

K.E.E.P.

Knowledge and Excellence in Emergency Preparedness



K.E.E.P. 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 nominations. Nominations should be completed by the company's property manager or management team.

Applications are due by December 15, 2024

Judging occurs in January 2025. All nominees will be recognized at the Commercial Awards Celebration in February 2025. Please email nomination form and supporting materials to Cynthia Alfaro at calfaro@aoba-metro.org.

Note: Building teams selected to receive the 2024 award will be ineligible to reapply for 3 years



K.E.E.P. 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 a thorough description for each question.
You must also include supporting materials such as photos, tenant letter,
event flyers, etc. as a single exhibit.**

Communications

Describe your property's emergency preparedness plan – before/during/after an incident. (6 points)

Describe specifically how you communicate the plan internally within your property and company, and externally with vendors/ tenants/ first responders. Describe whether and how your team adapted its emergency preparedness policies and procedures during the COVID-19 pandemic. (4 points)

Communications (Continued)

Please describe two site specific emergency incidents that occurred from January 2023 to date that highlight your team's successful implementation of your plan. (15 points)

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 the success of the program? (10 points)

What unique, innovative ideas have you implemented for your tenants from your emergency preparedness work and research? (3 points)

Please list all life safety and security-related programs that your staff hosted and/or attended since January 2023. (2 points)

Education and Training (Continued)

Describe how your team offered emergency preparedness education to tenants since January 2023. Post COVID, how, if at all, has your team changed to address emergency preparedness training for tenants? (10 points)

Building Systems

Describe your standard operating procedures for all hazards that would impact each of your building systems (e.g. outside air intake, building perimeter, elevator recall, etc.) (14 points)

Building Systems (Continued)

How do you communicate information about your building systems with first responders? 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. (4 points)

How has technology played a role in your team's emergency preparedness planning (i.e., hands free entry, elevator access, signage, etc.) (2 points)

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, (e.g., AOBA, BIDs, public officials, committees, neighborhood events, etc.) (20 points)

Additional Preparedness Program

Since January 2023, what have you and your team accomplished that differentiates you or that you would like to highlight in terms of emergency preparedness? Why does your team stand out? Why should you receive this recognition? (10 points)

Thank you for completing your 2024 K.E.E.P. Award application!
Please submit your application using the online application and your required single document with supporting exhibits via email to Cynthia Alfaro at calfaro@aoba-metro.org.

