High-Rise Evacuation Plan
Instruction Book
(Master Manual)
2010 Edition

Based on 2009 City of Los Angeles Evacuation Ordinance 180648

Includes: Building Staff Manual,
Floor Warden Manual & Occupant Instructions

This manual was written and produced by the Los Angeles City Fire Department, Fire and Safety Education Unit and has been updated by the Chief’s Regulation No. 4 Unit. The contents herein are the sole property of the Fire Department. Copyright law expressly forbids any copying for resale or profit of this complete manual or any part thereof. Copying for individual use in order to produce an approved high-rise emergency plan/manual for is hereby granted.
CITY of LOS ANGELES
HIGH-RISE BUILDING EMERGENCY PLAN

APPROVED

By
L.A.F.D. CERTIFIED HIGH-RISE LIFE/SAFETY SERVICE CONSULTANT

For

This page is for instructional use only and is
NOT to be copied or used as an official approval page

(Building Address)

Complies with the City of Los Angeles High-rise Evacuation Ordinance no. 180648

BUILDING STAFF SECTION

Table of Contents
Emergency Telephone Numbers
Fire Procedures
Evacuation Procedures
Earthquake Procedures
Other Emergencies
Building Systems and Equipment
Building Inventory Forms
Fire Safety Director Responsibilities
Specific Training Standards
Appendix /Supplemental Information

FLOOR WARDEN SECTION

Table of Contents
Emergency Telephone Numbers
Fire Procedures
Evacuation Procedures
Earthquake Procedures
Other Emergencies
Building Systems and Equipment
F W Duties & Responsibilities
Specific Training Standards
Appendix

OCCUPANT INSTRUCTIONS SECTION

Fire Procedures
Safe Refuge Area
Forms
Earthquake Procedures
Other Emergencies

The signature below is certification that the evacuation plan for the address shown above, meets all of the requirements of the Los Angeles Fire Department new ordinance no. 180648 for High-Rise Building Emergency Plans. L.A.M.C. 57.33.19. No person shall, without a valid Certificate of Fitness Perform as a high-rise life/safety service. L.A.M.C. 57.06.01(F)

Name of Certificate of Fitness Holder L.A.M.C 57.06.01 (F)

L.A.F.D. Certificate of Fitness #  

Signature of Certificate of Fitness Holder

Approval Date
INTRODUCTION
To creating a high-rise Evacuation Plan

The Los Angeles Fire Department has assisted the public with evacuation planning since 1941. Originally members of the department assisted building owner/representatives with the development, review and /or approval of evacuation plans, and provided training to building staff members, and building occupants/tenants for a variety of buildings. As time progressed provisions were made for private individuals (approved by the Fire Department) to provide fire department approved training. All approvals of evacuation plans for hospitals and high-rise buildings remained the responsibility of the Fire Department.

In 2003 the Fire Department altered the program to allow private individuals who possessed a valid Certificate of Fitness (High-rise only) to also approve High-rise Evacuation Plans in addition to providing training. During this transition period however, some Certificate of Fitness Holders that were certified prior to 2003 were not authorized to approve evacuation plans. In 2005 the Fire Department unit responsible for the certification of the Healthcare and High-rise Certificate of Fitness Holders was disbanded and the responsibility for the certification and oversight of High-rise Certificate of Fitness Holders was transferred to a different unit. During this period the oversight of high-rise evacuation training diminished resulting in inconsistent evacuation planning, training to building staff, floor wardens and building occupants/tenants. Fire Safety Directors were given guidelines and standard operating procedures, but were never required to receive training.

In April of 2009 the Los Angeles City Council passed a new ordinance requiring all Fire Safety Directors and Floor Wardens to be trained, tested and to maintain a valid “Training Certificate”. In addition all emergency plans are required to be upgraded to reflect the policies and procedures of the new ordinance i.e. Building Inventory Forms, Incident Command System (ICS) training, Verified Training, new forms etc.

This New High-rise Instruction Manual incorporates the Los Angeles Fire Department, policies, procedures, and requirements in place prior to April 2009 with the new policies, procedures and requirements of the Los Angeles City High-rise Evacuation Ordinance 180648 approved on April 27, 2009. A vertical line in the left margin indicates new information.

This manual is designed to give guidance to all individuals concerned with high-rise evacuation and shall be used by all individuals approved by the Los Angeles Fire Department to perform as “High-Rise Life Safety Service/Consultants” when writing and/or approving high-rise evacuation plans, conducting training in high-rise buildings and proving all required documentation required by the New High-rise ordinance.

It contains the minimum requirements for:

- Fire Safety Director training, testing duties and responsibilities
- Building staff training, and duties
- Floor Warden testing, training, responsibilities, and duties
- Instructions and training for all occupants/tenants for all High-rise buildings (including residential buildings).

Additional information, documents and forms can be found in the appendix section of the Building Staff Manual and Floor Warden Manual.
INTRODUCTION
To creating a high-rise Evacuation Plan

The purpose of this high-rise instruction manual is to assist the user with creating an evacuation plan acceptable by the Los Angeles Fire Department. It is not intended to be all encompassing, or answer all questions pertaining to a particular building. It will however, give you the format and required verbiage (when necessary), and help you in the compilation of information required in the Emergency Plan.

The High-rise Evacuation Inspector of the Los Angeles Fire Department is charged with the duty to oversee the required Fire/ Life Safety Programs for the high-rise buildings in the city.

This book provides:

- Updated information and requirements for the New City of Los Angeles High-rise Ordinance 180648 June, 2009
- The type of information and required format
- Examples and suggestions on format.
- Required verbiage where needed

If you have any questions during the production of a required evacuation plan please contact us at (213) 978-3600 or via @ email at lafdhrevac@lacity.org. Written correspondence can be sent to:

Los Angeles Fire Department
High-Rise Unit
200 North Main Street, Suite 1700
Los Angeles, CA. 90012

State law (Title 19, 3.09 - 3.10) and the Los Angeles City Fire Code (57.33.19) require:

1) Evacuation Signage at specific locations throughout the building
2) A written facility emergency plan (Fire Manual)
3) Annual Training in regards to written procedures
4) Training, Testing & Training Certificates for:
   - Fire Safety Directors
   - Floor Wardens

NOTE: (57.33.19 A. 4) Hotels are exempt from the requirements set forth in Sections 57.33.19.D.2, 57.33.19.F.1.a.(4), and 57.33.19.F.1.b, except that building staff and employees shall participate in the fire drills required in this Section.

(See High-rise amendment supplement document in the appendix section of this manual)
INTRODUCTION
To creating a high-rise Evacuation Plan

The main purpose of the fire manual is to save lives. Proper pre-fire planning and training can only maximize this. Without a guide, training would be inconsistent and leave many in doubt as to what they are responsible for doing either by law, or during an emergency. The fire manual depicts the standard for emergency operations and training.

The fire manual is also a legal document. Building Management and Staff need to having a working knowledge of the fire manual not only for training purposes, but because in the legal arena when dealing with a fire related incident, the Evacuation Plan is the level of accountability to which everyone is held.

Survival, control, and accountability should be the main reasons why you should want to take the time to produce an accurate and complete product. Survival encompasses physical, emotional, and legal. Control is the ability to know what to expect from other employees and how to move large groups of people efficiently and expeditiously. Accountability means everyone taking some responsibility for the Fire/ Life Safety program of that building. All three of these require a depth of training you can not get from reading, or just watching a video. You must have hands on participation for this to be accomplished.

Always remember that the evacuation plan is written for the real fire situation, not the fire drill. It is written for the “worse case scenario” without taking it to unrealistic extremes.

In the City of Los Angeles the only person permitted to create and approve a High-Rise Evacuation Plan is an individual with a valid Certificate of Fitness as per Division 6 of the Los Angeles Fire Code. This person has paid a fee to the city, passed a written test, an oral interview and submitted an evacuation plan for evaluation and approval. They are then certified to conduct fire safety training and related duties such as review and approve high-rise evacuation plans. The Fire Safety Director is responsible for the production, updates and implementation of the information in the fire manual.

When constructing the Evacuation Plan, look at it through the eyes of the reader. Is what you’re asking them to do practical? If conflicts occur, what can be done to resolve the situation without compromising life safety?

The Building Owner is required to maintain an approved and up to date Emergency Plan. A properly constructed evacuation plan will incorporate duties during emergencies, approved training, regular review and updating (as necessary) to ensure accuracy. The Fire Safety Director, Building Staff and Floor Wardens and Building Occupants are required to assist with the creation and maintenance of the plan in the form of cooperation and participate in accordance with the City of Los Angeles Municipal Code.
INTRODUCTION
To creating a high-rise Evacuation Plan

THE MASTER PLAN

The complete Fire manual is considered the Master Evacuation Plan. The master plan consists of two separate Manuals (Building Staff Manual & Floor Warden Manual) and one section for Occupant Instructions. The first section/manual is for Building Staff. The second manual/section is for Floor Wardens. The third and last section is to distribute to all occupants in the buildings who don’t have assigned emergency duties (Occupant Instructions). Each of these “Sections” is then further broken down into “Chapters”. Each employee or occupant does not require a complete Master Manual. Copy the pertinent parts of each section and chapter for the appropriate party. For example, take the site-specific duty chapter of the Building Engineer, add the Evacuation, Earthquake, and Other Emergencies chapters, copy them, and give them to the Engineering staff. Take the whole Floor Warden Section, copy it, and pass it out to each Floor Warden and their alternates. Each occupant is required to be given a complete set of Occupant Instructions.

Three complete Master Plan/Manuals are required on site in the office of the high-rise building; at the security desk; and in the vicinity of the Fire Department annunciator/control panel, or as to residential buildings in an identifiable location approved by the fire Department. Documentation will be your biggest asset in the legal arena.

IF IT ISN’T WRITTEN, IT DOESN’T EXIST

Documentation of:

- Training Sessions
  - Who attended?
  - Length of training
  - Subject matter
- Fire Drills
  - What floors?
  - Who participated?
  - Who DID NOT (very important to have this written down and witnessed)?
- Evacuation Manual/Plan Distribution
  - Building Staff essential personnel & Floor Wardens should sign a form stating that they received a manual and acknowledge their responsibility to have a working knowledge of the plan and their assigned duties.

Documentation of Fire Safety Director, Fire Warden & evacuation drills must be sent electronically to the Los Angeles Fire Department, High-Rise Unit. All other training shall be available on-site upon request from Fire Department personnel. Furthermore, a minimum of 48 hours notice (via e-mail) to the Los Angeles Fire Department High-Rise Unit is required before conducting fire drills.

Los Angeles Fire Department
High-Rise Unit
200 N. Main Street, Suite 1700
Los Angeles, CA. 90012

Phone: (213) 978-3600
Fax: (213) 978-3518
Email: lafdhrevac@lacity.org
INTRODUCTION
To creating a high-rise Evacuation Plan

HIGH-RISE EVACUATION PLANNING

During its history, the Los Angeles Fire Department has responded to and effectively abated a multitude of emergency incidents that have required at least a partial evacuation of civilians from high-rise buildings using the “Rule of Five” and “Sheltering in Place”.

The tragic events of September 11th has caused building owners and managers to question whether or not the “approved” building emergency plans currently in use at their buildings are adequate enough to preserve the life safety of their building occupants. In keeping with its commitment to the preserving of life and property of the citizens of Los Angeles, the Los Angeles Fire Department is re-emphasizing the importance of building staff being properly trained in their emergency evacuation procedures as outlined in your building emergency plans.

The Los Angeles Fire Department requires that the following procedures as explained in your building emergency plans that have been approved by the department be followed. At the sound of alarm or notification of fire in your building the following should occur:

- Immediate notification to the fire department be made
- Recalling of all elevators that service the floor of alarm
- An immediate evacuation of the floor of alarm, two floors above and two floors below to a location at least three floors below the floor of alarm

If the floors that are evacuating are in close proximity to ground level they should be taken out of the building to a safe area of refuge a minimum of three hundred feet from the building.

Upon the arrival of Fire Department resources, be guided by the instructions of the Incident Commander. If any additional evacuations are needed, the Commander will notify you of that need.

During any evacuation of your building, if a person is unable to walk down the stairs because of any physical problem, co-workers should assist them to the safest stairwell. Once in the stairwell they may be kept on the landing with the stairwell door closed until resources arrive to safely remove them. People should be assigned before hand to assist when needed (as directed by your Floor Warden manual). If the life of the individual is in jeopardy, it may be necessary for those people to carry them down the stairs to safety.

The above procedures will ensure the safety of you and your tenants in 99% of all emergencies in your building; however every evacuation plan shall also have a procedure for total evacuation in accordance with the 2009 City of Los Angeles evacuation ordinance 180648

In the event of a “special incident” caused by an act of a terrorist, building impact caused by aircraft, or an unusually high volume of fire in the structure, it may be necessary for a total building evacuation. Prior to the arrival of the Fire Department, if in your judgement you suspect that the structural integrity of your building has been compromised, then a total evacuation of the building should be started.

The same procedures approved by the Fire Department that would initiate a partial evacuation can be applied to starting a full building evacuation.
We recommend that you and your building staff review your building emergency plan as soon as possible, conduct regular training sessions to make sure that everyone on your staff can perform tasks that have been assigned to them in an effective manner.

Conduct tabletop discussions with building staff on the possibility of total building evacuations. Stress the importance of moving people a minimum of three hundred feet from the structure when evacuating the building.

Your appointed Fire Safety Directors and Certified Fire Life Safety Consultants are working in conjunction with the Los Angeles Fire Department in continuing to develop and maintain the best possible building emergency plans to preserve the life and property of the citizens of Los Angeles.

For additional information, please contact the High-Rise Unit at (213) 978-3606 or (213) 978-3600 or email any questions to lafdhrevac@lacity.org.
EMERGENCY PROCEDURES MANUAL VERIFICATION FORM

This Emergency Procedures manual has been developed in accordance with current LAFD requirements. The information is specific to this building and was provided by (List all that apply)

LAFD Certified Consultant (If one was used)
Name: _______________________________________________

Fire Safety Director:
Name: _______________________________________________

Building Engineer
Name: _______________________________________________

(Other) ______________________________________________

This manual is expressly for the address of:
______________________________________________________________________________

Building Owner/Manager/Association President/Fire Safety Director

By signing below, I understand my legal obligation to implement and maintain this Fire Life Safety Program in its entirety. This program includes (but may not be limited to):

b. Floor Warden Program (if required)
c. Occupant Instruction
d. Training of Staff, Floor Wardens, and Occupants.
e. A list of permanent tenants who have disabilities (as required by Title 19, 3.09 of the C.C.R.)
f. Building Systems and Equipment
g. Building Inventory forms

I further acknowledge that I have verified that the content of this manual accurately reflects building information, emergency procedures, and all systems and equipment pertinent to the Life\ Safety Program of this building.

Print Name: _______________________________________________

Title: ____________________________________________________

Signature: ________________________________________________

Date: _____________________________________________________
Insert
Table of Contents
DIVIDER W/TAB
Here
The Table of Contents (required tab)

In reference to appearance, the TOC shows the Introduction and Verification Form above the first tabbed chapter, which is “Emergency Phone Contacts”. Tabbed chapters are “bold” letters. Subsections are underneath bold headings. Page numbers to the right hand margin. Page numbering for the manual can be done in one of two formats:

(1) Sequentially- 1-? (Example 1-122)
(2) Broken by chapters- 1-1, 2-1, 3-1 etc.

The Los Angeles Fire Department Chief’s Regulation No. 4 Unit must approve anything other than one of these two formats for numbering. (See example, page 1-1)

The required tabbed chapters are as follows:

- The Table of Contents (TOC)
- Emergency Telephone Numbers
- Fire Procedures
- Evacuation Procedures
- Earthquake Procedures
- Other Emergencies
- Building Systems and Equipment
- Fire Safety Director
- Supplemental
- Floor Warden Manual (this heading is only in the first TOC to show that it is part of the Master Manual)
- Occupant Instructions (this heading is only in the first TOC to show that it is part of the Master Manual)
Table of Contents for Building Staff, Floor Warden & Occupant Instructions
Master Manual

Here are examples of what the typical TOC for the Staff Section and the Floor Warden Section would look like. Note the **bold** headings correspond with the tabs. The subheadings direct you to the specific information. Either example could use either

<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Page</td>
</tr>
<tr>
<td>Introduction</td>
</tr>
<tr>
<td>Signature Form</td>
</tr>
<tr>
<td>Table of Contents 1-0</td>
</tr>
<tr>
<td>Emergency Phone Contacts 2-0</td>
</tr>
<tr>
<td>Emergency Phone Numbers 2-1</td>
</tr>
<tr>
<td>Floor Warden Roster 2-2</td>
</tr>
<tr>
<td>Physically Impaired List 2-3</td>
</tr>
<tr>
<td>Fire Procedures 3-0</td>
</tr>
<tr>
<td>General 3-2</td>
</tr>
<tr>
<td>Fire Safety Director Duties 3-3</td>
</tr>
<tr>
<td>Security 3-4</td>
</tr>
<tr>
<td>Chief Engineer 3-6</td>
</tr>
<tr>
<td>Parking Attendant 2-8</td>
</tr>
<tr>
<td>Evacuation Procedures 4-0</td>
</tr>
<tr>
<td>Specific Evacuation Procedures 4-2</td>
</tr>
<tr>
<td>Stairway Safety Instructions 4-3</td>
</tr>
<tr>
<td>Safe Area Refuge Map 4-5</td>
</tr>
<tr>
<td>Evacuation for the Physically Impaired 4-6</td>
</tr>
<tr>
<td>Earthquake Procedures 5-0</td>
</tr>
<tr>
<td>Before, During 5-2</td>
</tr>
<tr>
<td>After 5-3</td>
</tr>
<tr>
<td>Earthquake Evacuation 5-6</td>
</tr>
<tr>
<td>Other Emergencies 6-0</td>
</tr>
<tr>
<td>Medical Response Procedures 6-1</td>
</tr>
<tr>
<td>Bomb Threat Procedures 6-2</td>
</tr>
<tr>
<td>Power Outages Procedures 6-3</td>
</tr>
<tr>
<td>Building Systems and Equipment 7-0</td>
</tr>
<tr>
<td>Building Inventory Forms 7-5</td>
</tr>
<tr>
<td>Fire Safety Director 8-0</td>
</tr>
<tr>
<td>Emergency Responsibilities 8-1</td>
</tr>
<tr>
<td>Training Responsibilities 8-3</td>
</tr>
<tr>
<td>Training Standards 8-6</td>
</tr>
<tr>
<td>Floor Warden Manual (separate manual) 1-25</td>
</tr>
<tr>
<td>Occupant Instructions (separate manual) 1-10</td>
</tr>
<tr>
<td>Supplemental Reference Material Appendix</td>
</tr>
<tr>
<td>Appendix Table of Contents –Complete List</td>
</tr>
<tr>
<td>Codes regarding High-rise Evacuation</td>
</tr>
<tr>
<td>Scope of Practice for FSD, Online CBT, BIF</td>
</tr>
<tr>
<td>Frequently Asked Questions</td>
</tr>
<tr>
<td>Specifications for Building Inventory Forms</td>
</tr>
<tr>
<td>LAFD Approved Training Verification Form</td>
</tr>
<tr>
<td>LAFD Specifications for Training Certificates</td>
</tr>
<tr>
<td>FSD Evacuation Manual Review Form</td>
</tr>
<tr>
<td>FSD Floor Warden Request Letter</td>
</tr>
<tr>
<td>FSD Floor Warden Exemption Request Letter</td>
</tr>
<tr>
<td>LAFD Online/CBT Opening Screen</td>
</tr>
<tr>
<td>High-rise Fire Drill Guidelines</td>
</tr>
<tr>
<td>Incident Action Plan</td>
</tr>
<tr>
<td>Organization chart</td>
</tr>
<tr>
<td>Fire alarm response deviations</td>
</tr>
<tr>
<td>Evacuation positions, terms &amp; duties</td>
</tr>
</tbody>
</table>

Any other specific emergencies go here

You can use this heading or use separate tabs for each emergency type

Example of Broken by chapter
Insert
Emergency Phone Contacts
DIVIDER W/TAB
Here
Emergency Telephone Numbers (Index Tab Required)

NOTE: Both the Staff section and Floor Warden section will contain this information. The telephone numbers you **must** include in the Staff section are:
- Fire/Paramedics
- Police
- Fire Safety Director
- Fire Control Room (For post 1974 buildings)
- Building Owner/Corporation
- Building Manager or Home Owner Association President (if different from the FSD)
- Any of the following that are on site: Alternate Fire Safety Director, Engineering/Maintenance, Security/Command Center, Switchboard/Desk (hotels, motels), a 24 hour monitored emergency line that goes to a location on site.
- Fire Alarm Monitoring Company. (2 people are required to monitor the alarm panel on a 24 hour basis, if not the building is required to be tied to an alarm company if building has a hundred or more sprinkler heads

Other telephone numbers you might want to have but are not required are nearest hospital, emergency plumber, and the Elevator Company.

NOTE: If the above numbers change after hours, do not forget to include the “After hours” numbers.

For the EMERGENCY SERVICE numbers (Fire, Paramedics, Police) 911 is the first choice but you must supply the “800” Alternate Emergency Number for use in case 911 has problems. State that the 800 “Alternate Emergency Number” should only be used if a problem occurs with the 911.

**EXAMPLE A:**
- Fire/Paramedics 911 / *1-800-688-8000
- Police 911 / *213-458-2681
* Use this number if a problem occurs with the 911 system.

**EXAMPLE B:**

<table>
<thead>
<tr>
<th></th>
<th>Should only be used if Problem occurs on 911</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire/Paramedics</td>
<td>911</td>
</tr>
<tr>
<td></td>
<td>1-800-688-8000</td>
</tr>
<tr>
<td>Police</td>
<td>911</td>
</tr>
<tr>
<td></td>
<td>213-485-2681</td>
</tr>
</tbody>
</table>

Both of these examples show that 911 is the first choice but there is an alternate. **DO NOT FORGET TO INCLUDE THE DIAL-OUT NUMBER** (ex: “9”) IF NEEDED TO GET AN OUTSIDE LINE.
Below is a list of the alternate emergency telephone numbers for the City of Los Angeles. Use these as they go directly to the Fire and Police dispatch centers.

**FIRE/PARAMEDICS**

<table>
<thead>
<tr>
<th>Area Code</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-800</td>
<td>688-8000</td>
</tr>
</tbody>
</table>

**POLICE DEPARTMENT** (These numbers must be verified)

<table>
<thead>
<tr>
<th>Area Code</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>818</td>
<td>994-5273</td>
</tr>
<tr>
<td>213</td>
<td>485-2681</td>
</tr>
<tr>
<td>310</td>
<td>451-5273</td>
</tr>
<tr>
<td>310</td>
<td>832-5273</td>
</tr>
</tbody>
</table>

On the next page is the emergency telephone number list of Floor Wardens and Alternates. Information needed in this list is as follows: F/W Name, Floor, Phone Number, Alt. F/W Name, and ALT. F/W Phone Number. If you have been granted a **Floor Warden Exemption** a copy of the letter approved by the High-Rise Inspector for the building is required to be in the front of the manual and on file with the Fire Department. (See appendix)

For manual approval, you are required to supply the names and numbers of the Floor Wardens. Include the floor and suite number, person's name, and the telephone number.

The last page in this chapter is a list of **people who may need assistance** during an emergency. Title 19 requires that a list be on file in the building manager’s office unless the occupancy is a hotel, motel, or lodging house; then the list is available at the registration desk. Other than the latter, during an emergency this may not be easily accessible, so having the list somewhere else in addition might prove more practical. That location might be the Fire Control Room or the Security Console or somewhere easily obtainable when needed. On the list of “**People who may Need Assistance**” indicate where the list is located in the building.

Some occupants might not be comfortable with their name on this list if they think it is in a book that is widely distributed throughout the building. This could cause them to be hesitant to give you their name for fear that their right to privacy may be violated, therefore the actual names are not required to be listed in the Master Manual, however it shall include the blank template list with a statement indicating where the list is located. (See example on, page 2-5).

Information needed on that page would be Name of Person needing Assistance, Floor and/or Room Number, Phone Number, Type of Assistance Needed (Optional), Assistance Monitors (minimum 2), Expected Duration of Need.

In the Floor Warden Manual, this list should be limited to that floor only and a statement expressing the same.
The **REQUIRED** Emergency Phone Numbers for these pages are:
1. Fire \ Paramedic
2. Police
3. Building Owner, (and Address)
4. Fire Safety Director
5. Assistant FSD, if different from the FSD
6. Security* / Command Center*
7. Fire Control Room* (Post 1974 buildings are required to have a phone to an outside line in the FCR)
8. Chief Engineer* / Maintenance*
9. General Manager, Home Owner Association President*
10. Switchboard* / Desk* (Hotels)
11. Other Departments as applicable
12. *Fire Alarm Monitoring Company

*If Applicable

The above are the minimum requirements needed. You may add any other numbers that might be important to your building. Other numbers you may wish to consider include; Elevator company, Fire Alarm Company, etc.

Update this information whenever changes occur. Do not forget to update all the Floor Warden Manuals.

### Emergency Telephone Numbers

<table>
<thead>
<tr>
<th>Role</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Department</td>
<td>(9) 911/* 1-800-688-8000</td>
</tr>
<tr>
<td>Paramedics</td>
<td>(9) 911/* 1-800-688-8000</td>
</tr>
<tr>
<td>Police</td>
<td>(9) 911/* 818 994-5273</td>
</tr>
<tr>
<td>Building Owner</td>
<td>213-555-2945</td>
</tr>
<tr>
<td>Building Manager</td>
<td>818-764-3267</td>
</tr>
<tr>
<td>Fire Safety Director</td>
<td>818-764-3270</td>
</tr>
<tr>
<td>Assistant F.S.D.</td>
<td>818-764-3271</td>
</tr>
<tr>
<td>Engineer</td>
<td>818-764-3275</td>
</tr>
<tr>
<td>Fire Control Room</td>
<td>818-345-2712</td>
</tr>
<tr>
<td>Hope It Works Alarm Co.</td>
<td>310-753-9088</td>
</tr>
<tr>
<td>Overflow Plumbing</td>
<td>213-444-5678</td>
</tr>
</tbody>
</table>

* Use this number if a problem occurs with 911.

**Area Codes must be included in this Chapter.**
Emergency Telephone Lists for Floor Wardens and Alternates

The Fire Safety Director must update all of your manuals each time there is a change.

This page lists all the Floor Wardens by name, floor, telephone, and alternate. It also, by use of an asterisk or other symbol lets people know if that person is CPR or EMT trained.

Include this information in all of the Floor Warden Manuals. That way, Floor Wardens can communicate among themselves for questions or training purposes.

<table>
<thead>
<tr>
<th>FLOOR</th>
<th>FLOOR WARDEN NAME</th>
<th>PHONE NUMBER</th>
<th>ALT. FLOOR WARDEN</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* (If CPR or EMT Trained)  Advise FSD of all Changes

Fire Safety Director
List of People Who May Need Assistance

This page lists the people who may need assistance during an evacuation. Listed are: Name, Room/Floor, Phone Number, Type of disability, Monitors to help (later described as “assistance monitors” two per person).

State code requires that the list be located at least in the management office. If the occupancy is a hotel, motel or lodging house, then it must be located at the registration desk. If it is to be kept anywhere other than required, state the location in the middle of the list. It should be accessible to the Fire Department 24 hours a day.

In the Floor Warden Manual, the list is restricted to only the persons in need on that floor.

For a list of people who could be on this list, see the section on Evacuation.

<table>
<thead>
<tr>
<th>NAME</th>
<th>FLOOR/SUITE</th>
<th>PHONE NUMBER</th>
<th>TYPE OF ASSISTANCE REQUIRED</th>
<th>ASSISTANCE MONITOR</th>
<th>EXPECTED DURATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This list is not available to the public. It is accessible to authorized personnel only, however we cannot guarantee total privacy. The actual list is located ____________________

The purpose of this information is for emergency use only; any abuse of this is cause for disciplinary action

Persons on this list must request the need for assistance in writing according to Title 19
Insert

Fire Procedures

DIVIDER W/TAB

Here
Fire Procedures (Required Tab)

The fire procedures are the hardest part of the manual to write. It would be impossible to write a set of procedures that would cover all situations so the goal here is to establish a “Standard”. All fire procedures shall be specific and unique to your particular building. The type of building, whether it is commercial, apartment, hotel, motel, lodging house, or condominium, will have different needs that have to be addressed at different times.

The first thing you need to know is how many Building Staff positions of you have. Make a list starting with the Fire Safety Director, then Security, Engineering, etc. If you are a Hotel you may have a PBX Operator, House Cleaning, Kitchen Staff, etc. MAKE SURE TO ADDRESS ALL STAFF POSITIONS OR DEPARTMENTS EVEN IF THEY WILL NOT HAVE LENGTHY DUTIES.

Once you have identified each staff category, determine which duties each will be assigned.

Some of the tasks that need to be addressed are (but not limited to):

- Who is responsible for calling the Fire Department, and how are they notified?
- Who is recalling the elevators manually (if not already done automatically)?
- Who will make the evacuation announcement (if applicable)?
- What type of evacuation will be used i.e. Rule of Five, or Total Building
- Who is actually meeting the Fire Department?
- Do I have guests or conference attendees that need to be accounted for or moved?
- Should I have anyone investigating the alarm?
  If yes, how is this accomplished?

NOTE: Include changes in tasks that become necessary “After Hours” if that is applicable to your building.

Three (3) situations are required to be addressed for each job position/building staff category:

1. IF YOU DISCOVER THE FIRE OR SMOKE (General 1st Response)
2. IF YOU ARE TRAPPED IN YOUR OFFICE OR AREA
3. IF YOU HEAR, SEE, OR ARE NOTIFIED OF AN ALARM (Specific Duties)

The three situations are addressed as bold headings. Under each of those headings is a list of tasks for that staff member to perform. You want to avoid making the list too long, as it may become overwhelming and unmanageable. The list should not contain more than four (4) to six (6) tasks. START WITH THE MOST IMPORTANT TASK FIRST.

Each job position starts on a new page. If it takes one and one half pages to cover the situations for the Fire Safety Director, then start the next staff position on a new page.

If your building is a hotel, motel or lodging house you will have procedures that vary slightly from other buildings. Emphasis on Staff and employee instructions is more important because Floor Wardens are not required. The Fire Code exempts Hotels, Motels and Lodging Houses from having Floor Wardens.
Some things to think about when you are writing each “Essential Building Personnel” position:

- **The Fire Safety Directors** primary purpose is to manage the evacuation and ensure all building staff performs their assigned duties. (Similar to the coach that monitors his/her players). He or she must be available during normal business hours (8:00 AM 5:00 PM M-F) Do **not lock them into specific tasks if avoidable**.
- **Security Staff: One member** may the PA announcement to evacuate. Another may meet the fire department. One person may investigate the fire. One member may recall the elevators.
- **Engineering Staff**: May Report to the Fire Control Room to monitor the fire protection systems, or go to investigate the cause of alarm, this member must be available for technical advise expertise and assistance.
- **Other building Personnel** may be Parking Attendant, Janitorial/Housekeeping, kitchen etc.

**Note:** One person may perform more than one duty.

As you turn over the tab “Fire Procedures” the first thing you should see is the heading “Fire Procedures” and under that the subheading “General Response Procedures” (See page 3-7)

On the page for “General Response Procedures” you can cover two of the three situations concerning fire:

- **IF YOU DISCOVER THE FIRE OR SMOKE**
- **IF TRAPPED INSIDE YOUR OFFICE OR AREA**

You should have enough room to put the **required smoke detector information** (See page 3-4). If you do not have enough room, put it at the end of the Fire Procedures Chapter.

Below is a breakdown of the “**BASIC 4**” procedures/procedures that belong under the first situation along with an explanation.

**If You Discover Fire Or Smoke** (Situation #1, anyone discovering the fire or smoke)

**Life Safety** is always the first priority.

Remove anyone from immediate danger then **close the door as soon as possible.** If the room is non-occupied, then just close the door. This confines the fire or smoke and gives the person more time for notifying others.

**Notification**

This method will vary building-to-building depending on the type of occupancy. Is it a single tenant building or a multi-tenant building? Do you have a monitored panel? Is security or some other internal source making the notifications? Are the tenants responsible for calling the Fire Department? Who is responsible for calling building management and the Fire Safety Director during business hours?

Notification for some tenants may be as simple as pulling the fire alarm. If the building is equipped with a fire alarm, this is the time for it to be activated, if not already. (Activate the nearest pull station). This, in most cases, closes doors and dampers, rings alarms, and activates the panel.
REMEMBER: Always place a call to the Fire Department

When calling the Fire Department give the following information to them. Who you are (the building name), Where you are (the building address, telephone number, and nearest cross street), what the problem is (fire alarm activation on the____ floor). Make sure you notify other Building Staff so they can start their specific duties.

**Extinguish the Fire** (This is OPTIONAL)

This procedure is not a requirement, but an option for the person discovering the fire. They should attempt this step only if they have had training in the proper use of the fire extinguisher and are not alone in the fire area. Company policy may dictate that they do not want their people to fight the fire. If that is the case then simply state this in your policy. Regardless, this must be included to show that extinguishing the fire is an option. (Unless you must fight the fire in order to save someone in immediate danger).

**Evacuation**

Building personnel must evacuate the area adjoining the fire and/or begin any tasks that have been assigned the specific job title. If the member discovers the fire, perform Life Safety and Notification as per the General Procedures above General Procedure, and then begin to perform the emergency duties required by the emergency plan. The member must not get involved fighting the fire if it means delaying your duties. If members are trained in the use fire extinguishers and their duty was to respond to the floor of alarm, in most cases you should let them do their assigned duties while you do yours.

To summarize;

**IF YOU DISCOVER FIRE OR SMOKE:**
- **Life Safety** – *(Number One Priority)*
  Remove anyone from immediate danger; close the door to confine smoke and fire.

- **Notification**
  Notify the Fire Department (through whatever method determined) and activate the manual pull station in close proximity. (Order depends on which is closest)

- **Extinguish the Fire**
  This is optional. Only to be done if properly trained, not alone, and you are comfortable doing it.

- **Evacuation**
  If you have no specific duties, respond to the safest stairwell and begin evacuating unless told to do otherwise by building Staff or the Fire Department. If you have specific duties now is the time to carry them out.

**NOTE:** It is a training issue for people to understand that this is an order of priority though actual actions may vary in order to accomplish this. For instance, if a person were on fire, you would have to fight the fire in order to accomplish the first priority, Life Safety. Or maybe on the way down the hall to investigate smoke you pull the alarm because you passed by it. The priority was Life Safety; the convenience was the proximity of the alarm.
If Trapped Inside Your Office or Area: (You can use this verbatim if you want)

a. Wedge cloth material along the bottom of the door to keep out smoke.
b. Close as many doors as possible between you and the fire.
c. Use the telephone (if available) to notify the Fire Department of your situation. Next, call your alternate or Building Management and tell them your situation and that you are unable to carry out your assigned duties.
d. If the windows are operable and you must have air, open the window. **Break the window only as a last resort,** as it will become impossible to close it if necessary.

The following statement about smoke detectors must be included in the chapter for fire procedures. It must be in 12-point type. We suggest you include it here on the first page if there is room. If there is not enough room then place it at the end of the Fire Procedures Chapter. The information below must also be in the Floor Warden Section and Occupant Instructions.

“Smoke detectors are provided for your personal safety. Anyone who willfully and maliciously tampers with, damages, breaks or removes any required smoke detector shall be guilty of a misdemeanor (L.A.M.C. SEC. 57.112.05). Any person, who willfully and maliciously sends, gives, transmits, or sounds any false alarm of fire is guilty of a misdemeanor (P.C. 148.3).”
IF YOU HEAR OR SEE AN ALARM:

This is the final situation and needs site-specific tasks assigned to specific individuals. This section is by far the hardest part of the manual to construct.

Start the page with the heading reading “Specific Fire Procedures” and directly under that the “Title” of the building staff/personnel positions you are writing about (See page 3-8).

Next, write a brief paragraph about the position. Include the number of people assigned to this position; their normal and night time hours, their general work location within the building (or if they roam, state that).

For this site-specific situation you are dealing with one question. What does that specific staff person do if they HEAR the alarm, or SEE the strobes flashing, or receive notification of an alarm (Only include “SEE” if your building has strobes)?

Try for a logical flow. For instance, if you had internal notifications that needed to be made, start with the person receiving them. How do they pass it on to the Fire Department? Next, consider the one who would be controlling the utilities, etc.

Things to consider when you are assigning duties:

**Fire Safety Director**
- Where are they most likely to be when the alarm sounds?
- How fast could they get to the Fire Control Room/Emergency Assistance Center using the stairs?
- Must be FSD be available 8:00AM to 5:00 PM - M-F to oversee the evacuation

**Security**
- Do you have Security monitoring a console Part time, or 24 hours?
- Do you have Roving Security?

**Engineer/Maintenance**
- Does he have elevator recall keys?
- Are the keys in the Fire Control Room?
- Are the Utility Shut-offs located conveniently near by?
- Does the HVAC have to be manually shut down?
- Are the equipment shut-offs safe to get at?

**House Keeping**
- Remember to have them push their carts into a room and close the door (clear hallways).

**Bellmen/waiters/ushers**
- If catering to the public, how best will they evacuate the public out of the area?

These are just some of the positions of staff you may have in your building.

REMEMBER: By the time you have completed the site-specific duties, these questions need to have been addressed and adjusted for “After Hours” if applicable:

- Who is responsible for calling the Fire Department, or how are they notified? (NOTE 1)
- Who is recalling the elevators manually (if not already done automatically)?
- What is the evacuation process and how is it initiated (I.E. announcement, bells etc.)? (NOTE 2)
- Who is actually meeting the Fire Department?
- Should I have anyone investigating the alarm? (NOTE 3)
NOTE 1 - recalling the elevators is essential due to the number of people who try to use them during an emergency. Even for the people already in the elevator, it could keep them from inadvertently getting off on the fire floor. Most of the time, the only way the elevators are automatically recalled is when the smoke detector in the elevator vestibule is activated. This of course can be delayed when someone activates the pull station and the doors in the elevator lobby close, keeping the smoke from reaching the detector. Even if it turned out to be a nothing situation, dealing with the added people entering the floor is an unnecessary burden at the time.

NOTE 2 - notification of the tenants on the affected floor. Whoever is doing the PA announcement (if necessary) must be able to speak clearly with a good command of the English language. The actual verbiage for the announcement must be written out in his or her specific duty section. If the person who is supposed to do the PA announcement is also required to recall the elevators, communicate with Engineering, and call the Fire Department, the order in which you specify their duties can reduce the number of times any given floor might have to start their evacuation. Depending on your particular building, the order in which these tasks are carried out, (i.e. call the Fire Department, recall elevators, radio engineer, then make the P.A.) might maximize the chance of having responsible people relay information that would allow you to verify the cause of alarm and update the tenants to continue evacuation or send an all clear and downgrade the Fire Department to non emergency response for a report only.

NOTE 3 - When assigning someone to investigate the alarm make sure that it does not conflict with his or her other duties. Also make sure there is a statement saying, “It is unsafe to investigate an alarm alone. Either wait for another person or be in constant radio communication with another.” In bold letters underneath the direction for them to investigate put “DO NOT USE THE ELEVATOR TO INVESTIGATE AN ALARM”.

In some situations a staff member might be “NOTIFIED” of an alarm. Make sure you add that as an additional “Situation” below “Hearing and/or seeing an alarm”. Also, consider how that might change that person's task.

NOTE: In the text box below are the minimum standard procedures for response to the activation of any fire alarm in high-rise buildings. There are four “deviations” from the standard that may be allowed under certain conditions. The Chief may grant these on a building-by-building basis. For more information about these deviations, see pages the appendix.

UPON ACTIVATION OF ANY FIRE ALARM

Upon activation of any alarm, from any source, the following shall take place immediately:
- An emergency call to the 911 Emergency System to the Fire Department.
- Recall of all elevators that service the floor of alarm (freight elevator included).
- Immediate evacuation of at least 5 floors:
  - Floor of alarm
  - 2 floors above the floor of alarm in case of fire or smoke extension
  - 2 floors below the floor of alarm for a Fire department operations base

“Rule of Five (5)”
EXAMPLE

Fire Procedures
GENERAL RESPONSE (building personnel/Staff)

IF YOU DISCOVER THE FIRE OR SMOKE

- **Safety of Life**: If fire is in an occupied room, remove anyone from immediate danger. Confine the fire by closing as many doors as possible as you leave the area.

- **Notification**: Activate manual pull station in close proximity. Call Fire Department: Dial 911 (use 1-800-688-8000 if problem occurs on 911)

  Give the Following:
  
  ABC Company
  1234 Stagg St.
  Nearest cross street is Western
  Floor_______
  Nature of emergency_______________
  Your Callback Number _____________

  **NOTE**: Do not hang up before the "911 operator"

  If time permits call Building Staff at: 555-2345

- **Extinguish the Fire**: Only attempt to do so if: You have been properly trained, you have someone with you, it is safe to do so and it does not impede on your other emergency duties.

- **Evacuation**: Evacuate the adjoining areas and/or begin your assigned duties as required in the Fire manual.

If Trapped Inside Your Office or Area

- Wedge cloth material along bottom of door to keep out smoke.
- Close as many doors as possible between you and the fire.
- Use telephone (if available) and notify Fire Department of your situation.
- If windows are operable and you must have air, open the window. Break windows only as a last resort, as it will become impossible to close if necessary.
- If unable to perform assigned duties, notify your alternate or other building Staff.

“Smoke detectors are provided for your personal safety. Anyone who willfully and maliciously tampers with, damages, breaks or removes any required smoke detector shall be guilty of a misdemeanor (L.A.M.C. SEC. 57.112.05). Any person who willfully and maliciously sends, gives, transmits, or sounds any false alarm of fire is guilty of a misdemeanor (P.C. 148.3).”
This example shows the format of “site specific” staff members’ duties.

In this case it is Security. This would not be applicable to security of any building, but it shows a logical execution of duties.

**DO THIS FOR EACH CATEGORY OF STAFF!**

### Fire Procedures

#### SECURITY

There are a total of 13 positions assigned to this category; 10 between 0700 hours and 1900 hours, 3 during nighttime hours. During normal business hours 5 are in and around the lobby area, 2 are "Roving" and 3 are in the parking structure. After hours, 2 are in the lobby area and 1 is in the parking structure. Normal working hours are considered 0700hrs to 1900hrs. They are equipped with radios.

**IF YOU HEAR OR SEE AN ALARM**

1) Respond to the Fire Control Room
   - Determine location of alarm.
   - Call the Fire Department: 911 (use 1-800-688-8000 if a problem occurs on 911)
     - Give them the following:
       - Building Name: ABC Company
       - Address: 1234 Stagg St.
       - Call Back Number: 213-485-3445
       - Nearest Cross Street: Western
       - Type and Location of alarm: ______________
   - NOTE: Do not hang up until the emergency operator does so first!

   - Radio calls to the Chief Engineer and give location of alarm. If he is in close proximity he can begin investigating.
   - Recall Elevators.
   - Make PA announcement as follows:
     "We have fire alarm activation on the ____ floor. Please proceed to your safest stairwell and begin to evacuate. Your Floor Warden is in charge of your floor at this time.” REPEAT 3 TIMES

   - Call Building Management and apprise them of the situation
   - Make sure the Fire Safety Director has been notified

### Summary

**Building Staff/Personnel Fire Procedures**

**General Response**

- If You Discover the Fire or Smoke
- If you are trapped in Your Office or Area
- Smoke Detector Information

**Specific procedures by Staff Positions**

- If You Hear, or See an Alarm
- If You Are Notified of an Alarm
Insert
Evacuation Procedures
DIVIDER W/TAB Here
Evacuation Procedures (Index tab Required Tab)

***Duplicate this chapter in the Floor Warden Section of the Fire Manual.***

Definitions:

**Standard Evacuation** - To proceed to the safest stairwell and relocate within the building at least three floors below the reported fire floor (LAFD “Rule of Five”), or evacuate completely out of the building (“Total Evacuation”).

**The “Rule of Five”** – When a fire alarm is activated on one floor, evacuate five. (The original floor of alarm, two floors above, and two floors below). Depending on your proximity to the ground level, you may want them to evacuate completely to the outside. Otherwise, each of the 5 moving floors will proceed down at least five floors. This will put the occupants on the highest floor of the group of 5 three floors below the reported fire floor. The Fire Department needs quick access to the two floors above to look for fire extension. The Fire Department uses the two floors below as a base for operations. The requirement for you to begin evacuation procedures immediately stems from our need to “capture” the stairwell and use it for fire fighting purposes. That is difficult when people are moving around in it.

**Total Evacuation** - All building occupants exit the building to a “Safe Refuge Area” a minimum of 300 feet away from the building.

All buildings should consider, prepare, and practice total evacuation periodically as a second option to the Rule of five. Total evacuation requires a lot of planning and assistance from outside agencies to be successful. If at any time the building staff suspects that the structural integrity of the building has been compromised, they should begin to completely evacuate the building prior to the arrival of the Fire Department.

**Defend in Place** – To remain in the room or office. Secure yourself by putting as many complete fire barriers as possible between you and the reported fire i.e. fire doors, and stuff cloth under the door to minimize the amount of smoke the migrate into area. Close vents and turn off air circulating units. Use firewalls or fire partitions as barriers. This option is usually the last resort if unable to evacuate.

**Evacuate or Stay Option** - This option may be used when the structure and the evacuation plan is constructed for a safe Defend in Place Option, but the individual may feel more comfortable leaving.

**Inside Safe Refuge Area** - A place in the building at least three floors below the reported fire floor. (The floor above the reported fire floor can be used a to cross over to another stairwell, but is not considered a safe refuge area)

**Outside Safe Refuge Area** - This is a remote place completely outside of the building. (At least 300 feet away from the building)
There are four subheadings under the heading of “Evacuation Procedures”. Each heading with the exception of the last will take no more than a page and one half each.

(1) **Evacuation Procedures** (Building Site Specific)

(2) **Stairwell and Fire Escape Safety Instructions**

(3) **Evacuation Considerations for People Who May Need Assistance**

(4) **Safe Refuge Area Map**

(1) **Evacuation Procedures** (Rule of 5 or Total Evacuation Building Site Specific)

Begin the first paragraph with a description of the exact evacuation procedure for the particular building.

In the second paragraph include the following statement. (Bold font)

“While it is usually advisable to go downward in a building during an alarm, there are times when it may become necessary to go to an upper floor or to the roof. This should only be done if lower floors are untenable due to heat and or smoke, or if directed by building Staff or the Fire Department.”

The last paragraph: **Outside Safe Refuge Areas** – Minimum 300 feet away from the building

Indicate:

- Where the “Outside Safe refuge Area” is located
- How the people in the refuge area are accounted for
- Who is responsible for taking a “Head Count and status to the FSD? The two kinds of “safe refuge” areas are:

Evacuation normally involves moving one or more people from point “A” to point “B” in anticipation of a worsening condition. “Defending in Place” may be necessary depending on the location of the fire. That means protecting yourself where you are until the Fire Department can come and assist you. Most of the time we will require you to have a plan of action for evacuating the people when the fire alarm sounds, However there are occasions when "Defending in place” is the only option.) An example of this may include a residential home for the elderly that has fire doors and sprinklers.
(1) **Evacuation Procedures (Continued)**

The two factors that most determine how to develop evacuation plans are:

1. **FIRE ALARM SYSTEM CAPABILITY**

   - Does it ring on **ONE floor**; **THREE** Floors **FIVE** floors (typically, the 2 floor above and 2 floors below the original floor of alarm), or **all floors**? Depending on what the building code required at the time of installation
   - Is the system capable of manually selecting all floors at one time? (“ALL CALL”)
   - Is the system capable of manually ringing the alarm on individual floors?

2. **PUBLIC ADDRESS/VOICE EVACUATION CAPABILITIES**

   - Can you make a PA (public address) announcement to individual floors?
   - Can you make a PA announcement to all areas of the building “ALL CALL”
   - Does the building have a No PA system?

If your system can manually ring two floors above and two below the floor of alarm, then ask yourself, who is responsible for doing this? Make sure you have this as one of their specific tasks in the Fire Procedures Chapter. Where is the panel located in respect to the person responsible for making the announcement? If you are only capable of an “ALL CALL” with the alarm system then it is clear that you must begin to evacuate the whole building. The rational is that someone in the building hearing the alarm has no way of immediately knowing what the actual “floor of alarm” is.

**The 2 main objectives are:**

1. Know how the system operates
2. Develop procedures that evacuate a minimum of five floors (the original floor of alarm, two above, and two below).

**“Rule of Fives” can be accomplished if:**

1. The fire alarm is programmed to Notify the floor of alarm, only or
2. Five floors as a group, or
3. The fire alarm Voice/Evacuation can be selected to notify the floors two above and two below the fire alarm floor

---

Note: All fire alarm systems are required to have approval from the Los Angeles Department of Building and Safety, and the Los Angeles Fire Department.
(2) Stairwell and Fire Escape Safety Instructions

- **Safety in stairwells.** (You may use this list)
  a) Respond to the safest designated stairwell or exit. **DO NOT USE ELEVATORS**
  b) Move quickly but do not run
  c) Remove high heels to prevent injuries (carry them with you)
  d) Use the most continuous handrail (usually the center rail)
  e) Know whether you are going to a “safe refuge floor” or completely out of the building
  f) Allow enough room for others to enter the orderly flow of traffic already in the stairwell
  g) Give assistance to those who are slower moving or in need
  h) Dispel known false information. Reduce panic by refraining from using the word “fire”
  i) Treat any injuries incurred at the next available stairwell landing if possible
  j) Complete relocation; do not congregate in the stairwells

- **Safety on Fire Escapes** (You may use this list)
  a) Do not rush
  b) Remove high heels, (leave them behind)
  c) Face the rungs or steps grasping both rails firmly, and look beneath your arms as you progress down the Fire Escape
  d) At the bottom of the fire escape will be located a “drop ladder” or “swing ladder.” Either type requires a physical means to operate. One person should stay at this position to assist others.
  e) Once down, conduct a head count.
  f) Stay together and make room for emergency vehicles and crews.
(3) People Who May Need Assistance - Evacuation Considerations

This whole section is available to you on pages 4-8, 4-9, and 4-10.

Figures 10,a, b, c show you the graphics we make available to you. You can however, use your own. What you are going to accomplish in this part is:

a) Understand who may need assistance.
b) Have enough information to be able to teach the Assistance Monitors how to carry someone and what they need to do to prepare.

For the purpose of this procedure and chapter, any person with a disability, temporary, or permanent, or other condition that would require them to need assistance during an evacuation is “Physically Challenged.”

Physically Challenged includes but may not be limited to:

- Persons confined to wheelchairs
- Persons dependant on crutches
- Persons recovering from surgery
- Persons with significant hearing or sight impairment
- Extreme cases of obesity
- Pregnancy

Physically Challenged is anyone who without the assistance of another person would have difficulty evacuating or relocating to a safe location.

Every individual placed on a physically challenged evacuation list (See Figure 5, page 26) should know that the information provided is confidential.

Assistance Monitors shall be pre-determined. Those assigned to assist the physically challenged should have knowledge of how to safely evacuate these people and have asked them how they can best be helped.
EMERGENCY “DEFEND IN PLACE” PROCEDURES

NOTE: Listed below are some things that people can do if they are alone during an emergency. This is a good staff resource for anyone who may need “Defend in Place”. The information on pages 4-5 and 4-6 should be given to anyone on the Assistance List.

**DO NOT PANIC**

1. Close as many doors as possible between you and the fire.

2. If possible, wedge cloth material along the bottom of the door to keep smoke out.

3. Immediately call your local Fire Department (911) or, if a problem occurs with the 911 Emergency System, utilize the “seven digit emergency number” 1-800-688-8000.
   a. Tell them you cannot get out.
   b. Give the Fire Department your addresses (if you live in an apartment give them your Apt. number or letter).
   c. Tell the Fire Department what your nearest cross street is to your location.
   d. Give them the phone number that you are calling from __________________ (This is important because the Fire Department may have to call you back to get more information.

1. Stay where you are.

5. If the windows are operable and you must have air, open the window. Break the window only as a last resort, as it will become impossible to close it if necessary.

   **If you must leave your apartment or office due to immediate fire danger:**
   - Do not use the elevator.
   - Feel the door before opening it.
   - Go to your safest stairwell; enter onto the landing area.
   - Keep the stairwell door closed.
   - Make sure you tell everyone who goes down the stairs to tell the Fire Department what floor you are on.
WHAT THE PHYSICALLY CHALLENGED NEED TO KNOW

The first thing you should tell the person helping you is how they may best assist you!

REMEMBER: You are the expert on your own personal condition.

Meet with the people you work closely with to discuss your special needs in case of an emergency.

During an emergency there may be no time to discuss what is best!

Smoke is what kills most people during a fire!

- You should check or have someone check your smoke detectors regularly.
- Participate in fire drills where you live and work.
- If you are physically challenged, you may not be able to get out without assistance during a fire or other emergencies.

REMEMBER: In an emergency, do not hesitate to inform others that you need assistance. Tell them your condition is and be prepared to give instructions on how you can best be helped.

NOTE: A copy of the sub-chapter “Evacuation For People Who May Need Assistance” should be given in its entirety to anyone on the “People Who May Need Assistance List.”
CHAIR EVACUATION
PERSON IN NON-MOTORIZED WHEELCHAIR

1.
UNLOCK THE WHEELCHAIR BRAKE.

2.
THE CHAIR IS GENTLY LEANED BACKWARD AND MOVED TO THE EDGE OF THE FIRST STEP.

3.
ONE HELPER STEADIES THE CHAIR BY HOLDING THE RODS TO WHICH THE FOOT RESTS ARE ATTACHED. THE PERSON IN THE BOTTOM POSITION IS THERE TO STEADY THE CHAIR, NOT TO LIFT IT.

NOTE: Do not lift chair from bottom position.

4.
THE HELPER IN THE TOP POSITION CONTROLS THE DESCENT OF THE CHAIR BY BENDING THEIR LEGS SLOWLY AND TAKING MOST OF THE WEIGHT.
OFFICE CHAIR EVACUATION

1.

TRANSFER THE PHYSICALLY CHALLENGED INDIVIDUAL TO A STURDY OFFICE CHAIR.

NOTE: SEE LIFTING TECHNIQUE DESCRIBED IN “TWO PERSON CARRY.”

2.

ONE HELPER GENTLY LEANS THE CHAIR BACKWARDS.

3.

THE OTHER HELPER FACES THE CHAIR AND HOLDS ONTO THE FRONT LEGS OF THE CHAIR. BOTH WILL LIFT THE CHAIR SIMULTANEOUSLY.

4.

THE HELPERS CONTROL THE DESCENT BY BENDING THEIR LEGS SLOWLY AND KEEPING THEIR BACK STRAIGHT.

IMPORTANT: Never leave a wheelchair in the stairwell!
TWO PERSON CARRY

1.
HELPER NUMBER ONE REACHES UNDER ARMS AND GRASPS THE INDIVIDUALS RIGHT WRIST WITH THEIR LEFT HAND AND LEFT WRIST WITH THEIR RIGHT HAND.

2a.
IF THE PHYSICALLY CHALLENGED PERSON IS ABLE TO SEPARATE THEIR LEGS, HELPER NUMBER TWO STANDS BETWEEN THE LEGS AND PLACES HANDS UNDER THE KNEES. THEN THEY LIFT SIMULTANEOUSLY.

2b.
IF THE PHYSICALLY CHALLENGED PERSON CANNOT SEPARATE THEIR LEGS, HELPER NUMBER TWO STANDS ALONG SIDE AND CARRIES FROM THAT POSITION.
(Use which ever method everyone feels the most secure with)

3.
HELPERS CONTROL THE DESCENT BY WALKING SLOWLY AND CAUTIOUSLY.

IMPORTANT: Never leave a wheelchair in the stairwell!
(4) Map to the Safe Refuge Area(s) - See sample below

The following information shall be indicated.

- Footprint of the building
  - The main entrance
  - All stairwells and or (fire escapes where applicable)

- Show:
  - Building Address
  - North symbol at the top of the page
  - The main street and at least one cross street
  - Alleys (Where applicable)
  - Indicate Roof Access (RA) or No Roof Access (NRA)
  - Evacuation Routes from Stairwells/Fire escapes to the outside Safe refuge area (use dashed lines and or arrows)

If the building uses a different safe refuge area for earthquakes, label it: “SAFE REFUGE AREA- EARTHQUAKE”
Be aware that an earthquake safe refuge area can change depending on conditions.

Include this statement in bold letters:

“IN THE EVENT OF A BOMB THREAT, IF EVACUATION IS REQUIRED, THE SAFE REFUGE AREA MAY BE CHANGED FOR THAT INCIDENT”

Safe Refuge Area Map: 1234 S. Main Street (minimum 300 feet from the building)
Insert

Earthquake Procedures

DIVIDER W/TAB

Here
Earthquake Procedures (Divider Tab Required)

These “Before the earthquake” the procedure can be used “as-is”

<table>
<thead>
<tr>
<th>PREPARATION BEFORE THE EARTHQUAKE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assess Your Own Work Area:</strong></td>
</tr>
<tr>
<td>• WINDOWS/GLASS - If your workstation is near windows or glass partitions, decide where you will take cover to avoid being injured by flying glass.</td>
</tr>
<tr>
<td>• HEAVY OBJECTS - If your workstation is near a temporary wall or partition, make sure it is securely anchored.</td>
</tr>
<tr>
<td>• LOOSE OBJECTS - If you have materials stored on top of cabinets or shelves, determine if these items should be secured or moved.</td>
</tr>
<tr>
<td>• Have plenty of earthquake supplies</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DURING THE EARTHQUAKE</th>
</tr>
</thead>
<tbody>
<tr>
<td>• REMAIN CALM: - Do not panic, and do not attempt to go outside. Protect yourself.</td>
</tr>
<tr>
<td>• ACT QUICKLY - Move away from windows, temporary walls or partitions, and freestanding objects such as files, cabinets, and shelves, hanging objects.</td>
</tr>
<tr>
<td>• DUCK - or drop down to the floor.</td>
</tr>
<tr>
<td>• COVER - Take cover under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms.</td>
</tr>
<tr>
<td>HOLD - If you take cover under a sturdy piece of furniture, hold on to it and be prepared to move with it.</td>
</tr>
<tr>
<td>STAY PUT - Hold this position until the ground and/or building stops shaking and it is safe to move. Stay inside; do not attempt to exit the building during the shaking.</td>
</tr>
</tbody>
</table>

**NOTE:** Doorways should not be used as protective cover.

If You Are Outside:
• If you are outdoors when the quake occurs, stay there. Move away from structures, power poles, lampposts or retaining walls that could fall during the quake and avoid fallen electrical lines. If possible, move to an open area.
After the Earthquake

Categories of Building Staff must be separated as in the Fire Procedures. The difference is that they can be separated by paragraph instead of page.

Each category of Staff is required to have specific duties that should be a priority for them after an earthquake. For instance, Engineering would want to check out the structural integrity of the building, piping and electrical systems. Security on the other hand would want to secure the perimeter of the building and possibly start setting up for search and rescue. The Fire Safety Director will certainly want to see what resources they have available to them.

<table>
<thead>
<tr>
<th>Fire Safety Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check communication systems and equipment as: walkie-talkies, telephones, fire PA systems.</td>
</tr>
<tr>
<td>- Check for injuries</td>
</tr>
<tr>
<td>- Determine if you need to:</td>
</tr>
<tr>
<td>Set up triage.</td>
</tr>
<tr>
<td>Evacuate.</td>
</tr>
<tr>
<td>- Set up triage set up triage (if necessary).</td>
</tr>
<tr>
<td>- Have Building Staff and Floor Wardens check-in with a list of people that are injured, dead, trapped, missing.</td>
</tr>
<tr>
<td>- Identify people that have medical skills</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Security</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Secure the perimeter if your building is a high risk for looters.</td>
</tr>
<tr>
<td>- Assist with search and rescue</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Engineering</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Provide status update of all fire protection and building systems and equipment</td>
</tr>
</tbody>
</table>

Things to consider for “after the earthquake”:

<table>
<thead>
<tr>
<th>Triage</th>
<th>Morgue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupants panic</td>
<td>Search and rescue</td>
</tr>
<tr>
<td>Occupants wanting to go home</td>
<td>Trapped victims</td>
</tr>
<tr>
<td>Occupants wanting to call home</td>
<td>Security and safety for occupants</td>
</tr>
<tr>
<td>Sustenance for occupants and staff</td>
<td></td>
</tr>
</tbody>
</table>

If you have earthquake supplies in your building, build that into your plan. Only mention what you have, not what you should have or want to have. What is your plan of action should the earthquake hit today?

The two biggest concerns for a business after an earthquake are:

- Life Safety
- Post Disaster Recovery

DOES YOUR BUSINESS OR BUILDING HAVE A POST DISASTER RECOVERY PLAN?
Make sure that the staff duties conform to what you want the staff to do.

If evacuation is eminent, how can you use your staff to make it safe and efficient?

Separate staff duties by paragraph. Indicate which staff members will check elevators, exit routes, safe Refuge location for safety, etc.

The Floor Wardens’ concern will be; Resources, Injuries, Trapped victims, Evacuation, Morgue (on his floor)

---

**EARTHQUAKE EVACUATION**

Determine in advance all stairwells and alternate exits from your work location and the routes you will follow to reach that exit in the event an evacuation is necessary. Also establish your alternate routes to be used in the event your first route is blocked or unsafe to use.

Do not evacuate unless told to do so or danger is imminent.

Follow instructions given by emergency personnel.

Walk, DO NOT RUN, and keep noise to a minimum.

**DO NOT USE ELEVATORS.**

DO NOT push or crowd. Use handrails in stairwells and move to the inside (most continuous handrail).

Move to your designated evacuation area unless otherwise instructed.

Check doors for heat before opening.

Assist non-ambulatory, visually impaired and hearing-impaired persons if they are present.

If you have relocated away from the building, Do NOT return unless you are notified that it is safe to return.

**WHAT IF YOU ARE IN AN ELEVATOR**

Many elevators are designed to go to the nearest floor in the direction of travel and open.

However, some elevators will stop in any moderate earthquake. Building maintenance personnel will contact each elevator car as quickly as possible and advise you how rescue will occur.

Upon being rescued, take directions from the Floor Warden of that floor.

If you have a medical problem or other emergency, call the phone numbers listed in the elevator car. If immediate help is needed, call 911.

**WHEN SHOULD YOU GO HOME?**

It is in your best interest in the event of an earthquake or community wide disaster during normal working hours that all employees should remain at work.

It may be too dangerous to attempt to go home right away.

Listen to radio reports for areas and roads that have sustained damage.

Wait until you know that the roads you need to get home are in fact undamaged and traffic is moving.

While you’re waiting, make yourself available to help fellow employees and Floor Wardens recover from the incident as quickly as possible.

---

Summarize: Earthquake

Before

During

After

Site Specific

Staff

Floor Warden

Earthquake Evacuation
Insert

OTHER EMERGENCIES
DIVIDER W/TAB

Here
OTHER EMERGENCIES (Required Tab)

*** (These procedures can be duplicated in the Floor Warden Manual) ***

Place the following procedures under one tab called “Other Emergencies.”
- Medical Emergencies,
- Bomb Threat,
- Power Outage

The information supplied here are examples and recommendations only. If a particular building has a different plan, or you have knowledge of better procedures, they may be substituted, or added.

If different procedures are used they must be verified for accuracy.
We encourage you to come up with better site-specific procedures for your building.

NOTE: These procedures may be placed in separate index tabbed sections.
MEDICAL EMERGENCY

This information can be duplicated in the Floor Warden Manual. The Occupant Instructions are slightly different.

Medical Emergency

When Notified of a Medical Emergency:

1) Obtain the Following:
   • Nature of the emergency
   • Age of injured party
   • Sex of injured party
   • Location of injured party
   • Current Condition of injured party
   • Name and callback of person reporting

2) Call Paramedics. Dial 911 (if problem on 911 call 1-800-688-8000)
   Give them the following information:
   • Building Name ABC Plaza
   • Building Address 8245 Wilcox St.
   • Nearest Cross Street Western Av.
   • Nature of Emergency _____________________
   • Location of injured party
   • Your Callback Number ____________________

3) Call the FSD or the Office of the Building at ________________

4) Have Security or Engineering hold an elevator in the lobby for use by the Emergency Service Personnel.
   NOTE: If possible, have them hold an elevator that will accept a gurney.
BOMB THREAT

***This information can be duplicated in the Floor Warden Manual.***

Bomb threats are as the word implies a threat. No device has been found. Once a suspicious object is located or initially found, then it becomes a “Bomb Scare.” A bomb threat will usually get you a Police response, but generally speaking, not the Bomb Squad. A bomb scare on the other hand is cause for the Bomb Squad to respond.

Before writing your procedures for Bomb Threats we highly recommend that you talk with your local Police Department or see if you can talk with a representative from the Bomb Squad.

### UPON NOTIFICATION OF BOMB THREAT

1. Notify the proper authorities
   - Building Office (FSD) ______________________
   - Police Department Dial () 911 (if problem on 911 call ___________)
   - Other (specify) ______________________
   
   Give exact location and all known facts.
   BE GUIDED BY THE INSTRUCTION OF THE POLICE DEPARTMENT

2. Insure that, "threat conversation" is documented as accurately as possible and as soon as practical. To assist the Police, use the BOMB THREAT CHECKLIST for guidance.

Consider the following options:
- Take no further action.
- Search without evacuation.
- Initiate partial evacuation.
- Conduct a complete evacuation and search.

IF FLOOR IS AFFECTED:
- Mobilize floor response teams to assist in a search and/or evacuation procedure.
- Individual tenants, offices, etc., must be systematically contacted and advised of the situation.
- A quick visual search is advisable and should be accomplished by those familiar with the area.
- Work from the walls to the center of room and the floor to ceiling.
- Look and listen. If lights are found off, leave them off.

Once individual areas are secured, they should be evacuated and re-entry restricted and controlled by proper authorities. All items left behind shall be under the control of the proper authority for inspection. Any strange objects or objects out of place should be "Suspect." Do not attempt to handle or move any object that might be considered suspicious.
UPON DISCOVERY OF A SUSPECTED BOMB/DEVICE

1. Insure that the device is not moved or covered, noting its description and exact location. (Walkie-talkie sets, cordless or cellular phones should not be permitted in the area with-in 200 feet or used at this time).

2. Call the Los Angeles City Police Department at 911 (if busy call the LAPD Alternate Emergency Number.)

3. Keep the Building Office (FSD) informed of all current facts. Control entry to the area until relieved of responsibility or given further instructions from the Police Department.

4. Simultaneously, commence evacuation of the area or floor. Utilize floor response teams as communication messengers.

**NOTE:** Notification should be handled in a low-key manner to help reduce the chance of panic. Evacuate the floor spaces immediately above and below the device, and on either side.

5. After relocation, be prepared to assist the authorities as required or requested.

6. When evacuating in response to a bomb threat or the discovery of a Bomb/Device consider the safety of primary and secondary evacuation routes before using them.

7. Advise the appropriate authorities as to current activities, situation, and possible relocation site if applicable.
# BOMB THREAT REPORT FORM

Name of operator, or person receiving call ______________________ Date of call ________ Time ________ AM. ___ PM.

**QUESTIONS TO ASK:**

1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What kind of bomb is it?
4. What does it look like?
5. Why did you place the bomb?

**ORIGIN OF CALL:**

Local ___ Long Distance ___ Phone Booth ___ Internal ___

**IDENTITY OF CALLER:**

**Voice:**

- Male ___ Female ___ Loud ___ Soft ___ High Pitch ___ Deep ___ Raspy ___
- Pleasant ___ Nasal ___ Poor ___ Intoxicated ___
- (Other) ____________________________________________

**Speech:**

- Fast ___ Slow ___ Distant ___ Distorted ___ Stutter ___ (Other) ___________________

**Language: **

- Good ___ Foul ___ Local ___ Foreign ___ Ethnicity ___ Regional ___
- (Type) ____________________________________________

**Manner:**

- Calm ___ Angry ___ Rational ___ Incoherent ___
- Irrational ___ Emotional ___ Coherent ___ Nervous Laugh ___
- Deliberate ___ Righteous ___

**Background Noise:**

- Office Machines ___ Trains ___ Factory Machines ___ Music ___ Animals ___
- Quiet ___ Airplanes ___ Voices ___ Street Traffic ___
- (Other) ____________________________________________

**Who did you inform about the call? ____________________________________________**

If caller seemed familiar with our plant, building or operation, indicate how.

As well as you can, write what the caller said.

**KEEP CALLER ON PHONE AS LONG AS POSSIBLE**

**DO NOT HANG –UP BEFORE THE CALLER!!!**
POWER OUTAGE

Power outage information and duties in the staff section will be different from the Floor Warden information and duties.

In the Staff Section, start procedures in the logical order that things may happen.

- Backup power comes on within ___ seconds. (Give a brief summary of your backup power supply. Is it battery, generator or both)
- What notifications are necessary?
- What does Engineering do?
- What does Security do?
- Begin to Open:
  1. Blinds
  2. Drapes
  3. Skylights etc.
Insert

BUILDING SYSTEMS

&

EQUIPMENT

DIVIDER W/TAB

Here
Building Systems and Equipment (Required Tab)

The biggest determining factor for the types of systems and equipment in your building is whether the construction of the building was commenced or completed prior to July 1, 1974.

The following is the minimum information you want to have and the format we require.

1st Paragraph – Building Description

Describe the:
- Building NAME, ADDRESS, and NEAREST CROSS STREET
- YEAR the building construction started.
- TYPE of construction,
- NUMBER of FLOORS/LEVELS, PARKING STRUCTURES, BASEMENTS, PENTHOUSES.

Indicate if the building is:
- FULLY SPRINKLERED
- PARTIALLY SPINKLERED and location
- Number of STAIRWELLS/FIRE ESCAPES and their location

NOTE: Actual order of the above is not important.

EXAMPLE:

The ABC building is located at 1234 Bellevue Avenue cross street of 12th. It was built in 1923 and was constructed of wood framing and lathe and plaster walls. It is a 12-story high-rise with no sprinklers. It has a basement, one open stairwell in the center and a fire escape on the East Side of the building.

List the systems and equipment in the building, and the location(s).

Separate each item by a bold heading naming the item and then describe the actions and functions of the item itself. Answer these questions for each individual item listed:

a) Where is it (or they) located?
b) How is it activated (manually, electronically)?
c) Fuel quantity, type, how long will it last?
d) What other systems, if any does it affect?
THE FOLLOWING INFORMATION SHALL BE SUPPLIED (ONLY AS IT APPLIES TO THE SPECIFIC BUILDING). If the building has additional systems or equipment not listed below, supply that information as well.

- Fire Control Room
- Annunciator Alarm Panel
- Manual Fire Alarm System (Pull Stations)
- Smoke Detectors (don’t forget about Duct Detectors and independents, and what lobbies)
- Fire Sprinklers / Standpipe Systems
- HVAC Deactivation
- Voice / Evacuation / Public Address System
- Emergency Power Equipment
- Emergency Lighting
- Fire Pump(s)
- Utility Service Shut Down Locations, Tools, etc.
- Other Fire Life Safety Systems
- Elevator Information (identification, floors serviced, and alternate elevator recall)
- Fire Department Lock Box (where located, what keys inside)
- Stairwell Systems, Identifications, and Terminations (smoke tower, pressurized, open, etc.)
- Information specific to the stairwells;
  - Number of stairwells, pressurized or not pressurized.
- Locked stairwell information
  a) If they remain unlocked, 24 hours then simply state that.
  b) Will locked stairwell doors unlock upon the sounding of the fire alarm?
  c) Do they have a speaker system connected to a 24 hour monitored console?
  d) Does someone from the accepting floor (the floor that the people are relocating to) have to open the stairwell door and if so, how are they notified?
- Locked Door Areas (including method to unlock)
- Fire Escape information
  1) Where are they located?
  2) Are they accessible to everyone, or only certain suites or businesses?

All printed information and instructions should be of adequate detail to easily explain proper orientation, operation, and any other particulars about that specific system.

If your building does not have a Fire Control Room, make sure you indicate there is no Fire Control Room but, indicate the location of the Annunciator/ Fire Alarm panel.

**Note:** See the Floor Warden Manual (Building Systems and Equipment Section) for a list of required information from this section to be copied into the Floor Warden Section.

See examples of required information and format on next page.
Fire Control room – lobby level adjacent to elevators 1-6

Fire Alarm System Information

Anunciator Alarm Panel – Fire control room (FCR)
Remote annunciator Panel – Security desk
Emergency Voice/Evacuation system (building communications) FCR
Central Station Signaling – (to off site Fire Alarm Monitoring Company)

Alarm Initiating Devices and their location

Manual Pull Stations – At every exit
Smoke Detectors:
  • Throughout each suite
  • Machine rooms
  • All Elevator lobbies (including lobby level/ground level)

Fire Sprinkler System - Combined sprinkler and standpipe system throughout the building

Alarm Notification Appliances

  • Speakers/Horns throughout the building
  • Flashing Strobe Lights – throughout the building

Upon activation of any fire alarm initiating device, the following actions will occur on the floor of alarm only (except as noted)

  • Magnetic Door Holder Release
  • Fan Shutdown
  • Stairwell Pressurization (Stair 1 & 4 only)
  • Stairwell door lock release
  • Heating, ventilation and air conditioning shut-down (HVAC)
  • Elevator Recall (Elevator lobby, elevator machine room, or elevator shaft only)
  • Speakers/Horns
  • Flashing Strobe Lights
  • Indicates on alarm annunciator Panel (located in the FCR & security desk))
  • Contacts fire alarm monitoring company

Stairwell Information

4 stairwells
Stair One – N/W corner of the building, lobby level to 18th fl No Roof Access - Pressurized
Stair Two– NE corner of the building, P4 – 18th fl Roof Access – Not Pressurized
Stair Three– SW corner of building, No Roof Access-Pressurized
Stair Four – SE corner of the building Roof Access Not pressurized

All stairwells are locked from the stair shaft side.
All stairwells unlock upon the activation of any fire alarm
No intercom system in any stairwell

Fire Escape Information

- 2 Fire escapes
- Front of the building (eastside) accessible from third floor corridor
- Rear of the building (westside) accessible from suite 306

Elevator Information

- 2 Elevator Banks 6 cars each
- Elevators 1-6 are low-rise elevators serves floors P4-10
- Elevators 7-12 are hi-rise elevators –serves floors P4-3rd floor & –18
- Elevator machine room is located on the roof
- Elevators are recalled by elevator lobby smoke detectors only
- Alternate recall location for all elevators is the third floor

Emergency Power Information

- Generator located in generator room on P4 level
- Unit lighting (bug lights) in basement only
- Fuel:
  - 500 gallons
- Run time 8 hours

Connected to:
- Emergency exit lighting
- Egress lighting
- Window washing equipment
- Fire alarm panel
- Voice /Evacuation System

Fire Pump Information

- 2 750 GPM fire Pumps w/ diesel drivers located in fire pump room on P4 level
- Fuel supplied by 500-gallon fuel tank w/ remote fill

Utilities

- Main Electrical room located on P3 level NW corner
- Domestic Water- main shutoff front of building SW corner
- Fire protection –main shut-off @ front of the building SW corner
Building Inventory Forms:

The following inventory sheets shall be available upon request and located in the following locations:

- Displayed in the FCR OR
- In the vicinity of the Fire Alarm Annunciator Panel
- A copy shall also be in the Building Systems and Equipment Section of the Building Staff Emergency Plan.

The LAFD requirements and specifications for the High-rise building Inventory sheets can be located in the appendix section of this manual, along with additional supplemental information.

The Certified High-Rise Life Safety Consultant shall approve all Building Inventory Sheets

***See the appendix section of this manual (Building Staff Manual) for the requirements of all Building Inventory Forms***
Insert

Fire Safety Director Responsibilities

DIVIDER W/TAB

Here
Fire Safety Director, Requirements, Duties, & Responsibilities
(Required Tab)

FIRE SAFETY DIRECTORS

- Title 19 of the California Code of Regulations

REQUIREMENTS:

1. The Fire Safety Director and Assistant Fire Safety Director shall be employees of the building owner or manager or reside on the premises or be otherwise approved by the Fire Department.
2. The Fire Safety Director shall be responsible for the establishment, implementation and maintenance of the Emergency Plan, the annual emergency evacuation drills, training and all documentation required by the Emergency Plan.
3. The Fire Safety Director and the Assistant Fire Safety Director shall obtain and maintain a valid Certificate approved by the Fire Department and shall present their certificate for inspection upon request to the fire department.
4. The Fire Safety Director shall be responsible for renewing their Certificate at least once a year in order to maintain a valid certificate.
5. The Assistant Fire Safety Director shall be prepared to assume the Fire Safety Director's duties when necessary.
6. The building owner shall be responsible for payment of the fees associated with the issuance of the Fire Safety Director Certificate by the Fire Department as described in Section 57.33.19 I.1.a.
7. The Fire Safety Director OR Assistant fire safety director shall be present during normal business/working hours (8:00 AM to 5:00 PM any day except Saturdays, Sundays, and legal holidays)

EMERGENCY RESPONSE DUTIES (Overview)

The Fire Safety Director shall direct all emergency activities to ensure that a pre-designated building staff member in accordance with the approved emergency plan for the building performs the following tasks:

1. A call to the 911 emergency system is performed by a building staff member
2. A building staff member is deployed to meet the first arriving Fire Department Apparatus at the street curb/ access point to the property
3. Broadcast an emergency evacuation announcement in accordance with the approved plan
4. The re-call of all elevators that have access to the floor in alarm to the designated recall floor (usually the ground level)
**EMERGENCY RESPONSE DUTIES (continued)**

5. All fire protection systems and equipment are working properly  
7. The proper shut down of all utilities, as required.

1. The Fire Safety Director shall coordinate the activities of all personnel within the building and monitor the evacuation status for everyone in the building.
   
a. Building staff emergency duties and responsibilities (all).  
b. Floor Wardens (evacuation of their floor / relocation / search).  
c. Occupant / Tenants notification.  
d. Visitors  

3. The Fire Safety Director shall cause the meeting of emergency personnel with all pertinent information:  
a. Meet with emergency service (FD) at main entrance of building upon their arrival.  
b. Give: fire location, injuries, etc.  
c. Emergency systems in operation (alarms, sprinklers, etc.).  
d. Location and status of all personnel and evacuees.

**ADMINISTRATIVE DUTIES/RESPONSIBILITIES**

**Evacuation Plan**

1. Verify that a person with a valid Certificate of Fitness has approved the Emergency Plan  
2. Review the approved Emergency Plan for accuracy (annually)  
3. Fill out and Sign the “Fire Safety Director Annual Review Form” (see appendix of building staff evacuation manual)  
4. The fire safety director is permitted to make minor changes to lists such as, phone numbers, Floor Wardens, personnel only. Changes to Fire and/or Evacuation procedures, or Building inventory sheets require the approval of a person with a valid Certificate of fitness in accordance with 57.06.01 of the Los Angeles Fire code.  
5. Verify that the Evacuation plan is if filed in the following locations:  
a. The “Office of the High-rise building  
b. The Security Desk and  
c. In the vicinity of the Fire Department annunciator / control panel or  
d. In residential buildings an identifiable location approved by the fire chief i.e. the fire Inspector for the building.  
6. Shall assign Warden for each floor, selected from the occupants on that floor  
7. Shall ensure all Floor Wardens and approved Suite Monitors obtain and maintain a valid training certificate that is floor and site specific to the building  
8. The Fire Safety Director shall verify that security personnel have a valid State certification.

Note the Emergency plan shall be made available to the building staff and designated personnel as required by 57.33.19D
FIRE SAFETY DIRECTOR ADMINISTRATIVE DUTIES/RESPONSIBILITIES

Floor Warden Program Exemptions (residential high-rises where applicable)

1. Must be submitted to the Fire inspector responsible for the building
2. Must first issue a letter to all occupants requesting participation (see appendix)
3. Maintain documentation of the letters sent and the response from all occupants
4. Submit a letter to the Fire inspector to request a floor warden exemption (see appendix)

Evacuation Plan Distribution

1. All Building Staff, Floor Wardens, and Tenants/Occupants, shall be issued copies of the approved evacuation plan for the building, and shall be referenced in all training programs. Pertinent evacuation plan updates shall be issued as needed but in no case less than once per year.

2. New building Staff, Floor Wardens and Tenants/Occupants shall be issued a copy of the approved evacuation plan immediately or within fourteen days of arrival.

FIRE SAFETY DIRECTOR TRAINING RESPONSIBILITIES

Building Staff (all shifts):

All Fire Safety Directors, Assistant Fire Safety Directors, Engineers, Security personnel, Janitors, Parking Personnel, etc shall.

Note: Janitorial staff and Parking Personnel may be exempt from technical functions of the emergency procedures program but shall have minimum duties.

Minimum Instruction (Annually):

1. Regularly scheduled meetings/drills to ensure the proficiency of all staff members during an emergency.
2. Updates to fire manual as needed.
3. A copy of their site-specific duties and other pertinent chapters.
4. Verbal and hands on instruction.
5. Fire drills annually.
6. Documentation of instruction and staff participation of fire drills available on-site for Fire Department instruction.
7. Building Staff must review and be familiar with the evacuation plan and submit documentation verifying the review. This documentation shall be filed in the Building Management Office and be readily available for Fire Department inspection.

Only the building Fire Safety Director, Fire Department Certified High-Rise Life/Safety Consultant, or a member of the Fire Department High-Rise Unit may conduct the instruction. Upon completion of required training, documentation shall be filed in the Building Management Office and be readily available for Fire Department inspection. Submitted to the Los Angeles City Fire Department, High-rise Unit Evacuation Inspector and shall include instructor's name, date, number of people trained and subject matter.
FIRE SAFETY DIRECTOR TRAINING RESPONSIBILITIES (continued)

BUILDING STAFF TRAINING - all shifts (continued)

Time must be devoted to review specific emergency duties and communications between all Building Staff, for each shift.

Topics for review shall include, but not necessarily be limited to:

a) The Relocation or Building Evacuation Plan for weekdays, and after hours.
b) Floor Warden Program and methods for communication between Building Staff and Floor Wardens.
c) Fire alarm system functions.
d) Building walk through and hands-on exercises for a working knowledge of building emergency features.
e) Fire Control Room (if applicable)
   - Emergency Plan in plain view.
   - Panel Lamp Test - explanation of light color indications.
   - Fire Alarm Annunciator Panel - explanation of device types and locations.
f) Voice Notification System - demonstration of operations
   - Each Security/Engineering/FSD with shall operate the panel on “all call” and “selective paging” (five-floor communication), and shall read aloud a pre-set announcement. At that time, the Fire Safety Director will evaluate clarity of individual's announcements, and will eliminate anyone who cannot be fully understood from performing this task.
g) Other Equipment
   - Auto-lock/unlock stair mechanism- location and operation.
   - Fire Department Lock Box – location.
   - Security Console annunciator and functions.
   - Computer functions and operations (if applicable).
   - Elevator Panel - elevator recall status.
   - H.V.A.C. auto shut off status and manual shut off locations.
   - Sprinkler system status (water flow).
   - Stairwell pressurization status.
h) Equipment Rooms
   - Engineers shall have a working knowledge of the functions, operations and shut-off procedures of building equipment.
FIRE SAFETY DIRECTOR TRAINING RESPONSIBILITIES (continued)

BUILDING STAFF TRAINING - all shifts (continued)

i) Roof and Stairwells
   • Tour of heliport; if applicable (identify safe holding area for pick up).
   • Stairwells - enter and identify location by Stair Numbering Sign.
   • Stairwell intercoms - demonstrate operation.
   • Evacuate to the street from all stairwells (show any crossover exit routes).
   • Walk all the way to the Refuge Area out of the Building.
   • Identify the Status Report Post at the Refuge Area.

Practical Training Exercises:

Scenarios shall be performed to verify the proficiency of staff members in reacting to an emergency.

   • The instructor should present scenarios to the Building Staff first.
   • The Building Staff should be dispatched to their normal work locations. When all are in position, the scenario will be initiated.
   • Scenarios will include Fire, but may also include Earthquake, Bomb, and Medical incidents, the day of the week, and time.
   • Where possible the response to the scenario should include the Basic 4 procedures for discovery of fire: (Each procedure must be accomplished by someone during each drill)
     o Life Safety - remove an occupant, and close the door
     o Notification - Pull the nearest fire alarm, call security /911
     o Extinguish the fire - (optional)
     o Evacuation - Proceed with building staff designated duties

The instructor will evaluate the building staffs' responses, and shall repeat any exercise if the building staff fails to accurately communicate the facts of the incident or if the building staff fails to complete the duties required for the incident.
FIRE SAFETY DIRECTOR TRAINING RESPONSIBILITIES (continued)

FLOOR WARDEN TRAINING (all shifts)

A minimum of one Floor Warden per floor shall be designated to perform the duties required by this Section. Additional Floor Wardens shall be required if the occupant load of a floor exceeds 500 people. The Floor Warden shall obtain and maintain a valid Floor Warden Certificate, approved by the Fire Department, and shall present their certificate for inspection upon request by Fire Department personnel. Alternate Floor Wardens shall also obtain a certificate as Floor Warden and be designated for each floor, and be prepared to assume the Floor Warden duties when necessary.

In a residential building, the Floor Warden shall be a resident on that floor or an employee of that building owner or manager. In a non-residential building, the Floor Wardens shall be employees on that floor. The Floor Wardens shall receive training at least once each year in order to maintain a valid certificate. Exemptions to this regulation may be granted only upon a written request approved by the Fire Chief. The building owner shall be responsible for payment of the annual fee associated with the issuance of the required number of Floor Warden Certificates.

A responsible person on each floor of every high-rise building shall be designated as a Floor Warden. In cooperation with the Fire Safety Director, Floor Wardens shall oversee and ensure safe and complete evacuation or relocation of occupants during a fire or other emergency, or a fire drill. Alternate Floor Wardens shall be designated for each floor and shall assume Floor Warden Duties when necessary. Exemptions the Floor Warden requirement of this regulation may be granted only upon a written request approved by the Chief. (See appendix for exemption Letter)

Floor Warden minimum requirements:

- Disseminate updated information to the occupants of their floor.
- Determine the need for Monitors and implement them into the plan for their floor (when possible) i.e. See appendix section of this manual for High-rise Emergency Plan Positions and duties
  - Stairwell Monitors
  - Elevator Monitors
  - Assistance Monitors
  - Multipurpose Monitors
- Know the locations of all exits leading from occupied areas of the building and carry out the requirements in the Emergency Plan
- Direct emergency evacuations and drills for their respective assigned floors in accordance with the Emergency Plan

*Multi-tenant floors will use Suite Monitors in each tenant suite, which then report to the Floor Warden.

**Suite Monitors shall maintain a valid Floor Warden Certificate in accordance with Fire Department policy.
FIRE SAFETY DIRECTOR FLOOR WARDEN TRAINING (continued)

Fire Safety Director Shall:

a. Provide supplemental training to Floor Wardens with a valid Floor Warden Training Certificate (site specific), reviewing duties and responsibilities of Floor Wardens, Suite Monitors, and any other monitors as needed.
b. Provide updated Emergency Plan information at least annually
c. Training shall be provided by
   1. A Fire Safety Director with a valid site-specific Fire Safety Director certificate or

Instruction shall include a review of the Floor Warden Information and, Monitor Duties during emergencies for fire, earthquake, bomb incident, medical incident, and power outages.

It is recommended that designated Floor Warden be given some means of identification; vests, hard hats, arm bands, etc.

**Fire Safety Directors are not permitted to issue training certificates unless all of the following apply:

1. The Fire Safety Director has a current valid Certificate of Fitness Upgrade through the Los Angeles Fire Department.
2. The Fire Safety Director /Certificate of Fitness Holder, provides all required Fire Safety Director Training and Floor Warden Training for the building.
3. Can produce documentation verifying items 1 & 2 above

Required Building Occupant Instruction and Training (all shifts)

- Tenant and Sub-Tenant
- Office Managers
- Employees
- Night Crews
- Weekend Crews

All occupants shall receive a set of written Occupant Instructions:

1) Within 14 days of occupancy.
2) Whenever a building cannot show through documentation that each occupant has received at least one set of Occupant Instructions.
3) Whenever any of the information contained in the Occupant Instructions is updated

All occupants shall receive annual training. Recurrent training may be provided by:

- Handouts
- Videos
- Lecture
- Other LAFD approved methods
Required Building Occupant Instruction and Training (all shifts continued)

Training shall include a provision for each individual to undergo a building familiarization tour with emphasis on:

- Fire Prevention.
- Fire alarm system functions and operations of pull boxes.
- Typical floor Fire Life Safety features and anything unique to a particular floor.
- System functions.
- Corridor routes of egress to stairwells.
- Accessibility from stairwells to the roof, to the street and to the Safe Refuge Area outside.

All occupants shall be provided current emergency procedures approved by the Fire Department, certified High-rise consultant and shall complete documentation that the material has been received. This information is to be kept on file in the Building Management Office readily available for Fire Department inspection. Documentation of instruction must be kept on file in the Building Management Office readily available for Fire Department inspection.

** Approved Fire Safety Directors are permitted to perform Occupant Training.
Fire Drills

1. Commercial high-rise buildings, less than 35 stories in height, are required to conduct mandatory fire drills at least annually under the direction of the Fire Safety Director:
   a. A mandatory minimum of one fire drill shall be conducted annually on individual floors and when practical, shall include at least five floors at a time.
   
   b. During the annual fire drill the occupants shall proceed to the safest stairwell and relocate to a predetermined floor or outside safe refuge area.

2. Commercial high-rise buildings, 35 or more stories in height, are required to conduct a mandatory fire drill at least annually under the direction of the Fire Safety Director:
   a. A mandatory minimum of one fire drill shall be conducted annually on individual floors, and when practical, shall include at least five floors at a time.
   
   b. During the annual fire drill the occupants shall proceed to the safest stairwell and relocate to a predetermined floor or outside safe refuge area.
   
   c. Every three years there shall be a total building evacuation fire drill, wherein every occupant of the building proceeds to the safest stairwell and evacuates directly to a predetermined outside safe refuge area.

3. Residential high-rise buildings are required to conduct mandatory fire drills at least annually under the direction of the Fire Safety Director:
   a. A mandatory minimum of one fire drill shall be conducted annually on individual floors and when practical shall include at least five floors at a time.
   
   b. During the annual fire drill the occupants shall proceed to the safest stairwell and relocate to a predetermined floor or outside safe refuge area.

4. Buildings that have stair shaft doors locked for security reasons shall include a method in the Emergency Plan that allows for safe horizontal egress from the stair shaft during a fire drill or emergency evacuation.

5. The Fire Safety Director of the building or their designee shall coordinate the date of the total building evacuation drill for buildings 35 or more stories in height with the Fire Department during normal working hours. A Fire Safety Officer shall be present to witness the total building evacuation drill.

6. The Fire Safety Director shall maintain documentation of all fire drills on Fire Department approved forms and make it available for inspection by the Department. Fire drills may be scheduled in advance, with a notice posted to all tenants. All building occupants shall participate in the fire drills and emergency evacuations.

“Hotels are exempt from the requirements set forth in Sections 57.33.19.D.2, 57.33.19.F.1.a.(4), and 57.33.19.F.1.b, except that building staff and employees shall participate in the fire drills required in this Section.”
TRAINING STANDARDS - HIGH RISE BUILDINGS

Non-English speaking occupancy policy

Sec. 57.112.05f Language: In the event a substantial number of patrons and occupants do not read or comprehend English, language the required Fire Safety Information training shall be printed in both English and the language understood by the patrons and occupants.

Temporary Occupancy Instruction policy

Visitors who utilize classrooms, conference facilities, or meeting rooms shall receive Basic Evacuation Procedures by the person conducting any conference, seminar or meeting which consists of 50 or more people.

Mandatory Compliance Documentation

The building Fire Safety Director must maintain complete documentation on-site that is readily available for Fire Department inspection. This documentation must verify that the proper training has been done within the proper time frames. It must also include the signature of the Fire Safety Director or Certified Consultant who performed the training.

New Tenant/New Employee Instruction

For every new person that takes occupancy in a high-rise building, the law remains constant: Occupant instruction must occur immediately or within 14 days from the first date of employment or residency depending on the occupancy type. Documentation of said training must be maintained as stated above.

Acceptable Methods of Compliance:

An LAFD High-rise Life Safety Consultant with a valid Certificate of Fitness shall be used to create and approve the evacuation plan for the building.

Only an individual with a Los Angeles Fire Department Certificate of Fitness shall provide required Fire Safety Director Training and Floor Warden Training.

No Online/Computer Based Training Company is permitted perform any type of training in a high-rise building in the City of Los Angeles, nor implement any training program unless subcontracted by a High-rise Certificate of Fitness Holder certified to perform as a High-rise Fire /Life Safety Service and approved by the Los Angeles Fire Department (see appendix “Scope of Practice)

Individuals with a valid Certificate of fitness are permitted to utilize an online/computer based training program with permission from The Los Angeles Fire Department in accordance with L.A.F.D. Policy (see appendix Scope of Practice)
TRAINING STANDARDS - HIGH RISE BUILDINGS

Acceptable Methods of Compliance (Continued)

Certificate of Fitness Holders May utilize the following methods of instruction with written consent of the Los Angeles Fire Department

1. Online Computer based training & testing programs
2. Class room (live) training and testing

All Fire Safety Director and Floor Warden Training Certificates shall approved by the Los Angeles Fire Department and shall be issued by an individual with a LAFD High-rise Life/Safety Certificate of Fitness (New Ordinance Upgrade) in accordance with LAFD specifications (see appendix Training Certificate Speculations)

The LAFD High-rise Life Safety Consultant shall submit documentation of all training to the LAFD High-rise Evacuation inspector electronically on approved forms

All persons engaging in the business of “High-Rise Life/Safety Service” shall be required to obtain a Certificate of Fitness in accordance with Division 6 of the Los Angeles City Fire Code.

Note: The new ordinance is not intended to restrict the Fire Safety Director from providing additional/supplemental training, but to enhance their knowledge and understanding of their duties to perform as the Fire Safety Director.

Reminder! The Master manuals MUST contain the Building Staff Manual, Floor Warden Manual and Occupant Instructions. This Manual is required to be site-specific. The information in this book may be copied if it applies to the building.

GOALS:

- To establish specific procedures to get everyone out alive in the event of a fire or other disaster.
- To assist the building with meeting the legal requirements set forth in the City of Los Angeles Fire Code and California Code of Regulations.
- To establish consistent Planning and training.
Insert

Building Staff

Appendix Section

DIVIDER W/TAB

Here
Appendix Table of Contents
(Index Tab Required)

Supplemental Information

Documents found in the appendix section:

- Los Angeles Fire Code 57.33.19 Amended Ordinance (180648)
- California Code of Regulations (Title 19 3.09 & 3.10)
- Scope of Practice for:
  - LA FD High-Rise Life Safety Service/Consultants (Certificate of Fitness Holders)
  - Online/Computer Base Training Companies
  - High-Rise Fire Safety Directors
- City of Los Angeles High-rise Ordinance (180648) “Frequently Asked Questions”
- LA FD Specification for High-Rise Building Inventory Forms
- LA FD Approved Training Verification Form
- LA FD Specifications/Sample Training Certificates for:
  - Fire Safety Directors
  - Floor Wardens
- LA FD Fire Safety Director “Annual Review Form”
- Fire Safety Director Floor Warden Participation Request Letter (Residential High-Rise)
- Fire Safety Director Floor Warden Exemption Request Letter
- LA FD Online/Computer Based Training Opening Page/Screen Requirements
- Fire Drill Guidelines (includes)
  - Fire Drill Announcement
  - Fire Drill Notice (for posting)
  - Fire Drill Participation Record
  - Fire Drill Check List
  - Fire Drill Report
- Full Building Evacuation Incident Action Plan Check Sheet
- High Rise Evacuation Organization Chart
- Deviations from Normal Fire Alarm Response
- High-rise Emergency Plan Positions
- Floor Warden Exemption Request Requirements
ORDINANCE NO. 180648

An ordinance amending Sections 57.33.19 and 57.02.02 of the Los Angeles Municipal Code to provide for additional emergency and evacuation requirements for high-rise buildings, and providing for new related fees.

THE PEOPLE OF THE CITY OF LOS ANGELES
DO ORDAIN AS FOLLOWS:

Section 1. Section 57.33.19 of the Los Angeles Municipal Code is amended in its entirety to read:

Sec. 57.33.19. EMERGENCY PLANNING AND EVACUATION REQUIREMENTS FOR HIGH-RISE BUILDINGS.

A. Creation and Filing of Emergency Plan. Every owner, manager, operator, administrator, and tenant of a new or existing high-rise building shall, in cooperation with the Fire Department, establish, implement, maintain and update an Emergency Plan for the building that complies with, but is not necessarily limited to, the following:

1. The owner shall electronically submit the Emergency Plan annually to the Fire Department and maintain a current hard copy on the premises. Prior to each annual submittal, the owner shall also review the Emergency Plan and as a result of that review shall update the Emergency Plan as necessary to ensure that it is accurate and complete. All Emergency Plan transactions shall be electronically submitted by means of a Fire Department approved method. The updated Emergency Plan shall be submitted to the Fire Department within ten days of its completion. If the owner determines after an annual review, that the Emergency Plan does not require updating, the owner shall so inform the Fire Department in writing as soon as that determination is made. This requirement does not preclude an owner from reviewing and updating the Emergency Plan more frequently than annually.

2. Any changes to the lists of Private First Responders, Essential Building Personnel, or emergency contact telephone numbers shall be submitted to the Fire Department within ten days of the date of the change.

3. The Emergency Plan shall be made available upon request to personnel of the Fire Department. Upon any change of ownership or management of a high-rise building, the previous owner shall provide all copies of the Emergency Plan required by this chapter to the new owners within ten days of the change of ownership. The new owner shall, after receiving the Emergency Plan submit any required updates within ten days.
4. Hotel Exemption. Hotels are exempt from the requirements set forth in this Section, except that building staff and employees shall participate in the fire drills required in this Section.

B. Fire Department Approval Required. All Emergency Plans, procedures and evacuation signs shall be completed and submitted to the Fire Department for inspection and approval prior to their implementation. All plans, signs, procedures and training programs formulated by, or purchased from, a "High-Rise Life/Safety Service" shall also be submitted for approval. All persons engaging in the business of "High-Rise Life/Safety Service" shall be required to obtain a Certificate of Fitness in accordance with Division 6 of this Article. The Fire Department may deny approval of any "High-Rise Life/Safety Service" which fails to meet minimum standards set by the Fire Chief.

C. Building Inventory Form. A Building Inventory on a form provided by the Fire Department shall be completed and submitted as part of the Emergency Plan and be subject to approval by the Fire Department.

D. Required Designated Personnel. Each Emergency Plan shall include the following required designated personnel:

1. Fire Safety Director. The Fire Safety Director and Assistant Fire Safety Director shall be employees of the building owner or manager or reside on the premises or be otherwise approved by the Fire Department.
   a. The Fire Safety Director shall be responsible for the establishment, implementation and maintenance of the Emergency Plan, the annual emergency evacuation drills, training and all documentation required by the Emergency Plan.
   b. The Fire Safety Director shall also verify that all security personnel have a valid State certification. The Fire Safety Director and the Assistant Fire Safety Director shall obtain and maintain a valid Fire Safety Director Certificate approved by the Fire Department, and shall present their certificate for inspection upon request to Fire Department personnel.
   c. The Fire Safety Director shall be responsible for renewing their Certificate at least once a year in order to maintain a valid certificate. The Assistant Fire Safety Director shall be prepared to assume the Fire Safety Director's duties when necessary.
   d. The building owner shall be responsible for payment of the fees associated with the issuance of the Fire Safety Director Certificate by the Fire Department as described in Section 57.33.19 I.1.a.

2. Floor Wardens. A minimum of one Floor Warden per floor shall be designated to perform the duties required by this Section. Additional Floor Wardens shall be required if the occupant load of a floor exceeds 500 people. The Floor Warden shall obtain and maintain a valid Floor Warden Certificate, approved by the Fire Department, and shall present their certificate for inspection upon request by Fire
Department personnel. Alternate Floor Wardens shall also obtain a certificate as Floor Warden and be designated for each floor, and be prepared to assume the Floor Warden duties when necessary. In a residential building, the Floor Warden shall be a resident on that floor or an employee of that building owner or manager. In a non-residential building, the Floor Wardens shall be employees on that floor. The Floor Wardens shall receive training at least once each year in order to maintain a valid certificate. Exemptions to this regulation may be granted only upon a written request approved by the Fire Chief. The building owner shall be responsible for payment of the annual fee associated with the issuance of the required number of Floor Warden Certificates by the Fire Department.

3. Private First Responders. The operational portion of the Emergency Plan shall identify and incorporate all Private First Responders for the building.

4. Essential Building Personnel. The operational portion of the Emergency Plan shall also identify and incorporate all Essential Building Personnel who are employees of the owner or manager in the building.

E. Required Designated Personnel – On-Site Presence.

With regard to non-residential high-rise buildings, the Fire Safety Director or Assistant Fire Safety Director shall be present on-site during normal business hours.

F. Emergency Response Duties of Designated Personnel.

1. The designated personnel required by 57.33.19D shall have, at a minimum, the following duties:

   a. The Fire Safety Director or Assistant Fire Safety Director shall:

      (1) During an emergency, call 911 or designate someone to place the call; report to the building’s Emergency Assistance Center; direct, evacuation operations in the building including disabled personnel in the designated refuge or rescue locations who have identified the need for assistance; and report the current conditions to the Fire Department.

      (2) Conduct monthly building safety inspections to identify hazards and obstructions in the egress pathways.

      (3) Develop procedures for implementation of the Emergency Plan and direct emergency evacuations and drills.

      (4) Assign Wardens for each floor, selected from the occupants on that floor.

      (5) Incorporate Private First Responders for each occupied floor if identified by the Emergency Plan.
b. Floor Wardens shall:

(1) Know the locations of all exits leading from occupied areas of the building and carry out the requirements in the Emergency Plan.

(2) Direct emergency evacuations and drills for their respective assigned floors in accordance with the Emergency Plan.

c. Private First Responders shall:

(1) Know the location of all exits leading from occupied areas and carry out the requirements in the Emergency Plan.

(2) Assist the Floor Wardens in the emergency evacuations and drills in accordance to the Emergency Plan.

d. Essential Building Personnel shall:

(1) Assist the Fire Safety Director during emergency evacuation operations in accordance with the Emergency Plan.

(2) Assist the Fire Department and other emergency responders during emergency operations as described in the Emergency Plan.


1. The following provisions of this section reflect minimum requirements and are not intended to restrict owners from implementing any additional measures:

a. Each Emergency Plan shall contain a description of the procedures all occupants should follow in an emergency evacuation or drill during the regular business hours and non-business hours of the building. Each Emergency Plan shall also have a procedure for total building evacuations.

b. Each Emergency Plan shall specify in detail the evacuation roles and duties of the designated personnel, including the names of the Fire Safety Director and Assistant Fire Safety Director, their pagers, in-house, and cellular telephone numbers.

c. Each Emergency Plan shall require that emergency evacuation signs be posted in elevator lobbies and adjacent to the doorway leading to the exit stairs. The signs shall include, but not be limited to, the high-rise building’s core floor plan describing all corridors, stairways, elevator lobbies, and interior evacuation routes for each floor.
d. The Fire Safety Director, with the approval of the Fire Department, shall establish as part of every Emergency Plan an Emergency Assistance Center where the Fire Safety Director or Assistant Fire Safety Director and other selected personnel report during an emergency incident. The Fire Safety Director shall also assign a responsible person to meet and direct the Fire Department to the location of the emergency incident. The Emergency Assistance Center may include a fire control room, lobby or safe refuge area outside of the building.

e. Special Needs Requirements shall be incorporated in the Emergency Plan and shall include the current list of the names and usual floor locations of each occupant who has voluntarily, in writing, self-identified their need for assistance and the type of aid required to exit the building during an emergency. One or more places of refuge or rescue shall be designated in the Emergency Plan including a method to safely remove these occupants from the building. The Emergency Plan shall include the appropriate number of personnel designated to assist each of these occupants during an emergency evacuation or fire drill.

f. Occupant Instruction and Training. All high-rise building occupants shall be instructed annually on the procedures to be followed in the event of fire, earthquake, or other emergency and participate in the mandatory fire drill. Documentation of the occupant instructions shall be maintained by the Fire Safety Director and be made available for inspection by Fire Department personnel. These instructions shall also be made available to all new occupants within 14 days of their assuming occupancy in the building.

g. Emergency Evacuation Plans, Signs, and Procedures. The proposed emergency exit plans, procedures, and evacuation signs shall be posted after approval by the Fire Department. Evacuation signs shall be located in every elevator lobby above and below the ground floor, adjacent to the doorway leading to the exit stairs, and in other conspicuous floor locations as required by the Department. Each dwelling unit, guest room, and office area shall be provided with the fire safety and evacuation information, as required in Section 57.112.05. All plans, procedures, and signs shall be properly maintained.

h. Each Emergency Plan, after approval by the Fire Department, shall be filed:

(1) In the office of the high-rise building;
(2) At the security desk; and
(3) In the vicinity of the Fire Department annunciator/control panel or, as to residential buildings, in an identifiable location approved by the Fire Chief. The Emergency Plan shall be made readily available to the building staff and to the designated personnel required by 57.33.19D at all times.
H. Fire Drills.

1. Commercial high-rise buildings, less than 35 stories in height, are required to conduct mandatory fire drills at least annually under the direction of the Fire Safety Director:

   a. A mandatory minimum of one fire drill shall be conducted annually on individual floors and when practical, shall include at least five floors at a time.

   b. During the annual fire drill the occupants shall proceed to the safest stairwell and relocate to a predetermined floor or outside safe refuge area.

2. Commercial high-rise buildings, 35 or more stories in height, are required to conduct a mandatory fire drill at least annually under the direction of the Fire Safety Director:

   a. A mandatory minimum of one fire drill shall be conducted annually on individual floors, and when practical, shall include at least five floors at a time.

   b. During the annual fire drill the occupants shall proceed to the safest stairwell and relocate to a predetermined floor or outside safe refuge area.

   c. Every three years there shall be a total building evacuation fire drill, wherein every occupant of the building proceeds to the safest stairwell and evacuates directly to a predetermined outside safe refuge area.

3. Residential high-rise buildings are required to conduct mandatory fire drills at least annually under the direction of the Fire Safety Director:

   a. A mandatory minimum of one fire drill shall be conducted annually on individual floors and when practical shall include at least five floors at a time.

   b. During the annual fire drill the occupants shall proceed to the safest stairwell and relocate to a predetermined floor or outside safe refuge area.

4. Buildings that have stair shaft doors locked for security reasons shall include a method in the Emergency Plan that allows for safe horizontal egress from the stair shaft during a fire drill or emergency evacuation.

5. The Fire Safety Director of the building or their designee shall coordinate the date of the total building evacuation drill for buildings 35 or more stories in height with the Fire Department during normal working hours. A Fire Safety Officer shall be present to witness the total building evacuation drill.

6. The Fire Safety Director shall maintain documentation of all fire drills on Fire Department approved forms and make it available for inspection by the
Department. Fire drills may be scheduled in advance, with a notice posted to all tenants. All building occupants shall participate in the fire drills and emergency evacuations.

I. Fees.

1. The building owner shall be responsible for the following fees:

   a. Fire Safety Director Certificate Fee. The owner of the building shall be responsible for paying the fee based on one Fire Safety Director Certificate Fee per building.

   b. Floor Warden Certificate Fee. The owner of the building shall be responsible for paying the fees based on one Floor Warden Certificate Fee per floor.

   c. Total Building Evacuation Oversight Fee. The owner of the building shall be responsible for paying the Total Building Evacuation Oversight Fee.

J. Due Dates.

1. Initial Payment. The permit fee shall initially be due, and shall accompany the filing of an initial permit application, on the 1st of January following the date of construction, as that term is defined in Section 57.119.05. For buildings constructed prior to the effective date of these provisions, the initial payment shall be due on the 1st of January following that effective date.

2. Annual Renewal. Annual Renewal of certificates and payment of fees for renewal of those existing certificates shall be due and payable each year on the first day of January of the calendar year and shall be submitted with the renewal application.

3. Total Building Evacuation Payment. The Total Building Evacuation Oversight Fee shall be due and payable each year on the first day of January of the calendar year and shall be submitted with the renewal application.

4. Delinquency. Fees, whether initial or renewal, which are not paid within 60 days after the due date shall be deemed delinquent and subject to a 50% penalty.

K. Computation.

   Manner of Determining Cost. The Board, with the concurrence of the Office of the City Administrative Officer, shall determine on a regular basis, not less frequently than once every two years, the verifiable cost to the City for the certificate fees and the fees for the evacuation oversight for high-rise buildings. These costs shall be the actual costs incurred as determined by the Board. The costs shall include both direct and indirect costs to the City. The Board shall use these costs to develop a cost recovery schedule of applicable charges. The Board shall adopt such costs as fees at
any time during each fiscal year. The cost recovery schedule shall recover the verifiable annual costs of administering the certificates for Fire Safety Directors and Floor Wardens, as well as the administration of the total evacuation oversight for high-rise buildings, which shall include the cost of collection of any fees due and owing in connection with these fees. It shall take into consideration the number of certificates issued that are subject to the fees. Upon adoption of a schedule of verifiable costs by the Board, as provided herein, the Board shall transmit the Board order to the Mayor and to the City Council for approval.

L. Manner of Assessing Fees. The cost recovery schedule adopted herein shall impose a charge per certificate and set forth the applicable charges for total evacuation oversight.

M. Violations.

1. Each person, owner, manager, tenant, or other responsible party shall be guilty of a separate offense for each and every day during any portion of which any violation of any provision of this Section is committed, continued or permitted by that person, and shall be punishable as provided in the Fire Code and as set forth below.

2. In addition, any condition caused or permitted to exist in violation of any of the provisions of this Section shall be deemed a public nuisance and may be summarily abated as such by the City. Each day that such a condition continues shall be deemed to be a new and separate offense.

3. Violation of the provisions of this Section, including refusal to participate in a mandatory fire drill required by this Section, shall be a violation of this Section punishable by at least a mandatory minimum fine of $100, up to and not to exceed $1,000, or by imprisonment in the County Jail for a period of not more than six (6) months, or by both such fine and imprisonment.

Sec. 2. Section 57.02.02 of the Los Angeles Municipal Code is Amended to add the following definitions in proper alphabetical order:

Sec. 57.02.02 GENERAL DEFINITIONS.

Alternate Floor Warden – A responsible person, holding a valid Floor Warden Certificate, designated on each floor of every high-rise building, prepared to assume the Floor Warden’s duties when necessary.

Assistant Fire Safety Director – A responsible person, who is an employee of the building owner or manager or a resident designated by the building owner, holding a valid Fire Safety Director Certificate, prepared to assume the Fire Safety Director’s duties when necessary.
Building Inventory Form – A form, provided by the Fire Department and completed by the Fire Safety Director, that contains information about a building’s features, contents, systems, or any other pertinent facts that could be used by emergency responders in mitigating an emergency incident in the building.

Emergency Assistance Center - A location (Fire Control Room, Main Lobby, or a similar location) designated by the Fire Safety Director or Assistant Fire Safety Director where they and other selected personnel report during an emergency incident to manage the emergency evacuation or fire drill.

Essential Building Personnel – Personnel employed by the building who possess special knowledge of the building and its systems such as, but not limited to:

- Building Manager
- Building Engineer
- Security Personnel

Fire Safety Director – An employee of the owner or manager or resident of the building and designated as the Fire Safety Director by the owner, administrator, or manager of a high-rise building, health care facility, institution or other occupancy. The Fire Safety Director must have a valid Fire Safety Director Certificate and be responsible for the establishment, implementation, and maintenance of a Department approved Emergency Plan for that occupancy, and provide training in the use of first aid, fire equipment and building evacuation procedures which are approved by the Fire Chief.

Fire Safety Director Certificate - A written document approved by the Fire Chief authorizing an employee/resident of a high rise building, health care facility or institution, to be the Fire Safety Director. The Certificate is site specific and shall only apply to that high-rise building, health care facility, institution or other occupancy.

Floor Warden – A responsible person, holding a valid Floor Warden Certificate, designated on each floor of every high-rise building, and charged with the responsibility of overseeing and ensuring the safe and complete evacuation or relocation of occupants during an emergency or fire drill.

Floor Warden Certificate – A written document approved by the Fire Chief authorizing an employee/resident of a high-rise building to be the Floor Warden. The Certificate is site specific and shall only apply to that high-rise building.

Normal working hours - The hours between 8:00 a.m. and 5:00 p.m. of any day except Saturdays, Sundays, and legal holidays.

Private First Responder – Personnel incorporated into the Emergency Plan, trained to handle an emergency incident by providing direction and assistance prior to the arrival of emergency responders. All Private First Responders must be approved by the Fire Department. EXCEPTION: Paramedics and Emergency Medical Technicians are
approved by the California Emergency Medical Services Authority. Private First Responders include, but are not limited to:

- Fire Safety Director
- Floor Warden
- Paramedic
- Emergency Medical Technician (EMT)
- Civilian Emergency Response Team (CERT)

**Total Building Evacuation** – Evacuation of all of the occupants of a building and portions thereof during a single event to a predetermined outside safe refuge area.
Sec. 3. The City Clerk shall certify to the passage of this ordinance and have it published in accordance with Council policy, either in a daily newspaper circulated in the City of Los Angeles or by posting for ten days in three public places in the City of Los Angeles: one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall; one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall East; and one copy on the bulletin board located at the Temple Street entrance to the Los Angeles County Hall of Records.

I hereby certify that this ordinance was passed by the Council of the City of Los Angeles, at its meeting of APR 1-4 2009.

KAREN E. KALFAYAN, City Clerk

APR 27 2009

Approved

ROCKARD J. DELGADILLO, City Attorney

APR 27 2009

Approved as to Form and Legality

JANET JACKSON
Deputy City Attorney

Date 1/29/09

File No. 08-2476
June 2, 2009

AMENDMENTS TO ORDINANCE NO. 180648 (HI-RISE EVACUATION)

Upon reviewing the recently enacted Hi-rise Evacuation Ordinance, it was determined that several technical amendments were necessary. The amendments will be submitted through the normal Municipal Code approval process. Pending its approval the information below shall be used as an adjunct to Ordinance No. 180648.

The following are the amendments in Section 57.33.19:

- Sec. 57.33.19. A. 4. Hotel Exemption. Hotels are exempt from the requirements set forth in Sections 57.33.19.D.2, 57.33.19.F.1.a.(4), and 57.33.19.F.1.b, except that building staff and employees shall participate in the fire drills required in this Section.

- Sec. 57.33.19. D.2. Floor Wardens… The building owner shall be responsible for payment of the annual fee as described in 57.33.19.F.1.b, associated with the issuance of the required number of Floor Warden Certificates by the Fire Department.

- Sec. 57.33.19. F. Emergency Response Duties of Required Designated Personnel.

- Sec. 57.33.19. F.1.a.(4) Assign Floor Wardens for each floor, selected from the occupants on that floor.

- Sec. 57.33.19. G.1.b. Each Emergency Plan shall specify in detail the evacuation roles and duties of the required designated personnel…

- Sec. 57.33.19. G.1.h.(3) In the vicinity of the Fire Department Alarm annunciator/control…
SEC. 57.06.01 CERTIFICATES OF FITNESS REQUIRED.

A. No person shall, without a valid Certificate of Registration as required by Title 19, California Administrative Code, or Certificate Fitness as required by this article, recharge or service any portable fire extinguisher.

A Certificate of Fitness to recharge or service portable fire extinguishers shall only be required of those employees of firms or corporations who are not certified by the State Fire Marshal and who test or service portable fire extinguishers at the place of business.

B. No person shall, without a valid Certificate of Fitness as required by this article, conduct any blasting operation.

C. No person shall, without a valid Certificate of Fitness as required by this article, conduct any test or certify the following fire protection equipment or systems:

1. Automatic sprinkler systems
2. Class I standpipe systems
3. Class II standpipe systems
4. Class III standpipe systems
5. Combined standpipe systems
6. Automatic elevators
7. Automatic fire assemblies
8. Emergency power systems (generators and battery systems)
9. Fire escapes
10. Fire protective signaling systems (alarm, notification, and communication systems)
11. Fire pumps
12. Smoke control systems

EXCEPTIONS:

1. The Chief may allow persons who are employees of the firm or corporation where the fire protection equipment or systems are to be tested to perform required tests provided such tests are performed in accordance with Regulation No. 4, “Testing of Fire Protection Equipment.”
2. Members of the Department of Building and Safety.
3. Uniformed members of the Fire Department.
D. No person other than a uniformed member of the Department assigned to the Bureau of Fire Prevention and Public Safety shall without a valid Certificate of Fitness as required by this article, perform as a fire safety officer.

E. No person shall, without a valid Certificate of Fitness as required by this article, perform as a health care facility instructor.

**EXCEPTION:**
- Fire Safety Director representing building management. (No longer applicable)

F. No person shall, without a valid Certificate of Fitness as required by this article, perform as a high-rise life/safety service.

**EXCEPTION:**
- Fire Safety Director representing building management. (No Longer Applicable)

SEC. 57.06.02 - CERTIFICATES OF FITNESS – APPLICATIONS.

- All applications for Certificates of Fitness shall be filed in the office of the Bureau of Fire Prevention and Public Safety upon forms provided by the Department.

SEC. 57.06.03 - CERTIFICATES OF FITNESS – VALIDITY.

Certificates of Fitness shall be valid only for the person designated on the Certificate.

SEC. 57.06.04 - CERTIFICATES OF FITNESS – INFORMATION REQUIRED.

A. Applicants for a Certificate of Fitness to recharge or service portable fire extinguishers shall furnish satisfactory proof to the Chief that they are competent to install, service, and test portable fire extinguishers in accordance with L.A.F.D. Standard No. 1.

B. Applicants for a Certificate of Fitness to conduct blasting operations shall furnish such information as may be required by the Chief to establish competency with and adequate knowledge of explosive materials, equipment, techniques, and safety precautions necessary to conduct safe blasting operations.

C. Applicants for a Certificate of Fitness to conduct any test as specified in Regulation No. 4 shall furnish such information as may be required by the Chief to establish competency with and knowledge of the materials, formulas, equipment, techniques, standards, ordinances, and recognized good practices pertaining to the Certificate of Fitness for which they are applying.
D. Applicants for a Certificate of Fitness to perform as a fire safety officer shall furnish such information as may be required by the Chief to establish familiarity with, and possession of a thorough knowledge of applicable fire prevention procedures, the Los Angeles Fire Code, State Fire Marshal’s Rules and Regulations as contained in Title 19 of the California Administrative Code, and other applicable regulations dealing with fire, explosion, and life safety.

E. Applicants for a Certificate of Fitness to perform as a health care facility instructor shall furnish such information as may be required by the Chief to establish the possession of a thorough knowledge of the Health Care Facility requirements contained in the Los Angeles Fire Code, the California Administrative Code, and the California Health and Safety Code, and the necessary qualifications to instruct others in Health Care Facility requirements.

F. Applicants for a Certificate of Fitness to perform as a high-rise life/safety service shall furnish such information as may be required by the Chief to establish qualification to instruct and possession of a thorough knowledge of the Los Angeles Fire Code and other applicable regulations with regard to developing and/or conducting training in emergency planning, evacuation procedures, and the use of first-aid fire equipment in high-rise buildings in the City of Los Angeles.

SEC. 57.06.05 - CERTIFICATES OF FITNESS – INVESTIGATION AND EXAMINATION.

A. The Chief shall examine each applicant for competence to perform the duties required for the particular Certificate of Fitness for which they have applied. The applicant shall:
   1. Submit a written resume stating experience and training qualifications.
   2. When required, appear before the Chief for a personal interview.
   3. When required, satisfactorily complete a written and/or practical test pertaining to the Certificate of Fitness.

B. The Chief may require additional information as necessary to process any application for a Certificate of Fitness.

C. When the Chief determines the applicant for a Certificate of Fitness conforms to all the requirements of this article, the Chief shall issue the Certificate of Fitness.

SEC. 57.06.06 - CERTIFICATES OF FITNESS – VALIDITY.

Every Certificate of Fitness issued in accordance with the provisions of this division shall be valid for a period of three years from the date of issuance, and may be renewed for additional three-year periods at the discretion of the Chief as set forth below.
SEC. 57.06.07 - CERTIFICATES OF FITNESS – RENEWAL.

A. Applications for renewal of a Certificate of Fitness shall be filed in the same manner as for an original Certificate of Fitness.

B. Applications shall be accompanied by a renewal fee. Whenever the application for renewal is filed prior to the expiration date of the Certificate of Fitness, the renewal fee shall be 50 percent of the fee for a new Certificate of Fitness. Whenever the application for renewal is filed after the expiration date of the Certificate of Fitness, the renewal fee shall be the same as for a new Certificate of Fitness.

C. The granting of a renewal of a Certificate of Fitness shall be processed in the same manner as for an original Certificate of Fitness.

SEC. 57.06.08 - CERTIFICATES OF FITNESS – REVOCATION OR SUSPENSION.

The Chief shall have the power to suspend or revoke any Certificate of Fitness in accordance with the provisions of Division 3 of this article.

SEC. 57.06.11 - CERTIFICATES OF FITNESS – CHANGE OF ADDRESS.

Each person holding a Certificate of Fitness shall notify the Department in writing of any change of his business, residential, or notification address within 10 days after such change. Failure on the part of said person to give such notification shall constitute grounds for revocation of said Certificate.

SEC. 57.06.12 CERTIFICATES OF FITNESS – FORM.

The Certificate of Fitness issued by the Chief shall be in the form of an identification card which shall:

A. State the purpose for which it has been issued;
B. State the date it is issued and the date of expiration;
C. Contain such information as may be necessary to identify the person to whom it is issued;
D. Have affixed one print of a photograph of the person to whom it is issued;
E. Have the signature of the person to whom it is issued;
F. Have the signature of the Fire Marshal;
G. Have printed thereon in bold type the following: “THIS CERTIFICATE IDENTIFIES, BUT DOES NOT RECOMMEND THE BEARER;” and
H. Contain additional information, which the Chief considers necessary and proper to effect the purpose of this article.

SEC. 57.06.13 - CERTIFICATES OF FITNESS – DUTY TO DISPLAY.

Any person having been certified as required by this article shall, upon request, display their identification and Certificate of Fitness to any person to whom they may seek to render service or to the Chief.

SEC. 57.06.14 - CERTIFICATES OF FITNESS – FAILURE OF THE EXAMINATION.

Any applicant who takes the examination and fails may not re-apply within 30 days, and in no event shall the examination be given to the same person more than twice in any one-year period.

SEC. 57.06.15 - FEES.

A. (Amended by Ord. No. 170,954, Eff. 4/16/96.) Before accepting an application for a Certificate of Fitness required by this Division, the Department shall collect the fees required therefore as set forth in the most current cost recovery schedule published as provided by Section 57.04.12-C and applicable thereto.

1. Recharge or Service Portable Fire Extinguishers.

   EXCEPTION:

   When applicant shows proof of Certificate of Registration by the State Fire Marshal, this fee shall be waived.

2. Conduct blasting operations.

3. Conduct any test or certify the following categories of fire protection equipment, systems, or devices:
   a. Automatic sprinkler systems
   b. Class I standpipe systems
   c. Class II standpipe systems
   d. Class III standpipe systems
   e. Combined standpipe systems
   f. Automatic elevators
   g. Automatic fire assemblies
   h. Emergency power systems (generators and battery systems)
i. Fire escapes
j. Fire protective signaling systems (alarm, notification, and communication systems)
k. Fire pumps
l. Smoke control systems

4. Fire Safety Officer.
5. Health Care Facility Instructor.

B. Whenever an applicant fails an examination and takes a second examination within 90 days of such failure, the fee for the second examination shall be 50 percent of the fees set forth in Subsection A of this section.

SEC. 57.06.16 - FEE EXEMPT CERTIFICATE OF FITNESS.

Fee exempt Certificate of Fitness, without the payment of prescribed by this division shall be issued to the following: City of Angeles, County of Los Angeles, Los Angeles City School Districts, Los Angeles Community College District, or any municipal corporation, department, or office thereof.
Title 19 Sec. 3.09- 3.10 (Pertaining to high-rise)

§ 3.09 Emergency Planning and Information

(a) (2) Emergency procedures information shall provide all ambulatory, non-ambulatory, and the physically disabled, instructions to be followed in the event of an emergency. Emergency procedure information shall include, but not be limited to the following:
   (A) Location of exits and fire alarm initiating stations, if required;
   (B) What the fire alarm, if required, sounds and looks like (audible and visual warning devices);
   (C) Fire department emergency telephone number 911; and,
   (D) The prohibition of elevator use during emergencies, if any.

(b) Hotels, Motels and Lodging houses.
   (1) Every guest room available for rental in a hotel, motel, or lodging house shall have clearly visible emergency procedures information printed on a floor plan representative of the floor level and posted on the interior of each entrance door or immediately adjacent to such door. The owner operator of a hotel, motel, or lodging house may, in lieu of posting emergency procedures information in each guest room, provide such information through the use of leaflets, brochures, pamphlets, videotapes, or any other method as approved by the authority having jurisdiction. Oral communication in itself does not fulfill the intent of this section. However, oral communication can be incorporated as a part of the transfer of emergency procedure information. When emergency procedure information signage is posted on the interior of the guestroom entrance door, the bottom of the information shall not be located more than 4-feet above the floor level. Visually impaired persons shall receive instructions of a type they will understand, for example: taping of instructions, instructions in Braille, or other appropriate methods.
   (2) Each method of providing information shall include, but not be limited to that described in subsection (a)(2)(A-D).
   (3) Hotels, motels, and lodging houses shall maintain at the registration desk a list noting the guestrooms assigned to physically disabled guests who have special emergency evacuation requirements. The innkeeper shall provide a place on the registration form so that guests may be identified who may require special emergency evacuation because of a physical disability.

(c) Hotels, motels, lodging houses, high-rise office buildings, and Group I Division 1 and 2 occupancies as defined in the State Building Code (except honor farms and conservation camps).
   (1) Emergency procedure information printed on a floor plan shall be posted at every stairway landing, at every elevator landing, and immediately inside all public entrances to the building. The information shall be representative of the floor level and be posted so that the bottom edge of such information is not located more than 4-feet above the floor, where it can be easily identified. Emergency procedure information shall be printed with a minimum of 3/16 non-decorative lettering providing a sharp contrast to the background.
   (2) Emergency procedure information shall include, but not be limited to that described in subsection (a)(2)(A-D).
(d) Owner(s) and operator(s) of hotels, motels, lodging houses, high-rise office buildings, and Group I Division 1 and 2 occupancies as defined in the State Building Code (except honor farms and conservation camps) shall appoint a Fire Safety Director, who shall:

1. Report to owner(s) or operator(s);
2. Coordinate fire safety activities of the facility with the authority having jurisdiction;
3. Conduct, or cause to be conducted, all training as described in subsection (e), for all building employees and maintain records of dates, subjects, and attendance of each training session; and,
4. Develop and maintain a written facility emergency plan acceptable to the authority having jurisdiction. Upon request, the facility emergency plan shall be made physically available at the respective facility to the authority having jurisdiction. Facility emergency plans shall include, but not be limited to the following:
   A. Fire Department emergency telephone number 911;
   B. Other emergency response telephone numbers;
   C. Evacuation or relocation plan for the building occupants;
   D. Duties of the Fire Safety Director and other designated emergency personnel;
   E. Building employee responsibilities in case of emergency, including individual assignment and reporting responsibilities; and,
   F. Procedures to identify and assist the non-ambulatory and physically disabled.

5. Assure that the requirements of subsection (d)(4)(F), procedures to identify and assist the non-ambulatory and physically disabled are accomplished as follows:
   A. Hotels, motels, and lodging houses shall comply with subsection (b)(3)
   B. Owner(s) or operator(s) of high-rise office buildings shall maintain a list of all permanent building tenants who have disabilities. Building owner(s) or operator(s) shall be notified in writing by those who have disabilities. Information provided in the list shall include any special emergency evacuation needs and permanent work location of such physically disabled persons. The list shall be located in the building manager’s office.

(e) Hotels, motels, lodging houses, and high-rise office buildings shall conduct annually, emergency procedures training for individuals listed in subsection (d)(3). Group I, Division I and 2 occupancies as defined in the State Building Code (except honor farms and conservation camps) shall conduct quarterly fire emergency training for individuals listed in subsection (d)(3).

1. Fire Safety Directors and their designated emergency personnel shall receive training in the identification and use of facility fire safety equipment, communication procedures, people movement procedures, fire prevention practices, and their duties outlined in their respective emergency plan. The training curriculum shall be approved by, and made available to the authority having jurisdiction.
2. Individuals designated in subsection (d)(3) shall receive training covering the identification and use of facility fire safety equipment, fire prevention practices, and appropriate procedures to follow in the event of a fire.
(3) Actual evacuation or relocation of building occupants pursuant to procedures contained in the emergency plan shall be conducted at least annually by those individuals designated in subsection (d)(3). Appropriate records, including dates, floors or building involved, and persons conducting evacuation or relocation procedures shall be maintained and made immediately available to the authority having jurisdiction upon their request. The authority having jurisdiction shall be notified not less than 48 hours in advance of such planned evacuation or relocation.

**Exception:** In hotels, motels, lodging houses, and Group I, Division 1 and 2 occupancies as defined in the State Building Code, guests and patients are not required to participate in evacuation relocation of the building. In hotels, motels, lodging houses, Group 1, Division 1 and 2 occupancies as defined in the State Building Code, and high-rise office buildings, on-duty personnel who have security or maintenance related responsibilities and designated management personnel approved by the fire authority having jurisdiction shall not be required to participate in any drill but, they shall provide an alternate method approved by the authority having jurisdiction to measure their knowledge of their respective duties pursuant to the emergency plan.

(f) Emergency procedure signage posted prior to the effective date of these regulations may be continued in use until one year after such effective date of these regulations.

§ 3.10 Evacuation of Buildings
Upon notification of fire, conduct of any fire drill, upon activation of the fire alarm, or upon orders of the fire authority having jurisdiction, buildings or structures within the scope of these regulations shall be immediately evacuated or occupants shall be relocated in accordance with established plans. (Italics added)

§ 3.11 Exits, Aisles, Ramps, Corridors and Passageways
(a) No person shall install, place or permit the installation or placement of any bed, chair, equipment, concession, turnstile, ticket office or any-thing whatsoever, in any manner which would block or obstruct the required width of any exit.
(b) No person shall install, place or permit the installation or placement of any combustible material or equipment in or exposed to any exit.

**NOTE:** When determining whether the State or Local code applies to your building, always use the code that is the most restrictive.
All Certificate of Fitness Holders shall familiarize themselves with following information:

1. **High-rise Life Safety Service Scope of Practice:**
   - Fire Safety Director, Training, Testing, issue Certificates
   - Floor warden Training, Testing, issue Certificates
   - Evacuation Planning Development and Approval
   - Fire Drills
   - Building Staff Training
   - Occupant/tenant training

2. **Los Angeles Fire Department Requirements and Expectations**
   - **Have a Working Knowledge, understanding and adhere to the following:**
     - L.A.F.D. High-rise Instruction Manual
     - New evacuation ordinance (57.33.19)
     - Certificate of Fitness Upgrade (to comply with the New Evacuation Ordinance)
   - **Be personally responsible for:**
     - The maintenance of their Certification
     - Adherence to all L.A.F.D. Certificates of Fitness policies, procedures, requirements and documentation (as it pertains to High-rise Life Safety Services)
   - Provide accurate information to the public
   - Be responsible for the content contained in all online programs they use as part of their training program
   - Be present at all times and monitor any individuals used as an assistant
3. Online Training Company Use and limitations (under the direction of C. of F)
   o To be used only in conjunction with and the oversight of C. of F.
   o Are approved for use with C. of F. Holders only
   o Shall display the LAFD approved opening page format on the first screen of all
     online/computer based programs

4. All Fire Safety Directors shall familiarize themselves with the following:
   • FSD Scope of Practice
     o Review approved Emergency Plans (E.P.)
     o Make minor changes to E.P. as necessary i.e. phone numbers, FW names
     o Sign The Annual FSD Review Form
     o Provide Training to Floor Wardens, Building Staff, and Occupant/tenants

5. All Fire Safety Directors shall familiarize themselves with the following information:
   • Los Angeles Fire Department Requirements and Expectations
     o Maintain a valid Fire Safety Director Training Certificate/Card
     o Maintain a valid Incident Command System Certification
   • Have a thorough working knowledge of:
     o LAFD evacuation policies and procedures
     o Site specific building evacuation procedures
     o Building staff evacuation duties & procedures
     o Floor Warden evacuation duties & procedures
   • Be familiar with:
     • The LAFD High-Rise Instruction Manual
     • Division 33, section 19, of the City of Los Angeles Fire Code (New Ordinance)
     • The Incident Command System (ICS)
1. I am a current High-rise Life Safety Service Certificate of Fitness Holder. Do I have to upgrade my certificate of fitness to continue to provide training in high-rise buildings?

Yes

You must upgrade your Certificate of Fitness to provide the training required by the new L.A.M.C. (57.33.19), High-rise Evacuation Ordinance and an upgrade is required to renewal your High-Rise Life Safety Service/Consultant C. of F.

2. Can there be a “portfolio” Fire Safety Director (FSD) responsible for several buildings with one Assistant Fire Safety Director (AFSD) physically located at each building?

No

The designated Fire Safety Director shall be onsite during normal business hours and if necessary the Assistant Fire Safety Director shall be prepared to assume duties of the FSD.

3. On properties that contain more than one building in a campus or complex style configuration, can there be one FSD and one AFSD responsible for all the buildings?

No (See item number 2 above)

One option for this situation would be to have one FSD trained for each building on the complex as required, and in addition be trained on a minimum of one other building on the complex and be designated as the AFSD for a second building.

Note. These situations shall be evaluated on a case-by-case basis by the Fire Department, Certificate of Fitness holder and all FSD’s concerned.
4. How is a Suite monitor utilized within the new ordinance?

A Suite Monitor may be used under the following conditions:

a. The suite monitor must be trained to the same level as a Floor warden
b. The Suite Monitor must hold and maintain a valid Floor Warden Certificate
c. The Suite Monitor must attend all meeting/training scheduled by the FSD
d. There must be an Assistant Suite Monitor with a valid FW Training Certificate and comply with all conditions contained herein
e. All Suite Monitors shall report to the designated Floor Warden for the floor.

5. Are Online/Computer Base Companies Certificate of Fitness Holders?

No

A High-Rise Life Safety Service/Consultant/ Certificate of Fitness Holder may develop an online/computer base program and operate as both with the approval of the Los Angeles Fire Department

OR

A representative from an online company may become a certificate of Fitness Holder, but a company cannot obtain a C. of. F. All Certificates of Fitness are granted to an individual person and is non-transferable.

6. Are all High-rise FSD and FW training program required to be online?

No

Training and Testing may be performed in a classroom setting under the following conditions:

a. The Certificate of Fitness Holder is present at all times during training and testing
b. Verification of training shall be sent to the LAFD High-rise Unit, by the C. of F. holder in the manner required by the LAFD policy.
7. Can a Fire Safety Director provide training to Floor Wardens, Building Staff, and/or Occupants/tenants or perform fire drills?

Yes
The training the FSD receives from the C. of F. Holder increases the level of competence and knowledge and therefore allows the FSD to continue to perform the permitted duties as prescribed in the previous ordinance and the L.A.F.D. High-rise Fire Manual Instruction Book.

8. If the FSD provides training to floor wardens can he/she issue Training Certificates?

No
Only High-rise Consultants can issue training certificates

9. Does the emergency plan have to be approved annually?

NO
The Emergency Plan only needs to be approved when the following conditions exist:
   a. A new Plan is required
   b. A major change to building staff duties, a change in fire procedures, or evacuation procedures, or a change of building emergency systems sequence of operation or equipment change.

Note: all Emergency plans shall be reviewed annually by the FSD for minor changes to:
   a. Telephone numbers
   b. Floor Warden Lists
   c. Minor non-operational changes.

10. Where are the new building Inventory sheets required to be located?
   a. The Fire Control Room/ Security Desk on the main lobby level
   b. The building staff Emergency Plan/Evacuation Manual “Building Emergency Systems Section”
11. Who is responsible to confirm the accuracy of the Building Inventory Sheets?
   The building owner representative/FSD and the Certificate of Fitness Holder

12. Are there guidelines for the layout of the Building Inventory Sheets?
    Yes
    Guidelines will be available from the fire department High-rise Unit.

13. Are Certificate of Fitness Holders designated as the FSD for the building
    required to maintain a FSD Certificate of Training?
    Yes
    All FSD’s shall maintain a valid Fire Safety Director Certificate. The Certificate of
    Fitness is not site specific and does not tie the individual to a specific building.
Only a person authorized by the Los Angeles Fire Department shall approve High-rise Building Inventory Forms. All individuals authorized to produce and approve such forms are required to work in conjunction with the building Fire Safety Director.

The Fire Safety Director of the building shall review the content of all Building Inventory Forms for accuracy with the assistance of the Building Engineer or a qualified individual with knowledge of each system, floor plan, or special building information. Each form shall bear the name and LAFD Building Inventory Form (B.I.F.) Authorization Number of person who approved the form.

The Fire Safety Director shall ensure that all forms are installed in all required locations specified by the approved plan i.e. the Fire Control Room and a copy in the Building Systems and Equipment Section of all High-rise evacuation manuals.
All High-rise building inventory forms shall be reviewed by the owner representative for accuracy and completeness prior to submitting to the authority having jurisdiction for approval and shall comply with the following specifications.

**Required Guidelines/Format**

**GENERAL**

All Building inventory forms shall be easily readable and contain accurate content. All graphics, colors and font sizes shall be approved by the Los Angeles Fire Department. (See LAFD Approved Graphics and Symbols Page)

**SIZE AND LAYOUT**

All building Inventory forms shall be 8.5” by 11” plasticized in booklet form (portrait) and in the following order: Page 1 - Elevator, Stairwell & 1st Floor Lobby Floor Plan, Page 2 – Building Special Information Sheet, Page 3 – Standpipe Riser Diagram, Page 4 – Typical Building Floor Plan

**COLORS**

All colors used as background, graphics and symbols shall be of contrasting tones approved by the Los Angeles Fire Department (See LAFD Approved Graphics and Symbols Page)

**SYMBOLS**

Symbols shall be shown in a legend format located on the right side of the form.

The symbol-indicating north shall be used on all floor plans and shall be oriented to the top of the page. (See Sample Floor Plan)

**PRINTED INFORMATION**

**Building Address:** All forms shall have the building address printed at the top of the page. Minimum font size 20 point Arial.

**Los Angeles Fire Department Logo:** The Los Angeles Fire Department Logo shall be displayed in the upper left corner of each form, no greater than .50 inches in diameter.

**Company Logo:** A company logo is permissible on the upper right corner of each form, no greater than .50 inches in diameter.

**Title of the Form:** The title of all forms shall be directly below the name and address of the building. Minimum font size 14 points.

**REQUIRED LOCATIONS**

Inventory forms shall be located in every High-Rise Fire Control Room. In the absence of a Fire Control Room Inventory Forms shall be adjacent to the fire alarm annunciator/control panel in an identifiable location approved by the Fire Department.

A permanent sign stating “Building Inventory Forms” shall identify the location of the inventory forms. Lettering shall be a minimum height of 1 inch and a width of 3/16 of an inch on a contrasting background.
CONTENT ACCURACY
The Fire Safety Director of the building shall review the content of all Building Inventory Forms for accuracy with the assistance of the Building Engineer or a qualified individual with knowledge of each system, floor plan, or special building information. Each form shall include the date of the last update and the name and title of the person who provided the information at the bottom of the form. (See LAFD Approved Graphics and Symbols Page)

APPROVAL
All Building Inventory Forms require approval by a person with authorization by the Los Angeles Fire Department. Each form shall bear the name and LAFD Building Inventory Form (B.I.F.) Authorization Number of person who approved the form. (See LAFD Approved Graphics and Symbols Page)

SUBMITTAL
A copy of all approved Building Inventory Forms shall be submitted electronically as a PDF document to the Los Angeles Fire Department High-Rise Evacuation Inspector @ lafdhrevac@lacity.org

Required Forms/ Graphics

Terminology:

Elevation View – Shows a graphic depiction from a side view

Plan View – Shows a graphic depiction from a top view (looking down)

Page 1 – Stairwells, Elevators, (Elevation View) and 1st Floor Lobby (Plan View)

Stairwell Information (Required for each stairwell. See sample attached)
1. All floors accessible including roof access
2. All inaccessible floors
3. Stairwell Number
4. Show all floor levels in the building
5. Stairwells with street egress
6. Stairwells accessible from the lobby

Elevator Information (required for each elevator. See sample attached)
1. All floors served by the elevator
2. Elevator pit location
3. Blind shaft locations
4. Location of elevator machine room
5. Elevator car number
6. High-rise, mid-rise, low-rise, elevator bank(s)
7. Accessible Floors
Page 1 (continued)

1st Floor Lobby Information  (See sample attached)

1. The building core and building perimeter
2. All cross Streets that border the building
3. North symbol oriented towards the top of the page
4. The entrance(s) to the building
5. Areas not directly related to exit routes shall be shaded
6. Show all:
   a. Stairwells (indicate Number and roof access or no roof access)
   b. Elevators
   c. Fire Control Rooms
   d. Fire Department Connections
   e. Stand Pipe Locations
   f. Shut-off Valves

Page 2 - Building Special Information Sheet  (See sample attached)

Headings/Information required

- BUILDING INFORMATION
- STAIRWELLS
- WATER SUPPLY INFORMATION
- ELEVATORS
- FIRE DEPARTMENT SPECIAL CONCERNS
- VENTILATION
- UTILITIES
- HAZARDOUS MATERIALS
- COMMUNICATIONS
- ROOF INFORMATION
Page 3 – Standpipe Riser Diagram

**Information required** (See sample attached)

1. Type of system:
   - Class I Dry
   - Class II Wet
   - Class III (combination of Class I & Class II)
   - Combined Sprinkler & Standpipe

2. Show/Verify:
   - Stairwell identification Numbers
   - All Floors/levels
   - Main water supply
   - Water tank(s) and size
   - Fire pump(s) and capacity i.e. 1500 G.P.M., 750 G.P. M. etc.
   - Piping, Standpipe & sprinkler configuration
   - Hose valve locations
   - Standpipe control valve location i.e. at bottom of riser or top of riser etc.
   - Sprinkler control valves
   - Tank Fill piping and valve (indicate automatic or manual or both. If manual,) indicate normally closed)
   - Fire Department Connections (FDC) location(s) i.e. access from which street(s) or which side(s) of the building
   - Legend - Use LAFD approved symbols only (See LAFD Approved Graphics and Symbols page)

Page 4 - Typical Building Floor Plan (See sample attached)

1. The building core and building perimeter
2. All cross Streets that border the building
3. North symbol oriented towards the top of the page
4. Areas not directly related to exit routes shall be shaded
5. Show the floor/level number
   Show all:
   - Stairwells (indicate roof access or no roof access)
   - Fire escapes
   - Elevators
   - Standpipes
   - Shut-off Valves

For further questions call the Los Angeles Fire Department High-Rise Unit @ 213 978-3600
### FLOOR PLAN LEGEND
- **STAIRWELL**
- **ELEVATOR**
- **BLIND SHAFT**
- **FIRE ALARM**
- **FIRE EXTINGUISHER**
- **FIRE CONTROL ROOM**
- **STANDPIPE**
- **FIRE DEPT CONNECTION**
- **SHUT OFF VALVE**

### NOTIFICATIONS
- **WHOOP** ALARM SOUNDS LIKE
- **STROBE** ALARM LOOKS LIKE
- **911** FIRE DEPARTMENT

### LEGEND
- **STAIRWELL FLOOR ACCESS**
- **STAIRWELL ROOF ACCESS**
- **STAIRWELL STREET EGRESS**
- **STAIRWELL LOBBY ACCESS**
- **STAIRWELL NOT ACCESSIBLE AT THIS LEVEL**
- **ELEVATOR FLOORS SERVED**
- **ELEVATOR MACHINERY**
- **ELEVATOR PIT**
- **BLIND SHAFT**

### SPECIAL NOTES:

**ELEVATOR SPECIAL NOTES**

**STAIRWELL SPECIAL NOTES**

### WATER SYSTEM LEGEND
- **STAIRWELL**
- **STAIRWELL ROOF ACCESS**
- **FIRE SPRINKLERS**
- **WET STANDPIPE**
- **DRY STANDPIPE**
- **FIRE PUMP**
- **WATER TANK**
- **CITY MAIN**
- **SHUT OFF VALVE**
- **LOW ZONE**
- **MID ZONE**
- **HIGH ZONE**
- **STANDPIPE**

### SPECIAL NOTES:
## BUILDING INFORMATION

- Cross streets:
- Emergency contact name:
- Emergency contact phone/cell:
- Construction type:
- Type of occupancy:
- Special tenants:
  - Total floors: Office, Retail, Residential, Other
- Below grade levels:
  - Add'l Info:

## STAIRWELLS

- Total # of stairwells:
- List stairwell designation / name / #
  - Floors Served, Pressurized, Standpipe, Roof Access
- Re-entry floors:
- Pre-designated rescue assistance stairs:
  - Add'l Info:
- Private stair or mezzanine between floors:
  - Add'l Info:

## WATER SUPPLY INFORMATION

- Sprinkler system?
- Sprinkler system type:
- Control valve locations:
- Additional valve locations:
- Ladder requirements:
- Water Tank - Yes or No: Gallons, Auto fill - Yes or No:
- Fire pump location(s):
- Fire pump GPM: Supplies:
- FD Connection system pressure PSI:
- High zone PSI: Mid zone PSI: Low Zone PSI: PSI:
- ALSO REFER TO STAND PIPE RISER DIAGRAM
  - Add'l Info:

## ELEVATORS

- Total # of elevators:
- List bank designation / name
  - Cab Number, Floors Served, Fire service controls

## FIRE DEPT SPECIAL CONCERNS

- Stairwells:
- Gas risers:
- Utilities:
- Extra hose requirements:
- Special communications concerns:
- Sprinklered utility rooms:
- Vaults or pits:
- Construction type:
  - Typical Fl:
  - Add'l Info:

## VENTILATION

- Smoke removal capability:
  - Yes or No
- Purge capability:
  - Auto or Manual
- HVAC Zones:
- HVAC equipment locations:
  - Add'l Info:

## UTILITIES

- Natural gas shut off location:
- Electrical shut off location(s):
- Emergency generator types/capacity and location:
  - List Oil/Fuel Tank Location(s) and capacity
    - Gallons

## HAZARDOUS MATERIALS

- Asbestos:
- PCB's:
- Medical waste:
- Chemical storage:
- Unique hazards:
  - List any fire diamond rating over 0 on line below -
    - Health Hazard - Flammability Instability Special Hazards
  - List Fire Diamond locations:
    - Add'l Info:
    - Floor/Suite

## COMMUNICATIONS

- # Radios for LAFD use:
- LAFD com locations:
  - Add'l Info:

## ROOF INFORMATION

- Heliport?
- List equipment on roof:

---

**Last Update:**

**Info Provided By:**

**Title:**

**Date:**

---

**Approved By:**

**LAFD B.I.F. Authorization #**

**Date:**

---

Page 2
TYPICAL FLOOR MAP

NOTE: Select the most typical floor that also has shut off valves

SAMPLE OF COMPLETED TYPICAL FLOOR MAP
All members listed below have successfully completed the minimum requirements for Fire Safety Director and Floor Warden Certification

Name of Certificate of Fitness Holder __________________________ Certificate of Fitness Number __________

________________________________________________________

Building Address

________________________________________________________

Number of Floors

Fire Safety Director __________________________ Assistant Fire Safety Director __________________________

<table>
<thead>
<tr>
<th>Floor Number</th>
<th>Company Name</th>
<th>Floor Warden</th>
<th>Alternate Floor Warden</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1 of 2

Signature of Certificate of Fitness Holder __________________________
All persons listed below have successfully completed the minimum requirements for Fire Safety Director and Floor Warden Certification

Name of Certificate of Fitness Holder ______________________ Certificate of Fitness Number ____________

____________________________________________________
Building Address

____________________________________________________
Number of Floors

Fire Safety Director __________________________ Assistant Fire Safety Director ______________________

<table>
<thead>
<tr>
<th>Floor Number</th>
<th>Company</th>
<th>Floor Warden</th>
<th>Alternate Floor Warden</th>
</tr>
</thead>
<tbody>
<tr>
<td>31</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>33</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>34</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>35</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>37</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>38</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>39</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>41</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>42</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>43</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>44</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>45</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>46</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>47</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>48</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>49</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>51</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>52</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>53</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>54</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>55</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>56</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>57</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>58</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>59</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>60</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Specifications for the Los Angeles Fire Department

**High-Rise FIRE SAFETY DIRECTOR Training Certificate (Yellow)**

&

**High-Rise FLOOR WARDEN Training Certificate (Green)**

All high-Rise training certificates for Fire Safety Directors and Floor Wardens shall be produced by the High-rise Certificate of Fitness holder, and shall bear the name, signature, and Certificate of Fitness number of the approved High-rise Life Safety Service Consultant that provided the training.

**Required Card Specifications:**

1. Size – 2 inches by 3.5 inches
2. Card Stock Bristol
3. Weight – 110 Lbs
4. Color:
   a. Fire Safety Director - Yellow
   b. Floor Warden - Green

---

**Los Angeles Fire Department**

This certifies that

Richard Webb

has satisfied the minimum requirements to perform as a

High-Rise FIRE SAFETY DIRECTOR

at

200 North Main Street

Name of HR Consultant

Signature

Certificate of Fitness #

Expires:

Date card expires

dd/mm/yyyy

---

**Los Angeles Fire Department**

This certifies that

Darryll K. Bolden

has satisfied the minimum requirements to perform as a

High-Rise FLOOR WARDEN

at

200 North Main Street

Name of HR Consultant

Signature

Certificate of Fitness #

Expires:
SEC. 57.33.19 - EMERGENCY PLANNING AND EVACUATION REQUIREMENTS FOR HIGH-RISE BUILDINGS.

A. Every owner, manager, operator, administrator, and tenant of a new or existing high-rise building shall in cooperation with the Fire Department, establish, implement, maintain and update an Emergency Plan for the building...

---

**Building Address**

---

**Date High-Rise Building Emergency Plan was approved**

Approved By

---

Name of L.A.F.D. Certified High-Rise Life/Safety Service Consultant

---

L.A.F.D. High-Rise Life/Safety Service Consultant Certificate of Fitness Number

---

I ___________________________ the L.A.F.D. Certified Fire Safety Director for ___________________________ (Building Address)

certify that I have reviewed the High-Rise Evacuation Manual for the address shown above on ___________________________. This manual includes a Building Staff Manual, Floor Warden Manual and Occupant Instructions. (Date)

The results of my review are as follows:

______ There are no changes that affect fire or evacuation procedures or Building Inventory Forms within this manual.

______ The Emergency Telephone Numbers, Floor Warden List and the List of people who need assistance has not changed since the last Fire Safety Director review on ___________________________. (Date)

______ I have made minor changes to the following section(s):

______ The Emergency Telephone Number

______ Floor Warden List

______ List of people who need assistance

______ I have signed and dated the updated pages of the section(s) listed above.

*Note: Any change in Fire Procedures or Evacuation procedures must be approved by a L.A.F.D. Certified High-Rise Life/Safety Service Consultant*

---

Fire Safety Director Signature           L.A.F.D. Fire Safety Director Certificate Exp. Date           Review Date
Floor Warden Exemption Requests

Floor Warden Programs are required in all High-rise buildings in the city of Los Angeles, as per L.A.M.C. 57.33.19. All building owners and/or owner representatives i.e. Property Managers, operators, or administrators, shall in cooperation with the Fire Safety Director make every attempt to implement, and maintain a floor warden program for the building. An exception from the required floor warden program will only be considered under the following conditions:

1. The building occupancy type is classified as a residential high-rise
2. The Fire Safety Director can show evidence written evidence of an attempt to implement a floor warden program in the building. (See “Request for Floor Warden Program Participation Letter in Appendix section of the Building Staff Manual)
3. The Fire Safety Director must submit a “Request for floor Warden Exemption Letter” to the High-rise Unit, Fire Inspector for the building. (See Appendix section of the Building Staff Manual)

All requests shall be considered on a case-by-case basis, and must be submitted on an annual basis by the Fire Safety Director. High-rise Consultants may assist the Fire Safety Director but in every case the Fire Safety Director shall sign all correspondence.

A copy of this approved letter shall be placed in the Floor Warden Section of each Master Plan/Manual. The original approved exemption letter shall be kept on file at the High-Rise Unit. All documentation regarding requests for occupant participation in the Floor Warden Program shall be kept on file at the building and be available for Fire Department inspection. For more information, call the LAFD High-Rise Unit (213) 978-3600.

Note: Floor Warden Exemptions are valid for a period of one year. All Fire Safety Directors shall attempt to implement a Floor Warden Program on an annual basis by utilizing the Request for Floor Warden Program Participation Letter.
Date:

Los Angeles Fire Department
Bureau of Fire Prevention and Public Safety, High-Rise Unit
200 North Main Street, Suite 1700
Los Angeles, CA 90012

Re: Request for Floor Warden Exemption
(Place Property Name and Address Here)

**High-Rise Evacuation/ Fire Manual Most Recent Approval Date:** _________________

**Approver of Record:**

Name and Certificate of Fitness Number
L.A.F.D. High-Rise Life Safety Service Consultant

Dear Inspector (Place name of Inspector here)

This is a request for a Floor Warden Program exemption within the scope of the City of Los Angeles Municipal Code, Section 57.33.19, paragraph A.3

**Floor Warden Program Status:**
On an annual basis, the Fire Safety Director in conjunction with the management staff delivers to each resident a copy of the Floor Warden Program requirements outlined in the Los Angeles Municipal Code, Section 57.33.19, along with a request for residents to participate in our Floor Warden Program.

On (Place date here) a “Floor Warden Participation Letter” was sent to each occupant/resident here at (Place address here). The letter explained the Floor Warden Program and gave each occupant/resident the opportunity to participate. Response to the letter was required within 10 business days.

As of the date of this letter(______) percent (%) of the residents responded to the letter. (______) percent (%) the accepted and (______) percent (%) declined to participate.

*Documentation of this survey is available onsite upon request.*

Due to this lack of participation, I (place your name here) Fire Safety Director at (Place address here) request a Floor Warden Program exemption and approval of an alternate means of compliance with L.A.M.C. 57.33.19
**Building Description and Noteworthy Evacuation Plan Characteristics:**

(Place name of building here) is a 13-story, high-rise loft-style condominium complex that is occupied by homeowners.

The building was retrofitted in 2005 and is fully sprinklered, has two pressurized stairwells, manual pull stations (in the elevator lobbies and near each stairwell), fire doors in each elevator lobby and a P.A. System. The alarm system rings on the floor of activation and P.A. announcements can be made to individual floors or the entire building. Smoke detectors are tied into the fire alarm panel, and will automatically recall the elevators if activated.

At least one Front Desk person is on duty seven days a week, 24 hours a day in the main lobby of the building. During normal business hours, at least four other staff members are available. The staff consists of the building manager / maintenance engineer, assistant maintenance engineer, two maintenance crew persons, a parking attendant, and a front desk person. All positions have radios for communication and some live on-site. All Staff member have been trained to respond to fires and other emergencies as in accordance with in the Los Angeles City Fire Department approved Emergency Evacuation Manual. Documentation of this information is available on site upon request.

**Alternate means of compliance in lieu of Floor Warden Program 57.33.19 (A3):**

- Annual issuance of “Floor Warden Participation Letter”
- Emergency Evacuation Training for Occupants/residents and building staff at least twice a year
- Fire drills once a year

Currently state and local codes require training in high-rise buildings annually. This training must be provided to all building staff, Floor Wardens and occupants/tenants. Without a floor warden program safe evacuation in the event of an emergency is the sole responsibility of each occupant/resident, in cooperation with the Building staff and the Fire Safety Director. To increase the knowledge and understanding of our approved building evacuation plan The Fire Safety Director will ensure that training is provided to all occupants/residents and building staff at least twice a year in accordance with the Los Angeles Fire Department training guidelines. Fire drills will remain as required (annually). During the training sessions, the Fire Safety Director will continue to encourage occupants/ residents to participate in the Floor Warden Program. The Fire Safety Director will notify the Los Angeles Fire Department in writing a minimum of 48 hours prior to conducting any training or evacuation drills by fax at (213) 978-3614.

On an annual basis the Fire Safety Director will revisit the above process to give all occupants/residents the opportunity to participate as a Floor Warden or Alternate.

The current Fire Safety Director for this building is (Place name here) and can be reached at: (Place telephone number here)

Thank you for your review of this request.

Sincerely,

(Place name of Owner, Manager or Fire Safety Director here)

(Place telephone number here)
Date:

Dear Occupants/Residents,

Your safety during an emergency at [place building name here] is very important to [place name of building management here], therefore the Fire Safety Director [place name here] and Management Staff will be conducting annual emergency evacuation training in preparation for fires, earthquakes and other emergencies that can have an impact on the occupants and staff of this building. This training is required by state and local codes. The training will include occupant/resident instruction; Floor Warden training, building staff training and an annual fire drill conducted under the direction of an approved High-rise Fire Safety Director in accordance with the L.A.F.D. approved Building Fire/Evacuation Plan for this high-rise building.

One aspect of this plan requires a responsible person on each floor of every high-rise building to be designated as a Floor Warden and one person as an Alternate Floor Warden. All floor wardens will be trained in high-rise emergency procedures and working with the Fire Safety Director of the building and the fire department during emergencies. All Floor Wardens and Alternate Floor Wardens will gain vital knowledge on the location of stairwells and other high-rise building life safety features, as well as how to operate fire alarm pull stations and the overall evacuation plan for this building.

The main duty of the Floor Warden/Alternate Floor Warden is to ensure complete evacuation or relocation of all occupants/residents of their floor during emergencies. A copy of the City of Los Angeles Fire Code (section 57.33.19) that requires a Floor Warden Program in high-rise buildings is provided with this letter for your review.

History has shown that emergency planning, preparation and practice in conjunction with neighbors helping neighbors diminishes personal injury and property damage as a result of fire, earthquake and other emergencies.

[place building management name here], your Fire Safety Director [place name of fire safety director here], and the Los Angeles fire department invites you become an active participant in our fire safety program by joining our Floor Warden Team. If you have questions or concerns regarding the floor warden program or this letter please feel free to call me at the telephone number below.

Please complete the attached “Floor Warden Program Registration Form” and return to the Fire Safety Director in the management office within five (10) business days. You will be advised of the training and annual fire drill dates in the near future.

Thank you in advance for your participation.

Sincerely,

[place Fire Safety Director name and title here,] (place building Address here)

Telephone number:
(Building Name and address here)

**Floor Warden Program Registration Form**
This form must be completed by all occupants 18 years and over.

Date:

Print your full name:

Floor and unit number:

Telephone number:

I have read and understand the Floor Warden Participation Letter dated (place date of letter here)

(Place an X next to all responses that apply)

Please designate me as a Floor Warden on floor number___________.

Please designate me as an Alternate Floor Warden on floor number__________________.

Please designate me as a Floor Warden or an Alternate floor Warden on floor number_____________.

I decline to participate.

Comments:

*Signature of person indicated above:* ____________________________________________
Online/Computer Based Training
Opening Page Requirements

This training program has been developed in accordance with sections 57.33.19 and 57.06.01 of the City of Los Angeles Fire Code
Approved by L.A.F.D. High-Rise Life Safety Service Consultant Darryll Bolden
Certificate of Fitness Number HR0434

For your protection, all the information shown above is required to be shown on the opening screen page of all online/computer based training programs. Reminder, Online /computer based companies are not LAFD approved Certificate of Fitness Holders and are not permitted to approve evacuation plans, approve training programs, or operate independently of a Certificate of Fitness Holder. (In rare cases an individual that has obtained a valid Certificate of Fitness may also own an approved online/computer based training company). All training programs must be approved by a LAFD Certificate of Fitness Holder and the Los Angeles Fire Department.
For your protection, all the information shown above is required to be shown on the opening screen page of all online/computer based training programs. Reminder, Online /computer based companies are not LAFD approved Certificate of Fitness Holders and are not permitted to approve evacuation plans, approve training programs, or operate independently of a Certificate of Fitness Holder. (In rare cases an individual that has obtained a valid Certificate of Fitness may also own an approved online/computer based training company). All training programs must be approved by a LAFD Certificate of Fitness Holder and the Los Angeles Fire Department.
HIGH RISE FIRE DRILL GUIDELINES

To have an effective Fire \Life Safety Program it is necessary that comprehensive training be given to everyone in the building (building Staff, Floor Wardens, and Occupants/Tenants)

The City of Los Angeles Fire Code (Section 57.33.19) requires all high-rise buildings (including residential occupancies) conduct mandatory fire drills at least annually under the direction of the Fire Safety Director. The fire drill shall be conducted on individual floors, and when practical shall include at least five floors at a time.

Every three years all commercial high-rise building 35 or more stories in height shall conduct a “total evacuation” drill wherein every occupant of the building proceeds to the safest stairwell and evacuates directly to a predetermined “outside safe refuge area”

The Fire Safety Director shall maintain documentation of all fire drills on Fire Department approved forms. It is recommended that at least five floors participate at the same time (when practical.) All occupants must evacuate to their approved safe refuge area(s) via the stairwells. The first fire drill should be announced in advance. This will give Building Staff, Floor Wardens, and occupants/tenants an opportunity to review their evacuation plan prior to the drill. Subsequent drills may be unannounced and simulate as closely as possible actual emergency conditions. The purpose is to instill in the minds of all occupants the correct procedures necessary to insure safety of life and to ensure Floor Wardens and Building Staff have a good understanding of their duties. All Fire Life Safety systems should be activated and kept running during the course of the drill with the exception of the shutting down of air handling equipment. Elevators should be recalled at least once during the drill.

The responsibilities associated with the positions of Fire Safety Directors and Floor Wardens are numerous. The persons assigned these positions must have management’s full support, and cooperation. They should have authority and this authority should be clearly defined and understood by their associates. They should be provided means of identification so that everyone will know whom they are (armband, I.D. tag, helmet, vest etc.). It is up to the people assigned to conduct, document, and critique the fire drills.

Prior to any drill that may involve the activation of fire protection systems or equipment, NOTIFY THE FIRE DEPARTMENT at 213-485-6185 (Operations Control Dispatch – O.C.D.).

Fire Drill Important Checkpoints:

1. FLOOR WARDENS:
   a. Quick response of all MONITORS to designated stations.
   b. Removal of occupants from immediate danger with instructions to respond to nearest safe stairwell and begin evacuation (further instruction may be given by stairwell monitor).
   c. Closing doors (unlocked) to all rooms searched to confine the fire. (Mark doors of rooms searched using chalk. stickers etc.)
   d. Call to Fire Department and/or Security (as Applicable in approved plan).
HIGH RISE FIRE DRILL GUILDLINES

Fire Drill Important Checkpoints: (Continued)

e. Elevator Monitors stationed at elevator lobbies to instruct occupants not to use the elevator for evacuation and to direct them to report to the nearest safe stairwell.

f. Response of Fire equipment handlers to fire extinguisher cabinet (if the personnel are trained)

2. BUILDING STAFF RESPONSIBILITIES:
   a. Knowledge of how and when to call the fire department.
   b. Knowledge and/or utilization of Command Center Fire/Safety systems and equipment;
      1) P.A./Voice/Evacuation system (proper, sequential communication to occupants of effected and/or "receiving" floors).
      2) Reading the Anunciator panel (quick identification of device activated and location of fire).
      3) Stairwell doors lock/unlock system (if applicable).
      4) Operating elevator recall and control functions.
      5) Procedure for shutdown of HVAC system (verbal).
      6) Working knowledge of alarm system functions (reset).

c. Personnel to "meet" the Fire Department at the front entrance of building with pertinent information regarding the emergency.

Building staff should be stationed at strategic locations throughout the drill floors to observe the actions of Floor Wardens, and occupants, and in some cases perform assigned evacuation duties during the drill.

FIRE DRILL DOCUMENTATION:

• A fire drill setup sheet should be utilized to assist you in drill preparation.
• A fire drill critique sheet should be used to document all aspects of the drill.
• The critique must be coordinated by the Fire Safety Director and can also be done by Building Management personnel, tenants, and Floor Wardens on uninvolved floors.

NOTE:
In rare situations, it may be necessary to limit the participation of certain individuals during a fire drill (physical impairment that would create extreme discomfort or when assistance is needed to relocate). In this case, it is imperative that these individuals be fully trained on evacuation procedures, and options, and participate in the drill up to but not including descending the stairway.

The following is a list of things to consider when developing a Fire Drill.

• How many floors will participate? Minimum one floor is required, (when practical at least five floors)
• Will the building Staff participate, or be used as monitors?
• How much prior notice will you give the tenants/occupants?
• What provisions have you made for anyone that must answer phones during the drill? *
HIGH RISE FIRE DRILL GUIDELINES

- Do you create a scenario using the basic principles for discovery of fire and smoke? Or simply activate a pull a station to initiate the drill?
- Will you bypass any fire alarm auxiliary control functions?
- Will the tenants/occupants relocate onto another floor or completely out of the building?
- If out of the building, they should go all the way to the safe refuge area.
- When the drill is over, do you meet with the Occupants, Floor Wardens, and /or Staff?
- How will you handle people who refuse to participate?

Note: All fire/evacuation drills shall be site specific to each building.

*Note: If phones must be answered one or two people may be exempted from participating at all. However, their names shall be submitted to the Office of the Building in advance of the drill. This must be done on a rotating basis each year. To minimize the risk of injury or fatalities in an actual emergency all other occupants must participate in the buildings scheduled fire drill.

PRIOR TO THE SCHEDULED FIRE DRILL

Floor Warden Personnel of each floor must review their evacuation duties and approved evacuation plan for the building. Occupants/tenants must also be alerted to review the evacuation plan, location of exits and exit stairwells, and evacuation relocation floors and the outside safe refuge area. The list of people who may need assistance shall be reviewed and updated as needed. Floor Wardens, Alternates Floor Wardens, Suite Monitors etc., may be asked by the Fire Safety Director to participate in additional training sessions, which will outline the required evacuation procedures for this building, and operating as a team.

Company managers of occupants/tenants should inform their employees of the scheduled time and date of the drill and direct them to review the most current approved “occupant instruction” booklet or pamphlets.

Ensure that occupants understand:
- The location of and how to activate fire alarms.
- The need to shut off equipment and close all doors.
- The locations of all stairwells
- The danger of carrying food and drink in the stairwells
- The exact relocation floor/ area, or outside safe refuge site.

HIGH RISE FIRE DRILL CRITIQUE

The Fire Safety Director in conjunction with individual Floor Wardens and the Building Staff shall hold a verbal evaluation following each fire drill. This critique should follow the drill as soon as possible.

Group discussions at employee/ occupant level should also be encouraged.

Points to be covered:
- Volume and clarity of audible alarm
- Condition and accessibility of fire protection equipment (extinguishers, fire hose etc.)
HIGH RISE FIRE DRILL CRITIQUE (continued)

- Exits and hallways clear of obstructions
- Doors blocked or wedged open
- Operations hindered
- Duties not understood, carried out etc.
- Attitude of tenants/ occupants

NOTE: All Floor Wardens shall turn in a completed fire drill report in keeping with the requirement for Annual Drill Documentation.
TENANT FIRE DRILL ANNOUNCEMENT
(SAMPLE)

(Date) (Note: Provide one-week minimum notice)

Dear Tenant:

SUBJECT: Required annual building emergency evacuation drill

Your attention is directed to the State mandated program (Title 19, California Code of Regulations, Section 3.09 & 3.10 and City LAMC 57.33.19 H) which requires that occupants of high rise buildings participate in evacuation training on an annual basis. Building Management has scheduled dates and times to accomplish this important function. If properly performed, it is expected that singular floor drills will take no longer than 10-20 minutes each.

Building Fire Safety Directors will handle Review/Critique of the drills. Officially documented results and participation forwarded to the Los Angeles City Fire Department.

NOTE: Building and/or TENANTS can be cited by the fire authorities for non-compliance to these State mandated drills. During the drills, building staff will be engaged in the proper use of various life/safety systems and equipment, including the audible fire alarm.

The Los Angeles Fire Department, and Building Management thank you for your cooperation and contribution to this valuable life safety program.

(Signed)

Follow this with the drill schedule and any special instructions
NOTICE OF FIRE DRILL

Fire Drills are required by the Los Angeles Fire Code Section 57.33.19H

57.33.19H.1a-b & 2c Fire Drills

A mandatory minimum of one fire drill shall be conducted annually on individual floors and when practical, shall include at least five floors at a time.

During the annual fire drill the occupants shall proceed to the safest stairwell and relocate to a predetermined floor or outside safe refuge area.

Every three years it is required that the fire drill include a total building evacuation, where every occupant of the building proceeds to the safest stairwell and evacuates directly to a predetermined outside safe refuge area.

57.33.19. M3 Violations

Violation of the provisions of this Section, including refusal to participate in a mandatory fire drill required by this Section, shall be a violation of this Section punishable by at least a mandatory minimum fine of $100, up to and not to exceed $1,000, or by imprisonment in the County Jail for a period of not more than six (6) months, or by both such fine and imprisonment.

All building occupants are required to participate in all fire drills.

BY ORDER OF THE
LOS ANGELES FIRE
DEPARTMENT

FIRE DRILL ON:  

6
FIRE DRILL PARTICIPATION RECORD

Floor Number: ____________ Date: ________________

The people listed below participated in the annual fire drill on the above date.

<table>
<thead>
<tr>
<th>NAME (Please Print)</th>
<th>TELEPHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td></td>
</tr>
<tr>
<td>19.</td>
<td></td>
</tr>
<tr>
<td>20.</td>
<td></td>
</tr>
<tr>
<td>21.</td>
<td></td>
</tr>
<tr>
<td>22.</td>
<td></td>
</tr>
<tr>
<td>23.</td>
<td></td>
</tr>
<tr>
<td>24.</td>
<td></td>
</tr>
<tr>
<td>25.</td>
<td></td>
</tr>
<tr>
<td>26.</td>
<td></td>
</tr>
<tr>
<td>27.</td>
<td></td>
</tr>
<tr>
<td>28.</td>
<td></td>
</tr>
<tr>
<td>29.</td>
<td></td>
</tr>
<tr>
<td>30.</td>
<td></td>
</tr>
<tr>
<td>31.</td>
<td></td>
</tr>
<tr>
<td>32.</td>
<td></td>
</tr>
<tr>
<td>33.</td>
<td></td>
</tr>
<tr>
<td>34.</td>
<td></td>
</tr>
<tr>
<td>35.</td>
<td></td>
</tr>
<tr>
<td>36.</td>
<td></td>
</tr>
</tbody>
</table>

➢ Report all absentees to the Fire Safety Director or Building Management in writing.
FIRE SAFETY DIRECTOR'S FIRE DRILL CHECK LIST

Date: ______________________

Report by: ___________________________________________________________

Title: _______________________________________________________________

Building Name: _______________________________________________________

Building Address: _____________________________________________________

Time Drill Began: ______________________ Time Floor Cleared_______________

Elapsed Time: _____________________ minutes.

Relocation Floor/ Area: _____________________

Place YES or NO answers in spaces provided.

COMMUNICATIONS

Was the fire alarm clearly heard in all areas   _______

Was the public address system clearly heard in all areas   _______

Fire department notified? Time (simulation.)    _______

FLOOR WARDENS AND MONITOR PERSONNEL

Monitors reported to respective stations?     _______

Floor Wardens carried out all assigned duties?    _______

Timely beginning of the evacuation?    _______

CONTAINMENT OF FIRE

Were all doors closed but not locked?     _______

Was a fire extinguisher taken to the location of the fire?   _______

EVACUATION

Were corridors and exits found clear? (Obstructions)   _______

Did the evacuation proceed in a smooth and orderly manner?   _______

Did visitors to the building take part in the drill?   _______

Was a status report given after relocation?  _______

UTILITIES

Were electric and gas appliances turned off?   _______

Was the ventilating system shut down (HVAC)   _______
FIRE DRILL REPORT

DATE DRILL CONDUCTED: _____________________________

BUILDING NAME: ____________________________________________________________________________

BUILDING ADDRESS: __________________________________________________________________________

TIME DRILL BEGAN: ____________________ TIME DRILL ENDED: _________________
(Totally complete. Use back to log floor group times or single floors)

TYPE OF DRILL PERFORMED: __________________________________________________________________
(Fire Drill, Floor Warden, Staff Training, Occupant Instruction)

WHAT FLOORS WERE INVOLVED: __________________________________________________________________
(List floors singly, by group, or state “ALL”)

CRITIQUE OF DRILL: __________________________________________________________________________
(Use additional paper if necessary)

DEFICIENCIES: ________________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

ACTIONS TO BE TAKEN: _______________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

The information above is true and correct as observed by;

(Print Name of the FSD or Consultant who witnessed the drill)   (Signature)
L.A.F.D. Full Building Evacuation
Incident Action Plan Check Sheet

Pre-planning

☐ Fire Safety Director Contacted
☐ Pre-planning meeting & site survey
☐ Evacuation Plan Reviewed
☐ Outside Safe Refuge Area Verified
☐ Command Post Location Verified

☐ Floor Warden Pre-Drill Meeting Verified
☐ Building Staff Pre-Drill Meeting Verified
☐ Command Post Location Verified

Notifications

☐ Battalion Commander Notified
☐ Section Commander Notified
☐ Station Commander Notified
☐ OCD Notified

Resources Needed
District Inspector
Battalion Chief
Task Force
Rescue Ambulance
Department of Transportation

Considerations
Weather
Drinking Water
Building re-entry
Radio Communications
People who need assistance
LAFD High-Rise Emergency Planning
Organization Chart

L.A.F.D.

H.R.L.S.S./Building Consultant

High-Rise Evacuation Manual Approval

Online/Computer Based Training Company Reports to HRLSS

Fire Safety Director Reports to HRLSS and LAFD

Building Inventory Forms (B.I.F.) Approved by individuals w/ L.A.F.D. B.I.F. Approval Number

High-Rise Evacuation Manual Annual Review/Update

FW Reports to FSD

Reviews Evacuation Plan with Occupants/Tenants

In Charge of Floor Evacuation

Head count of Occupants

Training:
- FSD
- Building Staff
- FW
- Occupants

Building Staff
- FW
- Occupants
Permitted Deviations from the Normal Response to Fire Alarms
In Fully Sprinklered High-rise Buildings

**Standard Response**

The following is the standard for fully sprinklered high-rise office buildings in the City of Los Angeles. The Chief may grant deviation from the standard if a written request is submitted to the Fire Department High-rise Unit.

A copy of the approved request will be kept in the Fire Manual behind a current approval page.

Upon activation of any alarm, from any source, the following shall take place immediately:

- An emergency call to the Fire Department.
- Recall of all elevators in which the shaft of the elevator(s) has an opening within five floors of the floor of alarm.
- Immediately evacuate 5 floors:
  - Floor of alarm
  - 2 floors above the floor of alarm
  - 2 floors below the floor of alarm

There are four “deviations” from the standard that may be allowed under certain conditions. The Chief on a building-by-building basis may grant permission if a written request is submitted and approved.

(1) **DEVIATION FROM THE “EMERGENCY” CALL TO THE FIRE DEPARTMENT**

An immediate call to the Fire Department stating that “we are investigating a possible false alarm” in lieu of “we have an alarm activation on …” for purposes of investigation and downgrade* of response may be granted by the Chief if:

- The building has documented evidence that they have an unusually high incidence of malicious false alarms within a short period of time.
- **AND** the building has a 24 hour manned Fire Control Room.
- **AND** it is a single alarm. Any second alarm from any source is cause for immediate notification of the Fire Department using the 911 system.
- **AND** the purpose of the change in verbiage is only to downgrade the Fire Department response while determining that they have no fire, smoke, or smell of smoke on the floor of alarm.

Verification from the floor of alarm shall be done in the following manner:

(a) A call to the Floor Warden, alternate or other responsible person on that floor.
(b) OR a radio call to engineering or security to investigate.

Investigation of the alarm shall be done in the following manner:

(a) By someone who is in constant radio communication with the Fire Control Room, OR by a team of two or more.
Permitted Deviations from the Normal Response to Fire Alarms
In Fully Sprinklered High-rise Buildings (continued)

(b) **AND** they shall take the stairs, **OR** the elevator they use has no opening within five floors of the floor of alarm, **OR** they have met the requirements for "Deviation from Not Using the Elevator during an Alarm."

Outside monitoring companies will continue to call the Fire Department immediately without delay.

When calling the Fire Department tell them that your building has recently been experiencing a high incidence of malicious false alarms and that they can downgrade to an engine only response. Also tell them that you will call them right back if any new information or any additional alarms come in. (You will probably have whatever additional information is needed by the time you are done on the phone.)

(2) **DEVIAITION FROM IMMEDIATE RECALL OF ELEVATORS**

Immediate recall of all elevators that penetrate the floor of alarm can be delayed:

- If the floor of alarm, one floor above and one floor below have verified that there is no fire, smoke or smell of smoke, you may delay the recall of the elevators. Verification could be a building staff member who is close enough to investigate using the stairs, and radioing the status back to the Fire Control Room. See **NOTE 1** at the bottom of this page for using Floor wardens or tenants as the source of verification.

(3) **DEVIAITION FROM NOT USING ELEVATORS DURING AN ALARM**

The persons investigating the alarm may use the service elevator, or other elevator approved by the Chief, to investigate an alarm only when:

- The terminus of the shaft is more than five floors below the floor of alarm.
- **OR** The floor of alarm has verified to the Fire Control Room or monitoring console that there is no fire, smoke or smell of smoke on his or her respective floors. **AND** someone who is in radio contact with the Fire Control Room or monitoring console is stationed and ready to immediately recall the elevator being used to investigate, in case of a second alarm or other indicator.

All elevators that have openings within five floors of the floor of alarm will be immediately recalled unless one of the above verifications has been made.

(4) **DEVIAITION FROM THE IMMEDIATE EVACUATION OF FIVE FLOORS**

The floor of alarm will continue to evacuate as usual. This includes any subsequent floors that ring in conjunction with the initial floor of alarm.

The Fire Control Room or monitoring console can delay evacuation of the 2 floors above and the 2 floors below when:

- The floor of alarm (including any subsequent floors that ring in conjunction with the initial floor of alarm) verifies that they have no fire, smoke or smell of smoke on their respective floors.
Permitted Deviations from the Normal Response to Fire Alarms  
In Fully Sprinklered High-rise Buildings (continued)

• OR verification from the floor above and the floor below the floor of alarm that they have no smoke or smell of smoke on their respective floors.

NOTE 1: When a Floor Warden or other responsible person contacts or is contacted in regard to verifying a floor status, the name of both parties communicating will be documented. This documentation will be made readily available to the Chief upon request, and a copy forwarded.

NOTE 2: Any 2nd alarm on any floor from any source shall cause the building to be in emergency mode and cause the standard to take precedence over any granted deviation.

These tasks are best accomplished through training and awareness of the Floor Wardens.

Title -19 Article, 3.10. EVACUATION OF BUILDINGS
Upon notification of fire, conduct of any fire drill, upon activation of the fire alarm, or upon orders of the fire authority having jurisdiction, buildings or structures within the scope of these regulations shall be immediately evacuated or occupants shall be relocated in accordance with established plans. (Italics added)

ADDITIONAL INFORMATION
Notifying the floor above and the floor below the floor of alarm that there is an alarm being investigated will be handled on a building-by-building basis. Considerations include but are not limited to:

• Not telling the other floors that you are investigating an alarm.

• PA announcement telling them “an alarm is being investigated, Floor Wardens and Monitors only, report to your stations and wait for further information.”

• PA announcement stating, “We are investigating an alarm on the ___ floor. Please prepare for evacuation.”
  a) PREPARE, for the tenants, means to finish what you are doing and start shutting down in preparation for evacuating.

  b) PREPARE, for the Monitors and Floor Wardens means to move directly to your assigned stations.
HIGH-RISE EMERGENCY PLAN POSITIONS

ASSISTANCE MONITORS
People who are properly trained in carry techniques, and are willing to assist with moving occupants who are in need of assistance regardless of the occupant’s disability.

BUILDING STAFF
Anyone who is employed directly or indirectly by the building owner, whose office or work area is onsite, and whose job contributes to the normal day to day operation of the building.

ELEVATOR MONITOR
The person stationed in the elevator lobby to direct people away from elevators during a fire emergency. People getting off of the elevator as well as people wanting to use it would be directed to the safest stairwell. It is paramount that this monitor does NOT use force to keep people from using the elevator. Documentation of people who insist on using the elevator is recommended.

FIRE SAFETY DIRECTOR
The responsible person assigned by the owner or operator of the building who shall work with the Department in the establishment, implementation, and maintenance of the emergency plan. The person shall: maintain a valid Fire Safety Director certificate, be employed by or reside on the premises or be otherwise approved by the Department. (Italics added)

FIRE EQUIPMENT HANDLERS
The person trained in the proper use of the fire safety equipment on that particular floor. This person could also be used to take fire extinguishers to other floors if necessary.

FLOOR WARDEN
A responsible person on each floor with a valid Fire Warden certificate of every high-rise building shall be designated as Floor Warden. In cooperation with the Fire Safety Director, Floor Wardens shall oversee and ensure safe and complete evacuation or relocation of occupants during a fire or other emergency, or a fire drill. Alternate Floor Wardens shall be designated for each floor and shall assume Floor Warden duties when necessary. Exemptions to this regulation may be granted only upon a written request approved by the Chief.

This person reports directly to the Fire Safety Director or his appointee in cases of life safety violations or in an actual emergency. This person is in charge of the Fire/ Life Safety Program on that floor during an emergency.

GROUP LEADER
This person would be selected to lead evacuees to the designated “safe refuge location” and keep the group together for a head count.

SEARCHERS
This Person can be utilized to provide a systematic and thorough search of the floor area.

STAIRWELL MONITORS
The person positioned at the stairwell to guide the occupants safely and efficiently into the stairwell. The occupants would then relocate to another floor or proceed to evacuate the building completely.
SUITE MONITOR (Requires Floor Warden Training certificate)
This person would be in charge of a suite or tenant space and would report directly to the Floor Warden. Depending on the size of the suite or tenant space, the Suite Monitors may incorporate additional monitors for the suite.

TELEPHONE MONITOR
A person assigned to the Floor Wardens’ telephone to keep lines of communication in tact.

MULTI-PURPOSE MONITOR
An individual person that is proficient in all of the monitor positions. This concept works exceptionally well in occupancies where the people move around a lot during the course of the day. While they may be to far away from their station during the emergency, another monitor would step in and take over the duties. For the Multi-Purpose Monitor system to work proficiently, these people must have regularly scheduled training.

Monitor positions, (other than Suite monitors when required) being voluntary, can be difficult to fill at times. It is most important that you make a “good faith” effort to attempt to fill them and have the documentation of having tried. Find out what works best on a given floor. It may require slight modifications on different floors to accommodate different types of tenants.

If you do not have specific monitors at the time of the emergency, the Floor Warden will have to pick monitors right on the spot. If he or she is unable to do that, he or she will have to attempt to ensure the safe and efficient evacuation him or herself.
Insert
Floor Warden
Manual 2010 Edition
DIVIDER W/TAB
Here
INTRODUCTION

Each Floor Warden and Alternate Floor Warden shall receive a copy of the complete Floor Warden Manual from the Master Evacuation Plan/Manual

A responsible person on each floor of every high-rise building shall be designated as a Floor Warden. In cooperation with the Fire Safety Director, Floor Wardens shall oversee and ensure safe and complete evacuation or relocation of occupants/tenants during a fire or other emergency, or fire drill. Alternate Floor Wardens shall be designated for each floor and shall assume Floor Warden Duties when necessary. Exemptions from the Floor Warden requirement of this regulation may be granted only upon a written request approved by the Chief. (See appendix)

Floor Warden Personnel of each floor shall be brought up to date on vacancies filled, alternates floor wardens appointed, and /or any changes to the evacuation plan. Printed procedures shall be reviewed as needed but in no case less than annually. It is especially important that these selected people provide adequate evacuee control, premises search, and adequate direction to the other occupants/tenants. To accomplish this, Floor Wardens, Alternate Floor Wardens, and Suite Monitors are required to receive LAFD approved training, and testing, and maintain a current valid training certificate under the direction of the Fire Safety Director of the building. This training will provide the necessary information and skills and knowledge to perform the duties outlined herein.

Floor Warden minimum requirements:

A minimum of one Floor Warden and one Alternate Floor Warden per floor shall be designated to perform the duties required by this Section. Additional Floor Wardens shall be required if the occupant load of a floor exceeds 500 people. The Floor Warden shall obtain and maintain a valid Floor Warden Certificate, approved by the Fire Department, and shall present their certificate for inspection upon request by Fire Department personnel. Alternate Floor Wardens shall also obtain a certificate as Floor Warden and be designated for each floor, and be prepared to assume the Floor Warden duties when necessary.

In a residential building, the Floor Warden shall be a resident on that floor or an employee of that building owner or manager.
In a non-residential building, the Floor Wardens shall be employees on that floor. The Floor Wardens shall receive training at least once each year in order to maintain a valid certificate. Exemptions to this regulation may be granted only upon a written request approved by the Fire Chief. The building owner shall be responsible for payment of the annual fee associated with the issuance of the required number of Floor Warden Certificates required by the Fire Department.
Floor Warden Duties and Responsibilities:

- Disseminate updated information to the occupants of their floor.
- Determine the need for Monitors and implement them into the plan for their floor (when possible) i.e. See appendix of Building Staff section for High-rise Emergency Plan Positions and duties
  - Stairwell Monitors
  - Elevator Monitors
  - Assistance Monitors
  - Multipurpose Monitors
- Know the locations of all exits leading from occupied areas of the building and carry out the requirements in the Emergency Plan
- Direct emergency evacuations and drills for their respective assigned floors in accordance with the Emergency Plan

*Multi-tenant floors will use Suite Monitors in each tenant suite, and shall report to the Floor Warden.

*As per Fire Department policy, Suite Monitors shall maintain a valid Floor Warden Certificate.

Hotel Exemption: Hotels are exempt from the requirements set forth in Sections 57.33.19.D.2, 57.33.19.F.1.a.(4), and 57.33.19.F.1.b, except that building staff and employees shall participate in the fire drills required in this Section.

Fire Safety Directors Shall:

a. Provide supplemental training to Floor Wardens with a valid Floor Warden Training Certificate (site specific), reviewing duties and responsibilities of Floor Wardens, Suite Monitors, and any other monitors as needed.
b. Provide updated Emergency Plan information at least annually
c. Training shall be provided by
d. A Fire Safety Director with a valid site-specific Fire Safety Director certificate or 2. An approved LAFD High-Rise Life Safety Service Consultant.

Instruction shall include a review of the Floor Warden Information and, Monitor Duties during emergencies for fire, earthquake, bomb incident, medical incident, and power outages.

It is recommended that designated Floor Warden be given some means of identification; vests, hard hats, arm bands, etc.

**Fire Safety Directors are not permitted to issue training certificates unless all of the following apply:

1. The Fire Safety Director has a current valid Certificate of Fitness Upgrade through the Los Angeles Fire Department.
2. The Fire Safety Director /Certificate of Fitness Holder provide all required Fire Safety Director Training and Floor Warden Training for the building.
3. The Fire Safety Director Can produce documentation verifying items 1 & 2 above
Table of Contents

Here is an example of what the typical TOC for the Floor Warden Section would look like. Note the **bold** headings correspond with the tabs. The subheadings direct you to the specific information.

<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Table of Contents</strong></td>
</tr>
<tr>
<td><strong>Emergency Phone Contacts</strong></td>
</tr>
<tr>
<td>Emergency Phone Numbers</td>
</tr>
<tr>
<td>Floor Warden Roster</td>
</tr>
<tr>
<td>Physically Impaired List</td>
</tr>
<tr>
<td><strong>Fire Procedures</strong></td>
</tr>
<tr>
<td>Floor Warden General</td>
</tr>
<tr>
<td>Floor Warden Specific</td>
</tr>
<tr>
<td>After Hours (if applicable)</td>
</tr>
<tr>
<td><strong>Evacuation Procedures</strong></td>
</tr>
<tr>
<td>Specific Evacuation Procedures</td>
</tr>
<tr>
<td>Stairway Safety Instructions</td>
</tr>
<tr>
<td>Evacuation for the Physically Impaired</td>
</tr>
<tr>
<td>Safe Area Refuge Map</td>
</tr>
<tr>
<td><strong>Earthquake Procedures</strong></td>
</tr>
<tr>
<td>Before, During</td>
</tr>
<tr>
<td>After</td>
</tr>
<tr>
<td>Earthquake Evacuation</td>
</tr>
<tr>
<td><strong>Other Emergencies</strong></td>
</tr>
<tr>
<td>Medical Response Procedures</td>
</tr>
<tr>
<td>Bomb Threat Procedures</td>
</tr>
<tr>
<td>Power Outages</td>
</tr>
<tr>
<td><strong>Building Systems and Equipment</strong></td>
</tr>
<tr>
<td><strong>Floor Warden Duties</strong></td>
</tr>
<tr>
<td>Emergency Responsibilities</td>
</tr>
<tr>
<td>Training Responsibilities</td>
</tr>
<tr>
<td>Training Standards</td>
</tr>
<tr>
<td><strong>Appendix –Supplemental Information</strong></td>
</tr>
<tr>
<td>New High-rise ordinance 180648</td>
</tr>
<tr>
<td>Amendments to High-rise Ord. No. 180648</td>
</tr>
<tr>
<td>Title 19 3.0 9 &amp; 3.10 Calif. Code of Regulations</td>
</tr>
<tr>
<td>High-rise Emergency Plan Positions</td>
</tr>
<tr>
<td>Fire Drill Announcement</td>
</tr>
</tbody>
</table>
The **REQUIRED** Emergency Phone Numbers for these pages are:
Fire \ Paramedic
Police
Fire Safety Director
Assistant FSD
Security* / Command Center*
Fire Control Room* (Post 1974 buildings are required to have a phone to an outside line in the FCR)
Chief Engineer* / Maintenance*
Switchboard*
Other Departments as applicable

*If Applicable

The above are the minimum requirements needed

<table>
<thead>
<tr>
<th>Emergency Telephone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Department</td>
</tr>
<tr>
<td>Paramedics</td>
</tr>
<tr>
<td>Police Department</td>
</tr>
</tbody>
</table>

* This should only be used if a problem occurs with 911.*

<table>
<thead>
<tr>
<th>Building Manager</th>
<th>818-764-3267</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susan Doe</td>
<td>818-764-3267</td>
</tr>
<tr>
<td>Fire Safety Director</td>
<td>818-764-3270</td>
</tr>
<tr>
<td>Billy Bob</td>
<td>818-764-3270</td>
</tr>
<tr>
<td>Assistant F.S.D.</td>
<td>818-764-3271</td>
</tr>
<tr>
<td>Holly Jones</td>
<td>818-764-3271</td>
</tr>
<tr>
<td>Engineer</td>
<td>818-764-3275</td>
</tr>
<tr>
<td>Tom Goodwrench</td>
<td>818-764-3275</td>
</tr>
<tr>
<td>Security</td>
<td>818-764-2677</td>
</tr>
<tr>
<td>Joe Friday</td>
<td>818-764-2677</td>
</tr>
<tr>
<td>Fire Control Room</td>
<td>818-345-2712</td>
</tr>
</tbody>
</table>
Emergency Telephone Lists for Floor Wardens and Alternates

This page lists all the Floor Wardens by name, floor, phone, and alternate. It also, by use of an asterisk or other symbol lets people know if that person is CPR or EMT trained.

Update all manuals. Manuals must be updated every time there is a change in information.

<table>
<thead>
<tr>
<th>FLOOR</th>
<th>FLOOR WARDEN NAME</th>
<th>PHONE NUMBER</th>
<th>ALT. FLOOR WARDEN</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* (If CPR or EMT Trained)  Advise FSD of all Changes
List of People Who May Need Assistance

This page lists the people who may need assistance during an evacuation. Listed are: Name, Room/Floor, Phone Number, Type of disability, Monitors to help (later described as “assistance monitors”.

State code requires that the list be located at least in the management office. If the occupancy is a hotel, motel or lodging house, then it must be located at the registration desk. If it is to be kept anywhere other than required, state the location in the middle of the list. Practically speaking, it should be accessible to the Fire Department 24 hours a day.

In the Floor Warden Manual, the list is restricted to only the persons in need on that floor.

In the manual filed at the High-Rise Unit, This list remains blank.

For a list of people who could be on this list, see the section on Evacuation.

<table>
<thead>
<tr>
<th>NAME</th>
<th>FLOOR/ SUITE</th>
<th>PHONE NUMBER</th>
<th>TYPE OF ASSISTANCE REQUIRED</th>
<th>ASSISTANCE MONITOR</th>
<th>EXPECTED DURATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This list is not made available to the general public. But since it is accessible, we can not guarantee total privacy.

The purpose of this information is for emergency use only; any abuse of this is cause for disciplinary action

It is important to remember that the person who needs assistance must request in writing to the building.
This is the information required in the Floor Warden Manual

Fire Procedures
GENERAL-FLOOR WARDEN

If You Discover the Fire or Smoke
• Safety of Life: If fire is in an occupied room, remove anyone from immediate
danger. Confine the fire or smoke by closing as many doors as possible as you leave
the area.

• Notification: Activate manual pull station in close proximity.
Call Fire Department: Dial 911 (use 1-800-688-8000 if 911 is busy)

Give the Following:
ABC Company
1234 Stagg St.
Nearest cross street is Western
Floor_______
Nature of emergency_______
Your Callback Number_______

NOTE: Do not hang up until the “911 operator” does first
If time permits call Building Staff at: 555-2345

• Extinguish the Fire: If you have been properly trained; you have someone with you;
the fire is small, and, it is safe to do so.

• Evacuation: Notify all occupants to begin evacuation and begin to perform your
Floor Warden duties as outlined under “Specific Floor Warden Duties”.

If Trapped Inside Your Office or Area
• Wedge cloth material along bottom of door to keep out smoke
• Close as many doors as possible between you and the fire
• Use telephone (if available) and notify Fire Department of your situation
• If windows are operable and you must have air, open the window. Break
Windows only as a last resort, as it will become impossible to close if necessary
Note: If unable to perform assigned duties, notify your alternate or building Staff

“Smoke detectors are provided for your personal safety. Anyone who willfully
and maliciously tampers with, damages, breaks or removes any required smoke
detector shall be guilty of a misdemeanor (L.A.M.C. SEC. 57.112.05). Any
person who willfully and maliciously sends, gives, transmits, or sounds any false
alarm of fire is guilty of a misdemeanor (P.C. 148.3).”
This example shows the format of a Floor Wardens specific duties When they “Hear, See, or are Notified of an alarm.

Note that it omits the first paragraph describing their hours and location etc.

Actual duties may vary slightly depending on the type of occupancy and equipment in a particular building.

If Floor Wardens do not smell smoke or fire on their particular floor, a quick to the fire control room help to rule out that location as the location of the fire.

---

Fire Procedures
FLOOR WARDEN

IF YOU HEAR, SEE, OR ARE NOTIFIED OF AN ALARM

1) Confirm Evacuation has begun and Monitors are in or going to their proper positions.

2) Pull alarm if bells are not already ringing

3) Oversee Evacuation Process, only become physically involved if absolutely necessary. Delegate responsibilities.

4) Assign people to report Monitor positions (if necessary not filled)

5) When occupants are clear of the floor or fire or smoke is threatening, clear monitors to enter stairwells and evacuate.
Evacuation Procedures (Index tab Required Tab)

*** This information shall be an exact Duplicate of the procedures in the Evacuation section of the Building Staff Manual. ***

Definitions:

**Standard Evacuation** - To proceed to the safest stairwell and relocate within the building at least three floors below the reported fire floor (LAFD “Rule of Five”), or evacuate completely out of the building (“Total Evacuation”).

The “Rule of Five” – When a fire alarm is activated on one floor, evacuate five. (the original floor of alarm, two floors above, and two floors below). Depending on your proximity to the ground level, you may want them to evacuate completely to the outside. Otherwise, each of the 5 moving floors will proceed down at least five floors. This will put the occupants on the highest floor of the group of 5 three floors below the reported fire floor. The Fire Department needs quick access to the two floors above to look for fire extension. The Fire Department uses the two floors below as a base for operations. The requirement for you to begin evacuation procedures immediately stems from our need to “capture” the stairwell and use it for fire fighting purposes. That is difficult when people are moving around in it.

**Total Evacuation** - All building occupants exit the building to a “Safe Refuge Area” a minimum of 300 feet away from the building.

All buildings should consider, prepare, and practice total evacuation periodically as a second option to the Rule of five. Total evacuation requires a lot of planning and assistance from outside agencies to be successful. If at any time the building staff suspects that the structural integrity of the building has been compromised, they should begin to completely evacuate the building prior to the arrival of the Fire Department.

**Defend in Place** – To remain in the room or office. Secure yourself by putting as many complete fire barriers as possible between you and the reported fire i.e. fire doors, and stuff cloth under the door to minimize the amount of smoke the migrate into area. Close vents and turn off air circulating units. Use firewalls or fire partitions as barriers. This option is usually the last resort if unable to evacuate.

**Evacuate or Stay Option** - This option may be used when the structure and the evacuation plan is constructed for a safe Defend in Place Option, but the individual may feel more comfortable leaving.

**Inside Safe Refuge Area** - A place in the building at least three floors below the reported fire floor. (The floor above the reported fire floor can be used a to cross over to another stairwell, but is not considered a safe refuge area)

**Outside Safe Refuge Area** - This is a remote place completely outside of the building. (At least 300 feet away from the building)
There are four subheadings under the heading of “Evacuation Procedures”. Each heading with the exception of the last will take no more than a page and one half each.

(1) **Evacuation Procedures** *(Building Site Specific)*

(1) **Stairwell and Fire Escape Safety Instructions**

(2) **Evacuation Considerations for People Who May Need Assistance**

(3) **Safe Refuge Area Map**

(1) **Evacuation Procedures** *(Rule of 5 or Total Evacuation Building Site Specific)*

Begin the **first paragraph** with a description of the exact evacuation procedure for the particular building.

In the **second paragraph** include the following statement. *(Bold font)*

“While it is usually advisable to go downward in a building during an alarm, there are times when it may become necessary to go to an upper floor or to the roof. This should only be done if lower floors are untenable due to heat and or smoke, or if directed by building Staff or the Fire Department.”

The **last paragraph** – “Outside Safe Refuge Areas” – Minimum 300 feet away from the building

Indicate:
- Where the “Outside Safe refuge Area” is located
- How the people in the refuge area are accounted for
- Who is responsible for taking a “Head Count and status to the FSD? The two kinds of “safe refuge” areas are:

Evacuation normally involves moving one or more people from point “A” to point “B” in anticipation of a worsening condition. “Defending in Place” may be necessary depending on the location of the fire. That means protecting yourself where you are until the Fire Department can come and assist you. Most of the time, we will require you to have a plan of action for evacuating people when the fire alarm sounds. There are occasions when "Defending in place" is the only option. An example of this may include a residential home for the elderly that has fire doors and sprinklers.
Evacuation Procedures (Continued)

The two factors that most determine how to develop evacuation plans are:

1. ALARM SYSTEM CAPABILITY

- Does it ring on ONE floor; THREE Floors FIVE floors (typically, the 2 floor above and 2 floors below the original floor of alarm), or all floors? Depending on what the building code required at the time of installation
- Is the system capable of “manually” selecting all floors at one time? (“ALL CALL”)
- Is the system capable of manually ringing the alarm on individual floors?

2. PUBLIC ADDRESS/VOICE EVACUATION CAPABILITIES

- Can you make a PA (public address) announcement to individual floors?
- Can you make a PA announcement to all areas of the building “ALL CALL”
- Does the building have a No PA system?

If your system can manually ring two floors above and two below the floor of alarm, then ask yourself, who is responsible for doing this? Make sure you have this as one of their specific tasks in the Fire Procedures Chapter. Where is the panel located in respect to the person responsible for making the announcement? If you are only capable of an “ALL CALL” with the alarm system then it is clear that you must begin to evacuate the whole building. The rational is that someone in the building hearing the alarm has no way of immediately knowing what the actual “floor of alarm” is.

The 2 main objectives are:

1. Know how the system operates
2. Develop procedures evacuate a minimum of five floors (the original floor of alarm, two above, and two below).

“Rule of Five can be accomplished, if:

1. The fire alarm is programmed to Notify The floor of alarm, only or,
2. Five floors as a group, or
3. The fire alarm Voice/Evacuation can be selected to notify the floors two above and two below the fire alarm floor

Note: All fire alarm Systems are required to have approval from the Los Angeles Department of Building and Safety, and the Los Angeles Fire Department.
(2) Stairwell and Fire Escape Safety Instructions

- **Safety in stairwells.** (You may use this list)
  
  a) Respond to the safest designated stairwell or exit. **DO NOT USE ELEVATORS**
  b) Move quickly but do not run
  c) Remove high heels to prevent injuries (carry them with you)
  d) Use the most continuous handrail (usually the center rail)
  e) Know whether you are going to a “safe refuge floor” or completely out of the building
  f) Allow enough room for others to enter the orderly flow of traffic already in the stairwell
  g) Give assistance to those who are slower moving or in need
  h) Dispel known false information. Reduce panic by refraining from using the word “fire”
  i) Treat any injuries incurred at the next available stairwell landing if possible
  j) Complete relocation; do not congregate in the stairwells

- **Safety on Fire Escapes** (You may use this list)
  
  a) Do not rush
  b) Remove high heels, (leave them behind)
  c) Face the rungs or steps grasping both rails firmly, and look beneath your arms as you progress down the Fire Escape
  d) At the bottom of the fire escape will be located a “drop ladder” or “swing ladder.” Either type requires a physical means to operate. One person should stay at this position to assist others.
  e) Once down, conduct a head count.
  f) Stay together and make room for emergency vehicles and crews.
Figures 10, a, b, c show you the graphics we make available to you. You can however, use your own. What you are going to accomplish in this part is:

a) Understand who may need assistance.
b) Have enough information to be able to teach the Assistance Monitors how to carry someone and what they need to do to prepare.

For the purpose of this procedure and chapter, any person with a disability, temporary, or permanent, or other condition that would require them to need assistance during an evacuation is “Physically Challenged.”

Physically Challenged includes but may not be limited to:
- Persons confined to wheelchairs
- Persons dependant on crutches
- Persons recovering from surgery
- Persons with significant hearing or sight impairment
- Extreme cases of obesity
- Pregnancy

Physically Challenged is anyone who without the assistance of another person would have difficulty evacuating or relocating to a safe location.

Every individual placed on a physically challenged evacuation list (See Figure 5, page 26) should know that the information provided is confidential.

Assistance Monitors shall be pre-determined. Those assigned to assist the physically challenged should have knowledge of how to safely evacuate these people and have asked them how they can best be helped.
EMERGENCY “DEFEND IN PLACE” PROCEDURES

NOTE: Listed below are some things that people can do if they are alone during an emergency. This is a good staff resource for anyone who may need “Defend in Place”. The information on pages 4-5 and 4-6 should be given to anyone on the Assistance List.

DO NOT PANIC
1. Close as many doors as possible between you and the fire.

2. If possible, wedge cloth material along the bottom of the door to keep smoke out.

3. Immediately call your local Fire Department (911) or, if a problem occurs with the 911 Emergency System, utilize the seven digit emergency number 1-800-688-8000.
   a. Tell them you cannot get out.
   b. Give the Fire Department your addresses (if you live in an apartment give them your Apt. number or letter).
   c. Tell the Fire Department what your nearest cross street is to your location.
   d. Give them the phone number that you are calling from _________________. (This is important because the Fire Department may have to call you back to get more information.)

1. Stay where you are.

5. If the windows are operable and you must have air, open the window. Break the window only as a last resort, as it will become impossible to close it if necessary.

   If you must leave your apartment or office due to immediate fire danger:
   • Do not use the elevator.
   • Feel the door before opening it.
   • Go to your safest stairwell; enter onto the landing area.
   • Keep the stairwell door closed.
   • Make sure you tell everyone who goes down the stairs to tell the Fire Department what floor you are on.
WHAT THE PHYSICALLY CHALLENGED
NEED TO KNOW

The first thing you should tell the person helping you is how they may best assist you!

REMEMBER:
You are the expert on your own personal condition.

Meet with the people you work closely with to discuss your special needs in case of an emergency.

During an emergency there may be no time to discuss what is best!

Smoke is what kills most people during a fire!

- You should check or have someone check your smoke detectors regularly.
- Participate in fire drills where you live and work.
- If you are physically challenged, you may not be able to get out without assistance during a fire or other emergencies.

REMEMBER: In an emergency, do not hesitate to inform others that you need assistance. Tell them what your condition is and be prepared to give instructions on how you can best be helped.

NOTE: A copy of the sub-chapter “Evacuation For People Who May Need Assistance” should be given in its entirety to anyone on the “People Who May Need Assistance List.”
CHAIR EVACUATION
PERSON IN NON-MOTORIZED WHEELCHAIR

1.
UNLOCK THE WHEELCHAIR BRAKE.

2.
THE CHAIR IS GENTLY LEANED BACKWARD AND MOVED TO THE EDGE OF THE FIRST STEP.

3.
ONE HELPER STEADIES THE CHAIR BY HOLDING THE RODS TO WHICH THE FOOT RESTS ARE ATTACHED. THE PERSON IN THE BOTTOM POSITION IS THERE TO STEADY THE CHAIR, NOT TO LIFT IT.
NOTE: Do not lift chair from bottom position.

4.
THE HELPER IN THE TOP POSITION CONTROLS THE DESCENT OF THE CHAIR BY BENDING THEIR LEGS SLOWLY AND TAKING MOST OF THE WEIGHT.
OFFICE CHAIR EVACUATION

1.
TRANSFER THE PHYSICALLY CHALLENGED INDIVIDUAL TO A STURDY OFFICE CHAIR.

NOTE: SEE LIFTING TECHNIQUE DESCRIBED IN “TWO PERSON CARRY.”

2.
ONE HELPER GENTLY LEANS THE CHAIR BACKWARDS.

3.
The other helper faces the chair and holds onto the front legs of the chair. Both will lift the chair simultaneously.

4.
The helpers control the descent by bending their legs slowly and keeping their back straight.

IMPORTANT: Never leave a wheelchair in the stairwell!
TWO PERSON CARRY

1.

Helper number one reaches under arms and grasps the individual's right wrist with their left hand and left wrist with their right hand.

2a.

If the physically challenged person is able to separate their legs, helper number two stands between the legs and places hands under the knees. Then they lift simultaneously.

2b.

If the physically challenged person cannot separate their legs, helper number two stands along side and carries from that position.

(Use which ever method everyone feels the most secure with)

3.

Helpers control the descent by walking slowly and cautiously.

IMPORTANT: Never leave a wheelchair in the stairwell!
(4) Map to the Safe Refuge Area(s) – See sample below

The following information shall be indicated.

- Footprint of the building
  - The main entrance
  - All stairwells and or (fire escapes where applicable)

- Show:
  - Building Address
  - North symbol at the top of the page
  - The main street and at least one cross street
  - Alleys (Where applicable)
  - Indicate Roof Access (RA) or No Roof Access (NRA)
  - Evacuation Routes from Stairwells/Fire escapes to the outside Safe refuge area (use dashed lines and or arrows)

If the building uses a different safe refuge area for earthquakes, label it: “SAFE REFUGE AREA- EARTHQUAKE”

Be aware that an earthquake safe refuge area can change depending on conditions.

Include this statement in bold letters:

“IN THE EVENT OF A BOMB THREAT, IF EVACUATION IS REQUIRED, THE SAFE REFUGE AREA MAY BE CHANGED FOR THAT INCIDENT”

Safe Refuge Area 1234 S. Main Street (minimum 300 feet from the building)
Earthquake Procedures (Divider Tab Required)

These procedures “Before” and “During” the earthquake can be used “as-is”

**PREPARATION BEFORE THE EARTHQUAKE**

Assess Your Own Work Area:

- WINDOWS/GLASS - If your workstation is near windows or glass partitions, decide where you will take cover to avoid being injured by flying glass.

- HEAVY OBJECTS - If your workstation is near a temporary wall or partition, make sure it is securely anchored.

- LOOSE OBJECTS - If you have materials stored on top of cabinets or shelves, determine if these items should be secured or moved.

- Have plenty of earthquake supplies

**DURING THE EARTHQUAKE**

- REMAIN CALM: - Do not panic, and do not attempt to go outside. Protect yourself.

- ACT QUICKLY - Move away from windows, temporary walls or partitions, and freestanding objects such as files, cabinets, and shelves, hanging objects.

- DUCK - or drop down to the floor.

- COVER - Take cover under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms.

  HOLD - If you take cover under a sturdy piece of furniture, hold on to it and be prepared to move with it.

  STAY PUT - Hold this position until the ground and/or building stops shaking and it is safe to move. Stay inside; do not attempt to exit the building during the shaking.

**NOTE:** Doorways should not be used as protective cover.

If You Are Outside:

- If you are outdoors when the quake occurs, stay there. Move away from structures, power poles, lampposts or retaining walls that could fall during the quake and avoid fallen electrical lines. If possible, move to an open area.
After the Earthquake

The Floor Wardens’ concern will be; Resources, Injuries, Trapped victims, Evacuation, Morgue (on his floor)

Some things to think about for after the earthquake are:

<table>
<thead>
<tr>
<th>Triage</th>
<th>Morgue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupant panics</td>
<td>Search and rescue</td>
</tr>
<tr>
<td>Occupants wanting to go home</td>
<td>Trapped victims</td>
</tr>
<tr>
<td>Occupants wanting to call home</td>
<td>Security and safety for occupants</td>
</tr>
<tr>
<td>Sustenance for occupants and staff</td>
<td></td>
</tr>
</tbody>
</table>

The two biggest concerns for a business after an earthquake are:
- Life Safety (and all that encompasses)
- Post Disaster Recovery

**DOES YOUR BUSINESS OR BUILDING HAVE A POST DISASTER RECOVERY PLAN**
Make sure that the duties conform to what you want the Floor Wardens to do.

This copy of Earthquake Evacuation is also found in the Occupant Instructions.

If evacuation is eminent, Floor Wardens can be used to make it safe and efficient?

Separate “Monitor duties” by paragraph. Determine who will check elevators, exit routes, safe Refuge location for safety, etc.

The Floor Wardens’ concern will be; Resources, Injuries, Trapped victims, Evacuation, Morgue (on his floor)

**EARTHQUAKE EVACUATION**

Determine in advance all stairwells and alternate exits from your work location and the route you will follow to reach that exit in the event an evacuation is necessary. Also establish your alternate routes to be used in the event your first route is blocked or unsafe to use.

Do not evacuate unless told to do so or danger is imminent.

Follow instructions given by emergency personnel.

Walk, DO NOT RUN, and keep noise to a minimum.

**DO NOT USE ELEVATORS.**

DO NOT push or crowd. Use handrails in stairwells and move to the inside (most continuous handrail).

Move to your designated evacuation area unless otherwise instructed.

Assist non-ambulatory, visually impaired and hearing-impaired persons if they are present.

If you have relocated away from the building, DO NOT return until you are notified that it is safe to return.

**WHAT IF YOU ARE IN AN ELEVATOR**

Many elevators are designed to go to the nearest floor in the direction of travel and open.

However, some elevators will stop in any moderate earthquake. Building maintenance personnel will contact each elevator car as quickly as possible and advise you how rescue will occur.

Upon being rescued, take directions from the Floor Warden of that floor.

If you have a medical problem or other emergency, call the phone numbers listed in the elevator car. If immediate help is needed, call 911.

**WHEN SHOULD YOU GO HOME?**

It is in your best interest in the event of an earthquake or community wide disaster during normal working hours that all employees should remain at work.

It may be too dangerous to attempt to go home right away.

Listen to radio reports for areas and roads that have sustained damage.

Wait until you know that the roads you need to get home are in fact undamaged and traffic is moving.

While you're waiting, make yourself available to help fellow employees and Floor Wardens recover from the incident as quickly as possible.

**Summarize: Earthquake**

Before

During

After

Site Specific Staff

Floor Warden

Earthquake Evacuation
Other Emergencies (Required Tab)

The following items; Medical Emergencies, Bomb Threat, and Power Outage are under one tab called “Other Emergencies.”

These are duplicated from the Staff section of the Master Manual.

What we supply here, as examples are recommendations only. If your building has a different plan, or you know of a better procedure for any of these items, substitute yours instead.

If you choose to use your own, we will check for content, and in some cases even ask questions of practicality. We encourage you to come up with better site-specific procedures for your building.

**NOTE:** You may, at your own option put these under separate tabbed section. The choice is yours.
Medical Emergency

This information will be duplicated from the Staff portion. The Occupant Instructions will be slightly different.

Medical Emergency

When Notified of a Medical Emergency:

1) Obtain the Following:
   - Nature of the emergency
   - Age of injured party
   - Sex of injured party
   - Location of injured party
   - Current Condition of injured party
   - Name and callback of person reporting

2) Call Paramedics. Dial ( ) 911 (if problem on 911 call 1-800-688-8000)  
   Give them the following information:
   - Building Name ABC Plaza
   - Building Address 8245 Wilcox St.
   - Nearest Cross Street Western Av.
   - Nature of Emergency ____________________
   - Location of injured party
   - Your Callback Number ____________________

3) Call the FSD or the Office of the Building at ________________

4) Have Security or Engineering hold an elevator in the lobby for use by the Emergency Service Personnel.

   NOTE: If possible, have them hold an elevator that will accept a gurney.
BOMB THREAT

Bomb threats are as the word implies a threat. No device has been found. Once a suspicious object is located or initially found, then it becomes a “Bomb Scare.” A bomb threat will usually get you a Police response, but generally speaking, not the Bomb Squad. A bomb scare on the other hand is cause for the Bomb Squad to respond.

Before writing your procedures for Bomb Threats we highly recommend that you talk with your local Police Department or see if you can talk with a representative from the Bomb Squad.

### UPON NOTIFICATION OF BOMB THREAT

1. Notify the proper authorities

   Building Office (FSD) ______________________
   Police Department Dial ( ) 911 (if problem on 911 call ___________)
   Other (specify) ______________________

   Give exact location and all known facts.

   BE GUIDED BY THE INSTRUCTION OF THE POLICE DEPARTMENT

2. Insure that, "threat conversation" is documented as accurately as possible and as soon as practical. To assist the Police, use the BOMB THREAT CHECKLIST for guidance.

Consider the following options:
- Take no further action.
- Search without evacuation.
- Initiate partial evacuation.
- Conduct a complete evacuation and search.

IF FLOOR IS AFFECTED:
- Mobilize floor response teams to assist in a search and/or evacuation procedure.
- Individual tenants, offices, etc., must be systematically contacted and advised of the situation.
- A quick visual search is advisable and should be accomplished by those familiar with the area.
- Work from the walls to the center of room and the floor to ceiling.
- Look and listen. If lights are found off, leave them off.

Once individual areas are secured, they should be evacuated and re-entry restricted and controlled by proper authorities. All items left behind shall be under the control of the proper authority for inspection. Any strange objects or objects out of place should be “Suspect.” Do not attempt to handle or move any object, which might be considered suspicious.

You supply the needed phone numbers

Don’t forget that when you use 911 you need to supply the seven-digit alternate and statement
UPON DISCOVERY OF A SUSPECTED BOMB/DEVICE

1. Insure that the device is not moved or covered, noting its description and exact location. (Walkie-talkie sets, or cordless or cellular phones, should not be permitted in the area with-in 200 ft.) or used at this time.)

2. Call the Los Angeles City Police Department at 911 (_______ is the seven digit alternate to be used only if there is a problem with 911).

3. Keep the Building Office (FSD) informed of all current facts. Control entry to the area until relieved of responsibility or given further instructions from the Police Department.

4. Simultaneously, commence evacuation of the area or floor. Utilize floor response teams as communication messengers.

NOTE: Notification should be handled in a low-key manner to help reduce the chance of panic. Evacuate the floor spaces immediately above and below the device, and on either side.

5. After you have been relocated, be prepared to assist the authorities as required or requested.

6. When evacuation in response to a bomb threat or the discovery of a Bomb/Device consider the safety of primary and secondary evacuation routes before using them.

7. Advise the appropriate authorities as to current activities, situation, and possible relocation site if applicable.
BOMB THREAT REPORT

Name of operator, or person receiving call ____________________ Date of call ________ Time _______ ___AM. ___PM.

QUESTIONS TO ASK:

1. When is the bomb going to explode? ________________________________
2. Where is the bomb right now? ____________________________________
3. What kind of bomb is it? _________________________________________
4. What does it look like? _________________________________________
5. Why did you place the bomb? ____________________________________

ORIGIN OF CALL:
Local__ Long Distance __ Phone Booth__ Internal__

IDENTITY OF CALLER:

Voice:
__Male ______ Female _Loud __Soft __High Pitch __Deep __Raspy
__Pleasant __Nasal __Poor __Intoxicated
__(Other)______________________________________________________

Speech:
__Fast __Slow ___Distant ___Distorted ___Stutter __(Other)_____________________

Language: Accent:
__Good __Foul __Local __Foreign __Ethnicity __Regional
__(Type)_________________________________________________________________

Manner:
__Calm _Angry __Rational __Incoherent
__Irrational __Emotional __Coherent __Nervous Laugh
__Deliberate __Righteous

Background Noise:
__Office Machines ___Trains ___Factory Machines ___Music ___Animals
__Quiet ___Airplanes ___Voices ___Street Traffic
__(Other)_______________________________________________________

Who did you inform about the call? ______________________________________

If caller seemed familiar with our plant, building or operation, indicate how.

As well as you can, write what the caller said.

KEEP THE CALLER ON THE PHONE AS LONG AS POSSIBLE.
DO NOT HANG –UP BEFORE THE CALLER!!!
Power Outage

Power outage information and duties in the Floor Warden section will differ from the Building Staff portion.

In the Floor Warden Section it will be almost a duplicate of the Occupant Instruction for Power Outage. With the exception that it will start with the following paragraph:

“Gather your Monitors together and assess your resources. Send your Elevator Monitor to the elevator lobby to stop people and to listen for possible people trapped in an elevator.”

See example below

<table>
<thead>
<tr>
<th>Power Outage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floor Warden</td>
</tr>
</tbody>
</table>

“Gather your Monitors together and assess your resources. Send your Elevator Monitor to the elevator lobby to stop people and to listen for possible people trapped in an elevator. Carry out 1-6 below as needed.”

1) Determine need to evacuate.
2) If possible, notify Building Management or Security by dialing _____________
3) Turn on battery powered radio to find out what is happening in your area.
4) Unplug all electrical equipment, movie projectors, TV sets, computers, audiovisuals, and turn off light switches unless needed.

WHEN POWER RETURNS IT MAY SURGE AND BLOW OUT LIGHTS AND ELECTRICAL EQUIPMENT LEFT ON.

5) Open window shades to provide natural lighting.
6) If evacuation is necessary, use flashlights or light sticks to evacuate to your designated area.
Building Systems and Equipment (Required Tab)

The following is the minimum information you must have and the format that we require. This information shall be copied from the Building System and Equipment section of the Building Staff manual.

1st Paragraph – Building Description

Describe the:
- Building NAME, ADDRESS, and NEAREST CROSS STREET
- YEAR the building construction started.
- TYPE of construction,
- NUMBER of FLOORS/LEVELS, PARKING STRUCTURES, BASEMENTS, PENTHOUSES.

Indicate if the building is:
- FULLY SPRINKLERED
- PARTIALLY SPRINKLERED and location
- Number of STAIRWELLS/FIRE ESCAPES and their location

NOTE: Actual order of the above is not important.

EXAMPLE:

The ABC building is located at 1234 Bellevue Avenue cross street of 12th. It was built in 1923 and was constructed of wood framing and lathe and plaster walls. It is a 12-story high-rise with no sprinklers. It has a basement, one open stairwell in the center and a fire escape on the East Side of the building.

Sample Information

Fire Control room – lobby level adjacent to elevators 1-6

Fire Alarm System Information

Anunciator Alarm Panel – Fire control room (FCR)
Remote annunciator Panel – Security desk
Emergency Voice/ Evacuation system (building communications) FCR
Central Station Signaling – (to off site Fire Alarm Monitoring Company)

Alarm Initiating Devices and their location

Manual Pull Stations – At every exit
Smoke Detectors:
- Throughout each suite
- Machine rooms
- All Elevator lobbies (including lobby level/ground level)

Fire Sprinkler System – Combined sprinkler and standpipe system throughout the building
Building Systems and Equipment (continued)

Alarm Notification Appliances

- Speakers/Horns throughout the building
- Flashing Strobe Lights – throughout the building

Upon activation of any fire alarm initiating device, the following actions will occur on the floor of alarm only (except as noted)

- Magnetic Door Holder Release
- Fan Shutdown
- Stairwell Pressurization (Stair 1 & 4 only)
- Stairwell door lock release
- Heating, ventilation and air conditioning shut-down (HVAC)
- Elevator Recall (Elevator lobby, elevator machine room, or elevator shaft only)
- Speakers/Horns
- Flashing Strobe Lights
- Indicates on alarm annunciator Panel (located in the FCR & security desk))
- Contacts fire alarm monitoring company

Stairwell Information

4 stairwells
Stair One – N/W corner of the building, lobby level to 18th fl No Roof Access - Pressurized
Stair Two- NE corner of the building, P4 – 18th fl Roof Access – Not Pressurized
Stair Three- SW corner of building, No Roof Access-Pressurized
Stair Four – SE corner of the building Roof Access Not- pressurized

All stairwells are locked from the stair shaft side.
All stairwells unlock upon the activation of any fire alarm
No intercom system in any stairwell

Fire Escape Information

- 2 Fire escapes
- Front of the building (eastside) accessible from third floor corridor
- Rear of the building (Westside) accessible from suite 306
Building Systems and Equipment (continued)

Elevator Information

- 2 Elevator Banks 6 cars each
- Elevators 1-6 are low-rise elevators serves floors P4-10
- Elevators 7-12 are hi-rise elevators –serves floors P4-3rd floor & –18
- Elevator machine room is located on the roof
- Elevators are recalled by elevator lobby smoke detectors only
- Alternate recall location for all elevators is the third floor

Emergency Power Information

- Generator located in generator room on P4 level
- Unit lighting (bug lights) in basement only
- Fuel:
- 500 gallons
- Run time 8 hours

Connected to:
- Emergency exit lighting
- Egress lighting
- Window washing equipment
- Fire alarm panel
- Voice /Evacuation System
Insert

Floor Warden
Appendix Section

DIVIDER W/TAB

Here
Supplemental Information

Documents found in the appendix section:

1. Los Angeles Fire Code 57.33.19 Amended Ordinance (180648)
2. Amendments to Los Angeles Fire Code 57.33.19 Amended Ordinance
3. California Code of Regulations (Title 19 3.09 & 3.10)
4. High-Rise Emergency Plan Positions
5. Fire Drill Notice (for posting)
ORDINANCE NO. 180648

An ordinance amending Sections 57.33.19 and 57.02.02 of the Los Angeles Municipal Code to provide for additional emergency and evacuation requirements for high-rise buildings, and providing for new related fees.

THE PEOPLE OF THE CITY OF LOS ANGELES
DO ORDAIN AS FOLLOWS:

Section 1. Section 57.33.19 of the Los Angeles Municipal Code is amended in its entirety to read:

Sec. 57.33.19. EMERGENCY PLANNING AND EVACUATION REQUIREMENTS FOR HIGH-RISE BUILDINGS.

A. Creation and Filing of Emergency Plan. Every owner, manager, operator, administrator, and tenant of a new or existing high-rise building shall, in cooperation with the Fire Department, establish, implement, maintain and update an Emergency Plan for the building that complies with, but is not necessarily limited to, the following:

1. The owner shall electronically submit the Emergency Plan annually to the Fire Department and maintain a current hard copy on the premises. Prior to each annual submittal, the owner shall also review the Emergency Plan and as a result of that review shall update the Emergency Plan as necessary to ensure that it is accurate and complete. All Emergency Plan transactions shall be electronically submitted by means of a Fire Department approved method. The updated Emergency Plan shall be submitted to the Fire Department within ten days of its completion. If the owner determines after an annual review, that the Emergency Plan does not require updating, the owner shall so inform the Fire Department in writing as soon as that determination is made. This requirement does not preclude an owner from reviewing and updating the Emergency Plan more frequently than annually.

2. Any changes to the lists of Private First Responders, Essential Building Personnel, or emergency contact telephone numbers shall be submitted to the Fire Department within ten days of the date of the change.

3. The Emergency Plan shall be made available upon request to personnel of the Fire Department. Upon any change of ownership or management of a high-rise building, the previous owner shall provide all copies of the Emergency Plan required by this chapter to the new owners within ten days of the change of ownership. The new owner shall, after receiving the Emergency Plan submit any required updates within ten days.
4. Hotel Exemption. Hotels are exempt from the requirements set forth in this Section, except that building staff and employees shall participate in the fire drills required in this Section.

B. Fire Department Approval Required. All Emergency Plans, procedures and evacuation signs shall be completed and submitted to the Fire Department for inspection and approval prior to their implementation. All plans, signs, procedures and training programs formulated by, or purchased from, a "High-Rise Life/Safety Service" shall also be submitted for approval. All persons engaging in the business of "High-Rise Life/Safety Service" shall be required to obtain a Certificate of Fitness in accordance with Division 6 of this Article. The Fire Department may deny approval of any "High-Rise Life/Safety Service" which fails to meet minimum standards set by the Fire Chief.

C. Building Inventory Form. A Building Inventory on a form provided by the Fire Department shall be completed and submitted as part of the Emergency Plan and be subject to approval by the Fire Department.

D. Required Designated Personnel. Each Emergency Plan shall include the following required designated personnel:

1. Fire Safety Director. The Fire Safety Director and Assistant Fire Safety Director shall be employees of the building owner or manager or reside on the premises or be otherwise approved by the Fire Department.
   a. The Fire Safety Director shall be responsible for the establishment, implementation and maintenance of the Emergency Plan, the annual emergency evacuation drills, training and all documentation required by the Emergency Plan.
   b. The Fire Safety Director shall also verify that all security personnel have a valid State certification. The Fire Safety Director and the Assistant Fire Safety Director shall obtain and maintain a valid Fire Safety Director Certificate approved by the Fire Department, and shall present their certificate for inspection upon request to Fire Department personnel.
   c. The Fire Safety Director shall be responsible for renewing their Certificate at least once a year in order to maintain a valid certificate. The Assistant Fire Safety Director shall be prepared to assume the Fire Safety Director's duties when necessary.
   d. The building owner shall be responsible for payment of the fees associated with the issuance of the Fire Safety Director Certificate by the Fire Department as described in Section 57.33.19 I.1.a.

2. Floor Wardens. A minimum of one Floor Warden per floor shall be designated to perform the duties required by this Section. Additional Floor Wardens shall be required if the occupant load of a floor exceeds 500 people. The Floor Warden shall obtain and maintain a valid Floor Warden Certificate, approved by the Fire Department, and shall present their certificate for inspection upon request by Fire
Department personnel. Alternate Floor Wardens shall also obtain a certificate as Floor Warden and be designated for each floor, and be prepared to assume the Floor Warden duties when necessary. In a residential building, the Floor Warden shall be a resident on that floor or an employee of that building owner or manager. In a non-residential building, the Floor Wardens shall be employees on that floor. The Floor Wardens shall receive training at least once each year in order to maintain a valid certificate. Exemptions to this regulation may be granted only upon a written request approved by the Fire Chief. The building owner shall be responsible for payment of the annual fee associated with the issuance of the required number of Floor Warden Certificates by the Fire Department.

3. **Private First Responders.** The operational portion of the Emergency Plan shall identify and incorporate all Private First Responders for the building.

4. **Essential Building Personnel.** The operational portion of the Emergency Plan shall also identify and incorporate all Essential Building Personnel who are employees of the owner or manager in the building.

E. **Required Designated Personnel – On-Site Presence.**

With regard to non-residential high-rise buildings, the Fire Safety Director or Assistant Fire Safety Director shall be present on-site during normal business hours.

F. **Emergency Response Duties of Designated Personnel.**

1. The designated personnel required by 57.33.19D shall have, at a minimum, the following duties:

   a. The Fire Safety Director or Assistant Fire Safety Director shall:

      (1) During an emergency, call 911 or designate someone to place the call; report to the building’s Emergency Assistance Center; direct, evacuation operations in the building including disabled personnel in the designated refuge or rescue locations who have identified the need for assistance; and report the current conditions to the Fire Department.

      (2) Conduct monthly building safety inspections to identify hazards and obstructions in the egress pathways.

      (3) Develop procedures for implementation of the Emergency Plan and direct emergency evacuations and drills.

      (4) Assign Wardens for each floor, selected from the occupants on that floor.

      (5) Incorporate Private First Responders for each occupied floor if identified by the Emergency Plan.
b. Floor Wardens shall:

(1) Know the locations of all exits leading from occupied areas of the building and carry out the requirements in the Emergency Plan.

(2) Direct emergency evacuations and drills for their respective assigned floors in accordance with the Emergency Plan.

c. Private First Responders shall:

(1) Know the location of all exits leading from occupied areas and carry out the requirements in the Emergency Plan.

(2) Assist the Floor Wardens in the emergency evacuations and drills in accordance to the Emergency Plan.

d. Essential Building Personnel shall:

(1) Assist the Fire Safety Director during emergency evacuation operations in accordance with the Emergency Plan.

(2) Assist the Fire Department and other emergency responders during emergency operations as described in the Emergency Plan.


1. The following provisions of this section reflect minimum requirements and are not intended to restrict owners from implementing any additional measures:

   a. Each Emergency Plan shall contain a description of the procedures all occupants should follow in an emergency evacuation or drill during the regular business hours and non-business hours of the building. Each Emergency Plan shall also have a procedure for total building evacuations.

   b. Each Emergency Plan shall specify in detail the evacuation roles and duties of the designated personnel, including the names of the Fire Safety Director and Assistant Fire Safety Director, their pagers, in-house, and cellular telephone numbers.

   c. Each Emergency Plan shall require that emergency evacuation signs be posted in elevator lobbies and adjacent to the doorway leading to the exit stairs. The signs shall include, but not be limited to, the high-rise building's core floor plan describing all corridors, stairways, elevator lobbies, and interior evacuation routes for each floor.
d. The Fire Safety Director, with the approval of the Fire Department, shall establish as part of every Emergency Plan an Emergency Assistance Center where the Fire Safety Director or Assistant Fire Safety Director and other selected personnel report during an emergency incident. The Fire Safety Director shall also assign a responsible person to meet and direct the Fire Department to the location of the emergency incident. The Emergency Assistance Center may include a fire control room, lobby or safe refuge area outside of the building.

e. Special Needs Requirements shall be incorporated in the Emergency Plan and shall include the current list of the names and usual floor locations of each occupant who has voluntarily, in writing, self-identified their need for assistance and the type of aid required to exit the building during an emergency. One or more places of refuge or rescue shall be designated in the Emergency Plan including a method to safely remove these occupants from the building. The Emergency Plan shall include the appropriate number of personnel designated to assist each of these occupants during an emergency evacuation or fire drill.

f. Occupant Instruction and Training. All high-rise building occupants shall be instructed annually on the procedures to be followed in the event of fire, earthquake, or other emergency and participate in the mandatory fire drill. Documentation of the occupant instructions shall be maintained by the Fire Safety Director and be made available for inspection by Fire Department personnel. These instructions shall also be made available to all new occupants within 14 days of their assuming occupancy in the building.

g. Emergency Evacuation Plans, Signs, and Procedures. The proposed emergency exit plans, procedures, and evacuation signs shall be posted after approval by the Fire Department. Evacuation signs shall be located in every elevator lobby above and below the ground floor, adjacent to the doorway leading to the exit stairs, and in other conspicuous floor locations as required by the Department. Each dwelling unit, guest room, and office area shall be provided with the fire safety and evacuation information, as required in Section 57.112.05. All plans, procedures, and signs shall be properly maintained.

h. Each Emergency Plan, after approval by the Fire Department, shall be filed:

(1) In the office of the high-rise building;
(2) At the security desk; and
(3) In the vicinity of the Fire Department annunciator/control panel or, as to residential buildings, in an identifiable location approved by the Fire Chief. The Emergency Plan shall be made readily available to the building staff and to the designated personnel required by 57.33.19D at all times.
H. Fire Drills.

1. Commercial high-rise buildings, less than 35 stories in height, are required to conduct mandatory fire drills at least annually under the direction of the Fire Safety Director:
   a. A mandatory minimum of one fire drill shall be conducted annually on individual floors and when practical, shall include at least five floors at a time.
   b. During the annual fire drill the occupants shall proceed to the safest stairwell and relocate to a predetermined floor or outside safe refuge area.

2. Commercial high-rise buildings, 35 or more stories in height, are required to conduct a mandatory fire drill at least annually under the direction of the Fire Safety Director:
   a. A mandatory minimum of one fire drill shall be conducted annually on individual floors, and when practical, shall include at least five floors at a time.
   b. During the annual fire drill the occupants shall proceed to the safest stairwell and relocate to a predetermined floor or outside safe refuge area.
   c. Every three years there shall be a total building evacuation fire drill, wherein every occupant of the building proceeds to the safest stairwell and evacuates directly to a predetermined outside safe refuge area.

3. Residential high-rise buildings are required to conduct mandatory fire drills at least annually under the direction of the Fire Safety Director:
   a. A mandatory minimum of one fire drill shall be conducted annually on individual floors and when practical shall include at least five floors at a time.
   b. During the annual fire drill the occupants shall proceed to the safest stairwell and relocate to a predetermined floor or outside safe refuge area.

4. Buildings that have stair shaft doors locked for security reasons shall include a method in the Emergency Plan that allows for safe horizontal egress from the stair shaft during a fire drill or emergency evacuation.

5. The Fire Safety Director of the building or their designee shall coordinate the date of the total building evacuation drill for buildings 35 or more stories in height with the Fire Department during normal working hours. A Fire Safety Officer shall be present to witness the total building evacuation drill.

6. The Fire Safety Director shall maintain documentation of all fire drills on Fire Department approved forms and make it available for inspection by the
Department. Fire drills may be scheduled in advance, with a notice posted to all tenants. All building occupants shall participate in the fire drills and emergency evacuations.

I. Fees.

1. The building owner shall be responsible for the following fees:

a. Fire Safety Director Certificate Fee. The owner of the building shall be responsible for paying the fee based on one Fire Safety Director Certificate Fee per building.

b. Floor Warden Certificate Fee. The owner of the building shall be responsible for paying the fees based on one Floor Warden Certificate Fee per floor.

c. Total Building Evacuation Oversight Fee. The owner of the building shall be responsible for paying the Total Building Evacuation Oversight Fee.

J. Due Dates.

1. Initial Payment. The permit fee shall initially be due, and shall accompany the filing of an initial permit application, on the 1st of January following the date of construction, as that term is defined in Section 57.119.05. For buildings constructed prior to the effective date of these provisions, the initial payment shall be due on the 1st of January following that effective date.

2. Annual Renewal. Annual Renewal of certificates and payment of fees for renewal of those existing certificates shall be due and payable each year on the first day of January of the calendar year and shall be submitted with the renewal application.

3. Total Building Evacuation Payment. The Total Building Evacuation Oversight Fee shall be due and payable each year on the first day of January of the calendar year and shall be submitted with the renewal application.

4. Delinquency. Fees, whether initial or renewal, which are not paid within 60 days after the due date shall be deemed delinquent and subject to a 50% penalty.

K. Computation.

Manner of Determining Cost. The Board, with the concurrence of the Office of the City Administrative Officer, shall determine on a regular basis, not less frequently than once every two years, the verifiable cost to the City for the certificate fees and the fees for the evacuation oversight for high-rise buildings. These costs shall be the actual costs incurred as determined by the Board. The costs shall include both direct and indirect costs to the City. The Board shall use these costs to develop a cost recovery schedule of applicable charges. The Board shall adopt such costs as fees at
any time during each fiscal year. The cost recovery schedule shall recover the verifiable annual costs of administering the certificates for Fire Safety Directors and Floor Wardens, as well as the administration of the total evacuation oversight for high-rise buildings, which shall include the cost of collection of any fees due and owing in connection with these fees. It shall take into consideration the number of certificates issued that are subject to the fees. Upon adoption of a schedule of verifiable costs by the Board, as provided herein, the Board shall transmit the Board order to the Mayor and to the City Council for approval.

L. Manner of Assessing Fees. The cost recovery schedule adopted herein shall impose a charge per certificate and set forth the applicable charges for total evacuation oversight.

M. Violations.

1. Each person, owner, manager, tenant, or other responsible party shall be guilty of a separate offense for each and every day during any portion of which any violation of any provision of this Section is committed, continued or permitted by that person, and shall be punishable as provided in the Fire Code and as set forth below.

2. In addition, any condition caused or permitted to exist in violation of any of the provisions of this Section shall be deemed a public nuisance and may be summarily abated as such by the City. Each day that such a condition continues shall be deemed to be a new and separate offense.

3. Violation of the provisions of this Section, including refusal to participate in a mandatory fire drill required by this Section, shall be a violation of this Section punishable by at least a mandatory minimum fine of $100, up to and not to exceed $1,000, or by imprisonment in the County Jail for a period of not more than six (6) months, or by both such fine and imprisonment.

Sec. 2. Section 57.02.02 of the Los Angeles Municipal Code is Amended to add the following definitions in proper alphabetical order:

Sec. 57.02.02 GENERAL DEFINITIONS.

Alternate Floor Warden – A responsible person, holding a valid Floor Warden Certificate, designated on each floor of every high-rise building, prepared to assume the Floor Warden’s duties when necessary.

Assistant Fire Safety Director – A responsible person, who is an employee of the building owner or manager or a resident designated by the building owner, holding a valid Fire Safety Director Certificate, prepared to assume the Fire Safety Director’s duties when necessary.
Building Inventory Form – A form, provided by the Fire Department and completed by the Fire Safety Director, that contains information about a building’s features, contents, systems, or any other pertinent facts that could be used by emergency responders in mitigating an emergency incident in the building.

Emergency Assistance Center - A location (Fire Control Room, Main Lobby, or a similar location) designated by the Fire Safety Director or Assistant Fire Safety Director where they and other selected personnel report during an emergency incident to manage the emergency evacuation or fire drill.

Essential Building Personnel – Personnel employed by the building who possess special knowledge of the building and its systems such as, but not limited to:

- Building Manager
- Building Engineer
- Security Personnel

Fire Safety Director – An employee of the owner or manager or resident of the building and designated as the Fire Safety Director by the owner, administrator, or manager of a high-rise building, health care facility, institution or other occupancy. The Fire Safety Director must have a valid Fire Safety Director Certificate and be responsible for the establishment, implementation, and maintenance of a Department approved Emergency Plan for that occupancy, and provide training in the use of first aid, fire equipment and building evacuation procedures which are approved by the Fire Chief.

Fire Safety Director Certificate - A written document approved by the Fire Chief authorizing an employee/resident of a high rise building, health care facility or institution, to be the Fire Safety Director. The Certificate is site specific and shall only apply to that high-rise building, health care facility, institution or other occupancy.

Floor Warden – A responsible person, holding a valid Floor Warden Certificate, designated on each floor of every high-rise building, and charged with the responsibility of overseeing and ensuring the safe and complete evacuation or relocation of occupants during an emergency or fire drill.

Floor Warden Certificate – A written document approved by the Fire Chief authorizing an employee/resident of a high-rise building to be the Floor Warden. The Certificate is site specific and shall only apply to that high-rise building.

Normal working hours - The hours between 8:00 a.m. and 5:00 p.m. of any day except Saturdays, Sundays, and legal holidays.

Private First Responder – Personnel incorporated into the Emergency Plan, trained to handle an emergency incident by providing direction and assistance prior to the arrival of emergency responders. All Private First Responders must be approved by the Fire Department. EXCEPTION: Paramedics and Emergency Medical Technicians are
approved by the California Emergency Medical Services Authority. Private First Responders include, but are not limited to:

- Fire Safety Director
- Floor Warden
- Paramedic
- Emergency Medical Technician (EMT)
- Civilian Emergency Response Team (CERT)

**Total Building Evacuation** – Evacuation of all of the occupants of a building and portions thereof during a single event to a predetermined outside safe refuge area.
Sec. 3. The City Clerk shall certify to the passage of this ordinance and have it published in accordance with Council policy, either in a daily newspaper circulated in the City of Los Angeles or by posting for ten days in three public places in the City of Los Angeles: one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall; one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall East; and one copy on the bulletin board located at the Temple Street entrance to the Los Angeles County Hall of Records.

I hereby certify that this ordinance was passed by the Council of the City of Los Angeles, at its meeting of **APR 14 2009**.

KAREN E. KALFAYAN, City Clerk

By ____________________________

Deputy Mayor

Approved **APR 27 2009**

ROCKARD J. DELGADILLO, City Attorney

By ____________________________

JANET JACKSON

Deputy City Attorney

Date **1/29/09**

File No. **08-2476**
AMENDMENTS TO ORDINANCE NO. 180648 (HI-RISE EVACUATION)

Upon reviewing the recently enacted Hi-rise Evacuation Ordinance, it was determined that several technical amendments were necessary. The amendments will be submitted through the normal Municipal Code approval process. Pending its approval, the information below shall be used as an adjunct to Ordinance No. 180648.

The following are the amendments in Section 57.33.19:

- **Sec. 57.33.19. A. 4.** Hotel Exemption. Hotels are exempt from the requirements set forth in Sections 57.33.19.D.2, 57.33.19.F.1.a.(4), and 57.33.19.F.1.b, except that building staff and employees shall participate in the fire drills required in this Section.

- **Sec. 57.33.19. D.2.** Floor Wardens… The building owner shall be responsible for payment of the annual fee as described in 57.33.19.I.1.b, associated with the issuance of the required number of Floor Warden Certificates by the Fire Department.

- **Sec. 57.33.19. F.** Emergency Response Duties of Required Designated Personnel.

- **Sec. 57.33.19. F.1.a.(4)** Assign Floor Wardens for each floor, selected from the occupants on that floor.

- **Sec. 57.33.19. G.1.b.** Each Emergency Plan shall specify in detail the evacuation roles and duties of the required designated personnel…

- **Sec. 57.33.19. G.1.h.(3)** In the vicinity of the Fire Department Alarm annunciator/control…

June 2, 2009
Title 19 Sec. 3.09- 3.10 (Pertaining to high-rise)

§ 3.09 Emergency Planning and Information
(a) (2) Emergency procedures information shall provide all ambulatory, non-ambulatory, and the physically disabled, instructions to be followed in the event of an emergency. Emergency procedure information shall include, but not be limited to the following:
(A) Location of exits and fire alarm initiating stations, if required;
(B) What the fire alarm, if required, sounds and looks like (audible and visual warning devices);
(C) Fire department emergency telephone number 911; and,
(D) The prohibition of elevator use during emergencies, if any.

(b) Hotels, Motels and Lodging houses.
(1) Every guest room available for rental in a hotel, motel, or lodging house shall have clearly visible emergency procedures information printed on a floor plan representative of the floor level and posted on the interior of each entrance door or immediately adjacent to such door. The owner operator of a hotel, motel, or lodging house may, in lieu of posting emergency procedures information in each guest room, provide such information through the use of leaflets, brochures, pamphlets, videotapes, or any other method as approved by the authority having jurisdiction. Oral communication in itself does not fulfill the intent of this section. However, oral communication can be incorporated as a part of the transfer of emergency procedure information. When emergency procedure information signage is posted on the interior of the guestroom entrance door, the bottom of the information shall not be located more than 4-feet above the floor level. Visually impaired persons shall receive instructions of a type they will understand, for example: taping of instructions, instructions in Braille, or other appropriate methods.
(2) Each method of providing information shall include, but not be limited to that described in subsection (a)(2)(A-D).
(3) Hotels, motels, and lodging houses shall maintain at the registration desk a list noting the guestrooms assigned to physically disabled guests who have special emergency evacuation requirements. The innkeeper shall provide a place on the registration form so that guests may be identified who may require special emergency evacuation because of a physical disability.

(c) Hotels, motels, lodging houses, high-rise office buildings, and Group I Division 1 and 2 occupancies as defined in the State Building Code (except honor farms and conservation camps).
(1) Emergency procedure information printed on a floor plan shall be posted at every stairway landing, at every elevator landing, and immediately inside all public entrances to the building. The information shall be representative of the floor level and be posted so that the bottom edge of such information is not located more than 4-feet above the floor, where it can be easily identified. Emergency procedure information shall be printed with a minimum of 3/16 non-decorative lettering providing a sharp contrast to the background.
(2) Emergency procedure information shall include, but not be limited to that described in subsection (a)(2)(A-D).
(d) Owner(s) and operator(s) of hotels, motels, lodging houses, high-rise office buildings, and Group I Division 1 and 2 occupancies as defined in the State Building Code (except honor farms and conservation camps) shall appoint a Fire Safety Director, who shall:

1. Report to owner(s) or operator(s);
2. Coordinate fire safety activities of the facility with the authority having jurisdiction;
3. Conduct, or cause to be conducted, all training as described in subsection (e), for all building employees and maintain records of dates, subjects, and attendance of each training session; and,
4. Develop and maintain a written facility emergency plan acceptable to the authority having jurisdiction. Upon request, the facility emergency plan shall be made physically available at the respective facility to the authority having jurisdiction. Facility emergency plans shall include, but not be limited to the following:
   (A) Fire Department emergency telephone number 911;
   (B) Other emergency response telephone numbers;
   (C) Evacuation or relocation plan for the building occupants;
   (D) Duties of the Fire Safety Director and other designated emergency personnel;
   (E) Building employee responsibilities in case of emergency, including individual assignment and reporting responsibilities; and,
   (F) Procedures to identify and assist the non-ambulatory and physically disabled.

5. Assure that the requirements of subsection (d)(4)(F), procedures to identify and assist the non-ambulatory and physically disabled are accomplished as follows:
   (A) Hotels, motels, and lodging houses shall comply with subsection (b)(3)
   (B) Owner(s) or operator(s) of high-rise office buildings shall maintain a list of all permanent building tenants who have disabilities. Building owner(s) or operator(s) shall be notified in writing by those who have disabilities. Information provided in the list shall include any special emergency evacuation needs and permanent work location of such physically disabled persons. The list shall be located in the building manager’s office.

(e) Hotels, motels, lodging houses, and high-rise office buildings shall conduct annually, emergency procedures training for individuals listed in subsection (d)(3). Group I, Division I and 2 occupancies as defined in the State Building Code (except honor farms and conservation camps) shall conduct quarterly fire emergency training for individuals listed in subsection (d)(3).

1. Fire Safety Directors and their designated emergency personnel shall receive training in the identification and use of facility fire safety equipment, communication procedures, people movement procedures, fire prevention practices, and their duties outlined in their respective emergency plan. The training curriculum shall be approved by, and made available to the authority having jurisdiction.

2. Individuals designated in subsection (d)(3) shall receive training covering the identification and use of facility fire safety equipment, fire prevention practices, and appropriate procedures to follow in the event of a fire.
(3) Actual evacuation or relocation of building occupants pursuant to procedures contained in the emergency plan shall be conducted at least annually by those individuals designated in subsection (d)(3). Appropriate records, including dates, floors or building involved, and persons conducting evacuation or relocation procedures shall be maintained and made immediately available to the authority having jurisdiction upon their request. The authority having jurisdiction shall be notified not less than 48 hours in advance of such planned evacuation or relocation.

**Exception:** In hotels, motels, lodging houses, and Group I, Division 1 and 2 occupancies as defined in the State Building Code, guests and patients are not required to participate in evacuation relocation of the building. In hotels, motels, lodging houses, Group 1, Division I and 2 occupancies as defined in the State Building Code, and high-rise office buildings, on-duty personnel who have security or maintenance related responsibilities and designated management personnel approved by the fire authority having jurisdiction shall not be required to participate in any drill but, they shall provide an alternate method approved by the authority having jurisdiction to measure their knowledge of their respective duties pursuant to the emergency plan.

(f) Emergency procedure signage posted prior to the effective date of these regulations may be continued in use until one year after such effective date of these regulations.

§ 3.10 Evacuation of Buildings

Upon notification of fire, conduct of any fire drill, upon activation of the fire alarm, or upon orders of the fire authority having jurisdiction, buildings or structures within the scope of these regulations **shall be immediately evacuated or occupants shall be relocated** in accordance with established plans. (Italics added)

§ 3.11 Exits, Aisles, Ramps, Corridors and Passageways

(a) No person shall install, place or permit the installation or placement of any bed, chair, equipment, concession, turnstile, ticket office or any-thing whatsoever, in any manner which would block or obstruct the required width of any exit.

(b) No person shall install, place or permit the installation or placement of any combustible material or equipment in or exposed to any exit.

**NOTE:** When determining whether the State or Local code applies to your building, always use the code that is the most restrictive.
HIGH-RISE EMERGENCY PLAN POSITIONS

ASSISTANCE MONITORS
People who are properly trained in carry techniques, and are willing to assist with moving occupants who are in need of assistance regardless of the occupant’s disability.

BUILDING STAFF
Anyone who is employed directly or indirectly by the building owner, whose office or work area is onsite, and whose job contributes to the normal day to day operation of the building.

ELEVATOR MONITOR
The person stationed in the elevator lobby to direct people away from elevators during a fire emergency. People getting off of the elevator as well as people wanting to use it would be directed to the safest stairwell. It is paramount that this monitor does NOT use force to keep people from using the elevator. Documentation of people who insist on using the elevator is recommended.

FIRE SAFETY DIRECTOR
The responsible person assigned by the owner or operator of the building who shall work with the Department in the establishment, implementation, and maintenance of the emergency plan. The person shall: maintain a valid Fire Safety Director certificate, be employed by or reside on the premises or be otherwise approved by the Department. (italics added)

FIRE EQUIPMENT HANDLERS
The person trained in the proper use of the fire safety equipment on that particular floor. This person could also be used to take fire extinguishers to other floors if necessary.

FLOOR WARDEN
A responsible person on each floor with a valid Fire Warden certificate of every high-rise building shall be designated as Floor Warden. In cooperation with the Fire Safety Director, Floor Wardens shall oversee and ensure safe and complete evacuation or relocation of occupants during a fire or other emergency, or a fire drill. Alternate Floor Wardens shall be designated for each floor and shall assume Floor Warden duties when necessary. Exemptions to this regulation may be granted only upon a written request approved by the Chief.

This person reports directly to the Fire Safety Director or his appointee in cases of life safety violations or in an actual emergency. This person is in charge of the Fire/ Life Safety Program on that floor during an emergency.

GROUP LEADER
This person would be selected to lead evacuees to the designated “safe refuge location” and keep the group together for a head count.

SEARCHERS
This person can be utilized to provide a systematic and thorough search of the floor area.

STAIRWELL MONITORS
The person positioned at the stairwell to guide the occupants safely and efficiently into the stairwell. The occupants would then relocate to another floor or proceed to evacuate the building completely.
SUITE MONITOR (Requires Floor Warden Training certificate)
This person would be in charge of a suite or tenant space and would report directly to the Floor Warden. Depending on the size of the suite or tenant space, the Suite Monitors may incorporate additional monitors for the suite.

TELEPHONE MONITOR
This person may be assigned to the Floor Wardens’ telephone to keep lines of communication in tact.

MULTI-PURPOSE MONITOR
An individual person that is proficient in all of the monitor positions. This concept works exceptionally well in occupancies where the people move around a lot during the course of the day. While they may be too far away from their station during the emergency, another monitor would step in and take over the duties. For the Multi-Purpose Monitor system to work proficiently, these people must have regularly scheduled training.

Monitor positions, being voluntary, (other than Suite monitors when required) can be difficult to fill at times. It is most important that you make a “good faith” effort to attempt to fill them and have the documentation of having tried. Find out what works best on a given floor. It may require slight modifications on different floors to accommodate different types of tenants.

If you do not have specific monitors at the time of the emergency, the Floor Warden will have to pick monitors right on the spot. If he or she is unable to do that, he or she will have to attempt to ensure the safe and efficient evacuation him or herself.
NOTICE OF FIRE DRILL

Fire Drills are required by the Los Angeles Fire Code Section 57.33.19H

57.33.19H.1a-b & 2c Fire Drills

A mandatory minimum of one fire drill shall be conducted annually on individual floors and when practical, shall include at least five floors at a time.

During the annual fire drill the occupants shall proceed to the safest stairwell and relocate to a predetermined floor or outside safe refuge area.

Every three years it is required that the fire drill include a total building evacuation, where every occupant of the building proceeds to the safest stairwell and evacuates directly to a predetermined outside safe refuge area.

57.33.19. M3 Violations

Violation of the provisions of this Section, including refusal to participate in a mandatory fire drill required by this Section, shall be a violation of this Section punishable by at least a mandatory minimum fine of $100, up to and not to exceed $1,000, or by imprisonment in the County Jail for a period of not more than six (6) months, or by both such fine and imprisonment.

All building occupants are required to participate in all fire drills.

BY ORDER OF THE
LOS ANGELES FIRE DEPARTMENT

FIRE DRILL ON: __________________________________________________________________
Insert

Occupant Instructions

2010 Edition

DIVIDER W/TAB

Here
OCCUPANT INSTRUCTIONS

This information is as close to “generic” as this part of the manual will get. The use of this information can be used slight modifications as necessary.

The areas covered in the Occupant Instructions are as follows:

Fire Procedures
- IF YOU DISCOVER THE FIRE OR SMOKE
- UPON HEAR OR SEEING THE FIRE ALARM
- IF YOU ARE TRAPPED IN YOUR OFFICE OR AREA

Specific Smoke Detector Information

Earthquake Procedures
- During
- After

Medical Emergency

Bomb Threat

Power Outage

Title 19 Sec. 3.09 (d) 5(b) (document)
- With attached form for someone who is in need of assistance to fill out.
Fire Procedures
Occupant Instructions

If You Discover the Fire or Smoke

- **Safety of Life**: If fire is in an occupied room, remove anyone from immediate danger. Confine the fire by closing as many doors as possible as you leave the area.

- **Notification**: Activate manual pull station in close proximity.
  Call Fire Department: Dial () 911

  Give the Following:
  - Company Name ________________
  - Address _______________________
  - Nearest cross street ______________
  - Floor _______
  - Nature of emergency________
  - Your Callback Number_________

  NOTE: Do not hang up until the 911 operator does first
  If time permits call Building Staff at: 555-2345

- **Extinguish the Fire**: Only attempt to do so if: You have been properly trained, you have someone with you, and it is safe to do so.

- **Evacuation**: Proceed to the safest stairwell or exit and begin to evacuate, unless told to do otherwise by building staff or the Fire Department.

  My Floor Warden Is: _________________________
  My Safest Exit: ______________________________
  My Nearest exit (or secondary) is: _________________

The Following Phone Numbers are Alternates, use only if a problem with 911:

- Fire/ Paramedics: 1-800-688-8000
- Police: ___________________________

“Smoke detectors are provided for your personal safety. Anyone who willfully and maliciously tampers with, damages, breaks or removes any required smoke detector shall be guilty of a misdemeanor (L.A.M.C. SEC. 57.112.05). Any person who willfully and maliciously sends, gives, transmits, or sounds any false alarm of fire is guilty of a misdemeanor (P.C. 148.3).”

 Fill these in for your building.
Example

**FIRE PROCEDURES**

**IF YOU HEAR, SEE OR ARE NOTIFIED OF AN ALARM**

1) If leaving a room feel doors before opening them and do not open any that appears hot. Remember to 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 (app. 12” up from the floor). **DO NOT ATTEMPT TO RUN THROUGH FIRE OR FLAMES.**
4) **DO NOT USE ELEVATORS.** If you are in an elevator when the alarm sounds, do not push the “emergency stop” button.
5) Proceed to the safe stairwell and begin to evacuate, unless told to do otherwise by the Building Staff or Fire department.

**NOTE:** You may be called upon to assist the Floor Warden with people who may need assistance on your floor.

**IF TRAPPED INSIDE YOUR OFFICE, ROOM, OR AREA**

a) Wedge cloth material along the bottom of the door to keep out smoke.
b) Close as many doors as possible between you and the fire.
c) Use telephone if available, and notify the Fire Department of your problem and location.
d) If windows are operable, and you must have air, open the window. Break window only as a last resort, as it will become impossible to close it later.

**MY SAFE REFUGE LOCATION IS:**
EARTHQUAKE PROCEDURES

OCCUPANTS

DURING THE EARTHQUAKE

- **REMAIN CALM**: Do not panic, and do not attempt to go outside. Protect yourself.

- **ACT QUICKLY** - Move away from windows, temporary walls or partitions, and freestanding objects such as files, cabinets, shelves, or hanging objects.

- **DUCK** - or drop down to the floor.

- **COVER** - Take cover under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms.

  **HOLD** - If you take cover under a sturdy piece of furniture, hold on to it and be prepared to move with it.

  **STAY PUT** - Hold this position until the ground and/or building stops shaking and it is safe to move. Stay inside; do not attempt to exit the building during the shaking.

**NOTE:** Doorways **should not** be used as protective cover.

**If You Are Outside:**

- If you are outdoors when the quake occurs, stay there. Move away from structures, power poles, lampposts or retaining walls that could fall during the quake and avoid fallen electrical lines. If possible, move to an open area.

**AFTER THE 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). Do not move injured unless absolutely necessary.

3) Replace telephone handsets that have been shaken off, but do not try to use the telephone (except for emergencies to call 911).

4) **DO NOT USE ELEVATORS.** When exiting, make sure that the exit path is safe to use.
MEDICAL EMERGENCY
And
BOMB THREAT

Medical Emergency

1) Do not move the injured party.
2) Call Paramedics. Dial ( ) 911
   Give them the following information:
   - Building Name _______________________
   - Building Address _____________________
   - Nearest Cross Street __________________
   - Floor or Suite # ______________________
   - Nature of Emergency ___________________
   - Location of injured party (if different than yours)
   - Your Callback Number ___________________
3) Call the FSD or the Office of the Building at ____________________
   NOTE: If possible, have them hold an elevator in the lobby for Emergency Services to use upon arrival.
4) Try to make the injured party comfortable (without moving them)
   If CPR or EMT trained assist as necessary.
5) Gather as much information about the person's injury as you can.
   (e.g. Signs, symptoms, and /or chief complaint).
6) Have someone at the elevator lobby on the floor to direct Security and /or Emergency Service to location of injured party.

BOMB THREAT

1) Attract the attention of a co-worker. Have your co-worker call 911 to request the call on your line be traced and for the Police Department to respond.
2) Get as much information from the caller as possible about the bombs location, type, and time of detonation.
3) Ask about the bombs appearance and who is placing it.
4) Listen for background noises or distinguishing voice characteristics that might aid Police.
5) Assure that emergency services have been notified and relay all information.
6) Survey your immediate work area and report any suspicious items to building Security. Do not touch a suspected bomb or unusual device.
UPON DISCOVERY OF A SUSPECTED BOMB/DEVICE

1. Insure that the device is not moved or covered, noting its description and exact location. (Walkie-talkie sets, or cordless or cellular phones, should not be permitted in the area within 200 ft.) or used at this time.)

2. Call the Los Angeles City Police Department at 911 (_______) is the seven digit alternate to be used only if there is a problem with 911).

3. Keep the Building Office (FSD) informed of all current facts. Control entry to the area until relieved of responsibility or given further instructions from the Police Department.

4. Simultaneously, commence evacuation of the area or floor. Utilize floor response teams as communication messengers.

NOTE: Notification should be handled in a low-key manner to help reduce the chance of panic. Evacuate the floor spaces immediately above and below the device, and on either side.

5. After you have been relocated, be prepared to assist the authorities as required or requested.

6. When evacuation in response to a bomb threat or the discovery of a Bomb/Device consider the safety of primary and secondary evacuation routes before using them.

7. Advise the appropriate authorities as to current activities, situation, and possible relocation site if applicable.
BOMB THREAT REPORT

Name of operator, or person receiving call ____________________ Date of call ______ Time _______ AM. ______ PM.

QUESTIONS TO ASK:

1. When is the bomb going to explode?__________________________
2. Where is the bomb right now?______________________________
3. What kind of bomb is it?________________________________
4. What does it look like?____________________________________
5. Why did you place the bomb?_______________________________

ORIGIN OF CALL:

Local__ Long Distance __ Phone Booth__ Internal__

IDENTITY OF CALLER:

Voice:

__Male __Female __Loud __Soft __High Pitch __Deep __Raspy
__Pleasant __Nasal __Poor __Intoxicated
__(Other)_______________________________________________

Speech:

__Fast __Slow __Distant __Distorted __Stutter __(Other)____________

Language: _Accent:

__Good __Foul __Local __Foreign __Ethnicity __Regional
__(Type)_______________________________________________

Manner:

__Calm __Angry __Rational __Incoherent
__Irrational __Emotional __Coherent __Nervous Laugh
__Deliberate __Righteous

Background Noise:

__Office Machines __Trains __Factory Machines __Music __Animals
__Quiet __Airplanes __Voices __Street Traffic
__(Other)_______________________________________________

Who did you inform about the call? ________________________________

If caller seemed familiar with our plant, building or operation, indicate how.

As well as you can, write what the caller said.

KEEP THE CALLER ON THE PHONE AS LONG AS POSSIBLE
DON'T HANG UP FIRST!
POWER OUTAGE

Power Outage

1) Remain calm and in place.

2) If possible, notify Building Management or Security by dialing _________________________.

3) Turn on battery powered radio to find out what is happening in your area.

4) Unplug all electrical equipment, movie projectors, TV sets, computers, audiovisuals, and turn off light switches unless needed.

WHEN POWER RETURNS IT MAY SURGE AND BLOW OUT LIGHTS AND ELECTRICAL EQUIPMENT LEFT ON.

5) Open window shades to provide natural lighting.

6) If evacuation is necessary, use flashlights or light sticks to evacuate to your designated area.
NOTICE OF FIRE DRILL

Fire Drills are required by the Los Angeles Fire Code Section 57.33.19H

57.33.19H.1a-b & 2c Fire Drills

A mandatory minimum of one fire drill shall be conducted annually on individual floors and when practical, shall include at least five floors at a time.

During the annual fire drill the occupants shall proceed to the safest stairwell and relocate to a predetermined floor or outside safe refuge area.

Every three years it is required that the fire drill include a total building evacuation, where every occupant of the building proceeds to the safest stairwell and evacuates directly to a predetermined outside safe refuge area.

57.33.19. M3 Violations

Violation of the provisions of this Section, including refusal to participate in a mandatory fire drill required by this Section, shall be a violation of this Section punishable by at least a mandatory minimum fine of $100, up to and not to exceed $1,000, or by imprisonment in the County Jail for a period of not more than six (6) months, or by both such fine and imprisonment.

All building occupants are required to participate in all fire drills.

BY ORDER OF THE
LOS ANGELES FIRE DEPARTMENT

FIRE DRILL ON: _______________________________
Title 19 Sec. 3.09 (d)5(b)

Attention
California Code of Regulations
Title 19 Section 3.09(d) 5(b)

“Assure that the requirements of subsection (d) (4) (F),’procedures to identify and assist the non-ambulatory and physically disabled’ are accomplished as follows:

(A) Hotels, motels, and lodging houses shall comply with subsection (b) (3);
   b (3) Hotels, motels, and lodging houses shall maintain at the registration desk a list noting the guest rooms assigned to physically disabled guests who have special emergency evacuation requirements. The inn-keeper shall provide a place on the registration form so that guests may be identified who may require special emergency evacuation because of a physical disability.

(B) Owner or operator(s) of high-rise office buildings shall maintain a list of all permanent building tenants who have disabilities. Building owner(s) or operator(s) shall be notified in writing by those who have disabilities. Information provided in the list shall include any special emergency evacuation needs and permanent work location of such physically disabled persons. The list shall be located in the building manager's office;

----------------------------------------------------------------------------------------------------