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INTRODUCTION

The Management of this building in cooperation with the Los Angeles County Fire Department has compiled this manual to help the safety of our building occupants in the event of an emergency and to comply with the provisions of the California Code of Regulations, Title 19.

The material in this manual pertaining to CCR Title 19 is required by law.

The provisions of Section 3.09 and 3.10 of Title 19 of the California Code of Regulations require that persons responsible for new and existing high-rise buildings comply with the Emergency Pre-Fire Planning and Evacuation Requirements as set forth therein. Owners, managers, operators, administrators, and residents of each high-rise building in the city of Los Angeles shall comply with these requirements or be subject to prosecution and penalties, including fines, as set forth in Title 19 of the California Code of Regulations.

This manual and its contents is to be utilized for emergency use and should be referred to on a regular basis to ensure a thorough knowledge of the emergency procedures for this building.

FLOOR WARDEN STATEMENT

The State of California mandates a Floor Warden Program. In order to meet this requirement EACH RESIDENT IS CONSIDERED TO BE THE FLOOR WARDEN FOR HIS/HER FLOOR. As such, when a fire alarm is heard each resident will assure his/her family have evacuated, and then assure each additional resident on their floor has heard the alarm and is evacuating the tower.

INTRODUCTION TO MARINA CITY CLUB TOWERS

The West Tower is two 12-floor buildings constructed of steel, concrete and glass built in 1972. It has 4 levels of parking.

The Center Tower is two 12-floor buildings constructed of steel, concrete and glass built in 1975. It has 5 levels of parking. It also contains 30 “G Suite” studio condominiums.

The East Tower is two-12 floor buildings constructed of steel, concrete and glass in 1975. It has 4 levels of parking and also houses the administrative offices on G-3 level.

The Promenade is a 3-floor building constructed of steel, concrete and glass built in 1972.

**OCCUPANT EMERGENCY PROCEDURES
FLOOR WARDEN BOOKLET
EMERGENCY TELEPHONE NUMBERS**

FIRE DEPARTMENT	911
PARAMEDIC/AMBULANCE	911
SHERIFF'S DEPARTMENT	911
MARINA CITY CLUB CONTROL ROOM	310 822-0611 ext. 208

GIVE THE EMERGENCY OPERATOR THE FOLLOWING INFORMATION:

- NATURE OF THE PROBLEM: FIRE, EXPLOSION, MEDICAL, ETC.
- LOCATION

MARINA CITY CLUB TOWERS
4333 ADMIRALTY WAY
MARINA DEL REY

BE SURE TO ADVISE OPERATOR WHICH UNIT AND TOWER OR PROMENADE APARTMENT YOU ARE CALLING FROM.

* CALL BACK TELEPHONE NUMBER () _____

BUILDING ORGANIZATION INFORMATION	310 822-0611
FIRE SAFETY DIRECTOR	310 822-0611 ext. 251
PROPERTY SERVICES CONTROL	310 822-0611 ext. 208
ENGINEERING/MAINTENANCE	310 822-0611 ext. 252
PROPERTY SERVICES ATTENDANTS	310 822-0611 ext. 208

FIRE PROCEDURES RESIDENT DUTIES

IF FIRE OR SMOKE IS DISCOVERED:

1. Safety of life: If fire is in occupied room, remove anyone from immediate danger. Confine the fire or smoke by closing doors as you leave the area.

2. Notifications:
 - a. Activate alarm by breaking glass on the manual pull station if available and in close proximity.
 - b. Notify the Fire Department – Dial 911
Give the Emergency Operator the following information:
Emergency: FIRE
Address: MARINA CITY CLUB
4333 Admiralty Way
Give tower or promenade location & unit number
Your Call Back Telephone Number: _____

NOTE WELL: Be prepared to answer questions

DO NOT HANG UP UNTIL THE EMERGENCY OPERATOR DOES SO

- c. Notify Property Services Department at 822-0611 ext. 208

IF TRAPPED INSIDE YOUR RESIDENCE:

1. Wedge cloth material along the bottom of the door to keep out smoke. Wet cloth, if possible.
2. Close as many doors as possible between you and the fire.
3. Use telephone (if available) and notify the Fire Department of your problem.
4. If windows can be opened and you must have air, open the window. Break the window as a last resort.

Smoke detectors are provided for you personal safety. Anyone who willfully and maliciously tampers with, damages, breaks or removes any required smoke detector will be prosecuted for a misdemeanor. (Section 148.4 of the California Penal Code.)

Any person who willfully and maliciously sends, gives, transmits or sounds any false alarm or fire will be prosecuted for a misdemeanor or a felony if people are injured. (Section 148.3 of the California Penal Code.)

FIRE ALARM AND EMERGENCY NOTIFICATION SYSTEM

The Marina City Club Emergency Notification System consists of a fire alarm, manual fire alarm pull stations and smoke detectors. The manual pull stations activate alarms on all floors of the affected Tower or Promenade and at the fire control panel in the Property Services Attendant's Office. Appropriate calls should be made to the Fire Department and the Property Services Attendant's Office and Evacuation shall take place IMMEDIATELY.

Never consider an alarm sounding as false or a "test". ALWAYS call the Fire Department (911) when an alarm has sounded.

FIRE ALARM

The alarm is a continuous ringing bell. It rings throughout the entire affected Tower or Promenade.

EMERGENCY NOTIFICATION SYSTEM

MANUAL ALARM PULL STATIONS are located at the entrance to each stairwell. These stations will sound the alarm throughout the affected Tower or Promenade. They do NOT notify the Fire Department. To activate the alarm BREAK GLASS then call 911 to report the fire.

SMOKE DETECTORS are located in the elevator lobbies above the ground floor. They will set off the alarm throughout the affected Tower, automatically place the elevators in "Fire Service" mode, causing the elevators to return to the ground floor, the doors to open, and then go out of service. The red light on the Smoke Detector will glow when the Smoke Detector is activated.

SMOKE DETECTORS located in each residential unit will sound a local audible alert within the residential unit only. They DO NOT notify the Fire Department, Property Services Personnel, or residential units.

FIRE HOSE/EXTINGUISHER CABINETS are located near the entrance to each stairwell on all floors. Each cabinet contains a 50-foot fire hose and one class "ABC" fire extinguisher. The fire hoses and fire extinguishers have been installed for the use of the residents and staff.

EMERGENCY INSTRUCTIONS shall be given initially by telephone and then by bullhorn.

EVACUATION PROCEDURES

WHEN AN ALARM IS ACTIVATED:

1. Remain calm but react immediately.
2. When leaving any room, feel the doors before opening them. Remember to close doors behind you, but do not lock them. If the door is cool, open it slowly. Be prepared to slam the door if smoke or heat comes through.
DO NOT OPEN ANY DOORS THAT ARE HOT
3. **DO NOT** return to your residence for personal belongings.
4. If smoke is present, stay low. The best quality air is near the floor. **DO NOT** attempt to run through heavy smoke or flames.
5. **DO NOT** use elevators. If you are in an elevator when the alarm sounds, **DO NOT** push the emergency stop button.
6. Proceed to the safest stairwell exit and walk down the stairs. Use the most continuous handrail. Exit the building and report to the outside assembly area.

NOTE: You may be called upon to assist a physically challenged individual on your floor.

IF TRAPPED IN YOUR RESIDENCE

1. Wedge cloth material along the bottom of the door to keep out smoke. Keep cloth wet, if possible.
2. Close as many doors as possible between you and the fire.
3. Use your telephone and notify the Fire Department of your problem. Then call the Marina City Club to notify Property Services Control of your problem (822-0611 ext. 208).
4. If you need air, open the windows. Be aware this may create a draft that could draw smoke into your residence from a fire below.

EMERGENCY EVACUATION INSTRUCTIONS FOR THE PHYSICALLY CHALLENGED

Listed below are some things that you can do for yourself if you are alone during an emergency.

DO NOT PANIC

1. Close as many doors as possible between you and the fire.
 2. Immediately call the Fire Department (911).
 - a. Tell them you cannot get out.
 - b. Tell them you are physically challenged.
 - c. Give the fire Department the following information:
Address: Marina City Club
4333 Admiralty Way
Marina del Rey
Tower location or Promenade Unit No.
Your Call Back Telephone Number: _____
Wait for the Emergency Operator to hang up first!
 - d. Notify Property Services Control Desk (822-0611 ext. 208)
 3. Stay where you are, do not hide.
 4. If you must leave your residence due to immediate fire danger:
 - a. Do not use the elevator.
 - b. Go to the nearest safe stairwell.
 - c. Make sure you tell everyone who goes down the stairs to tell the Fire Department what floor you are on. **TELL THEM YOU NEED HELP!**
 - d. Be sure to keep the stairwell door closed.
 5. **REMEMBER:** Tell your assistants what your condition is and be prepared to give instructions on how you can best be helped.
- * The first thing you should tell the person that is assisting you is how they may best assist you!
 - * Meet with the people on your floor to discuss your special needs in case of an emergency. During an emergency there may be no time to discuss what is best!
 - * Smoke is what kills most people during a fire! You should check or have someone check your smoke detectors regularly.
 - * Participate in Fire Drills where you work and live.
 - * If you are physically challenged, you may not be able to get out without assistance during a fire or other emergency.

STAIRWELL SAFETY INSTRUCTIONS

- ❖ Move quickly but do not run.
- ❖ Remove high heels to prevent injury (carry them with you).
- ❖ Allow room for others to enter into an orderly flow of traffic, but do not hold up the traffic unnecessarily.
- ❖ DO NOT SMOKE
- ❖ Dispel any false information, rumors, etc.
- ❖ Gain assistance for those who are slower moving or physically challenged.
- ❖ Treat any injuries incurred in the stairwell at the nearest floor landing when required and if practical.
- ❖ Move away from the building into the assembly area.

Each Marina City Club Tower has two exit stairwells. They are designated by “Stairwell 1” and “Stairwell 2.” Stairwell 1 is to the left of the elevator on every Tower and provides roof access and ground level access. Stairwell 2 is to the right of the elevators in every Tower and provides only ground level access.

STAIRWELL INFORMATION

All stairwell doors are unlocked from the stairwell side. None of the stairwells are pressurized.

There are two stairwells that service the North Tower buildings, two stairwells that serve the South Tower buildings and five stairwells that serve the Promenade. For reference purposes, consider Admiralty Way as the Marina City Club Northern Boundary.

The Evacuation Sequence for the Tower buildings is total evacuation of the affected Tower. Each floor shall move downward and exit the building and report to the exterior assembly area.

EXTERIOR ASSEMBLY AREAS:

West Tower North - Stairwell 1 - The Promenade/South Side
West Tower North - Stairwell 2 - Fantasea Yacht Club Parking Lot

West Tower South - Stairwell 1 - Fantasea Yacht Club Parking Lot
West Tower South - Stairwell 2 - The Promenade/South Side

Center Tower North - Stairwell 1 - Commercial Parking Lot near Tennis Courts 1 & 2
Center Tower North - Stairwell 2 - Commercial Parking Lot near Tennis Courts 1 & 2
(and G Suites)

Center Tower South - Stairwell 1 - Commercial Parking Lot near Tennis Courts 1 & 2
Center Tower South - Stairwell 2 - Commercial Parking Lot near Tennis Courts 1 & 2

East Tower North - Stairwell 1 - Grassy area near Entrance to MCC at West Gate
East Tower North - Stairwell 2 - Grassy area near Entrance to MCC at West Gate

East Tower South - Stairwell 1 - The Promenade South Side
East Tower South - Stairwell 2 - 500' West of the Tower on Admiralty Way

Promenade – Promenade Walkway (near boats)

IN CASE OF EARTHQUAKE OR BOMB THREAT – Only evacuate your residence if the danger of remaining there is greater than on the street.

EARTHQUAKE PROCEDURES

BEFORE THE EARTHQUAKE:

CHECK YOUR OWN LIVING AREA

- A. WINDOWS/GLASS – If your bed is under windows or in front of glass partitions, decide where you will take cover to avoid being injured by flying glass.
- B. HEAVY OBJECTS – Be sure all heavy objects are stored on bottom shelves to prevent them from being thrown to the floor.
- C. LOOSE OBJECTS – If you have materials stored on top of cabinets or shelves, determine if these items could be secured i.e. use museum wax and other seismic bracing items, or move.

DURING THE EARTHQUAKE:

- A. REMAIN CALM – Do NOT panic, and do not attempt to go outside. Protect yourself.
- B. ACT QUICKLY – Move away from windows, temporary walls or partitions, and/or freestanding objects such as file cabinets, shelves, hanging objects.
- C. DUCK – Duck or drop down to the floor.
- D. 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.
- E. HOLD – If you take cover under a sturdy piece of furniture, hold on to it and be prepared to move with it.
- F. STAY PUT – Hold this position until 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.

IF YOU ARE OUTSIDE:

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

AFTER THE EARTHQUAKE:

If there appears to be some damage (moved or fallen heavy objects, broken glass, fallen ceiling tiles) do the following (after you have checked yourself):

- A. **CHECK FOR DAMAGE** – Carefully inspect your residence for damage and potentially dangerous situations and plan for **AFTER SHOCKS**.
- B. **LIMIT TELEPHONE USE** – Leave telephone lines clear for emergency communications only. Check your telephones to make sure the receivers have not been shaken off.
- C. **ALERT** Property Services Attendant (822-0611 ext. 208) to anything needing their attention.
- D. **LOCATE** battery-powered radio to receive important instructions and information.
- E. **DO NOT EVACUATE** unless the danger of remaining in your residence is greater than on the street or you are instructed to evacuate. Follow instructions given by emergency personnel. Walk, **DO NOT RUN**, and keep noise to a minimum.
DO NOT USE ELEVATORS!
- F. Wear sturdy, low heel shoes. If the evacuation is necessary, use the most continuous handrails in the stairwell.

If you have relocated away from the building, **DO NOT** return until you are notified that it is safe to return.

WHAT IF YOU ARE IN AN ELEVATOR?

If you are in an elevator during an earthquake, you are safe. The elevator is designed not to fall down the shaft, and nothing heavy can fall on you.

Elevators are designed to go to the nearest floor in the direction of travel and open. However, elevators will stop in any moderate earthquake. This is intentional. They will not be started until they are checked by competent personnel and determined to be safe.

Building maintenance personnel will contact each elevator car as quickly as possible and advise you how rescue will occur. Upon being rescued, take directions from the Floor Warden of the floor.

If you have a medical or other emergency, call the phone numbers listed in the elevator car.

ELEVATOR INFORMATION

TOWER ELEVATORS

1. The Tower elevators are located in the residential towers (East Tower/North and South; Center Tower/North and South; and West Tower/North and South. They are Otis elevators and were modernized in 1995.
2. If you are in the Tower elevators during an emergency, safety features in these elevator cabs include the following:
 - a. Direct push button telephone lines will allow you to speak directly to the Elevator Company to describe your emergency. Press the button marked “CALL” at the bottom of the cab and wait for an operator to respond. The operator will know which cab you are located. When you have pressed the button, a red light will go on.
 - b. When a fire alarm rings in any Tower, the elevator will automatically move to the bottom floor of the garage level and will open its doors allowing passengers to exit.
 - c. In an earthquake, the elevator will automatically move to the nearest floor, where it will open its doors and it will stop, allowing passengers to exit. To start working again, the elevator must be manually reset.
 - d. There is also a red switch which will immediately stop the elevator cab. This stop is very sudden and is for serious emergencies when the cab needs to be stopped immediately. It will not seek the nearest floor. It will just stop.
 - e. In case of a power failure, the elevator will stop immediately. Emergency lighting will enable passengers to see until assistance arrives. Use the in-cab phone to report your location.

PROMENADE ELEVATORS

The Promenade elevators are hydraulic Dover elevators that service the three floors of the Promenade apartment complex. Safety features in these cabs include the following:

- a. Alarm switches to notify residents someone is trapped in the elevator cab.
- b. There are no automatic recall features to these elevators. In the event of any emergency, use the Promenade stairs.
- c. In the event of a power failure, the elevators will come to a safe stop until assistance arrives.

HELIX ELEVATORS

The Helix elevators in the East and West Towers are Otis hydraulic elevators with the following safety features:

- a. Push button telephones which connect directly with the Elevator Company to alert a technician that you are trapped in the elevator.
- b. There are no automatic recall features to these elevators. In the event of an emergency, do not use the elevators.

CENTER TOWER/LOBBY ELEVATORS

These two cabs are also Otis hydraulic elevators. They contain the following safety features:

- a. Push button telephones which connect directly with the Elevator Company to alert a technician that you are trapped in the elevator. The telephone identifies your location.
- b. When a fire alarm is sounded in this Tower, the elevators will automatically recall to the Lobby level, open its doors for passengers to exit, and stop.
- c. In the event of an earthquake, the elevator cab will stop. Use the push button telephone to report your location.

MEDICAL EMERGENCY PROCEDURES

Any time a resident requires the paramedics or Emergency Medical Attention:

1. Notify the Fire Department (911) and give the following information:
 - Address Marina City Club
4333 Admiralty Way
Marina del Rey
 - Be sure to designate the location: Tower or Promenade and Unit number.
 - The Nature of the Emergency.
 - Victim's general condition and location.
 - Your call back phone number.

IMPORTANT: DO NOT HANG UP UNTIL THE EMERGENCY OPERATOR DOES SO FIRST!

2. Notify the Property Services Attendant (822-0611at ext 208). Give them the following information:
 - Paramedics notified and responding
 - Victim's location – Designate Tower or Promenade and Unit Address
 - Your call back telephone number
3. Provide first aid, if qualified.
4. Have a family member or neighbor wait in elevator lobby on your floor to escort the paramedics to the victim, if possible.

POWER FAILURE

During a power failure the Emergency Generator in each Tower will operate the emergency lighting in the stairwells and garage areas as well as the fire safety equipment.

During a power failure each resident should use flashlights or chemical light sticks, if available. All residents should remain in their residence until either the cause of the failure or how long the situation will last is determined.

Open blinds, drapes and doors to admit light from the outside.

Notify Property Services Department if people are trapped in the elevators.

5. DEFIBRILLATOR

The Automated External Defibrillator (AED) device is kept at the Fitness Center during operating hours. When the Fitness Center closes, the device is taken to the Property Services office where it is kept in case of an overnight emergency. A total of thirty (30) staff have completed the four (4) hour certification program. Only those employees may implement the use of the defibrillation.

Once an emergency is recognized, the immediate action is to:

- Call 911
- Begin CPR
- Use the LifePak 500 AED
- Transfer to Advanced Care

PERSONAL FIRE PREVENTION PRACTICES-- GOOD HOUSEKEEPING PREVENTS FIRES

HELPFUL HINTS:

1. **NORMAL COMBUSTIBLES:** Improper storage and over-accumulation of boxes, newspapers, magazines, etc. greatly increases the fire load – while decreasing possible exit routes. Dispose of all trash on a regular basis. Never dispose of hot or smoldering material down trash chutes.
2. **FLAMMABLE LIQUIDS.** Paints, solvents, kerosene, grease, etc. should be tightly sealed or capped while not in use. Almost every kind of aerosol container or hazardous because the ingredients can burn or explode. **DO NOT** puncture or dispose of in incinerators.

Loose storage of oil rags can lead to spontaneous combustion (self ignition). Store all rags in tightly covered metal receptacles. **NEVER ALLOW GASOLINE WITHIN THE HOME. ALWAYS USE SAFETY CANS.** Separate flammable liquids from normal combustibles and both from all heat sources (stoves, heaters, fireplaces, etc.)

COMMON HAZARDS:

1. **SMOKING.** Use approved 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 your children.
2. **COOKING.** **NEVER** use water on a grease fire. If no extinguisher is handy, use baking soda or cover the frying pan with its lid. Do **NOT** forget to turn off the burner. Removal of grease deposits will normally prevent the typical kitchen fires.
3. **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 if you leave the premises for long periods.
4. **ELECTRICAL.** Inspect for worn insulation or cords. Replace any faulty appliance. **NEVER** place cords over nails or other metal objects, or under carpets. Use only one plug per provided outlet to avoid overloading the circuits.
5. **HEATERS.** Never place clothing and other combustibles closer than three (3) feet from heating devices. Avoid accumulations of dust or lint.
6. **SMOKE DETECTORS** are provided for your protection. Disconnecting or tampering with one can be very much like throwing away your fire and life insurance policies.

FOR LIFE THREATENING EMERGENCIES – DIAL 911

**FIRE SAFETY DIRECTOR – RESIDENT AFTER EMERGENCY
OR FIRE DRILL REPORT**

Marina City Club Residence Number: _____ Date: _____

Tower [] West [] Center [] East [] North [] South [] Promenade

Time of Emergency or Drill: _____ Time Floor Clear _____ Elapsed Time _____

Residents Relocated To: _____

Check yes or no in spaces below as apply to your floor or area

COMMUNICATIONS:

- [] Fire alarm clearly heard in all areas?
- [] Fire Department Notified? Time: _____
- [] Fire Safety Director/Command Center Notified?

BUILDING STAFF RESPONSE:

- [] Team Members reported to respective stations?
- [] Team Members carried out all assigned duties?
(Stairwell Monitors, Leaders, Floor Search, Head Count, etc.)
- [] Elevators brought to main floor and held?

RESIDENTS:

- [] Responded to alarm and evacuated

CONTAINMENT OF FIRE:

- [] Were all doors closed but not locked?
- [] Fire extinguisher taken to fire scene?

RELOCATION/EVACUATION

- [] Corridors and exits clear? Obstructions?
- [] Did evacuation proceed in a smooth, orderly manner?
- [] Visitors to building participate in drill?
- [] Status report given after relocation?

UTILITIES:

- [] Electric Appliances turned off?
- [] Ventilation System shut down? (simulated for drill)__

REMARKS AND RECOMMENDATIONS: (please use the reverse side for comments and explain all "no" answers.)

**THIS REPORT IS TO BE COMPLETED AS SOON AS POSSIBLE AFTER
THE EMERGENCY OR THE DRILL AND A COPY SENT TO THE FIRE
SAFETY DIRECTOR OF THE BUILDING.**