

made as early as practicable but no later than six working days after receiving information that a recordable case has occurred.

When an injury or illness is initially determined to be "recordable" and entered on the Cal/OSHA Form 200, and, upon verification by Medical Liaison Section that it is "nonrecordable," a single line shall be drawn through the entire entry on the Form Cal/OSHA 200.

When an injury or illness is initially determined to be "nonrecordable," and upon final verification by the Medical Liaison Section that it is "recordable," an entry shall be next vacant line on the Cal/OSHA Form 200, and a copy of the State Form 5020 filed with the log.

Summary of Occupational Injuries and Illnesses, Cal/OSHA Form 200. An annual summary of occupational injuries and illnesses shall be compiled for each work location annual summary shall be based on the information contained in the log of occupational injuries and illnesses and entered in the "Totals" column. Even though there were occupational injuries or illnesses in the work location during the year, zeros must be entered on the totals line.

The summary shall be completed no later than one month after the close of each calendar year and shall cover the occupational injury and illness experience in that calendar year.

The commanding officer or officer in charge at each work location shall certify that the annual summary is true and complete by affixing the signature to the certification bottom of the Cal/OSHA Form 200.

A completed copy of the Form Cal/OSHA 200 shall be posted adjacent to the Cal/OSHA Poster "Safety and Health Protection on the Job" in each work location. The summary covering the previous calendar year, shall be posted no later than February 1, and shall remain in place until March 1.

A copy of the completed Form Cal/OSHA 200 shall be forwarded to the Medical Liaison Section, Personnel Division on February 1 of each year.

Log and Summary of Occupational Injuries and Illness, Cal/OSHA Form 200 and Employer's Report of Occupational Injury or Illness, State Form 5020 shall be retained at each work location for five years following the year to which they relate. Cal/OSHA Forms 200 and State Forms 5020 shall be available for inspection and copying by authorized representatives of the United States Department of Labor, the Department of Health, Education and Welfare, or the State of California.

The Cal/OSHA Form 200 shall, upon request, be made available to any employee, former employee, and to their representative for examination and copying in a reasonable and at reasonable times. The employee, former employee, and their representatives shall have access to the log and summary for any work location in which the employee has been employed.

## **278. MENTAL EVALUATION MANUAL.**

**278.10 MENTAL EVALUATION MANUAL.** The Mental Evaluation Manual of the Los Angeles Police Department shall be maintained, amended, and distributed by the Support and Vice Division.

**Area/Division Commanding Officer-Responsibility.** Area/division commanding officers shall be responsible for:

- The care and maintenance of all copies of the Mental Evaluation Manual assigned to their Area/division; and,
- Ensuring that their personnel are familiar with the contents of the Mental Evaluation Manual.

**279. BUILDING EMERGENCY COORDINATOR PROGRAM.** This Program is designed to provide for the safe and orderly evacuation of employees from the work area in the event of an emergency. Under the Program, every worksite housing more than 10 personnel must have a Building Emergency Coordinator (BEC), or a Floor Emergency Coordinator (FEC), and a disaster plan.

**Note:** The title "Floor Emergency Coordinator" was created to identify a specific assignment for the Police Department only. For purposes of the Department's Building Emergency Coordinator Program, Floor Emergency Coordinators have the same responsibility as those outlined in the City's Emergency Procedures Manual for Building Emergency Coordinators.

Generally the BEC/FEC is the Commanding Officer of the entity assigned to the facility. At the Geographic Areas the BEC/FEC shall be the Area Commanding Officer. In entities in leased space and those entities housed in other City buildings i.e., City Hall East, the senior officer shall act as the BEC/FEC.

**Exception:** The BEC for the Piper Technical Building (Piper Tech) is determined by the Department of General Services.

The BEC/FEC's are encouraged to delegate the routine BEC Responsibility to a supervisor under their command. To maintain knowledge of the facility within the location, the expected duration of the supervisor's assignment should be considered prior to delegating the BEC responsibility. Although the responsibility for the BEC program is delegated to an individual at each facility, it may be necessary for another individual to assume the BEC responsibility during non-business hours.

Disaster plans shall be completed by each BEC/FEC in accordance with the City's Emergency Procedures Manual. Disaster plans may include more information than is in the Emergency Procedures Manual guidelines. Minimum operating force, mobilization plans, station or asset security, or any other concern specific to the facility may be included in the plan. In order to ensure that each BEC program is effective, the facility Evacuation Plan shall be a part of each entity's Standing Plans.

**Commanding Officer, Detective Support and Vice Division (DSVD) - Responsibility.** The Commanding Officer, Detective Support and Vice Division is designated as the Police Administration Building. Emergency Operations Section (EOS) will provide staff support to assist with the selection of Floor Wardens, scheduling Floor Warden training and will coordinate with DSVD an annual BEC exercise for the Police Administration Building. The Commanding Officer, DSVD, shall:

- Maintain the Police Administration Building disaster plan and conduct the duties of the BEC Program applicable to the Police Administration Building;

**Officer in Charge, Emergency Operations Section - Responsibility.** The Officer in Charge, Emergency Operations Section, shall be responsible for overall coordination of the Department's BEC Program. The Officer in Charge, EOS, shall:

- Review facility disaster plans submitted by Department BEC's and FEC's Department wide;
- Ensure that annual audits of all facility disaster plans are conducted to ensure that plans are complete and accurate;
- Maintain an up-to-date list of all BEC/FEC and Floor Warden assignments Departmentwide;
- Ensure that BEC/FEC and Floor Warden assignment lists are forwarded to the Emergency Planning Unit, Department of General Services (DGS), in January of each year for scheduling of annual training;

**Note:** Changes in BEC/FEC or Floor Warden assignments shall be forwarded to DGS immediately upon receipt.

- Cause audits to be conducted to ensure that annual training and fire drills required under the City's BEC Program are being conducted;
- Review Fire Drill Reports and occupant training rosters received from BEC's and FEC's and forward them to the Emergency Planning Unit, DGS; and,
- Ensure that new and leased space facilities have a BEC or FEC assigned when the facilities are occupied.

**Responsibility of Building Emergency Coordinators and Floor Emergency Coordinators.** Building Emergency Coordinators and Floor Emergency Coordinators (BEC/FEC) shall:

- Maintain the facility disaster plan and the City's Emergency Procedures Manual in a readily accessible location within the facility;
- Ensure that all personnel within the facility are aware of the procedures contained in the disaster plan;
- Ensure that the "Occupant Instructions" portion of the City's Emergency Procedures Manual is posted on the facility's Official Bulletin Board;
- Ensure that all personnel within the facility receive training on the "Occupant Instructions" annually;
- Ensure that the disaster plan is updated as needed and forwarded to EOS for review and approval;
- Perform BEC/FEC duties as described in the City's Emergency Procedures Manual;
- Designate Floor Wardens and other Program positions, as needed;