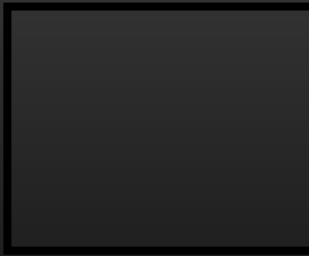


Lincoln



55 Cambridge Parkway Tenant Fire/Emergency Safety Plan

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OVERVIEW

INTRODUCTION & FIRE FACTS

1. 4,000 lives are lost in the U.S. due to fire and burn injuries each year. 30,000 injuries are sustained by fire burns.
2. Smoking is the leading cause of accidental fires and burns in the U.S.
3. Adults start more fires than any other age group.
4. A person in the U.S. is likely to be involved in three fires in their lifetime which will require fire department response.
5. Today, 33 people in the U.S. will lose their lives because of fire.

WHAT HAPPENS DURING A FIRE: FIRE SEQUENCE

1. Ignition and Incipient Phase
2. Free Burning and Flashover Phase
3. Spread of Fire (Vertical and Horizontal)
4. Smoldering and Backdraft Phase

COMMON FIRE HAZARDS

1. Careless Smoking
2. Overloading of Electrical Outlets and Extension Cords
3. Misuse or Malfunction of Appliances/Machinery
4. Mishandling of Flammable Liquids/Solvents
5. Accumulation of Trash

DISCUSSION OF NOTABLE HIGH-RISE FIRES

1. Los Angeles Office Building Fire
2. Philadelphia Office Building Fire

FIRES IN BUILDING

1. Smoke and Fire Hazards
2. Use of Exits
3. Panic Hazards
4. Hazards of High-Rise Building

WHAT TO DO IN THE EVENT OF A FIRE

1. Report a Fire
2. To Fight or NOT to Fight
3. How to Evacuate
4. If Trapped...

WHAT TO DO IN THE EVENT OF A TERROIST ATTACK

1. State of Mind
2. Seek Cover and Concealment
3. Avoid the Fatal Funnels
4. Egress Routes and Cover
5. Actions Upon Rescue
6. If Taken Hostage...
7. Active Shooter – Quick Reference Guide

APPLICATION OF NEW FIRE/EMERGENCY SAFETY TEAM PROGRAM

1. Duties of Fire/Emergency Safety Team Members
2. Selecting Fire/Safety Team Members and Designated Alternated
3. Attention Given to People Who May Require Assistance

FIRE FACTS

Unfortunately, the United States leads the world in per capita deaths and property loss for fire. This Fire Safety Seminar will provide you with information necessary to recognize safety hazards and take the appropriate action before the conditions result in a true emergency.

FIRE BEHAVIOR

Never underestimate the speed at which a fire can develop. With the heavy use of highly combustable plastics

in manufacturing today, fires burn faster, hotter, and produce more smoke than they did 30 years ago. A fire can double in size every minute it continues to burn. It can take less than ten minutes from the time a fire ignites until it seriously threatens an entire floor of a building.

The leading source for property damage in U.S. commercial building fires is the electrical distribution system. Be aware that fire in a building electrical closet can hamper the operation of a building's elevators, lighting, emergency power, and public address systems. If for any reason building management is unable to communicate with you, it is vitally important that you know how to react and evacuate when you sense danger.

Be aware of hazards in your own work place:

- Use and disposal of smoking materials
- Frayed electric cords
- Overloaded electrical outlets
- Electrical equipment (e.g. coffee pots, computers, typewriters, etc.) left on when not in use
- Cleaning material and other liquids that could contain flammable compounds stored near ignition sources.

The synthetic materials used in building construction and in the manufacturing of many buildings contents (e.g. furniture, office equipment, decoration) release highly toxic fumes when burned. Research by the U.S. Consumer Product Safety Commission has shown that approximately 95% of all fire related deaths and injuries are attributed in whole or in part to toxic smoke inhalation.

On the following pages is a list of toxic substances, the materials that produce them, and their known effects on the human body.

FIRE FACTS

CARBON DIOXIDE

Found in all smoke. Increases a person's respiration rate and decreases the ability to absorb oxygen.

CARBON MONOXIDE

Found in all smoke. Blocks the blood's oxygen carrying ability, resulting in brain damage. A 2% concentration in air, in as little as 2 minutes, is usually fatal. It is both a toxic and flammable gas.

SOOT

Found in all smoke. Coats the lungs and prevents the absorption of oxygen; soot can carry lead, zinc, and antimony particles which are toxic when they enter the body through the lungs.

VINYL CHLORIDE

Produced in the combustion of polyvinyl chloride plastics. Can cause bronchitis, chemical pneumonia, and occupational asthma.

HYDROGEN CYANIDE

Produced in the same way as Hydrogen Chloride and has the same effects. See above.

FORMALDEHYDE

Produced through the combustion of plastic and some organic materials. Suspected as a human carcinogen.

PCB's

Produced through combustion of certain oils. Found in some transformers and light fixtures. Related to skin cancer, cancers of the liver and pancreas, and lung disorders.

HUMAN BEHAVIOR

Although instinct might tell us otherwise, studies have shown that people rarely panic during a fire. Interview and questionnaire studies have found that most people act in an adaptive and altruistic manner when confronted with a fire. This will certainly be helpful in any emergency.

Reaction is based on perceived threat. There are certain variables which affect the response of an individual during a fire:

- Smoke may be smelled but not seen
- Smoke condition may be faint or dense
- The appearance of flames
- The location of the threat (e.g. is it near the exit, throughout a large area, etc.)
- The level of fire safety education of threatened individuals

The most critical individual decisions will be made in the early stages of the fire, usually before the fire department has arrived. The behavior of the individuals directly involved with the initial response to the fire is critical. The actions they take will influence the occupants around them.

Studies have been performed to determine how a threat is perceived when the number of people involved varies. The findings concluded that a lone individual was more aware of perceived threats such as smoke and heat than people in a group. The report of, and reaction to, threatening stimulus was delayed when the number of participants increased.

Threatening situations may be disregarded because of social inhibition, diffusion of responsibility, or associating the threat to the controlled actions of someone else (such as cigarette smoking, or mechanical work being performed in the area, etc.) Recognizing these human behaviors can be an asset when dealing with a true emergency.

Fires occur in office buildings daily. Fortunately, most of them are controlled without spreading beyond the room or origin. The differences between small fires and fires which endanger the entire building have been:

- Life safety training which prepares tenants and building personnel for their responsibilities in an emergency.
- A thorough disaster preparedness plan the fire department can use.
- Fire protection features incorporated in the design of the building (check with building management for more information about the building in which you work).
- An aggressive maintenance program to ensure that all fire protection systems run properly.

FIRE/SMOKE EMERGENCY

Do not underestimate the energy of a fire; **ALWAYS** call the fire department, no matter how small the fire appears. It is best to have trained help on the way in case the fire becomes uncontrollable. Fires are very dynamic – they can spread quickly.

IF YOU DISCOVER A FIRE OR SMOKE CONDITION:

- Remove everybody from immediate area of danger.
- Close the doors to the office or space to confine the fire.
- Activate the manual pull station on your floor. Activation of the sprinkler system in the building will automatically send an alarm to the fire department.
- Move to a safe area and notify the fire department by calling 911.
 1. Explain the fire situation (Do you see fire, smoke, or both? How severe?)
 2. State the building address
 3. State your company and floor
 4. Answer all questions from the 911 operator
- **DO NOT HANG UP UNTIL THE OPERATOR RELEASES YOU.**
- Have a co-worker notify the Fire/Emergency Safety Team immediately. They will contact building management and proceed to evacuate the floor.

There is a Fire Warden per floor with the exception of Floors 5 through 6 on which there are 2 Fire Wardens. There is a deputy fire warden per tenant. Two Mobility Impaired Assistants are assigned to each person needing assistance. Alternates should be able to fill in any of the positions if required.

FIRE EVACUATION PROCEDURES

THE FIRE ALARM

- I. **Pre-programmed alert message** – “Attention please, the signal tone you have just heard indicates a report of an emergency in this building. If your floor evacuation signal sounds after this message, walk to the nearest stairway exit and leave the floor. While this report is being verified, occupants on other floors should await further instruction.”

THE EVACUATION

If evacuation is necessary you will be informed by a “whooping” sound to signal evacuation. Proceed to evacuate your floor immediately (follow the guidelines for the Fire/Emergency Safety Team). Enter the stairwells and proceed to exit the building to your predetermined exterior meeting place for your company. If possible, stay to the right of the stairwell as you evacuate to allow emergency workers to use the left side. If you do not receive evacuation instructions, the taped message will instruct you to “Stand By” for further instructions.

- II. **Evacuation Tone** – If an evacuation is required for your floor, there will be a continuous “whooping” sound and strobes flashing throughout your floor to alert all occupants of the need to evacuate.
- III. **Meeting Areas** – The building’s default meeting area is on the riverside of the building, in the long strip of park area between Cambridge Parkway and the Charles River. Evacuees will be instructed to move a safe distance away from the building and to await further instruction while the emergency is being investigated and a response plan is established by the local authorities. The fire safety director and the building’s emergency response team will communicate updates with each tenant’s fire warden as promptly as the situation allows.
- IV. **Reentry following an evacuation:** Following an all clear signal from local authorities, a reverse order reentry process will follow. Because stairways may be utilized, the 1st and 9th floors will be permitted to return first, followed by the 8th floor occupants... then 7th floor and so forth.
- V. **Resuming normal building activities:** Once all occupants have returned to their floors, the emergency procedures will be concluded. Tenants should report any non-emergency abnormalities observed within their spaces to the property management office by use of the work order system. Please allow some time to investigate these issues, as multiple floors may be affected.

STAIRWELLS

In the Building, there are 5 exit stairwells labeled (1), (2), (3), (4) and (5).

- Stairwell 1 is accessible from Floor 1 to Floor 9.
- Stairwell 2 is accessible from Garage Level A-F and Level F to Floor 9.
- Stairwell 3 is accessible from Floor 3 to Floor 9.
- Stairwell 4 is accessible from the Patio Level, to Ground Level.
- Stairwell 5 is accessible from Ground Level to Mezzanine Level.

Check the “Floor Plan” for stairwell locations. There are emergency lights in the stairwells and on all floors. All stairwell doors automatically unlock to allow re-entry. When an alarm is tripped, the ventilation systems on the floor of the alarm and the floor above will automatically shut down and fans in the stairwells will activate. The stairwells automatically pressurize to reduce smoke contamination; however, smoke contamination may still be a factor during evacuation if multiple stairwell doors remain open. Please be aware that stairwell pressurization may make the stairwell doors difficult to open. If your path to safe egress or relocation are blocked, be prepared to leave one stairwell and cross over to the other.

ELEVATORS

Elevators will be under the control of the fire department while the emergency exists.

Smoke detectors are located in the elevator lobbies. Upon activation of a smoke detector, the elevator bank servicing that floor will descend to the ground floor and park. One elevator (normally the freight elevator), used by the fire department, will be available to evacuate mobility impaired employees. Individuals should wait for help on the landing of the building's designated stairwell (adjacent to the freight elevator if possible) as they may need assistance to evacuate. The fire department will need full use of the elevators to effectively move firefighters throughout the building.

RESPONSIBILITIES PRIOR TO AN EMERGENCY

Management recommends that each tenant set up a policy regarding the evacuation criteria for their company. It is recommended that each tenant notify their personnel regarding any potential crisis or evacuation.

FIRE/EMERGENCY SAFETY TEAM

JOB TITLES AND DESCRIPTIONS

OBJECTIVE

The objective of the Fire/Emergency Safety Team is to ensure the controlled evacuation of co-workers during an emergency situation. This objective should be taken seriously; lives are at stake. The Fire/Emergency Safety Team should be alert and resourceful individuals who can perform leadership functions during an emergency. Every floor or office shall have its own Fire/Emergency Safety Team. The team consists of a Floor Wardens, Assistant Floor Wardens, Searchers, Stairwell Monitors, and Assistants for the Mobility Impaired who review emergency procedures quarterly with building management.

The Fire/Emergency Safety Team is to be used in ALL emergencies.

FIRE/EMERGENCY SAFETY TEAM

FLOOR WARDEN & ASSISTANT FLOOR WARDEN

The responsibility of the Floor Warden is to aid the fire departments and the building management team by supervising the safety of employees during evacuation. The Assistant Floor Warden will aid the Floor Warden in all areas of responsibility and assume the leadership role in his/her absence.

JOB RESPONSIBILITIES DURING AN EMERGENCY:

- In the event of an emergency, notify:
 - Fire Department – 911
 - Building Management/Security
- Maintain communication with other key personnel in your office as well as building management during time of emergency.
- Alert Fire/Emergency Safety Team members of potential emergencies.
- Be alert to instructions received over the public address system, if available in your building. Listen for an evacuation tone or an evacuation order.
- Instruct personnel to assemble near the emergency stairwells during an emergency. Ensure that proper company procedures are implemented and followed on your floor by the Fire/Emergency Safety Team during an evacuation.
- The Floor Warden must maintain a position approximately 20 feet from the Stairwell to ensure this his/her whereabouts are known to everyone.
- If a stairwell is filled with smoke or is unsafe, return to the nearest cross-over floor for access and use of an alternate Fire Exit Stairwell. The Stairwell Monitor may lead the descent.
- When the floor has been evacuated, conduct a roll call to account for all the employees on the floor. Roll call should be taken at the tenant exterior designated meeting place away from the building. Give a list of unaccounted for personnel to the authority having jurisdiction.

JOB RESPONSIBILITIES PRIOR TO AN EMERGENCY:

- Maintain a current roster of all Searchers, Stairwell Monitors, and Assistants for the Mobility Impaired and alternates (update as changes occur).
- Nominate personnel for Fire/Emergency Safety Team positions that are vacant.
- Inform building management when Fire/Emergency Safety Team member changes occur.
- Post a floor diagram showing fire alarm pull stations, stairwells, and fire extinguishers with written instructions and evacuation procedures visible by all employees. (See “Floor Plan” for floor layout.)
- Maintain an up-to-date list of mobility impaired employees on your floor. Include the following:
 - Person’s name
 - Area in which he/she works
 - Nature of the impairment (hearing, vision, physical impairment, etc.). Provide building management

with a copy of the list. Assign two co-workers located near the mobility impaired person's work station to assist him/her during an emergency.

- Maintain an open communication with the receptionist as to the status of visitors. Knowledge of workmen and visitors to the tenant area aids to ensure the evacuation of all visiting personnel as well as any specific needs that they may have, if impaired.
- Procure additional fire extinguishers for the tenant space, especially in high-hazard areas such as coffee rooms, employee loungers, kitchen areas, and where large amounts of paper are stored.
- Coordinate and distribute identifying clothing (e.g. florescent safety vest, arm band, baseball cap) to be worn by the Fire/Emergency Safety Team.
- Review emergency procedures quarterly with building management.

JOB REQUIREMENTS:

- Maintain a current roster of Fire/Emergency Safety Team members and their alternates (update as changes occur). Updates should be conducted quarterly.
- Know building emergency procedures (as discussed in this binder).
- Know location of all stairwell exits on the floor: **DO NOT USE ELEVATORS.**
- Know the floor layout, the locations of pull stations and fire extinguishers, and how they operate.
- Knowledge of CPR or some First Aid Training is desirable.

SEARCHER

The function of the Searcher is to help the Floor Warden find and evacuate all personnel from a specific area of the building, if safe and possible. Especially from remote areas such as storage rooms, file rooms, computer rooms, etc. If the emergency is on his/her floor, it is essential that the Searcher knows how to direct personnel away from danger. The size of the floor or office will determine how many Searchers are needed. There should be two male and two female searchers to check all areas where personnel may not hear the alarm.

JOB RESPONSIBILITIES

- Check all rooms including: restrooms, conference rooms, computer rooms, print rooms, and remote areas on the floor.
- Advise any remaining personnel on the floor of the emergency and insist on their evacuation.
- Evacuate non-employees from the floor.
- Coordinate with the Floor Warden the evacuation of co-workers with impairments who will require assistance. (Determine safe haven locations on the floor for emergency responder rescue.)
- Close all doors as each areas is evacuated to reduce flow of air (which may feed a fire). Do not lock doors.
- Report to the Floor Warden any issues noted during drills in writing.
- Report to the Floor Warden when your area has been evacuated, if safe and possible.

JOB REQUIREMENTS:

- Know building emergency procedures (as discussed in this binder).
- Know location of all stairwell exits on the floor: **DO NOT USE ELEVATORS.**
- Know the floor layout, the locations of pull stations and fire extinguishers, and how they operate.
- Knowledge of CPR or some First Aid Training is desirable.

Starting at a designated point, Searchers proceed toward the nearest stairwell and advise all personnel to evacuate to the nearest emergency exit. In smaller offices where there is only one Searcher, start from the rear and move towards the exit. Remember, a calm voice and conduct of a trained individual can minimize fear and panic. Coordinate with the Floor Warden the evacuation of co-workers with mobility impairments who will require assistance.

STAIRWELL MONITORS

Stairwell Monitors are responsible for the orderly and safe evacuation of all employees located on the floor. There will be one Stairwell Monitor at each stairwell exit.

JOB RESPONSIBILITIES:

- When orders are received, report to designated stairwell post.
- Check stairwell landing; make sure immediate vicinity is not obstructed or filled with smoke. Immediately report any problems to the Floor Warden; stop anyone from using an obstructed stairwell.
- When primary stairwell is obstructed, direct people to alternate stairwell or protected area.
- Maintain an orderly evacuation down the stairwell and keep people moving safely.
- Close stairwell doors and continue downstairs to the evacuation site.

JOB REQUIREMENTS:

- Know building emergency procedures (as discussed in this binder). Know location of all stairwell exits: **DO NOT USE ELEVATORS.**
- Know locations of all pull stations and fire extinguishers and how they operate.
- Know location of all crossover floors and how to perform crossover functions.
- Maintain an orderly evacuation down the stairwell and keep people moving safely.
- Instruct personnel to form a single file line into the stairwell and direct personnel to exit along the right side of the stairwell.

Assisting the Mobility Impaired/Assistants for the Mobility Impaired

The objective of the Assistants for the Mobility Impaired is to ensure the controlled evacuation of impaired persons during an emergency situation. This objective should be taken seriously; lives are at stake. The Assistants for the Mobility Impaired should be alert and resourceful individuals who can perform leadership functions during an emergency. Every floor or department should have its own Assistants for the Mobility Impaired.

The responsibility of the Assistants for the Mobility Impaired is to aid the fire department and the building management team by supervising the safe evacuation of employees and visitors with impairments, if safe and possible. Also, to alert emergency responders when individuals are waiting at their safe haven location for rescue.

JOB RESPONSIBILITIES DURING AN EMERGENCY:

- Assist impaired employees and visitors during an evacuation.
- When safe and if possible, assist impaired person to the designated safe haven.
- Maintain communication with the Floor Warden as well as building management during time of emergency.
- Remember, it is **IMPORTANT TO COMMUNICATE** information to the Fire Department giving exact number and location of those individuals who need assistance in evacuating.
- Be alert to instructions received over the public address system, if available.
- Instruct mobility impaired personnel to assemble in the safe haven during an emergency. Ensure that proper procedures are implemented and followed on your floor by the Fire/Emergency Safety Team during evacuation.

JOB RESPONSIBILITIES PRIOR TO AN EMERGENCY:

- Know the type of impairment and how to best assist the individual. Keep information confidential.
- Inform Floor Warden of individuals with impairments and changes as they occur.
- Maintain an up-to-date list of impaired employees on your floor. Include the following:
 - Person's name.
 - Area in which he/she works.
 - Nature of the impairment (hearing, vision, physical impairments, etc.).
 - Provide Floor Warden with a copy of this list to be forwarded to building management.
- Note that an impairment can be a permanent or temporary condition which limits person's mobility.
- Most of these individuals can be led from the immediate area of danger to the closest safe haven by a member of the Fire/Emergency Safety Team.
- Review list of mobility impaired individuals quarterly with your team and building management.

JOB REQUIREMENTS:

- Know building emergency procedures (as discussed in this binder).
- Know location of all stairwell exits on the floor: **DO NOT USE ELEVATORS.**
- Know the floor layout, the locations of all pull stations and fire extinguishers and how they operate.
- Know the safe haven locations for your floor(s).
- Knowledge of CPR or some First Aid Training is desirable.

BOMB THREAT

RECEIVING WRITTEN THREATS

Written threats are less frequent than telephone threats but must be considered just as carefully.

- Avoid physical handling of the written threat. This evidence will be analyzed by authorities for fingerprints, postmarks, handwriting, and typewriting. **DO NOT OPEN IT!**
- Letter Bombs are designed to be transported with ease but when opened, are triggered by either mechanical (spring-loaded) or electrical means. A common postal bomb consists of two to five ounces of plastic explosive with a pencil-shaped metal fuse pressed in its center. Envelopes usually measure approximately 5 3/4" by 4" by 3/16" thick.
 1. **Size:** Is the letter unusually thick?
 2. **Weight:** Is it heavy? An effective bomb will weigh more than two ounces. Few first class letter weigh as much.
 3. **Balance:** Is it heavier on one end?
 4. **Feel:** Is there any springiness in the sides of the letter? Does it flex, indicating it is filled with ordinary folded paper, or is it stiff?
 5. **Appearance:** Are there any grease marks on the envelope or wrapping caused by sweating of an explosive? Is the envelope sealed more tightly than usual, or taped shut? Does it bear an unusual style of writing?
 6. **Odor:** Is there a smell of almonds or marzipan?
- Notify your supervisor, the police department, and building management. Do not use two-way radios or cell phones; radio signals have the potential to detonate a bomb.
- Do not activate the fire alarm.

RECEIVING PHONE THREATS

- Any bomb threat should be taken seriously.
- Remain calm so you can get information from the caller.
- When the threat is made by phone, obtain as much information as possible utilizing the attached bomb threat checklist/report.
- Ask the caller specific questions about the bomb threat. (The caller will often answer all your questions; utilize the bomb threat report form.)
 1. Where is it located?
 2. When will it go off?
 3. What does it look like?
 4. Why are you doing this?
 5. Who are you?
- Notice the following:
 1. Is the caller male or female?
 2. Does the caller have an accent?
 3. Are there background noises (e.g., street noise, sirens, train station, etc.)?
 4. Do you have called ID information on your telephone?
- Write down the exact time of the call and the exact words used by the caller.

- Notify your supervisor verbally or using a landline.
- Notify the police department: call 911
 1. State the nature of the emergency
 2. State the buildings street address
 3. State your company name and floor
 4. Answer all questions from the 911 operator
- DO NOT HANG UP UNTIL THE OPERATOR RELEASES YOU.
- Notify the building management.
- Visually search your immediate area and the area the caller specified for any unusual object.
- DO NOT DISTURB ANY OBJECTS!
- Follow the instructions of the authorities when they arrive.

Discovery:

- Notify the police (911) and building management.
- Do not touch or disturb the item, noting its description and location.
- Do not use radios or cell phones; they can activate explosive devices.
- Notify and evacuate everyone in the area.
- Do not assume safety after finding one device; there may be more than one.
- Consider the safety of primary and secondary evacuation routes before using.

Signs of a suspicious package:

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

Bomb Threat Checklist

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.

TERRORISM

THE TERRORIST ATTACK

A terrorist attack is a sudden, often-times unprovoked, attack on innocent by-standers. The terrorist always has a specific motive for the attack, however the motivation for the attack is rarely apparent to the victims. Most terrorist attacks are random in nature, whereby the terrorist will simply attack targets of opportunity. **DON'T BE A TARGET OF OPPORTUNITY!!!** During an attack you may expect to hear gunfire and/or an explosion. If an attack should occur, remain **CALM** and take the following steps to protect yourself.

GUN THREATS

AVOID WINDOWS, DOORWAYS, HALLWAYS, AND OPEN AREAS

- Shut and lock all doors.
- Call 911 to notify Police or S.W.A.T. team. (IF TIME PERMITS.)
- Seek cover behind a solid desk or file cabinet.
- Get in the prone or kneeling position. (DON'T STAND.)
- Remain silet, turn off any cell phones or beepers. (DON'T DRAW ATTENTION.)
- Remain behind cover until the "all clear" signal is given by the Police or S.W.A.T. team.

IF TAKEN HOSTAGE:

- Remain calm.
- Don't resist or fight back. (HELP IS ON THE WAY.)
- Avoid direct eye contact with the terrorist.
- Cooperate and take instructions from the terrorist. (HELP IS ON THE WAY.)

UPON RESCUE:

- Remain calm.
- Stay in a prone position with your arms extended, hands visible to the Rescue Force. (NON-THREATENING POSTURE.)
- Only move or get up when told by the Rescue Force.

EXPLOSIONS

- Remain calm.
- Call 911 and notify Fire Department. Explain extent of explosion damage.
- Request Emergency Medical Aid for the injured.
- Evacuate all personnel using the Fire Plan evacuation routes. (USE STAIRS ONLY.)
- Tend to the wounded and wait for the Fire Department.
- Account for personnel.

CHEMICAL ATTACKS

- Remain calm.
- Call 911, and notify the Fire Department. Explain extent of “Chemical” attack.
- Evacuate the areas affected by the agent; close all doors behind you to contain the agent.
- Await orders from the Fire/Emergency Safety Team.
- Seek Medical attention if necessary and prepare for decontamination.
- Account for personnel.

BIOLOGICAL ATTACKS

- Due to the delayed effect of biological toxins, the terrorist attack would have to be announced (verbal, writing, etc.) to be known.
- When it is believed that a biological attack has occurred, an announcement of the attack has been received, remain calm.
- Call 911. Notify Fire Department of the extent of the “Biological” attack and, if known, what toxin was used.
- In order to prevent contamination of other areas, all personnel must remain in place at work station unless advised by emergency personnel to evacuate.
- Emergency Personnel will come to you to provide medical attention and prepare for decontamination.
- Await orders from the Fire/Emergency Safety Team.
- Evacuate Downwind.
- Account for personnel.

When law enforcement arrives:

- Remain calm and follow instructions
- Drop items in your hands (e.g., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers, such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not ask questions when evacuating

Information to provide to 911 operations:

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons shooter has
- Number of potential victims at location

For questions or additional assistance contact:

Your local law enforcement authorities or FBI Field office :



Department of Homeland Security
3801 Nebraska Ave, NW
Washington, DC 20528



ACTIVE SHOOTER EVENT

QUICK REFERENCE GUIDE

An “active shooter” is an individual who is engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

- ☐ *Victims are selected at random*
- ☐ *Event is unpredictable and evolves quickly*
- ☐ *Knowing what to do can save lives*

ACTIVE SHOOTER EVENTS

When an Active Shooter is in your vicinity, you must be prepared both mentally and physically to deal with the situation.



You have three options:

1 RUN

- Have an escape route and plan in mind
- Leave your belongings behind
- Evacuate regardless of whether others agree to follow
- Help others escape, if possible
- Do not attempt to move the wounded
- Prevent others from entering an area where the active shooter may be
- Keep your hands visible
- Call 911 when you are safe

2 HIDE

- Hide in an area out of the shooter's view
- Lock door or block entry to your hiding place
- Silence your cell phone (including vibrate mode) and remain quiet

3 FIGHT

- Fight as a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with as much physical aggression as possible
- Improvise weapons or throw items at the active shooter
- Commit to your actions . . . your life depends on it

The first officers to arrive on scene will not stop to help the injured. Expect rescue teams to follow initial officers. These rescue teams will treat and remove injured.

Once you have reached a safe location, 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 the area until law enforcement authorities have instructed you to do so.

SHELTER-IN-PLACE

WHAT SHELTER-IN-PLACE MEANS

Shelter-in-place is an emergency response designed to use the building for protection from various hazards. There are two types of shelter in place – unsealed and sealed.

Building tenants may designate their own shelter-in-place locations within their leased space.

Other than preparing building occupants for sealed or unsealed shelter in place, building management will not designate or prepare tenant shelter-in-place locations.

- **Unsealed shelter-in-place** – designed to protect building occupants from severe weather, civil disturbances and most threatening situations. If there is no threat of an external airborne hazardous or toxic material during an unsealed shelter place, there is no reason to seal the designated area.
- **Sealed shelter-in-place** – designed to protect building occupants from exterior airborne hazardous or toxic materials. During a sealed shelter-in-place, the interior of the individual shelter locations must be sealed with (duct tape and plastic). Examples of hazards which would cause a sealed shelter-in-place would be an exterior chemical release, a radiological attack (i.e. “dirty bomb”, or an exterior hazardous material spill).

AUTHORITY – Any member of the Building Emergency Response Team has the authority to implement shelter-in-place procedures, should he or she deem it necessary (following succession order). A competent legal authority (cla) is not required to approve a shelter-in-place. However, no one, building staff of competent legal authority (cla), can order any building occupant to remain in the building. The decision to stay in the building during a shelter-in-place is strictly voluntary.

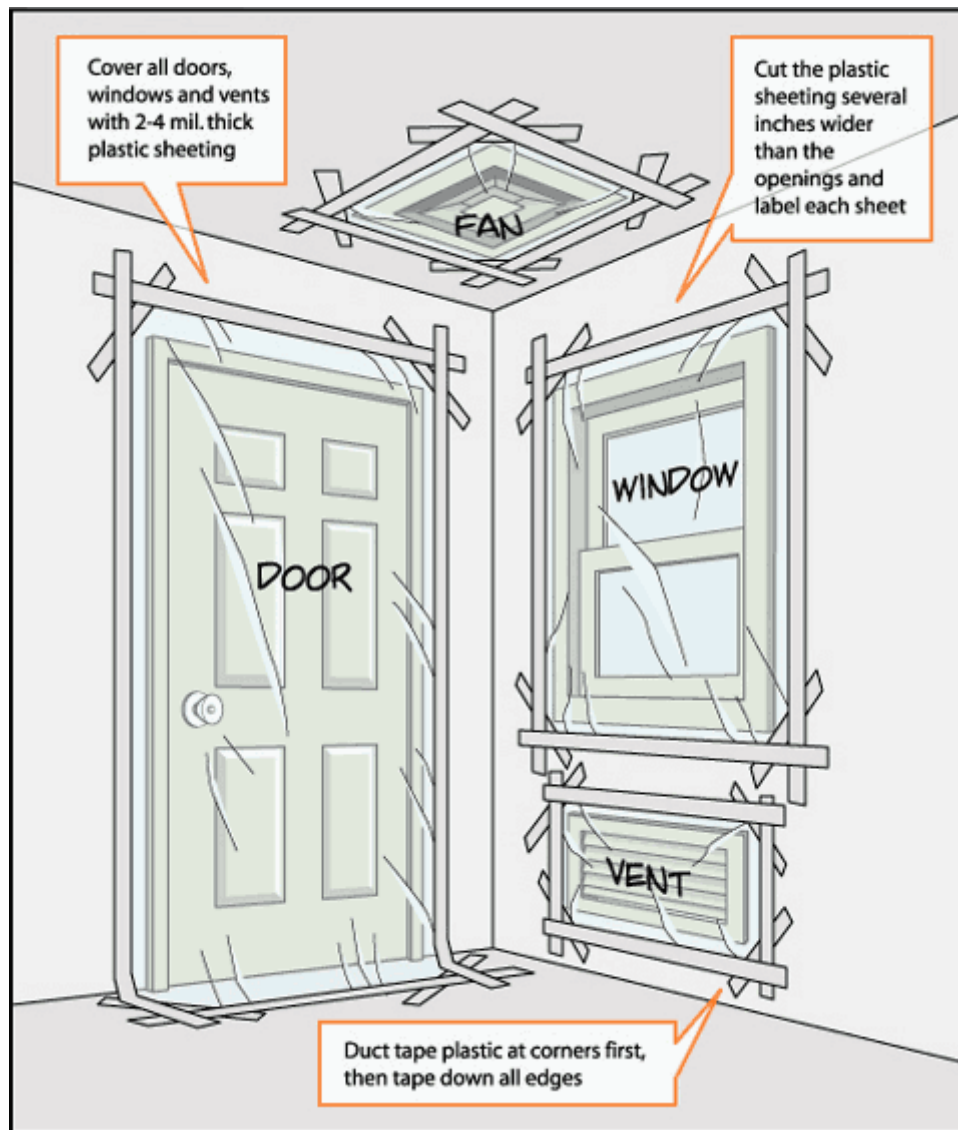
During a shelter-in-place the building is required to allow egress by building occupants at any time during the procedure. Building management will designate an egress exit to be available during the shelter-in-place procedure. Once the shelter-in-place procedure has been implemented, any occupant that chooses to exit the building **will not** be authorized re-entry until the incident has been cleared by a competent legal authority (cla). Example: Police, Fire or another similar local, state, or federal agency.

HOW TO SHELTER-IN-PLACE

- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, pantries, copy, and conference rooms without exterior windows will work well.
- If there are customers, clients, or visitors in your space, provide for their safety by asking them to stay and not to leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps immediately.
- Gather the emergency disaster and supplies kit. Flash lights, batteries, am-fm radio, duct tape, plastic sheeting, and plastic garbage bags.
- Activate call-forwarding or an alternate telephone answering systems or service. If the business has voicemail or an automated attendant, change the recording to indicate the business is closed, the staff and visitors are remaining in the building until authorities have advised it is safe to leave.
- It is ideal to have hard-wired telephones in the room(s) you select. Have the phone available if you need to report a life threatening condition. Cellular telephone equipment and services may be overwhelmed or damaged during an emergency.
- Bring everyone into the designated room(s). Close and lock exterior doors and other openings to the outside.
- In a sealed shelter-in-place, use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents in the room.
- Write down the names of everyone in the room, and call your business' designated emergency contact to report who is in the designated room(s), and their affiliation with your business (employee, visitor, client or customer).
- Unless there is an imminent threat, ask employees, customers, clients, and visitors to call their emergency contact to let them know where they are and that they are safe.
- If you are informed there is a danger of explosion, close the window shades, blinds, and or curtains. Then immediately move away from all windows.

Continue monitoring the radio or television until you are told all is safe or you are instructed to evacuate. Local officials may call for an evacuation of specific areas at greatest risk in your community or building.

SEALED SHELTER-IN-PLACE DIAGRAM



- Cut the plastic sheeting several inches wider than the openings and label each sheet.
- Cover all doors, windows and vents with 2-4 mil. thick plastic sheeting.
- Duct tape plastic at corners first, then tape down all edges.

MEDICAL EMERGENCY

IF YOU ENCOUNTER A MEDICAL EMERGENCY:

- Try to ascertain as much information about the injury as possible, either from the victim, a witness, or from the surroundings. Did something fall and hit the person? Did the person trip and fall? Was the person working with electricity and possibly suffer an electric shock?
- If safe, make the victim as comfortable as possible; do not attempt to move the person if there is no immediate danger.
- Remain with the victim; call out for help.
- Have someone call **911** for trained emergency help.
 1. State the nature of the emergency
 2. State the buildings street address
 3. State the company and floor
 4. State what is being done for the victim (e.g. CPR, etc.)
 5. Answer all questions from the 911 operator
- **DO NOT HANG UP UNTIL AFTER THE OPERATOR RELEASES YOU.**
- Have a co-worker available to meet the emergency response team at the elevator on your floor.
- Remain calm. Be prepared to give any information to the building management and emergency response team.
- Knowledge of CPR/AED of some First Aid Training is desirable.

EARTHQUAKE

IN THE EVENT OF AN EARTHQUAKE:

An earthquake is a sudden shaking of the earth caused by the breaking and shifting of rock beneath the earth's surface. During an earthquake, the "solid" earth moves like the deck of a ship. Do not be surprised if the electricity goes out, building alarms start ringing, or sprinkler systems go on. Expect to hear noise from breaking glass, cracking in the walls, and falling objects. If an earthquake should occur, remain calm and take the following steps to protect yourself:

- Move away from windows, glass walls, bookcases, and hanging objects.
- Take cover under a solid desk or doorway.
- If you are inside an elevator at the time of an earthquake, exit the car at the first opportunity and move to a doorway. If the elevator stops, use the elevator phone.
- When the earthquake is over, return to your normal work station if practicable. The Fire/Emergency Safety Team will take roll call to account for the safety of all employees on the floor. Be prepared to assist them in their search, if safe and possible.
- Trained personnel may assist any injured co-workers with first-aid. **SEE "MEDICAL EMERGENCY."**
- Do not attempt to leave the building until advised by a competent legal authority. Generally, you are safer inside the building than outside.
- If you notice any structural damage, report it to building management immediately.
- Be prepared for aftershocks.
- If the earthquake is severe, further instructions will be given by building management or the Fire/Emergency Safety Team.

HURRICANE

IN THE EVENT OF A HURRICANE:

In the event of a hurricane you will have sufficient warning and should not be in your office building. The information that follows is provided to increase hurricane awareness.

- During threatening weather, tune in to local radio or television stations for advisory reports.
 - **HURRICANE WATCH** means a “possible” hurricane will hit your area within the next 48 hours.
 - **HURRICANE WARNING** means a hurricane is expected to hit your area within 36 hours or less.

COMMERCIAL TENANTS

- Check supplies:
 - Portable radio
 - Bottled water
 - Batteries
 - Flashlight
 - First-aid kit
- Before you evacuate:
 - Close curtains
 - If safe and possible to do so, lock all doors and windows.
- If local officials advise evacuation of your area, it is in your best interest to **EVACUATE**.
- As in any emergency, remain calm. Your ability to cope with the emergency will help others do the same.

TORNADO

IN THE EVENT OF A TORNADO:

During threatening weather, tune in to local radio or television stations for advisory reports.

- **TORNADO WATCH MEANS CONDITIONS ARE RIGHT FOR A TORNADO**
 - Close blinds and drapes.
 - Stay away from windows.
 - Remain at normal work station.
 - If you have a battery operated radio, tune in to weather updates.
 - Employees are recommended to remain in the building.
- **TORNADO WARNING MEANS A TORNADO HAS BEEN SIGHTED**
 - Move away from perimeter of the building and exterior glass.
 - Leave your office if it is located on the perimeter of the building and close the door behind you as you leave.
 - The Fire/Emergency Safety Team will assist in the relocation of employees to interior corridors, elevator lobbies, and stairwells.
 - Protect yourself by putting your head close to your knees and covering your neck with your hands.
 - Remain in a protected area until advised otherwise by a competent legal authority.
 - If unable to reach the interior of the building, seek protection under a desk, table, or chair.
 - When advised by a competent legal authority, move back to your normal work station. The Fire/Emergency Safety Team will take a roll call to account for the safety of all employees on the floor.
 - Trained personnel may assist any injured co-workers with first-aid. **SEE “MEDICAL EMERGENCY.”**
 - If you notice any structural damage, call building management immediately.

POWER OUTAGE

IN THE EVENT OF A POWER OUTAGE:

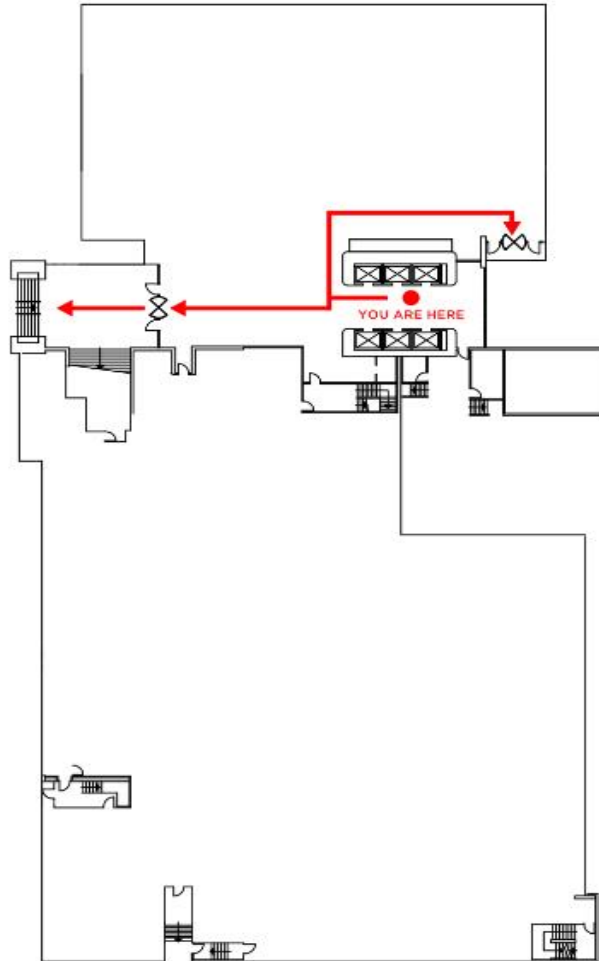
A power outage is not considered a natural disaster; however, it may be the result of one. A power outage may be isolated within one single building or it may be city wide. The following are some guidelines that will prepare you for a power outage in your building:

- Call building management and let them know of the power outage in your area. If your telephones are out, go to the building management office to notify building management.
- An emergency generator and battery powered emergency equipment will provide power for emergency lights and the life safety system, including alarms and the PA system.
- If evacuation is necessary, **USE THE STAIRWELL.**
- **DO NOT USE ELEVATORS.** All elevators will stop during a power failure. Elevators will not respond to the call button during a power failure.
- Doors from the corridor to stairwell will be unlocked; tenants should walk down to a floor with power or to the lobby level. Proceed to a predetermined exterior evacuation site.
- While evacuating, go in pairs or large groups. Although there may be emergency lighting, many parts of the building will be quite dark. You will be safer if you stay together.
- Have a flashlight, battery operated radio, and fresh batteries stored centrally in the office.

BASE BUILDING FLOOR PLANS

FIRST FLOOR BUILDING FLOOR PLAN:

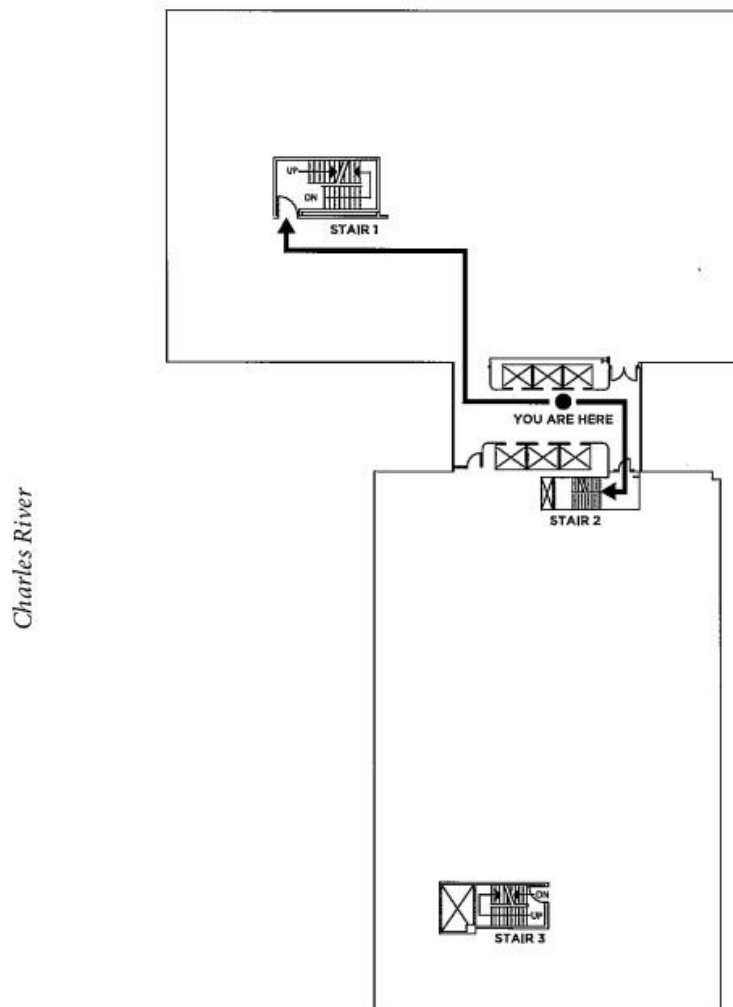
(“YOU ARE HERE” Label represents evacuation route from elevator lobby.)



First Floor Evac Map

SECOND THROUGH NINTH FLOOR BUILDING FLOOR PLANS:

(“YOU ARE HERE” Label represents evacuation route from elevator lobby.)



Floors 2-9 Evac Map