

**Printing Industries Association, Inc.
of Southern California**

Emergency Procedures Manual

Revised June, 2016

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Printing Industries Association, Inc. of Southern California Insurance Services Emergency Procedures Manual is a written plan of guidelines and procedures to follow in the event of an emergency - fire, earthquake or other emergencies- unless otherwise directed by the emergency response group or first responders.

Although every emergency is different, the guidelines and procedures are intended to help ensure your safety as well as the safety of your co-workers.

Whenever dealing with any emergency, keep these three key things in mind:

1. Remain calm.
2. Be familiar with the emergency procedures and guidelines.
3. Know the location(s) of both fire exits.

See **Appendix A** for sign-in sheet for Emergency Training verification.

Emergency Contact Numbers

911 CONTACTS	PHONE NUMBER
Fire Department	911
Police Department	911
Ambulance	911
OCCUPATIONAL CLINIC	
Southern California Immediate Medical Center 6538 Telegraph Road Commerce, CA 90040	(323) 726-3212
BUILDING CONTACTS	
Security (Maderal)	(323) 204-6060
Abbey Co. (Chris Gunderson)	(562) 522-7054 #615
NON EMERGENCY CONTACTS	
Fire Department (non-emergency) 6031 Rickenbacker Rd. Commerce, CA 90040	(323) 721-4140
LA County Sheriff Dept. (non-emergency) 5019 E. 3 rd St. Los Angeles, CA 90022	(323) 264-4151
MANAGEMENT SERVICES	
Bob Lindgren	(818) 219-3855
Ara Izquierdo	(909) 215-8685
Socorro Garcia	(562) 881-7817
PIASC INSURANCE SERVICES/PIBT	
Pauline Ornelas	(562) 201-0809
Joanne Cadenas	(562) 556-4574
OTHER EMERGENCY NUMBERS	
Commerce – Emergency Preparedness Division	(323) 887-4460
Southern California Edison (downed wires)	911
Southern California Edison (power outage)	(800) 611-1911
SoCal Gas Company 9240 Firestone Blvd. Downey, CA 90241	(800) 427-2200 (562) 803-7500
Phone Company - Ignisis – Susan Vasquez Star to Star – Phone system	(800) 549-6626

Organization

Emergency Response Group

Definition:

- President/CEO, Executive VP/COO, VP Government Affairs and VP Benefit Trust

Role:

- Provides directives and instructions for the **Emergency Group Leaders** (or **Emergency Group Leader backups**) to carry out within their assigned **Emergency Group**.
- Alerts the emergency personnel and first responders of employee status.
- Gives staff permission to reenter the building and return to normal business activity.

Emergency Group Leader and **Emergency Group Leader (backup)**

Definition:

- Two staff members, designated by the Emergency Response Group will serve as the **Emergency Group Leader** and the **Emergency Group Leader (backup)** of a pre-assigned **Emergency Group**

Role:

- Assists in carrying out the emergency instructions and evacuation procedures as assigned by the **Emergency Response Group**.

Emergency Group

Definition:

- Each staff member is assigned to one (1) of six (6) groups based upon where each sits and works. (see pages 4-6 for **Emergency Group** assignment)

Role:

- Follow the emergency procedures as directed by the **Emergency Group Leader** (or **Emergency Group Leader (backup)**)

Emergency Group Leaders (backups) and Group Members

Emergency Group 1	Ext.	Role
Soccoro Garcia	229	Emergency Group Leader
Bob Lindgren	214	Emergency Group Leader (backup)
		Emergency Group Members
Verlita Haliti	221	
Dori Mondala	235	
Cheryl Chong	218	
Esther Arriola	Operator	
Brian Atkinson	(562) 506-1052	
Sandra Rodriguez	(310) 725-2810	
	Ext. 8956	
Dave McCormac	299	

Emergency Group 2	Ext.	Role
Kristy Villanueva	215	Emergency Group Leader
Ara Izquierdo	216	Emergency Group Leader (backup)
		Emergency Group Members
Emily Holguin	262	
Jairo Cuellar	202	
Diane Bejarano	207	
Lina Lindgren	213	
Maribel Campos	210	
Debbie Dowling	219	
Gerry Bonetto	248	

Emergency Group 3	Ext.	Role
Johnalyn De Tomas	243	Emergency Group Leader
Cristina Ontiveros	223	Emergency Group Leader (backup)
		Emergency Group Members
Pauline Ornelas	242	
Joanne Cadenas	256	
Anthony Alatorre	204	
Chris Reynoso	224	
Irv Selman	249	
Virginia Garcia	243	

Emergency Group Leaders (backups) and Group Members (cont).

Emergency Group 4	Ext.	Role
Frank Castro	253	Emergency Group Leader
Myrna A. Reyes	296	Emergency Group Leader (backup)
		Emergency Group Members
Olga Cuellar	251	
Sylvia Bodor	238	
Myrna Anloague Reyes	296	
Ladele Flores	269	
Ruth Quino	252	
Lupe Gomez	290	

Emergency Group 5	Ext.	Role
Anna Acuna	240	Emergency Group Leader
Martina Rodriguez	230	Emergency Group Leader (backup)
		Emergency Group Members
Sandra Bonilla	258	
Denise Holguin	239	
Sarai Robles	274	
Carlos San Miguel	226	
Lou Caron	274	
Sheldon Linker (when onsite)	256 or 295	

Emergency Group 6	Ext.	Role
Raymond Brandt	260	Emergency Group Leader
Lisa Gutierrez Virgen	246	Emergency Group Leader (backup)
		Emergency Group Members
Stephanie Hernandez	259	
Joanne Cadenas (works from two locations)	256 or 295	
Jessica Munguia	225	
Victor Hurtado	263	

Emergency Office Survival Kit

Each **Emergency Group** will be issued two (2) **Office Survival Kits** (See **Appendix B** for content of Emergency Kit).

The assigned **Emergency Group Leader** and the **Emergency Group Leader (backup)** will be the custodians of the Office Survival Kits. Each kit contains enough food, water and emergency supplies for five (5) people for three (3) days or 72 hours. Food and water have a five (5) year shelf-life. The Office Survival Kits are packaged in sturdy, airtight red pails.

In the event of an emergency, the **Emergency Group Leader** or the **Emergency Group Leader (backup)** is to open the Office Survival Kit.

Instruct each member of the group to quickly come together and listen to the instructions given

- If the directive by the **Emergency Response Group** is to evacuate the building; then the **Emergency Group Leader** or the **Emergency Group Leader (backup)** is to assemble the group and calmly guide/lead its group to the Fire Exit down the stairwell and out of the building to the Quadrangle area.

In the event that a staff member has not evacuated the premises – the **Emergency Group Leader** or the **Emergency Group Leader (backup)** must report this incident to a member of the **Emergency Response Group** or first responders as soon as possible.

- Please be aware that NO staff member is authorized or will be allowed to rescue any person(s) or item(s) from the evacuated building at any time. **ONLY designated and official emergency crew personnel will be allowed to return and enter the evacuation site.**

In the event of an evacuation, the Emergency Response Group will instruct the **Emergency Bells*** to be rung. Bells are located in the PIASC Insurance Services department, PIBT department, PIASC reception area and the PIASC Management Services department.



First Aid Kits

All First Aid Kits – are checked and stocked on a regular basis by the Zee Medical Service Company – 16631 Burke Lane – (714) 847-8852.



First Aid Kits are clearly marked and are located throughout the PIASC Management Services area, PIBT and PIASC Insurance Services.

There are a total of 6 (six) - First Aid Kits throughout the association –

- 1 - Kitchen (MAIN – First Aid Kit)
- 1 - Conference Room (#400)
- 4 – Smaller versions throughout the Management Services area –
 - Postage Room
 - Near the East Exit Door (closest to the East exit)
 - Main area of Management Services Department
 - Near the West Exit Door (closest West exit)
- 2 – Smaller versions in the PIBT & PIASC Insurance Services
 - PIBT (Near HVAC Unit)
 - PIASC Insurance Services (Mario Geraci's office)

Fire Extinguishers

PIASC Fire Extinguishers

All PIASC Fire Extinguishers are checked and serviced annually by Certified Fire Extinguisher Service, Inc., 8710 Norwalk Blvd., Whittier CA – (800) 640-4251.

PIASC Fire Extinguishers are clearly marked and located throughout the PIASC Management Services area, PIBT and PIASC Insurance Services.

There are a total of eight (8) PIASC Fire Extinguishers throughout the association.

- 7 ABC Class – Multipurpose dry chemical extinguisher.
- 1 Halon Class – Ideal for protecting sensitive electronics
(located in Server Room)

PIASC fire extinguishers are located in the following areas:

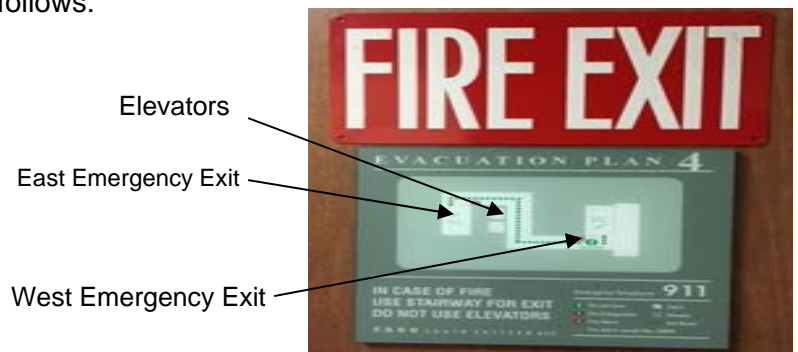
- 1 – Kitchen
- 1 - Conference Room (#400)
- 4 – Management Services Area
 - Postage Room
 - Near the East Exit Door (closest to the East exit)
 - Main area of Management Services Department
 - Near the West Exit Door (closest West exit)
- 2 – PIBT & PIASC Insurance Services
 - PIBT (Near HVAC Unit)
 - PIASC Insurance Services (Mario Geraci's office)
- 2 – Server Room
 - 1 – ABC Classified Extinguisher
 - 1 – Halogen Classified Extinguisher

Building - Fire Extinguishers

The building Fire Extinguishers are checked and serviced by the Abbey Management Company.

Building fire extinguishers are located as follows:

- 1 – Near the East Emergency Exit
- 1 – Near the West Emergency Exit



Location of Emergency Exits

Location of Emergency Exits

There are 2 (two) Emergency Exits in the 5800 South Eastern building – 1 (one) is located on the East side of the building – (the one facing Slauson) the other is located on the West side of the building – (the one facing Eastern).

EAST EMERGENCY EXIT

- Exit from office areas into hallway Lobby Area
- Go past the elevator cabs and turn left down the hallway
- Pass the Electrical Room
- Exit through the **EAST** Emergency Door

WEST EMERGENCY EXIT

- Exit from office areas into hallway Lobby Area
- Go past the elevator cabs and turn left down the hallway
- Pass the Kitchen
- Exit through the WEST Emergency Door



West Emergency Exit

Elevators

East Emergency Exit

In the event of an emergency evacuation – (such as - Fire, Earthquake)

- **DO NOT USE THE ELEVATORS**
- Exit – using one of the two designated Emergency Exits.

CPR and First Aid Certified Staff

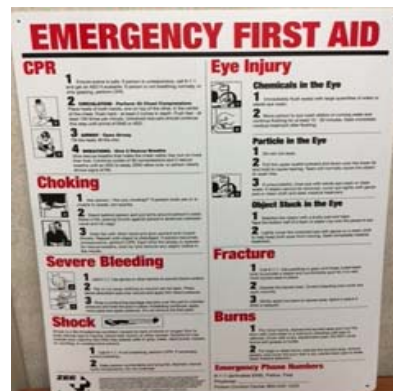
CPR and First Aid Classes will be offered to PIASC members and PIASC staff twice a year. The names listed below are PIASC's current CPR & First Aid certified employees:

- Emily Holguin – May 2015
- Maribel Campos – October 2014
- Jairo Cuellar – October 2014
- Rose Dorado – October 2014
- Myrna Q. Anloague – April 2014
- Lina Lindgren – April 2014

Emergency FIRST AID ABC's of

ABC's of Immediate First Aid Action posters are located:

- Kitchen
- Mailroom
- Conference Room
- Insurance Services



Contact Number for after hour and Non-Hazardous emergencies

In the event of a non-hazardous/non-toxic spill or flooding, in the bathrooms, or kitchen area, call and immediately notify:

Management Services:

- Bob Lindgren – (818) 219-3855 (mobile #)
- Ara Izquierdo – (909) 215-8685 (mobile #)
- Socorro Garcia – (562) 881-7817 (mobile #)

PIASC Insurance Services/PIBT:

- Pauline Ornelas - (562) 201-0809 (mobile #)
- Joanne Cadenas – (562) 556-4574 (mobile #)
- Raymond Brandt – (323) 369-5220 (mobile #)

Emergency Procedures (defined, pp 11-20)

Procedure for Floor or Building Evacuation – General

For floor or building evacuation:

- Remain calm
- **Emergency Response Group** will determine the emergency plan and give directives for the **Emergency Group Leader** or the **Emergency Group Leader (backup)** to follow.
- Follow the instructions of the **Emergency Group Leader** or **the Emergency Group Leader (backup)**.
- Put on Walking Shoes or Tennis Shoes.
- Proceed to the assigned Fire Exit unless that Fire Exit is unaccessbile or blocked - then proceed to the available Fire Exit.
- Once your group has entered into Fire Exit stairwell, remember to keep to the **RIGHT** so that emergency personnel (e.g. Fire Departmenht and Police) may go up the left side to respond to the emergency.
- Check doors on the way to the Fire Exit - **Emergency Group Leader** or the **Emergency Group Leader (backup)** will place a post-it note on door - signifying that a group has passed by the closed door and that no one has been left behind.
- Close all doors as you leave.
- Request help from emergency personnel for disabled employees, if needed.
- Do not return to the evacuated building until instructed to do so by the **Emergency Response Group**.

See **Appendix D** for PIASC (fourth floor) Site Map

See **Appendix E** for Emergency Evacuation Staging Area

Procedure for a Staff Member who is Injured on the Job – Major Injury

Cal/OSHA defines a major injury as any injury occurring in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation.

- Call **911**
- Page Certified First Aid Staff Member(s) (to help with keeping employee/member/guest calm & comfortable).
- Report incident to Ara Izquierdo, Executive VP/COO (await instructions).
- Report incident to PIASC Insurance Services VP or Operations Manager.
- Supervisor should get emergency contact information from Socorro Garcia.
- Supervisor should notify spouse/or family member of incident.
- Supervisor must complete all forms issued by the PIASC Insurance Services department.

Procedure for a Staff Member who is Injured on the Job – Minor Injury

Minor injuries are generally defined as minimal physical injuries such as paper cuts, scratches, and the like.

- Page Certified First Aid staff member (to help keep member calm & comfortable).
- Report incident to immediate supervisor.
- Report incident to Ara Izquierdo, Executive VP/COO (await instructions).
- Report incident to PIASC Insurance Services VP or Operations Manager.
- Complete all forms issued by the PIASC Insurance Services.
- If necessary accompany staff member to the Occupational Clinic listed below:

Southern California Immediate Medical Center
6538 Telegraph Road
Commerce, CA 90040
(323) 726-3212

Procedure in the Event that Someone becomes Trapped in the Elevator(s)

If you find **yourself** trapped in an elevator:

- Push the “**Door Open**” Button.
- Remain Calm.
- Press the Alarm or Help Button, and Use Any Available Communication Systems.
- Relax, sit down on the floor and **DO NOT** try to Extract Yourself form the Elevator – **Help is on its way.**
- **Call 911 immediately.**
- Report Incident to Ara Izquierdo, Executive Assistant/COO.

Elevator Safety Guidelines:

Though elevators are one of the safest forms of transportation below are some simple guidelines to follow and remember:

When waiting for elevators:

- Stand clear of the elevator doors and stand aside for exiting passengers.
- If the arriving car is full, wait for the next car.
- **DO NOT** attempt to stop closing doors.
- **In the event of a fire or other situation that could lead to a disruption in electrical services, TAKE THE STAIRS.**

When boarding elevators:

- Allow passengers exiting the elevator to clear before boarding.
- Watch your step.
- Stand clear of the doors – keep clothes and carry-ons away from the opening.
- Push and hold the **DOOR OPEN button** if doors need to be held open.
- **NEVER** stop a closing door, wait for the next car.

In the event of an elevator emergency:

- If the elevator should ever stop between floors, **DO NOT PANIC**, there is plenty of air in the elevator.
- **NEVER** climb out of a stalled elevator.
- Use the **ALARM** or **HELP** button, the telephone or the intercom to call for assistance.
- Above all, wait for qualified help to arrive and **NEVER** try to leave an elevator that has not stopped normally.
- Emergency lighting will come on in the event of a power failure.

Procedure In the event of a Fire:

In the event of a fire or if smoke is seen in the building and the building fire alarm is not sounding

- Manually activate the alarm by pulling a fire alarm pull station located near an exit.



- Immediately initiate the evacuation procedure and exit the building.
- Call 911.
- Isolate the area where the fire or smoke is coming from.
- Use stairs; **NEVER** take the elevator during a fire.
- **Always allow** the Exit door to close behind you – Never hold it open – as you do not want smoke or fire to travel into the stairwell.

If caught in smoke

- Drop to hands and knees and crawl toward the nearest exit.
- Stay low, smoke will rise to ceiling level first.
- Hold your breath as much as possible; breathe through your nose and use a filter such as a shirt, towel or handkerchief.

Clothing on Fire (Stop, Drop and Roll)

- Direct or assist a person to roll around on the floor to smother the flames.
- Obtain medical attention – Call 911.
- Report incident to supervisor.

Procedure in the event of an Earthquake

During an Earthquake

STAY WHERE YOU ARE UNTIL THE SHAKING STOPS!

- **DO NOT** run outside.
- **DO NOT** get in the doorway as this does not provide protection from falling or flying objects, and you may not be able to remain standing.
- **DROP DOWN** onto your hands and knees so the earthquake doesn't knock you down. Drop to the ground (before the earthquake drops you!).
- **COVER YOUR HEAD AND NECK** with your arms to protect yourself from falling debris.
 - If you are in danger from falling objects, and you can move safely, crawl for additional cover under a sturdy desk or table.
 - If there is low furniture or an interior wall or corner nearby, and the path is clear, these may also provide some additional cover.
 - Stay away from glass, windows, outside doors and walls and anything that could fall, such as light fixture or furniture.
- **HOLD ON** to any sturdy covering so you can move with it until the shaking stops. Stay where you are until the shaking stops.
- **IF YOU ARE IN A WHEELCHAIR LOCK YOUR WHEELS AND REMAIN SEATED** until the shaking stops. Protect your head and neck with your arms, or a pillow, a book, or whatever is available.

After an Earthquake:

When the shaking stops, look around, if possible call out to your group.

- If you are either the **Emergency Group Leader** or the **Emergency Group Leader (backup)** and are able to undertake the duties:
 - Assess the immediate situation and ask everyone in your group to respond to your roll call and note their condition. If possible have everyone in your group put on their waking shoes or tennis shoes.
 - If everyone is able and there is a clear path to safety, then begin the evacuation procedure and leave the building in a calm and orderly fashion towards the assigned meeting spot – Quadrangle area.

Procedure In the event a Bomb Threat Call

(See **Appendix C** for Detailed Bomb Threat Procedures)

- Remain calm. Keep the caller on the line for as long as possible **DO NOT HANG UP**, even if the caller does.
- Listen carefully. Be polite and show interest.
- Try to keep called talking to learn more information.
- **If possible, pull out notice – with I have a “Bomb Threat” caller on the line – Alerting Supervisor –to contact Federal Protective Service (FPS) 1-877-437-7411 or 911 with information and await instructions.**
- If your phone has a display, copy the number and/or letters on the window display.
- Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
- Immediately upon termination of the call, do not hang up but from a different phone, contact Federal Protective Service (FPS) 1-877-437-7411 or 911 with information and await instructions.

DO NOT

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

Procedure in the event of Workplace Violence

Cal/OSHA defines workplace violence as the threat of violence against workers. It can occur at or outside the workplace and can range from threats and verbal abuse to physical assaults and homicide) –

Please refer to PIASC Insurance Services, Inc. Employee Handbook – Workplace Security Policy.

“PIASC is committed to providing a workplace that is free from acts of violence or threats of violence. In keeping with this commitment, PIASC Insurance Services, Inc. has established a policy that provides “zero tolerance” for actual or threatened violence against co-workers, visitors, or any other persons who are either on our premises or have contact with employees in the course of their duties. Security and safety in the workplace is every employee’s responsibility. It is therefore essential that every employee understands the importance of workplace safety and security....”

Although there is no absolute guarantee that an employee will not become a target of workplace violence, there are a few steps that can help reduce the probabilities:

- **Learn to recognize**, avoid or diffuse potentially violent situations.
- Should an event or situation begin to escalate, **IMMEDIATELY** notify your Supervisor or the Executive VP/COO.
- **Alert** supervisor or Executive VP/COO about safety or security concerns and report all incidents immediately.
- **Know where Fire Exits are located** should there be a need to evacuate the building promptly.
- If the office finds itself indirectly involved in a Workplace Violence situation.
- Remain calm.
- Call 911.
- Close and Lock **ALL** Doors.
- Silence or shut-off your phones.
 - If you find yourself in the hallways get inside the office area immediately.
 - If you are in the restrooms lock yourself in a stall and stand on the toilet
 - If you are in the office areas – move away from all doors and seek a safe area to hide
- Follow the advice of local emergency crew or first responders.
- **Do not evacuate** the building unless you are instructed to by the emergency crew or first responders.
- **Do not enter** into any location(s) where you feel unsafe.

NOTE: If you have been given permission to work after hours by your immediate supervisor, or need to work after the close of business – check and see if anyone else is working in the office and develop a buddy system – which means you will leave the office together. If that is not possible – please notify your immediate supervisor and family when you are leaving the workplace.

Procedure in the event of an armed intruder, police action

- Remain calm.
- Call 911.
- Close and Lock **ALL** Doors.
- Silence or shut-off your phones.
 - If you find yourself in the hallways get inside the office area immediately.
 - If you are in the restrooms lock yourself in a stall and stand on the toilet
 - If you are in the office areas – move away from all doors and seek a safe area to hide.
- Follow the advice of local emergency crew or first responders.
- **Do not evacuate** the building unless you are instructed to by the emergency crew or first responders.

Procedure and workplace safety tips when working before or after hours

NOTE: - You **must first** have the permission of your supervisor to work before or after regular business hours. Regular business hours are from 8:30 am – to 5:00 pm (Monday – Thursday) and 8:30 am to 4:00 pm. (Friday).

Working Early

- If you are working early – make sure that your family is aware of your hours.
- To enter into the building just swipe the pre-authorized business card key.
- When the door opens – enter quickly and close the door behind you – make sure the door is shut.
- Proceed to the elevator and go to the 4th floor.
- Enter your office area.
- Keep doors shut and closed until regular business hours start.

If a person knocks on the locked doors while you are still in the lobby area - **DO NOT** open for any reason.

If they say they work in the building – **DO NOT** open the door – simply apologize and let them know that they can use the phone on the right side of the door to contact building management.

REMEMBER: ONLY authorized personnel can enter the building before and after hours.

Working Late

- Confirm with your supervisor that you will need to work after regular business hours.
 - Notify family member or friend that you are working late and the time you expect to leave.
 - While another co-worker is present – **check that all doors are locked** and that washrooms and storage rooms are empty.
 - When you are ready to leave call family member or friend and let them know you are leaving immediately.
 - If you suspect someone is in the hallways or washroom areas call (911).
 - When exiting the building be mindful of your surroundings.
 - If you suspect someone is lurking outside, call (911).
- If you are working with other co-workers after hours try and exit the building together at the end of the evening.

Appendix A

Emergency Evacuation Training - Sign-in Sheet - (*sample*)

At the completion of every Emergency Evacuation Training, staff will be asked to please print, sign and date the Sign-in Sheet - completed forms will be returned to Ara Izquierdo, Executive VP/COO to put in the PIASC Emergency Manual handbook...

Print Name	Sign	Date
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		

Appendix B

Content of Office Survival Kit – (two per group)

Water and Food

Food and Water with 5 Year Shelf-Life
(5) 2400 Calorie Food Bars
(30) Water Pouches 4.2 oz – (15.75 cups)
(50) Water Purification Tablets

Emergency Radio and Lighting

(1) 4 In 1 Dynamo Radio Flashlight

Lighting and Communication

(1) 4 in 1 Dynamo Radio Flashlight

Emergency Supplies

(5) Dust Masks
(1) Pair of Leather – Palm Work Gloves
(1) Safety Whistle with Lanyard
Container – Holds all supplies in airtight red pail

Warmth and Shelter

(5) Thermal Blankets
(1) 5'x7 Vinyl Tarp
(1) Duct Tape Roll – 10 yards

First Aid

Supplies for up to 10 people
(5) Tissue Packs (10 tissues)
(1) Pair Vinyl Gloves

Sanitation

(1) Toilet Chemical Pouches (non-formaldehyde)
(1) Pump LED Flashlight
(2) 12 Hour Light Sticks
(6) Sanitation/Toilet Bags
(1) Snap-on Toilet Seat and Lid

Also included in each Office Survival Kit is an Emergency Group Evacuation Pouch that contains the following items:

- The assigned **Emergency Group** number.
- Names of staff members assigned to that group.
- Location/Map of the East or West Emergency Fire Exit Stairwell.
- Location/Map of where each Emergency Group is to proceed after evacuating the building (Quadrangle Area - the grassy knoll located at the far South of the building).
- One Orange Emergency Evacuation vest that **may** be worn by the **Emergency Group Leader** or the **Emergency Group Leader (backup)** in the event of an emergency.
- Post-it notes to stick on any door the group passes by, so as to confirm that the room has been checked and no one is being left behind.
- Whistle should an emergency arise and **Emergency Group Leader** or the **Emergency Group Leader (backup)** needs to alert first responders.

In the event of an emergency, the **Emergency Group Leader** or the **Emergency Group Leader (backup)** is to open the Office Survival Kit.

- Instruct each member of the group to quickly come together and listen to the instructions.
- If the directive by the **Emergency Response Group** is to evacuate the building, then the **Emergency Group Leader** or the **Emergency Group Leader (backup)** is to assemble the group and calmly guide/lead its group to the Fire Exit, down the stairwell and out of the building to the Quadrangle area.

Appendix C

Bomb Threat Notice

I have a
BOMB THREAT CALLER
on the line
ALERT
Department Head
IMMEDIATELY

Bomb Threat Checklist:

Date

Time

Time caller
Hung Up

Phone Number Where
Call Received:

Ask Caller:

Where is the bomb located?
(Building, Floor, Room, etc.)

When will it go off?

What does it look like?

What kind of bomb is it?

What will make it explode?

Did you place the bomb? Yes No

Why?

What is your name?

Exact Words of Threat:

Information About Caller:

Where is the caller located? (Background and level of noise)

Estimated age:

Is voice familiar? If so, who does it sound like

Other points:

Information about caller

(circle all that apply)

Caller's Voice

Accent
Angry
Calm
Clearing Throat
Coughing
Cracking Voice
Crying
Deep
Deep Breathing
Disguised
Distinct
Excited
Female
Laughter
Lisp
Loud
Male
Nasal
Normal
Ragged
Rapid
Raspy
Slow

Background Sounds:

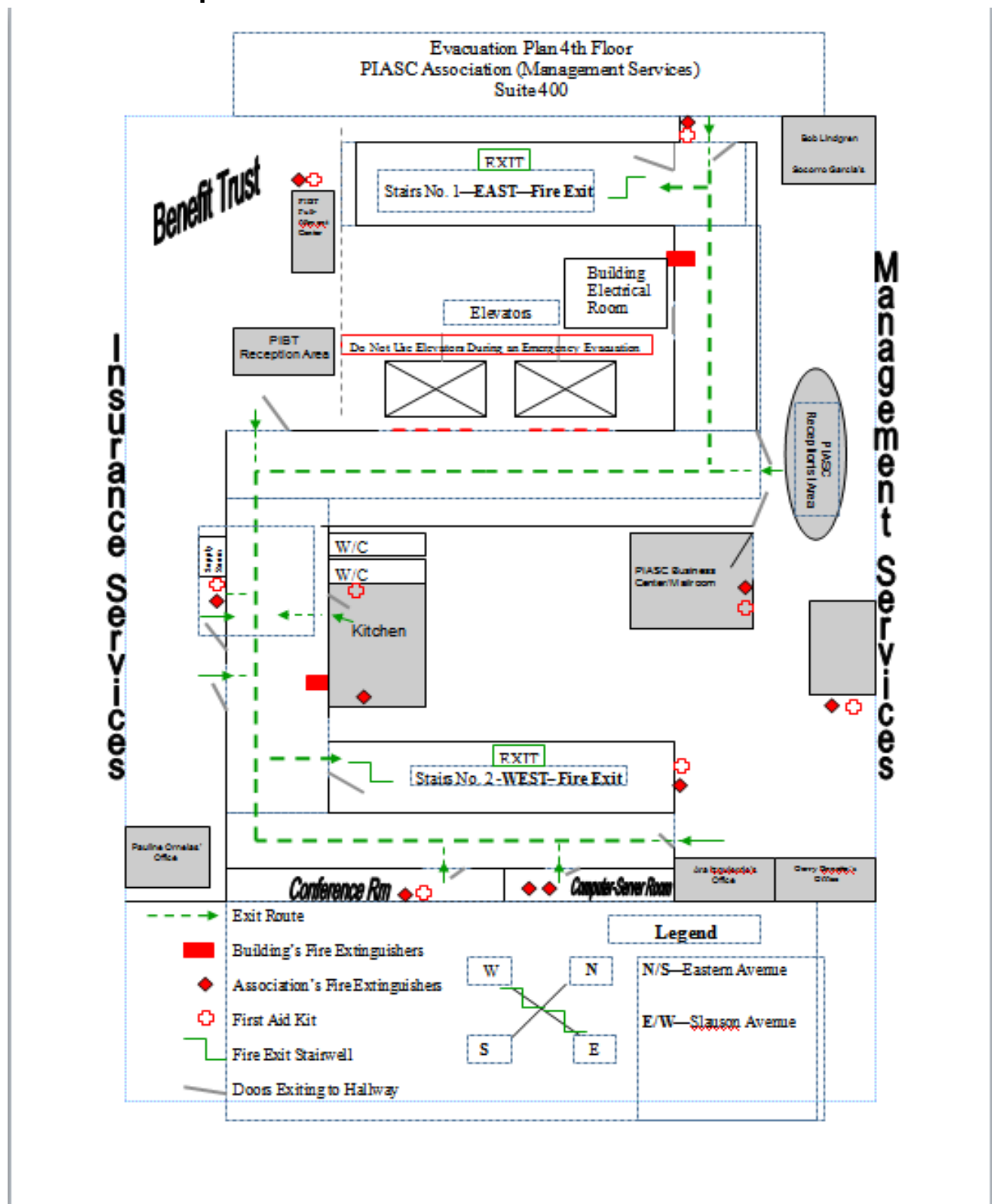
Animal Noises
House Noises
Kitchen Noises
Street Noises
Booth
PA System
Conversation
Music
Motor
Clear
Static
Office Machinery
Factory Machinery
Long Distance

Threat Language:

Incoherent
Message Read
Taped
Irrational
Profane
Well-Spoken

Appendix D

PIASC Site Map

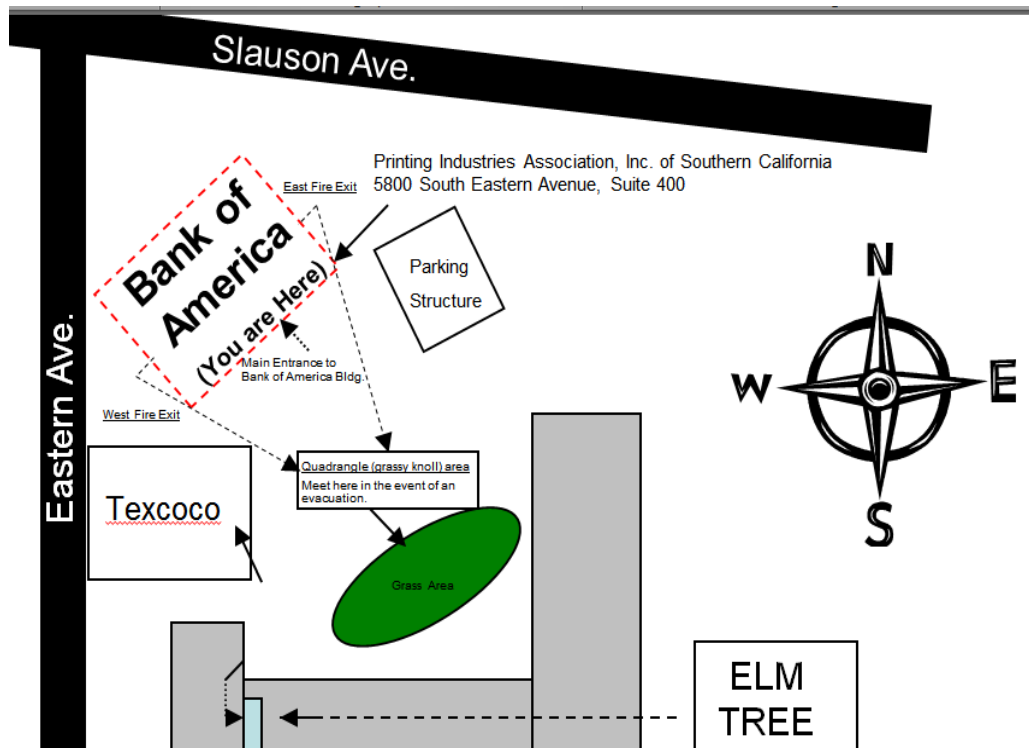


Appendix E

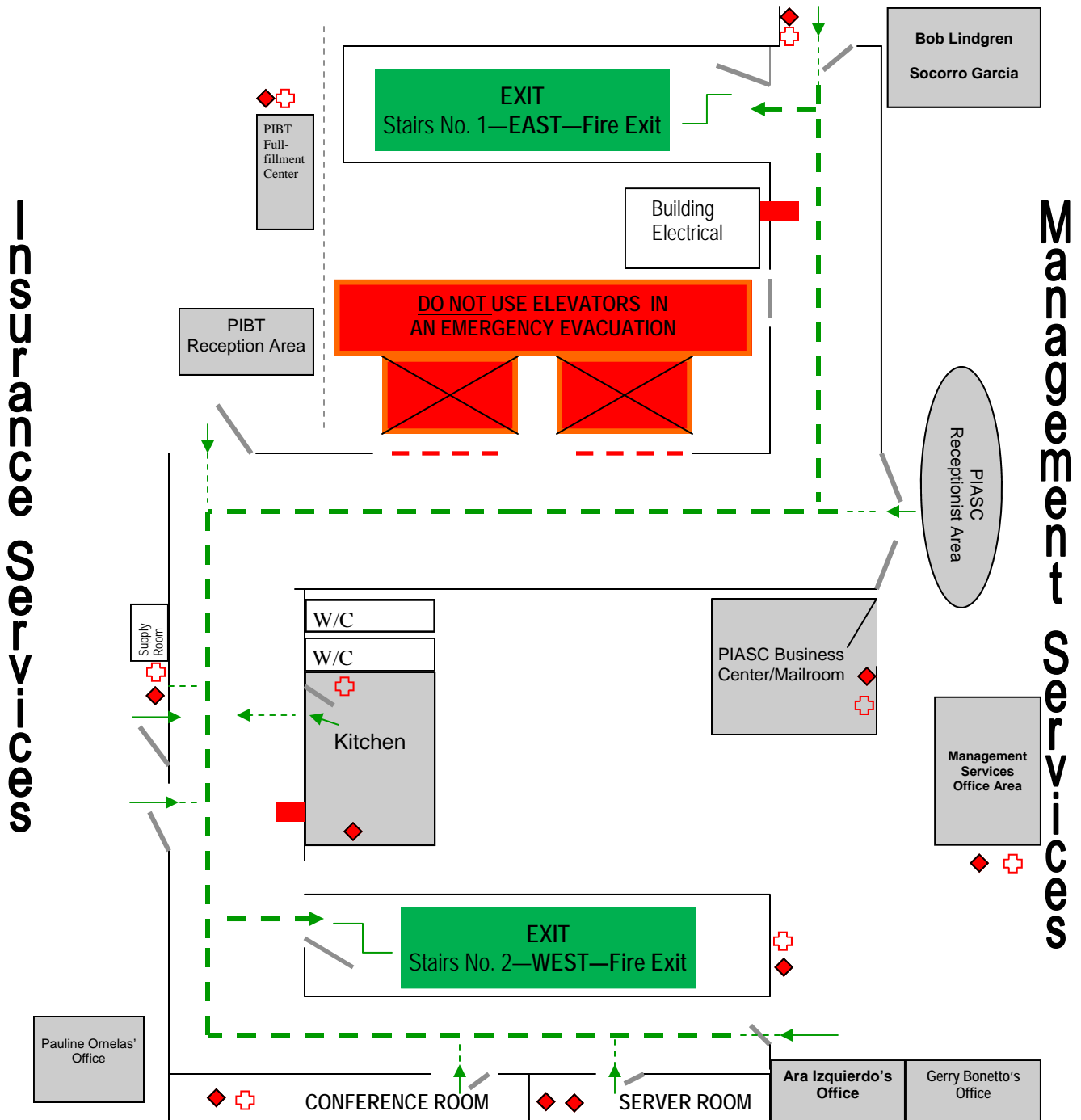
Emergency Evacuation Staging Area

From: 4th Floor – Suite 400 – PIASC Management Services, PIASC Insurance Services

To: The Quadrangle Staging Area



Evacuation Plan 4th Floor PIASC Association (Management Services) Suite 400



--- Exit Route

Building's Fire Extinguishers

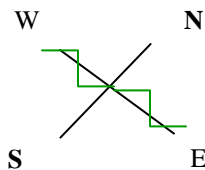
Association's Fire Extinguishers

First Aid Kit

Fire Exit Stairwell

Doors Exiting to Hallway

Legend



N/S—Eastern Avenue

E/W—Slauson Avenue

Emergency Evacuation Map

From:

4th Floor – Suite 400 – PIASC Management Services, PIASC Insurance Services and PIBT

To: The Quadrangle Area

