate area of the danger.
- 2) Confine the fire by closing doors. Do not lock them.
- 3) Activate the pull station closest to area.
- 4) Call the fire department: Dial **9-1-1**.

Report the following information:
Address: 3785 Wilshire Boulevard
Cross Street: S. Western Avenue
Floor and Unit: _____
Telephone Call Back: _____

LET THE EMERGENCY OPERATOR HANG UP FIRST

- 5) If possible, inform a staff member of your discovery.
- 6) **Evacuation:** If the alarm is above the seventh floor, occupants will enter the stairwell if safe to do so and evacuate five floors down and back into the building; this is their inside safe refuge area. If the alarm is on the sixth floor and below, occupants will completely evacuate the building using the stairs if safe to do so and meet in the outside safe refuge location which is the sidewalk, north of the building, at least 300 feet away from the building at Oxford and 6th Street. Remain in place.

L.A.M.C10. 57.33.19'c' and California Code of Regulations Title 19, 3.10 require FIRE DRILLS. ALL building occupants must participate. Participation is mandatory. Non-compliance is punishable by criminal misdemeanor charges.

POWER OUTAGE

- 1) Remain calm and in place.
- 2) If possible, notify the Front Desk at 213-388-2588.
- 3) Turn on battery powered radio to find out what is happening in your area.
- 4) Unplug all electrical equipment, and turn off light switches not needed.

If you have any physical condition, temporary or permanent, that may hinder you in the event that our area must be evacuated, please provide the following information to the management office. Your name and unit number will be provided to the Fire Department for assistance if an evacuation is necessary.

Name: _____
Unit: _____
Telephone: _____
Special needs _____

Inclusive dates (if applicable): _____

IF YOU RECEIVE A BOMB THREAT

- 1) Attract the attention of another person. Have that person call **9-1-1** to request that the call on your telephone line be traced and to request police response.
- 2) Get as much information as possible from the caller; keep the person on the telephone as long as possible. Below is a form to begin filling out as soon as possible.
- 3) Call Front Desk at 213-388-2588 **FROM A LAND LINE**.
- 4) Survey your immediate area and report any suspicious items to the Front Desk.
- 5) **DO NOT TOUCH** a suspected bomb or unusual device.

BOMB THREAT FORM

Date of Call: _____ Time of call: _____

QUESTIONS TO ASK:

When is the bomb going to explode? _____

Where is the bomb right now? _____

What kind of bomb is it? _____

What does it look like? _____

Why did you place the bomb? _____

IDENTITY OF CALLER:

Voice:

Loud _____	Soft _____	Calm _____	Angry _____
High Pitch _____	Deep _____	Rational _____	Irrational _____
Raspy _____	Pleasant _____	Emotional _____	Deliberate _____
Nasal _____	Poor _____	Coherent _____	Nervous _____
Intoxicated _____	Other _____	Other _____	

Speech:

Fast _____	Slow _____	Local _____	Foreign _____
Distant _____	Good _____	Racial _____	Regional _____
Foul _____	Stutter _____	Type _____	

Manner:

Accent:

IN CASE OF AN EARTHQUAKE

- 1) **STAY** calm.
- 2) **GET AWAY** from windows, temporary walls or partitions, and freestanding objects such as file cabinets and hanging objects.
- 3) **DUCK** or drop to the floor.
- 4) **HOLD:** If you take cover under a sturdy piece of furniture, hold onto it and be prepared to move with it.
- 5) **STAY PUT:** Hold this position until the ground and/or building stops shaking and it is safe to move.

DO NOT USE ELEVATORS

AFTER AN EARTHQUAKE

- 1) **BE PREPARED** for aftershocks. If you are outside, do not return to your office or area until authorized.
- 2) **CHECK FOR** injuries and administer first aid if necessary (and if qualified).
- 3) **REPLACE** telephone handsets that have been shaken off. **Do not try to use the telephone (except 9-1-1 for emergencies).**
- 4) **DO NOT USE ELEVATORS.** When exiting, make sure that the exit path is safe to use.

IN A MEDICAL EMERGENCY

- 1) **DO NOT** move the person, unless there is further danger. If necessary, administer first aid.
- 2) **CALL** Paramedics. Dial 9-1-1.
Report the following information:
Address: 3785 Wilshire Boulevard
Cross Street: S. Western Avenue
Floor and Unit: _____
Call Back Number (near victim): _____
- 3) **CALL** Front Desk at 213-388-2588
- 4) **POST** one person at the elevator to lead the medical team to the injured person.

EMERGENCY PROCEDURES

Solair Wilshire
3785 Wilshire Boulevard
Los Angeles, California

April, 2016

Prepared By



Building. Emergency. Experts.
www.surepathsolutions.net