

Building Emergency Plan

Building

Address

Date

Add Photo

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THE OCCUPANT EMERGENCY PROGRAM

RESPONSIBILITY

The DESIGNATED OFFICIAL must supervise the development of the Building Emergency Plan and the staffing and training of the Building Emergency organization.

The DESIGNATED OFFICIAL should thoroughly familiarize him/herself with the facility's Command Center - the communications center from which an emergency is managed - and with the alternate site or sites - places to which employees are directed if all or parts of the building must be evacuated. During an emergency, he and the other major coordinators in the Building Emergency Organization for the Command Center Team and operate from this location.

ORGANIZATION

A model Building Emergency Organization and the duties of each member are outlined in a later section. In addition to the Command Center Team, it consists of Floor Monitors, Exit Monitors and a Damage Control Team

Organization personnel should be provided visual identifiers such as colored safety hats and armbands, as necessary. All occupants should be familiar with these identifiers and their significance.

TRAINING

An emergency organization is only as good as the training its members have received. Unless team members and occupants know exactly where to go and what to do in an emergency - unless procedures are practiced, and responses are more or less automatic - all of the effort put into development of the Building Emergency Plan and the organization to execute it has been largely wasted. Training also discloses flaws in planning and generates confidence among members of the various Emergency teams.

COMMUNICATIONS

Of high priority concern to members for the Building Emergency Organization are the primary and alternate means of communication that will be used (1) to activate the organization (2) to inform building occupants of the nature of an emergency and what action to take, and (3) to coordinate activities during the emergency.

In most cases, the building's fire system will be sufficient means of notifying the organization and the occupants. However, such a general alarm may not be available, and telephone, public address systems, and/or messengers may prove more feasible.

If telephones are used, a Communications Coordinator should be appointed to set up a system of contacting all members of the emergency organization. This person could also be responsible for the updating lists of telephone numbers.

EMERGENCY SERVICES

Most emergencies can be handled quite routinely if people know how to get the right help fast. The services needed for each kind of emergency must be identified and the telephone numbers kept within easy reach and periodically updated. Members of the Building Emergency Organization should be familiar with the capabilities, limitations, and response times of each such emergency service. It should be remembered, too, that the people who provide these services can offer useful information as well as training, and they should be called on to help in developing the emergency plan.

Outlined below are some factors that should be considered in deciding where to get help during various kinds of emergencies.

MEDICAL

When medical assistance is needed, local police, fire, and rescue squads can provide ambulance services and paramedics; police and fire department personnel can also maintain order during an emergency requiring large-scale medical services. Their phone numbers are listed on the Emergency Call List.

RESCUE

The facility's Damage Control Team is available for immediate response, as they are especially familiar with floor plans and mechanical systems in the event of mechanical or other entrapment. The local fire department has rescue experience and training.

FIRE CONTROL

Be sure that all occupants know where their nearest fire extinguisher and fire alarm box are and how/when to use them. When fire is suspected immediately turn on the fire alarm. Once the fire department arrives, the fire official in charge will assume command.

TOXIC FUMES, HAZARDOUS CHEMICALS, GAS LEAK

The local fire department has breathing apparatus and should be able to provide information on hazardous materials. In the event of a gas leak, call Xcel Energy. The Chemical Transportation Center (Chemtrec) - a service of the Chemical Manufacturer's Association - provides 24 hour a day information on handling accidents in the transportation of chemicals and has been declared the official "hot line" for these types of emergencies by the United States Department of Transportation. See the Emergency Call List for telephone numbers.

DAMAGE CONTROL, REPAIR, RESTORATION OF SERVICES

The Damage Control Team knows the facility and its mechanical systems. Its members and Property Manager will know where to get help in controlling damage and restoring services.

BOMB SEARCH AND DISPOSAL

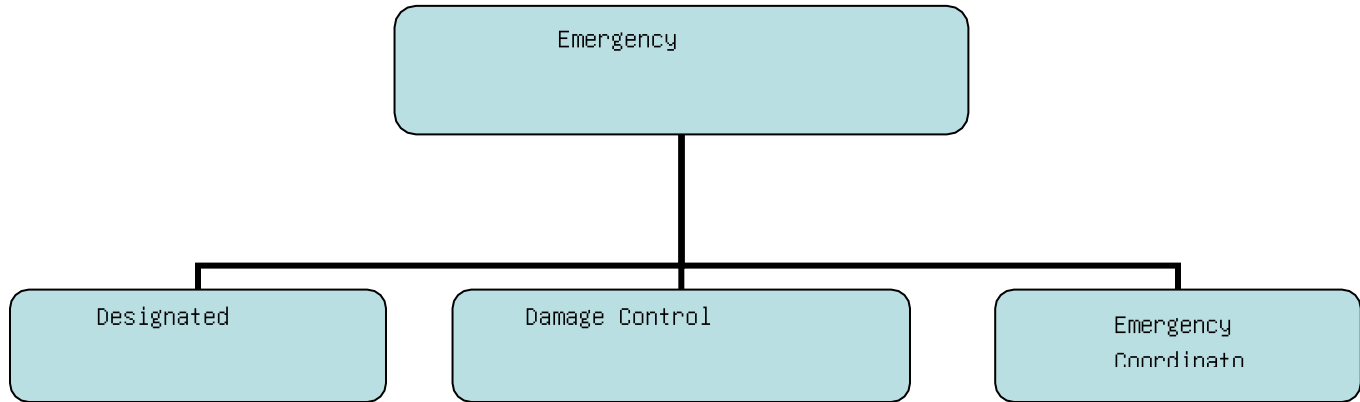
Immediately call 911 to report bombs, bomb threats and explosions. The Red River Valley Regional Dispatch Center will notify and dispatch appropriate authorities (police, fire, bomb squad and/or hazmat personnel). If the Sheriff's Department is unavailable, the bomb disposal unit of the National Guard would, in most instances, would provide the quickest response for defusing or otherwise disposing of a bomb. Personnel of the Bureau of Alcohol, Tobacco, and Firearms and US Marshal's Service also have knowledge of explosives.

Occupants, because of their familiarity with the space where they work, can most easily spot something that does not belong there. They should be warned, however, not to touch suspicious objects. Evacuation of occupants may be necessary.

EVACUATION/RELOCATION

Properly trained supervisors in the Building Emergency Organization can lead the safest and fastest evacuation of a building. If evacuation is ordered because of a fire, the local fire department official in charge will assume command. Local police can control traffic and crowds during an evacuation.

BUILDING EMERGENCY ORGANIZATION COMMAND CENTER TEAM



COMMAND CENTER TEAM

All emergency operations are directed from the building's Command Center, staffed by the Command Center Team. The Command Center is located at __. Special consideration must be made for rapid transportation of team members from their workstations to the Command Center and for quick notification of team members of an emergency.

DUTIES OF THE COMMAND CENTER TEAM MEMBERS ARE AS FOLLOWS: DESIGNATED OFFICIAL

Selects, organizes, and trains an adequate staff
Develops emergency plan coordinated with all tenants
Manages emergencies
Establishes working relationships with State and Federal agencies having responsibility
Prepares occupants prior to emergencies
Directs occupants during emergencies
Displays information about the organization and its

responsibilities
DAMAGE CONTROL COORDINATOR

Reports to Building Emergency Coordinator
Identifies utilities, fire protection, communications, and other emergency equipment in the building
Maintains emergency call list for utilities and hazardous substances
Directs Damage Control Team activities
Makes recommendation regarding use of facilities and

equipment
TECHNICAL ADVISORS

Building Maintenance Engineer

Reports to Command Center

Provides information and advice to the Building Emergency Coordinator about the building and its operations prior to and during emergencies

Law Enforcement/ Security Personnel

Reports to Occupant Emergency Coordinator

Provides information and advice about emergency procedures

Performs law enforcement and security duties related to the ongoing incident
Coordinates with local law enforcement authorities

Note: Messengers should be assigned to augment communications systems as needed.

FLOOR TEAMS

Building Emergency Plans are, for the most part, carried out by the Emergency Floor Teams assigned to each floor of a facility. A typical Floor Team in a large facility would include Floor and Stairway Monitors, Handicapped Monitors, and Elevator Monitors (for each floor where elevators may be captured). Naturally, small or single-story facilities may not need all of these monitors.

AGENCY MONITORS

- Report to Exit Monitors
- Direct occupants to safe area
- Search stairwells
- Restrict use of stairwells and escalators during bomb incidents

DAMAGE CONTROL TEAM

The Damage Control Team consists of people familiar with the facility's construction, equipment, and overall operating system. Team members report to the Damage Control Coordinator. Generally, their job is to control dangerous conditions until further help arrives and to assess potential and real damage. This may include the following duties:

- Initiate fire suppression or confinement
- Assist fire department
- Disconnect utilities or equipment
- Bomb search
- Protect or remove equipment, records, hazardous substances, etc...
- Coordination of Rescue and first aid
- Relocate or evacuate occupants
- Make emergency repairs

AFTER HOURS/WEEKEND/HOLIDAY TEAMS

An alternative organization must be established to handle "off hour" emergencies. The alternative organization need not be as complete as the principle one, but it should be prepared for the kinds of emergencies that could arise even when the building is not running in full gear.

Office: xxx-xxx-xxxx
Cell Phone: xxx-xxx-
xxxx Local Dispatch:

XXX-XXX-XXXX

BUILDING EMERGENCY ORGANIZATION FOR THIS FACILITY:

Name of Facility:

Address:

COMMANDCENTER:

Location:

Telephone:

ALTERNATIVE SITE:

DESIGNATED OFFICIAL:

Titl

e: Name of

Incumbent:

Cell

:Alt:

Note: All names and telephone numbers in this section should be updated as necessary and checked quarterly.

BUILDING INFORMATION SHEET

Building name:

Address:

Number of floors:

Basements:

Type of construction: Brick, concrete etc....

Emergency systems control center descriptions: Alarm panel/fire
panel location Fire alarm system and signals: number of pull
stations with locations

Automatic sprinkler: Yes or No

Elevator capture and recall: Yes or No

Smoke detection: Yes or No

Smoke control: Yes or No

Other fire protection systems, such as heat detection, fire pumps, fire
hose standpipe systems (for fire department use only), emergency
generator:

Emergency lighting: Yes or no : provide description

Security alarm: Yes or no

Power generators: Yes or no : provide description

Main/auxiliary water valves: Yes or no : provide
description Main/auxiliary gas valves: Yes or no :
provide description

Required authorization for access: Keys, Proximity Cards, Approvals

COMMAND CENTER TEAM

Designated Official:

Telephone:

Cell:

Alt:

Damage Control Coordinator:

Telephone:

Cell:

Alt:

Technical Advisor:

Telephone:

Cell:

Alt:

EXIT MONITORS:

Name: Phone:

Name: Phone:

FLOOR MONITORS:

Name: Phone:

Name: Phone:

Each Floor Monitor is responsible for telling the Exit Monitor which floor they are reporting for.

DUTIES FOR BUILDING EMERGENCY PLAN

Floor Monitors:

Floor monitors ensure that all occupants have left their work area. Floor monitors also check restrooms in their assigned area. They report to the exit monitor when their area is clear. If, for some reason, personnel refuse to leave their area, they should report that to the exit monitor. In a bomb threat situation, they receive a call from the command center (Use the script.) Tell any handicapped members of the public to report to the nearest stairwell to wait until emergency personnel can assist them. They should report any unusual information they have received to the exit monitor to report to the command center. (For example, if someone refuses to leave their area or if someone reports a suspicious object.) Floor monitors should report to the exit monitor if any handicapped individuals are waiting in the stairwells.

Duties: EXAMPLE: Floor Monitor John Doe is responsible for clearing restrooms and all space on floor 2. Reports to Exit Monitor that the floor has been evacuated.

Repeat for each Floor Monitor:

EVACUATION INFORMATION

PERSONS AUTHORIZED TO ORDER EVACUATION

Name	Designated
Fargo Fire Department	Official Fire
Name	Official in Charge
Name	Property Manager
	Building Manager

EVACUATION SIGNALS

FIRE: Fire alarm rings for complete evacuation.
Floor Team Members effect partial evacuations.

EXPLOSION OR GAS LEAK:

SUSPICIOUS OBJECT: Fire alarm rings for complete evacuation.
Floor Team Members effect partial evacuations.

Floor Team Members responsible for
notifying all occupants to leave the
area or building.
Bomb threat via telephone call - no cell phones

Emergencies: Enter evacuation location here.

BUILDING RE-ENTRY

Method of recalling employees:

Verbal announcements from Command Team to Exit Monitors to occupants.

Building entry control method: Use evacuation routes to re-enter

DRILL SCHEDULE

Dates: Annually in October

EMERGENCY AND EVACUATION PROCEDURES

MEDICAL/FIRST AID EMERGENCY

COMMAND CENTER TEAM ()

Designated Official

Limited emergency: Notify Floor Monitor/Exit Monitor

Widespread
emergency: Go to Command Center
Notify Command Center Team

Damage Control

Coordinator Go to Command Center
Activate Damage Control
Team

Widespread
emergency:

Coordinate first aid/CPR
Obtain medical assistance (see
Emergency Call list) Notify Law
Enforcement/Security Personell Reserve
elevator for emergency use
Meet responding emergency unit ground
floor Verify medical assistance
response

Floor Team

Widespread
emergency:

Damage Control Team

Widespread emergency: Coordinate first aid and rescue
services

Report to Damage Control Coordinator

NATURAL DISASTERS

General Information

Severe Weather: Severe weather can include tornado, windstorm, thunderstorm, cyclone, ice and snow conditions, and flooding. Local military bases and radio stations can supply current information on severe weather threats.

Generally, a Storm Watch means a storm may threaten an area and a Storm Warning means a storm is expected to strike an area. Unless instructed to evacuate, during a watch or warning, all should remain in the building and seek shelter in the interior hallways on the lowest floors. Avoid windows, if possible.

Open/Close Announcements: NAME will determine when to close the facility. Notification will be made via: email, phone, other

NATURAL DISASTER - ADVANCED NOTICE

COMMAND CENTER TEAM

Designated Official

- Activate Command Center Team
- Review plans
- Notify occupants

Damage Control Coordinator

- Activate Damage Control Team for damage prevention work

Damage Control Team

- Building damage prevention
- Protect windows and doors
- Secure outdoor objects

NATURAL DISASTER - NO WARNING

COMMAND CENTER TEAM

Designated Official

- Activate Command Center Team

Damage Control

- Coordinator Go to Command Center
- Activate Damage Control Team

Damage Control Team

Assess damage

Determine needs for controlling dangerous activities Report to Damage Control

Coordinator

Provide repair, rescue and first aid service as directed Isolate unsafe areas

TORNADOES

EXAMPLE: Occupants follow evacuation procedures and go to the basement. There will be room in basement offices, corridors, and garage to wait for the all-clear notice.

Floor Teams

- Capture assigned elevators

- Restrict use until determined safe (mechanical safety inspection may be required)

Damage Control Team

- Assess damage

- Determine needs for controlling dangerous conditions Report to Damage Control

- Coordinator

- Provide repair, rescue, and first aid services as directed Isolate unsafe areas

FIRE

COMMAND CENTER

NOTE: Elevators are automatically captured to the main floor in the event of a fire alarm. Designated Official

Go to Command Center
Activate Command Center Team
Verify fire department response Telephone: 911

Damage Control Team

Coordinator Go to
Command Center
Activate Damage Control Teams
Determine building conditions (environmental/structural)

Floor Monitor

Activate Fire Alarm
Evacuate agency
occupants
Inspect area to assure total
evacuation Restrict elevator use
Verify evacuation
Report status to Exit Monitor (including relocation of Handicapped)

FPS

Lead fire department to control
center Restrict building access
Assist with occupant evacuation

Damage Control Team

Report to Damage Control
Coordinator Activate emergency
systems:
 Fire
 Extinguishment
 Emergency Power
 Alarm Systems

BOMB THREAT

DO NOT- USE RADIOS, CELL PHONES, PDA'S OR OTHER WIRELESS DEVICES!
DO NOT- PULL THE FIRE ALARM!

COMMAND CENTER TEAM

Designated Official

Go to Command Center
Verify notification and response the Red River Valley Regional Dispatch
Center Telephone: 911
** City Law Enforcement and Fire Dept.

Damage Control

Coordinator Go to
Command Center
Activate Damage Control Team

Floor Monitors

Instruct occupants to search their
work areas Search assigned public
areas and exit routes Report
Conditions to Designated Official

Damage Control Team

Search assigned areas including maintenance, storage, outside, and rooftop
areas

Remind everyone NOT to pull the
fire alarm!

DESIGNATED OFFICIAL

Telephone Dialogue
(When Calling Floor Monitors)

"The command Center Team has decided to evacuate the building. Please
notify your Floor and tell them that we have received a bomb threat and
we are evacuating the building. Do NOT pull the fire alarm. (Give any

special instructions for exiting)”

FLOOR MONITOR to tenants:

Instruct agency occupants to do a brief search for any suspicious objects, and to evacuate, giving any special exiting instructions. Tell them to report any suspicious objects to the agency monitor.

BOMB EXPLOSION

COMMAND CENTER TEAM

Designated Official

Go to the Command Center
Verify Notification and response to the Red River Valley Dispatch
Center Telephone: 911
Activate Command Center Team

Damage Control

Coordinator Go to
Command Center
Activate Damage Control Team

Floor Monitors

Supervise evacuation, first aid, and
rescue Coordinate agency evacuation, first
aid, and rescue Inspect area to determine
conditions
Report to Exit Monitor

Control building access
Keep people away from building perimeter to avoid blast effects

"CODE ADAM ALERT" "AMBER
ALERT" MISSING
CHILD/PERSON

Purpose

In support of Public Law 108-21, Prosecutorial Remedies and Other Tools to End the Exploitation of Children Today (PROTECT) Act of 2003, the following procedures will be implemented in the event of a missing child or person within the building.

Definitions:

Code Adam- A child/person missing WITHIN the facility
Amber Alert- A child/person missing FROM the facility

Procedures

The Designated Official will be notified immediately upon a report of a missing child or person. The following information must be ascertained in order to facilitate a search:

Approximate age
Physical description
Clothing worn
Name of the individual
Last known location

Upon receipt of all available information the Designated Official will note time/date of notification and time/date and location of the last confirmed sighting.

The command center shall lock down all entrance doors and exits to limit foot traffic in and out of the facility.

The Designated Official will notify all Floor Monitors which will coordinate and direct searches in their respective areas.

All searches will continue until resolution by the Designated Official or local Law Enforcement

WEAPONS OF MASS DESTRUCTION THREAT OR EVEN (WMD) (CHEMICAL,
BIOLOGICAL, RADIOLOGICAL/NUCLEAR)

Purpose: If a weapon of mass destruction is found or a threat received, the Designated Official will notify FBI and local police/fire departments and request immediate assistance. The FBI and local police/fire departments possess the requisite specialists and other resources to isolate, assess, remove and destroy the suspected substance in a safe and timely manner. Pending the arrival of the FBI and local police/fire departments, the room or area affected where the substance is located will be secured. Any person who encounters a suspected WMD substance should be treated as follows:

Procedures:

CONTAINED SUBSTANCE:

Call 911

Secure the area and isolate any effected personnel

Collect any and all pertinent information from effected individuals who have had contact with the suspected substance

Provide the means for any effected individuals to begin decontamination (washing).

EXPOSED SUBSTANCE:

Call 911

Notify building maintenance to immediately disable the HVAC system Evacuate the building upwind

Isolate any and all exposed individuals near a restroom or other area. These individuals should begin decontamination by washing immediately.

ACTIVE SHOOTER

Purpose: An active shooter can be described as suspect(s) activity that can potentially cause death and/or serious bodily injury through the use of a weapon. It is a situation that changes rapidly and requires an immediate response from law enforcement to stop the life-threatening situation. Immediate response will involve the first officers on the scene taking aggressive action to find and stop the shooter(s). If you witness any armed individual shooting at people in the building or hear gunshots, immediately contact command center, and give them as much information as possible. DO NOT utilize the fire alarm!

Characteristics of an Active

Shooter: Victims are selected at random

The event is unpredictable and evolves quickly

Law enforcement is usually required to end an active shooter situation

Procedures

Be aware of your environment and any possible dangers Take noted of the two nearest exits in any facility you visit If you are in an office, stay there and secure the door Attempt to take the active shooter down as a last resort

EVACUATE

Have an escape route and plan in mind Leave your belongings behind Keep your hands visible

HIDE OUT

Hide in an area out of the active shooter's view
If escape is not possible, lock all doors and windows, turn off lights and remain silent Silence your cell phone and/or pager
If you do so safely, get all occupants on the floor and out of the line of fire

TAKE ACTION

As a last resort and only when your life is in imminent danger attempt to incapacitate the active shooter
Act with physical aggression and throw items at the active shooter

How to respond when Law Enforcement arrives:

Remain calm and follow officers' instructions Put down any items in your hands

Immediately raise your hands and spread
fingers Keeps hands visible at all times
Avoid quick movements toward officers such as attempting to hold on to
them for safety Avoid pointing, screaming or yelling
Do not stop to ask officers for help or direction when evacuating