

**EMERGENCY ACTION PLAN (EAP)**  
**OFFICE BUILDING EDUCATIONAL MATERIALS**  
*AS PER FIRE DEPARTMENT TITLE 3 RCNY 6-02*

**119 WEST 40 STREET**  
**NEW YORK, NY 10018-2500**

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Some of the information contained in this plan has been  
obtained from the following agencies:

American Red Cross  
Federal Emergency Management Agency  
Office of Homeland Security  
National Fire Protection Association



## **TYPES OF RESPONSES TO AN EMERGENCY:**

Be prepared to assess the situation, use common sense and whatever you have on hand to take care of yourself. Depending on your circumstances and the nature of the disaster, the first important decision is deciding whether to stay or go. You should understand and plan for both possibilities. In the event of an emergency, you will receive instructions from the Fire Safety/EAP Director or local authorities.

Sheltering-In-Place: The precaution of directing building occupants to remain inside the building, at their work locations, in response to an emergency. This is a precaution aimed to keep you safe while remaining indoors. (This is not the same thing as going to a shelter in case of a storm.) Shelter-in-place means selecting a small, interior room, with no or few windows and taking refuge there. It does not mean sealing off your entire building. If you are instructed to shelter-in-place, follow the Emergency Action Plan.

In-Building Relocation: The controlled movement of building occupants from an endangered area of a building to an in-building relocation area within the same building in response to an emergency. An in-building relocation area is a designated area within a building to which building occupants may be relocated in accordance with the building's Emergency Action Plan.

Partial Evacuation: The emptying of a building of some but not all building occupants in response to an emergency. If you are instructed to partially evacuate, follow the Emergency Action Plan.

Evacuation: The emptying of a building of all building occupants in response to an emergency. If you are instructed to evacuate, follow the Emergency Action Plan.

## **BOMB THREAT:**

Bombs can be constructed to look like almost anything and can be placed or delivered in any number of ways. The probability of finding a bomb that looks like the stereotypical bomb is almost nonexistent. The only common denominator that exists among bombs is that they are designed or intended to explode.

Most bombs are homemade and are limited in their design only by imagination of, and resources available to, the bomber.

Suspicious packages and what to look for:

- Letters that are unusually bulky, weighty, lopsided, or rigid.
- Parcels or envelopes with oily stains or discolorations.
- Parcels or envelopes without return addresses.
- Handwritten or poorly typed addresses.
- Foreign mail, air mail, or special deliveries.
- Restrictive markings, such as “confidential,” “personal,” etc.
- Use of titles but no names.
- Excessive postage.
- Parcels or envelopes that simply do not look or feel ordinary.

Handling instructions:

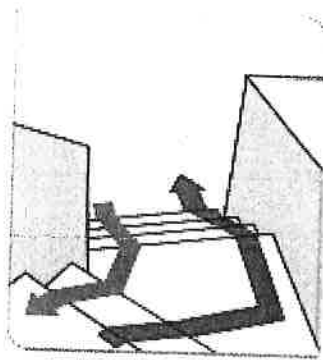
- DO NOT handle the item.
- DO NOT attempt to open the parcel.
- DO NOT place the parcel in water.
- DO NOT remove any binding material.
- DO NOT pull or cut any material that protrudes.

**PLEASE LET A TRAINED BOMB TECHNICIAN DETERMINE WHAT IS OR IS NOT A BOMB.**

If a potential bomb is discovered, please call 911 immediately and notify the EAP Director. For additional information, please refer to the building's Emergency Action Plan and be guided by instructions from authorities.

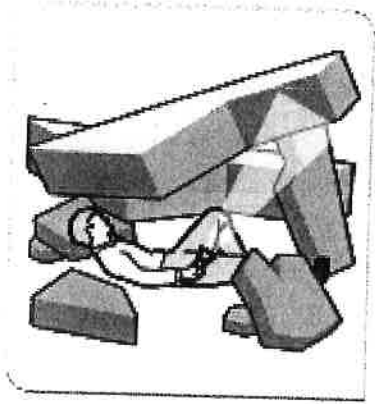


7. Do not use elevators unless instructed by EAP Staff or emergency personnel.



8. Stay to the right while going down stairwells to allow emergency workers to come up the stairs into the building.

## IF YOU ARE TRAPPED IN DEBRIS:



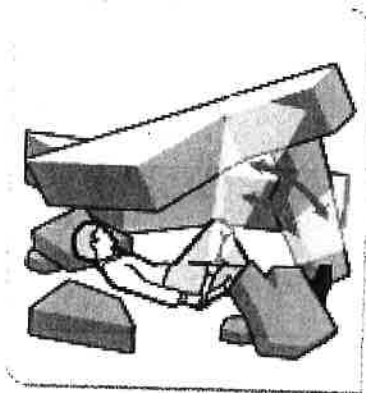
1. If possible, use a flashlight to signal your location.



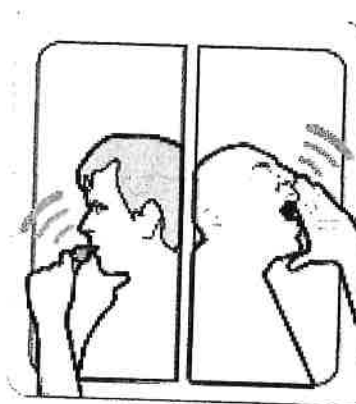
2. Avoid unnecessary movement so that you don't kick up dust.



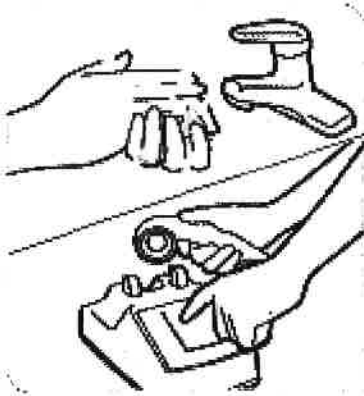
3. Cover your mouth and nose with anything you have on hand. Dense weave cotton material can create a good filter. Try to breathe through the material.



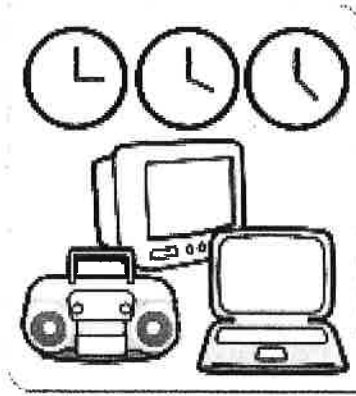
4. Tap on a pipe or wall so that rescuers can hear where you are.



5. Use a whistle if one is available. Shout only as a last resort - shouting can cause a person to inhale dangerous amounts of dust.



7. Wash with soap and water and contact authorities.



8. In the event of a biological attack, public health officials may not immediately be able to provide information on what you should do. However, you should watch TV, listen to the radio, or check the Internet for official news as it becomes available.



9. At the time of a declared biological emergency be suspicious, but do not automatically assume that any illness is the result of the attack. Symptoms of many common illnesses may overlap. Use common sense, practice good hygiene and cleanliness to avoid spreading germs, and seek medical advice.

## **HAZARDOUS MATERIALS OR CHEMICAL SPILLS:**

We use hazardous materials in our businesses every day. Small spills occasionally occur, but these incidents generally cause the public little difficulty other than traffic delays. In the event of a major spill authorities will instruct you on the best course of action.

### **General Guidelines:**

- Stay upwind of the material if possible.
- Seek medical attention as soon as possible if needed.
- If there's an event indoors, try to get out of the building without passing through the contaminated area. Otherwise, it may be better to move as far away from the event as possible and shelter-in-place.
- If exposed, remove outer layer of clothes, separate yourself from them, and wash yourself.
- In some circumstances, after being exposed to hazardous materials, it may be necessary to be "decontaminated." Specially trained emergency personnel will perform decontamination procedures.



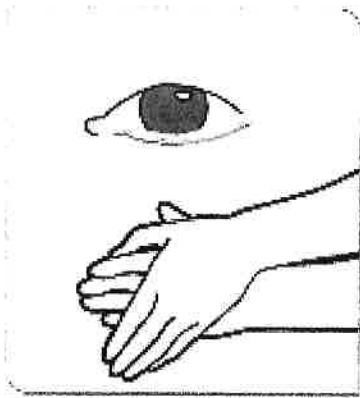
7. Otherwise, it may be better to move as far away from where you suspect the chemical release is and "shelter-in-place."



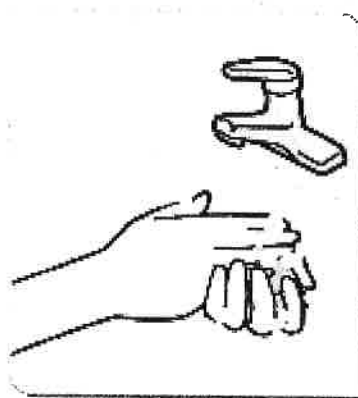
8. If you are outside when you see signs of a chemical attack, you must quickly decide the fastest way to get away from the chemical threat.



9. Consider if you can get out of the area or if it would be better to go inside a building and follow your plan to "shelter-in-place."



10. If your eyes are watering, your skin is stinging, you are having trouble breathing or you simply think you may have been exposed to a chemical, immediately strip and wash. Look for a hose, fountain, or any source of water.



11. Wash with soap and water, if possible, but do not scrub the chemical into your skin.



12. Seek emergency medical attention.



## NATURAL DISASTERS:

Weather is monitored closely by various government agencies. Severe weather should be taken seriously – it can be dangerous and harm both individuals and property.

Winter Weather: Dangerous winter weather includes winter storms and blizzards. These can involve a combination of heavy snow, ice accumulation and dangerous wind chills.

Coastal Storms: Coastal Storms can cause severe damage and hazardous conditions in the City, especially in low-lying areas where flooding is more likely to occur. Keep in mind that if you work within 10 blocks of a coastal area, it is more likely that you will be directed to evacuate before a severe coastal storm of hurricane.

*There are three types of coastal storms that typically affect New York:*

- Nor'easters: Nor'easters are extra tropical cyclones that can cause heavy rain/snow, strong winds and coastal flooding.
- Tropical Storms: A tropical storm is a tropical cyclone with sustained winds between 39 and 73 mph.
- Hurricanes: A hurricane is a tropical cyclone with sustained winds of 74mph or greater.

Extreme Heat: During summer months, New Yorkers are especially vulnerable to the hazards created by hot weather. The asphalt, concrete and metal that make up the City absorb heat and make it difficult for the City to cool down. This is known as the "heat island effect."

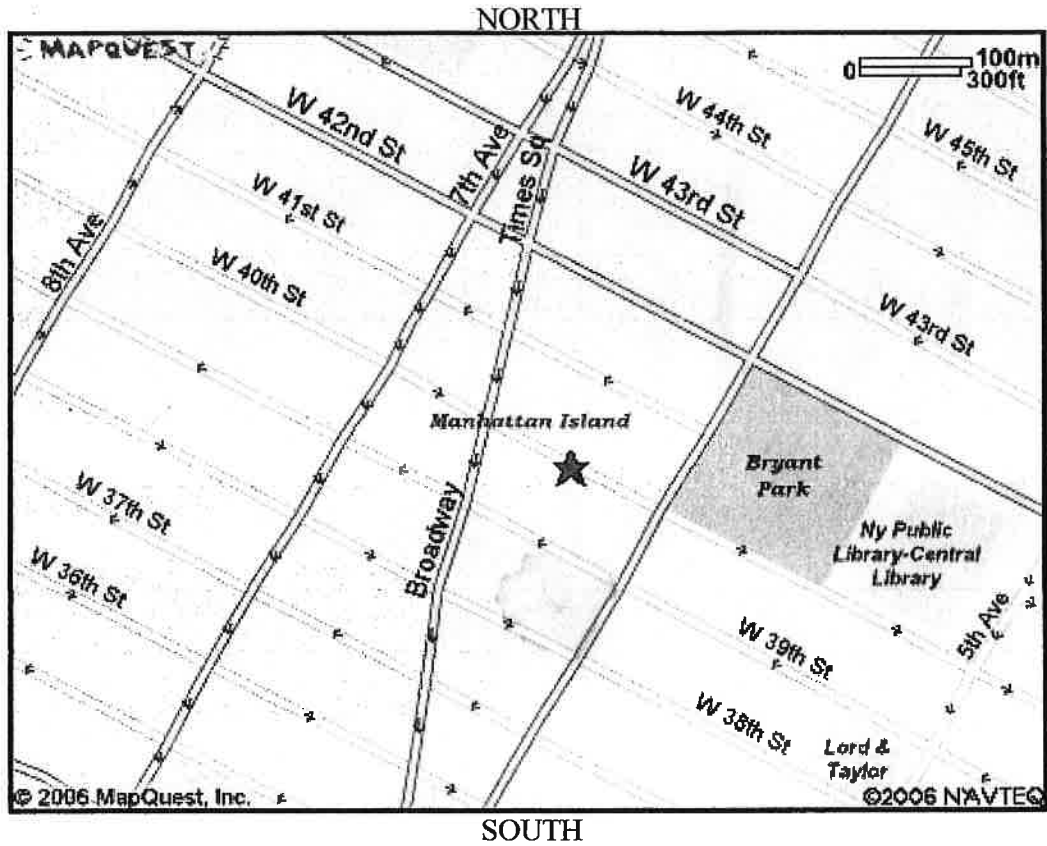
Earthquakes: Although earthquakes are uncommon in New York City, tremors occasionally occur and building occupants should be prepared. Note that after an earthquake the utilities may be disrupted.

# EVACUATION ROUTE/MAP:

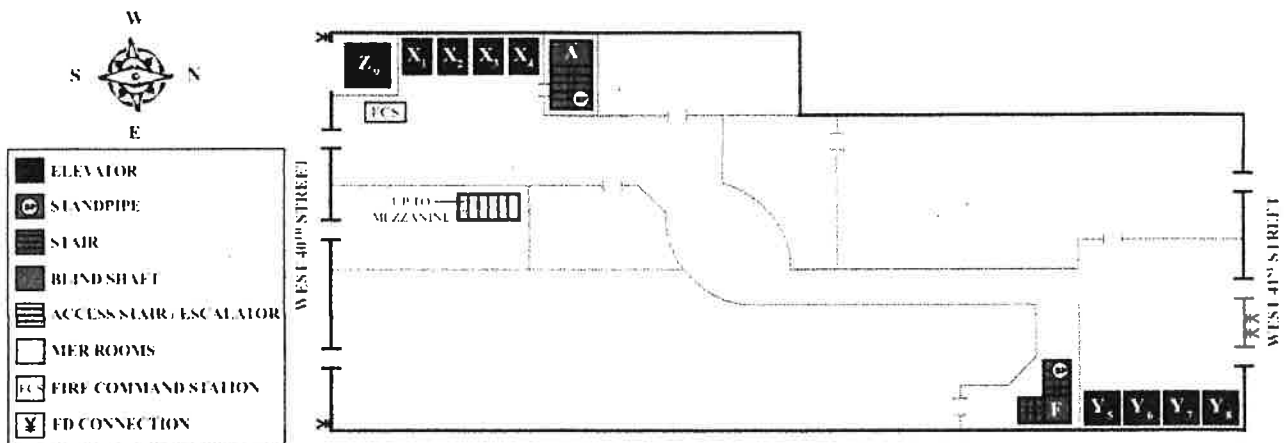
## Assembly Area:

*Primary - Bryant Park – On 42nd Street  
(Between Fifth Avenue & Sixth Avenue)*

*Alternate - On Seventh Avenue  
(Between 40th Street & 41st Street)*



## FOOTPRINT OF BUILDING:



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