

**Lincoln**

***EMERGENCY  
EVACUATION PLAN***

***2895 Greenspoint Parkway  
Hoffman Estates, IL***

LINCOLN PROPERTY COMPANY  
2800 WEST HIGGINS ROAD  
HOFFMAN ESTATES, IL 60169  
(847) 884-2800  
(847) 884-4499 FACSIMILE

## **Purpose of the Program**

Pre-planning for emergencies and disasters is a necessity. Life threatening situations can occur without warning. The possibility of a fire or other emergency situation at this location has caused us to place top priority on the safe and rapid evacuation of personnel in an emergency.

The purpose of this program is to provide a comprehensive plan to handle the various emergencies that could arise in an office environment. The success of this program is dependent on the cooperation of every individual working at the campus.

In this program, we will provide information on building systems, responsibilities of participants, fire-reporting procedures, emergency communications and evacuation procedures. Please read and familiarize yourself with this program and the building layouts.

This document is a guideline for the management of emergency of evacuations in the Greenspoint Office Park located in Hoffman Estates, Illinois. Emergency evacuation can be the result of presence of gas/chemical odor, fire, or bomb threat for example, that will require the safe and controlled egress of all persons from the building. This procedure is divided into three sections:

**REACTION, CONTROL & ASSESSMENT and RECOVERY.**

## **REACTION**

Any potentially harmful situation should be immediately brought to the attention of the Building Management. If it is determined that a situation requires the evacuation of the facility, the following steps should be followed:

- If the alarm system did not automatically activate, it should be manually activated by pulling an alarm station, signaling all employees to IMMEDIATELY leave the building without hesitation. Employees should gather all outwear and essential items (if nearby) and evacuate through the egress instructed on the evacuation routes.
- In case of a bomb threat, the use of walkie-talkies and cell phones is prohibited.
- The tenant Fire Marshal will ensure the suite is empty, the Floor Warden will ensure the floor is vacant and the Building Management will ensure the building has been evacuated. (Please refer to the Fire Marshal and Floor Warden duties to follow.)
- By activating the building alarm, Central Station will automatically notify the Hoffman Estates Fire Department.
- Once outside, all persons should assemble in the area designated in the evacuation procedure. The following rules should be observed and enforced:
  1. No smoking.
  2. No one is to get into his or her vehicles for any reason unless instructed to do so.
  3. The use of cell phones is prohibited.
  4. Any directions given by a member of the evacuation team must be followed.
  5. No one is to enter the building for ANY reason until instructed to do so only by the Building Management, even if authorized by the police or fire department.

## **CONTROL & ASSESSMENT**

These procedures are based on personnel on duty during normal business hours.

### **Designated Building Engineer**

- 1) Check the alarm control panel to determine where the alarm was triggered.
- 2) Call the local police to confirm receipt of a call from Central Station and to inform them of the nature of the emergency.
- 3) Call the Building Management office at 847-884-2800 to inform them of the emergency.
- 4) Take visitor log and evacuate to the front of the building.
- 5) Aid in crowd control and enforce evacuation rules.

### **Designated Building Marshals**

- 1) Ensure all persons in the building have evacuated.
- 2) Once confirmed of a complete evacuation, "Caution" tape will be put across all entrances to ensure no one goes back into the building.
- 3) Aid in crowd control and enforce evacuation rules.

If unfavorable weather conditions exist, the people will be moved to neighboring corporate offices.

## **RECOVERY**

- Only with the approval of both Emergency Services and Building Management will everyone be allowed to re-enter the building.
- If the incident involves a bomb threat or any other type of threat, call 911 at the earliest opportunity.
- If any employee indicates a fear of returning to the facility, notify a manager and DO NOT demand that they immediately return with everyone else. That individual's manager will meet with him/her and determine the best resolution to their physical and emotional well-being.
- All employees return to their designated work areas and await their manager's instructions.
- "Business as usual" will then proceed.
- Any employee needing to be assisted for stress-related issues should be directed to a Manager. It is the responsibility of each individual Fire Marshal to be aware of the needs of the employees and to assure them of the safety of the facility.

# Emergency Preparedness and Evacuation Procedures

## OCCUPANT RESPONSIBILITIES

### 1.0 GENERAL

This practice applies to:

- Emergency preparedness
- Evacuation procedures
- Fire prevention in offices, warehouses, and joint use occupancies.

### 2.0 RESPONSIBILITIES

#### 2.01 Building Manager

- Draft and implement an Emergency evacuation plan consistent with guidelines.
- Maintain an Emergency Response Team.
- Train Emergency Response Team members.
- Conduct at least one evacuation drill per year.
- Ensure current evacuation route maps are conspicuously posted and resident employees are familiar with the routes.

#### 2.02 Fire Marshal

- Assure that the evacuation plan is up to date.
- Assure evacuation routes are highly visibly posted.
- Select and train designated persons as assistants.
- Assure that new employees are oriented with the proper procedures.
- Conduct an evacuation drill at least twice a year or more as required by local regulations.
- Assist the fire department and other authorities during an evacuation.

#### 2.03 Floor Wardens/Safety Coordinators

- Must remain familiar with evacuation procedures.
- Be familiar with floor layout- know the concealed and recessed spaces.
- Ensure everyone is out off the floor. Do not allow anyone to go back into the building for any reason. Secure all fire doors once the area is vacated.
- Report to the Building Evacuation Team once responsible area is clear.

#### 2.04 Employees

- Must know and comply with all evacuation procedures. Employees should be familiar with the members of the evacuation team.
- Should comply with all directions given by a member of the Emergency Response Team and Safety Coordinators.

### 3.0 **EMERGENCY PREPAREDNESS TRAINING**

3.01 Managers must ensure all employees have received documented training on emergency preparedness and evacuation procedures for their specific building initially and upon assignment to a new work location. The training should include:

- The building's emergency response plans and associated training.
- Familiarity with primary and secondary exit routes (see posted building emergency floor plans).
- Knowing the location of fire alarm pull boxes in work areas.
- Knowing the sound/sight and meaning of alarms and warnings.
- Checking exit signs/routes, etc. when at unfamiliar buildings.
- Keeping evacuation routes and stairwells clear. Not blocking fire doors.
- Fire prevention methods.

### 4.0 **EMERGENCY PROCEDURES**

4.01 Each facility should have written procedures that outline how the various types of emergency situations that could arise in that location. Examples of emergency situations include:

- Medical
- Earthquake
- Violence in the Workplace
- Gas Leak
- Tornado
- Fire
- Flood
- Bomb Threat
- Power Failure
- Blizzard

### 5.0 **EVACUATION PLANS**

An emergency evacuation plan, also known as a “means of egress”, is an individualized strategy, per location, for ensuring each employee has a safe and unobstructed path out of the building in case of emergency.

It is a fundamental policy at the Greenspoint Office Park that no employee, visitor or contractor is expected to fight a fire; everyone is to evacuate immediately.

The evacuation plan should be easily accessible to all employees in their locations, which can be done by posting the plan or communicating the information to all employees.

#### 5.01 Required Plan Elements

- Emergency escape routes and procedures.
- Procedures for Fire Marshal/Regional Safety Coordinator and assistants.
- Procedures to account for all employees after evacuation has been completed.
- The procedures to report any emergency.
- Names, titles and phone numbers for people responsible for the plan.

## 6.0 ALARM SYSTEMS

Each location needs an automatic fire alarm system to notify the employees to evacuate in case of fire. Fire Safety systems are tested at least twice a year in conjunction with the evacuation drill.

## 7.0 FIRE SAFETY GUIDELINES

- Rubbish, debris, trash and other flammable materials removed from the premises daily.
- Approved, covered metal waste cans are provided at locations where paint rags, oil rags, wiping cloths, etc. may accumulate. Waste cans must be emptied daily.
- Rubbish containers are located outside the building for the accumulation of trash for pick up.
- No attempt is made to cause fire rated doors to be held in the open position (except where the doors are held open with smoke activated devices) and should always be latched.
- Doors, stairs, and other exits are always clean and unobstructed. Items hung in aisles, such as banners or holiday decorations, are at least 7 ½ feet above the floor and never obstruct the egress.
- Burned out exit lights or other emergency lighting are promptly reported to the Building Manager for replacement. Visibility of exit lights or signs is never impaired.
- At no time should an employee risk his/her safety to protect company property.
- Smoking is prohibited in all company buildings and garages.
- Live seasonal decorations (Christmas trees, garland, etc.) are prohibited in the facilities. Only seasonal decorations approved by the Building Manager can be displayed.
- Only company-supplied appliances, such as coffee pots, refrigerators and microwaves, can be used within the work environment and must be confined to break rooms. Heating plates or ovens are not allowed.
- Space heaters must meet the following requirements:
  - UL approval.
  - Tip over shutoff.
  - Placement and area of use of heater must be approved by your Building Manager and stated in written approval.



## **Emergency Response Team**

A local, onsite team known as the Emergency Response Team will control the fire and life safety procedures. The committee will be comprised of the following:

Manager, also known as Emergency Coordinator

Assistant Manager, also known as Assistant Emergency Coordinator

Chief Engineer

Engineers

The Emergency Response Team for the Greenspoint Office Park Building is comprised of Emergency Response Team, Building Floor Marshals and Tenant Fire Marshals (also known as Safety Coordinators). The committee is trained and reviews emergency and evacuation procedures. Reviews will also include fire protection, inspection of the building facilities and emergency equipment and discussion of ways to ensure the safety of all building employees for all types of emergencies. The committee members will participate in all scheduled training sessions and drills. Fire drills will be scheduled bi-annually with a training session and review for all Safety Wardens prior to the scheduled drills.

Facility and Operations Management serve as emergency coordinators for the lobbies and other exits.

Each Emergency Response Team will be in charge of handling all emergency situations in their area until fire or police assistance arrive onsite. Upon their arrival, the fire or police personnel take control of the situation and the Emergency Response Team will work with the emergency personnel to communicate with Floor Marshals.

A list of the Emergency Response Teams and their phone numbers are included in this manual.

## **Responsibilities and Duties of the Emergency Response Team**

Emergency Response Teams shall be responsible for the coordinating and directing all emergency activities in their area.

Areas of Responsibility and Duties will include:

1. What to do when an emergency occurs and who should be notified.
2. Location of all evacuation routes to exits and stairs, how to evacuate the building and where to assemble.
3. Maintaining discipline and order in stairways during an evacuation. Movement of employees away from the building.
4. Training in emergency procedures. Attend all training sessions scheduled.
5. Identify personnel that have CPR and First Aid training and maintaining contact list for medical emergencies.
6. Fire prevention through the elimination of hazardous materials or conditions.
7. Location and operation of the fire alarm system and the fire suppression equipment.
8. Location and operation of the building telephone system and manning the system in case of an emergency.
9. Location of all employees with disabilities needing assistance or evacuation by elevator.
10. Inform employees of fire reporting and evacuation procedures.
11. Training at least one additional person to act on your behalf in your absence.



## **EMERGENCY TELEPHONE NUMBERS**

<b>FIRE DEPARTMENT EMERGENCY</b>	<b>911</b>
<b>POLICE DEPARTMENT EMERGENCY</b>	<b>911</b>
<b>AMBULANCE SERVICE</b>	<b>911</b>
<b>FIRE/POLICE/AMBULANCE</b>	<b>911</b>

## **BUILDING SECURITY/MAINTENANCE**

<b>BUILDING MANAGEMENT</b>	<b>(847) 884-2800</b>
<b>ENGINEER ON-CALL PHONE</b>	<b>(224) 688-9188</b>
<b>EMERGENCY ANSWERING SERVICE</b>	<b>(312) 248-9612</b>
<b>AFTER HOURS SECURITY GUARD</b>	<b>(630) 901-0565</b>

\*Guard on duty Monday through Friday 11pm-7am  
and Saturday from 7am through Monday at 7am\*

# **Life Safety**

Fire Protection  
Fire Prevention  
Fire Prevention Checklist

## **Fire Protection**

- The objective of fire protection is to safeguard life and property. Good fire prevention and protection does not just happen. They have to be planned. Fire protection has been given a great deal of consideration from the building design stage through the construction. The buildings have efficient systems, smoke alarms, automatic sprinklers, manual extinguishing devices and manual fire box alarms (pull stations).
- Fire and smoke are likely to create panic. We cannot eliminate this emotion but we can avoid the conditions from which it is likely to arise.
- A building is considered fire proof or fire resistant, but its contents will usually burn. Fires may occur as a result of ignition of flammable materials, which must be stored properly, and a routine check to verify their proper use. If we eliminate the cause, we will not be left with the effects of a fire.
- It is important to know the various classifications of fires, the types of extinguishing agents and the capabilities of extinguishers.
- The actions taken immediately after a fire is discovered, and before the arrival of the fire department, will greatly influence the net result of a fire. Proper planning and organization is of the utmost importance for the protection of personnel.

## **Fire Prevention**

Fire prevention is a year round activity. It is an organized plan to protect the safety of personnel and reduce property loss. The best time to stop a fire is before it starts and looking for and removing potential fire hazards can do this. Fire hazards are anything that can start a fire or cause a fire to spread.

### **1. CARELESS SMOKING IS ONE OF THE MAJOR CAUSES OF FIRE**

- Properly dispose of ashes and cigarettes. Use containers and ash urns specific for this use. Do not smoke within 25 feet of flammable material or the building. Do not throw lit cigarettes into the landscaping.

### **2. ONE FIRE IN FIVE IS CAUSED BY ELECTRICITY**

- Space heaters can be very dangerous and are not allowed unless approved by management.
- Coffee pots and other appliances must be closely supervised and should be placed on non-combustible base.
- DO NOT use small un-approved extension cords that can be overloaded and as a result can short circuit and cause a fire. DO NOT overload circuits.
- Replace worn or frayed power and extension cords.

### **3. GOOD HOUSEKEEPING**

- Do not place objects on ledges, on top of file cabinets and any other place where they could fall and cause injury, block a sprinkler head or fuel a fire.
- Arrange stockrooms in a neat and orderly manner. Discard old material and non-essential files. Store materials 6 inches off the floor and at least 18 inches from the ceiling.
- Investigate all reports of smoke or electrical hazards to be sure they are not fire related.
- Do not block fire extinguishers. They should be readily accessible.
- Maintain clear and unobstructed aisles, stairways and exits.
- Keep stairway and atrium doors closed. The stairways and atrium are fire rated and keeping the doors closed will prevent fire and smoke from entering.

## Fire Prevention Checklist

Quarterly review of your area should be performed and this checklist completed. Any changes to conditions or information should be sent to the facilities department.

FLOOR: \_\_\_\_\_

DATE: \_\_\_\_\_

WING: \_\_\_\_\_

Emergency Response Team member: \_\_\_\_\_

Personnel needing assistance: \_\_\_\_\_

Evacuation diagrams posted: YES \_\_\_\_\_ NO \_\_\_\_\_

Exit lights intact and burning: YES \_\_\_\_\_ NO \_\_\_\_\_

Combustible materials stored properly: YES \_\_\_\_\_ NO \_\_\_\_\_

Tripping hazards: YES \_\_\_\_\_ NO \_\_\_\_\_

Stairway doors closed: YES \_\_\_\_\_ NO \_\_\_\_\_

Stairway steps and landing clear: YES \_\_\_\_\_ NO \_\_\_\_\_

Evacuation routes clear: YES \_\_\_\_\_ NO \_\_\_\_\_

Multiple extension cords: YES \_\_\_\_\_ NO \_\_\_\_\_

Frayed extension cords: YES \_\_\_\_\_ NO \_\_\_\_\_

Other \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_

Comments:

Prepared By: \_\_\_\_\_

Please report any deficiencies to your management for immediate correction.

# EMERGENCY PROCEDURES



# **Step by Step Procedures of Fire**

Discovery  
Evacuation Procedures  
Summary of Fire Drill Procedures  
Evacuation Routes

## **Fire Discovery**

Upon discovery of a fire on your floor, follow these procedures in order:

1. Sound the alarm by pulling one of the nearest fire alarm pull stations located near the fire exits.
2. Verbally report a fire call security at 911.
3. Give your name and location.
4. Security and Maintenance will be dispatched immediately to the location for investigation.
5. If a fire is in progress, management will also dial 911 and handle the emergency personnel.
6. Do not attempt to use the elevators. The elevators are automatically recalled to the lobby for use by emergency personnel only.
7. If smoke enters the building, stay low and exit quickly.
8. In the event of a power outage, the emergency generator will start and provide power to emergency lighting and other critical systems.
9. During the alarm, all access card doors will unlock until the system is reset.
10. Initiate the evacuation plans and proceed to the nearest stairwell or exit door.

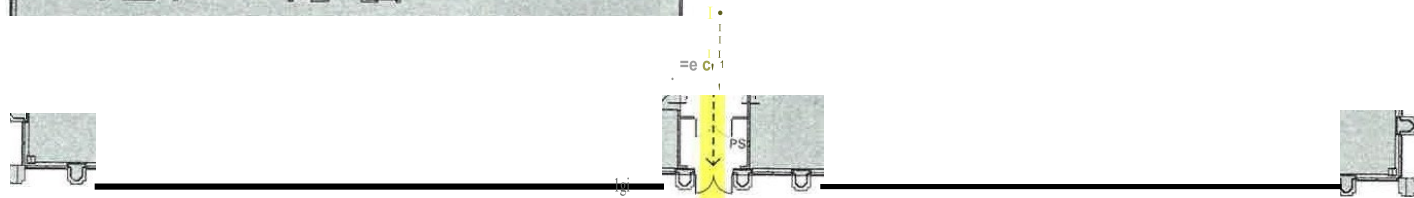
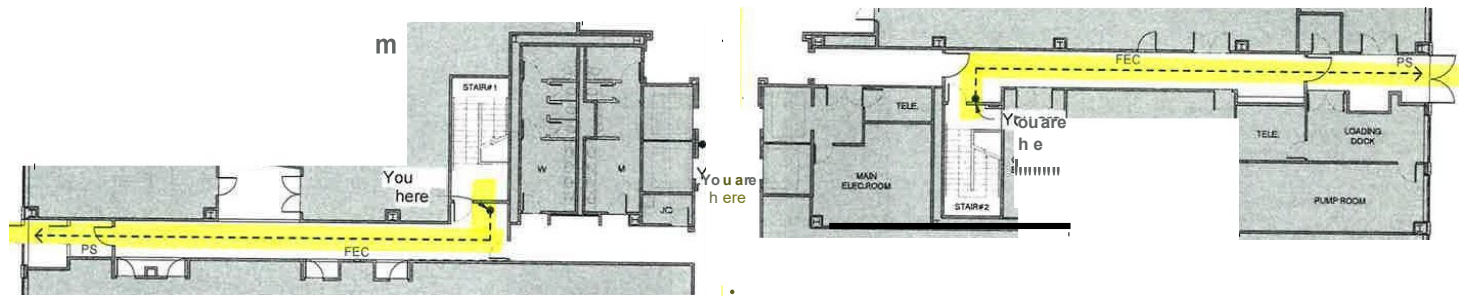
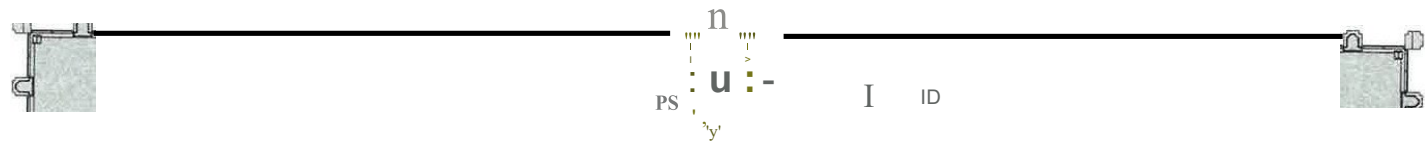
## **Evacuation Procedures**

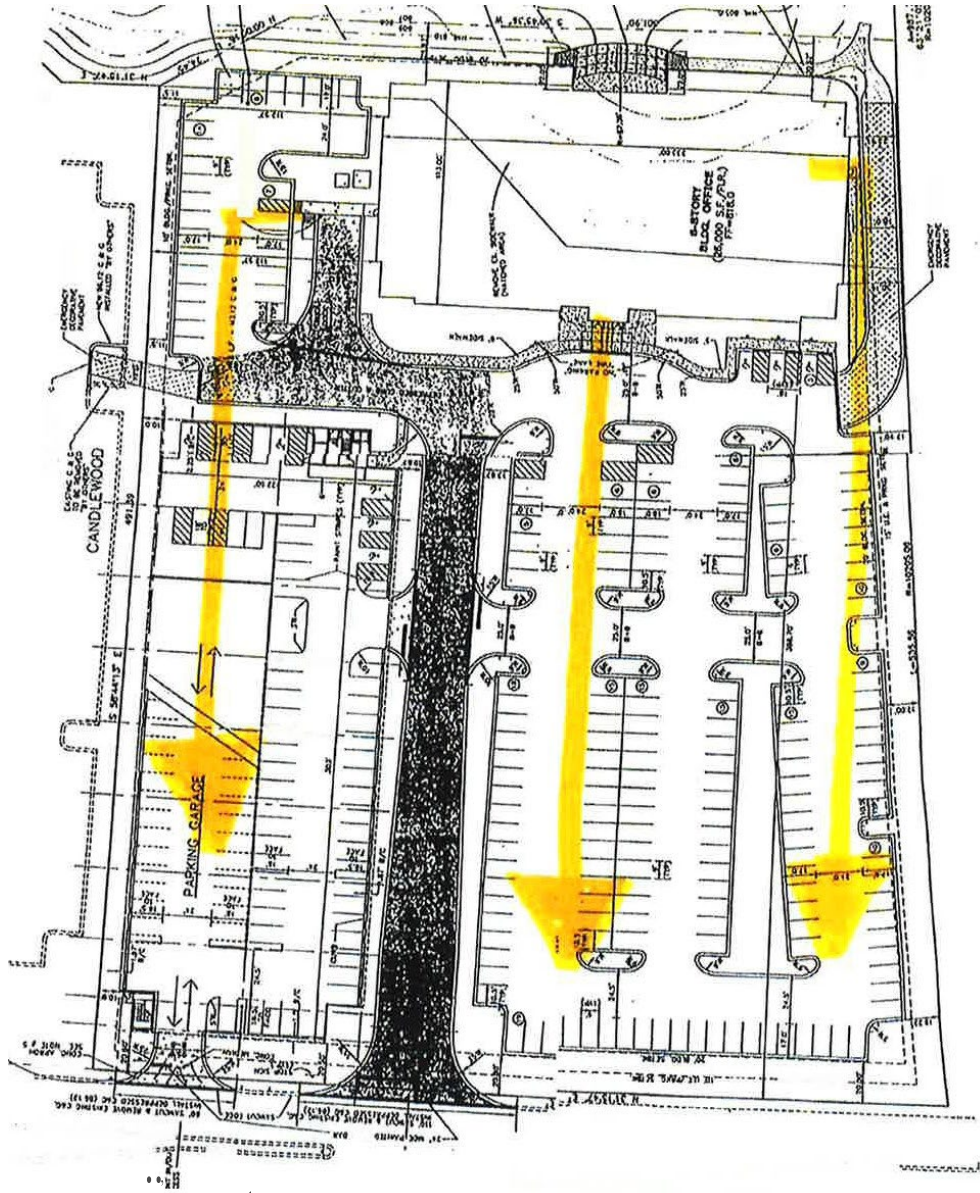
The Emergency Response Team will direct the evacuation process in accordance with the established evacuation plan.

1. Do not evacuate until the order is given unless a fire is in your immediate area.
2. The Emergency Response Team will verify the instructions and begin directing personnel to the nearest exit. The Emergency Response Team will be responsible to instruct on the proper way of evacuation such as exiting in a single file line and stay to the right in the stairwell.
3. Do not use elevators.
4. Do not prop open stairwell doors.
5. Emergency Response Team will comb the floor closing doors and verifying that all personnel have left. Be sure to check restrooms, conference rooms, fitness center, file rooms and other common areas.
6. The Emergency Response Team will report to the emergency coordinators as they exit the building that their area is clear.
7. The Emergency Response Team will assist in moving personnel away from the building and dangers of falling glass. Move to predetermined assembly areas and verify all personnel are accounted for.
8. Await further instructions.

## **Summary of Fire Drill Procedures**

1. Make sure everyone in your area is aware of the alarm.
2. Know your primary and secondary exit doors.
3. Supervise orderly evacuation.
4. Listen carefully for instructions given by Emergency Coordinators.
5. Make sure everyone is in a single file and stays to the right.
6. Check your area to be sure everyone has evacuated. Do not endanger your own life while checking.
7. Do not attempt to put out the fire.
8. Remember...the role you play in an actual emergency will be instrumental in saving and protecting lives.





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## **Medical**

Trained personnel best handle medical emergencies. It is recommended each work group have at least one person per shift who is trained in CPR and First Aid. This person should be designated as the person to contact in the event of a medical emergency. In the event this person cannot be located, please call the facilities department or 911.

### ***Be sure you know the location and contents of the First Aid kits.***

Minor injuries:

- Notify supervisor and trained personnel. Assist in obtaining first aid as needed. Contact management to file a report if it is building related.

Serious or Life Threatening:

- Call paramedics by dialing 911. Give exact location (building, floor and wing). Notify trained personnel of emergency. Notify security personnel. They will assist paramedics upon their arrival to the property and file a report. Notify their supervisor and human resources.
- If person requiring medical assistance is a visitor, contact their employer and human resources.

In all medical situations, keep the person requiring medical attention calm. Instruct non-trained personnel to clear the area.

## **Bomb Threat Procedures**

Employees, ex-employees and others use bomb threats as a means of retaliation with a real or imagined grievance. The majority of threats are just that, threats with no actual or intended device. The desired effect by someone making the threat is to cause disruption, business interruption or panic to a group or individual. However, due to the number of actual bombings that have occurred in recent events, planning, prevention and safeguards are needed to handle these threats.

### Prevention:

- Educate and inform employees to escort all visitors. Visitors should not be allowed to enter the work areas unescorted.
- Maintain proper security. Do not prop open exterior doors and report any entries (except main lobby entrance during business hours) that are not secure.
- Do not allow people unknown to you enter card access areas without using their own access card.
- Be aware of any history or situation that warrant more extensive measures.

### If a threat is received:

- Where emergency tracing procedures are in place, implement them upon receipt of a call. Use a checklist similar to the copy attached.
- Occasionally a written threat is received. Employees should be instructed to protect the document from excess handling. If a suspicious package is received, do not move, touch or tamper with the package.
- ***Immediately report all threats to building management so appropriate action can be taken.***
- The decision to evacuate will be made by the executive management team or if after hours, 911. If the decision is made to evacuate, all personnel should be moved to a safe area at least 300 feet from the building.
- Trained personnel and local authorities will begin the search to determine when it is safe to return to the building.

**Office of Integrity, Security & Compliance**  
**Bomb Threat Checklist**

Location (receiving the call): \_\_\_\_\_

**BE CALM AND COURTEOUS. LISTEN TO THE CALLER. NOTIFY SUPERVISOR IMMEDIATELY!**

**Note: Write caller's answers and exact words below and use another sheet if necessary. Try to keep the caller online, repeat questions. After the call immediately provide this form to your supervisor so it can be shared with the local Emergency Response Team. If time allows make a copy of the form to keep.**

Received by : \_\_\_\_\_ Date: \_\_\_\_\_ Time received: \_\_\_\_\_ Time concluded: \_\_\_\_\_

Information on caller: Male \_\_\_\_\_ Female \_\_\_\_\_ Adult \_\_\_\_\_ Child \_\_\_\_\_ Approximate Age \_\_\_\_\_

**Ask the following questions:**

When is the bomb going to explode?
Where is the bomb, what facility, where is the facility?
What does it look like?
What kind of bomb is it?
What will cause it to explode?
Did you place the bomb?
If so, why?
What is your call back number?
Where are you calling from?
What is your address?
What is your name?
What is your email address?
Are you familiar with this building? Yes/No

**Voice:** Loud \_\_\_\_\_ High Pitch \_\_\_\_\_ Soft \_\_\_\_\_ Deep \_\_\_\_\_ Pleasant \_\_\_\_\_ Intoxicated \_\_\_\_\_ Raspy \_\_\_\_\_  
Nasal \_\_\_\_\_ Other \_\_\_\_\_

**Speech:** Fast \_\_\_\_\_ Slow \_\_\_\_\_ Distinct \_\_\_\_\_ Distorted \_\_\_\_\_ Sutter \_\_\_\_\_ Lisp \_\_\_\_\_ Slurred \_\_\_\_\_ Other \_\_\_\_\_

**If voice is familiar, whom did it sound like?** \_\_\_\_\_

**Accent:** Local \_\_\_\_\_ Foreign \_\_\_\_\_ Emotional \_\_\_\_\_ Other \_\_\_\_\_

**Language:** Good \_\_\_\_\_ Poor \_\_\_\_\_ Foul \_\_\_\_\_

**Manner :** Calm \_\_\_\_\_ Angry \_\_\_\_\_ Rational \_\_\_\_\_ Irrational \_\_\_\_\_ Deliberate \_\_\_\_\_ Righteous \_\_\_\_\_  
Laughing \_\_\_\_\_ Incoherent \_\_\_\_\_ Other \_\_\_\_\_

**Background sounds:** Machines (typewriters, etc) \_\_\_\_\_ Trains \_\_\_\_\_ Cars \_\_\_\_\_ Airplanes \_\_\_\_\_

Party atmosphere \_\_\_\_\_ Music/radio \_\_\_\_\_ Additional Voices \_\_\_\_\_ Other \_\_\_\_\_

## **Notification of a threat of a bomb or physical violence**

Employee receives threatening call – CONTACT MANAGEMENT IMMEDIATELY – Employee writes down information as the caller speaks, using the bomb threat call sheet. The employee will attempt to determine the origin of the call and what building the caller is attempting to contact. If it can be immediately determined that the call has been placed to the wrong facility try to ascertain the building that is in danger and contact the location immediately.

- IF information determines that there is a threat to the building:

### **Assemble decision team:**

- **Contact the local police to report the threat.**
- **Contact senior management team below:**
  1. Kris Lee (847) 884-2800
  2. Scott Eagan (847) 884-2800
  3. Dan Walsh (847) 343-7546

### **Before evacuating the building, management will:**

- **ELIMINATE POTENTIAL RISKS BY CHECKING ALL BUILDING EXITS AND ENTRANCES FOR SUSPICIOUS BOXES, BAGS, VEHICLES OR DEVICES.**
- **EXTERIOR BUSHES, TRASH CANS/DUMPSTERS CLOSE TO THE BUILDING SHOULD BE CHECKED TO DETERMINE IF ANY EXPLOSIVE DEVICES ARE VISIBLE.**
- **VEHICLES IN THE PARKING LOT NEAR THE BUILDING NEED TO BE CHECKED. NOTIFY POLICE OF SUSPICIOUS VEHICLES WHO HAVE DRIVERS OR PASSENGERS IN VEHICLES NEAR THE BUILDING.**
- **IF UNKNOWN PEDESTRIANS ARE OBSERVED CONTACT LAW ENFORCEMENT.**

(The police/fire department on the scene will assist in building review and evacuation. A senior management representative/building manager will be with the police to provide company information.)



## **OTHER EMERGENCIES**

### **Power Outage**

In the event power is lost to one or all of the buildings, the following will occur:

- The emergency generator will turn on and power emergency lighting and other critical systems.
- Members of the life and fire safety committee will make an announcement. Personnel should remain in their work areas.
- Discourage personnel from calling security or facilities. Team members will be busy notifying the power company and evaluating the situation. Information will be passed along as quickly as it becomes available.

### **Earthquakes**

Earthquakes and seismic activity are not common to this area, however, there have been a few earthquakes in this century. Typically, an earthquake will occur with little or no warning. Injuries and hazards result from falling objects, breaking glass and fires.

If an earthquake should occur, remain calm. Keep personnel from running or evacuating. Personnel should stay where they are and take shelter under a desk, against an interior wall or stairwell. Stay away from windows and outside doors.

Teach all personnel who may be outside to stay away from the building and power lines. Do not try to enter the buildings.

After an earthquake, there may be aftershocks. Be prepared and only use telephones in case of emergency.

### **Floods**

The property is located above possible flood levels, however, situations could occur where certain areas may become flooded. Avoid crossing any flowing water either by foot or in your vehicle. If there is any threat to the buildings, the Emergency Response Team will issue further instructions.

## **Civil Disturbance**

Occasionally, disruptions from demonstrations or civil activities may occur. Usually these activities are relatively peaceful and may affect business by slowing down operations. Under certain conditions, incidents may occur causing injury or property damage.

Be aware of community and employee attitudes and any activity by local activist groups. This will assist in preparing for an organized activity being planned. If you become aware of a reason activity might occur, please contact the Emergency Response Team immediately.

If a civil disturbance occurs, executive management will meet to discuss course of action.

## **Spills/Releases**

Spills and releases need to be handled quickly and by trained personnel. Once identified, measures should be taken to minimize the spill or release. Advance preparation and development of a spill plan is necessary due to the environmental hazard and adverse publicity.

Identify all products which could result in a spill or release and submit to the Emergency Response Team to keep on file. If a spill or discharge should occur and it is a threat to personnel, evaluate location of spill and evacuate accordingly.

The Emergency Response Team will notify the local emergency department and implement the Spill Contingency Plan.

## **Hurricanes**

While it is unlikely that a full strength hurricane will reach the campus, we should prepare for tropical storms and tornadoes as the end result of a hurricane making landfall. The National Weather Service issues advisories on the location, strength and movement of hurricanes and tropical storms. The following steps should be taken in advance of a hurricane landfall:

- Secure all exterior items such as furniture, lumber, small signs and other objects.
- Cover and secure all critical records.
- Power should be disconnected from office equipment, AV equipment and computers.
- Cover any critical equipment and files with heavy gauge plastic.

If a storm is expected to come directly over the site, a decision will be made by the executive staff to all personnel regarding work schedules and procedures. If personnel are on site when the storm hits, follow procedures for tornadoes.

## **Tornadoes**

Upon being advised of a tornado warning, it is recommended that the procedures below be followed:

1. Vacate perimeter offices and areas and close the doors to all perimeter areas.
2. Assign personnel to check for people who may not have been notified- in restrooms and noisy areas (e.g.; copy rooms, computer rooms).
3. Seek shelter in the interior corridor area on your floor, away from windows and glass. The greatest danger will be from glass and other airborne objects. In an emergency, for maximum protection, kneel protecting your head.
4. Avoid level on lobby areas. Advise co-workers to move from these areas to the core of the building, away from as many windows as possible.
5. Tenant Fire Wardens should confirm all personnel have left the work areas, closed doors behind them and assembled or relocated calmly.
6. Do not allow or advise personnel to return to their work areas or offices until advised by the fire department or building management personnel.
7. Do not leave the building.
8. Do not use elevators.
9. Keep your radio tuned to a local station for information.
10. Once the weather has subsided, report any damage or storm related leaks to building management at (847) 884-2800.