

**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 kiosk at 619-338-4097
- 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**

<b>Voice:</b>		<b>Manner:</b>	
Loud ___	Soft ___	Calm ___	Angry ___
High Pitch ___	Deep ___	Rational ___	Irrational ___
Raspy ___	Pleasant ___	Emotional ___	Deliberate ___
Nasal ___	Poor ___	Coherent ___	Nervous ___
Intoxicated ___	Other ___	Other ___	
<b>Speech:</b>		<b>Accent:</b>	
Fast ___	Slow ___	Local ___	Foreign ___
Distant ___	Good ___	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 office 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:  

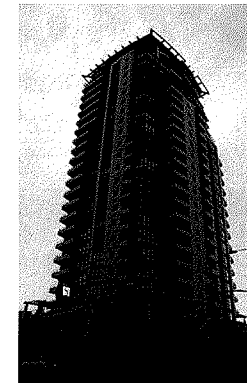
<b>North Tower</b>	<b>South Tower</b>
555 Front Street	510 First Avenue

 Cross Street:  

<b>North Tower</b>	<b>South Tower</b>
Market Street	Market Street

 Floor and location of the fire: \_\_\_\_\_  
 Building call back number: 619-338-4097.  
 Your Telephone Call Back Number: \_\_\_\_\_
- 3) **CALL** the Kiosk: 619-338-4097.
- 4) **POST** one person at the elevator to lead medical team to the injured person.

**EMERGENCY PROCEDURES**



Horizons Marina District  
555 Front Street & 510 First Avenue  
San Diego, CA

Prepared by



Building. Emergency. Experts.  
[www.surepath.net](http://www.surepath.net)

## 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 Horizons Marina District. 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 training is offered once a year, please make every effort to attend. If you have any questions regarding your safety while in this building, please do not hesitate to contact Management.

**Front Desk:**  
619-338-4090

**24-Hour Kiosk:**  
619-338-4097

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

Police NON-emergency:  
(619) 531-2000

If you have any physical condition, temporary or permanent, that may hinder you in the event that your floor must be evacuated, please provide the following information to the Front Desk. On duty Fire Safety Director will notify the fire department of your needs during an emergency. Please cut out and return to the Front Desk.

Name \_\_\_\_\_  
Unit \_\_\_\_\_  
Telephone: \_\_\_\_\_ Ext. \_\_\_\_\_  
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.** The alarm at Horizons Marina District will sound on the floor of activation only. Procedures have been outlined that if a floor is in alarm, "Rule of 3" will be enforced. Front Desk will activate the P.A. System on the alarm floor, one floor above and one floor below the alarm floor to begin the evacuation procedures.  
If the alarm is above the fifth floor, occupants will enter the stairwell if safe to do so and evacuate three floors down and back into the building; this is their inside Safe Refuge Location. If the alarm is on the fourth floor and below, occupants will completely evacuate the building using the stairs if safe to do so and meet in the outside Safe Refuge Location, which is Children's Park.

## 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.

## IF YOU DISCOVER A FIRE OR SMOKE

- 1) Inform people in the area of the danger.
- 2) Confine the fire by closing doors. Do not lock them.
- 3) Call the Fire Department, Dial; 911\*.

Report:

**North Tower**  
555 Front Street

**South Tower**  
510 First Avenue

Cross Street:

**North Tower**  
Market Street

**South Tower**  
Market Street

Floor and location of the fire: \_\_\_\_\_

Building call back number: 619-338-4097.

Do not hang up until told to do so by the operator.

- 4) If time permits, call the kiosk at 619-338-4097.
- 5) **EVACUATION.** The alarm at Horizons Marina District will sound on the floor of activation only. Procedures have been outlined that if a floor is in alarm, "Rule of 3" will be enforced. Front Desk will activate the P.A. System on the alarm floor, one floor above and one floor below the alarm floor to begin the evacuation procedures.  
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## POWER OUTAGE

- 1) Remain calm and in place.
- 2) If possible, notify the kiosk at 619-338-4097.
- 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.
- 5) Management will relay all known information via the P.A. system.