



# Rancho Los Amigos National Rehabilitation Center

## ADMINISTRATIVE POLICY AND PROCEDURE

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**SUBJECT: EMERGENCY EXIT DOOR USAGE**

**Policy No.: A429**  
**Supersedes: March 9, 2016**  
**Revision Date: November 5, 2021**  
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### **PURPOSE:**

To provide a safe and secure environment for patients, visitors and staff by establishing building security guidelines and enforcement rules governing the use of doors identified for **Emergency Use Only**.

### **POLICY:**

This Medical Center prohibits the use of doors identified as **Emergency Use Only** for staff to enter and exit any building for non-emergency purposes.

### **PROCEDURE:**

**“Emergency Only and Fire Emergency Exit doors shall only be utilized under valid emergency conditions.**

### **Emergency Use Definition:**

In the following emergency situations or conditions, it would be appropriate to use **Emergency Only** and **Fire Emergency Exit** doors without restrictions:

- Bomb Threat
- Chemical Spills
- Terrorist Attack
- Hostage Situation
- Fire Emergency
- Earthquake
- Explosion
- Evacuation
- Permission granted by Hospital/Patient Safety Director, and/or appointed designee
- Permission granted by Administrative staff and/or designee

Enforcement/monitoring shall be the primary responsibility of Contract Security Services Personnel. However, all personnel are encouraged to share in the responsibility for enforcement to ensure a safe

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EFFECTIVE DATE: January 2, 2003

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

APPROVED BY:

environment for patients, visitors and staff by removing any object that is being used to prop open a door and report the condition to the Safety Officer at extension 57291.

Violators shall be issued a written warning by Security Services Personnel and/or reported to the responsible departmental managers for appropriate follow-up disciplinary action.

Failure to comply with all provisions of this policy may result in disciplinary action that may include suspension or discharge from County Services.

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