



Building pressurization (smoke management) system in **stairwells** and **alarm floors (originating floor vents)**.

Building-wide public address system

Emergency power: The building is equipped with an **emergency generator** that will supply power to fire/ life safety systems:

- Emergency lighting
- Fire alarm and detection systems
- Smoke management system

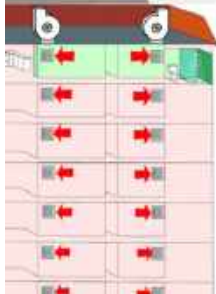
Elevators recall to first floor for responders.

When you h



System

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Movement ou

Fire Alarm System

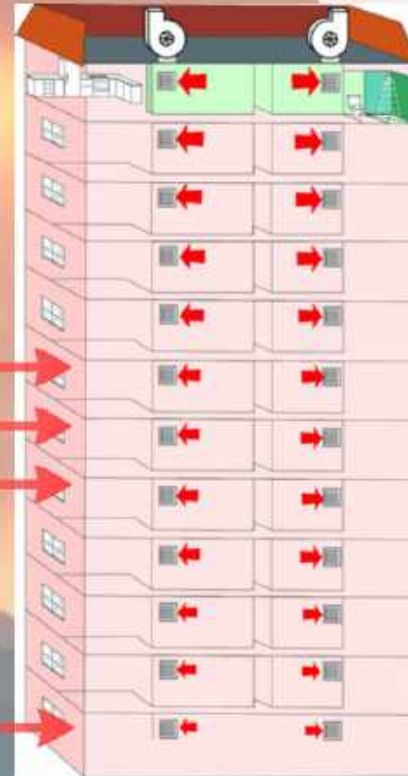
Activation of a fire-alarm-initiating device will sound the alarm on:

The floor above

The originating floor

The floor below

The ground floor



emerg
life safe
• Eme
• Fire
• Smo
Elevator

Other In

Evacuation

Movement out of the building to a safe area a sufficient distance from the building.

Report status to property management near monument at 17th & Lawrence. Gather at your chosen assembly area.

Persons R

Evacuation is accomplished with:

- Floor/tenant wardens (and alternates). 1:25 ratio
- Buddies (and alternates).
- Other positions as determined by wardens.

- Evacuees exit using both sides of the stairwells, always traveling down.

- Running and talking are not permitted.

- HANDS SHOULD BE EMPTY. No phones, food, beverages, etc.

- Footwear considerations.



IN CASE OF FIRE



EXIT BUILDING
BEFORE TWEETING
ABOUT IT



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ONS.



Persons Requiring Assistance

- Persons requiring assistance should be aided in evacuating last or left in the safe shelter area under the supervision of a buddy.
- Emergency personnel will effect a rescue if necessary and when it is safe to do so.





Alarm

Notification

ent) system
floor

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Warden Responsibilities

Preparation:

- Be familiar with Emergency Plan, exits, fire-fighting equipment, etc.
- Maintain a current list of persons needing assistance and their location. Assign Buddies.
- Select alternate warden(s) and advise them of your absence. **(Vest)**
- Attend training sessions; train your people.

When you hear an alarm:

If you dis

- Leave area immediately
- Advise others of the situation
- Activate alarm upon exiting
- Call 911 and provide location of fire
- Use a fire extinguisher ONLY IF:

absent (vest)

- Attend training sessions; train your people.

When you hear an alarm:

- Direct personnel to evacuate using **nearest** exit.
- Verify that Buddies are aiding those who need assistance.
- Ensure an orderly, expedient, and safe evacuation.
- Notify emergency personnel of injuries, smoke in stairwells, or other hazards.
- Follow the building's tenant accountability procedure.
- Do not return to building until all-clear is called.

Other Important Things to Remember:

Treat doors with caution.

- If warm or hot, use another route. Call 911 to report.
- If normal temperature, open with care.

If you are trapped:

- Close doors between you and the fire.
- Seal off cracks and other openings.
- Call 911 and alert them to your location.
- Wait to be rescued and **REMAIN CALM.**





Fire Prevention

Don't live with unsafe conditions

- Space heaters are not allowed in the building.
- Turn off coffee pots at night.
- Do not obstruct sprinkler heads or other building safety features.
- Ensure clear doorways and exit corridors.
- Avoid overloading circuits, extension cords, etc.

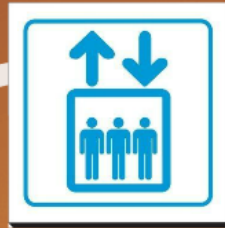


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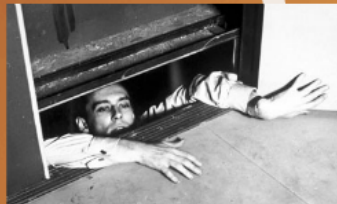
Building p
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Elevator Emergency

If you are trapped in an elevator:

- Call the elevator company (**security**) using the telephone in the elevator.
- Remain calm until help arrives. Sitting on the floor while waiting will help.
- DO NOT try to force the doors open.
- Never attempt to leave an elevator that is stuck between floors unless instructed to do so by emergency personnel.
- In the event of a power failure, emergency generator retrieves elevators to main floor.





Severe Weather/Tornado

Watch: Be on the lookout for a *possible* tornado in the area.

Warning: Funnel has been spotted in the area.

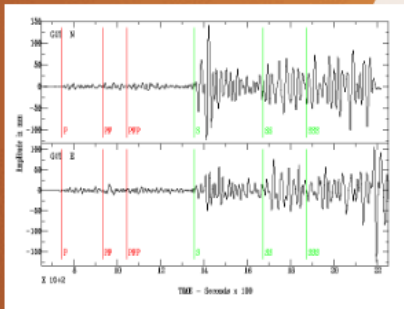
How do you receive notifications?



- Move away from the building perimeter and exterior glass.
- Take shelter in an area toward the middle of the building, such as elevator lobbies, stairwells, or restrooms.
- Do not go to first floor lobby or outside the building.
- Wait for verification that the danger has passed.



Earthquake



- Remain calm.
- Get under a desk or other heavy object.
- Do not try to exit the building. Stairways and other parts of the building may be damaged and inaccessible.
- Power may fail. Water lines, gas lines etc. may break.
- Don't be surprised if you feel more than one shock.



Medical Emergencies

- Call 911 and report that you have a medical emergency.
- Provide information as prompted by the dispatcher.
- Perform first aid/CPR to your level of training.

Improve paramedic response time by:

- Notifying property management of the emergency.
- Assigning someone to meet responders at elevator.



Fire Pre

Don't live with u

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- Turn off coffee pots
- Do not obstruct sprin building safety featur
- Ensure clear doorway
- Avoid overloading circ cords, etc.

Fire

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Bomb Threat/ Suspicious Package



EXAMPLE OF A BOMB THREAT CHECKLIST

FBI BOMB DATA CENTER	
QUESTIONS TO ASK:	CHANGING VOICES:
1. What is your name or name?	1. Name
2. What is your name?	2. Address
3. What time is it now?	3. Phone
4. What day of week is it?	4. Name of person who set a bomb off
5. What did you do today?	5. Name of person who set a bomb off
6. What did you do today?	6. Name of person who set a bomb off
7. What did you do today?	7. Name of person who set a bomb off
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All **bomb threats** must be taken seriously, especially if they are specific.

- Stay calm.
- Follow checklist in Emergency Action Plan (Forms section) (keep near phone).
- NOT an automatic evacuation - don't sound alarm.
- Call 911 and building management.
- Be prepared to assist in search.

A **suspicious package** may represent an eminent threat.

- May be mailed, delivered by courier, or planted.
- Do not handle.
- Call 911 and keep a safe distance.



TELEPHONE BOMB THREAT REPORT FORM

INSTRUCTIONS; Be calm. Be courteous. Listen. Do not interrupt the caller. Notify supervisor / security officer of your element by prearranged signal while caller is on the line.

DATE: _____ TIME: _____

Exact words of person placing call: _____

QUESTIONS TO ASK:

1. When is the bomb going to explode? _____
2. Where is the bomb right now? _____
3. What kind of bomb is it? _____
4. What does it look like ? _____
5. What will cause it to explode? _____
6. Why did you place the bomb? _____
7. What is your name and address? _____

Try to determine the following: (circle as appropriate)

Caller's identity: Male Female Adult Juvenile Age _____ years

Voice: Loud Soft High-pitched Deep Intoxicated Other _____

Accent: Local Foreign Region (description) _____

Speech: Fast Slow Distinct Distorted Stutter Slurred Nasal _____

Language: Excellent Good Fair Poor Foul Other _____

Manner: Calm Angry Rational Irrational Coherent Incoherent

Deliberate Emotional Righteous Laughing Intoxicated

Background noise: Office machines Factory machines Bedlam Trains

Animals Music Voices Airplanes Street-Traffic Mixed

Party-Atmosphere Other

ADDITIONAL INFORMATION: _____

Receiving Telephone Number

Person Receiving Call

BOMB INCIDENT AFTER ACTION REPORT

BOMB THREAT

A. Nature of incident

1. Who received call?
2. Where was call received?
3. What was the telephone number of the line to which the call was made?
4. What was the date and time of call?
5. What did caller say, and what was the response of the receiver, if any?

6. Was caller male or female?
7. What was the approximate age of the caller?
8. Were there any unusual speech characteristics of the caller such as a lisp, accent, dialect, etc?

B. Action taken

1. Who was notified immediately after call was received?
2. What was the time of evacuation, if applicable?
3. What search techniques were employed?

4. What was discovered, if anything?
5. What time did personnel re-enter the building, if there was an evacuation?

BOMB DISCOVERY

A. Nature of incident

1. How was the bomb discovered?
2. Where was the bomb discovered?

3. Who discovered the bomb?
4. What was the date and time of discovery?
5. Was it established that only one bomb existed?
6. What is the description of the device?

BOMB THREATS RECEIVED

- A. Telephone call, try to obtain as much of the following information as possible and make a record of it.
 - 1. Bomb location
 - 2. Time of detonation.
 - 3. Type of device to include description
 - 4. Sex, age and attitude of caller
 - 5. Peculiarities of speech, accent, etc.
 - 6. Distinguishing sounds or background noise emanating from the caller's location.
 - 7. Reason for the bomb threat / placement.

- B. Suspicious package through the mail, characteristics:
 - 1. Package may bear restricted endorsements, i. e. "Personal" or "Private" when the addressee does not normally receive mail at the office.
 - 2. Addressee's name or title may be inaccurate.
 - 3. Mail may reflect distorted handwriting or name and address may be prepared with homemade labels or cut and paste lettering.
 - 4. Package may have protruding wires, aluminum foil, visible oil stains and / or they may emit a peculiar odor.
 - 5. Package may have excessive amount of postage affixed.
 - 6. Package may feel rigid or appear uneven or lopsided.
 - 7. Parcel may be unprofessionally wrapped with several combinations of tape used to secure the package and may be marked "Fragile – Handle with Care" or "Rush – do not Delay" or similar wording.
 - 8. Parcel bombs may have irregular shape or have soft spots or bulges.
 - 9. Parcel bombs may make a buzzing or ticking noise or a sloshing sound.
 - 10. Pressure or resistance may be noted when removing contents from an envelope or parcel.

- C. Package (s) left by an unknown person in an office or building or immediate vicinity.
 - 1. Package may be of any size, shape, color or material, i. e. paper wrapped package, paper sack, cardboard box, attaché case, etc.
 - 2. Package usually appears to be out of place to the office or building users.
 - 3. Package may be hidden.

BOMB SEARCH PROCEDURES

Remind all personnel not to touch a suspected item that could be the bomb.

- A. All persons make a preliminary search around their immediate area for suspicious items.
- B. All persons, as they leave, will remove those items that they brought in (i. e. briefcases, thermos bottles, lunch bags, etc.) , turn off radios and unplug office machines.
- C. Windows and doors will be left open to help dissipate any explosive force.
- D. All cabinets and drawers will be left unlocked (classified cabinets may be an exception) to make it easier for the searchers.
- E. When evacuation of a building is accomplished, only authorized personnel are permitted entry until the threat is resolved.
- F. Personnel evacuated from a building will be removed to a distance of at least 100 meters.
- G. All personnel will be accounted for, usually by section heads and reported to the senior person and a contact point established in case an item cannot be verified as belonging in the area.
- H. Personnel conducting search must be familiar with bomb search technique and should be familiar with the area to be searched, i. e. what should be there as opposed to what is obviously out of place or does not belong.
- I. Areas will be marked immediately after search so as not to cause another search by other personnel.
- J. If an item is found, and suspected of being a bomb, handle as above and continue to search the facility until the entire facility has been searched.
- K. All areas will be searched inside and search will include the outside perimeter of building, consider vehicles, etc., parked in close proximity.

DO NOT:

- A. DO NOT key radios and transmit.
- B. DO NOT handle bomb or suspect package once determined to be a possible bomb.

- C. DO NOT permit personnel access to near proximity of the bomb except for official business in connection with the handling of the incident.
- D. DO NOT try to move the bomb or enclose it to minimize effects of explosion. DO NOT open container. Open windows and doors, etc., to minimize effects of explosion and release force of explosion.