

## Lighting

As our clocks moved back an hour, you may have noticed the parking lot to be darker as you go to your car. As such, parking lots, garages and structures should be equipped with adequate lighting for safety. So, how much lighting is required? The horizontal illumination recommendations for exterior parking lots range from a minimum of .2 for basic to .5 foot-candles for enhanced security at any given point in a parking area (<http://www.codepublishing.com/wa/redmond/cdg/rcdg20d/RCDG20D90.html#20D.90.10-090> (Section [20D.90.10-030](#))). However, these standards apply to energy usage and consumption and takes into consideration non-business hours. Full-output lighting for most parking facilities is usually needed beyond business hours and is imperative for employees traversing parking lots and entering parked vehicles safely during the late evening. Due to the environment and locations of some County facilities (e.g. transients, animals, trip/slip hazards, etc.) the average illumination levels should be maintained at a minimum of 4 foot-candles at any given point (Standard for Pedestrian Pathways and Access Routes) beyond normal business hours (See table 1, Pedestrian pathways and access routes).

**Table 1**

Recommended Security Lighting

Security Lighting Application	Average Horizontal Illumination Level on Ground
Large Open Areas	0.5 – 2.0 fc <sup>1</sup>
Buildings	0.5 – 2.0 fc <sup>1</sup>
Perimeter Fence	0.5 fc <sup>2</sup>
Entrances	10 fc <sup>3</sup>
Gatehouses	30 fc <sup>4</sup>
Pedestrian Pathways and Access Routes	4 – 6 fc

Levels in  
Foot-candles (fc)

So, when heading to your car, please take into account the following tips:

- Regardless of the presence of security, do not text while walking to your car;
- Be aware of speed bumps conditions and locations, they should be either painted or reflected;
- Scan the area before leaving a building; do not leave if you observe any suspicious individuals or activities;
- Check the back seat of your car before entering;
- If feasible, leave the building in groups;
- If a coworker is parked remotely, drive him or her to their car and wait until they enter safely;
- Have your key or fob in your hand before approaching your car;
- Avoid parking in remote areas of a parking lot or garage.

As a proactive measure, report any of the following:

- Broken parking lot lights to facilities or responsible party;
- Lights obstructed by trees or other shrubs;
- Unpainted and broken speedbumps; and Other trip or slip hazards you encounter.

**Parking lot at dusk**



**Tree obstructing lights**



## The Great Shake Out

While some areas of California are more likely to have earthquakes than others (see below), all of California is at higher risk compared to the rest of the country. You could be anywhere when an earthquake strikes: at home, at work, at school, or even on vacation.

What we do now will determine our quality of life after our next big earthquake. Are you prepared to survive and recover quickly?

The Great California ShakeOut is an annual opportunity to practice how to be safer during big earthquakes: "Drop, Cover and Hold On." The ShakeOut has also been organized to encourage you, your community, your school, or your organization to review and update emergency preparedness plans and supplies, and to secure

your space in order to prevent damage and injuries. ShakeOut is also a reminder for Californians to be prepared financially, such as by exploring earthquake insurance. The not-for-profit California Earthquake Authority offers earthquake insurance throughout California for homeowners, renters, mobilehome owners and condo-unit owners.

Registration totals from Great ShakeOut Earthquake Drills across the U.S. are also included in America's PrepareAthon! participation totals.

Learn more below, or read answers to frequently asked questions.

## October 21, at 10:21 a.m.

Conduct your drill. If you did not choose a drill from the *ShakeOut Drill Manual for Government Agencies and Facilities*, then follow these simple steps:

**1** **Drop, Cover, and Hold On:** Instruct everyone to **Drop** to the ground, take **Cover** under a table or desk, and **Hold On** to it as if a major earthquake were happening (stay down for at least 60 seconds). Practice now so your staff will immediately protect themselves during earthquakes! (See this page for what to do if outside, driving, in a tall building, or other situations.) For people with disabilities or access and functional needs, down-

**2** load our preparedness guide (661 KB) PDF.

While still under the table, or wherever you are, look around and imagine what would happen in a major earthquake. What would fall on you or others? What would be damaged? What would life be like after? *What will you do before the actual earthquake happens to reduce losses and quickly recover?*

(Optional) Practice what your agency or facility will do after the shaking stops.

**3** After your drill is complete, have discussions about what was learned and incorporate

## Earthquake: What if your...

### Outside

If you are outside, stay outside, and stay away from buildings utility wires, sinkholes, and fuel and gas lines.

The area near the exterior walls of a building is the most dangerous place to be. Windows, facades and architectural details are often the first parts of the building to collapse. Also, shaking can be so strong that you will not be able to move far without falling down, and objects may fall or be thrown at you. Stay away from this danger zone—stay inside if you are inside and outside if you are outside.

The greatest danger from falling debris is just outside doorways and close to outer walls. Once in the open, get down low (to avoid being knocked down by strong shaking) and stay there until the shaking stops.

### Impaired mobility

If you cannot drop to the ground, try to sit or remain seated so you are not knocked down. If you are in a wheelchair lock your wheels. Protect your head and neck with a large book, a pillow, or your arms. The goal is to prevent injuries from falling down or from objects that might fall or be thrown at you. For more resources for people with impaired mobility and other access and functional needs, visit the [Earthquake Country Alliance](#).

### Crowded Indoor Public Place

Drop, cover, and hold on. Do not rush for the doorways. Others will have the same idea. Move away from display shelves containing objects that may fall. If you can, take cover and grab something to shield your head and face from falling debris and glass.

### Driving

If you are in a moving automobile, stop as quickly and safely as possible. Move your car to the shoulder or curb, away from utility poles, overhead wires, and under- or overpasses. Stay in the car and set the parking brake. Turn on the radio for emergency broadcast information. A car may jiggle violently on its springs, but it is a good place to stay until the shaking stops. If a power line falls on the car, stay inside until a trained person removes the wire.

When you drive on, watch for hazards created by the earthquake, such as breaks in the pavement, downed utility poles and wires, rising water levels, fallen overpasses and collapsed bridges.

### High-Rise Buildings

Drop, cover, and hold on. Move away from windows and outside walls. Stay in the building. The electricity may go out, and the sprinkler systems may come on. DO NOT use the elevators.

If you are trapped stay calm. Try to get someone's attention by tapping hard on metal parts of the structure. That may increase your chances of being rescued.

### Stadium or Theater

Stay at your seat and protect your head and neck with your arms, or any way possible. Do not leave until the shaking is over. Then walk out carefully watching for anything that could fall in the after-shocks.

# Evacuation

Recently, the Safety Office received a call regarding emergency evacuation procedures for staff with disabilities. Since there are many different conditions on the disability spectrum, there isn't a catch all for every situation. The needs of staff with disabilities involving movement are different than the needs of staff who are hearing or vision impaired, but preparing for an eventual emergency with everyone in mind can minimize injury and save lives.

Inside your Emergency Action Plan (EAP) there should be a section covering staff members with disabilities or special needs. It's important not only to have this section, but to also instruct staff on the emergency response procedures of the plan. If your EAP does not have a section covering staff with disabilities, contact the Safety Office at (951) 955-3520 and ask to speak with a safety coordinator.

The responsibility to be prepared in case of an emergency is shared jointly with the department and its staff members. Specifically, the employee with a disability is responsible for informing her/his department administrator or immediate supervisor that she/he will require assistance during an evacuation. Do not assume that someone with a disability will need help in the case of an emergency, or what help they may need. Let the employee explain the situation and what they feel is going to be needed. A good rule, as part of your annual review of safety procedures, is to advise staff that EAPs are in the process of being updated and that anyone who would require assistance during an evacuation should speak with their immediate supervisor to identify the level of need. The Department Safety Representative (DSR) or Floor Warden should solicit volunteers to escort disabled staff when an evacuation occurs. Remember that employees

cannot be forced into this role, it is volunteer only. Once those staff members are identified two things should happen. First, a special roster should identify those who will require special assistance; the escorts who have volunteered to assist them and the area designated as the refuge. The area should have direct access to an exit where those who are unable to navigate the emergency route may remain. Some examples are a one-hour fire-resistive hallway adjacent to an exit or a vestibule located next to an exit enclosure.

Once employees are identified as requiring special assistance and taken to the designated area, it becomes the responsibility of the Floor Warden or DSR to contact first responders to advise them of the location of those staff members. It is not advisable to re-enter the building.

Staff with hearing or vision impairments should also be identified and a plan developed to assist them with notification and evacuation. Staff with vision impairments should be familiar with their immediate work area. In the event of an emergency, tell the individual how and where to exit. Have the person take your elbow and escort them. As you walk, tell the person where you are and advise them of any obstacles. When you reach safety, orient the person to where they are and ask if any further assistance is needed.

Staff with hearing impairments may be unable to perceive an audible emergency alarm. In this situation you may consider a pre-made card with the wording "EMERGENCY-FOLLOW ME" that can be placed in their hands, or by turning the office lights on and off as a signal. If possible, escort staff member's out of the building if they can follow.

## Recap checklist

- Update your Emergency Action Plan
- Make sure you have a section covering disabled staff
- Identify those who will need assistance before an emergency takes place
- Document their needs and find (if possible) staff members who will act as escorts
- Find a safe location to act as a refuge if disabled staff are unable to exit the building
- Make a special roster identifying staff with special needs, escorts and the refuge location
- Inform First Responders of their location after you exit the building
- If possible, assist them with exiting or have an escort take them to the designated refuge

