

TENANT EDUCATIONAL MATERIALS

EMERGENCY ACTION PLAN

What is an Emergency Action Plan?

It is a written plan which sets forth the circumstances and procedures for the sheltering in place, in-building relocation, partial evacuation or evacuation of building occupants in response to an emergency.

Why the need for an Emergency Action Plan?

The September 11, 2001 attacks on the World Trade Center made it clear that new procedures are required to protect the occupants of office buildings in the event of non-fire emergencies. Owners of office buildings are now required to develop plans in response to emergencies other than fires. Emergency Action Plans are mandated by Local Law 26 of 2004 and Fire Department Rule 3, RCNY, Section 6-02.

What buildings does the Law apply to?

All Office Buildings and spaces that meet the definition of occupancy Group E, as set forth in the NYC Building Code that are:

- Greater than six (6) stories or 75 feet in height;
- Occupied by more than 100 persons above or below the street level or 500 persons in the entire building;
- Required by rule or law to have a Fire Safety Director;
- Ordered by the FDNY in the interest of public safety (FDNY will determine based on location, use or occupancy of the building).

The Building has a Fire Safety Plan; why does it need an EAP?

Local Law 26 of 2004 required that the Fire Commissioner adopt standards, procedures and requirements for the orderly evacuation of occupants from any office building, including evacuation of persons necessitated by explosion, biological, chemical or hazardous material incidents or releases, natural disasters, other emergency, or the threat thereof.

The existing procedures for limited evacuations in the event of a fire in a high-rise office building (evacuation of fire floor and floor above) have proven effective in protecting building occupants in ordinary circumstances. These procedures are not the subject of the rule and remain unchanged.

Type of Emergencies that are addressed by the EAP

As mentioned above, the type of emergencies addressed by the EAP are as follows:

- Explosions
- Nuclear/Radiological Events
- Biological Events
- Chemical Events
- Natural Disasters
- Other Types of Emergencies or the threat thereof.

What are the Concepts/Responses that will be considered in dealing with the emergencies addressed by the Emergency Action Plan?

There are four possible actions that can be taken in response to the different types of emergencies listed by the EAP. The specific action that is taken will be determined by the Fire Safety/Emergency Action Plan Director; as per the procedures outlined in the Plan. The four concepts/responses are as follows:

- **Shelter in Place** – Building occupants will be directed by the FS/EAP Director to remain inside the building at their work locations. This response will be called for when there is a threat outside the building.
- **In-Building Relocation** – The controlled movement of building occupants from an endangered area of a building to a predetermined relocation area within the same building, in response to an emergency.
- **Partial Evacuation** – The evacuation of some, but not all, building occupants in response to an emergency.
- **Evacuation** - The full evacuation of all building occupants in response to an emergency.

Important Definitions

Building Occupants – All persons in the building, including office employees, building personnel and visitors

Emergency – An incident involving an explosion, a biological, chemical, radiological, nuclear or other incident or release, natural disaster or the threat thereof or a declaration of emergency by a lawful authority that requires implementation of a building's Emergency Action Plan to help ensure the safety of the building occupants.

Regular Business Hours – Times of the day and days of the week during which a building will normally be occupied and business conducted and in all circumstances when the building is occupied by more than one hundred persons above or below the street level or more than a total of five hundred persons in the entire building.

In-Building Relocation Area – Designated safe areas within a building to which building occupants may be relocated in accordance with an Emergency Action Plan.

Assembly Area – A designated area outside of a building to which building occupants are directed to report, upon implementation of a partial evacuation or evacuation, in accordance with the Emergency Action Plan.

NOTE: Employers are responsible for establishing and maintaining a system of accounting for employees present in the building so that an accurate accounting can be made in the event of an in-building relocation, partial evacuation or evacuation due to an emergency. Employees should be aware of how this will be accomplished.

Who is in charge on my floor in the event of an emergency?

Each floor will have one EAP Warden, who will be in charge of carrying out the directives of the FS/EAP Director, according to the EAP. Additionally, each occupancy/tenant on every floor must provide a Deputy Warden to assist the Warden in carrying out the orders of the FS/EAP Director. These individuals should be wearing something (vest, hat, etc.) that identifies them as the Warden or Deputy Warden. All Wardens and Deputy Wardens are mandated to complete initial, specific EAP related training, along with yearly refresher training.

Occupants/Building Employees should know who the Warden is on their floor and where the Warden's normal work location is; and they should also know the identity of the Deputy Warden from their office.

How will I know what action to take in an emergency?

When an emergency occurs, the FS/EAP Director will make an announcement over the PA system providing instructions regarding what action building occupants are to take, according to the procedures outlined in the buildings' Emergency Action Plan. That announcement will contain the following information:

- What has occurred
- Where it has occurred
- What provisions of the EAP will be implemented
- Why it is necessary to implement that provision of the EAP

Additionally, each occupant should be familiar with the contents of the EAP. A copy of the plan is required to be available in each office for review by employees. Familiarity with the plan and the possible actions that could be taken when it is activated will make it easier to understand and comply with directions contained in the official announcements when the plan is implemented in a real emergency. Through drills and training, occupants should know what stairwell is designated as their primary evacuation route, where their in-building relocation area is located and what route they will take to get there and where the assembly area is located and what route they will take to get there.

FOR YOUR SAFETY, IT IS CRITICAL THAT YOU FOLLOW THE DIRECTIONS OF THE FS/EAP DIRECTOR, EAP WARDENS AND DEPUTY WARDENS AND EAP STAFF.

Drills – Type and Frequency

Currently, building occupants participate in Fire Drills 2X per year. EAP Drills are conducted separate and distinct from Fire Drills because they serve different purposes. EAP Drills are training exercises by which building occupants are familiarized with and/or practice the procedures for sheltering in place, in-building relocation, partial evacuation or evacuation, in accordance with an Emergency Action Plan. EAP Drills are conducted 1X per year. EAP Drills shall consist of either instruction or stairwell familiarization, or both, as follows:

Instructional Sessions – Such sessions shall serve to familiarize building occupants with the requirements and procedures of the Emergency Action Plan by means of informational sessions approved by the Fire Safety/EAP Director, and may include the use of video presentations or other educational materials. Such sessions shall address implementation of the Emergency Action Plan both during regular business hours and at other times when Fire Safety/EAP Wardens and other EAP Staff may be absent from the building. The sessions may be conducted by any qualified person, at any appropriate location including, but not limited to, stairwell entrances or in-building relocation areas.

Stairwell Familiarization Drills – Such drills shall serve to familiarize building occupants with the process of in-building relocation or building evacuation via building stairwells. A stairwell familiarization drill shall require building occupants (other than building occupants who request and are granted exemption) to enter a building stairwell and be escorted down at least four (4) floors of stairs (or to ground level, if below the fifth floor), during which time stairwell safety features and safe evacuation procedures shall be reviewed.

Participation – All building occupants present on the affected floors at the time the EAP Drill is conducted, including visitors, shall be **required** to participate in such drill.

What are the obligations of Building Occupants/Employees in relation to the EAP?

Local Law 26 requires that All Building Occupants:

- Comply with the directions of the FS/EAP Director and EAP Staff upon an announcement that the Emergency Action Plan has been implemented, including any shelter-in-place, in-building relocation, partial evacuation or evacuation directed by the FS/EAP Director;
- Familiarize themselves with the requirements of the Emergency Action Plan and cooperate with and participate in EAP Drills;
- Request an exemption from the FS/EAP Director if participation in an EAP Drill involving stairwell familiarization, in-building relocation, partial evacuation or evacuation would cause injury or serious hardship; and
- Identify themselves in accordance with the procedures of the Emergency Action Plan if they would require assistance in the event of an in-building relocation, partial evacuation or evacuation.

Can I use the elevator during an emergency identified in the EAP?

Elevators **may** be used to implement the Emergency Action Plan, subject to the following considerations:

- Floors or building occupants to be evacuated or relocated by elevators shall be designated in the Emergency Action Plan.
- Elevators that are to be used for evacuation or in-building relocation **must** be equipped with two-way voice communication.
- Elevator use shall be directed only when the Fire Safety/EAP Director has assessed the situation and determined that such use would be safe.
- Only designated elevators shall be used and only those elevators shall remain in service. All other elevators shall be recalled to the lobby or the lowest floor of travel.
- Movement of elevators shall be controlled either by operation in manual mode by an EAP Staff member or at the elevator control panel in the lobby under the personal supervision of the Fire Safety/EAP Director.
- Building occupants shall board elevators only on designated floors and disembark elevators at floors as directed by the Fire Safety/EAP Director. Occupants should not exceed the load capacity of elevator cars when used. Overloading the car(s) could cause the elevator to become stuck and expand the problem.

NOTE: If you hear or notice that the elevators are being recalled, do not become alarmed. This is just part of the normal procedure associated with implementation of the Emergency Action Plan.

Important Points for your consideration

- **Follow the instructions of the FS/EAP Director!** Why? The Law requires it and the Director will have **official information** regarding the event that you don't. In the event of an emergency, don't rely on information that you receive from cell phone calls, text messages or e-mails from individuals who are outside of the building during an emergency. While the caller or sender may be well intentioned, their information is not official and may be inaccurate. Acting on this unofficial information could cause you to take dangerous or improper action contrary to what you are directed to do by the FS/EAP Director.
- **Don't self evacuate** – Follow the directions of the FS/EAP Director. You could exit from the building into a dangerous condition that you were unaware of and put your life, and the lives of your co-workers, in jeopardy.
- Be Aware that once you leave the building of your own choice and against official orders (self evacuate), **you may not be allowed back into the building again**, should conditions outside force you back (due to contamination or other safety considerations).
- Have basic first aid supplies and emergency equipment (flashlights, battery powered radio, etc.) available or know where they are located.
- Identify any employee/tenant in your occupancy that is an EMT or volunteer FD/PD. They could prove very helpful in an emergency.
- Know your role in EAP activities (from training and drills).
- Maintain **communication** with the Floor Warden/Deputy Wardens and listen for updated announcements from the FS/EAP Director.
- During the implementation of the Emergency Action Plan, you may hear the ventilation fans or the air conditioning shut down. This is normal procedure during implementation of the Emergency Action Plan and you should not be alarmed.
- Report suspicious packages or activity to the FS/EAP Director immediately upon discovery. **Do not touch a suspicious package**. Do not turn out lights or use cell phones in the vicinity of a suspicious item. Leave the area where the suspicious item is located and warn others to stay away from the area.
- When leaving your office during an in-building relocation or evacuation, close the door, but do not lock it. You may need to return to that office if conditions change and you may not be able to re-enter through a locked door.
- It is extremely important to **know the location of your office within the building**. Is your office on the North, East, South or West side of the building? What street(s) do the windows of your office face?

BE SAFE!

**FOLLOW THE DIRECTIONS OF THE
FIRE SAFETY/EAP DIRECTOR, WARDENS, AND EAP STAFF!**