



Chief Executive Office.

COUNTY OF LOS ANGELES

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CHIEF EXECUTIVE OFFICER

Fesia A. Davenport

June 27, 2024

To: All Department Heads

From: Fesia A Davenport
Chief Executive Officer

PROTOCOL FOR REPORTING AND RESPONDING TO AN INCIDENT

Departments must promptly notify appropriate agencies when County facilities experience or sustain damages from emergencies and other critical incidents, including, but not limited to, fires, floods, heart attacks/strokes, and environmental contamination. We have prepared the attached Protocol for Reporting and Responding to an incident to ensure that departments make the required notifications in a consistent manner. We presented the protocol at the April 18, 2024, Facilities Manager Network. Please review the attached and ensure your executive leadership and facilities personnel are familiar with the protocol.

Should you have questions concerning this matter, please contact John Cooke at (213) 893-2477 or email jcooke@ceo.lacounty.gov; or Joyce Chang at (213) 974-3078 or email jchang@ceo.lacounty.gov.

FAD:JMN:JTC
JLC:ls

Attachments

c: Chief Deputies
Department Facility Managers



"To Enrich Lives Through Effective And Caring Service"

**Protocol for Reporting and Responding to Incidents
County-Owned or Leased Property
(April 2024)**

This protocol is established to inform and guide department facility managers in their responsibility to inform various entities when specified incidents occur in buildings they occupy. Buildings covered in this protocol include County-owned, both occupied and vacant, and leased buildings.

Incidents Requiring Notification

Immediate Life and Safety (i.e., heart attack, stroke)

- Call 911.
- Notify the Standard Contact List and building manager/landlord, if applicable.
- If the person requiring assistance is an employee, notify the department's Human Resources unit.
- CEO Risk Management (RM) can assist in evaluating whether the event requires reporting to the California Occupational Safety and Health Administration (Cal/OSHA). Reporting is required within eight hours of the occurrence if the incident involves a serious injury/illness to a County employee as defined by Cal/OSHA [California Code of Regulations, Title 8, Section 342. Reporting Work-Connected Fatalities and Serious Injuries](#).

People Experiencing Homelessness (PEH) in a County-Owned Building

- Follow the Homeless Encampment Protocol (see attached) and contact homeless_encampments@ceo.lacounty.gov.
 - CEO Homeless Initiative (HI) will coordinate with the Sheriff's Homeless Outreach Services Team (HOST) and the Los Angeles Homeless Services Authority (LAHSA) to coordinate outreach.
 - CEO HI and/or HOST will contact ISD for any services and/or actions required, such as the posting of "No Trespassing" signs and/or clean-up the site with HOST present.

Facility Breach Including Fire/Flood/Other Damage

- If the event is actively occurring, call 911.
 - Follow evacuation procedures and direct staff from the building to a safe location if needed. Contact your Department Safety Officer.
- Notify the Standard Contact List (Attachment II) and building manager/landlord, if applicable.
- If ISD services are required, please notify the ISD Contact List or go to the ISD How Do I page for more information: <https://isd.lacounty.gov/how-do-i/>; for County-owned facilities, ISD can assist in securing the location, assess damage, provide cost estimates, and repair the facility.
- CEO RM can advise if the building is covered by the County's property insurance program, and if it is, what steps should be taken before a claim can be filed.
- CEO Real Estate Division (RED) can assist in identifying temporary workspace, if the department cannot accommodate staff in other work locations and if telework is not an option.

Asbestos Release/Mold Contamination

- Notify the Standard Contact List (Attachment II) and building manager/landlord, if applicable.
- If ISD services are required, please contact ISD directly or go to the ISD, How Do I page for more information: <https://isd.lacounty.gov/how-do-i/>. For County-owned facilities, ISD can assist in securing the location, assess damage, provide cost estimates, and repair the facility.
- CEO RM can assist in evaluating the situation, vendor selection and review of industrial hygiene reports if applicable. CEO RM can also advise if the building is insured for the occurrence and how to proceed with filing a claim if necessary.
- CEO RED can assist in identifying temporary workspace if the department cannot accommodate staff in other work locations and if telework is not an option.

Standard Contact List to Receive Notice of All Incidents

- Within the first 24 hours of the occurrence or discovery, initiate communication by sending an email to the Standard Contact List.
 - Department's Executive Management team, as directed.
 - CEO Risk Management (RM):
 - Daniela Prowizor – DProwizor@ceo.lacounty.gov
 - Roberto Chavez - rchavez@ceo.lacounty.gov
 - CEO Real Estate Division (RED):
 - Joyce Chang – jchang@ceo.lacounty.gov
 - Jeff Chua – jchua@ceo.lacounty.gov
 - Narineh Sookiasian – nsookiasian@ceo.lacounty.gov
 - David Jaffe – djaffe@ceo.lacounty.gov
 - Supervisorial Board Office **where the property is situated**:
 - SD1: Waqas Rehman – wrehman@bos.lacounty.gov
 - SD2: Jonathan Yang – jyang@bos.lacounty.gov
 - SD3: Maria Chong Castillo – MCCastillo@bos.lacounty.gov
 - SD4: Daritza Gonzalez – dgonzalez@bos.lacounty.gov
 - SD5: Anish Saraiya – asaraiya@bos.lacounty.gov; and Michelle Vega – mvega@bos.lacounty.gov

CEO RED will maintain and disseminate the Standard Contact List to all County department facility managers bi-annually.

For your convenience, all emails other than the department's executive management team and applicable Board offices are noted here so you can copy and paste for your email notice: DProwizor@ceo.lacounty.gov; rchavez@ceo.lacounty.gov; JChang@ceo.lacounty.gov; JChua@ceo.lacounty.gov; nsookiasian@ceo.lacounty.gov; djaffe@ceo.lacounty.gov

STANDARD CONTACT LIST
(April 2024)

Name	Department	Work Cell	Personal Cell
Daniela Prowizor	CEO	(213) 351-5345	(213) 351-5345
Roberto Chavez	CEO	(213) 351-6433	(213) 351-6433
Joyce Chang	CEO	(213) 604-0927	(818) 371-8809
Jeff Chua	CEO	(213)364-6836	(626) 272-8327

ISD CONTACT LIST

Name	Department	Work Cell
Michael Owh	ISD	(562) 419-1484
Michael Eugene	ISD	(562) 302-3128