Office of the Chief Technology Officer (OCTO)

e-Gov Application Support ESA Application Emergency Plan User Guide

Version 1.0 Date: 1 October, 2009

Revision History

Date	Version	Description
1 October, 2009	1.0	Version 1.0 created

Table of Contents

1	INT	RODUCTION1
	1.1 1.2 1.3	PURPOSE
2	CO	MPLETING EMERGENCY PLAN2
	2.1 2.2	COMPLETE VS. NOT COMPLETE PLAN
3	PAC	GE-BY-PAGE INSTRUCTIONS
	3.1 3.2 3.3 3.4 3.5 3.6 3.7 3.8 3.9 3.10 3.11	PAGE 1 – COVER PAGE
4	EDI	TING FLOOR/SITE PLANS USING PDF EDITOR TOOL17
	4.1 4.1. 4.1. 4.1.	PDF EDITOR PROPERTIES AND TOOLBARS181Page Properties182Tools toolbox within the editor193Property Window22

Emergency Plan User Guide

List of Figures

Figure 1: Page 1 - Cover Page	4
Figure 2: Page 2 – Emergency Response Team: Assignments	5
Figure 3: Page 3 – Command Post Locations	7
Figure 4: Page 4 – Occupants Needing Special Assistance	8
Figure 5: Page 5 – Building Hazard Hunt: Master List & Mitigation Plans	9
Figure 6: Page 6 – Assembly Areas: Outdoors, for Standard Evacuation	10
Figure 7: Page 7 – Alternate Building: Walking Distance	11
Figure 8: Page 8 – Alternate Building Location: Requiring Transport	12
Figure 9: Page 9 – Occupant Accounting and Release Procedures	13
Figure 10: Page 10 – Orientation and Training Schedule	14
Figure 11: Page 11 – Floor and Site Plan(s)	16
Figure 12: PDF Editor – main screen	17
Figure 13: PDF Editor – selected page open for edit	18

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
 - o "complete" vs. "not complete" plan
 - o "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.
- To update the entry in the table, select the update icon \checkmark in the row you want to modify.
- To delete the entire row, select the delete icon \times 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

rage status: Not Complete	Page 1 2 3 4 5 6 7 8 9 10 11
ields indicated with an asterisk * are mand complete at a later time, however, for the pl equired information is entered, the total "Pla considered 100% complete.	atory. You may go through each step without having all the required information entered and return to lan to be considered completed all the required information must be filled out . Once all the an Completion %" is equal to 99%. Upon the final approval by a designated person, the plan will be
ach building administrator is responsible for ccompany the completed plan. The building	creating and updating its Emergency Response Plan on a yearly basis. This cover page should administrator needs to sign this cover page prior to including a copy of the plan within the Guide.
	Emergency Response Plan for:
	Your Building Name Here
	100 Pennsylvania Ave
	WASHINGTON DC 20003
	Ph: (202) 543-8484
	No Image
VARNING: This document is CONFIDENTIA	AL and FOR INTERNAL USE ONLY. This operational plan is protected from disclosure under the District
f Columbia Public Information Act, D.C. Co ederal document; therefore it is not subject trictly prohibited.	de § 2-534 and is NOT FOR PUBLIC INSPECTION by any person or governmental entity. This is not a to requests under the Freedom of Information Act. Release of this document to unauthorized individuals is
	D 1111 U D Ulula ad Images Desure Assistance Cause 9 Cantinue

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.

se Select the image
\$

- 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

3.2 Page 2 – Emergency Response Team Assignments

0 1			Page 1 2 3 4 5 6 7 8 9 10 11
ields indicated with an asteri omplete at a later time, howe formation is entered, the tota 00% complete.	sk * are mandatory. You may go through ea ever, for the plan to be considered compl al "Plan Completion %" is equal to 99%. Up	ch step without having all the required in eted all the required information mu on the final approval by a designated	formation entered and return to st be filled out . Once all the required d person, the plan will be considered
general, Emergency Respor lect your team assignments east one person must be	nse Team (or ICS) roles should be logical, re ; remember that no individual can be assign entered for completion.	asonable parallels to day-to-day work as ed to more than one role within the plan.	signments. Complete the form below to For each role described below,
Title	Name (1. Primary 2. First Alternate 3. Secon Alternate)	Position	Location Person Is Found (Enter Room#, Phone #/Ext. or describe location)
	1. Jim Nelson	Chief Operations Officer	10th floor, room # 045; phone # 202-534-87
Incident Commander*	2. Sarah Jones	Assistant Manager	10th floor, room # 203
	3.		
	1. John Smith	Public Safety Coordinator	202-543-6543
Public Safety Liaison*	2		
	3.		
	1. Linda Miles	HR rep	9th floor, suite 930
Occupant Accounting Coordinator*	2.		
	3.		
	1. Donna Jones	Project Coordinator	202-456-5432
acility Access Coordinator	* 2.		
	3.		
	1. Laura Boyle	HR rep	202-777-4321
Triage Coordinator*	2		
	3		
	1. Christina Phillips	Communications Director	9th floor, suite 930
Media Liaison	2		
	3.		
	1. Christina Phillips	Communications Director	9th floor, suite 930
Community Liaison	2		
	3.		
	1. Lisa Johnson	HR rep	202-656-5431
Counseling Coordinator	2		
	3.		
	1. Donna Jones	Project Coordinator	202-456-5432
Supplies Coordinator	2.		
	3.		
	1. Gina Thompson	Transporation Director	202-543-6541
ransportation Coordinator	2.		
	3.		

Flo	or Wardens:					
#	<u>Name</u>	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 & Conti	nue		

Figure 2: Page 2 – Emergency Response Team: Assignments

Emergency Plan User Guide

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*.

3.3 Page 3 – Command Post Locations

		Command P Building: Your	ost Locatio Building Nam	o ns ne Here			
Page Status: Not Complet	te				Page 1 2 3	4 5 6 7 8 9	10 1
Fields indicated with an aste time, however, for the plan "Plan Completion %" is equ	erisk * are mandatory. You may g to be considered completed a al to 99%. Upon the final appro	o through each step v II the required infor val by a designated	vithout having all mation must be I person, the pla	the required informatio filled out . Once all t an will be considered	n entered and return to c he required information is I 100% complete.	omplete at a l s entered, the	later total
nstructions							
Command Posts (CP) are m CP is located. When identify When scouting CP interiors, s prone to flood or locations	eeting places designated in advar ing CP locations, remember that be sure to consider availability of near large glass windows).	ice where ERT memb location is of primary communication links	ers convene duri importance and s (data/phone). As	ng an emergency event should provide easy ac ssure that the CP is not	. All team members mus cess to ERT staff and en t located in a vulnerable a	st know where nergency resp area (e.g., a s	each iondei ite th
laming Four Designated (CP Sites						
Each site will identify at leas	t four distinct CP sites for these r	esponses:					
 For normal evacuation For a 500-feet evacua Alternate Building with Inside the facility (one 	ns (e.g., a fire drill—usually a flag tion (typically an outdoor area); hin walking distance (usually a ne e primary site, usually the main off	pole); ighboring building); ar ice, and two alternate	nd e sites for lockdor	wns, weather, etc).			
you are evacuated to a cen sites described above.	tral location requiring transportation	on, the CP will be loca	ated in a lobby a	rea. In the form below,	list the exact location for	each of the f	our CF
Primary Command Post:							
Enter location within a build	ing, ex. First floor lobby)						
Ruilding Drimon * First floo	r lobby			D	hono#: (202) 543	6363	
Sunding Primary. Prist inde	-1 *				none#. (202) 040	-0000	
Very must add atlaast ops a	s):" Iternete command next for comple	tion)					
#	Remate command post for complete	ilding Alternate*			Phone	# Add	Edit
······································	- NIM - 11 - 1 - 00004	inding rittornato			000 540 700	<u>"</u> nuu	<i>.</i>
1 Iviemorial - 441 4th stre	et, NVV washington dc, 22004				202-543-765	94	\$? /
						\checkmark	
vacuation (Fire Drill):* M	emorial - 441 4th street, NW, Wa	shington, DC 22043					
		g					
vacuation (500 feet)*	udiciary Building - 441 5th street.	NW Washington, DC	22043				
	, , ,	<u> </u>					
Nalking Distance (Facility):*						
You must add atleast one fa	acility for completion)						
<u># Name*</u>	Address*	<u>City*</u>	State*	Zip* Phone #*	Contact Name	Add	Edit
1 Library of Congress	440 5th street	Washington	DC 220	202-453-6543	3 Jill Marvin		د ک
			DC 🗸] [~	ų -

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)

3.4 Page 4 – Occupants Needing Special Assistance: Master List

		000	cupants	Needing Spec	ial Assis Building M	tance: I	Master List			
Page Sta	Page Status: Not Complete Page 1 2 3 4 5 6 7 8 9 10 11									
Fields indi for the pla to 99%. Uj	cated with an an to be con pon the final	asterisk * are mandatory. You sidered completed all the re approval by a designated p	i may go thro equired info person, the	ough each step without ormation must be fille plan will be consider	having all the d out . Once ed 100% con	required inf all the requi plete.	ormation entered and red information is ente	return to complete at a ered, the total "Plan Cor	later time, ho npletion %"	owever, is equal
Using the in The followin	nformation fro ng information	m individual survey forms, the must be entered and updated	Emergency regularly. If	Response Team mainta the check box below is	ins a master not checked,	list of all oc atleast one	cupants needing spec occupant must be en	ial assistance in the eve tered for completion.	ent of an em	ergency.
Check I	here if you cu	rrently have NO persons requir	ing special a	issistance						
Name:*						(Enter pers	on's First and Last Na	ime)		
Assistance	e Needed:*				~					
Individual T	To Provide:*					(Please e	nter the name of a per	son who will provide as	sistance)	
Alternate I	ndividual1:]				
Alternate li	ndividual2:									
Location &	Time:									
		Location*		<u>Time*</u>	Add Edit					
		No Locations were added.								
		Add Cancel								
<u>Name*</u>		Location - Time Details*		Assistance Needed*	Individual 1	o Provide*	Alternate Individua	II Alternate Individu	al2 Update	Delete
	American Lit	erature - 2nd floor, room 201	11:00 - 12:30 PM	Hearing-Impared,						
Jill Clemens	Lunch - Cafe	teria	12:30 - 1:30 PM	assist her to evacuate the	Mary Louis		John Malfoy		\$	×
	Math Class	- 3rd floor, room 311	9 - 10:45 AM	building.						
						Buildi	ng Home Page	equest Assistance	Save & Co	ontinue

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*.

Emergency Plan User Guide

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

		Building H	azard Hunt: Master List Building: Your Building N	: & Mitigation Plan ame Here	S	
Page Status: Not C	omplete				Page 1 2 3	4 5 6 7 8 9 10 11
Fields indicated with however, for the pla Completion %" is equ	an asterisk * n to be cons ual to 99%. U	are mandatory. You may go idered completed all the pon the final approval by	o through each step without having al required information must be fille a designated person, the plan wi	I the required information en d out . Once all the required ill be considered 100% cor	tered and return to comple d information is entered, th nplete.	te at a later time, e total "Plan
Each Emergency Res include materials use community, issues re	ponse Team d within the b lated to shari	is required to identify circun uilding, potentially troubleso ng a campus with another e	nstances unique to its school/campu ome evacuation routes, dangers due t intity, hazard-prone areas (i.e., persis	s/facility that present unique o geographic location, proxim stent flooding), etc.	risks to persons or prope mity to potentially hazardo	rty. These may us buildings in the
Using information fron special consideration	n Building "Ha and plans to	azard Hunt" forms, as well a address and mitigate them.	is insights from Emergency Respons You must add atleast one hazard hu	e Team members, list below int for completion.	any specific risks or poter	ntial hazards needing
Potential Hazard:*]		
Locations:*			~			
Contact:*				(Provide the name of a pe	rson who can be contacted	d about this hazard)
Action Taken:				(Action Taken or Planned	to mitigate the bazard, if r	ossible)
1	Add	Cancel			to miligate the nazara, in p	(33)))()
Potential Ha	zard*	Locations*	Contact*	Action Take	en lindate	Delete
High risk flooding are	a	Basement level	Rob Thompson		্ষ 🕉	×
				Building Home Page	Request Assistance	Save & Continue

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.

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

Assem	bly Areas: Outdoors, for Standard Evacuation
Page Status: Not Complete	Page 1 2 3 4 5 6 7 8 9 10 11
Fields indicated with an asterisk * are mandatory. later time, however, for the plan to be consider the total "Plan Completion %" is equal to 99%. U	You may go through each step without having all the required information entered and return to complete at a ed completed all the required information must be filled out. Once all the required information is entered, pon the final approval by a designated person, the plan will be considered 100% complete.
Complete the following worksheet to plan for evacu- should minimize exposure of occupants to danger • Examine floor plans and maps for your grounds factors such as: gas, sewer, power lines; chain lin buildings (vulnerable to collapse), transformers, ba	ation from the building to an onsite or near-site Assembly Area (e.g., onsite football field). The Assembly Area s or hazards around the building. and surrounding neighborhood. Determine primary and secondary exits for each room in the building. Consider k fences (electrical hazard); facilities containing toxic or radioactive material; water towers, multiple story lconies (which may fall from buildings), etc.
Command Post - Location of Incident Commander	n 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	ц
Command Post - Location of Incident Commande	: 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

3.7 Page 7 – Alternate Building: Walking Distance

Page Status: Not Complete ields indicated with an asterisk " ater time, however, for the plan in the total "Plan Completion %" is e inclement weather, or if your building the typical Outdoor Assembly m the building. Coordinate your Examine maps and site plan Consider factors such as ro Coordinate planning with ne	are mandatory. You may o be considered comple qual to 99%. Upon the fir ding and surrounding area y Area. Use the following y olanning with Central Office ns for a possible Alternate adways, waterways, powe arby schools, community of	go through each step sted all the required nal approval by a de needs to be evacuate worksheet to plan for e e, other buildings, etc Building Location in t r lines, metal fences, centers, businesses,	without having I information esignated per ed, it may be r evacuation fror the immediate utilities, etc., churches, etc	all the requ must be fill rson, the pla necessary to m the buildin vicinity of th and select ro ., to establis	Pa ired information entere led out . Once all the an will be considere move to an Alternate g to an offsite building e property. butes that minimize ex h relationships for an a	ge 1 2 3 4 5 6 7 8 9 10 ed and return to complete at required information is enter d 100% complete. Building Location rather than location within walking distance xposure to area hazards. Alternate Building Location.
ields indicated with an asterisk * ater time, however, for the plan re total "Plan Completion %" is e inclement weather, or if your bui sing the typical Outdoor Assembl om the building. Coordinate your • Examine maps and site plan • Consider factors such as ro • Coordinate planning with ne	are mandatory. You may o be considered comple qual to 99%. Upon the fir ding and surrounding area y Area. Use the following v olanning with Central Office ns for a possible Alternate adways, waterways, powe arby schools, community of	go through each step eted all the required nal approval by a de needs to be evacuate worksheet to plan for e, other buildings, etc. Building Location in t r lines, metal fences, centers, businesses,	without having I information esignated per ed, it may be revacuation from the immediate utilities, etc., churches, etc	all the request must be fill rson, the plate necessary to m the buildin vicinity of th and select ro to establis	ired information entere led out . Once all the an will be considere move to an Alternate g to an offsite building e property. putes that minimize ex h relationships for an a	d and return to complete at required information is enter d 100% complete. Building Location rather than location within walking distance (posure to area hazards. Alternate Building Location.
inclement weather, or if your bui sing the typical Outdoor Assembl om the building. Coordinate your • Examine maps and site pla • Consider factors such as ro • Coordinate planning with ne	ding and surrounding area y Area. Use the following v olanning with Central Office ns for a possible Alternate adways, waterways, powe arby schools, community o	needs to be evacuate worksheet to plan for e e, other buildings, etc Building Location in t r lines, metal fences, centers, businesses,	ed, it may be r evacuation fror .he immediate utilities, etc., churches, etc	necessary to m the buildin vicinity of th and select ro ., to establis	move to an Alternate g to an offsite building e property. outes that minimize ex h relationships for an /	Building Location rather than location within walking dista cposure to area hazards. Alternate Building Location.
 Examine maps and site pla Consider factors such as ro Coordinate planning with ne 	ns for a possible Alternate adways, waterways, power arby schools, community o	Building Location in t r lines, metal fences, centers, businesses,	the immediate utilities, etc., churches, etc	vicinity of th and select ro ., to establis	e property. outes that minimize ex h relationships for an /	xposure to area hazards. Alternate Building Location.
Consider factors such as ro Coordinate planning with ne	adways, waterways, powe arby schools, community (r lines, metal fences, centers, businesses,	utilities, etc., churches, etc	and select ro	outes that minimize ex h relationships for an /	xposure to area hazards. Alternate Building Location.
Coordinate planning with ne	arby schools, community (centers, businesses,	churches, etc.,	., to establis	h relationships for an	Alternate Building Location.
Coordinate planning with ne	arby schools, community o	centers, businesses,	churches, etc	, to establis	h relationships for an <i>i</i>	Alternate Building Location.
						9
ternate Building Location Det # Name*	nay be unable to recommit ails:	age 3 Citv*	State*	Zip*	Phone #*	Contact Name*
Library of Congress	440 5th street	Washington	DC	22004	202-453-6543	Jill Marvin
e space below for any special pl tities or buildings: 	anning needs, routes, alte	rnate routes, resource	e, Media, Triag	ge, and Reur	ification areas or for c	oordinating your plan with ot

Figure 7: Page 7 – Alternate Building: Walking Distance

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

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

Alternate Building Location: Requiring Transport Building: Your Building Name Here							
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.							
Planning for evacuation from the building to an offsite location requiring transportation will be coordinated with the EST and the HSEMA-EOC for Level II or III emergencies requiring such transportation.							
Contact the EST to coordinate and plan for transporting occupants to an Alternate Building Location.							
Consider factors such as roadways, waterways, power lines, metal fences, utilities, etc., and select routes that minimize exposure to area hazards.							
EST in cooperation with HSEMA will direct your building to one of the shelters identified in the District Response Plan.							
 Actual location will be determined and instructions will be provided to the IC by EST. 							
Use space below for any special planning needs or for coordinating your plan:							
<u> </u>							
No contacts for these facilities are necessary because the EST and HSEMA will direct these actions.							
Building Home Page Request Assistance Save & Continue							

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 F Building: <i>Your Buildi</i>	Release Procedures
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 witho later time, however, for the plan to be considered completed all the required infor the total "Plan Completion %" is equal to 99%. Upon the final approval by a designa	out having all the required information entered and return to complete at a srmation must be filled out . Once all the required information is entered, nated person, the plan will be considered 100% complete.
Each building needs to establish a specific plan for occupant accounting and release. R the following worksheet to describe how your team will account for occupants in the build should also be taken during an evacuation.	Refer to Section 5: Recovery for information on Reunification planning. Use ilding in the event of an emergency. Rosters and visitor sign-in sheets
Remember to incorporate the Emergency Procedures Guide accountability tool in your a	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 Reu	unification Area, if applicable:*
Reunification Area: football field entered on page 6: Reunification Area	a 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 – required IF Reunification Area for Normal Evacuation (Fire Drill) was entered on page 6
 - 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

Emergency Plan User Guide

3.10 Page 10 – Orientation and Training Schedule

Page 11 [2] 31 4] 51 61 71 81 91 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							
he plan to 9%. Upon	be considered completed all the required information must be the final approval by a designated person, the plan will be co	 filled out. Once all the required i nsidered 100% complete. 	nformation is entered, the total "Plan Completion %	" is equal to			
anually an		Line the workshoet helew to exitin	e e este dule fectueixing queste dulle, etc.				
vinualiy, ead	ch team should prepare a schedule of oheritation and training events	. Ose the worksheet below to outlin	e a scheddie for training events, dhirs, etc.				
Month: select month V							
Fraining Ever	nt:						
Person Resp	ponsible:*						
		V					
Comments:							
	Adu Cancer						
Month	Training Event and Who Is To Be Trained	Person Responsible*	Comments	Updat			
uly	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				\$			
Vovember				\$			
December	Review Plan	Ex. ERT1		3			
lanuary	Update ERT Go-Kit	Ex. ERT1		3			
				ځ			
ebruary		Ex. ERT1					
- ebruary March	Review Plan			~			
Eebruary March	Review Plan			1			
ebruary Iarch April	Review Plan Review Plan	Ex. ERT1		\$			
ebruary Narch Ipril Nay	Review Plan Review Plan	Ex. ERT1		3 3			

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.
 - o 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 <u>training event information</u>:
 - Training Event
 - o Person Responsible
 - Comments optional field

This page is considered "complete" when:

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

3.11 Page 11 – Floor & Site Plans

Floor and Site Building: Your Building	Plan(s) og Name Here			
e Status: Complete	-			
		Page 1 2	3 4 5 6 7	8 9 10 11
ds indicated with an asterisk * are mandatory. You may go through each step witho r time, however, for the plan to be considered completed all the required infor total "Plan Completion %" is equal to 99%. Upon the final approval by a design.	ut having all the required info rmation must be filled out ated person, the plan will	ormation entered and re . Once all the required be considered 100%	turn to comp information complete.	olete at a is entered,
oduction				
Plan				
section must include a site plan that indicates the location of your building's Comm is. It should also describe the routes people will use when evacuating to those areas tions, the locations of any fuel storage tanks (above or below ground), and electrical	and Post, Reunification Area . The site plan must also sh transformers located in clos	a, Media Area, Triage A low emergency equipm le proximity.	rea and the ent access,	Assembly fire hydran
, include locations of adjacent structures on the building property, including tempora	ry structures and dumpsters	5.		
or Plans				
plete this section with copies of your buildings specific floor plans detailing evacuati	on routes, locations of haza	rdous materials, includi	ng classroo	ms, storag
re plans should also note the locations of facility infrastructures, including HVAC SV	etame fira alarm annunciati	are null stations denor	atore utility	control
is for water, gas and electricity, computer system servers, fire extinguishers, etc.	sterris, me alarm annunciati	ora, puir stationa, gener	ators, utility	control
Ily, the floor plans are to indicate the location(s) of the Severe Weather Safe Area(s)	and any Areas of Rescue A	ssistance.		
pr Plan Administration				
<u>File Name</u>	Original Plan	Modified Plan	Edit	Delete
1st Floor.pdf	view	<u>view</u>	<u>edit</u>	×
2nd Floor.pdf	<u>view</u>	<u>view</u>	<u>edit</u>	×
Browse				🗸 🛇 🔪
ad floor plan in pdf format only				
	В	uilding Home Page	Request	Assistance

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 \checkmark to upload the file
- Page will be refreshed with newly uploaded plan

<u>To delete a plan</u>, select delete icon \times 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 <u>modify the original floor plan</u> 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	<u>view</u>	<u>view</u>	<u>edit</u>	×
2	2nd Floor.pdf	<u>view</u>	<u>view</u>	<u>edit</u>	×
	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)

Emergency Plan User Guide

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
 - o 90 Deg. Clockwise
 - o 90 Deg. Counterclock.
 - o 180 Degrees

Please note that the <u>orientation will change based on the original orientation of the</u> <u>file</u>, 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)

The following groups of shapes and icons are available:

- <u>Standard</u> 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.
- <u>Site Plan</u> contains various Site Plan symbols:
 - Assembly Area
 - Command Post
 - Emergency Exit
 - Fire Department Access
 - Fire Department Connection
 - ⁽¹⁾ Fire Hydrant
 - Media Area (PIO)
 - Reunification Area
 - **Triage Area**

Hazards – contains various Hazard-indicator symbols:



- Hazardous Materials (general)
- 🕅 Poison Hazard
- Radiation Hazard
- Weapons Storage
- <u>Utility & Services</u> contains various Utility symbols:
 - AC Air Handling Unit
 BR Boiler Room
 E Electrical Main Cut-off
 - Electrical Transformer
 - Elevator Equipment
 - EG Emergency Generator
 - Emergency Phone
 - AP Fire Alarm Panel
 - FP Fire Pump
 - Gas Main Cut-off
 - Mechanical Room
 - **Pull Station**
 - Roof Access
 - Sprinkler Main Valve
 - TE Technology (IT)
 - Telecommunication Towers
 - <u>w</u> Water Main Cut-off

• <u>Other Features</u> – contains additional symbols:

•	<u>ځ</u> 💐	Areas of Refuge
•	Ŵ	Daycare Centers
•		Emergency Food
•		Emergency Shelters
•		Emergency Team
•	<u> </u>	Fire Department Key Box
•		Fire Extinguisher
•	Ġ	Handicap Access
•		Staging Areas
•] Transportation Area
•	Ø	Weather Safe Area

 <u>Arrows</u> – 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
×	Property Window
	Type: Rectangle
™ ∎	X: 501 Width: 100
	Y: 126 Height: 60
	Line Color:
-	Fill Color:
	Transparency: 0%
_	
-	Line Width: 1 🗸

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).

Property Window			
Type: Rectangle			
X: 501 Width: 100			
Y: 126 Height: 60			
Line Color:			
Fill Color:			
Transparency: 0%			
Line Width: 3 🗸			

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.

#		Original Plan	Modified Plan	Edit	Delete
1	1st Floor.pdf	<u>view</u>	<u>view</u>	<u>edit</u>	×
2	2nd Floor.pdf	<u>view</u>	<u>view</u>	<u>edit</u>	×
	Browse		√ ()		

Floor Plan Administration:

Upload floor plan in pdf format only