

ICE

Federal Protective Service (FPS)

Occupant Emergency Planning and Preparedness



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Occupant Emergency Planning

- What Is an OEP?
- Why Is It important?
- The Contents of an OEP
- How to Use the OEP Guide
- Steps in Occupant Emergency Planning



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What Is an OEP?

An OEP helps you to protect life and property in Federally occupied space during defined emergency conditions and plans for evacuation or relocation to a safer area.

OEPs may cover emergencies such as:

- Fire
- Explosion
- Discovery of an explosive device
- Natural forces (severe weather, earthquakes)
- Chemical or biological exposure or threat
- Physical threats to building occupants or visitors.



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Why Is It Important?

- Used in emergency situations to:
 - ✓ ensure safety as the primary priority
 - ✓ minimize the potential for/outcomes of devastation and chaos.
- Mitigates risk by emphasizing communication and clarifying individual roles and responsibilities.



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Which Facilities Require an OEP or EAP?

- All GSA Owned or Leased Federal Facilities are required to have an OEP by 41 FMR 102-74.



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OEP Contents

- Emergency contact information
- Building and occupant information
- Floor Team organizations and procedures
- Duties of Emergency Response Team members
- Evacuation and shelter-in-place procedures
- Handling other types of emergency situations such as suspicious packages or violent behavior.



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How to Use the OEP Guide

- Use the OEP Guide as a reference tool
- Follow a step-by-step approach to developing, implementing, and maintaining OEPs:
 - ✓ Step 1 – Organize Staff, Information, Capabilities, and Resources
 - ✓ Step 2 – Address Emergency Planning Considerations
 - ✓ Step 3 – Develop the OEP
 - ✓ Step 4 – Distribute, Implement, Evaluate, and Maintain the OEP



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STEP 1 – Organize

- Who will be involved in the Occupant Emergency Organization (OEO)?
- What are possible emergency situations within or surrounding the facility?
- What is the facility's current level of preparedness?



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Roles and Responsibilities

The Incident Command Center Team directs emergency operations from the building's Command Center.

Floor Teams carry out OEP operations on each floor of a facility.



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Roles – Incident Command Center Team

- Develops and coordinates training and operation of emergency plan with all tenants and OEP organization members
- Ensures that appropriate procedures are followed during emergencies; coordinates Damage Control Team and Floor Team responses
- Identifies and establishes working relationships with Federal, State, and local agencies that might respond to an emergency in the facility
- Familiarizes occupants with information and emergency response procedures.



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Roles – Floor Team

- Coordinates and maintains communication with Damage Control and Command Center teams during an emergency
- Provides progress reports on evacuation
- Notifies Command Center when floor is completely cleared
- Coordinates procedures of floors, area/wings, stairwells, elevators, and exits during emergencies
- Designates exact boundaries of each area and assigns appropriate responsibilities
- Ensures that evacuation routes are clearly identified and posted for occupants
- Directs orderly flow of persons during drills and emergencies according to OEP and ensures that all persons have safely vacated.



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Step 2: Emergency Planning Considerations

How will the facility address emergency-planning considerations?

- Command, Communication, and Liaison
- Occupant Life Safety
- Protection of the Facility and Its Associated Elements
- Recovery and Reconstitution



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Command, Communication, and Liaison

- Command Centers
 - ✓ Centrally located
 - ✓ Easily accessible
 - ✓ Good communications capability
- Determine when and how the OEP will be activated.
 - ✓ Maintain appropriate facility alarms and warning systems.
- Establish a crisis communication plan.
 - ✓ Reach various audiences – employees, customers, the media, the public.
- Identify contingency communication methods.



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Occupant Life Safety

The OEP provides guidance to help occupants:

- Recognize emergency situations
- React calmly and cautiously
 - ✓ Evacuate
 - ✓ Relocate
 - ✓ Shelter in place
- Report situations to authorities.

The OEP accommodates *all* occupants, including:

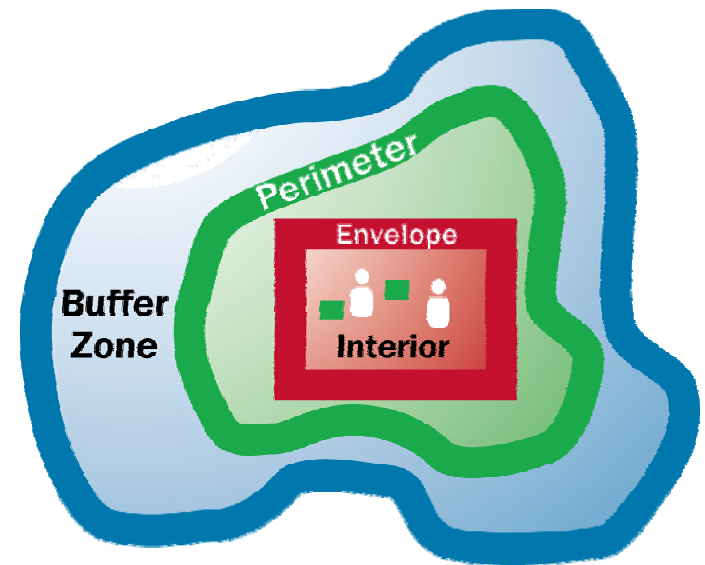
- Children (Childcare Centers)
- Disabled individuals.



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Protection of the Facility and Associated Elements

- Facility Protection
 - ✓ Layered approach
- Protecting Associated Facility Elements
 - ✓ Physical elements
 - ✓ Cyber elements
 - ✓ Human elements
 - ✓ Functions
- Enhanced Protection



Recovery and Reconstitution

- For large-scale facility recovery, refer occupants to existing plans, if available:
 - ✓ Continuity of Operations (COOP) Plan
 - ✓ Disaster Recovery Plan
 - ✓ Business Continuity Plan
- But address recovery from emergency situations that may not involve the entire facility – such as a localized hazardous material spill or a medical emergency – in the Recovery and Restoration section of the OEP.



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Administration and Logistics

Administrative Actions	
Prior to an Emergency	During and After an Emergency
<ul style="list-style-type: none">▪ Establish a written emergency management plan▪ Maintain training records▪ Maintain all written communications▪ Document drills and exercises and their critiques▪ Involve community emergency response organizations in planning activities	<ul style="list-style-type: none">▪ Maintain telephone logs▪ Keep a detailed record of events▪ Maintain a record of injuries and follow-up actions▪ Account for personnel▪ Coordinate notification of family members▪ Issue press releases▪ Maintain sampling records▪ Manage finances▪ Coordinate personnel services▪ Document incident investigations and recovery operations
Logistics Actions	
Prior to an Emergency	During and After an Emergency
<ul style="list-style-type: none">▪ Acquire equipment▪ Designate emergency facilities▪ Establish training facilities▪ Establish mutual aid agreements▪ Prepare a resource and supply inventory	<ul style="list-style-type: none">▪ Provide utility maps to emergency responders▪ Provide material safety data sheets to employees▪ Move backup equipment in place▪ Repair parts▪ Arrange for medical support, food and transportation▪ Arrange for shelter facilities▪ Provide for backup power▪ Provide for backup communications



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STEP 3: Develop the OEP

- Keep it simple. Cover the steps you need to take to:
 - ✓ Prepare for an emergency situation
 - ✓ Respond to an emergency situation
 - ✓ Recover from an emergency situation.
- Use the easy-to-follow template in the OEP Guide.



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STEP 4: Distribute, Implement, Evaluate, and Maintain the OEP

- What review and approval process will be used for the OEP?
- Who should receive the OEP?
- How will occupants learn about and practice facility emergency procedures?
- When will the OEP be reviewed and updated?



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Finalize and Distribute the OEP

- Before distributing the OEP, make sure that it is thoroughly reviewed and approved.
- Distribute only to members of the OEO and emergency responders who have the need to know.
 - DO NOT post the OEP on the Internet.
 - ✓ Post on the intranet or other secure location where individuals who need to know have access.



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Implement and Evaluate

- Conduct training, drills, and exercise activities.
 - ✓ Reach all audiences – occupants, first responders, the community, etc.
- After training, drills, exercises, or an actual emergency, analyze the results to identify issues that require a modification to the OEP.



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Maintain the OEP

- Review and update procedures to maximize the efficiency of response through refined planning, prevention, and protection.
- Evaluate at least once per year.



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Questions?



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