

**III. EMERGENCY PROCEDURES**  
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## **A. INTRODUCTION AND PURPOSE**

To prepare for possible emergencies, 1800 Grant Street building management team works closely with Denver's Fire and Police Departments to evaluate conditions, anticipated potential risks, and develop and maintain a comprehensive Emergency Action Plan for the actions employees and visitors should take at the onset of an emergency. This document represents that plan, which focuses on the safety and life preservation of all occupants.

Procedures in this manual are intended to prepare you for any emergency that might occur while you are inside the building. These procedures have been developed to present a set of clear instructions on the actions required during the first minutes of an emergency prior to the arrival of safety personnel. By instituting calm, organized communication and reaction, the actions will reduce the potential for injury in the event of an emergency.

While any emergency occurring in the building could pose unique problems for building occupants and emergency personnel, thorough training in individual responsibilities and emergency procedures can minimize panic and result in a safe and efficient emergency response.

To ensure the safe evacuation of the building during an emergency, the procedures in this manual must be followed unless Fire or Police Department officials direct otherwise. All employees shall follow the instructions of their assigned *Fire Wardens*.

The building management in conjunction with the Fire Department has developed these procedures with your safety as the primary goal. All employees assigned to an office in the building must read these procedures and become familiar with the actions required during specific emergencies.

The importance of this Emergency Action Plan cannot be overemphasized. While it is understood that this plan cannot address every possible emergency situation, the guidelines set forth should be followed as closely as circumstances allow in order reducing the chances of injury. The purpose of this manual is to establish a command structure, a sound decision making process and effective lines of communication.

## **B. FIRE DEPARTMENT INSPECTIONS AND ASSISTANCE**

To reduce the chance of fire occurring within the building, Denver Fire Department personnel periodically conduct Fire Prevention inspections in compliance with City and County of Denver ordinances. The condition and usability of means of egress, life safety systems, interior finish, emergency lighting, exit signs and all fire doors are evaluated. These inspections are effective because hazards that could cause a fire or allow a fire to spread are identified. The inspectors check for accumulation of combustible trash and debris, storage practices, maintenance procedures and the safe operation of building utilities. Inspectors also verify the proper installation, operation and maintenance of fire protection features and systems and appliances within the building. The fire safety systems are subjected to a formal inspection, testing, and maintenance programs. These records are reviewed by Fire Department inspectors.

Technical information on the building is gathered by the Fire Department during such inspections. This information is used in pre-fire planning, which ensures effective emergency operations. This information is valuable to the Fire Department in case of a fire or other emergency at the property.

In addition, the Fire Department reviews these Emergency Action Plans to ensure they are adequate and up to date. In some cases, the Fire Department will witness an actual emergency evacuation drill to evaluate its effectiveness.

**C. EMERGENCY TELEPHONE NUMBERS**

<b><u>CENTENNIAL REALTY ADVISORS, LLC STAFF</u></b>	<b><u>TITLE</u></b>	<b><u>PHONE NUMBER</u></b>
Management Office		*(303) 291-2100
Guy Dreier	General Manager	*(303) 398-3140
Wendy Murphy	Assistant General Manager	*(720) 457-7561
Carolyn Haddock	Property Administrator	*(303) 291-2100
Bill Lawrence	Director of Operations	*(303) 291-2100
Alan Rice	Assistant Director of Operations	*(303) 291-2100
Roy Hernandez	Building Engineer	*(303) 291-2100
Justine Stoddard	Property Accountant	*(303) 291-2100

**AFTER HOURS EMERGENCY**

Centennial Realty Advisors, LLC      \*(303) 291-2100

**FIRE DEPARTMENT**

Emergency      \*911  
Non-emergency      \*(720) 913-2400

**POLICE DEPARTMENT**

Emergency      \*911  
Non-emergency      \*(720) 913-2000

**BOMB SQUAD**

\*911

**POISON CONTROL**

Metropolitan Area      \*(800) 222-1222

**MEDICAL EMERGENCIES**

\*911

**WEATHER CONDITIONS**

\*(303) 494-4221

\* Phone number may need to be preceded by a number or code in order to reach an outside line.

#### **D. PANIC CONTROL**

**Panic** is a sudden, unreasoning terror, often spreading quickly and accompanied by mass flight. Panic is caused by fear, although those involved may not know what they fear. People may be tempted to join a fleeing crowd; motion is often enough to suggest the presence of something to fear. When this stage is reached, it may become difficult to control the group. Attempting to reason with such a crowd may be futile, but it might be possible to control the group by assuming leadership or distracting key members. Ideally corrective action should be taken before the movement stage.

##### **Panic Deterrents:**

1. Inform personnel what is expected of them in an emergency. Training, experience, and knowledge are key factors in preventing panic.
2. Exemplify strong, competent leadership.
3. Eliminate physical causes for panic (blocked or obstructed exit doors and passageways, poorly marked exits, etc.)

##### **Antidotes for Panic:**

1. Provide assurance that emergency personnel are responding. Exert positive leadership. Reassure the group by giving information and instructions calmly.
2. Eliminate unrest. Dispel rumors. Identify troublemakers and prevent them from spreading discontent and fear.
3. Demonstrate decisiveness. Suggest positive actions. Indicate what to do, rather than what not to do.

These panic control recommendations are offered as a guide to action. In the final analysis, it is entirely up to you to react properly and control panic.

#### **E. BUILDING SURVEY and OVERVIEW**

1800 Grant Street is an 8-story building that is constructed of structural steel, glass, concrete, and brick to inhibit the spread and minimize the effects of fire on the building's structure. The building includes a modern life safety system constructed in accordance with the Denver Fire Code requirements in effect at the time of construction. The following is a description of the primary components of the building's life safety systems.

#### **F. SAFETY PERSONNEL AND ASSIGNED TASKS**

The building has the following safety personnel on staff:

1. Skilled engineers who are familiar with life safety considerations and building mechanical systems. This team is on duty during normal business hours during the work week and is on call 24 hours per day, seven days per week.
2. International Fire Code requires that employers designate and train certain personnel to assist in safely evacuating employees during an emergency.

#### **G. FIRE PROTECTION EQUIPMENT AND SYSTEMS: TYPE AND LOCATION**

The building is equipped with pull stations, ABC fire extinguishers are located next to stairwells and smoke and heat detectors are located throughout the property. ADA horns & strobes are also located throughout the property, including tenant areas. In the event smoke is detected, an alarm is transmitted to the Fire Command Center on the first floor of the building and the outside monitoring company that automatically notifies the Fire Department, so as the closest station may respond.

### **Smoke/Heat Detection**

This building is equipped with an automated early warning fire detection system monitored by an outside company that automatically notifies the Fire Department, building safety personnel and the building tenants. The components of the system include the following:

1. Smoke detectors located throughout the building which includes each stairwell and elevator lobby on each floor.
2. Heat detectors located in the electrical equipment rooms on each floor.

### **Fire Sprinklers**

Each floor has fire suppression sprinkler heads that are activated by heat or flame. Activation will cause an alarm to be transmitted to the building Fire Command Center and the outside monitoring company who notifies the Fire Department. Each sprinkler head provides water to a radius of approximately 80 square feet at a rate of approximately 25 gallons per minute.

### **Fire Alarm Manual Pull Stations and Fire Extinguishers**

The building is equipped with the following equipment for the Fire Department, building personnel and occupants.

1. Fire alarm manual pull stations are installed at all exit stair enclosures within the building. These are activated by pulling on the alarm handle. Once the manual pull box is activated, an alarm will sound on three floors (fire floor, one above and one below) and a signal is automatically transmitted to the first floor Fire Command Center and the outside monitoring company who notifies the Fire Department.
2. Fire extinguishers are located in the fire extinguisher cabinets near fire exit stair enclosures and labeled "Fire Extinguisher." If the fire is small and users are properly trained, these extinguishers can be used by building occupants and personnel. Activate the manual pull station first before using an extinguisher as this will help get evacuation started and automatically dispatches the fire department. Have someone call 911 from a safe location.

### **Emergency Power and Lighting Systems**

An emergency power generator is connected to the building's emergency electrical circuits and provides power instantaneously to the following areas in the event power is lost to the building:

- Emergency Lighting System:
  - Stairwells
  - Exit Lights
  - Exit Corridors
  - Tenant Suites (Limited lighting only)
  - Fire Department Emergency Communications Systems
- Fire Alarm and Detection System
- Elevators (Limited use only)
- Pressurization Fans
- Exhaust Fan
- Duct Heater
- Elevator Equipment Room Lighting
- Low Voltage Panel
- High Voltage Panel

### **Smoke Control**

The building is equipped with a smoke control system. Activation of any automatic initiating device on the fire floor will activate the smoke control system. The fire floor will be exhausted, all other floors above and below will be

pressurized. Additionally, the stairways and elevator shafts will be pressurized. Activation of a fire alarm manual pull station activates the pressurization fans in the stairways and elevator shafts only.

### **Elevator Emergency Controls**

Elevator emergency controls are automatically activated in the event of a building alarm.

- Phase I: Immediately upon receiving a fire alarm, all elevators return to the Main Lobby on the ground floor and discharge all passengers. The elevator doors remain open for use by the Fire Department.
- Phase II: The Fire Department is able to use the elevators through a fire control key switch within the elevator. While under Fire Department control, the elevators cannot be summoned to any building level.

## **H. COMMUNICATION EQUIPMENT AND SYSTEMS**

Communication with building occupants is critical in an emergency situation. Our building uses the following systems for emergency:

1. Audible alarm devices are programmed to sound on the fire floor, one floor above the fire floor and one floor below the fire floor, and at the lobby level.
2. A public address system is present throughout the building complex for emergency use by the Fire Department to issue instructions for evacuation procedures. This system may also be used by the building management in other emergency situations.
3. An evacuation graphic is posted on each floor of the building in the elevator lobby (“YOU ARE HERE”). This placard directs occupants to nearest stair enclosure.
4. The building management office telephone number is (303) 291-2100. The office has someone on staff twenty-four hours per day, seven days a week, to provide assistance in an emergency situation.
5. Emergency telephones are located in each elevator cab for two-way communication with the Elevator Monitoring Company.

## **I. EVACUATION**

When a fire alarm signal sounds, the occupants on three floors, the floor on which the alarm occurs, one floor above the fire floor and one floor below the fire floor must EVACUATE the building immediately. Occupants shall respond to their offices designated assembly area, located at a minimum of three hundred feet from the building, perform accountability of all employees and wait for the Fire Department to clear the building for re-entry. The evacuation is mandatory as per the Fire Department and Building Management.

## **J. STAIR ENCLOSURES**

Evacuation of the building occurs through the building stair enclosures. Stair enclosures are the lifelines out of the building for emergencies. Each floor has two stair enclosures which are clearly marked with exit signs. Stair enclosures are protected by fire-rated doors and walls and a sprinkler system. Upon entering the stair enclosure, proceed downward to the first-floor lobby and exit the building.

1. The building has (2) two stairwells, one on the North and South side of the common areas of each floor behind the elevators. The exit stairwells are constructed of fire-resistant materials and will become pressurized to keep out smoke and fire in the event of an alarm. Stairwell doors must NOT be blocked open because this may allow the spread of fire or smoke into the exit stairwells. **Tenants should become familiar with the location of all exit stairwells on their floor.**

**K. ACCIDENT OR ILLNESS**

In the event of an accident or illness on your premises, we recommend that you, immediately:

1. Call 911 and report a “Medical Emergency”. Firefighters, police, and an ambulance will be automatically dispatched at the same time.
2. **GIVE THE 911 OPERATOR THE FOLLOWING INFORMATION:**
  - Building Name
  - Building Address
  - Floor, Suite number or location of emergency
  - Any details available about the accident or illness
  - **DO NOT HANG UP UNTIL THE 911 OPERATOR REQUESTS THAT YOU DO SO**
3. Call Building Management
4. Do not move the patient unless they cannot remain where they are without further endangering their life. Perform first aid to your level of training.
5. Have someone meet the responding firefighters at the main floor lobby elevators and on the emergency floor to direct emergency personnel to patient’s location.

**L. GENERAL EMERGENCY PROCEDURES**

**Tenant Responsibilities**

1. Tenant management must assign specific employees to serve as Drill Coordinators, Fire Wardens, Assistant Fire Wardens, and Searchers.
2. In accordance with Fire Department guidelines, responsibility for planning and conducting drills shall be assigned to the building management’s Life Safety Officer, who is a competent person qualified to exercise leadership in this area of expertise.
3. Those employees assigned as Drill Coordinators, Fire Wardens, Assistant Fire Wardens, and Searchers must attend training sessions a minimum of once a year. This training is coordinated and scheduled by Building Management and may be presented by the Fire Department. Attendance at all training sessions will be recorded by building management.
4. Tenants are responsible for keeping a list (updated weekly) of those employees with mobility impairments. A copy of this list will be kept at the Management Office and posted in the Fire Command Center.
5. Building fire drills will be held at random of which one drill per year will be with the Fire Department’s Fire Prevention Bureau observing and making recommendations.

<b>Tenant Position</b>	<b>Tenant Responsibility</b>
<b>Drill Coordinator</b>	Plans, conducts, and evaluates emergency drills.
<b>Fire Warden</b>	Individual assigned to coordinate emergency evacuations of a specific floor or area and dot ensure that all occupants have evacuated the building. The Fire Warden is also responsible for verifying the evacuation of all spaces, including restrooms. <i>Closes but does not lock all doors once a room has been cleared.</i>
<b>Assistant Fire Warden</b>	Individual assigned to monitor people in his/her work area and be responsible for their safe evacuation in an emergency.
<b>Searcher</b>	Individual responsible for finding and evacuating all personnel from the floor – specifically from remote areas such as storerooms, file rooms, coffee areas, etc.

<b>Stairway Monitor</b>	Individual assigned to monitor the use of the stair enclosure on a specific floor during an emergency evacuation.
<b>Elevator Monitor</b>	Individual assigned to monitor the elevator lobby during an evacuation to prevent the elevator from being used and to direct occupants to emergency stairways. If the elevator lobby has been constructed as an occupant refuge area, this individual explains to the able-bodied personnel seeking refuge area is only for those who are unable to self-evacuate.
<b>Aid to Employees with Mobility Impairment (Buddy)</b>	Employee assigned to assist occupants with mobility impairments during emergencies and drills.
<b>Assembly Area Monitor</b>	Employee assigned to monitor assembly points and take attendance as occupants arrive.
<b>Communicator/Runner</b>	Staff assigned to the assembly areas responsible for communications between assembly points and Building Management, the Fire Department or Police Department.
<b>Drill Evaluator</b>	Individual assigned to monitor occupant actions during the drill and report their findings to the Drill Coordinator at the completion of the drill.

**Drill Coordinator**

As the building is a multiple-tenant building, the Drill Coordinator is the Life Safety Officer who is a member of building management. The Drill Coordinator responsibilities are to plan, conduct and evaluate emergency drills.

The Drill Coordinator is responsible for ensuring that all evacuation routes and assembly points are accessible and safe. The Drill Coordinator verifies that all egress components (stairs, corridors, doors, etc.) are in proper order and that occupants can use them safely. He/She also confirms that exits are clearly identified and that corridors are free of obstructions.

The Drill Coordinator also reviews the evacuation plan before a drill and identifies any modifications necessary as the result of changes in staff, operations, or the facility. The coordinator should consult with the Fire Department at any time. The Fire Prevention Officer will know what specific requirements apply according to the City and County guidelines. Further coordination with the Fire Prevention Officer is important to obtain local operating procedures for the emergency responders for aspects such as employee accountability and how to locate and then evacuate persons with impaired mobility.

**Fire Wardens**

As a general rule, one Fire Warden is designated for every 20 employees. The Fire Wardens are responsible for the condition of the occupants of their floor, their supervising Floor Leaders during an emergency, and for evacuating occupants during an emergency. Fire Wardens must be familiar with the layout of their floor, the details of the Emergency Action plan, the location and operation of available alarm systems, fire protection equipments, coded door locks and the location of routes to exit areas. Fire Warden Duties include:

1. Each Fire Warden must pre-select two Searchers – one female and one male – to assist in the event of an emergency. Fire Wardens are responsible for working out a search plan for Searchers to follow in the event of an emergency on their floor.
2. The Fire Warden appoints personnel to the emergency team and fills vacant positions.
3. Fire Warden must maintain an updated roster of all Floor Leaders, Searchers, Stairway Monitors, Elevator Monitors, Aides to Employees with Mobility Impairments and Alternates.

4. Each Fire Warden must maintain an up-to-date, accurate list of mobility-impaired employees. This list should include the floor location and where on the floor (elevator lobby, stairwell, etc.) they will wait for assistance.
5. The Fire Warden must notify the Fire Command Center when changes in Emergency Organization personnel and mobility-impaired persons occur.
6. The Fire Warden ensures that all emergency team personnel know their assigned duties and locations in case of an emergency.
7. Fire Wardens must preplan the handling of persons with mobility impairments during evacuation.
8. Fire Wardens should know and be able to identify all employees in their area of responsibility.

In the event of an emergency, employees should follow their Fire Warden's instructions and offer their full cooperation. Fire Warden emergency duties include:

1. If there is a fire on a tenant floor, and the alarm has not sounded, the Fire Warden or person finding the fire is to:
  - a. Close any doors to the fire area.
  - b. Activate the fire alarm manual pull station at the nearest stairwell.
  - c. Call 911 from a safe area after relocation
2. In the event that the fire alarm signal (audible and visual) is received, the Fire Warden should follow these procedures:
  - a. Advise the tenants that when the building level they are occupying receives the fire alarm signal, they must immediately evacuate the floor by using the stairwells, staying single file and to their right in the stairwell.
  - b. **NO FOOD, DRINKS OR LARGE ITEMS IN THE STAIRWELLS.**
  - c. Remain in the stairwell unit street level is reached.
  - d. Remain calm and begin to relocate/evacuation off affected floors, following any directions given by Fire Department personnel.
  - e. Fire Wardens are to put on the red "Fire Warden" cap provided by the Management office so other tenants, Building Management and Fire Department can easily identify them. If possible, Fire Wardens should also carry a flashlight.
  - f. Any area affected by fire or smoke is to be evacuated immediately. If safe to do so, Searchers should make certain any or all doors leading into such an area are closed after checking that everyone is out for the area.
  - g. Mobility impaired persons are to remain in the stairwell landing at all times with their "buddy" until the Fire Department arrives. If the Fire Warden relocates mobility –impaired persons, they must notify 911 or Fire Department personnel of the person's location so that the Fire Department can rescue them.
3. If the occupants of a floor are directed by the Fire Department to leave the floor, it is to be done by way of stairwells.
4. Elevators are not safe in such an emergency and are automatically taken out of service upon activation of the fire alarm system.
5. To relocate/evacuate people, Fire Wardens are to lead people downward in the stairwell allowing firefighters ascending the stairwells a clear passage. Also, people should not run or talk in the stairwells as the noise may hinder them from hearing instructions.

**1800 GRANT STREET**  
**TENANT RESPONSIBILITIES REFERENCE CHART – FIRE DRILL & EVACUATION**  
**(PLEASE POST THIS CHART)**

DATE: \_\_\_\_\_ TENANT: \_\_\_\_\_ SUITE: \_\_\_\_\_

TENANT EMERGENCY COORDINATOR: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

TOTAL NUMBER OF PEOPLE WORKING IN YOUR SUITE OR FLOOR: \_\_\_\_\_

# OF HANDICAPPED EMPLOYEES WHO MAY REQUIRE HELP IN EVACUATION: \_\_\_\_\_

The following employees have been appointed Floor Wardens, Assistant Floor Wardens, and Searchers. NOTE: Appoint one Floor Warden and one Assistant Floor Warden for every 25 employees. Appoint two searchers per floor: one female and one male.

FIRE WARDEN: \_\_\_\_\_ EMAIL: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

FIRE WARDEN: \_\_\_\_\_ EMAIL: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

FIRE WARDEN: \_\_\_\_\_ EMAIL: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ASST. FIRE WARDEN: \_\_\_\_\_ EMAIL: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ASST. FIRE WARDEN: \_\_\_\_\_ EMAIL: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ASST. FIRE WARDEN: \_\_\_\_\_ EMAIL: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

MALE SEARCHER: \_\_\_\_\_ EMAIL: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

FEMALE SEARCHER: \_\_\_\_\_ EMAIL: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

(If additional Fire Wardens need to be listed, please submit this form as many times as needed.)

**REMINDERS: PLEASE SUBMIT THIS CHART TO THE CENTENNIAL REALTY ADVISORS, LLC MANAGEMENT OFFICE BY EMAIL [wmurphy@centennialrealtyadvisors.com](mailto:wmurphy@centennialrealtyadvisors.com).**

**KEEP A COPY OF THIS CHART IN YOUR FILE. KEEP YOUR CHART CURRENT. SUBMIT ALL UPDATED CHARTS TO THE MANAGEMENT OFFICE.**

**POST THIS REFERENCE CHART AS NECESSARY SO THAT IT IS CLEARLY VISIBLE TO ALL EMPLOYEES ON YOUR FLOOR.**

SUBMITTED BY: \_\_\_\_\_

Tenant Representative

### **Floor Leader**

Operating under the supervision of the Fire Warden, the Floor Leader is responsible for monitoring people in his/her area. The Floor Leader is responsible for the safe evacuation of personnel in his/her work area during an emergency. Floor Leader Duties include:

1. The Floor Warden supervises the assembly of personnel in his/her work area.
2. Is responsible for the orderly evacuation of all personnel in his/her area via designated exits.
3. Remains with the group throughout the evacuation period and leads them to predetermined safe areas.
4. Assists in the training of all personnel in his/her work area.

### **Searcher**

Under the supervision of the Floor Leader, Searchers are responsible for finding and evacuating all personnel from the floor -- specifically from remote areas such as storerooms, file rooms, coffee areas, etc. Searcher duties include:

1. Check all rooms including restrooms, conference rooms, reception areas and remote areas, closing but not locking doors.
2. Advises any remaining personnel on the floor of the emergency and insists on their evacuation.
3. Evacuate non-employees found on that building level.
4. Report to the Floor Leader when his/her area is clear.

### **Stairway Monitor**

Under direction of the Floor Leader, Stairway Monitors are responsible for an assigned exit and assists in the orderly evacuation of personnel. Stairway Monitor duties include:

1. Takes a position at his/her assigned exit and assists in the orderly evacuation of personnel.
2. Inspects stair enclosures for possible heat or smoke conditions before evacuation.
3. Instructs personnel to form single-file lines into the stair enclosure and directs personnel to exit along the right side of the stair enclosure.
4. Supervises and monitors evacuation flow while remaining calm and encouraging a calm and orderly evacuation.
5. Stays at the exit until Searchers have cleared all personnel from the floor.

### **Elevator Monitor**

Under the direction of Floor Leader, Elevator Monitors are responsible for making sure no one uses the elevators during a drill or an emergency. Elevator Monitor duties include:

1. Directs employees to the nearest stairwell.
2. Must be familiar with the building evacuation plan and the location of all stairways.
3. Stays at his/her post until instructed to evacuate by the Fire Warden.

### **Aide to Employees with Mobility Impairment**

Under the supervision of the Floor Leader, the Aide to Employees is responsible for making sure all persons with mobility-impairments are evacuated. The Aide to Employees maintains an accurate and updated list of mobility-impaired employees within your company. A "Buddy System" will be implemented in which one or two Aides will be responsible for evacuating specific mobility-impaired co-workers to stairwell enclosures.

### **Assembly Area Monitor**

Assembly Area Monitor monitors the assembly points and takes attendance as occupants arrive. Duties include:

1. During a total evacuation, occupants should proceed down the stairway to the first floor, exit the building and proceed to the designated meeting area that is at least 300 feet from the building.

2. Assembly Area Monitors shall perform and report tenant accountability to ensure all employees have evacuated the building.
3. In densely populated buildings, it is advised that each tenant select a meeting area where accountability will be performed. The meeting area location will need to be provided to the building management office. This information will also assist the Fire Department and the property management when questions arise as to where certain tenants are located during the evacuation.
4. If individuals are not on their normal occupied floor, they shall exit the building, head directly to their pre-designated meeting area and report to the Fire Warden and Assembly Area Monitor. If persons are unaccounted for, every effort must be made to ensure that the missing party has evacuated the building, including witness accounts of where the person was last seen. Any person left unaccounted for the monitor's efforts to locate must be reported to the Fire Department, along with any information acquired.

### **Communicator/Runner**

The Communicator/Runner is responsible for the communication between assembly points and the Command Center.

### **Drill Evaluator**

The Drill Evaluator is responsible to monitoring occupant actions during the drill and reports their findings to the Drill Coordinator at the completion of the drill. Duties include:

1. Drill Evaluator shall be on the drill floor at activation of fire alarm.
2. Observes tenants/occupants reaction to the fire alarm signal.
3. Observes that tenants/occupants' close office and conference room doors.
4. Ensures that all fire alarm warning devices (horns and strobes) are in proper working order and all fire protection devices (fire doors, stairway pressurization, etc) activate.
5. Observes the Fire Wardens, Searchers, Stairway Monitors, etc. perform their assigned duties.
6. Observes that accountability is taken and reported.
7. Reports all observations to the building's Fire Safety Officer. These comments are to be included in the final report.

## **M. INDIVIDUALS WITH IMPAIRED MOBILITY**

The following procedures have been implemented to provide maximum safety for anyone in this building who is mobility impaired. Always include mobility-impaired individuals in your planning processes. They are the experts in their condition and their input is always valuable.

1. A comprehensive, confidential list of mobility-impaired people titled "Individuals Requiring Fire Department Assistance to Evacuate", with the **DATE** the list was updated, shall be provided to the management office, and **POSTED** in the Fire Command Center at all times for use during any type of emergency. This list shall include:
  - a. The person's name
  - b. Two "buddy" names
  - c. The floor on which he/she works
  - d. The name of the responsible Fire Warden
  - e. The nature of the physical challenge
  - f. Where they will remain in the stairwell landings while waiting for rescue by the Fire Department.

**This list shall be updated in the event of any changes.** All Office Managers shall e-mail the Property Administrator an updated list of impaired individuals every time there are any changes. The master list will be then updated and posted as required.

**All tenants are asked to keep the Management Office informed of any persons working in the building who**

**have any impairment that could keep them from relocating without assistance in an emergency.**

Each Fire Warden needs to assign at least two people to be the mobility-impaired person's "buddy". In this way, someone is always able to stay with the individual needing assistance. In the event of an emergency, the mobility-impaired individual should never be left alone. The "buddy" should always take the person to the nearest stair enclosure landing when there is an alarm, smoke, or fire, or if the Fire Department instructs everyone to leave the area.

**1800 GRANT STREET**  
**INDIVIDUALS REQUIRING FIRE DEPARTMENT ASSISTANCE TO EVACUATE**  
**FIRE DRILL & EVACUATION**  
**(PLEASE PROVIDE FORM TO MANAGEMENT)**

DATE: \_\_\_\_\_

TENANT: \_\_\_\_\_

SUITE: \_\_\_\_\_ FLOOR: \_\_\_\_\_

EMPLOYEE NAME & TWO "BUDDY" NAMES	SUITE /FLOOR	FIRE WARDEN	IMPAIRMENT	REFUGE AREA

**REMINDERS: PLEASE SUBMIT THIS CHART TO THE CENTENNIAL REALTY ADVISORS, LLC MANAGEMENT OFFICE BY EMAIL [wmurphy@centennialrealtyadvisors.com](mailto:wmurphy@centennialrealtyadvisors.com).**

**KEEP A COPY OF THIS CHART IN YOUR FILE. KEEP YOUR CHART CURRENT. SUBMIT ALL UPDATED CHARTS TO THE MANAGEMENT OFFICE.**

**TENANT EMERGENCY COORDINATOR:**  
 \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

**Tenant Representative**

## N. OTHER EMERGENCIES

### BOMB THREAT

#### Basic Tenant Responsibilities

1. Each tenant should brief the telephone receptionist on bomb threat procedures.
2. Each tenant should have a copy of the bomb threat checklist near the receptionist's telephone. (Form)

#### Bomb Threat Emergency Procedures

1. Receiving **telephone** threats:
  - a. When a bomb threat is received by telephone, immediately ask the caller the questions listed on the bomb threat checklist. This information will be extremely helpful to the police.
  - b. After the caller has hung up, immediately fill out the remaining portion of the bomb threat checklist. All information will be extremely helpful to the police.
  - c. Notify Management you have received a bomb threat as they will contact police if you have not.
  - d. Do not make statements to the newspapers, radio, or television news. Leave that to the police.
2. Receiving **written** threats:
  - a. Written threats are less frequent than telephone threats but must be considered just as carefully.
  - b. Avoid physically handling the written threat. Evidence will be analyzed by the Police for fingerprints, postmarks, handwriting, typewriting, etc. Isolate letter and insulate (move to safety).
  - c. Notify the Management Office that you have received a bomb threat. They will contact the police.
3. Searching Procedures:
  - a. It will be the responsibility of each tenant to decide if their employees are to search areas such as coatrooms, conference rooms, computer rooms and workstations. The Management staff will be responsible for searching the following areas:

- Public Restrooms	- Telephone Equipment Rooms
- Elevators	- Entrances and Lobbies
- Planters	- Fire Extinguisher Cabinets
- Boiler and Chiller Rooms	- Janitor Closets
- Stairways	- Exterior of the Building
- Shrubbery	- Transformer Vaults
- Trash Storage Area	- Loading Dock & Parking Garage
  - b. **If a suspected device is found, DO NOT TOUCH IT.** Contact the Management Office, and clear the immediate area. Guard the area, keeping people away until a Police Officer checks the device.
  - c. If the Police Office believes the suspected device to be a bomb, his/her authority immediately **exceeds** that of the tenant, management or landlord and his/her instructions are to be followed.
  - d. Two-way radios should never be utilized in the area of the suspected device.

#### Bomb Threat Evacuation

1. Evacuation of the building is a decision to be made by each tenant or Police and Fire Department officials only. Building Management will not make the decision to evacuate the building.
2. In the event the decision to evacuate is made, the fastest route to safety will be the stairwells or direct exits outside. Do not use or rely on elevators for evacuation. **All** persons shall leave the area immediately. Do not gather valuables, personal or business items.
3. Contact Building Management and inform them of the decision to evacuate. Building Management will inform the Police and/or Fire Department of that decision if your office has not.

## Bomb Threat/Nuisance Call Record

At \_\_\_\_\_ am/pm, a telephone call was received at telephone number \_\_\_\_\_

The following message was received (exact wording):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- **TRY TO GET THE CALLER TO REPEAT THE MESSAGE!** ("I'm sorry; would you say that again, please?")
- **DO NOT INTERRUPT THE CALLER WHILE HE/SHE IS TALKING.**
- **TRY TO KEEP THE CALLER TALKING!** (Use your imagination - try to act natural.)

### QUESTIONS TO ASK THE CALLER:

**When** is the bomb set to explode? \_\_\_\_\_  
**Where** is the bomb located? \_\_\_\_\_  
**What** does the bomb look like? \_\_\_\_\_  
**Where** is the bomb right now? \_\_\_\_\_  
**What** type of bomb is it? \_\_\_\_\_  
**What** will cause it to explode? \_\_\_\_\_  
**Did** you (the caller) place the bomb? \_\_\_\_\_  
**Why** did you (the caller) place the bomb? \_\_\_\_\_  
**What** is your (the caller) name and address? \_\_\_\_\_  
\_\_\_\_\_

### DESCRIPTION OF CALLERS VOICE:

**SEX OF CALLER** \_\_\_\_ **RACE** \_\_\_\_ **AGE** \_\_\_\_ **LENGTH OF CALL** \_\_\_\_\_

#### CALLER'S VOICE

Calm             Nasal  
 Angry           Stutter  
 Excited         Lisp  
 Slow            Raspy  
 Rapid           Deep  
 Soft             Ragged  
 Loud            Clearing Throat  
 Laughing       Familiar  
 Crying         Deep Breathing  
 Normal         Breathing  
 Distinct        Crackling  
 Slurred         Accent  
 Disguised

#### BACKGROUND NOISES

Street Noises    Factory Noises  
 House Noises    Machinery  
 Office Noises    Animal Noise  
 Other Voices     Clear Phone Line  
 P A System      Static Phone Line  
 Music            Local Call  
 Animals         Long Distance  
 Motors          Phone Booth  
Other \_\_\_\_\_

If voice is familiar  
whom did it sound like? \_\_\_\_\_

#### THREAT LANGUAGE

Well spoken (educated)    Incoherent    Foul    Taped    Irrational  
 Message Read by Threat Maker

**THIS REPORT WAS PREPARED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## **POWER FAILURE**

### **Emergency Generator**

1. Due to the possibility of electrical service failure from the power company, the building is equipped with an emergency generator, which starts automatically due to an electrical power failure.
2. In the event of a power failure, the emergency generator will supply electrical power to the following areas within the building:
  - a. Emergency lighting system:
    - i. Stairwells
    - ii. Exit Lights
    - iii. Exit Corridors
    - iv. Tenant suites (limited lighting)

### **Power Failure Procedures**

1. The emergency generator will start automatically due to an electrical power failure and will supply emergency power to the above-mentioned systems.
2. All elevators will stop and return to the first floor, one at a time, where the doors will open and allow all passengers to exit.
3. The emergency lighting system will turn on and provide minimal light in office areas, corridors, and stairwells.

## **TORNADO**

The bathrooms and stairways of the building will provide the best protection during a tornado. If you hear a Civil Defense siren and/or tornado advisory announcement, please proceed to one of those areas and follow the procedures outlined below.

### **Tornado Procedures**

1. When a tornado **watch** is announced, this means that tornados are expected in, or near, your area. Keep your radio or television set tuned to a local station for information and advice from your local government and the weather service. Also, keep watching the sky, especially to the south and southwest. If you see any revolving, funnel-shaped clouds, report them immediately by calling 911.
2. When a tornado **warning** is issued, it means that a tornado has actually been sighted or has been indicated by radar, and that this or other tornados may strike in your vicinity. Public warning will come over the radio, TV, or by five-minute steady blasts of sirens by the Civil Defense warning system. Take the following actions immediately!

### **Actions to Take**

An announcement shall be made to tenants by email, telephone, or the building's public address system to warn tenants that a tornado watch or tornado warning has been issued for the area and that it is advisable to have all occupants move to a safe location in the building. Take the following actions immediately:

1. Get away from perimeter of the building and exterior glass. If time permits, close drapes, blinds, etc.
2. Leave your office if it is located on the building's perimeter and **close the door**.
3. Go to the center of the building – bathrooms or stair enclosures.
4. Sit down and protect yourself by putting your head as close to your lap as possible, or you may kneel while protecting your head.
5. **Do not** use elevators and **do not** go to the first-floor lobby or outside the building.
6. Keep your radio or television set tuned to a local station for information.
7. Do not use the telephone to get information or advice. This only ties up circuits.
8. If you are trapped in an outside office, seek protection under a desk. Keep calm.

## **EARTHQUAKE**

Earthquakes are one of nature's most frightening natural phenomena. When an earthquake occurs, the ground will shake perceptively for a relatively short time...perhaps only for a few seconds, or for as long as a minute in a great earthquake.

### **Precautions to Take During an Earthquake**

1. Try to remain calm and to reassure others.
2. If you are in a high-rise office building, get under a desk. Do not run for exits, since stairways may be broken or jammed with people. Power for elevators may fail and stop operating. **Seek safety where you are** at the time of the incident and then leave calmly if evacuation is necessary.
3. Do not be surprised if the electricity goes out, if elevator, fire, and burglar alarms start ringing, or if the sprinkler systems go on. Expect to hear noise from breaking glass, cracks in walls and falling objects.
4. Do not be surprised if you feel more than one shock. After the first motion is felt, there may be a temporary decrease in the motion followed by another shock. (This phenomenon is merely the arrival of different seismic waves from the same earthquake.) Aftershocks may also occur – these are separate quakes that follow the main shock. Aftershocks may occur several minutes, several hours, or even several days afterward. Sometimes, aftershocks will cause damage or the collapse of structures that were already weakened by the main earthquake.

### **Precautions to Take After an Earthquake**

When the shaking stops, there may be considerable damage and people may be injured. It is especially important that everyone remains calm and begins the task of taking care of one another. The first concern is for those who are hurt. The next concern is to prevent fires. The risk of fire after an earthquake is very high.

1. Everyone must be aware of fire procedures. Following that, damage can be assessed, and remedial measures begun.
2. Remain calm and take time to assess your situation.
3. Assist anyone who is hurt and administer emergency first aid when necessary. Cover injured persons with blankets to keep them warm. Seek medical help (911) for those who need it.
4. Check for fires and fire hazards. Put out fires immediately if it is safe to do so.
5. Check for damage to utilities and appliances. Shut off the electricity if there is any possibility the wiring was damaged.
6. Shut off water lines in your suite if breakage has occurred.
7. Do not turn on electrical switches or appliances.
8. Do not touch power lines, electric wiring, or objects in contact with them.
9. If you detect a natural gas odor, vacate the area immediately. Do not activate any type of device that could create a spark. Once in a safe area, call 911 and report a natural gas leak.
10. Do not use the telephone except to call for help, to report serious emergencies (medical, fire or criminal), or to perform some essential service. Jammed telephone lines interfere with emergency services, and it is thoughtless to use the telephone for personal reasons or to satisfy curiosity. When the emergency is clearly over, contact relatives and friends so they will know you are safe.
11. Be certain that sewer lines are not broken before resuming regular use of toilets.
12. Clean up and warn others of any spilled materials that are dangerous.
13. Listen to the radio for information about earthquake and disaster procedures.
14. Be prepared to experience after shocks. They often do additional damage to buildings weakened by the main shock.
15. Use great caution when entering or moving about in a damaged building. Collapses can occur without warning and there may be dangers from gas leaks, electrical wiring, broken glass, etc.

There are no rules that can eliminate all earthquake danger. However, damage and injury can be greatly

reduced by following the simple rules outlined above.

## **ELEVATOR EMERGENCY**

1. In the event of an elevator malfunction, it is possible that you may be detained in the elevator. While this is unlikely, it is important to be prepared for such an occurrence.
2. If you are trapped in the elevator during business hours, push the “Emergency Alarm” button inside the elevator, located on the panel to the right of the door. Push this button ONCE to alert building occupants to your situation.
3. Telephone communication is located in the elevator, on the panel. Follow the instructions on the panel.
4. Do not try to force open the elevator doors.
5. Unless you are specifically instructed to do so by emergency personnel, never attempt to leave the elevator if it is stopped between floors.
6. Relax and stay calm until help arrives. Please allow approximately twenty minutes from the time of your call for help to arrive at your location.

### **Elevator Emergencies Requiring Fire Department Assistance**

During an elevator emergency, 911 should only be called if the person(s) inside is/are trapped, as defined by the Fire Department. A situation involving one or more of the following would warrant a call to 911:

- The ability to communicate with the person(s) is lost
- The person(s) request that 911 be called
- There is a medical emergency (panic included)
- There is an environmental emergency (fire, chemical, bomb threat, etc.)
- A wall has to be breached or person(s) must be removed by any means other than under their own power and via the normal passenger exit door.
- Personnel from Building Management, Engineering, Security, etc., deem it necessary to call 911.
- The responding elevator company or mechanic deems it necessary to call 911.
- Due to weather or other conditions (e.g., mechanical responding from home), the response time will be longer than normal.

## **NATURAL GAS EMERGENCY**

While the building does not have natural gas for heating purposes, if you smell gas, leave the area immediately, leave electrical devices alone and eliminate ignition sources. From a safe location contact 911 to report a natural gas leak, call the local utility company and then building management at (303) 291-2100. Provide all information to the Fire Department upon arrival. DO NOT re-enter the building until the Fire Department gives the “all clear”.

## **ENVIRONMENTAL EMERGENCY**

Quickly evacuate the affected area. From a safe location, notify the Fire Department immediately by calling 911. Notify them concerning any chemical spill in the building and then call the Building Management office at (303) 291-2100.

Those persons with knowledge of the incident need to be available to the Fire Department, Building Management, and/or emergency response personnel outside the building in order to answer questions. A

description of what happened, where, when and the type of product(s) spilled will be extremely valuable. If possible, try to obtain the label from the product or container.

The Fire Department and Building Management will make a decision regarding how best to proceed once all the facts have been received. Only when the environmental hazard is removed will the affected areas of the building be allowed to be re-occupied.

Restrict access to the area to prevent additional exposures. Place exposed personnel together in a contained/controlled area.

## **WATER INTERRUPTION OR FLOOD**

### **Water Interruption**

A temporary interruption of the water supply may result in the disruption of building services. Without water, it is not possible to maintain sanitary conditions or building cooling systems. Additionally, water interruption limits the Fire Department ability to extinguish fires.

### **Flood**

In the event of a flood, we will evacuate and close the affected areas of the building. Flooding can cause great harm to the electrical equipment that serves the building and may disrupt the sanitary water supply.

If there is a slow water leak (not considered a flood) in the restroom or a tenant space, please inform the Building Management Office immediately.

Because of the extreme danger generated by floods and subsequent electrical problems, in the event of an actual flood:

1. Evacuate the area to a dry and safe place.
2. Call Building Management at (303) 291-2100.
3. Call 911 for the Fire Department.
4. Explain the location of the flooding and the probable cause. Remember to give the building's address.

Follow these same procedures should the sprinkler system release within the building.

## **STRANGER IN BUILDING AND HOSTAGE SITUATION**

### **Stranger in Building**

The best way to avoid having to deal with a stranger in the building is to help ensure that all security policies are followed, by keeping valuables locked away and by keeping office doors locked when the offices are not occupied. Do not create a situation that will attract strangers.

Report any suspicious individual(s) in or about the property to Building Management. A physical description of the person and the location where they were last seen will also be important information to communicate.

If a stranger is discovered in the building, it is best to address them in a non-threatening manner, asking who/what they are looking for. Never attempt to restrain the individual(s). If they become confrontational, do not react aggressively. Immediately remove yourself from the situation and contact Building Management, giving them the description of the stranger(s). Building Management will immediately respond to the location and also place a call to the Police Department requesting an officer.

## **Hostage Situation**

Report any situation involving hostages to the Police Department by calling 911. Helpful information to give to the Police Department includes

- A physical description of the person(s) and their location.
- Whether or not they are armed
- The number of hostages and their location

After the Police have been notified, inform Building Management of the situation.

## **O. EMERGENCY DRILLS**

Per NFPA 101, Section 39.7.1, "In any business occupancy building occupied by more than 500 persons or more than 100 persons above or below the street level, employees and supervisory personnel shall be periodically instructed in accordance with Section 4.7, of the Life Safety Code shall hold drills periodically where practicable."

Emergency egress and relocation drills conforming to the provisions of the National Fire Protection Association Pamphlet #101, Life Safety Code, Section 4.7, and section 13.7.6 International Fire Code, Sections 404 through section 406, shall be conducted as specified by the provisions for the specific occupancy type or by appropriate action of the authority having jurisdiction. Drills shall be planned in cooperation with the local authorities.

Emergency egress and relocation drills, where required by the National Fire Protection Association or the authority having jurisdiction shall be held with sufficient frequency to familiarize occupants with the drill procedures and to establish conducting of the drill as a matter of routine. Drills shall include suitable procedures to ensure that all persons subject to the drill participate.

Responsibility for the planning and conducting of the drill shall be assigned only to competent persons qualified to exercise leadership.

In conducting the drills, emphasis shall be placed on orderly evacuation rather than speed. Drills shall be held at expected and unexpected times, as well as under varying conditions to simulate the usual conditions that can occur in actual emergencies.

Drill participants shall relocate to a predetermined location at least 300 feet away from the building and will remain at such location until a recall or dismissal signal is given.

Fire drills shall be conducted in a manner that provides for the implementation of procedures set forth in the Emergency Action Plan. In addition, fire drills shall include a review of the emergency plan and implementation of assigned employee duties.

**When fire drills are conducted, all persons who are subject to the fire drill requirements shall participate in the drill. Non-participants are subject to receive a summons that will require them to appear in court, where a fine of \$999.00 and/or imprisonment of up to 180 days may be imposed.**

Records shall be kept of the drill dates, who conducted the drill, and the result of that drill. The Fire Department strongly encourages all business owners to perform emergency evacuation drills each quarter or when a large tenant/employee turnover has occurred.

Emergency evacuation drills improve occupant safety, and the Fire Department has a great appreciation for firms conducting these drills -- something every property manager is encouraged to consider. Building

occupants who are regularly involved in such drills are more apt to act appropriately in an actual emergency. In fact, fire experience across the nation has shown that occupants who are familiar with their building's exits and safety equipment perform better during emergencies than those who are not.

The Fire Department's Fire Prevention Bureau, if available or requested, will assist business owners in conducting emergency evacuation drills. Assistance can be rendered in areas such as:

- Emergency Action Plan Review
- Building pre-evacuation conference and walkthrough
- All aspects of preparation for emergency drills
- Supplying Fire Department personnel
- Administration of the emergency drill
- Providing a report with drill results
- Suggestions for correction of deficiencies

# QUICK ACTION DOCUMENT

## If a FIRE or MEDICAL EMERGENCY occurs, contact 911

When contacting 911 be prepared to provide the following information:

- a. Your Name
- b. Type of Emergency (Fire or Medical Emergency)
- c. Building Address
- d. Your Location within the Building (Floor #, Parking Garage, Common Area)
- e. **DO NOT HANG UP UNTIL 911 OPERATORS REQUEST YOU DO SO.**
- f. Provide Building Management with the same information given to the 911 operator.

## If a FIRE is found:

- a. Close all doors to the fire area
- b. Activate the fire alarm manual pull station at the nearest stairwell
- c. Call 911 from a safe area after relocation

## If an EVACUATION/RELOCATION is necessary:

- a. Leave affected floors immediately
- b. Use stairways only to exit, staying to the right
- c. Proceed to the evacuation/relocation assembly point
- d. Do not return until the Fire Department gives the “all clear” signal

## If a TORNADO watch/warning is posted:

- a. Immediately move from the perimeter of the building
- b. Close all doors
- c. Move to the center of the building (stairways)
- d. Stay inside the building

## If an EARTHQUAKE occurs:

- a. Stay calm
- b. Seek shelter
- c. Prepare for after shocks

## If a NATURAL GAS LEAK is detected:

- a. Leave the area immediately; do not turn anything on or off
- b. From a safe area, call 911 to report a gas leak
- c. From a safe area, call building management
- d. Do not re-enter until an “all clear” signal is given by the Fire Department

## If an ENVIRONMENTAL EMERGENCY occurs:

- a. Isolate (product) and insulate (protect) yourself and others
- b. Call 911 from a safe area
- c. Call building management from a safe area

## IF a FLOODING situation occurs:

- a. Do not touch electrical equipment
- b. Move to a safe area
- c. Call building management
- d. Contact 911 if necessary

## If a BOMB THREAT is received:

- a. Fill out the Bomb Threat Checklist
- b. Notify building management
- c. Contact 911 if necessary