



"Integrated Facility Solutions"



TJSL

**EMERGENCY ACTION
MANUAL**



INTRODUCTION

The Facilities Department in cooperation with the City of San Diego has compiled this manual for 1155 Island Avenue, 1195 Island Avenue, and 495 11th Avenue, to help insure the safety of the Thomas Jefferson School of Law (TJSL) occupants in the event of an emergency and to comply with the provisions of the California Code of Regulations, Title 19, Sections 3.09 and 3.10, the City Fire Code.

The material in this manual pertaining to Title 19 of the California Code of Regulations is required by law. Additional procedures outlined for Earthquake, Bomb Threat, Medical Emergency, etc., are recommendations only. For further legal requirements and information regarding such situations, refer to the appropriate agency.

The provisions of Sections 3.09 and 3.10, 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 state of California shall comply with these requirements or be subject to prosecution and penalties, including fines, as set forth in Title 19 of the California Code of Regulations.

This manual and its contents shall remain the property of the building and be made readily available to members of the San Diego Fire Department upon demand.

This manual has been prepared under the guidelines and in the format suggested by the San Diego Fire Department. The author of this manual does not assume responsibility in the event of any emergency that should occur.

e²Campus

Emergency Notification System

Thomas Jefferson School of Law, in conjunction with Omnilert, brings to you e²Campus. e²Campus is an emergency notification system that is available to TJSL students, faculty and staff. It is a free subscription, and will only be used in the event of an emergency. Through the use of this e²Campus Emergency Notification System, those that have signed up for this type of notification will receive both text and email messages in the event of an emergency situation in the TJSL building (providing that you have authorized the use of both methods). Some examples of emergency notifications sent through e²Campus include building closure, electrical outages, fire, and hazards due to individuals with life threatening aggressive behavior.

Participation in the e²Campus Emergency Notification System is completely voluntary, however all are encouraged to take advantage of this possible life saving service.

Just visit <https://www.e2campus.net/my/tjssl/> and input your information. We may sent short test messages on occasion in order to insure that the system is operating properly (every 4 to 6 months), but other than those tests, the system will only be used in case of an emergency.

Emergency Contact Numbers

Call 9-1-1

The seven digit emergency numbers should only be used if you encounter a problem with the 9-1-1 system or if using a cellular phone.

	Primary	Alternate Numbers
Fire Department	911	619-533-4300
Police Department	911	619-531-2000
Paramedics	911	619-533-4300
Poison Control	800-876-4766	-
Dennis Sable (TJSL Facilities)	619-301-6010	619-961-4336
Security – TJSL Main Lobby	619-961-4399	-
Nancy Vu – TJSL CFO	619-957-7391	619-961-4325
Tom Guernsey – TJSL Dean	619-578-8554	619-961-4272
GMI Security Company Dispatch	858-244-1856	866-803-4464 (Toll Free)

BUILDING EMERGENCY ORGANIZATION TEAM

The Building's Emergency Organization consists of the GMI Security Personnel, TJSL Facilities Department, and Building Staff. The Facilities Department is in charge of this organization and all pre-emergency planning, training and emergency operations.

The Building Staff includes Facilities and Security Departments with the following responsibilities:

FACILITIES DEPARTMENT

Responsible for the function of the building's Life Safety Systems.

SECURITY DEPARTMENT

Responsible for the security of the building and its occupants. To meet and direct incoming Emergency Personnel. To answer calls from intercom devices. After hours security will be responsible for all emergency operations seven days a week.

Each floor must have a Response Team which includes the following positions and responsibilities. At a minimum, each floor will be assigned a Floor Warden and Group Leader. Stairwell/Elevator Monitor and Assistance Monitor positions will be filled by GMI Security and the TJSL Facilities Department. Please call the Facilities Department for any additional clarification needed.

Floor Warden

Responsible for overseeing occupant instruction, supervising and ensuring safe and complete evacuation during a fire, other emergency or fire drill; also coordinates the Response Team and reports to the Facilities Department.

Responsible to search floor area for occupants unaware of the emergency such as restrooms, supply storage rooms or employees in need of assistance.

Group Leader

Responsible to direct all occupants to a safe stairwell and lead occupants to the designated Safe Refuge Area.

Responsible to direct occupants and visitors away from elevators and to the emergency exits.

Stairwell/Elevator Monitor

Responsible for making sure occupants do not enter elevator lobbies and use elevators for evacuation. Also for checking safety of respective emergency exits by feeling the emergency exit door to ensure door is not hot and for leading floor occupants to Safe Refuge Areas.

Assistance Monitors

Two (2) employees responsible to assist person(s) with physical impairments in times of emergency.

PHYSICALLY IMPAIRED

Assistants for the Physically Impaired should be assigned as needed. Physically Impaired is defined as anyone who will need assistance walking down the stairs. For example: a paraplegic, a pregnant woman, an individual with a broken leg, a person with a heart condition, etc....

FIRE DRILLS

TJSL will conduct an annual building fire drill. The purposes of the drill is to instill in the minds of the occupants the correct procedures necessary to ensure the safety of life and the joint testing of the building emergency equipment and staff duties.

A typical drill would start with the reporting of a "FIRE". Observers (Building Staff or alternate Floor Wardens) should be stationed at strategic locations throughout the drill to observe the actions of personnel when the alarm sounds.

CRITIQUE

Observations will be made for:

1. Hearing the alarm & Public Announcement System
2. Blocked Fire Extinguishers
3. Blocked Exits & Hallways
4. Debris in Stairwell
5. Doors propped open
6. Office doors not closed or marked
7. Duties not understood or carried out
8. Procedures for the "Physically Impaired"
9. Response and Participation of all occupants

TIMING

Timing of when the alarm is first heard to last occupant evacuated from the floor should be made to assist in evaluating problem areas in regard to movement of people.

All Floor Wardens shall turn in a completed fire drill report in keeping with the requirement for annual fire drill documentation.

Fire Procedures

General

If you discover fire or smoke

- 1 Safety of life is the first priority. Remove anyone in the area from immediate danger. Confine the fire by closing as many doors as possible as you leave the area.
- 2 Notification: Call the fire department at **9-1-1**. If you encounter problems with the 911 system, dial **619-533-4300** and provide the following information:

Building Name	Thomas Jefferson School of Law
Building Address	1155 Island Avenue (Law School) or 495 11th Avenue (Law Clinic) San Diego, CA 92101
Nearest Cross Street	11th Avenue
Nature of the Emergency	_____
Your Floor/Office Number	_____
Your Call Back Number	_____

Do not hang up until the emergency operator hangs up.

- 3 When it is safe to do so, notify GMI Security on L1 at **619-961-4399**
- 4 Fighting the fire is an option only if you are trained, you have someone with you, it is safe to do so, and if it does not interfere with the performance of your emergency duties.
- 5 Direct all occupants to safe stairwell to begin evacuation procedures:
 - a. Move quickly, but DO NOT RUN.
 - b. DO NOT USE ELEVATORS.
 - c. Exit to the safest designated stairwell and DO NOT carry food and/or beverages into the stairwell as they may spill and cause a slip and fall hazard.
 - d. Ladies remove “High Heels” to prevent injuries (carry them with you).
 - e. Use handrails .
 - f. Allow room for others to enter into an orderly flow of traffic without holding up others.
 - g. Gain assistance for those who are slower moving.
 - h. Treat any injuries incurred in the stairwell at the nearest landing when required and safe.
 - i. Dispel any false information or rumors (to prevent panic).
- 6 Evacuate adjoining areas and begin your assigned duties as defined by this manual.

If Trapped In an Office or Area

- Wedge material along the bottom of the door to keep smoke out.
- Close as many doors as possible between you and the fire.
- Call the fire department and notify them of your situation.
- Break windows only as a last resort. Smoke may enter the room and it will be impossible to stop it.
- If unable to perform your assigned duties, notify other staff members.

Smoke Detectors:

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. Any person who willfully and maliciously sends, gives, transmits, or sounds any false alarm of fire is guilty of a misdemeanor.

FLOOR WARDENS

Floor Wardens are responsible for overseeing occupants' instructions, supervising, and ensuring safe and complete evacuation or relocation during a fire, other emergency or a fire drill. The Floor Wardens and Monitors are under the supervision of the Facilities Department. Floor Wardens are assigned to single floors.

Pre-Emergency Planning

1. Read the TJSJL Emergency Action Manual.
2. Hold small group meetings to discuss:
 - a. How to respond when the alarm is heard.
 - b. Explain stairwell safety; large objects, drinks, shoes, being quiet.
 - c. Emergency evacuation routes leading to 11th Avenue.
 - d. Know the location of stairs and interior & exterior Areas of Refuge.
 - e. Reinforce that EVERYONE must check in at the exterior Safe Refuge Area.
 - f. Identify and assign Monitors to assist anyone with a physical disability. A person with a physical disability is anyone who will need assistance walking down stairs.
 - g. Make sure the Group Monitor has a pre-printed employee list.
3. Each team (Floor Wardens and Assistance Monitors) should discuss procedures through specific "What If" situations.
4. Instruct all occupants within your floor area on the following:
 - a. Building Evacuation Procedures.
 - b. Location of Safe Refuge Areas outside of the building.
 - c. Location of Emergency Exits and their termination points.
 - d. Safe Stairwell Procedures.
 - e. Location and the use of fire alarms and fire extinguishers.
 - f. Location of first aid kits.
 - g. Familiarize occupants with responsibilities of all Monitors and Suite/Floor Warden.
5. Instruct all **NEW EMPLOYEES**.
6. After all fire drills, complete Fire Drill Report.
7. Know your floor layout and all areas within your floor area that will need to be searched.
8. Be prepared to communicate status reports to Security and Facilities regarding the emergency.
9. Keep updated employee list and of all physically impaired persons.
10. Make periodic review of team members. Assign new members as needed.

11. Develop awareness for safety conditions, fire violations and potential hazards. For example stairwell or corridor doors propped open, improper lighting, frayed cords, overloaded outlets, obstructed halls and corridors, trash build-ups, etc.

Emergency Actions – Upon notification of an emergency:

1. Retrieve employee list, safety vest, flashlight and floor sign and alert employees to immediately evacuate. Respond with urgency.
2. Direct the evacuation to make sure everyone is evacuated safely as soon as possible. As necessary do the following:
 - a. Encourage people to leave quickly; to respond with urgency.
 - b. Direct people to the appropriate stairwell/evacuation route.
 - c. Encourage people to remain quiet/calm.
3. Reinforce the utilization of the stairwells and NOT the elevators.
4. Check all offices and common areas such as; restrooms and supply storage areas. Depending on the size of your area, you may appoint another person to assist you in the search process.
5. Signify all rooms and offices have been vacated by closing all doors and tagging each door with a post-it note.
6. Evacuate the floor and proceed to the exterior Area of Refuge on 11th Avenue.
7. Keep occupants grouped together. Review employee list and assist Group Monitor in taking an accurate head count. Floor Warden will give a status report from the Safe Refuge Area to the Facilities Department and/or Security Staff.
8. Remain with occupants and await further instructions.

REMEMBER: ASSUME ALL ALARMS ARE REAL.

GROUP LEADER

The Group Leader is responsible for evacuation and directing occupants to a safe emergency exit and leading occupants to a Safe Refuge Area.

Pre-Emergency Planning

1. Read Building Floor Warden Manual.
2. Keep Updated List or Floor Plan of employees readily available.
3. Develop an awareness of safety conditions, fire violations, and potential hazards. For example: corridor or stairwell doors propped open, improper lighting, frayed cords, over loaded outlets, obstructed halls and corridors, trash build-ups, etc.

Emergency Actions – Upon notification of an emergency:

1. Retrieve employee list, safety vest, flashlight and floor sign.
2. Respond with urgency; be in stairwell within two minutes or less.
3. Ensure employees and visitors do NOT use the elevator.
4. Lead occupants down the stairs. Evacuate the floor and proceed to your Safe Refuge Area.
5. Take roll-call of employees in exterior Safe Refuge Area.
6. Keep occupants grouped together.
7. Review employee list and assist Floor Warden in taking an accurate head count.
8. Remain with occupants and await further instructions.

REMEMBER: ASSUME ALL ALARMS ARE REAL.

ASSISTANCE MONITORS

Two persons should be assigned to each physically impaired individual whose limited mobility may prevent them from evacuating the floor. A pre-arranged meeting place should be established and the evacuation procedure discussed. One Assistance Monitor will take note of the floor and stairwell in which the person is located and will report this location to Security via intercom and the Fire Department personnel.

Pre-Emergency Planning:

1. Meet with the individual(s) that need assistance to discuss their special needs in case of an emergency. Be sure to ask them how they can best be helped.
2. Decide on a meeting spot. For example: at their desk or at a designated interior Area of Refuge in a stairwell or elevator vestibule.
3. If your floor is on L1 (law clinic) or L2 (courtroom), become familiar with lifts.

Emergency Actions – Upon notification of an emergency:

1. Upon hearing the fire alarm, meet with the individual you are assisting.
2. Proceed to the nearest safe stairwell.
4. Enter the stairwell last and remain on the landing. Be sure to close the door behind you. Leave wheelchair(s) on the evacuated floor outside the stairwell.
5. One assistant should notify Security Staff or Fire Department Personnel of your location. All interior Areas of Refuge have an intercom to make a direct call to Security. An example of notification: Names of the people and location within building. The other Assistant will remain in the stairwell with the individual. If further evacuation is necessary, the Assistant may assist the individual to five floors below the fire floor to a re-entry floor or to the exterior Area of Refuge.
4. Remain calm. Help is on the way. The Fire Department's first priority is rescuing people.

REMEMBER: ASSUME ALL ALARMS ARE REAL.

Area of Safe Refuge Map: 11th Avenue Check-in Site



In the event of evacuation due to an emergency, use Stairwells #1 & #2 to evacuate the building. It is important for occupants to proceed away from the building at a safe distance, and away from incoming emergency personnel. Use caution crossing the street. Head south to the AREA OF REFUGE in the parking lot just south of the San Diego Public Library building (see above). Floor Wardens and/or Group Leaders will take a head count in the AREA OF REFUGE. Find the Group Leader holding the sign with the floor number you were last on – stay with your group for further emergency instruction.

Fire Drill Note: In the event of a Fire Drill, all personnel will meet on the west side of 11th Avenue (on the sidewalk of the Padre Parkade) instead of walking all the way past the Library.

FIRE DRILL REPORT

(This report is to be completed after each fire drill and a copy sent to Facilities.)

Date: ____/____/____

Building Floor Number: _____

Employee's Name: _____

Recorded Time of the Following:

Time of fire discovery (Simulated): ____: ____

Time Alarm was heard: ____: ____

Time last occupant exits suite: ____: ____

Time of last arrival at Safe Refuge Area: ____: ____

Place a "Y" or "N" answer on the spaces provided, which are applicable to your floor.

Communications:

____ Was the fire alarm clearly heard in all areas?

____ Was the PA system clearly heard in all areas?

____ Were the flashing strobe lights seen in all areas?

Response Team:

____ Team members reported to respective stations?

____ Team members carried out all assigned duties?

Containment of Fire:

____ Were all doors closed, but not locked?

____ Was a fire extinguisher taken to location of the fire?

Evacuation:

____ Corridors and exits kept cleared?

____ Did all occupants take part in the drill?

____ Did visitors on the floor participate in the drill?

____ Did the evacuation proceed in a smooth and orderly manner?

Individuals' w/Physical Disability:

____ Did any individual with a physical disability wait at stairwell w/their assigned assistants?

____ Was Security Staff notified of the location of occupants needing assistance?

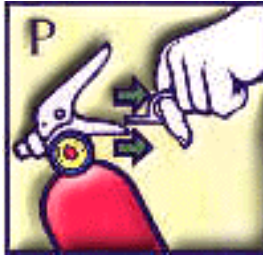
Explain all "No" responses on the reverse side of this sheet.

PRINT NAME (Floor Warden): _____

SIGNATURE (Floor Warden): _____

FIRE EXTINGUISHER USE

It's easy to remember how to use a fire extinguisher if you can remember the acronym **PASS**, which for **Pull, Aim, Squeeze, and Sweep**.



Pull the pin.

This will allow you to discharge the extinguisher.



Aim at the base of the fire.

If you aim at the flames (which is frequently the temptation), the extinguishing agent will fly right through and do no good. You want to hit the fuel.



Squeeze the top handle or the lever.

This depresses a button that releases the pressurized extinguishing agent in the extinguisher.

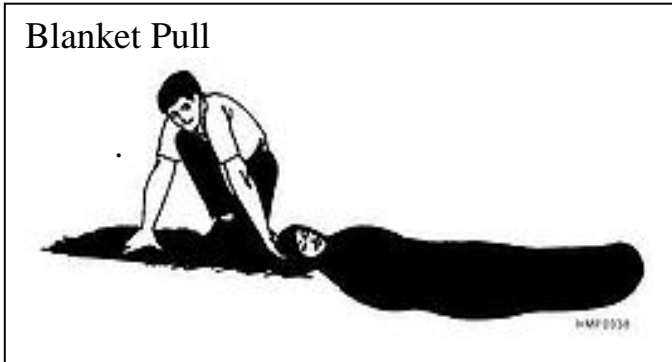


Sweep from side to side

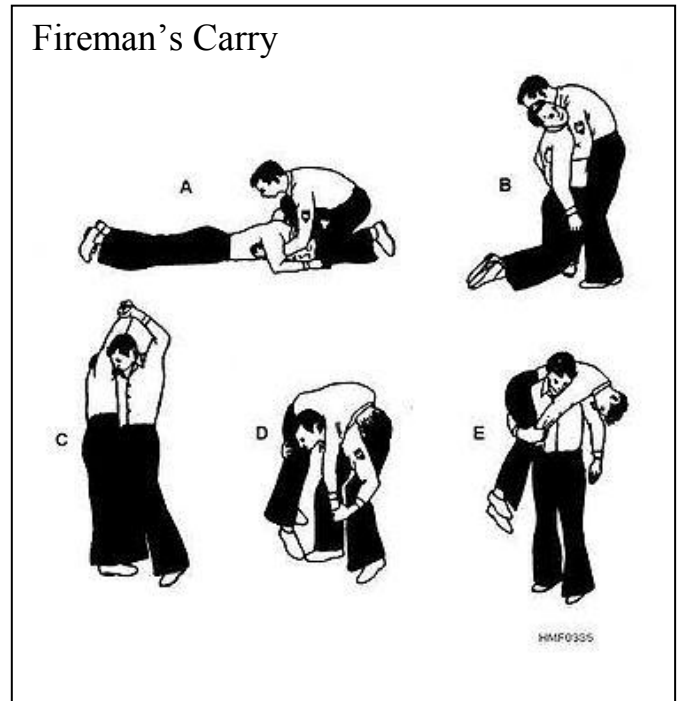
Until the fire is completely out. Start using the extinguisher from a safe distance away, then move forward. Once the fire is out, keep an eye on the area in case it re-ignites.

TYPES OF EMERGENCY CARRIES

Blanket Pull



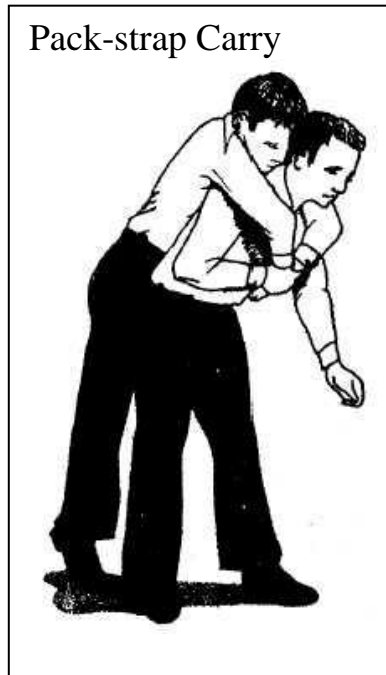
Fireman's Carry



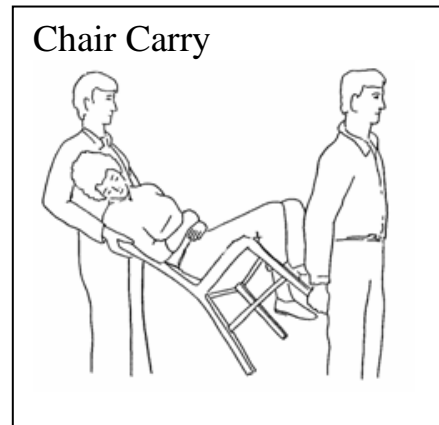
Support Carry



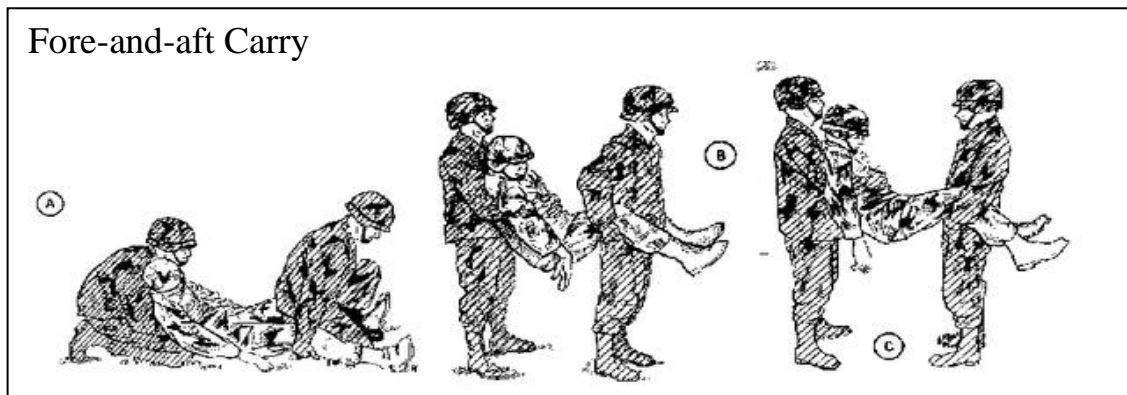
Pack-strap Carry



Chair Carry



Fore-and-aft Carry



Two-hand seat Carry



A FRONT VIEW

WITH CASUALTY LYING ON HIS BACK, A BEARER KNEELS ON EACH SIDE OF HIM AT THE CASUALTY'S HIPS. EACH BEARER PASSES HIS ARMS UNDER THE CASUALTY'S THIGHS AND BACK, AND GRASPS THE OTHER BEARER'S WRISTS. THE BEARERS RISE, LIFTING THE CASUALTY.

B BACK VIEW



Four-hand seat Carry



A EACH BEARER GRASPS ONE OF HIS WRISTS AND ONE OF THE OTHER BEARER'S WRISTS, THUS FORMING A PACKSADDLE.

B THE TWO BEARERS LOWER THEMSELVES SUFFICIENTLY FOR THE CASUALTY TO SIT ON THE PACKSADDLE; THEN THEY HAVE THE CASUALTY PLACE HIS ARMS AROUND THEIR SHOULDERS FOR SUPPORT BEFORE THEY RISE TO AN UPRIGHT POSITION.

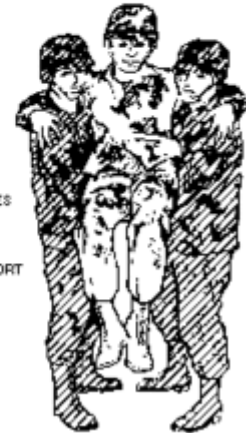
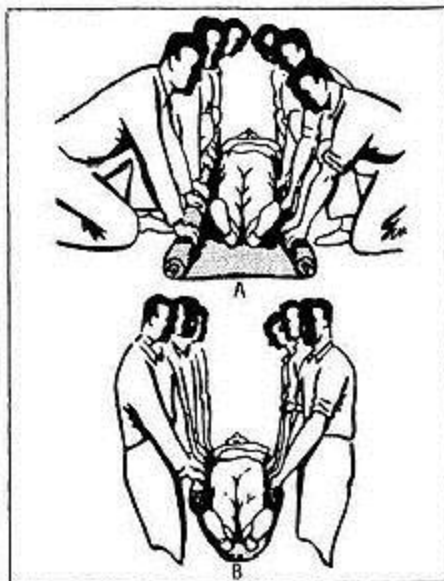


Figure B-14. Four-hand seat carry (Illustrated A and B).

Blanket Carry



A



B

Earthquake Procedures

BEFORE

1. Know the location of possible outside Safe Refuge Areas on 11th Avenue and away from the building in case evacuation is necessary. **Generally, it is safer to remain inside the building.**
2. Know location of intercoms inside the building in Areas of Refuge.
3. Reduce non-structural hazards, for example: Remove all heavy objects from top shelves. Secure cleaning liquids and other chemicals on shelves to help prevent spillage.
4. Listen for audio instructions on the PA system.
5. Know location of First Aid Kits within the building.
6. Maintain battery operated flashlights in working condition.
7. It is also recommended that you have: replacement glasses or contacts - if you are on any medication, have a 72 hour (minimum) supply with you at all times and water.
8. Have a plan for reuniting your family. You will not be able to function at work effectively if you are worried about your family. Make sure they know what to do.
9. Have an out of state contact person. So when you are able to use a phone, you can call to see who is accounted for.
10. First Aid Training is highly recommended for building staff and occupants of the building.
11. For more information on Earthquake Preparedness, contact the American Red Cross or your local Fire Department.
12. It is recommended that all personnel be prepared for a 72-hour period (water, food, medical needs, sewage) in accordance with the local Emergency Disaster Services.

DURING

REMEMBER: DROP, COVER & HOLD.

1. **Get under a desk, table or other sturdy object and hold on; or brace yourself against an interior wall in the core of the building. Protect your head.**
2. Stay away from windows, bookcases, filing cabinets and any objects that may fall or shatter.
3. Do not dash for exits, since stairwells may be damaged. Do not use elevators until they are checked for safety.
4. Do not smoke or use matches, candles or lighters in case of gas leaks.
5. Do not be surprised if electricity goes off.

NOTE: DOORWAYS SHOULD NOT BE USED AS A SAFE REFUGE.

If you are outside: Stay there. Move away from structures, power poles, lampposts or retaining walls that could fall during the quake and avoid fallen electrical lines. If possible, move to an open area.

AFTER

BE PREPARED FOR AFTERSHOCKS

1. Check for damage. Carefully inspect your area for damage and potentially dangerous situations.
2. Check area for injured or trapped occupants.
3. Assign occupants to act as “runners” to relay communications to Security and Facilities Staff.
4. Receive status reports from “runners” regarding extent of injuries, hazards and building damage.
5. Assess damage and take emergency actions.
6. Call appropriate outside emergency services - for example: Fire Department, Paramedics, etc. If communications are not working, assign staff or occupant to locate the pay phone across the street at the trolley landing (southwest end).

7. Limit telephone use. Leave telephone lines clear for emergency communications only. Be sure to replace receivers if they have fallen off the hook.
8. If evacuation is necessary due to severe building damage, fire or other imminent danger (**generally, it is safer to remain inside the building,**) first determine an outside safe area. Check evacuation routes. Assemble occupants at a safe refuge area outside and away from buildings and account for all employees.
9. If you do evacuate the building, DO NOT return until you are notified that it is safe to return.
10. Verify that occupants who are physically impaired have been assisted. Check with assistants.
11. Listen to intercom and battery powered radio for emergency reports. Keep occupants quiet and calm. Keep occupants informed to prevent spreading of rumors.
12. Cooperate with and assist Security, Facilities, and Public Safety Officials.

NOTE: If you are in an elevator, sit on the floor or brace yourself against the wall. Remain calm – the elevator is designed not to fall. Additionally, the elevators in this building are equipped with seismic sensors. Once the seismic sensor is activated, elevators will move to the nearest floor and the doors will open and elevators will shut off. Elevators cannot be used again until inspected and reactivated by an elevator technician.

WHEN CAN OCCUPANTS GO HOME?

It is best that in the event of an earthquake or community wide disaster during normal working hours, for all occupants to remain at work. It may be too dangerous or improbable to attempt to go home right away. Encourage occupants to listen to radio reports for areas and roads that have sustained damage. Discourage leaving until they know roads are undamaged and traffic is moving. Encourage occupants to assist Floor Wardens as necessary.

EARTHQUAKE EVACUATION

Determine in advance the safest exit from your work location and route you will follow to reach an exit in the event an evacuation is necessary. Also establish an alternate route to be used in the event your first route is blocked or unsafe to use.

1. **DO NOT** evacuate unless told to do so or if danger is imminent.
2. **FOLLOW INSTRUCTIONS** given by emergency personnel.
3. **DO NOT RUN.** Walk and keep noise to a minimum.
4. **DO NOT USE ELEVATORS.**
5. **DO NOT PUSH OR CROWD.** Use handrails in stairwells and move to the opposite side if you encounter emergency personnel.
6. **MOVE** to your designated evacuation area unless otherwise instructed. Check doors for heat before opening.
7. **ASSIST NON-AMBULATORY**, visually impaired, and hear-impaired persons if they are present.
8. If you have relocated away from the building, **DO NOT** return until you are notified that it is safe to return.

WHAT IF YOU ARE IN THE ELEVATOR?

If you are in an elevator, you are probably better protected than most people. The elevator is designed not to fall down the shaft and nothing heavy can fall on you.

Many elevators are designed to go to the nearest floor in the direction of travel and open. However, some elevators will stop in any moderate earthquake. Building personnel will contact each elevator car as quickly as possible and advise you how rescue will occur. Upon being rescued, take directions from the Floor Warden on that floor.

If you have a medical or other emergency, pick up the receiver in the elevator car and speak with the operator. Be sure to tell the operator the number of the elevator car you are in, the car number is located on a stainless steel panel to the right of the door.

Other Emergencies

MEDICAL EMERGENCIES

When notified of a medical emergency:

1. Obtain the following information:

-The victim's name _____

-The victim's location _____

-The nature of the emergency _____

-A call back number _____

2. Notify the Paramedics **9-1-1** or if there is a problem with 9-1-1 dial alternate Paramedic's telephone number 619-533-4300 and give the following information:

-The Building name: **Thomas Jefferson School of Law**

-The building address: **1155 Island Avenue (Law School)**
 Or
 495 11th Avenue (Law Clinic)
 San Diego, CA 92101

-Cross Street: **11th Avenue**

-The nature of the emergency _____

-The victim's general condition and location _____

-Your callback number _____

IMPORTANT: DO NOT HANG UP UNTIL THE FIRE DEPARTMENT OPERATOR DOES SO FIRST.

3. Notify Security (619-961-4399). Security should reserve elevator #4 for use by the Paramedics.
4. Send a runner to the elevator to meet and direct emergency personnel to the injured or ill person.

Bomb Threats

Background Information

Research has resulted in the following insights:

Because there are groups—small in number—dedicated to harassing industry and government by doing damage through explosive charges, it is not prudent to ignore a threat when it is received. This is so even though statistically it can be shown that the underlying motives in most threats are to cause disruption, harassment and excitement, and not physical destruction.

Threats generally fall into the following two broad categories:

1. The person making the threat claims he is going to do something, for example, place an explosive in the building.
2. Claims he has already done something, for example, placed an explosive in the building.

Most threats are communicated by telephone and are almost impossible to trace.

A number of actual bombings to date have taken place in buildings during hours when few employees are known to be working. Also, in most cases, when an explosion has actually taken place, the caller has been specific as to the time the explosive will detonate. A pattern has also developed indicating that the bomber will notify the police authorities in addition to notifying the building in which the bomb has been placed. The calls have generally been received from 20 to 40 minutes prior to the detonation. This short time span is undoubtedly designed to prevent a thorough search of the premises or facility to locate the explosive charge.

Procedures

If you receive a bomb threat call:

1. Immediately notify the police department at **9-1-1** or fire department 619-533-4300 if you encounter problems with the 9-1-1 system. (**Keep the caller on the phone as long as possible. Signal a co-worker to call the police and management for you.**)
2. Contact building management and Security (619-961-4399) and advise them of the threat.
3. Complete the bomb threat checklist.
4. Evacuate the building.

WARNING!

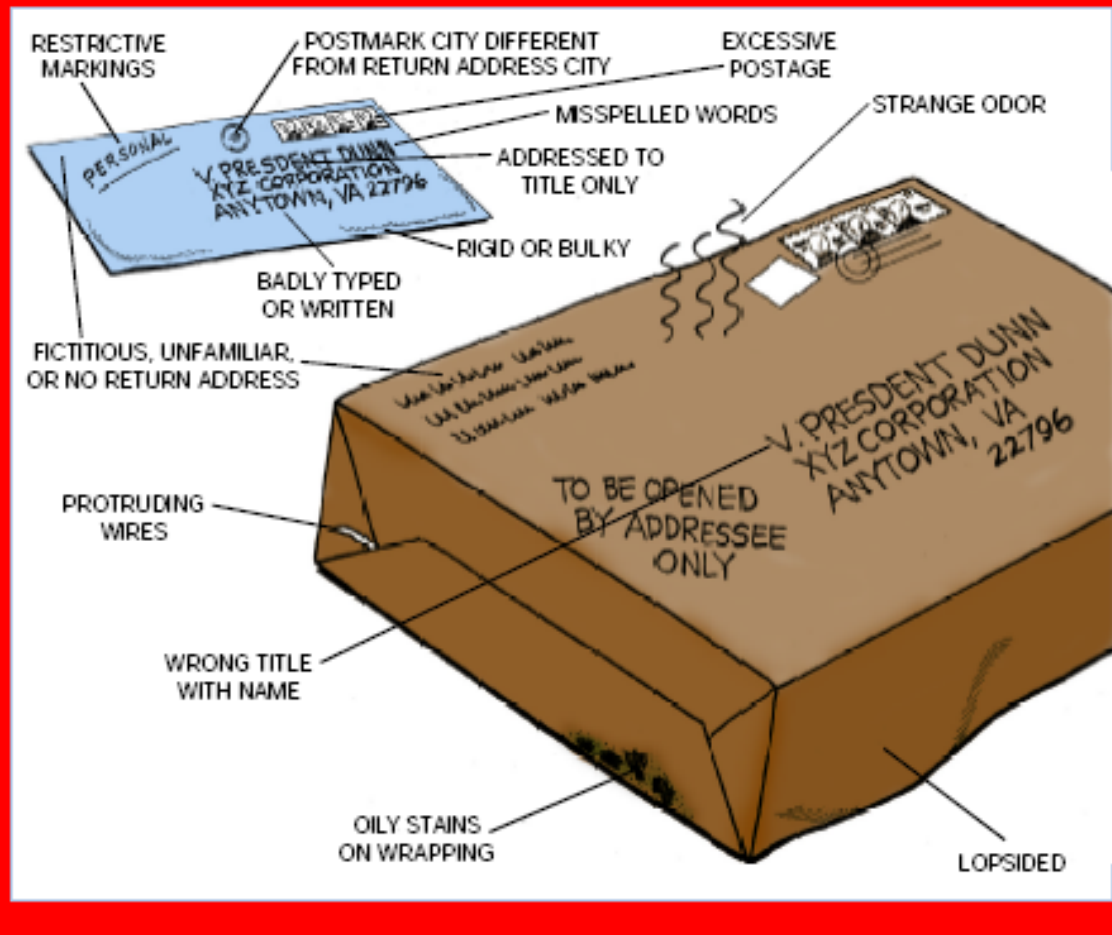
LETTER AND PARCEL BOMB RECOGNITION POINTS

- Foreign Mail, Air Mail and Special Delivery
- Restrictive Markings such as Confidential, Personal, Etc.
- Excessive Postage
- Hand Written or Poorly Typed Addresses
- Incorrect Titles
- Titles but No Names
- Misspellings of Common Words
- Oily Stains or Discoloration
- No Return Address
- Excessive Weight
- Rigid Envelope
- Lopsided or Uneven Envelope
- Protruding Wires or Tinfoil
- Excessive Securing Material such as Masking Tape, String, etc.
- Visual Distractions

LETTER PACKAGE BOMB INDICATORS

If you are suspicious of a mailing and are unable to verify the contents with the addressee or sender:

- DO NOT OPEN.
- TREAT IT AS SUSPECT.
- ISOLATE IT.
- CALL YOUR POSTAL INSPECTOR.
- CALL THE POLICE.



Bomb Threat Check List

Place This Sheet At Any Telephone That Can Receive An Outside Call

Your Name _____
Date of call: _____
Time Received: _____
Time Ended: _____

Speech

- | | | |
|---------------------------------|----------------------------------|------------------------------------|
| <input type="checkbox"/> Slow | <input type="checkbox"/> Excited | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Angry | <input type="checkbox"/> Sincere |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Calm | <input type="checkbox"/> Slurred |

Other Voice Characteristics

Other Comments About Tone of Speech

Questions to Ask

1. When will it explode?

2. Where is the bomb?

3. What kind of bomb is it?

4. What does it look like?

5. Why are you doing this?

6. Where are you calling from?

7. What is your name?

Background Noise

- | | | |
|----------------------------------|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Office | <input type="checkbox"/> Airport | <input type="checkbox"/> Music |
| <input type="checkbox"/> Factory | <input type="checkbox"/> Street | <input type="checkbox"/> Quiet |
| <input type="checkbox"/> Animals | <input type="checkbox"/> Railroad | <input type="checkbox"/> Voices |

Origin of the Call

- Local Internal Phone Booth Long Distance

Exact words of the caller:

Notifications (indicate who and when)

Police _____

Others _____

Description of the caller's voice:

- | | | |
|-----------------------------------|----------------------------------|--------------------------------------|
| <input type="checkbox"/> Loud | <input type="checkbox"/> Deep | <input type="checkbox"/> Distorted |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Raspy | <input type="checkbox"/> Intoxicated |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Stutter | <input type="checkbox"/> Foul |
| <input type="checkbox"/> Pleasant | <input type="checkbox"/> Distant | <input type="checkbox"/> Nasal |

Male _____ or Female _____
Young _____ Middle Aged _____ Old _____
Estimated Age _____
Describe Accent _____
Was the voice Familiar? _____
If so who did it sound like? _____

Remarks

KEEP THE CALLER ON THE PHONE AS LONG AS POSSIBLE

Power Outage

Should a power outage or “rolling blackout” occur, do not panic. Refer to the following instructions:

- Open all shades and blinds to optimize outside light.
- Locate flashlight in copy/coffee areas to have on hand in darkened areas.
- If possible, inform Security at **619-961-4399** of your situation and area of outage.
- Turn off all appliances and computers to prevent overload when the power is restored.
- Await help of the Facilities Department to assess your area and situation.
- If you are informed to evacuate the building due to extended outages, do so via the nearest stairwell and proceed out of the building to **the exterior safe refuge area on 11th Avenue.**
- Call your operations personnel to learn when you will be able to return to the building to resume work.

NOTE: The emergency generator will supply power to the following systems in the event of a power emergency:

- Emergency lighting for the stairwells, main corridors and exit signs.
- Elevator #4 (it is not recommended that you use an elevator during a power outage)
- The entire Fire Life Safety System including the alarms, detectors and sprinklers.

Be Prepared: Keep flashlights and spare batteries accessible.

Active Shooter

An active shooter is an individual or individuals actively engaged in killing or attempting to kill people inside an occupied structure or outside in a populated area. In most cases, there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly.

BE PREPARED

It is important to be prepared for such events. Always be aware of possible escape routes as you move throughout our building. In the event of an active shooter situation, you must quickly determine the most reasonable way to protect your own life. You will need to determine whether the best course of action is to evacuate or to hide. Call 911 only when it is safe to do so. If there is an accessible escape route, attempt to evacuate. Be sure to leave your belongings behind. Help others escape if possible, but do not attempt to move wounded people unless they are already attempting to move. Evacuate regardless of whether others agree to follow. Warn others not to enter an area where an active shooter may be. Follow the instructions of any police officer.

IF YOU CAN'T EVACUATE

If evacuation is not an option, find a location in which the shooter is not likely to find you. Be sure that your hiding place does not restrict your movement or trap you. Consider the difference between cover and concealment. Cover will protect you from gunfire, while concealment will hide you from the view of the shooter. Quickly choose the best option. If you are caught out in the open and cannot take cover, you might consider trying to overpower the shooter with whatever means are available. To protect your hiding place, lock the door if you can. Block the door with heavy furniture, and close, cover, and move away from windows or openings. Hide behind large items, such as cabinets or desks. Remain quiet and silence cell phones – even vibrate mode may give away your location. When you do call 911, remember to give them as much information as possible about the location, number, and physical description of the shooter(s). If possible, also be ready with number and type of weapons and number and location of victims.

WHEN LAW ENFORCEMENT ARRIVES

When law enforcement arrives on the scene, their primary objective is to stop the shooter and eliminate the threat. First responders will not be able to stop and help injured persons until the environment is safe. Knowing what to expect will help keep you calm and will allow law enforcement to quickly neutralize the threat. Officers may arrive in teams, with tactical equipment such as vests, helmets, and rifles. They will need to take command. Expect them to be shouting orders and even pushing people to the ground for their safety. It is possible that officers from multiple jurisdictions will arrive on the scene.

When law enforcement officials arrive, it is important that you keep your hands visible at all times. Avoid making any sudden movements. Avoid pointing, screaming, and/or yelling. Put down any items that you are carrying, raise your hands and spread your fingers. Remain calm and follow instructions. Do not attempt to stop officers and ask for help. Proceed in the direction from which the officers are entering the area.

PLEASE VISIT THE FOLLOWING SITE

For more information, please visit: www.dhs.gov/criticalinfrastructure

Building Systems

Fire Control Room

The Fire Control Room is located on the first floor, southwest corner of the lobby. From this room, the Facilities Department and the San Diego Fire Department will coordinate the building's emergency operation.

The fire panel located in the fire control room indicates the device activated and the floor of activation. It does not indicate the location of the device on the floor. Systems monitored and controlled include:

- Manual Pull Stations
- Smoke Detectors
- Sprinkler – Water Flow Alarms

Other systems which can be monitored from the Fire Control Room include:

- Elevator Recall
- HVAC Deactivation
- Stairwell Pressurization
- Automatic Stairwell Release
- Generator Status
- Public Announcement System

Fire Alarms

The fire alarm emits a loud electronic horn sound and a bright flashing light. The light and audible sound are designed to alert three floors, the floor where the alarm is activated and one floor above and one floor below the alarm floor. A fire alarm signal is also enunciated at the alarm panel in the Fire Control Room and an outside monitoring company for the automatic dispatch of the Fire Department.

The visual and audible alarm is activated by any alarm condition: manual pull stations, sprinklers, water flow alarms and smoke detectors.

Intercom Stations:

Intercoms are located in ALL elevator lobbies and by each stairwell. To activate: press the button to talk.

Activation of an intercom will allow communication with Security and/or Emergency Personnel on L1.

Smoke Detectors:

Smoke detectors are located in the elevator lobbies, work areas, restrooms, fire pump room, electrical rooms, HVAC ducts, and in the corridors.

Activation of a smoke detector will activate the audible alarm on three floors: the floor where activated and one floor above and below the alarm floor; activate an alarm condition at the fire alarm panel, and at the outside monitoring company. A pull station activation will shut down the heating, ventilation and air conditioning system. It will also close all “fire doors” throughout the floor and two floors above and below and below the alarm floor. Stairwell pressurization fans will also activate. Activation of a pull station will not recall the elevators.

Note: Only activation of a passenger elevator or freight elevator lobby smoke detector will recall the elevators. Elevators will return automatically to the lobby level. If the fire is on the 1st floor, the elevators will go to the second floor to open the doors.

Sprinklers:

Sprinklers are activated when the heat responsive element releases at a temperature of approximately 160 degrees Fahrenheit. Each sprinkler head discharges approximately 25 gallons of water per minute.

The sprinklers can be shut off for each floor in the Stairwells (See below - Not a loop system). The main sprinkler shut off is located in the fire pump room.

Floor	Sprinkler Shut-off Valve	Floor	Sprinkler Shut-off Valve
P3	Stairwell 1	4	Stairwell 1
P2	Stairwell 1	5	Stairwell 1 & 2
P1	Stairwell 1	6	Stairwell 1
1	Stairwell 1	7	Stairwell 1
2	Stairwell 1 & 2	8	Stairwell 1 & 2
3	Stairwell 1 & 2		

Activation of a sprinkler head will: activate the fire pump, activate the audible alarm on three floors: the floor where activated and one floor above and below the alarm floor; activate an alarm condition at the fire panels, and at the outside monitoring company. Water flow activation will shut down the heating, ventilation and air conditioning system. It will also close all “fire doors” throughout the floor and one floor above and below the alarm floor. Stairwell pressurization fans will also activate.

Heating, ventilation and air conditioning (HVAC):

Activation of any alarm will automatically shut down the heating, ventilation and air conditioning system for the entire building. The HVAC system can be shut down manually from the Fire Control Room.

Pump Room:

The building has one main electric fire pump. It is located in the Fire Pump room on P3. The fire pump is activated by a loss of pressure from a sprinkler or standpipe. An alarm signal is activated at the fire alarm panels.

Emergency Power:

The building has a diesel generator. The generator will power:

1. Emergency lights in the stairwells, elevator cabs, corridors, class and office space egress lighting.
2. Fire alarm panel, PA system, and building's fire alarm system.
3. EXIT signs.
4. Emergency fire pump on P3.

Stairwells:

East Stairwell #2: This stairwell has roof access and spans from floors 1 to 8. This stairwell is pressurized. Upon activation of any alarm device, pressurization fans will blow air into the stairwell to help prevent smoke from entering the stairwell.

West Stairwell #1: This stairwell has no roof access and spans from P3 to L8, with emergency street access on L1 to 11th Avenue. This stairwell is pressurized. Upon activation of any alarm device, pressurization fans will blow air into the stairwell to help prevent smoke from entering the stairwell.

Southwest Stairwell #3: This stairwell has no roof access and spans from P3 to L1, with emergency street access on Park/13th Street. This stairwell is pressurized. Upon activation of any alarm device, pressurization fans will blow air into the stairwell to help prevent smoke from entering the stairwell.

Won-Doors:

Won-Doors are accordion style fire doors recessed in the walls behind pocket cover doors, located in the hallways of L2 & L3 (outside rooms 225, 231, 316 & 323). Activation of any alarm device will release these doors on L2 & L3. Won-Doors will also release in case of a power failure. When these doors are activated closing off the hallway, do not attempt to re-open them or in any way interfere with their operation unless it appears to be the only means of egress. Proceed to the nearest emergency exit (Stairwell # 1 or #2) to evacuate the building.

Elevators:

Elevators one through three (1-3) serves floors P3 to L7.

Elevator #4 serves floors P3 to L8, and will be used during emergencies.

Emergency communications can be maintained via an intercom. To activate the intercom, press the emergency button inside each car which connects directly to Otis Elevator Dispatch who will notify the building of problems with the elevators.

In a fire emergency: Upon activation of an elevator lobby smoke detector, the elevator cars will automatically recall to the lobby level, the doors will open and cars 1, 2, & 3 will remain in this position. Car #4 will remain functional for emergency evacuation of disabled or injured persons.

In an earthquake: Elevators are equipped with counter weight derailment and the elevator car will stop momentarily, and then open.

In a power failure: Elevators are connected to the emergency generator. The elevator car will stop momentarily, switch to emergency generator power, and then go to the lobby to open.

Each elevator car has emergency lights and an intercom for two-way communication with Otis Elevator Dispatch. To activate the intercom, press the emergency phone button.

Magnetic Door Holders:

Smoke doors in the passenger elevator vestibules on all floors (except L1) are equipped with magnetic door holders. Activation of any alarm device will release these doors on all the floors. Doors with magnetic door holders will also release in case of a power failure.

Communications:

Public Address System, located in the Fire Control Room for communication to a single floor, multiple-floors, or the entire building. Intercoms in all Areas of Refuge throughout the building connect to Security on L1. Voice Activated phones are located in the Fire Control Room and hook ups located in the stairwells, elevators and in the elevator lobbies for use by the Fire Department. The nearest public pay phone is located at the Park Avenue Trolley Stop.

Standpipes:

A wet standpipe is located in each stairwell for Fire Department hook-ups. When the standpipes are activated, a water flow alarm will enunciate at the fire alarm panel. Sprinklers can be shut off for each floor from the closest stairwells (see below) - (not a loop system):

Floor	Sprinkler Shut-off Valve	Floor	Sprinkler Shut-off Valve
P3	Stairwell 1	4	Stairwell 1
P2	Stairwell 1	5	Stairwell 1 & 2
P1	Stairwell 1	6	Stairwell 1
1	Stairwell 1	7	Stairwell 1
2	Stairwell 1 & 2	8	Stairwell 1 & 2
3	Stairwell 1 & 2		