



K.E.E.P Overall Award Nomination Form

Launched in 2016 by AOBA's Emergency Preparedness Committee, the K.E.E.P. Awards Program is designed to encourage AOBA-member property management teams to have effective emergency preparedness plans in place, and to recognize excellence in this critical area. Nominations for this award will focus on emergency preparedness planning for commercial office building teams in the Washington, DC metro area.

Nomination Details: All AOBA commercial owner/manager member companies are invited to submit a nomination. Nominations should be completed by the company's property manager or management team.

Applications are due by September 1, 2023

Judging occurs in October. All nominees recognized at the Commercial Awards Celebration in November. Please email nomination form to Cynthia Alfaro at calfaro@aoba-metro.org.

Note: Building teams selected to receive the 2023 award will be ineligible to reapply for 3 years.



K.E.E.P Overall Award Nomination Form

Tell us about you, your team and your building.

Full Name

Title

Company

Building Address

Building Team's Management Roster (name/ title):

Email

Phone Number

Total Square Footage of Your Building

Total Number of Floors in Your Building

Total Number of Tenants (Describe your tenant mix. *E.g. percentage of legal/medical/ retail/ govt*)

**Please provide an ample description for each question.
Include photos, videos, tenant letters, etc. as exhibits.**

Communications

Briefly describe your property's emergency preparedness plan – before/during/after an incident.

Describe how your team adapted its emergency preparedness policies and procedures during the COVID-19 pandemic.

Highlight two communication initiatives from the last three years that your team has had to modify to deliver emergency preparedness to your tenants.

Education and Training

Please describe your life safety and security education and training program for your team and your tenants. Include items such as: how are you keeping up to date? Who do you involve in your training? How are you measuring success of the program?

Since March 2020, how has your team changed to address emergency preparedness training for tenants?

Describe how your team offered emergency preparedness education to staff such as remote classes or other unique opportunities you were able to provide.

Education and Training (Continued)

Describe how your team offered emergency preparedness education to tenants since March 2020 (i.e., all in person training as usual; worked with fire departments to allow video training in lieu of live fire drills, etc.).

Building Systems

Describe your standard operating procedures for all hazards that would impact your building's systems.

Given your building may not always have 100% occupancy, how, if at all, did your team adapt the procedures related to building systems and staffing? Adapt to remote access?

Building Systems (Continued)

If applicable, how has remote work for property management and engineering team members changed your team's emergency preparedness planning? Please expand on what roles have remote work opportunities and how the team addresses all hazards.

Describe how technology has played a role in your team's emergency preparedness planning (i.e., hands free entry, elevator access, signage, etc.)

Community Engagement

Describe how your team engaged with your building's neighborhood on emergency preparedness issues. Please include any life safety and security related programs and or public private partnerships.

Additional Preparedness Program

Since January 2020, what have you and your team accomplished that differentiates you or that you would like to highlight in terms of emergency preparedness?

Thank you for completing your 2023 K.E.E.P. Award application! Please submit your application via email to Cynthia Alfaro at calfaro@aoba-metro.org

