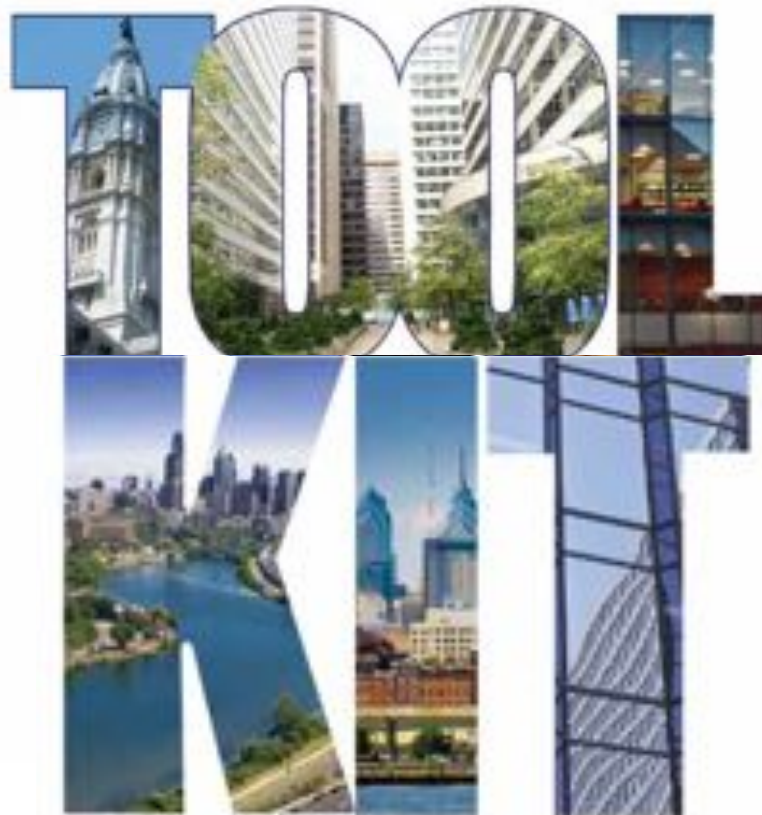




**City of Philadelphia
Managing Director's
Office of Emergency Management**
in Partnership with Building Owners and
Center City District

Citywide Evacuation Plan

**Property Owners and Managers Toolkit
for the High-Rise Building Evacuation
Coordination Plan**





Overview

This Toolkit is for property owners and managers and provides valuable information on the plan for evacuating high-rise office buildings in Center City and University City, including your responsibilities to implement the plan and how to communicate the plan to your tenants and occupants.

This Toolkit contains the following:

- Evacuation Action Checklist for property owners and managers (page 3)
- Sample Emergency sign language (page 4)
- Emergency Sign Template (following page 4)
- Emergency Contact Sheet (page 6)
- Sample meeting agenda and talking points for use when meeting with staff, tenants, and occupants (page 7)

In addition to this Toolkit, you should also review:

- Area map that identifies your property's Evacuation Rallying Point
- Ready Philadelphia Business Continuity Toolkit
- Corporate Emergency Access System (CEAS) Brochure
- ReadyNotifyPA Brochure
- Ready Philadelphia Personal and Family Preparedness Brochure

For more information

To obtain more information about the City of Philadelphia's Emergency Evacuation Program you may go to www.phila.gov/ready or contact the Managing Director's Office of Emergency Management at oem@phila.gov.





About the High-Rise Building Evacuation Coordination Plan

In August 2007, the Managing Director's Office of Emergency Management (MDO-OEM) convened a task force of City and state agencies, the Building Owners and Managers Association (BOMA), the Center City District (CCD), and key private sector partners to establish a system for coordinating high-rise building evacuation in Center City.

In December 2008, MDO-OEM convened a similar group to tackle high-rise office building evacuations in University City, including the Fire and Police Departments, the University of Pennsylvania, Drexel University, Amtrak, hospitals, and building owners/property managers.

Who is covered under the High-Rise Building Evacuation Coordination Plan?

This plan covers all office buildings seven stories and taller from Spring Garden Street to South Street, river to river as well as all office buildings over seven stories in University City that are not affiliated with the University of Pennsylvania or Drexel University.

What are you expected to do as a property owner/manager?

See chart on page three for a detailed checklist.

How can you communicate this plan to tenants and occupants?

1. Hold a meeting with tenants/occupants to review the plan and designated Evacuation Rallying Point. See sample meeting agenda and talking points.
2. Create a laminated wallet-sized (2.5"H x 3"W) card containing your property's designated Evacuation Rallying Point location and important emergency contact telephone numbers. Example of telephone numbers that should be included on the card are:
 - a. Security Emergencies
 - b. Security Console
 - c. Medical Emergencies
 - d. Building Information/Status Line
 - e. 24-Hour Emergency Contact
3. Incorporate your property's designated Evacuation Rallying Point onto Proxy Cards issued to tenants/occupants.
4. Post permanent signs in lobbies, stairwells, and at elevator banks with the designated Evacuation Rallying Point.
5. Create "paddles" for building staff to hold with the location of the Evacuation Rallying Point.



Property Owner/Manager Evacuation Actions Checklist

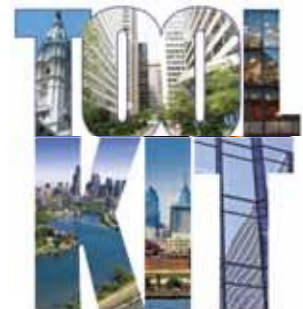
Property Owner/Manager Evacuation Actions

<input type="checkbox"/>	Fire Department, Police Department, and Property Owners/Managers	<p>Determine action:</p> <input type="checkbox"/> Shelter in place <input type="checkbox"/> Evacuation Action–Hold (occupants proceed to fire exits and await further instructions) <input type="checkbox"/> Evacuation Action–3 Floors (occupants on the alarm floor, the floor above, and the floor below evacuate; all other occupants shelter in place) <input type="checkbox"/> Evacuation Action–Total (all occupants evacuate)
<input type="checkbox"/>	Property Owners/Managers	Utilize Floor Wardens/Floor Captains to assist in taking the appropriate action
<input type="checkbox"/>	Property Owners/Managers	<p>Place temporary signage in building lobbies and at stairway exits indicating:</p> <input type="checkbox"/> Shelter in Place Underway <p>OR</p> <input type="checkbox"/> Correct Evacuation Rallying Point at exits of building
<input type="checkbox"/>	Property Owners/Managers	If available, utilize building public address system to communicate instructions to building occupants
<input type="checkbox"/>	Property Owners/Managers	Maintain senior-level presence in lobby control area for liaison with PFD/PPD
<input type="checkbox"/>	Property Owners/Managers	If building is directly affected, deploy representatives who have knowledge of the building and can make decisions to Incident Command Post
<input type="checkbox"/>	Property Owners/Managers	Provide PFD and PPD with information on individuals unable to evacuate

Property Owners and Managers Toolkit for the High-rise Building Evacuation Coordination Plan

Communicating with Tenants/Occupants

<input type="checkbox"/>	Property Owners/Managers	<p>Consult with Fire, Police, and/or media and communicate to tenants/occupants:</p> <input type="checkbox"/> Nature of the emergency <input type="checkbox"/> Affected areas by neighborhood names and/or boundaries <input type="checkbox"/> Affected buildings <input type="checkbox"/> Protective measures for people in immediate area <input type="checkbox"/> Protective measures for people in adjacent areas <input type="checkbox"/> Protective measures for people with special needs <input type="checkbox"/> Status of transportation system <ul style="list-style-type: none"> <input type="checkbox"/> Safe direction of travel <input type="checkbox"/> Routes for pedestrians/mass transit and private vehicles <input type="checkbox"/> Location(s) of Evacuation Rallying Points, Ready Receiving Center(s) and/or Staging Points, if activated
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**THE EVACUATION RALLYING POINT
FOR [BUILDING NAME] IS
[LOCATION]**

EMERGENCY

**A mandatory evacuation has been
ordered for:**

**[INSERT BUILDING NAME]
[INSERT BUILDING ADDRESS]**

**The designated rallying point for this
building is:**

**[INSERT LOCATION OF EVACUATION
RALLYING POINT]**

**Please calmly proceed to this
location to meet with your company's
designated representatives**

EMERGENCY

**THE EVACUATION RALLYING POINT
FOR _____ IS**

EMERGENCY

**A mandatory evacuation has been
ordered for:**

**The designated rallying point for this
building is:**

**Please calmly proceed to this
location to meet with your company's
designated representatives**

EMERGENCY



Property Owner/Manager Emergency Contact Sheet

Emergency Response

Police, Fire, or Medical Emergency	9-1-1	www.phillypolice.com
Police, 6th District	215-686-3060 or 3061	www.phillypolice.com
Police, 9th District	215-686-3090 or 3091	www.phillypolice.com
Police, 16th District	215-686-3160 or 3161	www.phillypolice.com
Police, Center City District Substation	215-440-5551 or 5552	www.phillypolice.com
Emergency Operations Center		www.phila.gov/ready
City Hall Main Switchboard	3-1-1	www.phila.gov
Center City District	215-440-5500	www.centercityphila.org
Building Owners and Managers Association	215-567-1775	http://bomaphila.com

Transportation Providers

SEPTA	215-580-4000	www.septa.org
DRPA-PATCO	215-922-4600	www.ridepatco.org
NJ TRANSIT	800-772-2222	www.njtransit.com

Site-Specific Contacts

Building Manager	
Security Office/Desk	
Electrical	
Elevator/Escalator	
Fire Alarm System	
Glass	
HVAC	
Plumbing	
Security Access Control	
Sprinkler	
Telecommunications	
Locksmith	

High-Rise Building Evacuation Coordination Sample Meeting Agenda and Talking Points

1. Introductions

Talking Points:

- Introduce yourself.
- Have everyone say their name.

2. Why We Are Here

Talking Points:

- We are here to review a plan developed by the City of Philadelphia, Building Owners and Managers Association (BOMA), the Center City District (CCD), and several property owners and managers to coordinate high-rise building evacuation in Center City.

3. Overview of Plan

Talking Points:

- This plan applies to all office buildings seven stories and taller from Spring Garden Street to South Street, Schuylkill River to Delaware River.
- Review Fact Sheet and Map.
- Hand out copy of Evacuation Fact Sheet for Tenants and Occupants.
- Hand out copy of Evacuation Rallying Point Map.
- If the building is evacuated, you should report to [INSERT LOCATION OF EVACUATION RALLYING POINT].

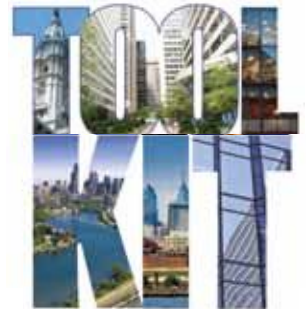
4. Personal and Family Preparedness

Talking Points:

- Hand out copy of “Ready Philadelphia” brochure.
- Inform tenants and occupants about how to obtain more information by visiting www.phila.gov/ready or calling 3-1-1.
- Area map that identifies your property’s Evacuation Rallying Point
- Ready Philadelphia Business Continuity Toolkit
- Corporate Emergency Access System (CEAS) Brochure
- ReadyNotifyPA Brochure
- Ready Philadelphia Personal and Family Preparedness Brochure

5. Questions/Closing Remarks

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Evacuation Coordination Plan





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Who is covered under the High-Rise Building Evacuation Coordination Plan?

This plan covers all office buildings seven stories and taller from Spring Garden Street to South Street, Schuylkill River to Delaware River.

In University City, it is all office buildings over seven stories not affiliated with the University of Pennsylvania or Drexel University.

What do I do if there is an emergency?

If there is an emergency, follow the instructions of your building's management and police and fire officials.

Where do I go if I have to evacuate?

If your building's management, police, or fire officials instruct you to evacuate, you should report to your designated Evacuation Rallying Point.

What if I cannot evacuate on my own?

If a disability or other medical issue makes it difficult to evacuate, you should work with your company and/or building management to develop a plan for your movement should evacuation be necessary.

How do I find my designated Evacuation Rallying Point?

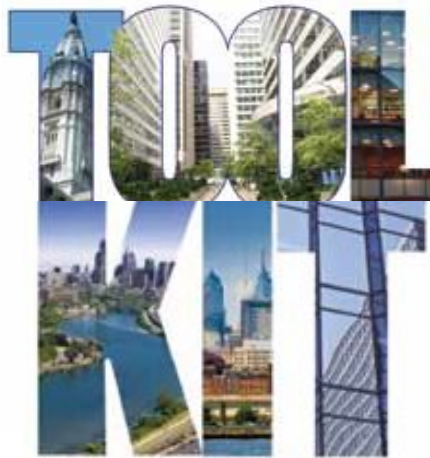
Before an emergency ask your building's management, go to www.phila.gov/ready or call 3-1-1.

During an emergency refer to signs posted in your building's stairwells or lobby or ask your building's staff.





Property Owners and Managers Toolkit for the High-Rise Building Evacuation Coordination Plan



To obtain more information about this plan, contact your building's manager.

Contact the Office of Emergency Management at:
www.phila.gov/ready
OEM@phila.gov
3-1-1

To sign-up for emergency alerts, visit www.phila.gov/ready and click on the "ReadyNotifyPA" link.

