AGREEMENT FOR
ACCELERATED BUILDING REOCCUPANCY (ABR) PROGRAM

[AUTHORITY HAVING JURISDICTION (AHJ)]

Building Name: \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_

Building Address: \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

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Accelerated Building Reoccupancy (ABR) Program

AHJ:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Building Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AGREEMENT

After an earthquake with intensity capable of causing structural damage, affected buildings must be inspected and appropriately posted for occupancy. Through provisions of the building code, the AHJ is the agency who has the legal authority to determine these postings. While the AHJ retains their authority over the final posting, the Accelerated Building Reoccupancy (ABR) Program establishes an agreement between the building owner, AHJ, and designated building safety evaluators to allow private-sector post-earthquake emergency evaluation satisfying accepted standards and procedures.

I. PURPOSE

The purpose of an ABR program is to provide prioritized, thorough evaluation of possible damage to a building by persons familiar with the structural design and life-safety systems of the building. The program allows rapid decisions regarding the closure or re-occupancy of building areas to be made by qualified individuals pre-authorized by the AHJ for a specified property. The program reduces evaluation delays and eases the burden of evaluation on government entities that may need to focus resources on more severely stressed areas or areas of greater public hazard, which may not include the property in question.

II. PREPARATION

Building owners or their authorized representatives may request participation in this program at any time except during the aftermath of 60 days of an earthquake resulting in a declared state of emergency. A building designated as having met the requirements outlined herein shall be placed on a list of buildings accepted for private emergency evaluation. The AHJ may require a fee for participation in this program.

Building owners who wish to participate in the program should take the following steps; more detail is available in referenced sections.

Select building safety evaluation team - (Section III.A)

Obtain, document, and store emergency earthquake safety and evaluation equipment/supplies (Section III.B), including completed the Building Information File (Section IV) including all available building plans and details; evacuation plan, evaluator response requirements, equipment and drawing locations, and other pertinent equipment and information

Prepare pre-authorization documentation (Section V)

Submit completed materials and pay required fees

As a government entity the AHJ is immune from suit for any injuries or damages arising under or in connection with the policies, practices, or actions relating to the ABR program. The AHJ expressly refuses to waive any immunity it possesses pursuant to state law, and any responsibility or liability associated with the ABR program shall be attributed solely to the owner and their contracted building safety evaluators. The extent of any responsibility and liability is governed by the contract between the owner and their building safety evaluators.

III. BUILDING SAFETY EVALUATOR REQUIREMENTS

A minimum of one Primary and one Alternate building safety evaluator (BSE) shall be retained by the building owner for the evaluation discipline listed in Section III.A.1 below.

Architect(s) or engineer(s) trained in ATC 20 Detailed Evaluation procedures may supplement the identified evaluators as required. Design professionals experienced with historical structures should be considered for the emergency evaluation of historic buildings.

Requirements for a Habitability BSE vary depending on the specialty expertise required.

**In accordance with local law or the Building Code [ref], approved building safety evaluators for this program are authorized by the AHJ to perform evaluations and post official AHJ placards on the building for which the ABR arrangement has been approved and is current.**

A. Minimum Qualifications and Requirements

1. Primary/Alternate Building Safety Evaluator (required)
2. Proof of completion of training on ATC-20-1 Detailed Evaluation procedures
3. Current [state] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ license as a professional civil or structural engineer or architect (if required by ATC-20-1 training)
4. Relevant experience in the structural design and/or evaluation of similar buildings

B. Required Documents, Equipment and Supplies

1. Copy of proposed Building Information File prepared by the Primary Building Safety Evaluator
2. Structural, architectural, and/or life-safety system drawings; as-built drawings; or if structural drawings are unreadable, incomplete, or do not exist, a clear written description of the structural system and any known weaknesses and unique features
3. Personal safety equipment including hardhat, protective clothing, respirator
4. Evaluation equipment including spare flashlights, measuring devices, ladders, and other applicable items
5. ATC-20-1 Detailed Evaluation forms (latest edition) for reporting evaluation findings to AHJ
6. Caution tape and barricades
7. Walkie-talkies or other emergency communication equipment for large buildings, if applicable
8. Sufficient green, yellow, and red official AHJ safety assessment placards to allow appropriate posting at each entrance to the building - to be supplied by AHJ upon approval

IV. BUILDING INFORMATION FILE

The building owner and the Primary BSE shall maintain hard and digital copies of the Building Information File (BIF) and other useful documents, and at least one shall be readily available to each safety evaluator for use and reference following a triggering event. Hard copies should be stored on site at the building and additional copies at the office of the Primary BSE. The BIF shall include the following information:

A. contact information

1. Primary and Alternate BSEs retained for emergency structural evaluation
2. Staff building engineers, security personnel, and/or owner’s personnel responsible for the building
3. Habitability BSE

B. Building information

1. Photograph of building
2. Street address
3. Overview description of building including age, number of stories, size, materials, and structural system
4. Building floor plans showing entrances, means of egress, and recommended locations for damage observation
5. Number and location of building entrances to be posted with city placards
6. List of building occupancies and use(s), e.g., office, apartment
7. Description of life-safety system(s) including fire detection and suppression systems, location of emergency power generator, (if applicable);
8. Description and locations of potential falling hazards;
9. Location, type, and of any apparent hazardous material.

C. Emergency response requirements and information

1. Trigger for activation of emergency response (e.g., declaration of emergency, earthquake magnitude greater than 6.0, recorded local ground or building acceleration) or agreed-upon response time between the building owner and the Primary BSE.
2. Access procedures and/or location of keys for entrance to the site and all building areas.
3. Inventory and location of required documents, equipment and supplies (See Section III.B).

D. Emergency Evaluation Procedure

1. Evaluation guidelines consistent with ATC-20-1 Detailed Evaluation Procedure.
2. Fire/Life-Safety System Checklist (if applicable).
3. Detailed instructions regarding where to look, what to look for, and how to gain necessary access.
4. Detailed instructions regarding how to inspect specific structural and non-structural elements and how to interpret and document observed damage.
5. Detailed instructions regarding additional evaluation procedures to be performed following aftershocks.
6. [Optional] Placement of accelerometers. This option may be considered in certain cases as a means of reducing the percentage of joints required to be inspected after an earthquake.

V. PRE-AUTHORIZATION DOCUMENTATION

Pre-authorization must occur before the earthquake. No documentation will be accepted for a period of at least 60days after a declared state of emergency. Submit the following to the AHJ:

1. This agreement signed by representatives of building owner, Primary BSE and AHJ (signature block in Section XII)
2. Request for pre-authorization form signed by building owner or authorized representative (Annex B)
3. Evidence of qualifications for each Primary and Alternate BSE
4. Signed Primary BSE Pre-authorization form (Annex C) showing relevant experience in the structural design and/or evaluation of buildings of similar size, construction, and complexity
5. Signed Habitability BSE Pre-authorization form (Annex D), if required
6. Copy of Building Information File (Annex D, see content requirements, Section IV)

VI. IMPLEMENTATION

Upon notification of an earthquake triggering an emergency response in accordance with Section IV.C.1, the emergency evaluation team shall take the following steps in implementing the ABR program:

1. Initiate the ABR program as specified in Section IV.C.1 above.
2. Contact the AHJ immediately if building or area (including sidewalk, street, or parking area) presents a public safety hazard or if emergency demolition or shoring permit is needed.
3. Arrange for barricading of all unsafe areas. Contact the AHJ immediately if areas barricaded include a public right-of-way or otherwise adversely affect AHJ services, or if barricades provided by the building owner are insufficient.
4. Submit Detailed Evaluation report signed and dated by prequalified engineer(s)/architect to the Building and Safety Division within 72 hours of agreed-upon program response time in Section IV.C above. If reports are not received by that time, an evaluation may be made by AHJ building evaluators or deputized volunteer evaluators using standard City-wide evaluation criteria.
5. Post building at the main entry of the building or at all entrances of multi-entrance buildings with AHJ-provided placards. Elevator and life safety evaluation may occur separately from structural evaluation.
6. Take preventive measures regarding gas leaks, hazardous material spills, or other life-safety mitigation.
7. Mitigate nonstructural hazards per the AHJ procedures.

VII. PLACARD MANAGEMENT

The AHJ will issue one set of green, yellow, and red placards for each entrance to the building to the building owner. The placards are controlled documents and recipients must carefully manage their storage and use.

Placards must be stored at the building site in a locked and secure location accessible only to the building owner, owner’s authorized representative, and the Primary BSE.

VIII. AHJ VERIFICATION

The AHJ may perform its own evaluation of the building under any of the following conditions:

1. The Primary BSE has reported the building unsafe and has posted it with a red placard.
2. There is reason to believe that unsafe conditions exist.
3. Building owners, tenants, other agencies, or members of the general public express specific concerns.
4. The Detailed Evaluation report has not been received by the time specified in Section VI.H.

IX. PROGRAM MAINTENANCE

An Annual Program Renewal form (Annex E) should be completed and submitted to the AHJ before the yearly anniversary of the original approval date. It is important to prepare and submit this form so as to review the details of the agreement and make necessary changes due to any building modifications, supplies location and inventory, protocols, communication information, and personnel changes.

Before each yearly anniversary of original approval date, a courtesy reminder notice to renew the ABR program documents will be sent to the owner or agent and Primary BSE listed in the program documents via email.

X. TERMINATION

The building can be removed from the ABR program for several reasons:

1. Annual renewal forms have not been submitted before the renewal date. If there is no response to the courtesy reminder notice from the AHJ to the owner regarding required submittal of the Annual Program Renewal form within 180 calendar days of the date the notice was sent, then the building will be removed from the program.
2. The agreement between the building owner and the evaluation team has been terminated.
3. Revised evaluation team members do not meet minimum requirements.
4. Alterations made to the building affecting seismic response or evaluation procedures have not been reflected in the Building Information File.
5. Placards have not been managed in accordance with Section VII.

XI. ABR PROGRAM APPROVAL

The AHJ will add the building to the list of buildings approved for the Accelerated Building Reoccupancy Program and provide the copies of the approved program documentation to the owner, Primary BSE, and retain one copy for the AHJ records.

XII. ACCEPTANCE

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Signature | Date |
| AHJ: [\_\_\_\_\_\_\_\_\_\_\_\_\_] |  |  |  |
| Primary Building Safety Evaluator |  |  |  |
| Building Owner (or Agent) |  |  |  |

Accelerated Building Reoccupancy (ABR) Program

AHJ:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Building Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ANNEX A

**CONTACT INFORMATION**

*(To be completed for initial authorization and for annual renewal)*

|  |  |
| --- | --- |
| Building Name: |  |
| Building Address: |  |
| Building Owner (or Agent): |  |
| Building Owner Address: |  |
| Building Owner Phone Number: |  |
| Building Owner Email: |  |
| Building Safety Evaluator - Primary:  |  |
| Company: |  |
| Phone number: |  |
| Email: |  |
| Building Safety Evaluator - Alternate: |  |
| Company:  |  |
| Phone number: |  |
| Email: |  |
| Habitability Evaluator: |  |
| Phone number: |  |
| Email: |  |
| Other |  |
| Other |  |

Accelerated Building Reoccupancy (ABR) Program

AHJ:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Building Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ANNEX B

**BUILDING INFORMATION FILE CHECKLIST**

Attach material providing information including the following:

Part A. List of emergency contact individuals for this building with pertinent contact information:

 1. Licensed engineers/architects retained for building safety evaluation

 2. Staff building engineers, security personnel, and/or owner’s personnel responsible for the building

 3. Elevator inspector, if elevator evaluation required

 4. Life-safety system inspector, if required

Part B: Building information:

 1. Photograph of building

 2. Address

 3. Description of building including age, number of stories, size, materials, and structural system

 4. Building floor plans showing entrances, evacuation routes, and recommended locations for observation

 5. Number and location of building entrances to be posted with AHJ placards

 6. List of building use(s)

 7. Estimated current building valuation

 8. Description of life-safety system including location of emergency power generator

 9. Description of building fire detection and suppression systems

 10. Description and locations of potential falling hazards

 11. Location, type, and handling instructions for any hazardous material

Part C: Emergency response requirements and information including:

 1. Trigger for activation of emergency

 2. Access procedures and/or location of keys for entrance to the site and all building areas

 3. Inventory and location of required documents, equipment and supplies including:

 a. Structural, architectural, and/or life-safety system drawings; as-built drawings, or (if structural drawings are unavailable or otherwise inadequate) a clear description of the structural system and any known weaknesses and unique features

 b. Personal safety equipment

 c. Evaluation equipment

 d. ATC-20-1 Detailed Evaluation Forms (latest edition) for reporting evaluation findings to AHJ

 e. Caution tape and barricades

 f. Walkie-talkies or other emergency communication equipment for large buildings, if applicable

 g. Sufficient green, yellow, and red official AHJ safety assessment placards to provide one of each color for each entrance to the building - to be supplied by City upon approval

Part D: Emergency Evaluation Procedure including:

 1. Evaluation guidelines consistent with latest edition of ATC-20-1, *Field Manual: Procedures for Post-Earthquake Safety Evaluation of Buildings*,including Detailed Evaluation procedure.

 2. Detailed instructions regarding where to look, what to look for, and how to obtain access for evaluation.

 3. Detailed instructions regarding how to inspect specific structural and non-structural elements and how to interpret observed damage.

 4. Detailed instructions regarding additional evaluation procedures to be performed following aftershocks.

 5. [Optional] Accelerometer placement - may reduce requirement for evaluation of welded joints.

Accelerated Building Reoccupancy (ABR) Program

AHJ:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Building Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ANNEX C

**AUTHORIZATION FOR
PRIMARY/ALTERNATE BUILDING SAFETY EVALUATOR**

*[When used for annual renewal, complete only for NEW evaluators]
[Separate forms are required for each evaluator]*

(Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I request preauthorization as the Primary/Alternate building safety evaluator for the building located at:
(address) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am the [ ] PRIMARY [ ] ALTERNATE Building Safety Evaluator for this building.

I certify that:

1. I have relevant experience in the design and/or evaluation of similar buildings. 3 similar buildings are listed here:

|  |  |  |
| --- | --- | --- |
| Building Address | Building Type | No. Stories |
|  |  |  |
|  |  |  |
|  |  |  |

1. I have completed training in ATC-20 Detailed Evaluation Procedures and will complete any additional and/or refresher training in a manner consistent with maintaining readiness.
[optional] I am currently registered as a Volunteer Disaster Service Worker in the Safety Assessment Program with the State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Emergency Management Agency.

ID#\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Exp:\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I am a [ ] structural engineer [ ] civil engineer [ ] architect licensed in the State of (state:) \_\_\_\_\_\_\_\_\_\_\_\_\_ with Lic. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**I understand that while I am acting as an Emergency Evaluator under this ABR agreement, my activities are in no way affiliated with the Safety Assessment Program of the State of \_\_\_\_\_\_\_\_\_, and I am not entitled to worker’s compensation benefits or limited immunity from liability provided by the State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Disaster Service Worker Volunteer Program.**

1. I am familiar with and maintain a complete and current copy of the Building Information File for this building.
2. I am familiar with and will adhere to the management protocol for placards.

**I accept authorization as an Emergency Evaluator by the AHJ and will present this form upon request.**

Accelerated Building Reoccupancy (ABR) Program

AHJ:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Building Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ANNEX D

**AUTHORIZATION FOR
HABITABILITY BUILDING SAFETY EVALUATOR**

*[When used for annual renewal, complete only for NEW evaluators]
[Separate forms are required for each evaluator]*

(name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I request preauthorization as a Habitability Building Safety Evaluator for the building located at:

(address) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify that:

1. I am familiar with the building system indicated below and have reviewed relevant available drawings.
2. [ ] I will report findings to the Primary Building Safety Evaluator for inclusion in emergency evaluation reports, or submit findings directly to the Building & Safety Division with copy to the Primary Building Safety Evaluator;

OR,

[ ] I have reviewed the building and available drawings and have prepared a checklist of specific items to be completed by the Primary or Alternate Building Safety Evaluator prior to posting building occupancy. The checklist is included with the Building Information File.

1. Systems to be evaluated:

[ ] Exits

[ ] Fire sprinklers

[ ] Fire alarm

[ ] Smoke control

[ ] Elevator

Note: Habitability Evaluator need not maintain complete copy of Building Information File, but shall maintain current and complete contact information, drawings and other materials relevant to his or her emergency evaluation duties.

Accelerated Building Reoccupancy (ABR) Program

AHJ:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Building Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ANNEX E

**ANNUAL PROGRAM RENEWAL**

*TO BE SUBMITTED EVERY YEAR PRIOR TO ANNIVERSARY OF DATE OF ORIGINAL APPROVAL*

[ ] No change has been made in the building or any element of emergency evaluation program.

[ ] All emergency equipment and supplies for the program have been checked and updated as necessary.

[ ] The building owner has changed. The new owner is \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. A new Agreement signed by the new owner, and an updated list of Contact Information (Annex A) is enclosed.

[ ] The building use or occupancy has changed.

[ ] Contact information for Primary or Alternate Building Safety Evaluator has changed. Updated contact information (Annex A), as well as completed Authorization forms (Annex C and Annex D) for all new evaluators are enclosed. The Building Information File has been updated.

[ ] Changes have been made to the building that affect the Emergency Evaluation Procedure. Building Safety Evaluators have been given revised drawings for all relevant changes to the building.

[ ] The Building Information File has been revised and the Primary and Alternate Building Safety Evaluator have been given a copy of all Building Information File revisions.

**ACCEPTANCE**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name  | Signature | Date |
| AHJ: [\_\_\_\_\_\_\_\_\_\_\_\_\_] |  |  |  |
| Primary Building Safety Evaluator |  |  |  |
| Building Owner (or Agent) |  |  |  |