



EVO

OCCUPANT EMERGENCY PROCEDURES MANUAL

**EVO CONDOMINIUMS
1155 S. GRAND AVENUE
LOS ANGELES, CA 90015**

Prepared By



INTRODUCTION

➤ THE MAIN REASON FOR THIS MANUAL IS TO SAVE LIVES.

The information in this manual should not be taken lightly. Split second decisions that you make can be a matter of life or death. So please take the time to read and understand every aspect of this manual. This manual will give you confidence and ability to survive and even save lives. Always remember this manual is prepared with a real fire/emergency situation in mind.

➤ EVO CONDOMINIUMS

EVO CONDOMINIUMS were designed with the safest construction practices available when it built. The Type 1 Construction is designed to stop or slow the spread of fire and smoke. The first line of defense against fire and emergencies is the occupants and the staff understanding how to respond.

The fire alarm system, fire sprinklers and stairwells make EVO CONDOMINIUMS an extremely safe structure in which to live and work. Knowing and understanding the instructions in this manual will maximize your chances of survival in a real emergency.

EVO CONDOMINIUMS is primarily constructed of concrete and steel, which makes it extremely fire resistant. The doors throughout the buildings common areas are the most basic and important fire protective system built into the structure. Remember smoke kills more people than fire, making it extremely important to keep doors closed during an emergency. Make sure they are never intentionally obstructed or wedged open which would allow fire and/or smoke to spread faster than occupants can clear an area. Always be mindful of the importance these doors have in preserving life.

➤ FIRE SAFETY DIRECTOR

This is the primary person responsible for implementation of training procedures for the building. This includes: annual fire evacuation drills, training in fire procedures, fire equipment and building evacuation procedures, which have been approved by the Fire Chief.

➤ OUTSIDE SAFE REFUGE AREA

When evacuating the building occupants will gather at the corner of Grand Avenue and 11th and wait along the sidewalk.

➤ PEOPLE WHO NEED ASSISTANCE LIST

This list shall be continuously updated, as needs change for individuals needing evacuation assistance. The Fire Safety Director is required to monitor and make sure changes and needs are updated frequently.

➤ THIS EMERGENCY MANUAL IS PREPARED IN COMPLIANCE OF

2014 City of Los Angeles Fire Code Chapter 4 and 2013 California Fire Codes Chapter 4 Emergency Planning and Preparedness section.

➤ SAFETY QUESTIONS, CONCERNS CONTACT

Los Angeles Fire Department Fire Safety Education Unit
200 N. Main St 17th floor
Los Angeles, CA 90015
Phone (213) 978-3600 Fax (213) 978-3518

FIRE PROCEDURES

GENERAL RESPONSE PROCEDURES

IF YOU DISCOVER FIRE OR SMOKE:

1. Move everyone away from the affected area and close doors to confine the fire.
2. Immediately notify the Fire Department at 911(use (800) 688-8000 if problem occurs with 911).

Give the following information:

Building name: **EVO CONDOMINIUMS**

Address: **1155 S. GRAND AVENUE**

Nearest cross street: **12TH STREET**

Your call back number:

Location and type of alarm:

IMPORTANT

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

3. Activate a pull station in the area and contact the front desk by phone.
4. Knock on doors to direct occupants to the exits and evacuate the floor immediately
5. If you decide to make an attempt to fight a small fire, only attempt to do so if you have been properly trained. Be sure to have someone with you, with another extinguisher. Also, make sure your back is facing an exit. Don't jeopardize your safety. Be sure it does not impede your other emergency duties.
It may be best to wait for the Fire Department.

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. (L.A.M.C. SEC 57.901.8). Any person who willfully and maliciously sends, give, transmits, or sounds any false alarm of fire is guilty of a misdemeanor. (P.C. 148.3).

IF YOU ARE TRAPPED INSIDE YOUR UNIT:

1. Wedge cloth material along the bottom of the door to keep smoke out.
2. Close as many doors as possible between you and the fire.
3. Use a telephone (if available) to notify the Fire Department by calling 911. Tell them the building information and your location in the building. Also notify the front desk by phone.
4. If windows are operable and you must have air, open the window. Break the window only as a last resort as it will become impossible to close it if necessary.

IF YOU ARE NOTIFIED OF A FIRE ALARM

1. If the buildings fire alarms are not activated on the floor where you have been told there is an alarm, you should activate a pull station immediately.
2. Inform the front desk with all the information you have been notified of, and that you are the person who activated the pull station (if you have activated the pull station). Ask for any instructions from the Fire Safety Director or front desk.

FIRE EXTINGUISHER OVERVIEW

Do I know how to use a fire extinguisher? Is this the right fire extinguisher to use for this type of fire? Is it charged enough? If you answered, “yes” to all of these questions, you are probably capable of extinguishing a small fire or containing a fire long enough until the fire department arrives. Guessing at a time when you are faced with a fire can result in the spreading of the fire or endangering your life.

To use a fire extinguisher, the acronym “P.A.S.S.” is the basic operation:

- ✓ **Pull** the ring pin,
- ✓ **Aim** the nozzle at the base of the fire,
- ✓ **Squeeze** the handle,
- ✓ **Sweep** the nozzle from side to side



SMOKE DETECTOR INFORMATION

SMOKE DETECTORS

THERE ARE 2 TYPES OF SMOKE DETECTORS.

- I. **LOCAL SMOKE DETECTORS** are located inside all Residences. They have alarm buzzers built into them alerting only the residents where the smoke detector is located. They are required to be inside and outside of all sleeping areas. These detectors are required to be tested twice a year. These are 120 volt smoke detectors with battery backup power and interlinked to start the buzzers in all the detectors inside the unit where the alarm is activated.
- II. **LIFE SAFETY SYSTEM SMOKE DETECTORS** in the common areas are tied directly into the main building life/safety system. These smoke detectors when activated will immediately annunciate to the fire alarm panel and starts all the emergency systems including activating the voice announcement and intermittent tone will sound on the floor of alarm, the floor above and the floor below. Strobe lights will also flash in all the common areas and inside residences on that floor, the floor above and the floor below. If the Smoke Detector inside the elevator lobby gets activated it will recall all the buildings elevators to the main lobby and sit there until the alarm is cleared by the staff.

The fire alarm system cannot be reset until all smoke is removed from the detector. Sometimes it is necessary to blow air into the device to remove smoke trapped inside.

MANUAL FIRE ALARM PULL STATIONS

If you have a fire emergency that has not started the buildings alarms immediately pull down on the pull station to alert the front desk and start the emergency systems. Follow up with a phone call to the front desk with your information about the emergency after relocating to a safe refuge area. Pull stations are located outside the stairwell doors on each floor and in elevator lobbies.

COMMON FIRE HAZARDS:

SMOKING. Use proper ashtrays. Empty them often-but only after the ashes are completely cold. Never smoke in bed. Keep all matches and lighters above the reach of children.

COOKING. Never use water on a grease fire. If no extinguisher is available, use baking soda or cover the pan with its lid. Do not forget to turn off the burner.

CANDLES. Whenever used, candles should always be kept at a safe distance from all curtains, bedding and similar combustible materials. **DO NOT leave them burning unattended.**

ELECTRICAL. Inspect for worn insulation on cords and replace immediately. Never use electrical cords under carpets or over nails of other metal objects. Replace any faulty appliance. Use only one cord for each provided outlet.

HEATERS AND FIREPLACES. Never place clothing and other combustibles closer than three (3) feet from heating devices. Avoid accumulation of dust and lint.

EVO CONDOMINIUMS

EVACUATION PROCEDURES

BUILDING PROCEDURES

- ❑ The fire alarm at EVO CONDOMINIUMS will sound on the floor of activation, the floor above and the floor below only. Procedures have been outlined that the Lobby Front Desk will make an announcement on five floors (two above alarm floor, two below alarm floor and alarm floor itself), in order to begin evacuation procedures of the five floors. All occupants will evacuate the building immediately.
- ❑ The building has three stairwells to pick from when evacuating and they are identified as #1, #2 and #3. Only use a stairwell that is not filled with smoke and be prepared to "shelter in place" if smoke is in both stairwells.
- ❑ Occupants will completely evacuate the building using the stairwell, if safe to do so, and meet in the Outside Safe Refuge Area at the corner of Grand Avenue and 11th Street and wait along the sidewalk.
- ❑ While it is usually advisable to go downward in a building during a fire, there are times when it may be necessary or more desirable to go to the roof. This should only be done if lower floors are not available to get to due to heat and/or smoke, or directed by the Fire Safety Director, or the Fire Department.

If the stairwell becomes filled with smoke, evacuees should be directed upward to cleaner air. When you reach the next level, evacuees should exit their present stair shaft and evacuate via the alternate stairwell on the opposite side of the building.

- ❑ Occupants should congregate in the Outside Safe Refuge Area until further advised by Building Management or the Fire Department.

LOCKED STAIRWELL VESTIBULE DOOR INFORMATION
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All stairwell doors are locked from the stairwell side 24/7. Lobby Front Desk has the capabilities to remotely open the stairwell doors. Stairwells are equipped with intercoms in the stairwell at a minimum of every 4 floors for communication with Lobby Front Desk.

EVACUATION PROCEDURES

STAIRWELL SAFETY INSTRUCTIONS

When evacuation is required:

- Move quickly but do not run.
- Go to the safest stairwell or exit. **DO NOT USE ELEVATORS.**
- Remove high heels to prevent injuries (carry them with you).
- Use the inside continuous handrail to hold on to at all times.
- Allow room for others to enter into the stairwell in an orderly manner.
- When you are entering the stairwell, do not stop the flow of traffic if at all possible.
- Provide help to those people who may need assistance in using the stairs.
- Do not provide any false information or rumors, which may cause panic during descent. Do not use the word “fire” while in the stairwell.
- If anyone is injured in the stairwell, wait to treat the injury at the next landing if possible and practical.
- When leaving the stairwell, move quickly away from the building to the safe refuge area. Do not congregate at the bottom of the stairs or in the lobby.

PHYSICALLY IMPAIRED EVACUATION

The Fire Department requires an updated list which indicates the name, location, and nature of disability of physically impaired occupants within the building. For the purposes of this procedure, any person with a disability, temporary or permanent, or other condition that would require them to obtain assistance during an evacuation is considered physically impaired. Be aware that some individuals with disabilities that are not obvious may not volunteer that information. Everyone must be assured that the information received will be kept confidential.

Before a fire or other emergency where relocation or evacuation is called for, ESCORTS should be assigned to physically impaired individuals. Once occupants on their floor have moved into the stairwell and are proceeding to the relocation area, the ESCORTS should move these individuals into the stairwell and close the door. There are then two recommended options:

- Send someone to advise the Fire Department of your location and the nature of the person's disability. The Fire Department will send personnel to move the individual to a safe area. Do not leave the individual alone if possible.
- Once all floors involved have moved past your location, take the person to the safe refuge area. If the individual cannot walk, ask them how they should be carried. Know your limitations; don't lift someone and risk injuring them or yourself. This option is not recommended in other extreme situations. If possible, let the Fire Department handle it.

If you are unable to leave your unit:

Close as many doors as possible between you and the fire.

If possible, wedge cloth material along the bottom of the door to keep smoke out.

Immediately notify the Fire Department at 911. The seven digit number for the Fire Department (800) 688-8000 should only be used if a problem occurs within the 911 system. Tell them you cannot get out and give the following information.

Building name: EVO CONDOMINIUMS CONDOMINIUM

Address 1155 S. GRAND AVENUE

Nearest cross street: 12TH STREET

Your call back number: (213) 741-2700

Stay where you are.

If the windows are operable and you must have air, open the window. Break the window only as a last resort as it will become impossible to close it if necessary.

If you must leave your suite due to immediate fire danger:

Do not use the elevator

Feel the door before opening it – use the back of your hand

Go to your safest stairwell, enter onto the landing area

Keep the stairwell door closed

Make sure you tell everyone who goes down the stairs to tell the Fire Department what floor you are on.

EVO CONDOMINIUMS

People Who Need Assistance Form

California Code of Regulations, Title 19 Section 3.09(d)5(b)

If you have any physical condition, temporary or permanent, that may hinder you in the event that your area must be evacuated, please provide the following information to the management office of the building.

During an emergency request that your neighbors in the stairwell assist you and be prepared to instruct them how to assist you.

IT IS IMPORTANT that you know and practice the procedures in the Evacuation Procedures for the Physically Challenged, as you may have to instruct someone not familiar with how to move a Physically Challenged person.

It is your responsibility to make sure your staff and or caretakers are given a copy of the Occupant Emergency Manual and practice/know the procedures. This is for your safety and theirs. Please take it seriously.

You also agree to notify the management office of any changes in needs.

Name _____

Building Key # _____ Unit# _____

Telephone _____

Caretakers Y___ N___ Name _____

Special Needs: _____

Start Date of needed assistance _____

End Date of needed assistance (if known) _____

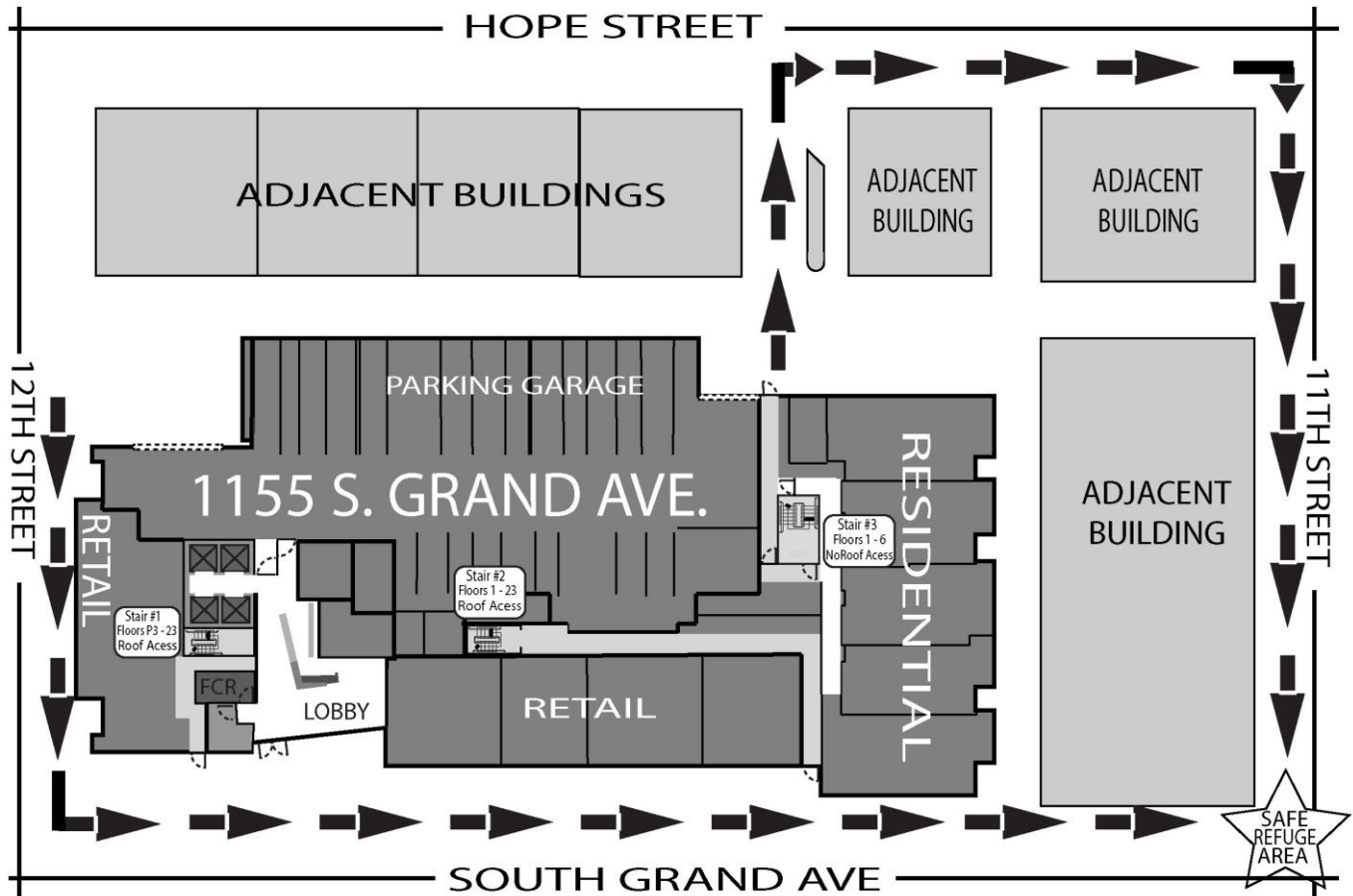
Signature _____

Date _____

Please return this form to the Management Office.



1155 S. GRAND AVE. L.A., CA 90015 OUTSIDE SAFE REFUGE AREA MAP



IN THE EVENT OF A BOMB THREAT, IF EVACUATION IS REQUIRED
A SAFE REFUGE AREA WILL BE DETERMINED AT THAT TIME

EVACUATION PROCEDURES

WHEELCHAIR EVACUATION

1. UNLOCK WHEELCHAIR BRAKE
2. THE CHAIR IS GENTLY LEANED BACKWARDS AND MOVED TO THE EDGE OF THE FIRST STEP.
3. ONE HELPER STEADIES THE CHAIR BY HOLDING THE RODS TO WHICH THE FOOT RESTS ARE ATTACHED. THE PERSON IN THE BOTTOM POSITION IS THERE TO STEADY THE CHAIR, NOT TO LIFT IT.
4. THE HELPER IN THE TOP POSITION CONTROLS THE DECENT OF THE CHAIR BE BENDING THEIR LEGS SLOWLY AND TAKING MOST OF THE WEIGHT.
5. DO NOT LIFT CHAIR FROM BOTTOM POSITION.



EVACUATION PROCEDURES

CHAIR EVACUATION

1. TRANSFER THE PHYSICALLY CHALLENGED INDIVIDUAL TO A STURDY CHAIR.
(SEE LIFTING TECHNIQUE DESCRIBED IN 2 PERSON CARRY)
2. ONE HELPER GENTLY LEANS THE CHAIR BACKWARDS.
3. THE OTHER HELPER FACES THE CHAIR AND HOLDS ONTO THE FRONT LEGS OF THE CHAIR.
4. THE HELPERS CONTROL THE DESCENT BY BENDING LEGS SLOWLY AND KEEPING BACK ERECT.



EVACUATION PROCEDURES

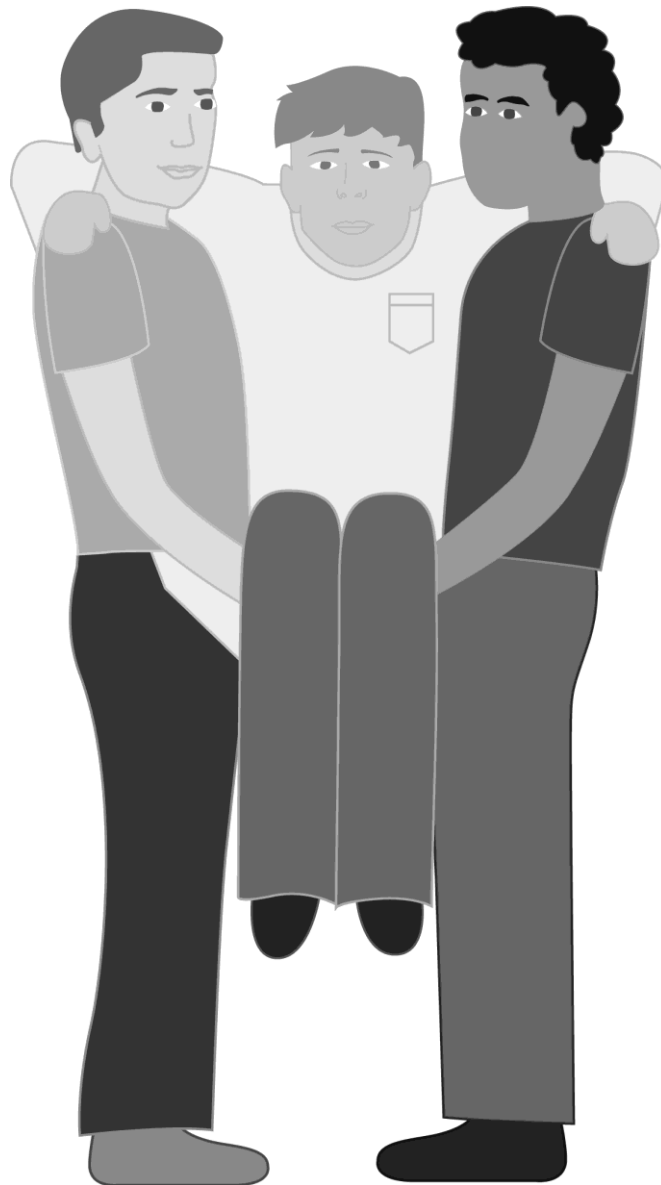
TWO PERSON CARRY FORE AND AFT

1. ONE HELPER REACHES UNDER ARMS AND GRASP THE INDIVIDUAL'S RIGHT WRIST WITH THEIR LEFT HAND AND LEFT WRIST WITH THEIR RIGHT HAND.
2. IF THE DISABLED PERSON IS ABLE TO SEPARATE THEIR LEGS THE OTHER HELPER STANDS BETWEEN THEIR LEGS AND LIFTS JUST ABOVE THE KNEES.
3. IF THE DISABLED PERSON CANNOT SEPARATE THEIR LEGS THE HELPER STANDS ALONG SIDE AND CARRIES FROM THAT POSITION.
4. HELPERS CONTROL THE DESCENT BY BENDING LEGS SLOWLY AND KEEPING BACK ERECT.
5. NEVER LEAVE EMPTY WHEELCHAIR IN STAIRWELL.



TWO PERSON CARRY SIDE BY SIDE

1. HELPERS POSITION THEMSELVES NEXT TO WHEELCHAIR GRASP THE OTHER PERSONS UPPER ARM OR SHOULDER
2. THE DISABLED INDIVIDUAL PLACES THEIR ARMS AROUND THE HELPERS NECKS.
3. THE HELPERS THEN LEAN FORWARD AND PLACE THEIR FREE ARE UNDER THE INDIVIDUAL'S LEGS AND FIRMLY GRASP EACH OTHERS WRIST.
4. THE HELPERS DESCEND THE STEPS AT THE SAME TIME
5. NEVER LEAVE EMPTY WHEELCHAIR IN STAIRWELL.



**BOARD OF FIRE
COMMISSIONERS**

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ANDREW GLAZIER
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**CITY OF LOS
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CALIFORNIA**



**ERIC GARCETTI
MAYOR**

FIRE DEPARTMENT

JAMES G. FEATHERSTONE
INTERIM FIRE CHIEF

200 NORTH MAIN STREET
ROOM 1800
LOS ANGELES, CA 90012

(213) 978-3800
FAX: (213) 978-3815

[HTTP://WWW.LAFD.ORG](http://www.lafpd.org)

Fire Drills are required by the Los Angeles Fire Code Section 57.405.1

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 for 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**

AN EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION EMPLOYER

EARTHQUAKE PROCEDURES

GENERAL INFORMATION

An earthquake is going to happen when you least expect it. In preparing for this event you need to look at worst-case scenarios:

- ✓ **Your car blocked between 2 collapsed overpasses in the middle of the desert.**
- ✓
- ✓
- ✓
- ✓ **In your home all doors and windows have been rendered inoperable and it is pitch dark because there is no power anywhere. Emergency aid is days away.**

This would not be the worst but you must start somewhere and this is a good beginning point to be personally prepared to help yourself and people around you.

The earthquake, which occurred in Northridge on January 17, 1994, measured 6.7, killed 61 people, caused billions in property damage, and left thousands homeless. It, however, was not the “Big One” that is expected. According to the Governor’s Office of Emergency Services, substantial parts of California will experience a catastrophic earthquake in the near future. When this quake occurs, it will probably be the worst disaster in United States history. Depending on the location of the epicenter and time of day, there may be over 20,000 deaths and another 83,000 injuries. When this earthquake occurs, our emergency services (Fire Department, Police Departments, etc.) will be severely overtaxed and may not be able to respond to your needs for at least 72 hours. In addition, hospitals may not have adequate resources to take care of the patients that they had at the time of the earthquake, much less additional patients injured as a result of the quake.

Although the safety of EVO CONDOMINIUMS CONDOMINIUM residents cannot be guaranteed, there are things that can be done to increase the chances of survival. The following procedures are designed to assist in preparing for a major earthquake or other disaster, before they occur and provide guidelines to follow during the disaster. Preparedness is the key to safety and a quick recovery.

BEFORE THE EARTHQUAKE

MITIGATION

Non-structural hazards must be identified and every effort must be made to correct potentially dangerous situations. This includes securing furniture such as bookcases, wall units or other items that could fall and injure someone or block an evacuation route. In some cases this may not be feasible. For this reason, awareness of the existence of these problems is of the utmost importance.

SUPPLIES

All building occupants need to maintain emergency supplies it is vitally important for recovery, emergency supplies and equipment should be maintained on-site for use after a disaster. Recommended items include:

Water

Food

First aid supplies

Flashlights and batteries

Sanitary supplies

Blankets

Gloves

Hard hats

Goggles

Dust masks

Forcible entry tools (crowbars, bolt cutters, axes, etc.)

Miscellaneous tools (shovels, hammers, wrenches, etc.)

Duct tape

Caution tape

AM/FM radio

Occupants should also maintain supplies including any required prescription medicine, and sturdy shoes. The car trunk is a good secondary location for supplies and making your earthquake supplies portable will be an important step in case your structure should become structurally damaged and uninhabitable.

DURING THE EARTHQUAKE

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

NOTE: Doorways should not be used a protective cover. The swinging door could injure you.

IF YOU ARE OUTSIDE

- If you are outdoors when the quake occurs stay there. Move away from structures, power poles, lamp-posts or retaining walls that could fall during the quake and avoid fallen electrical lines. If possible, move to an open area.

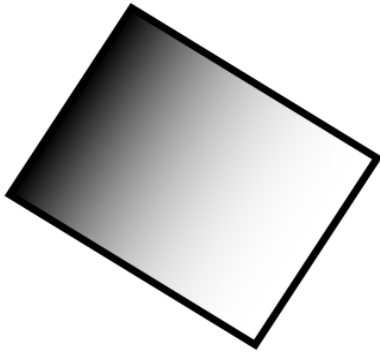
WHEN THE SHAKING STOPS

Once the shaking stops, be prepared for aftershocks. Remain calm. Do not run outside unless it is absolutely necessary. Contrary to what many people think, most buildings are designed to withstand a major earthquake. If you run outside, you dramatically increase your chances of being injured or killed. Once the shaking stops, move away from windows or objects that could fall on you during an aftershock. Assist building personnel with search and rescue and damage assessment. If no one is available, it may be necessary for you to coordinate emergency activities.

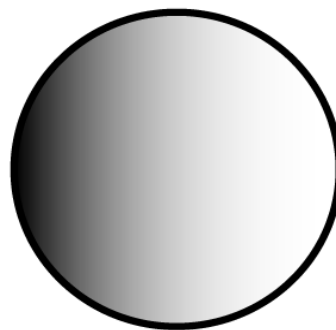
AFTER THE EARTHQUAKE

- 1) Be prepared for aftershocks. If you are outside, do not return to the building until authorized.
- 2) Check for injuries and administer first aid if necessary (and if qualified). Do not move injured unless absolutely necessary.
- 3) Replace telephone handsets that have been shaken off, but do not try to use the telephone(except for emergencies to call 911).
- 4) **DO NOT USE ELEVATORS.** When exiting, make sure that the exit path is safe to use.

NOTE: IF EVACUATION IS NECESSARY, THE SAFE REFUGE AREA SHOULD BE AWAY FROM STRUCTURES AND OTHER HAZARDS.



**The only thing
tougher than
planning for disasters
is explaining why you
didn't**



>EMERGENCY KITS

RECOMMENDED EMERGENCY PREPAREDNESS ITEM - DESCRIPTION				
CARRY ON YOU	HOME	BEDSIDE	GRAB "N GO	
	X	X	X	KEEP IMPORTANT ITEMS IN CONSISTENT, CONVENIENT AND SECURE PLACE, SO YOU CAN QUICKLY AND EASILY GET TO THEM. ITEMS SUCH AS TEETH, HEARING AIDS, CANS, CRUTCHES, WALKERS, WHEEL CHAIRS, GLASSES, CONTACT LENS, ETC.
X	X	X	X	STORE KITS SECURELY IN A SET PLACE SO THAT THEY ARE EASY TO FIND
X	X	X		EMERGENCY HEALTH INFORMATION
X	X	X	X	CELL PHONE
	X			OTHER MEDICATIONS
	X	X		FLASH LIGHTS AND EXTRA BATTERIES. (PEOPLE WITH LIMITED REACH OR HAND MOVEMENT SHOULD CONSIDER LOW COST BATTERY OPERATED TOUCH LAMP).
X	X		X	EXTRA BATTERIES FOR BREATHING DEVICE, HEARING AIDS, CELL PHONES, RADIOS, ETC.
X	X		X	COPY OF PRESCRIPTIONS
	X	X	X	EMERGENCY FOOD
	X	X	X	ASSORTED SIZE OF RE-CLOSEABLE PLASTIC BAGS FOR STORING FOOD, WASTE, ETC.
	X	X	X	STURDY WORK GLOVES TO PROTECT YOUR HANDS FROM SHARP OBJECTS YOU MAY TRY TO LIFT OR TOUCH BY MISTAKE WHILE WALKING OR WHEELING OVER GLASS AND RUBBISH.
X				LIGHT WEIGHT FLASHLIGHT(ON KEY CHAIN, ETC).
	X	X	X	SMALL BATTERY OPERATED RADIO AND EXTRA BATTERIES.
X	X	X	X	SIGNALING DEVICE YOU CAN USE TO DRAW ATTENTION TO YOU IF YOU NEED ASSISTANCE (WHISTLE, HORN, BEEPER, BELLS, STRETCHER).
		X		A CONTAINER THAT CAN BE ATTACHED TO THE BED OR NIGHTSTAND(WITH CORD OR VELCRO) TO HOLD HEARING AIDS, EYE GLASSES, CELL PHONE, ETC. WHEELCHAIR, LOCKED AND CLOSE TO BED. THIS HELPS PREVENT THEM FROM FALLING, FLYING OR ROLLING AWAY DURING AN EARTHQUAKE
X			X	MONEY IN SMALL DENOMINATIONS

MEDICAL EMERGENCY PROCEDURES

WHEN NOTIFIED OF A MEDICAL EMERGENCY:

1. Obtain the following information:

- The nature of the emergency
- Age of injured party
- Sex of injured party
- Location of injured party
- Current condition of injured party
- Name and callback of person reporting

2. Call Paramedics. Dial 911 (if problem call 1-800-688-8000)

- **Give them the following information:**
 - Building Name: **EVO CONDOMINIUMS**
 - Building Address: **1155 S. GRAND AVENUE**
 - Nearest cross street: **12TH STREET**
 - Nature of Emergency:
 - Location of injured party:
 - Your call back number:

NOTE: DO NOT HANG UP UNTIL THE 911 OPERATOR DOES SO FIRST.

3. Call the Fire Safety Director or the office of the building at: (213) 741-2700

1. The valet should reserve the freight elevator in the lobby as it has more room for the gurney (unless the emergency is on that floor for use by the Fire Department).
2. Someone should proceed to the victim's location to render first aid, provide crowd control, and gather information, which can be given to Fire Department personnel upon their arrival.
3. Fire Department personnel should be met outside and given an update on the victim's condition. They should then be escorted to the victim's location. If an elevator is used, it should remain on the floor for use by the Fire Department.

NOTE: FIRE DEPARTMENT PERSONNEL MAY ARRIVE AT DIFFERENT TIMES.

FIRST AID

AT A GLANCE

CHECK ✓

Check the scene for safety

Check the victim for consciousness, breathing, signs of life, pulse, and severe bleeding

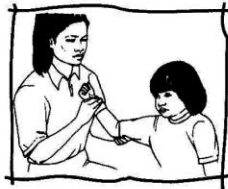
CALL ✓

Dial 9-1-1 or local emergency number

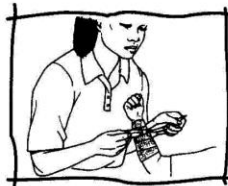
CARE ✓

Care for conditions you find

To Control Bleeding

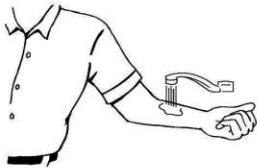


step **1** Apply direct pressure



step **2** Apply a bandage
If bleeding doesn't stop:
Apply more dressings and bandages
Call 9-1-1
Treat for shock

Care for Burns



- Stop the burning
- Cool burned area with large amounts of cool water
- Cover the burn loosely with dry sterile dressings



Shock

Shock is likely to develop in any serious injury or illness.

Signals of shock

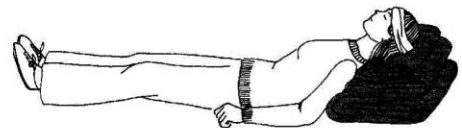
- Restlessness or irritability
- Altered consciousness
- Pale, cool, moist skin
- Rapid breathing
- Rapid pulse
- Nausea/vomiting



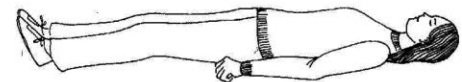
Caring for Shock

- Have the victim lie down or rest in a comfortable position
- Control bleeding
- Keep the victim from becoming chilled or overheated.
- Reassure the victim
- Elevate the legs 8-12 inches unless you suspect head, neck, or back injuries or possible broken bones
- Do not give anything to eat or drink

Positions



If a conscious victim has a head wound or is having trouble breathing, elevate the head and shoulders.



If possible head, neck or back injury, or if unsure of the victim's condition, keep flat



If bleeding from the mouth, vomiting, or may vomit, roll victim on side

Do not move the victim unless the scene becomes unsafe

Type of Injury or Illness	Signs & Symptoms	First Aid
Broken Bones & Dislocations	<ul style="list-style-type: none"> ■ Pain & tenderness ■ Difficulty moving injured part ■ Obvious deformities ■ Swelling and discoloration 	<ul style="list-style-type: none"> ■ Keep dislocated joints, broken bone ends and adjacent joints from moving ■ Splint the injured body part only if the person must be moved and it does not cause additional pain ■ Give care for Shock and CALL 9-1-1
Care For Sudden Illness	<p>Whenever a person becomes suddenly ill, he or she often looks sick.</p> <p>Common signals include:</p> <ul style="list-style-type: none"> ■ Light-headedness ■ Changes in skin color (pale/flushed) ■ Sweating ■ Nausea or vomiting ■ Diarrhea <p>Some sudden illnesses may also include:</p> <ul style="list-style-type: none"> ■ Changes in consciousness ■ Seizure ■ Paralysis or inability to move ■ Slurred speech ■ Difficulty seeing ■ Severe headache ■ Breathing difficulty ■ Persistent pressure or pain 	<p>Care for any life-threatening conditions first, then:</p> <ul style="list-style-type: none"> ■ Help the victim rest comfortably ■ Keep victim from getting chilled or overheated ■ Reassure the victim ■ Watch for changes in consciousness and breathing ■ Do not give anything to eat or drink unless victim is fully conscious <p>If the Victim:</p> <ul style="list-style-type: none"> ■ Vomits - Place on his or her side ■ Faints - Position on back, elevate legs 8 to 10 inches if you do not suspect head or back injury ■ Diabetic Emergency - Give victim some form of sugar (preferably in liquid form) <p>Seizure:</p> <ul style="list-style-type: none"> ■ Do not hold or restrain the person or place anything between the victim's teeth ■ Remove any nearby objects that might cause injury ■ Cushion the victim's head using folded clothing or a small pillow
Poison Examples: Ingestion Inhalation Absorption Injection	<p>Symptoms vary greatly.</p> <p>How to determine if poison is involved:</p> <ul style="list-style-type: none"> ■ Information from victim or witness ■ Presence of poison container ■ Condition of victim (sudden onset of pain or illness) ■ Burns around lips, swelling, rashes ■ Breath odor ■ Pupils constricted 	<p>All Victims</p> <ul style="list-style-type: none"> ■ CALL 9-1-1 ■ CALL Poison Control Center (800) 222-1222 ■ Save label or container for I.D. ■ Save sample of vomit <p>Conscious Victims</p> <ul style="list-style-type: none"> ■ Have the victim rest comfortably ■ Call Poison Control Center ■ Do not give anything to drink or induce vomiting unless instructed to do so by the Poison Control Center <p>Unconscious Victims</p> <ul style="list-style-type: none"> ■ Roll victim onto side ■ Keep airway open ■ Give Rescue Breathing or CPR if necessary until rescue squad arrives and takes over ■ Do not give any fluids or induce vomiting
First Aid Kit Available through your local American Red Cross	<p>First Aid Kit Tips:</p> <ul style="list-style-type: none"> ■ Keep a first aid kit in your home and your car ■ Carry a first aid kit when doing outdoor activities ■ Know locations of first aid kits where you work ■ Check your kit regularly for replacement of batteries and supplies ■ Personalize your first aid kit by stocking it with over-the-counter medications (pain reliever, cold tablets, medication to control diarrhea, etc.) ■ Keep an emergency supply of any vital prescription medication (or prescription slip) that you or a family member must have to ensure your well-being 	<p>A First Aid Kit Should Include:</p> <ul style="list-style-type: none"> ■ Small flashlight (extra batteries and bulb) ■ Scissors & tweezers ■ Emergency blanket ■ Triangular bandages ■ Antiseptic towelettes (hand cleaner) ■ Adhesive strips (assorted sizes) & adhesive tape ■ Gauze pads and roller bandage (assorted sizes) ■ Disposable gloves ■ Rescue breathing face shield or mask ■ Cold pack, plastic bags ■ List of emergency telephone numbers ■ Copy of American Red Cross First Aid book

CHECK ✓

Check the scene for safety

Check the victim for consciousness, breathing, signs of life and severe bleeding

CALL ✓

Dial 9-1-1 or local emergency number

CARE ✓

Care for conditions you find

SIGNS OF LIFE include a pulse, normal breathing, coughing or movement in response to rescue breaths

Check the Victim

If unconscious adult, call 9-1-1 immediately



step 1

Use basic precautions to prevent disease transmission.
Tap and shout to see if the person responds
If no response...

step 2

Call 9-1-1



step 3

Position the victim on back while supporting head and neck

Administering Care



step 1

Tilt head back and lift the chin



step 2

Look, listen, and feel for breathing for about 10 seconds
If not breathing...



step 3

Pinch the nose and seal your lips over the lips of the victim, give two slow breaths
For Adult Victims - begin CPR Compressions



step 4

For Child and Infant Only
-Check for signs of circulation for no more than 10 seconds. Administer rescue breathing if the victim does show signs of circulation



step 5

Check for severe bleeding

DO NOT MOVE THE VICTIM unless it is absolutely necessary



Rescue Breathing

Infant and Child ONLY

When breathing is too fast, slow, noisy, or painful, **CALL 9-1-1 IMMEDIATELY!**

step 1

With head tilted back, pinch nose shut

step 2

Give 1 slow breath about every 3 seconds

step 3

Recheck pulse every 2 minutes or 40 breaths



Choking

Conscious Adult & Child

step 1

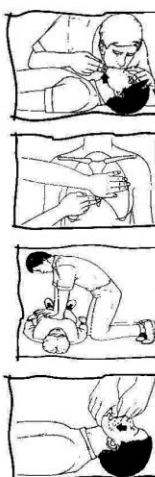
Obtain consent
Confirm choking

step 2

Position legs
Position hands
Lean victim forward/give 5 back blows

step 3

Give 5 quick upward thrusts.
Repeat until object is coughed up and person breathes on their own or person becomes unconscious



Choking

Unconscious Adult & Child

step 1

Attempt to give 2 slow breaths.
If you can't get air in, re-tilt the head and reattempt breaths

step 2

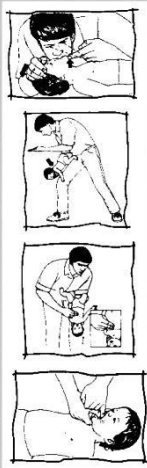
If air does not go in...
position hands on chest

step 3

Position shoulders over hands...
Give 30 CPR compressions for an adult or child

step 4

Lift lower jaw and hold tongue and sweep out the mouth if you see something. Attempt breaths. Repeat cycle of compressions, sweeps, and breaths until you can breathe air into the victim



Choking

Conscious & Unconscious Infant

- step 1** *If conscious:*
Confirm choking
- step 2** Give 5 back blows and 5 chest thrusts until object comes out or victim is unconscious
- step 3** *If unconscious:*
Attempt to give breaths;
If you can't get air in, readjust head and reattempt breaths
- step 4** Give 30 chest thrusts. If unconscious, add: Sweep out object if visible. Repeat breaths, look for object, and sweeps until you can breathe into the person, making the chest rise

Signals of Heart Problems and care for a Heart Attack

SIGNALS

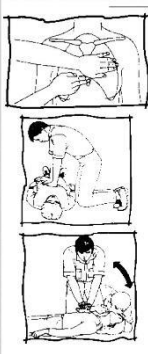
- Persistent chest pain or discomfort lasting more than 3-5 minutes or that goes away and comes back
- Pain in either arm, discomfort or pressure that spreads to the shoulder, arm, neck, or jaw
- Nausea, shortness of breath, or trouble breathing
- Sweating, changes in skin appearance
- Dizziness or unconsciousness

CARE

- Have the person stop activity and rest
- Send someone to call 9-1-1
- Help person rest in a comfortable position
- Loosen restrictive clothing
- Assist with prescribed medication
- Monitor breathing and pulse closely
- Be prepared to give CPR if the person loses consciousness and breathing and pulse stop

CPR - Cardio Pulmonary Resuscitation

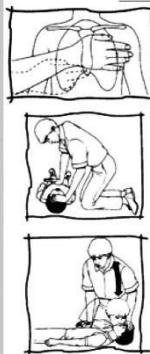
Adult CPR



- step 1** Find hand position
- step 2** Position shoulders over hands; compress chest 30 times 1 1/2 - 2 inches
- step 3** Give 2 slow breaths

If no signs of life, continue sets of 30 compressions and 2 breaths

Child CPR (1 TO 12 YEARS OLD)



- step 1** *If no pulse:*
Find hand position
- step 2** Position shoulder over hands; compress chest 30 times 1-1 1/2 inches
- step 3** Give 2 slow breaths

If no signs of life, continue sets of 30 compressions and 2 breaths

Infant CPR (NEWBORN TO 1 YEAR OF AGE)



- step 1** *If no pulse:*
Find **finger** position
- step 2** Position hand over fingers; compress chest 30 times 1/2 - 1 inch
- step 3** Give 2 slow breaths

If no signs of life, continue sets of 30 compressions and 2 breaths

CHAIN OF SURVIVAL

1. Early recognition
2. Early CPR
3. Early defibrillation
4. Early advanced life support



If an Automated External Defibrillator (AED) is available:

- 1 Activate the EMS system
- 2 Begin CPR until device arrives
- 3 Place device on dry bare chest
- 4 Follow voice prompts

**STOP
CPR**

- When the scene becomes unsafe
- You detect signs of life *****
- An AED becomes available
- You are too exhausted to continue
- Another trained person takes over CPR
- EMS personnel arrive and take over

HOW AND WHEN TO CALL FOR HELP

Call 9-1-1 if the person:

- Is unconscious, unusually confused, or seems to be losing consciousness
- Has trouble breathing or is breathing in a strange way
- Has persistent chest pain or pressure
- Has pressure or pain in the abdomen that does not go away
- Is vomiting, passing blood or coughing up blood
- Has seizures, severe headache, or slurred speech
- Appears to have been poisoned
- Has injuries to the head, neck, or back

POWER FAILURE PROCEDURES

EVO CONDOMINIUMS are equipped with a diesel powered emergency power generator. The generator will automatically come on-line within 10 seconds of a power failure. It supplies power to the common areas only. Exit lights, egress lighting and emergency equipment including elevators, garage gates and front desk. Its 1000 gallon main tank if full will allow the generator to run for days. It is very important to know how much fuel is available and consider conservation if supply runs low during an outage.

IMPORTANT TO KEEP IN MIND:

IF IN ELEVATOR

The elevator may stop and the lights go out, temporarily. Remain calm, as soon as the emergency power generator starts, the elevator will cycle down to the lobby and the doors will remain open. Do not try and force the doors or roof hatch. Use the emergency intercom to alert the front desk of your situation.

- ✓ Remain calm and in place.
- ✓ Open window shades to provide natural light if available.
- ✓ Locate nearest flashlight and spare batteries in case power outage should be lengthy.
- ✓ Contact front desk to notify them of your power loss.
- ✓ Unplug or turn off all electrical equipment to minimize restored power surges.
- ✓ Turn on battery powered radio to find out what is happening in the area.
- ✓ If evacuation is necessary, take flashlight or light stick to evacuate to your safe refuge area.
- ✓ **Candles are not recommended as they can create a larger problem if not continually monitored.**

IMPORTANT

WHEN POWER RETURNS IT MAY SURGE AND BLOW LIGHTS AND ELECTRICAL EQUIPMENT LEFT ON.
TURN OFF ALL UNNECESSARY LIGHTS AND EQUIPMENT TO MINIMIZE THE SURGE AND PROTECT SENSITIVE EQUIPMENT.

BOMB THREAT

ALL BOMB THREATS SHOULD BE TAKEN SERIOUSLY. DO NOT ASSUME THAT THEY ARE MADE ONLY TO BUILDING PERSONNEL. ANYONE CAN RECEIVE A BOMB THREAT AND EVERYONE SHOULD BE PREPARED.

IF YOU RECEIVE A BOMB THREAT:

Notify the building staff and notify the Police Department at 911 (or 800 688-8000 if there is a problem with the 911 system) and give the following information. DO NOT USE YOUR CELL PHONE TO MAKE THIS CALL.

Building name **EVO CONDOMINIUMS CONDOMINIUM**

Building address: **1155 S. GRAND AVENUE**

Nearest cross street: **12TH STREET**

Unit number: _____

The nature of the problem: _____

Your call back number: _____

DO NOT HANG UP UNTIL THE POLICE OPERATOR DOES SO FIRST.

It is very important that you notify building personnel of the situation.

ASK QUESTIONS:

Where is the device? _____

When is it set to go off? _____

What does it look like? _____

Who are you? _____

Why are you doing this? _____

RECORD ALL INFORMATION:

The exact time of the call. _____

The caller's exact words _____

Any background noises _____

A description of the caller (nationality, age, etc.) _____

BOMB THREAT

IF A SUSPICIOUS OBJECT IS FOUND:

1. Do not touch it.
2. Move everyone away from the affected areas.
3. Notify the Police Department at 911 (or 800 688-8000 if there is a problem with the 911 system).
4. Notify building personnel (213) 741-2700.
5. Open doors and, if possible, windows in the area.
6. Do not allow the use of two-way radios or cell phones.
7. Prepare to evacuate the floor.
8. If evacuated, do not return to the floor until given the “all clear” by the Police Department or the manager.

The majority of all bomb threats are made by telephone. If you receive the call, attempt to obtain as much information from the caller as possible. This will assist building personnel in determining the course of action to take and will assist the Police Department with their investigation.

EVO CONDOMINIUMS

NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

EVO CONDOMINIUMS

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