

The top half of the cover features a close-up, slightly blurred image of the American flag, showing the stars and stripes in a dynamic, waving pattern. The colors are vibrant, with the red stripes and white stars on a blue field.

*The Federal Protective Service*  
**Secure Facilities, Safe Occupants**

# OEP Guide

Supplement 3: OEP Template

November 2007



U.S. Immigration  
and Customs  
Enforcement

A close-up, slightly angled view of the American flag, showing the blue field with white stars on the left and the red and white stripes on the right. The flag is waving, creating a sense of movement.

**Protecting the Homeland**

# **Occupant Emergency Plan**

**Facility Name**

**Street Address**

**City, State, Zip Code**

**Date of Issuance**

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## Responsible Officials' Sign-off Sheet

By their signatures below, the following officials certify that they have participated in the development of this Occupant Emergency Plan (OEP), fully understand the procedures to be followed in an emergency affecting the facility and the employees for whom they are responsible, and concur with the OEP as written.

Position	Primary		Alternate	
	Name		Name	
	Title		Title	
	Signature		Signature	
	Name		Name	
	Title		Title	
	Signature		Signature	
	Name		Name	
	Title		Title	
	Signature		Signature	
	Name		Name	
	Title		Title	
	Signature		Signature	
	Name		Name	
	Title		Title	
	Signature		Signature	

## Preface

The best way to protect against the potentially harmful effects of both manmade incidents and natural disasters is to ensure that all building occupants know how to respond in an emergency. This level of protection involves pre-planning, training, and rehearsal.

Pre-planning includes establishing the Occupant Emergency Organization (OEO) comprised of employees designated to undertake certain responsibilities to ensure that personnel are moved quickly to safety, that damage to property is minimized, and that proper authorities are notified in the event of a localized emergency, as outlined in this Occupant Emergency Plan (OEP).<sup>1</sup> Training is conducted to ensure that all tenants understand the contents of the OEP and their individual responsibilities. Rehearsals, or drills, provide an opportunity to practice emergency procedures to ensure efficient response in the event of a real emergency.

Participation in OEP activities includes all tenants regardless of employment status (e.g., managers, supervisors, OEP team members, volunteers, contracting officers, and hosts of visitors). Each individual must assume the responsibility for his or her own planning and safety in an emergency, as well as for working effectively with emergency planning officials.

## Scope

This OEP applies to all employees, support contractors, and visitors occupying [insert facility name] and assumes a localized emergency in which the facility is impacted in part or in whole.

The facility is a [insert brief description of number of stories and type of complex] located at [insert address].

## Effective Date

The effective date of this OEP is [insert effective date]. This document supersedes all previously recognized OEPs for [insert facility name]. This OEP will be reviewed and updated on an annual basis.

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<sup>1</sup> Federal Management Regulations (FMR), Subpart 102-74.230A requires Federal agencies that occupy Federal property to develop Occupant Emergency Plans with technical assistance provided by GSA for establishing and maintaining them.

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## Part 1: PREPARE for an Emergency Situation

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- 1.0 Incident Command Structure and Posts**
- 2.0 Facility Characteristics**
- 3.0 Protection Systems and Security**
- 4.0 Occupant Information**

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## 1.0 Incident Command Structure and Posts

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The **Occupant Emergency Organization (OEO)** structure is consistent with the incident command system and National Incident Management System (NIMS). OEO positions and responsibilities include:

Position	Responsibilities

OEO personnel are provided with the following visual identifiers to be used during activation of the OEP: **[insert what is used...colored safety hats and/or armbands]**.

PRIMARY Incident Command Post	
Name of Location	
Floor/Room	
Address	
Telephone	

ALTERNATE Incident Command Post	
Name of Location	
Floor/Room	
Address	
Telephone	

Information that is maintained in the Incident Command Post includes:

Information Maintained in Incident Command Posts	Media Type



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## 2.0 Facility Characteristics

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Characteristic	Description



### 4.0 Occupant Information

Primary Occupant			Number of Occupants		
			Federal	Other	Total
Floor	Occupant	Occupancy Type	Phone	Space Type	

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## Part 2: RESPOND to an Emergency Situation

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- 1.0 OEP Activation
- 2.0 Emergency Telephone Numbers and Contacts
- 3.0 Occupant Emergency Actions
- 4.0 OEO Emergency Actions

## 1.0 OEP Activation

Individuals authorized to activate the OEP are as follows:

Timeframe	Individuals Authorized to Activate the OEP
<b>Normal Duty Hours</b>	
<b>After Normal Duty Hours</b>	

The following situations involving **immediate danger** to occupants or the facility require activation of the OEP:

Emergency Situation	Inside the Facility	Outside the Facility

In other cases, determine if OEP activation is prudent based on:

- The best available information combined with their experience with similar situations
- Advice solicited from OEO team members and Federal, State, and local law enforcement agencies.

## 2.0 Emergency Telephone Numbers and Contacts

Refer to the following pages for emergency telephone numbers and contact information:

- Emergency Telephone Numbers
- Facility Points of Contact
- Incident Command Points of Contact
- [OEO Position] Points of Contact

EMERGENCY TELEPHONE NUMBERS

Service	Provider	Primary Number	After Hours

FACILITY POINTS OF CONTACT

Position	Primary		Alternate	
	Name		Name	
	Phone		Phone	
	Mobile		Mobile	
	Name		Name	
	Phone		Phone	
	Mobile		Mobile	
	Name		Name	
	Phone		Phone	
	Mobile		Mobile	
	Name		Name	
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	Name		Name	
	Phone		Phone	
	Mobile		Mobile	
	Name		Name	

INCIDENT COMMAND POINTS OF CONTACT

Position	Primary		Alternate	
	Name		Name	
	Phone		Phone	
	Mobile		Mobile	
	Name		Name	
	Title		Title	
	Phone		Phone	
	Name		Name	
	Title		Title	
	Phone		Phone	
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	Title		Title	
	Phone		Phone	



[OEO POSITION] POINTS OF CONTACT

Position	Primary		Alternate	
	Name		Name	
	Phone		Phone	
	Mobile		Mobile	
	Name		Name	
	Title		Title	
	Phone		Phone	
	Name		Name	
	Title		Title	
	Phone		Phone	
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	Title		Title	
	Phone		Phone	
	Name		Name	
	Title		Title	
	Phone		Phone	

## 3.0 Occupant Emergency Actions

Immediate occupant actions involve the following:



### Recognize

- Situations that could lead to, or become, an emergency
- Actual emergency situations.



**React** to ensure safety of themselves and other occupants in the immediate area.



**Report** to proper authorities from a safe location.

Depending on the nature of the emergency and whether it is internal or external to the facility, the OEO may direct occupants to remain at their work locations or decide to initiate:



### PARTIAL EVACUATION

- **Evacuate** the affected area
- **Relocate** to another floor (if in a high-rise facility).



### COMPLETE EVACUATION

- **Evacuate the facility** and proceed to designated assembly areas
- **Relocate** to another facility
- **Dismissal** the facility for the day (due to facility or government closure).



### SHELTER-IN-PLACE

Proceed to designated **shelters** (e.g., Shelter-in-Place)

Occupant actions for evacuation and shelter-in-place are in the following sections:

<b>PARTIAL EVACUATION</b>		
<b>OCCUPANT EMERGENCY ACTIONS</b>		
Affected Floor	First Floor	Other Floors





EVACUATION AND SHELTER-IN-PLACE			
OCCUPANT AREAS OF ASSEMBLY, REFUGE, AND SHELTER			
Floor	Assembly Area	Area of Refuge	Shelter-in-Place

SPECIFIC EMERGENCY SITUATIONS	
<b>OCCUPANT EMERGENCY ACTIONS</b>	
EMERGENCY SITUATION	
EMERGENCY SITUATION	
EMERGENCY SITUATION	
EMERGENCY SITUATION	

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## 4.0 OEO Emergency Actions

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Depending on the nature of the emergency and whether it is internal or external to the facility, the OEO must be prepared to coordinate actions to ensure the safety of occupants.

This section provides OEO actions to be taken for evacuation, shelter-in-place, and the following specific emergency situations that may occur:

Emergency Situation	Inside the Facility	Outside the Facility



# PARTIAL EVACUATION

## **[OEO POSITION]** EMERGENCY ACTIONS

Affected Floor	First Floor	Other Floors



**SHELTER-IN-PLACE****[OEO POSITION] EMERGENCY ACTIONS**

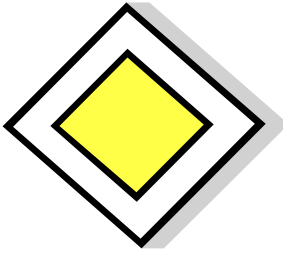
All Floors

SPECIFIC EMERGENCY SITUATIONS	
<b>[OEO POSITION]</b>	<b>EMERGENCY ACTIONS</b>
EMERGENCY SITUATION	
EMERGENCY SITUATION	
EMERGENCY SITUATION	
EMERGENCY SITUATION	

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## Part 3: RECOVER from an Emergency Situation

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- 1.0 Facility Recovery Plans
- 2.0 Occupant Recovery Actions
- 3.0 [OEO Position] Recovery Actions

## 1.0 Facility Recovery Plans

Refer to the following facility plans for additional details pertaining to recovery operations:

Type of Plan	Scope and Applicability

This OEP discusses facility recovery from localized emergency situations that include:

Localized Emergency Situation	Inside the Facility	Outside the Facility

Occupant and OEO recovery actions from these emergency situations are presented in the following sections.

RECOVERY ACTIONS	
<b>OCCUPANT RECOVERY ACTIONS</b>	
EMERGENCY SITUATION	
EMERGENCY SITUATION	
EMERGENCY SITUATION	
EMERGENCY SITUATION	

RECOVERY ACTIONS	
<b>[OEO POSITION]</b>	RECOVERY ACTIONS
EMERGENCY SITUATION	
EMERGENCY SITUATION	
EMERGENCY SITUATION	
EMERGENCY SITUATION	