

Office Building Emergency Action Plans

The September 11, 2001 attacks on the World Trade Center made it clear that new procedures are required to protect the occupants of office buildings in the event of non-fire emergencies. Local Law 26 of 2004 greatly enhanced office building safety for both existing facilities and new construction. Safety improvements include the following:

- sprinkler systems
- photoluminescent markings
- additional egress signage
- exit sign power
- scissor stairs
- fire towers
- elevator vestibule
- impact resistant enclosures
- steel joists
- fireproofing inspection
- fire damper inspection
- air intake locations
- fuel oil piping
- floor drains
- emergency action plans

FDNY has finalized the Office Building Emergency Action Plan (3 RCNY §6-02) which takes effect April 6, 2006. The Office Building Evacuation Plan requires virtually all NYC office buildings to prepare an Emergency Action Plan, submit it for FDNY review and acceptance, and implement it within designated time frames.

August 31, 2006	Buildings > 40 Stories in height or buildings designated as a landmark by the NYC Landmarks Commission
October 31, 2006	Buildings > 25 stories
December 31, 2006	Remaining buildings

Emergency Action Plans require buildings to identify types of emergency response (Sheltering In Place, In-Building Relocation, Partial Evacuation and Evacuation) for various emergencies including Explosions, Biological Incident / Release, Chemical Incident / Release, Nuclear Incident / Release, Natural Disaster and "Other Emergencies."

To implement the Emergency Action Plans, each building is required to have trained and certified Fire Safety / Emergency Action Plan staff including Directors, Evacuation Supervisors, Wardens, and Brigade members.

Emergency Action Plan documentation includes certification; building information; EAP staff designations, duties and responsibilities; critical operations staff; emergency action plans for the various emergencies; building information card and documentation of consultation with neighboring buildings.

Floor plans must be developed identifying exit routes, relocation areas and other information contained in the Emergency Action Plan. These plans must be signed by a Registered Architect or Professional Engineer. Additionally, EAP Floor Postings identifying the Fire Safety / EAP Wardens are required on each floor.

Emergency Action Plan Development

Develop Emergency Response Procedures

- Shelter in Place
- In-Building Relocation
- Partial Evacuation
- Evacuation

Update Fire Protection Plans Identifying Shelter and Relocation locations along with Partial Evacuation and Evacuation Routes.

Identify and Coordinate Fire Safety / Emergency Action Plan Staff.

Specific Procedures for Emergencies.... (Required by LL 26)

- Explosions
- Chemical Incident
- Biological Incident
- Nuclear Incident
- Natural Disaster
- Other Emergency

While the EAP requires emergencies procedures addressing some of the most catastrophic threats, additional emergencies should be included to address common threats and hazards routinely dealt with at high rise properties. Inclusion of these events allow for the EAP to be an *All Hazards* emergency manual. Emergency Procedures should be included to address the following common threats / hazards:

- Bomb Threat
- Disgruntled Person
- Flood
- Power Outage
- Suspicious Object
- Suspicious Vehicle
- Civil Disturbance
- Elevator Entrapment
- Medical Emergency
- Suspicious Mail / Package
- Suspicious Person
- Structural Failure

An *All Hazards* emergency manual should include additional components that will assist the property in responding to emergency situations. These components include the following:

- Build Specific Hazard Assignment and DHS Threat Advisory System integration
- Differentiate protocols between “sealed” shelter and “unsealed” shelter
- Identify specific crowd control positions, inside meeting points and outside meeting points
- Develop full building staff and tenant contact lists
- Train staff during planning process using current events, case studies, national “best practices” and tabletop exercises
- Require building staff participation and decision making during action plan development

How Can We Help...

SafirRosetti has comprised a team of emergency professionals to assist NYC properties in all aspects of compliance with the Office Building Emergency Action Plan. We can provide any or all of the following services:

- Evaluate the facility to Identify Existing Emergency Preparedness and Compliance
- Evaluate the Facility and its Construction to Determine Appropriate Emergency Response Plans
- Utilizing Egress Modeling to Ensure Evacuation and Relocation Plans are Realistic
- Create Required Floor Plan documentation and Floor Notices
- Define Specific Responses Based upon the Emergency
- Recommend EAP Staffing Levels to Ensure Compliant Coverage
- Coordinate with Surrounding Buildings as Required
- Review EAP to Determine Compliance Prior to Submission
- Produce and Submit EAP documentation to FDNY
- Develop Building Specific Training Criteria for EAP Staff and Building Tenants
- Perform Initial and On-Going EAP Staff Training
- Develop Electronic Version of EAP for use via Palm Handhelds

Our team has extensive experience providing Fire, Emergency Management, Security, Life Safety and Code consulting. We have developed Life Safety Plans, Emergency Response Plans and Evacuation Plans for various organizations and government agencies / installations. Additionally, we have extensive experience working with commercial high-rise properties including some of the most prestigious / high profile addresses in NYC and around the World. This experience allows us to provide all aspects to comply with Emergency Action Plan requirements while developing a “living” *All Hazards* emergency plan for your property.

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