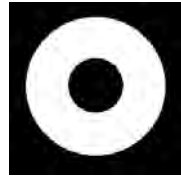

EMERGENCY PROCEDURES

HANDBOOK

FOR EMPLOYEES & STUDENTS



OTIS COLLEGE OF ART AND DESIGN

NOVEMBER 2001

OTIS COLLEGE OF ART AND DESIGN

INTRODUCTION

Dear Otis Employees and Students,

The Facilities Department, in an effort to educate the Otis Community in the event of an emergency, has prepared this **HANDBOOK** to assist you in preparing for, dealing with, and appropriately reporting emergency situations.

While it is impossible to produce a document that is all-inclusive, this **HANDBOOK** addresses the most common emergencies that have occurred in the past and those that are most likely to occur in the future.

Your judgment often determines whether or not an incident is an emergency. If you consider an incident an emergency, then it **is** an emergency and the procedures in this **HANDBOOK** should be followed. If in doubt, **react on the side of safety!**

If you are interested in being trained (at no cost to you) in evacuation procedures, CPR-First Aid, and how to use a fire extinguisher, please contact me at ext. 6870/310-665-6870.

Please take time to review this **HANDBOOK** to become familiar with each procedure. If you have any questions or would like me to attend a safety meeting to present this program, please give me a call.

Sincerely,

Claude Nica
Director of Operations

INTRODUCTION

EARTHQUAKE

Date: 11/2001

Unlike other emergencies, procedures dealing with an earthquake are less specific. Since earthquake magnitude can not be predetermined, everyone must initiate emergency precautions within seconds after the initial tremor is felt; assuming the worst case. The best earthquake instructions are to take precautions before the earthquake [e.g. secure or remove objects above you that could fall during an earthquake].

EARTHQUAKE PREPAREDNESS TIPS FOR:

- THE OFFICE**
- Check your office for overhead shelves that may fall during the quake.
 - Have an available flashlight in your office.
 - Know the emergency exits in your area.
 - Be trained in CPR and First-Aid.
 - Follow the instructions of emergency personnel.

- THE HOME:**
- Train family members how to shut off the gas, water & electricity.
 - Keep emergency supplies in secure place(s):
 - * water
 - * canned and/or dry food
 - * flashlights w/extra batteries
 - * portable radio w/extra batteries
 - * first-aid kit
 - * cash
 - * extra clothes, coats, etc. and
 - * train family members in CPR & first-aid

DURING THE EARTHQUAKE:

- Remain calm and **ACT**, do not react.
- If indoors, seek refuge under a desk or table, or in a doorway and hold on. Stay away from windows, shelves and heavy equipment.
- If outdoors, quickly move from buildings, utility poles, overhead wires and other structures. **CAUTION!** Avoid downed power or utility lines as they may be energized. Do not attempt to enter buildings until you are advised to do so by proper authorities. If in an automobile, stop in the safest place available, preferably in an open area away from power lines and trees. Stop quickly as safety permits and stay in the vehicle for shelter.
- Should you become trapped in a building, **DO NOT PANIC!**

EARTHQUAKE

Date:11/2001

- * If a window exists, place an article of clothing [shirt, coat, etc.] outside the window as a marker for rescue crews.
- * If there is no window, tap on the wall at regular intervals alerting emergency crews
- * The Otis Facilities Department or Otis Security will immediately search all buildings after a major earthquake if it is safe to do so.

AFTER INITIAL SHOCK:

- Be prepared for aftershocks. Aftershocks are usually less intense than the main quake, but can cause further structural damage.
- Protect yourself.
- Evaluate the situation and if necessary call the Facilities Dept. (ext. 6870/310-665-6870) or Otis Security (ext. 6965/310-665-6965) or use the *Emergency Phone* (located on each floor) for emergency assistance.
- Do not use lanterns, torches, lighted cigarettes or open flames because gas leaks could be present.
- Open windows to ventilate the building. Watch for broken glass.
- If a fire is caused by the earthquake, implement fire procedures.
- Determine whether or not anyone has been trapped in the elevators or by falling objects. If so, notify Otis Facilities (ext. 6870/665-6870) or Otis Security (ext. 6965/310-665-6965) or use *Emergency Phone* so emergency rescue operations can be initiated.
- Check water, gas and sprinkler valves for leaks. If there are leaks, immediately report them to Otis Facilities (ext. 6870/310-665-6870) or Otis Security (ext. 6965/310-665-6965) or use *Emergency Phone*.
- If the integrity of the structure appears to be rapidly deteriorating, immediately evacuate the building.

DO NOT USE THE TELEPHONE UNLESS IT IS ABSOLUTELY NECESSARY FOR EMERGENCIES.

- Damaged facilities should be reported to Otis Facilities (ext. 6870) or Otis Security (ext. 6965 or *Emergency Phone*). **NOTE:** Gas leaks and power failures create hazards. Please refer to the **Utility Failure** section of this handbook
- If an emergency exists, call Otis Facilities (ext. 6870/310-665-6870) or Otis Security (ext. 6965/310-665-6965 or *Emergency Phone*). The College can not depend on 911 services in natural disaster(s).
- If the building's fire alarm sounds, quickly walk to the nearest marked exit and ask others to do the same.
- Do not use elevators.
- Once outside, move to an open area clear of overhead power lines or other structures that may fall. Keep fire lanes, hydrants and walkways clear for emergency crews and equipment.
- Be cooperative and follow instructions of emergency personnel.
- Do not return to an evacuated building until the "ALL-CLEAR" signal is given. Assembly area designations will occur when surveys are completed.

EARTHQUAKE

FIRE

Date: 11/2001

EMERGENCY ACTION

1. SOUND/SHOUT "**ALARM!**"
2. **CALL 911** FROM A SAFE LOCATION
3. CALL OTIS FACILITIES (EXT. 6870/310-665-6870) OR OTIS SECURITY (EXT. 6965/310-665-6965)
4. **EVACUATE TO A SAFE AREA**

In all cases when an employee, student or visitor becomes aware of a fire, the Fire Department **MUST** be immediately called.

- A. Go to the nearest, safe location and activate the fire alarm pull station, or shout the alarm as evacuating from the building. Call the Fire Department at "911."

Give them the following information:

- Address of the fire. [9045 Lincoln Boulevard].
- Name of the building.
- Location of the fire within the building.
- A description of the fire and [if known] how it started.
- The phone number you are calling from.
- **DO NOT** hang up until you are told to do so.
- After calling "9-911", **CALL** Otis Facilities (ext. 6870) or Otis Security (ext. 6965) and tell them you called the Fire Department.

- B. Know the location of all fire extinguishers, fire exits, and alarm systems in your area and know how to use them. In most cases, do not attempt to extinguish the fire. Instead, a warning signal should be sounded and the building should be evacuated. The fire should be left for the Fire Department to contain.

- C. If a minor fire seems to be controllable and you know how to use a fire extinguisher, attempt to extinguish the fire using a fire extinguisher. Do so after the fire department and Public Safety have been called. In all cases, possible injuries and excessive risks should be avoided. (**NOTE: Rule of Thumb: If the fire fails to go out using one fire extinguisher, assume the fire is uncontrollable and evacuate the area.**)

FIRE

Date: 11/2001

- D. If the fire is or could get out of control, the area and/or building should be evacuated following the Emergency Evacuation Procedures. Otis Security and Otis Facilities respond to the scene and assist in the evacuation of people to strategic locations, meet the Fire Department, and direct them to the proper location.
- E. When the building fire alarm sounds or an emergency exists, quickly walk to the nearest, marked, safe exit and encourage others to do likewise.
- F. Once outside, move to a safe area keeping clear of fire lanes, hydrants and walkways for emergency crews and vehicles.
- G. **DO NOT** return to an evacuated building until the “**ALL-CLEAR**” signal is given by Otis Security, Otis Facilities and/or the Fire Department.
- H. The Uniform Fire Code requires that fires in educational institutions be reported to the Fire Department regardless of size or damage. Notify Otis Security (ext. 6965) or Otis Facilities (ext. 6870) in the event of **ANY** fire.
- I. If you become trapped in a building during a fire, do the following:
- If a window is available, place an article of clothing, [shirt, coat, etc.] outside the window for the rescue crews to see.
 - If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. **DO NOT PANIC.**
 - Check to see if the door is warm. If it is warm, do not open it. If smoke is entering the room through cracks around the door, stuff something in the cracks to slow the flow of smoke.

IMPORTANT: After an evacuation, report missing persons to Otis Facilities (ext. 6870) or Otis Facilities (ext. 6965).

FIRE LIFE SAFETY EQUIPMENT: A sprinkler system is installed in most buildings on campus and/or smoke detectors as required. Manually activated pull stations are on all floors. Also, fire hoses are available in all buildings on campus.

Emergency lighting will automatically illuminate during a power outage and illuminated exit signs are provided throughout the buildings.

FIRE

BUILDING EVACUATION

Date:11/2001

EMERGENCY ACTION

1. **WHEN THE ALARM SOUNDS, LEAVE IMMEDIATELY!**
2. ASSIST THE HANDICAPPED
3. **DO NOT USE THE ELEVATOR UNLESS INSTRUCTED TO DO SO BY EMERGENCY PERSONNEL**
4. GO TO AN ASSEMBLY AREA DESIGNATED BY EMERGENCY PERSONNEL

- A. All building evacuations occur when an alarm sounds continuously or upon notification by emergency personnel, Facilities, and/or Otis Security.
- B. Be aware of marked exits from your area and building. Know the routes from your work area. Marked exit signs are in all on campus buildings.
- C. Take note of physically handicapped individuals in your area who may need assistance.
- D. If necessary or if directed to do so by emergency official(s), activate the building alarm.
- E. **DO NOT USE ELEVATORS** during an emergency evacuation.
- F. When the building fire alarm sounds or when told to leave by emergency official(s), quickly walk to the nearest marked exit and ask others to do the same. Once outside, move to an area designated by emergency personnel.

DO NOT return to an evacuated building until the “ALL-CLEAR” signal is given by Otis Facilities or Otis Security.

BUILDING EVACUATION

ELEVATOR EMERGENCY

Date: 11/2001

EMERGENCY ACTION

1. REMAIN CALM
2. PULL THE ELEVATOR ALARM FOR ACTIVATION
3. PICK UP THE ELEVATOR PHONE. IT DIALS TO THE ELEVATOR COMPANY. TELL THEM:
 - NAME AND ADDRESS OF OTIS BUILDING
 - WHICH ELEVATOR
 - WHICH FLOOR IT STOPPED
 - HOW MANY PEOPLE ARE IN THE ELEVATOR AND ANY INJURIES
 - KEEP EVERYONE CALM IN THE ELEVATOR

If you are near the elevator and hear the elevator alarm:

1. Pick up the *Emergency Phone* located outside the elevator on each floor. It will connect you to the Otis Security Desk (ext. 6965/310-665-6965). Advise them of the situation.
2. Notify the Facilities Department (ext. 6870/310-665-6870).
3. Before you hang up, make sure Facilities and/or Otis Security have all the information they need! They will coordinate the rescue operations.
4. If you can hear the people in the elevator, assure them that no danger exists. Elevators have mechanical safety breaks that operate in all situations; even during power failure.
5. Try to keep the occupants calm and tell them that help is on the way.

If necessary, the Fire Department, EMTs, or Paramedics will provide medical assistance.

THE ACTIVATION OF BUILDING FIRE ALARMS MAY CAUSE BUILDING ELEVATORS TO STOP AT THE NEAREST FLOOR OR RECALL TO THE FIRST FLOOR AND LOCK THE DOORS OPEN. NEVER USE ANY ELEVATOR TO EVACUATE BUILDING(S).

ELEVATOR EMERGENCY

HAZARDOUS MATERIAL SPILL / RELEASE

Date:11/2001

EMERGENCY ACTION

1. Call Otis Facilities (ext. 6870/310-665-6870) and/or Otis Security Desk (ext. 6965/310-665-6965) or use *Emergency Phone* (located on each floor)
2. Secure the area around the spill/release.
3. Assist the injured.
4. If necessary, evacuate the area.

For spills, leaks and incidents (when a fire is not involved) staff and faculty may take the following steps:

- A. Any spill or release of hazardous chemical(s) is to be immediately reported to Otis Facilities (ext. 6870/310-665-6870) and/or Otis Security Desk (ext. 6965/310-665-6965) or use *Emergency Phone*.
- B. When reporting the incident, please provide the following information:
 - Your name, location and telephone number.
 - Time and type of incident.
 - Name and quantity of the material.
 - Possible hazards to persons or the environment.
- C. The staff or faculty person, should vacate the affected area(s) and seal it off to prevent further contamination of others until the arrival of the "HAZARDOUS MATERIALS RESPONSE TEAM" and/or Otis Facilities and/or Otis Security.
- D. Anyone contaminated by the spill **MUST** wash off the contamination (*wash the effected area a minimum of 15 minutes*) and avoid contact with others.
- E. No effort to contain or clean up spills or releases should be made unless you have been trained.
- F. If it is a large release, contaminates more than one room, has toxic or flammable vapors, or may cause an immediate threat to human life, activate the fire alarm for evacuation or start selective evacuation.
- G. Quickly and quietly walk to the nearest exit or follow the instructions given by emergency personnel. **DO NOT PANIC!**
- H. **Assist the handicapped in exiting the building!** Remember the elevators are reserved for the use of handicapped person(s). **In cases of fire, do not use the elevators!**
- I. Once outside, move to a safe area designated by emergency personnel.

DO NOT RETURN TO AN EVACUATED BUILDING UNLESS THE "ALL-CLEAR" signal is given by Otis Facilities, Otis Security, or the Hazardous Materials Response Team, or Fire Department.

HAZARDOUS MATERIAL SPILL/RELEASE

CRIME AND VIOLENT BEHAVIOR

Date:11/2001

EMERGENCY ACTION

IN-PROGRESS INCIDENTS:

1. **CALL 911**
2. GIVE YOUR NAME, LOCATION AND TYPE OF INCIDENT
3. MAKE SURE THE DISPATCHER KNOWS THAT THE INCIDENT IS IN PROGRESS

The Otis Security Desk is located on the First Floor of Ahmanson Hall and is staffed 24 hours a day all year long for your assistance and protection.

HOW TO REPORT:

From an Otis line, dial 9-911 for the Los Angeles Police Department's emergency line. In the event you directly contact LAPD, you **MUST** also contact the Otis Director of Operations (ext. 6870/310-665-6870) and/or the Otis Security Guard (ext. 6965/310-665-6965) or use an *Emergency Phone*, located on each floor. All emergency phones are directly connected to the Otis Security Desk. From a pay phone or phone not on the Otis phone system, dial 911 and 310-665-6965 for Otis Security.

REPORTING CRIMES IN-PROGRESS:

If you are a victim or a witness to any in-progress criminal offense, report the incident as soon as possible to LAPD. Provide the following information:

- Nature of the incident. **MAKE SURE** the dispatcher understands the incident is **IN PROGRESS!**
- Location of the incident.
- A description of the involved suspect(s).
- A description of any involved weapon(s).
- A description of involved property.

Stay on the line with the dispatcher until an officer arrives at the scene. Keep the dispatcher informed of any changes in the situation so that updated information can be relayed to responding units. Even if you are the victim and are unable to further communicate, keep the line open. The dispatcher may gain information by hearing what is going on at the scene.

REPORTING CRIMES NOT IN PROGRESS:

Even though it seems futile, all crime(s) should be reported. Police can identify suspects with physical evidence at the scene, or comparing the method(s) of operation {MO}, the crime committed in the area and the habits of known criminals. In addition, Police may recover stolen property and trace it to the thief.

Be prepared to provide the following information to the investigating officer: the time when the incident occurred; if it was a property crime; what was taken or damaged, including an accurate description with serial numbers and approximate value(s) of item(s); and the names (and/or) descriptions of suspects or witnesses.

CRIME AND VIOLENT BEHAVIOR

BOMB THREATS

Date: 11/2001

EMERGENCY ACTION

1. CALL "911"
2. IF A SUSPICIOUS OBJECT IS OBSERVED:
 - DO NOT TOUCH IT!
 - EVACUATE THE AREA.

Bomb threats must be treated seriously. To ensure safety of the employees, students, and general public, bomb threats must be considered real until otherwise proven. In most cases, bomb threats are meant to disrupt normal activities. However, building evacuations are decisions made by proper authorities as listed below. The procedures described below should be implemented regardless of whether the bomb threat appears to be real or not.

All personnel should be trained in the following procedures:

- A. If a suspicious object or potential bomb is discovered, **DO NOT HANDLE THE OBJECT, CLEAR THE AREA AND CALL the Director of Facilities (ext. 6870 or 310-665-6870) and/or Otis Security (ext. 6965 or 310-665-6965) OR USE THE EMERGENCY PHONE.** Be sure to include the location and the appearance of the object when reporting.
- B. If a bomb threat is received by phone, ask the caller the following questions and record the answers:
 - When is the bomb going to explode?
 - Where is the bomb's location?
 - What kind of bomb is it?
 - What does it look like?
 - Why did you place the bomb?
- C. Keep the caller talking as long as possible and try to determine and record the following information:
 - Time of call.
 - Age and sex of caller.
 - Speech pattern, accent, possible nationality, etc.
 - Emotional state of caller.
 - Background noise.
 - If your phone is equipped with Caller ID, the phone number.

IMMEDIATELY Call "911" and notify Otis Security at ext. 6965 (310-665-6965) or use the *Emergency Phones* located next to the elevators on each floor. **DO NOT** evacuate unless directed to do so by Otis Security or LAPD. Evacuating before an evacuation route has been ordered may place more people in danger than not evacuating at all.

If an evacuation is called, quickly exit, taking your personal belongings. By doing so, search crews will have less articles to cope with. Once outside, move away from the building in case of an explosion. Always expect at least a one hour period before re-entry into the building will be allowed. Never re-enter a building until the "**ALL-CLEAR**" signal is given. Keep streets, fire lanes, hydrants and walkways clear for emergency crews.

BOMB THREAT

MEDICAL EMERGENCIES

Date: 11/2001

EMERGENCY ACTION

1. CALL "911"
2. DO NOT MOVE VICTIM UNLESS SAFETY DICTATES
3. IF TRAINED :
 - APPLY FIRST AID
 - USE PRESSURE TO STOP BLEEDING
 - USE CPR IF NO PULSE OR NOT BREATHING

During a medical emergency good communications is as important as first-aid rendered. From the information passed from the caller, to the EMT's or Security Personnel. Each step in the communication process is vital for the victim. When calling the Paramedic's [9-911] or Otis Security [ext. 6965/310-665-6965 or use *Emergency Phone* located on each floor] be prepared to give the following information:

- A. Description of victim, i.e. bleeding, breathing, ill.
- B. Your name.
- C. Location and extension number of victim.

IMPORTANT: Deciding who to call during an emergency is **your** decision. If the situation is serious, immediately call **9-911**, then Otis Security at ext. 6965/310-665-6965 (or *Emergency Phone*).

DIRECTOR OF OPERATIONS - ext. 6870 (310-665-6870)

OTIS SECURITY - ext. 6965 (310-665-6965) - or *Emergency Phone* on each floor

**FIRE
PARAMEDICS
POLICE** } "9-911"

AMBULANCE (McCormick) 310-674-8751

HOSPITALS: DANIEL FREEMAN MARINA (310) 823-8911

CENTINELA AIRPORT (310) 215-6000

MEDICAL EMERGENCIES

Date: 11/2001

FIRST - AID

First -aid has three objectives;

- To save a life.
- To prevent worsening injury(s) or condition(s).
- To relieve anxiety, pain and discomfort.

First-aid measures are taken until the arrival of **HELP** or professional assistance.***WHAT TO DO IF YOU ARE ALONE?***The most important thing to remember in dealing with medical emergencies is that quick and proper actions are extremely important.

1. Call Otis Security at ext. 6965 (310-665-6965 or use *Emergency Phones* located to the elevators on each floor) or dial **9-911**. If **9-911** is called it is important that Otis Security is also notified so they may direct emergency vehicles and support groups.
2. State that medical aid is needed and provide the following information:
 - Address where aid is needed [9045 Lincoln Boulevard].
 - Location of injured person, i.e. building name, floor, room number or area.
 - Type of injury or problem.
 - The individual's present condition.
 - The events leading to the emergency.
 - Medical history and name of the injured person's doctor if known.
 - The phone number you are calling from.

The person making the call should stay on the phone with the dispatcher and answer any questions possibly regarding the condition(s) of the injured person(s) so information can be radioed to responding units.

SEVERE WOUNDS AND BLEEDING

- Using a clean cloth or hand apply direct pressure on the wound.
- Elevate body part. (**DO NOT** elevate a body part with broken bone(s)!)
(The first 2 directions will stop 80%-90% of bleeding wounds)
- Apply pressure to the pressure point closest to the injury. (arm wounds: brachial artery / leg wounds: femoral artery)
- Add more cloth if blood soaks through.

CAUTION: To prevent transmission of diseases, wear gloves and protective eye wear.

BROKEN BONES

1. Do not move the victim unless he/she is in immediate danger of further injury.
2. Check for:
 - Breathing - give mouth to mouth resuscitation if needed.
 - Bleeding - apply direct pressure to the wound.
 - Shock - keep the victim calm and warm.
3. Call for help:
 - **DO NOT** try to push broken bone(s).
 - **DO NOT** try to straighten or move a suspected fractured limb.
 - **DO NOT** allow the victim(s) to walk around.
 - **DO NOT** move a victim of a suspected back injury unless of an extreme danger.

MEDICAL EMERGENCIES

MEDICAL EMERGENCIES

Date: 11/2001

BURNS: [THERMAL & CHEMICAL]

- Immerse burned area in to cool water.
- Flush chemical burn with cool water.
- Cover burn with dry, clean, non -sticky, bandage or cloth
- Keep victim(s) warm and comfortable.

CHOKING

- If the victim(s) is coughing or speaking, **DO NOT** interfere. Encourage the victim to keep coughing.
- If the victim **CAN NOT COUGH, SPEAK, OR BREATHE, GIVE ABDOMINAL THRUSTS.**

DROWNING

- A. Get the victim immediately out of the water.
- B. Turn the victim(s) face downward. Allow a few seconds for water to drain from the lungs.
- C. If the victim coughs / sputters and starts breathing without assistance, he / she will rid self of the remaining water. You need someone to call Otis Security (ext. 6965 or 310-665-6965 or *Emergency Phone* next to the elevators on each floor). Stay with the victim to make sure recovery continues.
- D. But, if a victim is not breathing after a few seconds for water to drain from the lungs, turn the victim over on his/ her back and start mouth to mouth resuscitation.
- E. If someone else is around, have them get help. Leave the victim only long enough to either get someone else to call for help or for you to get to a phone and call Otis Security (ext. 6965/310-665-6965/or *Emergency Phone*) or "9-911".

DRUG OVERDOSE / ALCOHOL POISONING

- A. Call immediately for help.
- B. Check the victim(s) breathing and pulse. If breathing stops or is weak, perform mouth to mouth resuscitation.

CAUTION: Revived victims of alcohol poisoning can be violent both toward themselves and others. BE CAREFUL!

- C. While waiting for help;
 - Watch breathing.
 - Cover the victim for warmth with a blanket.
 - Do not throw water in the victim(s) face.
 - Do not give liquor or stimulants.
 - Lie victim on their side to prevent vomiting and choking.

REMEMBER: Alcohol in combination with other drugs can be deadly.

ELECTRIC SHOCK

- A. Do not touch the person who has been in contact with electrical current until the electricity has been turned off. This must be done at the plug, circuit breaker or fuse box.
- B. If the victim is in contact with a wire or a downed power line, use a dry stick to move it away.
- C. Check for breathing - if the victim(s) stops breathing or is weak, immediately start mouth-to-mouth resuscitation.
- D. Call for help. While waiting for help to arrive:
- E. Keep the victim warm (cover with a blanket or coat).
- F. Give the victim nothing to eat or drink, until he/ she has seen a doctor.
- G. Give the victim assurance that help is on the way.

FAINTING, UNCONSCIOUSNESS AND SHOCK

- A. Have the victim lie or sit down and rest.
- B. Keep the victim comfortable, not hot or cold, until help arrives.
- C. Ask or look for a medical emergency ID.
- D. Treat other injuries

MEDICAL EMERGENCIES

Date: 11/2001

FRACTURES AND SPRAINS

- A. Keep victim still.
- B. Keep injured area immobile.
- C. CAUTION: for suspected head, neck or back injuries; keep the victim still. Treat for shock and keep warm.

HEAD INJURIES

- A. If there is bleeding from an ear it may mean a skull fracture.
- B. When you suspect an existing skull fracture, special care must be taken to stop any scalp bleeding. Heavy bleeding from the scalp occurs even when injury(ies) are not serious.
- C. Do not press too hard. Be **extremely** careful when applying pressure over the wound so bone chips from a possible fracture will not be pressed into the brain.
- D. Do not bend the victim(s) neck as it may be fractured.
- E. Call for help. Let a professional medical person [paramedic, EMT, doctor or nurse] clean the wound and if necessary stitch it.

HEART ATTACK

- A. If the victim is conscious, he/she may be more comfortable sitting up.
- B. If unconscious, place the victim down on his/her back.
- C. If trained, give resuscitation or CPR, as necessary.
- D. Keep victim comfortable until help arrives.

INTERNAL BLEEDING

- A. If the victim(s) are coughing or vomiting up blood or "coffee ground" material, they may have internal bleeding.
- B. Have the victim(s) lie flat on their back and breath deeply.
- C. Call for help. Do not let the victim(s) take any medication until a professional medical person approves.
- D. Treat for shock.

POISONING

- A. If a child or adult is suspected of swallowing any substance that might be poisonous, assume the worst..."TAKE ACTION"!
- B. Call for help. Call 9-911 for Paramedics AND Otis Security at ext. 6965 (or 310-665-6965 or *Emergency Phone* located to elevators on each floor). Have suspected item, substance or container available for responding emergency units.
- C. If victim is unconscious:
 - Make sure the victim is breathing. +If not, tilt the head back and perform mouth to mouth resuscitation.
 - Do not give anything by mouth.
 - Do not attempt to stimulate the victim.
- D. If victim is vomiting;
 - Roll the victim over on his/her left side to prevent choking.
 - Keep the victim calm and warm.
- E. Be prepared, keep all emergency phone numbers near the phone and often review first aid procedures.

MEDICAL EMERGENCIES

MEDICAL EMERGENCIES

Date: 11/2001

MOUTH TO MOUTH RESUSCITATION:

- A. Place victim on his/her side and remove foreign matter from the mouth with your finger.
- B. Place victim on his / her back.
- C. Tilt victim(s) head back to open the air-way.
- D. Close victim(s) nostrils with your fingers.
- E. Inhale and close your mouth.
- F. Exhale until victim(s) chest expands.
- G. Repeat every five [5] seconds.
- H. Continue until help arrives.
- I. If a problem exists, check the victim(s) for air-way obstruction(s).

SEIZURES:

1. During the seizure:
 - Let the seizure run its course.
 - Help the victim lie down to avoid injury.
 - Move items away from the victim that might cause injury.
 - Loosen restrictive clothing.
 - Do not try to restrain the victim **AND DO NOT PUT ANYTHING IN THEIR MOUTH!**
 - Have someone immediately call Otis Security (ext. 6965/310-665-6965 or use *Emergency Phone* located on each floor) or dial **“9-911”**
2. After the seizure:
 - Check to see if the victim(s) is breathing. If he / she is not, give mouth to mouth resuscitation.
 - Check to see if the victim(s) is wearing a medical emergency alert or similar communication of medical emergency requirement.
 - Check to see if the victim(s) has any burns around the mouth; this might indicate poison.
 - Stay with the victim as he/she may be conscious, but not talkative when the intense movement stops.
 - Send for help as soon as possible.

UTILITY FAILURE

DATE:11/2001

EMERGENCY ACTION

1. **CALL OPERATIONS AND MAINTENANCE AT EXT. 6870**
2. **CALL OTIS SECURITY AT EXT. 6965**
3. **EVACUATE IF NECESSARY**

In the event of a major utility outage during regular working hours (8:30am to 5:00pm, Monday through Friday), call Operations/Facilities immediately at ext. 6870/310-665-6870.

If there is potential danger to the building occupants, or if the utility failure occurs after hours, on the weekend, or a holiday, notify Otis Security at ext. 6965/310-665-6965, or use the *Emergency Phone*.

Otis Facilities and/or Otis Security will check all buildings in the event of a power failure. Do not evacuate a building unless directed to do so by Otis Security, Otis Facilities, L.A.P.D., or L.A.F.D.. Do not return to an evacuated building unless the “**ALL-CLEAR**” signal is given.

ELECTRICAL / LIGHT FAILURE:

At present, most buildings are equipped with emergency lighting. If the light fails to operate, or there is insufficient light to safely evacuate, it is advisable to have a flashlight nearby for emergencies. If it appears that only your building is without power, call Otis Facilities and/or Otis Security.

ELEVATOR FAILURE:

If you are trapped in an elevator, use the *Emergency Phone* to call the elevator company. Activate the emergency alarm on the control panel. Stay calm and encourage others to do the same; help is on the way.

PLUMBING FAILURE / FLOODING / WATER LEAK:

1. Cease using all electrical equipment.
2. Notify Otis Facilities at ext. 6870 and/or Otis Security at ext. 6965, or use the *Emergency Phone*.
3. Evacuate the immediate area to prevent injuries.

NATURAL GAS LEAK:

1. Cease all operations.
2. Notify Otis Facilities at ext. 6870 and/or Otis Security at ext. 6965, or use the *Emergency Phone*.
3. Evacuate the area immediately.

DO NOT SWITCH LIGHTS ON OR OFF OR UNPLUG ANY ELECTRICAL EQUIPMENT!

Electrical arcing could trigger an explosion.

VENTILATION PROBLEMS:

1. If smoke or odor comes from the ventilation system, immediately call Otis Facilities ext. 6870 and/or Otis Security at ext. 6965, or use the *Emergency Phone*.
2. If necessary, cease all operations and vacate the area.

DO NOT RETURN TO AN EVACUATED AREA UNLESS THE “ALL CLEAR” SIGNAL IS GIVEN.

UTILITY FAILURE