

Disaster Plan: Evacuation

PURPOSE

To provide a plan of action for Faculty Practice Group (FPG) staff at the Century Center (CC) office to appropriately evacuate personnel and guests in the event of a disaster effecting the LAX Spectrum Building at 5767 W Century Blvd LA CA 90045.

POLICY

In the event of a disaster, also refer to FPG Disaster Plan policy FPG#7301

Possible reasons for evacuation within FPG offices are: fire, smoke, bomb threat, explosion, hazardous material spill, odors/fumes, or earthquake damage; in areas outside, close to, or within the building affecting the FPG suites.

The senior leader on site has authority to determine if employees and guests are threatened by the disaster and if evacuation is necessary.

TYPES of EVACUATIONS

- Defend in place (non-evacuation): When a suspected or confirmed event occurs in an **area outside the building**, so that staff and guests within the building are not endangered.
- Horizontal Evacuation: When part of, or the entire building requires evacuation and use of the elevators or stairs are prohibited.
 - Horizontal or “same Floor” evacuation of staff and guests should assure safety in most instances.
- Vertical Evacuation: The work area is affected in such a way as to require evacuation via the elevator (if it’s safe) or the stairs.
- Complete Building Evacuation: An event, which renders the building unsafe for staff and guests. NOTE: Only the property manager has the authority to order a complete building evacuation.
 - In the event of a complete building evacuation order, first preferences are horizontal, vertical, and then complete building evacuation.

When an evacuation is ordered either by the senior leader or the property manager, the designated assembly areas for FPG are as follows:

- 1st floor: Using side exit towards the Hilton Alley down to 98th Street and across and around the corner down Blanca Street unless otherwise instructed by the safety officer in-change.
- 2nd and 4th floors: 98th Street across the street and to the right of the Spectrum building, unless otherwise instructed by the safety officer in-change
- All other UCLA teams located at 5767 W Century: use side exit towards the Marriot or the Hilton, depending on physical location at the time, down to 98th Street and across towards Blanca Street unless otherwise instructed by the safety officer in-change. Join other UCLA teams.

- For all guests and visitors: use the buddy system and include them on the Roll Call

EVACUATION PROCEDURE:

- If an evacuation is ordered, the senior leader will notify all Century Center employees and request previously assigned floor wardens for the 1st, 2nd and 4th and any additional UCLA floors to initiate an organized evacuation to the designed assembly location.
- When notified of evacuation employees are encouraged to stop what they are doing, and prepare themselves for evacuation.
- Each desk has an emergency kit for basic first aid, two bottles of water and a sling bag with personal items, such a tennis shoes, sweat shirt, etc.
- The Floor Waders of each floor are last to leave after confirming there are no remaining employees or guests and convening at the designated assembly area to report status.
 - The Department Safety team leader will wear the **orange** safety vest and assume responsibly for the employees on their roster by holding the team number sign and taking roll call at the designated assembly area. All employees, including temporary employees and guests, within the assigned team number group must be accounted for. Notations needed for those who are not present.
 - The Department Safety team leader is responsible for maintaining status and whereabouts of their team members at all times.

For an entire building evacuation, only the property manager, after consultation with city safety personnel may order the “All clear”.

In the event of evacuation within the FPG suites, the senior leader in consult with the property manager, if applicable, may order the “All clear”.

FORMS:

Evacuation Roll Call checklist

EQUIPMENT:

Two way radio
Team Number Designation sign
Clipboard with pen with team roster
Bullhorn, whistle

REFERENCES:

Floor Warden Manual Decron Properties;
California Code of Regulations Title 19
Los Angeles Fire Code
Suite Evacuation Plan map; 1st, 2nd and 4thfloors
FPG Disaster Plan policy FPG#7301
UCLA Fire, Safety, and Disaster Manual

POLICY OWNER:

Human Resources Manager, UCLA Faculty Practice Group

APPROVAL:

Jody Gaspar, Chief Operating Office, UCLA Faculty Practice Group

Effective Date: pending