

Cover page

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EMERGENCY RESPONSE PLAN

(A template for developing a plan)

Prepared by:
Insert names here

Established On:
Insert date here

Update/Revision history:

Date	By

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Introduction

An Emergency Response Plan is a well thought-out collaborative document that takes into consideration the unique features of your building and its occupants. The two primary considerations for emergency response are evacuation and lockdown. No single plan will work for every building or building population, but the main components tend to be the same. Fire Inspectors are available to review your fire evacuation plan once it is completed.

This document must be tailored to your specific building and location in order to be of real value.

Why establish an Emergency Response Plan?

Examples of emergencies that may require an emergency evacuation or protecting in place include fire, hazardous materials spills, earthquakes, volcanic eruptions, gas leaks, bomb threats, terrorist assaults, chemical or biological hazards inside or outside the building.

Pre-planning and rehearsal are effective ways to ensure that all of the building occupants not only can recognize the emergency but more importantly, know how to respond to it appropriately.

Definitions

Safety Coordinator – One individual is designated as the building or facility emergency coordinator. This individual is sometimes referred to as the Chief Warden.

Warden – Each floor will have a designated emergency coordinator who is responsible for the people in their assigned area or floor.

Your building may have area wardens or floor wardens - Insert or adjust information as needed

People with disabilities – for the purposes of this document this generally refers to people who are:

- Visually impaired
- Mobility impaired
- Hearing impaired

Talk to co-workers or occupants with disabilities. People with disabilities typically know what assistance they will need in an emergency. Ask about what assistance is needed.

- Identify co-workers in your organization with special needs.
- Engage people with disabilities in emergency planning.
- Ask about communications difficulties, physical limitations, equipment instructions and medication procedures.
- Identify people willing to help co-workers with disabilities and be sure they are able to handle the job. This is particularly important if someone needs to be lifted or carried.
- Plan how you will alert people who cannot hear an alarm or instructions.

Designated Meeting Place – For evacuation purposes, a pre-designated meeting place is necessary for safety and accountability of evacuees. The Designated Meeting Place should be out of the anticipated emergency personnel work zones and a safe distance from the structure.

Responsibilities:

Safety Coordinator Responsibilities

1. Determine the appropriate response to the emergency if not obvious (evacuate or protect in place)
2. Take radio as you exit the building and coordinate with Wardens.
3. Serve as liaison between the Wardens and the emergency responders, incident commander, police, ambulance and other officials.
4. Coordinate regular surprise drills and subsequent evaluations.
5. Lead the safety committee and organize monthly meetings.
6. Regularly check emergency lighting, exit pathways and signage, fire extinguishers and all other safety features of your building.
7. Disseminate safety information and updates to the emergency plans.
8. A list will be kept by the Safety Coordinator, for the exclusive use of emergency responders. It will indicate the floor number and location of people who will require assistance in exiting the building. The Safety Coordinator will be responsible for keeping the list up to date.
9. For all emergencies, coordinate with the wardens and emergency responders.

Insert or adjust information as needed

Warden Responsibilities

1. Determine the appropriate response to the emergency if not obvious and communicate that to the safety coordinator.
2. Ensure that the floor is clear of occupants prior to exiting the building and close all doors as you leave.
3. Take radio and daily employee roster to the designated meeting place.
4. Assist mobility impaired people or assign someone to assist them.
5. Lead the floor occupants to the designated meeting place.
6. Take roll call and determine if anyone could be inside the building
7. Notify the Safety Coordinator of individuals you believe may still be inside.
8. Ensure that individuals at the designated meeting place remain there until released.
9. Solicit safety input from employees on the assigned floor.
10. Participate in monthly safety committee meetings.
11. Receive annual training on the use of portable fire extinguishers.
12. Ensure that self closing fire rated doors are not left propped open.
13. Monitor safety issues such as the use of portable heaters, halogen lights, extension cords, hot plates and cup warmers.
14. For lockdowns, ensure that floor occupants move to the center of the building and advise them not to use the exits or stand near windows.

Insert or adjust information as needed

Occupant Responsibilities

1. Follow the directions of the Warden.
2. Respond quickly and orderly to lock-down drills.
3. Respond quickly and orderly to evacuation alarms.
4. Assist others as needed.
5. Take with you only what can be snatched up without delay (jacket, purse, etc).
6. Do not use elevators.
7. Close all doors as you leave.

8. Utilize the nearest exit door or stairwell and proceed to the floor's designated meeting place.
9. Make contact with your Warden at the designated meeting place for accountability.
10. At the meeting place, if you are aware that someone is missing, inform your Warden.
11. Remain at the designated meeting place or lockdown location until released by the Warden.

Insert or adjust information as needed

Responsibilities of people in need of assistance

1. Notify the Warden of changes to your normal location within the building.
2. Elevators should not be used for evacuation purposes.
3. In the event of smoke in the hall, people in need of assistance will stay in the room and protect in place* until assisted or rescued. If unassisted, such individuals should call 911 and advise the dispatcher of their location and their need for rescue.
4. If there is no smoke in the hall people with disabilities who do not require evacuation assistance (on the ground level) should proceed to the nearest exit door, exit the building and proceed to the designated meeting place. People with disabilities on levels other than ground level should proceed to the designated area of evacuation assistance and call 911 for assistance. *(A designated area of evacuation assistance may be a room or stairwell landing if such provisions are a part of your building's design.)*
5. People with disabilities who have a fire in the same room on a level other than ground level floor should exit the room, close the door, pull the pull station and proceed to a designated area of evacuation assistance. They should then call 911.

Insert or adjust information as needed

* "Protect in Place" refers to actions that allow a person to remain safe at their home or work room for a short period of time. Typical steps include closing doors and windows until you receive the "all clear" signal, rescue or instructions.

Your building may or may not facilitate protecting in place. Contact your local building official if you are unsure of your building's design and potential protect in place features. Adjust your plan accordingly.

Response procedures by emergency type

For the purpose of planning there are two basic types of responses to an emergency.

1. Evacuation
2. Protect in place also known as lock-down.

Insert or adjust information as needed

BOMB THREAT – EXTERIOR

1. If the location of the bomb is known, the SAFETY COORDINATOR will initiate full building evacuation through the opposite side of the building from the known bomb location.
2. If an alternate assembly area is required, the SAFETY COORDINATOR will advise the WARDENS accordingly.
3. The SAFETY COORDINATOR will verify that 9-1-1 has been called and will contact the WARDENS.
4. The SAFETY COORDINATOR will ascertain the best course of action from emergency responders and communicate that information through the WARDENS (send employees home or re-enter the building).

Insert or adjust information as needed

BOMB THREAT – INTERIOR

1. The SAFETY COORDINATOR will initiate full building evacuation and call 911.
2. The WARDENS will contact the SAFETY COORDINATOR with any specific knowledge on the matter they obtain.
3. The WARDENS will conduct evacuation procedures for their assigned areas.
4. The safety committee will regularly discuss different emergency scenarios to plan a coordinated response. Documentation of these scenarios and the approved responses should then be disseminated and kept on record.

Insert or adjust information as needed

CHEMICAL OR BIOLOGICAL EMERGENCY - EXTERIOR

1. The SAFETY COORDINATOR will verify that 911 has been called and will contact the WARDENS and instruct them to direct occupants away from the windows to internal rooms (no windows) where possible. The building occupants will lockdown.
2. The building's heating, ventilation, and air conditioning (HVAC) system will be shut down or set to re-circulate the interior air only.
3. The first floor designated Warden may then be directed to determine if it is safe to approach the main and secondary entrances of the structure and lock them.
4. The building will remain in lockdown until the SAFETY COORDINATOR determines from public officials or news media that it is safe to return to normal operations or leave the building.

Insert or adjust information as needed

CHEMICAL OR BIOLOGICAL EMERGENCY - INTERIOR

1. The SAFETY COORDINATOR will contact the WARDENS and attempt to ascertain the nature and specific floor and part of the building where the emergency situation exists and notify 911.
2. The SAFETY COORDINATOR will then direct all WARDENS to start emergency evacuation or lockdown procedures depending on the nature and location of the emergency situation.
3. If the emergency is on a floor above the ground level, all lower levels should be immediately evacuated from the building if it is safe to do so.
4. All doors should be closed as people exit rooms.
5. If it is safe to do so, the building's HVAC system will be shut down.
6. The safety committee will regularly discuss different emergency scenarios to plan a coordinated response. Documentation of these scenarios and the appropriate response should be disseminated and kept on record.

Insert or adjust information as needed

COMMUNICABLE DISEASES, INFECTION OR FAST SPREADING VIRUS

1. All infected persons will stay home from work until symptom free.
2. All employees will wash their hands with soap and warm water upon arrival to work, at each break, and after using the bathroom facilities.
3. All bathrooms, telephones, door handles and other shared surfaces will be sanitized with disinfectant (such as 1:10 bleach/water) at least daily.
4. Disposable cups, dishes and eating utensils will be encouraged for lunch breaks.
5. Windows will be kept open during business hours to keep fresh air moving.
6. Dust masks will be kept available to employees on request and may be mandated by the SAFETY COORDINATOR depending on the situation.
7. Specific information provided by the health department pertaining to personal protection and the prevention of the spread of the infection will be disseminated to all employees as it becomes available.

Insert or adjust information as needed

FIRE IN THE BUILDING:

1. Activate the nearest fire alarm pull station to initiate building evacuation. (If your building does not have pull stations, establish a method of local notification.)
2. If you have been trained to use a portable fire extinguisher and if the fire is small in size, attempt to extinguish the fire. Do not jeopardize your safety under any circumstances – be ready to evacuate if the fire cannot be quickly extinguished.
3. Call 911 and inform the dispatcher of the situation even if you believe the fire is out.
4. If you encounter smoke in your exit route, seek an alternate route and inform others as you go. Keep yourself low as needed to avoid breathing smoke.
5. Ensure that all are accounted for at assembly area and ensure that arriving emergency responders are made aware of any persons you believe could still be inside.
6. Take actions as described under the section “RESPONSIBILITIES” above.
7. Once evacuated, do not re-enter the building until you are informed that it is safe to do so.

Insert or adjust information as needed

FIRE OUTSIDE THE BUILDING (SMOKE HAZARD):

1. Call 911.
2. Notify the SAFETY COORDINATOR.
3. The SAFETY COORDINATOR will contact the WARDENS and direct them to close all windows and doors.
4. The building’s HVAC system will be shut down or set to re-circulate only, until the outside air is clear.
5. All building occupants will be advised to stay inside until the hazard is abated.

Insert or adjust information as needed

FLOOD, TSUNAMI, HURRICANE – *This section will vary greatly depending on the building construction, height and proximity to bodies of water.*

1. The SAFETY COORDINATOR will contact the Wardens and instruct them to direct occupants away from the windows to internal rooms on upper floors where possible. The building occupants will lockdown. OR, if adequate warning time was given, the SAFETY COORDINATOR will contact the WARDENS to inform everyone of the amount of time they have to get to high ground or a safe distance away via the pre-determined evacuation route.
2. The SAFETY COORDINATOR will call 911 and inform them of the building status and number of trapped people (if applicable).
3. Plan for electrical failure.
4. If applicable, the building will remain in lockdown until the SAFETY COORDINATOR determines from public officials or news media that it is safe to leave the building or that rescue personnel are ready to assist.

Insert or adjust information as needed

MEDICAL EMERGENCY

1. Call 9-1-1.
2. Have someone trained in CPR and First Aid paged to the location.
3. Assign someone to go outside to flag the medical emergency responders in and lead the paramedics to the location.
4. Assign someone who has no open cuts to clean up any bodily fluids after the patient is transported. Use gloves.

Insert or adjust information as needed

NUCLEAR FALL-OUT

5. The SAFETY COORDINATOR will contact the Wardens and instruct them to direct occupants away from the windows to internal rooms (no windows) where possible. The building occupants will lockdown.
6. The building’s HVAC system will be shut down or set to re-circulate internal air only.

7. A method of monitoring emergency broadcasts should be utilized.
8. The building will remain in lockdown until the SAFETY COORDINATOR determines from public officials or news media that it is safe to return to normal operations or leave the building.

Insert or adjust information as needed

RIOTS – VIOLENCE IN THE STREETS

1. The SAFETY COORDINATOR will verify that 911 has been called and will contact the Wardens and instruct them to direct occupants away from the windows to internal rooms on upper floors (no windows) where possible.
2. The first floor designated WARDEN may then be directed to determine if it is safe to approach the main and secondary entrances of the structure and lock them.
3. If the emergency has occurred without warning the building occupants will lockdown.
4. If adequate warning time was given, employees will be sent home or to safe locations as directed by public information emergency broadcasts.
5. The building will remain in lockdown until the SAFETY COORDINATOR determines from public officials or news media that it is safe to return to normal operations or leave the building.

Insert or adjust information as needed

STORM OR OTHER EXTREME WEATHER

1. Depending on the severity of the situation, the SAFETY COORDINATOR will verify that 911 has been called and will contact the Wardens and instruct them to direct occupants away from the windows to internal rooms (no windows) where possible.
2. If the emergency has occurred without warning the building occupants will lockdown.
3. If adequate warning time was given, employees will be sent home or to safe locations as directed by public information emergency broadcasts.
4. The building will remain in lockdown until the SAFETY COORDINATOR determines from public officials or news media that it is safe to return to normal operations or leave the building.

Insert or adjust information as needed

TERRORIST ASSAULT

1. The SAFETY COORDINATOR will verify that 911 has been called and will contact the WARDENS and instruct them to direct occupants away from the windows to internal rooms (no windows) where possible. The building occupants will lockdown.
2. The first floor designated WARDEN may then be directed to determine if it is safe to approach the main and secondary entrances of the structure and lock them.
3. The building will remain in lockdown until the SAFETY COORDINATOR determines from public officials or news media that it is safe to return to normal operations or leave the building.
4. A method of monitoring emergency broadcasts should be utilized.
5. The SAFETY COORDINATOR will ascertain the best course of action from emergency responders and communicate that information through the WARDENS.

Insert or adjust information as needed

TORNADO

1. The SAFETY COORDINATOR will verify that 911 has been called and will contact the Wardens and instruct them to direct occupants away from the windows to internal rooms (no windows) where possible. The building occupants will lockdown.
2. The SAFETY COORDINATOR will ascertain from public announcements or emergency responders whether there is time to move occupants to a basement level (if applicable) and communicate that through the WARDENS.
3. The building will remain in lockdown until the SAFETY COORDINATOR determines from public officials or news media that it is safe to return to normal operations or leave the building.

Insert or adjust information as needed

VIOLENT EMPLOYEE

1. The SAFETY COORDINATOR will contact the WARDENS and attempt to ascertain the nature and specific floor and part of the building where the emergency situation exists and notify 911.
2. The SAFETY COORDINATOR will then direct all WARDENS to affect emergency evacuation or lockdown procedures depending on the nature and location of the emergency situation.
3. If the emergency is on a floor above the ground level, all lower levels should be immediately evacuated from the building if it is safe to do so.
4. The safety committee will regularly discuss different emergency scenarios to plan a coordinated response. Documentation of these scenarios and the appropriate response should then be disseminated and kept on record.

Insert or adjust information as needed

Some plans are structured by response type with a list of applicable emergencies under a heading of “evacuate” and another list under a heading of “lock-down/protect in place”. This longer version details responses in alphabetical order for each emergency. You should tailor your plan to your building and population.

While it may be tempting to include listed emergencies such as “ALIEN INVASION”, do not do so. Everyone appreciates humor but this document should be sober and serious and treated as though lives depend on it.

Building Exits by Floor or Area

Insert floor specific instructions identifying primary and secondary exits for each floor department or area.

Basement records department:

1. Primary exit is via the north stairwell
2. Secondary exit is via the south stairwell

Basement lunch and meeting rooms:

1. Primary exit is via the south stairwell
2. Secondary exit is via the north stairwell

First floor executive conference rooms:

1. Primary exit is via...
2. etc.

Insert or adjust information as needed

Emergency Contact Personnel List

NAME	TITLE	OFFICE LOCATION	OFFICE PHONE	HOME PHONE
	Safety Coordinator			
	Alternate			
	Floor 1 Warden			
	Alternate			
	Floor 2 Warden			
	Alternate			
	Floor 3 Warden			
	Alternate			
	Floor 4 Warden			
	Alternate			

	Security Manager			
	Building Maintenance			
	Electricity			
	Water/plumbing			
	Gas			
	Oil			
	Irrigation			
	AC/Refrigeration			
	Fire systems			
	Security systems			
	<i>Other</i>			

Critical operations shutdown

Critical operations shutdown procedures should be followed by employees specifically assigned to do so. This applies to essential systems that are critical for the survival of the occupants, the building or the business. However, human life should never be risked in order to conduct a shutdown procedure.

Those conducting critical operations shutdown activity should coordinate with the Warden and expedite or abandon the shutdown as directed.

Operation – Names of assigned persons	Shutdown Procedure

Floor Plan Diagrams

Floor plan diagrams are to be conspicuously posted to identify evacuation routes. Post near exit corridors and stairwells and anywhere exit signs are not visible. Copies of all floor plan diagrams and details of their posted location shall be kept in this document.

(See Appendix A)

Insert floor specific diagrams here identifying “You are here” and highlighting routes to primary and secondary exits for each floor department or area. Areas of evacuation assistance should also be identified on the exit diagrams.

The following components can also be identified. But remember, evacuation is the main purpose. Try not to clutter a small diagram with too much information:

1. Emergency equipment locations (fire extinguishers, hoses, etc.)
2. Fire alarm pull stations
3. Elevators – noting “IN CASE OF FIRE DO NOT USE ELEVATORS”
4. Stairs
5. Fire Escapes
6. Possible escape routes
7. Circuit breaker panels
8. Mechanical shut-offs
9. First aid supplies
10. Emergency supplies (flashlights, water, blankets, dust masks, etc)

Evacuation Assembly Areas

Assembly areas should be a minimum of 200 feet from the building and out of the path of emergency vehicles. Keep in mind that the Fire Department may need to access more than one fire hydrant and may need to access hose connections (standpipe and FDC). In consideration of earthquakes, plan on an assembly area that is not in a building's collapse zone.

If the assembly area is moved by the Fire Department, move as a group and remain together until directed otherwise.

Floor	Assembly Area
1 st Floor	
2 nd Floor	
3 rd Floor	
4th Floor	

Customize this to your building. You may have only one floor but several separate areas (i.e. Offices, Assembly areas, Warehouse areas, etc.)

Fire Drill Procedures

Treat every alarm as an emergency. In every instance, if an alarm sounds, all building staff and occupants should react as though it is a real emergency. It may be a good idea to invite your local Fire Marshal to attend and evaluate your first drill. You may also want to have a representative of the company that does your annual fire alarm confidence tests there to assist in restoring the fire alarm system after the drill.

1. Fire drills should be unannounced but should be at convenient times (not during inclement weather) to encourage participation.
2. The Safety Coordinator will call the alarm monitoring company on the day of the drill providing the fire drill window times. If it is a large facility the Safety Coordinator should advise the 9-1-1 dispatch center of the drill times to reduce the chance that emergency responders will accidentally be dispatched.

The non-emergency phone line for the 9-1-1 dispatch center is (727) 893-1062

3. The Safety Coordinator will initiate a fire alarm, verify that someone has called (simulated calling) 9-1-1, and take a two-way radio to the evacuation assembly area. Additionally, they will have a method of timing the drill.
4. All functions are to be performed as they would in an emergency (critical equipment shut-down, assisting others as needed, evacuate, protect in place, etc)
5. The Wardens will bring a two-way radio and a roster of occupants with them to the assembly area(s) and verify that all are accounted for. The status of the occupants will be reported to the safety coordinator. (Often, for large facilities, Wardens are assigned a different colored flag on a pole for each floor to help occupants see where to assemble.)
6. The Safety Coordinator will ensure that a roll call has been taken and that all are accounted for before allowing the alarm to be silenced.
7. The Safety Coordinator will call the alarm monitoring company and coordinate the restoration of the alarm system.
8. After the fire alarm has been fully restored, the occupants will be released by the Safety Coordinator through the Wardens to return to the building.
9. Each drill will be followed with a performance evaluation. It is recommended that all evacuation participants assemble for a post-drill meeting, but at a minimum the safety committee should meet. Evaluations should include participation, time to completion, orderliness, and effectiveness of the plan. This is a good time to consider revising or updating the emergency response plan.
10. Document all aspects of the Fire Drill and retain on file.

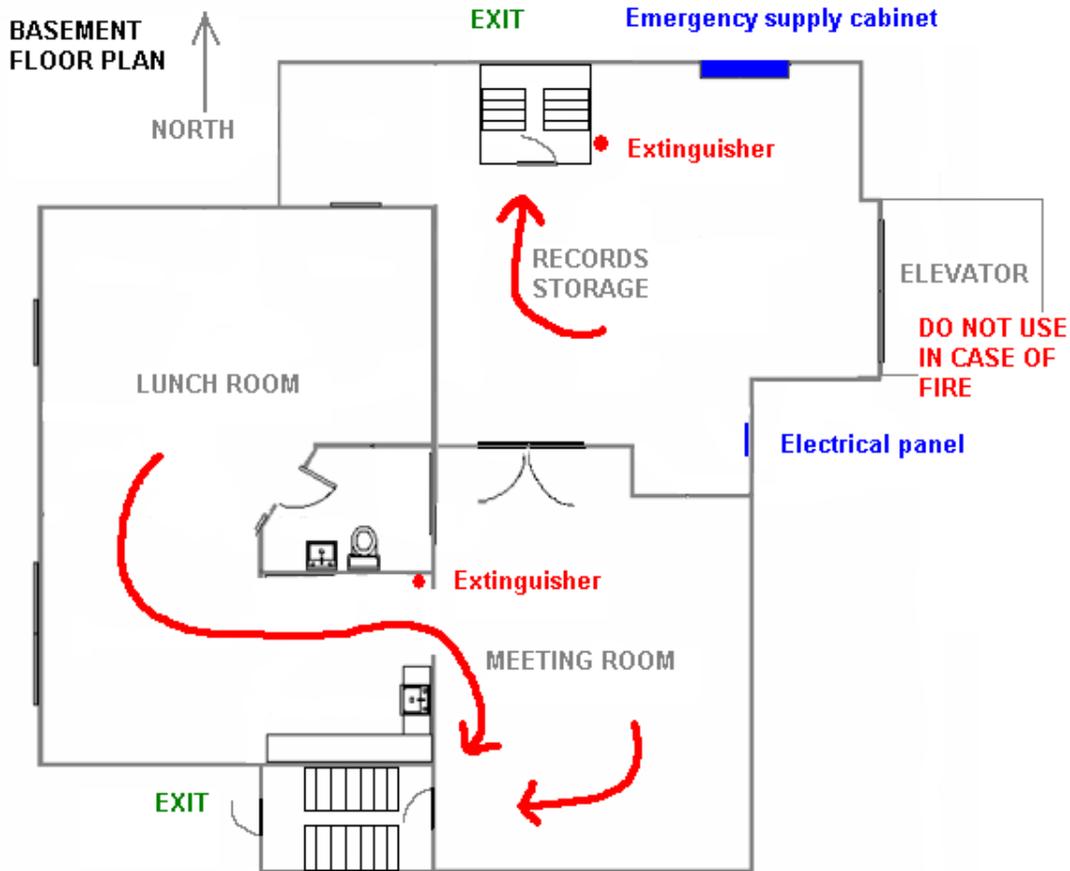
Insert or adjust information as needed

Contacting the Fire Alarm Monitoring Company

Person(s) assigned to contact the Fire Alarm Monitoring Company: 1. 2.		
Fire Alarm Monitoring Company Name:	Phone # Phone #	Account #

Appendix A – Example Floor Plan

This example diagram was created with a simple “Paint” program available with most office computers. You can also use drawing tools in word processing programs or draw by hand. Remember, the less cluttered you can make the image, the easier it is to understand.



Appendix E – Building Maintenance and Fire Prevention

These are some basics of maintaining a safe building:

1. Do not allow the accumulation of flammable/combustible trash – remove daily
2. Keep all exit aisles, stairs and doors clear of visual and physical obstruction.
3. Regularly check the battery back-up of emergency lighting and illuminated exit signs.
4. Do not use space heaters
5. Do not use home appliances in a commercial setting. They are not designed to be used all day or on a 24 hour basis (coffee pots, microwaves, etc.)
6. Use extension cords only for temporary situations like a projector or a fan. Plug devices directly into wall outlets or into power strips that have over-current protection and are plugged directly into wall outlets.
7. Do not allow extension cords to be walked on, pinched or covered. Keep good air flow to allow heat dissipation and check regularly for “hot spots” along the cord which may indicate broken wires. Do not repair extension cords.
8. Do not allow “outdoor” Christmas lights inside the building.
9. Avoid live Christmas trees in the building if possible. If not possible, ensure that the tree is well watered and not allowed to become a fire hazard. If the needles become brittle, remove it immediately. If available, use fire retardant treated live trees.
10. Ensure that sprinkler heads are not blocked (a minimum of 18” of clearance below the head is required) and never hang anything from any part of a sprinkler system (party streamers & decorations).
11. Ensure that sprinkler heads are never painted and if painted, replaced.
12. Secure large heavy objects that could block exits or hurt someone in the event of an earthquake.
13. Limit smoking to an area outside the building that is completely non-combustible and where there are no trash receptacles. Instead have approved cigarette receptacles available.
14. Ensure that any damaged walls or open ceiling panels are restored immediately. Frequently these structural components are “fire rated” and are intended to keep fire from spreading to other areas.
15. Do not allow self-closing doors to be propped open. Many of these are also intended to compartmentalize a fire. If you are unsure whether your self-closing door must be kept closed, ask your fire inspector.
16. If your building has portable fire extinguishers, keep them accessible. Check them monthly and have them serviced annually.
17. Have your fire alarm and sprinkler systems tested annually. Have repairs done immediately. Keep inspection and repair records on file for the Fire Marshal.
18. Do not allow employees to park vehicles so that fire hydrants, standpipes or hose connections are obstructed.
19. Never disable a smoke detector. Have it repaired or replaced immediately.

Appendix F – Getting Started

The safety committee. Establish a safety committee of individuals who want to be involved, take on leadership responsibilities during times of crisis and actively participate in periodic safety meetings and audits of the building. Select a Safety Coordinator to lead the safety committee. Select Wardens and alternate Wardens.

Survey the building. Determine what type of fire and life safety systems are present—including fire alarm systems, smoke detectors, voice alarm system, sprinklers, fire extinguishers, fire hose stations, alarm pull stations, fire doors, smoke control systems, emergency lighting and backup power. If your fire alarm system is monitored, be sure to keep the name and phone number of the monitoring company readily available at the fire alarm panel and in your Emergency Response Plan. If you are not completely familiar with your fire alarm system or other fire protection features, contact your building management or a professional fire protection company to learn more about them.

Survey the building occupants. Does your building house a changing population, as in a retail store or restaurant, or will the building occupants be familiar with the facility and its exits? Note any special needs that individuals may have, such as non-English speaking people or people who may need physical assistance in an emergency situation. Are special provisions needed based on the building and climate such as blankets, umbrellas, life jackets, etc? For guidance on how to determine what kind of assistance related questions you should ask employees, please visit the Equal Employment Opportunity Commission's web site at <http://www.eeoc.gov/facts/evacuation.html>

Develop a floor plan. Design a basic floor plan for each floor of the building. On each floor, indicate the location of all fire exits, manual pull stations, and extinguishing equipment. Post the floor plan throughout the building. Mark "YOU ARE HERE" according to the location of the posted plan. Then, mark the path to the two closest fire exits. Also note that elevators must not be used as a fire exit.

Develop written procedures. This can be a simple document that you distribute to building occupants, or a bound document that details the roles of staff and occupants during a fire emergency. This document should be readily available for building occupants and distributed to new staff during orientation. The template provided is meant to be a beginning point. Filling in the specific names and numbers in the template may not adequately address the needs of your facility.

Critical data or records. Plan ahead and begin redundant off site storage of critical computer data or records. Do not plan to retrieve anything of value in the building in the event of an evacuation. It is far better to lose the data than to lose a life in an attempt to keep the business viable.

Assign a meeting place. Choose an outside location for occupants to meet after evacuating—at least 200 feet from the building. In the event of an evacuation, this is a place to assemble and take a head count. The meeting place location should be far enough away from the building to keep individuals out of the way of firefighting activities and away from falling glass and debris.

Post all phones with IN CASE OF EMERGENCY CALL 9-1-1. In Vancouver, call 9-1-1 for Fire, Medical Aid, or Police. Make sure the address of the building is posted on the telephone. If the building manager wants to be notified, the appropriate number should also be listed on or near the phone. If a "9" or other number must be detailed first, make sure this information is on the phone.

Implementing the Plan Employee or resident meetings are effective ways of introducing tenants to a new Emergency Response Plan. New employee orientations and building newsletters are effective ways of introducing the plan to new people.

Building occupants should be instructed to call 9-1-1 whenever an emergency occurs. They should be prepared to state:

1. The type of emergency.
2. The address of the building.
3. The nearest cross street.
4. The nature and extent of the emergency, if known.
5. If it is safe to do so, the caller should remain in contact with 911 until instructed to hang up by the emergency operator.

Automatic Fire Alarm Reporting Always make sure that a call has been directed to 9-1-1 regardless of whether you believe your building is monitored by a private monitoring service.

Apathy or lack of participation in fire drills. You may encounter some building occupants who refuse to participate in fire drills. Problems with frequent alarms in a building may make matters even worse. Your best tactic in gaining cooperation in drills is to explain the advantages of participation. Explain that under real fire conditions, evacuation can be considerably more complicated. Informing employers that liability for their staff increases if they do not allow or encourage participation in the drill may also influence them to participate. If a fire did occur and one of their staff was injured or killed, it is possible they may be named in some legal action because of their lack of support for learning fire safety procedures.

Making the drill more interesting by using a fire scenario and making sure the drill will be held at a convenient time may yield better participation. Some buildings hand out tickets for a prize drawing to occupants as they leave the building to go to their meeting place, to provide an obvious incentive.

For businesses and commercial properties within the Gulfport City limits, the Fire Department's Fire Marshal staff is here to help:

- Assist in the creation of your Emergency Response Plan
- Evaluate your drill
- Educate your building occupants

Please feel free to contact the Fire Marshal's Office located at 2401 53 St. S. Gulfport, FL 33707

Telephone (727) 893-1064 and for additional information visit www.mygulfport.us

Practice! Once your Emergency Response Plan is established, conduct monthly, quarterly or annually drills as is appropriate to your situation. If you are unsure of the required or recommended drill frequency, contact the Fire Marshal's Office. The more you practice, the safer your building occupants will be.

Appendix G – Required Equipment & Training List

Equipment		Locations
<input type="checkbox"/>	Reflective identification vests for coordinator and warden staff	
<input type="checkbox"/>	Two-way radios to be stored in charger bases	
<input type="checkbox"/>	A battery operated AM/FM radio/television.	
<input type="checkbox"/>	Flashlights to be stored in charger bases	
<input type="checkbox"/>	Flag poles with distinctly colored flags or large labeled & colored umbrellas for wardens to carry to assembly areas	
<input type="checkbox"/>	Bullhorn with charger or spare batteries	
<input type="checkbox"/>	Clipboards with daily rosters and mobility-impaired person locations	
<input type="checkbox"/>	Floor diagrams to post at or near exits	
<input type="checkbox"/>		
<input type="checkbox"/>	Annual portable fire extinguisher training	
<input type="checkbox"/>	Dust masks and protective eyewear	
<input type="checkbox"/>	Sanitizing chemicals (bleach, buckets, disinfectant sprays, etc)	
<input type="checkbox"/>	72 hour kits	
<input type="checkbox"/>	Umbrellas/portable canopies	
<input type="checkbox"/>	Blankets and tarps	
<input type="checkbox"/>	First aid kits	
<input type="checkbox"/>	<i>Insert or adjust information as needed</i>	