



FIRE SAFETY AND EMERGENCY RESPONSE AWARENESS

Introduction

The Emergency Action Plan provides the framework for a response capability:

- **Provides answers to the question “what?”**
 - **Need to develop answers to the question “how?”**
 - **Answer the question “who?”**
-

Emergency response procedures can be identified in two categories:

- **Those that are common to all hazards incidents**
- **Those that are unique to specific incidents**

Preparation Saves Lives

“When you fail to plan, you plan to fail.”

1993 WTC Attack

- **No back-up lighting in stairwells**
- **No Public Address system**
- **No emphasis on fire drills**
- **Six hours to evacuate**

2001 WTC Attacks

- **Back-up lighting in stairwells**
- **Glow-in-the-dark paint on handrails and steps**
- **Public Address system in place**
- **Periodic fire drills**
- **Less than two hours to evacuate**

Stakeholders



- **Management:**
- -Agency and Governor 's Office of Employee Relations
- **Unions:**
- -PEF, CSEA, UUP, DC37, NYSCOPBA, NYS PBA
- **Other Tenants:**
- -Private tenants, municipal and federal government agencies
- **Building Owner:**
- -Private owner, municipal or federal agency, Office of General Services

Before Writing Emergency Action Plans

While conducting the risk analysis for the emergency management plan, you should have identified the hazards that pose a risk to your organization. You will now create detailed emergency response procedures for those hazards:

- **Operational risks**
- **Location risks**
- **People risks**

Before Writing Emergency Action Plans (continued)

Operational risk assessment considerations:

- **Suspicious packages/mail/contraband**
- **Fires(Fire Evacuation)**
- **Bomb threats**
- **Workplace violence/Active assailant/Active shooter**
- **Protest groups**
- **Power outage/utility outage**
- **Chemical Spill**
- **Radiological emergencies**
- **Severe weather/winter storm/hurricane**
- **Other threats**

Before Writing Emergency Action Plans (continued)

Location specific risk assessment

considerations:

- **Earthquakes(Rochester, NYC, Adirondack regions)**
- **Winter storms(lake effect snow)**
- **Hurricanes(Tropical Storm Lee/Hurricane Irene/Hurricane Sandy)**
- **High profile sites at risk for terrorism(Capital region/NYC)**
- **Nuclear power plants(Indian Point, Ginna, Vermont Yankee)**

Before Writing Emergency Action Plans (continued)

People risk assessment considerations include:

- **Number of people to evacuate**
- **Disabled visitors and employees with mobility impairments(OPWDD,ACCESS-VR)**
- **Where other businesses/agencies are evacuating(crowding inside of exit routes)**
- **Directed departure vs. sending to alternate work sites**
- **On-site childcare facilities**
- **Consideration of Shelter in Place/Lockdown/Lockout options or non-emergency evacuations.**

Emergency Action Plan Development Considerations



Regardless of the type of hazards, either operational or location , the procedures should take into consideration the following items:

- **Prevention / Mitigation Steps**
- **Recognition / Notification Steps**
- **Assessment Steps**
- **Response Action Steps**
- **Post-Incident Actions Steps**

Common Emergency Action Plan Elements

Common action plan elements provide a response to incidents that may have different causes, but require the same response:

-Building Evacuation

(chemical spill, fire etc.)

-Business Continuity

(Relocation of office caused by building collapse, storm etc.)

-Communications

(Power failure /internet outage)

Fire Emergency

Prevention

Sensible, fire-safe housekeeping is one of many measures for preventing fires and for limiting those that do occur. Unsafe conditions such as accumulated trash, cluttered offices and extension cords should be eliminated. Your area of responsibility should be reviewed for possible hazards. Unsafe conditions should be corrected or reported without delay.

Detection

Fire detection/alarm systems, as well as sprinkler systems where applicable, should be maintained in fully functional conditions at all times.

Immediate Actions (R.A.C.E.)

- 1. R: Immediately relocate away from the source of the fire, taking anyone nearby with you.**
- 2. A: Use your voice (loud but not panicked) to let people know that there is a fire and get them up and moving. Manual Pull Stations should be used if any fire is found or if the alarm system has not activated. Call 911 from a safe location only!**

Fire Emergency (cont.)

- 3. C: Close, but do not lock, office and corridor doors, on the way out, to help contain the spread of smoke and fire.**
- 4. E: Proceed directly to the closest usable exit and follow it to the designated assembly point. Mobility impaired individuals should follow the protocols in place for those that cannot use the stairs to evacuate.**
- 5. Any Tenant Safety Organization Members (if applicable), should assume their roles as soon as the alarm is activated and follow their designated procedures, without placing themselves in danger, until the event is concluded or everyone is out of the building.**
- 6. Once at the assembly point, any information as to the location/type of the fire, any unaccounted-for individuals or any other pertinent info., should be communicated to the incoming first responders as soon as is feasible. Check to make sure all staff are accounted for. Notify management as needed.**

Post-Incident Action

- 1. Maintain accountability until all staff are back in the building/space or are relocated (potentially sent home) due to no re-entry allowed.**
- 2. Conduct an After-Action Review to determine what went well and what did not. Document issues and make improvements as needed.**

Situation Specific Response Plans

The specific hazards New Yorkers should prepare for include:

-Coastal Storms

-Utility Disruptions

-Winter Weather

-Urban and Coastal Flooding

-Earthquakes

-Fire

-Severe Weather

-Terrorism

-Transportation Accidents

-Active Shooter

-Water Supply Failures

-Extreme Heat

-Hazardous Materials

Situation Specific Response Plans (continued)

The specific hazards New Yorkers should prepare for include:

-Additional response plans should include:

-Bomb Threat

-Civil Disturbance

-Hostage Situation

-Medical Emergencies

-Suspicious Mail/Packages

-Workplace Violence

-Other plans based on risk analysis

Earthquakes

Response procedures to earthquakes include the following:

- Check for structural damage**
- Organize search and rescue**
- Prepare for after shocks**
- Evacuate employees**
- Triage for injured employees**
- Clear debris to assist fire and EMS responders**
- Account for all employees**
- Check for electrical hazards or gas leaks**
- Assist employees in communicating with families**

Floods

Flooding may develop slowly or result from heavy rains or dam failure. With preparation and more time to respond; injuries, loss of life, and damage to property and assets can be minimized. Response procedures include:

- Evacuation of personnel & assets to higher ground**
- Sandbagging**
- Turn off electrical power**
- Provide security to prevent looting**
- Assist employees who may need shelter or food**
- Provide warnings about contaminated water or food**
- Medical assistance to exposed employees (e.g.. Tetanus)**

Explosions or Fires

- **Explosions or fire come with little or no warning and are usually localized. Response procedures include:**
- **-Call 911**
- **-Evacuate facility**
- **-Consider secondary explosions**
- **-Direct turn off of cell phones, handheld radios**
- **-Clear a path for emergency vehicles**
- **-Do not allow entry into burning buildings**
- **-Provide responders with building blueprint**



Active Assailant

Workplace violence and active assailant incidents usually involve an unfolding scenario and, as such, requires more flexible responses. Some of those responses include:

- Determination of location of incident**
- Removing employees from affected areas**
- Establishing single point of contact for information**
- Provide assistance to law enforcement responders**

Active Assailant (Continued)

Responses (cont):

- Search surrounding areas for hiding employees**
- Coordinate company media messages with law enforcement**
- Assist in criminal investigation**
- Arrange for external workforce for cleanup**
- Provide immediate crisis counseling**
- Provide individual and family assistance to injured**

Severe Weather

- **Response activities include:**
- **-Warning**
- **-Evacuation**
- **-Search and rescue**
- **-Emergency food and shelter**
- **-Electric and gas shutdown**
- **-Check structural integrity**



Terror Attacks

Terrorism can come in many forms.

Following 09-11-2001 much attention was focused on large scale events.

It is important to keep in mind that potential terror attacks can be in many forms of varying magnitude. These may include:

-Bombings

-Shootings

-Kidnappings

-Chemical weapons

-Biological weapons

Terror Attacks (Continued)

- The most important response procedures should include:
- -Work with governmental authorities
- -Consider the potential for secondary or multiple coordinated attacks
- -Recognize the importance of information to reduce the fear factor



Release of Toxic Materials



- The release of toxic materials can be accidental or intentional and is sometime difficult to identify which has occurred. It is wise to assume an intentional release until otherwise proven accidental. Some response procedures to follow include:
 - -Attempt to identify the toxic material
 - -Block off and guard affected area
 - -Ventilate or seal the area as appropriate

Release of Toxic Materials (Continued)

- **Response procedures (cont):**
- **Evaluate the risk of further exposure**
- **Notify adjacent businesses**
- **Shut off heating and cooling**
- **Account for employees and visitors**
- **Provide medical education for employees**
- **Notify EPA, PESH, DEC as required**



Writing Emergency Action Plans

Along with plan writing, remember that plans should include participation of all stakeholders:

-Mission, purpose, and authority statements

-Building management team

-Tenant Safety Organization

-Safety Committee Members

-Roles and responsibilities for designated response personnel in the plan(Wardens, Fire Safety Director etc.)

Developing the Plan

- Brainstorm with Safety Committee/Tenant Safety Organization Members**
- Review “what if contingencies”**
- Draft the plan**
- Define methods of reporting emergencies**
- Review, critique, and revise**
- Hold drills to assess how it works**
- Print the plan, have the plan available at the worksite, distribute the plan widely, train the workforce, and update annually**

Human / Staff Considerations

- **-Tenant safety organization?**
- **-Safety Committee?**
- **-Trained EAP wardens?**
- **-Evacuation of disabled by staff members?**
- **-Assembly place?**
- **-Accounting for occupants by supervisor/management?**
- **Identifying two exits from work area**
- **In the event of a fire immediately evacuate the danger area, activate a manual pull station on your way out and call the emergency number (911) from a safe location**

Ten most important ingredients found in a successful emergency response plan

1. Management support

AND

2. Employee buy-in

3. **Proper planning**

4. **Adequate training and practice**

5. **Designated leader**

6. **Maintaining an up to date plan**

7. **Methods of communication to alert employees**

8. **PESH/FDNY/New York State Uniform Building Code regulations are part of the plan**

9. **Procedures for shutting down critical equipment**

10. **Employees are told what actions to take in an emergency**

NYSDOL PESH/DHSES OFPC/FDNY

Subpart E—Emergency Planning

1910.38 Emergency Action Plans (11-7-02)

Subpart K--Medical and First Aid

1910.151 Medical Services and First Aid

Subpart L--Fire Protection

1910.155 through 1910.165

New York State Uniform Fire Prevention and Building Code

2025 NYS Fire Code Chapter 4:

Emergency Planning and Preparedness

Rules of the City of New York (Private)

Title 3 Chapter 4 Emergency Planning and Preparedness (06-24-04)



Next Steps?

- 1. Involve rank and file members, union leaders, building tenants in planning process, training, review of EAP, and drills.**
- 2. Request a copy of the Emergency Action Plan**
 - Is it in writing?**
 - Is it complete?**
 - Is it up to date?**
- 3. Is the Tenant Safety Organization in place and current?**
- 4. What about training?**
 - New employees must receive training**
 - If the plan is revised ALL employees must receive training**

Results

- **Many successes in improving plans through Labor Management and Health and Safety committees**
- **Changes in federal(OSHA) and local(FDNY) safety regulations post 09-11-2001**
- **Voluntary adoption of best practices (NYC OEM Partners in Preparedness)**



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OSHA Emergency Action Plan eTool



<https://www.osha.gov/etools/evacuation-plans-procedures>

Group Discussion

Each table has
an activity



Additional Questions

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