

EMERGENCY ACTION PLAN



LINCOLN CROSSING

1775 Sherman Street / 1776 Lincoln Street

303-861-1404

Fax: 303-832-7245

Located on 18th Street between Lincoln & Sherman

Fire Safety Director:

Jennifer Kline

Primary number: 303-861-1404

Secondary number: 303-901-1103

Additional contact: jkline@lpc.com

Authority Having Jurisdiction (AHJ):

Denver Fire Department

Primary number: 720-913-2400

Chief Engineer:

Michael Petrick

Primary number: 303-861-1404

Secondary number: 303-356-7154

Additional contact: mpetrick@lpc.com

Director of Security:

Patrick Miller

Primary number: 303-860-9006

Additional contact: pmiller@asiofficer.com

EMERGENCY CONTACT PHONE NUMBERS

This list needs to be posted by telephones:

In an emergency, call 9-1-1!

Fire department (non-emergency)	720-913-2400
Police department (non-emergency)	720-913-2000
Hospital (non-emergency)	303-812-2000
Poison control	800-222-1222
Gas company	800-895-4999
Electric company	800-895-4999
Water company	303-893-2444
Telephone company	877-348-9007
Elevator service company	800-233-6847
Hazardous material cleanup	303-425-9700
Biohazard cleanup	303-425-9700
Weather conditions	303-494-4221
Security	303-860-9006
Security after-hours	303-860-9006
Engineer	303-956-7154
Maintenance supervisor	303-356-1020
Emergency vendor for fire, water, disaster	Belfor Restoration: 303-425-9700
Parking manager	LAZ Parking: 303-291-1111

REGULATORY INFORMATION

2015 International Fire Code: PART II General Safety Provisions: Chapter 4 Emergency Planning and Preparedness.

2015 National Fire Protection Association: 101 Life Safety Code. Chapter 4 General.

OSHA: Code of Federal Regulations: Occupational Safety and Health Standards: Means of Egress: Emergency Action Plans [29 CFR 1910.38].

1.1 Regular Business Hours

Tower I - 1775 Sherman Street

Sunday	Access Card Only
Monday	6 a.m. – 6 p.m.
Tuesday	6 a.m. – 6 p.m.
Wednesday	6 a.m. – 6 p.m.
Thursday	6 a.m. – 6 p.m.
Friday	6 a.m. – 6 p.m.
Saturday	6 a.m. – 12 p.m.

Tower II - 1776 Lincoln Street

Sunday	Access Card Only
Monday	6 a.m. – 6 p.m.
Tuesday	6 a.m. – 6 p.m.
Wednesday	6 a.m. – 6 p.m.
Thursday	6 a.m. – 6 p.m.
Friday	6 a.m. – 6 p.m.
Saturday	6 a.m. – 12 p.m.

1.2 Afterhours

Sunday	Access Card Only
Monday	Access Card Only
Tuesday	Access Card Only
Wednesday	Access Card Only
Thursday	Access Card Only
Friday	Access Card Only
Saturday	Access Card Only

1.3 Fire Safety Director (Management Staff)

An employee designated by the building owner. The fire safety director should be given sufficient stated authority, powers of sanction, and resources to take responsibility for the day-to-day safety management of the building and to make certain that essential repairs or maintenance are carried out, such as, but not limited to, the following:

- maintaining access and egress routes;
- monitoring routine maintenance, testing of emergency fire protection systems in accordance with NFPA 25, Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems;
- monitoring changes to the building (alterations and new construction projects) to confirm that effective temporary life safety measures are in place;
- providing supervision of, monitoring of, and instruction to construction contractors and subcontractors on the premises;
- monitoring construction, alteration, and demolition projects for welding, cutting, burning, and issuing building hot work permits; and
- ensuring compliance with local building and fire codes.

The fire safety director will be identifiable during drills and emergencies.

Identification: Red Fire Warden hat and bright orange vest

The fire safety director shall:

- report to owners and operators;
- direct emergency evacuation drills for their respective assigned floors in accordance with the emergency action plan;
- instruct building occupants not to use elevators;
- be present and on duty in the building during regular business hours; or when it is expected that the building will be occupied by more than a total of 500 persons in the entire building;
- be fully familiar with the provisions of the emergency action plan;
- supervise and train all floor/suite wardens and building staff and building service staff emergency response team;
- organize pre-emergency planning, implementation, and maintenance of the emergency action plan;
- conduct initial and periodic refresher training for all building employees, maintaining records of dates, subjects, and attendance at each training session; emergency evacuation drills, and all documentation required by the emergency action plan;
- periodically conduct building safety inspections to identify hazards and obstructions in the egress pathways;
- will be physically available for and coordinate fire safety activities with the authority having jurisdiction, provide input on the building resources, and advise the incident commander of any building needs or requirements; have a valid fire safety director certificate, if applicable, approved by the fire department and shall present their certificate for inspection upon request to fire department personnel.

During an emergency:

- immediately report to 911 any fire and any determination to implement the emergency action plan evacuation modes; in the event of a fire in or affecting the building, report to the emergency command center or designated alternative location, and notify arriving emergency response personnel and incident commander of the situation and the building response;
- be responsible for communicating all information and directions to building occupants to implement the buildings evacuation plan; specific instructions should be given for particular types of emergency evacuation modes;
- describe the type of incident (e.g., “police action,” “Unknown odor exterior to the building,” “At this time we are shutting down the building’s air intake vent”);
- direct evacuation operations including mobility impaired personnel in the safe haven locations who have identified the need for assistance; and report the current conditions to the fire department;

- notify the owner and the authority having jurisdiction of building occupants that neglect or fail to cooperate with life safety and evacuation plan duties, responsibilities or obligations required by the emergency action plan.

1.4 Assistant Fire Safety Director

The assistant fire safety director will be identifiable during drills and emergencies.

Identification: Red Fire Warden hat and bright orange vest

The assistant fire safety director shall:

- be prepared to assume the fire safety director's duties if necessary;
- assist the fire safety director;
- be present on-site during normal business hours.

An emergency action plan may call for more than one assistant fire safety director for a building.

1.5 Floor / Suite Warden

An employee designated by the Tenant, approved by the fire safety director. A minimum of one floor/suite warden per 20 occupants shall be designated to perform the duties required by this section. Additional floor/suite wardens shall be required if the occupant load of a floor exceeds 500 people. The floor/suite wardens shall be employees on that floor.

The floor / suite warden will be identifiable during drills and emergencies.

Identification: Red Fire Warden hat

The floor / suite warden shall:

- be familiar with the emergency evacuation modes, including shelter in place, in-building relocation, partial evacuation, full evacuation and lockdown procedures, the exit and in-building relocation routes to be utilized for the floor, and the means of communicating with the fire safety director;
- periodically review and be aware of any occupants on the floor requiring special assistance in an emergency situation and understand the nature of how to assist those individuals.
- conduct annual training for floor occupants, maintaining records of dates, subjects, and attendance at each training session; emergency evacuation drills, and all documentation required by the emergency action plan.

At least the minimum required number of floor / suite / deputy wardens, with the training required for the position, shall be on duty on each floor during the regular business hours of each employer.

During an emergency:

- in the event of a fire or emergency on the floor or immediately affecting building occupants on the floor, notify the fire safety director and building occupants on the floor of the fire, or emergency, and initiate appropriate action;
- keep the fire safety director informed of his or her location and the progress of the implementation of emergency action plan evacuation measures;
- confirm the in-building relocation or evacuation of the floor or portion thereof by alternate and deputy floor wardens and designated building emergency response team members; specifically, tenants designated as search monitors to search all areas of the floor to be relocated in building or evacuated; to do so by visual inspection, not merely by the lack of a voice response; and to notify any remaining building occupants that they must immediately comply with the applicable emergency action plan evacuation procedures;

- assist assembly area monitor with accounting for all floor occupants (including visitors, suppliers and customers), during an in-building relocation and / or evacuation.
- A list of all occupants not accounted for including names and last known locations shall immediately be provided to the fire safety director.
- Make sure all office doors are closed
- instruct occupants to form single-file lines into the stairwell and direct occupants to exit along the right side of the stairwell.
- determine whether the stairwells are safe to enter before directing building occupants to use them, and, if unsafe, notify the fire safety director;
- will stay at exit until searchers have cleared all occupants from the floor; if safe and possible to do so.
- be responsible to search their assigned area for occupants who may be unaware of the emergency or might need assistance.
- specifically search remote areas (e.g., storerooms, file rooms, coffee areas);
- will insist on evacuation mode compliance for every person.
- have a list of employees, vendors and visitors to take to the assembly area.
- take attendance as occupants arrive to the assembly area.
- communicate between the assembly area monitor and the fire safety director.
- collect occupant attendance reports from the assembly area monitor and report to the fire safety director.

1.6 **Alternate Floor / Suite Warden**

An employee designated by the Floor / Suite Warden.

The alternate floor / suite warden will be identifiable during drills and emergencies.

Identification: Red Fire Warden hat

The alternate floor / suite warden shall:

- perform the duties of the floor / suite warden, as circumstances warrant.

1.7 **Deputy Floor Warden**

Where the floor area of a tenancy exceeds 7,500 square feet, a deputy floor warden should be assigned for each 7,500 square feet or part thereof.

The deputy floor warden will be identifiable during drills and emergencies.

Identification: Red Fire Warden hat

The deputy floor warden shall:

- in the absence of the floor / suite warden, the deputy floor warden will perform the duties of the floor / suite warden as circumstances warrant;
- in the presence of the floor / suite warden, will assist the floor / suite warden in carrying out the requirements of the emergency action plan, by searching all areas of the floor to be in-building relocated or evacuated, and will notify any remaining building occupants that they must immediately comply with the applicable emergency action plan procedures.

1.8 Assistants for the Mobility Impaired

Two assistants must be assigned for mobility impaired individuals.

Mobility impaired is defined as anyone who will need assistance down stairs, to move to a different location, or to evacuate. For example: persons confined to a wheelchair; persons dependent on crutches, canes, walkers, etc.; persons recovering from surgery; pregnant women; persons with significant hearing or sight impairment; extreme cases of obesity, a person with a heart condition, etc.

The assistants for the mobility impaired shall:

- assist occupants with mobility impairments during emergencies;
- know the type of impairment and how to best assist the individual;
- keep information confidential.

Updated list of names of all building occupants of both permanent and temporary mobility impairment shall be recorded at the emergency command center.

During an emergency:

- shall operate under the supervision of floor / suite warden to accompany assigned mobility impaired co-worker to the designated safe haven location;
- will notify the fire safety director and fire department of whereabouts;
- if safe and possible, will wait with assigned person in the stairwell until the fire department arrives.

2 EMERGENCY RESPONSE TEAM: BUILDING STAFF

Title	Name	Primary In-house	Secondary Number	Additional Contact	Location
Fire safety director	Jennifer Kline	303-861-1404			

3 EVACUATIONS, IN-BUILDING RELOCATION, SHELTER-IN-PLACE, AND LOCKDOWN PROCEDURES

3.1 The following have authority to order evacuation of the building:

- fire department: incident commander,
- civil authorities (local government officials),
- building owner or highest-ranking building manager,
- director of security,
- fire safety director,

3.2 Order to Evacuate

A wide variety of emergencies both man-made and natural, may require a building to be evacuated. These emergencies may include - fires, explosions, floods, earthquakes, hurricanes, tornadoes, toxic material releases, radiological and biological accidents, civil disturbances and workplace violence to name a few.

There are basic procedures followed during building emergencies: evacuations, in-building relocation, shelter-in-place, and lockdown.

When directed to begin an evacuation, the following procedures may be followed:

3.3 Shelter-in-Place

The precaution of directing building occupants to remain inside the building, at their work locations or safe location, in response to an emergency. There are circumstances where staying put and creating a barrier between occupants and potentially contaminated air outside can be a matter of survival. If occupants are to remain in the shelter-in-place location for an extended period of time, other considerations may involve arranging for medical support, food, and transportation.

3.4 In-Building Relocation

Controlled movement of building occupants from an endangered area of a building to an in-building relocation area within the same building in response to a fire or other emergency incident; as designated by the authority having jurisdiction.

If a decision has been made to in-building relocate, all building occupants will discontinue conducting business immediately and listen for instructions from the fire safety director and / or authorities.

When considering movement to a safe area inside the building, priority should be given to building occupants on floors or other areas of the building most at risk of harm, which may include the floors immediately above and below.

In a non-fire emergency: all building occupants will be directed to the stairwells within the building and take refuge.

In a fire emergency: all building occupants will be directed to areas designated for the relocation of occupants from an upper floor to a lower floor (the authority having jurisdiction will determine the minimum number of floors). The first floor or lobby must be kept clear for emergency responders.

3.5 Partial Building Evacuation – The Alarmed Floor - Floor above and floor below

The emptying of a building of some, but not all, building occupants in response to an emergency as designated by the authority having jurisdiction.

If a decision has been made for partial evacuation, all building occupants will discontinue conducting business immediately and listen for instructions from the fire safety director and / or authorities. When considering movement to a safe area outside the building, priority should be given to building occupants on floors or other areas of the building most at risk of harm, which may include the floors immediately above and below.

Tower I (1775 Sherman Street)

If you are on the following floor:

This would be your relocation floor:

32, 31, 30, 29, 28	25
27, 26, 25, 24, 23	20
22, 21, 20, 19, 18	15
17, 16, 15, 14, 13	10
12, 11, 10, 9	You do not have a relocation floor Exit the Building - proceed to your evacuation location
Lobby	You do not have a relocation floor Exit the Building - proceed to your evacuation location

The Fire Department will instruct Tenants as to when they will be required to RELOCATE or EVACUATE the building.

Tower II (1776 Lincoln Street)

When a fire alarm signal sounds on their floor, the occupants of the alarmed floor and **all other floors must evacuate**. They shall respond to their designated congregation area and perform accountability and wait for the Fire Department to clear the building for re-entry.

Total Building Evacuation

The emptying of a building of all occupants in response to an emergency.

If a decision has been made for full evacuation, priority should be given to building occupants on floors or other areas of the building most at risk of harm and, in the designation of exit routes, to the avoidance of congestion that would delay the movement of those with priority.

Source: NFPA 101, 2018

3.6 **Nonbusiness Hours Evacuation Procedures**

Security would make the announcement; read from procedural writing in Fire Command Center; Fire Department takes authority once on site.

3.7 **Exit Routes – See attached**

4 **ALARM SYSTEMS**

4.1 **Alarm systems shall:**

- provide warning for safe escape,
- be perceived by all occupants,
- be distinctive and recognizable,
- be perceived above ambient noise or light levels by all occupants in the affected portions of the building,
- have priority over all other announcements,
- be maintained properly by trained personnel; and
- comply with the requirements in § 1910.165.

4.2 **Communication of Alarm Activation**

- The preferred means of reporting emergencies, such as manual pull box alarms, public address systems or telephones, shall be communicated with building occupants.
- All false alarms and other system activations will be explained to occupants.
- Provide timely and appropriate updates of emergency and evacuation information so building occupants have adequate time to react to the emergency situation.

4.3 **Lockdown Notification**

- The lockdown notification method will be separate from the fire alarm.
- Include a prearranged recall signal for returning to normal activity through Preparis
- Communicate between with each secured area through Preparis.

5 **RECALL AND REOCCUPATION - PREPARIS**

6 **ALARM SIGNALS**

6.1 Building Alarm Signals

Type of Alarm	Description (e.g., horn, siren, flashing lights, PA)
Immediate evacuation	Horns & Strobes, P.A.
In-building relocation: fire	P.A. System
In-building relocation: emergency	P.A. System
Partial evacuation	Horns & Strobes, P.A.
Shelter-in-place	Tornado – P.A.
Fire	Horns & Strobes, P.A.
Severe weather	P.A.

6.2 Pre-programmed Messages – See attached

7 EMERGENCY RESPONSES

At no time should any occupant of the building take any action that threatens their own personal safety or that of others. Additionally, all occupants are expected to be individually prepared based on the guidelines set forth in the emergency action plan. Notwithstanding the foregoing, the emergency responses are designed to provide general information only and the appropriate response to any emergency situation will depend on numerous variables not necessarily addressed by the plan. Nothing in the plan should be construed as a warranty or guarantee that anyone will avoid injuries or damages resulting from any emergency situation, terrorist attack, or any other event.

7.1 Medical

7.1.1 Procedures

- Contact the fire safety director, alert trained medical personnel, and if life threatening, call 911.
- Provide the following information:
 - the injured party's name,
 - the injured party's location,
 - age and sex of injured,
 - the nature of the emergency,
 - current condition of injured party,
 - telephone number near injured party's location,
 - the building name: **Lincoln Crossing**
 - address: **Tower I - 1775 Sherman Street / Tower II - 1776 Lincoln Street, Denver, CO 80203**
 - nearest cross street: **18th and Sherman; 18th and Lincoln**
- Do not hang up until operator does so first.
- Notify security or responsible person to reserve an elevator for use by the fire department, if possible.
- Have someone outside or by elevators to meet and direct the fire department and give any additional information regarding the medical emergency.
- Stay with the sick / injured individual until help arrives.
- Trained personnel: administer first aid or any other needed action based on emergency

7.1.2 Action Steps for Common Medical Emergencies

CPR: American Red Cross

For an adult who does not demonstrate signs of life, **call 911**; trained personnel begin CPR using the following steps:

- Ensure the person is face-up on a firm, flat surface.
- Give 30 chest compressions.
 - Push hard and fast in the center of the chest to the depth of at least 2 inches and at a rate of 100-120 compressions per minute.
- Give 2 rescue breaths.
 - Open the airway, pinch the nose shut and make a complete seal over the person's mouth with your mouth.
 - Blow into the person's mouth for about 1 second, ensuring that the chest rises.
 - Take a breath, make a seal and then give the second rescue breath.
- Continue giving sets of 30 chest compressions and 2 breaths, until emergency responders take over or the person demonstrates signs of life.

Hands - Only CPR: American Red Cross

If a teen or adult suddenly collapse, hands-only CPR is the recommended form of cardiopulmonary resuscitation (CPR). It increases the likelihood of surviving breathing and cardiac emergencies.

Before giving CPR

- **Check the scene and the person.** Check to make sure the scene is safe, tap the person on the shoulder to see if they're OK, and look for signs of rhythmic, normal breathing.
- **Call 911 for assistance.** If there's no response from the victim when asked if he or she is OK, call 911, or ask a bystander to call for help.
- **Begin compressions.** If the person is unresponsive, perform hands-only CPR.

How to Perform Hands - Only CPR

- Kneel beside the person who needs help.
- Place the heel of one hand on the center of the chest.
- Place the heel of the other hand on top of the first hand, then lace your fingers together.
- Position your body so that your shoulders are directly over your hands and keep your arms straight.
- **Push hard, push fast.** Use your body weight to help you administer compressions that are at least 2 inches deep and delivered at a rate of at least 100 compressions per minute. (Just be sure to let chest rise completely between compressions.)
- **Keep pushing.** Continue hands-only CPR until you see obvious signs of life, like breathing, another trained responder or EMS professional can take over, you're too exhausted to continue, an AED becomes available, or the scene becomes unsafe.

Automated External Defibrillator

- Open casing and remove machine.
- Follow instructions exactly as given on the machine for proper use.

Heart Attack

- Have injured party sit quietly (if still conscious).
- Call or have someone call 911 immediately, followed by a call to the fire safety director, and / or highest-ranking employee as soon as possible.
- Have trained personnel ready to start the following steps of CPR or automated external defibrillator machine use if injured party stops responding.

Basic First Aid

Nose bleeds	Pinch nose and tilt head forward.
Bruises	Apply a cold compress.
Small wounds	Wash the wound, apply sterile dressing, and bandage.
Severe wounds	Have the injured party sit or lie down. Apply direct pressure to stop the bleeding; call 911.
Burns: <ul style="list-style-type: none"> • A 1st-degree burn is red, sore, and covers a small area. • A 2nd-degree burn is blistered and painful. • A 3rd-degree burn causes the skin to be white or charred, and there is a loss of skin layers. 	<ul style="list-style-type: none"> • 1st and 2nd degree: Cool burn with cold water, cover loosely with a sterile dressing. Cool the burn for at least 10 minutes. Do not break blisters. • 3rd degree: Do not put water on an open wound, do not remove burned-on clothing. Cover the burn lightly with a sterile dressing and call 911!

Choking

- Verify the person is choking and obtain consent.
- Call 911, and trained personnel to perform the following steps:
- Give 5 back blows
 - Bend the person forward at the waist and give 5 back blows between the shoulder blades with the heel of one hand.
- Give 5 abdominal thrusts.
 - Kneel or stand firmly behind the person, wrap your arms around them so your hands are in front.
 - Make a fist with one hand.
 - Put the thumb side of your fist slightly above the navel (belly button) and well below the breastbone.
 - Grasp the fist with your other hand and give quick upward thrusts into their abdomen.
 - Give thrusts until the object is forced out and they can breathe, cough, or talk or until they stop responding.
- Continue giving sets of 5 back blows and 5 abdominal thrust until:
 - The person can cough forcefully, speak, cry or breathe.
 - The person becomes unresponsive.
- If no response, lower the person on his or her back onto the floor. Clear the airway. If there is a visible blockage at the back of the throat or high in the throat, reach a finger into the mouth and sweep out the cause of the blockage.
- DO NOT put your fingers into the mouth unless you already see the object.
- Be careful not to push the food or object deeper into the airway.
- Begin CPR if the object remains lodged and the person doesn't respond after you take the above measures.
- The chest compressions used in CPR may dislodge the object.
- Remember to recheck the mouth periodically.

Slips / Falls

If you suspect a back or neck (spinal) injury, do not move the affected person. Permanent paralysis and other serious complications can result. The only exception is if they are in immediate life-threatening danger.

Assume a person has a spinal injury if:

- there is evidence of a head injury with an ongoing change in the person’s level of consciousness;
- the person complains of severe pain in his / her neck or back;
- the person will not move his / her neck;
- an injury has exerted a substantial force on the back or head;
- the person complains of weakness, numbness, paralysis or lacks control of his / her limbs, bladder or bowels; or the neck or back is twisted or positioned oddly.

If you suspect a back or neck injury:

- Keep the person in as much of the same position as he / she was found. Keep the person still. Place heavy towels on both sides of the neck or hold the head and neck to prevent movement.
- Provide as much first aid by trained personnel as possible without moving the person’s head or neck. If the person shows no signs of circulation (e.g., breathing, coughing, or movement), begin CPR, but do not tilt the head back to open the airway. Use your fingers to gently grasp the jaw and lift it forward.
- If you absolutely must roll the person because he or she is vomiting, choking on blood, or in danger of further or fatal injury, use at least two people. Work together to keep the person’s head, neck, and back aligned while rolling the person onto one side.

Attempt first aid and CPR ONLY if trained and qualified.

7.1.3 Trained Medical Personnel: Building Staff

Name	Contact Number
ALL SECURITY IS CPR-AED CERTIFIED	303-860-9006

7.1.4 Automated External Defibrillator: (Only if available onsite): Building

Floor	Location
Main Floor Tower I – Security Desk	Behind the Security Desk in locked cabinet (marked)

7.1.5 Recommended First Aid Kit Supplies:

Minimum Requirements for Workplace First Aid Kits and Supplies (ANSI / ISEA Z308.1-2015)

Required Minimum Fill in ANSI/ISEA Z308.1-2015 Class A First Aid Kits:

- 16 - Adhesive Bandages, 1 x 3 in.
- 1 - Adhesive Tape 2.5 yd. (total)
- 10 - Antibiotic Treatment Application, 1/57 oz.
- 10 - Antiseptic Applications 1/57 oz.
- 1 - Breathing Barrier
- 1 - Burn Dressing, gel soaked, 4 x 4 in.
- 10 - Burn Treatment, 1/32 oz.
- 1 - Cold Pack 4 x 5 in.
- 2 - Eye Covering with Means of Attachment, 2.9 sq. in.

1 - Eye Wash, 1 fl. oz. total
1 - First Aid Guide
6 - Hand Sanitizer, 1/32 oz.
2 - Pair Medical Exam Gloves
1 - Roller Bandage, 2 in. x 4 yd.
1 - Scissors
2 - Sterile Pad, 3 x 3 in.
2 - Trauma Pad, 5 x 9 in.
1 - Triangular Bandage, 40 x 40 x 56 in.

Required Minimum Fill in ANSI/ISEA Z308.1-2015 Class B First Aid Kits:

50 - Adhesive Bandages, 1 x 3 in.
2 - Adhesive Tape 2.5 yd. (total)
25 - Antibiotic Treatment Application, 1/57 oz.
50 - Antiseptic Applications 1/57 oz.
1 - Breathing Barrier
2 - Burn Dressing, gel soaked, 4 x 4 in.
25 - Burn Treatment, 1/32 oz.
2 - Cold Pack 4 x 5 in.
2 - Eye Covering with Means of Attachment, 2.9 sq. in.
1 - Eye / Skin Wash, 4 oz., total
1 - First Aid Guide
10 - Hand Sanitizer, 1/32 oz.
4 - Pair Medical Exam Gloves
2 - Roller Bandage, 2 in. x 4 yds.
1 - Roller Bandage, 4 in. x 4 yds.
1 - Scissors
1 - Splint
4 - Sterile Pad, 3 x 3 in.
1 - Tourniquet
4 - Trauma Pad, 5 x 9 in.
2 - Triangular Bandage, 40 x 40 x 56 in.

7.2 Fire

7.2.1 Procedures

In the event of fire, adhere to the following procedures:

- Activate the fire alarm.
- After activation of the fire alarms, evacuate the building and call 911, as well as the fire safety director.
- If the fire alarm is not available, notify the fire safety director by the following means
- **Do not use elevators!**
- Upon hearing alarms, all building occupants must proceed to approved evacuation exits as instructed on the emergency exit maps, or closest stairwell to evacuate. If the closest stairwell is blocked by fire or smoke, evacuate by an alternate stairwell.
- Take nothing with you while evacuating.
- Building emergency response team members will carry out roles and responsibilities as defined in the emergency action plan.
- Assist all mobility impaired occupants in an emergency evacuation to the closest stairwell location.
- After above steps have been accomplished, qualified, trained personnel may attempt to extinguish the fire, if safe to do so, with portable extinguishers located near the restrooms in Tower I - 1775 Sherman Street or near the

stairwells in Tower II - 1776 Lincoln Street. The fire should be small, not spreading to other areas and there needs to be two exits out.

- Provide the fire department personnel with the necessary information about the building.
- Do not interfere with the fire department.
- It shall be unlawful to interfere with, attempt to interfere with, conspire to interfere with, obstruct or restrict the mobility of or block the path of travel of a fire department emergency vehicle in any way, or to interfere with, attempt to interfere with, conspire to interfere with, obstruct or hamper any fire department operation.
- Occupants must assemble at their designated assembly area.
- Perform an accurate headcount of occupants; do not leave the assembly area until notified through Prepara.
- Report any problems to the assembly area communicator.
- No one is to reenter the building until the fire safety director, or the fire department gives the “all clear” through Prepara.
- Even if the fire was extinguished, report the fire to the fire department for investigation.
- A person shall not give, signal or transmit a false alarm.
- Security will complete fire report.

7.2.2 Quick Action

R	Rescue	Rescue all persons in immediate danger.	
A	Alarm	<ul style="list-style-type: none"> • Activate the fire pull station • Yell “Fire!” • Call 911 	With call: fire department & Management <ul style="list-style-type: none"> • Give location of fire: (building and exact location). • Type of fire (if known).
C	Contain	Contain the fire by closing all doors	Do not open doors that are hot to the touch.
E	Extinguish (if possible)	If the fire is small enough, and there are two ways out, use a fire extinguisher, smother with a blanket, towel, or pitcher of water.	If using a fire extinguisher: P: Pull the pin A: Aim the hose S: Squeeze the handle S: Sweep at the base of the fire
	Evacuate	Follow the standard evacuation procedures.	<ul style="list-style-type: none"> • Close all doors behind you as you leave! • Do NOT use the elevator! • Do NOT run!

7.2.3 Procedures if arson is suspected

- Inform the fire safety director.
- Assist the police / fire department in their investigation as needed.

7.2.4 Additional procedures for the mobility impaired if found without an assistant, or when individuals find all stairwells are blocked by smoke or fire:

- Close as many doors as possible between you and the fire.
- Call 911 and give the following information:
 - building name **Lincoln Crossing**
 - address **Tower I - 1775 Sherman Street / Tower II - 1776 Lincoln Street Denver, CO 80203**
 - floor and suite,
 - nearest cross street, **18th and Sherman Street / 18th and Lincoln Street**
 - your call back number, and
 - explain you are unable to leave without assistance.
- Call building management and notify them of your location if safe and possible.
- Stay where you are; do not hide.
- Seal doorway openings and air-conditioning vents with towels, clothing, etc.
- Stay low, below the smoke, and use a wet towel to cover your mouth and nose.
- Break windows only as a last resort.
- If you are forced to leave, try to wait by the nearest stairwell.
- If possible, enter the stairwell and close the door. Wait there until help arrives.

In an emergency, do not hesitate to inform others that you need assistance.

7.3 Wildfires

Wildfires are common disasters that can spread quickly, particularly during dry conditions.

7.3.1 Procedures

- Call 911 if you see a wildfire and have not received evacuation orders yet.
- Turn on radio / TV for latest weather updates and emergency instructions.
- If ordered to evacuate follow the directive given by the fire safety director.

Red flag warning: take action	Be extremely careful with open flames. Red flag warning is issued when fire conditions are ongoing or expected to occur within the next 24 hours.
Fire weather watch: be prepared	A watch alerts that upcoming weather conditions could result in extensive wildland fire occurrence or extreme fire behavior, which are expected to develop in the next 12 to 48 hours, but not more than 72 hours. In cases of dry lightning, a fire weather watch may be issued for the next 12 hours.
Extreme fire behavior:	This alert implies a wildfire likely to rage out of control. It is often hard to predict these fires because they behave erratically, sometimes dangerously. One or more of the following criteria must be met: <ul style="list-style-type: none"> • moving fast: high rate of spread, • prolific crowning and / or spotting, • the presence of fire whirls, or • strong convection column.

Assume all fire notifications are real!

Do not return to the building until notified that it is safe by a fire department official.

7.4 Earthquake

When an earthquake occurs, the ground will shake perceptibly for a relatively short time, perhaps only for a few seconds or for as much as a minute in a great earthquake.

7.4.1 Procedures

Before an earthquake:

- Have an evacuation plan.
- Prepare extended emergency supply kits.
- Identify safe places to take shelter.
- Assess your work area for harmful objects: windows, glass, heavy objects, and loose objects.
- Secure shelves and furniture.

During an earthquake:

- Remain calm.
- Act quickly; move away from harmful objects.
- Drop, cover, hold.
- Cover under a sturdy piece of furniture, hold it and prepare to move with it.
- Stay put; hold your position until shaking stops.

After an earthquake:

- Remain calm and reassure others.
- Report any injuries.
- Prevent fires. Put out fires, if trained.
- Follow roles and responsibilities if evacuation is ordered and meet at the designated assembly area.
- Wait for further instructions.

If you are outside: Move away from structures, power poles, lampposts, or retaining walls that could fall during the quake, and avoid fallen electrical lines. If possible, move to an open area.

Aftershocks are smaller earthquakes that follow the main shock and can cause further damage to weakened buildings. Aftershocks can occur in the first hours, days, weeks, or even months after the quake. Be aware that some earthquakes are actually foreshocks, and a larger earthquake might occur.

Other considerations after an earthquake:

- Occupants wanting to go home: Encourage people to stay. Roads may be out, and it may not be possible or safe to get home.
- Occupants wanting to call home: Organize procedures so those occupants have equal phone time to call loved ones.
- Triage area: An area to organize injured people.
- Morgue: An area to house fatalities.
- Security and safety for occupants: Looting may take place.

7.4.2 Earthquake: Recommended Extended Emergency Supply Checklist

American Red Cross

- Flashlight
- Two-way radio
- Battery-powered or hand-crank radio (NOAA weather radio, if possible)
- Extra batteries
- First aid kit
- Multi-purpose tool
- Cell phone with chargers
- Emergency blanket
- Map(s) of the area
- Whistle
- N95 or surgical masks
- Matches
- Work gloves
- Tools / supplies for securing your building
- Plastic sheeting
- Duct tape
- Scissors
- Household liquid bleach
- Entertainment items
- Safety Glasses
- Office Supplies
- Extension Cords
- Nylon Rope
- Light Sticks

7.5 Flooding

7.5.1 Procedures

Preparing for a flood:

- Keep extended emergency supply kit prepared.
- Understand warning system definitions.
- Monitor NOAA weather radio or commercial radio or television stations for information about flood watches and warnings.

Warning systems:	Flood watch	Flooding is possible. Monitor radio and television stations for more information.
	Flash flood watch	Flash flooding is possible. Be prepared to move to higher ground; monitor radio and television stations for more information.
	Flood warning	Imminent threat—Flooding is occurring or will occur soon; if advised to evacuate, do so immediately.
	Flash flood warning	Imminent threat—A flash flood is occurring or will occur soon; seek higher ground on foot immediately.

After a flood:

- Listen to local authorities to determine if the flood contaminated your local water supply and whether it is safe to drink.
- Do not drive or walk through floodwaters.
 - Beware of exposed or fallen electrical lines and wiring. Never touch a fallen power line and do not run over a broken wire in your car.

7.6 Tornado

7.7 Procedures

There are two designations placed on a tornado:

Tornado watch:	Weather conditions are considered favorable for tornadoes to form in and near the watch area. These conditions are determined by the National Weather Service, which transmits the watch information through weather radio, television, and radio.
<i>When a tornado watch has been issued for your area, you should monitor weather radio, local radio, or television for additional watches or warnings. It will include the time the tornado watch expires.</i>	
Tornado warning:	A tornado warning means that a tornado has been sighted by the public or local law enforcement, or that Doppler radar has indicated an area of rotation that could develop, or has developed, into a tornado.
<i>Normal routine will not be interrupted unless a tornado warning is issued. If the weather radio or outside sirens sound, proceed immediately to nearest stairwell.</i>	

When the National Weather Service issues a tornado warning, the weather radio and / or the tornado sirens will be activated. All occupants will proceed to the nearest stairwell.

1. Take shelter immediately. Remember that tornadoes can form and move quickly; therefore, there may not be adequate time to issue a warning. If severe thunderstorms occur, be alert to the fact that a thunderstorm could trigger a tornado and be prepared.
2. Protect yourself by placing your head close to your knees and covering your neck with your hands.
3. If anyone has been injured, trained emergency personnel should assist where possible and follow the emergency medical procedures.

Persons with a weather alert radio should bring the radio to the shelter and monitor for the expiration or continuation of the warning.

REMAIN IN THE SHELTER UNTIL THE TORNADO WARNING IS OVER. THERE IS NO "ALL CLEAR" SIGNAL GIVEN; THIS INFORMATION WILL BE PROVIDED BY LISTENING TO A RADIO OR TV STATION.

If you are in the open:

- Move at right angles to the tornado.
- Attempt to reach shelter, such as a building with a basement.
- If there is no time to escape or find shelter, lie flat in a ditch or depression, avoiding areas subject to rapid water accumulation or flooding in heavy rains.

Trouble areas / places to avoid:

- all outside walls, elevators, and windows of buildings;
- any low-lying area that could flood;
- vehicles: do not use for shelter; and building areas with a large roof span.

7.8 Thunderstorm & Lightning

7.8.1 Procedures

Thunderstorm

All thunderstorms are dangerous. The National Weather Service defines a thunderstorm as severe if it produces hail at least 1-inch in diameter, winds of 58 mph or stronger, or a tornado.

Warning Systems:	Severe Thunderstorm Watch: Severe thunderstorms are possible in and near the watch area. Stay informed and be ready to act if a severe thunderstorm warning is issued.
	Severe Thunderstorm Warning: Severe weather has been reported by spotters or indicated by radar. Warnings indicate imminent danger to life and property.

Lightning

Lightning occurs with all thunderstorms. Lightning is an electrical discharge resulting from the build-up of static electricity within clouds, or between clouds and the ground. When the build-up is strong enough, lightning appears as a “bolt.” This flash of light can remain within the clouds, occur between them, or strike toward the ground several miles from the parent cloud.

Thunderstorm and lightning basics:

- They may occur singly, in “clusters” or in “lines.”
- Some of the most severe thunderstorms affect one location for an extended time.
- Thunderstorms typically produce heavy rain for a brief period lasting from 30 minutes to an hour.
- Warm, humid conditions are highly favorable for thunderstorm development.
- About 10 percent of thunderstorms are classified as severe.
- Keep an eye on the sky. Look for darkening skies, flashes of light, or increasing wind.
- Listen for the sound of thunder.
- If you can hear thunder, you are close enough to the storm to be struck by lightning.
- Go to safe shelter immediately! Listen to NOAA Weather Radio, commercial radio, or television for the latest weather forecasts.

During severe thunderstorms and lightning:

- Stay tuned to NOAA Weather Radio, commercial radio or television for updates.
- Avoid contact with corded phones and devices including those plugged into electrical outlets for recharging. Cordless and wireless phones not connected to wall outlets are OK to use.
- Avoid contact with electrical equipment or cords. Unplug appliances and other electrical items. Power surges from lightning can cause serious damage.
- Avoid contact with plumbing.
- Stay away from windows and doors.
- Do not lie on concrete floors and do not lean against concrete walls.
- Avoid natural lightning rods such as a tall, isolated tree in an open area.
- Take shelter in a sturdy building.
- Avoid contact with anything metal.

If caught outside:

- Go to a low-lying, open place away from trees, poles, or metal objects.
- Make sure the place you pick is not subject to flooding.
- Be a very small target. Squat low to the ground.
- Place your hands on your knees with your head between them.
- Make yourself the smallest target possible.
- Do not lie flat on the ground-this will make you a larger target!

If someone is struck by lightning:

- People struck by lightning carry no electrical charge and can be handled safely.
- Call 9-1-1.
- The injured person has received an electrical shock and may be burned, both where they were struck and where the electricity left their body. Check for burns in both places.
- Give first aid. If breathing has stopped, a trained person should begin rescue breathing. If the heart has stopped beating, a trained person should give CPR.

After the storm passes:

- Never drive through a flooded roadway.
- Stay away from storm-damaged areas.
- Listen to a NOAA Weather Radio or to local radio and television stations for updated information or instructions, as access to roads or some parts of the community may be blocked.
- Stay away from downed power lines and report them immediately.
- Remain indoors until "All Clear" signal is given by the fire safety director.

7.9 Cold Emergencies

7.9.1 Procedures

Winter storms can often bring extreme cold temperatures.

Before a winter storm:

- Listen to emergency broadcasts and weather radio.
- Keep supplies stocked and ready; including items in the extended emergency supply kit.
- Take shelter and conserve heat.
- Beware of secondary hazards.

During a winter storm:

- Take shelter and monitor updated weather reports.
- Eat and drink regularly.
- Avoid traveling if possible, use extreme caution if travel is imperative.

After a winter storm:

Beware of hazards that can occur even after the storm itself has passed:

- Flooding from burst pipes or large quantities of melting snow.
- Downed trees and patches of ice on roads and sidewalks.
- Continuing power outages.
- Accumulated snow and ice comprising roofs, causing leaks, collapse, or damage.

Understanding winter weather reports:

Watch:	Issued in the 24 to 72-hour forecast time frame when the risk of a hazardous winter weather event has increased (50 to 80% certainty that warning thresholds will be met).
Wind chill watch:	Conditions are favorable for wind chill temperatures to meet or exceed local wind chill warning criteria in the next 24 to 72 hours. Wind chill temperatures may reach or exceed -25°F.
Winter storm watch:	Conditions are favorable for a winter storm event (heavy sleet, heavy snow, ice storm, heavy snow and blowing snow or a combination of events) to meet or exceed local winter storm warning criteria in the next 24 to 72 hours.
Warning:	Issued when a hazardous winter weather event is occurring, is imminent, or has a very high probability of occurrence (generally greater than 80%). A warning is used for conditions posing a threat to life or property.
Blizzard warning:	Blizzard event is imminent or expected in the next 12 to 36 hours. Sustained wind or frequent gusts greater than or equal to 35 mph will accompany falling and/or blowing snow to frequently reduce visibility to less than 1/4 mile for three or more hours.
Ice storm warning:	An ice storm event is expected to meet or exceed local ice storm warning criteria in the next 12 to 36 hours. Criteria for ice is 1/2 inch or more over at least 50 percent of the zone or encompassing most of the population.

Advisory:	Issued when a hazardous winter weather event is occurring, is imminent, or has a very high probability of occurrence (generally greater than 80%). An advisory is for less serious conditions that cause significant inconvenience and, if caution is not exercised, could lead to situations that may threaten life and/or property.
Winter weather advisory:	A winter storm event (sleet, snow, freezing rain, snow and blowing snow, or a combination of events) is expected to meet or exceed local winter weather advisory criteria in the next 12 to 36 hours but stay below warning criteria.
Freezing rain advisory:	Any accumulation of freezing rain is expected in the next 12 to 36 hours (but will remain below ½ inch) for at least 50 percent of the zone or encompassing most of the population.
Wind chill advisory:	Wind chill temperatures are expected to meet or exceed local wind chill advisory criteria in the next 12 to 36 hours. Wind chill temperatures may reach or exceed - 15°F.

Watch for signs of frostbite and hypothermia:

- Frostbite symptoms: loss of feeling and color in the affected area (usually extremities) and skin that feels waxy or unusually firm.
- Hypothermia symptoms: confusion, slurred speech, and lack of fine motor skills, drowsiness, and bright red skin that is cold to the touch.

Contact the fire safety director, alert trained medical personnel, and if life threatening call 911.

7.10 Heat Emergencies

7.10.1 Procedures

Heat emergencies are health crises caused by exposure to hot weather and sun. A heat wave is a prolonged period of excessive heat, generally 10 degrees or more above average, often combined with excessive humidity.

Understanding heat weather reports:

Excessive heat watch:	Be Prepared! Heat watches are issued when conditions are favorable for an excessive heat event in the next 24 to 72 hours. A watch is used when the risk of a heat wave has increased but its occurrence and timing is still uncertain.
Excessive heat warning:	Take Action! An excessive heat warning is issued within 12 hours of the onset of extremely dangerous heat conditions. Heat index values are forecasting to meet or exceed locally defined warning criteria for at least 2 days (daytime highs=105-110° Fahrenheit). Nighttime air temperatures will not drop below 75°; however, these criteria vary across the country, especially for areas not used to extreme heat conditions. If you don't take precautions immediately when conditions are extreme, you may become seriously ill or even die.
Heat advisory:	Take Action! A heat advisory is issued within 12 hours of the onset of extremely dangerous heat conditions. Heat index values are forecasting to meet locally defined advisory criteria for 1 to 2 days (daytime highs=100-105° Fahrenheit). Nighttime air temperatures will not drop below 75°; however, these criteria vary across the country, especially for areas that are not used to dangerous heat conditions. Take precautions to avoid heat illness. If you don't take precautions, you may become seriously ill or even die.

Heat emergencies have three stages: heat cramps, heat exhaustion, and heatstroke.

All three stages of heat emergencies are serious:

1. **Heat cramps:** Painful muscle spasms, usually in the legs or abdomen.
2. **Heat exhaustion:** Cold, moist, pale, ashen, or flushed skin; headache, nausea, or dizziness; and weakness or exhaustion.
3. **Heat stroke:** Extremely high body temperature; red skin (either dry or moist); changes in consciousness; rapid, weak pulse; rapid shallow breathing; confusion, vomiting, or seizures.

Contact the fire safety director, alert trained medical personnel, and if life threatening call 911.

7.11 Bomb Threat

In the event of the discovery of a bomb / suspicious package, or receiving a call or letter that threaten the safety, and security of the premises, adhere to the following procedures:

7.11.1 Procedures

Procedures for bomb threats received by tenants:

Threat received by phone:

- Remain calm. Keep the caller on the line for as long as possible. Do not hang up, even if the caller does.
- Listen carefully. Be polite and show interest.
- Try to keep the caller talking to learn more information.
- Do not use two-way radios or cell phones; radio signals have the potential to detonate a bomb.
- If possible, write a note to a colleague to call 911 and the fire safety director from a landline.
- Or, as soon as the caller hangs up, immediately notify them yourself.
- If your phone has a display, copy the number and / or letters on the window display.
- Complete the bomb threat checklist immediately.
- Write down as much detail as you remember. Try to get exact words.
- Immediately upon termination of the call, do not hang up, but from a different landline phone, contact the police immediately with information and await instructions.
- Do not evacuate the building until police arrive and evaluate the threat.
- Do not activate the fire alarm.
- Only permit people in the building once the police have declared the building safe.

Threat received by handwritten note:

- Call 911, the fire safety director and building management from a landline.
- Do not use two-way radios or cell phones; radio signals have the potential to detonate a bomb.
- Handle note as minimally as possible.
- Do not evacuate the building until police arrive and evaluate the threat.
- Do not activate the fire alarm.

Threat received by email:

- Call 911, the fire safety director and building management from a landline.
- Do not use two-way radios or cell phones; radio signals have the potential to detonate a bomb.
- Do not delete the message.
- Do not evacuate the building until police arrive and evaluate the threat.
- Do not activate the fire alarm.

Search:

- If conducted, it should be as inconspicuous as possible.
- Untrained personnel should not conduct a search unless requested by and / or supervised by public emergency officials.
- Be alert for any objects to point out to the police upon their arrival. DO NOT touch or handle any suspected object.

Discovery:

- Notify the police (911) and the fire safety director.
- Ensure the device is not moved or covered, noting its description and location.
- Do not use radios or cell phones; they can activate explosive devices.
- Control entry to the area until further instructions.
- Do not assume safety after finding one device; there may be more than one.
- Floor evacuation procedures shall be the same as evacuation drills.
- Consider the safety of primary and secondary evacuation routes before using.
- After relocation, be prepared to assist as required or instructed.
- Only permit people to return to the building once the police have declared the building safe.

Signs of a suspicious package:

- | | |
|-----------------------|----------------------|
| • no return address | • poorly handwritten |
| • excessive postage | • misspelled words |
| • stains | • incorrect titles |
| • strange odor | • foreign postage |
| • strange sounds | • restrictive notes |
| • unexpected delivery | |

Procedures for bomb threats received by the management office: In the event the management office receives a bomb threat, the additional following procedures will be followed:

- The police department will be notified immediately.
- If a bomb threat is received against a specific floor, the building management staff will immediately notify the fire safety director and floor / suite warden.
- The fire safety director will give the order to evacuate if necessary and any further instructions.
- Tenants should be alert for unfamiliar objects to indicate to the police or building staff upon their arrival. Do not touch or handle any suspected objects.
- The police and fire safety director will make a complete search of the suspected areas. It will be the responsibility of the fire safety director to identify any suspicious item or items that do not belong in the space.
- If a bomb threat is received against the building, and not a specific suite or floor, all public access areas, beginning with the most accessible, should be searched.

Do not make statements to newspapers, radio, or television news. Leave statements to the police department or designated spokesperson.

7.12 Civil Disturbances

Refers to a disturbance caused by a group of individuals. There are many different scenarios (e.g., illegal parades, sit-ins, riots, sabotage). Handling of civil disturbance situations can be complicated and are best left to the proper authorities to prevent increased levels of unrest.

7.12.1 Procedures

Avoid the disturbance:

- If a group looks suspicious, or if there are more people in an area than usual, take caution and leave the area.
- If you cannot leave, try to secure your immediate area.
- Take routes that avoid areas with protesters.
- Follow the instructions of local law enforcement.
- Notify occupants and visitors about the disturbances and warn them to avoid personal contact with demonstrators.
- Advise occupants not to make any comments that might anger demonstrators.
- Stay away from windows and lobbies. These areas are vulnerable if the disturbance becomes violent.
- Avoid leaving the building unless there is no danger of harm from demonstrators. If you must evacuate, exit with caution and do not run.
- Do not attempt any physical contact with demonstrators unless absolutely necessary.
- Do not engage in conversation or make comments that could be construed as inflammatory or contradictory to the demonstrators' cause.

If confronted by someone:

- Do not act in an aggressive manner.
- If they attempt to rob you, give up your possessions freely. Nothing is worth your life.
- Do not hand them anything. Try to toss your possessions away from you and escape while they are collecting them.
- If they try to force you to follow them to a second location, resist as much as possible.

7.13 Intruder / Suspicious Person

An intruder or suspicious person can be an unwelcome outsider masquerading as a worker, repairman, visitor, or other authorized person. It can also be an unwelcome insider or ex-insider. An intruder or suspicious person is any person who doesn't belong within the secure environment and who may potentially do harm. It is important to recognize the signs that identify an intruder or suspicious person and to respond appropriately.

7.13.1 Procedures

How to recognize an intruder / suspicious person:

- Notify security.
- Have security politely greet intruder / suspicious person and ask the intruder / suspicious person the purpose of his / her visit.
- If intruder / suspicious person's purpose is not legitimate, call the police.
 - Just because someone wears a uniform or carries tools doesn't mean they're legitimate.
 - Don't allow entry to individuals stating they have forgotten their badge, lost a passkey, or are missing credential.
 - No access should be given to anyone without proper authentication.
 - Watch for theft of property and raise the alarm immediately.
 - Any suspicious behavior is worth reporting. Better a false alarm than a security breach—or worse.

Minimizing the impact from an intruder / suspicious person threat:

- Log off from and secure computers, laptops, and other electronic devices when leaving your desk.
- Don't leave external or removable disk drives where they are accessible.
- Secure any sensitive material in a locked drawer or file cabinet.
- Retrieve sensitive printed materials from network printers and copiers immediately.
- Don't leave passwords, account codes, or other secure information where it can be seen.
- Shred confidential or sensitive information, or place in the proper secure container.
- Remain alert to intruder / suspicious person threats and know how to report them.

If intruder/suspicious person refuses to leave:

- Call the police.
- Give police full description of intruder / suspicious person.
- Walk away from an intruder if he / she indicates a potential for violence. Be aware of intruders / suspicious person actions at this time (e.g., where he / she is located, whether he / she is carrying a weapon or package).
- Allow the police to handle the intruder / suspicious person.

Police will issue an "all clear" when the incident is under control.

7.14 Hostage

A hostage situation is any situation in which a person or persons are forced to stay in one location against their will by one or more individuals. Weapons are usually in the possession of the hostage taker(s), and hostages are threatened with some degree of bodily harm. All hostage situations should be considered dangerous events. The dynamics of a hostage situation vary greatly, and no two incidents will be the same.

7.14.1 Procedures

First person to identify a hostage situation:

- Get away from being in immediate danger.
- Call 911.
- Secure the immediate area. If possible, evacuate all nonparticipants.
- Secure the door, if appropriate, so as to isolate the incident.
- Carefully observe the situation so you can report fully on the:
 - ✓ number of hostages,
 - ✓ type of disturbance,
 - ✓ number of captors,
 - ✓ type and number of weapons possibly in the possession of the captor(s).
- Make specific notes of any threats or demands. Use the words of the captor(s). Do not paraphrase.
- **Do not speak to media.**
- Complete a Hostage Crisis Information form.

Negotiations:

- Trained hostage negotiators for the police department or other law enforcement agencies should handle all negotiations with the captors.

If you are taken hostage:

- Remain calm, be polite, and cooperate.
- Avoid heroics and acting foolishly.
- Do not try to be a negotiator.
- Do not attempt to escape unless there is an extremely good chance of survival. It is better to be submissive and obey your captor(s).
- Speak normally. Do not complain or become belligerent. Comply with all orders and instructions.
- Do not draw attention to yourself with sudden body movements, comments, or hostile looks.
- Carefully observe the captor(s) and try to memorize their physical traits, voice patterns, clothing, and other details that can help provide a description later.
- Avoid getting into political or ideological discussions with your captor(s).
- Try to establish a positive relationship with your captor(s) and get to know them. Captors are generally less likely to harm you if they have a personal connection or respect for you.
- If you are forced to present any type of demands to the authorities, either on tape or in writing, state clearly that the demands are from the captor(s). Avoid making any pleas on your own behalf.
- Try to stay low to the ground or behind cover from windows or doors, if possible.

When police arrive, provide the following information:

- number of hostages;
- threats and demands of captor(s), relate the exact words used by the captor(s);
- type and number of weapons believed to be in the possession of the captor(s);
- number, name, and location of any individuals still in the area;
- precise area controlled by the captor(s);
- floor plan of the area;
- identity and description of the hostage(s) and the captor(s) provide photographs if possible of any participants; and location and extensions of all telephones in the area.

In a rescue situation:

- Do not run.
- Drop to the floor and remain still. If that is not possible, keep your hands out and visible, bow your head, and stand still. Make no sudden movements that a tense rescuer may interpret as hostile or threatening.
- Wait for instructions and obey instructions you are given.
- Do not be upset, resist, or argue if a rescuer isn't sure whether you are a hostage or a hostage taker.
- Even if you are handcuffed and searched, do not resist. Just wait for the confusion to clear.
- You will be taken to a safe area where proper identification and status will be determined.

7.15 Biohazards

A biohazard is any spill or exposure to blood or other potentially infectious human fluids or materials.

7.15.1 Procedures

Observation of a biohazard:

Untrained personnel must:

- Never attempt to clean up or touch biohazard materials.
- Notify the appropriate trained personnel immediately.
- Ensure all other untrained and unauthorized individuals stay out of the area.

Trained personnel will:

- Be notified to sanitize the area.
- Follow appropriate building, company, or government procedures.
- Acquire the appropriate cleanup / spill kit.
- Utilize personal protective equipment (e.g., rubber gloves, goggles, face shield).
- If possible, avoid physical contact with biohazard material.
- Keep others away from accidental exposure to biohazard.

Removal of a biohazard: Day Porters are trained to clean up biohazards

- Clean and decontaminate all surfaces and equipment that have been contaminated with blood or other potentially infectious materials if appropriate.
- Use an appropriate disinfectant.
- Always use mechanical means, such as a brush and dustpan, to pick up contaminated broken glass; never pick up with hands even if gloves are worn.
- Properly dispose of contaminated waste.
- Immediately change, clean, and disinfect mop water and materials used for cleanup. Do not reuse mop water.
- Responding trained personnel must wash their hands with soap and water after a biohazard incident.
- If exposed to potential contamination, wash area vigorously. Remove any contaminated materials / clothing and seek medical attention immediately.

7.16 Unattended Death/Suicide

7.16.1 Procedures

Response to individual:

- Call 911.
- Give aid: Perform lifesaving first aid (if appropriate and trained).
- If it is obvious the individual has been dead beyond a reasonable amount of time for attempts at life-saving first aid; do not touch, cover, or move the injured party. Treat as a crime scene.

Response to scene:

- Notify fire safety director and building management.
- Close the area above and around the incident to all foot or vehicle traffic.
- Do not allow media personnel into the scene. If possible, block the view of the scene.
- Do not take photographs. The police will take any necessary photographs for their records

After the incident:

- Once the individual has been removed and “all clear” given by police, cleanup may begin, and the building restored to normal operations.
- Follow biohazard procedures for cleaning.
- Major cleanups may require a specialty cleaning service.

Crisis management:

Prepare for press inquiries. No one except the designated spokesperson is authorized to make any media statements. Refer all questions to the designated spokesperson. Additional personnel will be assigned in the event the first person is not available.

7.17 Utility Failures

In the event of certain utility failures, adhere to the following procedures:

7.17.1 Procedures

Failure	What to expect:	Actions:
Water leak	Water in building	Tenants / Occupants: <ul style="list-style-type: none">• Identify the origin of the leak.• Enter Angus Work order or Call building management.
Electrical systems	Power failure	Tenant / Occupants: <ul style="list-style-type: none">• Check different areas of the building to verify that the power failure is universal.• Determine whether an evacuation of your floor or area is necessary.• Enter Angus Work order or contact building management.
	Extended power failure	Tenant / Occupants: <ul style="list-style-type: none">• Turn off light switches.• Unplug unnecessary electrical equipment and appliances in the event that power restoration would surge causing damage to electronics and sensitive equipment.
	Telephone outage	Tenant / Occupants: <ul style="list-style-type: none">• The tenant's / occupant's telephone service is a matter between the occupant and the telephone company.• Survey other tenants / occupants to determine if they have service disruption.• Find a working telephone to contact the telephone company and report the disruption.• A large-scale outage may indicate a problem off of the property or at a junction box.

7.18 **Pandemic Influenza**

7.18.1 Procedures

Prepare your business:

- Identify essential employees and other crucial inputs required to maintain business operations.
- Anticipate and plan for reductions in workforce and / or supply chain resources.
- Contract with key suppliers to ensure service levels during pandemic period.
- Use PreparaIS for emergency communications.
- Stay abreast of media and health service resources for the latest updates.
- Test your pandemic plans and revise as need.

Prepare your employees:

- Make certain employees are aware of procedures, policies, and expectations during the pandemic period.
- Plan for potential employee absences due to factors other than illness, such as community containment measures or school or public transportation closures.
- Cross train and prepare ancillary workforce (e.g. contractors, retirees, cross training employees in back-up duties).
- Identify employees and customers with special needs and ensure they are incorporated into all pandemic and preparedness planning.

During a pandemic:

- Create policies for flexible working conditions and sick leave.
- Institute strict policy requiring sick employees to return home until fully recovered.
- Limit the spread of the illness at the building by encouraging handwashing and good cough / sneeze etiquette and limiting large meetings and gatherings.
- Establish travel guidelines prohibiting or limiting travel to areas known to be affected by the pandemic.
- Provide personal hygiene and cleaning supplies, including, tissues, disinfecting wipes and surgical masks.
- Provide up-to-date, reliable pandemic information for employees including systems and vaccine availability.
- Create channels (emergency numbers, websites, or email) for communication business response actions to employees, vendors and customers in a timely manner.

7.19 Chemical, Biological, Radiological, Nuclear Attacks, and Explosion

With increased threats of chemical, biological, radiological, and nuclear attacks and explosions, the following areas need to be addressed to prepare for any future chemical, biological, radiological, or nuclear agent.

A **Chemical** emergency occurs when a hazardous chemical has been released and has the possibility of harming people's health. Chemical agents are generally liquids, often aerosolized, and most have immediate effects or are delayed for a few hours. Many chemical agents have a unique odor and color.

Biological agents differ in that the effects are delayed, often for days. Bioterrorism is the illicit use of biological agents (e.g., bacteria, viruses, and parasites; or their byproducts) to cause illness and spread fear.

A **Radiological** weapon or *dirty bomb* is a crude device that combines a conventional explosive with highly radioactive material. When detonated, the blast vaporizes the radioactive material and propels it across a wide area.

Nuclear agents are radioactive material generated from nuclear fission or fusion, such as those produced by detonation of a nuclear weapon or releases from damaged nuclear power plants.

Explosions will have different effects depending on the type of material that has exploded, the location, surrounding structure, and population of the area.

7.19.1 Procedures

Planning:

- Prepare extended emergency supply kit based on American Red Cross guidelines: www.redcross.org.
- Be alert to suspicious activity and report to proper authorities; call 911.

Notifications:

- Listen to radio or TV for notifications and instructions from local authorities.
- Telephone: follow instructions from the fire safety director; and / or local authorities.

What to do in case of a chemical attack:

- Remain calm.
- Stay alert for attack warning signs. Early detection enhances survival.
- Protect breathing airways: cover your mouth and nose with a handkerchief, coat sleeve, or any piece of cloth to provide some moderate means of protection.
- Put distance between you and the source of the agent.
- Move upwind from the source of the attack.
- Close all windows and exterior doors and shut down air conditioning or heating systems to prevent circulation of air.

What to do in case of a biological attack:

- Recognize the signs and symptoms of an emerging disease within your workforce.
- The initial indication may be related to absenteeism and similar symptoms.
- Do not hesitate to contact your local public health authorities if you detect abnormalities in your workforce.

What to do in the event of a radiological attack:

- Reduce your time near the source of radiation.
- Increase your distance from the source of radiation.
- Increase the shielding between you and the source of radiation.
- Shielding is anything that puts distance or mass between you and the radiation source.

What to do in case of a nuclear attack:

- Evacuate the area or seek shelter underground as soon as possible.
- Go as far below ground as possible. Shut off ventilation systems and seal doors or windows until the fallout cloud has passed, generally a matter of hours.
- Stay inside until authorities say it is safe to come out.
- Listen to the local radio or television for official information.
- Broadcasts may be disrupted for some time as a result of power outages.

What to do in case of an explosion:

- Injuries and damage will be more severe near the source of the blast. However, expect injuries and damage throughout the area where the shock wave has traveled.
- An explosion may result in fire or building collapse / structural failure.
- Begin evacuation following fire evacuation or collapse / structural failure procedures depending on the threat.
- Structures that appear safe may not be stable and may contain sharp objects, exposed utility lines, and falling debris.
- Individuals may suffer injuries that are not obvious, such as hearing loss, concussions, and internal damage.

Recovery all-clear:

- Wait for instructions from local authorities.
- Wait for the all-clear to be given by the fire safety director and building management staff before reoccupying the building.
- In case of suspected exposure to chemical or biological agents, no matter what the origin, medical assistance should be sought as soon as possible, even if no symptoms are immediately evident.

7.19.2 Homeland Security: National Terrorisms Advisory System

<p>LOW RISK (green)</p>	<ul style="list-style-type: none"> • Review building emergency action plan. • Know how to shelter-in-place or evacuate, and what extended emergency supplies you may need if a situation arises. • Ensure existing security measures such as door locks and card key access security systems. • Advise all occupants to report the presence of unknown suspicious persons, vehicles, mail, and other suspicious activities.
<p>GUARDED RISK (blue)</p>	<ul style="list-style-type: none"> • Complete recommended actions at green level. • Review all operations plans, personnel assignments, and logistical requirements that pertain to implementing higher threat conditions. • Review stored extended emergency and first aid supplies and replace outdated items. • Be alert to suspicious activity and report it to the building management and other proper authorities.
<p>ELEVATED RISK (yellow)</p>	<ul style="list-style-type: none"> • Complete recommended actions at green and blue levels. • Ensure extended emergency supply kit is stocked and ready. • Encourage security awareness of suspicious activity.
<p>HIGH RISK (orange)</p>	<ul style="list-style-type: none"> • Complete recommended actions at lower levels. • Advise all personnel to inspect deliveries, packages, mail, etc. and notify the fire safety director if there is any concern. • Cancel or delay all non-vital building work conducted by contractors or have building personnel continuously monitor the contractors' work. • Practice emergency action plan procedures.
<p>SEVERE RISK (red)</p>	<ul style="list-style-type: none"> • Complete recommended actions at lower levels. • Be prepared to shelter-in-place or evacuate if instructed. • Stay tuned to TV or radio for current information and instructions. • During severe risk (red) level, the building management will reduce site ingress and egress points to an absolute minimum. • Implement positive ID access control procedures for all people (including visitors and contractors). • Refuse access to people who do not have proper identification, or do not have a legitimate need to enter the building. • Ensure control of the building and access to the building. • Establish surveillance points and reporting criteria and procedures. • Request consistent patrol checks from security and the police agency serving the building.

7.20 Collapse / Structural Failure

The collapse, partial collapse, or structural failure of a building resulting from terrorist bombs, weather-related phenomena, or other acts of mankind are a reality of modern life.

7.20.1 Procedures

Threat:

- An explosion in or near a building may result in fire, flooding, escape of natural gas, as well as collapse, partial collapse or structural failure of floors, stairwells, and other avenues of egress from the building.
- The resulting complications from a collapse or explosion may create fire, smoke, or heat.

Response:

- Drop, cover, and hold.
- Seek shelter under sturdy desks and tables.
- Move away from windows and other glass.
- Call 911.
- Evacuate occupants from affected sections of the building or the whole building following fire evacuation procedures.
- Trained personnel, confine damage and extinguish any fires or threats of fire, only if safe.
- Cordon off and protect any hazardous areas or crime scene areas.
- Remain calm.
- Wait for “all clear” from emergency personnel.

Building reentry may not be possible.

7.21 Active Shooter

An active shooter is an individual actively engaging in killing or attempting to kill people in a confined and populated area. Protect yourself during an active shooter situation and learn how to react when law enforcement responds.

7.21.1 Procedures

Run: Evacuate the premises only if there is an accessible, safe escape route.

- Have an escape route and plan in mind.
- Run to the nearest safe exit.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible and safe.
- Prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible when you encounter a police officer.
- Follow the instructions of any police officer.
- Call 911 from a cell phone when you are safe and notify the dispatcher of the location of the shooter.

Hide: If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- be out of the active shooter's view,
- have a lockable door,
- provide protection if shots are fired in your direction (e.g., an office with a closed and locked door, lights out), and not trap you or restrict your options for movement.

Keeping Yourself Safe While Hiding:

To prevent an active shooter from entering your hiding place:

- Lock the door.
- Turn off all lights.
- Blockade the door with heavy furniture.

If the active shooter is nearby:

- Lock the door.
- Turn off all lights.
- Silence your cell phone.
- Turn off any source of noise (e.g., radios, televisions).

Fight: As a last resort, and only when your life is in imminent danger, attempt to disrupt and / or incapacitate the active shooter by:

- overcoming the shooter by acting as aggressively as possible against him / her,
- throwing items and improvising weapons (e.g., office supplies, chairs),
- yelling,
- work together to incapacitate the shooter; commit to your actions.

Do not:

- Attempt to move wounded people.
- Pull the fire alarm or respond to one during an active shooter incident.
- Run in a straight line.

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers may arrive in teams of four, three, two, or even one.
- Officers may wear regular patrol uniforms or external bullet resistant vests, Kevlar helmets, or other tactical equipment.
- Officers may be armed with rifles, shotguns, or handguns.
- Officers may use pepper spray to control the situation.
- Officers may shout commands and may push individuals to the ground for their safety.

How to react when law enforcement arrives:

- Remain calm and follow instructions.
- Put down any items in your hands.
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements toward officers such as holding on to them for safety.
- Avoid pointing, screaming, and/or yelling.
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.
- Not adhering to instructions puts everyone in danger.

Information to provide to law enforcement or dispatch operator:

- location of the active shooter,
- number of shooters, if more than one,
- physical description of shooter(s),
- number and type of weapons held by the shooter(s), and number of injured party(s) at the location.

The first officers to arrive on the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. Once you have reached a safe location or an assembly area, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned.

Do not leave until law enforcement authorities have given instruction.

7.22 Elevator Emergency Procedures

The following procedures will help you make a competent decision concerning the actions you should initiate while trying to free / remove an associate, patron, vendor, or guest from an elevator that has malfunctioned.

Personnel involved should include:

1. Engineers and Security
2. Otis Elevator
3. Denver Fire Department – if necessary

Emergency response detailed procedures to extract trapped person:

1. Contact Elevator Co. and notify Engineering and Management
2. If Elevator Company does not respond within 30 minutes contact Denver Fire Department
3. Security will keep open communication with individual(s) trapped
4. Only Elevator Co or Fire Department are allowed to extract trapped individuals.

Emergency response procedures for trapped person:

1. Remain calm.
2. Do not force the elevator door open.
3. Press alarm button, call button, or use the telephone to alert for assistance.

24-hour emergency contact number for elevator repair company: **Otis 1-800-233-6847**

Call 9-1-1 if there is an entrapment and the elevator company cannot perform an immediate response.

7.23 **Bomb Threat Checklist/Report**

Name of operator or person receiving the call _____

Date of call _____ Time of call _____ am/pm Time call ended _____ am/pm

Person receiving threat _____ Call received _____
Name Phone number

Questions to ask:

When is the bomb going to explode? _____

Where is the bomb right now? _____

What kind of bomb is it? _____

Why are you doing this? _____

What is your last name? _____

What does it look like? _____

What will set it off? _____

Why did you place the bomb? _____

Exact wording of threat:

Threat language: (circle all that apply)

well-spoken foul irrational incoherent taped message was read
obscene course normal blurred educated

Caller information:

sex of caller _____ adult _____ child _____ estimated age _____

Caller's voice: (circle all that apply)

calm angry excited slow rapid soft loud
crying laughter nasal stutter slurred lisp raspy
deep ragged disguised whispered familiar rough hysterical
high-pitched fast distinct educated coherent incoherent deliberate
aggravated humorous drunken

accent: local, regional, foreign, specific _____

If voice is familiar, whom did it sound like? _____

If caller seemed familiar with our building, indicate how _____

Background sounds: (circle all that apply)

street/road noises office noises factory noises animal noises dishes / pans motor
voices music static clear local long distance quiet

DO NOT DISCUSS THIS CALL WITH OTHER EMPLOYEES

Immediately notify 911 from a landline; do not use cell phones, as they can detonate a bomb

7.24 Fire Report

This report must be completed within 24 hours of **ALL** fires.

The following is to be filled out by the person who discovered the fire:

Date: _____ Person making the report: _____
(name)

Date of fire: _____ Time fire was discovered _____ am/pm

Location of fire: _____

Where did the fire start? _____

What was on fire? _____

Exactly what happened? (e.g., What alerted you to the fire? What did you discover? When did you notify someone? Who did you notify? Did you try to extinguish the fire? Did you evacuate? Any other pertinent information.)

The following may be filled out by the person reporting the fire and / or the fire safety director.

Name of person notifying the fire department _____

Time fire department was notified _____ am/pm Time of response _____ am/pm

Type of fire? (e.g., liquid, electrical) _____

Fire damage:

Building _____

Contents _____

Number and kind of fire extinguishers used? _____

Did the sprinkler system operate? Yes _____ No _____

Did the alarm sound? Yes _____ No _____

Action taken by fire department:

Fire department officer / investigator _____
(name) (phone number)

Person filling out report _____
(name) (phone number)

7.25 **Medical Emergency Report**

This report must be completed within 24 hours of **ALL** medical emergencies.

The following is to be filled out by the person who discovered the medical emergency.

Date: _____ Time of the emergency: _____ am/pm

Person who reported the emergency _____

Nature of the emergency (e.g., fracture, heart attack) _____

Was the first aid / CPR qualified individual called? _____

Who responded? _____

Who required medical attention? (e.g., customer, employee, visitor) _____

Describe what happened (e.g., When did you notice the problem? What did you notice? Whom did you notify?).

The following is to be filled out by the reporting individual and / or the fire safety director.

Time 911 was notified _____ am/pm Response time: _____ am/pm

Person who notified 911: _____

Did a first aid / CPR-qualified individual respond? Yes____ No____

Was first aid / CPR administered by the qualified individual? Yes____ No____

How was the first aid / CPR qualified individual notified? (e.g., phone, messenger, alarm) _____

What medical supplies were used in the response?

Whom was the medical emergency for? (e.g., customer, employee, visitor) _____

(individual's name) (phone number)

Where was the person taken? _____

Person filling out the report _____
(name) (phone number)

7.26 Elevator Incident Report

Car number: _____ Date: _____

Number of passengers: _____ Time: _____

Obtain the following information from the person who made the original contact with the console:

Name: _____ Telephone: _____ Department / Company: _____

Description of what happened:

Information from the other passengers:

Name	Telephone	Department / Company

Obtain the following information from the elevator mechanic:

Name: _____

Arrival time: _____ am/pm

Time car back on service _____ am/pm

Time passenger(s) release _____ am/pm

Total time of entrapment _____

What caused the problem?

What was done to release the passengers?

Description of repairs:

7.27 **Hostage Crisis Report Form**

Use this form to assist authorities.

Sex _____	Hat type (color) _____
Race _____	Coat _____
Age _____	Shirt _____
Height _____	Pants _____
Weight _____	Shoes _____
Hair _____	Tie _____
Eyes _____	Tattoos _____
Scars / marks _____	Complexion _____
Glasses (type and color) _____	

Demands: _____

Reason given for situation:

Weapons: _____ Number: _____

Type: _____ (pistol, rifle, shotgun, other)

Mental state:	calm ()	nervous ()
	drunk ()	drugged ()
	angry ()	confused ()

Note: Fill out one sheet for each captor if possible.

7.28 Incident Report Form

Building: _____

Name of occupants involved: _____

Date and time of incident: _____

Place of incident: _____

Description of incident: _____

Witness(es) to incident: _____

What action was taken? _____

What personnel were contacted? _____ Time: _____

_____ Time: _____

_____ Time: _____

Name of staff completing form (print)

Date / Time form completed

Signature of staff completing form

Date / Time form completed

7.29 **Handling a Crisis Call from the Media**

Name: _____

Affiliation: _____

Telephone: _____

Ask for the purpose of the call. Note all details:

- DO NOT provide any information, even if the caller claims to possess information they are trying to confirm.
- Inform caller they should speak with the designated spokesperson.
- Check to see if the designated spokesperson is available. If so, inform the spokesperson who is on the line before transferring. DO NOT send the call to voice mail.
- If you are unable to reach the designated spokesperson, inform the caller you will have the designated spokesperson call back once they are available.
- Provide this report to the designated spokesperson.

7.30 Mobility Impaired Individuals

All building occupants with mobility impairments should notify the fire safety director or floor / suite warden in advance of any additional needs for evacuating the premise in an emergency situation.

Each floor / suite warden shall periodically review and be aware of any persons on their floor requiring assistance in an emergency situation.

Below is a list of individuals who have voluntarily, in writing, self-identified their need for assistance and the type of aid required to exit the building during an emergency. Mobility impaired individuals should instruct their assigned assistants on how to best provide assistance.

This list is for emergency use only and shall be kept confidential. Any misuse or any unauthorized access to this information will be cause for disciplinary action.

This list will be located at the emergency command center, the building manager's office, with security and the fire safety director.

See insert

Full name: _____

Date notified: _____

Floor: _____

Permanent work location: _____

Work phone: _____

Cell phone: _____

Safe haven location: _____

_____ Temporary condition -- If so, date that individual no longer requires assistance _____

_____ Permanent condition

Condition or special assistance needed:

7.31 Fire Drill Report for Floor / Suite Warden

This report is to be completed immediately after each fire drill and a copy sent to the fire safety director. Explain all “No” answers along with any comments, problems encountered, and recommendations on an additional sheet.

Building _____ Floor _____ Suite number _____

Authority of jurisdiction notified: _____

Person conducting the drill: _____

Type of drill: _____ Date of drill: _____

Time drill started: _____ am/pm

Time required to complete drill: _____

Weather conditions: _____

If the drill was to simulate an evacuation, how long did the evacuation take? _____

Notification method used (alarm system): _____

Time alarm sounded: _____ am/pm

Number of participants evacuated: _____

Time when all occupants cleared the building and were accounted for: _____ am/pm

Time when all occupants were recalled and accounted for: _____ am/pm

If the drill was for a non-evacuation emergency, describe the purpose of the drill:

Give a narrative to assess the drill, including what went well and what needs improvement:

Special conditions simulated:

- ❖ On a separate sheet include a list of all-hazard building emergency response team members and building employees on the floor participating in the drill.

Circle Yes or No in the spaces provided for those items that are applicable to your floor or unit.

Communications

- Was the fire alarm clearly heard in all areas? Yes No
- Was the public address system clearly heard in all areas? Yes No
- Were EXIT signs seen / working? Yes No

Evacuation Personnel

- Did team members report to their respective stations? Yes No
- Did team members carry out all assigned duties? Yes No
- Did team members wear appropriate identification? Yes No

Containment of Fire

- Were all doors closed, including interior office doors, but not locked? Yes No

Evacuation

- Were corridors and exits kept cleared? Yes No
- Did the evacuation proceed in a smooth and orderly manner? Yes No
- Did all occupants take part in the drill? Yes No
- Did visitors to the floor take part in the drill? Yes No
- Was a status report given to fire safety director/building management staff at the outside assembly area? Yes No

Individuals with physical challenges

- Did any individual with physical challenges wait in stairwell with assigned assistants? Yes No
- Was the fire safety director /building management staff notified of the location of occupants with physical challenges? Yes No

Signature and date of floor/suite warden: _____

8 TENANT ATTACHMENTS

Provide all documents in this tenant section to each tenant company; except for the verification form on the last page.

Provide tenants with the completion guide below. The highlighted items are due back completed to the fire safety director within 15 days. The completed forms are necessary for the fire safety director to create the building emergency action plan.

Tenant Completion Guide

	Emergency Action Plan	Company Manager - Floor/Suite Warden Initials
21.1	Complete company information.	
21.2	Tenant implementation of attached forms. Explains your companies' role within the building emergency action plan.	
21.3	This is a visitor sign-in form to identify who is onsite in the event of an emergency.	
21.4	Use this vendor / contractor form daily to know who is in the building in the event of an emergency.	
21.5	Explanation of roles and responsibilities to be designated under the emergency action plan.	
21.6	Insert your companies' building emergency response team based on the guidelines set in the roles and responsibilities section.	
21.7	Tenant company training record for your employees. The tenant company will maintain all records but will also supply the fire safety director with the floor designated emergency response team members training records. This will be completed once the emergency action plan is completed and implemented.	
21.8	Provide a list, along with letters, from mobility-impaired individuals from your company.	
21.9	Provide a current list of your employees and their work location in the building.	
21.10	Form to be completed by tenant floor/suite wardens after a fire drill.	
21.11	Form to be completed by tenant floor/suite warden after all-hazard drill.	
21.12	Complete safety designation and locations for your company.	

8.1 Visitor Sign-in: Tenant

Date	Visitor Name	Visiting: Tenant and Floor / Suite Number	Visitor Contact Number	Time In	Time Out

8.2 Contractor / Vendor Access Form: Tenant

All vendors shall require approval prior to working in the building.

Complete this form when work is scheduled in the building / tenant area.

Please include all contractors / vendors or other suppliers, subcontractors, and working hours; including afterhours work. Submit to the fire safety director once completed.

Notification requirement: _____

Commencement work date: _____

Estimated completion date: _____

Location(s) of project: _____

Hours of access: _____

Contractors / vendors shall list their principal contacts and any subcontractor below:

Contractor	Contact	Cell Phone	Office Phone

If applicable:

Date:	
Tenant name:	
Suite number:	
Access to your space by:	
Tenant approval:	
Office building approval:	
Emergency contact name:	
Emergency contact number:	

In case of an emergency, you may be notified by one of these methods:

Building manager/Fire safety director: _____

Management office number: _____

Assembly area: _____

(Unless notified to report to a different location by the fire safety director or emergency personnel)

8.3 Building Emergency Response Team: Tenant Roles and Responsibilities

8.3.1 Floor / Suite Warden

An employee designated by the tenant in the building, but approved by the fire safety director, holding a valid floor warden certificate, if applicable. A minimum of one floor/suite warden per 20 occupants shall be designated to perform the duties required by this section. Additional floor/suite wardens shall be required if the occupant load of a floor exceeds 500 people. In a nonresidential building, the floor/suite wardens shall be employees on that floor.

The floor / suite warden shall:

- be familiar with the emergency evacuation modes, including, shelter-in-place, in-building relocation, partial evacuation and full evacuation procedures, the exit and in-building relocation routes to be utilized for the floor, the location of in-building relocation areas; and the means of communicating with the fire safety director;
- direct emergency evacuation drills for their respective assigned floors in accordance with the emergency action plan;
- instruct building occupants not to use elevators;
- periodically review and be aware of any occupants on the floor requiring special assistance in an emergency situation and understand the nature of how to assist those individuals.

At least the minimum required number of floor / suite / deputy wardens, with the training required for the position, shall be on duty on each floor during the regular business hours of each employer.

During an emergency:

- in the event of a fire or emergency on the floor or immediately affecting building occupants on the floor, notify the fire safety director and building occupants on the floor of the fire and initiate appropriate action;
- keep the fire safety director informed of his or her location and the progress of the implementation of emergency action plan evacuation measures;
- confirm the in-building relocation or evacuation of the floor or portion thereof by directing deputy fire safety wardens and designated emergency response team; specifically, tenants designated as search monitors to search all areas of the floor to be relocated in building or evacuated; to do so by visual inspection, not merely by the lack of a voice response; and to notify any remaining building occupants that they must immediately comply with the applicable emergency action plan evacuation procedures;
- assist assembly area monitor with accounting for all floor employees (including visitors, suppliers and customers), during an in-building relocation and / or evacuation.

A list of all occupants not accounted for including names and last known locations shall immediately be provided to the fire safety director.

8.3.2 Alternate Floor / Suite Warden

An employee designated by the tenant in the building, but approved by the fire safety director, holding a valid floor/suite warden certificate, if applicable.

The alternate floor / suite warden shall:

- perform the duties of the floor / suite warden, as circumstances warrant.

8.3.3 Deputy Floor Warden

Where the floor area of a tenancy exceeds 7500 square feet, a deputy floor warden should be assigned for each 7500 square feet or part thereof. Will hold a valid floor warden certificate, if applicable.

The deputy floor warden shall:

- in the absence of the floor / suite warden, the deputy floor warden will perform the duties of the floor / suite warden as circumstances warrant;
- in the presence of the floor / suite warden, will assist the floor / suite warden in carrying out the requirements of the emergency action plan, by searching all areas of the floor to be in-building relocated or evacuated, and notifying any remaining building occupants that they must immediately comply with the applicable emergency action plan procedures.

8.3.4 Stairwell Monitor

Individuals who assist in the orderly and calm evacuation of occupants from that exit.

The stairwell monitor shall:

- instruct occupants to form single-file lines into the stairwell and direct occupants to exit along the right side of the stairwell.

During an emergency:

- determine whether the stairwells are safe to enter before directing building occupants to use them, and, if unsafe, notify the fire safety director;
- will stay at exit until searchers have cleared all occupants from the floor; if safe and possible to do so.

8.3.5 Search Monitors

At least one (1) male and one (1) female search monitor is required for each company / employer of building occupants on a floor. Such searchers shall be on duty on each floor during the regular business hours of such company / employer.

Search monitors shall:

- be responsible to search their assigned area for occupants who may be unaware of the emergency or might need assistance.

During an emergency:

- specifically search remote areas (e.g., storerooms, file rooms, coffee areas);
- will insist on evacuation mode compliance for every person.

8.3.6 Assistants for the Mobility Impaired

Two assistants must be assigned for mobility impaired individuals.

Mobility impaired is defined as anyone who will need assistance down stairs, to move to a different location, or to evacuate. For example: persons confined to a wheelchair; persons dependent on crutches, canes, walkers, etc.; persons recovering from surgery; pregnant women; persons with significant hearing or sight impairment; extreme cases of obesity, a person with a heart condition, etc.

The assistants for the mobility impaired shall:

- assist occupants with mobility impairments during emergencies;

- know the type of impairment and how to best assist the individual;
- keep information confidential.

Updated list of names of all building occupants of both permanent and temporary mobility impairment shall be recorded with the fire safety director.

During an emergency:

- shall operate under the supervision of floor / suite warden to accompany assigned mobility impaired co-worker to the designated safe haven location;
- will notify the fire safety director and fire department of whereabouts;
- if safe and possible, will wait with assigned person in the safe haven location until the fire department arrives.

8.3.7 Assembly Area Monitor

All assembly area monitors are required to report their headcount (by name) to the assembly area communicator.

The assembly area monitor shall:

- have a list of employees, vendors and visitors to take to the assembly area.
- take attendance as occupants arrive to the assembly area.

During an emergency:

- bring the sign-in / out book / board, visitor / contractor-vendor sign-in book, two-way radios, and proceed directly to the assembly area and report accountability to the assembly area communicator to ensure all occupants have evacuated the building.

8.3.8 Assembly Area Communicator

Designated individual who communicates directly with the fire safety director the location of building occupants.

The assembly area communicator shall:

- communicate between the assembly area monitor and the fire safety director.

During an emergency:

- collect occupant attendance reports from the assembly area monitor and report to the fire safety director.

8.4 Building Emergency Response Team: Tenant

Tenant name: _____

Floor number: _____

Date: _____

Fire safety director signature: _____

Should practice allocated tasks and duties pertaining to the evacuation of building occupants.

Title	Name	Primary In-house	Secondary Number	Additional Contact	Location
Floor / suite warden (1 per 20 people)					
Alternate floor / suite warden					
Deputy floor warden (if necessary)					
Alternate					
Search monitor					
Alternate					
Search monitor					
Alternate					
Assistants for the mobility impaired (2 per, 1 person)					
Alternate					
Assistants for the mobility impaired (2 per, 1 person)					
Alternate					
Assembly area communicator					
Alternate					

8.5 Emergency Action Plan Training: Tenant Record

Name: _____

Signature: _____

Title: _____

Location: _____

Fire safety director signature: _____

Instruction and Training:

Tenant employees shall be instructed on the procedures to be followed in the emergency action plan and participate in the mandatory fire drill. Documentation shall be maintained by the tenant company and be made available for inspection by the fire safety director and fire department personnel. Floor/suite wardens, deputy floor wardens, and alternates may be required to attend a certification training session. This training is coordinated/scheduled by building management. Certificates will be held by the fire safety director. This training shall be made available to all new staff and additionally:

Subject	When the plan is developed, or the employee is assigned initially to a job (new employee orientation)	When the employee's responsibilities under the plan change	When the plan is changed.	Annual
Procedures for reporting a fire or other emergency;	Initial: Date:			
Procedures for emergency evacuation, including type of evacuation and exit route assignments;	Initial: Date:			
Procedures to be followed by employees who remain to operate critical plant operations before they evacuate;	Initial: Date:			
Procedures to account for all employees after evacuation;	Initial: Date:			
Procedures to be followed by employees performing rescue or medical duties; and	Initial: Date:			
The name or job title of every employee who may be contacted by employees who need more information about the plan or an explanation of their duties under the plan.	Initial: Date:			

<p><i>Employee alarm system.</i> An employer must have and maintain an employee alarm system. The employee alarm system must use a distinctive signal for each purpose and comply with the requirements in § 1910.165.</p>	Initial: Date:			
<p><i>Training.</i> An employer must designate and train employees to assist in a safe and orderly evacuation of other employees.</p>	Initial: Date:			

OSHA

8.6 Mobility Impaired Individuals: Tenant

All building occupants with mobility impairments should notify the fire safety director or floor / suite warden in advance of any additional needs for evacuating the premise in an emergency situation.

Each floor / suite warden shall periodically review and be aware of any persons on their floor requiring assistance in an emergency situation.

Below is a list of individuals who have voluntarily, in writing, self-identified their need for assistance and the type of aid required to exit the building during an emergency. Mobility impaired individuals should instruct their assigned assistants on how to best provide assistance.

This list is for emergency use only and shall be kept confidential. Any misuse or any unauthorized access to this information will be cause for disciplinary action.

This list will be located at the emergency command center, the building manager's office, with security and the fire safety director.

Full name: _____

Date notified: _____

Floor: _____

Permanent work location: _____

Work phone: _____

Cell phone: _____

Safe haven location: _____

_____ Temporary condition -- If so, date that individual no longer requires assistance _____

_____ Permanent condition

Condition or special assistance needed:

8.7 **Employee List: Provided by Tenant**

Company	Employee Name	Office Number	Phone Number	Alternate Contact Method

8.8 Fire Drill Report for Floor / Suite Warden: Tenant

This report is to be completed immediately after each fire drill and a copy sent to the fire safety director. Explain all “No” answers along with any comments, problems encountered, and recommendations on an additional sheet.

Building _____ Floor _____ Suite number _____

Authority of jurisdiction notified: _____

Person conducting the drill: _____

Type of drill: _____ Date of drill: _____

Time drill started: _____ am/pm

Time required to complete drill: _____

Weather conditions: _____

If the drill was to simulate an evacuation, how long did the evacuation take? _____

Notification method used (alarm system): _____

Time alarm sounded: _____ am/pm

Number of participants evacuated: _____

Time when all employees cleared the building and were accounted for: _____ am/pm

Time when all employees were recalled and accounted for: _____ am/pm

If the drill was for a non-evacuation emergency, describe the purpose of the drill:

Give a narrative to assess the drill, including what went well and what needs improvement:

Special conditions simulated:

- ❖ On a separate sheet include a list of building emergency response team members on duty and participating in the drill.

Circle Yes or No in the spaces provided for those items that are applicable to your floor or unit.

Communications

- Were EXIT signs seen / working? Yes No

Floor / Suite Wardens and Monitors

- Did floor / suite wardens and monitors report to their respective stations? Yes No
- Did floor / suite wardens and monitors carry out all assigned duties? Yes No
- Did floor / suite wardens and monitors wear appropriate identification? Yes No

Containment of Fire

- Were all doors closed, including interior office doors? Yes No
- Were restrooms searched? Yes No

Evacuation

- Were corridors and exits kept cleared? Yes No
- Did the evacuation proceed in a smooth and orderly manner? Yes No
- Did all occupants take part in the drill? Yes No
- Did visitors to the floor take part in the drill? Yes No
- Was a status report given to building management staff at the outside assembly area? Yes No

Individuals with a Physical Challenge

- Did any individual with a physical challenge wait in stairwell with assigned assistants? Yes No
- Was building management staff notified of the location of occupants who are mobility impaired? Yes No

Signature and date of floor/suite warden: _____

8.9 All-Hazards Emergency Drill Evaluation Report for Floor / Suite Warden: Tenant

Building: _____ Floor: _____

Authority of jurisdiction notified: _____

Person conducting the drill: _____

Type of drill: _____ Date of drill: _____

Time drill started: _____ am/pm

Time required to complete drill: _____

Weather conditions: _____

If the drill was to simulate an evacuation, how long did the evacuation take? _____

Notification method used (alarm system): _____

Time alarm sounded: _____ am/pm

Number of participants evacuated: _____

Time when all employees cleared the building and were accounted for: _____ am/pm

Time when all employees were recalled and accounted for: _____ am/pm

If the drill was for a non-evacuation emergency, describe the purpose of the drill:

Give a narrative to assess the drill, including what went well and what needs improvement:

Special conditions simulated:

- ❖ On a separate sheet include a list of building emergency response team members on duty and participating in the drill.

Signature and date of floor/suite warden: _____

8.10 Tenant: Safety Designations and Locations

Tenant name: _____

Floor number: _____

Date: _____

Revised: _____

Fire safety director signature: _____

All assignments and locations will be approved by the fire safety director. If you do not have any designations / locations do not leave blank, insert N / A.

Trained Medical Personnel

Name	CPR / First Aid Certification Number	Floor / Location	Contact Number

Critical Operations Emergency Action Information

Name	Regular Work Location	Regular Days and Hours of Work <i>(e.g. M-F 9am-5pm)</i>	Work Location / Telephone Number	Other Contact Information <i>(e.g. Cell phone number, email address, walkie-talkies)</i>	Description of Assignment

Trained Personnel: Hazardous Materials

Name	Floor / Location	Contact Number

Trained Personnel: Chemical Spills

Name	Floor / Location	Contact Number

Extended Emergency Supply Kit

Floor	Location

Weather Radio Locations

Station	Locations		

Two-Way Communication Devices

Floor	Location

Automated External Defibrillator

Floor	Location

First Aid Kits

Floor	Location

The chemicals regularly used in this tenancy are located:

A safety data sheet is required for all hazardous substances in use within this tenancy.

The safety data sheet binder is located:

Locations of:

Spill containment equipment: _____

Spill kit: _____ Personal protective equipment (PPE): _____

8.11 Emergency Action Plan Verification Form: Tenant

This emergency action plan has been developed in accordance with the current IFC, NFPA, federal, state, and local guidelines. The information is specific to the below building address.

This manual is for the address of _____

Received by:

Print company name: _____
_____ (tenant)

Signature: _____

Title: _____

Date: ____/____/____

I, the above signed, understand my legal obligation to implement and maintain the tenant responsibilities and designations outlined in this emergency action plan in its entirety.