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Lock Down is used during Active Shooter and other violent crimes. In Lock Down we literally lock ourselves in our offices, out of sight. An explanation of actions to be taken during Lock Down are described in Section 14.

In Medical Emergencies, notify the Building Fire Safety Director at 212-264-5064 or use the Red Floor Warden Phones located by the stairwells and elevator lobbies, they will respond to the scene immediately with the Federal Occupational Health (FOH) nurses and notify New York City EMS.

This OEP provides each person in the building a guideline of what to do should an emergency occur inside the building or outside the building.

8

- 3. Make the person comfortable.
- 4. Keep bystanders away to preserve the person's privacy.

406''Tgo kpf gt u

Depending upon the type of emergency, keep the following in mind:

a. **Fq'pqv'wug'grgxc vqt u0**Proceed promptly to

706"Dwkf kpi 'Qeewr cpw. 'tgpcpw. 'eqpvt cevqt u. 'xkukqt u

26 Federal Plaza employees, contractors and visitors at the building must take responsibility for their personal safety during an emergency.

Everyone must

- a. Listen to and confully with direction from the annunciation system.
- b. Be familiar with emergency procedures in this OEP.
- c. Abide by the posted rules and take direction from the floor wardens/monitors.
- d. Know what to do when Shelter In Place is ordered.
- e. Know what to do when Lock Down is ordered.
- f. Know how to report an emergency to the Fire Safety Director.
- g. Know where to go when relocation or evacuation is ordered.
- h. Identify themselves to their Supervisor, Floor Warden and Fire Safety Director if they cannot walk down the stairs in an emergency.
- i. Know what to do in Code ADAM and Silver Alerts.
- j. Be aware of the locations of stairways, fire exits, fire alarms, fire extinguishers and multiple evacuation routes for their floor.
- k. Assemble and maintain a personal Emergency Supply Kit at the workplace. Suggested items include: a 3-day supply of food and water first aid supplies flashlight battery-powered radio and personal items such as medication, personal hygiene items, and extra eyeglasses or contact lenses.
- 1. Stay alert and report any suspicious activity observations and awareness of the surroundings could prevent incidents from occurring and/or give responders valuable information if an event does occur.
- m. Ensure all visitors are aware of emergency exits and procedures.
- n. @Cve an individual SIP Kit, see Annex I I la M c iohel rch 2015

707"Hktg'Uchgv{'Fktgevqtu

GSA has contracted with a mechanical maintenance contractor (LCOR Asset Managemen

P)

physical security measures. FPS personnel will serve as liaisons with other Federal, State, and local law enforcement agencies.

70 ''Hrqqt'Y ctf gpu'Vgco u

5.8.1 Hnqqt'Y ctf gp

Under the direction of the Fire Safety Director, the Floor Wardens shall supervise and

- b. Disabled persons without mobility limitations will be escorted and relocated/evacuated under normal procedures.
- c. Monitors will keep the Floor Warden informed of the disabled and mobility-limited persons on their respective floors and the exact nature of their impairment(s).
- d. Once disabled and mobility-limited persons are safely relocated/evacuated, Monitors will report to the Floor Warden and await further instructions.

e.

70, ''Q%wrcpv'Ô O

804''Eqo o cpf 'Egpvgtu

Hgf gt cnRt qvgevkxg'Ugt xkeg'Tgi kqpcnO gi c'Egpvgt FPS Regional Control ("Mega Center")

Telephone Numbers: (877) 4-**HRU**

- b. Sound an alarm (warble tone) and activate strobe lights on the floor and floor above the alarm on both the FOB and Annex sides of 26 Federal Plaza and in the CIT.
- c. A verified alarm will be transmitted to the Fire Department.

The **Htg'Uchgv{ 'Fltgevqt '**shall:

- a. Make an announcement over the public address system to keep the occupants of the building aware of the status of the alarm.
- b. Open up two-way conversation with the Floor Wardens on the floor and floor

Relocation will take place as directed by the Fire Safety Director. The order in which the floors are evacuwied will depend on the specific circumstances of the situwiion.

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 $0 \quad 0 \quad 0$

12.3.1

The Senior Property Manager will then provide each Agency SIP Liaison Official and alternate with the telephone number of the Federal Plaza Emergency Hotline, along with

In most cases local authorities will alert the Designated Official (or designee) and/or Agency Law Enforcement Agency Officials of the reason to Shelter in Place. Once the report is received the following actions must occur:

12.4.1 Activation if There is a Warning:

SIP Command Team should begin to assemble, and direct the following:

- a. All air handlers shall be stopped immediately
- b. All or some of the building's elevators will be recalled to the 1st floor and locked there.
- c. The Federal Plaza Fire Safety Director shall notify occupants via the Public Address system that Shelter in Place is being activated immediately and the Federal Plaza Emergency Hotline has been activated for Agency SIP Liaison Officials. If it is known inform occupants the dangerous side of the building to be avoided.
- d. All occupants and visitors shall remain within their offices until the all clear is given.
- e. Visitors on the 1st and 2nd floors shall be relocated to the 6th floor Cafeteria.

h. Each Agency Liaison Official Representative shall contact the Fire and Life Safety Coordination Center via the Federal Plaza Emergency Telephone "Hotline" and inform them of the number of people requiring assistance and nuir location.

3407''Upwngt gf 'Rj cug

The "Snultered Phase" of SIP begins when the building is sealed and all hallways, elevators and

 $\label{eq:Life-Safety-Coordination-Cente} \quad u \quad ing \quad the \ Floor \ Warden \ telephone \quad , \ ju \quad t \ a \quad they$

- iii. Fire Alarm Manual Pull stations
- iv. Fire extinguishers
- v. Fire detection and suppression devices
 - 1. Smoke detectors
 - 2. Heat detectors
 - 3. Sprinkler heads
 - 4. Sprinkler control valve
- g. The Director will assign a staff member/Safety Coordinator to inspect the Center each morning to ensure the following:
 - i. All exit doors are unlocked and accessible to Center occupants
 - ii. All exit lights are working properly
 - iii. All corridors and doors leading to exits are clear
 - iv. There are no decorations hanging from the sprinkler heads of fire alarm devices
 - v. Fire alarm devices and sprinkler heads are not obstrp
- h. All faculty members will be advised of proper fire protection practices.
- Fire drills will be condp notified of each drill. A command center representative or a representative of the Senior Property Manager should attend.
- j. The Director will search all areas within the Center or assign personnel and ensure that all occupants have been safe evacua d. Physicall challenged children will be provi_

FOR FICIAL ONLY

Follow is a b19ef sure attion of the p10t ed b9 the Fire & Safety redination of the p10t receiving a dical emergency of (212) 264-5064

3703" "Uchgv{ 'Flt gevqt

a. Request the location of medical emergency, e.g. floor, 100m .um t M (

There are Public Access Defibrillator (PAD) program and installed Automated External Defibrillators (AEDs) on GSA occupied floors and on common floors at in the Jacob K. Javits Federal Building at 26 Federal Plaza.

A total of eleven (11) Medtronic Physio-Control, LIFEPAK 500 AEDs have been installed in the following areas:

- a. On GSA floors 16 through 21 and the 31st floor.
- b. Two (2) units have been installed on the 6th floor, one in the corridor outside the cafeteria/fitness center and one in the main corridor by the conference rooms.

Designated Official for a public building establish procedures for locating a child who is missing in the building.

The National Center for Missing and Exploited Children (NCMEC) and the departments of several state Attorneys General, offer to assist in training workshops in order for other companies to implement the program. Code Adam decals are to be posted at the entrance of all

Employees are reminded that a child may simply be lost or possibly the victim of an abduction. Strangers or persons known to the child can carry out abductions.

3805"QlflekcilCevkqpu

Immediately upon n tification of a lost and/nowmissing child, security personnel should perfnom the fnllowing:

- a. SHUT DOWN ALL MEANS OF ENTRY TO THE BUILDING
 - i. Do n t allow any persons to enter/exit the building, including vehiculaowtraffic (i.e., wtrucks at the loading dock).
 - ii. Contact the Federal Pr tective (FPS) Service Mega Center to monitor the emergency exits of the building.
 - iii. N tify the FPS Mega Center when all means of egress are contr lled. The FPS or official in charge will make a determination when to assume pedestrian and vehiculaowtraffic.
- b. Report the infnomation to entrance contr l posts immediately by issuing a "Code Adam Alert" fno the building. Pass along the description of the missing child to entrance contr l posts.
- c. Contact Fire Command and request that a "Code Adam Alert" be br adcast over the public address system that a "Code Adam Alert" is in effect so that all tenants are alerted to be on the lookout fno the missing child.

3. Operations: FPS, FBI

4. Logistics: GSA Property Manager and Staff

5. Planning: FPS, FBI, GSA

6. Administration: GSA

7. Command by Negation:

Each Team works towards the common goal without

\$

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- \bullet Provide protection if shots are fired in your direction (i.e., $_$

- i. Based upon local law enforcement requests make decision to secure from Shelter in Place. Meet with Heads of Agency on bridge line to discuss this.
- j. Compile and issue After Action Report.

3; 66"I UC'cpf 'Dwlff lpi 'O clpvgpcpeg'Eqpvtcevqt

a. Recall elevators n,i.

4307"HRU

a. Notify Mega Center via radio of civil disturbance.

b.

c. Disconnect all electronic equipment

d.

29.1.4 Fgrw{'Hnqqt'Y ctf gp

- a. Take reports for Floor Warden.
- b. Ensure everyone is at shelter.

29.1.5 Hrqqt'Y ctf gp

- a. Direct everyone to take SIP.
- b. Oversee your teams actions.
- c. Report people who demand to leave to OEO Command Center.
- d. Wait for OEO to tell you what to do next.
- e. Work with Agen\$ with your people who insist on leaving.

4; 04"J gcf 'qh'Ci gp\$

- a. Ensure everyone is oka9
- b. Assist Floor Warden if necessary
- c. Notif9 OEO if anyone demands to leave or is injured,
- d. Notif9 your agen\$
- e. Work with OEO to safeguard your people.

4; 65"Qeewrcpv'Go gti gp\$

a. Convene OEO on bridepan



31.1.2 Grgxcvqt 'O qplsqt 'cpf 'Uvckt y grdO qplsqt

a. Direct people to stay on their floor away from elevators and stairwells and to report to SIP location.

31.1.3 O qpkqt u'hqt 'F kucdugf

a. Meet up with your buddy and ensure they are okay stay together at SIP location.

31.1.4 Fgrww{'Hmqqt'Y ctfgp

- a. Take reports for Floor Warden.
- b. Ensure everyone is at SIP location.

31.1.5 Haqqt'Y ctf gp

a.

- e. Notify OEO that all are off the floor when you reach shelter location.
- f. Account for all people at shelter location, notify OEO if anyone is missing.
- g. Work with Agency Head to determine what to do next.

5404''J gcf '\dh'Ci gpe\{ '\dagger ugplqt 'r 'y eqp 'lp '\dhHeg'\di c\dagger c\{ +

a.

g. Work with Agency Head to determine what to do next.

33.1.7

i. Oversee an orderly return to work once all clear is given.

Once Building is clear report to Command Center Assembly Site, use bridge line to communicate with other Agencies.

560'Y QTMRNCEG'XKQNGPEG

NQEMFQY P

1.

Cppgz'4<'TgeqÒ pf gf 'Kpf kxlf wcrlGÒ ti pe{1UKR'Uwr r rlgu

Chang of cloÙ hes

ToÜ 1

Toiletries

Sw aù er or Jacket

Food: soÒ thing to replace a m al thaÙ yoÚ will eaÙ and can sha× e WaÙ er: 2-3 boÙ Ù les

Medication (2-3 days worth)

Cash

CoÒ ortable shoes for walking loÓ g distances

Blanket

EÒ rg ncy P e C tacÙ List

Cell p e cha× g r

Cppgz'5<'Dwkf kpi 'Kphqto cwlqp

Dwlaf lpi 'Pco g< Jacob K. Javits Federal Building (FOB & ANNEX)

26 Federal Plaza

New York, NY 10278

[gct 'Eqo r rgvgf < FOB and CIT: 1968

Annex: 1973

Gz vgt kqt 'Eqpuvo vkqp< Pre-cast Limestone

Kovet kqt 'Eqpuso vkqp< Con; M M

P\$ O O Jacob K. Javits Federal Building

41 + Four-Story Machine Room

Hgf gt criRrc | **c'Eqo rrgz** < 2.8 Million Gross Square Feet

1.7 Million Occupiable Square Feet

Pp/**Hgf** gt criVgpcpw< FedKids Child Care Center

New York State Commission

for the Visually Handicapped Vending Stand

Federal Employee Assistance Program

Federal Credit Union

Dwlaf kpi 'Uchgy{ 'U/ uvgo u<

Automatic Sprinkler

Standpipe

Smoke-proof Vestibule at Staitway A

Voice Communication System Automatic Elevator Capture

Automated Building Management System has capacity for

"one touch shutdown" of ait intakes and fans.

Emergen; M M

Emergen; M M M M

and Lobbies and Power to Passenger and Fteight Elevators During Emergen; M M

on M M M

M

HQD1CRP

HCC

d'Hnqqt'Y ctf g

Ngcf 1Hktg Rgvgt 'Vct vci f 'F gpl gm Ngqpctf 'Vwtpdqwi j .'Mgxlp'Tleg.'Mgxlp'' Fgrw{'Hktg'Uchgv{'Fktgevqtu Ognaf { .'O lej cgrlMppcpg.'Lco gu'Mqgyj cpf 'Tqdgt v'Mt y cp Vgrgr j qpg'P wo dgt *434+'486/7286 HNQQT'Y CTFGPUK HQD< Pco g< VgrØP q0 CPPGZ< Pco g< Vgr0Pq0 FGRW['HNQQT'Y CTFGPU Vgr0Pq0 HQD< Pco g< CPPGZ< VgrØP q0 Pco g< TGUVTQQO 'O QP KVQT Vgr0Pq0 Pco g< HQD< VgrØP q0 Pco g< CPPGZ< Vgr0P q0 Pco g< HGO CNG< CPPGZ< Vgr0Pq0 Pco g<

UVCKT)GNN'O QPKVQT

O CNG<

| Pco g< | Vgr0Pq0 | Vgr0P

GNGXCVQT'O QP KVQT

CPPGZ< Pco g< VgrtPq0

HQD<

Monitor Telephone

6.

Disabled or Mobility-Limited Person/Impairment Telephone

7.

Monitor Telephone

7.

Disabled or Mobility-Limited Person/Impairment Telephone

'Cppgz'8<'DQOD'VJTGCV'EJGEMNKV

Gzcev'Vlo g'Qh'Ecm<

Gzcev'Y qtf u'Qh'Ecngt<

S wguwkqpu'vq'Cum'yj g'Ecngt <

- 1. When is the bomb going to explode?
- 2. Where is the bomb?
- 3. What does it look like?
- 4. What kind of bomb is it?
- 5. What will cause it to explode?
- 6.Did you place the bomb?
- 7. Why?
- 8. Where are you calling from?
- 9.