HIGH-RISE
EMERGENCY ACTION PLAN

Building: Plaza Tower One
General Manager: Jennifer Plunkett
Address: 6400 S. Fiddlers Green Circle, Suite 230, Greenwood Village, CO 80111
Telephone: (303) 804-4700
Fax: (303) 796-7674

Fire Safety Director:
Jennifer Plunkett
Primary number: (303) 804-4702
Secondary number: (303) 435-0873
Additional contact: jplunkett@graniteprop.com

Assistant Fire Safety Director:
Tanya Bouthillier
Primary number: (303) 804-4718
Secondary number: (303) 995-0921
Additional contact: tbouthillier@graniteprop.com

Authority Having Jurisdiction (AHJ):
South Metro Fire Rescue – Station 32
Primary number: (720) 989-2000
Secondary number: (720) 989-2258
Additional contact: mike.williams@southmetro.org

Some of the information contained in this plan has been obtained from the following agencies:
• American Red Cross • Federal Emergency Management Agency • Office of Homeland Security • National Fire Protection Association • National Oceanic and Atmospheric Administration • Preparis • OSHA • National Weather Service • American National Standards Institute (ANSI) • International Safety Equipment Association

DATE PREPARED: 4/21/2017
1 ESSENTIAL BUILDING PERSONNEL

Personnel employed by the building who possess special knowledge of the building and its systems assigned to the building emergency response team to perform specific duties, including those people who have specific technical knowledge or skills or who have been given specific assignments that indirectly support the efforts to mitigate an all-hazards emergency.

Essential building personnel shall:

1. Assist the fire safety director during emergency evacuation operations in accordance with the emergency action plan.
2. Assist the fire department and other emergency responders during emergency operations as described in the emergency action plan.

Building Owner:
Stephanie Lawrence
Primary number: (303) 804-2626
Secondary number: (303) 378-6553
Additional contact: slawrence@graniteprop.com

Chief Engineer:
Jason Henry
Primary number: (303) 804-4706
Secondary number: (303) 947-2158
Additional contact: jhenry@graniteprop.com

Elevator mechanic:
ThyssenKrupp Elevator
Primary number: (303) 790-8566
Secondary number: (303) 505-2484
Additional contact: brian.baxter@thyssenkrupp.com

Director of Security:
John Vares
Primary number: (303) 804-4711
Secondary number: (720) 670-7173
Additional contact: ptosupervisor@asisupervisor.com
2 EMERGENCY CONTACT PHONE NUMBERS

This list needs to be posted by telephones:
Property manager should also contact risk manager and immediate supervisor in event of emergency.

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire department (non-emergency)</td>
<td>(720) 989-2000</td>
</tr>
<tr>
<td>Police department (non-emergency)</td>
<td>(303) 773-2525</td>
</tr>
<tr>
<td>Hospital (non-emergency)</td>
<td>(720) 225-1000</td>
</tr>
<tr>
<td>Poison control</td>
<td>(800) 222-1222</td>
</tr>
<tr>
<td>Gas company</td>
<td>(800) 895-1999</td>
</tr>
<tr>
<td>Electric company</td>
<td>(800) 895-2999</td>
</tr>
<tr>
<td>Water company</td>
<td>(303) 922-4383</td>
</tr>
<tr>
<td>Telephone company</td>
<td>1-865-465-2313</td>
</tr>
<tr>
<td>Elevator service company</td>
<td>(303) 790-8566</td>
</tr>
<tr>
<td>Hazardous material cleanup</td>
<td>1-844-897-3394</td>
</tr>
<tr>
<td>Biohazard cleanup</td>
<td>1-844-897-3394</td>
</tr>
<tr>
<td>Weather conditions</td>
<td>(303) 494-4221</td>
</tr>
<tr>
<td>Security</td>
<td>(303) 804-4711</td>
</tr>
<tr>
<td>Security after-hours</td>
<td>(303) 804-4711</td>
</tr>
<tr>
<td>On-Call Engineer</td>
<td>(303) 493-1428</td>
</tr>
<tr>
<td>Maintenance supervisor</td>
<td>(303) 588-0345</td>
</tr>
<tr>
<td>Emergency vendor for fire, water, disaster</td>
<td>1-844-897-3394</td>
</tr>
<tr>
<td>Parking manager</td>
<td>(303) 229-4398</td>
</tr>
<tr>
<td>General manager</td>
<td>(303) 435-0873</td>
</tr>
<tr>
<td>Risk Manager</td>
<td>(972) 731-2300</td>
</tr>
</tbody>
</table>

Property Management and Engineering Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Duty</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Plunkett</td>
<td>General Manager</td>
<td>(303) 804-4702</td>
<td><a href="mailto:jplunkett@graniteprop.com">jplunkett@graniteprop.com</a></td>
</tr>
<tr>
<td>Tanya Bouthillier</td>
<td>Asst. Property Manager</td>
<td>(303) 804-4718</td>
<td><a href="mailto:tbouthillier@graniteprop.com">tbouthillier@graniteprop.com</a></td>
</tr>
<tr>
<td>Jason Henry</td>
<td>Chief Engineer</td>
<td>(303) 804-4706</td>
<td><a href="mailto:jhenry@graniteprop.com">jhenry@graniteprop.com</a></td>
</tr>
<tr>
<td>Edgar Arellano</td>
<td>Operating Engineer</td>
<td>(303) 804-4703</td>
<td><a href="mailto:earellano@graniteprop.com">earellano@graniteprop.com</a></td>
</tr>
</tbody>
</table>

2.1 Major Cross Streets

South Fiddlers Green Circle
East Peakview Avenue
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<td>19.1</td>
<td>Property Manager/Fire Safety Director Implementation</td>
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<td>Building Tenant List- Insert tenant list from Angus</td>
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<td>Mobility Impaired Individuals:</td>
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<td>Fire Drill Report</td>
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<td>All-Hazards Emergency Drill Evaluation Report</td>
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<td>Fire: In-Building Relocation Areas and Routes</td>
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<td>Specific Total Building Evacuation Routes</td>
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<td>19.11</td>
<td>Safe Haven Locations for Mobility Impaired</td>
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<td>19.12</td>
<td>Outside of Building Assembly Areas</td>
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<td>Designated Internal Assembly Areas</td>
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<td>19.14</td>
<td>Building Floor Wardens, Deputy Wardens and Alternates</td>
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<td>19.15</td>
<td>Internal Communications</td>
<td>1211</td>
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<td>19.16</td>
<td>Management Office Contact Information</td>
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<tr>
<td>19.17</td>
<td>Management Office Staff</td>
<td>1222</td>
</tr>
<tr>
<td>19.18</td>
<td>Emergency Response Contractors/Vendors</td>
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<td>19.19</td>
<td>Floor Plans</td>
<td>1233</td>
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<tr>
<td>19.20</td>
<td>Emergency Action Plan Verification Form: Property Manager</td>
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</tbody>
</table>
3 PURPOSE AND SCOPE

This high-rise emergency action plan template is designed to guide the building management of Plaza Tower One, 6400 S. Fiddlers Green Circle. It is important to note that while all emergencies cannot be predicted, specific responses to different types of emergencies can be anticipated and planned. There may be situations that require deviation from this plan. The primary objective is the safety of the building occupants and the public. Knowing what to do before, during and after emergencies is essential in order to reduce panic and confusion and helps reduce the possibility of personal injuries and property loss. Building management staff are not emergency workers and should not attempt to act as such. Therefore, the various procedures in this plan can only be carried out if it is safe and possible to do so.

This plan establishes a command structure, a sound decision-making process, and effective communication lines and procedures. However, training is the key to handling any emergency effectively. This plan is a working document, meant to be changed, modified and tailored to the needs of the facility.

Copies of the completed and approved emergency action plan should be filed in the management office of the building, at the security desk, and in the emergency command center, or in an identifiable location approved by the authority having jurisdiction. The plan should be readily available to the building staff, tenants, employees, and emergency responders at all times.

The technical information contained in this plan is based on the information provided by Granite Properties.

It will be the sole responsibility of the building management staff, tenant management staff, and employees to keep the contents of this plan current and follow recommended procedures. Preparis cannot be held accountable and assumes no responsibility.

3.1 Explanation of Duties Contact Information

If you have any questions, contact the following people for further information or explanation of duties under the plan.

<table>
<thead>
<tr>
<th>Duty</th>
<th>Name</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Manager</td>
<td>Jennifer Plunkett</td>
<td>(303) 804-4702</td>
<td><a href="mailto:jplunkett@graniteprop.com">jplunkett@graniteprop.com</a></td>
</tr>
<tr>
<td>Asst. Property Mgr.</td>
<td>Tanya Bouthillier</td>
<td>(303) 804-4718</td>
<td><a href="mailto:tbouthillier@graniteprop.com">tbouthillier@graniteprop.com</a></td>
</tr>
<tr>
<td>Property Admin</td>
<td>Claire Johnson</td>
<td>(303) 804-4729</td>
<td><a href="mailto:cljohnson@graniteprop.com">cljohnson@graniteprop.com</a></td>
</tr>
<tr>
<td>Chief Engineer</td>
<td>Jason Henry</td>
<td>(303) 804-4706</td>
<td><a href="mailto:jhenry@graniteprop.com">jhenry@graniteprop.com</a></td>
</tr>
<tr>
<td>Tenant Coordinator</td>
<td>Farron Mock</td>
<td>(303) 804-4717</td>
<td><a href="mailto:fmock@graniteprop.com">fmock@graniteprop.com</a></td>
</tr>
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4 REGULATORY INFORMATION


5 BUILDING INFORMATION

<table>
<thead>
<tr>
<th>Number of floors of tenant occupancy</th>
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<tr>
<td>Total of building square footage</td>
<td>468,885</td>
</tr>
<tr>
<td>Height</td>
<td>397 FT.</td>
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<tr>
<td>Above grade</td>
<td>377 FT.</td>
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<tr>
<td>Below grade</td>
<td>20 FT.</td>
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<tr>
<td>Location of main mechanical room</td>
<td>Basement &amp; Penthouse</td>
</tr>
<tr>
<td>Number of primary exit stairwells</td>
<td>2</td>
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<tr>
<td>Number of elevators serving all floors</td>
<td>1</td>
</tr>
<tr>
<td>Number of tenants</td>
<td>1,100</td>
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</table>

5.1 Regular Business Hours

Times of the day and days of the week during which a building is normally occupied, and business is conducted, and in all circumstances when the building is occupied by more than 100 persons above or below the street level or more than a total of 500 persons in the entire building.

<table>
<thead>
<tr>
<th>Sunday</th>
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<tbody>
<tr>
<td>Monday</td>
<td>6 AM – 6 PM</td>
</tr>
<tr>
<td>Tuesday</td>
<td>6 AM – 6 PM</td>
</tr>
<tr>
<td>Wednesday</td>
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<td>Friday</td>
<td>6 AM – 6 PM</td>
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<tr>
<td>Saturday</td>
<td>7 AM – 1 PM</td>
</tr>
</tbody>
</table>

Regular Business Hours

5.2 Afterhours

In the event that an emergency occurs during the evening, nighttime, or holidays, notify the property manager, the fire safety director, and the local police or fire department, if appropriate. Each property should have an afterhours emergency contact list as well as reporting procedures for staff.

<table>
<thead>
<tr>
<th>Sunday</th>
<th>CLOSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>6 PM – 6 AM</td>
</tr>
<tr>
<td>Tuesday</td>
<td>6 PM – 6 AM</td>
</tr>
<tr>
<td>Wednesday</td>
<td>6 PM – 6 AM</td>
</tr>
<tr>
<td>Thursday</td>
<td>6 PM – 6 AM</td>
</tr>
<tr>
<td>Friday</td>
<td>6 PM – 6 AM</td>
</tr>
<tr>
<td>Saturday</td>
<td>1 PM – 6 AM</td>
</tr>
</tbody>
</table>

Business Afterhours
5.3 Average number of employees and guests normally in building

<table>
<thead>
<tr>
<th>Employees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Daytime</td>
<td>1100</td>
</tr>
<tr>
<td>Nighttime</td>
<td>100</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Guests</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Daytime</td>
<td>30</td>
</tr>
<tr>
<td>Nighttime</td>
<td>0-5</td>
</tr>
</tbody>
</table>

5.4 Parking Garage

| Business hours:   | 10:00 AM – 6:00 PM |
| Number of levels: | 7               |
| Entrance location:| P4              |
| Contact name and number: | Lee Cook, Laz Park (303) 229-4398 |

5.5 Building Security

5.5.1 Patrol Hours

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 hrs.</td>
<td>24 hrs.</td>
<td>24 hrs.</td>
<td>24 hrs.</td>
<td>24 hrs.</td>
<td>24 hrs.</td>
<td>24 hrs.</td>
</tr>
</tbody>
</table>

5.5.2 Responsibilities

- Primary focus is servicing the tenants of the building.
- Public relations: Meet and greet tenants and visitors with a smile. Hold open the doors, and assist with packages and large items.
- Officers observe, report, and act as deterrent, while completing daily activity reports. Officers are a principal point for communication to and from Granite management, tenants, building engineers, and first responders. All officers are state certified non-commission Public Safety Officers.
- Building lockup: Ensure the building is fully secured during non-business hours.
- Parking control – Monitor 15-minute delivery space, handicap and visitor parking and issue Courtesy Notices when applicable.
- All Suite doors shall be locked after cleaning crew departs.
- All Electrical, telephone and Janitorial closets shall be secured.
- Smoking area: Smoking is only allowed on P-7. Direct smokers to the designated smoking area.
- Parking facility: Conduct a thorough patrol to locate possible vagrants. If vagrants are located, contact the Greenwood Village Police Department if they don’t leave immediately.
6 EMERGENCY COMMAND CENTER

An area designated by the fire safety director with the approval of the fire department, where they and other selected personnel report during an emergency incident to manage the emergency evacuation or fire drill.

See attached Fire Evacuation Plans in Section 19 for specific location.

Building Communications: In the Fire Command Center on the 1st Floor behind the Security Desk

Indicate the areas of the building with which the fire command center has communications capabilities, including elevator cars, fire pump rooms, mechanical equipment rooms, elevator control rooms, and individual floors. Only include communications equipment installed in accordance with the Building Code, and indicate if such communication capabilities are one-way or two-way.

At a minimum, the building owner should maintain at the emergency command center the following items to assist the fire safety director, assistant fire safety director, and first responders:

- a pre-incident/building information card: Capable of being transmitted in an electronic format so as to provide first responders with critical building information on their initial response and to further support an incident action plan,
- building master keys,
- current as-built drawings,
- floor layout,
- firewall separations,
- stair configuration,
- sprinkler and standpipe risers,
- fire extinguishing systems,
- HVAC zones,
- electrical,
- plumbing,
- fire pump list,
- location of building occupants with disabilities, and
- personal emergency evacuation plans.

Additionally:

- voice fire alarm system panels and controls,
- fire department two-way telephone communication service panels,
- fire detection and fire alarm system annunciation panels,
- elevator floor location and operation,
- elevator fire recall switch in accordance with ASME A17.1/CSA B44 Safety Code for Elevators and Escalators,
- elevator emergency power selector switches where provided in accordance with ASME A17.1/CSA B44,
- sprinkler valve and water flow annunciator,
• emergency generator status indicator,
• controls for any automatic stairway door unlocking system,
• fire pump status indicator,
• telephone for fire department use with controlled access to the public telephone system, and stairway video monitoring equipment.

7 ALL-HAZARDS ROLES AND RESPONSIBILITIES

The building emergency response team should consist of responsible persons, with individual assigned tasks, special training and certifications, if required.

• Names of members, positions held, and duties to be performed should be kept current within this plan.
• Regular meetings and training sessions should be provided for building emergency response team members.

7.1 Building Owner and Manager

It is important the building owner and management staff be involved with the creation and implementation of the emergency action plan and the designation of the building emergency response team.

All owners and building managers shall:

• fully complete and comply with this emergency action plan template in accordance with the specific building;
• provide adequate controls to provide a safe workplace, and will provide adequate resources and training to its employees to encourage incident prevention and the safest possible response in the event of an emergency;
• assign, enforce, and implement these roles and responsibilities within their facility as stated in this section of the high-rise emergency action plan template.

7.2 Occupants

All occupants shall:

• be expected to be individually prepared based on the guidelines set forth in the emergency action plan;
• never take any action that threatens their own personal safety or that of others.

7.3 Fire Safety Director (Management Staff)

An employee designated by the building owner, holding a valid fire safety director certificate, if applicable. 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: Orange Vest

The fire safety director shall:

• report to owners and operators;
• 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 wardens and a building staff emergency response team;
• organize pre-emergency planning, implementation, and maintenance of the emergency action plan;
• conduct initial and periodic refresher training, 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 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 building evacuation plan; specific instructions should be given for a particular type 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 disabled 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.
• Additional Duties:________________________________________

7.4 Assistant Fire Safety Director

An employee holding a valid fire safety director certificate, if applicable.

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

Identification: 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.

7.5 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 warden per 20 occupants shall be designated to perform the duties required by this section. Additional floor wardens shall be required if the occupant load of a floor exceeds 500 people. In a nonresidential building, the floor wardens shall be employees on that floor.

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

Identification: Orange Vest

The floor/suite warden shall:

• be familiar with the emergency evacuation modes, including remaining-in-place, sheltering 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 individual.

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 such 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; 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.

• Additional Duties:
7.6  Alternate 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.

The alternate floor/suite warden will be identifiable during drills and emergencies. Identification: **Orange Vest**

The alternate floor/suite warden shall:

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

**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 will be identifiable during drills and emergencies. Identification: **Orange Vest**

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.

7.7  Private First Responders

Individuals trained to handle emergency incidents.

Private first responders include, but are not limited to:

- fire safety director,
- floor warden,
- paramedic,
- emergency medical technician (EMT).

The private first responders will be identifiable during drills and emergencies. Identification: **Orange Vest**

Private first responders shall:

- know the location of all exits leading from occupied areas and carry out the requirements in the emergency action plan;
- provide direction and assistance prior to the arrival of emergency responders;
- assist the floor/suite wardens in the emergency evacuations and drills in accordance to the emergency action plan.
All private first responders must be approved by the fire department.

7.8 **Stairwell Monitor**

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

The stairwell monitor will be identifiable during drills and emergencies.

Identification: *Orange Vest*

The stairwell monitor shall:

- instruct personnel to form single-file lines into the stairwell and direct personnel 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 personnel from the floor.

7.9 **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.

The search monitors will be identifiable during drills and emergencies.

Identification: *Orange Vest*

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 in evacuation for every person.

7.10 **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 will be identifiable during drills and emergencies.

Identification: Orange Vest

The assistants for the mobility impaired shall:

- assist occupants with mobility impairments during emergencies;
- know the type of disability 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 safe haven location until the fire department arrives.

7.11 Assembly Area Monitor

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

The assembly area monitor will be identifiable during drills and emergencies.

Identification: Orange Vest

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.

7.12 Assembly Area Communicator

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

The assembly area communicator will be identifiable during drills and emergencies.

Identification: Orange Vest

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 BUILDING EMERGENCY RESPONSE TEAM: BUILDING STAFF

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

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Primary In-house</th>
<th>Secondary Number</th>
<th>Additional Contact</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire safety director</td>
<td>Edgar Arellano</td>
<td>(303) 804-4733</td>
<td>(720) 539-0712</td>
<td><a href="mailto:earellano@graniteprop.com">earellano@graniteprop.com</a></td>
<td>Engineer Office - Basement</td>
</tr>
<tr>
<td>Assistant fire safety director</td>
<td>Tanya Bouthillier</td>
<td>(303) 804-4718</td>
<td>(303) 995-0921</td>
<td><a href="mailto:tbouthillier@graniteprop.com">tbouthillier@graniteprop.com</a></td>
<td>Suite 230</td>
</tr>
<tr>
<td>Floor/suite warden (1 per 20 people)</td>
<td>Assigned by Tenant</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternate floor/suite warden</td>
<td>Assigned by Tenant</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deputy floor warden (if necessary)</td>
<td>Assigned by Tenant</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Private first responders (if available)</td>
<td>Assigned by Tenant</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Stairwell monitor</td>
<td>Assigned by Tenant</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternate</td>
<td>Assigned by Tenant</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Search monitor</td>
<td>Assigned by Tenant</td>
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<td></td>
</tr>
<tr>
<td>Alternate</td>
<td>Assigned by Tenant</td>
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</tr>
<tr>
<td>Search monitor</td>
<td>Assigned by Tenant</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Alternate</td>
<td>Assigned by Tenant</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant for the mobility impaired</td>
<td>Assigned by Tenant</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternate</td>
<td>Assigned by Tenant</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant for the mobility impaired</td>
<td>Assigned by Tenant</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Alternate</td>
<td>Assigned by Tenant</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assembly area monitor</td>
<td>Assigned by Tenant</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternate</td>
<td>Assigned by Tenant</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assembly area communicator</td>
<td>Claire Johnson</td>
<td>(303) 804-4729</td>
<td>(281) 961-3178</td>
<td><a href="mailto:eljohnson@graniteprop.com">eljohnson@graniteprop.com</a></td>
<td>Suite 230</td>
</tr>
<tr>
<td>Liaison for fire department</td>
<td>Jennifer Plunkett</td>
<td>303-804-4702</td>
<td>303-435-0873</td>
<td><a href="mailto:jplunkett@graniteprop.com">jplunkett@graniteprop.com</a></td>
<td>Suite 230</td>
</tr>
<tr>
<td>Alternate</td>
<td>Tanya Bouthillier</td>
<td>(303) 804-4718</td>
<td>303-995-0921</td>
<td><a href="mailto:tbouthillier@graniteprop.com">tbouthillier@graniteprop.com</a></td>
<td>Suite 230</td>
</tr>
</tbody>
</table>
9 EVACUATIONS, IN-BUILDING RELOCATION, SHELTER-IN-PLACE, AND LOCKDOWN PROCEDURES

9.1 Who Can Give the Order to Evacuate?

The following have authority to order evacuation of the property:

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

9.2 Order to Evacuate

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

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:

9.3 Remain-in-Place (no evacuation)

Circumstances in which such action best would provide for the safety of building occupants.

9.4 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 an interior room or rooms within the building, or ones with no or few windows, 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.

9.5 Partial Building Evacuation

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.

9.6 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.

To ensure prioritization is actually accomplished, implement provisions for exit stair monitoring, such as video systems, monitored from the emergency command center.

Steps for both a partial and a total building evacuation:

- set forth the number of building occupants on each floor, including an estimate of the number of visitors, if any, on a typical day;
- identify the location of exits, stairwells, and (if to be utilized) elevators and their capacity;
- set forth the actions that would be taken with respect to building components or systems in the event of a partial or total evacuation, including the building locations and systems.

When completing the high-rise emergency action plan template, designate the following:

- primary exit routes for the evacuation of each floor or another area of the building and alternative exit routes in the event that the primary routes cannot be used.
- Whether building occupants will be directed to leave the area by any safe means (other than in circumstances that preclude such action, such as contamination) or directed to one or more assembly areas that have the following capabilities:
  - a safe distance from the building (preferably a distance from the building not less than the height of the building);
  - are sufficient in number and size to accommodate the building occupants that will be assigned to report to such assembly area;
  - allow for the continuous movement of building occupants away from the building to their assembly areas;
  - provide alternative locations in case the preferred assembly area has been compromised.
• The procedures by which employers of building occupants will account for their employees after a partial evacuation or total evacuation has been completed.

9.7 Coordination of a Total Building Evacuation

• Different parts of a building can be evacuated in controlled phase sequences, with the original incident floor and/or zone affected being evacuated first.

• The fire safety director should announce a directive message as to which type of evacuation mode will be used.

• All employees should be familiar with the alert and signaling systems for their building. When an evacuation is initiated by the audible/flashing fire alarm or verbal announcement, employees should begin immediate evacuation and should continue to evacuate even if the alarm stops.

The types of sequenced evacuations are shown in the table below:

9.8 Occupant Evacuation Strategies

<table>
<thead>
<tr>
<th>Extent of Evacuation</th>
<th>Extent of Management</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Managed Sequence</td>
</tr>
<tr>
<td>No evacuation</td>
<td>No movement—remain in place upon direction</td>
</tr>
<tr>
<td>Partial evacuation</td>
<td>Managed or controlled partial evacuation. In-building relocation on the same floor:</td>
</tr>
<tr>
<td></td>
<td>• in-building relocation to different floors</td>
</tr>
<tr>
<td></td>
<td>• occupants of some floors leave building</td>
</tr>
<tr>
<td>Total evacuation</td>
<td>Managed or controlled total evacuation</td>
</tr>
</tbody>
</table>

Source: NFPA 101, 2012

9.9 Nonbusiness Hours Evacuation Procedures

Procedures all occupants should follow in the event an emergency evacuation occurs during nonbusiness hours when the fire safety director and floor/suite warden and other emergency response team members are absent from the building:
Evacuate and then call 911.
9.10 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 employees 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. (This is not the same thing as sheltering in case of a severe weather.)

9.11 Assembly Area

Designated area external to the facility where occupants go after a full evacuation.

9.12 Internal Assembly Areas

To account for employees after an in-building relocation, instruct all employees to meet at their designated internal assembly areas, when possible and safe.

9.13 Personal Emergency Evacuation Plan

An evaluation of an individual’s own evacuation capabilities and the effect on building evacuation. Generally created by individuals who will need assistance evacuating the building.

9.14 Safe Haven

A designated space where occupants who need assistance report to in an evacuation. If possible, the safe haven will have a window, telephone, closable door, and be adjacent to a stairwell. The safe haven area will be similar for each floor, provided that all floor layouts are similar.

9.15 Lockdown

When there is the potential of an immediate threat of violence in or around the building a lockdown will be initiated. A lockdown minimizes access and visibility and can shelter occupants and visitors in a better-secured location as a threat develops until law enforcement arrives. The lockdown plan contents need to be approved by a fire department official.

9.16 Exit Routes

All employees should be familiar with their assigned exit routes; primary and secondary. Exit routes will be on the evacuation route maps within this plan. All exit routes are designated by illuminated “EXIT” signs.
10 ALARM SYSTEMS

Alarm systems shall:

- provide warning for safe escape,
- be perceived by all employees,
- be distinctive and recognizable,
- be perceived above ambient noise,
- have priority over all other announcements, and
- be maintained properly by trained personnel.

10.1 Communication of Alarm Activation

- All false alarms and other system activations will be explained to occupants.
- Informational cues and appropriate updates about emergency and evacuation information will be provided to building occupants at intervals of 15 to 20 minutes or as directed by the authority having jurisdiction.

10.2 Lockdown Notification

- The lockdown notification method will be separate from the fire alarm.
- Include a prearranged recall signal for returning to normal activity. This must be a separate and distinct signal from your usual recall signal.
- Include an approved means of two-way communication between a central location and each secured area.

11 RECALL AND REOCUPATION

The plan should include a recall signal and means of reoccupying the building after clearance from the authority having jurisdiction and the fire safety director. The plan might need to include phased reoccupation consistent with building configuration and capacities.
12 ALARM SIGNALS

12.1 Building Alarm Signals

<table>
<thead>
<tr>
<th>Type of Alarm</th>
<th>Description (e.g., horn, siren, flashing lights, PA)</th>
<th>Alternate Alarm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immediate evacuation</td>
<td>Emergency Notification System (email, call, or text notification)</td>
<td>N/A</td>
</tr>
<tr>
<td>In-building relocation: fire</td>
<td>Emergency Notification System (email, call, or text notification)</td>
<td>N/A</td>
</tr>
<tr>
<td>In-building relocation: emergency</td>
<td>Emergency Notification System (email, call, or text notification)</td>
<td>N/A</td>
</tr>
<tr>
<td>Partial evacuation</td>
<td>Emergency Notification System (email, call, or text notification), PA</td>
<td>N/A</td>
</tr>
<tr>
<td>Shelter-in-place</td>
<td>Emergency Notification System (email, call, or text notification)</td>
<td>N/A</td>
</tr>
<tr>
<td>Fire</td>
<td>Horn, Siren, Flashing Lights, PA</td>
<td>N/A</td>
</tr>
<tr>
<td>Severe weather</td>
<td>Tenant Responsibility to Monitor</td>
<td>N/A</td>
</tr>
<tr>
<td>Gas leak</td>
<td>Emergency Notification System (email, call, or text notification)</td>
<td>N/A</td>
</tr>
<tr>
<td>Utility failure</td>
<td>Emergency Notification System (email, call, or text notification)</td>
<td>N/A</td>
</tr>
<tr>
<td>CBRNE</td>
<td>Emergency Notification System (email, call, or text notification)</td>
<td>N/A</td>
</tr>
<tr>
<td>Recall</td>
<td>Emergency Notification System (email, call, or text notification)</td>
<td>N/A</td>
</tr>
<tr>
<td>Tactile alarm</td>
<td>Emergency Notification System (email, call, or text notification)</td>
<td>N/A</td>
</tr>
<tr>
<td>Lockdown</td>
<td>Emergency Notification System (email, call, or text notification)</td>
<td>N/A</td>
</tr>
<tr>
<td>Lockdown-recall</td>
<td>Emergency Notification System (email, call, or text notification)</td>
<td>N/A</td>
</tr>
</tbody>
</table>
12.2 Alert Tones – Includes Horns, Strobes, and PA

**Horns:** Loud, buzzing repetitive noise throughout the floor.

**Strobes:** Located throughout the floors in common areas such as corridors, lobbies, and restrooms. They are also located in some tenant spaces.

**PA System:** Is located in the main fire control room.
12.3 Pre-programmed Messages

“May I have your attention please; may I have your attention please. A fire has been detected on your floor. Please move to the nearest stairwell and exit the building.”
13 DRILLS

Drills prepare occupants and measure the efficiency and effectiveness of evacuation modes.

- Notify the authority having jurisdiction and adjacent buildings not less than 48 hours in advance of planned evacuation drills.
- An unplanned evacuation will not count as a drill.
- Lockdown drills will be practiced.
- Evacuation drills shall be initiated by activating the alarm, if available.
- Tenants can be alerted of upcoming fire drills. However, evacuations shall be held at unexpected times to simulate actual conditions.
- All building occupants shall participate in the fire drills and emergency evacuations.
- Documentation of all fire drills will be completed by the fire safety director on fire department approved forms. The fire safety director will retain drill documentation and provide evidence to the authority having jurisdiction, upon request.
- Additional drills may be conducted in conjunction with fire drills; provided the fire safety director highlight the differences between responses required for each drill.

13.1 All-Hazards Drills

The fire safety director should conduct all-hazards drills on a regular basis and during regular business to familiarize all building occupants with the various procedures for total evacuation, partial evacuation, in-building relocation, remain and sheltering-in-place and reasons for implementing each type of action.

All-hazards drills should be conducted on a regular basis, as follows:

- The number and type of all hazard drills required to be conducted for a building will vary based upon jurisdiction requirements and the type of building.
- It is important that the building emergency response team and all building occupants are aware of and understand what they are required to do in case of an emergency.
- The fire safety director and the authority having jurisdiction should jointly determine the efficacy of full-building or partial building evacuation drills.

13.2 Nonbusiness Hours Drill Procedures

Provide fire drill for janitorial staff and security.
13.3 Fire and Evacuation Drill / Frequency and Participation

Table 405.2
FIRE AND EVACUATION DRILL FREQUENCY AND PARTICIPATION

<table>
<thead>
<tr>
<th>GROUP OR OCCUPANCY</th>
<th>FREQUENCY</th>
<th>PARTICIPATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group A</td>
<td>Quarterly</td>
<td>Employees</td>
</tr>
<tr>
<td>Group B&lt;sup&gt;b&lt;/sup&gt;</td>
<td>Annually</td>
<td>All occupants</td>
</tr>
<tr>
<td>Group B&lt;sup&gt;b,c&lt;/sup&gt; (Ambulatory care facilities)</td>
<td>Annually</td>
<td>Employees</td>
</tr>
<tr>
<td>Group B&lt;sup&gt;b&lt;/sup&gt; (Clinic, outpatient)</td>
<td>Annually</td>
<td>Employees</td>
</tr>
<tr>
<td>Group E</td>
<td>Monthly&lt;sup&gt;a&lt;/sup&gt;</td>
<td>All occupants</td>
</tr>
<tr>
<td>Group F</td>
<td>Annually</td>
<td>Employees</td>
</tr>
<tr>
<td>Group I-1</td>
<td>Semiannually on each shift</td>
<td>All occupants</td>
</tr>
<tr>
<td>Group I-2</td>
<td>Quarterly on each shift&lt;sup&gt;a&lt;/sup&gt;</td>
<td>Employees</td>
</tr>
<tr>
<td>Group I-3</td>
<td>Quarterly on each shift&lt;sup&gt;a&lt;/sup&gt;</td>
<td>Employees</td>
</tr>
<tr>
<td>Group I-4</td>
<td>Quarterly on each shift&lt;sup&gt;a&lt;/sup&gt;</td>
<td>All occupants</td>
</tr>
<tr>
<td>Group R-1</td>
<td>Quarterly on each shift</td>
<td>Employees</td>
</tr>
<tr>
<td>Group R-2&lt;sup&gt;d&lt;/sup&gt;</td>
<td>Four annually</td>
<td>All occupants</td>
</tr>
<tr>
<td>Group R-4</td>
<td>Semiannually on each shift&lt;sup&gt;a&lt;/sup&gt;</td>
<td>All occupants</td>
</tr>
</tbody>
</table>

a. In severe climates, the fire code official shall have the authority to modify the emergency evacuation drill frequency.

b. Emergency evacuation drills are required in Group B buildings having an occupant load of 500 or more persons or more than 100 persons above or below the lowest level of exit discharge.

c. Emergency evacuation drill are required in ambulatory care facilities in accordance with section 403.3.

d. Emergency evacuation drills in Group R-2 college and university buildings shall be in accordance with Section 403.10.2.1. Other Group R-2 occupancies shall be in accordance with Section 403.10.2.2.

13.4 Neighboring Buildings

Contact for drill notification and possible relocation:

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Building Owner</th>
<th>Contact Number</th>
<th>Building Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Pointe Tower</td>
<td>Granite Properties</td>
<td>(303) 804-4700</td>
<td>6430 S. Fiddlers Green Circle</td>
</tr>
</tbody>
</table>
Management of the above-referenced buildings have been contacted to communicate any/all agreements as to the designation of the assembly areas used in the event of an emergency. Also any means of notification prior to conducting any planned full building evacuation drill.

13.5 Stairwell Drills

Stairwell drills will have building occupants enter a building stairwell and then be escorted down several levels, during which time stairwell safety features and safe evacuation procedures should be reviewed such as:

- Move quickly, but do not run.
- Go to the designated stairwell or exit.
- Remove high heels to prevent injuries (carry them).
- Allow room for others to enter in an orderly flow of traffic but do not hold up traffic unnecessarily.
- Get assistance for those who are slower moving or mobility impaired.
- Dispel any false information, rumors, etc. (to reduce the possibility of panic, do not use words such as FIRE, etc…) Treat injuries incurred in the stairwell, at the nearest floor landing when required and if practical.
- Complete the evacuation; do not congregate in the stairwell.

**Do not stand around the doorway upon exiting. Move away to a safe distance.**

13.6 Visitor Participation

Building visitors shall be required to participate in any emergency action plan drill being conducted at the time of their visit.

14 ACCOUNTABILITY PROCEDURES

14.1 Proceeding to the Assembly Area

Whenever the building/area is evacuated, all building occupants will be directed to proceed immediately to the designated assembly area.
After evacuation, the assembly area monitor is responsible for accounting for each employee assigned to them by rallying at the designated point and by conducting a headcount.

For any occupant not accounted for, a list of the names and last known locations shall immediately be provided to the fire safety director by the assembly area communicator. All building occupants shall remain with their group unless otherwise instructed.

**DO NOT RETURN TO THE BUILDING.**

15 **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.
15.1 Medical

15.1.1 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: Plaza Tower One,
  ➢ address: 6400 S. Fiddlers Green Circle,
  ➢ nearest cross street: S. Fiddlers Green Circle & E. Peakview Ave,
• Do not hang up until operator does so first.
• Notify security to reserve an elevator for use by the fire department.
• 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.

When the crisis is over, property manager shall complete an incident report and return a copy to risk management.

15.1.2 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

• Open airway and give 2 rescue breaths.
• Compress chest 30 times.
• Give 2 rescue breaths.
• Compress chest 30 times.
• Continue cycles of 2 breaths and 30 compressions.

Automated External Defibrillator

If access to an Automated External Defibrillator machine is available:

• 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 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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Nose bleeds</td>
<td>Pinch nose and tilt head forward.</td>
</tr>
<tr>
<td>Bruises</td>
<td>Apply a cold compress.</td>
</tr>
<tr>
<td>Small wounds</td>
<td>Wash the wound, apply dressing, and bandage.</td>
</tr>
<tr>
<td>Severe wounds</td>
<td>Have the injured party sit or lie down. Apply direct pressure to stop the bleeding; call 911.</td>
</tr>
<tr>
<td>Burns:</td>
<td></td>
</tr>
<tr>
<td>• A 1st-degree burn is red, sore, and covers a small area.</td>
<td>• 1st and 2nd degree: Put burn in cold water, pat dry and cover with a clean bandage. Do not break blisters.</td>
</tr>
<tr>
<td>• A 2nd-degree burn is blistered and painful.</td>
<td>• 3rd degree: Do not put water on an open wound, do not remove burned-on clothing. Cover the burn lightly and get medical help!</td>
</tr>
<tr>
<td>• A 3rd-degree burn causes the skin to be white or charred, and there is a loss of skin layers.</td>
<td></td>
</tr>
</tbody>
</table>

FOR ALL SEVERE WOUNDS AND BURNS, DIAL 911!

Choking

- If you think someone is choking, ask, “Are you choking?”
- Call 911.
- If they nod, tell them you are going to help; call for trained personnel.
- Trained personnel should kneel or stand firmly behind them, wrap their arms around them so that their hands are in front.
- Make a fist with one hand.
- Put the thumb side of their fist slightly above their navel (belly button) and well below the breastbone.
- Grasp the fist with their 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.
- 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.

15.1.3 Trained Medical Personnel

<table>
<thead>
<tr>
<th>Name</th>
<th>CPR/ First Aid Certification Number</th>
<th>Floor/Location</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Vares</td>
<td>04070303254</td>
<td>1 / Security Desk</td>
<td>(303) 804-4711</td>
</tr>
</tbody>
</table>

15.1.4 Automated External Defibrillator:

<table>
<thead>
<tr>
<th>Floors</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>4, 11, 13, 19</td>
<td>East Stairwells</td>
</tr>
</tbody>
</table>

15.1.5 Recommended First Aid Kit Supplies:

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

When deciding the class and type of kit that may be most appropriate, employers should consider the risks that are present and the potential severity and likelihood of an incident. Based on the number of employees, physical layout of the facility and the remoteness to emergency services, employers should also consider whether multiple first aid kits are needed. These considerations also come into play when determining if a kit needs to be supplemented with additional
supplies. The selection of these items should be based on the recommendation of a person competent in first aid who is aware of the hazards faced and the number of employees at the worksite.

Class A kits are designed to deal with most common workplace injuries, such as minor cuts, abrasions and sprains. First aid kits designated as Class B include a broader range and quantity of supplies to deal with injuries in more complex or high-risk environments.

First aid kits are also designated by Type (I, II, III or IV) depending on the work environment in which they are to be used.

**Type I:** Intended for use in stationary, indoor applications where kit contents have minimal potential for damage due to environmental factors and rough handling. These kits are not intended to be portable and should have a means for mounting in a fixed position. Some applications for Type I first aid kits are general indoor use, office use or use in a manufacturing facility. First aid cabinets would generally fall into this type.

**Type II:** Intended for use in portable indoor applications where the potential for damage due to environmental factors and rough handling is minimal. These kits should be equipped with a carrying handle. Some applications for Type II first aid kits are general indoor use, or use in office or manufacturing environments.

**Type III:** Intended for portable use in mobile indoor and/or outdoor settings where the potential for damage due to environmental factors is not probable. Kits should have the means to be mounted and have a water resistant seal. Typical applications include general indoor use and sheltered outdoor use.

**Type IV:** Intended for portable use in mobile industries and/or outdoor applications where the potential for damage due to environmental factors and rough handling is significant. Typical applications include the transportation industry, utility industry, construction industry and the armed forces.

**Maintenance and Inspection**

To ensure the completeness and usable condition of all supplies, first aid kits should be inspected and maintained on a regular basis. Some supplies may have expiration dates; any that are beyond that marked date should be replaced.

**Marking and Labeling**

All labels and markings must be legible and permanent. Each kit and/or location must be visibly marked. Each kit must also have a label with the following information presented, as applicable, in at least a six-point font:
### ANSI/ISEA Z308.1-2015, CLASS A, TYPE I, II, III OR IV FIRST AID KIT

This kit meets the ANSI/ISEA Z308.1-2015 standard as sold. It contains first aid products which meet performance specifications detailed in the standard at the below required minimum fill. It will continue to be compliant only when maintained with products that meet the standard at specified quantities.

#### Required Minimum Fill

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>Adhesive Bandage, 1 x 3 in.</td>
<td>1 Eye/Skin Wash, 1 fl. oz. total</td>
</tr>
<tr>
<td>1</td>
<td>Adhesive Tape, 2.5 yd. (total)</td>
<td>1 First Aid Guide</td>
</tr>
<tr>
<td>10</td>
<td>Antibiotic Application, 1/57 oz.</td>
<td>6 Hand Sanitizer, 1/32 oz.</td>
</tr>
<tr>
<td>10</td>
<td>Antiseptic, 1/57 oz.</td>
<td>2 pair Medical Exam Gloves</td>
</tr>
<tr>
<td>1</td>
<td>Breathing Barrier</td>
<td>1 Roller Bandage, 2 in. x 4 yd.</td>
</tr>
<tr>
<td>1</td>
<td>Burn Dressing (Gel Soaked), 4 x 4 in.</td>
<td>1 Scissors</td>
</tr>
<tr>
<td>10</td>
<td>Burn Treatment, 1/32 oz.</td>
<td>2 Sterile Pad, 3 x 3 in.</td>
</tr>
<tr>
<td>1</td>
<td>Cold Pack, 4 x 5 in.</td>
<td>2 Trauma Pad, 5 x 9 in.</td>
</tr>
<tr>
<td>2</td>
<td>Eye Covering with Means of Attachment, 2.9 sq. in.</td>
<td>1 Triangular Bandage, 40 x 40 x 56 in.</td>
</tr>
</tbody>
</table>

The described kit may be suitable for some businesses. However, the adequacy of the contents for hazards of each work environment should always be evaluated by competent personnel. Kits should be inspected frequently to ensure the completeness and usability of all first aid supplies. Any supply beyond its marked expiration date should be discarded and replaced. For a variety of operations, employers may find that additional first aid supplies and kits are needed.

### ANSI/ISEA Z308.1-2015, CLASS B, TYPE I, II, III OR IV FIRST AID KIT

This kit meets the ANSI/ISEA Z308.1-2015 standard as sold. It contains first aid products which meet performance specifications detailed in the standard at the below required minimum fill. It will continue to be compliant only when maintained with products that meet the standard at specified quantities.

#### Required Minimum Fill

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>Adhesive Bandage, 1 x 3 in.</td>
<td>10 Hand Sanitizer, 1/32 oz.</td>
</tr>
<tr>
<td>2</td>
<td>Adhesive Tape, 2.5 yd. (total)</td>
<td>4 pair Medical Exam Gloves</td>
</tr>
<tr>
<td>25</td>
<td>Antibiotic Application, 1/57 oz.</td>
<td>2 Roller Bandage, 2 in. x 4 yd.</td>
</tr>
<tr>
<td>50</td>
<td>Antiseptic, 1/57 oz.</td>
<td>1 Roller Bandage, 4 in. x 4 yd.</td>
</tr>
<tr>
<td>1</td>
<td>Breathing Barrier</td>
<td>1 Scissors</td>
</tr>
<tr>
<td>2</td>
<td>Burn Dressing (Gel Soaked), 4 x 4 in.</td>
<td>1 Splint</td>
</tr>
<tr>
<td>25</td>
<td>Burn Treatment, 1/32 oz.</td>
<td>4 Sterile Pad, 3 x 3 in.</td>
</tr>
<tr>
<td>2</td>
<td>Cold Pack, 4 x 5 in.</td>
<td>1 Tourniquet</td>
</tr>
<tr>
<td>2</td>
<td>Eye Covering with Means of Attachment, 2.9 sq. in.</td>
<td>4 Trauma Pad, 5 x 9 in.</td>
</tr>
<tr>
<td>1</td>
<td>Eye/Skin Wash, 4 fl. oz. total</td>
<td>2 Triangular Bandage, 40 x 40 x 56 in.</td>
</tr>
<tr>
<td>1</td>
<td>First Aid Guide</td>
<td></td>
</tr>
</tbody>
</table>
In case of rendering assistance to personnel exposed to hazardous materials, consult the safety data sheet, and wear the appropriate personal protective equipment.

### 15.1.6 First Aid Kits

<table>
<thead>
<tr>
<th>Floor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basement</td>
<td>Engineer’s Office</td>
</tr>
<tr>
<td>1st Floor</td>
<td>Security Office</td>
</tr>
<tr>
<td>2nd Floor</td>
<td>Suite 230, Management Office</td>
</tr>
</tbody>
</table>
15.2 Fire

15.2.1 Procedures

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

- Activate manual pull alarms, which are located throughout the building.
- 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 (e.g., voice communication, phone paging, radio.)
- **Do not use elevators!**
- Upon hearing alarms, all building occupants must proceed to approved evacuation exits as instructed on the emergency exit maps.
- 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 employees in an emergency evacuation.
- After above steps have been accomplished, qualified, trained personnel may attempt to extinguish the fire, if safe to do so, with portable extinguishers located throughout the buildings. The extinguishers need to be in working condition. The fire should be small and not spreading to other areas.
- Provide the fire department personnel with the necessary information about the facility.
- Do not interfere with the fire department.
- Occupants must assemble at designated assembly area.
- Perform an accurate headcount of personnel; do not leave the assembly area until notified.
- 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.”
- Even if you were able to extinguish the fire yourself, you would still need to report the fire to the fire department for investigation.
- Complete fire report.
### 15.2.2 Quick Action

<table>
<thead>
<tr>
<th>R</th>
<th>Rescue</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Alarm</td>
<td>• Activate the fire pull station</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Yell “Fire!”</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Call 911</td>
</tr>
<tr>
<td>C</td>
<td>Contain</td>
<td>Contain the fire by closing all doors and windows.</td>
</tr>
<tr>
<td>E</td>
<td>Extinguish (if possible)</td>
<td>If the fire is small enough, use a fire extinguisher, smother with a blanket, towel, or pitcher of water.</td>
</tr>
<tr>
<td></td>
<td>Evacuate</td>
<td>Follow the standard evacuation procedures.</td>
</tr>
</tbody>
</table>

**With call:**  
• Give location of fire: (building and exact location).  
• Type of fire (if known).  

**Do not open doors that are hot to the touch.**

### 15.2.3 Procedures if arson is suspected

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

### 15.2.4 Additional procedures for the mobility impaired if found without an assistant

- Close as many doors as possible between you and the fire.  
- Call 911 and give the following information:  
  - building name **Plaza Tower One**,  
  - address 6400 S. Fiddlers Green Circle,  
  - floor and suite,  
  - nearest cross street,  
  - your call back number, and  
  - explain you are unable to leave without assistance.  
- Stay where you are; do not hide.  
- 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.**  
**Tell them what your condition is and how they can best help you.**
15.3 Wild Fires

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

15.3.1 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 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:  
  - 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.
15.4 Critical Operations

15.4.1 Procedures

Personnel involved in critical operations may remain on the site upon the permission of the fire safety director.

These employees may operate fire extinguishers or shut down gas and/or electrical systems, and other special equipment that could be damaged if left operating or create additional hazards to emergency responder; such as releasing hazardous materials.

15.4.2 Critical Operations Emergency Action Information: Building Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Regular Work Location</th>
<th>Regular Days and Hours of Work (e.g. M-F 9am-5pm)</th>
<th>Work Location / Telephone Number</th>
<th>Other Contact Information (e.g. Cell phone number, email address, walkie-talkies)</th>
<th>Description of Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jason Henry</td>
<td>Ste. 230</td>
<td>M-F 7am-4pm</td>
<td>Ste. 230 / 303-804-4706</td>
<td><a href="mailto:jhenry@graniteprop.com">jhenry@graniteprop.com</a></td>
<td>Chief Engineer</td>
</tr>
<tr>
<td>Edgar Arellano</td>
<td>Basement</td>
<td>M-F 7am-4pm</td>
<td>Engineer Shop / 303-804-4733</td>
<td><a href="mailto:earellano@graniteprop.com">earellano@graniteprop.com</a></td>
<td>Building Engineer</td>
</tr>
</tbody>
</table>

The preferred approach, and the one most often taken by small enterprises, is an immediate evacuation of all their employees when the evacuation alarm is sounded.

All employees remaining behind should be trained on and capable of recognizing when to abandon the operation or task and evacuate themselves before their egress path is blocked.

In case an emergency situation does not permit any of the personnel to remain at the facility, the designated employees shall notify the fire safety director.
15.5 Hazardous Materials

15.5.1 Procedures

A hazardous material is a substance that presents a physical or health hazard. A health hazard refers to a substance for which there is significant evidence that health effects may occur for exposed employees.

Employees will be provided training on:

- The operation of areas in which hazardous materials are stored.
- Dispensed.
- Handled or used: should be familiar with the chemical nature of the materials.
- The appropriate mitigating actions necessary in the event of fire, leak, or spill.

In the event of a hazardous material emergency:

- Evacuate the area, secure access to the area when possible.
- Immediately call 911 and inform the operator of the emergency.

15.5.2 The chemicals regularly used in this facility are located

In the basement.

A safety data sheet is required for all hazardous substances in use within the facility. Provide as much information as possible to the operator and refer to the safety data sheet.

15.5.3 The safety data sheet binder is located

In the basement and fire command center.

Responsibilities of the liaison for fire department:

- preplanning emergency responses,
- identification of location,
- access to safety data sheets, and
- knowledgeable in the site emergency response procedures.

15.5.4 Designated liaison

Jason Henry

Depending on hazardous materials identified and disclosed in this plan, additional regulations may need to be identified and followed.

15.5.5 Trained Personnel: Hazardous Materials

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blackmon Mooring</td>
<td>1-844-897-3394</td>
</tr>
</tbody>
</table>
15.6 Chemical Spills

15.6.1 Procedures

When a small chemical spill has occurred:

- Immediately notify the fire safety director, security, and trained personnel.
- If toxic fumes are present, trained personnel will secure the area to prevent other personnel from entering.
- Deal with the spill in accordance with the instructions described in the safety data sheet.
- Determine safe actions, means of containment, and cleanup based on the safety data sheet instructions.
- If trained and safe, to do so, an exclusion zone should be established around the spill area.
- Small spills must be handled by trained personnel in a safe manner while wearing the proper personal protective equipment.
- If trained and safe to do so, contain the spill as close to the source as possible.
- Sorbent materials such as pads, sorbent pillows, sand, or commercial sorbents are common small spill cleanup materials that may be used for certain chemical spills and may be placed directly on or around the substance if safety data sheet or manufacturer state it is safe to do so.
- If possible and safe, to do so, ensure any and all drains or drainage areas are blocked off from the spill.
- All spill containment materials should be properly disposed of.

When a large chemical spill has occurred:

- Immediately notify the property manager. Property manager will notify the senior and chief engineer, regional director and risk management.
- Determine safe actions, means of containment, and cleanup based on the safety data sheet instructions.
- If trained and safe, to do so, an exclusion zone should be established around the spill area.
- If trained and safe to do so, contain the spill as close to the source as possible.
- Sorbent materials such as pads, sorbent pillows, booms, commercial sorbents, etc. are common spill containment/cleanup materials that may be used for certain chemical spills and may be placed directly on or around the substance, if safety data sheet or manufacturer state it is safe to do so.
- If possible and safe, to do so, ensure any and all drains or drainage areas are blocked off from the spill.
- All spill containment materials should be properly disposed of.
- Trained personnel will secure the area.
- Trained personnel will attend to injured individuals and call 911 if required.
- Call a local chemical spill clean-up company to perform large chemical spill cleanup.

After the spill:

- Make sure the building’s HVAC or ventilation system is turned off as soon as possible to prevent the gas or vapor from circulating inside the building.
- If you have been directly exposed to a toxic chemical spill, remove any affected clothing and wash contaminated parts of the body with clean water and soap.
- Place contaminated clothing in a plastic bag, carefully sealing it and placing it inside another plastic bag.
- All spill containment materials should be properly disposed of.
- Call 911 and seek medical attention for anyone who has been exposed.
- For any injured party having difficulty breathing, make sure their airway is open and supply 100% oxygen, if available.
- Avoid mouth-to-mouth resuscitation. There may not be an antidote or treatment for the chemical you are exposed to.
- If you have been exposed, follow decontamination procedures, which may include treatment in a hospital.
• Depending on the chemical, exposure may cause immediate as well as long-term damage.

15.6.2 Spill clean-up

Name of spill clean-up Company: Blackmon Mooring

Phone number: 1-844-897-3394

Locations of:

Spill containment equipment: located in engineering shop (basement)

Spill kit: located in engineering shop (basement)

Personal protective equipment (PPE): located in engineering shop (basement)

Safety data sheet binder: located in engineering shop (basement)

15.6.3 Trained Personnel: Chemical Spills: (Only specialized, trained personnel shall be utilized for clean-up of chemical spills.

<table>
<thead>
<tr>
<th>Name</th>
<th>Floor/Location</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jason Henry</td>
<td>Ste. 230</td>
<td>303-804-4706</td>
</tr>
<tr>
<td>Edgar Arellano</td>
<td>Basement</td>
<td>303-804-4733</td>
</tr>
</tbody>
</table>
15.7 Lockout/Tag-Out

Refer to Granite policies and procedures for detailed Lock-out/Tag-out instructions.

Lockout/tag-out, at a minimum, should contain the following elements:

15.7.1 Procedures

- Employees must know and refer to their specific company’s or facility’s lockout/tag-out and energy control procedures.
- Lockout/tag-out must be initiated, at a minimum, if one of the following actions must be performed (e.g., device set-up, device breakdown, repairs, maintenance, cleaning, rebuilding).
- Employees/individuals in the facility or area must be informed whenever lockout/tag-out work is performed.
- Employees shall be prohibited from restarting the locked out device.
- All maintenance personnel shall be provided with a good lock.
- The lock shall have the individual workers’ name and other identification on it.
- Each worker shall have the only key to the lock.
- The worker shall check to be sure that no one is operating the machinery before turning off the power.
- The machine operator shall be informed before the power is turned off.
- Sudden loss of power could cause an accident.
- Steam, air, and hydraulic lines shall be bled, drained, and cleaned out. There shall be no pressure in these lines or in reservoir tanks.
- Any mechanism under tension or pressure, such as springs, shall be released and blocked.
- Each person who will be working on the machinery shall put a lock on the machine’s lockout device(s).
- Each lock shall remain on the machine until that worker’s work is complete.
- All energy sources that could activate the machine shall be locked out (blocked/tagged).
- The device along with the main valve or main electrical disconnect shall be tested before work begins to be sure that the power/energy sources related to or on the machine are off and isolated.
- Electrical circuits shall be checked with proper and calibrated electrical testing equipment.
- An electrical failure could energize the equipment even if the switch is in the off position.
- Stored energy in electrical capacitors shall be safely discharged.
- When working on machinery such as power presses and welding presses that have a ram that could fall, the ram shall be supported with safety blocks or pins.
- Fully interlocked safety blocks are the safest.
- The individual removing the last lockout device must ensure that all work is completed and that the equipment/device is safe to operate.
15.8 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.

15.8.1 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.
15.8.2 Earthquake: Recommended Extended Emergency Supply Checklist

American Red Cross

- Water: one gallon per person, per day (3-day supply for evacuation)
- Food: non-perishable, easy-to-prepare items (3-day supply for evacuation)
- Can opener
- Flashlight
- Two-way radio
- Battery-powered or hand-crank radio (NOAA weather radio, if possible)
- Extra batteries
- First aid kit
- Medications (7-day supply) and medical items
- Multi-purpose tool
- Sanitation and personal hygiene items
- Copies of personal documents (medication list and pertinent medical information, proof of address, insurance policies)
- Cell phone with chargers
- Family and emergency contact information
- Extra cash
- Emergency blanket
- Map(s) of the area
- Whistle
- N95 or surgical masks
- Matches
- Rain gear
- Towels
- Work gloves
- Tools/supplies for securing your building
- Extra clothing, hat, and sturdy shoes
- Plastic sheeting
- Duct tape
- Scissors
- Household liquid bleach
- Entertainment items
- Blanket
15.8.3 Extended Emergency Supply Kit

<table>
<thead>
<tr>
<th>Floor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

15.8.4 Weather Radio Locations

<table>
<thead>
<tr>
<th>Station</th>
<th>Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

15.8.5 Two-Way Communication Devices

<table>
<thead>
<tr>
<th>Floor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Floor</td>
<td>Security Desk</td>
</tr>
<tr>
<td>Second Floor</td>
<td>Suite 230 – 3 locations</td>
</tr>
<tr>
<td>Roving</td>
<td>With the engineers (2), Day Porters (2)</td>
</tr>
</tbody>
</table>
15.9 Flooding

15.9.1 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.

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

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.
15.10 Tornado

15.10.1 Procedures

There are two designations placed on a tornado:

<table>
<thead>
<tr>
<th>Tornado watch:</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tornado warning:</td>
<td>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.</td>
</tr>
</tbody>
</table>

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.

When a tornado warning is issued, normal routine will not be interrupted unless a tornado warning is issued. If the weather radio or outside sirens sound, proceed immediately to nearest designated shelter location.

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

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.
15.11 Thunderstorm & Lightning

15.11.1 Procedures

Thunderstorm

All thunderstorms are dangerous. The National Weather Service defines a thunderstorm as severe if it produces hail at least 3/4-inch in diameter, winds of 58 mph or stronger, or a tornado.

<table>
<thead>
<tr>
<th>Warning Systems:</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Severe Thunderstorm Warning: Severe weather has been reported by spotters or indicated by radar. Warnings indicate imminent danger to life and property.</td>
</tr>
</tbody>
</table>

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. Do not wash your hands, take a shower, wash dishes, or do laundry.
- 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.
- Avoid hilltops, open fields, the beach or a boat on the water.
- 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.
15.12 Cold Emergencies

15.12.1 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 weather reports:**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Watch:</strong></td>
<td>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).</td>
</tr>
<tr>
<td><strong>Wind chill watch:</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Winter storm watch:</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Warning:</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Blizzard warning:</strong></td>
<td>A blizzard warning is issued when snow and strong winds are expected to produce blinding snow, deep drifts, and life threatening wind chill.</td>
</tr>
<tr>
<td><strong>Ice storm warning:</strong></td>
<td>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 ½ inch or more over at least 50 percent of the zone or encompassing most of the population.</td>
</tr>
</tbody>
</table>
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 1/2 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.
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 weather reports:

<table>
<thead>
<tr>
<th>Excessive heat watch:</th>
<th>Conditions are favorable for an excessive heat event to meet or exceed local excessive heat warning criteria in the next 24 to 72 hours.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excessive heat warning:</td>
<td>Heat Index values are forecasting to meet or exceed locally defined warning criteria for at least 2 days (daytime highs=105-110° Fahrenheit).</td>
</tr>
<tr>
<td>Heat advisory:</td>
<td>Heat Index values are forecasting to meet locally defined advisory criteria for 1 to 2 days (daytime highs=100-105° Fahrenheit).</td>
</tr>
</tbody>
</table>

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.
15.14 Hurricane

15.14.1 Procedures

The nature of a hurricane provides for more warning than other natural or weather disasters. The official hurricane season runs from June 1 through November 30. It is during these months of the year conditions can be particularly favorable for the formation of hurricanes, which is defined as a tropical storm with sustained winds of at least 74 mph.

<table>
<thead>
<tr>
<th>Hurricane watch:</th>
<th>Hurricane warning:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Conditions possible within the next 48 hours.</strong></td>
<td><strong>A hurricane warning is issued when hurricane winds of 74 mph or higher, or a combination of dangerously high water and rough seas, are expected in the area within 36 hours.</strong></td>
</tr>
<tr>
<td>• Stay calm and await instructions from the fire safety director or designated official.</td>
<td>• Be ready to evacuate as directed by the fire safety director and/or the designated official.</td>
</tr>
<tr>
<td>• Review your evacuation route(s) and listen to local officials.</td>
<td>• Follow evacuation orders from local officials, if given.</td>
</tr>
<tr>
<td>• Review the items in your extended emergency supply kit.</td>
<td>• Leave areas that might be affected by storm tide or stream flooding.</td>
</tr>
<tr>
<td>• Continue to monitor local TV and radio stations for instructions.</td>
<td>• Check with family and friends by texting or using social media.</td>
</tr>
<tr>
<td>• Move early out of low-lying areas or from the coast, at the request of officials.</td>
<td></td>
</tr>
<tr>
<td>• If you are on high ground, away from the coast and plan to stay, secure the building, moving all loose items indoors and boarding up windows and openings.</td>
<td></td>
</tr>
<tr>
<td>• Collect drinking water in appropriate containers.</td>
<td></td>
</tr>
</tbody>
</table>

During a hurricane:

Remain indoors and consider sheltering in place in the following:

- small interior rooms on the lowest floor and without windows,
- hallways on the lowest floor away from doors and windows,
- rooms constructed with reinforced concrete, brick, or block with no windows.

After a hurricane:

- Listen to local officials for updates and instructions.
- Check with family and friends by texting or using social media.
- Return home only when authorities indicate it is safe.
- Watch out for debris and downed power lines.
- Avoid walking or driving through floodwaters. Just six inches of moving water can knock you down, and fast-moving water can sweep your vehicle away.
- Avoid floodwater, as it may be electrically charged from underground or downed power lines and may hide dangerous debris or places where the ground is washed away.
15.15 Tsunami

15.15.1 Procedures

Tsunamis are a series of large ocean waves generated by major earthquakes beneath the ocean floor or major landslides into the ocean. CAUTION: If there is a noticeable recession in water away from the shoreline, this is nature's tsunami warning and it should be heeded. You should move away immediately and head inland to higher ground.

<table>
<thead>
<tr>
<th>Alert Level</th>
<th>Threat</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warning</td>
<td>Inundating wave possible</td>
<td>Full evacuation suggested</td>
</tr>
<tr>
<td>Advisory</td>
<td>Strong currents likely</td>
<td>Stay away from the shore</td>
</tr>
<tr>
<td>Watch</td>
<td>Danger level not known yet</td>
<td>Stay alert for more information</td>
</tr>
<tr>
<td>Information</td>
<td>Minor waves at most</td>
<td>No action suggested</td>
</tr>
</tbody>
</table>

Understand how your community will broadcast official tsunami emergency information:

Official tsunami warnings may be broadcast by radio, television, telephone, text message, door-to-door contact, NOAA weather radios, and/or outdoor sirens. During a tsunami emergency, give your local civil defense, police, and other emergency responders your fullest cooperation. All official warnings to the public must be taken very seriously, even if some are for nondestructive events.

Be prepared:

- Look for the blue and white tsunami evacuation signs along the coast.
- Assemble a small evacuation kit or “to go bag” (i.e., essential documents, medications, flashlight, portable NOAA weather radio and batteries, water, snack, warm clothes).

If there is a tsunami:

- Turn on your radio, or watch local news to learn if there is a tsunami warning if an earthquake occurs and you are in a coastal area.
- Move inland to higher ground immediately and stay there.
- Stay away from the beach. Never go down to the beach to watch a tsunami come in. If you can see the wave, you are too close to escape it.

After a tsunami:

- Stay away from flooded and damaged areas.
- Stay away from debris in the water.
- Save yourself, not your possessions.
- Follow law enforcement/authority instructions.
15.16 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:

15.16.1 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 and property 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 and property 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 evacuations 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.

<table>
<thead>
<tr>
<th>Signs of a suspicious package:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>no return address</td>
<td>poorly handwritten</td>
</tr>
<tr>
<td>excessive postage</td>
<td>misspelled words</td>
</tr>
<tr>
<td>stains</td>
<td>incorrect titles</td>
</tr>
<tr>
<td>strange order</td>
<td>foreign postage</td>
</tr>
<tr>
<td>strange sounds</td>
<td>restrictive notes</td>
</tr>
<tr>
<td>unexpected delivery</td>
<td></td>
</tr>
</tbody>
</table>

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.
15.17 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.

15.17.1 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 your co-workers and visitors about the disturbances and warn them to avoid personal contact with demonstrators.
- Advise co-workers 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.

Secure the building:

- Call the police department to inform them of the situation and ask for assistance.
- Notify employees and visitors to lock all doors and secure all sensitive areas.
- Put security or a responsible employee by the main entrance to monitor authorized personnel or visitors to enter and/or leave.
- If warranted, and applicable, advise employees to carry their access keys with them, as access control may be activated.
- Report, but do not touch, any foreign or unusual items that are left behind by any demonstrators who were able to access the building or your suite.

If confronted by someone:

- Do no 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.
15.18 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.

15.18.1 Procedures

How to recognize an intruder/suspicious person:

- 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. Know whom to contact, and do so immediately.
- Any suspicious behavior is worth reporting. Better a false alarm than a security breach—or worse.
- If intruder/suspicious person’s purpose is not legitimate, call the police.

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.
15.19 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.

15.19.1 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.
15.20 Biohazards

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

15.20.1 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 facility, 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:

- Clean and decontaminate all surfaces and equipment that have been contaminated with blood or other potentially infectious materials.
- Use an appropriate disinfectant, such as bleach.
- 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.
- For cleanup beyond facility capabilities:

  Name of clean-up company: Blackmon Mooring
  Phone number: 1-844-897-3394

Property Manager will notify the risk manager regarding any significant biohazard situation.
15.21 Suicide

15.21.1 Procedures

Response to individual:

- Call 911.
- Give aid: Perform life-saving 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 property manager. Property manager will contact risk 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 property 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 Granite Properties spokesperson. This spokesperson will be Granite Properties' Managing Director or City Leader. Additional Granite Properties' personnel will be assigned in the event the designated spokesperson is not available; President, Director of Property Operations, or Regional Director of Property Management.
15.22 Utility Failures

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

15.22.1 Procedures

<table>
<thead>
<tr>
<th>Failure</th>
<th>What to expect:</th>
<th>Actions:</th>
</tr>
</thead>
</table>
| Water leak          | Water in building | • Identify the origin of the leak.  
• Call property management.  
• Refer to the plumbing chart and shut off the appropriate valves; keep in mind multiple valves.  
• If you cannot determine the origin of the leak, you must shut down the water to the entire building. This will only be done in a severe leak, and must be approved by the fire safety director.  
• If pertinent, check for water damage leading to the garage. This water may damage cars. |
| Electrical systems  | Power failure    | • 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.  
• Contact property management.  
• Call the power company to inform them of the situation.  
• Attain information regarding the nature of the outage and the approximate time until the power returns.  
• Turn on battery-powered radio to find out what is happening in your area.  
• Check elevators to determine if anyone is trapped inside. If so, immediately call for help; do not attempt to force open doors and rescue them. Wait for a qualified elevator mechanic.  
• If evacuation is necessary, use flashlights or light sticks. |
|                     | Extended power failure | • 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  | • The occupant’s telephone service is a matter between the occupant and the telephone company.  
• Survey other 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.  
• Building management will keep occupants informed on building actions and estimated repair times, if known. |
<table>
<thead>
<tr>
<th>Natural gas failure or leak</th>
<th>Odor</th>
<th>Trapped during a natural gas failure or leak</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Leave the area.</td>
<td>• Close all doors between you and the gas leak.</td>
</tr>
<tr>
<td></td>
<td>• Use no flames.</td>
<td>• Stuff the cracks around the doors.</td>
</tr>
<tr>
<td></td>
<td>• Sound the fire alarm.</td>
<td>• Open windows or other exterior openings for fresh air and ventilation.</td>
</tr>
<tr>
<td></td>
<td>• Immediately evacuate the building via the shortest and safest exit route. If possible, to accomplish within seconds, leave windows and exterior doors open to ventilate the area.</td>
<td>• Wait at a safe window and signal/call for help.</td>
</tr>
<tr>
<td></td>
<td>• Do not use elevators; always use stairs.</td>
<td>• If there is a phone in the room, call 911 and tell them your exact location.</td>
</tr>
<tr>
<td></td>
<td>• Proceed to the exterior assembly area.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Call 911 from the nearest phone in safe area.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Await emergency response personnel at a safe location.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• If you know or suspect that someone is missing or trapped, contact emergency personnel outside the building.</td>
<td></td>
</tr>
</tbody>
</table>
15.23 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. While potentially lethal, chemical agents are difficult to deliver in deadly amounts. 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.

15.23.1 Procedures

Planning:

- Prepare extended emergency supply kit based on American Red Cross guidelines: [www.redcross.org](http://www.redcross.org).
- Review attached matrix of site-specific security advisory system. This matrix will describe the actions that the building will take at each level of risk.
- 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: Remember many agents are heavier than air and will tend to stay close to the ground.
- 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.
### Homeland Security: National Terrorism Advisory System

<table>
<thead>
<tr>
<th>Risk Level</th>
<th>Actions</th>
</tr>
</thead>
</table>
| **LOW RISK**<br>(green) | • 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 personnel to report the presence of unknown suspicious persons, vehicles, mail, and other suspicious activities. |
| **GUARDED RISK**<br>(blue) | • 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. |
| **ELEVATED RISK**<br>(yellow) | • Complete recommended actions at green and blue levels.  
• Ensure extended emergency supply kit is stocked and ready.  
• Encourage security awareness of suspicious activity. |
| **HIGH RISK**<br>(orange) | • 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 facility work conducted by contractors, or have building personnel continuously monitor the contractors’ work.  
• Practice emergency action plan procedures. |
| **SEVERE RISK**<br>(red) | • 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 the police agency serving the building. |
15.24 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.

15.24.1 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 personnel 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.
15.25 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.

15.25.1 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 and/or pager.
- 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.
15.26 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. Elevator Personnel
2. Building Engineer
3. Security Officer

Emergency response detailed procedures to extract trapped person:

- Engineers and/or Security will notify the elevator company immediately of the entrapment by either calling or using the emergency button which contacts the elevator provider 24/7.
- Building engineer and/or security will stand by the elevator and provide updates to entrapped individual every few minutes.
- Building Management will call the Elevator Contractor and if they will be longer than an hour to get to the scene we will call the Fire Department (South Metro).

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.

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

In the case of an emergency, there will only be one spokesperson who will report to the media or other related inquirers. This spokesperson will be Granite Properties' Managing Director or City Leader. Additional Granite Properties' personnel will be assigned in the event the designated spokesperson is not available: President, Director of Property Operations, or Regional Director of Property Management.
17 REVIEWING AND UPDATING THE EMERGENCY ACTION PLAN

The emergency action plan will be reviewed and updated annually and when required by the authority having jurisdiction.

Additionally when,

- initial training (new employee orientation);
- responsibilities or designated actions under the plan change;
- whenever the plan is changed;
- building alterations or renovations;
- modifications to floor plans or associated building drawings; or
- significant changes to building occupancy, classification, or tenancy.
18 INCIDENT REPORTS

Incident reports are to be completed as quickly as possible (same day) per Granite policies and procedures.

In the event of a serious emergency, contact the Granite Risk Manager and Property Manager.
18.1 Bomb Threat Checklist/Report

Incident report to be filled separately per Granite policies and procedures.

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 at ____________________________

(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? ___________________________________________________________________________________
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

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 accent whispered familiar

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

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.
18.2 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 _________________ Hair _______________ Tie ______
Tattoos ___________________ Glasses (type and color) _______________
Scars/marks _______________ Complexion _______________

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.
18.3 Handling a Crisis Call from the Media

Name: ____________________________________________________________

Affiliation: ______________________________________________________________________

Telephone ____________________________________________________________

- Inform them that they should speak with the Managing Director or City Leader.

- DO NOT provide them with any information, even if the caller claims to possess information that they are trying to confirm.

- Check to see if Managing Director or City Leader is in. If so tell them who is on the line before transferring. DO NOT send the call to voice mail.

- If you are unable to reach the Managing Director or City Leader, tell the caller you will have the Managing Director or City Leader call back once they are available.

- Provide this report to the Managing Director or City Leader immediately.

If the Managing Director or City Leader is unavailable, contact the Director of Property Operations, President, or Risk Manager, or Regional Director of Property Management.
PLAZA TOWER ONE

DRIVEWAY

SOUTH FIDDLER'S GREEN CIRCLE

EAST PEAKVIEW AVENUE

BASEMENT

Massey Enterprises, Inc. © 1999
PLAZA TOWER ONE

DRAWING MAY NOT REFLECT CURRENT DEMISING WALLS, TENANT PARTITIONS, OR TENANT DOORWAYS

DRIVEWAY

SOUTH FIDDLER'S GREEN CIRCLE

EAST PEAKVIEW AVENUE

Legend:
- Green: Active Elevator
- Orange: Blind Shaft
- Blue: Electrical
- Red: Telephone
- Light Blue: Electrical Exhaust
- Yellow: Fire Door
- LP: Elevator Pressurization
- R: Return Air
- S: Supply Air
- SP: Stairwell Pressurization
- TE: Toilet Exhaust
- Sprinkler Valve
- Standpipe Outlet
- Area Open To Below

Massey Enterprises, Inc. © 1999 Rev. 05/10/2005
PLAZA TOWER ONE

DRAWING MAY NOT REFLECT CURRENT DEMISING WALLS, TENANT PARTITIONS, OR TENANT DOORWAYS

DRIVEWAY

SOUTH FIDDLER’S GREEN CIRCLE

EAST PEAKVIEW AVENUE

Active Elevator
Electrical
Electrical Exhaust
Exhaust Air
Fire Door

Kitchen Exhaust
Elevator Pressurization
Return Air
Supply Air
Toilet Exhaust

Sprinkler Valve
Standpipe Outlet

Massey Enterprises, Inc. © 1999 Rev. 05/10/2005
PLAZA TOWER ONE

DRAWING MAY NOT REFLECT CURRENT DEMISING WALLS, TENANT PARTITIONS, OR TENANT DOORWAYS

DRIVEWAY

SOUTH FIDDLER'S GREEN CIRCLE

EAST PEAKVIEW AVENUE

- Active Elevator
- Electrical
- Electrical Exhaust
- Exhaust Air
- Fire Door
- Kitchen Exhaust
- Elevator Pressurization
- Return Air
- Supply Air
- Toilet Exhaust
- Sprinkler Valve
- Standpipe Outlet

Massey Enterprises, Inc. © 1999 Rev. 05/10/2005

Floor 20
19.1 Property Manager/Fire Safety Director Implementation

- The property manager/fire safety director will read and complete the high-rise emergency action plan template to their building specifications.
- The property manager/fire safety director will submit the completed emergency action plan to the building owner within 15 business days.
- The property manager/fire safety director will be responsible for distributing the emergency action plan to tenant companies; along with maintaining documents under the designation and responsibilities of the plan.
- Additionally, a copy of the completed high-rise emergency action plan template shall be made available to any person within the building.
19.2 Building Tenant List

The current tenant list is available on Angus Anywhere, and a hard copy is also available in the Management Office.
19.3 Mobility Impaired Individuals

All building occupants with mobility impairments should notify the fire safety director or floor/suite warden in advance of any special or 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 special 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, with security and the fire safety director.

Information regarding mobility impaired individuals can be accessed on Angus Anywhere. It is the responsibility of each Tenant Fire Warden to keep this information current. A hard copy is also available in the Management Office.
19.4 Emergency Action Plan Training: Building Staff

Name: ____________________________________________________________

Signature: ________________________________________________________

Title: ____________________________________________________________

Location: _________________________________________________________

Fire safety director signature: ________________________________________

Instruction and Training:

Staff shall be instructed annually on the procedures to be followed in the emergency action plan and participate in the mandatory fire drill. Documentation shall be maintained by the fire safety director and be made available for inspection by fire department personnel. This instruction shall be made available to all new staff within 14 days of starting their position within the building.

<table>
<thead>
<tr>
<th>Subject</th>
<th>When the plan is developed or the employee is assigned initially to a job (new employee orientation)</th>
<th>When the employee's responsibilities under the plan change</th>
<th>When the plan is changed</th>
<th>Annual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procedures for reporting a fire or other emergency;</td>
<td>Initial: Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Procedures for emergency evacuation, including type of evacuation and exit route assignments;</td>
<td>Initial: Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Procedures to be followed by employees who remain to operate critical plant operations before they evacuate;</td>
<td>Initial: Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Procedures to account for all employees after evacuation;</td>
<td>Initial: Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Procedures to be followed by employees performing rescue or medical duties; and</td>
<td>Initial: Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>Initial: Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Employee alarm system.**
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.

<table>
<thead>
<tr>
<th>Initial:</th>
<th>Date:</th>
</tr>
</thead>
</table>

**Training.** An employer must designate and train employees to assist in a safe and orderly evacuation of other employees.

<table>
<thead>
<tr>
<th>Initial:</th>
<th>Date:</th>
</tr>
</thead>
</table>

OSHA
19.5 Fire Drill Report

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

Building ___________________________ Floor ___________________________
Date ___________________________ Time of drill, am/pm
Floor evacuated ___________________________ Elapsed time (minutes) ___________________________
Time drill completed ___________________________ am/pm

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

Communications
1. Was the fire alarm clearly heard in all areas? Yes  No
2. Was the public address system clearly heard in all areas? Yes  No
3. Was the fire department notified? Yes  No
4. Time: ______________ am/pm
5. Was security notified? Yes  No

Evacuation Team Personnel
1. Did the team members report to respective stations? Yes  No
2. Did team members carry out all assigned duties (floor search, headcount)? Yes  No
3. Were elevators brought to the main floor and held? Yes  No

Containment of Fire
1. Were all doors closed but not locked? Yes  No
2. Was a fire extinguisher taken to the location of the fire? Yes  No

Evacuation
1. Were corridors and exits kept clear? Yes  No
2. Did the evacuation proceed in a smooth and orderly manner? Yes  No
3. Did visitors to the building take part in the drill? Yes  No

Utilities
1. Were electric and gas appliances turned off? Yes  No
2. Were lights left on? Yes  No
3. Was the ventilating system shut down? Yes  No

Records
1. Were important documents and cash secured or prepared for removal? Yes  No
19.6 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 ____________

Date ___________________________________________  Time of drill, am/pm

Floor evacuated ___________________________  Elapsed time (minutes) ________________

Time drill completed ___________________________  am/pm

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

Communications

1. Were EXIT signs seen/working?  Yes  No

Floor/Suite Wardens and Monitors

1. Did floor/suite wardens and monitors report to their respective stations?  Yes  No

2. Did floor/suite wardens and monitors carry out all assigned duties?  Yes  No

3. Did floor/suite wardens and monitors wear appropriate identification?  Yes  No

Containment of Fire

1. Were all doors closed, including interior office doors?  Yes  No

2. Were restrooms searched?  Yes  No

Evacuation

1. Were corridors and exists kept cleared?  Yes  No

2. Did the evacuation proceed in a smooth and orderly manner?  Yes  No

3. Did all occupants take part in the drill?  Yes  No

4. Did visitors to the floor take part in the drill?  Yes  No

5. Was a status report given to property management staff at the outside assembly area?  Yes  No

Individuals with a Physical Challenge

1. Did any individual with a physical challenge wait in stairwell with assigned assistants?  Yes  No

2. Was property management staff notified of the location of occupants who are mobility impaired?  Yes  No

Signature and date of suite/floor warden: ___________________________________________
19.7 All-Hazards Emergency Drill Evaluation Report

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? ____________________________

Alarm system: ____________________________

Time alarm sounded: ___________________________ am/pm

Number of participates 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:
19.8 Fire: In-Building Relocation Areas and Routes

Approved fire alarm system ring: Please see Section 12 for Alarm Signal descriptions

When alarm is heard on the floor, re-locate to the area listed below.

Partner with your authority having jurisdiction to complete this table:

- All floors must be listed, including below grade.
- Floors 4 and below, including below grade, are assumed to evacuate the building.
- Ensure capacity of chosen area is sufficient to accommodate all floors designated.
- Designate a second, third, etc. location if needed to accommodate occupants.
- Provide primary and alternate routes; the alternate route must utilize a different stairwell.

<table>
<thead>
<tr>
<th>Floor Start with top floor</th>
<th>Number of occupants</th>
<th>Primary route (e.g. Stairwell A)</th>
<th>Alternate route (e.g. Stairwell B)</th>
<th>Relocation area</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Remember to include parking garage levels.
19.9 Emergency: In-Building Relocation Areas

Every floor with occupants must have a predesignated in-building relocation area that has sufficient occupant capacity. Property Operations in conjunction with emergency personnel will determine in-building relocation areas based on the situation.

Partner with your authority having jurisdiction to complete this table:

- If building occupants are assigned to an in-building relocation area on a floor other than their normal work floor, the route to that in-building relocation areas must be included in the location portion of the table. For example: The 3rd floor occupants will in-building relocate on the 2nd floor, accessed by stairwell A.
- Stairwells, including enclosed, open and access stairwells, are not acceptable as in-building relocation areas.

<table>
<thead>
<tr>
<th>Location (e.g. 4th floor, to conference room)</th>
<th>Protection (highlight appropriate answer)</th>
<th>Max occupant capacity (Estimated)</th>
<th>Essentials (highlight appropriate answer)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenants will remain on their own floors and move to the elevator lobbies, interior corridors, stairwells or restrooms.</td>
<td>Windowless Y N Doors Y N Other: _____________</td>
<td>250 on each floor</td>
<td>Water Y N Lavatories Y N Equipment Y N Supplies Y N</td>
</tr>
</tbody>
</table>
19.10  Specific Total Building Evacuation Routes

This table is used to provide a floor by floor listing of the required primary and alternative evacuation routes.

Partner with your authority having jurisdiction to complete this table:

- In the stairwell identification column list the stairwell and location where the stairwell terminates to provide egress from the building.
- List the same for the alternate stairwell.

<table>
<thead>
<tr>
<th>Floor number</th>
<th>Exit routes (e.g. hallways)</th>
<th>Stairwell identification/egress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td>ALL Hall Way to Stairwell to first floor – exit to outside</td>
<td>East Side Stairwell</td>
</tr>
<tr>
<td>Secondary</td>
<td>ALL Hall Way to Stairwell to first floor – exit to outside</td>
<td>West Side Stairwell</td>
</tr>
</tbody>
</table>
19.11 Safe Haven Locations for Mobility Impaired

If possible, the safe haven will have a window, telephone, closable door, and be adjacent to a stairwell. The safe haven area will be similar for each floor, provided that all floor layouts are similar.

<table>
<thead>
<tr>
<th>Floor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-21</td>
<td>Elevator Lobby</td>
</tr>
<tr>
<td>1</td>
<td>Evacuate outside</td>
</tr>
</tbody>
</table>
19.12 **Outside of Building Assembly Areas**

Assembly Areas should allow for the continuous movement of building occupants away from the building.

<table>
<thead>
<tr>
<th>Assembly Area number</th>
<th>Designated per tenant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer</td>
<td>Designated per tenant</td>
</tr>
<tr>
<td>Location</td>
<td>Designated per tenant</td>
</tr>
</tbody>
</table>

**Distance from building to assembly area [ft]**

_A safe distance is no less than the height of the building._

300 ft.

**Maximum number of persons that assembly area accommodates**

_Must be sufficient in size to accommodate the building occupants that will be assigned to report the area._

1500

For reference, please see attached Fire Plans in Section 19.
19.13  Designated Internal Assembly Areas

Internal assembly areas are used to account for employees after an internal movement.

<table>
<thead>
<tr>
<th>Assembly Area number</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer</td>
<td>N/A</td>
</tr>
<tr>
<td>Location</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*In building, specific area.*

| Maximum number of persons that assembly area accommodates | N/A |

*Must be sufficient in size to accommodate the building occupants that will be assigned to report the area.*

For reference, please see attached Fire Plans in Section 19.
19.14 Building Floor Wardens, Deputy Wardens and Alternates

The most updated list can be accessed on Angus Anywhere, and a hard copy is also available in the Management Office. It is each tenant’s responsibility to update Floor Wardens, Deputy Wardens, Alternates, and any other tenant-assigned designations from Section 8.

19.15 Internal Communications

Communications between the fire safety director and the tenants of the building will be documented. This electronic log can also be used to track communications from the building tenants to the fire safety director and can be accessed via Angus Notifications and the Resource Center.
19.16 Management Office Contact Information

Management office phone: (303) 804-4700
Management office fax: (303) 796-7674
Regular business hours: M-F 8:00 AM – 5:00 PM

19.17 Property Management and Engineering Staff

For building emergencies, please call the Property Management and Engineering Staff listed in Section 2.

Please do not give home phone numbers to anyone. Only security is authorized to use the home phone numbers.

19.18 Emergency Response Contractors/Vendors

Contact the Building Management office at 303-804-4700 in the event of an emergency.

A hard copy of the emergency response contractors/vendors is available in the Management Office.
19.19 Floor Plans

Please see the attached floorplans in Section 19.

19.20 Emergency Action Plan Verification Form: Property Manager

To ensure each property manager has received and completed their copy of the emergency action plan template.

1. Complete and detach this page from the plan
2. Sign and date
3. Return it to Tessie Nolan, Director of Property Operations by August 31, 2016

This emergency action plan template 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 6400 S, Fiddlers Green Circle has been completed by:

Print name: ________________________________
(building owner/manager/fire safety director)
Signature: ________________________________
Title: ________________________________
Date: ________/_______/_______

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