

REPORT TO CITY COUNCIL

DATE: JUNE 23, 2010

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: GREG RAMIREZ, CITY MANAGER *JR*

BY: NATHAN HAMBURGER, ASSISTANT CITY MANAGER *NH*
CELESTE BIRD, ADMINISTRATIVE ANALYST *ORB*

SUBJECT: RESOLUTION NO. 10-1588; ADOPTING THE EMERGENCY EVACUATION PLAN, AND THE FIRE/SMOKE PROCEDURES AS PART OF THE NEW SAFETY MANUAL, AND THE SIDEWALK INSPECTION PROGRAM

One of the goals of the City of Agoura Hills is to enhance and expand on the City's Risk Management program. Every five years the City's risk management practices are evaluated by the California Joint Powers Insurance Authority (CJPIA). After the last evaluation in 2009, the CJPIA provided several recommendations how the City can improve and strengthen our risk management practices. Over the last several months, we have implemented several of the CJPIA recommendations. One of the recommendations of the CJPIA was for the City to establish a Safety Manual and to formalize our risk management procedures by creating written policies and procedures. The purpose of this report is to present, for Council approval three new polices that are steps towards meeting that goal.

In order to increase awareness of safety and risk exposures within the City, staff will be creating a Safety Manual which will include policies, procedures, training requirements and recommendations. The first two policies to be included in the Safety Manual are the Emergency Evacuation Plan and Fire/Smoke Procedures. The Emergency Evacuation Plan provides procedures for evacuation from City Hall, the parking garage, and the Recreation Center; and establishes the emergency employee meeting place at City Hall and the Recreation Center. The Fire/Smoke Procedure contains step-by-step guidelines of what to do in the event of a fire, fire prevention tips, and fire extinguisher operation information. Both plans include an emergency evacuation map that indicates the location of all exits, fire extinguishers, fire alarms, AED units, and emergency meeting places for City Hall and the Recreation Center, respectively. All employees will be required to place a copy of the evacuation map in a clearly visible location within their office space.

The third policy, the Sidewalk Inspection Program, formalizes in writing, the sidewalk inspection program already established within the City. It provides information including, but not limited to, inspection procedures, sidewalk hazard and displacement guidelines, repair solutions, and data collection and recording methods.

The proposed policies have been reviewed and approved by the City Attorney.

RECOMMENDATION

It is respectfully recommended the City Council approve Resolution No. 10-1588 adopting the Emergency Evacuation Plan, Fire/Smoke Procedures as part of the new Safety Manual and the Sidewalk Inspection Program.

Attachment: Resolution No. 10-1588

RESOLUTION NO. 10-1588

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, ADOPTING THE EMERGENCY EVACUATION PLAN AND THE FIRE/SMOKE PROCEDURES AS PART OF THE NEW SAFETY MANUAL, AND THE SIDEWALK INSPECTION PROGRAM

THE CITY COUNCIL OF THE CITY OF AGOURA HILLS HEREBY FINDS, RESOLVES AND ORDERS AS FOLLOWS:

SECTION 1. One of the goals of the City of Agoura Hills is to enhance and expand the City's Risk Management Program.

SECTION 2. The establishment of a Safety Manual will be one step in accomplishing that goal.

SECTION 3. The Emergency Evacuation Plan and the Fire/Smoke Procedures are hereby adopted and approved as the first policies to be included in the Safety Manual, attached hereto as Exhibits A and B, respectively.

SECTION 4. The Sidewalk Inspection Program is hereby adopted and approved as a formal policy establishing existing sidewalk inspection procedures within the City of Agoura Hills, attached hereto as Exhibit C.

SECTION 5. The effective date of this resolution is June 23rd, 2010.

PASSED, APPROVED and ADOPTED the 23rd day of June, 2010, by the following vote to wit:

AYES: (0)
NOES: (0)
ABSENT: (0)
ABSTAIN: (0).

William D. Koehler, Mayor

ATTEST:

Kimberly Rodrigues, City Clerk

EXHIBIT A



EMERGENCY EVACUATION PLAN

I. PURPOSE

The purpose of this policy is to outline a safe and speedy method for evacuating individuals from the facilities in case of an emergency.

It is the responsibility of all employees to familiarize themselves with the floor plan and emergency evacuation maps attached. (Exhibits A and B)

II. PROCEDURE FOR EVACUATION – City Hall

- A. Proceed to the nearest safe exit (Exhibit A).
- B. Do not use the elevator.
- C. Do not go to the underground parking garage.
- D. Do not run, but move quickly.
- E. Listen for and heed directions given by Evacuation Team members or the Fire Department.
- F. Keep to the right when exiting the building if emergency crews are encountered.
- G. Allow other individuals exiting to enter the established flow of traffic, but do not unnecessarily delay your exit.
- H. Do not smoke.
- I. Do not spread false information or rumors.
- J. Assist those who are slower moving, injured, or handicapped. (See Section IV).

- K. Upon exiting, individuals should proceed to the parking lot across from the courtyard (see attached diagram) where a check for missing individuals will be conducted.
- L. If it has been determined that individuals are missing and might be in the building, notify Fire Department personnel immediately.

III. PROCEDURE FOR EVACUATION – Recreation Center

- A. Proceed to the nearest safe exit (Exhibit B).
- B. Do not run, but move quickly.
- C. Listen for and heed directions given by the Fire Department or Evacuation Team members.
- D. Allow other individuals exiting to enter the established flow of traffic, but do not unnecessarily delay your exit.
- E. Keep to the right when exiting the building if emergency crews are encountered.
- F. Do not smoke.
- G. Do not spread false information or rumors.
- H. Assist those who are injured or handicapped (see Section IV).
- I. Upon exiting, individuals should proceed to parking lot where a check for missing individuals will be conducted.
- J. If it has been determined that individuals are missing and might be in the building, notify Fire Department personnel immediately.

IV. PROCEDURE FOR EVACUATION – Parking Garage

- A. Proceed to the nearest safe exit, avoid using the stairs.
- B. Do not use the elevator.
- C. Do not run, but move quickly.
- D. Listen for and heed directions given by the Fire Department or Evacuation Team members.
- E. Do not smoke.

- F. Do not spread false information or rumors.
- G. Assist those who are injured or handicapped (see Section IV).
- H. Upon exiting, individuals should proceed to parking lot where a check for missing individuals will be conducted.
- I. If it has been determined that individuals are missing and might be in the building, notify Fire Department personnel immediately.

V. EVACUATING PERSONS WITH RESTRICTED MOBILITY

- A. In every situation, a cooperative effort is necessary to achieve a safe evacuation. Any disabled, injured or elderly persons that may require assistance during an emergency should not hesitate to recruit helpers. They should inform helpers of their condition and be prepared to provide instructions on the best methods to aid them to safety.
- B. During an evacuation, individuals with restricted mobility should proceed to the nearest safe exit and then seek assistance to enter the flow of traffic. Planning is the best way to assure the safe evacuation of handicapped and injured individuals.

VI. REFERENCES

CCR Title 8 GISO Sections 3220-3221.

Exhibit A

AGOURA HILLS CITY HALL EVACUATION PLAN

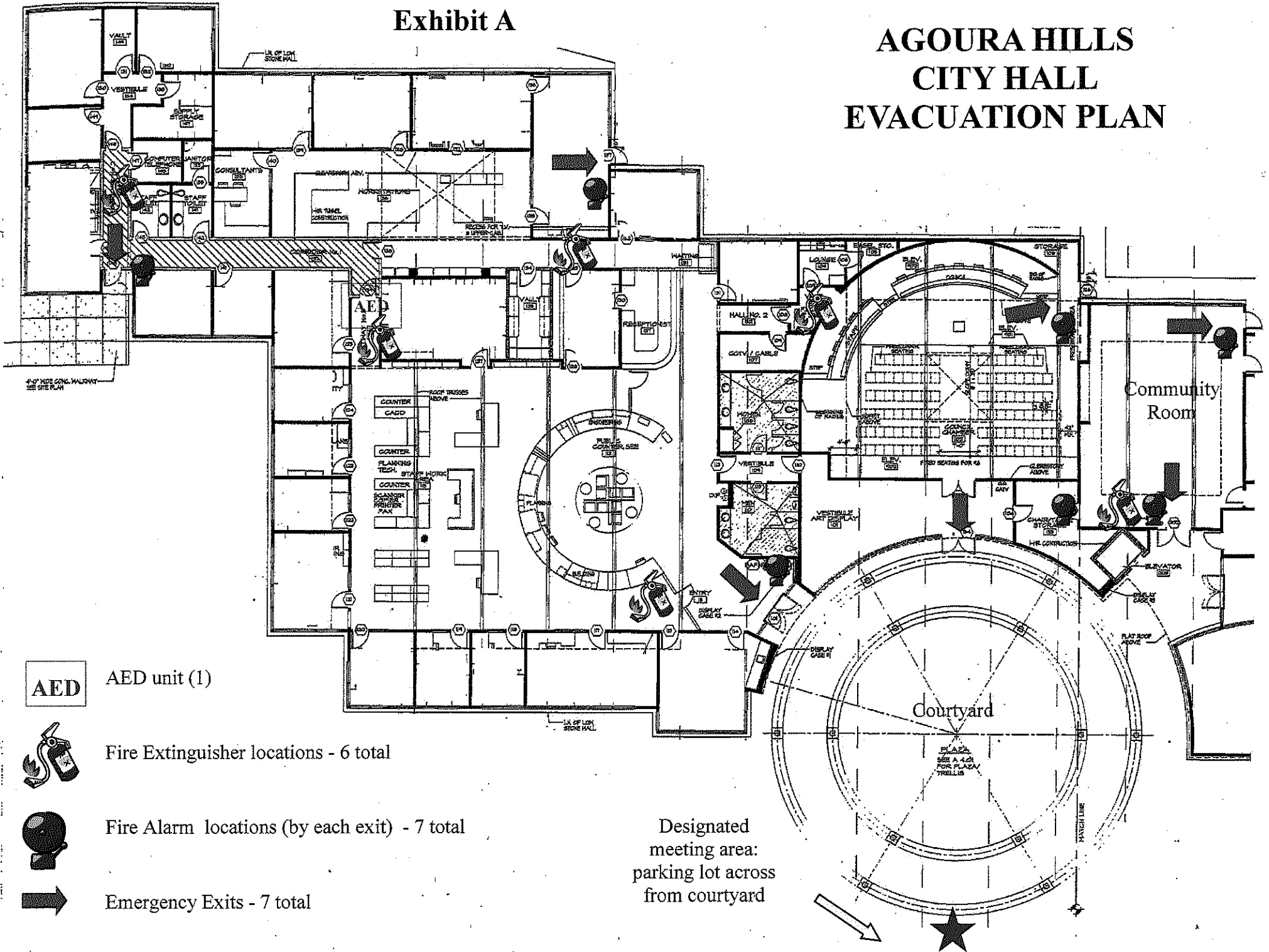


Exhibit B

AGOURA HILLS RECREATION CENTER EVACUATION PLAN

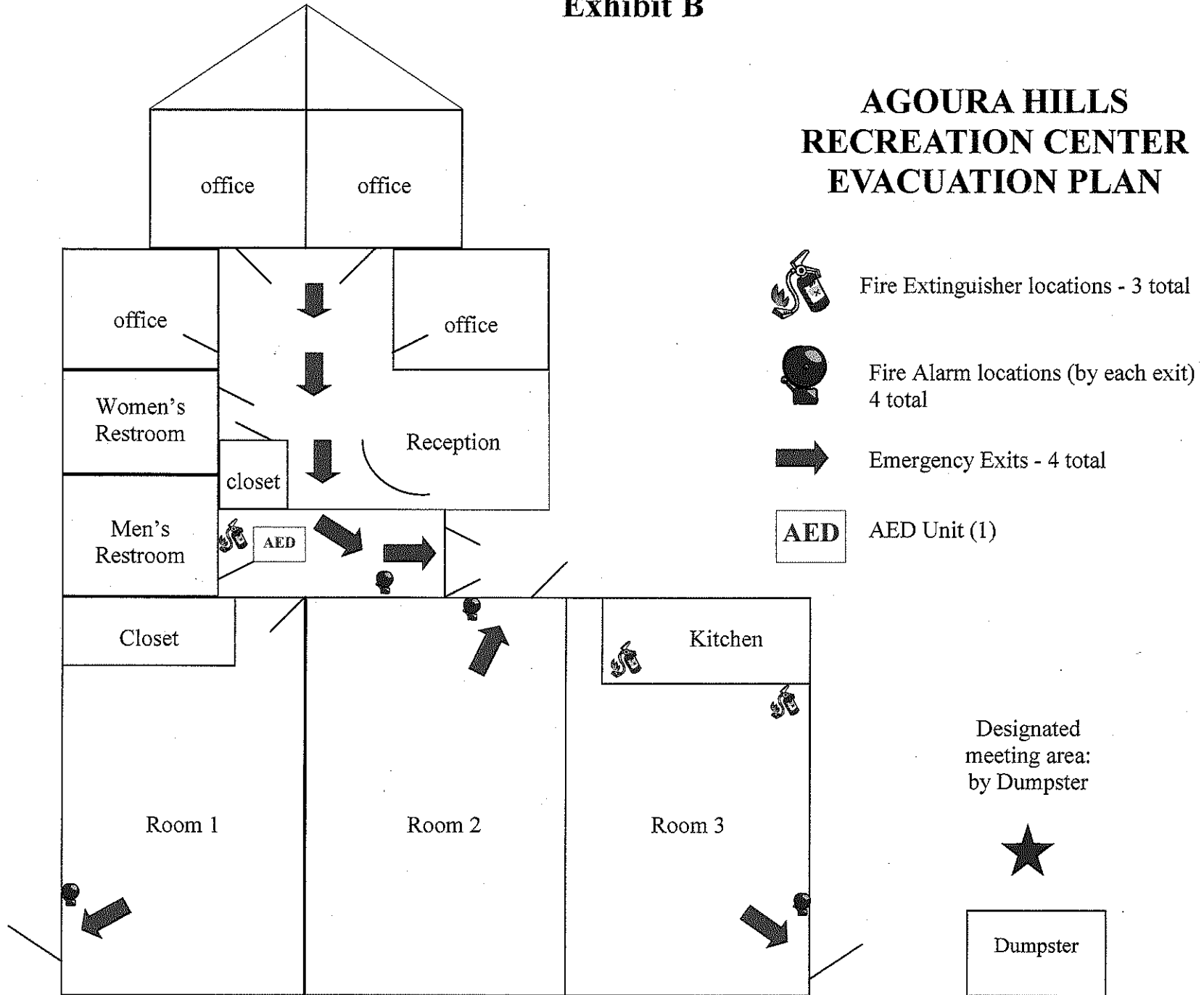


EXHIBIT B



FIRE/SMOKE PROCEDURES

I. PURPOSE

The purpose is to establish procedures to be followed in case of fire or smoke, methods for fire prevention, and operating procedures for fire extinguishers.

It is the responsibility of all employees to familiarize themselves with the floor plan and emergency evacuation maps attached. Exhibits A and B

II. FOR FIRE INSIDE YOUR OFFICE

A. Call Administrative Analyst (Facilities Management)

1. Facilities Management will be responsible for contacting the Fire Department.
2. If unable to contact Facilities Management, refer to B.

B. Call the Fire Department (911).

1. Give your name and state that you are with the City of Agoura Hills.
2. Give your address: 30001 Ladyface Court, Agoura Hills if calling from City Hall or 30610 Thousand Oaks Blvd, Agoura Hills if calling from the Recreation Center.
3. Give your location (front of building, rear of building).

C. Alert others in the building by pulling fire alarm trip switch.

D. Attempt to extinguish fire with hose or extinguisher, only if fire is small and localized.

- E. If you cannot safely extinguish the fire:
 - 1. Evacuate the area;
 - 2. Close all doors and windows as you leave; and
 - 3. Follow evacuation procedures.

III. FOR FIRE OUTSIDE YOUR OFFICE

- A. Notify the Fire Department. (Refer to II. A & B).
- B. If a door stands between you and the fire, feel the door – **IF IT IS HOT** – **DO NOT OPEN IT!**
 - 1. Call Facilities or the Fire Department again, and tell them your situation.
 - 2. Place material along the bottom of your door to keep out the smoke.
 - 3. **RETREAT** – Close as many doors between you and the fire as possible.
 - 4. If outside window is available, open it or break it and hang a light colored material out to attract attention.
- C. If the door is not hot – **OPEN IT CAUTIOUSLY** – stand behind the door and prepare to close it fast.
- D. Walk to the closest safe exit.
 - 1. **DO NOT** use elevators!
 - 2. Activate the fire alarm trip switch.
 - 3. Follow evacuation procedures.

IV. PREVENTING FIRES

- A. Do not allow accumulation of trash or waste material.
- B. In the event a wastepaper basket catches fire and no water is immediately available, place another metal basket over it to smother the fire – then follow with water.
- C. Keep wastepaper baskets away from draperies.

V. **OPERATION OF FIRE EXTINGUISHER** (instructions also located with extinguisher)

A. Procedure

1. Use buddy system if at all possible.
2. Pull the safety pin (usually a twist-pull action).
3. Aim nozzle, horn or hose at the base of the fire.
4. Squeeze the trigger handle.
5. Sweep slowly from side to side.
6. Back away from fire. **NEVER** turn your back to the fire.

B. **NEVER** rehang an extinguisher once it has been discharged (even if it is only used for a few seconds). Have it recharged.

C. **ALWAYS** maintain an area of three (3) feet clearance around **ALL** fire protection equipment.

D. **TYPES OF EXTINGUISHERS**

All six (6) of the fire extinguishers located at City Hall are dry chemical. Their range is 10 feet and their contents can be discharged in 60 seconds. The three (3) fire extinguishers located at the Recreation Center, are dry chemical, their range is 10 feet and their contents can be discharged in 60 seconds.

Exhibit A

AGOURA HILLS CITY HALL EVACUATION PLAN

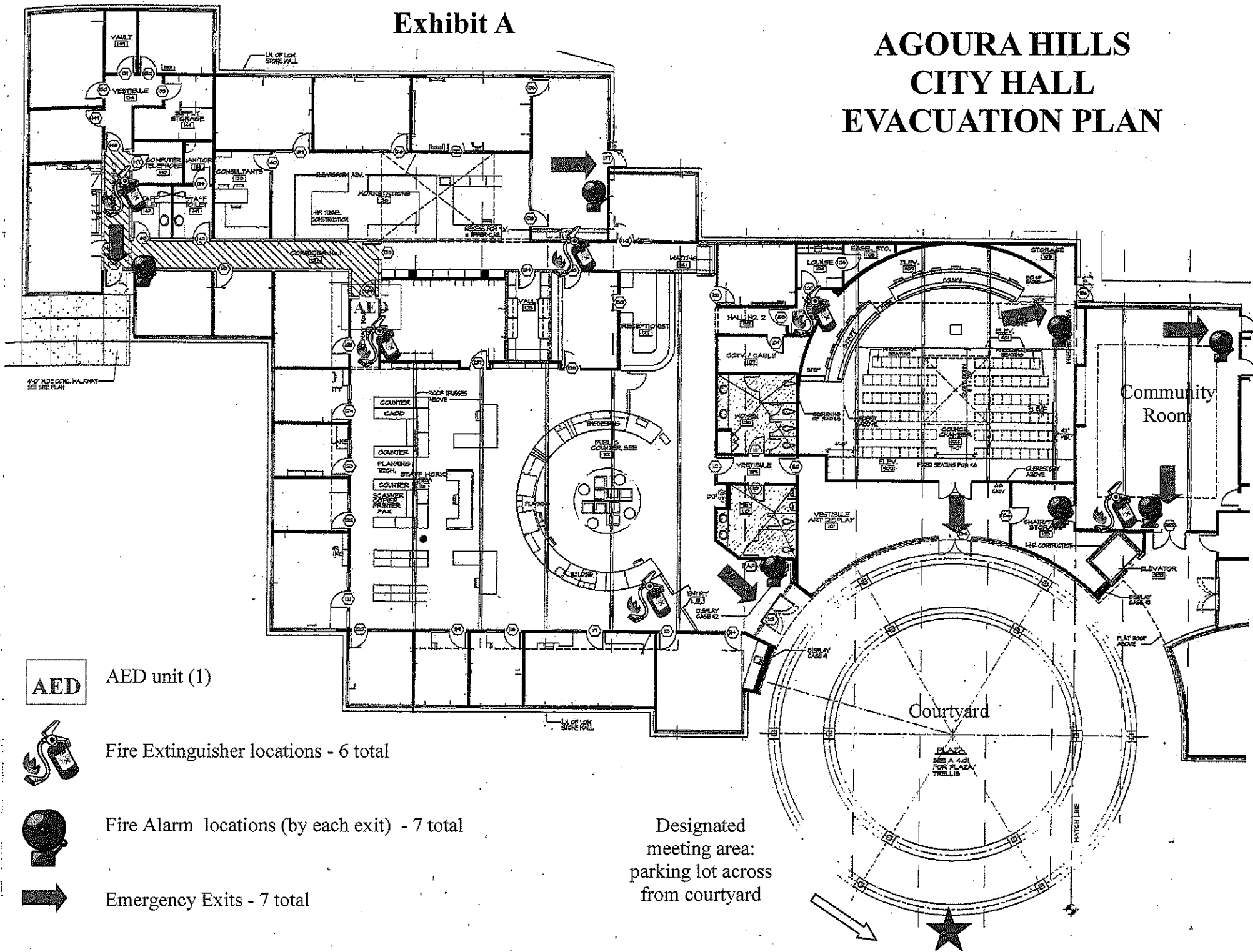


Exhibit B

AGOURA HILLS RECREATION CENTER EVACUATION PLAN

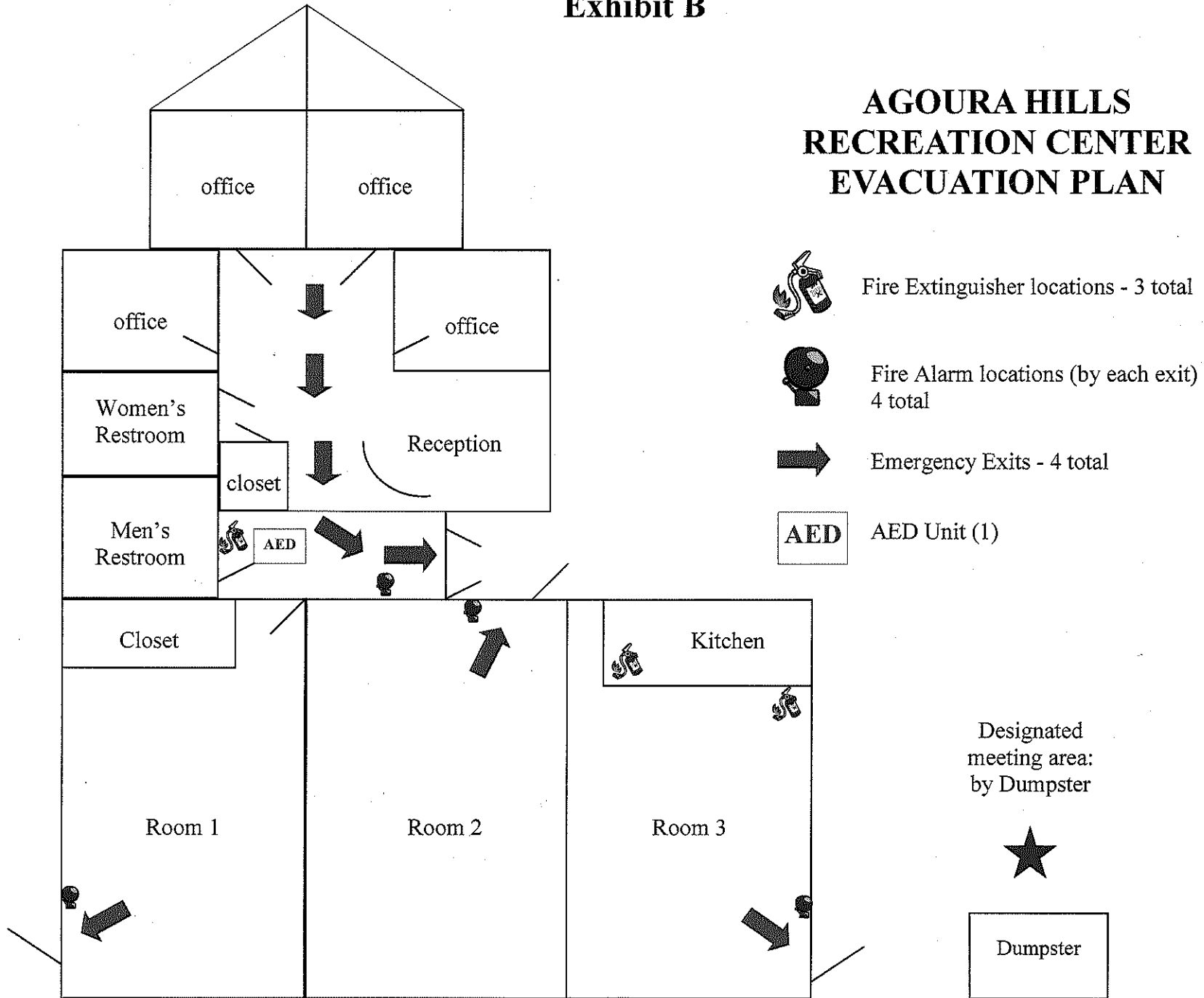


EXHIBIT C

SIDEWALK INSPECTION PROGRAM

I. PURPOSE

The purpose of inspecting the City's sidewalks is to report and schedule repairs for all hazardous conditions in order to minimize the possibility of injury to residents and visitors of the City. This program provides standard instructions for conducting sidewalk inspections and management of the records. Sidewalk inspections, in accordance with this program, should be done approximately every twelve months.

II. SIDEWALK HAZARDS

A. All inspections shall document the following situations:

1. Vertical displacements that exceed $\frac{3}{4}$ inch should be documented and scheduled for repair. Any displacement less than $\frac{3}{4}$ inch should be noted and evaluated for possible hazards.
2. For each location where a sidewalk deficiency is noted, provide a rating on the deviation from 1 to 4. The rating is as follows:
 - 1 = displacement is less than $\frac{3}{4}$ inch
 - 2 = displacement is between $\frac{3}{4}$ inch and $1 \frac{1}{4}$ inches
 - 3 = displacement is more than $1 \frac{1}{4}$ inches
 - 4 = deficiency is in the vicinity of a sensitive location (i.e. adjacent to a school, senior housing, high pedestrian area, etc). The deficiency rating of 4 could be given no matter the amount of displacement. It places priority onto the location needing repair due to the pedestrian activity at the site.
3. Sidewalks with slopes that exceed a 5:1 ratio should be documented and scheduled for repair.
4. Cracks that have a gap of half an inch should be filled.
5. Holes that are half an inch or greater in depth and in diameter should be filled.
6. Check for any damage around traffic signals, utility poles, ground utility boxes, street lights and regulatory sign posts.

7. Any sidewalk damage around a construction site with heavy equipment should be noted; the construction company can be held liable.
 8. Any driveway apron damage at private or commercial properties should be noted; notification should be sent to the private property owner.
 9. Brick or concrete walkways and tree wells installed by property owners should be level to the sidewalk. The owner should be notified and given a time frame to make appropriate repairs.
- B. Any hazards or sidewalk damage that may not meet requirements for repair should be noted for future inspections.

III. REPAIR SOLUTIONS

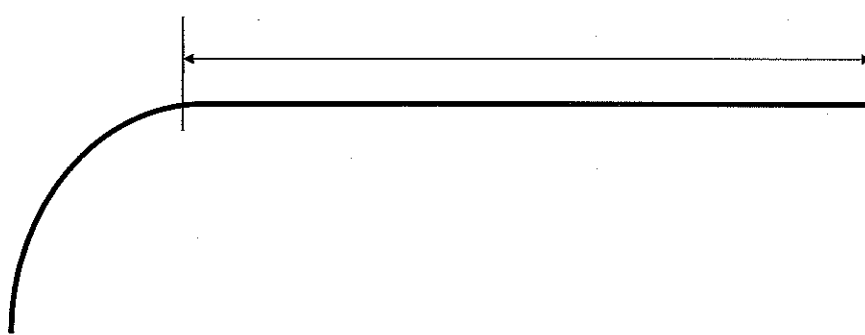
- A. Grind down displacement if less than 3/4" or apply appropriate materials to minimize displacement (Exhibit 1, figure 1).
- B. When the sidewalk is buckled and the ratio is greater than 5:1, use appropriate materials to repair sidewalk with a ratio of at least 6:1 (Exhibit 1, figure 2).
- C. Cracks and holes should be filled with appropriate materials (Exhibit 1, figure 3).
- D. If the buckled sidewalk has numerous large cracks, remove and replace concrete.
- E. If the sidewalk is displaced greater than 1.5-inches and/or buckled due to tree roots with a slope greater than 5:1, remove and replace concrete sidewalk and coordinate with Parks & Landscape Superintendent to assess removal and/or replacement of street tree.
- F. If the sidewalk is displaced by tree roots, but is less than 1.5 inches displacement, repair with appropriate materials and slope with 6:1 ratio (Exhibit 1, figure 4).
- G. Worn out asphalt concrete patches should be re-patched or evaluated for removal and replacement (Exhibit 1, figure 5).
- H. Repaired patches that continue to have cracks and displacements may have to be removed and replaced (Exhibit 1, figure 5).

IV. DATA COLLECTION

On an annual basis, Los Angeles County Road Department shall inspect the City for concrete damage and provide a list, "Los Angeles County Road Department Annual Sidewalk Inspection Report", to the City describing sidewalk deficiencies and their

locations, including all vertical displacements that exceed $\frac{3}{4}$ -inch. At a minimum, Los Angeles County Road Department's Annual Sidewalk Inspection Report shall contain the following information:

- A. Field notes should be dated and titled with the name of the person inspecting the sidewalk (Exhibit 2).
- B. An address can be used to identify a location of a sidewalk hazard. If an address is not found, measure the distance from the end of curb return (ECR) to the location of sidewalk hazard. If the ECR is too far, measure from some other notable physical feature that can be used as a reference point, e.g. "5th tree well from".



- C. Description of the damage should be noted with a possible suggestion of how to repair the damage, which should include an approximate measurement of damage.
- D. Walk one side of the street and then complete the opposite side. Since sidewalks are located on both sides of the street, specify which side of the street the hazard is located.
- E. To keep track of the streets that have been inspected, use a city map and color or highlight the street segments that have been completed at the end of the day.
- F. Every street should have an inspection date. If the street segment does not have any hazardous conditions, note the date of the inspection and write "No hazards found on sidewalks."
- G. In some cases locations (especially on commercial streets), the boundary of the public right-of-way is not obvious. Before starting inspections on a commercial sidewalk, verify which portion of the sidewalk is under jurisdiction of the City. The inspection personnel must review street and utility maps on file in the Engineering Division. If still unsure ask the Public Works Inspector or the City Engineer before starting fieldwork.

V. DATA ENTRY

- A. The collected data is stored in an excel database under filename F:\PUBLIC WORKS\Capital Improvement Program\Concrete Repair\Concrete Repair List From County Inspection List. (Exhibit 3)
- B. The table used includes sections for:
1. Date of data collection
 2. Address
 3. Street Name/Street Side
 4. Location/Description of Hazard
 5. Repair Rating
 6. Street Tree (Y/N)
 7. Sidewalk Grinding (LF)
 8. Sidewalk R&R (SF)
 9. Access Ramps (Y/N)
 10. Curb & Gutter R&R (LF)
 11. Commercial/Residential Driveway (Y/N)
 12. Recommended Repairs
 13. Date of repairs made
 14. Description of repairs made. (Exhibit 4)

VI. INSPECTION

- A. The total inspection of the City should be completed annually by the Los Angeles County Road Department, and when a hazard appears to be out of standard described herein, it is to be measured and recorded on the said Inspection Report.
- B. The Los Angeles County Road Department shall perform monthly drive-by inspections of the City and turn in the Monthly Drive-by Inspection Reports to the City on a consistent schedule, first week of every month, in order to initiate immediate work on the repair areas as they are identified. If applicable, monthly inspection reports should be checked against the Los Angeles County Road Department Annual Sidewalk Inspection Report, and reference any location that needs attention per the monthly inspection. This will ensure consistency amongst the annual and monthly lists.
- C. The final Sidewalk Inspection Report should have a date of submittal and date of inspection (Exhibit 4). A copy should be submitted to the City Engineer and/or his/her representative. It is of great importance to keep accurate records of these dates. The City Engineer and/or his/her representative will check the report and send an email to the County Road Maintenance Superintendent requesting for the County's Street Maintenance Division to proceed with repair.

VII.

RECORDING REPAIRS

- A. When Annual and Monthly Inspection Reports are submitted to the City, the City Engineer and/or his/her representative shall enter or rectify all completed repairs and new deficiencies into the database.
- B. After completion of the City's Annual Concrete Repair Project, the City Engineer and/or his/her representative shall enter the date the repairs were made and repair description of the locations into the F:\PUBLIC WORKS\Capital Improvement Program\Concrete Repair\Concrete Repair List From County Inspection List.
- C. After completion of all repairs requested by email to the County Road Maintenance Superintendent, the City Engineer and/or his/her representative shall enter all locations as complete in the F:\PUBLIC WORKS\Capital Improvement Program\Concrete Repair\Concrete Repair List from County Inspection List.
- D. A hard copy of said Inspection Report should be put in the folder, in the office of the City Engineer and/or his/her representative.

EXHIBIT 1

FIG. 1

GRIND IF DISPLACEMENT IS LESS THAN $\frac{3}{4}$ ". IF GREATER THAN $\frac{3}{4}$ " APPLY APPROPRIATE MATERIALS.

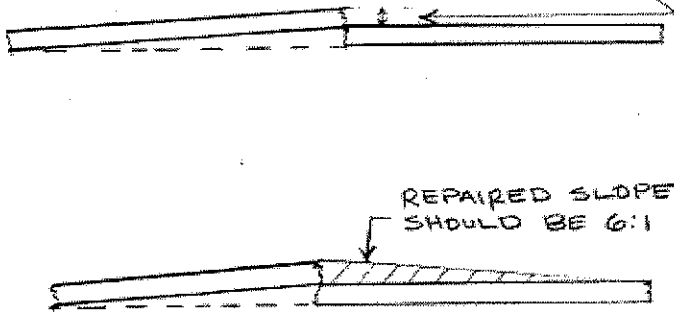


FIG. 4

REPAIR WHEN SLOPE IS 5:1



6

FIG. 2

REPAIR WHEN SLOPE IS GREATER THAN 5:1.



FIG. 5

WORN OUT PATCH SHOULD BE REPAIRED

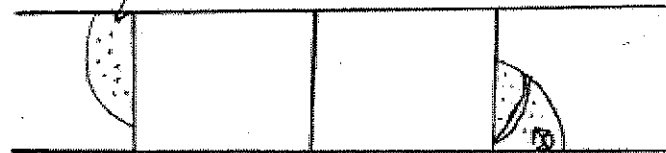


FIG. 3

CRACKS $\frac{1}{2}$ " IN WIDTH SHOULD BE FILLED.

HOLES GREATER THAN $\frac{1}{2}$ " IN DIAMETER AND IN DEPTH SHOULD

PATCHES WITH HOLES, DISPLACEMENTS OR CRACKS SHOULD BE EVALUATED FOR REMOVAL AND REPLACEMENT

EXHIBIT 2

PH-1 (1085)

REPORT OF STREETLICK WITH UTILITY
DISPLACEMENTS IN EXCESS OF ONE INCH

CRK

City of
Agoura Hills
REPAIRS IN ROAD DIVISION IN CHARGE: Frank Appice

LOCATION OF STREETLICKS IN NEAR OF REPAIRS	DATE REPORTED	DATE REPAIRED
1) Agoura Rd. (WB) - at USA gas station - chips in sidewalk along curb	11-10-09	
2) Agoura Rd. (WB) - at Kanan Rd. (USA gas station) - chips in sidewalk / curb at/adjacent to Chi 22		
3) Agoura Rd. (WB) - at Kanan Rd. (Island's Restaurant) 1) chip in curb at Chi 22 ramp 2) chips in PCC - traffic signal lid 3) sidewalk displacement near guardrail		
4) 29295 Agoura Rd. - 1) sidewalk displacement 2) sidewalk/curb separation 3) chips in sidewalk & curb		
5) Roadside Rd. - across from 29414 (Fence Factory) - sidewalk/curb separation at/adjacent to Chi 22		
6) Roadside Rd. - along westside of 29414 - sidewalk/curb separation - numerous locations		
7) 29414 Roadside Rd. - 1) chips in sidewalk along curb 2) cracks/chips in sidewalk & driveway apron 3) cracked PCC - Edison lid 4) chips in curb 5) chip in sidewalk near light pole		
8) 29370 Roadside Rd. - crack/chip in sidewalk adjacent to driveway apron		
9) 29348 Roadside Rd. - chips in sidewalk/curb along driveway apron		
10) 29338 Roadside Rd. - chips in driveway apron		
Roadside Dr - El Pollo Loco exit - 1) chip in sidewalk adjacent to driveway apron 2) chips in driveway apron		

EXHIBIT 3

2008 Concrete List From County's Report

Date of Data Collection	Address	Street Name Side of street	Location & Description of Hazard	Repair Rating	Street tree (Y/N)	Sidewalk Grinding (LF)	Sidewalk R & R (SF)	Access Ramps	Curb & Gutter R&R (LF)	Commercial Residential Driveway (Y/N)	Recommended Repairs	Date of Repairs	Description of Repairs
	28548	Acacia Glen Street	Sidewalk				yes						
	28664	Acacia Glen Street	sidewalk				yes						
	6120	Acadia Avenue	75 ft S/O 6120 Acadia Avenue - sidewalk				yes						
8/29/08	6216	Acadia Avenue	sidewalk		No		105						
	6216	Acadia Avenue	sidewalk				yes						
	6226	Acadia Avenue	CH 22 sidewalk				yes						
	6244	Acadia Avenue	Across from 6244 Acadia Avenue				yes						
	6260	Acadia Avenue	Across from this address sidewalk				yes						
	582	Acadia Avenue	SW Burleson Street - sidewalk				yes						
	5517	Adelina Court	sidewalk				yes						
	5517	Adelina Court	Across from - sidewalk				yes						
	5510	Agoura Glen Drive					yes						
	5551	Agoura Glen Drive	sidewalk				yes						
	5554	Agoura Glen Drive	sidewalk				yes						
	29645	Agoura Road	East of 29645 Between 6th & 7th Treewell - Sidewalk				yes						
	28240	Agoura Road				yes					grind sidewalk at curb		
	28249	Agoura Road	Sidewalk separated								fill with mix		
11/10/2008	29255	Agoura Road	1) sidewalk displacement - 2) sidewalk/curb separation - 3) chips in sidewalk & curb										
	29645	Agoura Road	East of 29645 1st Lamppost - Sidewalk				yes						
	29645	Agoura Road	East of 29645 1st Treewell - Sidewalk				yes						