

COUNTY OF LOS ANGELES
EMERGENCY PROCEDURES MANUAL
GUIDELINES FOR COUNTY BUILDINGS
(Revised 1997)

Prepared and presented by
The Chief Administrative Office
Office of Emergency Management

In cooperation with
The Los Angeles County Fire Department

PREFACE

The County of Los Angeles developed this manual to help ensure the safety of our employees and the public in the event of an emergency which affects County owned or leased buildings. The Board of Supervisors has mandated that all County facilities shall comply with the provisions as set forth in the California Administrative Code, Title 19.

This manual is generic in form and designed for all high or low rise buildings owned and/or occupied by Los Angeles County. **It is mandatory that this manual be completed and used in all County buildings.** The information in the manual shall be specific to the building listed below and shall be revised and updated at least annually. **Any material in this manual pertaining to California Administrative Code (CAC) Title 19, is required by law.**

Additional procedures outlined for Bomb Threat, Medical Emergency, Earthquake, Civil Disorders, etc., are recommendations only. The provisions of Section 3.09 and 3.10, of Article 3, Subchapter 1, Chapter 1, Title 19, of the California Administrative Code, requires that persons responsible for new and existing high-rise buildings comply with the Emergency Pre-Fire Planning and Evacuation Requirements as set forth therein. These requirements are also stated in the Los Angeles County Fire Code Part VIII, Division I, Appendix I-B.

Building Emergency Coordinators (BEC's), Assistant BEC's, Alternate BEC's, Floor Wardens and other emergency response team members are encouraged to **copy the blue or asterisked pages of this manual for use as a quick reference "Sub-Manual"**. The blue pages shall remain in the manual itself.

THIS MANUAL AND ITS CONTENTS SHALL REMAIN THE PROPERTY OF THE BUILDING, and be made readily available to members of the local City/County Fire Department upon demand. (Refer to Documents Section for Fire Department approvals).

The Los Angeles County Office of Emergency Management (OEM) is responsible for periodically updating and releasing this guidance manual. Changes should be submitted to the OEM BEC Program Coordinator by contacting (213) 974-1120.

BUILDING ADDRESS:



INTRODUCTION TO THE EMERGENCY PROCEDURES MANUAL

This manual is divided into nine sections. Some of the sections are purely for reference. They either cite legal requirements, provide guidelines or offer examples. A couple of the sections must be completed by the Building Emergency Coordinator. They constitute the actual site-specific plan for the building and the quick reference emergency response actions the BEC, floor wardens, and team members shall take.

Section I

Covers the legal requirements established in the California Administrative Code, Title 19, Public Safety for all high-rise buildings.

Section II

Covers the organizational hierarchy which carries out the building's emergency planning and emergency response. It provides a description of the duties that key personnel are responsible for carrying out.

Section III

Describes proper use of telephones during emergencies and includes examples of the types of emergency telephone number listings the BEC should maintain.

Section IV

Covers the information the BEC needs to know in order to develop site-specific floor plans and plot plans. It includes examples of typical emergency signs.

Section V

Covers life safety systems and equipment typically found in buildings. It identifies the systems BECs should become familiar with and it offers examples of how equipment should be listed for emergency reference.

Section VI

Describes the emergencies which occur most often and covers, in general terms, the proper response actions to take.

Section VII



Covers documentation of the BEC's compliance with inspections, drills and training.
The forms in this section must be filled out as they pertain to your building.



Section VIII

This section represents the heart of your emergency procedures manual. It includes your BEC organization chart, floor and plot plans and emergency phone numbers.

Section IX

Includes supplemental information on first aid, nonstructural hazards, etc. You can add any additional reference material to this section that you want.



Section I

Authorities and References



AUTHORITIES AND REFERENCES

HIGH-RISE BUILDING REQUIREMENTS

CALIFORNIA ADMINISTRATIVE CODE, TITLE 19. PUBLIC SAFETY.

Chapter I, Subchapter I, Article 3,

Section 3.09 - Emergency Pre-Fire Planning.

- (b) High-Rise Buildings. Owners, operators, tenants, administrators, and managers of high-rise buildings shall, in cooperation with the fire authority having jurisdiction, establish procedures which shall include but not necessarily be limited to the following:
- (1) Assignment of a responsible person as Building Emergency Coordinator to work with the fire authority in the establishment, implementation, and maintenance of the emergency pre-fire plan.
 - (2) The telephone number of the local fire department shall be conspicuously posted in a location adjacent to the telephone in each dwelling unit, hotel guest room, telephone switchboard, and in other areas as directed by the fire authority having jurisdiction.
 - (3) Emergency plan procedures shall be conspicuously posted in each dwelling unit, hotel guest room, office area, and other locations as required by the fire authority having jurisdiction. Such procedures shall provide for the relocation or evacuation of building occupants.

Section 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.

NOTE: Authority cited -- Sections 13108, 13143, 13143.6, 13211, 13221, 17921 Health and Safety Code.

NOTICE: These regulations do not supersede, annul, or in any manner abrogate any

other provisions of the local City/County Code. Compliance with these regulations does not relieve any person from compliance with applicable provisions of any county, state or federal law.



CALIFORNIA ADMINISTRATIVE CODE, PART 2, TITLE 24 "EXCERPTS"

Section B1733. Existing High-Rise Buildings.

- (a) Scope and Definition. The provisions of Sections B1733 through B1747 shall apply to every existing high-rise building of any type of construction or occupancy having floors (as measured from the top to the floor surface) used for human occupancy located more than 75 feet above the lowest floor level having building access.

"Existing High-Rise Structure" means a high-rise structure, the construction of which is commenced or completed prior to July 1, 1974.

For the purpose of this section, construction shall be deemed to have commenced when plans and specifications are more than 50 percent complete and have been presented to the local jurisdiction prior to July 1, 1974.

Actual construction of such buildings shall commence on or before January 1, 1976, unless all provisions for new buildings have been met.

- (b) Compliance Date. Except as may be otherwise specified, existing high-rise buildings shall conform to the applicable requirements of these regulations.

CALIFORNIA HEALTH AND SAFETY CODE. (Selected references)

Chapter 4. Hotels and Motels (and high-rise structures)

13220. Emergency Procedures Information.

- (a) The owner or operator of any privately owned high-rise structure, as defined in Section 13210, or any hotel or motel, shall provide to persons entering those buildings specific emergency procedures to be followed in the event of fire.
- (b) In the case of hotels and motels, the emergency procedure information shall be posted in a conspicuous place in every room available for rental in the hotel or motel or, at the option of the hotel or motel operator, it shall be provided through the use of brochures, pamphlets, videotapes, or other means pursuant to regulations adopted by the State Fire Marshal.
- © In the case of other high-rise structures, the emergency procedure information shall be made available in an area of the structure which is easily

accessible to all persons entering the structure, designated pursuant to the regulations of the State Fire Marshal.

13221. Regulations.

The State Fire Marshal shall adopt regulations for the furnishing of emergency procedure information according to this chapter. Those regulations may include the general contents of brochures, pamphlets, signs, or videotapes used in furnishing emergency procedure information, but shall provide for at least the following:

- (a) A reference to the posting of exit plans for the structure.
- (b) A general explanation of operation of the fire alarm system of the structure.
- © Other fire/emergency procedures.

13223. Penalties for violation of chapter.

Any person who violates the provisions of this chapter is guilty of a misdemeanor and upon conviction, shall be punished by a fine of not to exceed ten thousand dollars (\$10,000) or imprisonment in the county jail not to exceed six months, or both.

CALIFORNIA ADMINISTRATIVE CODE, TITLE 8. INDUSTRIAL SAFETY.

Chapter 4, Subchapter 7, Article I.

Section 3220. Emergency Action Plan. (selected reference)

(a) Scope and Application.

This section applies to all emergency action plans. **The emergency action plan shall be in writing**, except as provided in the last sentence of subsection (e) (3) of this section, and shall cover those designated actions employers and employees must take to ensure employee safety from fire and other emergencies.

(b) Elements.

The following elements, at a minimum, shall be included in the plan:

- (1) Emergency escape procedures and emergency escape route

assignments;

- (2) Procedures for employees who remain, to implement critical plan operations before they evacuate;
- (3) Procedures to account for all employees after emergency evacuation has been completed;
- (4) Rescue and medical duties for those employees who are assigned to perform them;

The preferred means of reporting fires and other emergencies; and

- (6) Names of regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan.

© Alarm System.

- (1) The employer shall establish an employee alarm system which complies with Article 165.
- (2) If the employee alarm system is used for alerting fire brigade members, or for other purposes, a distinctive signal for each purpose shall be used.

(d) Evacuation.

The employer shall establish in the emergency action plan the type of evacuation to be used in emergency circumstances.

(e) Training.

- (1) Before implementing the emergency action plan, the employer shall designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees.
 - (2) The **employer shall advise each employee of his/her responsibility under the plan at the following times:**
 - (a) Initially when the plan is developed;
 - (b) Whenever the employee's responsibilities or designated actions under the plan change; and
- © Whenever the plan is changed.

- (3) The employer shall review with each employee upon initial assignment, those parts of the plan which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept at the workplace and made available for employee review. For those employers with 10 or fewer employees the plan may be communicated orally to employees and the employer need not maintain a written plan.

NOTE: Authority and reference cited: Section 142.3, Labor Code.

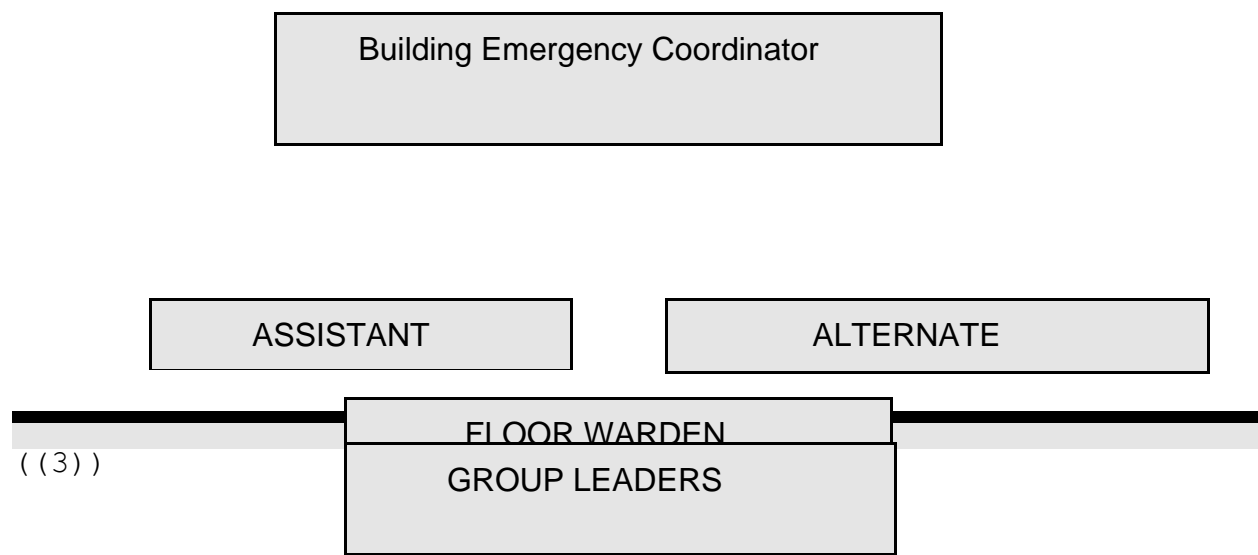
Section II

Organization and Duties

SAMPLE BEC ORGANIZATION CHART

The BEC Organization Chart illustrates the line of authority and structure for the positions assigned to carry out emergency responsibilities for the building.

Use the BEC Organization Chart as a tool to pull together the number of people you require in order to meet the needs of the occupants of your building.



RESPONSE TEAMS

- * STAIRWELL MONITORS
- * EVACUATION ASSISTANTS
- * FIRE EQUIPMENT MONITORS
- * SEARCHERS
- * MESSENGERS
- * TRAFFIC MONITORS



PERSONNEL DUTIES AND RESPONSIBILITIES FOR BUILDING EMERGENCY COORDINATOR

The Building Emergency Coordinator shall oversee plan development and coordinate changes to the plan. The responsibilities of the position include but are not limited to the following:

1. Develop and maintain pre-emergency plans and emergency procedures for the building, including evacuation plans.
2. Gain approval from the local City or County Fire Department for pre-emergency plans, emergency procedures and training programs.
3. Act as liaison to the local City or County Fire Department and building occupants in implementing and maintaining emergency programs.
4. Maintain a master list of floor wardens and response team members designated by tenant departments of the building.
5. Act as the primary training coordinator to ensure that floor wardens/response teams are adequately prepared to carry out their responsibilities.
6. Consult with floor wardens on plan development and notify them whenever an evacuation drill (either by individual floor or entire building) is conducted.
7. Conduct annual fire drills.
8. Maintain the Building Emergency Procedures Manual in a central location for inspection by the local City or County Fire Department.
9. Coordinate distribution and upkeep of emergency telephone listings, a roster of emergency team members and the "Emergency Procedures Manual."
10. Notify the local City or County Fire Department of a personnel change in the position of Building Emergency Coordinator by telephone or mail.
11. Designate safe refugee areas.
12. Sign and submit annual fire drill documentation for each floor of the building to the local City or County Fire Department, if requested (see Section VII for sample form).
13. Direct operations as required in the plan.

14. Act as a liaison with fire and law enforcement agencies during emergencies.



PERSONNEL DUTIES AND RESPONSIBILITIES

FLOOR WARDENS

Floor wardens for each location and their alternates are appointed by the BEC or director of the County Department occupying the most space on a particular floor (variations may exist under the direction of the BEC). Responsibilities of the position include but are not limited to the following:

1. Become thoroughly knowledgeable about the building's floor layout and the emergency procedures and evacuation guidelines.
2. Interface on a regular basis with the BEC concerning plans, training, and required documentation of emergency programs.
3. Assist departmental management in the appointment of the alternate floor warden, response team members, and alternates.
4. Organize and provide initial and refresher training for the alternate floor warden, response team members, and alternates.
5. Coordinate emergency procedures for the sub-areas of the assigned floor.
6. Ensure annual fire drills are conducted and emergency instructions are given to floor occupants. Refer to "Fire Drill Instructions" and annual "Emergency Instructions to Building Occupants". The Emergency Procedures Manual provides necessary guidelines for crisis and evacuation plans.
7. Request that the Internal Services Department prepare and post emergency exit floor plans in each quadrant and every elevator lobby of assigned floor. Additionally, install emergency exit plans in rooms leading into hallways.
8. Consult with the BEC prior to conducting any drill.
9. Maintain a roster of employees needing assistance and give the BEC a copy.
10. Prepare and maintain floor diagrams for the area of responsibility as indicated in the Emergency Procedures Manual.
11. Assign an "Accountability Response Team" to stay with the evacuated persons and take roll at the safe refuge areas.

PERSONNEL DUTIES AND RESPONSIBILITIES

RESPONSE TEAM MEMBERS

Response team members and their alternates are preselected by the floor warden. Team members needed for assigned areas will vary relative to floor space, floor layout, and the number of employees occupying the site. The nature and extent of an emergency will also affect the number and type of positions needed at a particular time. The floor warden will decide how many and what type of positions are required overall. Following are examples of the types of functions response team members may perform:

Stairwell Monitors

1. Have thorough knowledge of stairwell locations, primary and secondary evacuation routes, hallways, evacuation procedures, and selected refuge areas in and out of building.
2. Make sure stairwells are clear.
3. Direct occupants to the proper stairwells during evacuations.
4. Assist floor wardens as requested prior to and immediately following the evacuation.

Alternates

1. In the absence of the primary person, assume and perform the duties of the assigned position.
2. Assist in emergency procedures as instructed by floor wardens or person in primary position.
3. Assist emergency services personnel as requested.

Fire Equipment Monitors

1. Size-up the fire problem.
 2. Report to emergency area with appropriate fire equipment.
 3. Attempt to extinguish blaze as previously trained.
-

3))

PERSONNEL DUTIES AND RESPONSIBILITIES

Response Team Members (contd.)

((3))

4. Return equipment to a state of readiness after use.

First Aid Assistants

1. Maintain first aid kit.
2. Report with equipment to emergency area and assist injured persons to the extent of training.

Evacuation Assistants

1. Assist in the evacuation of mobility-impaired persons in accordance with the plan laid out from the results of the "Request for Reasonable Accommodation" process.
2. Act as support to the First Aid Assistant(s) for injured evacuees.

Messengers

1. Relay messages to and from the BEC and the involved floor(s)/ area.

Search and Rescue (light)

1. Systematically search local floor areas (restrooms, inner offices and hallways, etc.) where damage occurred and attempt to extricate trapped individuals.

((3))

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PERSONNEL DUTIES AND RESPONSIBILITIES

Response Team Members (contd.)

((3))

Traffic Monitors

1. Provide traffic control sufficient to allow evacuees to reach safe refugee areas.

3))

PERSONNEL DUTIES AND RESPONSIBILITIES

Response Team Members (contd.)

Section III

Emergency Phone Numbers

((3))

TELEPHONE USE DURING AN EMERGENCY

ESTABLISH A TELEPHONE DIRECTORY

The BEC shall maintain a telephone directory with the emergency phone numbers of all the response team members in the building, and all the external agencies needed during emergencies. Since the telephone will be used for reporting incidents and communications among emergency team members, it is essential for the list to be kept current. **Any name or telephone number changes for floor wardens, their alternates, emergency response team members, etc., must be immediately reported in writing to the Building Emergency Coordinator.**

REPORTING AN EMERGENCY BY TELEPHONE:

- Contact the emergency response personnel or service agency.
- Give your name, the nature of the emergency, a complete address (building, floor, room number), and the telephone number from which you are calling.
- Do not hang up until emergency personnel indicate the call is complete.
- If possible, watch or have someone watch for emergency personnel to arrive, and assist in directing them to the appropriate area. Each floor warden should fill in a telephone list for assigned areas and return it to the Building Emergency Coordinator. A complete building telephone list will be returned to each floor warden. In addition, updates will be sent to reflect changes. See Section VIII, Sub Manual.

**BUILDING ORGANIZATION
EMERGENCY NUMBERS**

Building Manager

Name/Title: _____
Phone (H): _____ (W): _____

Phone
(H): _____
(W): _____

Building Emergency Coordinator (BEC)

Name/Title: _____
Phone (H): _____ (W): _____

**Departmental Emergency
Coordinator**

Assistant Building Emergency Coordinator

Name/Title: _____
Phone (H): _____ (W): _____

**Departmental Operations
Center**

Alternate Building Emergency Coordinator

Name/Title: _____
Phone (H): _____ (W): _____

Eng/Maintenance Staff (Day)

Name/Title: _____
Phone (H): _____ (W): _____

Location: _____
Beeper #: _____

Eng/Maintenance Staff (Night)

Name/Title: _____
Phone (H): _____ (W): _____

Cell Phone: _____
Location: _____
Beeper #: _____

Security (Day)

Name/Title: _____
Phone (H): _____ (W): _____

Cell Phone: _____
Location: _____
Beeper #: _____

Security (Night)

Name/Title: _____
Phone (H): _____ (W): _____

Cell Phone: _____
Location: _____
Beeper #: _____

Switchboard (Night)

Name/Title: _____

Emergency Telephone Numbers

Emergency Services Local Fire Department
(or dial 911 if situation is life-threatening)

Paramedic/Ambulance

Local Sheriff or Police

Utility Companies

Natural Gas Company

Water or Water & Power

Electricity

Telephone Company

Sanitation District

Health and Public Health Services

Local Hospital

Poison Control Center

Toxic Center (Haz-Mat)

FBI

EMERGENCY RESPONSE TELEPHONE NUMBERS

(List the numbers of specially needed suppliers, agencies, etc. which are important to building management, such as: alarm companies, security, contractors, installers or emergency equipment, signage, etc.)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



Section IV

Facility Plans and Diagrams



FACILITY PLANS AND DIAGRAMS

Internal Services Department shall provide to all Los Angeles County buildings, accurate, easy to read, floor plans and plot plans.

1. Floor plans shall show: (Each floor unless typical)
 - a. Elevators, stairwells, fire escapes (state where they exit)
 - b. Manual fire alarm pull stations*
 - c. Fire equipment (hose, extinguisher)*
 - d. Earthquake Survival Kit (cache)
 - e. Each stairwell shall be individually identified (i.e., west, northeast, etc.)

2. Plot plans shall show: (Within a three-block radius)
 - a. Adjacent streets and buildings
 - b. Alleyways
 - c. Parking lots
 - d. Safe Refuge Areas (out-of-building)

3. Multi-tenant buildings shall show: (Separate page/list)
 - a. Tenant/occupant of each floor, starting list from top-down (penthouse, roof to lobby, first floor, basement, sub-basement, etc.)
 - b. Show total number of personnel per floor (approximate life hazard probabilities)

The following pages give guidance for
tenant plans and emergency signage.

developing floor plans, plot plans, multi-

* Shall be indicated by a symbol.

FLOOR PLANS

GUIDE

Diagram each floor
unless typical

1. Hallways to Exits
2. Elevators (Freight or Service)
3. Stairwells
4. Fire Escapes
5. Manual F/A Pull Stations
6. Fire Equipment (Hose, Extinguisher)
7. Earthquake Survival Kit (Cache)

NOTE: SHOW PRIMARY EXIT ROUTES IN RED, AND SECONDARY EXIT ROUTES IN GREEN.

EMERGENCY EXIT SIGNS

In high-rise buildings, emergency exit signs must be posted in each quadrant of each floor, in every elevator lobby, and in rooms leading into hallways.

Sample signs are shown on the following pages.

The signs shall provide information which instructs staff on what to do in case of fire, including where to call (Fire Department and switchboard operator) the need to alert others, the need for activating alarms, and information for evacuating the area.

In low-rise buildings, it is recommended that signs be placed in the stairwells and elevator lobbies.



The sample exit sign below is for a stairwell in a high-rise building. The sign gives the reader the following information:

- The stairwell is the third in the building,
- The stairwell has roof access,
- the reader is located on the 6th floor landing,
- the stairwell has access from floors 1 through 12, and
- the stairwell exits onto Hill Street.

Contact your local fire inspector to obtain the appropriate construction specifications and installation instructions for your building.



PLOT PLAN

GUIDE

(see file figb)



EMERGENCY RESPONSE TELEPHONE NUMBERS

Example

Emergency Services

Local Fire Department
(or dial 911 if situation is life-threatening)

Paramedic/Ambulance

Local Sheriff or Police

Utility Companies

Natural Gas Company

Water or Water & Power

Electricity

Telephone Company

Sanitation District

Health and Public Health Services

Local Hospital

Poison Control Center

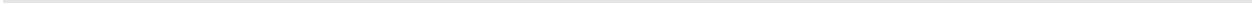
Toxic Center (Haz-Mat)

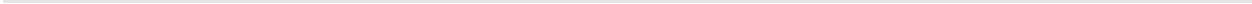
FBI











Section V
Building Systems



BUILDING EMERGENCY SYSTEMS AND EQUIPMENT

THE BUILDING EMERGENCY COORDINATOR AND BUILDING STAFF PERSONNEL SHALL BECOME PROFICIENT IN THE OPERATION AND MAINTENANCE OF ALL LIFE SAFETY SYSTEMS AND EQUIPMENT.

The BEC (with the assistance of Building Engineer or other knowledgeable person) shall place basic information in the EMERGENCY PROCEDURES MANUAL.

This information should reflect:

- TYPE** of equipment or system.
- LOCATIONS(S)** within the building.
- EMERGENCY FUNCTION** of the equipment.
- OPERATIONS**, testing and **RE-SET** of this equipment.

Note: Manufacturer's instructions, diagrams, etc., may be used.

Information shall be supplied on the following (as applicable):

- a. Manual fire alarm system (pull stations)
 - b. Smoke detector/sensor use: (elevator recall, stairwell pressurization, **Heating ,Ventilation, Air Conditioner (HVAC)** deactivation.
 - c. Annunciator alarm panel (Fire Control Room) operations.
 - d. Communications systems (public address system use).
 - e. Emergency power equipment (generator).
 - f. Sprinkler, standpipe, fire pump, fire hose and related systems.
Water flow alarms shall be covered.
 - g. Location of Department control valves
 - h. Utility service shut down locations, tools, etc.
 - l. List hazardous materials used on the premises and locations.
 - j. Fire Department Lock Box (necessary keys, contents).
 - k. Stairwell Systems -- Evacuation routes shall be identified and any special or unique characteristics noted. Information should cover: Emergency lighting use; pressurized protection; interior communications; locked door areas (methods of unlock); termination points to the outside, cross-over patterns, roof accessibility; all information pertinent to "people movement" of these, as well as fire
-

escapes.

All printed information/instruction should be adequate to easily explain proper operation. USE AS MANY PAGES AS NECESSARY TO COVER THE SUBJECT.

IMPORTANT: Whenever any emergency system is removed from service, such as for repairs, etc., the Fire Department shall be immediately notified by telephone. (Especially if ALARM or SPRINKLER system involved). The BEC shall establish a 24-hour "FIRE WATCH" until such time as the system or systems are back to normal service.

The below drawing is intended to illustrate a building's Fire/Life Safety Emergency Systems - and, their functional relationship.

The dotted lines indicate the various interfacing of systems. Note that they invariably culminate at the building Fire Control Center (room), which is normally located at ground level and/or in the main lobby.



BUILDING EMERGENCY SYSTEMS/EQUIPMENT WORKSHEETS

(Complete this page)

Check (X) equipment and systems used by this building and **fill in data**. Follow this page with specific information/testing, etc., as appropriate.

The complex manager shall do a "walk through" with the BEC to identify and make them familiar with the following:

- () Fire Control Room _____ Locked?
- () Security Console
- () Lobby Desk
- () OTHER: (specify)
- () Fire Dept. Lock Box (master keys, info)

EMERGENCY SYSTEMS MONITORING & CONTROL

(Location of indicator lights/panels/controls)

- () Manual Alarm Pull Stations
Activation will alert individual floor (). Entire building ().
Audible is sound of: _____. The audible alarm can be caused by activation of other systems:
- () Smoke Detector/Elevator Recall
- () Smoke Detector/Area
- () Smoke/Sensor/Air Handling (HVAC)
- () Sprinkler/Water Flow Alarm _____ Outside Bell
- () Generator operation
- () Fire Pump operation _____ Water Supply Levels
- () Stairwell Door Unlocking
- () Stairwell Pressurization
- () Stairwell Communications/Intercom
- () Other Indicators/Controls: (specify)

Stairwell # ___ exits building at:
Stairwell # ___ exits building at:

Stairwell # ___ exits building at:

EMERGENCY EQUIPMENT INFORMATION

(Location of)

() Air Handling (HVAC) _____ Manual shutdown required?

() Emergency Generator

Fuel used: ___ Fuel Supply (amt): ___ Gals. Location

() Battery Packs (Emergency Lighting) at

() Fire Pumps

Tanks/Reservoir _____ Supply (amt): _____ Gallons

() F.D. Main Control Valve

() Sectional (area) Valves

Are the Systems electronically monitored by a PRIVATE AGENCY?

Company Name: _____ Telephone:

UTILITY CONTROL (Shutoff locations, special tools required)

() MAIN Natural Gas

() MAIN Electrical (or Vault)

() Secondary Panels

() MAIN Water (Domestic)

() Heliport/Pad provided. Lighted? ___ Access by Stairwell(s)

SPECIAL INSTRUCTIONS

Floor ALARM pull stations are reset by (method/tools):

Manual elevator recall "key down" procedure:

Other systems (as apply):



(USE ADDITIONAL PAGES, AS NECESSARY AND EXPLAIN DETAILS)

AN X-RAY LOOK AT BUILDING EMERGENCY SYSTEMS---

In general, and depending on what year the building was constructed-- (1975-76 was the cutoff date for NEW requirements), some or all of the systems will be found.

FIRE emergency could involve the following scenario:

Fire starts- a sprinkler head opens, putting water on the flames. As water flows, the alarm panel (LED) sound; an exterior bell sounds; the building fire pump is activated to maintain water pressure and its' panel LED shows "in operation".

Smoke reaches several types of sensing device; in the HVAC (air-handling) system, shut down may occur or change to exhaust mode. At the elevator lobby smoke detected would cause all elevators to return to the main lobby and deactivate. Both of would signal at the alarm panel and may either and/or cause audible alarm at the floor, on three floors, or throughout the entire building. Lobby/corridor fire doors would close, positive pressurization of stairwells would take place, stairwell door unlock systems would release, all of these indicating at alarm panels.

Most of the emergency systems of a building react automatically, BUT . . . manual controls are to be found- and, should be known.

IT IS VERY IMPORTANT TO UNDERSTAND THE RESET OPERATIONS. ALL THAT IS CALLED FOR, TO PROPERLY REINSTATE THE MANY SYSTEMS.

Section VI

Guidelines for Hazards



GUIDELINES FOR HAZARDS

The following six pages give **examples** of emergencies that occur frequently and the appropriate response. They are intended to serve as guidelines for the BEC to use in making building-specific plans.

The building-specific plan should include only those elements of the guidelines that apply to it. The BEC must ensure that all applicable questions, i.e., alarm systems, etc., are completed and included in their Building Emergency Procedures Manual.

GUIDELINES FOR ALL HAZARDS

FIRE

Safety Actions -- General Information

If you discover a fire, evacuate the area closing the doors as you go. Call the 9-1-1 number, pull the fire alarm device, and notify the floor warden of your action.

NEVER USE AN ELEVATOR, use stairwells for exiting. They offer the safest and quickest means during an emergency. Knowledge of WHERE the stairwells, exit (street, alleyway, etc.) are, and WHICH have "access to the roof" is extremely important to an effective evacuation plan.

EARTHQUAKE

Safety Actions --- General Information

First and foremost, take cover. STOP, DROP, and Shelter.

BEC actions will cover assessment of: Injuries; fire; structural damage; hazardous areas; and utility control/ shutdown and completion of the 6-hour, 12-hour, and 24-hour damage assessment report (see Section VII).

Evacuation to preplanned safe refuge sites (if safe) will be ordered -- but only after inspection of the routes chosen.

ELECTRICAL FAILURE (power outage)

Safety Actions --- General Information

Notify appropriate utility company.

Advise occupants to open shades/blinds to take advantage of all natural light. Tenant/Floor Warden



flashlights should be utilized.

If evacuation is deemed appropriate, direction shall be given by way of P.A. System, telephone (if operative) OR by staff message runners.

NOTE: If the building is equipped with emergency power generator, **minimal** lighting will be restored within 60 seconds. Persons stuck in elevators should be contacted and advised to remain calm and not to force doors or hatches. The fire department may have to be summoned for assistance.

RIOT/CIVIL DISORDERS

Safety Actions --- General Information

Dial 911 -- Local law enforcement.

When the situation becomes evident or upon advisement, instruct tenants not to provoke or intimidate these individuals, stay away from lower level windows and draw blinds. Avoid having to leave building.

Take security precautions by locking the building entry and manually grounding all elevators (until the situation is resolved).

Parking facilities shall be given similar instructions and shall control vehicle movement.

MEDICAL EMERGENCY

Safety Actions --- General Information

Dial 911.

Activate First Aid Response Team, pending arrival of medical emergency responders.

Staff shall manually procure an elevator and place on "hold" (the freight or service elevator is preferable).

Floor warden shall station personnel at the floor level to direct emergency responses to the injured.

Available first aid, EMT, CPR, etc., should be sought by utilizing a list of trained people in the building.

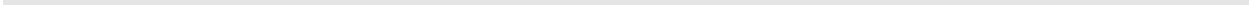
BOMB THREAT AND SEARCH

Safety Actions --- General Information

Dial 911.

The BEC will relocate staff to different floors or order total evacuation of the building, if appropriate.

Telephoned threats should be recorded as quickly and accurately as is possible, with emphasis on identification of the caller.



HAZ-MAT INCIDENTS

(Hazardous materials causing chemical reaction/vapors)

Safety Actions --- General Information

Building personnel must remain alert to situations which may be the result of a chemical reaction. Spills, improper use of, and involvement in fire, can cause the release and spread of toxic fumes in the building.

Immediately shutdown all air handling systems.

Attempt to seal off the room/area of incident. (If safe to do so).

Total evacuation of the building may be necessary. Notification of all occupants should be done quickly. IF a public address system IS NOT available, the fire alarm system should be activated ("General Alarm" mode). Stairwells may prove to be an immediate safe refuge area prior to out-of-building relocation. The evacuation advisement (P.A., telephone) will direct occupants to the stairwells on the opposite side of building from the impact area.

ALL elevators will be immediately grounded (manual key operation).

Air handling systems will be shut down to confine the spread of smoke and hazardous or toxic vapors.

NOTE: Regardless of preexisting safe refugee areas, evacuees must move well away from the building and place themselves uphill and upwind.

Section VII

Compliance Documentation



(Complete this page)

**LOS ANGELES COUNTY
EMERGENCY PROCEDURES**

FOR

(BUILDING)

(ADDRESS)

IT SHALL BE THE RESPONSIBILITY OF THE PERSON IN CHARGE AND THE OWNERS OF THIS BUILDING TO NOTIFY THE _____ CITY/COUNTY FIRE DEPARTMENT IN EITHER OF THE FOLLOWING SITUATIONS:

- 1)CHANGE OF OWNER, BUILDING MANAGER, OPERATION, AGENT, etc.
- 2)CHANGE IN BUILDING EMERGENCY COORDINATOR ASSIGNMENT.

THIS UPDATED INFORMATION SHALL BE GIVEN EITHER BY TELEPHONE, OR MAILED TO:

Fire Dept and DEC Personnel at:

Telephone:

PROPERTY OF THE BUILDING

(Date)



EMERGENCY ORIENTATION TRAINING

These persons have received TRAINING in emergency procedures as required by State and local Codes.

<u>Name (print/type)</u>	<u>Signature</u>	<u>Floor#</u>	<u>Date</u>
*	*	*	*
*	*	*	*
*	*	*	*
*	*	*	*
*	*	*	*
*	*	*	*
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*	*	*	*
*	*	*	*
*	*	*	*
*	*	*	*



EMERGENCY PROCEDURES MANUAL

FIRE DRILL REPORT

Building _____ Floor

Date

Time Drill Began

Time Drill Completed _____ Elapsed Time _____ (Minutes)

Place **yes** or **no** answers on the spaces provided for those items which are applicable to your floor or unit.

COMMUNICATIONS

- ___ Was the fire alarm clearly heard in all areas?
- ___ Was the public address system clearly heard in all areas?
- ___ Was Fire Department notified? Time
- ___ Was security notified?

EVACUATION TEAM

- ___ Did team members report to respective stations?
- ___ Did team members carry out all assigned duties?
- ___ Were elevators brought to the main floor and held?

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 kept clear?
- ___ Did the evacuation proceed in a smooth and orderly manner?
- ___ Did visitors to the building take part in the drill?

UTILITIES

- ___ Were electric and gas appliances turned off?
- ___ Were lights left on?
- ___ Was the ventilating system shut down?

RECORDS

- ___ Were important documents and cash secured or prepared for removal?



Remarks and recommendations: Explain all "no" answers. Use reverse side for additional comments or problems encountered.

A copy of this report is to be completed immediately after each fire drill and kept readily available for review by the local fire inspector upon request.

Signature
(BEC - Floor Warden)



EVACUATION ASSISTANTS ROSTER*

*The guidelines call for two able bodied assistants per individual needing assistance.

Client	Assistants



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Documentation

(Complete this page)



FIRE PREVENTION INSPECTION REPORT

Following is a list of the hazards the BEC should inspect prior to annual fire inspection by the Fire Department to ensure fire safety compliance:

HOUSEKEEPING/MAINTENANCE

OK NOT

- 1. All "NO SMOKING" regulations being observed.
- 2. Proper ashtrays, receptacles being used.
- 3. Combustible waste placed in proper approved containers.
- 4. Trash/rubbish removal made on a regular basis.
- 5. Flammable liquids safely stored in approved containers.
- 6. "NO SMOKING" signs posted in areas where required.
- 7. Proper/approved ventilation provided in above areas.
- 8. All electrical plugs, switches and cords legal and in good repair. No multiple cords from single outlets.
- 9. Adequate clearance maintained at all sub-panels (3 feet).
- 10. Electrical and devices turned off when not in use.
- 11. Accumulations of lint, dust, grease removed.

FIRE/LIFE PROTECTION SYSTEMS

- 12. Adequate lighting in corridors, exits and stairwells.
- 13. EXIT signs illuminated as required.
- 14. Evacuation routes adequately posted.
- 15. Evacuation signs maintained - not defaced or missing.
- 16. Fire doors in operable condition - none wedged or blocked open, especially at stairwells.
- 17. Stairwells free of obstacles, storage, refuse, etc.
- 18. Corridors and exits maintained unobstructed.
- 19. Fire alarm systems tested regularly.
- 20. Fire sprinkler inlets and shutoff valves visible/accessible.
- 21. Fire sprinkler heads clean and unobstructed.
- 22. Adequate clearance (3 feet) for all fire extinguisher/hoses.
- 23. Fire equipment in proper/legal locations, in undamaged condition and properly/regularly tested (see tag).
- 24. Floor Warden System personnel updated, fully staffed.
- 25. Tenants/new employees instructed on emergency plans.
- 26. Other observations: (USE BACK OF PAGE, IF NECESSARY)

Report completed by: _____ Date



Section VIII

Sub-Manual



SUB-MANUAL

The purpose of the Sub-Manual is to provide BECs, Assistant BECs, Alternates, Floor Wardens and Disaster Response Team members with a quick reference booklet of emergency information to use during emergencies. **The forms in the Sub-Manual must be completed with the specific information that applies to your building.** The completed blue sheets shall remain with the Emergency Procedures Manual. Photocopies of this completed Sub-Manual shall be distributed to the BEC, Assistant BEC, Alternate BEC, all floor wardens, and all response team members.

Site-specific floor plans and plot plans must also be added to your Sub-Manual.



**BEC ORGANIZATIONAL
CHART**

**PUT YOUR ACTUAL
BEC ORGANIZATIONAL
CHART HERE**



**BUILDING ORGANIZATION
EMERGENCY NUMBERS**

Building Manager

Name/Title: _____
Phone (H): _____ (W): _____

Location: _____
Beeper #: _____

Building Emergency Coordinator (BEC)

Name/Title: _____
Phone (H): _____ (W): _____

Location: _____
Beeper #: _____

Assistant Building Emergency Coordinator

Name/Title: _____
Phone (H): _____ (W): _____

Location: _____
Beeper #: _____

Alternate Building Emergency Coordinator

Name/Title: _____
Phone (H): _____ (W): _____

Location: _____
Beeper #: _____

Eng/Maintenance Staff (Day)

Name/Title: _____
Phone (H): _____ (W): _____

Location: _____
Beeper #: _____

Eng/Maintenance Staff (Night)

Name/Title: _____
Phone (H): _____ (W): _____

Location: _____
Beeper #: _____

Security (Day)

Name/Title: _____
Phone (H): _____ (W): _____

Location: _____
Beeper #: _____

Security (Night)

Name/Title: _____
Phone (H): _____ (W): _____

Location: _____
Beeper #: _____

Switchboard (Day)

Name/Title: _____
Phone (H): _____ (W): _____

Location: _____
Beeper #: _____

Switchboard (Night)

Name/Title: _____
Phone (H): _____ (W): _____

Location: _____
Beeper #: _____



Other

Name/Title: _____

Phone (H): _____ (W): _____

Location: _____

Beeper #: _____

Other (Night)

Name/Title: _____

Phone (H): _____ (W): _____

Location: _____

Beeper #: _____



EMERGENCY RESPONSE TELEPHONE NUMBERS

Example

Emergency Services

Local Fire Department
(or dial 911 if situation is life-threatening)

Paramedic/Ambulance

Local Sheriff or Police

Utility Companies

Natural Gas Company

Water or Water & Power

Electricity

Telephone Company

Sanitation District

Health and Public Health Services

Local Hospital

Poison Control Center

Toxic Center (Haz-Mat)

FBI



**PUT YOUR ACTUAL
FLOOR PLANS(S)
HERE**

(with evacuation routes)



**PUT YOUR ACTUAL
PLOT PLAN
HERE**



Section IX

Reference Materials and Handouts



REFERENCE MATERIALS AND HANDOUTS

The purpose of this chapter is to supplement information provided elsewhere in this manual. The BEC should use this information to educate the occupants and instruct the response teams. This section is taken from "in-service" training sessions presented previously, and should include information from future training that may then be passed on to response teams.

Place information from IN-Service Training Programs in this section.

Additions that should be included in this section to this date:

-Template for use in annual non-structural hazards inspections as ordered by the Board of Supervisors January 7, 1997.

-Insert from BEC-101 training of April 30th, 1997 (Lifeguard flooding info., Mental Health Dept. info. on stress management, ISD Damage Assessment form)--

-Insert from BEC-102 training held July 5, 1997 on fire extinguishers and their use.

-Inserts from BEC-103 training held November 5 & 6 1997 on Structural Damage Assessment by the Department of Public Works, and workbook on ADA compliance and the BEC.



FIRE

FIRE ALARM INFORMATION

The standard method of alerting occupants to fire or similar emergency is through an audible system of BELLS, HORNS, or SIRENS.

DIFFERENCE IN ALARM SYSTEMS

Typical fire alarm bells are now being replaced by horns or sirens which emit electronic tones, such as intermittent whoop or wailing sound.

Modern alarm systems are only required to alert the floor of activation (in some cases, 3 floors), as compared to systems which were installed to automatically signal the entire building. "General Alarm" is still in use. Another aspect of newer alarm systems is their interconnected ability to operate other life safety equipment. Upon activation, the system can cause immediate closing of fire doors, the unlocking of stairwell doors, and even elevator and air handling system shutdown. All of this is done in an effort to maximize occupant and structural fire protection.

WHEN THE ALARM IS HEARD

All notifications must be made (fire department, building office, security, etc.). This should include contact with floor emergency teams. If possible, allow FLOOR WARDENS to make all of the necessary telephone calls -- so as to minimize switchboard congestion. KEEP IN MIND that other building emergency systems can trigger the audible alarm. Various smoke and heat detectors, as well as operation of sprinkler systems, can cause the sounding. SO -- **NEVER consider an alarm as being "false," "a malfunction," or "a test."**

NOTE: BUILDING FIRE ALARMS DO NOT NOTIFY THE FIRE DEPARTMENT!

Fire Department must be called by phone! And, upon alarm, occupants are always to prepare for evacuation -- until directed otherwise by the proper authorities.

STAIRWELL SAFETY INSTRUCTIONS

Move quickly, DO NOT RUN. Remove high heels to prevent falls/injuries. Use handrails. Stay to the right. Give way to fire fighters. Allow room for others to enter into an orderly flow of traffic, but -- DO NOT hold up travel unnecessarily. **Treat injuries occurring in the stairwell at the nearest floor landing, so that evacuee movement is not impeded.**

When using the stairwell, walk down a minimum of three (3) floors (from the fire) before attempting reentry to the building. If there is smoke in the stairwell use another stairwell, if available. When leaving the building, proceed to locations 300' to 500' distant. Avoid having to cross streets, unless adequate traffic control is on hand. The Fire Department advocates a minimum evacuation plan involving FIVE floor levels: The fire floor (1), two floors above, and the two floors below the fire floor. Occupants should be relocated at least two floors below the fire floor or two floors above the fire floor.

"LOCKED STAIRWELL DOOR" INFORMATION

Stairwell doors will usually be locked (from stairwell side only) as a security measure. These doors can be opened by contacting FLOOR WARDENS or stairwell monitors by direct telephone or through use of the public address system of the building. An instruction would be made to MANUALLY open doors and prepare to take in evacuees.

RELOCATION SITES/AREAS

If evacuation routes are blocked and personnel cannot exit the building, it may be necessary to relocate them to safer areas within the building. The nature of the emergency will determine the location. For example, bathrooms provide safe refuge in a fire. Building-specific plans must identify safe relocation options that address a variety of potential emergencies.

If the fire is serious enough to evacuate one floor of the building, evacuate five; the fire floor, two above for safety, and two below to be utilized as a base of operations for the Fire Department. If additional floors need to be evacuated, their evacuation will be ordered Building management or the Fire Department, if on the scene. The air conditioning system must be shut down immediately upon notification of the existence of a fire. If not, smoke may spread throughout the building causing the evacuation of additional floors.



While it is usually advisable to go downward in a building during a fire, there are times where it may be necessary or more desirable to go to an upper floor or to the roof.

Certain unpressurized stair shafts may have smoke enter the stairway because of doors left open due to evacuation or fire fighting. In that event people in the stairway may be driven upward to clearer air. If there is smoke in the stairwell, stay out.

SAFE REFUGE AREAS

(When being pre-selected) ideally should provide all, or a combination of the following: 1) Overhead protection, 2) Clean and adequate ventilation, 3) Natural or emergency lighting, 4) Alternate escape routes, and if possible, 5) A fixed means of communications.

If the emergency affects only your building, consider areas close in proximity (but far enough from the emergency to ensure safety) and readily accessible. If the area is not under your building's jurisdiction, obtain approvals in advance of use.

If the emergency is widespread (affecting many buildings) it is essential that you coordinate the designation of safe refugee areas with the other buildings in your area.

REMEMBER - You will all be competing for the same space.

EVACUATION ASSISTANCE FOR LIMITED MOBILITY PERSONS

All persons who, by the nature of their impairment, would have problems with building evacuation (stairwell use), should be assigned "Assistants" to simplify their safe re-location/refuge. Assistants should be in good health, and of sufficient size and strength to carry the mobility-impaired person if necessary.

Limited mobility/employees within the building would benefit from the pre-selection of other employees to assist them on a two to one ratio.

Whether it be employees, visitors, or guests, the following procedures may be used in specific situations:

- 1) **IF THE NATURE AND SCOPE OF THE ALARM/DANGER IS NOT IMMEDIATELY DETERMINABLE** (or there is minimal danger): Assist these individuals to the stairwell which is closest to the building's freight elevator. If elevator is operable, fire department personnel will use this means to provide evacuation.
- 2) **IF THE ABOVE SITUATION IS NOT PRACTICAL:** Assist these individuals into nearest safe stairwell, having them enter last, to avoid restricting evacuee movement. Placement should be in the extreme corner of the floor landing. A person should be stationed there, with word relayed on the exact location. Assistants shall remain with their assigned limited mobility employee throughout the emergency or as directed by the floor wardens.
- 3) **IF THE SITUATION BECOMES LIFE-THREATENING:** Assist these individuals to an alternate stairwell/escape route and be prepared to physically carry them to the nearest refuge floor/area. Methods may involve bodily removal, moving the appliance down stairs, or repositioning to another means such as an office chair, an available blanket, etc.
- 4) Utilize the **REQUEST FOR REASONABLE ACCOMMODATION FORM** to start the process of getting the information as to who and how to provide accommodation to those who request it.
The Departmental Affirmative Action Coordinator is _____ @ _____.

NOTE: IN ANY CASE, ALWAYS ASK THE PERSON HOW BEST TO ASSIST THEM!



GLOSSARY OF ACRONYMS
A BASIC COMPENDIUM OF DISASTER ACRONYMS
(Los Angeles County)

ABEC	ASSISTANT BUILDING EMERGENCY COORDINATOR
AGCA	ASSOCIATION OF GENERAL CONTRACTORS OF AMERICA
ARB	AIR RESOURCES BOARD (STATE)
ARC	AMERICAN RED CROSS
ARES	AMATEUR RADIO EMERGENCY SERVICE (FIRE DEPARTMENT ONLY)
ASCE	AMERICAN SOCIETY OF CIVIL ENGINEERS
ARG	ACCIDENT RESPONSE GROUP (DOE)
BEC	BUILDING EMERGENCY COORDINATOR
CAO	CHIEF ADMINISTRATIVE OFFICER
CAP	CIVIL AIR PATROL
CCP	CASUALTY COLLECTION POINT
CD	CIVIL DEFENSE
CDMG	CALIFORNIA DIVISION OF MINES AND GEOLOGY
CDWR	CALIFORNIA EMERGENCY SERVICES ASSOCIATION
CEOC	COUNTY EMERGENCY OPERATIONS CENTER
CHP	CALIFORNIA HIGHWAY PATROL
CICS	COUNTY INCIDENT COMMAND SYSTEM

CLEMARS CALIFORNIA LAW ENFORCEMENT MUTUAL AID RADIO SYSTEM

CLERS CALIFORNIA LAW ENFORCEMENT RADIO SYSTEM

CLETS CALIFORNIA LAW ENFORCEMENT TELECOMMUNICATION

CNG CALIFORNIA NATIONAL GUARD

CP COMMAND POST

CSTI CALIFORNIA SPECIALIZED TRAINING INSTITUTE

CVC CALIFORNIA VEHICLE CODE

DAC DISASTER ASSISTANCE CENTER

DCS DISASTER COMMUNICATIONS SERVICE

DDEO DEPUTY DIRECTOR OF EMERGENCY OPERATIONS

DEC DEPARTMENT EMERGENCY COORDINATOR

DEO DIRECTOR OF EMERGENCY OPERATIONS

DFO DISASTER FIELD OFFICE

DHS DEPARTMENT OF HEALTH SERVICES

DOD DEPARTMENT OF DEFENSE (U.S.)

DOE DEPARTMENT OF ENERGY (U.S.)

DOT DEPARTMENT OF TRANSPORTATION (CALTRANS)

DPSS DEPARTMENT OF PUBLIC SOCIAL SERVICES

DPW DEPARTMENT OF PUBLIC WORKS

DSA DISASTER SUPPORT AREA

DSR DAMAGE SURVEY REPORTS



DVIS	DISASTER VICTIM INQUIRY SYSTEM
DWI	DISASTER WELFARE INQUIRY
EBS	EMERGENCY BROADCAST SYSTEM
ECC	EMERGENCY CONTROL CENTER (L.A. CITY'S EOC)
EGCA	ENGINEERING AND GRADING CONTRACTORS ASSOCIATION
EMP	ELECTROMAGNETIC PULSE
EMS	EMERGENCY MEDICAL SERVICES
EMSA	EMERGENCY MEDICAL SERVICES AUTHORITY (STATE)
EOB	EMERGENCY OPERATIONS BUREAU (SHERIFF'S)
EOC	EMERGENCY OPERATIONS CENTER
EOD	EXPLOSIVE ORDNANCE DISPOSAL
EOP	EMERGENCY OPERATING PROCEDURE
EPC	EMERGENCY PREPAREDNESS COMMISSION (L.A. COUNTY)
EPI	EMERGENCY PUBLIC INFORMATION
FAA	FEDERAL AVIATION ADMINISTRATION
FBI	FEDERAL BUREAU OF INVESTIGATION
FCA	FATALITY COLLECTION AREA
FCC	FEDERAL COMMUNICATIONS COMMISSION
FCCF	FIRE COMMAND AND CONTROL FACILITY

FCO	FEDERAL COORDINATING OFFICER
FCP	FIELD COMMAND POST
FEMA	FEDERAL EMERGENCY MANAGEMENT AGENCY
GAR	GOVERNOR'S AUTHORIZED REPRESENTATIVE
GTE	GENERAL TELEPHONE
HCSCA	HOSPITAL COUNCIL OF SOUTHERN CALIFORNIA
HE	HIGH EXPLOSIVE
HMC	HAZARD MITIGATION COORDINATOR
H&S	CALIFORNIA HEALTH AND SAFETY CODE
IC	INCIDENT COMMANDER
ICP	INCIDENT COMMAND POST
ICS	INCIDENT COMMAND SYSTEM
IEMS	INCIDENT EMERGENCY MANAGEMENT SYSTEM
IGR	INTERGOVERNMENTAL RELATIONS (CAO)
JEOC	JOINT EMERGENCY OPERATIONS CENTER
JMOC	JOINT MILITARY OPERATIONS CENTER
LACMA	LOS ANGELES COUNTY MEDICAL ASSOCIATION
LACUSD	LOS ANGELES COUNTY UNIFIED SCHOOL DISTRICT
LASD	SHERIFF'S DEPARTMENT
LAVOAD	LOS ANGELES VOLUNTEER ORGANIZATIONS ACTIVE IN DISASTERS



LHMC	LOCAL HAZARD MITIGATION COORDINATOR
MCC	MASS CARE CENTER
MCE	MAXIMUM CREDIBLE EARTHQUAKE
MHFP	MULTI HAZARD FUNCTIONAL PLAN
MFCP	MASS FATALITY COLLECTION POINT
mm	MODIFIED MERCALI SCALE
MMA	CALIFORNIA MASTER MUTUAL AID AGREEMENT
MSA	MULTIPURPOSE STAGING AREA
MWD	METROPOLITAN WATER DISTRICT
NAWAS	NATIONAL WARNING SYSTEM
NDTA	NATIONAL DEFENSE TRANSPORTATION ASSOCIATION
NEST	NUCLEAR EMERGENCY SEARCH TEAM (DOE)
NOAA	NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
NTSB	NATIONAL TRANSPORTATION SAFETY BOARD
NOVAD	NATIONAL VOLUNTEER ORGANIZATIONS ACTIVE IN DISASTERS
NWS	NATIONAL WEATHER SERVICE
oc	ORANGE COUNTY
OES	CALIFORNIA OFFICE OF EMERGENCY SERVICES
PF	PROTECTION FACTOR (NUCLEAR)
PIO	PUBLIC INFORMATION OFFICER
P&S	PURCHASING AND STORES



RACES	RADIO AMATEUR CIVIL EMERGENCY SERVICE
RDMHC	REGIONAL DISASTER MEDICAL/HEALTH COORDINATOR
R-F	ROSSI-FOREL SCALE
RHS	RADIOLOGICAL HEALTH SECTION (STATE DEPT. OF HEALTH)
RTD	RAPID TRANSIT DISTRICT
SAR	SEARCH AND RESCUE
SCAG	SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
SCAOMD	SOUTHERN COAST AIR QUALITY MANAGEMENT DISTRICT
SCVMA	SOUTHERN CALIFORNIA VETERINARY MEDICAL ASSOCIATION
SCBA	SOUTHERN CALIFORNIA BROADCASTERS ASSOCIATION
scc	STATE COORDINATION CENTER (LOS ALAMITOS)
SCC	SEARCH COORDINATION CENTER (NUCLEAR)
SCE	SOUTHERN CALIFORNIA EDISON
SCEPP	SOUTHERN CALIFORNIA EARTHQUAKE PREPAREDNESS PROJECT
SCG	SOUTHERN CALIFORNIA GAS COMPANY
SCO	STATE COORDINATING OFFICER
SSC	SEISMIC SAFETY COMMISSION
SHMC	STATE HAZARD MITIGATION CENTER
SIB	SHERIFF'S INFORMATION BUREAU
SNM	SPECIAL NUCLEAR MATERIAL

SOC	STATE OPERATIONS CENTER (SACRAMENTO)
SOP	STANDARD OPERATING PROCEDURE
SRC	SHERIFF'S RADIO CENTER
STARS	SHERIFF'S TRAINING AND REGIONAL SERVICE CENTER
TCP	TRAFFIC CONTROL POINT
UPS	UNINTERRUPTIBLE POWER SOURCE
USFS	UNITED STATES FOREST SERVICE
USGS	UNITED STATES GEOLOGICAL SURVEY
CWIC	CALIFORNIA WELFARE AND INSTITUTIONS CODE
WIC	WELFARE INFORMATION CENTER

