

****

**The 2nD Emergency Management Committee**

**EMERGENCY OPERATIONS PLAN(EOP)**

**September 2020**

# Emergency Notification Numbers

|  |  |
| --- | --- |
| Fire Emergency | 911 |
| Medical Emergency | 911 |
| Police Emergency2D DR2D 1st Vice DR2D EMC Chair | 911000-000-0000000-000-0000000-000-0000 |
| 2D EMC Co-Chair East  | 000-000-0000 |
| 2D EMC Co-Chair North | 000-000-0000 |
| 2D EMC Co-Chair South | 000-000-0000 |
| Alarm Control Management | 000-000-0000 |
|  |  |

# Table of Contents

**Signature Page**

Chapter 1: Organizational Structure and Incident Planning

1.1 Purpose

1.2 Scope

1.3 Responsibilities

1.4 Effective Date

1.5 Plan Distribution

**Chapter 2: Contact/Facility Information**

* 1. Facility Management Contacts
	2. Local Emergency Contacts

**Chapter 3: Emergency Procedures**

* 1. Activation
	2. Special Assistance
	3. Visitors
	4. Assembly Points
	5. Personnel Accountability
	6. Use of Elevators
	7. Incident Action Guides
		1. Medical
		2. Hazardous Substances
		3. Evacuation
		4. Shelter-in-Place
		5. Earthquake Safety
		6. Bomb Threat
		7. Suspicious Objects
		8. Explosion
		9. Natural Disaster
		10. Demonstrations
		11. Active Shooter

**Attachments**

Attachment A: 2D EMC Chapters POC information

# Signature Page

By their signatures below, the following officials certify that they have participated in the development of this Emergency Operations Plan (EOP) and fully understand the procedures.

|  |  |  |
| --- | --- | --- |
| Organization | Primary | Alternate |
| **2nd District Omega Psi Phi Fraternity**  | Name | Kelvin Ampofo | Name |  |
| Title | District Representative (DR) | Title |  |
| Signature  |  | Signature |  |
| **2nd District Omega Psi Phi Fraternity** | Name | Ricko Gales | Name |  |
| Title | 1st Vice DR | Title |  |
| Signature  |  | Signature |  |
| **2nd District Omega Psi Phi Fraternity** | Name | Free Palmer | Name |  |
| Title | 2D EMC Chair | Title |  |
| Signature  |  | Signature |  |
| **2nd District Omega Psi Phi Fraternity**  | Name |  | Name |  |
| Title | 2D EMC Security | Title |  |
| Signature  |  | Signature |  |

# Chapter 1: Organizational Structure and

# Pre-Incident Planning

# 1.1 Purpose

This plan directs the implementation of an emergency plan of action for members of the Second District of the Omega Psi Phi Fraternity Inc. The plan includes protocol for notification of local emergencies to all 2nd District officials, building evacuation, and personnel accountability expectations in the event of a suspected or actual emergency.

# 1.2 Scope

This plan MUST be implemented at all 2nd District conferences, meetings or large gatherings, and is designed to assist in managingemergencies localized to buildings/facilities, used to host events.

# 1.3 Responsibilities

The 2nd District Emergency Management Committee (2nd District EMC), has developed this Emergency Operations Plan (EOP) to allow the members of the 2nd District to actively participate in emergency planning, and to emphasize that a brother’s safety is held in high regards. The planning process includes communicating requirements for each chapter within the 2nd District, to ensure that brothers know how to move quickly to safety, and that proper authorities are notified in the event of a localized emergency.

At the start of every meeting, designee shall conduct briefings to emphasize the location of the emergency exits, to allow brothers to plan their primary and back-up routes to take to safety. Those brothers on lower floors must not wait to evacuate. Doing so will cause back-ups in the stairwells. In addition, do not attempt to go back up the stairs or into the building/facility against the flow of evacuating personnel.

For active shooter incidents, responses require different thinking and response than with non-human threats like fire. Each brother is responsible for their own safety, understands their roles and responsibilities, and as appropriate, assisting other brothers, particularly those who need special assistance.

# 1.4 Effective Date

The effective date of this EOP is **September 30, 2020.** This document supersedes all previously recognized EOPs for the 2nd District EMC. An annual review and is required and updates as necessary

# 1.5 Plan Distribution

Each chapter within the 2nd District will receive a copy of this plan. Since the plan contains brothers’ names and cellular numbers, plans must be safe guarded. Chapters within the 2nd District are encouraged to use this EOP as a model to create their local Chapters’ EOP. . **Part 2: 2nd District Contact Information**

|  |
| --- |
| 2.1 2nd DISTRICT EXECUTIVE OFFICERS CONTACTS  |
| Position | Primary | Alternate |
| District Representative (DR) | Name | Kelvin Ampofo | Name |  |
| Phone  |  | Phone  |  |
| Mobile |  | Mobile |  |
| 1st Vice District Representative(1st Vice DR) | Name |  | Name |  |
| Phone  |  | Phone  |  |
| Mobile |  | Mobile |  |
| Chair2D EMC  | Name |  | Name |  |
| Phone  |  | Phone  |  |
| Mobile |  | Mobile |  |

|  |
| --- |
| 2.2 LOCAL EMERGENCY CONTACTS |
| Position | Primary | Alternate |
| Local Police | Agency | Local Municipality |
| Contact Info | 911 |
| Fire Fire/EMS | Agency | Local Municipality |
| Contact Info | 911 |
| FPS Mega Center | Contact Info  | 1-888-511-5062 |
|  | Name |  | Name |  |
| E-mail  |  | E-mail  |  |
| Cell |  | Cell |  |
|  | Name |  | Name |  |
| E-mail  |  | E-mail  |  |
| Phone |  | Phone |  |
| Designated Official | Name | Kelvin Ampofo | Name |  |
| E-mail |  | E-mail |  |
| Cell |  | Cell |  |

**Part 3: Emergency Procedures**

# 3.1 Activation

The District Representative and/or his alternates initiate action under the Emergency Operations Plan. Their decision to activate the EOP can be verbally disseminated, or done via another method such as a pager, cellular phone call, or a fire alarm sounding. Brothers will provide appropriate support and comply with directions from the DR, other senior leader, or Emergency Management Committee leadership, in accordance with (IAW) the EOP.

 Emergency actions MUST be coordinated with on-site property management, and done in the following manner:

* *If there is immediate danger to persons or property:* brothers will evacuate or relocate IAW with this EOP without consultation. Sound the fire alarm system, except for active shooter incidents, or use other appropriate means to signal evacuation. Examples include fire, explosion, or the discovery of a suspected explosive device.
* ***If there is no immediate danger evident:*** The decision to activate is based upon the totality of the circumstances provided to the deciding official.

# 3.2 Special Assistance

Brothers requiring special assistance to evacuate due to a temporary or permanent disability must be pre-identifed prior to conference or gathering. Individual Brothers will be assigned to assist these individuals during emergency circumstances.During an emergency event, the individuals tasked to support those requiring special assistance will implement the following guidelines:

Establish an area of refuge for those brothers who are unable to move through the stairwells. Consider using the building lobby, or any area close to an exit. Assign an able-bodied brother, as the special assistance monitor, to remain with these brothers as conditions permit or until advised that the condition has cleared, and it is safe to reenter the building; or the emergency warrants the risk of evacuation to leave the refuge area. Ensure that local fire/rescue department and/or other first responders, if applicable, is advised of the location, the number of people in the refuge area and any other special circumstances that may require additional support or assistance. Please note: Once First Responders arrive on the scene i.e. Fire, Rescue, Police, they assume command of the situation and all instructions by them shall be followed.

If a refuge area becomes dangerous, use a cell phone, or other means to notify emergency response personnel that egress is not possible. If an imminent danger condition exists, the special assistance monitors may attempt to assist others with emergency egress out of the building to safety.

In the unlikely event that a brother requiring assistance is unable to make it to the refuge area, the brother should prepare to “defend in place”. If there is smoke, fire or danger, the brother must notify 911 of their location and inability to evacuate. The brother should close their door, leave lights on (if working), turn off air vents, and be prepared to place wet towels underneath the door to prevent smoke from coming into the room. Make no mistake, this is a last resort and is not a desirable or safe situation.

# 3.3 Visitors

Brothers are responsible for their visitors. Brothers should inform their visitors about the emergency procedures, including those with disabilities or certain other medical conditions, who may require use of an area of refuge during an emergency.

# 3.4 Assembly Points

Upon arrival at the start of a conference/meeting, the 2DEMC should designate and brief two assembly areas, a primary and an alternate, for use during emergencies. In case of an emergency, all brothers and their visitors must report to the designated or back-up assembly point, except for active shooter incidents, and be accounted for. Describe the assembly points as follows:

**Primary Assembly Area –** The front parking lot entrance

**Alternate Assembly Area –** The rear parking entrance

In the event that one assembly point is inaccessible or unusable for safety reasons, brothers proceed to the alternate area. Brothers must account for themselves by advising the 2D EMC accountability officer of the fact they have relocated to an alternate assembly point.

# 3.5 Personnel Accountability

Building Evacuations: Each brother is responsible to account for themselves and their visitors. In active shooter incidents, brothers should evacuate in any direction they deem safe and not congregate together until the situation ends. This may delay accountability but is tactically more advantageous. This does not preclude the need for accountability, but is an acceptable reason for delay.

# 3.6 Use of Elevator

It is unsafe practice to use elevators during a building evacuation. Only trained personnel such as first responders, equipped with “fireman’s service” keys will be able to operate these elevators. **DO NOT USE ELEVATORS.**

# 3.7 Incident Action Guides

| 3.7.1 MEDICAL |
| --- |
| Position | ACTIONS |
| Limited | Widespread with Multiple Injuries |
| ALL Building Occupants |
| All Brothers  | * CALL 911
* If First Aid/CPR trained, provide assistance until medical personnel arrive.
* Determine victim’s preference for any notifications to family. If victim is unconscious, ensure provision of identifying information to emergency medical services personnel.
 |
| **2D EMC /DR** |
|  | * Verify notification to 911 for emergency medical response.
* Take charge of the situation and coordinate activities until Emergency Responders Arrive.
* Determine victim’s preference for any notifications to family. If victim is unconscious, ensure provision of identifying information to emergency medical services personnel.

. |

| **3.7.2** HAZARDOUS SUBSTANCE |
| --- |
| Position | ACTIONS |
| ALL Brothers |
| All Brothers | * Dial 911 to notify the local Fire Department and provide specifics.
* Follow instructions provided by 2D EMC and Emergency Responders.
 |
| 2D EMC/ DR |
|  | * Establish a command presence and coordinate activities.
* Determine if a risk to the brothers’ safety exists. If yes, perform actions to ensure their safety. This may include:
	+ Isolating the hazard by leaving it in place, closing doors, and turn off the heating, ventilation and air conditioning.
	+ Evacuation
	+ Shelter-in-place.
* If evacuation is undertaken, supervise the evacuation to designated assembly points.
* Notify local emergency responders to include police, fire/rescue, hazardous materials and EMS via 911 (or other local emergency #.)
 |

| 3.7.3 EVACUATION |
| --- |
| Position | ACTIONS |
| ALL Brothers |
| All Brothers | * Activate the nearest fire alarm pull box then dial 911 to notify the local Fire Department and provide specifics.
* Evacuate to designated assembly point.
* Follow instructions provided by 2D EMC or public safety officials.
 |
| 2D EMC/DR/Property Manager |
|  | * Verify notification of local emergency response personnel and brief responding personnel on the emergency specifics upon their arrival.
* Take charge and coordinate activities.
* Determine when evacuation is appropriate.
* Supervise evacuation to designated assembly points.
 |

| 3.7.4 Shelter-In-Place (SIP) |
| --- |
| Position | ACTIONS |
| ALL Brothers/ 2D EMC |
| All Brothers | * Notification is received from various sources that there is an outdoor hazard and that SIP is in effect
* Inform the brothers of SIP conditions, direct them to SIP IAW the host protocol account for the brothers
* Minimize the rate of air exchange with the outside as to keep indoor concentration as low as possible for as long as possible by closing all windows and doors to the outside, and closing all necessary doors
* Do not use elevators – they create a piston effect and can pump air into or out of the building.
* Seal the doors, windows, and vents if necessary.
* Establish communication with outside through a TV, radio, cell phone, or others devices to ensure that emergency responders know your location(s).
 |
| Property Manager |
|  | * Building management should Shut-off all HVAC fans and close all HVAC dampers, including exhaust dampers. Shut off other fans such as kitchen and bathroom exhausts.

**NOTE: Use your shelter-in-place locations when the risk of evacuating is greater than staying in place from an explosive, chemical or human threat. They should be lockable, interior rooms away from windows and outside access. Generally, interior conference rooms work well. A point of contact (or procedure) to shut down HVAC systems should also be included in your plan.**  |

| 3.7.5 EARTHQUAKE SAFETY |
| --- |
| Position | ACTIONS |
| **ALL Brothers** |
| **NOTE:**All Brothers | Limit your movement during an earthquake to a few steps to a nearby safe place. Stay indoors until the shaking has stopped and you are sure it is safe to leave.**If you are indoors:** * **Stay calm**
* Drop, Cover, and Hold – Take cover under a sturdy desk, table, bench, or against an inside wall, and hold on. If there is no desk or table near you, cover your face and head with your arms and crouch in an inside corner of the building. Most injuries occur from falling debris.
* Stay away from glass, windows, outside doors, walls and anything that could fall, such as lighting fixtures and furniture.
* Stay inside until the shaking stops and it is safe to go outside. Most injuries during earthquakes occur when people are hit by falling objects while outside or leaving buildings.
* Be aware that electricity may go out or sprinkler systems or fire alarms may turn on.
* Remember aftershocks are possible.

If you are outdoors:* Stay there and find a position away from structures or things that may fall.
* Move away from buildings, trees, streetlights, and utility wires.
 |
| **2D EMC/DR**  |
|  | * Take charge and coordinate activities
* Encourage occupants to remain calm.
* Conduct accountability.
* Do not reenter unusable structure.
* Be prepared for aftershock.
 |
| **Property Manager** |
|  | * Assess situation to obtain initial damage estimates and indications of integrity of building:

Structure, Roof, Power, Natural Gas, Freon, Water & Telephone* Close the building and leave immediately if it looks like the building might collapse.
 |

| 3.7.6 BOMB THREAT |
| --- |
| Position | Actions |
| ALL Brothers |
| All Brothers | * Dial 911 to notify local Law Enforcement and provide specifics.
* Follow instructions provided by 2D EMC/DR and responding officials.
 |
| 2D EMC/DR/Property Manager |
|  | * Take charge and coordinate activities.
* Verify local law enforcement notification and response
* Control building access.
* Keep people away from building perimeter.
* Control brothers’ movement.
* Instruct brothers to evacuate and relocate.
* Survey area to ensure total evacuation, including verification of disabled brothers.
 |

| 3.7.7 SUSPICIOUS OBJECT |
| --- |
| Position | Actions |
| ALL Brothers |
| All Brothers | * Do not touch suspicious objects
* Report them immediately upon discovery
* Dial 911 to notify local First Responders
* Provide specifics.
* Follow instructions provided from by First Responders
 |
| 2D EMC/DR/Property Manager |
|  | * Take charge and coordinate activities.
* Determine if a risk to brothers’ safety exists. If yes, perform actions to ensure their safety. This may include:
	+ Isolating the hazard, closing doors, and turn off the heating, ventilation and air conditioning.
	+ Evacuation
	+ Shelter-in-place.
* Notify local emergency responders to include police, fire/rescue, hazardous materials and EMS via 911 (or other local emergency #.)
* If evacuation is undertaken, supervise the evacuation to designated assembly points.
* After evacuation, restrict use of elevators and stairwells.
* Control building access.
* Keep people away from building perimeter
* Conduct accountability.
* Determine location of suspicious object; avoid using stairwells or elevators.
* Brief responding personnel
 |

| 3.7.8 EXPLOSION |
| --- |
| Position | Actions |
| ALL Building Occupants |
| All Brothers  | * Dial 911 to notify local First Responders and provide specifics
* Follow instructions provided 2D EMC and First Responders
 |
| 2D EMC/DR/Property Manager |
|  | * Take charge and coordinate activities.
* Ensure brothers are notified
* Control egress.
* Ensure all brothers evacuate to a safe area.
* Facilitate first aid, and rescue
* Conduct accountability and move disabled brothers to safe area.
* Maintain control of brothers
 |

| 3.7.9 NATURAL DISASTER |
| --- |
| Position | ACTIONS |
| Advance Notice | No Advance Notice |
| ALL Brothers |
| All Brothers | * Follow instructions from 2D EMC
 |
| 2D EMC/DR/Property Manager |
|  | * Take charge and coordinate activities.
* Ensure that appropriate assistance has been called for.
* Notify brothers and evacuate as necessary.
* Assess damage.
* Determine needs for controlling dangerous conditions.
* Provide repair, rescue, and first aid services as directed.
* Isolate unsafe areas.
* Comply with first responders’ guidance.
 |

| 3.7.10 DEMONSTRATIONS |
| --- |
| Position | ACTIONS |
| Advance Notice | No Advance Notice |
| ALL Brothers |
| All Brothers | * Follow instructions provided from 2D EMC/DR
 |
| 2D EMC/DR/Property Manager |
|  | * Take charge and coordinate activities
* Notify local police department.
* Secure perimeter doors.
* Protect windows and doors.
* Secure outdoor objects, if safe to do so.
* Respect demonstrators 1st Amendment rights.
* Follow instructions of responding local police officers.
* Assess damage.
* Determine needs for controlling dangerous conditions.
* Provide repair, rescue, and first aid services as needed.
* Isolate unsafe areas.
 |

| 3.7.11 ACTIVE SHOOTER |
| --- |
| Position | ACTIONS |
|  |  |
| Definition |
| An active shooter is an individual actively engaged in killing or attempting to kill people in a confined or populated area. Active shooter incidents are unpredictable and evolve very quickly. Typically, immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Post-incident review indicates that most active shooter situations are over in 10-15 minutes, before a 911 uniformed law enforcement response will normally arrive. Individuals must be prepared mentally and physically to deal with an active shooter situation. |
| ALL Brothers |
| All Brothers | * Be aware of your environment, any possible dangers and be prepared to act at all times.
* Take note of the two nearest exits in any facility you visit and remember them.
* If danger occurs, quickly determine the most reasonable way to protect your own life – ***do not hesitate.***
* Armed law enforcement personnel must act as authorized based on the situation presented with use of appropriate caution, while employing use of force.
* Brothers should consider:
	+ Evacuate at the first sign of trouble – scatter – do not go to an assembly point.
	+ As Emergency Responders arrive to the scene during evacuation, hold your hands above your head, palms open and follow instructions.
	+ If unable to evacuate, hide out.
	+ If, as a last resort, if you encounter the shooter and your life is in danger: take action and attempt to disrupt or incapacitate the shooter. Remember, “It’s you or the shooter”, you will need to act as aggressively as possible and be committed to your actions.
* When safe to do so, Call 911.
 |
| 2D EMC/DR |
|  | * Be very familiar with the EOP and be prepared to take charge.
* Ensure your own safety; call 911 to notify local law enforcement.
* Follow instructions of the uniformed police agencies i.e. local police.
* Conduct accountability once it is safe to do so.
 |

Attachment A: – 2D EMC Chapters Point of Contact (POC)

|  |  |  |
| --- | --- | --- |
| Chapter | Name | Telephone |
| Tau Lambda Lambda | Bro H. Gareth Taylor | 240-210-3938 |
| Omicron Iota | Bro Richard Watson | 914-572-5092 |
|  | Bro Glenn Grayer |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |