

BUILDING YOUR EMERGENCY ACTION PLAN

A GUIDE FROM:



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INTRODUCTION

No one ever plans for emergencies or disasters to occur within their buildings, but the unfortunate reality is that they do happen. The good news is that by being proactive and setting a system in place for how you will respond to these emergencies, you have the ability to take swift action that can alleviate rather than worsen the situation. Kings III is regularly involved in responding to emergencies. Because of this, we know how essential it is to follow systems and procedures during a time of crisis. Building Managers are more often than not required by law to develop an Emergency Action Plan (EAP) in order to actively prepare for the event of an emergency, such as a building fire. In this guide, we will walk you through many of the items involved with creating and implementing an EAP including the basic framework, maintenance, training and example procedures for specific hazards and emergencies. [READ ON TO LEARN MORE.](#)

SETTING THE FRAMEWORK

CREATION

What exactly needs to be included in your Emergency Action Plan? At the very least, your EAP should include:

- ✓ **A priority procedure for reporting fires and other building emergencies**
- ✓ **Standards and methods revolved around building evacuation**
- ✓ **Floorplans including routes and evacuation assembly areas**

However, in today's reality, emergencies can be complicated, and it is recommended to be as specific as you can be within your EAP in order to render it truly effective. Some other items that we recommend you map out from the beginning include:

A list of contacts for reference in an emergency situation

Create documentation of the appropriate service, business phone numbers, emergency phone numbers and if applicable, the emergency contact at the business for the following that are relevant to you:

- ✓ **Building Security (if applicable)**
- ✓ **Cleanup/Disaster Restoration**
- ✓ **Electrician**
- ✓ **Elevator Service**
- ✓ **Emergency Management Agency**
- ✓ **Emergency Medical Services**
- ✓ **Federal Protective Services**
- ✓ **Fire Department**
- ✓ **Fire Protection Contractor**
- ✓ **Hazardous Materials Cleanup**
- ✓ **Hospital**
- ✓ **National Resource Center (EPA)**
- ✓ **Plumber**
- ✓ **Police Department**
- ✓ **Public Health Department**
- ✓ **State Environmental Authority**

SETTING THE FRAMEWORK

CREATION

Designated person(s) responsible in emergency situations

Your EAP must define the responsibilities of any personnel with responsibility in emergency procedures. This can vary from building to building based on size and specific needs, but typically, the designated emergency personnel include the building owner as the highest ranking responsible figure, an emergency coordinator and emergency teams, such as floor/area monitors or evacuation teams. Names, contact information and emergency roles should be listed for each person along with the responsibilities for particular roles.



Responsibilities for the previously mentioned roles may include the following:

BUILDING MANAGER

- ✓ Development, implementation and upkeep of the Emergency Action Plan
- ✓ Appointment of emergency coordinator and emergency response teams
- ✓ Consultation with neighboring building owners when developing the EAP and conducting any emergency drills
- ✓ Training of community residents and/or tenants and making them aware of who their designated emergency personnel are and how they can access the EAP
- ✓ Jurisdiction on building emergency processes such as lockdowns and evacuations
- ✓ Maintenance of access and egress routes
- ✓ Monitoring of the building's protection systems

SETTING THE FRAMEWORK

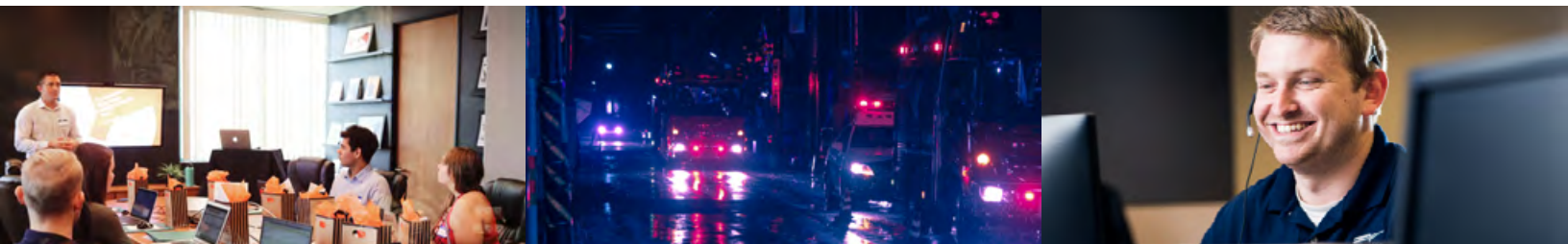
CREATION

EMERGENCY COORDINATOR

- ✓ Distribution of safety-related information
- ✓ Evaluation of environments and situations in order to assess if an emergency exists
- ✓ Communication of any emergency and the nature of that emergency to building occupants
- ✓ Notification to building owner in the event of an emergency
- ✓ Supervision of lockdowns, evacuations and shelter in place situations
- ✓ Contact with outside emergency services, such as EMS and fire departments

FLOOR AND AREA MONITORS/EVACUATION WARDENS

- ✓ Complete knowledge of floor plans and alternate routes within the building
- ✓ Immediate relocation to their designated area upon the announcement of an emergency
- ✓ Direction of building occupants during an emergency procedure
- ✓ Account of all designated occupants' condition in the event of an emergency procedure and communication of missing/injured persons to the Emergency Coordinator
- ✓ Deliverance of aid to anyone requiring special help



SETTING THE FRAMEWORK

CREATION

Emergency Action Plans should also list occupants that have self-identified as having disabilities and needing further assistance during emergency procedures. Information on these occupants should include their name, contact information, usual location within the building and type of special care they require for an emergency situations. The EAP should then outline specific procedures for how to assist these people within specific emergency procedure situations.

Name	Room Number	Phone	Assistance Required	Volunteer(s) & Phone

Example of table to include in EAP accounting for person(s) with disabilities, [Source](#)

SETTING THE FRAMEWORK

CREATION

Warning, notification and communication systems

Your EAP also needs to include a section that delineates how to communicate an emergency situation with occupants as well as how often that they should be updated in addition to communicating when immediate danger is over and normal building functions can be resumed. This should be left to the emergency action team's discretion based on how much authority they deem necessary over the situation. Account for your methods of communication with a table similar to the one below:

Device	Location	Coverage Area

Source

SETTING THE FRAMEWORK

CREATION

Guidelines and procedures for specific scenarios

The next step that should occur when laying out the framework for your Emergency Action Plan is a thorough examination of and accounting for the types of dangerous conditions that could potentially occur within your building. This assessment should be performed with your building specifically in mind, including the source of where and how this danger could occur. Causes of hazards can typically fall under one of three categories: **building incidents**, **human-caused incidents**, and **natural disasters**. Listed below are hazards included under, but not limited to, each category. As you'll see, not all hazards are mutually exclusive.

BUILDING INCIDENTS:

- ✓ Chemical exposure
- ✓ Disruptions in utilities
 - ✓ Power by electricity
 - ✓ Telecommunications
 - ✓ Gas
 - ✓ Water
 - ✓ Steam
 - ✓ Sewage system
 - ✓ HVAC
 - ✓ Pollution control
 - ✓ Etc.



SETTING THE FRAMEWORK

CREATION

BUILDING INCIDENTS (CONT.):

- ✓ Entrapment
 - ✓ Confined space
 - ✓ Machinery
 - ✓ **Elevator**
- ✓ Emergency power systems
- ✓ Explosions
- ✓ Failure of building systems
- ✓ **Fires**
- ✓ Flooding within the building
- ✓ Structure collapse

HUMAN-CAUSED INCIDENTS:

- ✓ Abductions
- ✓ **Active shooters**
- ✓ Biological hazards
 - ✓ Communicable infection/disease
 - ✓ Foodborne illness
- ✓ Bomb/bomb threats
- ✓ Building structure climbing/descending
(i.e. *suicide attempts*)
- ✓ Burglary and/or robbery
- ✓ Chemical spills
- ✓ Civil disturbances
- ✓ Demonstrations



SETTING THE FRAMEWORK

CREATION

HUMAN-CAUSED INCIDENTS (CONT.):

- ✓ Extortion
- ✓ Hostage incidents
- ✓ Radiological accidents
- ✓ Suspicious package
- ✓ Terrorism
- ✓ Weapons of mass destruction
- ✓ Other forms of workplace violence

NATURAL DISASTERS:

- ✓ Dust storms
- ✓ Droughts
- ✓ Earthquakes
- ✓ Extreme temperatures
- ✓ Flooding/flash flooding
- ✓ Hail
- ✓ Hurricanes
- ✓ Ice/snow storms
- ✓ Land slides
- ✓ Lightning strikes
- ✓ Mudslides
- ✓ Subsidence
- ✓ Tidal surge
- ✓ Tornadoes
- ✓ Tsunamis
- ✓ Tropical cyclones



SETTING THE FRAMEWORK

CREATION

Of course, medical issues from natural causes are another form of emergency that should be accounted for as well. Once you have identified hazards and dangers that apply to your business, you will want to develop guidelines and procedures specific to these hazards on a micro level for individuals within the building as well as emergency response methods on a macro level as an entire building strategy. Later on in this guide, we will provide example EAP procedures for some of the hazards that we have listed above as well as three main categories and guidelines for emergency response methods on a macro level.



ONCE FINALIZED,

signage and emergency procedures should be posted as well as issued to all designated emergency responders within the building. Signs that assist in evacuation should be posted next to all stairwell door ways, in every elevator lobby and in any long hallways or other discernible areas. Copies of the EAP should be available within the building's management office, at its security desk and any other necessary areas to ensure emergency personnel and building staff have access to it at any time. An electronic copy of the EAP should be stored in a secure but easily accessible location. Storage of the EAP on USB devices is also recommended for printing purposes.

SETTING THE FRAMEWORK

EAP MAINTENANCE

The Emergency Action Plan is not a stagnant document to be stored away and not regularly looked at. Your EAP, along with the procedures within it and the signs within your building, require proper maintenance.

Updates and revisions should be made to your EAP depending on the size of your building and its number of occupants. Generally speaking, reviewing the EAP at least once every two years is recommended.

Additionally, revisions should be made when any of the following occur:

- ✓ **There are modifications made to floor plans.**
- ✓ **Building renovations or alterations are made.**
- ✓ **There are substantial changes in building occupation.**



Regularly reviewing your EAP will increase its effectiveness by allowing to account for relevant adjustments over time and thinking ahead to acknowledge how these changes might affect your building and those occupying it in the event of an emergency.

Additionally, regular upkeep along with routine training will keep the plan top of mind and allow more natural and prepared reactions should an emergency occur. The final topic of this section will cover the proper training required for the successful implementation of your EAP.

SETTING THE FRAMEWORK

TRAINING

As with any safety measure, procedures and guidelines are only effective if all appropriate people involved are aware of them and properly trained on how to implement them. Who does this mean in the case of an Emergency Action Plan? Everyone.

Responsible designated emergency personnel

Before the Emergency Action Plan is distributed and implemented among the entire building, the emergency response team designated for your building, as indicated in previous sections, must be trained and tested in safely and effectively managing the basic emergency response procedures, including evacuation, shelter-in-place and lockdown procedures (discussed at length later in this guide). This includes being trained in assisting in getting all other building occupants to safety. After training, these designated personnel should have a thorough knowledge of:

- ✓ Physical features of the building
- ✓ Systems used by the buildings
- ✓ Occupants within the building and their needs
- ✓ Testing of building emergency systems
- ✓ Notification, warning and communication standards
- ✓ All aspects of training that all building occupants are required to know



SETTING THE FRAMEWORK

TRAINING

All building occupants

All occupants, including those who are not designated emergency personnel, should receive yearly training regarding actions to take in hazardous or emergency situations, such as a building fire. Training should include regular drills in which emergency procedures are practiced and carried out in the same manner as they would be in the event of an actual emergency. Specific training requirements will vary due to dependencies specific to your individual building including the size and occupancy of your building, specific processes implemented, materials used and the availability of resources available to those within the building. Generally speaking, building occupants should be trained in the following:

- ✓ The different types of hazards and emergencies that can occur and the proper procedures in the event that they do
- ✓ The function of the EAP and all its elements
- ✓ Building alarm systems
- ✓ Notification, warning, reporting and communication procedures
- ✓ Who will be in charge in the event of an emergency
- ✓ Evacuation, lockdown and shelter in place procedures
- ✓ Notification, warning, reporting and communication procedures
- ✓ Location and usage of proper emergency equipment
- ✓ The location of floor plans and evacuation maps

As mentioned, practice drills should be held regularly in order to ensure occupants are prepared. When able, it's best to include your outside emergency resources, such as the fire and police department in order to make the procedure as authentic as possible. Drills will allow you to identify the strengths and weaknesses in both your EAP and the awareness of your occupants and make the appropriate adjustments.

RESPONSES TO SPECIFIC HAZARDS

As mentioned previously, your EAP action plan should include procedures for building occupants to follow for specific hazards that may occur. This section will provide sample procedures for some of the common hazards mentioned earlier within this guide.

FIRE EMERGENCY

Upon the discovery of a fire, complete the following:

- ✓ Locate the nearest fire alarm and pull it.
- ✓ If you are unable to locate a fire alarm, alert building personnel by one of the following:
 - ✓ In-person communication
 - ✓ Phone
 - ✓ Paging
 - ✓ Radio
 - ✓ Other
- ✓ Call the local fire department to notify them of the fire and provide further details.
- ✓ Only try to fight the fire yourself at your own risk under the following conditions:
 - ✓ The Fire Department has been made aware of the fire.
 - ✓ Escape is possible through backing up to the closest exit.
 - ✓ The fire is small and does not appear to be spreading to other areas of the building.
 - ✓ There is a working fire extinguisher and someone onsite is trained to use it.

Consequent to notification of a fire emergency, occupants should:

- ✓ Evacuate the building using the assigned evacuation routes.
- ✓ Cover mouth with cloth if possible in order to prevent inhalation of smoke.
- ✓ Upon encountering smoke, stay low to the ground.

RESPONSES TO SPECIFIC HAZARDS

- ✓ Use the stairs, NOT elevators, to evacuate.
- ✓ If safety and time allows, close windows and doors as you evacuate to slow the fire's spread.
- ✓ Use the back of your hand to feel for heat before opening any doors. Do not open a door if it feels noticeably hot.
- ✓ Gather in the specified area: _____
(Designate the location)
- ✓ Locate those in charge to let them know that you have made it outside of the building.
- ✓ Do not reenter the building until Emergency Responders announce that it is safe.

If it is not possible to leave the building, take the following actions:

- ✓ Relocate to a room away from the heat and smoke and attempt to signal for help.
- ✓ Do not break any windows to prevent smoke and flames from outside from re-entering the building.
- ✓ Seal the room by stuffing wet cloth in door cracks and sealing vents if possible.
- ✓ If you require more oxygen, open window slightly and keep low to the ground to stay near the freshest air.
- ✓ If possible, keep a wet cloth over your mouth and nose and breathe only through your mouth.
- ✓ Continue to signal for help until you are found. If you have access to a phone, dial 911.

Emergency Coordinator must:

- ✓ Disconnect all equipment and utilities if safety permits.
- ✓ Assist in the coordination of an organized evacuation of all building occupants.
- ✓ Seal the room by stuffing wet cloth in door cracks and sealing vents if possible.
- ✓ Conduct a headcount of all occupants that have reported to their designated area.
- ✓ If any occupants are missing, determine a method of rescue.
- ✓ Relay all pertinent building information to Fire Department personnel.

Area/Floor Monitors and/or Evacuation Team must:

- ✓ Arrange and assure the evacuation of all occupants for the area which they are responsible.
- ✓ Notify the Emergency Coordinator of any problems that have arisen.



RESPONSES TO SPECIFIC HAZARDS

MEDICAL EMERGENCY



When encountering someone who is experiencing a medical emergency on the property, complete the following:

Call one of the proceeding emergency phone numbers:

- ✓ Ambulance
- ✓ Fire department
- ✓ Paramedics

Once you have been connected, supply the following details:

- ✓ The type of medical emergency taking place
- ✓ The number of affected victims
- ✓ The state of consciousness of affected victims
- ✓ The number from which you are calling
- ✓ Your name
- ✓ The precise location of the emergency, including:
 - ✓ Address number
 - ✓ Building number
 - ✓ Floor
 - ✓ Room number
- ✓ Call upon a designated building emergency team member that is trained in First Aid and CPR to provide assistance upon waiting for the arrival of professional medical help for any of the following:
 - ✓ If the person is choking, perform the [Heimlich Maneuver](#) to clear their air passages.
 - ✓ Attempt to stop any bleeding by applying pressure to wounds.
- ✓ Leave the affected victim(s) in place unless it is pertinent to move them.

RESPONSES TO SPECIFIC HAZARDS

CHEMICAL/HAZARDOUS MATERIALS SPILL & RELEASES



In the event of a chemical or hazardous material spill or release, perform the following tasks:

- ✓ Inform the Emergency Coordinator of the spill/ release immediately.
- ✓ If any fumes are detected, prevent anyone from entering the area by blocking it off with caution tape and/or cones.
- ✓ Unless properly trained, do not try to clean up the spill yourself. Call the local Fire or Police Department and get out of the release area.
- ✓ Close the door as you leave to contain the hazard.
- ✓ Shut down any ignition sources as you leave the area in the event that the hazard is combustible or flammable.
- ✓ As you move away from the area, let anyone else that you come into contact with know about the release.



RESPONSES TO SPECIFIC HAZARDS

BOMBS & BOMB THREATS

In the event of a bomb threat via telephone, remain calm and be courteous to the caller. Do whatever you can to keep the caller on the line and get as much information as possible. Although you're unlikely to remember or be able to access a checklist shown below, think about it in terms of being a 'good witness and providing as much information as possible'. If you share a list like this in training to simply get people at least thinking of the types of things they can pay closer attention to in order to help authorities, perhaps they will remember at least a bit of that if the time ever calls for it.

YOUR NAME: _____ **TIME:** _____ **DATE:** _____

CALLERS IDENTITY SEX: MALE ___ FEMALE ___ **ADULT** ___ **JUVENILE** ___ **APROX AGE:** _____

ORIGIN OF CALL: LOCAL ___ **LONG DISTANCE** ___ **TELEPHONE BOOTH** ___

VOICE CHARACTERISTICS

___ Loud ___ Soft
 ___ High Pitch ___ Deep
 ___ Raspy ___ Pleasant
 ___ Intoxicated _____
 Other

SPEECH

___ Fast ___ Slow
 ___ Distinct ___ Distorted
 ___ Stutter ___ Nasal
 ___ Slurred

LANGUAGE

___ Excellent ___ Good
 ___ Fair ___ Poor
 ___ Foul _____
 Other

ACCENT

___ Local ___ Not Local
 ___ Foreign ___ Region
 ___ Race

MANNER

___ Calm ___ Angry
 ___ Rational ___ Irrational
 ___ Coherent ___ Incoherent
 ___ Deliberate ___ Emotional
 ___ Righteous ___ Laughing

BACKGROUND NOISES

___ Factory ___ Trains
 ___ Machines ___ Animals
 ___ Music ___ Quiet
 ___ Office ___ Voices
 ___ Machines ___ Airplanes
 ___ Street ___ Party
 ___ Traffic ___ Atmosphere

RESPONSES TO SPECIFIC HAZARDS

BOMBS & BOMB THREATS

- ✓ If possible, get someone else within the building to use an alternate phone line to call the police while on the phone with the caller.
- ✓ If there are currently people within the building, inform the caller that detonating the bomb could result in severe injury or even death.

If your caller remains on the line and open to conversation, try to figure out the answers to the following:

- ✓ The time at which the bomb is planned to go off
- ✓ The type of package in which the bomb is located
- ✓ The type of bomb being used
- ✓ The location of the bomb within the building
- ✓ The name and location of the caller
- ✓ How much the caller knows about the situation
- ✓ If the caller seems familiar with your building

- ✓ If you were unable to call the police during the bomb threat, immediately call 911 upon hanging up.
- ✓ Once the police have been notified, notify all appropriate building emergency personnel.
- ✓ If an evacuation is announced, be sure to bring the information that you have written down with you so that you are able to give it to the police.

RESPONSES TO SPECIFIC HAZARDS

BOMBS & BOMB THREATS



Discovery of potential bomb/suspicious object:

- ✓ Do not interact with the object in question in any way- including touching or moving the object.
- ✓ Call the local Police Department and provide a thorough description of the object and where it is located.
- ✓ Notify the appropriate building emergency personnel.
- ✓ Direct people away from the area of the object in question.

Upon the order of an evacuation:

- ✓ Gather readily available personal belongings to bring with you evacuating.
- ✓ Scan the area around you for any unusual or suspicious items. Do not interact with them if found, but be sure to notify the police of these items upon evacuation of the building.
- ✓ Do not re-enter the building until you have been informed that it is safe to do so.

RESPONSES TO SPECIFIC HAZARDS

SEVERE WEATHER



Tornado:

If you have been warned that a tornado is in the area via a siren or some other form of announcement, follow these directions:

- ✓ Remain inside if you are currently within the building. If you are outside at the time of the notification, get to an inside shelter immediately

When searching for a safe spot indoors, look for:

- ✓ Small interior rooms on lower floors without windows
- ✓ Hallways on lower floors far away from windows and doors
- ✓ Rooms made out of concrete or bricks with no windows
- ✓ Once in the safest shelter you can find, cover your neck and head with your arms for protection
- ✓ Remain as such until it is announced that there is no longer a perceived threat.



Earthquake:

- ✓ Look to designated building emergency personnel for instructions
- ✓ Move as far away from any electrical power sources, filing cabinets, fixtures overhead and windows as possible
- ✓ Try to locate yourself under a desk, table or interior doorway
- ✓ Do not use any electrical equipment, including elevators and telephones, or any type of open flame



RESPONSES TO SPECIFIC HAZARDS

SEVERE WEATHER



Flooding:

- ✓ Look to designated building emergency personnel for instructions
- ✓ Move to the highest area within the building and remain in place
- ✓ Stay away from exposed electrical areas



Ice/Snow Storm:

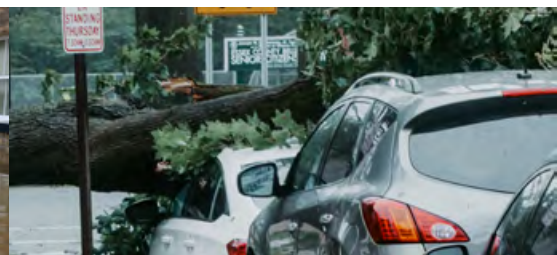
- ✓ If outdoors, seek the nearest indoor shelter immediately
- ✓ Look to designated building emergency personnel for instructions
- ✓ If heat is unavailable, close off any unnecessary areas
- ✓ Be sure to eat and hydrate to keep warm and prevent dehydration
- ✓ Wear layers of clothing if able



Hurricane:

Upon a hurricane warning, look to designated building emergency personnel for instructions and prepare to evacuate. If the hurricane is currently taking place, stay indoors and seek:

- ✓ Small interior rooms on lower floors without windows
- ✓ Hallways on lower floors far away from windows and doors
- ✓ Rooms made out of concrete or bricks with no windows



RESPONSES TO SPECIFIC HAZARDS

ACTIVE SHOOTER PROTOCOL **RUN! HIDE! FIGHT!**

- ✓ If there are reports of active shooter in the building, and it is possible for you to safely and quickly get out, do so via your nearest exit.
- ✓ If you are able to hear shots being fired, do not wait for instructions from others.
- ✓ Get out as quickly as possible, leaving any belongings behind.
- ✓ Once you are out of the building and in a safe location, dial 911 and provide as much information as possible. Notify those nearby to stay away from the building.

If the shooter is blocking you from your method of exit, follow these guidelines:

- ✓ Seek a hidden, protected room to hide within, avoiding any locations that may hinder your ability to move. If possible, try to find a room with a locking door.
- ✓ If you are unable to find a room with a locking door, create a barricade at the door using the heaviest objects that you can find.
- ✓ Once within the room, turn off all lights and anything that may make any noise.
- ✓ Remain silent. Only call 911 if you believe that you are able to do so without notifying the shooter of your location.
- ✓ If you are with other people, disperse to different locations.



During an active shooter drill, KEARNY Real Estate was able to see first-hand the importance that comes with a solid elevator emergency communications system, and the liability that comes with an incomplete solution. Since installing Kings III Emergency Communications at Emerald Plaza Tower, they've witnessed the difference.



**If you come face-to-face with the shooter,
DO WHATEVER IT TAKES TO SURVIVE.
Fight back using improvised weapons. Scream and shout.
Take all necessary actions that may lead to your safety.**

BASIC EMERGENCY RESPONSE CATEGORIES

The previous section provided specific EAP procedures for all building occupants for particular situations and hazards. This next section provides three categories of basic emergency actions that buildings will typically use during an emergency situation. While the previous section provided guidelines for those encountering specific building hazards as individuals, these three responses cover a more overall-building strategy plan for the building as a whole and each can be applied to a variety of emergency situations. It is important for all building occupants to be trained on these response categories and have a general idea of what these involve, but all designated building emergency personnel must have a thorough knowledge of them, as they will be responsible for making the call to implement these actions as well as carrying them out in the event of an emergency. The three basic emergency responses that we believe apply to most buildings include:

- ✓ **BUILDING EVACUATION**
- ✓ **SHELTER IN PLACE**
- ✓ **LOCKDOWN**

Next we will present definitions of each as well as guidelines for how they should be carried out.

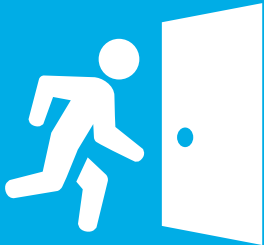
BASIC EMERGENCY RESPONSE CATEGORIES

BUILDING EVACUATION

Building evacuations are the most commonly heard of emergency response method and the one that all Emergency Action Plans are required to have. Evacuations involve moving all occupants out of the building into a safe place in situations when being inside the building would be considered unsafe. The area to which occupants report in the event of an evacuation is called an **EVACUATION ASSEMBLY AREA (EAA)**. Any EAA's should be identified and defined within your EAP.

Situations that may require building evacuations include:

- ✓ Building fires
- ✓ Chemical spills
- ✓ Bomb threats



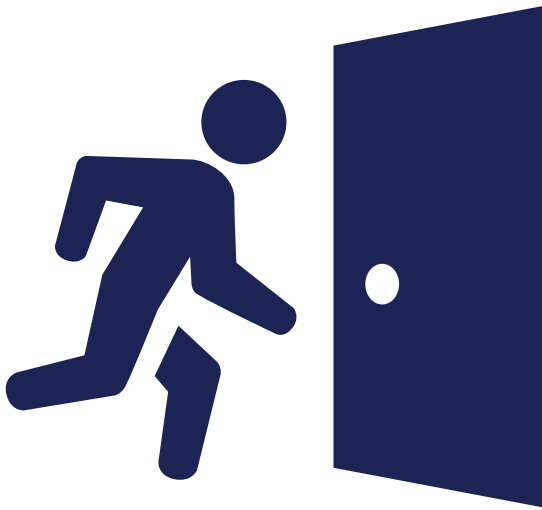
As we have previously mentioned within this guide, building evacuation plans along with the evacuation maps should be posted throughout the building. Evacuation maps should include:

- ✓ Primary and backup evacuation routes
- ✓ Emergency exits
- ✓ Where fire alarms and extinguishers are located
- ✓ Emergency Assembly Areas



BASIC EMERGENCY RESPONSE CATEGORIES

BUILDING EVACUATION



Generally, a building evacuation will be ordered by the building owner, the building emergency coordinator or outside emergency services, such as the police or fire departments. Once it has been decided that an evacuation will occur, this needs to be relayed to the entire building using the building’s communication system.

Designated building emergency personnel should work together to come up with specific tactics to carry out an evacuation that make the most sense for your particular building and its characteristics. If your building is large in size, priority should be placed upon occupants and areas/ floor levels that face most immediate danger.

ASSEMBLY AREA	LOCATION

Example of EAA table to include in EAP, [Source](#)

BASIC EMERGENCY RESPONSE CATEGORIES

SHELTER IN PLACE

The Shelter in Place emergency response method category is utilized when the most appropriate response to the danger at hand involves remaining in the building and finding the safest place within the building to protect oneself, either because the dangerous condition occurs outside or because the dangerous condition prevents a safe exit from the building. Examples of when sheltering within the building may occur include:

- ✓ Severe weather
- ✓ Hazardous material spills in or within vicinity of the building
- ✓ Active shooters *(in the event that a lockdown has not yet been issued)*



Included under the Shelter in Place method should be a list of any rooms or areas within the building that should not be used as shelter because of important or dangerous processes being conducted within the area. See below:

LOCATION	CRITICAL/HAZARDOUS OPERATION

Example of Hazardous Locations table to include in EAP, [Source](#)

BASIC EMERGENCY RESPONSE CATEGORIES

SHELTER IN PLACE

Again, the building owner, emergency coordinator or outside emergency responders will make the decision to implement a Shelter in Place response. Once the decision has been made, it should be broadcast to the entire building and **the following actions should occur:**



- ✓ All occupants should seek the safest form of shelter within the building for the situation (i.e. a hallway on a lower floor in the event of a tornado).
- ✓ All exterior doors should be closed and locked once everyone is inside.
- ✓ Everyone should remain in place until notified that it is safe to move around.



BASIC EMERGENCY RESPONSE CATEGORIES

LOCKDOWN



A lockdown emergency response method is utilized in emergency situations where people must be restricted from entering or exiting the building. An additional characteristic of lockdowns that differentiates them from Shelter In Place responses is that movement inside the building is restricted. Lockdowns may only be issued by those with highest jurisdiction, usually being the building owner or emergency responders. Lockdowns will only be issued when protective action involves secure access to the building and there is known immediate danger involving violent criminal behavior, including:

- ✓ Active shooters
- ✓ Bomb threats
- ✓ Terrorism

In many instances, building emergency coordinators are instructed to use a **code word** to indicate a lockdown so as to not notify the dangerous person at hand. This code word and how it is to be distributed among the building should be included in your EAP.

BASIC EMERGENCY RESPONSE CATEGORIES

LOCKDOWN



Once a lockdown is issued, the following actions should take place:

- ✓ If people are within a room, they should remain in that room and close and lock and/or barricade doors.
- ✓ If people are in the hallways, they should make their way to the nearest room and close and barricade doors upon entering.
- ✓ All lights, TVs, computers and radios should be turned off. Blinds should be closed. Cell phones should be silenced.
- ✓ Designated building emergency personnel must lock all external doors. All occupants should remain completely silent.
- ✓ Do not respond to any fire alarms unless designated building emergency personnel, the police or the fire department instructs you to do so.
- ✓ Remain in place until emergency personnel have announced the emergency to be resolved or assist you in evacuating the area.

CONCLUSION

As a service dedicated to emergency response, Kings III wants to aid those in charge of properties in any way that we can regarding dangerous and emergency situations. By using this guide, hopefully you now have a good idea of the framework required in building an impactful and effective Emergency Action Plan. As we have stressed throughout this guide, it is essential to tailor your own plan to your specific building's details and characteristics, so use this as a frame of reference, adding/subtracting details and sections as necessary for your building.

RESOURCES

EAP TEMPLATES

[APPALACHIAN STATE UNIVERSITY BUILDING RESPONSE PLAN](#)

[NIOSH EMERGENCY ACTION PLAN](#)

[UNIVERSITY OF NEBRASKA-LINCOLN EMERGENCY ACTION PLAN](#)

[READY BUSINESS EMERGENCY RESPONSE PLAN](#)

WHO WE ARE

Kings III Emergency Communications has been providing complete, compliant and affordable emergency phone solutions for elevators, poolside, stairwells, parking areas, and more for over 30 years. As leaders in elevator code compliance and on-site life safety, our customers and partners confidently lean on us for our emergency communications expertise.

We help replace costly and poorly serviced landlines with our cellular technology, providing cost savings all while helping customers mitigate risk and liability via enhanced operator training and digital recording and storing of all calls.

Our all-inclusive solution includes equipment, installation, maintenance, and 24/7 monitoring at our very own Emergency Dispatch Center for one low price. We are designed, assembled and supported in the USA.

98% **CUSTOMER
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