Office of the Chief Technology Officer (OCTO)

e-Gov Application Support
ESA Application
Emergency Plan User Guide

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1 Introduction

1.1 Purpose

The purpose of this document is to guide the users on how to use the ESA Application to fill out their building's emergency plan.

1.2 Audience

The audience for this document includes:

- Anyone who will fill out an emergency plan for the building online using the ESA Application

1.3 Overview

Emergency Plan is a multi-step wizard that allows you to create your building's Emergency Plan. The online plan was designed to mimic the paper copy so page content should be familiar to you. The following is described in this guide:

- the process of completing your emergency plan
    - "complete" vs. "not complete" plan
    - "approved" vs. "rejected" plan
- page-by-page instructions, mandatory data

2 Completing Emergency Plan

- Emergency Plan must be filled out for your building or school once a year.
- Every year a new, "clean" template will be created in the system
- You must fill out all the required data on each page for a plan to be considered "complete"
- ESA Administrator will have access to review your plan
- ESA Administrator will designate a specific person to "approve" your plan once it has been filled out by you.
- You may access your plan after it has been approved any time during the year to update information, if needed.

2.1 Complete vs. Not Complete Plan

When you save data on ***each page of the Emergency Plan***, you will see ***Page Status*** at the top of the screen:

- **Complete** or **Not Complete**

Page is considered ***complete when all the required data on that page is entered***. Page is ***not complete*** when one or more of the required fields are not filled out. Fields indicated with an asterisk (*) are mandatory.

The entire Emergency Plan will NOT be complete until each page of the plan is completed.

ESA Administrator will monitor the status of your emergency plan and will see how far it is from being complete:

- The plan is rated from **0% (not started) to 99% (fully complete)** with each page accumulating a certain percentage once filled out. The remaining **1% is reserved for plan approval**, described in the next section.

Please note that information related to completion percentages is reserved for the ESA Administrator only. You need to make sure your plan is complete by filling out all the required information on each page. Which information is required for each page is described in section 3 below.

2.2 Approved vs. Rejected Plan

Once your emergency plan is complete, a person designated by the ESA Administrator – an Approver, will review each page. He/she will mark each page as:

- **Approved** or **Rejected**

When a page is rejected, approver will provide his/her reason why the page is being rejected. If the page is rejected, you will receive an email at the address provided during registration letting you know that the page has been rejected and the reason for rejection. You can then access your emergency plan to correct information based on approver's comments.

Once ALL pages of your emergency plan are approved, ESA Administrator will see that your plan reached 100%. There is nothing more for you to do at this point. If information entered in the plan needs to be updated during the year, you may do that at any time by accessing "Create/Update Plan" link from the home page.

3 Page-by-Page Instructions

- When opening the plan for the first time, i.e. no data has been entered yet; ***you must save information on page 1 before page 2 becomes available***.
  - Once you have saved the data on each page, you may access any page by selecting the desired page # at the top of the screen. (see screenshot below)
- Information on each page is NOT saved until you select "**Save & Continue**" button.
- Fields indicated with an asterisk (*) on each page are mandatory – if not all the required information is entered, the page is considered incomplete (see section 2.1 above for more details)
- You may go though the entire plan without completing all the required information, however, the **Emergency Plan will NOT be considered "complete" until ALL the required data is entered on each page**.
- Status of each page is shown at the top of the page: **Complete** or **Not Complete**.
- Once all the required info is entered on page, page status will change to Complete AFTER "Save & Continue" button is selected.
- Where multiple entries can be made within a table, you may enter information in each field of the row and then select the green checkbox icon to add the entry to the table.
- To update the entry in the table, select the update icon in the row you want to modify.
- To delete the entire row, select the delete icon in the row you want to remove.
- To exit and return back to your building's home page, select "**Building Home Page**" button
- If you have a question or are not sure how to fill out information, select "**Request Assistance**" button to send an email to the ESA Administrator
- Instructions on how to fill out each page are provided at the top of the screen on each page of the emergency plan.

3.1 Page 1 – Cover Page

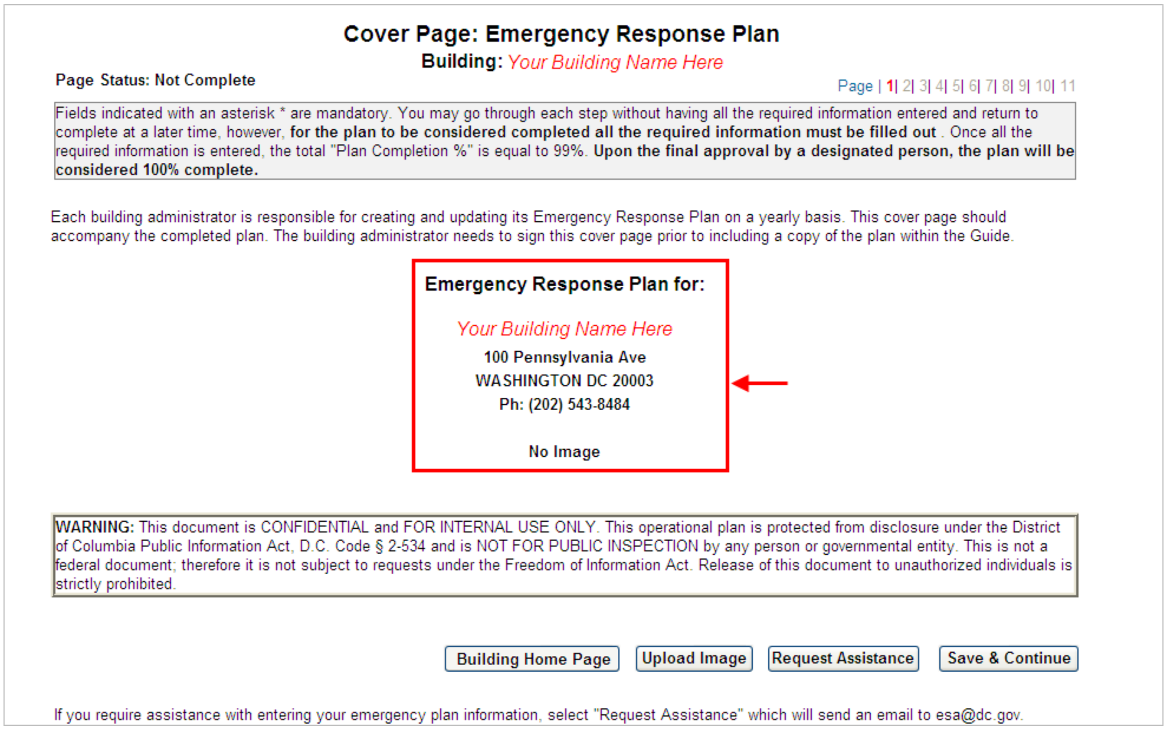


Figure 1: Page 1 - Cover Page

Information that is required for Cover Page to be completed includes content shown in the box on the screenshot above:

- Building Name – already pre-entered in the system
- Address - already pre-entered in the system
- Phone # - already pre-entered in the system
- Building Image – need to upload

If you need to modify Building Name, Address and Phone #, return to the **Building Home Page** and select "Update" link under School Info in the Quick Links section of the page.

Building Image may be uploaded from the School Info page, as well as on the current page. To upload a new picture, or to replace current picture from page 1 of the Emergency Plan page:

- select "**Upload Image"** button.

- Select "**Browse**" to select a file
- Select "**Upload Image**" button again
- The screen will be refreshed with newly uploaded image.
- Select "**Save & Continue**" to save changes and go to the next page

Select "**Save & Continue**" to save changes and go to the next page. If you need assistance with this page, select "**Request Assistance**" button to send an email to the ESA Administrator.

3.2 Page 2 – Emergency Response Team Assignments

Emergency Response Team: Assignments
Building: *Your Building Name Here*

Page Status: Not Complete

Page | 1| 2| 3| 4| 5| 6| 7| 8| 9| 10| 11

Fields indicated with an asterisk * are mandatory. You may go through each step without having all the required information entered and return to complete at a later time, however, **for the plan to be considered completed all the required information must be filled out**. Once all the required information is entered, the total "Plan Completion %" is equal to 99%. **Upon the final approval by a designated person, the plan will be considered 100% complete.**

In general, Emergency Response Team (or ICS) roles should be logical, reasonable parallels to day-to-day work assignments. Complete the form below to reflect your team assignments; remember that no individual can be assigned to more than one role within the plan. **For each role described below, atleast one person must be entered for completion.**

Title	Name (1. Primary 2. First Alternate 3. Second Alternate)	Position	Location Person Is Found (Enter Room#, Phone #/Ext. or describe location)
Incident Commander*	1. Jim Nelson	Chief Operations Officer	10th floor, room # 045; phone # 202-534-87
	2. Sarah Jones	Assistant Manager	10th floor, room # 203
	3.		
Public Safety Liaison*	1. John Smith	Public Safety Coordinator	202-543-6543
	2.		
	3.		
Occupant Accounting Coordinator*	1. Linda Miles	HR rep	9th floor, suite 930
	2.		
	3.		
Facility Access Coordinator*	1. Donna Jones	Project Coordinator	202-456-5432
	2.		
	3.		
Triage Coordinator*	1. Laura Boyle	HR rep	202-777-4321
	2.		
	3.		
Media Liaison	1. Christina Phillips	Communications Director	9th floor, suite 930
	2.		
	3.		
Community Liaison	1. Christina Phillips	Communications Director	9th floor, suite 930
	2.		
	3.		
Counseling Coordinator	1. Lisa Johnson	HR rep	202-656-5431
	2.		
	3.		
Supplies Coordinator	1. Donna Jones	Project Coordinator	202-456-5432
	2.		
	3.		
Transportation Coordinator	1. Gina Thompson	Transporation Director	202-543-6541
	2.		
	3.		

Floor Wardens:

#	Name	Position	Location Person Is Found (Enter Room#, Phone #/Ext. or describe location)	Floor #	Add	Edit
1	Danna Phillips	admin assistant	room 003; phone # 202-765-6543	3rd		
2	Gina Gibson	teacher	room 525; phone # 456-765-7654	5th		
3	Jim Jim	teacher	202-543-8765	6th		
4	Jim Nelson	school staff	rooom 211; phone # 202-5432122	2nd		
5	Kelly Clarkson	school teacher	room 415; phone # 202-544-6543	4th		
6	Myles Johnson	instructor	room 001; phone # 202-654-6541	1st		

Building Home Page | Request Assistance | Save & Continue

Figure 2: Page 2 – Emergency Response Team: Assignments

The following information is **required** on Page 2:

- **Incident Commander**
- **Public Safety Liaison**
- **Occupant Accounting Coordinator**
- **Facility Access Coordinator**
- **Triage Coordinator**

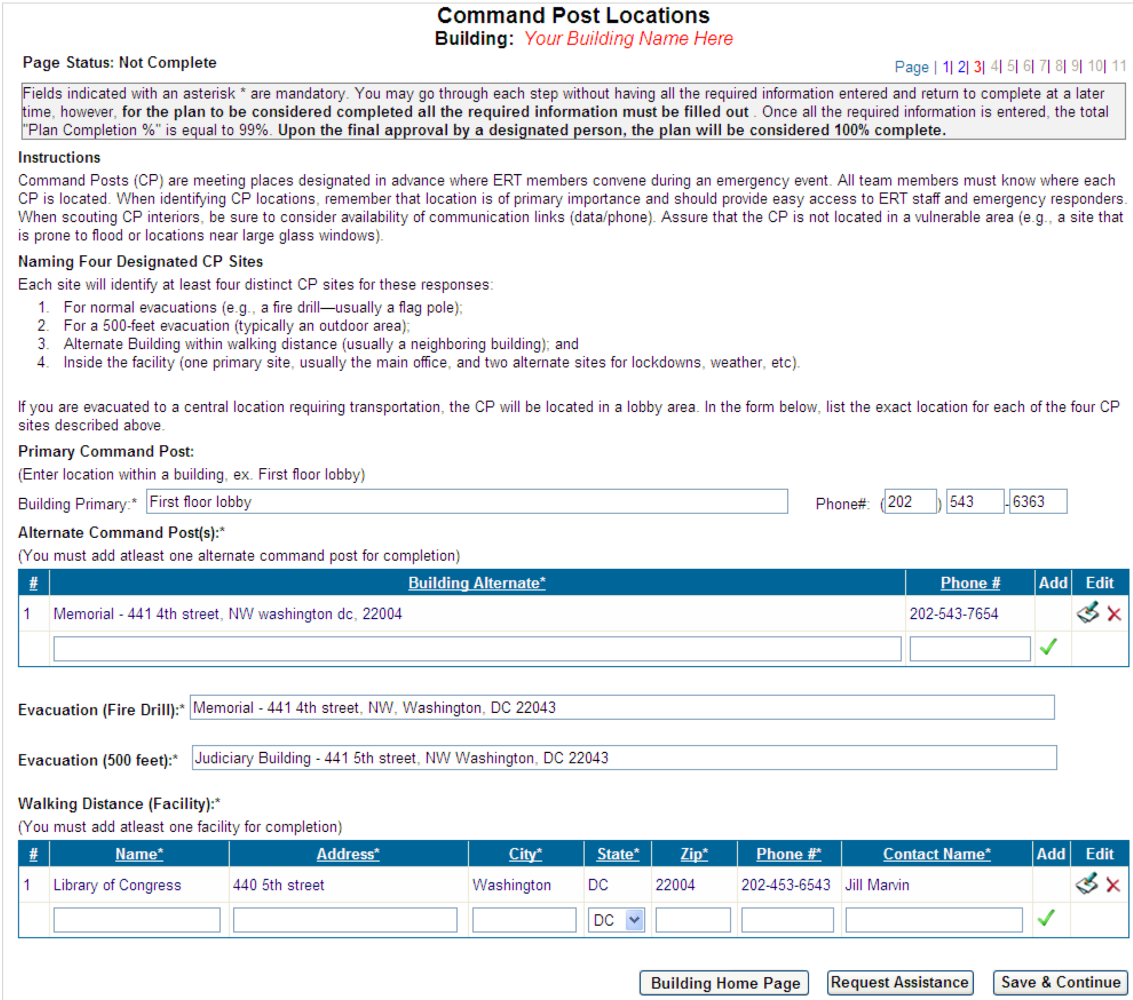
You must identify at least ONE (1) person for each role on the above list, and a MAX of three (3) people may be entered. For each person enter his/her Position, and Location where this person can be found (you may provide office/phone #).

Other roles are not required, therefore, provide information if available.

Note: when filling out **Floor Wardens** information, ***you may identify as many wardens as needed, there is no maximum***.

Select "**Save & Continue**" to save changes and go to the next page. If you need assistance with this page, select "**Request Assistance**" button to send an email to the ESA Administrator.

3.3 Page 3 – Command Post Locations



Command Post Locations
Building: Your Building Name Here

Page Status: Not Complete

Page | 1| 2| 3| 4| 5| 6| 7| 8| 9| 10| 11

Fields indicated with an asterisk * are mandatory. You may go through each step without having all the required information entered and return to complete at a later time, however, **for the plan to be considered completed all the required information must be filled out** . Once all the required information is entered, the total "Plan Completion %" is equal to 99%. **Upon the final approval by a designated person, the plan will be considered 100% complete.**

Instructions

Command Posts (CP) are meeting places designated in advance where ERT members convene during an emergency event. All team members must know where each CP is located. When identifying CP locations, remember that location is of primary importance and should provide easy access to ERT staff and emergency responders. When scouting CP interiors, be sure to consider availability of communication links (data/phone). Assure that the CP is not located in a vulnerable area (e.g., a site that is prone to flood or locations near large glass windows).

Naming Four Designated CP Sites

Each site will identify at least four distinct CP sites for these responses:

1. For normal evacuations (e.g., a fire drill—usually a flag pole);
2. For a 500-feet evacuation (typically an outdoor area);
3. Alternate Building within walking distance (usually a neighboring building); and
4. Inside the facility (one primary site, usually the main office, and two alternate sites for lockdowns, weather, etc).

If you are evacuated to a central location requiring transportation, the CP will be located in a lobby area. In the form below, list the exact location for each of the four CP sites described above.

Primary Command Post:
(Enter location within a building, ex. First floor lobby)

Building Primary:* First floor lobby Phone#: (202) 543 -6363

Alternate Command Post(s):*
(You must add atleast one alternate command post for completion)

#	Building Alternate*	Phone #	Add	Edit
1	Memorial - 441 4th street, NW washington dc, 22004	202-543-7654		

Evacuation (Fire Drill):* Memorial - 441 4th street, NW, Washington, DC 22043

Evacuation (500 feet):* Judiciary Building - 441 5th street, NW Washington, DC 22043

Walking Distance (Facility):*
(You must add atleast one facility for completion)

#	Name*	Address*	City*	State*	Zip*	Phone #*	Contact Name*	Add	Edit
1	Library of Congress	440 5th street	Washington	DC	22004	202-453-6543	Jill Marvin		
				DC					

Building Home Page | Request Assistance | Save & Continue

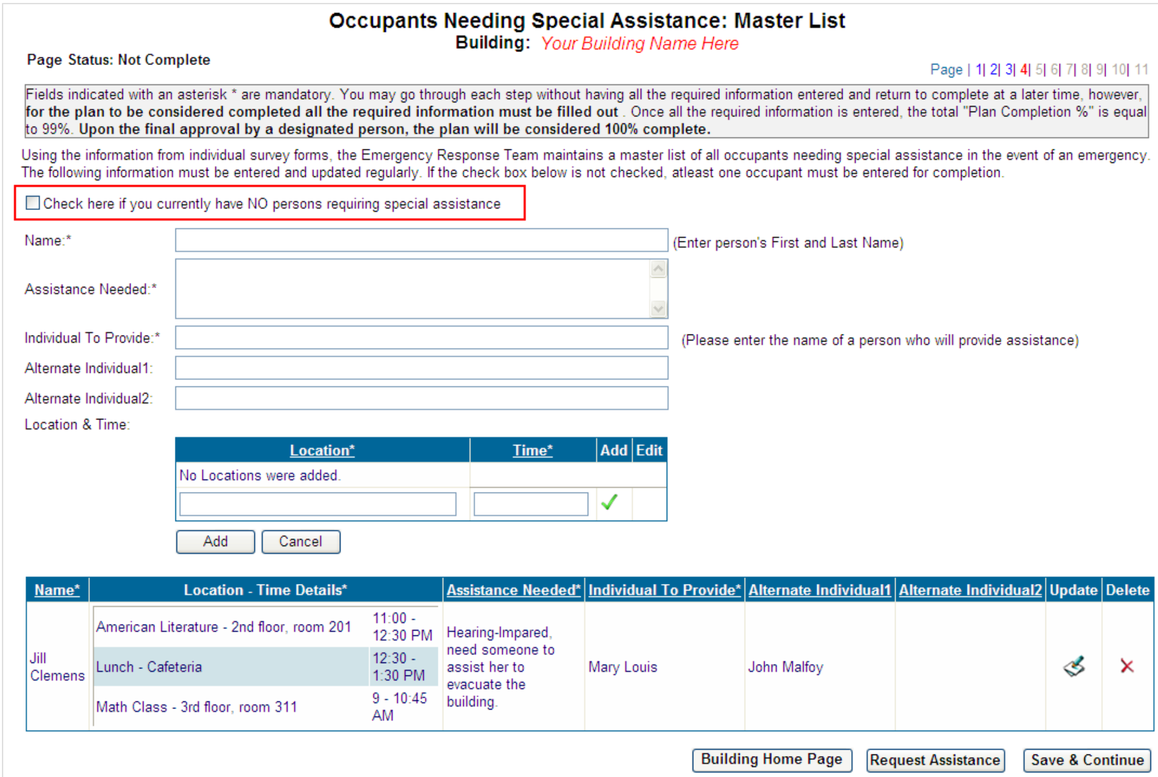
Figure 3: Page 3 – Command Post Locations

The following information is required on this page:

- **Primary Command Post** – must provide location within a building
- **Alternate Command Post** – one is required, as many as needed may be provided
- **Evacuation (Fire Drill)** – must provide location
- **Evacuation (500 feet)** – must provide location
- **Walking Distance Facility** - one is required, as many as needed may be provided (you must enter information in all fields: Name, Address, City, State, Zip, Phone #, and Contact Name)

Select "**Save & Continue**" to save changes and go to the next page. If you need assistance with this page, select "**Request Assistance**" button to send an email to the ESA Administrator.

3.4 Page 4 – Occupants Needing Special Assistance: Master List



Occupants Needing Special Assistance: Master List
Building: Your Building Name Here

Page Status: Not Complete

Page | 1| 2| 3| 4| 5| 6| 7| 8| 9| 10| 11

Fields indicated with an asterisk * are mandatory. You may go through each step without having all the required information entered and return to complete at a later time, however, **for the plan to be considered completed all the required information must be filled out** . Once all the required information is entered, the total "Plan Completion %" is equal to 99%. **Upon the final approval by a designated person, the plan will be considered 100% complete.**

Using the information from individual survey forms, the Emergency Response Team maintains a master list of all occupants needing special assistance in the event of an emergency. The following information must be entered and updated regularly. If the check box below is not checked, atleast one occupant must be entered for completion.

☐ Check here if you currently have NO persons requiring special assistance

Name:* (Enter person's First and Last Name)
Assistance Needed:*
Individual To Provide:* (Please enter the name of a person who will provide assistance)
Alternate Individual1:
Alternate Individual2:
Location & Time:

Location*	Time*	Add	Edit
No Locations were added.			

Add Cancel

Name*	Location - Time Details*		Assistance Needed*	Individual To Provide*	Alternate Individual1	Alternate Individual2	Update	Delete
Jill Clemens	American Literature - 2nd floor, room 201	11:00 - 12:30 PM	Hearing-Impared, need someone to assist her to evacuate the building.	Mary Louis	John Malfoy			
	Lunch - Cafeteria	12:30 - 1:30 PM						
	Math Class - 3rd floor, room 311	9 - 10:45 AM						

Building Home Page Request Assistance Save & Continue

Figure 4: Page 4 – Occupants Needing Special Assistance

On this page, you may list all persons who require special assistance in your building. If you do NOT have such occupants, select "**Check here if you currently have NO persons requiring special assistance**" checkbox, and then select "**Save & Continue**" to proceed to the next page.

If you have occupants with special needs, enter each person's information one at a time in the following required fields on the screen:

- **Name –** enter person's First and Last Name
- **Assistance Needed –** describe the type of assistance needed
- **Individual to Provide –** provide the name of the individual who will provide assistance
    - You may identify two (2) alternate individuals, if needed
- **Location & Time** – you may enter multiple locations where a person can be found

Select "**Add**" to insert information entered for an occupant into the table at the bottom of the screen. This action will add one person's information into the table. You may insert one person at a time.

Enter next occupant's information the same way as described above. To update any of the entered information, select the update icon in the table for a person you want to revise.

If you have selected "**Check here if you currently have NO persons requiring special assistance**" checkbox, but need to enter occupant's information later during the year, ***unselect the checkbox to add information on page***.

Select "**Save & Continue**" to save changes and go to the next page. If you need assistance with this page, select "**Request Assistance**" button to send an email to the ESA Administrator.

3.5 Page 5 – Building Hazard Hunt: Master List & Mitigation Plans

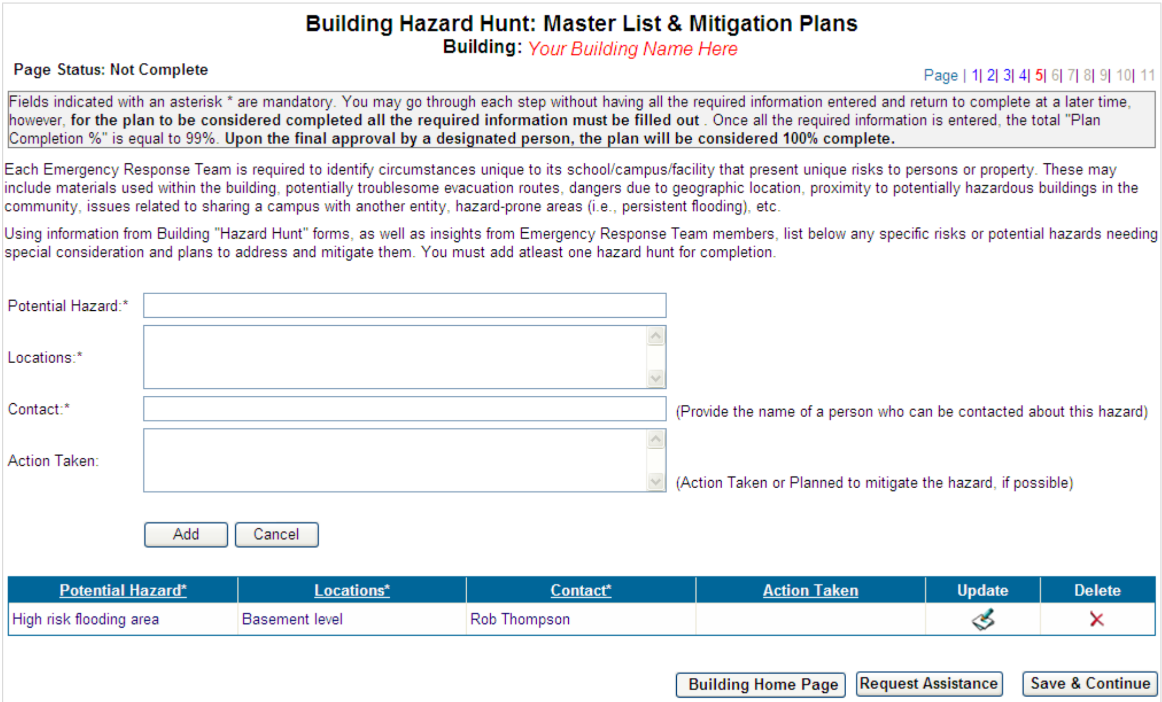


Figure 5: Page 5 – Building Hazard Hunt: Master List & Mitigation Plans

You must identify at least ONE potential hazard area within your building, but may add as many as needed by filling out the following information:

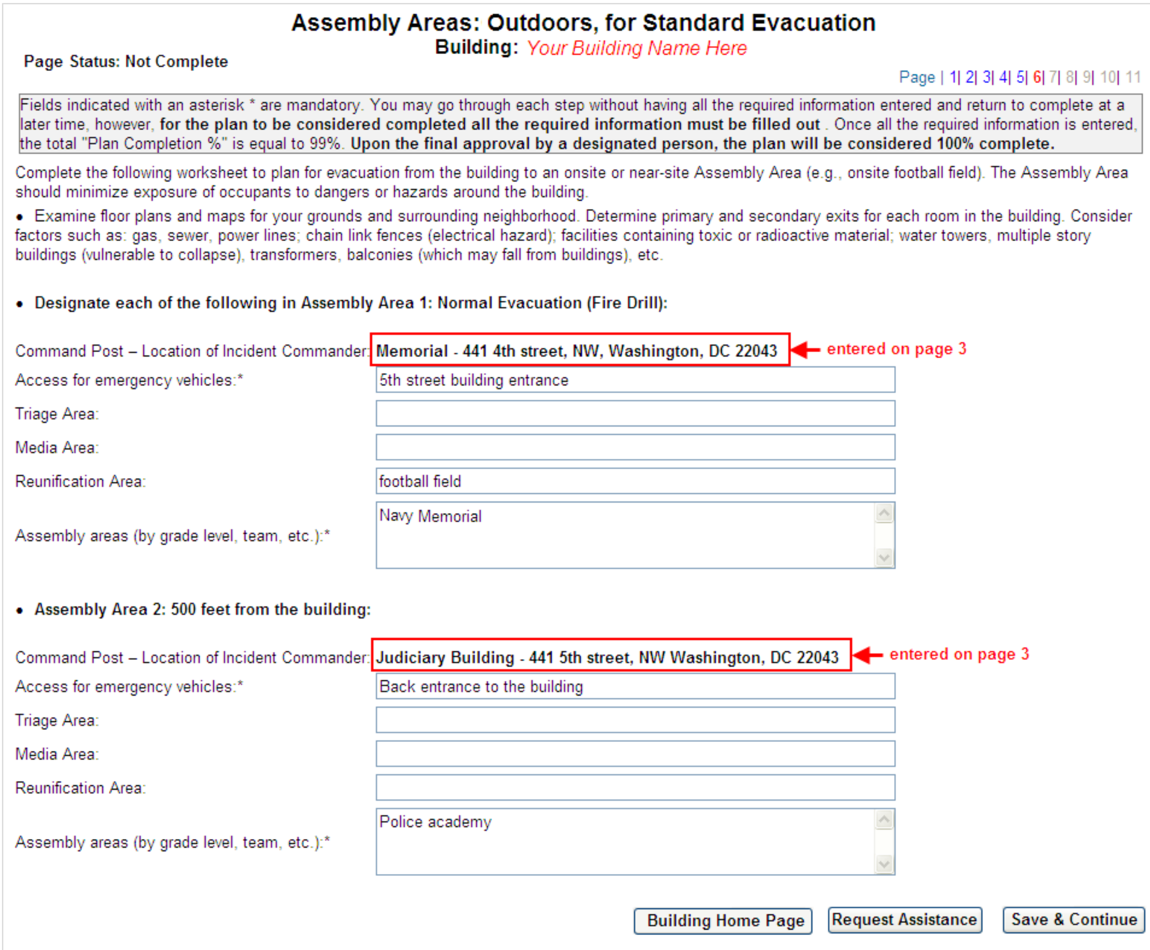
- **Potential Hazard** – describe the hazard
- **Locations** –list place(s) of where hazard is located within your building
- **Contact** – provide the name of a person who may be contacted about this hazard
- **Action Taken** – this is an optional field. Provide information if an action has been done or is planned to mitigate the hazard.

Select "**Add**" to insert information entered for an occupant into the table at the bottom of the screen. Note: selecting "Add" will add one person's information into the table. You may add each person's information at a time.

Enter next occupant's information the same way as described above. To update any of the entered information, select the update icon in the table for a person you want to revise. To delete an entry, select delete icon.

Select "**Save & Continue**" to save changes and go to the next page. If you need assistance with this page, select "**Request Assistance**" button to send an email to the ESA Administrator.

3.6 Page 6 – Assembly Areas: Outdoors, for Standard Evacuation



Assembly Areas: Outdoors, for Standard Evacuation

Building: *Your Building Name Here*

Page Status: Not Complete

Page | 1| 2| 3| 4| 5| 6| 7| 8| 9| 10| 11

Fields indicated with an asterisk * are mandatory. You may go through each step without having all the required information entered and return to complete at a later time, however, **for the plan to be considered completed all the required information must be filled out** . Once all the required information is entered, the total "Plan Completion %" is equal to 99%. **Upon the final approval by a designated person, the plan will be considered 100% complete.**

Complete the following worksheet to plan for evacuation from the building to an onsite or near-site Assembly Area (e.g., onsite football field). The Assembly Area should minimize exposure of occupants to dangers or hazards around the building.

- Examine floor plans and maps for your grounds and surrounding neighborhood. Determine primary and secondary exits for each room in the building. Consider factors such as: gas, sewer, power lines; chain link fences (electrical hazard); facilities containing toxic or radioactive material; water towers, multiple story buildings (vulnerable to collapse), transformers, balconies (which may fall from buildings), etc.

- **Designate each of the following in Assembly Area 1: Normal Evacuation (Fire Drill):**

Command Post – Location of Incident Commander:	**Memorial - 441 4th street, NW, Washington, DC 22043** ← entered on page 3
Access for emergency vehicles:*	5th street building entrance
Triage Area:	
Media Area:	
Reunification Area:	football field
Assembly areas (by grade level, team, etc.):*	Navy Memorial

- **Assembly Area 2: 500 feet from the building:**

Command Post – Location of Incident Commander:	**Judiciary Building - 441 5th street, NW Washington, DC 22043** ← entered on page 3
Access for emergency vehicles:*	Back entrance to the building
Triage Area:	
Media Area:	
Reunification Area:	
Assembly areas (by grade level, team, etc.):*	Police academy

Building Home Page | Request Assistance | Save & Continue

Figure 6: Page 6 – Assembly Areas: Outdoors, for Standard Evacuation

The following information is already pre-populated from page 3:

- **Assembly Area 1: Normal Evacuation (Fire Drill)**
- **Assembly Area 2: 500 feet from the building**

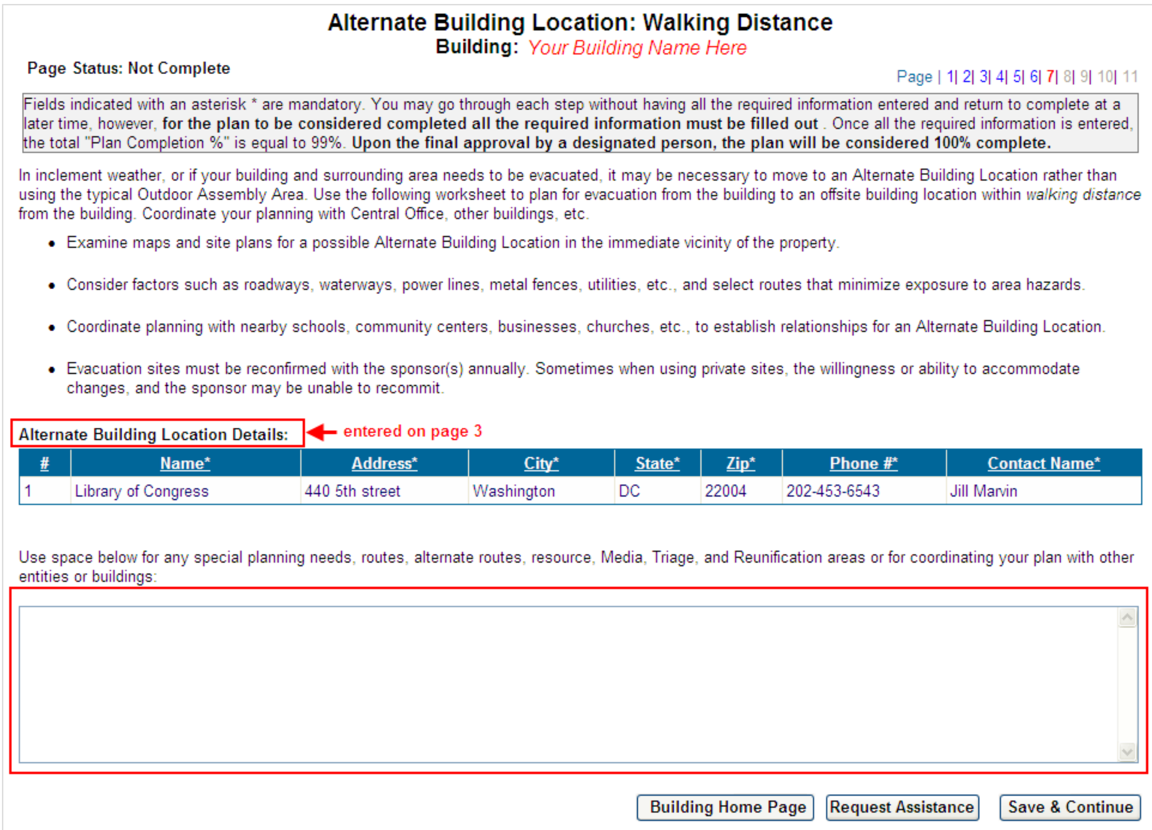
If you need to modify the above, please go back to page 3 and revise information entered there.

Provide the following additional details for each assembly area on this page:

- **Access for emergency vehicles** – required field
- **Triage Area** – required ONLY IF your building is a school, optional for others
- **Media Area** – required ONLY IF your building is a school, optional for others
- **Reunification Area** - required ONLY IF your building is a school, optional for others
- **Assembly areas** (by grade, level, team, etc.) – required field

Select "**Save & Continue**" to save changes and go to the next page. If you need assistance with this page, select "**Request Assistance**" button to send an email to the ESA Administrator.

3.7 Page 7 – Alternate Building: Walking Distance


Alternate Building Location: Walking Distance
Building: *Your Building Name Here*
Page Status: Not Complete
Page | 1| 2| 3| 4| 5| 6| 7| 8| 9| 10| 11

Fields indicated with an asterisk * are mandatory. You may go through each step without having all the required information entered and return to complete at a later time, however, **for the plan to be considered completed all the required information must be filled out** . Once all the required information is entered, the total "Plan Completion %" is equal to 99%. **Upon the final approval by a designated person, the plan will be considered 100% complete.**

In inclement weather, or if your building and surrounding area needs to be evacuated, it may be necessary to move to an Alternate Building Location rather than using the typical Outdoor Assembly Area. Use the following worksheet to plan for evacuation from the building to an offsite building location within *walking distance* from the building. Coordinate your planning with Central Office, other buildings, etc.

- Examine maps and site plans for a possible Alternate Building Location in the immediate vicinity of the property.
- Consider factors such as roadways, waterways, power lines, metal fences, utilities, etc., and select routes that minimize exposure to area hazards.
- Coordinate planning with nearby schools, community centers, businesses, churches, etc., to establish relationships for an Alternate Building Location.
- Evacuation sites must be reconfirmed with the sponsor(s) annually. Sometimes when using private sites, the willingness or ability to accommodate changes, and the sponsor may be unable to recommit.

Alternate Building Location Details: entered on page 3

#	Name*	Address*	City*	State*	Zip*	Phone #*	Contact Name*
1	Library of Congress	440 5th street	Washington	DC	22004	202-453-6543	Jill Marvin

Use space below for any special planning needs, routes, alternate routes, resource, Media, Triage, and Reunification areas or for coordinating your plan with other entities or buildings:

Building Home Page | Request Assistance | Save & Continue

Figure 7: Page 7 –Alternate Building: Walking Distance

The following information is already <u>pre-populated from page 3</u>:

- **Alternative Building Location Details**

If you have entered multiple **Walking Distance Facilities** on page 3, all of them will be displayed here. If you need to modify this information, please go back to page 3 and revise information entered on that page.

You may specify planning needs, alternate routes, resources, etc. in the space provided on this page – this is <u>optional</u> information, therefore, you may select "**Save & Continue**" to proceed to the next page without entering additional information.

If you need assistance with this page, select "**Request Assistance**" button to send an email to the ESA Administrator.

3.8 Page 8 – Alternate Building Location: Requiring Transport

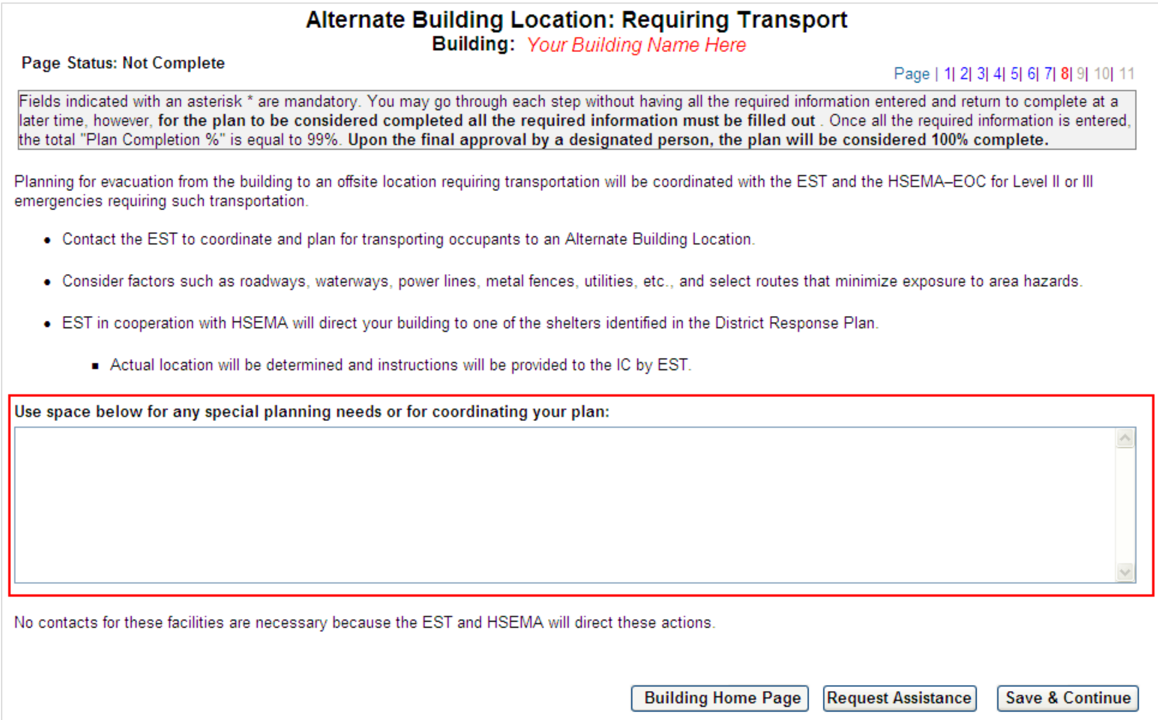
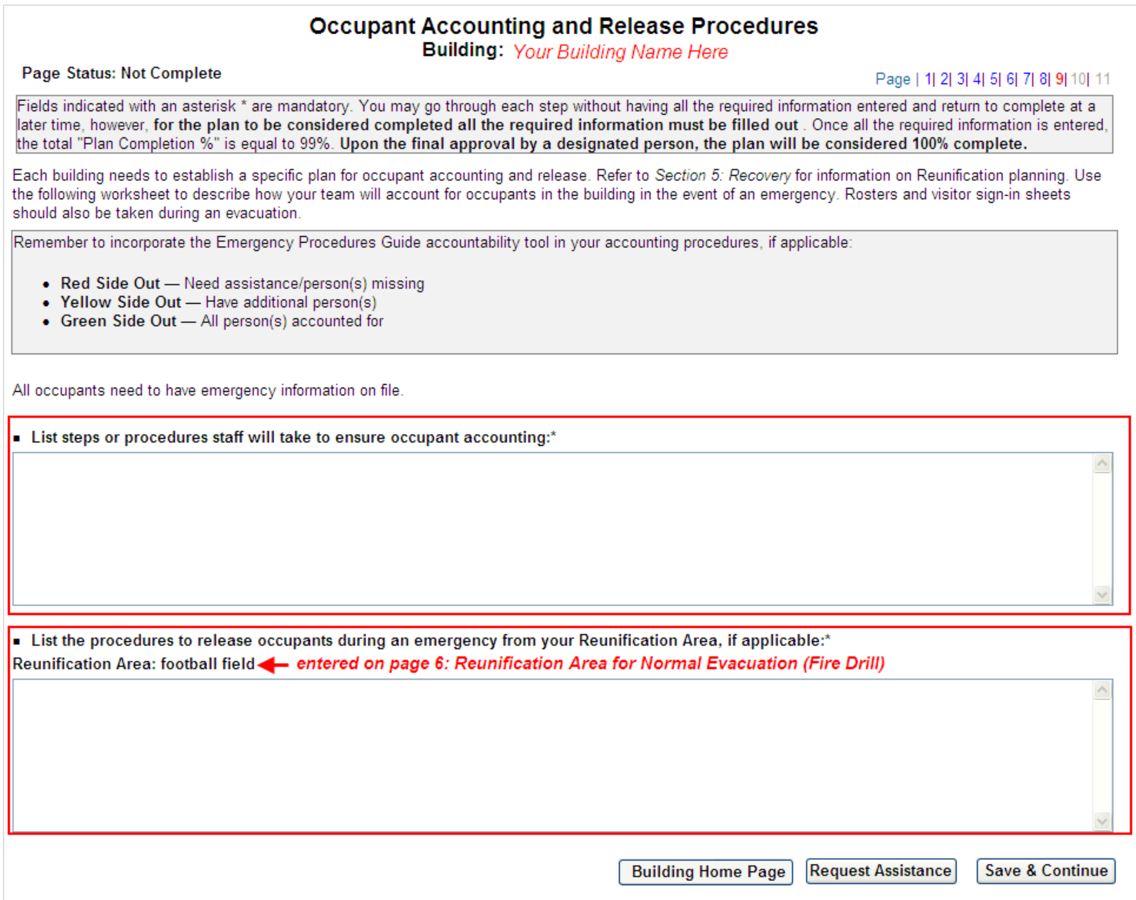


Figure 8: Page 8 – Alternate Building Location: Requiring Transport

You are not required to enter information on this page, but you may use the space provided for planning evacuation to an alternate location requiring transport. However, you may leave the space blank.

Select "**Save & Continue**" to save this page and go to the next page. The status of this page will change to "Complete" after selecting "Save & Continue". If you need assistance with this page, select "**Request Assistance**" button to send an email to the ESA Administrator.

3.9 Page 9 – Occupant Accounting and Release Procedures



Occupant Accounting and Release Procedures
Building: *Your Building Name Here*

Page Status: Not Complete

Page | 1| 2| 3| 4| 5| 6| 7| 8| 9| 10| 11

Fields indicated with an asterisk * are mandatory. You may go through each step without having all the required information entered and return to complete at a later time, however, **for the plan to be considered completed all the required information must be filled out** . Once all the required information is entered, the total "Plan Completion %" is equal to 99%. **Upon the final approval by a designated person, the plan will be considered 100% complete.**

Each building needs to establish a specific plan for occupant accounting and release. Refer to *Section 5: Recovery* for information on Reunification planning. Use the following worksheet to describe how your team will account for occupants in the building in the event of an emergency. Rosters and visitor sign-in sheets should also be taken during an evacuation.

Remember to incorporate the Emergency Procedures Guide accountability tool in your accounting procedures, if applicable:

- **Red Side Out** — Need assistance/person(s) missing
- **Yellow Side Out** — Have additional person(s)
- **Green Side Out** — All person(s) accounted for

All occupants need to have emergency information on file.

- **List steps or procedures staff will take to ensure occupant accounting:***

- **List the procedures to release occupants during an emergency from your Reunification Area, if applicable:***

Reunification Area: football field *entered on page 6: Reunification Area for Normal Evacuation (Fire Drill)*

Building Home Page | Request Assistance | Save & Continue

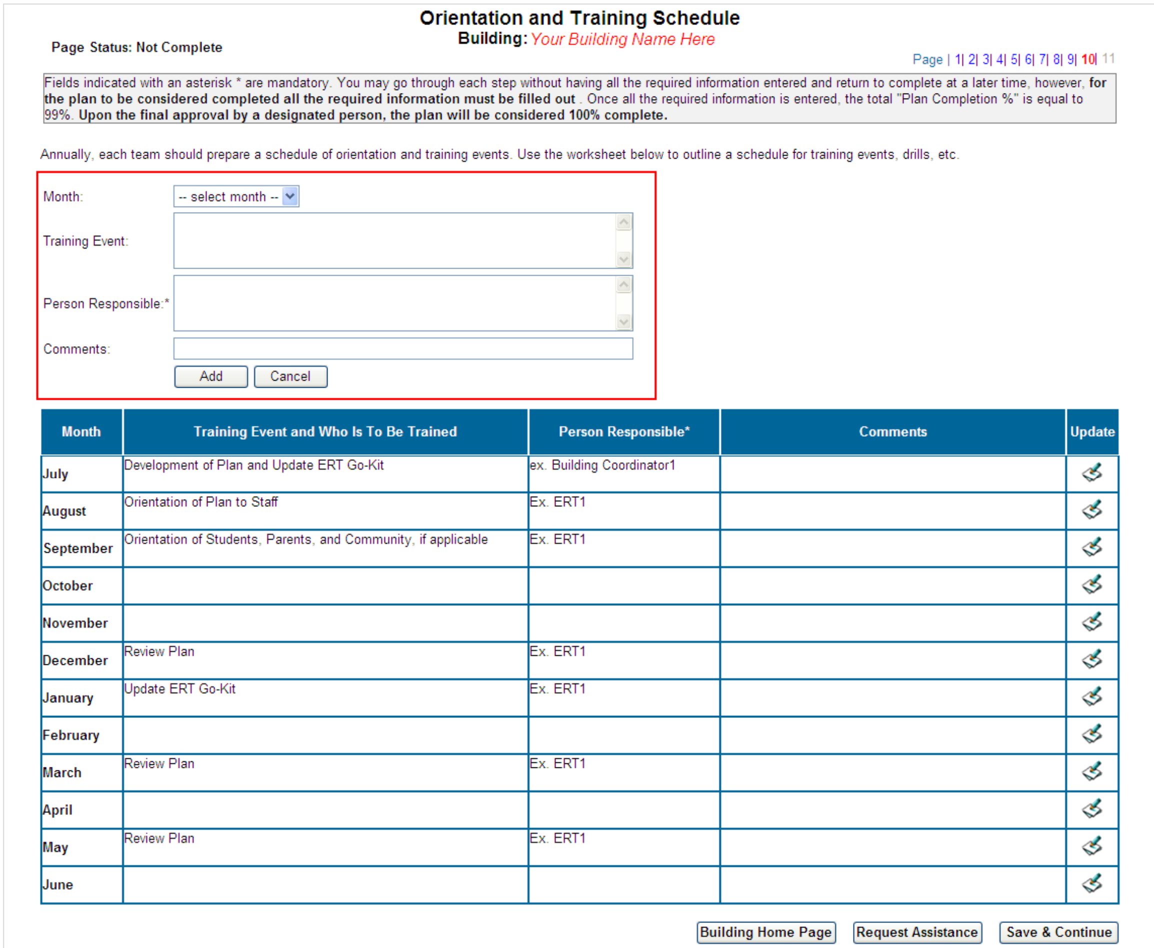
Figure 9: Page 9 – Occupant Accounting and Release Procedures

The following information must be entered on this page:

- **List steps or procedures staff will take to ensure occupant accounting**
- **List the procedures to release occupants during an emergency from your Reunification Area** – <u>required IF Reunification Area for Normal Evacuation (Fire Drill) was entered on page 6</u>
  - Information entered on page 6 will be displayed above the text box
  - If nothing is entered on page 6, this field will NOT be displayed on the screen

Select "**Save & Continue**" to save changes made on page and go to the next page. If you need assistance with this page, select "**Request Assistance**" button to send an email to the ESA Administrator.

3.10 Page 10 – Orientation and Training Schedule



Orientation and Training Schedule
Building: Your Building Name Here

Page Status: Not Complete

Page | 1| 2| 3| 4| 5| 6| 7| 8| 9| 10| 11

Fields indicated with an asterisk * are mandatory. You may go through each step without having all the required information entered and return to complete at a later time, however, **for the plan to be considered completed all the required information must be filled out**. Once all the required information is entered, the total "Plan Completion %" is equal to 99%. **Upon the final approval by a designated person, the plan will be considered 100% complete.**

Annually, each team should prepare a schedule of orientation and training events. Use the worksheet below to outline a schedule for training events, drills, etc.

Month: -- select month --
Training Event:
Person Responsible:*
Comments:
Add Cancel

Month	Training Event and Who Is To Be Trained	Person Responsible*	Comments	Update
July	Development of Plan and Update ERT Go-Kit	ex. Building Coordinator1		
August	Orientation of Plan to Staff	Ex. ERT1		
September	Orientation of Students, Parents, and Community, if applicable	Ex. ERT1		
October				
November				
December	Review Plan	Ex. ERT1		
January	Update ERT Go-Kit	Ex. ERT1		
February				
March	Review Plan	Ex. ERT1		
April				
May	Review Plan	Ex. ERT1		
June				

Building Home Page | Request Assistance | Save & Continue

Figure 10: Page 10 – Orientation and Training Schedule

Use this page to outline orientation and training events for your building throughout the year.

- **Training Events and Who Is To Be Trained** column - shows events that will be conducted.
  - Required training events are already shown for specific months
    - You may <u>not</u> remove required events
    - You may add additional events for months which already have required events by selecting the **Update** icon
  - Multiple events may be added for each month.
- **Person Responsible** – required, examples are provided for required training events. Replace examples with person responsible First and Last Name.

You may **add events to the calendar** in one of the following ways:

- select the desired **Month** for which event is being added from the Month drop-down and enter event information OR

- select **Update** icon on the calendar for the desired month (it may or may not already have events) and add new or additional training event information:
    - Training Event
    - Person Responsible
    - Comments – optional field

This page is considered "complete" when:

- All months with pre-populated required training events also have Person Responsible information for the event (example entries may not be left, you must replace with real person's responsible name).

Select "**Save & Continue**" to save changes made on page and go to the next page. If you need assistance with this page, select "**Request Assistance**" button to send an email to the ESA Administrator.

3.11 Page 11 – Floor & Site Plans

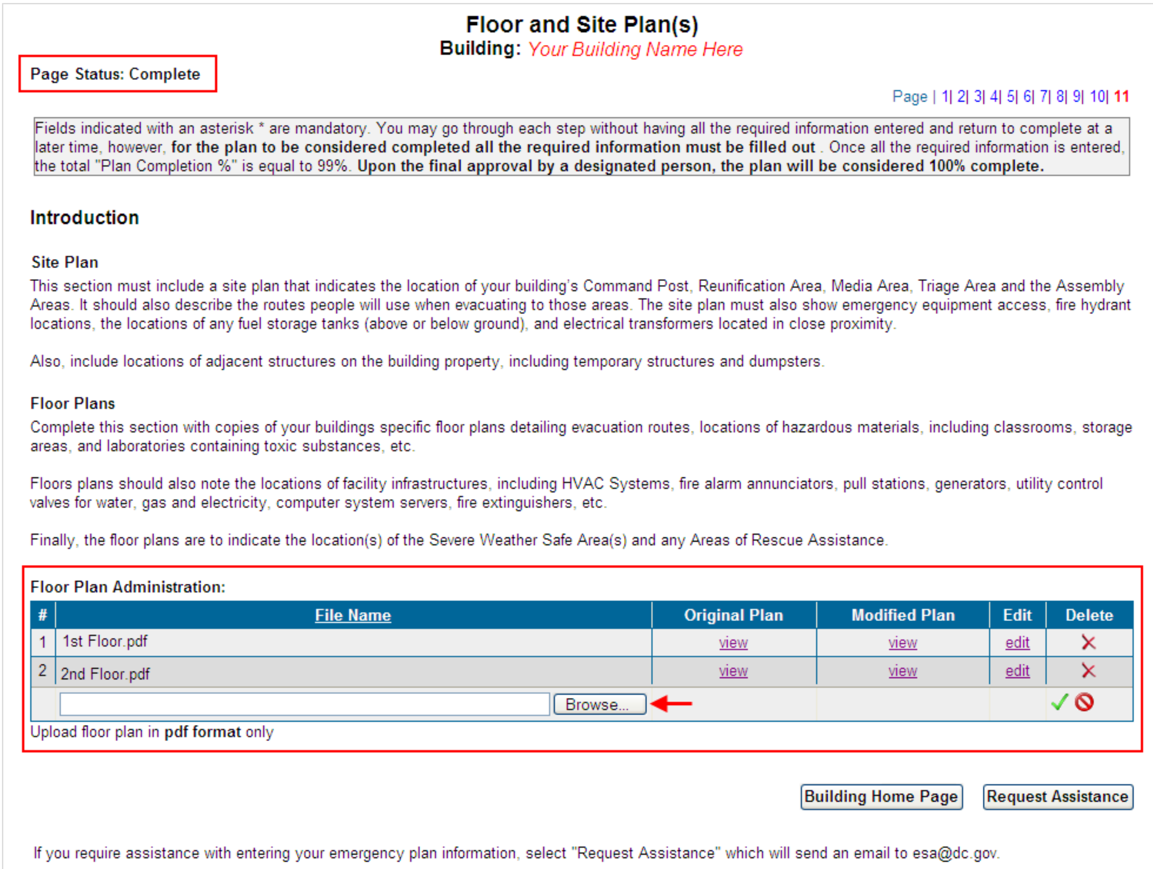


Figure 11: Page 11 – Floor and Site Plan(s)

You are required to upload at least ONE floor or site plan to consider this page "completed". You may also upload floor/site plans from the main **Building Home Page** by selecting the **Update Plan** link for Floor & Site Plans in the **Quick Links** section. If you have already added plans that way a list of all uploaded plans will be displayed here.

To upload a plan:

- Select **Browse** and then select file from your hard drive.

  Note: you may upload files in PDF format only.
- Selected filename and path will appear in the text box
- Select green checkmark to upload the file
- Page will be refreshed with newly uploaded plan

To delete a plan, select delete icon in the table for the plan you want to remove. This action will remove both the original and modified plan (if exists). See **Editing Floor/Site Plans using PDF Editor Tool** section below about modifying the original floor plan.

Once at least one plan has been added, page status at the top will change to **Complete**.

- To view the original plan, select **View** link in the **Original Plan** column in the table.
- To view the modified plan, select **View** link in the **Modified Plan** column in the table.

You also have the ability to modify the original floor plan after it was uploaded. (described in the section – **Editing Floor/Site Plans using PDF Editor Tool** below)

4 Editing Floor/Site Plans using PDF Editor Tool

Note: You must enable pop ups in your browser to be able to view/edit floor plan(s).

Select **Edit** link in the table for the plan you want to modify. This action will open the PDF Editor.

#		Original Plan	Modified Plan	Edit	Delete
1	1st Floor.pdf	view	view	edit	
2	2nd Floor.pdf	view	view	edit	
	Browse...				

Upload floor plan in **pdf format** only

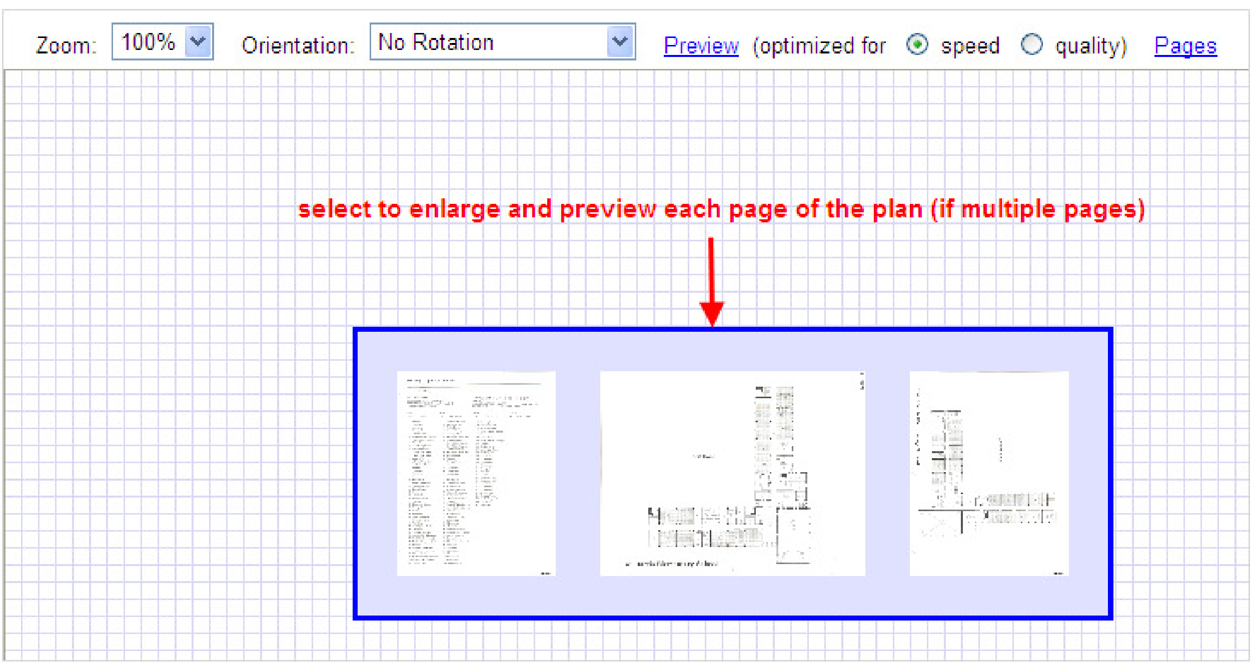


Figure 12: PDF Editor – main screen

- The screen will show **all the pages within selected file** (3 pages are shown in the example above)
- To preview and then select specific page for editing, **mouse-over** page image, and then select the page.
- Selected page will open for edit. (next screen)

4.1 PDF Editor properties and toolbars

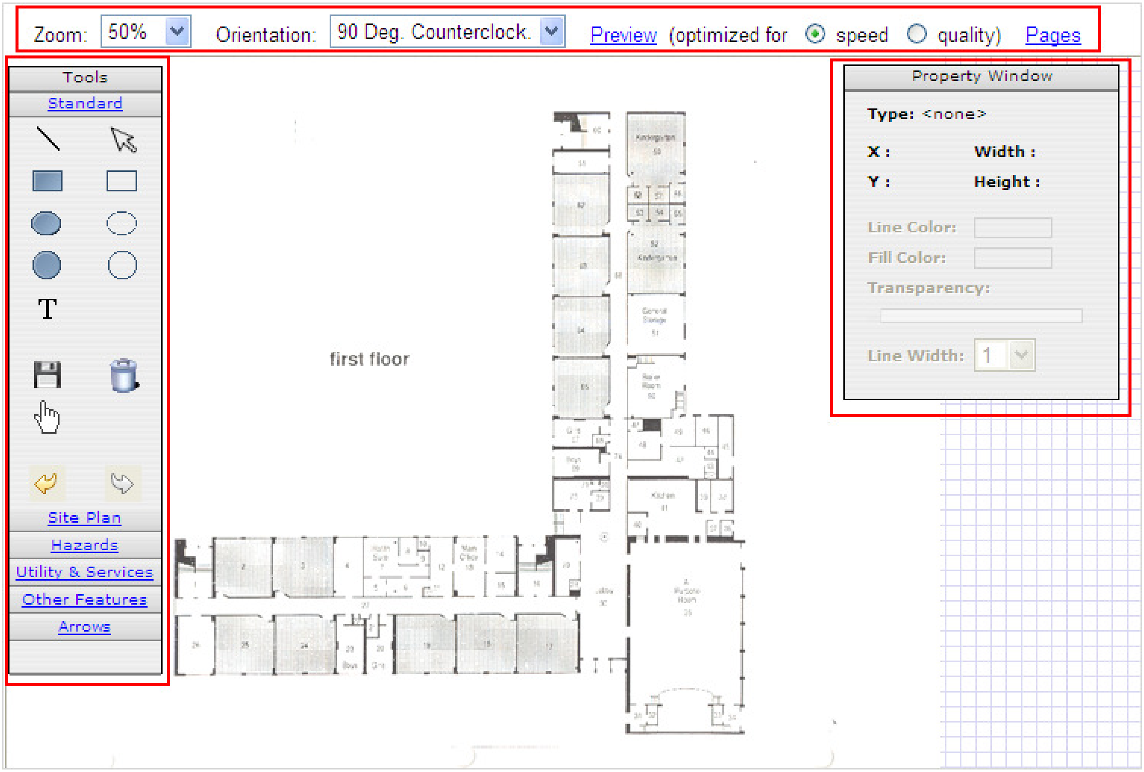


Figure 13: PDF Editor – selected page open for edit

4.1.1 Page Properties

- **Zoom** – allows you to increase or decrease page zoom (default zoom is 100%)
- **Orientation** – allows you to rotate the page layout. The following options are available in the drop-down:
  - No Rotation
  - 90 Deg. Clockwise
  - 90 Deg. Counterclock.
  - 180 Degrees

  Please note that the orientation will change based on the original orientation of the file, i.e. do not confuse this option with "page rotation" available in picture editing applications. For example when you choose "90 Deg Clockwise" the image will rotate 90 degrees clockwise with reference to the original orientation. However, if you choose "90 Deg clockwise" again, nothing will happen as the image was already rotated 90 deg clockwise with reference to the original orientation. Also note that if you need to change page orientation, **you MUST do it prior to adding any new shapes to the page** because the shapes WILL NOT rotate along with the page but will remain in their original orientation.
- **Preview** – allows you to preview how the modified file will look with changes that have been done for the time of previewing. The entire file will open for preview, not just the page that is currently open for editing.

- **Pages** – selecting this link will take you back to the main window within the editor where all the pages of the file are displayed. You may select a different page for editing at that time.

4.1.2 Tools toolbox within the editor

This is what you will be using most to make changes on the selected plan. **You may select and drop any of the shapes described below onto the desired area of the page**, and then change shape size/color, and/or add text by using the **Property Window**. (described in the next section)

<u>The following groups of shapes and icons are available</u>:

- **Standard** – contains regular shapes: line, arrow, rectangle, oval, circle, text. It also contains **Save** and **Clear** icons:
    - There are two ways to **save changes**:
        - **Auto-Save** saves changes every 30 seconds automatically. You will notice at the top right corner **auto-save** line that shows when document was saved last.
        - **Select Save**  - even though auto-save takes care of ensuring changes are saved within short interval of time, it is recommended that you select Save icon before existing the page to make sure all the latest changes will be captured.
    - To **clear** ALL changes on the current plan, select **Clear**  icon. This action will remove ALL the symbols, text, etc. and will return the plan to its original state.
- **Site Plan** – contains various Site Plan symbols:
    -  Assembly Area
    -  Command Post
    -  Emergency Exit
    - 

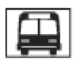
Fire Department Access
    - 

Fire Department Connection
    -  Fire Hydrant
    -  Media Area (PIO)
    -  Reunification Area
    -  Triage Area

- **Hazards** – contains various Hazard-indicator symbols:
  - Biological Hazard
  - Chemical Hazard
  - Explosion Hazard
  - Fire Hazard
  - Hazardous Materials (general)
  - Poison Hazard
  - Radiation Hazard
  - Weapons Storage

- **Utility & Services** – contains various Utility symbols:
  - AC Air Handling Unit
  - BR Boiler Room
  - E Electrical Main Cut-off
  - ET Electrical Transformer
  - EE Elevator Equipment
  - EG Emergency Generator
  - Emergency Phone
  - AP Fire Alarm Panel
  - FP Fire Pump
  - G Gas Main Cut-off
  - Mechanical Room
  - Pull Station
  - RA Roof Access
  - Sprinkler Main Valve
  - TE Technology (IT)
  - Telecommunication Towers
  - W Water Main Cut-off

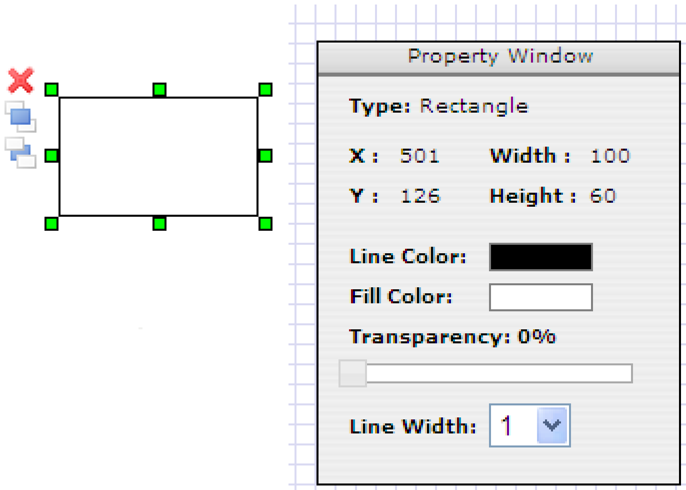
- **Other Features** – contains additional symbols:
  -  Areas of Refuge
  -  Daycare Centers
  -  Emergency Food
  -  Emergency Shelters
  -  Emergency Team
  - 

Fire Department Key Box
  -  Fire Extinguisher
  -  Handicap Access
  -  Staging Areas
  -  Transportation Area
  -  Weather Safe Area
- **Arrows** – contains various directional arrows. Please refer to the tools toolbox Arrows section for the full list of available arrows.

4.1.3 Property Window

Property window applies to a specific shape or symbol selected on the screen, therefore it will show different properties for different shapes. Use this window to change the Line/Fill Color, transparency level and/or line width of the selected shape.

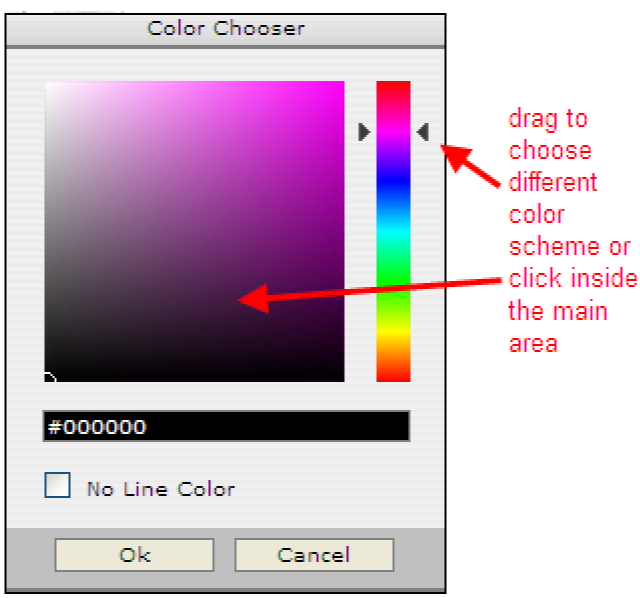
For example:



Property window shows that currently selected shape is 100x60 in width / height, line color is "black", and fill color inside the share is "white". Line width is 1.

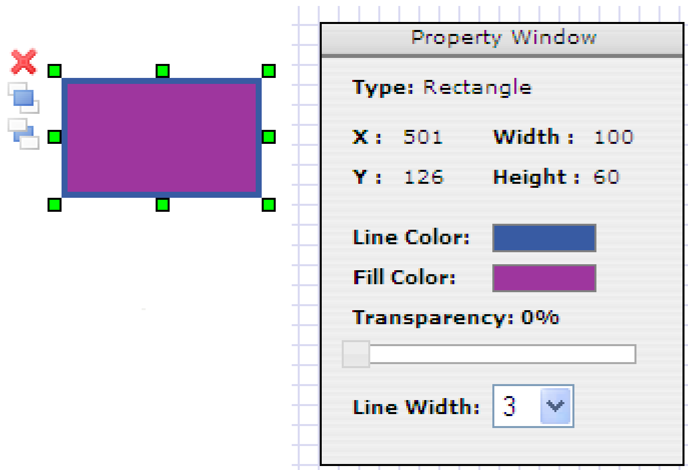
For example, to change line color, fill color, and line width of this shape:

- To change Line Color, point your mouse to the "black" box showing the current color, and click inside the box. Color Chooser window appears.



- Select "OK" to apply the new color.
- Change Fill Color in the same manner.
- To change Line Width, choose a desired number from the drop-down.

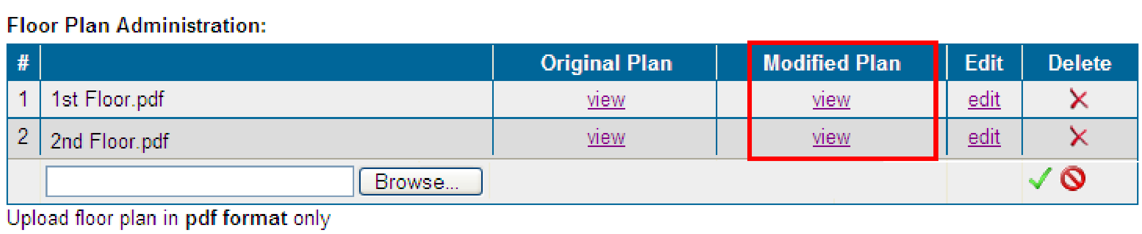
- This is how the new shape looks after all the modifications (property window shows new properties of the shape).



- Selecting delete icon will remove the shape from the page. Icon is shown when shape is selected.

As mentioned earlier, auto-save feature saves modifications every 30 seconds, but you should also select Save icon before existing to make sure all the latest changes are captured.

To view modified plan, select the View link in the table. This action will open the Adobe PDF file. Please note that you can download the modified plan to your computer and save it as a PDF file. To do that you will need to click on View link and click on "Save" button in the pop up window.



Floor Plan Administration:

#		Original Plan	Modified Plan	Edit	Delete
1	1st Floor.pdf	view	view	edit	
2	2nd Floor.pdf	view	view	edit	
	Browse...				

Upload floor plan in **pdf format** only