



## National Fire Protection Association

1 Batterymarch Park, Quincy, MA 02169-7471  
Phone: 617-770-3000 • Fax: 617-770-0700 • www.nfpa.org

### Meeting Agenda

#### High Rise Building Safety Advisory Committee

October 26-27, 2011 Meeting  
Portland Marriott Downtown Waterfront  
1401 S.W. Naito Parkway  
Portland, OR

1. **Call to Order.** Call meeting to order by Chair Jim Quiter at **8:30 a.m.** on Wednesday, October 26, 2011 at Portland Marriott Downtown Waterfront.
2. **Introduction of Attendees.** For a committee roster, see **pg. 02.**
3. **Review of Agenda.**
4. **Approval of Minutes.** Approve the May 16, 2011 meeting minutes. See **pg. 04.**
5. **Development of NFPA 1, NFPA 101 and NFPA 5000 proposals relating to high rise buildings.**
6. **Review of Guidelines to Develop an Emergency Action Plan for All-Hazard Emergencies.** See **pg. 06**
7. **Other Business.**
8. **Adjournment.**

Enclosures

# Address List

## High Rise Building Safety Advisory Committee

10/4/2011  
Kristin Collette  
HRB-TAC

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**James R. Quiter** SE 9/30/2004  
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# Address List

## High Rise Building Safety Advisory Committee

10/4/2011  
Kristin Collette  
HRB-TAC

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## National Fire Protection Association

1 Batterymarch Park, Quincy, MA 02169-7471  
Phone: 617-770-3000 • Fax: 617-770-0700 • www.nfpa.org

### Meeting Minutes High Rise Building Safety Advisory Committee May 16, 2011 Teleconference

- 1. Call to Order.** The meeting was called to order by Chair Jim Quiter at **1:00 p.m. EST** on Monday, May 16, 2011.
- 2. Introduction of Attendees.**

The following committee members were in attendance:

NAME	COMPANY
James Quiter, Chair	Arup Rep. Safety to Life Correlating Committee
Kristin Collette, Staff Liaison	NFPA
Geoff Craighead, Principal	Universal Protection Service
Charles Jennings, Alternate to S. Regenhard	John Jay College of Criminal Justice Rep. The Skyscraper Safety Campaign
Jon Magnusson, Principal	Magnusson Klemencic Associates Rep. National Council of Structural engineers Association
John Miller, Principal	Los Angeles City Fire Department
Jack Murphy, Principal	Fire Safety Directors Association of Greater New York
Jake Pauls, Principal	Jake Pauls Consulting Services in Building Use & Safety Rep. American Public Health Association
James Shea, Principal	Tishman Speyer
Robert Solomon	NFPA

The following committee members were not in attendance:

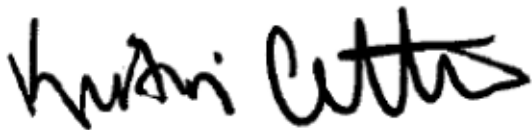
Steven Nilles, Principal	Goettsch Partners
William Stewart, Principal	Toronto Fire Services Rep. metropolitan Fire chiefs – IAFC/NFPA

- 3. Review of Agenda.** Chair Quiter reviewed the agenda with the committee.
- 4. Approval of Minutes.** The meeting minutes of the June 29-30, 2010 meeting minutes were approved with no modifications.
- 5. Status of Evacuation Planning Concepts Guide.** A draft of the “Guide to Development of an Emergency Action Plan” was distributed to the committee prior to the meeting for review and discussion during the teleconference. Jack Murphy presented the work of his task group and

highlighted the changed to the new draft. The committee is asked to send any comments to Mr. Murphy by June 30, 2011. Mr. Murphy will incorporate the comments and prepare an updated draft for the committee for circulation on September 30, 2011. The committee will discuss further at the October meeting.

6. **ASME Elevator Task Group Update.** Robert Solomon provided an update on the work of the ASME Elevator Task Group. The ASME group met at a symposium in December 2010 to provide an update on their work and the future of the group. The HRB-SAC committee will continue to follow their progress. Committee members Jake Pauls and Charles Jennings participated in the symposium.
7. **Status of NFPA 1/101/5000.** NFPA 101 and NFPA 5000 did receive NITMAMS (Notice of intent to make a motion) that will be acted on by the NFPA membership in June. No NITMAMS that were received were directly related to any changes proposed by the HRB-SAC committee.
8. **Other Business.** The Fire Protection Research Foundation is currently conducting a project on elevator messaging strategies. The goal of this project is to develop guidance information to facilitate the planning and implementation of effective communications strategies for elevator use for relevant hazards and threats. The committee will review and discuss an interim draft report at the October meeting. More information is available at online. In addition, all members are encouraged to submit additional items to the committee for future work.
9. **Scheduling of Next Meeting.** The next meeting will be held in Portland, Oregon on Wednesday, October 26<sup>th</sup> and Thursday, October 27<sup>th</sup>. This will be a day and a half meeting, concluding at noon on Thursday, October 27<sup>th</sup>.
10. **Adjournment.** The meeting was adjourned at 2:10pm EST.

**Meeting Minutes provided by:**



**Kristin Collette, NFPA Staff Liaison**

**Enclosures**

HRBSAC

Guidelines to Develop an Emergency Action Plan  
For All-Hazard Emergencies

**WORKSHEET:**

**Volume-5 / Comments**

**a. Geoff Craighead: Comments**

Many cities throughout the U.S. require annual emergency evacuation drills for high-rise office buildings. To increase the number of drills per year will involve substantial pushback from building owners and managers.

**b. Jim Shea: Comments 6/29/11 shown with tracked changes**

\_\_\_ I have reviewed the document and concur with the comments above and commend Jack Murphy on creating such a comprehensive procedures manual that seeks to address a current inadequacy in the Fire and Life Safety Planning within the high-rise industry.

\_\_\_ I believe that the Owner's, particularly those of (typically) smaller buildings and themselves being of less recognition and with less connection to the local AHJ, do encounter difficulty in getting the proper attention and assistance in developing appropriate emergency action procedures for their property(s). These guidelines, if adopted, will help establish a standard of care that will benefit both the AHJ's and Owners and, more importantly, the occupants of each building.

\_\_\_ I have included additional sections to further define incident reporting, both by building occupants and by building management to the local authorities. To that end I have sought to add more detail for occupant training including new hire / building occupant orientation to go along with the drills section already included. My comments below have that focus in mind and I hope are helpful.

\_\_\_ Finally, I do agree that the Construction of new High-Rise Buildings does require similar EAP measures, however, I am not sure if those provisions belong in this document or as a supplemental / stand alone document. NYC DOB has gone to great lengths since the July 2008 fire at the former Deutche Bank Building that now provide provisions for stand-pipe testing and EAP. I can offer to assemble this information for the groups discussion for use in the development of a Guideline to Develop an EAP for High-Rise Buildings under construction.

**c. Comments by Charles Jennings within the text**

## Vol.4 - Comments

\_\_\_\_\_ 5/07 John/Bill

\_\_\_\_\_ Millar comments added and new additions include the following:

- Pg 6 + New definitions
- Pg 9 Life Safety staff
- Pg 11 Support Response Teams
- Pg 27 Pre-Incident
- Pg 27 PART-E: EAP Drills
- Pg 30 PART-F: EAP Tabletop Exercise

Bill Steward: Comments 5/09

I have reviewed the document and the recommended changes to be included in version 4 of the draft and concur. The creation of this document is indeed a benefit to all and covers a wide range of emergency events. The document is well written and will assist building owners in ensuring safety for their occupants.

The AHJ on acceptance of the plan should not be bound for approval of the actions stated in the plan. The AHJ may be held accountable should the plan fail or a loss of life occur as a result of approving the plan. I believe a legal opinion is required.

With respect to Drills I would suggest that there be a minimum of four drills held per year.

## Vol.3 - Comments

4/30 John/Bill

The draft has been reduced to 28 pgs. It reflects all-hazard emergencies other than fire. I was exploring a way to have one complete document for both fire & all hazards, but we need to button down EAP before attempted a single document which I feel would benefit to both the FD and owners.

\_\_\_\_\_ Please add your individual comments in the color fonts below. When I get the comments back, I will add to document and send for final review prior to sending onto NFPA.

Jack Murphy: Comments: April 30<sup>th</sup>

John Miller: Comments, May 4th

- Page 4, Statement of Purpose is this a "requirement" or a recommendation?
- Page 7, under (d) definition of total building evacuation, should we include a definition of "Outside Safe Refuge Area". They are referenced as "assembly" areas on page 25, but no definition. (Minimum of XXX feet from building, large enough to accommodate evacuees, identified in evacuation plan, etc.)
- Page 17, Envelop with Power (should be Powder?)

Do we make a recommendation for evacuation drills? (annual) - Total building evacuation drills (every 3 years)?

**NATIONAL FIRE PROTECTION ASSOCIATION**

**DRAFT-V4**

**May 2010**

**High-Rise Building Office Occupancy  
Guidelines to Develop an Emergency Action Plan  
For All-Hazard Emergencies**

NOTICE IS HEREBY GIVEN PURSUANT TO THE AUTHORITY VESTED IN the Authority Having Jurisdiction (AHJ) that the (name of local municipality) hereby promulgates the above rule. The entire rule is underlined to indicate that it is new.



# GUIDELINES TO DEVELOP EMERGENCY ACTION PLANS FOR ALL-HAZARD EMERGENCIES

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**STATEMENT OF PURPOSE**

**Section 1 – DEFINITIONS**

**Section 2 – RESPONSIBILITIES**

- \_\_\_\_\_ Owner
- \_\_\_\_\_ Building Occupants and Employers of the Building Staff
- \_\_\_\_\_ Duties of:
  - \_\_\_\_\_ Life Safety Director / Deputy Life Safety Director
  - \_\_\_\_\_ Floor Warden Team
  - \_\_\_\_\_ Emergency Response Team
  - \_\_\_\_\_ Tenant Information Letter for All-Hazard Emergencies
  - \_\_\_\_\_ **Crisis Communication Plan (SHEA)**

**Section 3 – ALL-HAZARD BUILDING EMERGENCIES**

\_\_\_\_\_ **PART-A: Types of All-Hazard Emergencies**

**Man-made Incidents**

**GRAIGHEAD**

- a) **Fire and Fire Alarms**
- b) Bombs and Bomb Threats **(including airplane attacks) SHEA**
- c) Elevator **(Failure?? / SHEA)**

**GRAIGHEAD**

**Elevator Entrapments**

- \_\_\_\_\_ c) Emergency Generator
- \_\_\_\_\_ d) Flooded Building
- \_\_\_\_\_ e) Medical Emergency
- \_\_\_\_\_ f).Utility Interruptions

Electrical

Natural Gas

Water

**HVAC (SHEA)**

**Steam Pipe Explosion (SHEA)**

**GRAIGHEAD**

**Hazardous Material Incident**

- \_\_\_\_\_ g) Weapons of Mass Destruction (WMD)
  - \_\_\_\_\_ Biological Incident
  - \_\_\_\_\_ Chemical/~~Hazardous Material~~Incident
  - \_\_\_\_\_ Radiological/Nuclear Incident
- \_\_\_\_\_ h). Workplace Violence
  - \_\_\_\_\_ Armed Intruder
  - \_\_\_\_\_ Civil Disturbance, Demonstrations, Labor Disputes and Riots
  - \_\_\_\_\_ Hostage and Barricade Situations

**Identify Theft (SHEA)**

\_\_\_\_\_ **Natural Incident Types**

- \_\_\_\_\_ a) Blizzard & Ice Storms
- \_\_\_\_\_ b) Earthquake
- \_\_\_\_\_ c) Extreme Heat
- \_\_\_\_\_ d) Flash Flooding
- \_\_\_\_\_ e) Hurricane
- \_\_\_\_\_ f) Tornado
- \_\_\_\_\_ g) Tsunami
- \_\_\_\_\_ h) Volcano

\_\_\_\_\_ **PART-B: Occupant Evacuation Strategies**

- 1) Statement
- 2) Code Black Emergency Announcements
  - a. Voice Announcement
  - b. Situation Status Report
- 3) Sequence Evacuation
  - a. Remain-in-Place
  - b. In-Building Relocation
  - c. Partial Building and Total Building Evacuation
- 4) Accommodations for Persons with Disabilities (**Personal Emergency Evacuation Plan SHEA**)
- 5) Accountability
  - a. Accountability Re-Assembly Post
  - b. **Incident reporting and Investigation (SHEA)**
- 6) Building Re-Population
- 7) Occupancy Evacuation Matrix

\_\_\_\_\_ **PART-C: Self-Control Management**

\_\_\_\_\_ **PART-D: Pre-Incident Planning**

NFPA 1620 Standard on Pre-Incident Planning (2010)

\_\_\_\_\_ **PART-E: EAP Drills**

\_\_\_\_\_ **PART-F: EAP Tabletop Exercise**

- 1) Tabletop Exercises
- 2) NFPA 1600 Standard on Disaster/Emergency Management and Business Continuity Programs (2010)

**EXHIBITS (SHEA)**

- a. **Sample (generic (EAP))**
- b. **Sample Assembly Point Location & Directions Plan**
- c. **Frequently Asked Questions (FAQ)**

## References

### STATEMENT OF PURPOSE

The Statement of Purpose recommends that the Authority Having Jurisdiction (AHJ) adopt standards, procedures and requirements for the orderly evacuation of occupants from any high-rise office building, including evacuation of persons necessitated by an explosion, biological, chemical or hazardous material incidents or releases, **(either within the facility or in the adjacent area / SHEA)** natural disasters or other emergency, or the threat thereof, and also to assist the Building Management and Tenants in developing an Emergency Action Plan (EAP) for the building.

The existing procedures for limited evacuations in the event of a fire in a high-rise office building (evacuation of fire floor two (2) floors above and two (2) floors below the fire) have proven effective in protecting building occupants in ordinary circumstances. The events of September 11, 2001 have made it clear that new life safety procedures other than fire are required to protect the occupants of office buildings in the event of an All-Hazard Emergency.

#### JENNINGS:

The existing procedures for limited evacuations in the event of a fire in a high-rise office building (evacuation of fire floor two (2) floors above and two (2) floors below the fire) have proven effective in protecting building occupants in ordinary circumstances. The events of September 11, 2001 **and other events** have made it clear that new life safety procedures **events** other than fire are required to protect the occupants of office buildings. ~~in the event of an All-Hazard Emergency.~~

The rule being promulgated requires that each high-rise office building subject to the requirements of the rule prepare an EAP Plan, submit it to AHJ for review and acceptance, and implement the EAP Plan within the time frames as set forth by the AHJ.

#### JENNINGS

The rule being promulgated requires that each high-rise office building subject to the requirements of the rule prepare an EAP **Plan**, submit it to AHJ for review and acceptance, and implement the EAP Plan within the time frames as set forth by the AHJ.

The final rule requires that owners of office buildings develop procedures for a Fire Emergency and All-Hazard Emergencies for evacuations such as: an All-Hazard Evacuations for Remain-in-Place, In-Building Relocation, Partial and Total Building Evacuation, in response to various all-hazard emergency scenarios. The rule grants owners broad latitude in developing such plans, as is necessary given the site-specific nature of these plans, but does set forth specific guidelines and requirements for the form and content of the EAP Plan.

#### JENNINGS

The final rule requires that owners of office buildings develop procedures for a Fire Emergency and All-Hazard Emergencies. **Suggested actions for these events include: for evacuations such as: an All-Hazard Evacuations for Remain-in-Place, In-Building Relocation, Partial and Total Building Evacuation.** ~~in response to various all-hazard emergency scenarios.~~

The final rule requires the designation of a (**full-time / SHEA**) Life Safety Director to be responsible for the implementation of the EAP Plan. The Life Safety Director must be the Life Safety Director of the building, as designated in the building's EAP Plan, and must receive additional training and an AHJ certification in areas relevant to the duties of the Life Safety Director.

The Life Safety Director will be responsible for arranging and overseeing periodic EAP Drills that are to be conducted. A fire drill must be separate and apart from an EAP All-Hazard Drill. The Life Safety Director will also be responsible to educate and train building occupants with respect to the procedures All-Hazard emergencies as it pertains to Remain-in-Place, In-Building Relocation, Partial and Total Building Evacuation. The education of building occupants will be critical to the successful implementation of the EAP Plan, as building occupants must understand the reasons for complying with the procedures that have been developed for their safety.

#### JENNINGS

The Life Safety Director will be responsible for arranging and overseeing periodic EAP Drills that are to be conducted. A fire drill must be separate and apart from an EAP All-Hazard Drill. The Life Safety Director will also be responsible to educate and train building occupants with respect to the procedures ~~for All-Hazard emergencies as it pertains to~~ Remain-in-Place, In-Building Relocation, Partial and Total Building Evacuation. The education of building occupants will be critical to the successful implementation of the EAP Plan, as building occupants must understand the reasons for complying with the procedures that have been developed for their safety.

Equally important, the successful implementation of an EAP requires formal coordination with local emergency response organizations in an integrated context.

COMMENT -- I would prefer the term Fire and Life Safety Director to avoid the "split" of responsibility for fire and non-fire evacuations between multiple personnel or corporate departments.

#### SECTION 1 – DEFINITIONS

For purposes of this section, the following terms should be defined as follows:

**Accountability:** A system or process to track resources at an incident scene.

#### JENNINGS

COMMENT – Suggest we re-title this as occupant accountability and change definition to reflect the use of the term from the perspective of the building and EAP Supervisor.

**All-Hazard Drill:** A training exercise by which building occupants are familiarized with and/or practice the procedures for Remain-in-Place, In-building Relocation, Partial Evacuation or Total Building Evacuation, in accordance with an EAP Plan.

**All-Hazard Emergency:** An all-hazard emergency is an emergency other than fire such as a natural or a man-made emergency; the emergency may include, but not limited too, flooding, tornado, hurricane, utility failure, bomb threats, chemical or biological threats, earthquake, workplace violence, an event in the neighboring area, and/or the threat thereof, a declaration of emergency by a lawful authority, that requires implementation of a building's EAP Plan to help ensure the safety of the building occupants, etc.

## High-Rise Office Occupancy (9/24/11)

**Assembly Area:** A designated area outside of a building to which building occupants are directed to report upon implementation of an All-Hazard Emergency for a partial evacuation or Total Building evacuation in accordance with an EAP Plan. Consideration should be given for: *(The minimum of xxxxx feet away from building, the site large enough to accommodate evacuees, and identification of the Assembly Area in the EAP Plan, etc.)*

### JENNINGS

**Assembly Area:** A designated area outside of a building to which building occupants are directed to report upon implementation of an All-Hazard Emergency for a partial evacuation or Total Building evacuation in accordance with an EAP Plan. Consideration should be given for: *(The minimum of xxxxx feet away from building, the site large enough to accommodate evacuees, and identification of the Assembly Area in the EAP Plan, etc.)* COMMENT – Isn't "Outside Safety Refuge Area" better to use.

**Authority Having Jurisdiction (AHJ)** – An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.

### JENNINGS

**Authority Having Jurisdiction (AHJ)** – An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure. This is usually a government entity.

**Building:** A building subject to the provisions of this section.

**Building occupants:** All persons in the building, including office employees, building personnel and visitors.

**Competent Person** – A person suitably trained and qualified by knowledge with a supervisory level experience within the fire service or within an Office of Emergency Management and is provided with the necessary instructions, so as to enable the required life safety task(s) and/or threats to the building to be carried out in an appropriate manner.

### JENNINGS

COMMENT – We explicitly omit law enforcement personnel. Further, while the aims of this section are understandable, the requirements for local certification of such personnel should address these competencies, which should be recognized by documented education, training, or completion of a course or evaluation of experience by a board of competent personnel recognized by the AHJ. Mere experience as a supervisor in fire services is not sufficient preparation.

**Code Black** – A Code Black announcement is made for an ALL-HAZARD EMERGENCY over the building fire alarm voice annunciation system. Specific instructions will be given for a particular type of emergency incident and evacuation mode, as directed by the Life Safety Director

### JENNINGS

COMMENT – Shouldn't plain language of "ALL-HAZARD EMERGENCY" be used in the interests of simplicity, clarity, and avoiding conflict with other meanings of "code black" in hospital settings, for example?

**Deputy Life Safety Director:** One or more employees designated by the owner as qualified and trained to perform the duties of such position in accordance with the requirements of this section.

**Emergency Action Plans (EAP Plan):** which sets forth the circumstances and procedures for an All-Hazard evacuation for such evacuations as Remain-in-Place, In-building Relocation, Partial evacuation or a Total Building Evacuation of building occupants in response to an emergency. **(THE EAP IS DEFINED IN NFPA GLOSSARY OF TERMS – pg122 of 425 (2005))**

**EAP Drill:** A training exercise by which building occupants are familiarized with and/or practice the procedures for remaining-in-place, in-building relocation, partial evacuation or evacuation, in accordance with an Emergency Action Plan.

**Fire Command Center: (FCC)** – A system that provides a voice/alarm dedicated manual or automatic, or both, facilities for originating and distributing voice instruction, as well as alert and evacuation signals pertaining to a fire and/or all-hazard emergency to the building occupants.

**High-Rise Building:** - A building where the floor of an occupied story is greater than 75 ft. (23m) above the lowest level of fire department vehicle access.

**Life Safety Director:** A competent person designated by the owner to perform duties of such position, and who possesses the required training and qualifications, as set forth in this section.

**Life Safety Staff:** The individuals identified in an EAP Plan as responsible for the implementation of such plan, including but not limited to the Life Safety Director, Deputy Life Safety Director, Life Safety Wardens, Deputy Life Safety Wardens and members of the Life Safety Response Team.

**Multi-Occupancy:** An occupancy in which two or more classes of occupancy exist in the same building or structure and where such classes are intermingled so that separate safeguards are impracticable.

**Neighboring Buildings:** Buildings subject to the provisions of this section, that are located on either side of a city street, up to a distance of 200 feet apart, unless separated by a barrier to movement, such as a restricted access roadway, railway, etc.

## JENNINGS

**COMMENT – Isn't the concern adjacency, rather than a strict distance?**

### Occupant Evacuation Strategies For:

#### All-Hazard Emergency Incident:

**a) In-Building Relocation:** The controlled movement of building occupants from an endangered area of a building to an in-building relocation area within the same building in response to an All-Hazard Emergency as designated by the (AHJ).

- 1. In-Building Relocation Area:** A designated area within a building to which building occupants may be relocated in accordance with the EAP Plan as designated by the (AHJ).

**b) Partial Building Evacuation:** The emptying of a building of some but not all building

occupants in response to an All-Hazard Emergency as designated by the (AHJ).

**c) Remain-in-Place:** The precaution of directing building occupants to remain inside the building, at their work locations, at this time no evacuation in response to an All-Hazard emergency as designated by the (AHJ).

### JENNINGS

**c) Remain-in-Place:** The precaution of directing building occupants to remain inside the building, at their work locations, in a heightened state of readiness and alert. At this time – There is no evacuation of building occupants in response to an All-Hazard emergency as designated by the (AHJ).

**d) Total Building Evacuation:** The emptying of a building of all building occupants in response to an All-Hazard Emergency as designated by the (AHJ).

**Outside Safe Refuge Area:** Refer to Assembly Area

**Owner:** The owner or lessee of the building, or other person or entity having charge thereof.

### SHEA

**Personal Emergency Evacuation Plan (PEEP):** A procedure established to ensure that any employee who has a tenant person with a disability impaired individuals who work at or visit a high-rise building are able to leave the building safely in the event of a fire or other emergency. ~~(In some jurisdictions like NYC, local law requires disclosure of names of individuals with impairments to emergency authorities upon arrive to the building in the event of an emergency).~~ A PEEP plan is recommended to be completed for all individuals with a temporary or permanent impairment or disability for all spaces in the facility that are commonly used by the individual.

**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.

**Situation Awareness:** The art of knowing of what is going on around you.

**Situation Status Report:** Is providing updated information to the building occupant with an awareness that is relative with an emergency situation. A report should be made at 15-20 minute intervals or as directed by the Incident Commander.

### JENNINGS

**Situation Awareness:** The art of knowing of what is going on around you as it pertains to the status of the building, building systems, occupants, environmental conditions, threats, and how they are changing over time.

**Support Member:** Personnel assigned to the EAP Response Team to perform specific duties, including those people who have specific technical knowledge or skills or who have been given specific assignments that indirectly support the efforts to mitigate an all-hazard incident.

### JENNINGS

**COMMENT –** We need to define incident commander and is this distinct from the EAP

**Supervisor, who may be “in charge” for an extended period without close supervision by governmental responders.**

## SECTION 2 - RESPONSIBILITIES

### A. Owner

**(1) Owner Responsibilities:** The owner of a building should cause an EAP Plan to be prepared for such building, and periodically reviewed and amended, in accordance with the provisions and subdivisions of the EAP Plan. The EAP Plan should be in the form should include a Building Emergency Information Card as set forth in Part-D Pre-Incident Planning.

The owner of a building should cause a **full-time (SHEA)** Life Safety Director, and Deputy Life Safety Directors, Life Safety Floor Wardens, Deputy Life Safety Floor Wardens, and Support Response Team members to respond when an All-Hazard Emergency exist. All are to be designated in the EAP Plan in accordance with the provisions and subdivisions, with the authority, duties and qualifications set forth therein.

The owner of a building should consult with the owners of Neighboring Buildings in connection with the preparation of the building’s EAP Plan, when conducting an All-Hazard Drill, other than a fire drill, for a Partial Evacuation, Total Building evacuation or when such a drill evacuates onto a public street.

### SHEA

**When the building is part of a complex (more than one buildings), all buildings should coordinate their EAP Plans assuming that an event impacts more than one building.**

### JENNINGS

The owner of a building should consult with the owners of Neighboring Buildings in connection with the preparation of the building’s EAP Plan, when conducting ~~an All-Hazard Drill, other than a fire drill,~~ for a Partial Evacuation, Total Building evacuation or when such a drill evacuates onto a public street.

### **(2) EAP Plan Filing, Acceptance, Training and Recordkeeping**

- (i) The owner of a building should cause an EAP Plan to be filed with the AHJ, and have acceptance obtained from, the AHJ.
- (ii) The owner of a building should cause educational materials to be distributed, and EAP Drills conducted, in accordance with the provisions of the EAP Plan. **Members of staff, Fire Wardens and security officers, who may be required to assist with the evacuation of staff or visitors with a disability, must be given appropriate training and suitable equipment to carry out the task. (SHEA)**
- (iii.) **Building Security teams will practice any allocated tasks and duties appertaining to the evacuation of impaired individuals, either with or without the participation of the impaired person, on a frequency of not less than once per annum. (SHEA)**
- (iii) The owner of a building should cause recordkeeping to be maintained in accordance with the provisions of the EAP Plan



**(3) Compliance with the EAP Plan**

All building occupants and employers of building occupants should comply with the directions of the Life Safety Director and Life Safety Staff upon implementation of the EAP Plan, and otherwise fulfill their obligations in accordance with the provision of this section

**B. Building Occupants and Employers**

**CRAIGHEAD – MURPHY cannot find what this is referenced to?**

Endsley, M.R. (1988) "Design and evaluation for situation awareness enhancement." In *Proceedings of the Human Factors Society 32<sup>nd</sup> Annual Meeting* (pp. 97-101). Santa Monica, CA: Human Factors Society, as reported in "Achieving situation awareness is the primary challenge to optimizing building movement strategies" prepared for the NIST Workshop on Building Occupant Movement during Fire Emergencies June 9-10, 2004, by Norman E. Groner, John Jay College of Criminal Justice, City University of New York.

(1) All building occupants:

- (i) should comply with the directions of the Life Safety Director and Life Safety Staff upon an announcement that the building EAP Plan has been implemented, including a fire evacuation, and all-hazard evacuations such as Remain-in-Place, In-Building Relocation, Partial Evacuation or Total Building Evacuation;
- (ii) should familiarize themselves with the requirements of the building EAP Plan, and cooperate with and participate in EAP Drills;

- (iii) should request an exemption from the Life Safety Director if participation in a EAP Drill involving stairwell familiarization, for In-Building Relocation, Partial Evacuation or Total Building evacuation would cause injury or serious hardship; and

**SHEA**

**People with special needs are encouraged to identify themselves via a Personal Emergency Evacuation Plan (PEEP) in accordance with the procedures of the building EAP Plan if they would require assistance in the event of a fire evacuation or an All-Hazard evacuation such as In-Building Relocation, Partial Evacuation or Total Building Evacuation.**

**SHEA**

**(iv) Report any incident or suspicious activity that poses to affect the health, safety or security of any building occupants or damage to building property.**

- (v.) Report any incident or suspicious activity that poses to affect the health, safety or security of any building occupants or damage to building property.

- (iv) People with special needs are encouraged to identify themselves in accordance with the procedures of the building EAP Plan if they would require assistance in the event of a fire evacuation or an All-Hazard evacuation such as In-Building Relocation, Partial Evacuation or Total Building Evacuation.

**JENNINGS**

people with (functional) special needs are encouraged to identify themselves in accordance with the procedures of the building EAP Plan if they would require assistance in the event of a fire evacuation or an All-Hazard evacuation such as In-Building Relocation, Partial Evacuation or Total Building Evacuation.

**CRAIGHEAD**

people with special needs, such as disabilities, are encouraged to identify themselves in accordance with the procedures of the building EAP Plan if they would require assistance in the event of a fire evacuation or an All-Hazard evacuation such as In-Building Relocation, Partial Evacuation or Total Building Evacuation.

**SHEA**

people with special needs are encouraged to identify themselves via a Personal Emergency Evacuation Plan (PEEP) in accordance with the procedures of the building EAP Plan if they would require assistance in the event of a fire evacuation or an All-Hazard evacuation such as In-Building Relocation, Partial Evacuation or Total Building Evacuation.

- (2) Employers - All employers of building occupants should:
- (i) promptly **provide orientation training sessions and (SHEA)** distribute to building occupants who are their employees the educational materials regarding the building EAP Plan provided to the employer by the owner;
  - (ii) comply with the provisions of the building EAP Plan and instruct their employees who are building occupants to do so;
  - (iii) assign or allow responsible employees to serve as Life Safety Floor Wardens, Deputy Life Safety Floor Wardens and members of the Life Safety Response Team, and require such employees to conscientiously perform their duties under the building EAP Plan;
  - (iv) establish and maintain a system of assigning responsibility for accounting for employees present in the building so that an accounting can be made in the event of an in-building relocation, partial evacuation or Total Building evacuation; and
  - (v) **SHEA Establish an Incident Reporting and Investigation for any occurrence which affects the health, safety or security of an employee as well as the physical integrity of building property.**

**C. Life Safety Staff:**

**(1) Life Safety Director (LSD) and Deputy Life Safety Director (DLSD) Duties**

A competent person suitably trained and qualified by knowledge with a supervisory level experience within the fire service or within an Office of Emergency Management should be appointed as a dedicated Life Safety Director and be on-duty: during 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. When the LSD is not on-duty, the DLSD should perform the LSD duties.

The Life Safety Director should be given sufficient stated authority, powers of sanction and resources to take responsibility for the day-to-day safety management of the building and to ensure that essential repairs or maintenance are carried out, such as, but not limited to:

- i. When an All-Hazard Emergency occurs to communicate a Code-Black Incident. Specific instructions will be given for a particular type of emergency evacuation mode, (*I.e. Describe the type of incident: Police Action, Unknown Odor exterior to the building, at this time we are shutting down the air in-take vent to the building, etc.*) to building occupants by activating the building fire alarm voice communication.
- ii. Maintaining access and egress routes
- iii. Monitor routine maintenance, testing of emergency fire protection systems in accordance with

## High-Rise Office Occupancy (9/24/11)

NFPA 25 – Fire Protection Systems / Inspection, Testing and Maintenance Manual

- iv. Monitor changes to the building (alterations and new construction projects) so as to ensure temporary life safety measures are in place
- v. Provide supervision, monitoring and instruction to construction contractor and sub-contractors on the premises
- vi. Monitor any construction, alteration and demolition projects for welding, cutting and burning so as to issue building HOT Work permits
- vii. Ensuring compliance with local building and fire code
- viii. Liaison with the First Responder Incident Commander (IC)  
**JENNINGS**
- ix. Liaison with the **emergency** Responder Incident Commander (IC)

- a. Provide a briefing to the IC of the current situation awareness upon his/her arrival to the incident.
- b. Establish a working location at the FCC
- c. Attend planning meetings as required
- d. Provide input on the building resources
- e. Cooperate fully with the IC and Command staff on the building involvement at the incident
- f. Oversee the well-being and safety of the Life Safety Staff assigned to the incident.
- g. Advise the IC of any building needs or requirements

- x. Maintain at the building FCC
  - a. A pre-incident Building Information Card (3 sets: 11 x 17 Cards) and/or an electronic BIC card available to First Responders:
    - i. Crisis Communication Plan (SHEA)**
    - ii. Local Service Providers**
  - b. Copy of Building:
    - i. EAP Plan (**attach sample Plan / SHEA**)
    - ii. Fire Safety Plan
    - iii. Building / Campus Evacuation Assembly Location Plan and Directions (SHEA)**
  - c. Master Building Keys
  - d. Architectural Plans for:
    - Floor Layout & Fire Wall Separations
    - Elevator Banks
    - Stair Risers
    - Sprinkler & Standpipe Risers
    - Fire Extinguishing Systems
    - HVAC Zones
    - Electrical Plans
    - Plumbing Plans
  - e. Personal Emergency Evacuation Plans (PEEPS) with Master List (SHEA)**

**JENNINGS**

**SEE REORDER OF DUTIES**

### Routine Duties and Responsibilities

- xi. Maintaining access and egress routes
- xii. Monitor routine maintenance, testing of emergency fire protection systems in accordance with

## High-Rise Office Occupancy (9/24/11)

- NFPA 25 – Fire Protection Systems / Inspection, Testing and Maintenance Manual
- xiii. Monitor changes to the building (alterations and new construction projects) so as to ensure temporary life safety measures are in place
  - xiv. Provide supervision, monitoring and instruction to construction contractor and sub-contractors on the premises
  - xv. Monitor any construction, alteration and demolition projects for welding, cutting and burning so as to issue building HOT Work permits (See NFPA 51B)
  - xvi. Ensuring compliance with local building and fire code
  - xvii. Maintain at the building FCC
    - a. A pre-incident Building Information Card (3 sets: 11 x 17 Cards) and/or an electronic BIC card available to First Responders subject to approval by the AHJ
    - b. Copy of Building:
      - i. EAP Plan
      - ii. Fire Safety Plan
    - c. Master Building Keys
    - d. Architectural Plans for:
      - Floor Layout & Fire Wall Separations
      - Elevator Banks
      - Stair Risers
      - Sprinkler & Standpipe Risers
      - Fire Extinguishing Systems
      - HVAC Zones
      - Electrical Plans
      - Plumbing Plans

### (2) Certification Program for Life Safety Director

(a) A Life Safety Director or Deputy Life Safety Director Certification Program will be issued by the AHJ to a qualified applicant for a designated building, to certify that the holder has completed necessary and appropriate training relevant to the duties and responsibilities of the Life Safety Director pursuant to this section, and has demonstrated knowledge of the designated building, its systems and occupants, necessary to the performance of the duties of the Life Safety Director at such building.

(b) Original certificate qualifications. Applicants for a Life Safety/Director Certification Program should:

- (i) hold a Life Safety Director Certificate of Fitness issued by the AHJ pursuant to local code, or meet the requirements for issuance of same, as set forth therein;
- (ii) have successfully completed at least a (xxxx) hours training course approved by the AHJ and offered by an educational institution or other organization accredited by the AHJ in the areas of knowledge relevant to the duties of a Life Safety Director, including a fire emergency and All-Hazard emergency such as threat analysis and response, and other homeland security issues; a Fire Evacuation; All-Hazard Evacuation for Partial and Total Evacuations, In-Building Relocation and Remain-in-Place; as well as Situation Awareness Planning for elevator operation and building ventilation; special needs of the infirm and disabled; and the National Incident Management System (NIMS 100) for the liaison role and emergency response operations, as set forth by the AHJ.

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## High-Rise Office Occupancy (9/24/11)

have successfully completed at least a (xxxx) hours training course approved by the AHJ and offered by an educational institution or other organization accredited by the AHJ in the areas of knowledge relevant to the duties of a Life Safety Director, including a fire emergency and All-Hazard emergency such as threat analysis and response, and other homeland security issues; a Fire Evacuation; All-Hazard Evacuation for Partial and Total Evacuations, In-Building Relocation and Remain-in-Place; as well as Situation Awareness Planning for elevator operation and building ventilation; special (functional) needs of the infirm and disabled; and the National Incident Management System (NIMS 200) for the liaison role and emergency response operations, as set forth by the AHJ.

(iii) submit a complete application and non-refundable application and written examination fee of \$(xxx), and, if scheduled for an on-site practical examination, a practical examination fee of \$(xxx) for applicants currently holding a Life Safety Director Certificate of Fitness, and \$(xxx) for applicants that do not, and otherwise comply with the requirements of the AHJ.

(c) Examinations. Applicants for a Life Safety Director Certification Program should take and pass the required written and practical examinations. The practical examination should be conducted at the building for which the certificate is being issued.

### (3). Life Safety Floor Wardens and Deputy Life Safety Floor Wardens

- (i) The tenant or tenants of each floor should, upon request of the owner or person in charge of the building, make responsible and dependable employees available for designation by the Life Safety Director as support members for the position of Life Safety Floor Warden and Deputy Life Safety Floor Warden.
- (ii) Each floor of a building should be under the direction of a designated Life Safety Floor Warden for the evacuation of occupants in the event of fire. He should be assisted in his duties by a Deputy Life Safety Floor Warden. A Deputy Life Safety Floor Warden should be provided for each tenancy. When the floor area of a tenancy exceeds 7,500 square feet, a Deputy Life Safety Floor Warden should be assigned for each 7,500 square feet of part thereof.

## 4...Support Response Team

The EAP Plan should designate the members **for Incident Notification and (SHEA)** a Support Response Team **that is clearly indicated in a Crisis Communication Plan that is continuously maintained and house in the FCC (SHEA)**. The Support Response Team should consist of the following: building property manager, chief engineer, HVAC engineer, electrician, plumber mechanic, elevator mechanic, director of security (or, in their absence, their qualified designees), and other building personnel, office employees or other building occupants designated to assist in the implementation of the EAP Plan, including persons assigned to assist building occupants that require assistance to participate in the plan. The Life Safety Director and Deputy Life Safety Directors should not be designated as Support Response Team members.

Qualifications. All Support Response Team members should receive training in the EAP Plan from the Life Safety Director. Such training should consist of not less than an initial two-hour training session and an annual one-hour refresher session thereafter.

Duties and Responsibilities. Members of the Support Response Team should:

High-Rise Office Occupancy (9/24/11)

- (A) Perform their designated assignments, as set forth in the Emergency Action Plan or as directed by the Life Safety Director; and
- (B) In the event of an all-hazard emergency, immediately report to the designated locations, as set forth in the EAP Plan or directed by the Life Safety Director, to be ready to undertake their designated assignment.

**(4) Sample of Open Letter to All Tenants**

\_\_\_\_\_ RE: ALL-HAZARD EMERGENCIES for (*name or address of building*)

We are providing you with a Building Emergency Package to assist with emergency procedures for (name and address of building). The effectiveness of the building Emergency Action Plan (EAP) depends on you being familiar with the emergency procedures for a fire incident and all-hazard emergencies for man-made incidents such as utility disruptions, bomb threats, workplace violence, a medical emergency, and natural incidents such as a hurricane, tornado, earthquake, flash flooding, etc.

For these reason, periodic EAP drills will be conducted. It is not necessary in all drills to actually evacuate, but one drill should be evacuated annually to give experience to the building occupants.

In the following material you will find a description of the emergency equipment, systems, warning devices; and evacuation procedures as well as specific evacuations for the various All-Hazard Emergencies (Code Black).

On each floor level in the elevator lobby there is a floor layout denoting locations and routes for accessing exits off the floor. Posted at each stairwell are the names of the Life Safety Floor Warden Team, who will assist you during an emergency evacuation. As with any building fire and/or all-hazard emergency you will be directed by the Life Safety Director.

**SHEA**

**Can this be expanded to illustrate the need for communication and coordination in multi-tenant buildings?**

Provide the following information:

- Name of Company: \_\_\_\_\_
- Floor or Floors Occupied: \_\_\_\_\_
- Name of Primary Contact Person: \_\_\_\_\_
- Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

The number employees on the floor during:

- 8:00 AM to 5:00 PM \_\_\_\_\_
- 5:00 PM to Midnight \_\_\_\_\_
- Midnight to 8:00 AM \_\_\_\_\_
- Weekends \_\_\_\_\_

If any employee is a person with a disability, we encourage him/her to contact the Life Safety Director at (xxx) to see how best we can assist during an evacuation.

**JENNINGS**

If any employee is a person with a functional needs/disability, we encourage him/her to contact the Life

Safety Director at (xxxx) to see how best we can assist during an evacuation.

Please return the information requested within ten (10) working days of receiving this letter. If you have any questions, please contact me at (xxxx).

Yours in safety,  
 (Name of Life Safety Director)  
 cc: Property Management

**CRAIGHEAD  
 Persons with Disabilities**

Name	Floor/Suite	Phone	Assistance Required (Temp or Perm)	Monitor Names



**SECTION 3 – ALL-HAZARD BUILDING EMERGENCIES**

**PART-A TYPES OF ALL-HAZARD EMERGENCIES:**

**MAN-MADE INCIDENTS**

**a. BOMBS AND BOMB THREATS (Do we include hi-jacked airplanes? /SHEA)**

**Bomb Searches:** In the event of a bomb threat is received, the Security Director or Life Safety Director may request that the life safety floor wardens and response teams assist in conducting a preliminary search of their floors for suspicious items. In that the event, the following steps are to be taken:

1. Advise occupants that a bomb threat has been received and that you will be conducting a search of their floors. Determine if there are any suspicious objects in the workplace. Instruct occupants to report any suspicious object without touching, moving or disturbing the object.
2. If a suspicious object is discovered, the search team will contact the Security Command Center by a hard line telephone not near the object. **DO NOT TOUCH, EXAMINE, OR IN ANY WAY DISTURB THE OBJECT.** The Security Director will determine if evacuation is necessary. Life Safety Floor Wardens will evacuate occupants as directed.

**JENNINGS**

If a suspicious object is discovered, the search team will contact the Security Command Center by a hard line telephone not near the object. **DO NOT TOUCH, EXAMINE, OR IN ANY WAY DISTURB THE OBJECT.** The Security Director will determine if evacuation is necessary. Life Safety Floor Wardens will evacuate occupants as directed **(by Life Safety Director?).**

3. Open all doors when evacuating the floor. Keep away from glass windows.

If a confirmed bomb, evacuation will be ordered by the Security Director and/or First Responder Incident Commander.

**JENNINGS**

~~If a confirmed bomb, evacuation will be ordered by the Security Director and/or 1<sup>st</sup> Responder Incident Commander~~

**Vehicle Bomb Threat ??**

**b. ELEVATOR**

**(i) Inoperable Elevator** – Elevators are equipped with mechanical safety brakes. These brakes will operate in all situations and require no power to functions.

If an entrapment occurs:

- Check the selected floor to go to
- Press the door open button on each side of the operating panel. If the doors open, and you can exit the elevator on a floor level, note which one is malfunctioning.
- Pull out the red stop button and on each side of the operating panels  
JENNINGS
- Pull out the red stop button **and** on each side of the operating panels

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- Use the emergency phone to call for help
- NEVER attempt to climb out of the elevator
- If after hours, call the elevator company or the emergency contact number in the telephone box

JENNINGS

- ~~○ If after hours, call the elevator company or the emergency contact number in the telephone box~~

**(ii) Elevator Emergency Requiring Fire Department Assistance**

If a person is trapped in an elevator and the situation involves the fire department if one or more of the following would warrant a call to 911:

JENNINGS

If a person is trapped in an elevator **and** the situation **requires** involves the fire department if one or more of the following would warrant a call to 911:

- The ability to communicate with the person(s) is lost
- The person(s) require that 911 be called  
JENNINGS  
~~The person(s) require (request?) that 911 be called~~
- There is a medical emergency
- There is an environment emergency such as a fire, bomb threat, chemical, etc.
- A wall has to be breached or person(s) must be removed by any means other than normal passenger exit door or under their own power
- Life Safety Director deems it necessary when due to weather or other conditions the elevator mechanic response time will be longer than thirty (30) minutes.

**c. EMERGENCY GENERATOR (Option)**

1. Due to the possibility of a failure of the utility electrical service from the Electric Power Company, the building is equipped with an emergency generator, which starts automatically and within 10-seconds in the event of an electrical power failure.

2. In the event of a power failure the emergency generator will supply electrical power to the following areas within the building.
  - i. Emergency lighting system:
    - Stairwells
    - Exit lights
    - Exit corridors
    - Tenant suites (limited lighting)
  - ii. Fire alarm system
  - iii. A minimum of one (1) elevator in the low-rise and one( 1) elevator in the high-rise
  - iv. Stairwell pressurization
  - v. Supply and exhaust air fans
  - vi. Fire pump
  - vii. Sump pump

JENNINGS

ISN'T THIS BUILDING SPECIFIC? Couldn't we just require that the plan include information on emergency power supplies and capabilities?

- \_\_\_\_\_ d. **FLOODED BUILDING:** - Because of extreme danger produced from water and electrical problems:
  - Evacuate the area to a dry safe locations
  - Life Safety Response Team to report to the affected area. Evacuate the occupants, if necessary and close off the affected areas if the building.
    - If water leak occurs within an electrical distribution room or transformer vault, immediately evacuate the floor.
  - The Life Safety Floor Wardens are to gather the floor warden team and begin to evacuate the flooded area.
    - Notify Building Management or Life Safety Director of the flooding condition and the need to isolate your floor, if necessary
    - **Building Management to disconnect electrical distributions if possible in the flooded areas or areas that risk further flooding. / SHEA**
- \_\_\_\_\_ e. **MEDICAL EMERGENCY**
  - Do not move the injured party, unless to remove from danger and make comfortable. Movement should be kept to a minimum.
  - Dial 911 – Give building address, floor number and nature of the emergency
  - Obtain vital personal information (such as age, medical history) as this information may help the medical diagnosis by the Firstresponder
  - What are the victims' major medical complaints?
  - Any medical alert tags on the victim

- ❑ Keep area clear of non-essential personnel
- ❑ Contact the building Life Safety Director

**GRAIGHEAD  
MEDICAL EMERGENCY**

**When notified of a medical emergency:**

**1. Obtain the following information:**

- The victim’s name
- The victim’s location
- The nature of the emergency
- A call back number

**2. Notify the Paramedics 9-1-1 or if there is a problem with 9-1-1 dial alternate Paramedic’s telephone number (858) 974-9706 and give the following information:**

**Give them the following information:**

Building Name \_\_\_\_\_  
 Building Address \_\_\_\_\_  
 Nearest Cross Street \_\_\_\_\_  
 Nature of the Emergency \_\_\_\_\_  
 Your Floor/Suite Number \_\_\_\_\_  
 Your Call Back Number \_\_\_\_\_

**DO NOT HANG UP UNTIL THE EMERGENCY OPERATOR HANGS UP.**

- 3. Notify Building Management. Building Staff should reserve an elevator for use by the paramedics.**
- 4. Send a runner to the elevator lobby to meet and direct emergency personnel to the injured or ill person.**

\_\_\_\_\_ f. **. UTILITY DISRUPTIONS**  
 \_\_\_\_\_ **1. ELECTRICAL**

- ❑ The Life Safety Director will gather the Life Safety Response Team and assess the power outage.
- ❑ The Life Safety Floor Wardens are to gather the floor warden team and assess your resources.
  - Notify Building Management or Life Safety Director. The power outage may be isolated to your floor
  - Send someone to the elevator lobby to stop people and to listen for possible people trapped in the elevator
  - Turn on battery powered radio to find out what is happening in your area

- Unplug all electrical equipment and turn off unnecessary light switches. When power returns it may surge and blow out lights and electrical equipment left on.
- Open window shades to provide natural lighting.

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**2. NATURAL GAS**

Adhere to the following if a natural gas odor is present in the building:

- Life Safety Response Team to report to the affected area. Evacuate the occupants, if necessary and close off the affected areas if the building.
  - If gas leak occurs within an electrical distribution room or transformer vault, immediately evacuate the floor.
  - The gas odor may be coming from the outside air through the HVAC air in-take system.
  - **Building Management, upon leak detection, to consider shutting off HVAC systems that could further distribute the gas into the building) SHEA**
- The Life Safety Floor Wardens are to gather the floor warden team and the flooding condition.
  - Notify Building Management or Life Safety Director of the gas leak and isolate your floor, if necessary.
  - Leave the area, do not stop to turn off anything, DO NOT CLOSE DOORS or open anything.
  - The individual who discovered the gas leak should identify hem/herself to the Life Safety Director and/or Fire Department.

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**3. WATER**

**Water Interruption** – A temporary interruption of the building water supply may result in the disruption of the domestic water services. Additional, water interruption limits the Fire Department’s ability to extinguish a fire.

**4. HVAC / SHEA**

**Adhere to if critical HVAC systems including smoke purge, stair pressurization, necessary heating or cooling elements for building equipment malfunctions and threaten to compromise occupany safety.**

**5. STEAM PIPE / SHEA**

**Adhere to in the event of a local steam pipe explosion within a building neighborhood or campus.**

**e. ADJACENT BUILDING FIRE / SHEA**

**Adjacent building fires could necessitate the activation of the building's EAP, however, the location and exterior conditions of that fire may require the EAP to be amended in real time in order to properly protect the building occupants as they exit the building (eg, alternate assembly areas should always be provided if the original location may have been compromised)**

**Add duties of LS director - fire watch set, no hot work, to be constructed**

**MURPHY - ACTIVE FIRE SAFETY PLAN not EAP**

\_\_\_\_\_ **g. WEAPONS OF MASS DESTRUCTION**

\_\_\_\_\_ **1 BIOLOGICAL INCIDENT**

Biological attacks can involve either contagious or non-contagious agents. It may take days for a biological attack to be recognized and for the specific agent to be identified. Each agent has its own timeline. It will be critical to found out if the biological agent is contagious and who has been exposed.

One may be exposed to the agent if he/she were in the vicinity of the attack or, in the case of a contagious agent, have been exposed to someone who was there or who has subsequently contracted the disease.

Because biological attack will most likely not be detected until many days after the threat of the floor(s) or entire building may have to be isolated.

**Life Safety Director to:**

- Verify if an internal biological release in the building
- Activate the EAP Plan  
I.e. IN-BUILDING RELOCATION PARTIAL OR TOTAL BUILDING EVACUATION
- Call 911
- Liaison with Firstresponders. If people are symptomatic, immediately request medical treatment.

**Anthrax Release** – This organism can cause infection on the skin, gastrointestinal system, or the lungs. To do so, the organism must be rubbed into abraded skin, swallowed or inhaled as a fine, aerosolized mist. The disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another.

For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is difficult to do, and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life-threatening lung infection can occur, but prompt recognition and treatment are effective.

**Suspicious Unopened Letter or Package Marked with Threatening Message** – Such as Anthrax

- ❑ Do not shake or empty the contents of any suspicious envelop or package
- ❑ PLACE the envelope or package in a plastic bag or some other type of container to prevent leakage of the contents
- ❑ If you do not have any container, the COVER the envelope with anything, I.e. clothing, paper, trash can and do not remove the cover.
- ❑ Then LEAVE the room and CLOSE the door, or section off the area to prevent others from entering
- ❑ WASH your hands with soap and water to prevent spreading any powder to your face.
- ❑ What to do next:  
Report the incident to the local AHJ.  
JENNINGS  
Report the incident to the local AHJ (Call 9-1-1?).
- ❑ LIST all people who were in the room or area when this suspicious letter or package was discovered

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**Envelop with Powder and Powder Spills onto a Surface**

- ❑ DO NOT try to CLEAN UP the powder. COVER the spilled contends immediately with anything (I.e. clothing, paper, trash can, etc.) and do not remove the cover
- ❑ Then LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (I.e. Keep others away)
- ❑ WASH your hands with soap and water to prevent spreading any powder to your face.
- ❑ What to do next:  
Report the incident to the local AHJ.
- ❑ REMOVE heavily contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed. This clothing bag should be given to the emergency First Responders for proper handling.
- ❑ SHOWER with soap and water as soon as possible. DO NOT USE BLEACH or OTHER DISINFECTANT ON YOUR SKIN
- ❑ If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give this list to both the emergency Firstresponders such as the law enforcement official for further investigation and the public health authorities so that proper instructions can be given for medical follow-up.

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**Room Contamination by Aerosolization**

- ❑ Turn off HVAC supply fans for the affected HVAC Zone (s)or individual ventilation units

- ❑ LEAVE the area immediately
- ❑ CLOSE the door, or section off the area to prevent others from entering, (I.e. Keep others away)
- ❑ What to do next:

Report the incident to the local AHJ.

- ❑ SHUT down HVAC air handling system in the building, advise the Incident Commander if the building has a smoke management system with the capability to purge(exhaust) the contaminated floor or zone.

## JENNINGS

(I DON'T THINK PEOPLE WILL KNOW HOW TO RECOGNIZE THIS – need some additional explanation)

### 2 **CHEMICAL/HAZARDOUS MATERIAL INCIDENT**

A chemical incident whether an attack or accidental release entails the dispersal of chemical vapors, aerosols, liquids or solids. Individuals can be affected by inhaling or being exposed through their eyes and skin. However, chemical weapons act very quickly, often within a few seconds.

#### **Life Safety Director to:**

- ❑ Verify if the chemical release is an interior or exterior to the building
- ❑ Activate the EAP Plan  
IN-BUILDING RELOCATION, PARTIAL  
EVACUATION OR REMAIN-IN-PLACE
- ❑ Call 911
- ❑ Find clean area quickly
- ❑ **If interior follow the chemical release plan specific to your building** such as activating the HVAC exhaust fans in the affected area, evacuate to a safe In-Building Relocation area, open windows, doors, louver vents. If the building has a smoke management system, exhaust the affected area and pressurized the floors immediately above and below the incident floor(s)
  - 1) Liaison with Firstresponders for people who are exposed to the chemical release. Take steps to decontaminate victims such as remove clothing, establish a quick **Decon Area** and seek medical treatment.
- ❑ **If Exterior to the building** shut down the air-in-take vents, close all windows/doors and seal off the main lobby area.
  - 1) Remain in-Place



**3 RADIOLOGICAL/NUCLEAR INCIDENT**

A radiological attack is likely to entail use of what is often called a “*Dirty Bomb*”, in which conventional explosives are used to disperse radioactive material quickly across a wide area. Beyond the risk of immediate injury due the explosion itself, the primary initial danger is inhaling the radioactive material that is suspended within the dust and smoke from the explosion. A secondary hazard is the danger that residual radiation presents from those who remain in the contaminated area for a very long time period. In either case, the levels of radiation will be quite low.

**Life Safety Director to:**

- ❑ Not knowing if the explosion release moment is radiological, advise the occupants in the immediate area to cover their nose and mouth.
- ❑ If occupants are in the undamaged part of the building stay there.
- ❑ Activate the EAP Plan
  - 1) Relocate outside the contaminated zone , only if instructed to do so by the FirstResponder, then activate EAP Plan for an:  
**IN-BUILDING RELOCATION, PARTIAL OR TOTAL BUILDING EVACUATION**
- ❑ Call 911
- ❑ Find clean are quickly
- ❑ Liaison with Firstresponders for people who are exposed to the radiological release. Take steps to decontaminate victims such as remove clothing, establish a quick **Decon Area** and seek medical treatment.
- ❑ If outside the building activate the Remain-in-Place Evacuation Management Mode

**Nuclear Incident:**

A nuclear detonation will be unmistakable the moment it occurs. It will be marked by blast effects strong enough to knock over buildings, a brilliant flash of light, high-energy radiation and extreme heat.

**Life Safety Director to:**

- ❑ Verify the nuclear incident
- ❑ Time matters because you will have less than 10-minutes when in the immediate blast zone.
- ❑ Activate the EAP Plan  
**TOTAL BUILDING EVACUATION, OR  
IN-BUILDING RELOCATION**
- ❑ If evacuation is not possible, the best shelter is underground and the next best shelter for buildings greater than 10-stories is to relocate at least three (3) stories below the roof to avoid fallout

deposited there. Stay inside for at least 24 to 48-hours to allow Radioactivity OFF the fallout to decline to safe levels.

- ❑ Finds ways to cover skin, nose and mouth
- ❑ Take steps to decontaminate as soon as possible, once protected from the fallout.

\_\_\_\_\_ h. **WORKPLACE VIOLENCE**

\_\_\_\_\_ **Armed Intruder:**

\_\_\_\_\_ On the notification of a **Possible Armed Intruder**

- ❑ Obtain as much information as possible from the people calling to report an armed intruder.

**JENNINGS**

**CALL 9-1-1**

- ❑ Contact the Security and Life Safety Director. Life Safety Director to respond to the FCC
- ❑ Standby for Situation Status Updates

\_\_\_\_\_ **On the Verification of an Armed Intruder**

- ❑ Under the direction of Security and/or Police Department. The Life Safety Director is to make an initial public announcement via the fire alarm voice communication system:

*Advise that: "We have been advised by the Security Department and/or Police Department that an armed intruder is inside the building, (the police are on the way). Stay inside and lock all doors. We are recalling all elevators to the lobby floor. Remain calm and quiet.*

*If you have to answer the phone respond to all calls, I'm sorry, we are currently unable to respond to your request. Please try again later".*

- ❑ Make Situation Status updates as instructed by the Police such as *"Attention please. Please remain calm and quiet in your secured area. We will keep you informed"*
- ❑ If the situation allows, the life safety floor warden team will gather the occupants and under the escort of the police evacuate the floor.

**Civil Disturbance, Demonstrations, Labor Disputes and Riots**

Riots or civil disturbances will generally offer little danger to building occupants. If such a demonstration or a riot is taking place in front of the building, the Security Director or Life Safety Director will:

- ❑ Secure all exterior entrance ways
- ❑ Advise tenants to stay clear of exterior walls and windows
- ❑ Refrain from having tenants or visitors remain in the lobby area

- No action should be taken unless Police Department direct people to leave the building

**Hostage and Barricade Situation:** Immediately report any hostage situation to the Security Department. Remain on the phone and provide security with as much information as you can.

- Under the direction of Security and/or Police Department. The Life Safety Director is to make an initial public announcement via the fire alarm voice communication system:  
*Advise that: “We have been advised by the Security Department and/or Police Department that a hostage situation is inside the building, (the police are on the way). Stay inside and lock all doors. We are recalling all elevators to the lobby floor. Remain calm and quiet. If you have to answer the phone respond to all calls, I’m sorry, we are currently unable to respond to your request. Please try again later”.*
- Make periodic updates as instructed by the Police such as  
*“Attention please. Please remain calm and quiet in your secured area. We will keep you informed”*
- If the situation allows, the life safety floor warden team will gather the occupants and under the escort of the police evacuate the floor

**Identity Theft:** Immediately report any lost building identification to the Security Department as the lost ID could be used by an intruder to access and cause damage to the facility and/or its occupants. SHEA

\_\_\_\_\_ (ii) **NATURAL INCIDENTS**

\_\_\_\_\_ a. **BLIZZARD & ICE STORMS (under construction)**

\_\_\_\_\_ **JENNINGS**

**COMMENT -- I would argue that there shouldn’t be a problem specific to blizzards, given the likelihood of advance notice. Those problems that occur are likely to be electrical power outage.**

\_\_\_\_\_ b. **EARTHQUAKE**

\_\_\_\_\_ **BEFORE AN EARTHQUAKE**

\_\_\_\_\_ **Assess the building:**

- Windows/Glass – if any work station is near windows or glass partitions, decide **where** people will take cover to avoid being injured by flying glass.
- Heavy Objects – If any work station is near a temporary wall or partition, make sure it is securely anchored.

**JENNINGS**

**The partition or the workstation?**

- ❑ **Loose Objects** – If there are materials stored on top of cabinets or shelves, determine if these items should be secured or moved.
- ❑ Establish earthquakes supplies for an emergency

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**DURING AN EARTHQUAKE**

**Act Quickly** – Move away from windows, temporary wall or partitions, and freestanding objects such as files, cabinets, shelves, and hanging objects.

- ❑ **Duck** – or drop down to the floor
- ❑ **Cover** – take cover under a sturdy desk, table or other furniture, If that is not possible, seek cover against an interior wall and protect your head and neck with your arms
- ❑ **Holds** – If you take cover with a sturdy piece of furniture, hold onto it and be prepared to move with it.
- ❑ **Stay Put** - Hold this position until the building stops shaking and it is safe to move. Stay inside, do not attempt to exit the building during the shaking.

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**AFTER AN EARTHQUAKE**

Be prepared for aftershocks. Most will be smaller than the main quake, but some may be large enough to do additional damage

**Assess the Damage:**

- ❑ **Life Safety Response Team** should check out the structural integrity, piping, electrical, elevators for entrapment, reconnect telephones headsets, verify building communications and resources such as: walkie-talkie radios, fire protections systems. **DO NOT USE AN OPEN FLAME**, in case of a gas leak.
- ❑ Ask the **Life Safety Floor Wardens** to carefully and systematically search their areas to locate injured personnel, inspect the damage, and possibility of further damage or potential dangers. After searching areas report back to the FCC
- ❑ Determine where or not to stay in the building. This will determine where you set up a triage inside or somewhere else. Start having floors check-in with a list of injured, trapped missing and dead people.
- ❑ Set up a safe perimeter and possibly start setting up for search and rescue.
- ❑ If you need to evacuate:
  - 1) Determine if all stairwells are accessible from obstructions and potential collapse danger

- 2) Establish alternate exits and routes to be used in case the primary routes are blocked or unsafe

**When Should You Go Home:** It is in the best interest in the event of an earthquake or community wide disaster during normal working hours that all employees should remain at work.

1. It may be to dangerous to attempt to go home right away
2. Listen to the radio for areas and roads that have sustained damage
3. Wait until you know the roads you need to get home are in fact undamaged and traffic is moving

\_\_\_\_\_ **c. EXTREME HEAT**

Extreme heat weather conditions may affect the building and surrounding area with an electrical unity company request to go to emergency generator power or Brown Out

\_\_\_\_\_ **d. FLASH FLOODING (under construction)**

**f. HURRICANE**

**Life Safety Director should be apprised of the hurricane and seek information and advice from local Office of Emergency Management as to the approaching storm.**

\_\_\_\_\_ **f. TORNADO (under construction)**

\_\_\_\_\_ **g. TSUNAMI (under construction)**

\_\_\_\_\_ **h. VOLCANO (under construction)**

**PART-B Occupant Evacuation Strategies**

**STATEMENT**

Various potential threats to a building may require best practice emergency management so as not to delay people in starting to move to a safe area. It is essential that there is an effective means of initiating and controlling the evacuation of a high-rise building where large number of people could be at risk. **A Crisis Communication Plan should be established as a critical step in any EAP. / SHEA** The evacuation can be phased in with different parts of the building to be evacuated in controlled phase sequences with the original incident floor and/or zone affected being evacuated first. The Life Safety Director will announce a directive message as to which type of Code Black evacuation mode will be used.

**1.....Code Black Emergency Announcements**

\_\_\_\_\_ **Situation Awareness Voice Announcement Samples (under construction)**

\_\_\_\_\_ **Provide some samples.**

**Situation Status Report:** Provide updated information to the building occupant with an awareness that is relative with the situation at hand. A report should be made at 15-20 minute intervals or as directed by the Incident Commander.

## 2...SEQUENCE EVACUATIONS

### A) All-Hazard Evacuations

#### 1) Specific Requirements For Remain-in-Place (No Evacuation)

- (1) The Remain-in-Place provisions of the EAP Plan should be based on an analysis of the circumstances in which such action would best ensure the safety of building occupants, and the manner in which it (Remain-In-Place no evacuation necessary at this time) could best be implemented in the building.
- (2) The EAP Plan should set forth the actions that would be taken in the event of Remain-in-Place, including, but not necessarily limited to, those in regard to the following building components or systems:
  - ❑ access to and egress from the building, including entrances, exits and stairwells;
  - ❑ elevator operation;
  - ❑ ventilation system operation, including air handling equipment, heating, ventilation and air conditioning equipment and smoke management systems;
  - ❑ windows that open;
  - ❑ interior doors, including fire doors;
  - ❑ electrical, natural gas, steam and other utility operations; and
  - ❑ fuel oil storage systems and associated pumps and piping

#### 2) Specific Requirements For In-Building Relocations

- (1) The in-building relocation provisions of the EAP Plan should be based on an analysis of the circumstances in which such action would best ensure the safety of building occupants, and the manner in which it could best be implemented in the building.
- (2) The EAP Plan should:
  - (i) set forth the number of building occupants on each floor;
  - (ii) designate the In-Building Relocation Areas to which building occupants could be relocated, and, for each such in-building relocation area, identify:
    - ❑ the type of area (such as an, interior office, conference room, file room or mechanical room);
    - ❑ the floor and its exact location thereon;
    - ❑ the type of protection it offers;
    - ❑ the maximum number of building occupants each relocation area can accommodate; and
    - ❑ whether it affords access to water, lavatories and/or other facilities, equipment or supplies, including any pre-positioned equipment or

supplies.

(iii) designate the route by which building occupants would be directed to in-building relocation areas if such areas are on a different floor, and identify the stairwells and (if applicable) elevators to be utilized, and their capacity; and

(iv) set forth the actions that would be taken with respect to building components or systems in the event of an in-building relocation, including the building locations and systems, and

(v) the procedures by which employers of building occupants will account for their employees after an in-building relocation is complete

### **3) Specific Requirements For Partial Evacuation and Total Evacuations**

(1) The evacuation provisions of the EAP Plan should be based on an analysis of the circumstances in which such action would best ensure the safety of building occupants.

(2) The EAP Plan should identify the safest and most efficient means of evacuating persons from the building or designated floors or areas thereof. Priority should be given to building occupants on floors or other areas of the building most at risk of harm, and, in the designation of exit routes, to the avoidance of congestion.

(3) The EAP Plan should:

(i) set forth the number of building occupants on each floor, including an estimate of the number of visitors, if any, on a typical day;

(ii) identify the location of exits, stairwells and (if to be utilized) elevators, and their capacity; and

(iii) set forth the actions that would be taken with respect to building components or systems in the event of a partial evacuation or evacuation, including the building locations and systems.

(4) The EAP Plan should designate:

(i) primary designated exit routes for the evacuation of each floor or other area of the building, and alternative exit routes in the event that the primary designated routes cannot be used;

(ii) whether building occupants will be directed to leave the area by any safe means (other than in circumstances that preclude such action, such as contamination), or directed to one or more assembly areas that are:

(A) at a safe distance from the building (preferably a distance from the building not less than the height of the building);

(B) sufficient in number and size to accommodate the building occupants that will be assigned to report to such assembly area; and

(C) allow for the continuous movement of building occupants away from the building to their assembly areas;

**(D) provide alternates in the instance that the preferred assembly area's safety has been compromised / SHEA**

(iii) the procedures by which employers of building occupants will account for their employees after a partial evacuation or total evacuation is completed

**4) Accommodations for Persons with Disabilities**

A Person with a Disability includes, but may not be limited to:

- ❑ Mobility Impaired
  - Person confined to a wheelchair
  - Person depending on a cane or crutches
  - **Person with paralysis or amputation / SHEA**
  - Person recovering from surgery **or broken bone / SHEA**
  - **Short-term condition causing temporary mobility impairments such as (SHEA) Pregnancy**
  - **Long-term or chronic conditions, such as diabetes, cancer or arthritis / SHEA**
  - Extreme cases of obesity
- ❑ A Person who is Blind or Visually Impaired
- ❑ A Person who is Deaf or Hard of Hearing
- ❑ **Any other health related reason for which you may need assistance exiting the building in the event of a fire or other emergency / SHEA**

Develop an EAP Plan Building Registry **that includes all Personal Emergency Evacuation Plans (PEEPs) completed by individuals with a temporary or permanent impairment or disability for all spaces in a facility that are commonly used by the individuals. The registry will include / SHEA** list for the name and usual floor location of each regular occupant who has voluntarily self-identified that they need assistance and the type of assistance required to participate in an EAP evacuation. **The PEEP should be reviewed by and distributed to all involved parties following completion to show that it has been received and that individual responsibilities are understood. / SHEA**

This information must be kept confidential and must be stored at the FCC **but must be provided to the emergency authorities upon arrival to the building in the event of an emergency is so required by local law. / SHEA**

- ❑ Such voluntary self-identification may be the result of a permanent or temporary condition and may be withdrawn solely at the discretion of the individual.
- ❑ The Life Safety Director will visit each registrant to customize actions and tasks outlined in the EAP Plan to meet the individual needs, conditions, and circumstances.



- **The PEEP should form part of the overall EAP and should therefore be incorporated into any fire or emergency drills undertaken. Any issues identified following a fire drill should be fed back to the relevant parties e.g., the fire and life safety team. SHEA**
- The EAP Plan should designate and describe the location of all places such as refuge or rescue areas to assist those complying to understand their primary and secondary possibilities.
- For each voluntary self-identified individual who needs assistance, the EAP Plan will provide for Support Team Member(s) to train and to assist such occupant during implementation of the EAP evacuation or drill
- Training sessions must be made accessible so that all persons in need of critical EAP Plan information may receive such information in order to act upon it in accordance with the desired outcomes.
- Designate a safe area such as an enclosed stairwell landing or a area of rescue/refuge such as an enclosed room near the stairs with a telephone to call 911 or to contact the FCC near Lobby Concierge Desk and/or a two-way communication to Building FCC.

***NOTE: During a fire emergency, the safe area or area of rescue/refuge will be three (3) levels below the fire floor. (Can this be definitely stated? I ask as local codes are now governing such direction and I recall NYC only being one or two floors below, perhaps this language is softened to state 'as stated by local law or applicable building code.')** SHEA*

- Ask the voluntarily self-identified person who they would like to have as a 'Support Team' (at least four [4] individuals or more) who would assist the individual with a disability during a drill or emergency.
- If emergency Evac-Chairs for a person with a disability are installed place near a designated stair riser such as a fire/smoke tower or a pressurized stairwell

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## **5.....Accountability / SHEA**

### **a. Accountability Re-Assembly Post**

- i. Designate a person or persons to account for all building occupants**
- ii. Establish a post-incident communication plan with all building occupants**

### **b. Incident Reporting and Investigation**

- i. Establish an incident reporting system to be followed immediately after the all-clear for any emergency is given**
- ii. Investigation to establish root causes and create a lessons learned document that seeks to prevent the re-occurrence of a similar incident**

**6) Building Re-Population (under construction)**

**8) Occupancy Evacuation Matrix (under construction)**

**Example: During an emergency evacuation the LSD can track what floor(s) have been evacuated and provide the situational awareness to the First Responder upon their arrival at the building.**

<b>OCCUPANCY FLOOR &amp; LOAD</b>	<b>FLOOR EVACUATION STATUS</b>
20 <sup>TH</sup> / 200	✓
19 <sup>TH</sup> / 150	✓
18 <sup>TH</sup> / 100	✓
17 <sup>TH</sup> / 125	✓
16 <sup>TH</sup> / 100	✓
15 <sup>TH</sup> / 55	✓
14 <sup>TH</sup> / 100	✓
12 <sup>TH</sup> / 75	✓
11 <sup>TH</sup> / 135	✓

**PART-C: Self-Control Management:**

Fear is a sudden, unreasoning terror, often spreading quickly and often accompanied by mass flight. Attempting to reason with such a group may be futile, but it is possible to control the group by effective leadership of a dedicated Life Safety Director.

**SELF-CONTROL DETERRENTS**

1. Inform personnel what is expected of them in an emergency, training, experience and knowledge are key factors in preventing panic.
2. Exemplify strong, competent leadership
3. Eliminate physical causes for panic.

**SELF CONTROL ANTIDOTES**

1. Provide assurance that First Responders are taking action. Exert positive leadership. Reassure the group by giving information and instructions calmly.
2. Eliminate unrest
3. Dispel rumors
4. Identify troublemakers and prevent them from spreading discontent and fear.
5. Demonstrate decisiveness
6. Suggest positive actions
7. Indicate what to do, rather than what not to do

**JENNINGS**

**COMMENT – This badly needs to be validated and updated.**

	<u>Managed Sequence</u>	<u>Unmanaged Sequence</u>
<u>Remain-in-Place (No Evacuation)</u>	<u>No-movement Remain-In-Place upon direction</u>	<u>No-movement Remain-In-Place per prior instruction</u>
<u>Partial Evacuation</u>	<u>Managed or controlled partial evacuation</u> <ul style="list-style-type: none"> <li>• <u>In-building relocation on same floor</u></li> <li>• <u>In-building relocation to different floors</u></li> <li>• <u>Occupants of some floors leave building</u></li> </ul>	<u>Unmanaged or uncontrolled partial evacuation</u>
<u>Total Evacuation</u>	<u>Managed or controlled total evacuation</u>	<u>Unmanaged or uncontrolled total evacuation</u>

**PART-D: PRE-INCIDENT PLANNING**

1...Building Information Card.

A Building Information Card, in the format set forth in NFPA 1620 should be maintained at the building Fire Command Center, and at the local AHJ communication center with the capability of being in an electronic format so as to provide the first responder with critical building information on their initial response and to further support an incident action plan.

2...Refer to NFPA 1620 on Pre-Incident Planning (2010)

**PART-E: EAP DRILLS**

**1...EAP Drill:**

The owner should conduct EAP Drills on a regular basis, during regular business hours, in accordance with the requirements of this section, to familiarize all building occupants with the procedures for a total evacuation, partial evacuation, in-building relocation and remaining-in-place, and the reasons for implementing each type of action.

(ii) Types, Scope and Frequency of EAP Drills.

(A) Types. EAP Drills should consist either of instruction, or stairwell familiarization, or both, as follows:

(1) Instructional Drills. Such drills should serve to familiarize building occupants with the

requirements and procedures of the EAP Plan by means of informational sessions approved by the Life Safety Director, and may include the use of video presentations or other educational materials. Such sessions should address implementation of the EAP Plan both during regular business hours, and at other times, when Life Safety Floor Wardens and other EAP Staff may be absent from the building. Such sessions may be conducted by any qualified person, at any appropriate location, including but not limited to stairwell entrances or in-building relocation areas.

(2) Stairwell Familiarization Drills. Such drills should serve to familiarize building occupants with the process of in building relocation or building evacuation via building stairwells. A stairwell familiarization drill should require building occupants to enter a building stairwell and be escorted down several levels to during which time stairwell safety features and safe evacuation procedures should be reviewed.

- (B) Scope. EAP Drills (involving instruction, stairwell familiarization, or both) may be conducted on all floors simultaneously, or by individual floor or groups of floors.
- (C) Frequency. EAP Drills should be conducted on a regular basis, as follows:
  - (1) At least two EAP Drills should be conducted within one year of the date of EAP Plan acceptance, the first of which should be conducted within six months of such date of acceptance. At least one of these initial EAP Drills should involve stairwell familiarization.
  - (2) Beginning one year from the date of the EAP Plan acceptance, an EAP Drill should be conducted on each floor of the building at least once a year. An EAP Drill involving stairwell familiarization, and an EAP Drill in which all floors participate simultaneously, should be conducted at least once every three years.

**Bill Stewart: With respect to Drills I would suggest that there be a minimum of four drills held per year.**

**Geoff Craighead: Most jurisdictions only require annual evacuation drills for commercial office buildings.**

- (D) Participation. All building occupants present on the affected floors at the time the EAP Drill is conducted, including visitors, should be required to participate in such drill.
- (iii) EAP Drills should be conducted separately from fire drills as required by the local (AHJ), and should highlight the differences between the buildings fire safety plan and EAP Plan, and the appropriate actions to be taken by building occupants upon implementation of each plan.
- (4) Full Building Evacuation Drills.

A full building evacuation drill should be conducted at least once every three years.

(i).....Notifications

Any owner undertaking a full building evacuation drill should

notify:

a....The local (AHJ) not less than 72 hours in advance of any full building evacuation drill;

b...The owners of Neighboring Buildings not less than 72 hours in advance of any full building evacuation drill. The owner of a Neighboring Building, upon receipt of such a notification, should notify the occupants of such Neighboring Building of the drill, to prevent the evacuation from causing alarm; and

(c )...Provide not less than 72 hours advance notification to the other AHJ Departments of any full building evacuation drill, and make any necessary arrangements with such agencies for such drill.

- (5) The obligations of owners of buildings and employers of building occupants pursuant to this section should not be construed to apply to building occupants who are visitors in the building, except that visitors should be required to participate in any EAP Drill being conducted at the time of their visit.

**PART-F: EAP TABLETOP EXERCISE**

**1....EAP Tabletop Exercise:**

It is a recommendation to conduct an annual tabletop exercise so as to facilitate an analysis of the building support teams in an emergency situation. The tabletop exercise simulates an emergency situation in an informal stress-free environment. It is designed to elicit constructive discussion as participants examine and resolve problems based on existing Types of All-Hazard Emergencies in the EAP Plan and identify where those plans need to be refined.

There is a minimal attempt to simulation, no utilization of equipment or deployment of resources, and no time pressure. Participants are encouraged to take their time in arriving at in-depth decisions. The success of the exercise is largely determined by group participation in the identification of problem areas. Equipment is not used, resources not deployed, and time pressure not introduced. This is the simplest type of exercise to conduit in terms of planning, preparations and coordination.

A tabletop exercise is a simulated interactive exercise that helps to test the capacity of an organization to respond to a simulated event. The exercise tests simulated multiple functions of an organization operational plan. It is a coordinated response to a situation in a time pressured, realistic simulation that involves several agencies.

The tabletop exercise will focus on the coordination, integration and interaction of the organization's policies, procedures, roles and responsibilities before, during or after the simulated event. It places emphasis on communication between the agencies participating in the exercise. This type of exercise

will require much more planning, preparation, and coordination than a simple tabletop exercise.

The value and benefit of a tabletop exercise comes from bringing representatives from all of the agency roles in the exercise together to participate in the exercise.

**Tabletop Format:**

The exercise begins with reading a short narrative, which sets the stage for the imaginary disaster. Then the facilitator, stimulate discussion by either or both of two approaches:

- (1) Problem statement to various participants, either individually or by agencies. Recipients of problem statements then discuss the action they might take in response.
- (2) Simulated messages, which are more specific than problem statements. In either instance, introduction of the problem should generate a discussion – focusing on roles, plans and coordination, the effect of discussion on other agencies, and the like. When the time is up, the activity is concluded.

**Leadership/Roles:** A facilitator leads the tabletop discussion. He/she decides who gets a message, calls on others to participate, asks questions and guided the participants toward sound decisions.

**Participants:** This depends on the objective. The exercise can involve many people or agencies, anyone who can learn form or contribute to the discussion as planned, all agencies with a policy, planning, or response role. Participants respond to messages or problems as they would in a real emergency.

**Facilities:** The exercise requires a large conference room, where participants can surround a table. Often maps, charts, packets, of material add to the realism.

**Purpose:** Tabletop exercises lend themselves to low-stress discussion of coordination and policy. They provide good environment of problem solving coordination, as well as an opportunity to acquaint key public sector and response personnel with one another in their mutual responsibilities.

A tabletop is designed to encourage discussion and problem solving, its successes largely measured by the group participation. A well-conducted tabletop is good preparation for a function exercise.

**Time:** One to two hours, but can be longer.

2....Refer to NFPA 1600 on Disaster/Emergency Management and Business Continuity Programs (2010)

**References**

Emergency Planning from

- ❑ National Fire Code of Canada
- ❑ NFPA Glossary of Terms
- ❑ NFPA Employee Fire and Life Safety
- ❑ NFPA 1600 Standard on Disaster/Emergency Management and Business Continuity Programs (2010)
- ❑ NFPA 1620 Standard for Pre-Incident Planning (2010)
- ❑ NFPA 101 Annex
- ❑ City of Los Angeles
- ❑ City of New York
- ❑ City of Portland
- ❑ City of San Francisco
- ❑ City of Denver
- ❑ City of Jersey City
- ❑ City of Austin
- ❑ City of Cincinnati
- ❑ British Standard - Fire Precautions in Design, Construction and Use of Buildings
- ❑ National Organization for the Disable
- ❑ Rand Public Safety & Justice – Individual Preparedness & Response to WMD

JENNINGS

CAN WE GET MORE COMPLETE CITATIONS FOR THESE REFERENCES?





