



# **EMERGENCY ACTION PLAN REFRESHER**

## **275 MADISON AVENUE, NEW YORK, NY 10016**



### **For all NON-FIRE Emergencies such as:**

**NATURAL:** Earthquakes, Hurricanes, Tornadoes, Snow Storms, Floods, Extensive Heat-Cold Conditions

**MAN-MADE:** Blackouts, Active Shooter, Civil Unrest/ Riots, Nuclear-Chemical-Biological-Radiological  
*Concerns: “Is it accidental or intentional (possible terrorist attack)?”*

### **Basic difference between a Fire Incident and a Non-Fire Incident:**

**Fire:** Fire alarm sounds - Generally evacuate to a lower floor

**Non-Fire:** No alarm – possible tone – Public Address (PA) announcement. Depending on what the threat is and where it is, the possible safest option is to stay in the building

**EAP Goals:** • Keep the occupants safe • Keep the building secure • Reoccupy the building & restart business

In the event of a Non-Fire Emergency, your Emergency Action Plan (EAP) Director will inform occupants of the following information: **(4 W’s)**

- **What** has occurred
- **Which** action you are directed to take
- **Where** it has occurred
- **Why** it is necessary to take this action

You will be instructed to take one of the following **4 actions**:

- **Shelter In Place** – Remain at your work location. Do not go outside of the building
- **In Building Relocation** – Move to another more secure part of the building
- **Partial Evacuation** – Selected floors will be directed to evacuate to an assembly area
- **Full Evacuation** – The entire building will be directed to evacuate to an assembly area

### **EVERYONE’S RESPONSIBILITY:** “*EVERYONE IS ON THE SAFETY TEAM*”

- It is important to listen to all announcements and follow all directions as the event unfolds
- Assist in any and all tasks of the warden team
- Be familiar with your floor layout and the location & use of the following:

- ALL EXIT STAIRS • FIRE ALARM BOXES • WARDEN PHONES • FIRE EXTINGUISHERS
- **Off-Site Assembly Areas:**

**PRIMARY\*:** **BRYANT PARK (42<sup>ND</sup> STREET BETWEEN 5<sup>TH</sup> & 6<sup>TH</sup> AVENUE)**

**SECONDARY\*:** **GRAND CENTRAL STATION (42<sup>ND</sup> STREET BETWEEN LEXINGTON AVENUE & VANDERBILT AVENUE)**

(\*Be aware you may be directed to an alternate area depending on the location of the incident \*)

### **SEARCHERS:**

- Ensure other warden team members are present – Recruit help if needed
- Check all bathrooms, lounges, conference rooms for unaware occupants
- Assist in the gathering of occupants (if necessary) to a staging area near the warden
- In the event of an evacuation, assist those needing help exit via the stairs or possibly the elevator if deemed OK
- If no deputy warden, assist the warden in implementing the EAP

### **DEPUTY WARDENS:**

- Assist in gathering of information & implementing the warden’s directions
- If necessary, lead the occupants in the evacuation or In-building relocation area via the stairs or possibly the elevator if deemed OK
- If no warden, assume duties

### **WARDEN:** “*AT THE WARDEN PHONE TO ESTABLISH COMMUNICATION & GIVE DIRECTIONS*”

- Established contact with the FSD via the warden phone and /or the fire command station (lobby) phone: **646-864-0470** if necessary
- Notify EAP Director of occupants needing assistance and follow instructions on where to stage them (staircase, elevator –*freight-under FDNY control*)
- Assign occupants (searchers, co-workers) to assist occupants with special needs either to a staging area (staircase, elevator –if deemed OK) or down the stairs depending on the amount of assistance needed

**Active Shooter Training: Know your ABC’s:**

**A – Avoid (RUN)    B – Barricade (HIDE)    C – Confront (FIGHT)**