

## **A SAFE ENVIRONMENT**

Your safety greatly depends upon how you react in the unlikely event of a fire, earthquake or other disaster while you are at Luma. We encourage you to read through this pamphlet carefully and keep it handy for quick reference during an emergency.

It is the purpose of this brochure to provide important safety information concerning this building. These are only guidelines; it is not designed to cover every circumstance. Your common sense in an emergency is still required. Resident emergency training is offered twice a year, please make every effort to attend at least once a year. If you have any questions regarding your safety while in this building, please do not hesitate to contact Management.

**Front Desk:**  
213-742-0387

**EMERGENCY**  
**DIAL: 911**  
**OR**

1-800-688-8000\*

\*(If problems are encountered using 911  
for Fire & Paramedics ONLY)

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 Front Desk. Management will then inform the fire department of your situation in the event of an evacuation. Please cut out and return to the Front Desk.

Name \_\_\_\_\_  
Unit \_\_\_\_\_  
Home Telephone \_\_\_\_\_ Alt. \_\_\_\_\_  
Special needs \_\_\_\_\_

Inclusive dates (if applicable) \_\_\_\_\_

## **IF YOU HEAR OR SEE THE FIRE ALARM**

- 1) When leaving a room, feel doors before opening them. Do not open any that appear hot. Close doors behind you, but do not lock them.
- 2) Do not return to your area for personal belongings.
- 3) If smoke is present, stay low. The best quality of air is near the floor (approx. 12" up from the floor).  
**DO NOT ATTEMPT TO RUN THROUGH FLAMES!**
- 4) Do not use the elevators. If you are in an elevator when the alarm sounds, do not push the emergency stop button. The elevator will automatically return to the main lobby.
- 5) **EVACUATION:** If the alarm is heard, occupants will enter the stairwell and completely evacuate the building and meet on the corner of Grand Avenue and 11<sup>th</sup> Street, 300 feet east of the building.

## **IF YOU ARE TRAPPED**

- 1) Wedge cloth material along the bottom of the door to keep out smoke.
- 2) Close doors between you and the fire.
- 3) Call 911 and notify the Fire Department of your location and problem.
- 4) If windows can be opened and you must have air, open the window. Break window only as a last resort, as it will become impossible to close later.

**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.57.112.05). Any person who willfully and maliciously sends, gives, transmits, or sounds any false alarm of fire is guilty of a misdemeanor (P.C. 148.3).

## **IF YOU DISCOVER A FIRE OR SMOKE**

- 1) Inform anyone nearby of danger.
- 2) Confine the fire by closing doors. Do not lock them.
- 3) Pull the Manual Fire Alarm in close proximity.
- 4) Call the Fire Department, Dial: **911\***  
Report: 1100 South Hope Street  
Cross street: 11<sup>th</sup> Street  
Location of the fire \_\_\_\_\_  
Your call back number 213-742-0387  
Do not hang up until told to do so by the operator.
- 5) If time permits, call the Front Desk at 213-742-0387.
- 6) **EVACUATION:** If the alarm is heard, occupants will enter the stairwell and completely evacuate the building and meet on the corner of Grand Avenue and 11<sup>th</sup> Street, 300 feet east of the building.

## **POWER OUTAGE**

- 1) Remain calm and in place.
- 2) If possible, notify the Front Desk at 213-742-0387.
- 3) Turn on battery-powered radio to find out what is happening in your area.
- 4) Unplug all electrical equipment and turn off light switches not needed.

**C.C.R. Title 19, 3.10 and Los Angeles City Fire  
Code Section 57.401.1 require  
FIRE DRILLS.**

ALL high-rise building occupants shall be instructed annually on the procedures to be followed in the event of fire, earthquake, or other emergency. Instruction of all new occupants shall occur within 14 days of their assuming occupancy of the building. Non-compliance is punishable by criminal misdemeanor charges.

## IF YOU RECEIVE A BOMB THREAT

- 1) Attract the attention of another person. Have that person call **911\*** to request the call on your line to be traced and police to respond.
- 2) Get as much information as possible from the caller. Keep person on telephone as long as possible. Below is a form to begin filling out as soon as possible.
- 3) Call the Front Desk at 213-742-0387.
- 4) Survey your immediate area and report any suspicious items to the Front Desk.
- 5) **DO NOT TOUCH** a suspected bomb or unusual device.

### **BOMB THREAT FORM**

Date of Call: \_\_\_\_\_ Time of call: \_\_\_\_\_

#### **QUESTIONS TO ASK**

When is the bomb going to explode? \_\_\_\_\_

Where is the bomb right now? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_

What does it look like? \_\_\_\_\_

Why did you place the bomb? \_\_\_\_\_

#### **IDENTITY OF CALLER**

##### **Voice:**

Loud \_\_\_ Soft \_\_\_  
High Pitch \_\_\_ Deep \_\_\_  
Raspy \_\_\_ Pleasant \_\_\_  
Nasal \_\_\_ Poor \_\_\_  
Intoxicated \_\_\_ Other \_\_\_

##### **Manner:**

Calm \_\_\_ Angry \_\_\_  
Rational \_\_\_ Irrational \_\_\_  
Emotional \_\_\_ Deliberate \_\_\_  
Coherent \_\_\_ Nervous \_\_\_  
Other \_\_\_\_\_

##### **Speech:**

Fast \_\_\_ Slow \_\_\_  
Distant \_\_\_ Good \_\_\_

##### **Accent:**

Local \_\_\_ Foreign \_\_\_  
Racial \_\_\_ Regional \_\_\_

## IN CASE OF AN EARTHQUAKE

- 1) **STAY** calm.
- 2) **GET AWAY** from windows, temporary walls or partitions, and freestanding objects such as file cabinets and hanging objects.
- 3) **DUCK** or drop to the floor.
- 4) **HOLD** – If you take cover under a sturdy piece of furniture, hold onto it and be prepared to move with it.
- 5) **STAY PUT** – Hold this position until the ground and/or building stops shaking and it is safe to move.

### DO NOT USE ELEVATORS

#### **AFTER AN EARTHQUAKE**

- 1) **BE PREPARED** for aftershocks. If you are outside, do not return to your unit or area until authorized.
- 2) **CHECK FOR** injuries and administer first aid if necessary and if qualified.
- 3) **REPLACE** telephone handsets that have been shaken off. **Do not try to use the telephone** (except 911 for emergencies).
- 4) **DO NOT USE ELEVATORS.** When exiting, make sure that the exit path is safe to use.

#### **IN A MEDICAL EMERGENCY**

- 1) **DO NOT** move the person unless there is further danger. If necessary and qualified, administer first aid.
- 2) **CALL** Paramedics. Dial 911.  
Report  
Address:  
1100 South Hope Street, Los Angeles  
Floor and Unit: \_\_\_\_\_  
Cross Street: 11<sup>th</sup> Street  
Your Telephone Call Back Number: \_\_\_\_\_
- 3) **CALL** the Front Desk: 213-742-0387.
- 4) **POST** one person at the elevator to lead medical team to the injured person.

# EMERGENCY PROCEDURES

## Luma

1100 South Hope Street  
Los Angeles, CA

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Prepared by:



Building. Emergency. Experts.

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