



## EMERGENCY PROCEDURES

### RE: BOMB THREAT, FIRE, POLICE OR AMBULANCE

To report a fire, call the Fire Department, 911. Then call the Management Office at 239-481-5959.

To report a bomb threat, or if you need the police or an ambulance, call the Police Department, 911. Then call the Management Office at 239-481-5959.

In the event of a telephoned bomb threat, the receiver of the call should ask the following questions if possible.

- A. When is the bomb going to explode?
- B. Where is it right now?
- C. What does it look like?
- D. What kind of bomb is it?
- E. Did you place the bomb?
- F. Why?
- G. What is your name and address?
- H. Ascertain: Sex of Caller, Race, Age, Time & Date

Telephone Number at which call was received

For further information, please consult Tenant's "Bomb Threat" and Tenant's "Fire and Evacuation" Leaflets. (Be sure to leave a copy of these Procedures with your telephone operator.)

### EMERGENCY TELEPHONE NUMBERS FOR TENANTS

Police, Bomb Threat or Ambulance	911	Police
Fire Department	911	Fire Department
Building Management (24 Hours)	239-481-5959	
FL Poison Information Center	800-282-3171	

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## **EVACUATION PROCEDURES**

### **(Procedures should be adapted for your building – use as a guide Only)**

1. Tenant must notify the proper authority first and then notify the Management Office (481-5959) to advise them that a condition has occurred.
2. Designate a person nearest the hallway (Receptionist) who is within hearing distance of fire or evacuation bells, to notify office or area leader that the alarm has sounded.
3. Depending on the size of the area, he/she should designate a person or persons as a leader to help in the evacuation of the area. Backup leaders should be named in case of absenteeism.
4. Person in charge shall be liaison with the proper authorities and when the liaison is notified that the building is safe, it is their responsibility to advise the employees to return to the building. Please communicate to the Management Office the final outcome.
5. The proper authority shall always be the party in charge of evacuation cases.
6. If an evacuation is to take place, please notify your people to stay clear of the building as far as possible.
7. Provisions should be made in advance for handicapped personnel.
8. In the event of a fire, do not use the elevators.

Should evacuation become necessary, the following procedures should be followed:

### **Third Floor**

North Side of Building Use North Stairwell, Exit through Service Entrance

South Side of Building Use South Stairwell, Exit through West Entrance

### **Second Floor**

North Side of Building Use North Stairwell, Exit through Service Entrance

South Side of Building Use South Stairwell, Exit through West Entrance

### **Ground Floor**

Exit through East or West Entrance Doors or Service Entrance

## **BOMB THREAT**

### **Recommendations and suggestions relative to bombs, bomb scares or suspicious packages.**

1. First, please notify the Police Department 911. After you have notified Police, avoid panic. Should evacuation become necessary, follow evacuation procedures as outlined in the Fire and Evacuation Procedures.
2. Report to Management Office (481-5959) after notifying proper authority of incident.
3. It is the responsibility of tenants to evacuate their office at their own discretion. Building Management will attempt to notify you if another tenant received a threat. An authorized government official or proper authority within your company are the only ones who can order an evacuation.
4. All communication must be made by the tenant and the Police Department (or Bomb Squad). The building personnel are only on hand to assist Police Department, if needed.
5. If you suspect a package may contain a bomb, do not touch it or move it. It may set off the bomb.
6. In view of the serious consequences of a bomb explosion, each and every bomb threat must be treated as legitimate until checked out.
7. The individual tenant should maintain its own procedures, i.e. Area Managers, etc. on how to handle these situations.
8. If there is cause to believe that there is imminent danger to human life, the Police will order the evacuation of the building and conduct a thorough search of the premises.
9. If in the judgment of the Police, there is no cause to believe there is imminent danger to human life, the decision to evacuate and search is up to the person in charge of the suspect premises.

## **FIRE & EVACUATION PROCEDURES**

### **General Instructions**

Proper handling of a small fire or emergency will prevent its possible growth into one of large proportions.

If we remain calm and carry out our assignments according to the following program, we, at Your Property will accomplish our objective --- to have a safe office complex.

### **When a Fire is Discovered**

1. In case of small fire, use Fire Extinguisher available.
2. Call 911 and pull handle on nearest Fire Alarm Station for other fire.
3. Notify Management Office or On-site Building Personnel (481-5959) - give exact location of fire.

### **If Fire is on Your Floor**

1. Attempt to confine fire - close all doors when rooms are vacated.

2. Obtain nearest Fire Extinguisher - use it on fire.
3. Follow Evacuation Plan - make sure all your co-workers have left area.
4. Fire Department will take command upon arrival.
5. Do not use elevators for evacuation unless directed by Fire Department.

### **How to Control and Extinguish a Fire**

In order to have a fire, you need three (3) elements -

1. Fuel (a combustible material)
2. Heat
3. Oxygen

Take away any one of these elements and you cannot have a fire.

Fire Extinguishers remove either the high temperature or the oxygen to put out the fire.

The classification of fire depends mainly on the fuel involved. Basically, there are four classes:

- A -- Wood and Paper
- B -- Oil and Flammable Liquid
- C -- Electrical
- D -- Combustible Metal

In the Office Complex we are concerned with Classes A, B and C.

#### **CLASS "A"**

Fires in ordinary combustible solid materials such as wood, paper, rags, rugs. This type of fire burns with an ember and leaves an ash. It is best extinguished by reducing heat. Use water or solution containing water. When upholstered objects are involved, remember that complete saturation is required.

#### **CLASS "B"**

Fires in flammable liquids, paints, greases, fats, oils. This type of fire involves the surface. It is fast spreading and could engulf a very large area in a very short time. Use a blanket or smothering action with a carbon dioxide (CO<sub>2</sub>) or dry chemical fire extinguisher or blanket.

#### **NEVER USE WATER OR SOLUTIONS CONTAINING WATER**

#### **CLASS "C"**

Fires in energized electrical equipment, motors, transformers, television sets. Use blanket or smothering action with non-conductive extinguishing agents, carbon dioxide (CO<sub>2</sub>) or dry chemical fire extinguisher.

NOTE: If possible, shut off source of electricity as soon as possible.

### **Fire Extinguishers**

Portable Fire Extinguishers are an important part of every Fire Safety Program. Fire Extinguishers have been provided throughout the landlord areas of the building (Two on each floor, South end by Men's Room, North end by stairwell). Individual tenants should survey their area and provide any additional extinguishers that are required.

Fire Extinguishers are designed to combat fires, they are easy to operate and if used in the early stages of fire, will prevent additional damage.

All personnel should know the location of the extinguisher in their work area.

### **Automatic Sprinklers**

The Building is equipped and protected by a water sprinkler system. This system is not to be tampered with at any time. At no time should articles be placed in a position that may interfere with the operation of the Sprinkler System. Material must be kept at least eighteen (18) inches below sprinkler heads.

### **Wet Standpipes**

On every floor there is a wet standpipe located in the stairwell. A hose is connected to a standpipe system and is normally operated by the Fire Department or trained personnel.

### **On-Site Personnel**

On-site personnel in event of fire will:

1. Control traffic and direct Fire Department to the fire.
2. Prevent unauthorized persons entering area.
3. Safeguard property.
4. Perform all other duties requested by Property Manager/Security Director.

### **Fire Prevention**

Fire prevention is everyone's responsibility. Here is how you can help:

1. Know the Fire Plan, the location of Fire Alarm Pull Station, Fire Extinguishers and all Exits in your area.
2. Immediately report any unusual odors of smoke, unusual occurrence of heat and any deficient or hazardous electrical wiring or equipment to the Management Office.
3. Keep working areas free of non-essential combustible and flammable materials. Use proper containers. Immediately report potential fire and safety hazards to the Management Office.

4. Keep stairwells and corridors free and clear.
5. Keep stairwell doors closed at all times.
6. Report unsafe conditions to Management Office.

**FIRE PROCEDURE**

In case of Fire or if Fire Alarm Sounds:

1. Call Fire Department 911
    - A) Report Fire or Alarm
    - B) State name of building,
    - C) Give address,
    - D) Floor and Suite Number or area of danger
    - E) Type and extent of fire
  2. Location of Fire Alarm Pull Stations
    - A) Two (2) fire alarm pull stations are located on each floor
      - 1) Ground Floor:

North end - by service door entrance

South end - east wall by men's restroom
      - 2) Second Floor:

North end - at mechanical room, east wall

South end - between stairwell and men's restroom east wall
      - 3) Third Floor:

North end - at mechanical room, east wall

South end - between stairwell and men's restroom east wall
- The Fire Alarm Annunciator Panel located on the first floor, north side, west wall just past the main lobby, indicates on which floor an alarm has been pulled.
- B. Chemical type fire extinguishers are located in the hallways:

1) Ground Floor:

North side - east wall, across from the Fire Annunciator Panel

South side - west wall, next to the fire pull

2) Second Floor and Third Floors:

North side - east wall by fire pull and mechanical room

South side - east wall by fire pull and men's restroom

Fire Extinguishers are reserved for use by Police and Firemen or under supervision of the Management Staff.

**ELEVATOR EMERGENCY**

1. Call Management at 239-481-5959.

2. Passengers detained in an elevator should remain calm and press the alarm button. An alarm bell will sound.

3. If someone is in the elevator, have them pick up the emergency phone and listen for the emergency operator. When the operator answers tell the operator where you are at. They will notify the proper authorities for rescue.

**This information is on the elevator phone panel.**

4. If no answer, call the Fire Department - 911.

*The above procedures are to be used solely as a guide in helping you establish your own company procedures, and in no way imply or suggest these are approved procedures.*