

# Emergency Response Protocol for LAUSD Existing Facilities

---

## 1.0 Purpose

The purpose of this procedure is to establish a guideline and note specific responsibilities for Existing Facilities – Construction and its management team in the event of an emergency on a District site during renovation or modification work, done by a General Contractor (“Contractor”) and/or Sub-Contractor (“Sub”). It will define terminology used in our Safety Program, identify what constitutes an emergency and outline response protocols for various types of emergencies.

This protocol will serve as a supplement to the Contractors’ Emergency Response Plan, a procedure required for enrollment in the Owner Controlled Insurance Program (“OCIP”). Additionally, this document will identify responsibilities of the Owner Authorized Representative (OAR), in addition to local Maintenance & Operations Management and Regional Project Management Directors (RPMs).

Prevention is our utmost concern; all possible steps must be taken to prevent an emergency from happening in the first place. But in the event an emergency does take place, this outline will assist in the critical moments following the emergency and help to ensure proper notification of all pertinent individuals.

## 2.0 Definitions

The following are definitions of commonly-used terminology within the LAUSD Safety Program.

- |                  |   |
|------------------|---|
| <b>Incident</b>  | An unplanned, uncontrolled event includes: Near Miss, Accident, Injury and Emergency.   |
| <b>Near Miss</b> | An <i>incident</i> which could have resulted in personal injury or property damage.   |
| <b>Accident</b>  | An <i>incident</i> which results in damage to District, private or public property and/or injury to any person, employee, student, consultant, contractor employee, or member of the public. If property damage is greater than \$500, a form SAF3 (Safety Administration Form #3, from LAUSD’s Construction Safety Program) is required to be filed by the responsible contractor. |
| <b>Injury</b>    | An <i>incident</i> resulting in physical damage to a person; severity can range from minor to severe.   |

## 2.0 Definitions, cont.

- Emergency**<sup>1</sup> An *incident* which is immediate in nature, uncontrolled, and action is required to stabilize the situation. An emergency can include, but is not limited to the following:
- Serious injury or fatality
  - Injuries to individuals
  - Damage to other's property (property owned by someone other than the Contractor)
  - Collapse of structure, crane, scaffolding or building
  - Any incident of an uncontrolled fire
  - Release of hazardous material
  - Disasters (e.g. earthquake, fire, flood, gas line rupture)
  - Injury or fatality to member of the public, students or employees
  - Disruption to local traffic in a public right-of-way
  - Requires response of 9-1-1 emergency responders
- End (or Control) of Emergency** When the condition causing the emergency is controlled, the emergency is considered to be ended. This does not mean the *incident* has ended, as there are additional steps including investigation and lessons learned reporting.
- Emergency Follow-Up** A post-incident period during which the following can take place:
1. **Scene Control:** keeping the scene secure while clean up and investigation is taking place
  2. **Damage Repair:** Responsibility of the Contractor, but may be performed by Maintenance & Operations staff
  3. **Investigation:** required of Contractor and may be done by OEHS, Safety Manager and others
  4. **Corrective Action:** also known as Lessons Learned, a procedure for documenting the incident and sharing with others how we can avoid similar emergencies in the future as well as evaluation of the effectiveness of corrective actions taken
- Media Relations** To be used in a "lights and sirens" emergency: If members of the press arrive prior to a representative from Media Relations, the OAR (or senior District employee on site) will be chief spokesperson on site, until Media Relations or OAR's superiors arrive on scene. Standard authorized statement by NON – Media Relations spokesperson shall contain:
- Acknowledgement of the incident
  - Advisement that investigation is underway
  - Further information will be available from Media Relations, as situation progresses and more information is known
- Statement shall NOT include:
- ⊗ Speculation of cause
  - ⊗ Any victim identity (name, sex, age, etc.)

### 3.0 Stages and Types of Emergencies

#### 3.1 Discovery of an Emergency – Initial Response

An emergency can be discovered by any person with access to the site. The immediate actions taken by the first persons on the scene are to call for assistance. Next, actions need to be taken by qualified persons to control the emergency by eliminating the hazard or removing persons from the hazard to further control or stabilize the situation by appropriate treatment and actions by emergency services. Once the immediate threats are controlled, the emergency is over and follow-up stages begin. These include:

- Reporting / Documenting
- Investigation
- Corrective Action
- Follow-Up

#### 3.2 Types of Emergencies – Specific Actions

##### **Injury**

If an injury requires medical treatment beyond first aid, or is life-threatening and there is no immediate danger to other individuals, contact 9-1-1 and relay the following information:

- Name, age of injured person(s)
- Type(s) of injury
- Location of injured person(s)
- Other information as requested by operator

Administer first aid, if possible, and follow the operator's directions. Do not move the injured person unless instructed to do so by the 9-1-1 operator or if there is a danger of further injury in the immediate area.

##### **Fatality**

When an accident results in the fatality of an individual, contact 9-1-1 immediately. Do not move the victim. Evacuate and secure the immediate area. Evaluate whether there is additional danger to other individuals (e.g. structural collapse, fire, weapon discharge, etc.) or other victims.

##### **Fire**

When a fire breaks out in a building, vehicle or other location on a site and requires the response of the local Fire Department, call 9-1-1 immediately and report:

- Location of fire – address, location within the school (gym, auditorium, classrooms, etc.)
- Injuries and location of injured person(s) if known
- Other information as requested by operator

Fire alarm pull stations are located throughout the school sites and should be used to initiate an alarm.

## **3.2 Types of Emergencies – Specific Actions, cont.**

### **Earthquake**

All personnel on a District site would be expected to take appropriate cover when an earthquake begins. After the shaking has stopped, Contractor will be expected to implement its Emergency Plan immediately.

### **Weather – Flood, Wind**

Severe storms can sometimes cause flooding or mudslides at District sites. If flooding or slides occur that cause property damage or personal injury, contact 9-1-1 for appropriate emergency response. Then immediately implement Contractor's Emergency Plan.

### **Health Emergency**

Health emergencies may not be immediate, but can emerge over days or weeks, versus seconds or minutes. These types of emergencies can consist of epidemics of flu, West Nile Virus, Valley Fever, etc., and can happen at nearly any time of the year. Contractors working on site where a health emergency happens should follow the instructions of the emergency responders. In the unlikely event quarantine is put into place, all employees, contractors, students, members of the public and others would be expected to comply with the instructions of any emergency response team, local, State or Federal.

### **Man-Made Disasters**

- **Explosion – Electrical, Gas Main, etc.**  
If an explosion happens on a District site, 9-1-1 must be contacted immediately and given as many details about the explosion as are known, including: location and type of explosion, number of victims and injuries. Immediate evacuation of the premises may be part of the instructions given by the emergency responders or 9-1-1 dispatcher. If evacuation is directed, all employees, students, staff, etc. will be expected to comply and evacuate the site in a quick, yet orderly fashion. Implementation of the Contractor's Emergency Plan should happen as quickly as it is safely possible.
- **Hazardous Material Release**  
If while working on a construction project, hazardous chemicals, gases, liquids or other material are released from their approved, protective container, 9-1-1 must first be contacted with as much information as is known, including: location of the spill/release, type of material and form (gas, solid, liquid, etc.), any victims of the release, approximately how much material was released and any other information the emergency dispatcher requests. Evacuation of the site may be requested and must be complied with quickly and safely. The Contractor's Emergency Plan must be implemented immediately, relaying information to the OAR about whether or not he/she will be allowed near the site.

### 3.2 Types of Emergencies – Specific Actions, cont.

- **Bioterrorism**

If a District site has fallen victim to a bioterrorist attack, first contact 9-1-1 and relay any known information about the attack, including number of victims, symptoms, substance used (if known), source of attack, or other information as requested. Follow the instructions of the emergency dispatcher or response team and implement the Emergency Plan as soon as possible.

- **Demonstration / Disturbance**

In the event a demonstration or disturbance has resulted in injury to persons or property damage, 9-1-1 must be contacted. Once emergency responders are en route, implement the Contractor's Emergency Plan and relay any pertinent information to the OAR, including whether or not he/she will be able to access the site.

## 4.0 Responsibilities

### 4.1 Contractor

The responsible Contractor(s) on site are required to do the following:

1. Treat the injured
2. Secure the scene
3. Call 9-1-1 and identify:
  - a. Nature of the emergency (e.g. fire, structural collapse, hazardous material release)
  - b. Number of injuries and location of victims, if known
4. Contact the General Contractor (highest authority immediately available)
5. Contact each of the following, in order of priority and availability:
  - a. Owner Authorized Representative
  - b. Senior Project Manager (if unable to reach OAR)
  - c. Regional Project Management Director (if unable to reach OAR or SPM)

**AND**

- d. Site Administrator (this is usually the school principal) and Complex Project Manager
- e. Local District Facilities Director or Area Facilities Services Director (if unable to reach CPM and/or Site Administrator)
6. Contact Regional Safety Supervisor and LAUSD Construction Safety Manager

## **4.0 Responsibilities, cont.**

### **4.2 Owner Authorized Representative**

At the Job Start Meeting, the OAR should designate an alternate on or off the project site who is authorized to act on the OARs behalf in the event the OAR cannot be contacted immediately for an incident that requires an emergency response. The OAR or his/her designee is responsible for making sure all emergencies are reported IMMEDIATELY.

The OAR or designee's immediate response should be to contact one of the following in order of priority and availability:

1. Complex Project Manager (or on-call CPM for after-hours coverage)
2. Senior Project Manager
3. Regional Project Management Director
4. Local District Facilities Director or Area Facilities Services Director

As soon as practical, following the immediate response the OAR or designee should notify the following:

1. Existing Facilities Construction Safety Manager
2. Community Outreach Organizer (if appropriate)
3. Regional Project Management Director (if not done in previous step)
4. Site Administrator (usually the school principal) and School Police (for school sites)
5. OCIP Representatives and OEHS Safety Manager
6. Site Security

The OAR will also be responsible for the following, if applicable to the situation:

- a. Contacting and coordinating with other Project Manager(s) if the emergency area affects other construction, modification or maintenance work
- b. Ensuring that the Contractor has the necessary resources to implement the Emergency Response Plan
- c. Accounting for all staff and direct Contractor(s) to do the same
- d. Informing Senior Project Manager of time lost
- e. Preparation of necessary written incident report(s) as soon as practical

### **4.3 Senior Project Manager**

Once notified, the SPM or designee will contact the Regional Project Management Director and the appropriate Deputy Director of Construction for Existing Facilities. As soon as possible, the SPM will report to the scene to ensure the OAR and others have the resources necessary to fulfill their responsibilities.

## **4.0 Responsibilities, cont.**

### **4.4 Regional Project Management Director**

The RPMD will ensure all subordinates are performing their responsibilities and then contact the Director of Construction for Existing Facilities. As soon as possible, the RPMD should also proceed to the scene.

### **4.5 Deputy Director of Construction, Existing Facilities**

The Deputy Director will verify that the Contractor, OAR and Senior Project Manager have notified all appropriate parties and have documented the emergency, in writing. Additionally, the Deputy Director will:

1. Brief the Director of Construction, Existing Facilities
2. Brief the Local District Superintendent
3. Report the incident and status to the Public Information Office
4. Verify that the actions taken by the individuals at the scene (Contractor, OAR, SPM or others) have taken appropriate steps to secure the site and mitigate any further potential hazards to individuals or damage to property.
5. Ensure that OSHA, EPA, AQMD, OEHS and any other agency has been contacted.
6. Proceed to the site, if possible

### **4.6 Public Information Office**

The Public Information Office is responsible for any external communication and public relations during an emergency situation. Their responsibilities include:

- debriefing all necessary parties,
- preparing a phone list for contacts,
- preparing and issuing statements to the public,
- responding to members of the media as necessary and
- monitoring the situation via the media until End of Emergency (see 2.0 for definition)

### **4.7 Existing Facilities Construction Safety Manager**

1. The Construction Safety Manager is responsible for ensuring proper incident management.
2. The Construction Safety Manager conducts any necessary investigations and develops Lessons Learned following an emergency investigation.

#### **4.7 Existing Facilities Construction Safety Manager, cont.**

3. The Construction Safety Manager and staff are responsible for tracking incidents (Near Miss, Accident, Injury and Emergency) and coordinate with OCIP, OEHS and other agencies to maintain safety protocols for LAUSD.

#### **5.0 Communication**

During an emergency both land lines and cellular phones can be used as methods of communication. If, during the notification phase, you cannot reach a contact, proceed to the next person on the phone tree.

Leaving voicemail messages only is not satisfactory. Use “active listening” (requires the listener to repeat the information back so that there is positive confirmation that the message was heard and understood). Don’t stop calling until you have made all appropriate contacts and satisfied the requirements of the procedure.

#### **6.0 Reporting Process**

A graphic displaying the reporting process and listing applicable phone numbers will be given to each Contractor at the start of a project. The emergency reporting phone list must be posted on site above telephones.

#### **7.0 Reports**

Investigation reports will be created by various individuals, as directed, and distributed to all appropriate persons. OAR will forward a copy of the **Emergency Reporting Checklist** (Exhibit 1) within one (1) hour of Control of Emergency. If the emergency happens during non-business hours, the Checklist will be forwarded to both the home and office of the Senior Project Manager, RPMD, Deputy Director and LAUSD Safety Manager.

#### **8.0 Training**

Training on this program will be done within the first week of project mobilization and as required during the course of project. New hires will be trained as part of orientation.

## **Additional links to LAUSD Emergency Preparedness Plans**

### Earthquakes

<http://notebook.lausd.net/pls/ptl/url/ITEM/DC60153E13A8EBA0E0330A081FB5EBA0>

<http://notebook.lausd.net/pls/ptl/url/ITEM/0B4A20FA3B191058E0430A081FB51058>

### Bio-terrorism

<http://notebook.lausd.net/pls/ptl/url/ITEM/DC60153E0756EBA0E0330A081FB5EBA0>

### Heavy Rain and Flooding

<http://notebook.lausd.net/pls/ptl/url/ITEM/F1C026264A02D0F0E0330A081FB5D0F0>

### Handling Disturbances/Demonstrations

<http://notebook.lausd.net/pls/ptl/url/ITEM/DC60153E08E0EBA0E0330A081FB5EBA0>

### School Safety Compliance Checklist

[http://notebook.lausd.net/pls/ptl/ptl\\_apps.elib\\_item.show\\_item?p\\_item\\_id=180870](http://notebook.lausd.net/pls/ptl/ptl_apps.elib_item.show_item?p_item_id=180870)

### West Nile Virus Precautions

<http://notebook.lausd.net/pls/ptl/url/ITEM/E437ED69B6E46010E0330A081FB56010>

### Procedures for Re-entry and Clean-up of Fire Damaged Buildings

<http://notebook.lausd.net/pls/ptl/url/ITEM/FF1D2260272F8064E0330A081FB58064>

### Disposal Procedures for Hazardous Waste and Universal Waste

[http://notebook.lausd.net/pls/ptl/ptl\\_apps.elib\\_item.show\\_item?p\\_item\\_id=220369](http://notebook.lausd.net/pls/ptl/ptl_apps.elib_item.show_item?p_item_id=220369)