

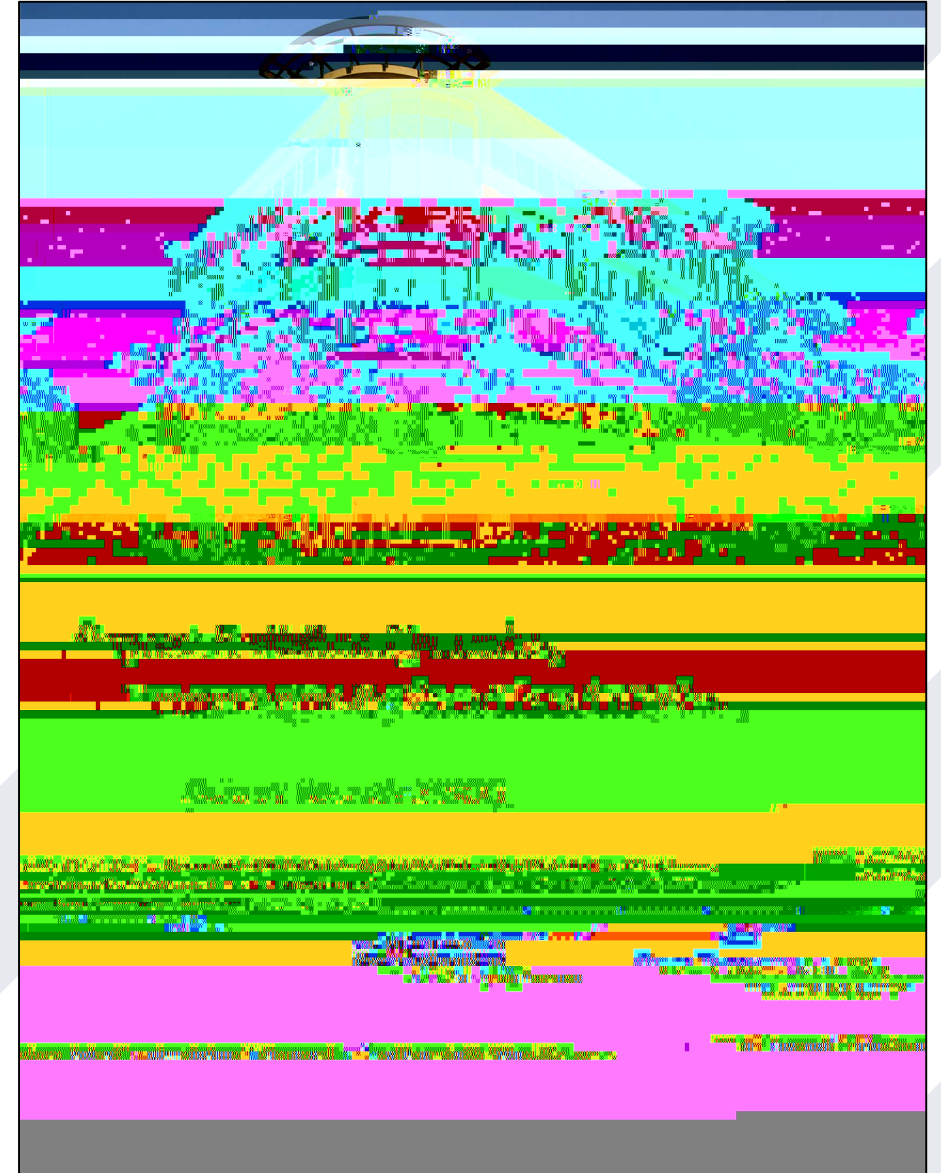






Step 2: Building Emergency Preparedness Committee Reads the Building EAP Template

- Read and understand the template
- Schedule a Building EPC planning meeting
- Come prepared with information to complete respective Annex A info





Step 4a: Facilitate Completion of Building EAP Through Building Emergency Coordinator

- Insert Building Address
- Insert BEC and Alternate BEC Contact Info
- Insert Floor/Area Monitor Contact Info, if applicable

The image shows a screenshot of the Old Dominion Emergency Action Plan (EAP) form. The form is titled "OLD DOMINION Emergency Action Plan" and contains various sections for inputting information. Three red arrows point to specific input fields:

- The first arrow points to the "Building Address" field.
- The second arrow points to the "BEC and Alternate BEC Contact Info" field.
- The third arrow points to the "Floor/Area Monitor Contact Info, if applicable" field.

The form also includes a "Floor/Area Monitor" section with a table for listing contacts. The table has columns for "Floor/Area", "Name", "Phone", and "Email".

Floor/Area	Name	Phone	Email









Step 4e: Facilitate Completion of Building EAP Through Building Emergency Coordinator

- Insert locations of nearest First Aid Kits and Automated External Defibrillators (AEDs)
- Insert locations of staged emergency kits
- Identify and list hazards unique to the building



Step 4f: Facilitate Completion of Building EAP Through Building Emergency Coordinator

- Insert locations of panic buttons in building, if applicable



Step 5a: Building Emergency Preparedness Committee Departmental Representatives Complete Annex A Info



Step 5b: Building Emergency Preparedness Committee Departmental Representatives Complete Annex A Info

- Insert contact info for departmental key staff
- Insert departmental notification protocol

