
Emergency Preparedness Plan



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Directions:

The intent of this guide is to support the development of a context-appropriate Emergency Preparedness Plan that is applicable to the project applying for certification. Use this guide as a base to establish and implement a qualifying plan, or highlight the required sections in existing plans.

SECTION 1: Implementation

The Emergency Preparedness Plan must apply to the following required areas:

Use only the below implementation section relevant to the specific project:

MULTI-TENANT BASE BUILDING

Applies to the entire project.

SINGLE TENANT BUILDING

Applies to the entire project.

COMMERCIAL INTERIOR

Applies to the entire project.

MULTIFAMILY RESIDENTIAL

Applies to the entire project.

SENIOR HOUSING

Applies to the entire project.

SINGLE TENANT RETAIL

Applies to the entire project.

MULTI-TENANT RETAIL

Applies to the entire project.

COMMERCIAL + INDUSTRIAL SITE

Applies to the entire site.

COMMUNITY SITE

Applies to the entire site.

SECTION 2: Emergency Preparedness

The emergency preparedness plan must include all of the following:

- Identification of at least one potential disaster scenario for the site context/geography, such as the following:
 - Chemical, biological, or radiological emergencies
 - Extreme weather events
 - Utility disruption
 - National emergency
 - Active shooter
- Outline of protective actions for each of the potential emergency scenario(s) identified, such as the following:
 - Evacuation
 - Sheltering
 - Lockdown
 - Utilization of backup generators
- Identification of emergency supplies that will be kept within the project boundary for each of the potential emergency scenarios identified, such as the following:
 - Flashlights
 - First aid kits
 - Blankets
 - Battery-powered radio
 - Batteries
 - Non-perishable food
 - Bottled water
- Outline of a framework for project-wide communication of proper precautions, available resources,

and emergency notification.

- Outline of recurring training, drills, or emergency exercises for employee occupants.
- Establishment of an emergency response team(s).
- Identification of a gathering space(s) that can accommodate all regular occupants in the event of an emergency.

For Senior Housing Projects Only:

- Includes operational procedures and personnel protocols to enact during an emergency situation:
 - Operational procedures, such as:
 - establishing a plan to control access to the building and building site
 - establishing a plan to monitor and control density
 - establishing a contingency plan for supply chain disruptions.
 - identifying potential backup vendors and/or contractors.
 - Personnel protocols, such as:
 - identifying essential on-site workforce
 - assigning roles and establishing procedures for operational departments (Human Resources, IT, Management and Administration, Operations and Maintenance, etc.)
- Collects baseline data for residential occupants with disabilities and special equipment.
- Outlines a communication plan that notifies occupants and caregivers (if applicable) of procedural, operational, and programming changes.
- Outlines contingency medical and care plans for residential occupants in the event of a disaster.
- Outlines contingency health and wellness programming for residential occupants in the event of a disaster that ensures the following essential services will continue to be offered through a digital platform such as website or digital application:
 - Mental health and restorative programming
 - Support services
 - Fitness and health programming
 - Nutrition programming, including grocery and food delivery programs.
- Minimizes power interruptions by providing an adequate number of generators.