

COMMONWEALTH OF VIRGINIA

Occupant Emergency Action Plan (OEAP) Template



[AGENCY / INSTITUTION NAME]
[BUILDING STREET ADDRESS]

Reviewed and Approved By: [INSERT NAME, SIGNATURE, DATE]

Record of Changes

Date of Update:	Changes Made:	Approver(s):

CONTENTS

Dialing 9-1-1	4
OEAP Roles & Responsibilities	5
Emergency Communications	6
Active Attacker	8
Bomb Threat	10
Building Fire / Explosion	12
Civil Disorders / Riots	13
Hazardous Materials Release or Spill	14
Earthquake.....	15
Medical Emergency.....	16
Missing Child / Code Adam	17
Natural Gas Leak.....	19
Severe Weather	20
Suspicious Objects.....	21
Suspicious Person	22
Tornado	23
Utility Outage	24
Appendix A: Authorities and References.....	25
Appendix B: Plan Maintenance	26
Appendix C: Personnel Rosters.....	27
Appendix D: Floor Plan with Evacuation Routes.....	28
Appendix E: Floor Plan with First Aid and AED Locations	29
Appendix F: Map with Evacuation Assembly Areas	30
Appendix G: Emergency Numbers.....	31

Dialing 9-1-1

Use this page to provide information on dialing 9-1-1 specific to your building. Address the below questions:

- If you are dialing from a desk phone, do you have to dial anything before 9-1-1?
- If you do not have a phone on your person, are there any common areas that provide access to a phone? This may include a reception or security desk. Include any special instructions for dialing 9-1-1 on common area phones.
- Are there any other systems located within your building that are capable of contacting 9-1-1? This may include panic buttons or other security systems.
- How do you handle employees mistakenly dialing 911? (911 hangup)
- How will you get first responders through security and to the emergency location quickly?

Background

Executive Order 41 (2019) states that Emergency preparedness is a core responsibility of all executive branch agencies and public institutions of higher education (State Agencies). As part of this preparedness, each state agency is required to appoint an Emergency Management Coordinator (EMC). Additionally, under the guidance of the EMC, state agencies and public Institutions of Higher Education are required to develop and maintain plans that outline the actions to be undertaken by building occupants during emergency situations, also known as Occupant Emergency Action Plans (OEAPs).

Purpose and Scope

The purpose of this OEAP is to provide guidance on actions to be taken by building occupants of **[INSERT STREET ADDRESS]** during emergency situations. For the purpose of this document, the term “occupants” includes all state and federal agency personnel, private sector organizations, contractors, visitors, and any other persons located inside the building at the time of an emergency situation. The OEAP also provides role clarity, assignment of responsibilities, and an outline of procedures for occupants to follow when experiencing a wide range of hazards and threats.

OEAP Roles & Responsibilities

An effective OEAP requires not just written procedures, but also dedicated staff to fulfill roles necessary to implement the procedures within this document. Below are the necessary roles and the staff assigned to those roles. In some cases, one employee may fill multiple roles.

Emergency Management Coordinator

The EMC is responsible for the development, adoption, and maintenance of a current written OEAP, consisting of building evacuation, shelter-in-place, active threat, and other hazards or emergencies as deemed appropriate.

The EMC will be the primary point of contact for all OEAP-related issues and is responsible for assigning Building, Floor, and Zone Wardens. EMCs also provide a means of communication among all agencies/organizations within a given building with the goal of discussing plans, addressing needs, and pursuing opportunities for improvement building wide.

Designated Emergency Management Coordinator:
[INSERT NAME, TITLE, PHONE NUMBER, E-MAIL ADDRESS]

Building Warden

Building Wardens manage evacuations and sheltering in place for the entire building. They also conduct preparedness and training activities for their building. During evacuations and sheltering in place events, the Building Warden has absolute authority over all occupants within the building, even if they are a member of another agency/organization located within the building. There should be one Primary and one Alternate Building Warden designated per building. Building Wardens should be knowledgeable of all assigned Floor and Zone Wardens. They should also have access to a list of all employees that work within the building, and their telework schedules. Building Wardens should have opposite telework schedules to ensure one is always scheduled to work within the building on any given day.

Building Wardens are the liaisons between building occupants at the evacuation assembly area and first responders and shall have appropriate mobile communications equipment to ensure effective communication during incidents. Building Wardens are also responsible for notifying first responders of occupants that are waiting for assistance in an area of refuge.

Designated Building Wardens:
Primary: [INSERT NAME, TITLE, PHONE NUMBER, E-MAIL ADDRESS]
Alternate: [INSERT NAME, TITLE, PHONE NUMBER, E-MAIL ADDRESS]

Floor Wardens

A Floor Warden may be appointed to each floor. Floor Wardens must be familiar with all aspects of their assigned floor, such as special hazards, exit locations, locations of alarm pull stations, firefighting equipment, assigned Zone Wardens, and the working locations of all special needs personnel. During evacuation and shelter in place events, Floor Wardens have absolute authority over all occupants assigned to their floor (including Zone Wardens), even if the Floor Warden is a member of another agency or organization. Floor Wardens will coordinate the response activities of their Zone Wardens. Floor Wardens are also responsible for notifying their Building Warden of occupants that are waiting for assistance in an area of refuge.

Designated Floor Warden(s):

FLOOR NUMBER - [INSERT NAME, TITLE, PHONE NUMBER, E-MAIL ADDRESS]

FLOOR NUMBER - [INSERT NAME, TITLE, PHONE NUMBER, E-MAIL ADDRESS]

FLOOR NUMBER - [INSERT NAME, TITLE, PHONE NUMBER, E-MAIL ADDRESS]

Zone Warden

A Zone Warden may be appointed to each floor. Each floor should be divided into zones consisting of no more than fifteen (15) people in a contiguous workspace. If a workspace exceeds this number, then an additional Zone Warden should be appointed. Zone Wardens must be familiar with all staff in their assigned zone, including the working locations of all special needs personnel. During evacuation and shelter in place events, Zone Wardens have absolute authority over all occupants assigned to their zone, even if the occupant is a member of another agency or organization. Zone Wardens provide guidance to and assist occupants during emergency situations. Zone Wardens must communicate and coordinate with Floor Wardens, including notifying their Floor Warden of occupants that are waiting for assistance in an area of refuge.

Designated Zone Warden(s):

[INSERT NAME, TITLE, PHONE NUMBER, E-MAIL ADDRESS]

[INSERT NAME, TITLE, PHONE NUMBER, E-MAIL ADDRESS]

[INSERT NAME, TITLE, PHONE NUMBER, E-MAIL ADDRESS]

OEAP Emergency Chain of Command



Emergency Communications

This section should address how the Building Wardens, Floor Wardens, Zone Wardens, and all other building occupants will communicate during an emergency. This section should outline how the OEAP Chain of Command will communicate with each other and how any decisions regarding building occupants will be communicated to those impacted. Communication methods may include:

- Two-way radios
- PA systems
- Alert systems

This section should also highlight how, if a facility is also utilized by non-state agency renters, these parties will share information during an emergency.

Consideration Of Persons with Access and Functional Needs

The plan should address the needs of regular occupants with disabilities and access and functional needs, as well as visitors to the building, in compliance with Americans with Disabilities Act of 1990. Building, Floor, and

Zone Wardens must understand the needs of the regular occupants as well as contractors, visitors, and other personnel. Minimally this OEAP must address the following:

- Ensure individuals can receive notification and alerts including individuals who have vision, hearing, or cognitive disabilities.
- Ensure all individuals can make their way to an exit with assistance if needed.
- Ensure everyone can evacuate or shelter in place as needed.

Areas of Refuge:

Some occupants with access and functional needs may be unable to evacuate the building using the stairs during an emergency. These occupants will need to utilize areas of refuge until it is safe to return to their workspace, or until first responders arrive and can evacuate them.

[INSERT AREA OF REFUGE LOCATION, PHOTO OF AREA, AND COMMUNICATION CAPABILITIES IN THE AREA]
[INSERT AREA OF REFUGE LOCATION, PHOTO OF AREA, AND COMMUNICATION CAPABILITIES IN THE AREA]
[INSERT AREA OF REFUGE LOCATION, PHOTO OF AREA, AND COMMUNICATION CAPABILITIES IN THE AREA]
[INSERT AREA OF REFUGE LOCATION, PHOTO OF AREA, AND COMMUNICATION CAPABILITIES IN THE AREA]

Hazard Specific Emergency Procedures

Active Attacker

Active attacker situations usually involve one or more individuals who have entered a building armed with a weapon, typically a firearm, and intend to injure, harm, or kill occupants. Victims are often chosen at random and the whole event can happen very quickly with little time to respond to the situation.

Actions if an active attacker is **OUTSIDE** of your building:

1. **REMAIN INSIDE.**
2. The Building Warden should order the immediate lockdown of the building.
3. As quickly as possible, alert everyone inside the building about the situation.
4. Close and lock all exterior windows and doors.
5. Seek cover in a room and turn off all sources of light (lights, computer monitors, etc.).
6. If possible, cover the interior and exterior windows so that nobody is visible to those inside or outside the building.
7. Mute all devices that could make sound (e.g., computers, phones, beepers, and smart watches).
8. Call 9-1-1 and stay on the line with the dispatcher and provide your name, location, location of the incident, the number of attackers, and a description of the attackers.
9. Stay in place until the all-clear is given by law enforcement personnel.
10. All staff and visitors scheduled to arrive later in the day should be contacted by pre-identified departmental staff via phone, text messaging, and/or email, and advised not to come to building until further notified.
11. If you are outdoors when the incident occurs, seek cover until it is safe to escape the area or enter the building.

Actions if an active attacker is **INSIDE** your building:

RUN

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

1. Leave all your belongings behind.
2. Have multiple escape routes in mind.
3. Run away from the sound of the attacker; put as much distance between you and them as possible.
4. Warn others not to enter the area where the attacker may be.
5. Help others escape, if possible.
6. Do not attempt to move injured people.
7. Keep your hands visible as you escape so that law enforcement can see you are unarmed.
8. When outside, proceed to the designated assembly area.
9. Call 9-1-1 when it is safe to do so.
10. Follow all instructions given by law enforcement.

HIDE

If it is not possible to safely evacuate, find a place to hide where the attacker is less likely to find you.

1. Stay away from windows and exterior doors.
2. Close blinds and turn off all lights.
3. Stay out of the view of the attacker.
4. Lock and/or barricade the door to block entry into the space.
5. As possible, hide behind large, sturdy items (e.g., cabinets, desks).
6. Silence all electronic devices (e.g., computers, phones, watches)
7. Remain silent and encourage those around you to remain silent.
8. Remain in the space you identified until you receive the all clear from law enforcement.

FIGHT/ TAKE ACTION

1. As a last resort, and only when your life is in imminent danger, attempt to incapacitate the attacker.

WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's immediate concern is to stop the attacker as quickly as possible. The first officers to arrive will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow. When law enforcement arrives:

1. Do your best to remain calm and follow their instructions.
2. Do not point, scream, or shout anything.
3. Put down any items you may have in your hands. You don't want anything to be mistaken for a weapon.
4. Raise your hands over your head, with fingers spread, so that law enforcement can easily identify you as a victim and not the attacker.
5. Always keep your hands visible.
6. Avoid using any sudden or quick movements towards the officers.
7. Avoid stopping to ask for help from officers when evacuating.

Once you have reached a safe location, you will likely be held in that area by law enforcement until the situation is under control and all witnesses have been identified and questioned. Do not leave the safe location until cleared to do so by law enforcement.

Bomb Threat

A bomb threat may come to the attention of the receiver in various ways. It is important to compile as much information as possible. DO NOT attempt to notify or evacuate an entire building as this could consume valuable time that would be better used to gather important information. In the case of a written threat, it's vital that the document be handled by as few people as possible, as this is evidence that should be turned over to law enforcement officials. If the threat should come via e-mail or social media, make sure to save the information on your computer. Most bomb threats are transmitted over the telephone; thus, the following instructions are provided with that assumption.

Actions:

1. Remain calm and fill out the Telephone Bomb Threat Checklist **below** as the call takes place.

Do your best to keep the caller on the phone for as long as possible.

Date:	Time Call Received:	Time Call Terminated:
Number Where Call was Received:		Who Received the Call?
Caller's Phone Number:		
Exact Wording of the Threat:		

WHEN POSSIBLE, ASK THE CALLER THE FOLLOWING QUESTIONS:

"When is the bomb going to go off?"	"Where is the bomb right now?"	"What does it look like?"
"What kind of bomb is it?"	"What will cause it to explode?"	"What is your name?"
"Did you place the bomb?"	"Why?"	"What is your address?"
"Is there a special way to identify the bomb?"	Other notes:	

Describe the caller's voice (check how they sound)

- | | | | | | |
|-----------------------------------|---------------------------------|------------------------------------|-----------------------------------|--|----------------------------------|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Angry | <input type="checkbox"/> Excited | <input type="checkbox"/> Slow | <input type="checkbox"/> Ragged/Raspy | <input type="checkbox"/> Soft |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Crying | <input type="checkbox"/> Normal | <input type="checkbox"/> Distinct | <input type="checkbox"/> Deep Breathing | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> Stutter | <input type="checkbox"/> Lisp | <input type="checkbox"/> Fast | <input type="checkbox"/> Familiar | <input type="checkbox"/> Clearing Throat | <input type="checkbox"/> Loud |
| <input type="checkbox"/> Nasal | <input type="checkbox"/> Deep | <input type="checkbox"/> Disguised | <input type="checkbox"/> Accent | <input type="checkbox"/> Cracked Voice | <input type="checkbox"/> Other |

Describe the caller's language

- | | | | |
|---|--|-------------------------------------|---|
| <input type="checkbox"/> Understandable | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Irrational | <input type="checkbox"/> Message Read by Threat Maker |
| <input type="checkbox"/> Taped Message | <input type="checkbox"/> Foul Language | | |

Describe the background sounds (check the sounds you hear)

- | | | | | |
|--|--|--|---------------------------------|--------------------------------|
| <input type="checkbox"/> Street Noises | <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Office Machinery | <input type="checkbox"/> Voices | <input type="checkbox"/> Music |
| <input type="checkbox"/> Motor | <input type="checkbox"/> House Noises | <input type="checkbox"/> Factory Machinery | <input type="checkbox"/> Clear | |

☐ Static: PA System or Local?

2. Immediately after the caller has ended the call, notify law enforcement at 9-1-1 **(DO NOT USE THE PHONE THAT THE BOMB THREAT WAS RECEIVED ON).**
3. Notify the immediate supervisor within your work area, who should then notify the nearest Zone, Floor, or Building Warden.
4. If the threat was left on your voicemail, do not erase it.
5. If the threat is received verbally in person, discreetly signal a coworker for help and dial 9-1-1 as soon as you, or someone around you, is able to do so.

Building Fire / Explosion

A fire may include visible flames, smoke, or strong odors of burning. An explosion is caused by a rapid expansion of gas from chemical reactions or incendiary devices.

Actions:

1. Activate the nearest fire alarm. Pull stations are located at:
 - **[INSERT BUILDING FIRE PULL STATION LOCATIONS]**
2. Evacuate; if smoke is present, stay low to the floor.
 - Assist others in exiting the building.
 - Do not use elevators.
 - Avoid smoke-filled areas.
3. Those who are unable to evacuate utilizing the stairs should go to an area of refuge to wait for assistance from first responders.
4. Before opening any door, feel the door from top to bottom with the back of your hand. If it is warm, do not proceed; go back and find an alternate route. If the door is cool, crouch low and open the door slowly. Close the door quickly if smoke is present so you do not inhale it and do not proceed; go back and find an alternate route.
5. If you encounter heavy smoke in a stairwell, go back and try another stairwell.
6. If you become trapped, continuously tap on a wall or pipe to help rescuers locate you.
 - Untrained persons should not attempt to rescue people who are inside a building that is on fire and / or has collapsed.
7. Once you have exited the building and are in a safe location, call 9-1-1 and tell them:
 - Your name
 - The name of the building
 - The building street address
 - Your phone number
 - The location, cause, and specific object on fire / that exploded (if known)

Civil Disorders / Riots

Civil Disorders, as defined by U.S. Code, means “any public disturbance involving acts of violence by assemblages of three or more persons, which causes an immediate danger of or results in damage or injury to the property or person of any other individual.” Riots, as defined by the Code of Virginia, means “any unlawful use, by three or more persons acting together, of force or violence which seriously jeopardizes the public safety, peace or order.”

Actions:

1. Assess the situation:
 - Is the situation likely to cause a disturbance or disruption at the building?
 - Is the threat potential, probable, imminent, or in progress?
 - Does the size of assembly meet the criteria in the description?
 - Is there the potential for there to be a level of force or violence?
2. Call 9-1-1 if it appears that a situation is imminent.
3. Secure the building by locking all doors and windows.
4. Consider the safety and security of vital records when possible.

Hazardous Materials Release or Spill

A hazardous materials incident may be a spill or release of chemicals, radioactive materials, or biological materials that occur inside the building or in the surrounding area.

Actions:

1. Do not handle or attempt to dispose of the hazardous materials.
2. Try to determine the material by looking at labels, shipping documents, or safety data sheets without touching the material or container.
3. If anyone has come in contact with the suspected hazardous materials, remove them from the area and blot, brush, and/or flush the affected area with water.
4. Isolate the contaminated area and deny entry.
5. Close surrounding doors and shut off HVAC systems to contain the material and prevent its spread.
6. Alert others to stay clear of the area.
7. Contact local public safety emergency responders by calling 9-1-1. Provide as much detail as possible, such as possible material, number of patients, and actions that have already been taken.

Earthquake

At the earth's surface, seismic waves generated by an earthquake can cause significant shaking and displacement of the ground, which may lead to loss of life and destruction of property. There are two known areas of seismic activity in Virginia. The first is the Central Virginia seismic zone, which extends across much of central Piedmont and includes the City of Richmond. The second is the Giles County seismic zone, which is an extension of the Eastern Tennessee seismic zone and includes several counties in Southwestern Virginia. Although uncommon in Virginia, powerful earthquakes have occurred in Virginia and could occur again without notice.

Actions if you are **indoors**:

1. Stay inside until the shaking stops.
2. **DROP** to the ground (onto your hands and knees).
3. **TAKE COVER** by getting under a sturdy table or other piece of furniture. If there is not a table or desk near you, cover your head and neck with your arms and crouch in an inside corner of the building.
 - Do not stand in a doorway as it will not protect you from the most common source of injury, falling or flying objects, which are the cause of most earthquake-related injuries and deaths.
 - Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
4. **HOLD ON** until the shaking stops.
5. Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
6. Do not use the elevators.
7. Be on the lookout for any fires, building damage, or leaks caused by the earthquake.
8. If the building is damaged, calmly proceed outdoors and do not re-enter any damaged buildings.
9. Those who are unable to evacuate utilizing the stairs should go to an area of refuge to wait for assistance from first responders.

Actions if you are **outdoors**:

1. Remain outdoors.
2. Move away from buildings, streetlights, and utility wires.
3. Once in the open, stay there until the shaking stops.

Medical Emergency

A medical emergency is any serious injury or illness that requires immediate medical attention to prevent serious harm or death.

Actions:

1. Stay with the injured or sick individual until help arrives. If you are able, dial 9-1-1 while you are with the injured or sick individual. If you cannot dial 9-1-1, call for help and have someone else dial 9-1-1.
2. Provide the following information to the 9-1-1 dispatcher:
 - Exact location of the injured or sick individual.
 - Call back information (your name and phone number) in case you are disconnected.
 - Sex and approximate age of the injured or sick individual.
 - Nature of injury or illness.
 - Pertinent medical history of the injured or sick individual, if known.
3. Have someone notify the nearest Zone, Floor, or Building Warden of the emergency.
4. Notify the HR Director of the situation.

What to do until help arrives:

1. Remain calm.
2. If possible, send someone to meet emergency responders outside and direct them to the injured or sick individual's location.
3. Keep all non-essential people away from where the injured or sick individual.
4. Keep the injured or sick individual still and comfortable. Do not move them unless the person is in immediate danger.
5. Ask the injured or sick individual, "Are you okay?" and "What is wrong?"
6. Check the injured or sick individual's breathing and check for a pulse. If there is no pulse and you have been trained, perform CPR or use an AED. The AEDs are located in the following locations:
 - **INSERT LOCATIONS HERE**
7. In case of a minor injury or illness, provide first aid. The first aid kits are located at:
 - **INSERT LOCATIONS HERE**
8. If needed, control serious bleeding by applying direct pressure to the wound.

Missing Child / Code Adam

A Code Adam Alert is a protocol that activates a team of agency personnel to monitor building exits, search building spaces, and notify law enforcement when attempting to locate a missing child or identify and delay a potential child abduction suspect.

In accordance with the Code of Virginia, Section 2.2-1161.1, Code Adam alerts in public buildings, the Code requires state agencies occupying state owned and leased buildings to initiate and maintain the following procedures for the prevention of child abduction and for the location of lost children in facilities serving the Commonwealth of Virginia.

Actions:

1. Get a detailed description of the missing child.
 - Name
 - Age and sex
 - Height and weight
 - Distinguishing features, if any
 - Clothing color and type
 - Shoe color and style (shoes usually are not changed by an abductor)
2. Notify security and designated persons of the Code Adam Alert and monitor all building entrances, exits, stairs, lobbies and adjacent parking areas.
 - Give a description of the child to persons assigned to monitor all exterior doorways and adjacent parking areas.
 - Escort the parent or guardian to the main building entrance to assist in identifying the child.
 - Monitors should use cell phones or two-way radios to report observations to the manager in charge of the incident.
 - Ask visitors and employees with children near doorways to remain in the building until the incident has concluded.
 - Monitors are to remain at assigned doorways until the incident has concluded.
3. Inform designated persons to search the building.
 - Give description of child to staff assigned to search the building.
 - Search restrooms, stairs, closets, meeting rooms, elevators, halls, exit foyers, and office areas as quickly as possible.
 - Search parking and grounds areas immediately adjacent to the building.
 - Search results are to be reported to the manager in charge of the incident and the law enforcement.
4. Notify law enforcement immediately of the reported missing child.
 - Call 9-1-1 as soon as an abduction or missing child is suspected.
 - Inform the law enforcement of the building location and child's description.
 - Someone should meet law enforcement at the entrance when they arrive and inform them of the status of the search.
 - Thereafter, all involved should follow law enforcement instructions.
5. If the child is found unharmed, reunite the child with the parent or guardian.
 - Cancel the Code Adam Alert after reuniting the child with their parent or guardian.
 - Inform door monitors and other persons involved in the search that the alert is cancelled.
6. If the child is found with a person other than their parent or guardian, use reasonable efforts to delay the person from leaving the building until the law enforcement is present.
 - Ask the child to state their name. Do not delay the person if the child's name is different but ask them to remain in the building until the incident has concluded.

- Ask the person with the child to state their name if the child's name is the name of the reported missing child. If the name is the same, ask them to remain in the building.
 - Use reasonable efforts to delay a person believed to be with the child who is not their parent or guardian. Do not attempt to forcibly detain the suspect. Request help from fellow employees to notify law enforcement.
 - Report the description of the suspect and child to law enforcement, security, and the manager in charge of the incident.
 - Sex and age
 - Distinguishing features
 - Height and weight
 - Clothing color and type
 - Shoe color and style
7. Conclude the incident with an announcement.
- Cancel the Code Adam Alert following law enforcement instructions or after reuniting the child with their parent or guardian.
 - Inform door monitors and persons involved in the search that the alert has been cancelled.
8. Report the incident and results.
- A written report of the incident involving a lost or missing child must be prepared.
 - Provide the report to law enforcement.

Natural Gas Leak

A natural gas leak will give off a distinct smell, like rotten eggs or sulfur. Any odor of natural gas inside your building may indicate a leak.

Actions:

1. **Do not use your telephone.** This includes cellular phones and all types of portable communication and electronic devices that have a battery. These can spark and create a source of ignition for the natural gas.
2. **Do not light matches or create any other source of ignition.**
3. **Do not** operate **ANY** electrical switch, including lights, on or off. This could create a spark, which could ignite the natural gas.
4. Any possible flame source should be extinguished.
5. Evacuate everyone from the building. Do not use the elevators, as this could cause a spark.
6. Those who are unable to evacuate utilizing the stairs should go to an area of refuge to wait for assistance from first responders.
7. Call 9-1-1 (after you have safely exited the building) and provide them the following information:
 - Your name.
 - Your exact location near the building.
 - Describe the problem.
 - Tell the dispatcher if there is a person to meet emergency personnel and their location in relation to the building.
8. Notify the nearest Zone, Floor, or Building Warden of the situation.
9. All building occupants should stay at the designated assembly point until they are notified by emergency personnel or designated personnel to re-enter the building.
10. If your building does not have a natural gas supply and you smell natural gas, you should notify 9-1-1 immediately as well as the nearest Zone, Floor, or Building Warden.
 - The Building Warden should work with Floor and Zone Wardens to evacuate the premises as quickly as possible.

Severe Weather

Severe weather (excluding tornadoes, which is covered later in the OEAP) can include but is not limited to: winter storms, hurricanes, torrential rainfall, strong thunderstorms with hail, and damaging winds.

The Governor's Office may decide to close state office buildings early if severe weather is predicted to impact the Commonwealth. If severe weather events occur before/after hours, state employees may be advised to stay home, and state offices would not open. The Department of Human Resources would have any building closings listed on their website <https://www.dhrm.virginia.gov/>.

A **Watch** means weather conditions are favorable for the development of hazardous weather.

A **Warning** means hazardous weather is happening or is imminent.

Actions:

1. Monitor local news, weather applications, weather websites, or use a NOAA Weather radio to stay informed about watches and warnings.
2. If possible, close the blinds on any windows as this will help to provide protection from potential broken glass.
3. If evacuating or sheltering in place, use a route that is in the building interior and stay away from large expanses of glass and windows.
4. Use the stairwells rather than the elevators due to the potential for power outages.
5. Those who are unable to evacuate utilizing the stairs should go to an area of refuge.

Suspicious Objects

A suspicious object is any item that appears out of place, cannot be readily accounted for, or exhibits characteristics that suggest it might be an explosive device, like a bomb, and therefore requires further evaluation by trained personnel; this could include packages, bags, vehicles, or other items with unusual features like protruding wires, strange odors, or excessive weight.

Actions:

1. Do not touch, open, or disturb the object.
2. Alert others and leave the immediate area of the object and dial 9-1-1.
3. Prevent others from entering the area.
4. Make note of any visible liquids, wires, noises, or suspicious writing that is coming from within, or is on the outside of the object.
5. Utilizing a landline, report type of object and location to law enforcement. Cell phone and radio signals may set off an explosive device.
6. Be prepared to evacuate if instructed to do so.

Suspicious Person

There are many behaviors that a person may exhibit that could be interpreted as suspicious depending on the circumstances. Signs of a suspicious person can include but are not limited to:

- A person who does not belong, gaining, or trying to gain access to a restricted area.
- A person forcibly entering a locked vehicle or door.
- A person who photographs, videotapes, sketches, or asks detailed questions about infrastructure.
- A person acting in an unusual manner or seems out of the ordinary.

Actions:

1. Dial 9-1-1 and provide the following information:
 - Area where the suspicious person is.
 - What the suspicious person is doing.
 - Description of the suspicious person.
2. Do not let anyone into a locked room or building without proper authority.
3. Do not engage in a confrontation with the person.
4. Do not block the person's exit.

Tornado

A tornado is a violent windstorm characterized by a twisting, funnel-shaped cloud extending to the ground. The damage caused by a tornado is a result of the high wind velocity and wind-blown debris, often accompanied by lightning or large hail. In Virginia, tornadoes primarily occur from April through September, although tornadoes have been observed in every month.

A **tornado watch** means tornadoes are possible in and near the watch area. During a tornado watch, staff should be alert to weather conditions.

A **tornado warning** means that a tornado has been sighted or indicated by weather radar. There is an imminent danger to life and property.

Actions:

1. Listen to local news or a NOAA Weather radio to stay informed about tornado watches and warnings.
2. Close all doors, including main corridors, making sure they latch.
3. Review what locations should be utilized to shelter in place in the Tornado Warning section below.
 - Shelter-in-place means selecting an interior room within your facility, or one with no or few windows, and taking refuge there until it is deemed safe to leave.
4. Persons with access and functional needs should go to a designated shelter in place location at the time of a tornado *watch* to ensure they have ample time to get to a safe location. The designated tornado shelter in place locations within the building are:
 - **[INSERT LIST OF LOCATIONS SPECIFIC TO YOUR BUILDING HERE]**

Utility Outage

From time-to-time facilities may experience utility problems that could render the facility unsafe or uninhabitable, such as a loss of electricity, heating and/or cooling systems, or water.

Actions:

1. If there is a utility outage, notify your Zone Warden. The Zone Warden will notify the Floor Warden and/or the Building Warden of the outage.
2. Do not use the elevator if there is an electricity outage.
3. The Building Warden should call the facilities manager at **xxx-xxx-xxxx** to notify them of the outage.
4. Based on the estimated duration of the outage, the facility may be evacuated until the outage is resolved.

Appendix A: Authorities and References

Commonwealth of Virginia

- Executive Order Number 41, 2019 Northam
- Code of Virginia § 2.2-1161.1

Federal

- Americans with Disabilities Act of 1990, As Amended 29 CFR 1910.38 (a)

Appendix B: Plan Maintenance

This OEAP should be reviewed and revised as needed by the EMC annually. Revisions must be made between revisions periods if any of the following situations occur:

- There is a change in building
- There is a change in EMCs
- There is a change in Building Wardens
- There is a change in Floor Wardens
- There is a change in Zone Wardens
- There is a change in hazards posed to the building
- There is a change in building personnel

Training and drills based on this OEAP should be conducted annually. This OEAP should be updated following drills as needed.

Appendix C: Personnel Rosters

INSERT A PERSONNEL ROSTER FOR THE BUILDING THAT INCLUDES EMPLOYEE TELEWORK DAYS (DIVIDED BY ZONE). THE ROSTER SHOULD INDICATE ANY PERSONNEL WITH SPECIAL NEEDS.

Appendix D: Floor Plan with Evacuation Routes

INSERT A FLOOR PLAN FOR THE BUILDING THAT INDICATES EVACUATION ROUTES ON IT

Appendix E: Floor Plan with First Aid and AED Locations

INSERT A FLOOR PLAN FOR THE BUILDING THAT INDICATES WHERE FIRST AID KITS AND AEDS ARE LOCATED

Appendix F: Map with Evacuation Assembly Areas

INSERT A MAP THAT SHOWS WHERE THE DESIGNATED ASSEMBLY AREAS ARE OUTSIDE OF THE BUILDING

Appendix G: Emergency Numbers

INSERT A LIST OF KEY NUMBERS THAT MAY NEED TO BE CALLED DURING OR IMMEDIATELY FOLLOWING AN EMERGENCY

EXAMPLES OF NUMBERS TO INCLUDE:

- **OWNER OF BUILDING**
- **EXECUTIVE LEADERSHIP**
- **VDEM SITUATIONAL AWARENESS UNIT**
- **FACILITIES DIRECTOR**
- **HR DIRECTOR**
- **LOCAL POLICE DEPARTMENT**
- **LOCAL FIRE DEPARTMENT**
- **POISON CONTROL**
- **LOCAL HAZMAT TEAM**
- **BUILDING UTILITY PROVIDER**
- **SECURITY COMPANY**