

Emergency Action Plan

FOR:

***Los Angeles Recording School
6690 W. Sunset Boulevard
Los Angeles, CA 90028***

DEVELOPED BY:

UNIVERSAL SAFETY USA, LLC

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SECTION 1: ***Introduction***

Introduction

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The main purpose of the fire manual is to save lives. Always remember that the fire manual is written for the real fire situation, not the fire drill. Without a guide, training would be inconsistent and leave many in doubt as to what they are responsible for actually doing in an emergency. The manual brings a standard of accountability, as it is a legal document. Training may be performed by the certified Fire Safety Director of the building named in this manual, by a professional instructor, ideally holding a valid Certificate of Fitness, issued by the Fire Department.

A list of The People Who May Need Assistance (physically challenged people) shall be kept in the Building Manager's Office.

Universal Safety USA, LLC declares that information provided by and obtained from essential building personnel for this emergency plan may be subject to error or omission. The user acknowledges and agrees that neither the City of Los Angeles nor Universal Safety USA, LLC are liable in any way whatsoever, including but not limited to claims for damage and/or civil litigation, for the accuracy or validity of the information provided. Universal Safety USA, LLC disclaims liability for any personal injury, property or other damages of any nature whatsoever, whether special, indirect, consequential or compensatory, directly or indirectly resulting from the publication, use of, or reliance on the standards printed herein. Universal Safety USA, LLC also makes no guaranty or warranty as to the completeness of any information published herein.

SECTION 2:

Emergency Telephone

Contacts

Emergency Telephone Numbers

Fire Department:	“911” or 800-688-8000
Paramedic Ambulance:	“911” or 800-688-8000
Police Department	“911” or 213-928-8206

Building Safety, Alarm and Utility Contacts

Front Desk/Security

Phone: 323-769-2747

Fire Safety Director

Michael McFatrige
Office: 323-769-6851

Los Angeles Film School Staff

Elizabeth McDonald
Director of Facilites
Office: 323-769-6868

Dave Dailey
Building Engineer
Office:
323-860-0789 Cell:
310-433-1285

Building Manager

Aaron Dewhurst

Building Engineer

Dave Dailey

Fire Control Room

N/A

Elevator Company

Otis Elevator Ccompany
Phone: 800-233-6847
Customer ID Number: SA462388

Alarm Monitoring Company

HCI Systems, Inc.
Phone: 1-855-844-6157
Account Number: A250001

Floor Wardens & Group Leaders

Floor Warden

The role of Floor Warden shall be assumed by the non-instructor staff.

For a current list contact the Fire Safety Director.

Group Leader

The role of Group Leader shall be assumed by the LARS Instructors on duty.

For a current list contact the Fire Safety Director.

List of People Who May Need Evacuation Assistance

This list is created from the occupants that have self-identified their need for evacuation assistance in a fire drill or emergency. It is kept by the Fire Safety Director and given to the fire department upon arrival. Floor Wardens may consult the Fire Safety Director in the building office to review procedures and rescue locations for people in need of assistance.

SECTION 3:

Fire Procedures

Fire Procedures

General Response Procedures

If You Discover Fire or Smoke:

1. Safety of Life.

If fire is in an occupied room, remove anyone from immediate danger. Confine the fire by closing as many doors as possible as you leave the area.

2. Notification.

Activate the manual pull station in close proximity. Call the Fire Department by dialing "911" (if problem occurs dial 800-688-8000).

Always place a call to the Fire Department.

Give them the following information:

Building Name: Los Angeles Recording School

Building Address: 6690 W. Sunset Boulevard, Hollywood, CA 90028

Nearest Cross Street: Las Palmas Avenue

Floor/Location: _____

Nature of emergency: _____

Your call back number: _____

NOTE:

Do not hang up until the "911" operator does first. If time permits, notify Building Officials at: 323-769-2224

3. Extinguish the Fire.

Only attempt to do so if: You have been properly trained, you have someone with you, and it is safe to do so.

4. Evacuation.

Proceed to the safest stairwell from floor two or directly out the exits on floor one. Evacuate 300 feet south to the corner of De Longpre Avenue, if safe there and report in for roll call.

If You Are Trapped Inside Your Location

1. Wedge cloth material along the bottom of the door to keep out smoke.
2. Close as many doors as possible between you and the fire.
3. Use telephone if available, and notify the Fire Department of your problem and location.
 - a. Tell them you cannot get out.
 - b. Provide the address and location. (6690 W. Sunset Boulevard)
 - c. Provide Las Palmas Avenue as the nearest cross street.
 - d. Give them the phone number that you are calling from (your call back number which the Fire Department may need to call you back on to get more information.)
4. If windows are operable, and you must have air, open the window. Break window only as a last resort, as it will become impossible to close it later.

NOTE:

If unable to perform assigned duties, notify your alternate or building staff.

Sounding of the Fire Alarm

Fire alarm pull boxes are located at every exit.

The alarm tone sounds like a *buzz*.

The alarm looks like a flashing light. (In classrooms)

Fire Safety Director

There is one individual assigned to this position.

Primary location on property: 6690 W. Sunset Blvd. 2nd Floor.

This individual is equipped with a cell phone and digital radio.

Their hours are:

Monday-Friday; 9:00 A.M. – 6:00 P.M.

If You Hear or See an Alarm

1. Proceed to the Fire Alarm Panel in the lobby.
2. Call "911". (if problem occurs dial "911" or 800-688-8000).

Give them the following information:

Building Name:	The Los Angeles Recording School
Building Address:	6690 W. Sunset Boulevard, Hollywood, CA 90028
Nearest Cross Street:	Las Palmas Avenue
Floor/Suite/Room Number:	
Nature of emergency:	
Your call back number:	

NOTE:

Do not hang up until the "911" operator does first.

3. Notify Los Angeles Film School Director of Facilities.
 - a. LAFS Director of Facilities shall send a message via the School Messenger Alert System.
 - b. LARS FSD shall meet the Floor Wardens at the Communication Post by the FDC connection valve on the corner of Sunset Boulevard .and Las Palmas.
 - c. Call "911" to report search & rescue needs for anyone that may need assistance or that may be missing.
 - d. Security shall meet the Fire Department on Sunset Boulevard.

- e. LAFS Director of Facilities will liaise with appropriate staff to address potential public relations situations and/or media inquiries surrounding the event.
- f. Only the fire department can give the “ALL CLEAR” to re-enter the building. After receiving the “ALL CLEAR” from the fire department.
- g. LAFS Director of Facilities will communicate to staff via two-way radio and to occupants via the School Messenger Alert System.
- h. Available staff shall assist with crowd control and re-entry.

Third Party Contracted Security Officers

There is one individual assigned to this position.

Primary location on property: 6690 W. Sunset Blvd. Lobby level.

This individual is equipped with radio.

Their hours are:

Monday – Friday; 7:00 A.M.– 12:00 A.M.

Saturday – Sunday; 9:00 A.M. – 6:00 P.M.

If You Hear or See an Alarm

1. Call “911” (if problem occurs dial “911” or 800-688-8000).

Give them the following information:

Building Name: The Los Angeles Recording School

Building Address: 6690 W. Sunset Boulevard, Hollywood, CA 90028

Nearest Cross Street: Las Palmas Avenue

Floor/Suite/Room Number:

Nature of emergency:

Your call back number:

NOTE:

Do not hang up until the “911” operator does first.

2. Verify elevators have recalled.
3. Meet the Fire Department on Sunset Blvd.
4. Secure entrances.

Assembly Area/Safe Refuge



NOTE:
This location may change depending on conditions.

SECTION 4:

Evacuation Procedures

Evacuation Policy

Overview

Fire Evacuation Policy

Total building evacuation.

Earthquake Evacuation Policy

When an earthquake strikes, duck, cover and hold. The common hallway could be a place to take shelter if furnished areas pose danger. Consider remaining where you are in anticipation of aftershocks. If there is extensive damage or if fire ensues, then follow the fire evacuation plan.

Evacuation Procedures

All floors will be alerted by fire alarm buzz and strobe light in classrooms when evacuation is necessary. There is no public address system.

LARS FIRE SAFETY DIRECTOR

- Notify Los Angeles Film School Director of Facilities.
- Meet the LAFS Director of Facilities at the communications post at the corner of Sunset Boulevard and Las Palmas Avenue.
- Manage the overall evacuation.
- Meet the floor warden's at the communications post with attendance/roll rosters and verify "ALL CLEAR".

LAFS DIRECTOR OF FACILITIES

- Initiate the School Messenger Alert System for all locations. (The electronic notification system notifies all campus personnel, students, security and parking attendants via text message and E-mail.)
- Proceed to the LARS property and meet LARS FSD at the communications post at the corner of Sunset Boulevard and Las Palmas Avenue.
- Send the "ALL CLEAR" message when the fire department permits building re-entry.

SECURITY

- Meet the Fire Department outside the front doors of the Lobby entrance with a status report. Assist accordingly.

FLOOR WARDENS (Non-Instructor Employees)

- Oversee the general clearing of each floor including visitor, student and employee populations.
- Meet LARS FSD at the communications post at the corner of Sunset Boulevard and Las Palmas Avenue and verify "ALL CLEAR".
- Evacuate to the assembly area one block south on the corner of Las Palmas Avenue and De Longpre Avenue where roll call will be completed.
- Shall be identifiable by wearing a safety vest.

GROUP LEADERS (LARS Instructors on duty)

- Oversee evacuation of their specific classrooms.
- Accompany their students and visitors to the assembly area one block south on the corner of Las Palmas Avenue and De Longpre Avenue.
- Complete roll call using the attendance sheet.
- Verify "ALL CLEAR" note/report any search and rescue needs.
- If safe, help those in need of assistance.
- Identifiable by wearing a safety vest.

People Who May Need Evacuation Assistance

Individuals may voluntarily self-identify their need for evacuation assistance by voluntarily completing the form located in the Occupant Emergency Plan Booklet.

Impairments may include but not be limited to

- persons confined to wheelchairs
- persons that are dependent on crutches, canes, walkers, etc.
- persons recovering from surgery
- persons with oxygen tanks
- pregnant persons
- persons with hearing or sight impairment
- extreme obesity
- persons with psychiatric impairment

Assistance Monitors

During an emergency evacuation, anyone who cannot walk down the stairs without assistance will remain inside the safest stairwell, on the stair landing, until the Fire Department arrives to rescue them. The individual shall call “911” to notify the fire department of their location. Assistance monitors remain only as long as it is safe to do so.

Special Needs - Fire Procedures

Defend in Place

If someone cannot reach the stairwell, they have the option of defending in place. Floor Wardens shall direct these people to:

- Retreat and close as many doors as possible between themselves and the fire.
- Immediately call the local fire department by dialing “911” (if a problem occurs dial 800-688-8000).
- They must explain to the fire department that:
 - They cannot get out.
 - They are physically challenged.

Building Name: Los Angeles Recording School

Building Address: 6690 W. Sunset Boulevard, Hollywood, CA 90028

Nearest Cross Street: Las Palmas Avenue

Floor/Suite/Room Number: _____

Nature of emergency: _____

Call back telephone number: _____

Notify Building Officials at: 323-769-2224

NOTE:

Instruct persons to not hang up until the emergency operator does so first.

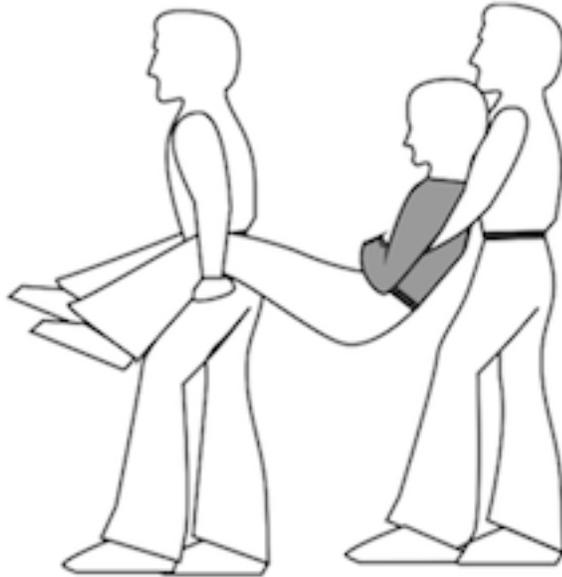
- Instruct them to stay where they are; do not hide.
- If they must evacuate the area due to immediate fire danger:
 - Do not use the elevator.
 - Go to the safest stairwell.
 - Enter the stairwell, but remember to keep the stairwell door closed.
 - Make sure they tell the Floor Warden to notify the Fire Department of their location for rescue.

REMEMBER:

In an emergency, they must not hesitate to inform others that they need assistance. They should explain what their condition is and be prepared to give instructions on how they can be best helped.

Two Person Carry

Fore and aft



NOTE:

This is an example of how first responders may provide assistance.

SECTION 5:

Earthquake Procedures

Earthquake Procedures

The two-way radio system will be utilized by the Facilities, Engineering and Security staff 24/7.
EVERYONE: Duck, cover and hold.

LAFS DIRECTOR OF FACILITIES

- Initiate the School Messenger Alert System for all locations (LAFS and LARS). (The electronic notification system notifies all campus personnel, students, security and parking attendants via text message and E-mail.)
- Await status updates from LARS.
- Call “911” if needed.

LARS FIRE SAFETY DIRECTOR

- Manage the overall LARS incident response.
- Size up and report back to the LAFS Director of Facilities.

SECURITY

- Monitor the main lobby entrance.
- Provide immediate assistance as necessary.

FLOOR WARDENS (Non-Instructor Employees)

- Access the overall conditions on your respective floor.
- Liaise with Group Leaders for status reports (if possible).
- Communicate status report to LARS Fire Safety Director.

GROUP LEADERS (LARS Instructors on duty)

- Duck, cover and hold. Aftershocks may occur in a large event. Should this occur, horizontal relocation away from glass is recommended and duck, cover and hold will be practiced again.

If the Fire Safety Director confirms with Maintenance or other staff, that there are large cracks that could be a sign of structural failure, the building will be evacuated.

Before the Earthquake

Assess Your Own Work Area:

- **WINDOWS/GLASS** – If your location is near windows or glass, decide where you will take cover to avoid being injured by flying glass.
- **HEAVY OBJECTS** – If your location is near a temporary wall or partition, make sure they are securely anchored.
- **LOOSE OBJECTS** – If you have materials stored on top of cabinets or shelves, determine if these items could be secured or moved.

During the Earthquake

- **REMAIN CALM** – Do not panic, and do not attempt to go outside. Protect yourself.
- **ACT QUICKLY** – Move away from windows, temporary walls or partitions, and freestanding objects such as cabinets, shelves, hanging objects.
- **DUCK** – Duck or drop down to the floor.
- **COVER** – Take cover under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms.
- **HOLD** – If you take cover under a sturdy piece of furniture, hold on to it and be prepared to move with it.
- **STAY PUT** – Hold this position until the ground and/or building stops shaking and it is safe to move. Stay inside. Do not attempt to exit the building during the shaking.

If You Are Outside

- If you are outdoors when the quake occurs, move away from structures, power poles, light poles or retaining walls that could fall during a quake and avoid fallen electrical lines.
- If possible, move to an open area.
- If fire or smoke is present, relocate in the direction opposite the wind current.

After an Earthquake Strikes

Fire Safety Director

If a fire ensues, the fire evacuation plan will be implemented immediately.

Evacuate the building if there is visible structural damage or you believe the building could collapse. Direct the crowd to the safe meeting location.

If anyone is severely injured, call an ambulance for help by dialing “911” (if a problem occurs dial 800-688-8000) and have staff meet the paramedics at the front and direct them to the person in need of assistance.

If the earthquake is minor, a systematic inspection of elevator cars and stairwells shall be implemented to verify if anyone needs assistance. Make radio contact with building maintenance to determine if there is visible structural damage. (This could be a visible crack that crosses main structural beams. The crack could be as small as 1/4 inch, but runs through the beam crosswise or lengthwise.)

Staff

If a fire ensues, the fire evacuation plan will be implemented immediately.

Take extreme caution and inspect the immediate vicinity of where you are located. (This is the area within your view; do not relocate just yet, there may be aftershocks.) You are looking for minor and major cracks in the support beams and you will report your findings to the Fire Safety Director by radio.

The building will be evacuated if you believe the structural integrity of the building has been compromised. If this is the case, use any means possible to alert occupants to evacuate. Direct the crowd to the safe meeting location for earthquake.

If you do not believe there is structural damage and aftershocks have diminished, say within 15 minutes of the first shake, cautiously begin to investigate other key areas of the building including:

Stairwells and elevators.

Utility shut-off valves (water and gas).

Recommended Individual Earthquake Supply List

Each person should compile adequate supplies and tools to sustain themselves for a minimum of 3 - 7 days, and also have vital records information:

- Manual can opener
- Canned fruit
- Canned beans, tuna
- Canned soup
- Canned vegetables
- Bottled water
- Dry nuts
- Crackers
- Jam/jelly/peanut butter
- Plastic utensils, bowls
- Hard candy, chewing gum
- First aid kit
- Medications, eyeglasses, contact lens supplies
- Telephone with landline (in case power fails or cell phones are inoperative)
- Emergency contact out-of-state (advise the person you select)
- Flashlights & batteries
- Emergency radio (battery operated)
- Personal hygiene supplies (wipes, shaver, feminine supplies, hairbrush, shampoo)
- Toothbrush, toothpaste, floss
- Gloves, comfortable shoes
- Change of clothes, extra underwear
- Cash & check book (bank may be closed)
- Copy of I.D.s = Driver's License, Social Security, Naturalization
- Insurance company telephone list and policy numbers
- Paper and pen
- Scissors & shipping tape

SECTION 6:
Medical, Bomb, Power,
and
Active Shooter
Procedures

Medical Emergency Procedures

All First Responders

When notified of a medical emergency

Obtain the following information:

The occupant's name: _____

The occupant's location: _____

The nature of the emergency: _____

A call back number: _____

Notify the Paramedics "911" (if problem occurs dial 800-688-8000).

Give the following information:

The building name: **Los Angeles Recording School** _____

Address: **6690 W. Sunset Boulevard, Hollywood, CA 90028** _____

Nearest cross street: **Las Palmas Avenue** _____

The nature of the emergency: _____

The occupant's general condition and location: _____

Your call back number: _____

Fire Safety Director

- Recall the service elevator at the ground floor for Paramedics.

- Meet the Paramedics at the front of the building and direct them to the person in need of their assistance.

Bomb Threat Procedures

Upon Notification of Bomb Threat

- Notify the Police by dialing “911” (if a problem occurs dial 213-928-8206).
Provide them the exact location and all known facts. Follow the Police instructions.
- All occupants may be systematically contacted and advised of the situation.
- Insure that “threat conversation” is documented as accurately as possible and as soon as practical. To assist the Police, fill out the Bomb Threat Report in this Section.
- Direct Building Staff to meet at the Emergency Assistance Center and discontinue use of radios.

Determine if the threat affects one floor only. If this cannot be determined, then the Fire Safety Director should consider these options and decide which to implement:

- Conduct a complete evacuation and then a search.
- Initiate partial evacuation.
- Search without evacuation.

Search by First Responders

A quick visual search is advisable and should be accomplished by those individuals FAMILIAR WITH THE AREA. Work from the walls to the center of room and the floor to the ceiling. LOOK and LISTEN. If lights are found OFF, LEAVE them OFF.

After an area has been searched and Occupants have evacuated that area, re-entry may be restricted and controlled by proper authorities. All items not carried in by arriving personnel and readily identified as inert shall be left to the proper authority for inspection. All suspicious objects should be immediately reported to the Police and Building Management.

In Case a Suspicious Device is Located

- Ensure that the device is not moved or covered, noting its description and exact location.
- All suspicious objects should be immediately reported to the Police.
- Stop entry to the area until relieved of responsibility or given further instructions from the Police Department Bomb Squad.
- Begin evacuation of the floor. Building Staff shall notify everyone on the floor to evacuate to the safe refuge area.

NOTE:

Notification needs to be handled in a calm manner.

Bomb Threat Report Form

Questions to ask:

WHEN is the bomb going to explode?

WHERE is the bomb?

WHAT kind of bomb is it?

DESCRIPTION (What does it look like?)

WHY was the bomb placed?

Check off:

male female Age: _____

Voice

loud soft intoxicated

Describe: _____

Background noise

office machines factory machines

trains animals

street traffic airplanes

music party atmosphere

Your Name:

Telephone Number:

Immediately give this completed form to the Police.

Power Outage

No Emergency Generator

There is no Emergency Generator in this building. The emergency lighting is connected to battery packs lasting 90 minutes.

Key FOB Access

Monitor all building access points and elevators. FOBs may deactivate.

Fire Safety Director Duties

If the power outage will affect occupants for a prolonged duration you may consider initiating the School Messenger Alert System for all locations. If notification to all campuses is not essential, consider dispatching runners throughout the building to make verbal updates and announcements.

Engineering Staff Duties

Check the main electrical panel and contact the utility company if assistance is needed.

Active Shooter Overview

Active shooter situations are unpredictable. There are no patterns or methods to their selection of victims.

Because active shooter situations are often over within 15 minutes, when lives are at stake, fighting back together is a viable strategy.

Training and Communication

As part of regular safety training sessions, address the possible cause of rage that leads to irrational behavior and conduct drill exercises.

Seven key areas to cover are:

1. Encouraging open communication and opportunities for conflict mediation (address bullying).
2. Anticipate triggers, such as negative reviews or employment termination (address rejection, fear of financial failure).
3. Learn how to recognize irrational behavior and how counseling will be provided (in house or outside resources).
4. Identify common items available at the facility to use as weapons, such as chairs, heavy items, fire extinguishers.
5. Fire Safety Director/Security/Essential Building Personnel and Floor Warden methods of communication and lock down protocol.
6. Include first responders in practical drills; implement scenarios and test emergency alerts systems.
7. Consult Insurance carriers to pre-establish aftermath recovery and business resiliency in the days following an incident.

Active Shooter Response

Call “911” and the Front Desk at 323-464-3692 if possible – provide details (number of shooters, description of appearance, attire).

If you cannot speak, leave the line open to enable the officer to listen.

Run

- Know where the two nearest exits are located in any facility you visit.
- If you are in an office or unit, stay there and secure the door.
- If you are in a hallway, relocate into a room and secure the door.
- Visitors will follow directions of leadership.
- Assemble at the designated point for roll call.

Hide

- If an evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
- Lock and barricade the doors by moving heavy objects, such as desks, or cabinets in front of the door.
- Move away from all windows and pull any blinds or shades.
- Hide behind something substantial.
- Remain quiet and calm.
- Silence all cellphones, radios and televisions.

Fight back if lives are in imminent danger

- Overtake the shooter – there is strength in numbers.
- Act aggressively as possible against the shooter.
- Use common items as weapons, such as chairs, books, fire extinguishers or other heavy items.

Staff Duties (if and when safe to do so)

LARS FIRE SAFETY DIRECTOR

- Sound the alarm.
- Call “911”. Follow police instructions.
- Notify Los Angeles Film School Director of Facilities.
- Security officers shall be notified and prevent anyone from entering the premises.

LAFS DIRECTOR OF FACILITIES

- Initiate the School Messenger Alert System for all locations. (The electronic notification system notifies all campus personnel, students, security and parking attendants via text message and E-mail.)
- Liaise with appropriate staff to address potential public relations situations and/or media inquiries surrounding the event.

SECURITY

- Meet the police outside the front doors of the Lobby entrance with a status report. Assist accordingly.

FLOOR WARDENS (Non-Instructor Employees)

- Your safety comes first.
- Oversee the general clearing of each floor including visitor, student and employee populations.
- Evacuate and follow police instructions.

GROUP LEADERS (Instructors)

- Your safety comes first.
- Oversee the general clearing of classrooms.
- Evacuate and follow police instructions.

Communication – available devices and equipment

- School Messenger Alert System, cell phones, text alerts, landlines.

Business Resumption and Resiliency

- Clean up shall be handled by professionals after police have officially completed their investigation.
- Notification to all stakeholders of the re-opening and hours, if reentry is restricted details shall be made available on the school's website, social media, news, automated telephone messages and text alerts.
- Notify insurance carrier and corporate risk manager.
- Keep all stakeholders advised of reopening. Safe and swift business resumption is the objective.

Trauma Counseling for Survivors and Others in Need

Special counseling services shall be made available to those in need (this assistance may be available through insurance carriers and the private sector).

Lockdown Procedures

Lockdown Summary

The Lockdown Procedures will be necessary if there is a risk to public safety, such as a serious crime on campus or in the vicinity. All access points will be locked down and the public will be evacuated from the one-way stair exits. The School Messenger Alert System will be activated and there are two levels of response for Essential Building Personnel and Building Security.

Response Level 1

Response Level 1 is activated when the perpetrator is violent, shooting or displaying a weapon.

Response Level 2

Response Level 2—is activated when individual displays threatening behavior that can be controlled by escorting them off property and implementing lockdown only at the location of the incident, allowing classes to continue at the other locations.

Means of Alert

School Messenger Alert System implemented by the Los Angeles Film School Director of Facilities, that include conditions, location and instructions.

SECTION 7:
Building Equipment
and
Alarm Systems

Building Equipment and Alarm Systems

Building Location

The Los Angeles Recording School is located at 6690 W. Sunset Boulevard, Hollywood, CA 90028.

Floors

Parking Floor: Garage level “G”, below grade indoor/outdoor

Occupied Floors: 1, 2

Building Description

The Los Angeles Recording School at 6690 is a two-story accredited media arts college located in the heart of Hollywood on Sunset Boulevard and Las Palmas Avenue. It is Type II-B construction, completed in 1983.

In addition to classrooms and administrative offices, the building also houses an equipment room at the heart of the building on the first floor.

The Los Angeles Recording School is equipped with fire sprinklers throughout the garage level “G”. This level includes the trash and utility rooms, which also have sprinklers. There are three internal stairs and one external staircase; none of which are pressurized. There is one below grade level, which includes the DWP vault located on the northwest corner of the Garage level “G”. The fire alarm sounds like a buzz and has flashing strobes in the classrooms. The alarm rings all floors. There is no public address system.

Special Information

Occupancy Type:

Commercial/Vocational School

Year Built:

1983

Sprinklers:

Garage Level "G" (including Trash and Utility rooms)

There are no sprinklers inside the building.

Pressurized Stairs:

No

Fire Pump Location:

N/A – City fed

DWP Vault and Main Electrical Location:

Garage Level "G" in the northwest corner adjacent to the stair exit.

Sprinkler Risers Location(s):

Garage Level "G" from the western wall nearest to Las Palmas Avenue

Emergency Generator:

None

The Natural Gas Main location:

Street level, northeast corner of building near the caged garage star exit.

Average daily building population:

400

Fire Department Lock Box

The lock boxes are located at the front entrance of the building and also at the Las Palmas Avenue garage entrance, near the security access panel.

Fire Control Panel

The Fire Control Panel is located on the first floor, opposite the equipment room. The door is marked, "Fire Alarm". There is also a remote annunciator panel in the lobby behind the Front Desk. There is a second remote annunciator panel on the first floor at the southernmost end of the building.

Audible Alarm and Strobes

The fire alarm tone sounds like a buzz that is emitted from speaker boxes. The audible alarms are accompanied by flashing strobes.

Manual Pull Stations

There are two different types of Manual Pull Stations, which are located at every exit. The alarm signal will ring all floors. Some pull stations required a hex head screwdriver to open the device. Others require a special key. Both have a toggle switch inside the device to be flipped on/off, which sets alarm on or off. The alarm sounds like a buzz and looks like a flashing light.

Sprinkler System

The main sprinkler risers are located on the Garage Level "G" from the western wall nearest to Las Palmas Avenue. When a sprinkler head is activated it will set off the exterior alarm bell.

Standpipes

Sprinkler standpipes are located on the Garage Level "G" from the western wall nearest to Las Palmas Avenue.

No Fire Pump

There is no fire pump. The system is city fed.

Utility Controls

Electricity

Garage Level "G" in the northwest corner adjacent to the stair exit. The room has a bright yellow door and is marked with a sign that reads, "Electrical Panels".

Natural Gas

Street level, northeast corner of building near the caged garage stair exit. It is equipped with an seismic auto shutoff valve.

Water

Shutoff is located on Garage Level "G" at the western wall (center of garage) nearest to Las Palmas Avenue.

Elevators

Number of cars: 1

Elevator 1: serves floors G, 1, 2

Stairs

Main Internal Northwest Staircase is located inside the northwest corner of the building and serves 1 through 2, with NO roof access. There are no doors restricting entry or exit between floors. At the lobby level this stair exits directly to the front lobby of the building which in turn exits onto Sunset Blvd. This stairwell is not equipped with fire sprinklers and is not pressurized.

Internal Northeast Staircase is located inside the northeast corner of the building and serves 1 through 2, with NO roof access. There are no doors restricting entry or exit between floors. This stair exits directly to the first floor corridor inside the building. It also exits out to the “Staff Patio” which in turn exits onto Sunset Blvd. The exit gate is locked, restricting re-entry into the “Staff Patio”. This stairwell is not equipped with fire sprinklers and is not pressurized.

Internal Southern Staircase is located inside the southern-most end of the building and serves 1 through 2, with NO roof access. There are doors restricting entry and exit on the second floor. These doors are unlocked from both sides. At the first floor this stair exits directly onto the first floor inside the building. It also exits out the western side of the building onto Las Palmas Avenue. This building exit gate is locked restricting reentry into the building. This stairwell is not equipped with fire sprinklers and is not pressurized.

External Student Balcony Staircase is located outside the southeastern-most corner of the building and serves 1 through G. There is a rear building exit door which is locked from the outside, restricting re-entry. At the garage level “G” this stair exits directly into the Garage. From this point the garage has two exits. Either proceed to the southwest-most corner of the lot through the pedestrian gate OR proceed to the Garage exit stair at the northeastern-most corner of the lot. Both exits are locked, restricting re-entry to the property. This stairwell is not equipped with fire sprinklers and is not pressurized.

Garage Exit Starwell is located inside the northeastern-most corner of the garage and serves G through 1, at street level. The door is locked from the inside of the stairwell, restricting re-entry into the garage. On the street level this stair exits directly onto Sunset Boulevard. This exit is open air, but caged and locked, restricting re-entry into the stairwell. This stairwell is not equipped with fire sprinklers and is not pressurized.

Evacuation Route Signs

The Evacuation Signs are posted in the hallway. These signs show the primary and secondary exit routes.

Fire Alarm Panel Operations on Red Alarm

Step 1:

Proceed to either the main fire panel or the sub panels located near the front desk and southern end of the first floor.

Step 2:

Read the display on the panel to see where the initiating device is located:

(Pull station/smoke detector/duct detector/water flow, etc.)

Step 3:

Acknowledge the alarm by pressing "ACK". This will silence the panel only. No code is required to silence the panel. However, before the building-wide alarm system can be silenced, resetting of the initiating device is required. The reset code is 5208 and it is posted on the main panel.

PLEASE NOTE: Only the Fire Department can reset the system after a red alarm. Once you have confirmed the presence of fire, immediately begin the evacuation protocol.

***SECTION 8:
Fire Safety Director
and
Training***

Training

Recommended Annually

LARS Floor Wardens, Group Leaders and Security

- 1) Formal annual meeting to review the plan.
- 2) Updates to fire manual as needed.
- 3) Handout copies of roles.
- 4) Verbal and written instruction.
- 5) Fire drills annually.
- 6) Documentation of and fire drills.

FSD topics for review may include:

- a) The Building Evacuation Plan
- b) Duties for Security, Floor Wardens and Group Leaders.
- c) Fire alarm system functions.
- d) Building walk through and hands-on exercises for a working knowledge of building emergency features.
- e) Fire Control Panel
 - Emergency Plan in plain view.
- f) Other Equipment
 - Key FOB operation.
 - Fire Department Lock Box – location.
 - Elevator recall operation.
 - H.V.A.C. auto shut off status and manual shut off locations.
 - Sprinkler system status (water flow).
- g) Equipment Rooms
 - FSD shall have a working knowledge of the functions, operations and shut-off procedures of building equipment.
- h) Stairwells and Communications
 - Walk all the way to the Assembly Area outside.
 - Identify the Communication Post.

Practical Training Exercises

- Scenarios shall be performed to verify the proficiency of staff members in reacting to an emergency.
- The instructor should present scenarios to the Building Staff first.
- The Building Staff should be dispatched to their normal work locations. When all are in position, the scenario will be initiated.
- Scenarios will include Fire, but may also include Earthquake, Bomb, and Medical incidents, the day of the week, and time.
- Where possible the response to the scenario should include the Basic 4 procedures for discovery of fire: (Each procedure may be accomplished by someone during each drill)
 - **Life Safety** – remove an occupant, and close the door
 - **Notification** – Pull the nearest fire alarm, call security/”911”
 - **Extinguish the fire** – Optional
 - **Evacuation** – Proceed with building staff designated duties

SECTION 9: Appendix

Appendix

Fire Drills and Forms

Fire Drills

Fire drills will be announced and simulate as closely as possible actual emergency conditions. Elevators may be recalled at least once during the annual fire drill and with the exception of shutting down the air handling equipment, all other equipment will be kept running during the course of the drill. Prior to conducting any drill that may involve the use/testing of the fire protection systems or equipment, notify the alarm monitoring company and the Fire Department at (213) 847-5340.

Fire Drill Sequence

- 1. Team One – LAFS Director of Facilities** is the communication leader and will use two-way radio and the Messenger Alert System. **The FSD** notifies the Fire Department and Central Alarm Station approximately ten minutes prior to commencement to place alarm on “drill test.” The drill will start when the alarm is pulled. (Fire Department dispatch direct number 213-847-5340.). Alarm monitoring company: HCI Systems, Inc. at 855-844-6157, account number: A250001.
- 2. Team Two: LARS Fire Safety Director is in charge of Alarms**
The LARS Fire Safety Director will trigger the alarm. Immediately after it sounds, reset the pull station, then silence the alarm after 5 minutes. Proceed to the communications post at the corner of Sunset Boulevard and Las Palmas Avenue.
- 3. Team Three: Security** – Crowd control on Sunset Boulevard (one security officer at the NW corner of Sunset/Las Palmas directing evacuees towards De Longpre Avenue.)
- 4. Team Four: Floor Wardens (Non-Instructor employees)** – Oversee the general clearing of each floor including visitor, student and employee populations.
Meet LARS FSD at the communications post at the corner of Sunset Boulevard and Las Palmas Avenue and verify “ALL CLEAR”.
Evacuate to the assembly area one block south on the corner of Las Palmas Avenue and De Longpre Avenue where roll call will be completed.
- 5. Team Five: Group Leader (Instructors)** – Oversee evacuation of their specific classrooms. Accompany their students and visitors to the assembly area one block south on the corner of Las Palmas Avenue and De Longpre Avenue. Complete roll call using the attendance sheet.

Fire Drill Scripts for the School Messenger Alert System

Upon sounding of the alarm send first message

Attention! We are holding a fire drill now at 6690 Sunset Boulevard for all occupants of this location. Please follow your Floor Warden's instructions. Use the stairs do not use the elevators. This drill is expected to last 30 minutes. The parking lot will be closed and elevators will be shut down for the duration of this event.

Upon completion of drill send second message

Attention! "ALL CLEAR" has been issued for the fire drill at 6690 Sunset Boulevard. Please return to the building in a calm and orderly manner. People returning shall proceed back down Las Palmas Avenue to the building.

Fire Drill Conclusion & Critique

The fire drill concludes once all Floor Wardens have reported in at the roll call meeting site and this status is relayed to the Fire Department. (The status report to the Fire Department is only a simulated step.)

The Fire Safety Director shall hold a critique upon conclusion of the drill with all personnel. The critique should cover:

- Volume and clarity of audible alarm?
- Condition and accessibility of fire extinguishers and fire hoses?
- Conditions of lighting, visibility or any obstructions?
- Doors blocked, locked or wedged open?
- Any duties which were not carried out or misunderstood?
- Any malfunctions of the Life/Safety Systems?
- Any modifications to the fire drill plan for subsequent drills?

Annual Fire Drill Documentation

The Fire Safety Director holding the fire drill will prepare and file a report with other Fire/Life Safety documentation.

The report shall include the drill facts, such as date/time of drill. Who was in charge of training and drill oversight. How the alarm was turned on and off. How many floors participated. How many people participated and any problems in the emergency evacuation procedures or malfunctions in the fire alarms system.

Training Verification Form

Name of Building: _____

Number of Floors: _____

Address, City, State, Zip: _____

Fire Safety Director Name: _____

Telephone Number: _____

Name of Instructor: _____

Title: _____

Signature of Building Owner/Agent: _____

Print Name: _____

Date: _____

Type of training

Building Staff/Floor Warden/Group Leader/Occupant Instruction: _____

Date of Training: _____

Number of People Present: _____

Length of Training: _____

People Who May Need Evacuation Assistance Form

If you may need assistance during an evacuation event you can self-identify yourself for inclusion on the list that is given to the fire department upon their arrival so that they can assist you. Please return this form to the manager's office.

Name:

Location where you will be located for assistance:

Telephone number:

Type of assistance needed:

Inclusive dates (if applicable):

If a change in your condition occurs, advise the manager's office.

Fire Drill Evaluation Form

Evaluator: _____

Floor: _____

Date: _____

Timing

Drill start time: _____

Floor cleared at: _____

Status reported at: _____

Number of people moved: _____

Checklist and Observations:

Floor Warden responses: _____

Verify safe exit route and stair shaft?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Close doors?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Check elevator lobby?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Check restrooms?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Comments: _____

Fire-Drill Participation Form

Fire drill date: _____

NAME	UNIT NUMBER
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	

Portable Fire Extinguisher Information

Underwriters Laboratories (UL) – Fire Classification

Class A

Fires involving common solid combustibles: Wood, paper, fabric, rubber, and plastics. Water quenches such blazes through cooling action. Other agents work by interfering with combustion.

Class B

Fires fueled by the vapor-air mixture that forms above flammable liquids such as grease, oil, gasoline, tar, paints, and cleaning solvents. To put out the flames, you must interfere with combustion or cut off the oxygen supply.

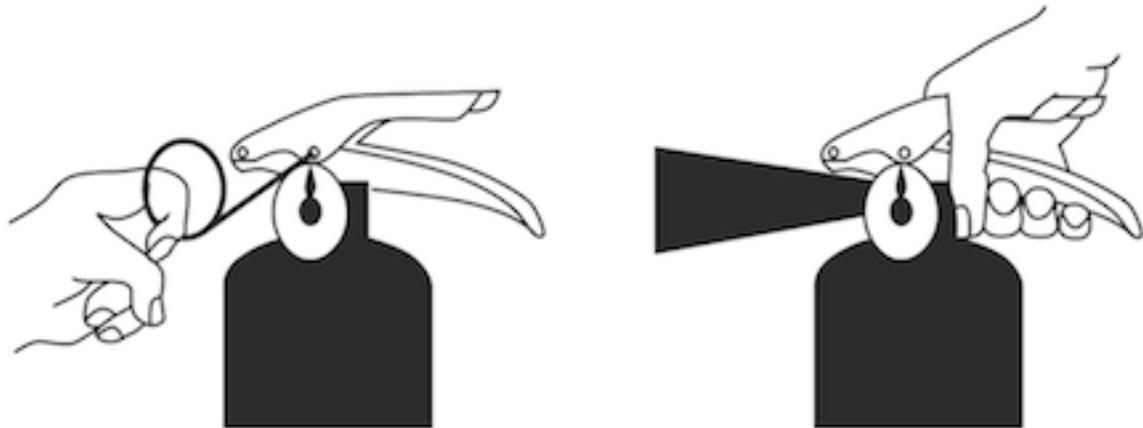
Class C

Fires sparked by electricity but feed on class A or B materials. This type of fire requires a nonconductive extinguishing agent to put out the flames.

Extinguisher Basic Operation - P. A. S. S.

- P - PULL the safety pin (usually a twist-pull action).
- A - AIM the nozzle at the base of the fire.
- S - SQUEEZE the trigger handle.
- S - SWEEP slowly from side-to-side. Watch for re-flash (re-kindling).

Fire Extinguisher Basic Operation Diagram



NOTE:

NEVER re-hang an extinguisher once it has been discharged (even if it is only used for a few seconds). Notify the Fire Safety Director to have the extinguisher recharged by a licensed service company.

Extinguisher Discharge Diagrams

DIAGRAM #1 – WATER TYPE

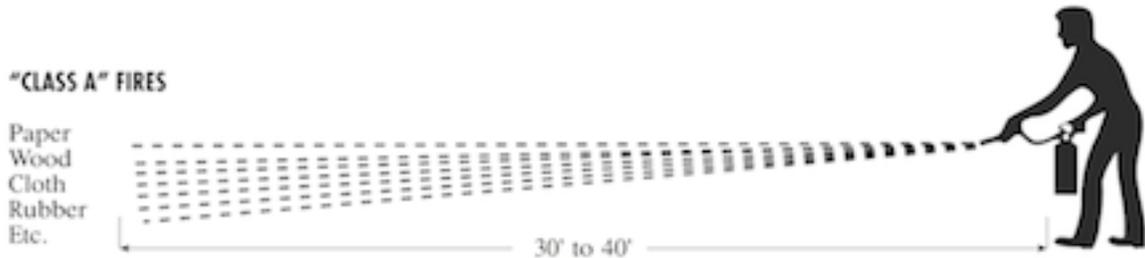


DIAGRAM #2 – DRY CHEMICALS (BC OR ABC)

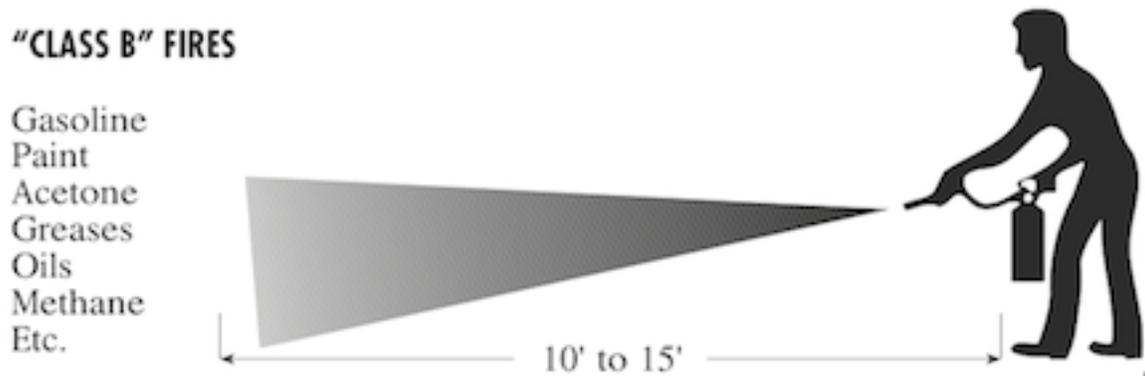


DIAGRAM #3 – CARBON DIOXIDE (CO2)

