

# MEDIA STUDIOS

## EMERGENCY PROCEDURES

# EARTHQUAKE



Earthquakes strike without warning, and the major shock is usually followed by numerous, after shocks, which may last for weeks or months. An earthquake's effect on buildings will vary from building to building. Fire alarm or sprinkler systems may be activated by the shaking. Elevators and stairways will need to be inspected for damage before they can be used.

### Drop and Cover Procedures

#### Inside Building

1. Get under desk or table or other sturdy furniture with back to windows.
2. If not near any furniture, sit in a corner or with back against a wall with back to windows.
3. Drop to knees, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms.
4. If notebooks or jackets are handy, hold over head for added protection.
5. Stay away from windows, bookcases, or other heavy objects.
6. Maintain position until shaking stops.

#### Outside Building

1. Assume DROP AND COVER position in an open space.
2. Maintain position until shaking stops.
3. Move away from buildings, trees, overhead wires, and poles.
4. Do NOT enter building until it is determined to be safe.

This booklet is intended for the use of all building occupants. In the event of an emergency, the personal safety of all occupants depends on:

- The ability to remain in control
- Knowing who to contact
- Following directions

The enclosed procedures are designed to minimize loss of life and property during a typical emergency situation. Therefore, we recommend everyone read this procedure outline and keep it in a handy place for reference.

These procedures have been developed as guidelines for your course of actions. They have not been designed to cover every set of circumstances; your good common sense in an emergency is still required.



### EMERGENCY TELEPHONE NUMBERS

Emergency	911
Fire Department	911
Police Department	911
Office of the Building	818-563-2600
Office Hours	8:30 AM to 5:30 PM
Ambulance	911
Nearest Hospital	818-843-5111
Providence Saint Joseph Medical Center	

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# FIRE

If you discover a fire:

**DO NOT** open the door. Instead, move as far away from the door as possible.

**CALL THE FIRE DEPARTMENT**  
**CALL THE OFFICE OF THE BUILDING**

- Tell the Fire Department the address and suite where the fire is located.
- Describe what is burning.
- **ALERT ALL OTHERS IMMEDIATELY**
- Try to contain the fire by closing all doors
- **GET HELP**
- Always make emergency calls first.

If you cannot safely extinguish the fire, **LEAVE THE AREA**, closing all doors and unlocking them behind you. Proceed to your nearest exit stairwell. **DO NOT USE THE ELEVATORS.**

If wearing high-heeled shoes, remove them to avoid tripping. Unless otherwise instructed, exit into the stairwell and walk **DOWN**. If you are relocation and find a stairway door that is locked, continue down until you find one which is unlocked. Always obey Fire Department instructions. They may instruct you to go up the stairs rather than down. If you exit onto the roof, move away from the exit door to avoid congestion. If you exit at ground level, move away from the exit door and proceed to a distant area where you will not interfere with firefighters and will be safe from falling debris.

**DO NOT RETURN TO THE BUILDING UNDER ANY CIRCUMSTANCES.**

Approach any door with hands extended. If it is hot, do not open the door. Instead move as far away from the door as possible, being sure to close as many between you and the fire as possible. Call the Fire Department and report your location. Try to remain in a room with a window.

**DO NOT BREAK THE WINDOW.** Once broken, it cannot prevent smoke and gases from entering the room from outside and will allow fresh air to rush in and fuel a fire.

If you are trapped in any room, stay calm. Stay close to the floor. Call the Fire Department and tell them your situation. Stuff air ducts and cracks around doors with whatever cloth you can find. If possible, wet the cloth. Put a wet cloth over your nose and mouth. **NEVER JUMP FROM A WINDOW.** If you are higher than the third floor, you may have little or no chance of surviving the fall.

If there is no smoke or heat in the corridor, proceed to the nearest stairwell and walk down. If you encounter smoke, drop to your hands and knees, keeping your face as close to the floor as possible. Take short breathes through your nose, keeping low to the ground. The air near the floor is cooler and easier to breath. Continue to crawl to the nearest exit.



## FIRE EXTINGUISHERS

Every floor has two fire extinguishers located in cabinets in the corridor.

To use a fire extinguisher:

- Pull the pin or release the lock latch.
- Point the nozzle at the base of the fire.
- Press the handle and sweep from side to side at the base of the fire.
- Never use water on electrical or liquid fires.

# MEDICAL INJURY

Stay calm!

Call 911.

If the injury or illness is serious, do not attempt to move the victim. Call and report the exact location, victim's status, condition, etc.

Arrange for someone to meet the emergency Personnel and bring them up the freight elevator.

# BOMB THREAT

Stay calm!

Never transfer the call or put the caller on hold.

Ask the following questions:

- When is the bomb going to explode?
- Where has it been placed?
- What does it look like?
- Who are you?
- Why did you place the bomb?

Listen for clues as to the callers age, sex, race, etc. and listen for any background noises which might tell where the caller is.

Make a note of the time and date and try to write down the exact message.