

FIRE SAFETY TRAINING

**Tuesday
September 15th, 2009
7:00 PM**

Learn about the buildings Life Safety Systems; Fire Prevention; Emergency procedures; and the buildings annual required Fire Drill.

A minimum of one person from each unit is **Required** to attend. Participation is mandatory

Meeting will be held in the P1 Lobby

August 10, 2009

Lisa Frasquillo
Harbor Place Tower
525 Seaside Way
Office of the Building
Long Beach, CA 90802

F-11 PRODUCTIONS/FIRE SAFETY TRAINING
3423 KALLIN AVENUE
LONG BEACH, CA 90808
562 429-9909
FAX 562 429-4455
EMAIL: f11productions@cs.com

Dear Lisa,

This letter is to confirm for **HARBOR PLACE TOWER 525 SEASIDE WAY, LONG BEACH:**

One hour Residential Fire Safety Training Session on Tuesday, September 15, 2009 at 7:00 PM

Fire Drill on Tuesday, September 22, 2009 between 6:00 PM – 9:00 PM

We will invite the Inspector from the Long Beach Fire Department to the training session and fire drill.

CANCELLATION POLICY - PLEASE READ

If you need to reschedule the training session and/or the fire drill, we must be notified by AUGUST 17TH or there will be a cancellation fee of \$200.00. It is impossible to reschedule that canceled time with another client with less notification.

**Please FAX (562 429-4455) or EMAIL (F11Productions@cs.com) us a copy of the memo you send to your residents. A sample memo is below.*

**We will use a TV/VCR or TV/DVD during the training session, please let me know if you will have one in the room where the training will be held or if we need to bring one (please identify which system VCR or DVD).*

If you have any questions, please give me a call.

Sincerely,

Nancy Karl

DATE:

TO:

FROM: FIRE SAFETY DIRECTOR

RE: FIRE SAFETY TRAINING FOR ALL RESIDENTS

Title 19 of the California Code of Regulations, Sections 3.09 & 3.10 requires the annual training of all residents. The required **Fire Safety Training** for all residents is scheduled for _____. This one hour meeting will be held at _____.

Topics to be discussed are the building's Life Safety Systems; the emergency procedures to be followed in the event of a fire; and the building's annual required fire drill; and viewing of a video on what a real fire is like.

All residents, any individual with a physical disability and any interested occupants are welcome to attend. A minimum of one person from each unit is **required** to attend. Participation is mandatory.

REMEMBER: THESE SESSIONS ARE FOR YOUR SAFETY AND PROTECTION.

PLEASE BE PROMPT.