

**K.E.E.P Overall Award Nomination Form**

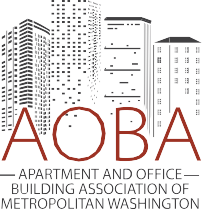
## Launched in 2016 by AOBA’s Emergency Preparedness Committee, the K.E.E.P. Awards Program is designed to encourage AOBA-member property management teams to have effective emergency preparedness plans in place, and to recognize excellence in this critical area. Nominations for this award will focus 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 nominations. Nominations should be completed by the company’s property manager or management team.

**Applications are due by December 15, 2025**

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

*Note: Building teams selected to receive the 2025 award will be ineligible to reapply for 3 years.*



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**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, percentage of legal/medical/ retail/ govt):

Please provide an ample description for each question.

You must also include supporting materials such as photos, videos, tenant letters, etc.

in a single exhibit. PDF or PowerPoint format preferred.

**Communications**

Describe in full detail your property’s emergency preparedness plan – before/during/after an incident. Please do not include your company’s standard plans. (10 points)

Describe specifically how you communicate the plan internally within your property and company, and externally with vendors/ tenants/ first responders. (5 points)

Please describe in detail two site specific emergency incidents that occurred from January 2024 to date that highlight your team’s successful implementation of your plan. (20 points)

**Education & 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? (18 points)

Describe how your team offered emergency preparedness education to tenants since January 2024. What unique, innovative ideas have you implemented for your tenants from your emergency preparedness work and research? (6 points)

Please list all life safety and security-related programs that your staff hosted and/or attended since January 2024, please include exact dates. (1 points)

**Building Systems**

Describe your standard operating procedures and steps your team would take for hazards that would impact your building’s systems (for example, outside air intake, building perimeter, elevator recall, etc.). Select at least five (5) different building systems to highlight in your response. (15 points)

How do you communicate information about your building systems with first responders? (3 points)

How does your team respond at various times with varying staffing levels, such as after-hours, holidays, managing from a distance if there are logistical concerns with street closures, etc. (3 points)

How has technology played a role in your team’s emergency preparedness planning (for example, hands free entry, elevator access, signage, building systems, etc.) (4 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 and describe your participation (such as AOBA, BIDs, public officials, committees, neighborhood events, etc.) (10 points)

**Additional Preparedness**

Since January 2024, 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? (5 points)

Thank you for completing your 2025 K.E.E.P. Award application!

Please submit your application and your required supporting exhibit document via email to

Cynthia Alfaro at [calfaro@aoba-metro.org](mailto:calfaro@aoba-metro.org).