

NATURAL DISASTER PREPAREDNESS

FIRE SAFETY AT ELEGANCE INTERNATIONAL

If you discover a fire in the building:

- **Activate a fire alarm** and evacuate the building.
- **Notify** the Security Desk at **323 860-1127**.

In Case of Evacuation...

- **WALK! DO NOT RUN.** Keep noise to a minimum.
- **Close any open doors** to help contain fire and smoke.
- **DO NOT use elevators.** On stairways, use handrails and stay to the right.
- **Relocate to a safe assembly area** (Mel's Diner Parking Lot).
- **Do not re-enter the building** until notified that it is safe to do so.

Know what to do...

If you suspect fire in the building,

- **Test doors** before you open them.
- Use the back of your hand to feel the doorknob. If it is hot, use another escape route.

If you hear a fire alarm,

- **Call Security (323) 860-1127** to report the alarm,
- **Evacuate**, and **DO NOT re-enter the building** until told it is safe to do so.

If a fire is small (waste-basket size) and can be safely extinguished,

- Make sure to **FIRST activate the fire alarm** and **notify the Security Desk** (323 860-1127).
- Then proceed to put out the fire **with an extinguisher**.

Be Prepared!

- Know the location of the two nearest exits and all potential evacuation routes out of the building.
- Know the location of the nearest fire alarm and how to use it.
- Keep all corridors free of flammable materials to prevent rapid fire spreading.
- Do not lock a door that is a fire exit.
- If you become aware of fire safety equipment that has been vandalized or tampered with,

report it to EI Security.

False alarms

False alarms cause major problems and risk the safety of building occupants. If you become aware of someone starting a fire or taking part in a false alarm, please notify EI Security immediately.

How to Use a Fire Extinguisher

Basic operation of a fire extinguisher involves choosing the correct extinguisher for the type of fire involved and using it quickly (the entire quantity of extinguishing agent lasts only a few seconds). Using the “**PASS**” method will help ensure proper use of a fire extinguisher:

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

A – AIM THE NOZZLE, HORN OR HOSE AT THE BASE OF THE FIRE

S – SQUEEZE THE TRIGGER HANDLE

S – SWEEP FROM SIDE TO SIDE (watch for reflash)

Points to be aware of:

- **NEVER place a USED fire extinguisher back in its cabinet.** It should be recharged to ensure that it is ready for use. If a fire extinguisher is discharged, it should be replaced **immediately**.
- **ALWAYS keep yourself a safe distance from the fire** before squeezing the trigger handle, and be sure you have a safe means of escape in case the fire expands too violently.

BOMB AND BOMB THREATS

LETTER AND PACKAGE BOMBS

WARNING – EXAMINE MAIL GENTLY!

When examining a possible mail or package bomb, pay attention to:

1. **Feel and balance.** Letters that feel rigid appear uneven or lopsided, or that are bulkier than normal are suspicious. Is there any springiness or undue pressure that can be felt through the package? Do the contents of the parcel make a sloshing sound?
2. **Place of Origin.** Is it a familiar one? Note the delivery postmark.
3. **Foreign Packages.** If the item is from another country, ask yourself if it's expected. Do you have relatives or friends traveling? Did you buy something from business associates, charitable or religious groups, international organizations, etc.?
4. **Unrequested deliveries.** Is correspondence from the sender expected? Do the characteristics of the envelope or package resemble the expected contents? Does the addressee normally receive mail at the location addressed?
5. **Unusual addressing or Delivery Instructions.** Packages containing a bomb sometimes have unusually restrictive endorsements such as "Personal" or "Private." An unprofessionally wrapped parcel that is endorsed with the words "Fragile- Handle with Care" or "Rush-Do not Delay" is suspicious. Is the name and title of addressee accurate? Check for mis-spellings. Is there a return address?
6. **Smell.** Does the mailing emit a peculiar odor? Package is suspicious especially if it emits a smell of almonds or marzipan.
7. **Sender's Writing.** Any mail should be treated with caution if it features a foreign style of writing on the address or directions, which is not normally received.
8. **Protruding Wires.** Are there any protruding wires, tinfoil, or strings present?
9. **Suspicious packaging.** Wrapping exhibits signs of tampering, traces of glue, edited or damaged mailing labels, return addresses or excessive use of tape or postage stamps. Check to see if the outer container has an irregular or asymmetric shape or if it has any soft spots or bulges.
10. **Sound.** A package producing any unusual sound, especially a buzzing or ticking noise, should be treated with caution.

If a package exhibits any of these warning clues, you MUST follow these procedures:

If the suspicious package has not been touched.

- 1.) **DO NOT** handle the suspicious object, and **DO NOT** try to carry it outside.
- 2.) **DO NOT** place the device in water.
- 3.) **EVACUATE THE ROOM.** If the device appears to be very large, the surrounding rooms should

also be evacuated.

- 4.) During evacuation, **leave doors and windows OPEN** to reduce any blast effects.
- 5.) **CALL POLICE EMERGENCY AT 9-1-1.**
- 6.) Secure a perimeter around the area and **do not allow anyone to re-enter** until told to do so by Police.

If an item is suspected during handling.

- 1.) **Place the suspicious item in a corner of the room**, handling it very gently and making sure not to turn it over or unbalance it.
- 2.) **Make sure the device is placed away from windows** and that the windows are open.
- 3.) **Evacuate the room, and surrounding rooms if necessary.** During evacuation, leave doors and windows open.
- 4.) **DO NOT ALLOW ANYONE TO RE-ENTER** without permission from Police.
- 5.) **CALL POLICE EMERGENCY AT 9-1-1.**
- 6.) **Do not handle** the suspicious object.
- 7.) **Do not try to carry the device outside.** Use procedures 1 through 6 above only.

TELEPHONE BOMB THREATS

Real or Hoax?

- Most bomb threats are hoaxes which are made in an effort to disrupt normal business. However, no bomb threat should be dismissed as a hoax without notifying the proper authorities first.
- Upon receiving a telephone bomb threat it is important to notify the **local police at 9-1-1**, and then **EI Public Safety and Security (323) 860-1127**
- **REMEMBER: – Be Calm. Be Courteous. Listen, do not interrupt the caller.**
- Mark the date and time of the call
- Write the exact words of the person calling

Ask the following questions:

- 1.) When is the bomb going to explode?
- 2.) Where is the bomb right now?
- 3.) What kind of bomb is it?
- 4.) What does it look like?
- 5.) Why did you place the bomb?

**** Remember to try and get as much information about the person calling as possible. ****

EARTHQUAKE PROCEDURES

During an Earthquake you should do the following to protect yourself:

- Move against a wall in the interior of the building, cover and protect yourself.
- Get under heavy furniture, such as a desk or table. If it moves about, hold on, and move with it.
- Make sure you are positioned away from windows and glass partitions, tall file cabinets and other things that could fall on you.
- Don't exit or enter the building.
- Be aware 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 all buildings, and beware of falling objects.

If you are in a crowded place:

- Stay calm, and urge others to stay calm.
- Don't move towards exits.
- Seek shelter under tables, chairs, or other heavy furniture.

AFTER THE EARTHQUAKE

If there appears to be some damage (moved or fallen heavy objects, broken glass, or fallen ceiling tiles), do the following:

- 1.) **Check For Damage** – Carefully inspect the area for damage and potentially dangerous situations.
PLAN FOR AFTERSHOCKS.
- 2.) **LIMIT TELEPHONE USE** (land lines) – Leave telephone lines clear for emergency communications only. Check all telephones to make sure the receivers have not been shaken off. If you are on campus at EI, your Floor Warden should keep you informed of what has happened and what you should do.
- 3.) **CHECK FOR INJURED PERSONS** – Render, or find someone who can render first aid to any injured personnel. Floor Wardens/Emergency Response Team members (ERT'S) and EI security should have access to basic first aid kits.
- 4.) **DO NOT MOVE VICTIMS UNLESS ABSOLUTELY NECESSARY**
- 5.) Alert Floor Wardens, ERT'S and MI Security to anything that needs immediate attention.

- 6.) If Floor Warden is injured or unconscious, locate battery powered radio in Emergency Kit to receive important instructions and information.
- 7.) **RUMORS** – Discourage the spreading of rumors. Misinformation can cause confusion and panic.
- 8.) **DO NOT USE ELEVATORS** unless you have been given authorization by the LAFD. In the case of a severe earthquake, their structural stability cannot be guaranteed.

EMERGENCY SUPPLIES

Emergency supplies are located on the Concourse level (first floor) of the McCadden building in the Air Handler room (EI Security) has the keys.

**** EI Security is available seven days a week 24 hours a day! ****

GENERAL EVACUATION PROCEDURES

In many emergency situations, building evacuation will be necessary. The following are the Elegance International General Evacuation Procedures. Additional information about specific types of emergencies is available at the EI Department of Safety & Security.

1. Building occupants will be notified of the evacuation by the sound of the building fire alarm, by verbal instruction from building emergency staff, or by self-evident hazardous conditions.
2. All staff, students, faculty, and visitors must leave the building immediately if the fire alarm is activated, or directed to do so by building staff.
3. Building emergency staff will guide and assist the evacuation to the full extent possible.
4. All occupants should exit the building through the nearest safe exit or stairwell. **Elevators should never be used in an emergency.**
5. If the nearest exit or exit stairwell is obstructed by smoke, fire or other hazards, proceed to an alternate exit or exit stairwell.
6. During stairwell evacuation, remove high heels, and hold on to the handrail. Allow enough room for others to enter the follow of traffic in the stairwell.
7. Once outdoors, all occupants should move to the established safe refuge place. **(Mel's Diner Parking Lot)**
8. Staff members should ensure that proper assistance has been summoned if necessary by calling the **EI Department of Safety & Security at (323) 860-1127.**
9. Once assembled, building emergency staff will account for all occupants, in order to inform arriving emergency services if anyone is missing or possibly still inside the building.
10. Building emergency staff will also inform arriving emergency personnel of information about the emergency in the building, including location of hazards and any problems known.
11. Building occupants should not re-enter the building until cleared by emergency personnel.

EMERGENCY NOTIFICATION AND TELEPHONE NUMBERS

IN CASE OF EMERGENCY CALL: (323) 860-1127

Call this number at the Department of Safety & Security to report all emergencies, including fires or fire alarms, bomb threats, injuries requiring medical assistance, hazardous materials, or any other incident requiring rapid response. Provide all information requested, including name, location, nature of emergency, and your telephone number.

The Safety & Security control center will dispatch security officers, the police department, fire department, facilities management, or any other assistance.

If necessary call 911 and provide notification of the emergency.

Other Useful Telephone Numbers:

Public Safety Non Emergency (323) 860-1127

Security Manager (323) 860-1107

Facilities Management (323) 860-1124

General EI Information: www.ei.edu