

EMERGENCY ACTION PLAN (EAP)
OFFICE BUILDING EDUCATIONAL MATERIALS
AS PER FIRE DEPARTMENT TITLE 3 RCNY 6-02

55 WEST 125 STREET
NEW YORK, NY 10027-4516

Croker Fire Drill Corporation

The Fire and Life Safety Professionals

P.O. Box 368 • Islip Terrace, NY, 11752-0368

Phone: 631.277.7602 • Fax: 631.277.5802



STATEMENT OF BASIS AND PURPOSE:

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

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

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. Title 3 RCNY 6-02 requires that owners of office buildings develop procedures for sheltering in place, in-building relocation, partial evacuation and full evacuation of the building, in response to various emergency scenarios. The rule requires the designation of an EAP Director to be responsible for the implementation of the building's Emergency Action Plan.

Disasters can and do happen. They can occur with little or no warning. A wide variety of emergencies can occur both man-made and natural. It is important to note that while you cannot predict emergencies, you can anticipate and plan for specific responses to different types of emergencies. High-Rise buildings can and do cope with disasters by preparing in advance. It is unrealistic to prepare for every type of emergency, so we must assess the risks. It is important to assess potential problems and to plan for these anticipated emergencies.

The purpose of this educational material is to provide tenants in the proper procedures to be followed in the event of an emergency. The elements of this plan are designed to effectively achieve employee health and safety in the event of an emergency. Knowing what to do before, during and after emergencies is essential in order to reduce panic and confusion and helps reduce the possibility of personal injuries and property loss. The education of all building occupants is critical to the successful implementation of the Emergency Action Plan, as all building occupants must understand the reasons for complying with the procedures that have been developed for their safety.

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Some of the information contained in this plan has been
obtained from the following agencies:

American Red Cross
Federal Emergency Management Agency
Office of Homeland Security
National Fire Protection Association

TYPES OF ANTICIPATED EMERGENCY SCENARIOS:

- Biological: A biological incident or release is germs or other substances that can cause illness. Many agents must be inhaled, enter through a cut in the skin or eaten to make an individual sick.
- Bomb Threat: A form of terrorism -- a threat to detonate an explosive. Often, such a threat is made via a telephone call. Although 98% of all bomb threats turn out to be false, and are considered crank calls, they should be treated as real until proven otherwise.
- Chemical: The deliberate release of a toxic gas, liquid or solid that can poison people and the environment.
- Explosion: An accidental or deliberant detonation of a device that will cause a sudden increase in volume and release of energy in a violent manner, usually with the generation of high temperature and the release of gases.
- Hazardous Material: Any substance that is corrosive, ignitable, reactive or toxic having the properties capable of producing adverse effects on the health or safety of people.
- Natural Disaster: Any terrible event, not caused by human activity, that could result in deaths, injuries, or damage to property.
- Nuclear Blast: An explosion with intense light and heat, a damaging pressure wave and widespread radioactive material that can contaminate the air, water and ground surfaces for miles around.
- Radiation: The use of common explosives to spread radioactive materials over a targeted area commonly referred to as a "dirty bomb" or "radiological dispersion device (RDD)."

Be prepared to adapt this information to your circumstances and make every effort to follow instructions received from authorities on the scene. Above all, stay calm, be patient and think before you act. With these simple preparations, you can be ready for the unexpected.

TYPES OF RESPONSES TO AN EMERGENCY:

Be prepared to assess the situation, use common sense and whatever you have on hand to take care of yourself. Depending on your circumstances and the nature of the disaster, the first important decision is deciding whether to stay or go. You should understand and plan for both possibilities. In the event of an emergency, you will receive instructions from the Fire Safety/EAP Director or local authorities.

Sheltering-In-Place: The precaution of directing building occupants to remain inside the building, at their work locations, in response to an emergency. This is a precaution aimed to keep you safe while remaining indoors. (This is not the same thing as going to a shelter in case of a storm.) Shelter-in-place means selecting a small, interior room, with no or few windows and taking refuge there. It does not mean sealing off your entire building. If you are instructed to shelter-in-place, follow the Emergency Action Plan.

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 emergency. An in-building relocation area is a designated area within a building to which building occupants may be relocated in accordance with the building's Emergency Action Plan.

Partial Evacuation: The emptying of a building of some but not all building occupants in response to an emergency. If you are instructed to partially evacuate, follow the Emergency Action Plan.

Evacuation: The emptying of a building of all building occupants in response to an emergency. If you are instructed to evacuate, follow the Emergency Action Plan.

OBLIGATIONS OF BUILDING OCCUPANTS:

All building occupants shall:

- Comply with the directions of the EAP Director and EAP Staff upon an announcement that the Emergency Action Plan has been implemented, including any shelter in place, in-building relocation, partial evacuation or evacuation directed by EAP Director.
- Familiarize themselves with the requirements of the Emergency Action Plan, and cooperate with and participate in EAP training sessions, including EAP drills.
- Identify themselves and request such assistance in accordance with the procedures of the Emergency Action Plan if they would require assistance in the event of an in-building relocation, partial evacuation or evacuation
- Request an exemption from the EAP Director if participation in an EAP drill requiring in-building relocation, partial evacuation or evacuation would cause injury or severe hardship.
- Building Occupants Who Require Assistance: If you require assistance in evacuating due to a permanent or temporary disability or infirmity, you must inform the EAP Director to make him/her aware of the condition beforehand in order for the EAP Director to act accordingly in the event of an emergency. If you're condition is temporary, please notify the EAP Director when you no longer require assistance to evacuate.



BOMB THREAT:

Bombs can be constructed to look like almost anything and can be placed or delivered in any number of ways. The probability of finding a bomb that looks like the stereotypical bomb is almost nonexistent. The only common denominator that exists among bombs is that they are designed or intended to explode.

Most bombs are homemade and are limited in their design only by imagination of, and resources available to, the bomber.

Suspicious packages and what to look for:

- Letters that are unusually bulky, weighty, lopsided, or rigid.
- Parcels or envelopes with oily stains or discolorations.
- Parcels or envelopes without return addresses.
- Handwritten or poorly typed addresses.
- Foreign mail, air mail, or special deliveries.
- Restrictive markings, such as “confidential,” “personal,” etc.
- Use of titles but no names.
- Excessive postage.
- Parcels or envelopes that simply do not look or feel ordinary.

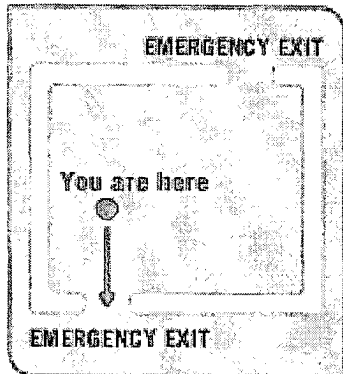
Handling instructions:

- DO NOT handle the item.
- DO NOT attempt to open the parcel.
- DO NOT place the parcel in water.
- DO NOT remove any binding material.
- DO NOT pull or cut any material that protrudes.

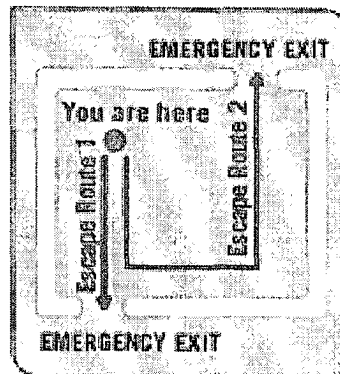
PLEASE LET A TRAINED BOMB TECHNICIAN DETERMINE WHAT IS OR IS NOT A BOMB.

If a potential bomb is discovered, please call 911 immediately and notify the EAP Director. For additional information, please refer to the building's Emergency Action Plan and be guided by instructions from authorities.

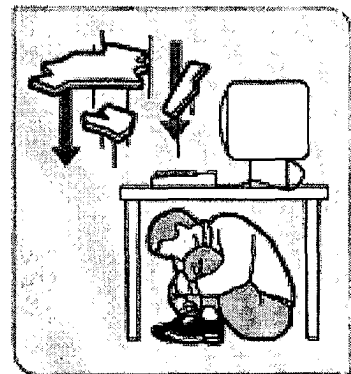
"WHAT TO DO" IN A HIGH-RISE BUILDING:



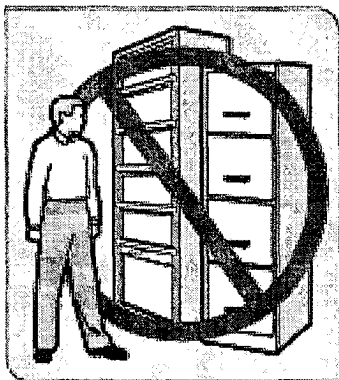
1. Use available information to evaluate the situation. Note where the closest emergency exit is.



2. Be sure you know another way out of the building in case your first choice is blocked.



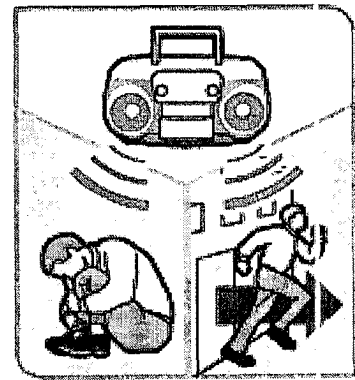
3. Take cover against a desk or table if things are falling.



4. Move away from file cabinets, bookshelves or other things that might fall.



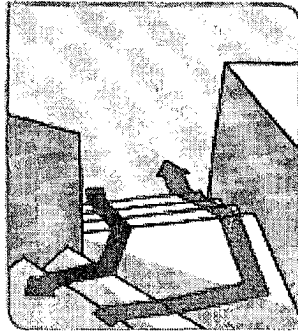
5. Face away from windows and glass. Move away from exterior walls.



6. Determine if you should stay put, "shelter-in-place" or get away. Listen for and follow instructions from EAP Staff or Emergency Personnel.

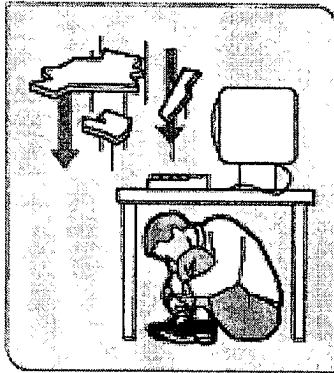


7. Do not use elevators unless instructed by EAP Staff or emergency personnel.

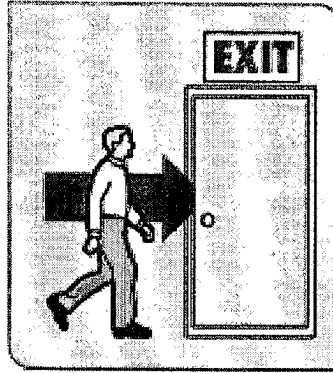


8. Stay to the right while going down stairwells to allow emergency workers to come up the stairs into the building.

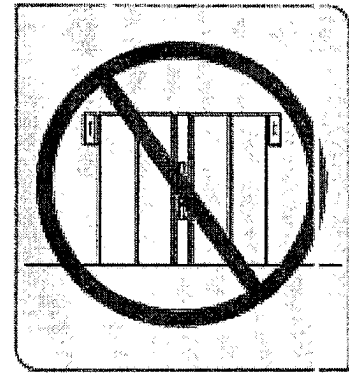
IF THERE IS AN EXPLOSION:



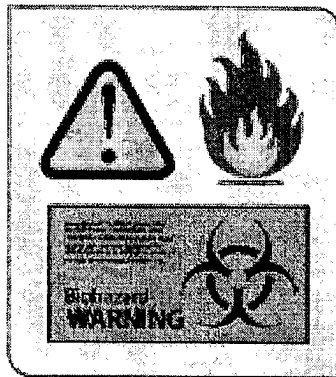
1. Take shelter against your desk or a sturdy table.



2. Exit the building as quickly as possible.

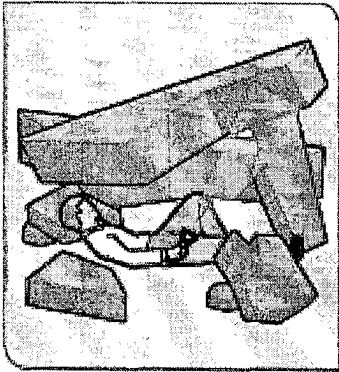


3. Do not use elevators unless instructed by EAP Staff or emergency personnel.



4. Check for fire and other hazards.

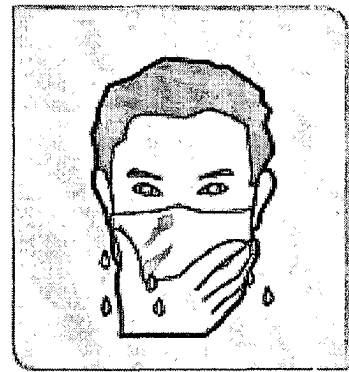
IF YOU ARE TRAPPED IN DEBRIS:



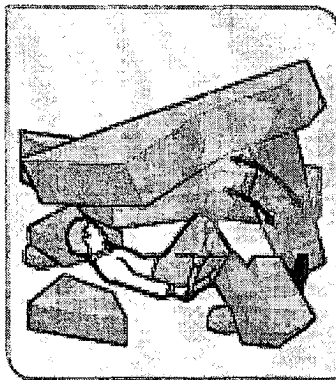
1. If possible, use a flashlight to signal your location.



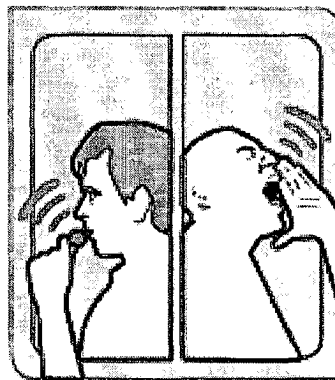
2. Avoid unnecessary movement so that you don't kick up dust.



3. Cover your mouth and nose with anything you have on hand. Dense weave cotton material can create a good filter. Try to breathe through the material.

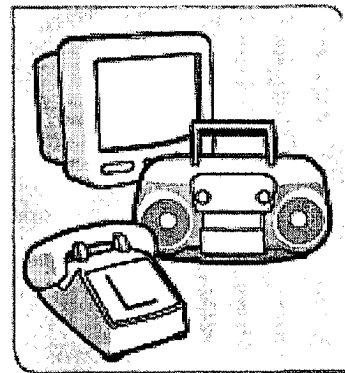
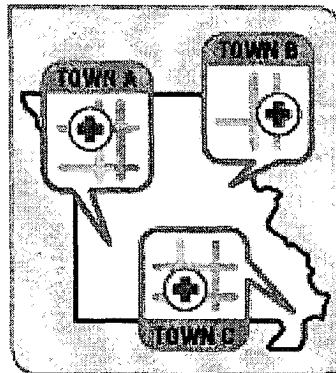
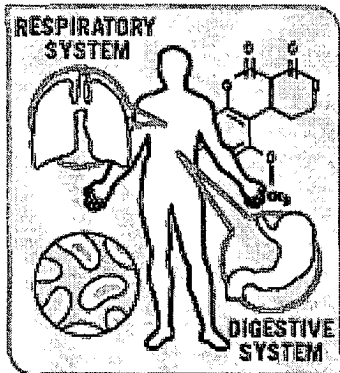


4. Tap on a pipe or wall so that rescuers can hear where you are.

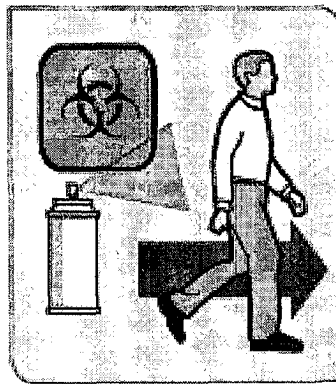
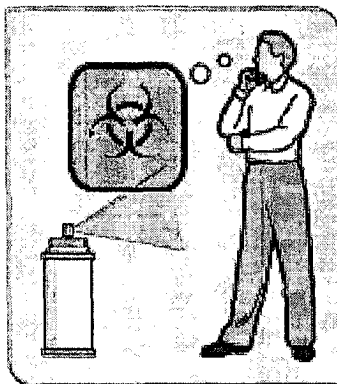


5. Use a whistle if one is available. Shout only as a last resort - shouting can cause a person to inhale dangerous amounts of dust.

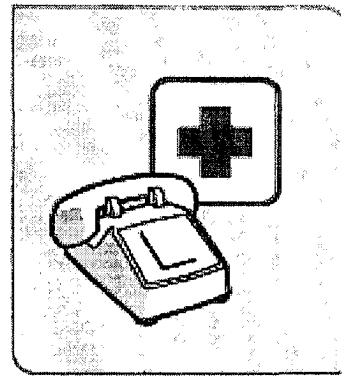
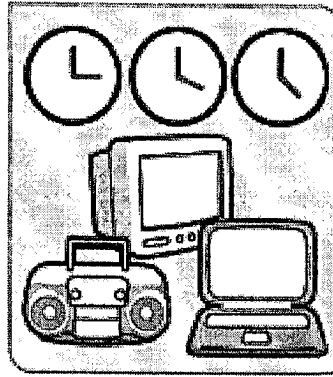
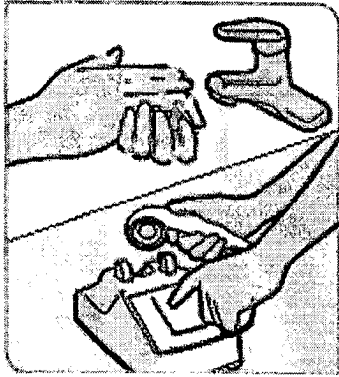
BIOLOGICAL THREAT:



1. A biological attack is the release of germs or other biological substances. Many agents must be inhaled, enter through a cut in the skin or be eaten to make you sick. Some biological agents can cause contagious diseases, others do not.
2. A biological attack may or may not be immediately obvious. While it is possible that you will see signs of a biological attack it is perhaps more likely that local health care workers will report a pattern of unusual illness.
3. You will probably learn of the danger through an emergency radio or TV broadcast.



4. If you become aware of an unusual or suspicious release of an unknown substance nearby, it doesn't hurt to protect yourself.
5. Get away from the substance as quickly as possible.
6. Cover your mouth and nose with layers of fabric that can filter the air but still allow breathing.



7. Wash with soap and water and contact authorities.
8. In the event of a biological attack, public health officials may not immediately be able to provide information on what you should do. However, you should watch TV, listen to the radio, or check the Internet for official news as it becomes available.
9. At the time of a declared biological emergency be suspicious, but do not automatically assume that any illness is the result of the attack. Symptoms of many common illnesses may overlap. Use common sense, practice good hygiene and cleanliness to avoid spreading germs, and seek medical advice.

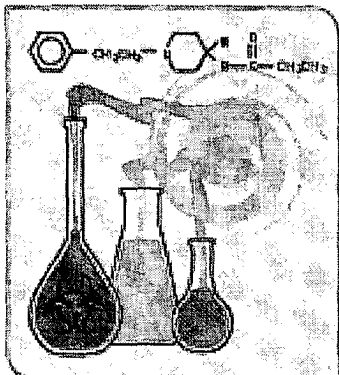
HAZARDOUS MATERIALS OR CHEMICAL SPILLS:

We use hazardous materials in our businesses every day. Small spills occasionally occur, but these incidents generally cause the public little difficulty other than traffic delays. In the event of a major spill authorities will instruct you on the best course of action.

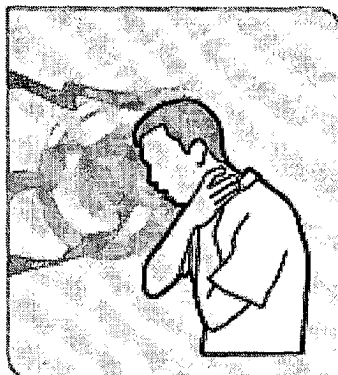
General Guidelines:

- Stay upwind of the material if possible.
- Seek medical attention as soon as possible if needed.
- If there's an event indoors, try to get out of the building without passing through the contaminated area. Otherwise, it may be better to move as far away from the event as possible and shelter-in-place.
- If exposed, remove outer layer of clothes, separate yourself from them, and wash yourself.
- In some circumstances, after being exposed to hazardous materials, it may be necessary to be "decontaminated." Specially trained emergency personnel will perform decontamination procedures.

CHEMICAL THREAT:



1. A chemical attack is the deliberate release of a toxic gas, liquid or solid that can poison people and the environment.



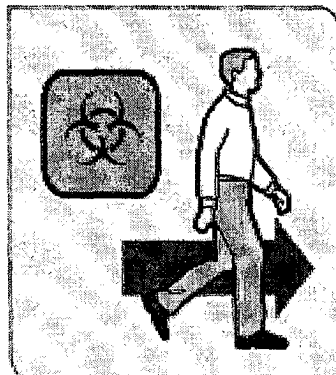
2. Watch for signs such as many people suffering from watery eyes, twitching, choking, having trouble breathing or losing coordination.



3. Many sick or dead birds, fish or small animals are also cause for suspicion.



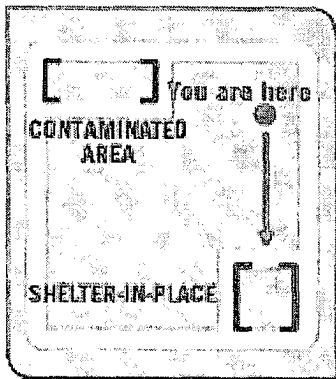
4. If you see signs of a chemical attack, quickly try to define the impacted area or where the chemical is coming from, if possible.



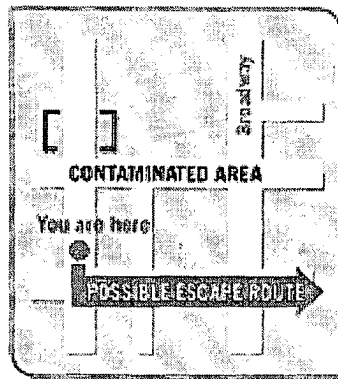
5. Take immediate action to get away from any sign of a chemical attack.



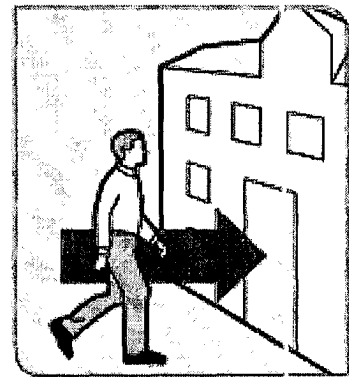
6. If the chemical is inside a building where you are, try to get out of the building without passing through the contaminated area, if possible.



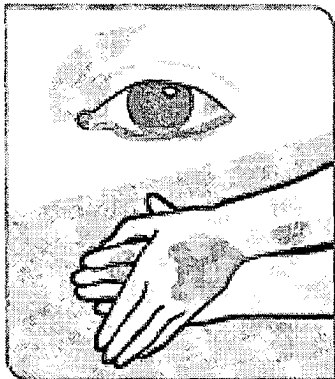
7. Otherwise, it may be better to move as far away from where you suspect the chemical release is and "shelter-in-place."



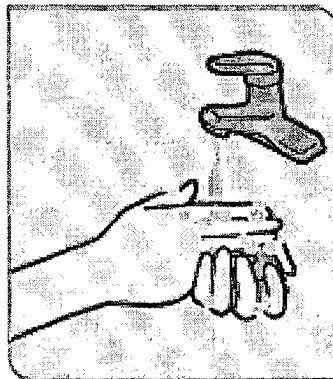
8. If you are outside when you see signs of a chemical attack, you must quickly decide the fastest way to get away from the chemical threat.



9. Consider if you can get out of the area or if it would be better to go inside a building and follow your plan to "shelter-in-place."



10. If your eyes are watering, your skin is stinging, you are having trouble breathing or you simply think you may have been exposed to a chemical, immediately strip and wash. Look for a hose, fountain, or any source of water.

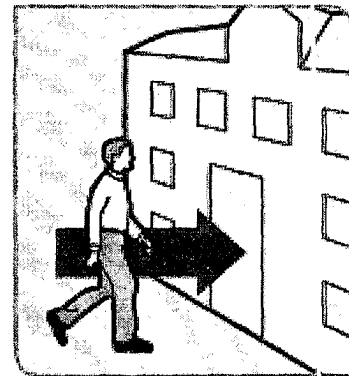
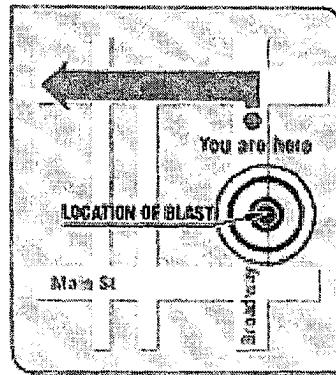
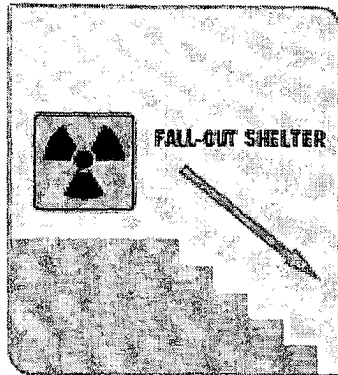


11. Wash with soap and water, if possible, but do not scrub the chemical into your skin.

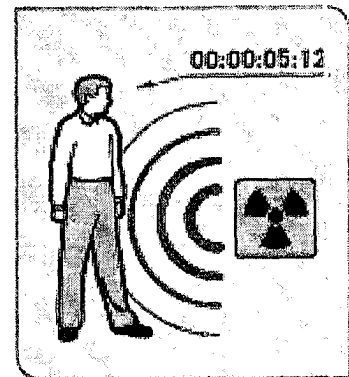
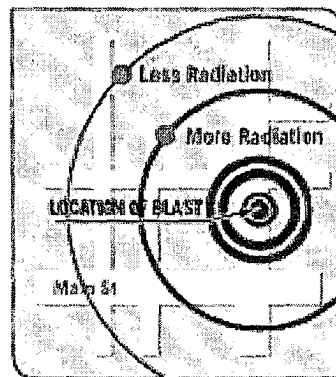
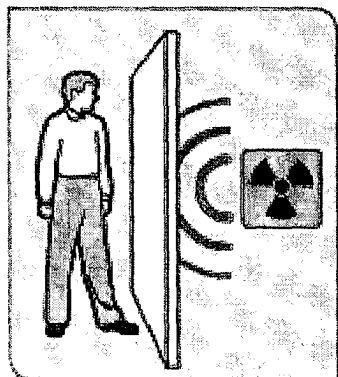


12. Seek emergency medical attention.

NUCLEAR BLAST:



1. Take cover immediately, below ground if possible, though any shield or shelter will help protect you from the immediate effects of the blast and the pressure wave.
2. Consider if you can get out of the area;
3. Or if it would be better to go inside a building and follow your plan to shelter-in-place.



Shielding: If you have a thick shield between yourself and the radioactive materials more of the radiation will be absorbed, and you will be exposed to less.

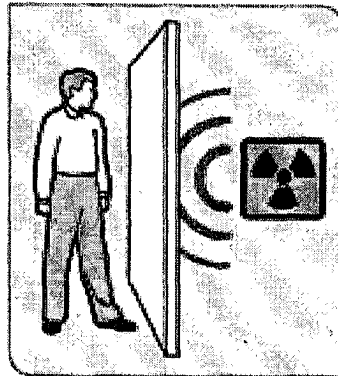
Distance: The farther away from the blast and the fallout the lower your exposure.

Time: Minimizing time spent exposed will also reduce your risk.

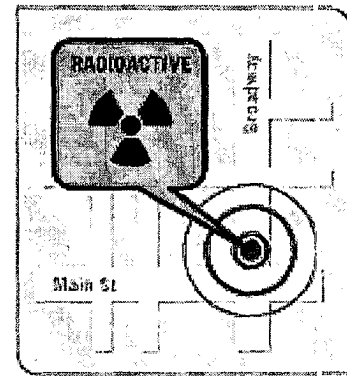
RADIATION THREAT:



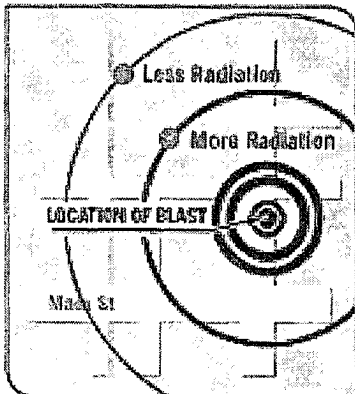
1. A radiation threat or "Dirty Bomb" is the use of common explosives to spread radioactive materials.



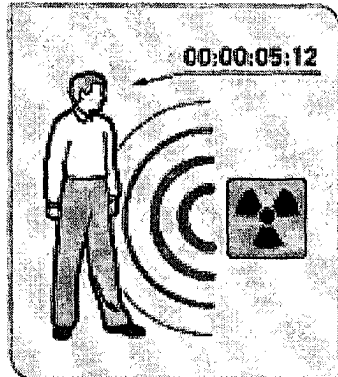
2. It is not a nuclear blast. The force of the explosion and radioactive contamination will be more localized. In order to limit the amount of radiation you are exposed to, think about shielding, distance and time.



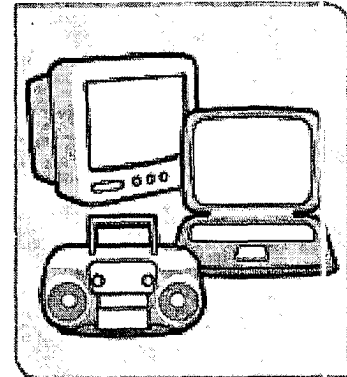
3. **Shielding:** If you have a thick shield between yourself and the radioactive materials more of the radiation will be absorbed by the thick shield, and you will be exposed to less.



4. **Distance:** The farther away you are from the radiation the lower your exposure.



5. **Time:** Minimizing time spent exposed will also reduce your risk.



6. Local authorities may not be able to immediately provide information on what is happening and what you should do. However, you should watch TV, listen to the radio, or check the Internet often for official news and information as it becomes available.

NATURAL DISASTERS:

Weather is monitored closely by various government agencies. Severe weather should be taken seriously – it can be dangerous and harm both individuals and property.

Winter Weather: Dangerous winter weather includes winter storms and blizzards. These can involve a combination of heavy snow, ice accumulation and dangerous wind chills.

Coastal Storms: Coastal Storms can cause severe damage and hazardous conditions in the City, especially in low-lying areas where flooding is more likely to occur. Keep in mind that if you work within 10 blocks of a coastal area, it is more likely that you will be directed to evacuate before a severe coastal storm of hurricane.

There are three types of coastal storms that typically affect New York:

- Nor'easters: Nor'easters are extra tropical cyclones that can cause heavy rain/snow, strong winds and coastal flooding.
- Tropical Storms: A tropical storm is a tropical cyclone with sustained winds between 39 and 73 mph.
- Hurricanes: A hurricane is a tropical cyclone with sustained winds of 74mph or greater.

Extreme Heat: During summer months, New Yorkers are especially vulnerable to the hazards created by hot weather. The asphalt, concrete and metal that make up the City absorb heat and make it difficult for the City to cool down. This is known as the "heat island effect."

Earthquakes: Although earthquakes are uncommon in New York City, tremors occasionally occur and building occupants should be prepared. Note that after an earthquake the utilities may be disrupted.

BUILDING INFORMATION:

Building Address: 55 WEST 125 STREET - NEW YORK, NY 10027

The following information to be filled out by building employees and revised as needed. For updated EAP Staff information, please reference EAP Chart located on each floor.

EAP Director: _____ Phone: _____

Deputy EAP Director: _____ Phone: _____

EAP Warden: _____ Phone: _____

Deputy EAP Warden: _____ Phone: _____

Letter Designation and Location of Nearest Stairway: _____

Alternate Stairway (s): _____

If your office building is over 75 feet, there will be photoluminescent exit path markings that will aid in evacuation from the buildings in the event of failure of both the power and back-up power to the lighting and illuminated exit signs.

Do not use elevators unless directed by EAP Director or FDNY personnel.

Area of Refuge of Floor: _____

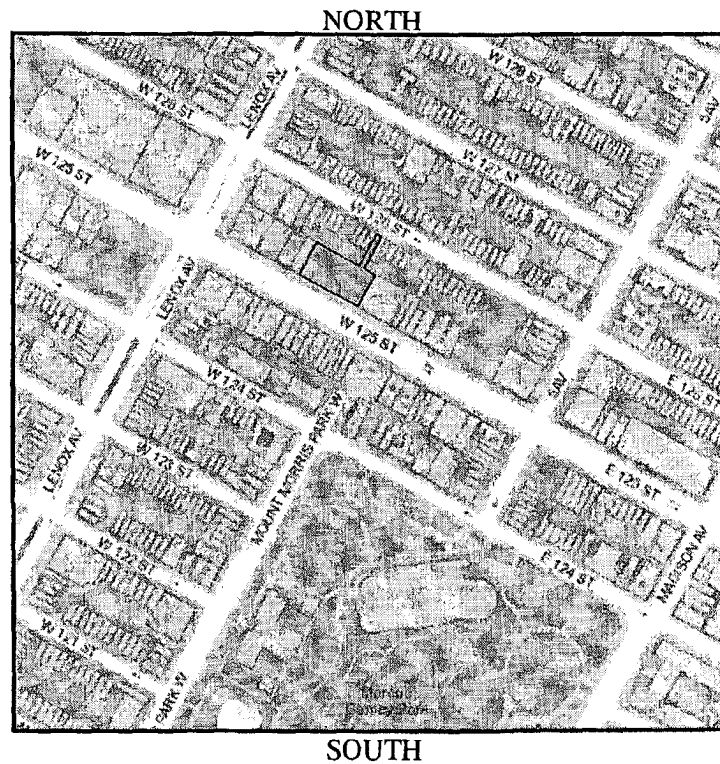
Area(s) of Refuge in Building: _____

EVACUATION ROUTE/MAP:

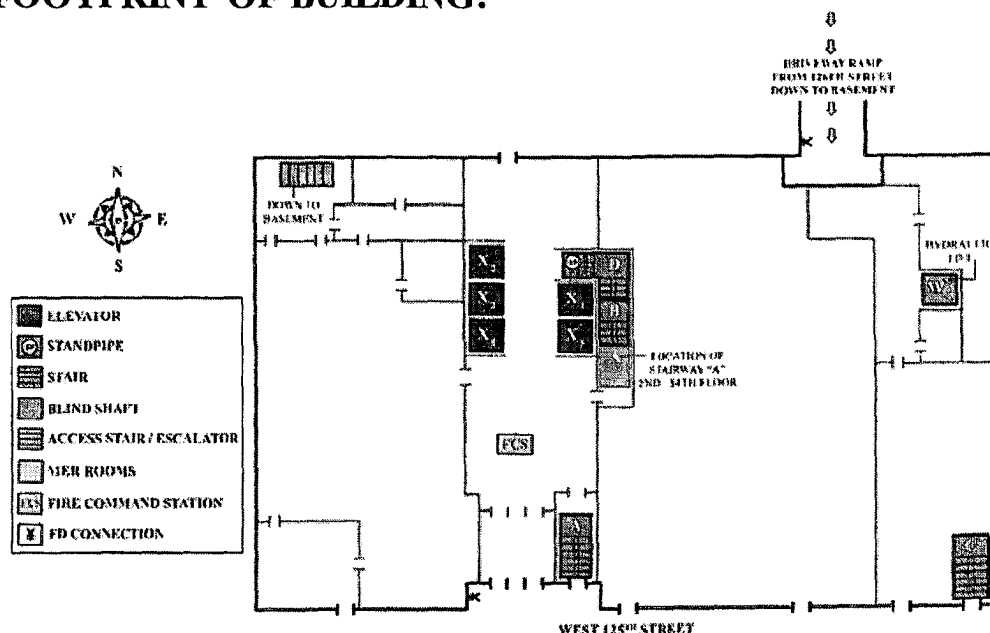
Assembly Area:

*Primary - Marcus Garvey Memorial Park - On 124th Street
(Between Fifth Ave & Madison Ave)*

*Alternate - On Fifth Avenue
(Between 127th Street & 128th Street)*



FOOTPRINT OF BUILDING:



Compiled by Croker Fire Drill Corp.



HI-RISE EMERGENCY ACTION PLAN (EAP) SAFETY

The Basics - What to do during a Non-Fire Related Incident / Emergency



Listen for instructions from the **Fire Safety/EAP Director (FS/EAPD)** via the PA system. The FS/EAPD, is trained and knowledgeable of the building, and is capable of making the necessary and proper decisions in the event of an emergency.

If the decision is to **SHELTER IN PLACE**:

- Remain inside the building, and stay at your work location.
(Note: There are circumstances where staying put and creating a barrier between occupants and potentially contaminated air outside can be a matter of survival.)

If the decision is for **IN-BUILDING RELOCATION**:

- Relocate within the building to a safe area, away from windows if possible, which best ensures the safety of all occupants – Areas have been pre-designated in the building's Emergency Action Plan. (Note: This in-building relocation area may be on your floor or a location above or below your floor).
- If the relocation area is on a different floor, use designated unaffected stairs, unless otherwise directed by the FS/EAPD or authorities.
- Do not remain in stairs, move onto the floor and have FS/EAP Floor Warden contact the Fire Command Station via the Warden Phone.
- Remain on floor until otherwise notified.

If the decision is made for **PARTIAL EVACUATION**:

- Use designated unaffected stairs, unless directed to take elevators by FS/EAPD or authorities.
- Evacuate to exterior of building and report to the primary assembly location.

If the decision is made for **FULL BUILDING EVACUATION**:

- Use designated unaffected stairs, unless directed to take elevators by the FS/EAPD or authorities.
- Evacuate to exterior of building and report to the primary assembly location.

STAIRWELL SAFETY INSTRUCTIONS

When evacuation is required:

- Move quickly, but do not run.
- Go to the designated stairwell or exit.
- Removed high heels to prevent injuries (carry them).
- Stay to right while walking down the stairs – Allow room for others to enter in an orderly flow or traffic but do not hold up traffic unnecessarily.
- Get assistance for those who are infirmed or disabled.
- Stay quiet while in the stairs – listen for voice announcements or other verbal instructions.
- Dispel any false information, rumors, etc. (to reduce the possibility of panic, do not use words such as fire, explosion, bombs, etc...)
- Treat injuries incurred in the stairwell, at the nearest floor landing when required and if practical.
- Complete the evacuation; do not congregate in the stairwell.
- Report to primary assembly area location – accountability is very important.

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**APPLICABLE PARTS OF FIRE SAFETY PLAN
FOR
BUILDING TENANTS AND EMPLOYEES**

FIRE WARDEN AND DEPUTY FIRE WARDENS DUTIES

1. The tenant or tenants of each floor shall, upon request of the owner or person in charge of building, make responsible and dependable employees available for designation by the Fire Safety Director as Fire Warden and Deputy Fire Wardens.
2. Each floor of a building shall be under the direction of a designated Fire Warden for the evacuation of occupants in the event of fire. He shall be assisted in his duties by Deputy Fire Wardens. A Deputy Fire Warden shall be provided for each tenancy. When the floor area of a tenancy exceeds 7,500 square feet of occupiable space, a Deputy Fire Warden shall be assigned for each 7,500 square feet or part thereof.
3. Each Fire Warden and Deputy Fire Warden shall be familiar with the Fire Safety Plan, the location of exits and the location and operation of any available fire alarm system.
4. In the event of fire or fire alarm, the Fire Warden shall ascertain location of the fire and direct the evacuation of the floor in accordance with directions received and the following guidelines:
 - (a) The most critical areas for immediate evacuation are the fire floor and floors immediately above. Evacuation from the other floors shall be instituted when instructions from the Fire Command Station or conditions indicate such action. Evacuation should be via uncontaminated stairs. He shall try to avoid stairs being used by the Fire Department. If this is not possible, he shall try to attract the attention of the Fire Department personnel before such personnel open the door to the fire floor.
 - (b) Evacuation to two or more levels below the fire floor is generally adequate. He shall keep the Fire Command Station informed regarding his location.
 - (c) Fire Wardens and their Deputies shall see that all occupants are notified of the fire and that they proceed immediately to execute the Fire Safety Plan.
 - (d) The Fire Warden on the fire floor shall, as soon as practicable, notify the Fire Command Station of the particulars.
 - (e) Fire Wardens on floor above the fire shall, after executing the Fire Safety Plan, notify the Fire Command Station of the means being used for evacuation and any other particulars.
 - (f) In the event that stairways serving fire floor and/or floors above are unusable due to contamination or cut off by fire and/or smoke, or that several floors above fire involving large numbers of occupants must be evacuated, consideration may be given to using elevators in accordance with the following:

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- (1) If the elevators servicing his floor also service the fire floor, they shall not be used. However, elevators may be used if there are more than one bank of elevators and he is informed from the Fire Command Station that one bank is unaffected by the fire.
 - (2) If elevators do not service the fire floor and their shafts have no openings on the fire floor they may be used unless otherwise directed.
 - (3) Elevators manned by trained building personnel or firemen may also be used.
 - (4) In the absence of a serviceable elevator, the Fire Warden shall select the safest stairway to use for evacuation on the basis of the location of the fire and any information received from the Fire Command Station. The Fire Warden shall check the environment in the stair prior to entry for evacuation. If it is affected by smoke, an alternate stair shall be selected and the Fire Command Station notified.
 - (5) The Fire Warden shall keep the Fire Command Station informed of the means being employed for evacuation by the occupants of his floor.
- (g) Determine that an alarm has been transmitted.
5. Organization Chart for Fire Drill and Evacuation Assignment.
- A chart designating employees and their assignments shall be prepared and posted in a conspicuous place in each tenancy and on each floor of a tenancy that occupies more than one floor and a copy shall be in the possession of the Fire Safety Director.
6. Have available an updated listing of all personnel with physical disabilities who cannot use stairs unaided. Make arrangements to have these occupants assisted in moving down the stairs to two or more levels below fire floor. If necessary to move such occupants to still lower levels during the fire, move them down the stairs to the uppermost floor served by an uninvolved elevator bank and then remove to street floor by elevator. Where assistance is required for such evacuation notify Fire Safety Director.
 7. Provide for Fire Warden identification during fire drills and fires such as using armbands etc.
 8. Assure that all persons on the floor are notified of fire and all are evacuated to safe areas. A search must be conducted in the lavatories to assure all are out. Personnel assigned as searchers can promptly and efficiently perform this duty.
 9. Check availability of applicable personnel on Organization Chart and provide for substitute when position on chart is not covered.
 10. After evacuation, perform a head count to assure that all regular occupants known to have occupied the floor have been evacuated.
 11. When alarm is received, the Fire Warden shall remain at a selected position in the vicinity of the communication station on the floor in order to maintain communication with the Fire Command station and to receive and give instructions.

**APPLICABLE PARTS OF EMERGENCY ACTION PLAN
FOR
BUILDING TENANTS AND EMPLOYEES**

FIRE SAFETY/EAP WARDEN

Duties and Responsibilities:

- Be familiar with the Emergency Action Plan, including general sheltering in place, in-building relocation, partial evacuation and evacuation procedures, the exit and in-building relocation routes to be utilized for the floor, the location of in-building relocation areas and assembly areas and the means of communicating with the Fire Safety/EAP Director.
- In the event of an emergency on the floor or immediately affecting building occupants on the floor, notify the Fire Safety/EAP Director and building occupants on the floor of the emergency, and initiate appropriate action.
- In the event of an emergency not on the floor or not immediately affecting building occupants on the floor, establish communication with the Fire Safety/EAP Director and, if possible, await direction from the Fire Safety/EAP Director.
- Keep the Fire Safety/EAP Director informed of his or her location and the progress of the implementation of the Emergency Action Plan measures.
- Confirm the in-building relocation or evacuation of the floor or portion thereof by directing Deputy Fire Safety/EAP Wardens and/or other EAP Staff designated as searchers to search all areas of the floor to be relocated or evacuated; to do so by visual inspection, not merely by the lack of a voice response; and to notify any remaining building occupants that they must immediately comply with the applicable Emergency Action Plan procedures.
- Determine whether the stairwells are safe to enter before directing building occupants to use them, and, if unsafe, notify the Fire Safety/EAP Director. Do not direct building occupants to use elevators unless and until the Fire Safety/EAP Director authorizes their use.
- Perform such other duties as set forth in this Emergency Action Plan, or as directed to do so by the Fire Safety/EAP Director.
- Fire Safety/EAP Wardens shall be identified by armbands, which shall be worn at all times when the Emergency Action Plan is implemented.

DEPUTY FIRE SAFETY/EAP WARDEN

Duties and Responsibilities:

- In the absence of the Fire Safety/EAP Warden, perform the duties of the Fire Safety/EAP Warden, as circumstances warrant.
- In the presence of the Fire Safety/EAP Warden, assist the Fire Safety/EAP Warden in carrying out the requirements of the Emergency Action Plan, by searching all areas of the floor to be in-building relocated or evacuated, and notifying any remaining building occupants that they must immediately comply with the applicable Emergency Action Plan procedures, and by performing such other duties as assigned by this Emergency Action Plan or directed by the Fire Safety/EAP Warden.
- Deputy Fire Safety/EAP Wardens shall be identified by armbands, which shall be worn at all times when the Emergency Action Plan is implemented.

FIRE SAFETY/EAP BRIGADE

Duties and Responsibilities:

- Perform their designated assignments, as set forth in this Emergency Action Plan or as directed by Fire Safety/EAP Director.
- In the event of an emergency, immediately report to the designated locations, as set forth in this Emergency Action Plan, or directed by the Fire Safety/EAP Director, to be ready to undertake their designated assignments.
- Fire Safety/EAP Brigade members shall be identified by armbands, which shall be worn at all times when the Emergency Action Plan is implemented.