

July 2023

Kansas City Office Emergency Procedures

Weather, Fire, Active Shooter, Security

Introduction

- a) Purpose of the office emergency procedure to address potential fire, tornado, and active shooter emergencies in a remote office work environment.
- b) Importance of preparedness for various emergency situations
- c) Overview of the second-floor office layout
- d) The plan aims to ensure the safety of all employees, promote OSHA compliance, and implement best practices for emergency preparedness.

Pre-Emergency Preparation

- a) Establishing an emergency response team or designees for implementing and coordinating emergency procedures.
- b) Designating remote emergency coordinators for each type of emergency
 - i) Conducting remote training sessions for different emergency scenarios
- c) Sharing emergency procedures and contact information with all staff
- d) Ensure team members receive appropriate training in emergency response procedures.

Emergency Communication

- a) Establishing remote communication channels dedicated to Emergency Notifications
 - i) Selecting primary and backup communication platforms (e.g., email, chat, video conferencing)
 - ii) Ensuring all employees have access to the designated platforms.
- b) Activating the emergency communication protocol
 - i) Notifying staff about the emergency
 - ii) Providing clear instructions for specific emergency procedures
- c) Regularly testing emergency communication channels
- d) Maintain a list of emergency contact numbers, including local fire departments, law enforcement agencies, medical facilities, and utility companies.
- e) Provide all employees with access to emergency contact information.

Fire Emergency Procedures

- a) Immediate response actions
 - i) Reacting to fire alarms or reports of fire
 - ii) Assessing the situation and ensuring personal safety
 - iii) Alerting onsite colleagues and instructing them to evacuate
 - (1) Training and or communication on where fire extinguishers are located.
 - (2) Ensure smoke detectors and fire extinguishers are installed and regularly maintained.
 - (3) Conduct fire drills at least twice a year to familiarize employees with evacuation procedures.
- b) Identifying remote evacuation routes
 - i) Providing virtual and maps or floor plans with clear evacuation routes
 - ii) Highlighting stairwells, exits, and safe areas of refuge.

- c) Communicating fire safety guidelines for office workspaces
- d) Emergency contact information for local fire services
- e) Identify individuals to conduct onsite sweeps to ensure all employees have exited the office.

Tornado Emergency Procedures

- a) Immediate response actions
 - i) Educate employees on tornado warning signs and appropriate action to take during tornado warnings or alerts.
 - ii) Identify safe areas within the office, such as a basement or interior rooms without windows.
 - iii) Conduct tornado drills at least once a year to ensure employees are familiar with sheltering procedures.
- b) Providing tornado safety guidelines for office workspaces
 - i) Identifying appropriate shelter areas (e.g., basements, interior rooms)
 - ii) Recommendations for emergency supply kits (e.g., food, water, flashlights)

Active Shooter / Security Emergency Procedures

- a) Immediate response actions
 - i) Reacting to reports or indications of an active shooter or security threat
 - ii) Following the "Run, Hide, Fight" protocol for personal safety.
 - iii) Instructing remote staff to seek shelter and contact emergency services.
- b) Providing active shooter safety guidelines for onsite office workspaces
 - i) Identifying safe areas to hide or barricade.
 - ii) Instructions for reporting suspicious activity or threats.

Accountability and Check-Ins

- a) Establishing a remote check-in process during emergencies
 - i) Using communication platforms for status updates and headcounts
- b) Notifying emergency services about missing individuals

Post-Emergency Procedures

- a) Communicating updates and instructions to remote staff
- b) Conducting virtual debriefings and evaluating the effectiveness of the emergency response
- c) Updating the office emergency procedures based on lessons learned.

Conclusion

- a) Reiterating the importance of emergency preparedness in remote work settings
- b) Encouraging regular review, training, and practice of the emergency procedures
- c) Assuring staff of their safety and well-being during emergencies
- d) Reminding employees to follow local and office emergency guidelines and regulations.
- e) Establishing an emergency communication channel on MS Teams for all local KC Staff to service as an emergency communication channel in the event of an emergency.

OSHA – Exit Routes and Emergency Planning: <https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.38>