

EMERGENCY ACTION PLAN FOR

"1515 Wynkoop"

<u>1515 Wynkoop Street</u> Denver, CO 80202

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INTRODUCTION AND PURPOSE

To prepare for possible emergencies, the 1515 Wynkoop building management works closely with Denver's Fire and Police Departments to evaluate conditions, anticipate potential risks, and develop and maintain a comprehensive Emergency Action Plan for the actions employees and visitors should take at the onset of an emergency. This document represents that plan, which focuses on the safety and life preservation of 1515 Wynkoop occupants.

These procedures are intended to prepare you for any emergency that might occur while you are inside the 1515 Wynkoop building. These procedures have been developed to present a set of clear instructions on the actions required during the first minutes of an emergency (prior to the arrival of safety personnel). By instituting calm, organized communication and reaction, these actions will reduce the potential for injury in the event of an emergency.

While any emergency occurring in the 1515 Wynkoop building could pose unique problems for building occupants and emergency personnel, thorough training in individual responsibilities and emergency procedures can minimize panic and result in a safe and efficient emergency response.

To ensure the safe evacuation of the 1515 Wynkoop building during an emergency, the procedures in this manual must be followed unless Fire or Police Department officials direct otherwise. All employees shall follow the instructions of their assigned *Floor Wardens*.

1515 Wynkoop building management, in conjunction with the Denver Fire Department, has developed these procedures with your safety as the primary goal. All employees assigned to an office in the 1515 Wynkoop building must read these procedures and become familiar with the actions required during specific emergencies.

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

FIRE DEPARTMENT INSPECTIONS AND ASSISTANCE

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

Technical information on the 1515 Wynkoop building is gathered by the Fire Department during such inspections. This information is used in pre-fire planning, which ensures effective emergency operations. This information is valuable to the Fire Department in case of a fire or other emergency at the property.

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

EMERGENCY CONTACT INFORMATION

EMERGENCY PERSONNEL

PHONE NUMBERS

Fire Department – EMERGENCY	*911
Fire Department - Non-Emergency*720-9	913-2400
Police - EMERGENCY	*911
Police – Non-Emergency *720-9	913-2000
Poison Control*800-2	222-1222
Medical	*911
WEATHER CONDITIONS*303-4	194-4221
STAFF PERSONNEL	
Building Engineer	<u>303-573-8800</u>
After Hours, Building Engineer	<u>303-281-8664</u>
Maintenance	<u>303-573-8800</u>
After Hours Maintenance	<u>303-281-8664</u>
Other(s)	

PANIC CONTROL

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

PANIC DETERRENTS:

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

ANTIDOTES FOR PANIC:

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

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

BUILDING SURVEY

1515 Wynkoop is an 8-story building with four below ground parking levels that was constructed in 2009. The building is constructed of Type I components and includes a modern life safety system constructed in accordance with the Denver Fire Code requirements in effect at the time of construction. The following is a description of the primary components of the building's life safety systems.

SAFETY PERSONNEL AND ASSIGNED TASKS

This building has the following safety personnel on staff:

1. A team of security guards who work in one-member shifts, each for 8 hours equaling 24 hours per day and on duty seven days a week. These team members are trained through manuals and frequent drills to assure understanding of life safety procedures.

- 2. A team of 3 skilled Building Engineers who are familiar with life safety considerations and building mechanical systems. This team is on duty from 7:00 a.m. to 5:00 p.m., Monday through Friday, and on call 24 hours per day, seven days per week.
- Denver Fire Code requires that employers designate and train certain personnel to assist in safely evacuating employees during an emergency. See, "General Emergency Procedures - Office, Residential and Business Occupancies: Emergency Staff."

FIRE PROTECTION EQUIPMENT AND SYSTEMS: TYPE AND LOCATION

Smoke/Heat Detection:

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

- 1. Smoke detectors located at each stairwell and in the elevator lobby on each floor.
- 2. Heat detectors located in the electrical equipment rooms on each floor.
- 3. In the event heat or smoke is detected, an alarm is transmitted to the Fire Command Center in the building. In addition, an automatic alarm is transmitted to the Denver Fire Department. There is a master control panel in the Fire Command Center that will graphically display the location of the alarm.

Fire Sprinklers:

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

Fire Alarm Manual Pull Stations, Fire Standpipe Valves and Fire Extinguishers:

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

- 1. Fire alarm manual pull stations are installed at all exit stair enclosures within the building. These are activated by pulling on the alarm handle. Once the manual pull box is activated, an alarm will sound on all floors (fire floor, one above and one below) and a signal is automatically transmitted to the first floor Fire Command Center and the Denver Fire Department.
- 2. Fire standpipe valves are found in the fire extinguisher cabinets located near fire exit stair enclosures and labeled "Fire Valve and Extinguisher." These valves are supplied by vertical standpipe risers. In an emergency, water under extremely high pressure is provided to the standpipes by the building fire pump and/or Fire Department pumps.
- 3. Fire extinguishers are located in the fire extinguisher cabinets near fire exit stair enclosures and labeled "Fire Valve and Extinguisher." If the fire is small and users are properly trained, these extinguishers can be used by building occupants and personnel.

Emergency Power and Lighting Systems:

An emergency power generator is installed on the first level of the parking garage. It is connected to the building's emergency electrical circuits and provides power instantaneously to the following areas in the event power is lost to the building:

- Emergency lighting system:
 - > Stairwells
 - > Exit lights
 - > Exit corridors
 - Tenant suites (limited lighting)
 - Fire Department emergency communication systems
- Fire alarm and detection system
- One elevator in the building and one elevator in the garage
- Fire pump
- Sump pumps
- Supply air fans used as a component of the building smoke management system
- Exhaust air fans used as a component of the building smoke management system
- Stairwell pressurization fans
- Elevator hoistway pressurization fan(s)

Smoke Control:

The building is equipped with a smoke control system. Activation of any automatic initiating device on the fire floor will activate the smoke control system. The fire floor will be exhausted and the stairways and elevator shafts will be pressurized. Activation of a fire alarm manual pull station activates the pressurization fans in the stairways and elevator shafts without floor pressurization.

Elevator Emergency Controls:

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

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

Location of Key Components:

- Fire pumps, sprinkler control valves and the emergency generator are located on the Wewatta side of the building on the first floor, northwest corner of the building, Rooms 107 and 105.
- Fire sprinkler sectional valves are located on each floor in the center stairwell (stairwell number 2).
- The three vertical HVAC shafts are located in each of the building core areas adjacent to the elevator hoist ways or mechanical rooms.

COMMUNICATION EQUIPMENT AND SYSTEMS

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

- 1. Audible alarm devices are programmed to sound on all floors.
- 2. A public address system is present throughout the building complex for emergency use by the Denver Fire Department to issue instructions for evacuation procedures. This system may also be used by the building management in other emergency situations.
- 3. An evacuation graphic is posted on each floor of the building in the elevator lobby (**"YOU ARE HERE"**). This placard directs occupants to the nearest stair enclosure.
- 4. The building management office telephone is 303-573-8800. The office is staffed from 8 am to 5 pm Monday through Friday. After Hours the telephone line 303-281-8664 will direct you to the afterhours attendant.
- 5. Emergency telephones/intercoms are located in each elevator lobby and the stairwell landings for two-way communication with the Security Desk in the building lobby and the Fire Command Center.
- 6. Emergency telephones are located in each elevator cab for two-way communication with the Monitoring Company located off-site.
- 7. Areas of refuge (stairwell landings and elevator lobbies) are equipped with a twoway communication system that is connected to the Fire Command Center in the building.

BUILDING SECURITY – INGRESS AND EGRESS CONTROL

Building security is the responsibility of an in-house security staff. Security functions are coordinated through a Security Guard desk located in the lobby. A roving guard is present around the clock to patrol the entire building and to provide response capabilities for security or mechanical alarms that are registered at the Security desk.

The various aspects of the building's security system are described below:

1. Security Staffing. The Security desk is manned by a roving guard 24 hours per day. Members of the security team have a multi-functional role. They not only communicate a strong security presence, but they also place a strong emphasis on tenant service and public relations.

The Security Guard's duties include the following:

- a. Greeting tenants
- b. Promoting the building image
- c. Securing the lobby
- d. Monitoring the elevators
- e. Monitoring lobby cleanliness
- f. Providing visitor information
- g. Evicting solicitors and loiterers
- h. Calling cabs upon request
- i. Observing the premises on closed circuit television monitors
- j. Controlling access outside normal working hours
- k. Responding to messages and alarms
- 1. Following emergency procedures
- m. Dispatching engineering personnel to seek out building malfunctions or alarms
- n. Assisting with morning and weekend snow removal

The guard also polices the parking garage, loading dock, and lobbies. Outside normal working hours, he/she patrols specific areas at pre-determined frequencies. The security staff is unarmed and is dressed in a blue blazer, white shirt, red tie, and navy or gray slacks.

- 2. Security obligations and recording of events. During normal operating hours, guards will patrol the parking garage, loading dock, all parking levels and lobbies every half hour. After normal operational hours, the guard's duties will also include patrol of every level above grade on the same frequency. At the start of the guard's shift they are assigned a radio with which they have the ability to contact Security, Maintenance, and Management. All activities will be recorded in the security logbook.
- 3. Method of main door access and mechanical surveillance: Main entrance has video surveillance that feeds to the main security office as well as a security guard staffing the reception desk in the lobby. After normal business hours all visitors must sign in before being allowed to access the building. Visitors must always be accompanied by a tenant's representative who must respond to the lobby to escort the visitor.
- 4. Method of garage access and mechanical surveillance: The garage can be accessed only with an authorized admittance card. An overhead coiling door protects the garage from unauthorized access after business hours. Security cameras monitor the parking structure elevator lobbies.
- 5. Building Access from Parking Garage: Shuttle elevators serve the below ground parking levels. Once entry has been allowed to the parking garage, a shuttle elevator can be called for access to the main lobby.

- 6. Office Tower, Stairwell Doors, Communications System. Stairwell doors will remain locked from the stairwell side at all times, preventing entry to floors from stair enclosures, but permitting entry into the stair enclosures from the tenant offices or public corridors. When a stair enclosure is entered you must proceed down to the lobby floor to exit. Intercoms are located on every floor at every stairwell landing. Persons in the stair enclosures are able to call the Security desk for assistance. All stair enclosure doors can be unlocked from the Fire Command Center.
- 7. Loading Dock. The loading dock is monitored by the security guard desk with the use of the three cameras. Should a problem arise, the guard can be dispatched to the dock via the dock intercom.

EVACUATION

<u>NOTE</u>: The Denver Fire Department no longer permits occupants to 'stand by' or 'stay in place' when a fire alarm is activated in the building. Immediate evacuation is mandatory.

Evacuation

When a fire alarm signal sounds, all building occupants - <u>must evacuate</u> the building immediately. Occupants will proceed down the stairway to the first floor, exit the building, and proceed to the designated assembly area where they will perform accountability and wait for Property Management, with the Fire Department authorization, to clear the building for re-entry.

Stair Enclosures

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

The Fire Department's Knox-Box[®] key vault contains four sets of emergency access keys which are tagged and updated as needed

ACCIDENT OR ILLNESS

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

- 1. Call 911 and report a "Medical Emergency." Firefighters, police and an ambulance will be automatically dispatched at the same time.
- 2. GIVE THE OPERATOR THIS INFORMATION:
 - Building name
 - Building address
 - Floor or location of emergency
 - Any details available about the accident or illness
 - *Do not hang up until 911 operator requests that you do so.
- 3. Call Building Management. Notify any on-duty Denver Firefighter or Police Officer who may be present.
- 4. Do not move the patient unless they cannot remain where they are without further endangering their life. Perform first aid to your level of training.
- 5. Have someone meet the responding firefighters at the main floor lobby elevators and on the emergency floor to direct emergency personnel to patient's location.

Building Staff Reaction for Medical Emergencies:

- 1. The security guard will open the lobby door for firefighters and ambulance personnel. Be aware that Denver has a two-tiered response system. First, the Fire Department will arrive, and soon after an ambulance will arrive. Each group must be met and escorted to the location of the person requiring medical attention.
- 2. Place an elevator on independent service on the first floor to transport firefighters and ambulance personnel to the needed floor. Assign a staff member from the building to operate the elevator.
- 3. Go with the emergency personnel to the location of the person requiring medical attention.
- 4. Leave the elevator on stand-by on the floor of the emergency to transport the emergency personnel and/or the ill or injured person to the lobby.
- 5. Assist the emergency personnel, as needed, with any patient information you can obtain, such as medical history, emergency contacts etc.

<u>GENERAL EMERGENCY PROCEDURES –</u> OFFICE, RESIDENTIAL AND BUSINESS OCCUPANCIES

TENANT RESPONSIBILITIES

- 1. Tenant management must assign specific employees to serve as *Floor Wardens*, *Drill Coordinators*, and other emergency staff (see next section).
- 2. In accordance with Fire Department guidelines, responsibility for planning and conducting drills shall be assigned to the building *Life Safety Officer*, who is a competent person qualified to exercise leadership in this area of expertise.
- 3. Those assigned as *Drill Coordinators*, *Floor Wardens*, or their assistants, must attend training sessions a minimum of once a year. This training is coordinated/ scheduled by Building Management and may be presented by the Fire Department. Attendance at all training sessions will be recorded by building management.
- 4. Tenants are responsible for keeping a list (<u>updated weekly</u>) of those employees with mobility impairments. A copy of this list will be kept at the Management Office and posted in the Fire Command Center.
- 5. Building fire drills will be held annually with the Denver Fire Department's Fire Prevention Bureau observing and making recommendations.

Position	Responsibility	
Drill Coordinator	Plans, conducts and evaluates emergency drills. This position may be assigned to the Safety Director or head of Security.	
Floor/Area Warden	Individual assigned to coordinate emergency evacuations of a specific floor or area and to ensure that all occupants have evacuated the building. The Floor Warden is also responsible for verifying the evacuation of <u>all</u> spaces, including rest rooms. <i>Close but do not lock all doors</i> .	
Floor Leader	Individual assigned to monitor people in his/her work area and be responsible for their safe evacuation in an emergency.	
Searcher	Individual responsible for finding and evacuating all personnel from the floor specifically from remote areas such as storerooms, file rooms, coffee areas, etc.	
Stairway Monitor	Individual assigned to monitor the use of the stair enclosure on a specific floor during an emergency evacuation.	
Elevator Monitor	Individual assigned to monitor the elevator lobby during an evacuation to prevent the elevator from being used and to direct occupants to emergency stairways. If the elevator lobby has been constructed as an occupant refuge area, this individual explains to able-bodied personnel seeking refuge that the refuge area is only for those who are unable to self- evacuate.	
Aide to Employees with Mobility	Employee assigned to assist occupants with mobility impairments during emergencies and drills.	

EMERGENCY STAFF

Impairment ("buddy")			
Assembly Area	Employee assigned to monitor assembly points and take		
Monitor	attendance as occupants arrive.		
Communicator/Runner	Staff assigned to the Command Post or assembly areas		
	responsible for communication between assembly points and		
	the Command Post.		
Drill Evaluator	Individual assigned to monitor occupant actions during the		
	drill and report their findings to the Drill Coordinator at the		
	completion of the drill.		

Drill Coordinator:

1515 Wynkoop is a multiple-tenant building; therefore, the *Drill Coordinator* is a member of building management.

Responsibilities-

The Drill Coordinator plans, conducts and evaluates emergency drills.

Duties-

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

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

Floor Wardens:

As a general rule, one *Floor Warden* is designated for every 20 employees.

Responsibilities-

Floor Wardens are responsible for the condition of the occupants of their floor, for supervising Floor Leaders during an emergency, and for evacuating occupants during an emergency. Floor Wardens must be familiar with the layout of their floor, the details of the Emergency Action Plan, the location and operation of available alarm systems, fire protection equipment, coded door locks, and the location of routes to exit areas.

Administrative Duties-

- 1. Each *Floor Warden* must pre-select two *Searchers* (one female and one male) to assist in the event of an emergency. *Floor Wardens* are responsible for working out a search plan for *Searchers* to follow in the event of an emergency on their floor.
- 2. The *Floor Warden* appoints personnel to the emergency team and fills vacant positions.
- 3. Floor Wardens must maintain an updated roster of all Floor Leaders, Searchers, Stairway Monitors, Elevator Monitors, Aides to Employees with Mobility Impairments, and alternates.
- 4. Each *Floor Warden* must maintain an up-to-date, accurate list of mobilityimpaired employees. This list should include the floor location and where on the floor (elevator lobby, stairwell, etc.) they will wait for assistance.
- 5. He/She must notify the Fire Command Center when changes in Emergency Organization personnel and mobility-impaired persons occur.
- 6. The Warden ensures that all emergency team personnel know their assigned duties and locations in case of an emergency.
- 7. *Floor Wardens* must preplan the handling of persons with mobility impairments during evacuation.
- 8. *Floor Wardens* should know and be able to identify all employees in their area of responsibility.

In the event of an emergency, employees should follow their *Floor Warden's* instructions and offer their full cooperation.

Emergency Duties-

- 1. If there is a fire on a tenant floor, and the alarm has not sounded, the *Floor Warden* or person finding the fire is to:
 - a. Close any doors to the fire area.
 - b. Activate the fire alarm manual pull station at the nearest stairwell.
 - b. Call 911 from a safe area after evacuation.
- 2. In the event that the fire alarm signal (audible and visual) is received, the *Floor Warden* should follow this procedure:
 - Advise the tenants that when the building level they are occupying receives the fire alarm signal, they must immediately evacuate the building by using the stairwells, staying single file and to their right in the stairwell. They are to remain in the stairwell until they reach the street level.

Remain calm and begin evacuation of the building, following any directions given by *Floor Wardens* and/or Fire Department personnel.

- *Floor Wardens* are to put on a yellow/green vest (provided by the Management Office) so other tenants and the Fire Department can easily identify them. If possible, *Floor Wardens* should also carry a flashlight.
- Any area affected by fire or smoke is to be evacuated immediately. *If safe to do so, Searchers* should make certain any or all doors leading into such an area are closed after checking that everyone is out of the area.
- Mobility impaired persons are to remain in the protected elevator lobby, stairwell landing or designated refuge area at all times with their "buddy" until the Fire Department arrives. If the *Floor Warden* relocates mobilityimpaired persons, they must notify 911 or Fire Department personnel of the person's location so that the Fire Department can rescue them.
- The *Floor Warden* can order relocation (downward if possible) to another floor if danger is present.

If the occupants of a floor are directed by the Fire Department to leave the floor, it is to be done by way of stairwells.

- Elevators are not safe in such an emergency and are automatically taken out of service upon activation of the fire alarm system.
- To evacuate people, *Floor Wardens* are to lead the people downward in the stairwell, keeping single file and to the right; this will allow firefighters ascending the stairwells clear passage. Also, people should not run or talk in the stairwell as the noise may hinder them from hearing instructions.

Floor Leader:

Responsibilities-

Operating under the supervision of the *Floor Warden*, the *Floor Leader* is responsible for monitoring people in his/her area. He/She is responsible for the safe evacuation of personnel in his/her work area during an emergency.

Duties-

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

Searcher:

Responsibilities-

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

Duties-

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

Stairway Monitor:

Responsibilities-

Under the direction of the *Floor Leader*, *Stairway Monitors* are responsible for an assigned exit and assist in the orderly evacuation of personnel.

Duties-

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

Elevator Monitor:

Responsibilities-

Under the supervision of the *Floor Leader*, *Elevator Monitors* are responsible for making sure no one uses the elevators during a drill or an emergency.

Duties-

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

Aide to Employees with Mobility Impairment:

Responsibilities-

Under the supervision of the *Floor Leader*, the *Aide to Employees* is responsible for making sure all persons with mobility-impairments are evacuated.

Duties-

Maintains an accurate and updated list of mobility-impaired employees on the floor. A "Buddy System" will be implemented in which one or two Aides will be responsible for evacuating specific mobility-impaired co-workers to stair enclosures or elevator lobby areas of refuge.

Assembly Area Monitor:

Responsibilities-

Monitors assembly points and takes attendance as occupants arrive.

Duties-

- 1. During an evacuation, occupants should proceed down the stairway to the first floor, exit the building, and proceed to a designated meeting area that is at least 300 feet from the building.
- 2. *Assembly Area Monitors* shall perform and report tenant accountability to ensure all occupants have evacuated the building.
- 3. It is advised that each tenant select a meeting area where accountability will be performed. The property manager should coordinate these meeting areas and have that information with them when evacuating. This will prevent having too many meeting areas positioned at the same location, which could create confusion when too many occupants meet in the same location. This will also assist the Fire Department and the property manager when questions arise as to where certain tenants are located during the evacuation.
- 4. If individuals are not on their normally occupied floor, they shall exit the building, head directly to their pre-designated meeting area, and report to the *Floor Warden* and *Assembly Area Monitor*. If persons are unaccounted for, every effort must be made to ensure that the missing party has evacuated the building ... including witness accounts of where the person was last seen. Any person left unaccounted for the monitor's efforts to locate must be reported to the Fire Department, along with any information acquired.

Communicator/Runner:

Responsible for the communication between assembly points and the Command Center.

Drill Evaluator:

Responsibilities-

Monitors occupant actions during the drill and reports their findings to the *Drill Coordinator* at the completion of the drill.

Duties-

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

ALARM ANNOUNCEMENTS, OFFICE BUILDINGS

Upon <u>initial</u> activation of the alarm system the Fire Panel will AUTOMATICALLY PERFORM a pre recorded announcement. However, if for any reason this does not happen, then the following announcement must be made:

FIRST ANNOUNCEMENT—TO ALL FLOORS IN ALARM Repeated two times

"May I have your attention please. This is building (<u>security/engineering</u>). We are investigating an alarm on the ______ (floor/s). Please begin immediate evacuation. The Fire Department has been notified and will be investigating the alarm." REPEAT ONCE MORE

Upon arrival of the fire companies, and <u>ONLY</u> if a long period of time has elapsed since your first announcement:

ANNOUNCEMENT TO ALL OTHER FLOORS -- WHEN APPLICABLE--Repeated two times

May I have your attention please. This is building (<u>security/engineering</u>). We are investigating an alarm on the______floor(s). The Fire Department will notify you if your floor(s) is/are to be evacuated. Currently floors_____are evacuating. REPEAT ONCE MORE

The "ANNOUNCEMENT TO ALL OTHER FLOORS" is an exceedingly important announcement. In 1515 Wynkoop, <u>visual warning devices (strobes) activate on all floors</u> <u>when the building goes into alarm</u>. Every attempt shall be made to reduce panic and keep tenants informed of emergencies affecting the building.

Upon authorization from the Denver Fire Department Officer in Charge and if the alarm is false:

Note: Please do not read message of <u>return to normal</u> until elevators are taken off of "recall" (Phase I) and are put back into operation.

FINAL ANNOUNCEMENT TO ALL FLOORS --When Applicable and approval given -- Repeated two times.

May I have your attention please; this is building (<u>security/engineering</u>). We have investigated the alarm on the______ (floor/s). The Fire Department is returning building back to normal operations. **REPEAT ONCE MORE**

Note: Past experience has shown that certain phrases should be avoided since they can easily confuse occupants and have undesirable results. These phrases include "All Clear," "False Alarm," "No need to evacuate," "Standby," etc. These words and phrases should NOT be used, and all wording should be carefully chosen and pronounced.

INDIVIDUALS WITH IMPAIRED-MOBILITY

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

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

This list shall be updated monthly:

All Office Managers shall e-mail the Administrative Assistant an updated list of impaired individuals every Monday morning. The master list will then be updated and posted as required.

2. SPECIAL NOTE: All tenants are asked to keep the Management Office informed of any persons working in the building who have any impairment that could keep them from relocating without assistance in an emergency.

- 3. We ask each *Floor Warden* to assign one person and a back-up to be the mobilityimpaired person's "buddy." In this way, someone is always able to stay with the individual needing assistance.
- 4. In the event of an emergency, the mobility-impaired individual should never be left alone. The "buddy" should always take the person to the nearest stair enclosure landing or designated refuge area when there is an alarm, smoke or fire, or if the Fire Department instructs everyone to leave the area.

OTHER EMERGENCIES

BOMB THREAT:

Basic Tenant Responsibilities

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

Bomb Threat Emergency Procedures

- 1. Receiving *telephone* threats
 - a. When a bomb threat is received by telephone, immediately ask the caller the questions listed on the bomb threat checklist. This information will be extremely helpful to the police.
 - b. After the caller has hung up, immediately fill out the remaining portion of the bomb threat checklist. This information will be extremely helpful to the police.
 - c. Notify the Management Office that you have received a bomb threat. They will contact the police.
 - d. Do not make statements to newspapers, radio, or television news. Leave that to the police.
- 2. Receiving *written* threats
 - a. Written threats are less frequent than telephone threats but must be considered just as carefully.
 - b. Avoid <u>physically handling the written threat</u>. This evidence will be analyzed by the Police Department for fingerprints, postmarks, handwriting and typewriting. Isolate (letter) and insulate (move yourself and others to safety).
 - c. Notify the Management Office that you have received a bomb threat. They will contact the police.
- 3. Searching Procedures
 - a. It will be the responsibility of each tenant to decide if their employees are to search areas such as coatrooms, conference rooms, computer rooms and work-stations. The Building Management staff will be responsible for searching the following areas:
 - Public Restrooms
 - Elevators
 - Telephone Equipment Rooms
 - Entrances and Lobbies
 - Fire Extinguisher Cabinets
 - Planters
 - Transformer Vaults
 - Boiler and Chiller Rooms
 - Exterior of the Building
 - Shrubbery
 - Stairways
 - Trash Storage Areas
 - Janitor Closets

- Loading Docks
- Parking Garage

b. If a suspected device is found, DO NOT TOUCH IT.

Contact the Management Office and clear the immediate area. Guard the area, keeping people away, until a Police Officer checks the device.

- c. If the Police Officer believes the suspected device to be a bomb, his/her authority immediately <u>exceeds</u> that of the tenant or landlord and his/her instructions are to be followed.
- d. Two-way radios should never be utilized in the area of suspected device.

Evacuation

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

BOMB THREAT CHECKLIST

Date:	Name o	of Company:	
Name and position of person taking call:			
Telephone number call	came in on:		
FILL OUT COMPLET	ELY IMMEDIATE	ELY AFTER BOMI	B THREAT
1. When is the bomb s	set to explode?		
2. Where is the bomb	located?		
3. What does the bom	b look like?		
4. What type of bomb	is it?		
5. What will cause the	bomb to explode?		
6. Did the caller place	the bomb?		
7. why did the caller	place the bomb?		
8. What is the caller's	name and address?		
9. Caller's: Sex	Age	Race	Length of Call
DESCRIPTION OF C	ALLER'S VOICE	(Check all that and	alv)
Calm	I aughing	I isn	Disquised
Angry	Crving	Raspy	Accent
Excited	Normal	Deep	Familiar
Slow	Distinct	Ragged	Loud
Slurred	Rapid	Nasal	Soft
Stutter	Clearing throa	t Deep breat	hing
If voice is familiar, wh	om did it sound like		
BACKGROUND SOU	NDS:		
Street Noises	House Noises	Factory	Local Call
Crockery	Motor	Machinery	Long Distance
Voices	Office	Animal noise	Phone booth
PA System	Clear]	Music Stati	c Other
THREAT LANGUAG	E/ACCENT:		
Well-spoken	Foul In	ncoherent	Irrational
Taped	Message read	by Threat Maker	
REMARKS:			

POWER FAILURE

Emergency Generator

- 1. Due to the possibility of electrical service failure from the power company, the building is equipped with an emergency generator, which starts automatically within 10 seconds of an electrical power failure.
- 2. In the event of a power failure, the emergency generator will supply electrical power to the following areas within the building:
 - a. Emergency lighting system:
 - Stairwells
 - Exit lights
 - Exit corridors
 - Tenant suites (limited lighting)
 - Fire Department one-way and two-way emergency communication systems
 - b. Fire alarm and detection system
 - c. A minimum of one elevator in the building and one elevator in the garage elevator banks
 - d. Fire pump
 - e. Sump pumps
 - f. Supply air fans when used as a component of the building smoke management system
 - g. Exhaust air fans when used as a component of the building smoke management system
 - h. Stairwell pressurization fans
 - i. Elevator hoist-way pressurization fan(s)

Power Failure Procedures

- 1. The emergency generator will start automatically within ten (10) seconds of the power failure and will supply emergency power to the above-mentioned systems.
- 2. All elevators will stop and return to the first floor, one at a time, where the doors will open and allow all passengers to exit. Once all elevators have returned to the lobby, one elevator in the low-rise and one in the high-rise will then operate at normal capacity on emergency power.
- 3. The emergency lighting system will turn on within ten (10) seconds of a power failure. The emergency lighting system will provide light in the office areas, corridors, and stairwells.

TORNADO

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

Tornado Procedures

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

Actions to Take

An announcement shall be made using the <u>public address system</u> to warn tenants that a tornado warning/watch has been issued for your area and that it is advisable to have all occupants move to a safe location in the building. Take the following actions immediately:

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

EARTHQUAKE

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

Precautions to Take During an Earthquake

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

Precautions to Take After an Earthquake

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

- 1. Everyone must be aware of fire procedures. Following that, damage can be assessed and remedial measures begun.
- 2. Remain calm and take time to assess your situation.
- 3. Assist anyone who is hurt and administer emergency first aid when necessary. Cover injured persons with blankets to keep them warm. Seek medical help (911) for those who need it.
- 4. Check for fires and fire hazards. Put out fires immediately if it is safe to do so.
- 5. Check for damage to utilities and appliances. Shut off the electricity if there is any possibility the wiring was damaged.
- 6. Shut off water lines in your suite if breakage has occurred.
- 7. Do not turn on electrical switches or appliances.
- 8. Do not touch power lines, electric wiring, or objects in contact with them.
- 9. If you detect a natural gas odor, vacate the area immediately. Do not activate any type of device that could create a spark. Once in a safe area, call 911 and report a natural gas leak.

- 10. Do not use the telephone except to call for help, to report serious emergencies (medical, fire, or criminal), or to perform some essential service. Jammed telephone lines interfere with emergency services, and it is thoughtless to use the telephone for personal reasons or to satisfy curiosity. When the emergency is clearly over, contact relatives and friends so they will know you are safe.
- 11. Be certain that sewer lines are not broken before resuming regular use of toilets.
- 12. Clean up and warn others of any spilled materials that are dangerous.
- 13. Listen to the radio for information about earthquake and disaster procedures.
- 14. Be prepared to experience after shocks. They often do additional damage to buildings weakened by the main shock.
- 15. Use great caution when entering or moving about in a damaged building. Collapses can occur without warning and there may be dangers from gas leaks, electric wiring, broken glass, etc.

There are no rules that can eliminate all earthquake danger. However, damage and injury can be greatly reduced by following the simple rules outlined above.

ELEVATOR EMERGENCY

- 1. In the event of an elevator malfunction, it is possible that you may be detained in the elevator. While this is unlikely, it is important to be prepared for such an occurrence.
- 2. If you are trapped in the elevator during business hours, push the "*Emergency Alarm*" button inside the elevator, located on the panel to the right of the door. Push this button ONCE to alert building occupants to your situation.
- 3. Telephone communication is located in the elevator and is located by the "PHONE" icon.
- 4. Instructions on Use of Elevator Phone
 - Push "Emergency Alarm" button once
 - A dial tone will be heard
 - A red light indicates the elevator Service Company is being called
 - The elevator service company operator will respond to you
 - Two-way voice communication is now possible
 - Do not push the button a second time unless you become disconnected
 - Inform the service company operator of your location
- 5. Do not try to force open the elevator doors.
- 6. Unless you are specifically instructed to do so by emergency personnel, never attempt to leave the elevator if it is stopped between floors.
- 7. Relax and stay calm until help arrives. Please allow at least one-half hour from the time of your call for help to arrive at your location.

Elevator Emergencies Requiring Fire Department Assistance

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

- The ability to communicate with the person(s) is lost
- The person(s) request(s) that 911 be called
- There is a medical emergency (panic included)
- There is an environmental emergency (fire, chemical, bomb threat, etc.)
- A wall has to be breached or person(s) must be removed by any means other than under their own power and via the normal passenger exit door.
- Personnel from Building Management, Engineering, Security, etc., deem it necessary to call 911
- The responding elevator company or mechanic deems it necessary to call 911
- Due to weather or other conditions (e.g. mechanic responding from home), the response time will be longer than thirty (30) minutes

NATURAL GAS EMERGENCY

Please adhere to the following if a natural gas odor is present in the building:

- 1. Leave the area immediately.
- 2. Do not stop to turn anything on or off, do not open or close anything. Have all smoking cease immediately, and evacuate out and away from the building as quickly as possible.
- 3. From a safe area, notify the Denver Fire Department by dialing 911.
- 4. Contact Xcel Energy, Natural Gas Division at 303-623-1234 and notify them of the situation.
- 5. Contact the Building Management at 303-573-8800 to have the odor investigated.
- 6. The individual who discovered the gas leak should identify him/herself to the Fire Department once they are outside the building.
- 7. Under no circumstances is anyone to return to the building for any reason until the "all clear" is given by the Fire Department.

ENVIRONMENTAL EMERGENCY

Quickly evacuate the affected area. From a safe location, notify the Denver Fire Department immediately by dialing 911. Notify them concerning any chemical spill in the building and then call the Building Management Office at <u>303-573-8800</u>.

Those persons with knowledge of the incident need to be available to the Denver Fire Department, Building Management, and/or emergency response personnel outside the building in order to answer questions. A description of what happened, where, when, and the type of product(s) spilled will be extremely valuable. If possible, try to obtain the label from the product or container.

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

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

The HVAC system should be shut down to reduce exposures, both inside and outside of the building.

WATER INTERRUPTION OR FLOOD

Water Interruption

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

Flood

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

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

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

- 1. Evacuate the area to a dry and safe place.
- 2. Call Building Management at <u>303-573-8800.</u>
- 3. Call <u>911</u> for the Fire Department.
- 4. Explain the location of the flooding and the probable cause. Remember to give the building's address.

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

STRANGER IN BUILDING AND HOSTAGE SITUATION

Stranger in Building

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

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

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

Hostage Situation

Report any situation involving hostages to the Denver Police Department by calling <u>911</u>. Helpful information to give the Police Department includes:

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

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

EMERGENCY DRILLS

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

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

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

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

In conducting the drills, emphasis shall be placed on orderly evacuation rather than speed.

Drills shall be held at expected <u>and</u> unexpected times, as well as under varying conditions to simulate the usual conditions that can occur in actual emergencies.

Drill participants shall relocate to a predetermined location and will remain at such location until a recall or dismissal signal is given.

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

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

Records shall be kept of the drill dates, who conducted the drill, and the results of that drill.

The Denver Fire Department strongly encourages all business owners to perform emergency evacuation drills each quarter or when a large tenant/employee turnover has occurred.

Emergency evacuation drills improve occupant safety, and the Denver Fire Department has a great appreciation for firms conducting these drills—something we encourage every property manager to consider. Building occupants who are regularly involved in such drills are more apt to act appropriately in an actual emergency. In fact, fire experience across the nation has shown that occupants who are familiar with their building's exits and safety equipment perform better during emergencies than those who are not.

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

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

FLOOR PLANS

The Emergency Action Plan must contain floor plans of the building to help orient occupants during a drill or emergency. Each diagram shall be oriented to streets and directions (North, South, East and West). Diagrams shall at a minimum graphically depict the following:

- a. Fire Command Center
- b. Refuge areas
- c. Elevators
- d. Stairways
- e. Tenant stairs
- f. Mechanical rooms
- g. Electrical rooms
- h. Fire pump room
- i. Emergency generator and fuel tank location
- j. Elevator control room
- k. Flammable/hazardous materials storage
- 1. Fire sprinkler sectional shutoffs
- m. Other key areas as needed

(Detailed Floor Plans Start on Following Page)

QUICK ACTION DOCUMENT

(One page document - use front and back if necessary)

If a FIRE or MEDICAL EMERGENCY occurs, contact 911

When contacting 911 be prepared to provide the following information:

- a. Your name
- b. Type of emergency (Fire, Medical Emergency)
- c. Building address
- d. Your location within the building (Floor #, Parking Garage, Warehouse)

Do not hang up until 911 operator requests that you do so.

Provide Building Security with the same information given to the 911operator.

If a **FIRE** is found:

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

IF an **EVACUATION** is necessary:

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

If a TORNADO watch/warning is posted:

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

If an **EARTHQUAKE** occurs:

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

If a NATURAL GAS LEAK is detected:

- a. Leave the area immediately; do not turn anything on or off
- b. From a safe area, call <u>911</u> to report a leak
- c. From a safe area, call building management.
- d. Do not re-enter until an "All Clear" signal is given by the Fire Department

If an ENVIRONMENTAL EMERGENCY occurs:

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

If a FLOODING situation occurs:

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

If a **BOMB THREAT** is received:

- a. Fill out the Bomb Threat Checklist
- b. Notify building management

INDIVIDUALS REQUIRING FIRE DEPARTMENT ASSISTANCE TO EVACUATE

<u>04-01-09</u> (UPDATED)

Name	Floor	Floor Warden	Impairment	Refuge Area
Jane Doe	39	Jim Jones	Wheelchair bound	Stairway landing
John Doe	15	Jim Smith	Severe asthma	Stairway landing