



**EDUCATIONAL AND CULTURAL TRUST FUND  
OF THE ELECTRICAL INDUSTRY**

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

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**Croker Fire Drill Corporation**  
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## 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

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## **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:



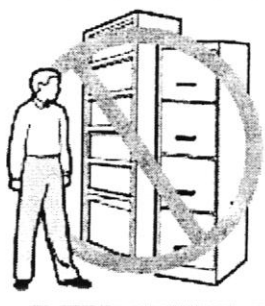
1. Use available information to evaluate the situation. Note where the closest emergency exit is.



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



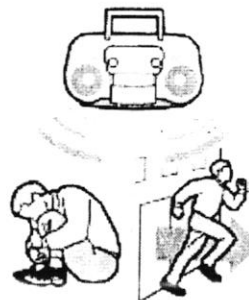
3. Take cover against a desk or table if things are falling.



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

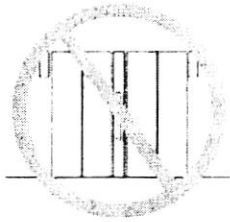


5. Face away from windows and glass. Move away from exterior walls.

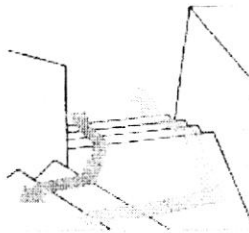


6. Determine if you should stay put, "shelter-in-place" or get away. Listen for and follow instructions from EAP Staff or Emergency Personnel.



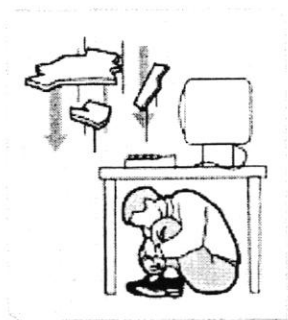


7. Do not use elevators unless instructed by EAP Staff or emergency personnel.



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

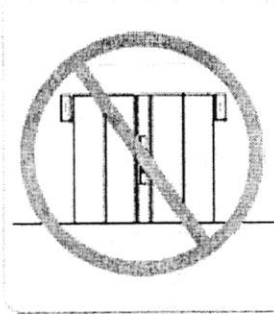
## IF THERE IS AN EXPLOSION:



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



2. Exit the building as quickly as possible.

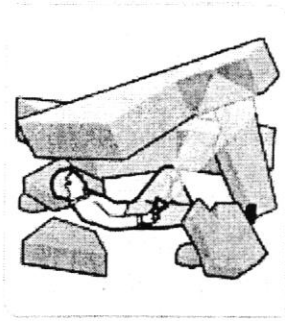


3. Do not use elevators unless instructed by EAP Staff or emergency personnel.

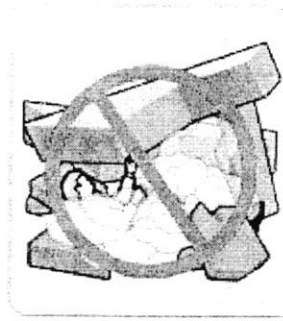


4. Check for fire and other hazards.

## IF YOU ARE TRAPPED IN DEBRIS:



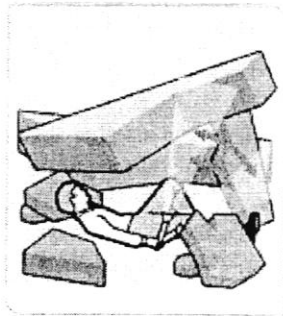
1. If possible, use a flashlight to signal your location.



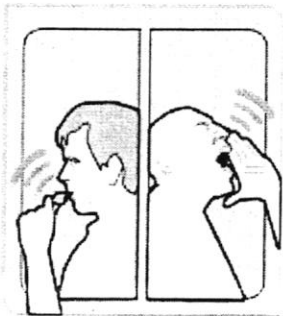
2. Avoid unnecessary movement so that you don't kick up dust.



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.

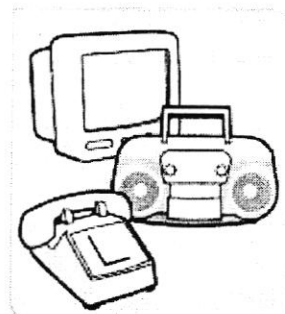
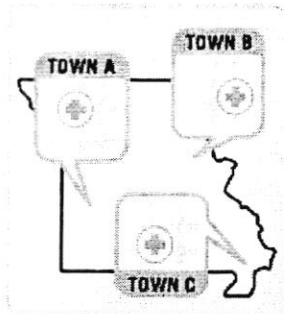
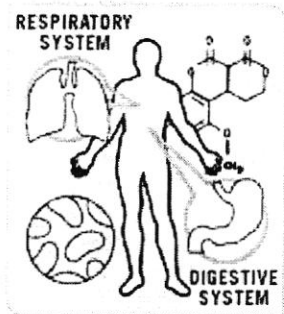


4. Tap on a pipe or wall so that rescuers can hear where you are.

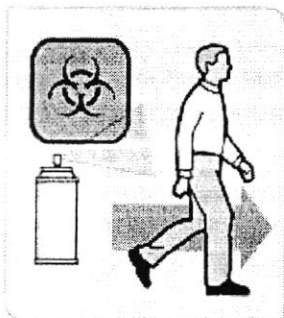
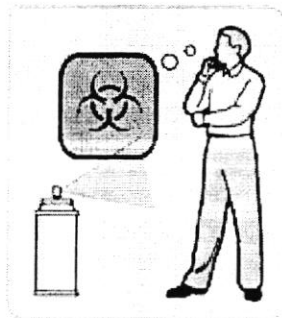


5. Use a whistle if one is available. Shout only as a last resort - shouting can cause a person to inhale dangerous amounts of dust.

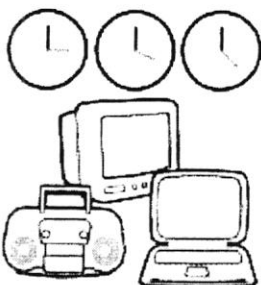
## BIOLOGICAL THREAT:



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.

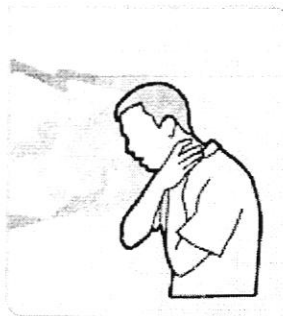
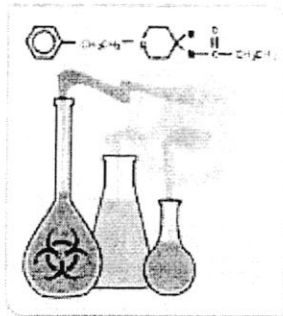
## HAZARDOUS MATERIALS OR CHEMICAL SPILLS:

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.

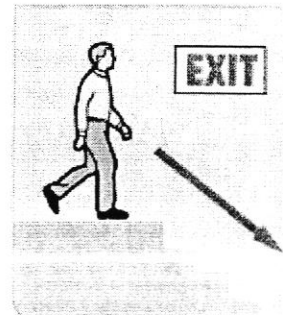
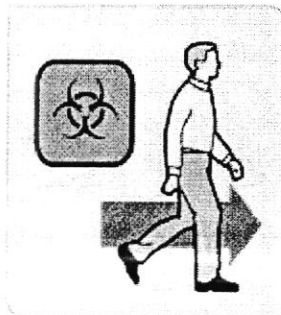
### General Guidelines:

- 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:



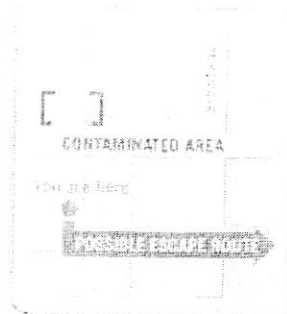
1. A chemical attack is the deliberate release of a toxic gas, liquid or solid that can poison people and the environment.
2. Watch for signs such as many people suffering from watery eyes, twitching, choking, having trouble breathing or losing coordination.
3. Many sick or dead birds, fish or small animals are also cause for suspicion.



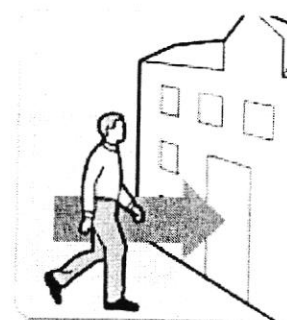
4. If you see signs of a chemical attack, quickly try to define the impacted area or where the chemical is coming from, if possible.
5. Take immediate action to get away from any sign of a chemical attack.
6. If the chemical is inside a building where you are, try to get out of the building without passing through the contaminated area, if possible.



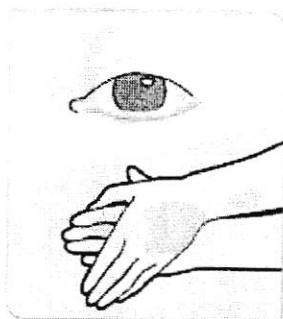
7. Otherwise, it may be better to move as far away from where you suspect the chemical release is and "shelter-in-place."



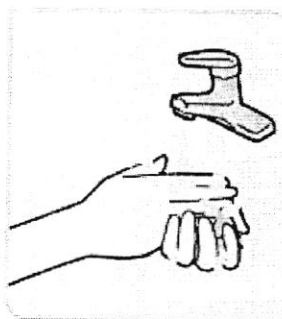
8. If you are outside when you see signs of a chemical attack, you must quickly decide the fastest way to get away from the chemical threat.



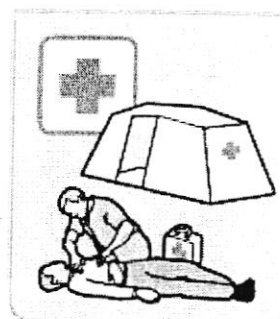
9. Consider if you can get out of the area or if it would be better to go inside a building and follow your plan to "shelter-in-place."



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.

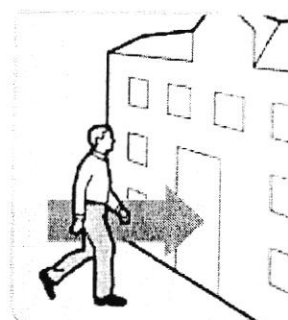
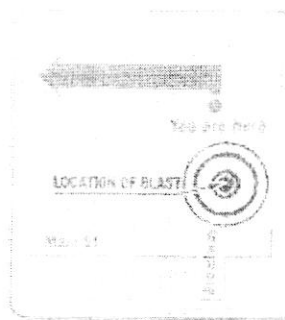
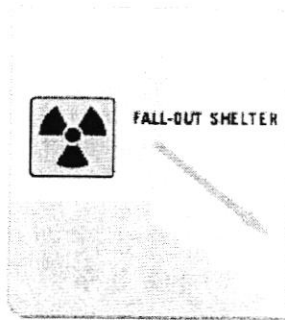


11. Wash with soap and water, if possible, but do not scrub the chemical into your skin.

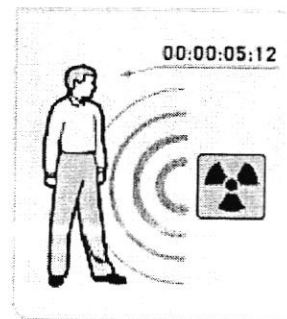
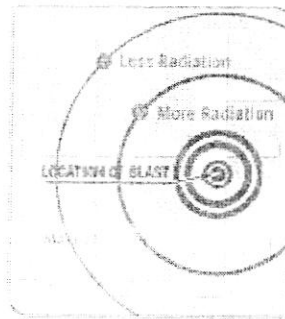
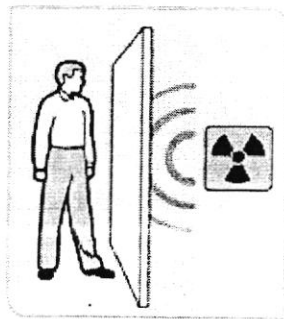


12. Seek emergency medical attention.

## 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.

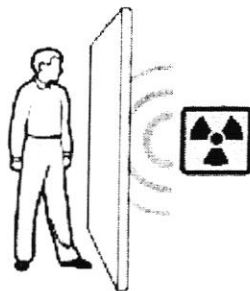
**Time:** Minimizing time spent exposed will also reduce your risk.



## RADIATION THREAT:



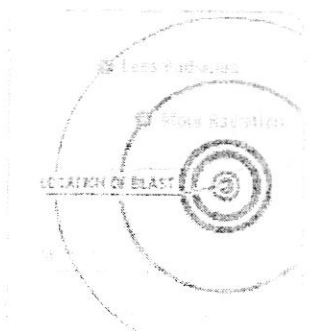
1. A radiation threat or "Dirty Bomb" is the use of common explosives to spread radioactive materials.



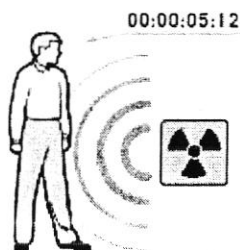
2. It is not a nuclear blast. The force of the explosion and radioactive contamination will be more localized. In order to limit the amount of radiation you are exposed to, think about shielding, distance and time.



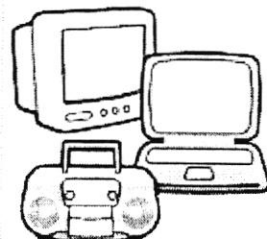
3. **Shielding:** If you have a thick shield between yourself and the radioactive materials more of the radiation will be absorbed by the thick shield, and you will be exposed to less.



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 or 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: 158-11 JEWEL AVENUE, QUEENS, NY 11365

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: \_\_\_\_\_

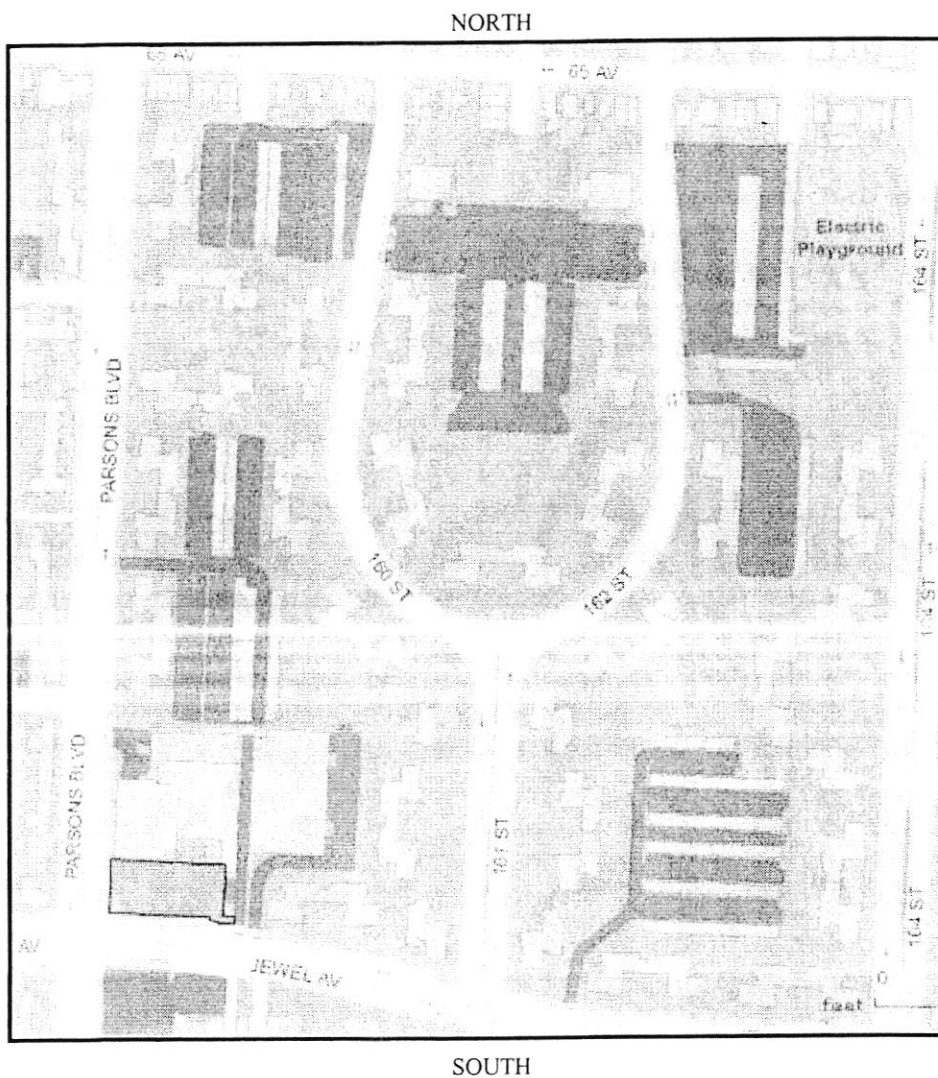
Area(s) of Refuge in Building: \_\_\_\_\_



## EVACUATION ROUTE/MAP:

### Assembly Area:

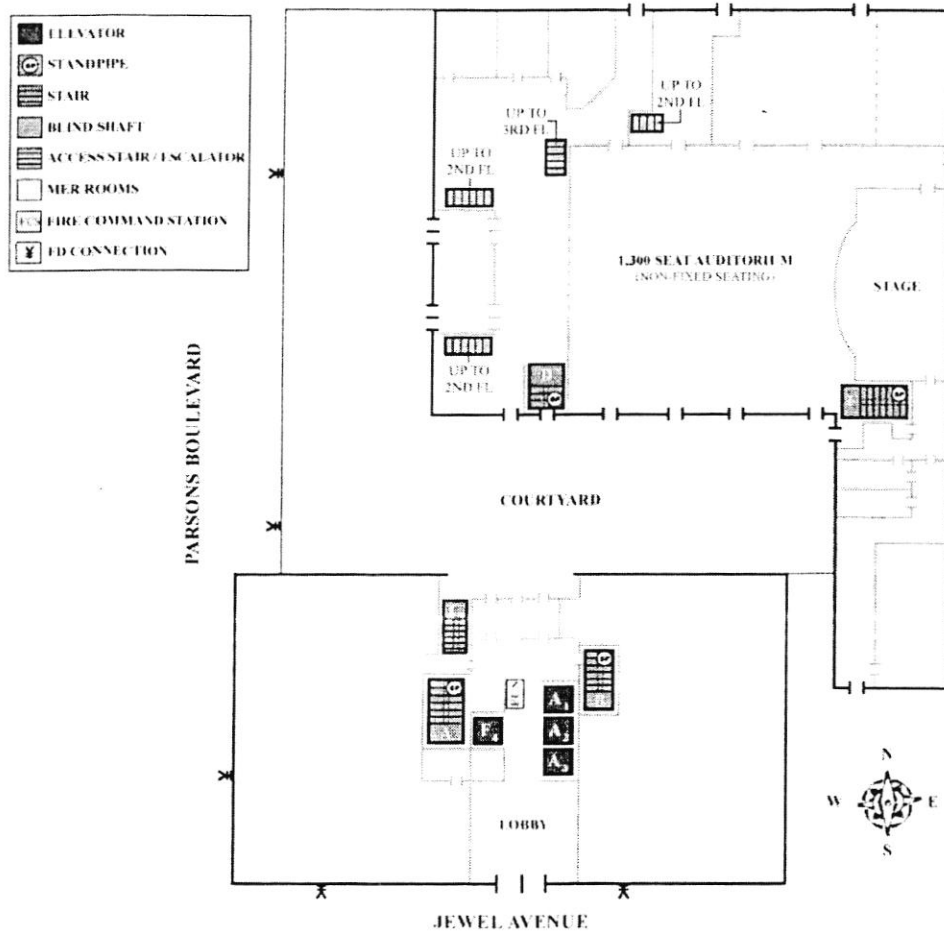
- Primary - On Jewel Avenue  
(Between 161st Street & 164th Street)
- Alternate - On Parsons Boulevard  
(Between Jewel Avenue & 65th Avenue)



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## FOOTPRINT OF BUILDING:



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