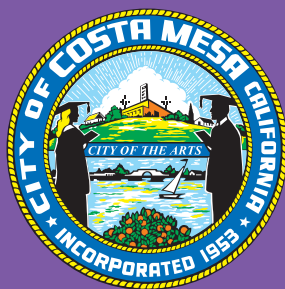


WELCOME TO THE COSTA MESA SENIOR CENTER



SAFETY FIRST!



SAFETY FIRST

Safety is a priority for everyone and it is everyone's job to be safe. Please review these important safety guidelines and learn more about the Costa Mesa Senior Center's safety program, facility features, how we practice and train our staff to assist others, and how **YOU CAN HELP!**



FIRE EMERGENCY

The Costa Mesa Senior Center has numerous fire safety features including a fire alarm system that utilizes audible alarms, strobe lights, and fire sprinklers that are activated by heat sensors. These sensors will only activate in the area of a fire. The audible fire alarm can be activated by manual pull alarm boxes/stations throughout the facility. There are EXIT signs illuminated in all areas of the facility. These lighted EXIT signs will lead you to an outdoor EXIT area. You should note the location of the nearest EXIT when you enter the building, an activity room or office, and especially when you spend time on the 2nd floor. All EXIT doors are equipped with hardware that will allow you to push the door open.

2nd Floor EXIT – Use the stairs to exit the 2nd floor by walking on the right side of the stairs. Use the hand rails for assistance. Be sure you are looking forward to keep your balance. Use the EXIT doors on the 2nd floor exterior balconies if you are unable to navigate the interior stairs. Remain visible for professional responders. The elevator will not be operational during the activation of a fire alarm and will return to the main floor and open.

Evacuation Area – If you are told to evacuate or exit the building, move away from the EXIT door area and building immediately, and move to open parking spaces in the south east end of the parking lot. Alternative evacuation areas may be identified based on the outdoor conditions. Be an active participant in safety. Listen, stay calm, and be ready to get yourself to a safe place. Help others if you can, but only if safe to do so.

Fire extinguishers are located throughout the facility and near the EXIT doors, but should only be used if a fire is small and contained. Smoke is a primary danger from fire. The center has a fire sprinkler system that will activate in the area of the fire. Containment of a fire can be a best case scenario. If safe to do so, close the door, report the fire to staff, and EXIT the building.

What You Will Hear & See – Loud, audible alarm and strobe light flashes. The fire sprinkler system will only activate in the area of the fire. Look up, down, and all around before attempting to move toward an EXIT.

Where You Should Go – Walk immediately to the nearest EXIT and move away from the building. If you are upstairs and cannot navigate the stairs, go to the 2nd floor EXIT doors and remain on the balcony. Professional responders may need your assistance to help others move safely away from the structure to the southeast area of the parking lot. Paying close attention to your personal safety will help everyone.

All Clear – Staff will announce an “all clear” if the facility is available for use with a megaphone, personal contact, and/or signs. If you need assistance, please ask someone near you for help or ask someone to help you contact staff.



EARTHQUAKE

In the event of an earthquake, it is important to remember to NOT try to “out run” the shaking. Stop moving, get as low as possible to the ground or up against a wall (away from windows and hanging objects), and stay there until movement stops. If you can get under a heavy stable object, like a table, then do so and stay there until shaking stops. If you need help stay there and call out. If you use a wheelchair or walker, stop moving, lock your wheels and try covering your head with your arms. Before getting up or moving away from the wall, look up, down, and then all around. Look for fallen debris, furniture in your way, and any tripping hazards. If you need help, stay where you are and wait for help. Try to respond with your voice or by knocking or tapping on anything around you to get others’ attention. Do not attempt to go outside. It may be unsafe outdoors.

Staff will conduct a search of the facility when safe. They may need to wait for professional responders to arrive to help locate anyone that may need assistance.

What You Will Hear – You may hear the staff or others call out to “drop, cover and hold on.” Remind others to stop moving and get as close to the ground as possible. Listen for directions.

Where You Will Go – Stay where you are unless it is unsafe. Move away from windows or hanging objects. Do not attempt to run out. Once it is safe to move, you may be asked to stay inside or be escorted outside away from the building.

All Clear – Staff will call out or voice an “all clear” announcement to let everyone know the next steps to be taken.



SHELTER IN PLACE

There are certain conditions or incidents that may require that you remain inside the facility. This is called “Shelter in Place.” The safest place for everyone is away from windows and heavy objects, and as close to the center of the building as possible. In the event of a chemical cloud or unsafe conditions in the air, the ventilation system will be shut off by the staff. Doors must remain closed until an “all clear” announcement is made. Your calm and understanding demeanor will help keep the stress level low during this temporary time period. Staff will monitor communications with professional responders or others providing information. Use of mobile or cellular phones may be limited, so be prepared to turn off your phone if asked. Your attention to all instructions will be required. If you have questions or need help you may need to ask others for assistance while staff attend to the incident.

What You Will Hear – You may hear an announcement from staff using a megaphone, personal contact and/or signs. The audible alarm may be activated so be aware of your surroundings and be ready to move safely to an identified area. If you are on the 2nd floor and unable to navigate the stairs, remain in the seating area located to the right of the stairwell near the restrooms. Staff or emergency responders will make contact with you and assist you to safety as time permits. Your patience and calm demeanor will assist everyone. Remain aware of your surroundings and listen for instructions and directions.

Where You Will Go – Staff will provide instructions. Remain in one place unless asked to move to another area of the building. Move away from windows toward the center of the building if possible. Stay calm, be patient, and wait for instructions.

All Clear – Staff will provide updates by using all communication methods available.



OTHER EMERGENCY INFORMATION

Notification Plan

The Senior Center staff will make every effort to provide clear communication describing conditions or issues relating to the Senior Center in a timely manner and to the best of their ability. Please report any facility safety concerns to staff immediately. Prevention is the best method of safety.

Alternative Evacuation Location

If weather conditions (heat, rain, cold, etc.) exist, staff may seek alternative locations in an area that can provide safety and security until it is safe. Transportation may or may not be readily available.

In an emergency, an alternative location may be announced or posted on the main entrance by staff or emergency personnel. If you are asked to evacuate the center, maintain awareness and look around for unsafe conditions indoors or outdoors.

Utility Failure

The facility may need to close for all or part of a day or week due to the limitation or absence of essential utilities. Notification methods may include; a posted sign on the main entrance, a voice message on the Senior Center's main line, or an in-person message by staff or representative. You will not be allowed to enter the facility, until otherwise notified.

Intentional Threats

In the event the Senior Center is under a threat of violence, you may be asked to shelter in place or evacuate. Your patience, support, and calm presence will be required to assist in the safety of all.

CURRENT RESOURCES ONSITE

Personnel

Personnel are onsite daily, Monday–Friday, during 8 a.m. to 4 p.m. In case of emergency, the center has resources to assist others.

COSTA MESA SENIOR CENTER

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