

November 10, 2009 - BOMA Seminar

**Evacuation and Emergency Preparedness Procedure for Office Buildings  
City and State Rules**

Speakers: Stormy Brackner and Bob Westmore

**Who needs to comply?**

- **Within the city of Los Angeles:** High rise buildings (75' above ground level) must comply with LAMC 57-33-19 and the June 1, 2009 amendment.
- **All High-rise buildings** must comply with Title 19.
- **All businesses**, regardless of building size must comply with Title 19, Title 8 and OSHA.

**What is required to comply?**

- **High rise buildings within the city of Los Angeles:**
  - Fire Life Safety Master Manual
  - Staff, Floor Warden and Occupant training (New occupants must be trained within 14 days)
  - Evacuation drill
  - Certification of the Fire Safety Director/Assistant and Floor Warden/Alternate and Suite Monitors (if not under the direction of the Floor Warden)
  - Review FEMA ICS100, take and pass the test. This is not written in the new amendment but is covered in LAMC 57.01.34.
- **High rise buildings outside the city of Los Angeles:**
  - Fire Life Safety Manual
  - Staff, Floor Warden and Occupant training
  - Evacuation drill
- **Low rise buildings anywhere:**
  - Documentation of emergency evacuation training

### **When is compliance required?**

- All is required annually

### **How do I comply:**

- Manual, training, drill can be completed by the building Fire Safety Director or a Los Angeles Fire Department approved Certificate of Fitness holder.
- Certification of the Fire Safety Director/Assistant and Floor Warden/Alternate must be completed by someone who has Certificate of Fitness card and whose certification plan has been approved by the Los Angeles Fire Department.
- All test and test results must be submitted to LAFD electronically, no hardcopy (paperwork)

### **Why should I comply?**

- It's the law
- Life Safety
- Asset Protection
- Limit Liability