

Faculty Practice Group Business Office Disaster Plan

PURPOSE

The purpose of this plan to help ensure the safety of our employees, visitors and guests, in the event of an emergency; and to comply with the provisions of the California Code of Regulations, Title 19 and the City Los Angeles Fire Code as well as the UCLA Environment of Care Emergency Management Department.

To ensure Faculty Practice Group Business Office is in compliance with the provisions of Sections 3.09 and 3.10 of Title 19, of the California Code of Regulations, which requires that as tenants of a high rise building in the City of Los Angeles. Failure to comply with the requirements may be subject to prosecution and penalties, including fines, as set forth in Title 19 of the California Code of Regulations.

To describe how the Faculty Practice Group Business Office will function in the event of a disaster where all business systems are affected and staff must use alternate methods to maintain status quo.

To ensure all staff is educated on basic Fire and Safety procedures, including the annual mandatory fire drill as required by Los Angeles Fire Code Section 57.33.19C.

Floor Wardens

A Floor Wardens Duties roster must be established for each floor. In cooperation with the Fire and Safety Director, Floor wardens must oversee and ensure safe and complete evacuation of occupants during a fire or other emergency, or a fire drill. Alternate Floor Wardens shall be designated and will assume Floor Warden Duties when necessary.

Scope

The scope of the Faculty Practice Group Business Office Plan encompasses the 2nd floor and the 4th floor of the LAX Spectrum Building, Decron Properties Corporation located at 5767 W Century Blvd Los Angeles, CA 90045. The Plan applies to all employees, visitors and guests.

EQUIPMENT

Safety vest; Bullhorn; Whistle; Group/Floor Identification Sign

GUIDELINES

If you discover fire or smoke remain calm and immediately notify the supervisor/manager who will contact the Fire Department 91. Evacuate the floor or building to the Safe Refuge area across the street on 98th Street and check in with your group leader. At the Safe Refuge area group leaders will take a head count and maintain an accurate employee roster and submit roster to the Building Staff and / or the Fire Marshal when requested. Visitors and guests will be accounted for and released if applicable.

Employees, visitors or guests who have special needs will be assigned two assistants; one will remain in the stairwell with the employee one will notify the Building Staff of their location and any specific requirements to ensure safe exit from the building. The special needs employee, visitor or guest will be escorted from the building to a safe location as soon as it is safe to do so or when ordered to do so by the Fire Marshal.

Employees, visitors, and guests will remain at the designated Safe Refuge location pending further safety instructions or until the “all clear” signal is given.

In the event that FPG business systems are affected or there is building utility failure management is directed to follow the Department Disaster Plan.

FORMS

Floor Warden Roster; Department Fire Drill employee roster checklist;

REFERENCES (source of guidelines)

Decron Properties Corporation Floor Warden Manual

California Code of Regulations:

1. Section 75.33.19 Emergency Planning and evacuation Requirements for High Rise buildings
2. Section 19 CA ADC 3.09 Emergency Planning and Information
3. Section 19 CA ADC 3.10 Evacuation of Buildings

Multiple UCLA Medical Center Environment of Care policies

FPG Business Office Department Disaster Plan

POLICY OWNER

Andi Dow Ealey, Human Resources Manager

APPROVAL

Jody Gaspar, Chief Operating Officer

REVISION HISTORY

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Review Date:

Revise Date: