

THE TOWER

EMERGENCY RESPONSIBILITIES

FLOOR WARDEN PRE-EMERGENCY RESPONSIBILITIES

- Provide building management personnel with:
 - Updated Floor Warden locations quarterly or as needed
 - Updated physically impaired employee locations quarterly or as needed

BEFORE AN ALARM IS ACTIVATED:

FLOOR WARDENS

- Maintain current accountability roster of all tenants.
- Assign alternates for group leaders.
- Assign physically impaired assistance monitors.

WHEN AN ALARM IS ACTIVATED:

FLOOR WARDENS

- Exit the building and meet at designated meeting place for your floor.
- Oversee staff activities and assist as needed
- Take a head count at outside refuge area using accountability roster.

GROUP LEADERS/FIRST RESPONDERS

- Sweep floor as you proceed to stairwell exit.
- Close Doors as you exit the building.
 - Check in with Floor Warden when duties are completed.

PHYSICALLY IMPAIRED ASSISTANCE MONITORS

- Locate your assigned physically impaired employee or assist as needed
- Take the physically impaired to the nearest stairwell
- If safe to do so, stay outside the stairwell. If not safe, wait inside the stairwell, out of the way
- When the stairwell is clear, you have two options:
 - Assist the physically impaired down the stairs
 - Wait for Professional Responder to assist person down the stairs.

THE TOWER

EMERGENCY PREPAREDNESS

Fire/Life Safety Systems

The Tower Burbank's Fire/Life Safety System has the latest state-of-the-art computerized equipment which meets all code requirements. It includes systems for smoke detection, manual fire alarm stations, firemen's phone system, elevator recall, stair pressurization and automatic stair door unlocking. The project is also fully sprinklered.

In order to maintain the integrity of the Fire/Life Safety System, all Tenant equipment or alterations that require interfacing with the Fire/Life Safety System must be tied in by the Building's alarm technicians. Please see Exhibit A, Contractor/Alteration Guidelines, for further information regarding such work.

Fire/Life Safety Training and Testing

In cooperation with the City of Burbank Fire Department, The Tower Burbank has developed a very proactive, comprehensive Fire/Life Safety Emergency Preparedness Plan to help insure the safety of our Building occupants in the event of an emergency.

The Fire/Life Safety classes and Floor Warden training at The Tower Burbank are designed to prepare high-rise employees to respond with confidence in an emergency situation. Each employee is given an emergency procedures booklet, as well as a presentation on Fire/Life Safety training.

Fire/Life Safety classes are enhanced with the addition of special training sessions covering earthquake preparedness, medical emergencies and hands-on fire extinguisher training. The tenants at The Tower Burbank are encouraged to hold their own emergency procedures classes.

Fire Drills

Fire drills are held once each year. These are pre-scheduled and all occupants will be notified of the date. Fire drills will always be announced in advance. If you hear a fire alarm and there has been no prior notification, assume there is a real fire emergency. Per state law, all occupants must participate in fire drills.

All fire alarm initiating devices (alarm pull stations, smoke detectors, sprinkler flow alarms) emergency power, elevator recall, sprinkler systems, fire pumps, stairwell pressurization and other fire/life safety systems are tested annually per the City of Burbank Fire Code. These tests will occur after business hours, if possible, and sometimes requires access to and testing within your suite. Testing will be scheduled in advance to assure as little inconvenience as possible.

Fire

If a fire emergency occurs during normal working hours (Monday through Friday), floor wardens and assistant floor wardens are in complete charge of the evacuation of their respective floors. When Building Security instructs floor wardens to begin evacuation, floor wardens will direct all personnel to calmly proceed to the stairwells and exit the building completely. All doors should be closed by the last person leaving a suite or private office. All personnel should proceed single-file down the stairwell so as to allow room for on-coming firefighters. Physically impaired individuals who are unable to evacuate are to remain in the stairwell with their assigned buddy until given further instructions by the City of Burbank Fire Department or authorized building personnel. Floor wardens should be the last individuals off the floor and will assure stairwell doors are securely closed. All personnel shall remain at the relocation area until the Fire Department or Building personnel issue further instructions. After normal weekday business

THE TOWER

hours and weekends, occupants will be directed, over the public address system, to relocate via the stairwells to evacuate the building and wait for further instructions.

Fire Detection and Extinguishing Procedures

Tenant employees should be trained to do the following if they discover smoke or fire:

1. Move everyone away from the affected area and close doors to confine the fire.
2. Notify the Fire Department at 911 and give the following information:
 - Building name: **The Tower Burbank**
 - Building address: **3900 West Alameda Avenue**
 - Nearest cross street: **Alameda Avenue & Kenwood Street**
 - Your exact location: **(Your suite/floor number)**
 - The nature of the problem: **(ex: Fire, Smoke, etc..)**

Also activate one of the manual pull alarms which are located outside stairwell doors and at exits and ensure that building personnel have been notified.

3. If you decide to make an attempt to fight the fire, be sure to have someone with you, with another extinguisher. Also, make sure your back is facing an exit. Do not jeopardize your safety. If you have doubts, leave and let the Fire Department handle it. They will arrive at the building in a matter of minutes.
4. Proceed to the safest exit or stairwell and begin to evacuate, unless told to do otherwise by building staff or the Fire Department. Once outside, move 300 feet away from the building.

IF YOU ARE TRAPPED INSIDE AN OFFICE OR ROOM:

1. Wedge cloth material along the bottom of the door to keep smoke out.
2. Close as many doors as possible between you and the fire.
3. Use the telephone (if available) to notify the Fire Department of your status.
4. Do not open or break a window unless smoke becomes intolerable. Once a window has been broken, it will become impossible to close, if necessary.

WHEN YOU HEAR THE FIRE ALARM ACTIVATED:

1. **REACT IMMEDIATELY.** Proceed to the safest or appropriate exit and evacuate the floor immediately. If you suspect a fire, feel the door with the back of your hand to ensure that it is not warm, before opening it. If the door is warm, **DO NOT OPEN IT.** Place clothing, towels, etc. around the cracks in the door to prevent smoke from entering or proceed to another exit if it is safe to do so. Immediately call 911 and give them your location. Do not break a window unless smoke

THE TOWER

becomes intolerable.

2. If the door is not warm, open it cautiously to ensure that no adverse condition exists. When leaving your suite, remember to close doors behind you.
3. Proceed to the ground floor and evacuate the building. When evacuated outside, move to a safe area away from falling glass or debris and away from Fire Department operations.

Earthquake

Before an Earthquake

- Plan your course of action before an earthquake occurs. Employees should establish an out of state telephone contact and make sure family members can act independently for at least 72 hours.
- Store essential emergency supplies such as food, water, first-aid kit, radio, batteries. Enough supplies should be stored to support every employee for a minimum of 72 hours.
- Secure objects such as files, office equipment, bookshelves and other potentially dangerous objects.
- Be familiar with your immediate work area and floor plan. This will help you react effectively when it is necessary to find the closest and safest shelter point.

During an Earthquake

- Get under a sturdy table or desk and hold on or move towards the center of the building. The building core is the strongest part of the structure.
- Keep your back to all glass objects if you cannot avoid them completely.
- Be aware of falling debris. Cover your head as much as possible.
- **Do not panic.** A clear mind will help you through the dilemma

After the Earthquake

- Remain calm and stay in your area (unless any emergency dictates otherwise).
- Look for injured people and administer first-aid where needed.
- Barricade hazardous areas to prevent other persons from accessing a dangerous area.
- Use telephones for emergencies only.
- Be alert for after shocks. Their intensity can produce further damage. Respond to the after shock as though it is the original earthquake.
- Check your food and water supplies.
- Building Security will attempt to contact tenants via the public address system to advise on Building and local conditions.

Evacuation

- Normally, it is not recommended to evacuate a building after an earthquake. Outside one may experience falling glass from the buildings.
- However, if an evacuation is required, use the stairs. **Do not use the elevators.** Walk down at a steady pace. Do not run.
- Go to the ground level of the building.
- Do not stay in the Main Lobby, as there is a considerable amount of glass in this location.

If you are outside when an earthquake occurs

- Immediately find the safest cover, perhaps an alcove, a doorway, a parking garage or a building.
- Stay away from storefront windows. The primary danger is from falling debris,

THE TOWER

- particularly glass.
- Stay under cover as aftershocks may cause further damage.

Certified Emergency Response Teams

Disasters, large and small, are not unique to Southern California. And to those of us who live and work in Los Angeles and the surrounding areas, earthquakes are an ever-present threat. Most disasters and emergencies have a common set of resulting problems. Therefore, a commitment to preparedness for an anticipated emergency can greatly improve our buildings' ability to overcome unforeseen disaster situations.

Business may need to rely on their own resources for food, water, First Aid and shelter in the 72 hours immediately following an earthquake. The Building Management's goal in this Certified Emergency Response Team (CERT) program is not only of shared assistance, but to help our tenants develop a specific plan themselves which can be implemented to recover from any disaster.

As part of a comprehensive response team, designated leaders should be chosen to assist in an emergency. This team should consist of a floor warden, alternate floor warden, group leaders, and floor assistants for physically impaired tenants. Forms are provided in this manual to help you get started.

Safe Refuge Areas

In the event an evacuation becomes necessary, occupants should move 300 feet south on Maple or Kenwood towards Riverside Drive to prevent them from being injured by falling glass or debris and interfering with Fire department operations. The floors are broken down in groups to provide a safer and more manageable group.

Group A includes floors:
6, 9, 12, 16, 19, 22, 25, 28, & 31
Group A meets:
Maple/Riverside
Dry Cleaner

Group B includes floors:
7, 10, 14, 17, 20, 23, 26, 29 & 32
Group B meets:
Middle of Riverside
Between Kenwood and Maple
Don Cuco's

Group C includes floors:
8, 11, 15, 18, 21, 24, 27 & 30
Group C meets:
Kenwood/Riverside
Tangerine Motel