



## BUILDING FIRE LIFE SAFETY SYSTEMS

### PURPOSE

The purpose of this Training Bulletin is to ensure all Los Angeles Port Police employees understand the use and purpose of POLA building Fire Life Safety Systems and equipment. These systems and equipment are designed to save lives and reduce injury during building fires, false alarms, and accidents.

### PROCEDURES

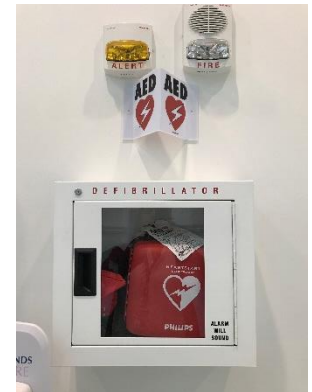
Department employees should know the location of the fire life safety equipment: fire extinguishers, Automatic External Defibrillators (AED), first aid kits, fire annunciator panels and fire control panels. All police officers are responsible for knowing the location of the annunciator panel and fire control panel for employee occupied buildings (Attached).

### AEDs

Automated external defibrillators (AEDs) are portable, life-saving devices designed to treat people experiencing sudden cardiac arrest, a medical condition in which the heart stops beating suddenly and unexpectedly.

The combination of CPR and early defibrillation is effective in saving lives when used in the first few minutes following a collapse from sudden cardiac arrest.

AED's are located in cabinets in all POLA buildings and are in police black and white vehicles. AED cabinets are checked monthly. Cabinets currently have a label indicating an alarm will activate if the cabinet is opened. However, these systems are not connected. If an AED is taken from a cabinet to respond to a life threatening emergency, employees should ensure they call for help before starting the lifesaving activities.



Vehicle equipment should be checked following all Port Police policies.

### FIRST AID KITS

First aid is emergency care given immediately to an injured person. The purpose of first aid is to minimize injury and future disability. In serious cases, first aid may be necessary to keep the victim alive. POLA has purchased first aid cabinets which have been placed in buildings across the department. These supplies are for minor scratches or injuries. Only employees trained in first aid should assist a victim. Never give first aid treatment for which you are not trained.

All injuries to an employee should be reported to the immediate supervisor as soon as possible. For an injury where an employee or guest passes out, wounds beyond minor scratch, 911 should be called for victim care. All Port Police personnel should ensure that our Dispatch and Watch Commander are notified via radio, telephone, or in person. Any injury that occurs at work should be reported to the immediate supervisor right away.

## **FIRE ANNUNCIATOR PANEL**

Remote Annunciator Panels provide fire alarm control panel status information of locations distant from the fire alarm control panel. This panel (usually in the front lobby of your building) has a blueprint of your building along with a variety of lights and displays that indicate where a fire alarm was set off. All panels serve the same purpose: detecting problems and alerting the user to where the problem started, what caused it, and what (if any) sprinklers or other devices are working.



## **FIRE CONTROL PANEL**

A fire control panel is a component that offers control through a fire alarm or notification system. Throughout the building, sensors are installed. These sensors redirect information to the control panel. They include environmental changes that could detect the presence of a fire. The panel receives notifications for potential operational issues with equipment that could cause a fire.

The panel also alerts the employees inside the building if a potential fire was detected or predicted. This includes information about the exact location of this event.

**System Reset:** This resets the panel after an alarm condition. All initiating devices are reset, (except pull stations which must be reset manually) and the panel is cleared of any alarm conditions. If an initiating device is still in alarm mode after the system is reset, such as a smoke detector continuing to sense smoke or a manual pull station still in an activated position, another alarm will be initiated, or in some cases, the panel will refuse to reset until all the alarms have been reset/cleared. A system reset is often required to clear supervisory conditions. A system reset does not usually clear trouble conditions; most trouble conditions will clear automatically when conditions are returned to normal.



The City of Los Angeles Fire Department (LAFD) will respond to fire alarms and will complete a thorough investigation of the alarm and attempt a reset.

- If reset is obtained to Normal operation:
  - no Fire/Life Safety Notice is issued
  - upon return to quarters, the Company Officer will enter into National Fire Incident Reporting System (NFIRS) with proper code
- If they are NOT able to reset to Normal operation:
  - locate and identify malfunctioning Fire alarm
  - notify Metro Fire Communications (MFC)

- issue an F-340 Fire Watch (FW) Notice of Violation (NOV) to a responsible party forthwith
- upon return to quarters, the Company Officer will enter into NFIRS with proper code

If the internal building fire alarms system is activated, all employees are expected to follow building evacuation procedures, as described in the Building Emergency Plan.

## **FIRE EXTINGUISHERS**

Fire extinguishers are located in cabinets in all POLA buildings. Extinguishers are examined on a regular basis to ensure they are charged and ready for use. If an extinguisher is missing or is not in good working order, the employee should report the status to their immediate supervisor.

## **REPORTING VIOLATIONS**

It is the responsibility of any Port Police employee to report damaged or missing fire life safety equipment. If your supervisor is not immediately accessible, reports of damaged or missing fire life safety equipment should be reported to Port Police Facilities Unit via the Los Angeles Port police dispatch line available 24/7 at (310) 732-3500.

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	<b>ADDRESS</b>	<b>ADDRESS</b>	<b>ANNUNCIATOR PANEL</b>	<b>FIRE CONTROL PANEL (UNIT)</b>
<b>A</b>	<b>Harbor Administration Building (HAB)</b>	425 South Palos Verdes Street San Pedro, CA	Lobby	Kit Room (South lobby office area, ground floor)
<b>B</b>	<b>Liberty Hill Plaza</b>	100 West 5th Street San Pedro, CA 90731	N/A	Lobby
<b>C</b>	<b>Port Pilot Station</b>	Berth 68, San Pedro, CA 90733	Lobby	Supply Room
<b>D</b>	<b>Construction &amp; Maintenance (C&amp;M)</b>	500 Pier A Street, Wilmington, CA 90744	Lobby	2nd Floor, Dispatch
<b>E</b>	<b>Test Lab</b>	514 Pier A Street Wilmington, CA 90744	N/A	Lobby
<b>F</b>	<b>Archives Building</b>	272 South Fries Avenue Wilmington, CA 90744	Lobby	Second Floor, Mechanical room
<b>G</b>	<b>Pacific Place (Environmental Mgt Div.)</b>	222 West 6th Street San Pedro, CA 90731	N/A - Leased Office Space	N/A - Leased Office Space
<b>H</b>	<b>The Dive House</b>	954 South Sea Side Terminal Island, CA 90731	N/A	Lobby/Kitchen Area
<b>I</b>	<b>Port Police Headquarters (PPHQ)</b>	330 South Centre Street San Pedro, CA 90731	Lobby	First Floor Server Room / Second Floor Dispatch
<b>J</b>	<b>Port Police Training Center (MLETC)</b>	300 East Water Street Wilmington, CA 90744	N/A	Lobby
<b>K</b>	<b>CTIP Facility</b>	239 North Avalon Boulevard Wilmington, CA	Lobby	Back Office Area
<b>L</b>	<b>Los Angeles Cruise Terminals</b>	100 Swinford Street San Pedro, CA 90731	N/A	1st Level
<b>M</b>	<b>USS Iowa</b>	250 South Harbor Boulevard San Pedro, CA	N/A	N/A
All annunciators are labeled with Fire Control Panel location.				
POLA Fire Control Panels are all Simplex units.				