

# **SOUTHERN CALIFORNIA GAS COMPANY TOWER EMERGENCY PLAN**



Created by Gloria Morales & Michelle Robles ©

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# EMERGENCY CONTACT LIST

|                                                                                     |         |                   |
|-------------------------------------------------------------------------------------|---------|-------------------|
| <b><u>LOCAL CONTACT</u></b>                                                         |         |                   |
| Name                                                                                | Phone # | Alternate Phone # |
| <b><u>OUT-OF-STATE CONTACT</u></b>                                                  |         |                   |
| Name                                                                                | Phone # | Alternate Phone # |
| <b><u>NEXT OF KIN</u></b>                                                           |         |                   |
| Name & Relationship                                                                 | Phone # | Alternate Phone # |
| <b><u>PRIMARY PHYSICIAN</u></b>                                                     |         |                   |
| Name                                                                                | Phone # | Alternate Phone # |
| <b><u>OTHER EMERGENCY CONTACT</u></b>                                               |         |                   |
| Name                                                                                | Phone # | Alternate Phone # |
| <b><u>Important Medical History and Allergies/Special Health Considerations</u></b> |         |                   |
|                                                                                     |         |                   |

*Local telephone and cell-phone circuits will be busy during an emergency and calls could be delayed within the affected area, especially during a disaster such as an earthquake. However, you still might be able to call a location outside the immediate area of the emergency or use text messaging to out of state locations.*

***This is a voluntary page and not a mandatory page to be completed***

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BOARD OF FIRE COMMISSIONERS

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FIRE DEPARTMENT

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FIRE CHIEF

\_\_\_\_\_  
200 NORTH MAIN STREET  
16<sup>TH</sup> FLOOR – ROOM 1820  
LOS ANGELES, CA 90012  
MAIN: (213) 978-3800  
FAX: (213) 978-3815  
<http://www.lafd.org>

## **FIRE DRILLS ARE REQUIRED BY THE LOS ANGELES FIRE CODE**

### **Section 57.405.1 Fire Drills:**

A minimum of one fire drill annually on individual floors is mandatory.

Documentation of all fire drills on Fire Department approved forms shall be maintained by the Fire Safety Director. Fire drills may be scheduled in advance, with a notice posted to all tenants. All building occupants are required to participate in the fire drills. Buildings that have stair shaft doors locked in security reasons shall include in the evacuation plan provisions that will allow safe horizontal egress from the stair shaft during a drill or emergency evacuation.

Upon notification of fire, implementation of any fire drill, upon activation of the fire alarm, or upon the orders of the fire authority having jurisdiction, buildings, or structures within the scope of these regulations shall be immediately evacuated or occupants shall be relocated in accordance with established plans.

**All building occupants are required to participate in the fire drills.**

### **Ordinance No. 180648, effective 6/1/2009**

Any violation of this section may result in a criminal misdemeanor filing and shall be punishable by at least a mandatory minimum fine of \$100.00, up to and not exceeding \$1,000.00 or by imprisonment in the County Jail for a period of not more than six (6) months, or by both such fine and imprisonment.

**BY ORDER OF THE LOS ANGELES FIRE DEPARTMENT**

# FIRE DRILL TIPS

- Immediately heed to the alarm and strobe lights on your floor
- We have **2 mins** to evacuate the floor.
- Enter stairwell closest to you - **NO talking when in the stairwells.**
- **DO NOT** take food or drinks into the stairwell - this is to avoid burns or slip and fall injuries.
- No cell phone use - **NO talking, texting, and social media use**
- Please wear comfortable shoes - **Remove high heels before entering the stairwell.**
- You will proceed 5 floors down; look for the matching symbol from your floor.  
**(Please remember this building does not have a 13th floor)**
- **DO NOT** take any large bags or suitcases in the stairwells.
- All Response Team Members **DO NOT** leave the floor until instructed by Floor Warden and/or Assistant Floor Warden
- All Response Team Members, please wear your hard hat and vest on the day of the drill.

## WHAT YOU NEED TO KNOW

- Hold on to the continuous (inside) handrail while descending the stairs.
- Brookfield will be watching and grading our performance.
- Today we become one mind with one purpose! Practicing today will save lives in the event of a real emergency.

## TIPS FOR A SAFE AND SUCCESSFUL FIRE DRILL

**REMAIN QUIET AND LISTEN CAREFULLY;** announcements are given over the Public Address System (PA), or by your Emergency Response Team members. Instructions may be given while the evacuation is in progress (for example, while people are going down the stairs)

Be considerate of others. Allow room for those evacuating the floors below us to safely enter the stairwell. Help those moving slowly or need some type of assistance.

**(Remember there are people in front of you and behind you also evacuating)**

**DO NOT USE YOUR CELL PHONE OR LAPTOP DURING A DRILL OR EVACUATION UNTIL YOU  
ARE IN A SAFE PLACE**



# STAIRWELL SIGNAGE

|                                                                                                                                                                     |    |                                                                                   |    |                                                                                                                                                                     |        |                                                                                     |    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|-----------------------------------------------------------------------------------|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------------------------------------------------------------------------------------|----|
|                                                                                    | 1  |  | 15 |                                                                                    | 28     |  | 41 |
|   | 2  |  | 16 |   | **29** |  | 42 |
|   | 3  |  | 17 |                                                                                    | 30     |  | 43 |
|   | 4  |  | 18 |                                                                                    | 31     |  | 44 |
|   | 5  |  | 19 |                                                                                    | 32     |  | 45 |
|   | 6  |  | 20 |                                                                                    | 33     |  | 46 |
|   | 7  |  | 21 |                                                                                    | 34     |  | 47 |
|   | 8  |  | 22 |                                                                                    | 35     |  | 48 |
|                                                                                    | 9  |  | 23 |                                                                                    | 36     |  | 49 |
|                                                                                    | 10 |  | 24 |                                                                                    | 37     |  | 50 |
|                                                                                    | 11 |  | 25 |                                                                                    | 38     |  | 51 |
|                                                                                    | 12 |  | 26 |                                                                                    | 39     |  | 52 |
|                                                                                    | 14 |  | 27 |                                                                                    | 40     |                                                                                     |    |



**RED SQUARE**



**GREEN TRIANGLE**



**BLUE CIRCLE**



**PURPLE RECTANGLE**



**ORANGE OCTAGON**



**YELLOW DIAMOND**



**GOLD STAR**

These primary geometric patterns represent the five (5) relocation floors. Each pattern is repeated every fifth landing in the stairwell. For instance, people leaving the 24<sup>th</sup> floor see a large Yellow Diamond  on the far wall of the stairwell as they evacuate the floor. They proceed down five (5) floors until they again see the Yellow Diamond  on the wall. They have effectively relocated to the 19<sup>th</sup> floor, without doing the math in a stressful situation.

Floor 2 through 8 have dual geometric patterns. This is to accommodate persons coming down from upper floors, and to indicated to tenants on floors 2 through 8, that they evacuate the building at ground level and proceed to a pre-designated refuge area at Pershing Square.

*\* No 13<sup>th</sup> Floor*

*\*\* Floor 29 has dual Geometric patterns.*

*This is to accommodate persons coming down from floors 34 & 35. due to no access on floor 30.*

**Floors Highlighted in Yellow have intercoms in the stairwell.**

# THE GAS COMPANY TOWER BUILDING

## EMERGENCY TELEPHONE NUMBERS

---

|                 |                     |
|-----------------|---------------------|
| FIRE DEPARTMENT | 911 / *800-688-8000 |
|-----------------|---------------------|

---

|                     |                     |
|---------------------|---------------------|
| PARAMEDIC AMBULANCE | 911 / *800-688-8000 |
|---------------------|---------------------|

---

|                   |                     |
|-------------------|---------------------|
| POLICE DEPARTMENT | 911 / *213-928-8223 |
|-------------------|---------------------|

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**\*THESE NUMBERS SHOULD ONLY BE USED IF A PROBLEM OCCURS  
WITH THE 911 SYSTEM**

---

|                                 |              |
|---------------------------------|--------------|
| FIRE DEPARTMENT - NON-EMERGENCY | 213-485-6185 |
|---------------------------------|--------------|

---

|                                   |              |
|-----------------------------------|--------------|
| POLICE DEPARTMENT - NON-EMERGENCY | 213-626-5273 |
|-----------------------------------|--------------|

---

|                                 |              |
|---------------------------------|--------------|
| 17 <sup>TH</sup> FLOOR SECURITY | 213-244-5500 |
|---------------------------------|--------------|

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### **BUILDING OWNER**

|                              |                   |              |
|------------------------------|-------------------|--------------|
| Brookfield Office Properties | 555 W. Fifth, LLC | 213-622-8700 |
|------------------------------|-------------------|--------------|

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### **SECURITY DIRECTOR**

|             |              |
|-------------|--------------|
| Fire Safety | 213-622-8700 |
|-------------|--------------|

|                  |              |
|------------------|--------------|
| Assistant Safety | 213-622-8700 |
|------------------|--------------|

---

### **BUILDING MANAGEMENT**

|                 |              |
|-----------------|--------------|
| General Manager | 213-622-8700 |
|-----------------|--------------|

|                  |              |
|------------------|--------------|
| Property Manager | 213-622-8700 |
|------------------|--------------|

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### **ENGINEERING**

|                |              |
|----------------|--------------|
| Chief Engineer | 213-622-8700 |
|----------------|--------------|

|                           |              |
|---------------------------|--------------|
| Assistance Chief Engineer | 213-622-8700 |
|---------------------------|--------------|

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### **SECURITY**

|                |              |
|----------------|--------------|
| Command Center | 213-613-4435 |
|----------------|--------------|

---

|                                   |              |
|-----------------------------------|--------------|
| 24 HOURS MONITORED EMERGENCY LINE | 213-622-8700 |
|-----------------------------------|--------------|

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***KEEP THESE TELEPHONE NUMBERS  
ACCESSIBLE AT ALL TIMES***

# LOS ANGELES EMERGENCY FACILITY

## CONTACT INFORMATION

|                                                                |                             |              |
|----------------------------------------------------------------|-----------------------------|--------------|
| <b>Good Samaritan Hospital</b>                                 | 1225 Wilshire Blvd          | 213-977-2121 |
| <b>Dignity Health –<br/>California Hospital Medical Center</b> | 1401 S. Grand Ave           | 213-748-2411 |
| <b>St. Vincent’s Hospital –<br/>The Heart Institute</b>        | 2131 W. 3 <sup>rd</sup> St  | 213-484-7111 |
| <b>Keck Hospital of USC</b>                                    | 1450 San Pablo St.          | 800-872-2273 |
| <b>General Hospital</b>                                        | 1200 N. State St.           | 323-226-2622 |
| <b>Southern California<br/>Hospital at Hollywood</b>           | 6245 De Longpre Ave         | 323-462-2271 |
| <b>Kaiser Permanente Los Angeles</b>                           | 4867 W. Sunset Blvd         | 323-783-4011 |
| <b>Adventist Health White Memorial</b>                         | 1720 E. Cesar E. Chavez Ave | 323-268-500  |
| <b>Cedars – Sinai Medical Center</b>                           | 8700 Beverly Blvd           | 800-233-2271 |

## EMERGENCY AGENCY

## TELEPHONE NUMBERS

|                                              |              |
|----------------------------------------------|--------------|
| <b>Department of Water &amp; Power</b>       | 213-367-4211 |
| <b>Poison Control Center</b>                 | 800-876-4766 |
| <b>National Response Center Toxic Spills</b> | 800-424-8802 |

# GOLDEN RULES FOR A FULL BUILDING EVACUATION

- Immediately heed to the alarm and strobe lights on your floor.
- We have **2 mins** to evacuate the floor.
- Enter stairwell closest to you - **No talking when in the Stairwells.**
- Do not take food or drinks into the stairwell. - this is to avoid burns or slip and fall injuries.
- No cell phone use (**NO talking, texting, and social media use**)
- Please wear comfortable shoes  
(**Remove high heels before entering the stairwell**)
- Be prepared to give your name for the roll call after relocation. Stay in the relocation area until you are instructed to leave by the Floor Warden and/or Assistant Floor Warden. You will need to sign in and be accounted for – Stay with assigned Floor.
- Do not take any Large Bags or Suitcases in the Stairwells.
- **All Response Team Members Do Not Leave the floor until instructed by Floor Warden and/or Assistant Floor Warden** to leave for Pershing Square.
- All Response Team Members, please wear your Hard Hat and Vest on the day of the drill and any actual emergency.

If you are physically/or medically unable to participate, please let the **Floor Warden and/or Assistant Floor Warden** know right away so that they can provide you with instructions on how to register with the Los Angeles Fire Department (LAFD) Notification website and assign a Response Team Member to assist you in the event of an actual emergency and for the purpose of the drill.

**Side Note: The Fire Department will be here walking the floor to see that you are Complying with the Fires Safety Policies and Procedures.**

**DO NOT USE YOUR CELL PHONE OR LAPTOP DURING AN EVACUATION UNTIL YOU ARE IN A SAFE PLACE**



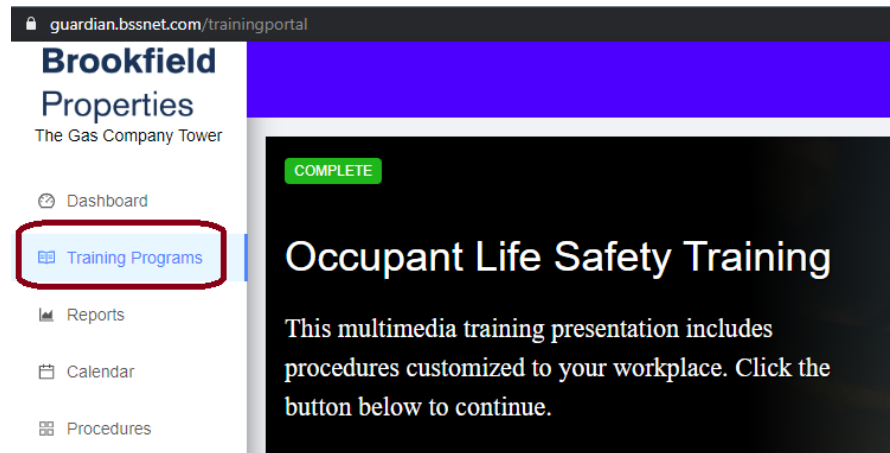
# EVACUATION SITE

## PERSHING SQUARE

- Our evacuation site is the far corner of Pershing Square
- Employees should not stop moving until they have reached the far side of the park, to prevent a pile-up at the near side of the park.
- Once they have evacuated employees should look for the blue and white sign with their floor number and check in with that response team member.
- Even if you are on a different floor at the time of evacuation, you should still check in with your own floor, as that is the roster on which you will be listed.



# BSS GUARDIAN TRAINING & INFORMATION



**ALL TRAINING LISTED BELOW MUST BE COMPLETED WITHIN THE FIRST 10 WORKING DAYS FROM DATE OF HIRE FOR REGULAR/CONTRACT EMPLOYEES**

**ALL EMPLOYEES MUST READ THE SOCALGAS IIPP DOCUMENT**

**<http://safety.sempra.com/IIPPLanding.cfm> (SoCalGas IIPP Document)**

**COMPLETE THE 5300 FORM AND GIVE TO YOUR DIRECTOR OR HIRING SUPERVISOR**

**New regular employees should go to the training section on MyInfo.**

- Select the training **GCT Emergency Action and Fire Prevention Plan (EAP)**
- Log in to BSS Guardian <https://guardian.bssnet.com/> using your work email and password.
- Complete the **Occupant Life Safety Training** quiz.
- Go back to the training section on MyInfo and complete training **GCT Emergency Action and Fire Prevention Plan (EAP)** to verify completion and receive certificate.

**New contract employees**

- Log in to BSS Guardian <https://guardian.bssnet.com/> using your work email and password.
- Complete the **Occupant Life Safety Training** quiz.

# SAFETY QUIZ FOR FLOOR WALKS

- 1 What does IIPP mean?

---

- 2 Does your floor have an Emergency Response Team (ERT)

---

- 3 How can ERT team members be identified?

---

- 4 Does your floor have trained employees that know CPR & First Aid?

---

- 5 How can 1st aid and CPR employees be identified?

---

- 6 Who should you ask if you don't know what to do in case of a drill or emergency?

---

- 7 If you are unable to participate in a drill due to an illness or disability, who should you contact?

---

- 8 Where is the AED located?

---

- 9 Where is the First Aid Kit located?

---

- 10 What do you do in case of an earthquake?

---

- 11 If there was an earthquake, should you leave the building?

---

- 12 What is the emergency plan for your floor?

---

- 13 Should food & drinks be taken into the stairwell?

---

- 14 What is the symbol system and what is your floor stairway symbol?

---

- 15 What type of shoes should you have in case of an emergency?

---

- 16 When going down the stairs, should you be holding on to the handrail and if so, which handrail should you be holding on to?

---

- 17 In case of a complete evacuation where do you go?

---

- 18 How many fire extinguishers are there on the floor?

---

- 19 Where are the fire extinguishers located?

---

- 20 Whose telephone number should be listed on the Emergency Reporting instruction red wallet card?

---

- 21 Should you take the elevators to evacuate the floor?

---

- 22 How long do we have to clear the floor in the event of an emergency?

---

# EMERGENCY RESPONSE TEAM DUTIES

## **FLOOR WARDEN AND ALTERNATE**

- Lead position in the emergency team to ensure a safe and complete evacuations of occupants during a drill, fire, or other emergency.
- Oversees emergency instructions.
- Ensures that all Floor Response Team are full at all time.
- Conducts annual review meeting with Floor Response Team members.
- Must be Floor Warden Certified annually.

## **STAIRWELL MONITORS AND ALTERNATES**

- Reports immediately to the Stairwell door when fire alarm occurs.
- Instruct employees to exit safely and quickly down the stairwell in a single file line along the center handrail while merging with others that are evacuating.
- Appoints a group leader to take head count of employee entering stairwell and again upon exiting at the relocation area.
- Awaits further instructions via PA system or from Floor Warden
- Assists in the safe evacuation of the floor.
- Reminds evacuees of the "Rule of 5" (go down five floors)
  - Lines up employees single file adjacent to stairwell door once they reached their evacuation floor.
- Securely closes doors when floor is clear.

## **ELEVATOR MONITORS AND ALTERNATES**

- Immediately goes to elevator lobby during emergency.
- Prevents occupants from using elevators.
- Directs occupants to nearest safe stairwell.
- Remains in the elevator lobby throughout the duration of all fire drill (a monitor from Brookfield Properties will be present during this time)

## **SEARCH MONITORS AND ALTERNATES**

- Conducts systematic and thorough searches of all floor areas (this includes restrooms, offices, conference and break rooms, mail, storage and other closed areas)
- Uses "post it" notes on doors to indicate area has been searched.
- Closes door after each room has been searched and cleared.
- After entire floor has been searched and cleared, places "post it's" on both north and south elevator lobby doors.

## **ATTENDANCE MONITOR AND ALTERNATES**

- Have a pre-printed list of employees on the floor.
- Account for employees at relocation site
  - 5 floors
  - Safe Refuge

## **SIGN MONITOR AND ALTERNATES**

- Hold the sign, be the sign!
- Show where to line up at safe refuge.

## **SPECIAL ASSISTANT MONITORS AND ALTERNATES**

- Assists physically challenged person (s) during building evacuation.
- A minimum of two monitors per challenged individual may be required.
- Monitors and Alternates are assigned as appropriate.

# EMERGENCY RESPONSE TEAM IDENTIFICATION

Each Floor Response Team Member is identified visually by a Yellow Flag at the corner of their desk.



Each Floor Response Team Member designated as First Aid and CPR trained by a Red Flag at the corner of their desk.



Each Floor Response Team Member should always have a white hard hat and a red safety vest readily accessible at their desk. They serve to protect and identify Response Team members in the event of an emergency.



# SPECIAL ASSISTANCE REGISTRATION



- A minimum of two monitors per challenged individual may be required.
- Monitors and Alternates are assigned as appropriate.
- Employees who may require assistant in an evacuation should be **registered on the BSS Guardian**
  - You will have them log in to **BSS Guardian** <https://guardian.bssnet.com/> using their work email and password.
  - They will complete the “Request Evacuation Assistance Form” under the Evacuation Assistance tab.

A screenshot of the Brookfield Properties website's Evacuation Assistance form. The browser address bar shows "guardian.bssnet.com/assistance". The left sidebar has a menu with items: Dashboard, Training Programs, Reports, Calendar, Procedures, Evacuation Assistance (highlighted), Floor Warden, Resources, and Support. The main content area is titled "Evacuation Assistance" and contains a "Request Evacuation Assistance" form. The form includes a note: "If you have impaired mobility — temporary or permanent — you must self-register to request evacuation assistance." It has fields for "Type of assistance needed" (with a dropdown menu showing "I need help walking down the stai..."), "My Floor" (dropdown menu showing "Floor CC"), "My Suite" (dropdown menu showing "Suite 1700"), and "Needed Until" (radio buttons for "Permanent" and "Temporary", with "Permanent" selected). A disclaimer states: "\*This information will be sent to your Tenant and Building Administrators." At the bottom is a blue "Submit Request" button.

- When evacuating a physically challenged employee:
  - Wait near the stairwell door (without blocking traffic) while the floor’s unassisted employees are being cleared.
  - Next, enter the stairwell landing and wait inside the stairwell with the door closed.
  - Use the intercom to contact building security and let them know where you are. If the intercoms are not active, send one of your two monitors down the stairs to convey the information.

# BOMB THREAT CHECKLIST

Exact time of call: \_\_\_\_\_AM PM

Exact words of caller: \_\_\_\_\_

## QUESTIONS TO ASK

- 1 When is bomb going to explode? \_\_\_\_\_
- 2 Where is the bomb? \_\_\_\_\_
- 3 What does it look like? \_\_\_\_\_
- 4 What kind of bomb is it? \_\_\_\_\_
- 5 What will cause it to explode? \_\_\_\_\_
- 6 Did you place the bomb? \_\_\_\_\_
- 7 Why? \_\_\_\_\_
- 8 Where are you calling from? \_\_\_\_\_
- 9 What is your address? \_\_\_\_\_
- 10 What is your name? \_\_\_\_\_

## CALLER'S VOICE (Circle all that apply)

|           |         |         |         |          |
|-----------|---------|---------|---------|----------|
| Calm      | Slow    | Crying  | Slurred | Stutter  |
| Giggling  | Accent  | Angry   | Rapid   | Stressed |
| Disguised | Sincere | Squeaky | Normal  | Broken   |
| Nasal     | Lisp    | Excited | Deep    | Loud     |

- 1 If voice is familiar, whom did it sound like? \_\_\_\_\_
- 2 Were there any background noises? \_\_\_\_\_
- 3 Remarks? \_\_\_\_\_
- 4 Person receiving call: \_\_\_\_\_
- 5 Telephone number call received at: \_\_\_\_\_
- 6 Date: \_\_\_\_\_
- 7 Report calls immediately to: \_\_\_\_\_

# MEDICAL EMERGENCIES – STAFF

If there is a medical emergency in your office or observed by you; notify the Paramedics at **911**, and give the following information:

**Building Name:** THE GAS COMPANY TOWER

**Building Address** 555 West 5<sup>th</sup> Street

**Nearest Cross Street:** Grand Ave & Olive Street

**The nature of the emergency:**

**The victim's name and location:**

**Your call back number:**

**If you encounter a problem with the 911 system, contact the Los Angeles Fire Department at 213-485-6203**

## **NOTE: DO NOT HANG UP UNTIL THE OPERATOR INSTRUCTS YOU TO HANG UP**

Second, call the Brookfield Building Management Office at 213-622-8700, giving the following information:

- **Nature of the Medical Emergency**
  - **Exact location and name of the sick or injured person**
  - **Whether an ambulance or doctor has been notified**
  - **Your name and call back number.**
- 
- The sick or injured person may request that their own doctor be notified. If this is done, Building Management and Security must know so that they can give assistance to the doctor on arrival at the building.
  - Security will make ready for their entrance into the building. A Security Officer will standby direct the Paramedics into the building and to an awaiting elevator that will have been called down for this very purpose.
  - It will be necessary to assign someone to be standing by the elevator on the floor where the sick or injured person is located to guide doctors or the paramedics to the sick or injured person.
  - If the sick or injured person is to be transported to a hospital, it is important to try and send a friend or fellow employee along to comfort the person and to help him/her at the hospital until a relative arrives.

At the conclusion of the Medical Emergency, the Tenant may prepare a brief written report of the efforts and actions in response to the emergency, including any special problems or incidents that were encountered. This can then be submitted to the Building Management Office for future reference.

# NURSE (OHN) INFORMATION



## OHN SERVICES INCLUDE:

- **Care** – Treatment, follow up, referrals, and first aid for work-related and non-work-related injuries and illnesses.
- **Advocacy** – Liaisons for health services, rehabilitation, return-to-work and medical care issues.
- **Safety** – Detecting worker and workplace hazards.
- **Education** – On employee health and wellness issues, encouraging workers to take responsibility for their own health.
- **Telemedicine** – The practice of healthcare diagnosis and consultation using telecommunications technology.
- **The Telemedicine Experience** - Provides quicker, real-time, on-demand, face-to-face first aid and healthcare. It supports on-site First Aid, injury care & injury management.
- **Benefits of Telemedicine services and technology:**
  - Will facilitate and expand access to additional medical expertise through the OHN.
  - Provide for convenient access to consultations and decision-making support system.
  - Will assist in providing quality first aid care and the best treatment plan to the injured worker.
- **The OHN Telemedicine Program will result in:**
  - Fast and convenient consultation and care.
  - Less travel and shorter wait times.
  - Continuity of care by the OHN as compared to an offsite clinic.
  - Remains with our support network – OHN.
  - Expands access to resources in providing care.
  - Timely communication to management.

**OHN Office Hours for all locations: Monday – Friday; 7am – 3:30pm**

**Email:** [ohnsupport@socalgas.com](mailto:ohnsupport@socalgas.com)

- **Anaheim Base:** 714-634-5035 (Office); 562-794-7694 (Mobile)
- **Chatsworth:** 818-701-3211 (Office); 562-235-4115 (Mobile)
- **Compton:** 310-687-2002 (Office); 562-243-2274 (Mobile)
- **Redlands:** 909-3365-7805 (Office); 951-941-5990 (Mobile)
- **San Dimas:** 909-394-3816 (Office); 562-257-2850 (Mobile)

Before and after office hours, contact CareOnSite at 562-437-0831. Additionally, should the company nurse be unavailable, or you need access to urgent care closer to your location, view the list of Urgent Care Clinics by city maintained by Employee Care Services.

# POWER FAILURE

The Gas Company Tower is equipped with two emergency generators that will power certain building systems during a power outage. These systems will be activated approximately within 10 seconds of the failure and will include:

- Exit signs and emergency egress illumination.
- Elevator lighting
- Fire alarm systems
- Fire detection systems
- Sprinkler alarm systems
- Electrically driven jockey pump
- Building communication systems (including telephones and radio communication systems)
- One elevator in each elevator bank
- Lighting supplying the elevator lobbies.
- Command Center
- Fire Control Room

**In the case of a power outage, the incident will be handled by the Brookfield Building Management Office, Engineering and assisted by Security.**

Engineers will be dispatched to investigate the cause of the problems and attempt to restore power. If the power failure is due to a loss of city power, Building Management personnel will maintain an open line of communication with the Department of Water and Power and will keep tenants advised via the public address system. **Tenant/occupants may be advised to open their shades and blinds to utilize the available light (if the incident occurs during normal working hours).** If it is of longer duration, however, it may be necessary that tenants leave the building. One of the available elevators, or the stairwells, may be used to facilitate the evacuation. If evacuation is deemed appropriate directions shall be given by the way of the Public Address System, telephone (if operative) or by staff message runners.

## IF YOU ARE TRAPPED IN AN ELEVATOR...

1. Don't panic.
2. Do not try to force open the elevator doors to use the service hatch.
3. Press the "Bell" button and explain the situation to Building Security. They will tell you what to do next and dispatch help.
4. The Fire Department may have to be contacted for assistance. It will be necessary to ascertain if any of the person trapped in the elevators are injured, if so, Security will give priority to those cars when manually, keying down one elevator at a time. If no one is injured, the elevators will be brought down one-by-one, commencing with those on the uppermost floors and systematically moving down until all elevators are brought down and locked off at the lobby.



# CIVIL DISTURBANCES

A Civil Disturbance is any gathering of persons intending to disrupt or impede the normal conduct of business. Such a gathering is not illegal unless it involves actual disruption of The Gas Company Tower.

The Brookfield Building Management will direct the handling of such an incident and will need to be notified as soon as possible **(213) 622-8700**.

The size and location of the group involved, the demeanor of the group and any unusual circumstances, such as hostile reactions, will determine the nature of the civil disturbance.

When the situation becomes evident, or upon advisement. Tenants are to be directed not to provoke or intimidate these individuals, stay away from lower-level windows and/or draw the shades. Avoid having to leave the building.

- Security methods may involve locking of the building entries and manually grounding of all elevators (until the situations is resolved).
- Parking facilities shall be given similar instructions and are to apply control of all vehicle movement.

## WHAT'S IN YOUR GALLEY?

### A ROSTER OF THE FLOOR'S RESPONSE TEAM

#### AN AED (DEFIBRILLATOR)

- Check monthly by the Floor Warden

#### A FIRST AID KIT

- Check monthly by the Floor Warden
- Can be opened by any employee at the time by cutting the zip-tie. (Zip-ties simply alert Floor Warden that the supplies were used)

#### DUFFEL BAGS OF EMERGENCY MEDICAL SUPPLIES

- Each medical kit is designed by accommodate 50 employees.

#### EMERGENCY FOOD + WATER SUPPLIES

- Galleys are stocked with enough emergency food and water to support the floor for 3 days.

#### DID YOU KNOW?

Any time the adhesive pads are used on an individual, even if a charge is not released, the device is considered to have been deployed, and it must be temporarily replaced for evaluation by our safety team. Please contact Andrew Delgado in Safety for assistance, either via e-mail [adelgado@socalgas.com](mailto:adelgado@socalgas.com) or at **909-702-4855**.



# HOME READINESS – FIRE PREVENTION

## EXTREME HEAT

- Extreme heat can occur quickly and without warning.
- Older adults, children and sick or overweight individuals are at greater risk from extreme heat.
- Humidity increases the feeling of heat as measured by a heat index.

## TRY TO KEEP YOUR HOME COOL:

- Do not rely on a fan as your primary cooling device.
- Cover windows with drapes or shades.
- Weather-strip doors and windows.
- Use window reflectors such as aluminum foil-covered cardboard to reflect heat back outside.
- Add insulation to keep the heat out.
- Use a powered attic ventilator, or attic fan, to regulate the heat level of a building's attic by clearing hot air.
- Install window air conditioners and insulate around them.
- Learn to recognize the signs of heat illness. For more information visit:  
[www.cdc.gov/disasters/extremeheat/warning.html](http://www.cdc.gov/disasters/extremeheat/warning.html)

## CREATE AND PRACTICE A FIRE ESCAPE PLAN:

- Find two ways to get out of each room in the event the primary way is blocked by fire or smoke.
- Make sure that windows are not stuck, screens can be taken out quickly and that security bars can be properly opened.
- Practice feeling your way out of the house in the dark or with your eyes closed.
- Teach children not to hide from firefighters.

## SMOKE ALARMS:

- Replace batteries twice a year unless you are using 10-year lithium batteries.
- Install smoke alarms on every level of your home, including the basement.
- Replace the entire smoke alarm unit every 10 years or according to manufacturer's instructions.
- Never disable a smoke alarm while cooking – it can be a deadly mistake.

## SMOKE ALARM SAFETY FOR PEOPLE WITH ACCESS OR FUNCTIONAL NEEDS:

- Audible alarms for visually impaired people should pause with a small window of silence between each successive cycle so that they can listen to the instructions or voices of others.
- Smoke alarms with a vibrating pad or flashing light are available for the hearing impaired. Contact your local fire department for information about obtaining a flashing or vibrating smoke alarm.
- Smoke alarms with a strobe light outside the home to catch the attention of neighbors and emergency call systems for summoning help are also available.

# HOME READINESS – BUILD A KIT

After an emergency, you may need to survive on your own for several days.

A basic emergency supply kit could include the following recommended items:

- Water (one gallon per person per day for several days, for drinking and sanitation)
- Food (at least a seven-day supply of non-perishable food)
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert
- Flashlight
- First aid kit
- Extra batteries
- Whistle (to signal for help)
- Dust mask (to help filter contaminated air)
- Plastic sheeting and duct tape (to shelter in place)
- Moist towelettes, garbage bags and plastic ties (for personal sanitation)
- Wrench or pliers (to turn off utilities)
- Manual can opener (for food)
- Local maps
- Cell phone with chargers and a backup battery

Consider adding the following items to your emergency supply kit based on your individual needs:

- Masks (for everyone ages 2 and above), soap, hand sanitizer, disinfecting wipes to disinfect surfaces.
- [Prescription medications](#).
- Non-prescription medications such as pain relievers, anti-diarrhea medication, antacids, or laxatives.
- Prescription eyeglasses and contact lens solution.
- Infant formula, bottles, diapers, wipes, and diaper rash cream.
- Pet food and extra water for your pet.
- Cash or traveler's checks.
- Important family documents such as copies of insurance policies, identification and bank account records saved electronically or in a waterproof, portable container.
- Sleeping bag or warm blanket for each person.
- Complete change of clothing appropriate for your climate and sturdy shoes.
- Fire extinguisher.
- Matches in a waterproof container.
- Feminine supplies and personal hygiene items.
- Mess kits, paper cups, plates, paper towels and plastic utensils.
- Paper and pencil.
- Books, games, puzzles, or other activities for children.
- 

**For more information on how to build your kit you can go to the [Red Cross web site](https://www.redcross.org).  
([redcross.org](https://www.redcross.org))**

# HOME READINESS PLAN

## "Don't Delay, Prepare Today!"

A disaster may strike when you are at home, at work, or on the road.

Make a plan today. Your family may not be together if a disaster strikes, so it is important to know which types of disasters could affect your area. Know how you will contact one another and reconnect if separated. Establish a family meeting place that is familiar and easy to find.

### **Step 1: Put a plan together by discussing the questions below with your family, friends, or household to start your emergency plan.**

1. How will I receive [emergency alerts and warnings](#)?
2. What is my [shelter](#) plan?
3. What is my [evacuation](#) route?
4. What is my [family/household communication plan](#)?
5. Do I need to update my [emergency preparedness kit](#)?
6. Check with the [Centers for Disease Control \(CDC\)](#) and update my emergency plans due to Coronavirus.
  - o Get masks (for everyone over 2 years old), disinfectants, and check my sheltering plan.

### **Step 2: Consider specific needs in your household.**

- Different ages of members within your household
- Responsibilities for assisting others.
- Locations frequented.
- Dietary needs
- Medical needs including prescriptions and equipment.
- Disabilities or access and functional needs including devices and equipment.
- Languages spoken.
- Cultural and religious considerations
- Pets or service animals
- Households with school-aged children

### **Step 3: Fill out a Family Emergency Plan**

- You can create this emergency plan utilizing online samples at [family/household communication plan](#) or create your own emergency plan to fits your home and your family.

### **Step 4: Practice your plan with your family/household**

# Work from Home Checklist

*These are a suggestion not a requirement, this is to help you and your families be prepared at home.*

| #  | GENERAL / FIRE / ELECTRICAL / WORKSTATION SAFETY                                                     | YES | NO |
|----|------------------------------------------------------------------------------------------------------|-----|----|
| 1  | Workspace is away from noise, distractions and is devoted to your work needs?                        |     |    |
| 2  | Workspace accommodates workstation, equipment, and related material?                                 |     |    |
| 3  | Floors are clear and free from hazards?                                                              |     |    |
| 4  | File drawers are not top-heavy and do not open into walkways?                                        |     |    |
| 5  | Phone lines and electrical cords are secured under a desk or along wall, and away from heat sources? |     |    |
| 6  | Temperature, ventilation, and lighting are adequate?                                                 |     |    |
| 7  | Carpets are well secured to the floor and free of frayed or worn seams?                              |     |    |
| 8  | There is a working smoke detector in the workspace area?                                             |     |    |
| 9  | A home multi-use fire extinguisher, which you know how to use, is readily available?                 |     |    |
| 10 | Walkway's aisles, and doorways are unobstructed?                                                     |     |    |
| 11 | Workspace is kept free of trash, clutter, and flammable liquids?                                     |     |    |
| 12 | All radiators and portable heaters are located away from flammable items?                            |     |    |
| 13 | You have an evacuation plan, so you know what to do in the event of an emergency?                    |     |    |
| 14 | Sufficient electrical outlets are accessible?                                                        |     |    |
| 15 | Computer equipment is connected to a surge protector?                                                |     |    |
| 16 | Electrical system is adequate for office equipment?                                                  |     |    |
| 17 | All electrical plugs, cords, outlets, and panels, are in good condition? No exposed/damaged wiring?  |     |    |
| 18 | Equipment is placed close to electrical outlets?                                                     |     |    |
| 19 | Extension cords and power strips are not daisy chained and no permanent extension cord is in use?    |     |    |
| 20 | Equipment is turned off when not in use?                                                             |     |    |
| 21 | Chair casters (wheels) are secure, and the rungs and legs of the chair are sturdy?                   |     |    |
| 22 | Chair is adjustable?                                                                                 |     |    |
| 23 | Your back is adequately supported by a backrest?                                                     |     |    |
| 24 | Your feet are on the floor or adequately supported by a footrest                                     |     |    |
| 25 | You have enough leg room at your desk?                                                               |     |    |
| 26 | There is sufficient light for reading/working?                                                       |     |    |
| 27 | The computer screen is free from noticeable glare?                                                   |     |    |
| 28 | The top of the screen is at level?                                                                   |     |    |
| 29 | There is space to rest the arms while not keying?                                                    |     |    |
| 30 | Have proper phone headset, wired or wireless?                                                        |     |    |
| 31 | Files and data are secure?                                                                           |     |    |
| 32 | Materials and equipment are in a secure place that can be protected from damage and misuse?          |     |    |
| 33 | You have an inventory of all equipment in the office including serial numbers?                       |     |    |

# HOW TO USE FIRE EXTINGUISHERS

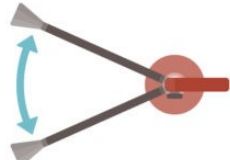
Basic operation involves choosing the correct extinguisher for the type of fire involved using it quickly (the entire quantity of extinguishing agent lasts only a few seconds).

Using the “**PASS**” method will help ensure proper use of a fire Extinguisher:

## How to Properly Use a Fire Extinguisher



While the specifics may vary depending on the model you own, most fire extinguishers operate the same basic way. Stand six to eight feet away from the fire and remember to **PASS**:

|                            |                                                                                     |                                                                                                                    |
|----------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| <b>P</b> <sub>ULL</sub>    |    | 1. Pull the pin at the top to break the tamper seal.                                                               |
| <b>A</b> <sub>IM</sub>     |   | 2. Aim the extinguisher low, pointing the nozzle at the base of the fire. Do not aim at the flames themselves.     |
| <b>S</b> <sub>QUEEZE</sub> |  | 3. Squeeze the handle to release the extinguishing agent.                                                          |
| <b>S</b> <sub>WEEP</sub>   |  | 4. Sweep the extinguisher from side to side, continuing to aim at the base of the fire until it appears to be out. |

Points to be aware of:

- **NEVER** place a **USED** fire extinguisher back in its cabinet. If a fire extinguisher is discharged, it should be replaced **immediately**.
- **ALWAYS** keep a safe distance between you and the fire and be sure you have a safe means of escape.

# ACTIVE SHOOTER EMERGENCY PREPAREDNESS

## ACTIVE SHOOTER RESPONSE

### 1. EVACUATE (RUN)

- Getting away is your top priority.
- Leave behind any heavy belongings.
- Help others if you can, but you must escape.
- Warn others to stay away from the area.

### 2. CONCEALMENT (HIDE)

- Stay out of the shooter's view.
- Silence your electronics
- Block entrances & turn off lights.
- Groups should spread out when hiding.
- Text to 911 and text message other to silently communicate.
- Stay in place until given the all-clear signal.

### 3. TAKE ACTION (FIGHT)

- Commit to your actions. FIGHT. Do not hesitate.
- Rally others & attack together
- Be prepared to inflict severe injury to shooter.
- Throw objects or improvise weapons.

CALL 911



## HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

**Tip: The very first officers on scene will not stop to help the injured. Their top priority is to end the incident as fast as possible. Rescue teams will move in after the first officers. They will treat and move the injured to safety.**

- Remain calm and follow instructions.
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers; always Keep hands visible.
- Avoid quick movements toward officers such as holding on to them for safety, avoid pointing, screaming, or yelling.
- **Do not stop to ask officers for help or directions when evacuating.**

## PROVIDE THE FOLLOWING TO LAW ENFORCEMENT OR 911 OPERATOR

- Location of the active shooter(s)
- Number of shooter(s)
- Physical description of shooter(s)
- Number and type of weapons held by shooter(s)
- Number of potential victims at the location
- Leave phone line open.

# TERRORISM PREPAREDNESS

**SEE SOMETHING, SAY SOMETHING!**

**REPORT A TIP, LEAD, OR THREAT DIRECTLY TO 911 AND  
BROOKFIELD SECURITY AT 213-622-8700**

Domestic and international terrorists can strike at any time. To combat the threat of terrorism, emergency services officials across all levels of government continue to work together to develop and implement effective strategies for preventing and responding to incidents.

**TIP: Preparing for terrorist attacks is the same as preparing for fires, earthquakes, and other emergencies.**



## TYPES OF TERRORISM



# EMERGENCY TIPS

## IF THERE IS AN EARTHQUAKE:

To allow for safe shelter in the event of an earthquake, each employee is required to have clearance under their desk equal to one work surface.



**DO NOT LEAVE THE BUILDING DURING OR AFTER THE EARTHQUAKE UNTIL NOTIFICATION FROM BROOKFIELD, FLOOR WARDEN OR ASSISTANT FLOOR WARDEN**

### Prepare



**Step 1: Secure your space** by identifying hazards and securing moveable items.



**Step 2: Plan to be safe** by creating your emergency plan and deciding how you will communicate.



**Step 3: Organize emergency supplies** in convenient locations.



**Step 4: Minimize financial hardship** by organizing important documents, strengthening your property, and considering insurance coverage.

### Survive



**Step 5: Drop, Cover, and Hold On** or other recommended actions (if you feel shaking or get an alert).



**Step 6: Improve safety** after earthquakes by evacuating if necessary, helping the injured, and preventing further injuries or damage.

### Recover

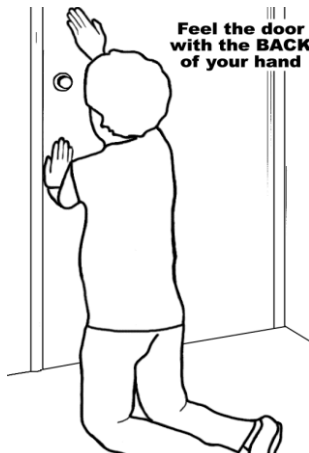


**Step 7: Reconnect and Restore** daily life by reuniting with others, repairing damage, and rebuilding community.

[Earthquake Country Alliance: Welcome to Earthquake Country!](http://earthquakecountry.org) - earthquakecountry.org

## BEFORE YOU OPEN A DOOR DURING A FIRE:

1. Look to see that there is no smoke issuing from the doorframe.
2. Feel using the back of your hand to make sure the door is not hot to the touch.
3. Never open a hot door

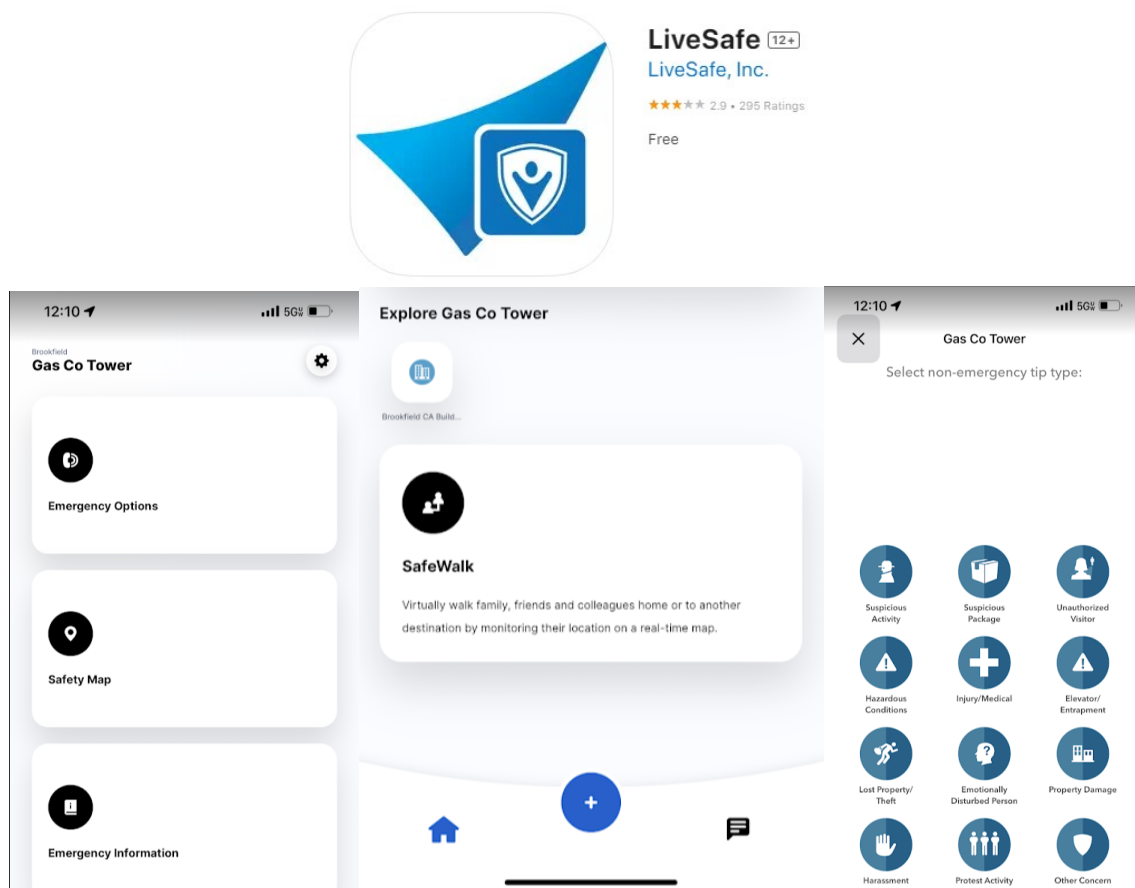


# LIVESAFE | BROOKFIELD MOBILE APP

LiveSafe enables direct and discreet two-way communication with your company or school safety officials using text, picture, video, and audio. It also lets you virtually walk your friends and family home with SafeWalk.

Plus, much more:

- Active location sharing during emergencies so you can get immediate help.
- Request a SafeRide (if offered by your community)
- Access to safety resources and phone numbers
- Safety map with local incident info and key safety locations to keep you “in the know.”





**If you have any questions or concerns, please feel free to contact either.**

**Floor Warden**

**Assistant Floor Warden**

**Immediate Supervisor**