

**LOS ANGELES COMMUNITY COLLEGES
INTER-OFFICE MAIL
BUSINESS SERVICES DIVISION**

Date: March 9, 2012
To: District Office Employees
From: Leila K. Menzies, Vice President of Administration - Business Services Division
Subject: Emergency Building Evacuation to Safe Assembly Areas

Please recall that whenever an evacuation order is indicated by way of the public address system, siren (whooping sound), or other verbal instruction from a Floor Warden, District Administrator, Manager, or Supervisor, all occupants must immediately proceed to the nearest stairwell and walk away from the building to their designated Safe Assembly Areas. These areas are listed in our Floor Warden's Manual, as depicted in the below photo.



We have always done a great job meeting the fire department's objectives of evacuating each floor within the first two minutes of an evacuation order or alarm; 10-minutes for Floor Wardens to sweep and evacuate the building. However, it may take up to 30-minutes to account for all building occupants at the assembly areas. To facilitate a faster accounting of all staff and guests, employees are now given the following assignments to Safe Assembly Areas by entire floors:

- **Wilshire Blvd. and Hope St. Floors 1, 2, 6, 7, 8, and 9;**
- **Flower St. and 7th St. Floors 3, 4, and 5;**
- **Guests should evacuate and assemble with their staff hosts; and**
- **Staff needing assistance should seek out Floor Wardens for instructions.**

CAUTION: *Please keep in mind that our primary objective is to assure your safe and orderly evacuation; secondly, to accurately account for all occupants. Therefore, no one is assigned to evacuate by way of a certain stairwell. Always select the closest exit. Once outdoors, you may need to proceed east or west along 7th St. to report to your assigned assembly area.*

- From Stair No. 1 (rear stairwell), exit the building into the alley and proceed east on Wilshire Blvd. and across Hope St. to your designated assembly area—if your entire floor is assigned to Flower & 7th Street, proceed south on Hope and west on 7th to your Safe Assembly area.
- From Stair No. 2 (front stairwell), exit the building onto the sidewalk adjacent to the garage entrance and proceed south on Flower St. and across 7th St. to your designated assembly area –if your entire floor is assigned to Wilshire & Hope Street, proceed east on 7th Street and north on Hope Street to your Safe Assembly area.

Upon arrival at your assembly area, look for your Group Leader(s); typically your floor's senior administrator, manager, supervisor, or available Floor Warden, who will complete the accountability check list. Color-coded signs may be found on your floor's clip boards adjacent to the stairwells for identifying "Group Leaders" at each assembly area.

Remain available at the assembly area for further instructions that will be relayed to your Group Leader(s) from the Crisis Action Team (District Administration). Business Services Division will work in consultation with the District Administration to schedule a series of local evacuations by Floor in order to test this new accountability system.

Your cooperative assistance is greatly appreciated.