

**NAME OF BUILDING**

**Address**

**7 Floors**

**Location of On Site and Off Site  
Security/Building Command Center**

**Average Number of Occupants**

**Off-Site Assembly Point**

## 1.1 Building Contact Information

### Emergency Coordinator

- Ex: Security, Building Manager, On-Site Maintenance, Other

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Day Phone: \_\_\_\_\_ 24 Hour Phone: \_\_\_\_\_

### Emergency Responder Liaison

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Day Phone: \_\_\_\_\_ 24 Hour Phone: \_\_\_\_\_

### Public Information Officer (Media Liaison)

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Day Phone: \_\_\_\_\_ 24 Hour Phone: \_\_\_\_\_

## 1.2 Building Emergency Support Staff

### Floor Monitors/ Warden

Name	Floor

### Assembly Point Coordinators

Name	Location

### **1.3 Hazards**

- Carcinogens:
- Flammables: paper, clothing, oil, gasoline
- Refrigerants:
- Water Treatment Chemicals:
- Other:

### **1.4 Building Alarms and Emergency Systems**

#### **Alarm Systems**

- Alarm Description and Indicators:
- Tie-in to Other Systems:
- Elevator Alarms:
- Bio-safety or Fume Hoods:
- Underground Storage Tanks:
- Other:

#### **Fire Response Systems**

- Fire Alarm Sensors:
- Sprinklers:
- Fireproofing System:
- Water Tanks:
- Kitchen Hood Systems:
- Standpipe Outlets:
- Fire Pumps:
- PRVs or Flow Restrictors:
- Suppression Systems:
- Other:

#### **Communication Systems**

- Building Radios or Telephones:
- Public Address System:
- Elevator Address System:
- Alternate Communications:

### **1.5 On-Site Utility Information**

- Natural Gas or Propane:
- Electricity:
- Steam:
- Water:
- UPS:
- Emergency Lighting:
- Emergency Generators:
- High Voltage Areas:

- Plumbing and Wire Chases:
- Other:

## **1.6 Security Procedures/ Equipment**

- Entry or Exit Points:
- Roof Access:
- Master Keys: location
- Stairwells: type
- Controlled Areas:
- Access Points:
- Other:

## **1.7 Building Equipment Data**

- Controls:
- Fire Dampers:
- Fan/ Ventilation Systems:
- Windows:
- HVAC:
- Ducts, Shafts, and Mail Chutes:
- Other:

## **1.8 Elevators**

- Description:
- Elevator Shaft Diagrams:
- Controls:
- Power Failure Operations:
- Modes of Operation:
- Elevator Machine Rooms:
- Stairwell/ Elevator Shaft Pressurization:
- Other:

## **1.9 Floor Plans**

Floor plans should include entry/ egress points, safety and rescue zones, stairwells, fire equipment and alarms, hazardous materials, occupants requesting assistance, and symbols for emergency equipment. The floor plans should be sent as separate attachments.

# Emergency Procedures

This section must include a plan for all procedures listed in the sample AHP. It must also include procedures to assist special needs occupants and visitors and a location of one or more safety and rescue zones. It is the responsibility of the owner, agent, or other responsible person completing this plan to expand this outline by describing your building's specific procedures for all situations listed herein. The language provided in the text is suggested language. While the specific language is not required, it is a best practice recommendation.

## Emergency Function Procedures

### 1. Direction and Control

This procedure should describe the decision making process, identify key decision makers and their alternates, and continuity of operations.

### 2. Communications

This procedure should describe methods of communication during an emergency and should include back-up systems.

### 3. Warning

This procedure should identify the means to notify visitors, tenants, employees, and others in the building of an emergency. This includes alarm and public address systems.

### 4. Facility Shutdown

This procedure should identify the means for stopping building systems such as utilities, plant operations, and other related equipment.

### 5. Evacuation

This procedure should describe the method of egress from building and personnel accountability.

### 6. Shelter

This procedure should describe the process for sheltering in place during a short and long term event. Emergency provisions should be described.

### 7. Emergency Services

This procedure should describe the process for meeting, liaisoning, and escorting public safety personnel during an emergency.

### 8. Emergency Information

This procedure should describe the means for providing information to the public through media sources. This should include the designation of a Public Information Officer.

## **9. Administration and Logistics**

This procedure should describe the process for identifying and procuring emergency supplies, personnel compensation during an emergency, and reporting information to insurance carriers.

## **10. Damage Assessment**

This procedure should identify the process for reporting facility damage and operability of building systems for recovery efforts.

# **Hazard-Specific Procedures**

## **National Terrorism Advisory System**

This procedure will replace the Homeland Security Advisory System. Specific information include preparation for increased threats of potential terrorist activity at and around the facility.

## **Fire**

This procedure should include evacuations of effected floors and two floors above and below. Floors below the effected area will evacuate last. Include information on rescue assistance procedures and locations.

This procedure should include the training of floor wardens and their alternates on an annual basis. Training should also consist of a review of this plan.

## **Hazardous Materials**

- **Indoor Hazardous Materials**  
This procedure should describe assessing suspicious odors, notification of management or security, and evacuation by floor. This should include chemical splashes, spills, and decontamination. Chemical and Biological weapons should be covered.
- **Outdoor Hazardous Materials**  
This procedure should describe assessing the situation, notifying management or security, and the decision to evacuate or shelter in place.

## **Civil Disturbance**

This procedure should cover contacting emergency services, security procedures, and lock-down procedures. Announcements should also be made informing tenants of the situation.

## **Criminal Activity**

This procedure should cover contacting emergency services, workplace violence policies, and lock-down or evacuation procedures.

**Active Shooter**

This procedure should describe response to an active shooter scenario in the facility. See the DHS website for more information.

**Bomb Threat/ Suspicious Package**

This procedure should discuss receiving bomb threats and completing the bomb threat checklist, contacting emergency services, and evacuations. Radios, cell phones, and other communications devices must not be used during this type of incident.

**Severe Weather/ Flood**

This procedure should cover operations for high winds or tornados, snow storms, floods, and other weather emergencies. This should include warnings to tenants and staff.

**Earthquake**

This procedure should cover guidelines for personnel during an event to include avoiding shelves, windows, and other falling debris. This should also describe damage assessments after the event.

**Utility Outage**

This procedure should cover use of back-up systems, evacuations, and building searches.

**Elevator Entrapments**

This procedure should cover emergency operation of the elevator by building staff, contacting emergency services for extraction, and contacting hearing or speech impaired persons.

## **All Hazards Emergency Exercises**

In accordance with the All Hazard Ordinance, all buildings 7 stories and over must exercise its building evacuation plan as set forth in its AHP, at least twice per year involving no less than 50% of its occupants. It is required that all applicable buildings have 100% of their occupants participate in an evacuation exercise once per year. Once every 3 years, building must involve 100% of the occupants in a single evacuation exercise, and the other exercise that year shall test a different aspect of the buildings AHP.

*§ F-707.6 Safety drills: Each high-rise building shall exercise its building evacuation plan as set forth in the AHP on a semi-annual basis involving no less than 50% of the building occupants. Once every three years, the building evacuation exercise shall involve 100% of the building occupants in the same exercise. The other exercise in that year shall test a different aspect of the All Hazard Plan (i.e., a bomb threat or hazardous material spill). Each owner or agent will notify the Emergency Management Director a minimum of 15 days before each scheduled drill regarding the date, time, and which component of the AHP will be tested. On an annual basis, the owner shall file with the Emergency Management Director a written report in accordance with F-701.2 certifying that at least two safety drills have taken place on all occupied floors during the past year.*

### **Exercise Procedure**

The Emergency Management Director must be notified of an exercise 15 days in advance. All applicable buildings must call the OEMHS at (412) 255-2633 and fax the following form to (412) 255-8662 to notify the Emergency Management Director the date, time and component the AHP exercise is to test.

On an annual basis the building owner, manager or other responsible person shall provide a written report stating that at least 2 safety drills have occurred in the building.

**City of Pittsburgh  
Notification of All Hazard Drill**

**Name of Building:**

**Address:**

**Contact Person:**

**Phone:**

**Date and Time of Drill: 1/1/2009 12:00 PM**

**Type of Drill:**

**Number of People:**

**Agencies requested for the exercise:**

**Police**     

**Fire**       

**EMS**       

**BBI**        

**EMA**       

**Checklist to be submitted to OEMSH:**

**Fax this form to the City of Pittsburgh's Office of Emergency  
Management & Homeland Security at (412) 255-8662.**

## **Appendix**

- Bomb Threat Checklist
- How to Identify a Suspicious Package or Envelope
- Workplace Security Checklist
- Resources

# Bomb Threat Checklist

If you receive a bomb or other threat, stay calm and try to ask many questions to keep the person on the phone as long as possible.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Call length: \_\_\_\_\_

Extension threat received on: \_\_\_\_\_

- Which building? \_\_\_\_\_
- What floor/ level is it on? \_\_\_\_\_
- What does it look like? \_\_\_\_\_
- Is it in the open or in a container? \_\_\_\_\_
- Describe the Container \_\_\_\_\_
- What time will it explode? \_\_\_\_\_
- What will cause it to explode? \_\_\_\_\_
- What is your name? \_\_\_\_\_
- Why are you doing this? \_\_\_\_\_

Try to gain as much information as possible.

If you have caller ID, what is the number? \_\_\_\_\_

Caller's age and gender \_\_\_\_\_

## Language

- Well-spoken
- Irrational
- Taped message
- Offensive
- Incoherent
- Message read by computer

Laughter

Familiar \_\_\_\_\_

## Background noises

- Street noises
- House noises
- Animal noises
- Motor
- Clear
- Voice
- Static
- PA System
- Music
- Factory machinery
- Office machinery
- Other

## Caller's voice

- Calm
- Crying
- Clearing throat
- Angry
- Nasal
- Slurred
- Excited
- Stutter
- Disguised
- Slow
- Lisp
- Accent type \_\_\_\_\_
- Rapid
- Deep
- Hoarse

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **How to Recognize and Handle a Suspicious Package or Envelope**

*Some characteristics of suspicious packages and envelopes include the following:*

- Inappropriate or unusual labeling
  - Excessive postage
  - Handwritten or poorly typed addresses
  - Misspellings of common words
  - Strange return address or no return address
  - Incorrect titles or title without a name
  - Not addressed to a specific person
  - Marked with restrictions, such as “Personal,” “Confidential,” or “Do not x-ray”
  - Marked with any threatening language
  - Postmarked from a city or state that does not match the return address
  
- Appearance
  - Powdery substance felt through or appearing on the package or envelope
  - Oily stains, discolorations, or odor
  - Lopsided or uneven envelope
  - Excessive packaging material such as masking tape, string, etc.
  
- Other suspicious signs
  - Excessive weight
  - Ticking sound
  - Protruding wires or aluminum foil

If a package or envelope appears suspicious, **DO NOT OPEN IT.**

### **Handling of Suspicious Packages or Envelopes**

- Do not shake or empty the contents of any suspicious package or envelope.
- Do not carry the package or envelope, show it to others or allow others to examine it.
- Put the package or envelope down on a stable surface; do not sniff, touch, taste, or look closely at it or at any contents which may have spilled.
- Alert others in the area about the suspicious package or envelope. Leave the area, close any doors, and take actions to prevent others from entering the area. If possible, shut off the ventilation system.
- WASH hands with soap and water to prevent spreading potentially infectious material to face or skin. Seek additional instructions for exposed or potentially exposed persons.
- If at work, notify a supervisor, a security officer, or a law enforcement official. If at home, contact the local law enforcement agency.
- If possible, create a list of persons who were in the room or area when this suspicious letter or package was recognized and a list of persons who also may have handled this package or letter. Give this list to both the local public health authorities and law enforcement officials.

## WORKPLACE SECURITY CHECKLIST

### ACCESS CONTROL

- | YES                      | NO                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Do visitors need to secure passes before they enter?                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Are visitor passes distinctive from employee passes?                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Is there a record of when and to whom the organization issues passes?                   |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Does the organization collect passes when visitors depart?                              |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Are passes or badges difficult to forge?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Is the perimeter of the office or building adequately illuminated?                      |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Is the roof illuminated?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Are the parking lots adequately illuminated?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Do time-sensitive or motion sensor devices control the lights?                          |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Does the organization replace burned-out light bulbs immediately?                      |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Are light fixtures protected against breakage?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Are passageways and storage areas illuminated?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Is lighting at night sufficient for police surveillance?                               |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Does a fence or wall protect the place of business on all sides?                       |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Are fences or walls in good repair?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Do groundskeepers keep the fence or wall clear of nearby trees, bushes and tall grass? |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. Does Security check locks regularly?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 18. Do gates remain locked when not in use?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 19. Is there an alarm system?  |

- | <b>YES</b>               | <b>NO</b>                |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 20. Are there security locking devices on each door and window?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 21. Are doors constructed of sturdy materials?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 22. Are there only the barest minimum of access doors to the facility?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 23. Are door hinges spot-welded or secured, in order to prevent removal?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 24. Are the hinges facing the inward side of the doors?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 25. Are there time locks to detect unauthorized entrance?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 26. If there are padlocks, do they comprise high-quality materials?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 27. Are padlock hasps made of heavy-duty materials?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 28. Do opening alarms protect all fire doors?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 29. Is the alarm system connected to all doors and windows?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 30. Does the organization follow a specific lock-up procedure?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 31. Is someone responsible for checking all doors and windows to make sure they are closed and locked every night? |
| <input type="checkbox"/> | <input type="checkbox"/> | 32. Are all alarms connected to a central control center?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 33. Do personnel man the station at all times?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 34. Are there periodic checks on response times to alarms?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 35. Does the organization test alarms on a regular basis?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 36. Is there a backup emergency power source for the alarm system?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 37. Are surveillance cameras in place for all exits and entrances?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 38. Are surveillance cameras in place for all parking lots and alleys?   |

## VEHICLE CONTROL

**YES**   **NO**

- |                          |                          |     |   |
|--------------------------|--------------------------|-----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 39. | Is there a separate area for employee parking?          |
| <input type="checkbox"/> | <input type="checkbox"/> | 40. | Is there a separate area for visitor parking?           |
| <input type="checkbox"/> | <input type="checkbox"/> | 41. | Do personnel verify all service vehicles?               |
| <input type="checkbox"/> | <input type="checkbox"/> | 42. | Is there a log of service vehicles?                     |
| <input type="checkbox"/> | <input type="checkbox"/> | 43. | Does the organization fence in or secure parking areas? |
| <input type="checkbox"/> | <input type="checkbox"/> | 44. | Does the organization illuminate parking areas?         |
| <input type="checkbox"/> | <input type="checkbox"/> | 45. | Does Security patrol parking areas?                     |

## OFFICE SECURITY

**YES**   **NO**

- |                          |                          |    |  |
|--------------------------|--------------------------|----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. | Do personnel properly greet and/or challenge strangers?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. | Do personnel protect billfolds, purses and other personal belongings while on the job?                   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. | Does only one person issue all keys?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. | Does the organization keep a record of who has received what keys, and if the individual(s) return them? |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. | Do all keys clearly state "Do Not Duplicate"?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. | Does the organization have a lost key policy?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. | Are maintenance personnel, visitors, etc, required to show ID to a receptionist?                         |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. | Is there a clear line of sight from the reception area to the entrance, stairs and elevators?            |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. | Is it possible to reduce the number of entrances without a loss of efficiency or safety?                 |

- | <b>YES</b>               | <b>NO</b>                |     |   |
|--------------------------|--------------------------|-----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 10. | Do personnel keep office doors locked when unattended for a long period of time?        |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. | Do personnel keep items of value secure in a locked file or desk drawer?                |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. | Has Security briefed the supervisor of each office on security problems and procedures? |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. | Do all office employees receive some security education?                                |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. | Do office-closing procedures require that important information be secure at night?     |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. | Does the organization keep office entrance doors locked except during business hours?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. | Do personnel shred confidential material before placing it in the trash?                |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. | Does the organization log in and out all janitorial and cleaning services personnel?    |
| <input type="checkbox"/> | <input type="checkbox"/> | 18. | Does a security force protect the facility or building?                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | 19. | Does Security understand its role?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 20. | Is Security prepared to act in case of an emergency?                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | 21. | Does Security carry arms legally?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 22. | Is Security alert?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 23. | Is there an effective system of communication for emergency situations?                 |

### **HIGH SECURITY AREAS**

- | <b>YES</b>               | <b>NO</b>                |     |   |
|--------------------------|--------------------------|-----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 24. | Do personnel keep high security areas locked at all times?                        |
| <input type="checkbox"/> | <input type="checkbox"/> | 25. | Do managers and/or security personnel keep high security areas under supervision? |

- | <b>YES</b>               | <b>NO</b>                |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 26. Do badges bear clear markings to designate those who may enter security areas?         |
| <input type="checkbox"/> | <input type="checkbox"/> | 27. Do procedures require employees to verify their identity when entering security areas? |
| <input type="checkbox"/> | <input type="checkbox"/> | 28. Is access to high security areas controlled?   |

**PERSONNEL**

- | <b>YES</b>               | <b>NO</b>                | <b>Does Security ...</b>  |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 29. Require personnel to wear badges or identification cards?                       |
| <input type="checkbox"/> | <input type="checkbox"/> | 30. Require employees to display ID badges at entrances?                            |
| <input type="checkbox"/> | <input type="checkbox"/> | 31. Include numbers on all identification cards?                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | 32. Include employee photographs on all ID cards?                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | 33. Keep a record of all lost or stolen badges?                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | 34. Keep a record of all badges issued?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 35. Institute standard screening procedures for all employees before hiring?        |
| <input type="checkbox"/> | <input type="checkbox"/> | 36. Fingerprint all employees?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 37. Photograph all applicants?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 38. Keep personnel files of all employees?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 39. Require employees to produce identification at hiring?                          |
| <input type="checkbox"/> | <input type="checkbox"/> | 40. Check references?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 41. Require employees to present a list of past employers?                          |
| <input type="checkbox"/> | <input type="checkbox"/> | 42. Check employees' past employers?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 43. Require employees to provide any pseudonyms?                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | 44. Instruct employees on all security and emergency operating procedures in place? |

# Emergency Management Web Resources

Pittsburgh Emergency Management Agency  
<http://www.pittsburghpa.gov/ema/>

Pittsburgh Bureau of Police  
<http://www.pittsburghpa.gov/police/>

Pittsburgh Bureau of Fire  
<http://www.pittsburghpa.gov/fire/>

Pittsburgh Emergency Medical Services  
<http://www.pittsburghpa.gov/ems/>

Pennsylvania Emergency Management Agency  
[www.pema.state.pa.us](http://www.pema.state.pa.us)

Pittsburgh Department of Homeland Security  
[www.dhs.gov/index.shtm](http://www.dhs.gov/index.shtm)

Federal Emergency Management Agency  
[www.fema.gov](http://www.fema.gov)

Federal Bureau of Investigation  
[www.fbi.gov](http://www.fbi.gov)

United States Postal Service  
[www.usps.gov](http://www.usps.gov)

Environmental Protection Agency  
[www.epa.gov](http://www.epa.gov)

Center for Disease Control  
[www.cdc.gov](http://www.cdc.gov)

NOAA  
[www.noaa.gov](http://www.noaa.gov)

American Red Cross  
[www.redcross.org](http://www.redcross.org)

The Salvation Army  
[www.salvationarmy.org](http://www.salvationarmy.org)