

RESIDENT EMERGENCY INFORMATION

**HARBOR PLACE TOWER
525 EAST SEASIDE WAY
LONG BEACH, CA 90802**

Approved by:
Long Beach Fire Department
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Prepared by:
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Long Beach, CA 90808

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RESIDENT EMERGENCY INFORMATION

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EMERGENCY INFORMATION

EMERGENCY TELEPHONE NUMBERS

HARBOR PLACE TOWER
525 EAST SEASIDE WAY

FIRE DEPARTMENT 9 - 1 - 1
POLICE DEPARTMENT 9 - 1 - 1
PARAMEDICS 9 - 1 - 1

FRONT DESK: 24 Hours 435-2803

FIRE SAFETY DIRECTOR & ASSOCIATION MANAGER: Lisa Frasquillo

BUILDING ENGINEER: Victor Lozada

LONG BEACH FIRE DEPT. NON-EMERGENCY NUMBER: 591-7631

ADDITIONAL EMERGENCY TELEPHONE NUMBERS:

POISON CONTROL: 800 876-4766
TORRANCE MEMORIAL BURN CENTER: 800 500-BURN
NATIONAL RESPONSE CENTER: 800 424-8802
(Toxic Chemical & Oil Spills)

BUILDING NAME & ADDRESS:

HARBOR PLACE TOWER
525 EAST SEASIDE WAY
LONG BEACH, CA 90802

(Cross Street: Linden)

BUILDING POLICY

HARBOR PLACE TOWER at 525 East Seaside Way is a fully sprinklered residential tower.

FIRE SAFETY DIRECTOR

The Fire Safety Director (Community Manager) is in charge of the building during emergencies. After hours, the Front Desk is responsible for initiating emergency procedures.

FIRE CONTROL ROOM

The Fire Control Room is located on the P 1 Level, in main lobby. Upon notification of an emergency, the Fire Safety Director or Front Desk Personnel will meet the Fire Department and direct them to the Fire Control Room.

EVACUATION

The fire alarm emits a whoop tone and a flashing light that reads "fire." The alarm sounds on THREE FLOORS - the floor where activated, the floor above and the floor below. A fire alarm signal is also annunciated at the Fire Alarm Panels and at an outside monitoring company. When the alarm sounds on the occupants' floor, occupants will walk down 5 floors and reenter at that Safe Refuge Floor. Occupants on floors P 1 - 6 will evacuate the building and proceed to a Safe Refuge Area.

EMERGENCY EXITS

Stairwell #1 connects Levels P 1 - 23 and exits directly outside at ground level onto Ocean Boulevard (northeast side). Stairwell #1 has a gate separating ground level from parking levels.

Stairwell #2 connects Levels 1 - 23 and exits directly outside at the ground level onto Ocean Boulevard (northwest side).

Stairwells #1 & #2 are pressurized and both have roof access.

PARKING STAIRWELLS: Stairwell #3, southwest side, connects Levels P 1 - P 3 and exits directly outside at the ground level onto Seaside Way at Linden. Note: exit is down to the P 1 Level.

Stairwell #4, southeast side, connects Levels P 1 - 1 (Promenade Level) and exits directly outside at the ground level onto Seaside Way. Note: exit is down to Seaside Way (P 1 Level) or up to the Promenade Level onto deck.

Stairwell doors are unlocked.

SAFE REFUGE AREAS

Safe Refuge Areas are areas inside or outside of the building which would provide a limit of protection.

Inside Safe Refuge Areas: usually any floor three or more above or below the fire floor is deemed a Safe Refuge floor.

Outside Safe Refuge Areas for a FIRE emergency are:

- east on Ocean Boulevard towards Atlantic Boulevard
- west on Seaside Way

It is important for occupants to proceed a minimum of 300 feet from the building (in case of falling glass) and out of the way of incoming personnel. Use caution crossing all driveways and streets.

BUILDING EMERGENCY SYSTEMS: SAFETY FEATURES

HARBOR PLACE TOWER, at 525 East Seaside Way in Long Beach is a fully sprinklered residential tower.

Levels include:

P 1: Seaside Way Entrance, Front Desk, Fire Control Room, Parking
P 2 & P 3: Parking
Promenade Level: Ocean Boulevard Entrance, Pool, Recreation Facilities,
(1st) Deck (south side)
2 - 23: Residential Units, 11 per floor (there is NO 13th floor)
Roof: Emergency Helicopter Facility

NOTE: Building is built on a hill. Promenade Level is ground level at Ocean Boulevard and P1 Level is ground level on Seaside Way.

LIFE SAFETY SYSTEMS:

MANUAL ALARMS: Located on each floor near stairwells and in passenger elevator lobbies, and in freight elevator lobbies on all floors except Promenade Level. To operate - PULL.

Flashing lights are located in corridors, elevator lobbies and Promenade Level (1st).

When a pull station is activated, the fire alarm emits a whoop tone and a flashing light that reads "fire". The audible and visual alarms are designed to sound on THREE FLOORS, the floor where activated, the floor above and the floor below. A fire alarm signal is also annunciated at the Fire Alarm Panels and at an outside monitoring company.

In a fully sprinklered building, it is unnecessary for the alarm to sound throughout the building. It is most important to remove the people closest to the fire and not to jam stairwells. The firefighters will also be using the stairwells to get to the fire. If the fire or smoke spreads, the Fire Department will make an announcement to any additional floors to evacuate. Remember: the Fire Department's first priority is the safety of people; and sprinklers (if installed correctly and well maintained) have a 96% success rate in putting out fires.

SMOKE DETECTORS Located in elevator lobbies, in corridors adjacent to doors equipped with magnetic door hold openers, electrical rooms, generator room, fire pump room and in the heating, ventilation and air conditioning (HVAC) ducts.

Activation of any detector will sound the audible and visual alarm on **THREE FLOORS** and activate an alarm condition at the Fire Alarm Panels and at the outside monitoring company.

Activation of an elevator lobby smoke detector will recall all elevators to the Promenade Level. Doors will open and elevators will shut off.

NOTE: Smoke detectors are also located in each unit. However, they sound a local alarm only. They are not tied into the building's life safety systems.

SPRINKLERS:

Located throughout the building; each sprinkler head is activated when its heat responsive element releases at a temperature of approximately 165 F. Each sprinkler head pours out approximately 25 gallons of water per minute.

Activation of any sprinkler head will activate the audible and visual alarm on **THREE FLOORS** and activate an alarm condition at the Fire Alarm Panels and outside monitoring company.

NOTE:

Activation of **any** alarm device (pull station, smoke detector or sprinkler) will also automatically: pressurize stairwells; release doors equipped with automatic door hold openers on the floor of activation; and shut down the building's supply fans.

STAIRWELLS:

Stairwell #1 connects Levels P 1 - 23 and exits directly outside at ground level onto Ocean Boulevard (northeast side). Stairwell #1 has a gate separating ground level from parking levels.

Stairwell #2 connects Levels 1 - 23 and exits directly outside at the ground level onto Ocean Boulevard (northwest side).

Stairwells #1 & #2 have roof access.

PARKING STAIRWELLS:

Stairwell #3, southwest side, connects Levels P 1 - P 3 and exits directly outside at the ground level onto Seaside Way at Linden. Note: exit is down to the P 1 Level.

Stairwell #4, southeast side, connects Levels P 1 - 1 (Promenade Level) and exits directly outside at the ground level onto Seaside Way. Note: exit is down to Seaside Way (P 1 Level) or up to the Promenade Level onto deck.

Upon activation of a pull station, smoke detector or sprinkler head, stairwells are automatically pressurized. Air is blown into the stairwell to help minimize the chance of smoke entering the stairwell. Due to the pressurization, doors may be harder to open and you will feel the air as you enter. Also the fans are noisy.

The stairwells are the lifeline of a high-rise building. In an emergency, occupants must use them to evacuate their floor and the Fire Department will use them to get to the fire floor. For this reason, NOTHING should ever be stored in the stairwells.

ELEVATORS:

The building has 3 passenger elevators, one freight elevator and one hydraulic elevator. The passenger and freight elevators service floors P 1 - 23. The hydraulic elevator services the P1 - Promenade Level.

Each elevator cab has a two way communication system to the Elevator Exchange. To activate: lift receiver.

During a fire:

Upon activation of an elevator lobby smoke detector, all elevators* will recall automatically to the Promenade Level. Elevator doors will open and elevators will shut off. If the smoke detector on the Promenade Level is activated, the elevators* will recall to an alternate floor.

Elevators are **not** to be used in a fire emergency. Smoke may enter the elevator shaft and elevators may stop and open onto the fire floor. **ELEVATORS ARE ONLY FOR YOUR DAILY CONVENIENCE, THE STAIRWELLS ARE FOR EMERGENCY USE.**

In an earthquake:

all elevators* will stop momentarily, then move up or down to the next floor - opposite its counterweight. Doors will open at that floor and elevators will remain there until inspected and reactivated by an elevator mechanic.

In a power failure: all elevators* will stop momentarily, the emergency generator will kick in and elevators will move to the Lobby Level one at a time. Then the freight elevator will operate in the normal manner.

Each elevator cab has emergency lights.

* except hydraulic elevator

**MAGNETIC DOOR
HOLD OPENERS:**

Doors in the passenger and freight elevator lobbies are equipped with magnetic door hold openers. Upon activation of any alarm device, these doors will automatically release on the floor where the device is activated. In the event smoke enters the elevator shaft, these doors will help prevent smoke from entering into the corridors. The corridors (hallways) are your means of exiting to the stairwells. These doors should NEVER be PROPPED OPEN.

EMERGENCY POWER:

The building has a generator which provides emergency lighting in public exit ways - corridors and stairwells; emergency lighting in elevators; and in the Fire Control Room.

The generator will power the elevators one at a time to the Lobby Level and then the continuous use of the freight elevator; all exit signs; the Fire Alarm Panels; PA System; stairwell pressurization system; and the building's fire alarm system.

FIRE CONTROL ROOM:

The Fire Control Room is located on the P 1 Level. This room contains the building's Fire Alarm Panels, emergency controls and PA system. From here the building's Fire Safety Director and the Long Beach Fire Department will coordinate the building's emergency operations.

FIRE ALARM PANELS:

Located in the Fire Control Room. When an alarm is activated, the panels indicate the type of device activated as well as the floor of activation. The Fire Alarm Panels are monitored by an outside company 24 hours a day, 7 days a week.

A remote panel is located at the Security Console. A high pitch tone indicates an alarm condition.

COMMUNICATIONS: An Emergency Voice Communication System (PA System) is located in the Fire Control Room for communication to a single floor, multiple floors or the total building.

FIRE EXTINGUISHERS: Type ABC extinguishers are located in locked cabinets on floors P 1 - Promenade Level and in unlocked cabinets on floors 2 - 23. Type ABC extinguishers are for use on fires involving wood, paper, cloth, rubber, plastics, oil grease and electricity. Be sure to use the right type of extinguisher. Using the wrong type can cause greater damage and injury.

Fire extinguishers should only be used by those trained to do so.

To open locked cabinet, use shoe or other sturdy object to break glass, then pull handle.

**EMERGENCY
HELICOPTER
FACILITY:**

The building has an emergency helicopter facility on the roof. The helipad is for the emergency evacuation of occupants and for bringing Fire Department Personnel onto the building.

NOTE: Evacuation by helicopter is the exception to the rule. If possible, always go down the stairwells. Stairwells are much safer than helicopters and can accommodate hundreds of people at one time.

FIRE: RESIDENTS

ALL RESIDENTS AT HARBOR PLACE TOWER MUST:

1. Have a list of Emergency Phone Numbers.
2. Be familiar with floor layout.
3. Know primary and secondary exits.
4. Know best routes to Emergency Exits.
5. Know location of manual pull stations and how to activate the alarm.
6. Know Safe Refuge Areas during a fire emergency:
 - Within the building: usually a minimum of three floors below the fire floor.
 - Outside the building: away from the building, a minimum of 300 feet; and out of the way of emergency vehicles, flying glass and other obstacles.
7. Know safe stairwell procedures:
 - Remain quiet and calm
 - Remove high heeled shoes to avoid tripping
 - Use handrails
 - Move quickly. Keep to one side. Emergency Personnel will be coming up the stairs.
 - Allow others to enter into stairwell flow, but do not unnecessarily hold up traffic.
 - Assist those who are slower moving or in any way handicapped.
 - All injuries should be treated at stairwell landings when required and safe to do so.
 - Do not smoke.
 - Do not spread false information, rumors, etc.
8. Develop awareness of safety conditions, fire violations and potential hazards. For example: fire doors blocked open, improper lighting, frayed cords, overloaded outlets, obstructed halls and corridors, trash build-ups, etc. **Never prop open doors to your unit.** If there is a fire in your unit and the door is propped open, smoke can easily spread throughout the corridor - making exiting difficult or even impossible for all residents on your floor.
9. In compliance with your local fire code:
 - Participate in all fire drills (a minimum of one (1) fire drill annually is required).
 - Review emergency procedures at least once a year.
10. **Know your emergency actions.**

FIRE: RESIDENTS

EMERGENCY ACTIONS: Upon notification of an emergency - by occupant or if you discover a fire:

1. - **Call** the Fire Department or verify that the Fire Department has been called. Give exact location and all known facts.
 - **Call** the Front Desk. Note: Be sure to make calls from a safe location.
 - Activate the alarm.
 - **Clear** the area. Alert all occupants.
 - **Confine** fire. Close all doors.

IN ANY FIRE EMERGENCY - REMEMBER THREE C'S: CLEAR THE AREA, CONFINE THE FIRE BY CLOSING ALL DOORS AND CALL THE FIRE DEPARTMENT.

2. Attempt to extinguish the fire, if safe to do so and if trained. Never attempt to extinguish the fire alone. Use the "buddy system."
3. Proceed to the nearest safe stairwell. Walk down 5 floors and reenter at that Safe Refuge Floor. Residents on floors 1 (Promenade Level) - 6 will evacuate the building.
4. At the Safe Refuge Floor/Area, ask other residents if anyone is missing or unaccounted for. If anyone is missing, one resident should report it immediately to Fire Department Personnel.
5. All residents should remain together and await further instructions.

If you hear the fire alarm:

1. Before opening any door, feel the door for heat. If not hot, stand behind the door, open cautiously and check for smoke. Be prepared to close the door quickly.
2. If there is no smoke present, proceed to your Stairwell Exit. Follow safe stairwell procedures, walk down 5 floors and reenter at that Safe Refuge Floor.
3. If you do encounter smoke, crawl on hands and knees along the wall to your Emergency Exit. Remember, smoke and heat rise, therefore cleaner air is near the floor. Proceed down the stairs to a Safe Refuge Area.
4. Follow instructions from Emergency Personnel.

FIRE: RESIDENTS

If door is hot:

1. **DO NOT OPEN IT.**
2. Use alternate door, if safe.
3. If no alternate door, call the Fire Department. Give exact location and all known facts.
4. Seal the bottom of the door with cloth material to help keep out smoke. Wet cloths and seal the door and any vents.
5. Signal at the window waving a bright colored material.

IF SMOKE ENTERS THE ROOM:

1. Stay low - air is cooler and cleaner closer to the floor.
2. Hold a wet cloth over your mouth and nose.
3. Open the window if openable and if there is no smoke outside the window. **DO NOT BREAK THE WINDOW** - once broken it cannot be closed.

REMAIN CALM. HELP IS ON THE WAY.

IF YOU WILL NEED ASSISTANCE WALKING DOWN THE STAIRS, READ "FIRE: PHYSICALLY IMPAIRED".

REMEMBER: The alarm when activated sounds on THREE FLOORS - THE FLOOR WHERE THE DEVICE WAS ACTIVATED, THE FLOOR ABOVE AND THE FLOOR BELOW. ASSUME ALL ALARMS ARE REAL.

FIRE: PHYSICALLY IMPAIRED

PHYSICALLY IMPAIRED: Is defined as anyone who will need assistance walking down the stairs.

EMERGENCY ACTIONS: IF YOU HEAR THE FIRE ALARM:

1. Check your unit for heat and smoke.
2. Check the hallway for heat and smoke. IF THERE ARE NO ADVERSE CONDITIONS (no fire or smoke) - there are two choices:
 - Proceed to the stairwell and remain there. Have someone walk down the stairs and notify the Fire Department of your exact location. Note: Wheelchairs shall enter stairwells last, so as not to block evacuation traffic flow and/or Emergency Personnel.
 - Remain in your unit. Call the Fire Department and Front Desk tell them exactly where you are located. **BE SURE TO KEEP DOORS CLOSED.**
3. IF THERE ARE ADVERSE CONDITIONS:
 - **GO BACK TO YOUR UNIT AND "DEFEND IN PLACE."** GET AS FAR AWAY FROM THE FIRE AS POSSIBLE. CLOSING ALL DOORS.
 - Call the Fire Department at **9-1-1** and tell them of your exact location. Also call the Front Desk.
 - Seal the bottom of the door with cloth material to help keep out smoke. Wet cloths and seal the door and any vents.
 - Signal at the window waving a bright colored material.

IF THE FIRE IS IN YOUR UNIT:

1. **EVACUATE YOUR UNIT IMMEDIATELY - CLOSING ALL DOORS BEHIND YOU.**
2. Proceed to the nearest stairwell. Have someone assist you down the stairs OR remain in stairwell and have someone proceed down the stairs to inform the Fire Department of your exact location. Be sure to close stairwell door behind you.

IF SMOKE ENTERS THE ROOM:

1. Stay low - air is cooler and cleaner closer to the floor.
2. Hold a cloth over your mouth and nose.
3. Open the window if openable and if there is no smoke outside the window. **DO NOT BREAK THE WINDOW** - once broken it cannot be closed.

REMAIN CALM. HELP IS ON THE WAY.

REMEMBER: The alarm when activated sounds on THREE FLOORS - THE FLOOR WHERE THE DEVICE WAS ACTIVATED, THE FLOOR ABOVE AND THE FLOOR BELOW. ASSUME ALL ALARMS ARE REAL.

EARTHQUAKE: RESIDENTS

1. It is recommended that all residents have emergency supplies. See page E 5c.
2. Have a plan for reuniting your family. Make sure all members of your family know what to do wherever they are - at school, at work or home alone. All family members should have an out of state contact person. So when phone lines are working, one can make one phone call and know that family members are accounted for.
3. Know location of possible safe refuge area/s outside and away from building. **Generally, you are safer staying inside the building.** *Note: this area cannot be preselected. It will vary depending upon the earthquake damage.*
4. Reduce nonstructural hazards, for example: secure top heavy objects such as bookcases, to structural elements of the building. Remove all heavy objects from top shelves. Secure cleaning liquids and other chemicals on shelves to help prevent spillage.
5. Information on Earthquake Preparedness is located in your telephone book. For additional information on Earthquake Preparedness contact the American Red Cross or your local Fire Department.

DURING AN EARTHQUAKE:

- **DROP, COVER & HOLD ON.** Brace yourself in the core of the building or get under a desk, table or other sturdy object. Stay away from windows, bookcases, mirrors, unsecured kitchen cabinets or anything else that may fall or shatter.
- Do not dash for exits, since stairwells may be damaged. Do not use elevators until they are checked for safety.
- Do not be surprised if electricity goes off or the fire alarm or sprinklers go on.
- Do not smoke or use matches or lighters in case of gas leaks.



EARTHQUAKE: RESIDENTS

EMERGENCY ACTIONS - AFTER AN EARTHQUAKE:

1. Replace telephone receivers so the telephone can be used. However, the telephone should be used for emergency calls **only**.
2. Check for injuries and fires. Inspect unit for damage. Check for gas leaks, water leaks and electrical shorts. **Use caution opening doors**. Watch for falling objects.
3. Check with other Residents on your floor.
4. Assess conditions and determine the necessity for immediate evacuation. IF life threatening, begin evacuation. Check stairwells for unsafe conditions before evacuating. **Generally, it is safer to remain inside the building**. Glass and siding may be falling outside the building.
5. Report status to the Front Desk/Security. Include injuries, building damage and potential hazards. Call for outside services as needed. If communications are not working select one resident to give status report to Building Management.
6. Stay away from windows and balconies. Remain quiet and calm.
7. Monitor conditions and await further instructions. **BE PREPARED FOR AFTERSHOCKS**.

If evacuation is necessary:

- Grab your emergency supplies, if possible.
 - Walk down the stairs.
 - Be careful of falling debris, electrical wires and hazardous areas.
 - Assemble at a safe refuge area outside and away from the building.
(Note: this safe refuge area cannot be preselected. It will vary depending upon the earthquake damage.)
8. Listen to radio for emergency reports (KNX 1070 AM, KFVB 980 AM or for Long Beach information KKJZ 88.1 FM).
 9. Discourage spreading of rumors. Cooperate with all Public Safety Officials.

EARTHQUAKE SUPPLIES FOR ALL RESIDENTS: (RECOMMENDED)

- *Bottled water
- *Extra canned food that requires no cooking. Manual can opener.
- Flashlight with extra batteries and/or lightsticks
- Radio with extra batteries (or combination radio, siren & flashlight)
- Whistle
- First Aid Kit
- Work gloves or gardening gloves
- Waterless soap
- Shoes - sturdy shoes, sneakers or shoes with rubber soles
- Extra Medication (minimum 72 hour supply)
- Extra pair of eyeglasses or hearing aid (if needed)
- List of doctor/s and pharmacist
- List of medication and allergies
- ID information: name, contact for out of state phone number, and information on nearest relative

Put items (*except food & water) in a bag with handles and keep near your bed (Best if attached to the bed post.)

BE PREPARED. You should plan on being self sufficient for 72 hours or more.

ALSO RECOMMEND: 'Power Failure Night Light' which plugs in and will give automatic light in a power failure and can also be used as a flashlight.