

First Responder Kit

Having first responder kits readily available in building lobbies is a crucial aspect of emergency preparedness and building safety for several key reasons. Ensuring critical information is readily available, these vital kits ultimately improve response times, while greatly enhancing responder situational awareness and decision making.

Additionally, these kits should:

- Be easily accessible
- Be categorized and clearly labeled
- Utilize clear language
- Be inspected regularly to ensure accurate information and operability
- Familiarized to first responders (pre-crisis)
- Integrated into emergency plans and training

Contents should include, but are not limited to:

- Overall “kit contents” list
- Building Information Card (BIC)
- Printed floor plans
- Door / Key control
- Primary communications
 - Building security radio(s)
- Tenant / Floor snapshot
 - Contact roster (main POC’s)
 - Special populations
- Saferoom location list
- USB with digital mirror of plans
- HazMat / MSDS quick references
- Armed guard identifier
- Emergency-stop switch locations
- Trauma / Bleeding interventions

**IF YOU SEE SOMETHING,
SAY SOMETHING!**

**888-NYC-SAFE or email
NYCSAFE@NYPD.ORG**

FOR MORE INFORMATION PLEASE VISIT:

NYPD: Find My Precinct

<https://www.nyc.gov/site/nypd/bureaus/patrol/find-your-precinct.page>

DHS: THIRA and SPR Guide (2018)

<https://www.fema.gov/sites/default/files/2020-04/CPG201Final20180525.pdf>

FEMA: Preparedness Toolkit

<https://pretoolkit.fema.gov/>

DHS: Power of Hello Campaign

<https://www.cisa.gov/topics/physical-security/conflict-prevention/power-hello>

Stop the Bleed Campaign

<https://www.stopthebleed.org>

NYPD Shield

<https://www.nypdshield.org>

Or Scan
The QR



MULTI-OCCUPANCY BUILDING SECURITY CONSIDERATIONS



**“Countering Terrorism
Through Information Sharing”**

NYPDSHIELD.ORG

Securing Complex Buildings

High-rise buildings, by their very design, present unique challenges:

- Large volumes of tenants and visitors entering and exiting daily
- Public lobbies and shared amenities that are inherently open and accessible
- Complex fire/life safety considerations that must be integrated with security operations

This brochure serves to enhance the safety and security of New York City and beyond by providing a layered security approach through actionable recommendations (and lessons learned) for stakeholders responsible for high-rise facilities, multi-occupancy properties, and other densely populated environments.

These dynamics create vulnerabilities that can be exploited if not addressed through deliberate planning and layered security measures.

Note: While this bulletin emphasizes various security and integrated measures, many of the options for consideration herein are applicable to a wide range of property types. Whether in an office tower, mixed-use complex, or mid-rise facility, the need to balance open public access with robust protective measures remains critical.

Emergency Action Plans

- Address active threats such as shooters, detail procedures for bomb threats including search and evacuation protocols, and outline family assistance provisions like assembly points and accountability measures
- Collaboratively developed and cross-referenced by both fire and police to ensure a robust and coordinated response
- Presented to stakeholders for familiarization and effective utilization
- Rigorously co-tested among multiple tenants across the building, acknowledging that a single event can impact more than one occupant

Designated Safe Rooms



- Locations
 - ☐ Defensible by construction and hardware
 - ☐ Code-compliant
 - ☐ Include on lobby level (often overlooked)
- Features
 - ☐ Camera feeds to corridor or approach providing situational awareness
 - ☐ Internal lighting control (to reduce detection)
 - ☐ Redundant communication through a dedicated phone line
 - Labeled with room number and full address
 - Pre-programmed speed dials
 - 911
 - Building security
 - Property manager
 - Floor wardens
 - EOC / SOC
 - ☐ Security radio (if applicable)
 - ☐ Bleeding control and first aid kits
 - Tourniquets / Hemostatic gauze
 - Automated external defibrillator
 - Pressure dressings
 - Gloves / Shears
 - ☐ Short-term sheltering / comfort supplies
 - Flashlights / Batteries / Glowsticks
 - Battery power bank
 - Blankets / Trash bags / Paper towels
 - Receptacles
 - Notepads & pens for silent communication



Integrated Technology & Security

Create seamless communication between:

- Tenants and property owners
- Local police assets
- Armed tenant security teams

Building Entrance Considerations

- Ensuring appropriate staffing levels for monitoring
- Dedicated employee entrances
- Vestibule design and the presence of mantraps to detect, deny, and delay active assailants
- Access control barriers and credentialing stations to regulate entry and verify identifies

Video Surveillance System Considerations

- Properly monitored
- Complete coverage of all areas to eliminate dead spots
- Offer remote viewing capabilities
- Secure live feed camera access to all tenant security directors / Security Operation Centers for real-time situational awareness

Security Personnel Considerations

- Presence of qualified security staff
- Implementation of visible and covert layers
- Strategic internal and external security posts
- Operational identifiers for rapid police ID
- Building Response Team
 - ☐ Co-tenant coordinated effort

Alternate Designated Locations

- Operations Centers (whether an Emergency Operations Center [EOC] or a Security Operations Center [SOC])
- Fire Life Safety Panel since primary access may be within the site of an attack and inaccessible
- Emergency-stop switches (to halt elevators)
- Activation & control of mass notification systems that are:
 - ☐ Across all delivery platforms to all tenants
 - ☐ Address various populations
 - Multi-lingual occupants
 - Access and functional needs