

EMERGENCY INSTRUCTIONS

Appendix A

1500 Jefferson Building



Wright Runstad & Company
Property Management

September 2015

Emergency Instructions

1500 Jefferson Building

Appendix A

Emergency Telephone Numbers

**Office Building Address 1500 Jefferson St. SE
Olympia WA 98501**

All Emergencies.....911
Fire Department911
Police Department.....911
Property Management Office.....(360) 359-4790
Reception Desk / Security.....(360) 359-4775
After Hours Building Emergency Number/Security.....(360) 359-4790

NOTE: WRC Property Management Office will notify agencies of emergencies that take place outside business hours.

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Appendix A

Introduction

The landlord-tenant relationship is one of mutual dependence and responsibility. This relationship is most important when discussing fire and safety issues. You depend on the Property Management office to provide with information and instructions on how to respond during an emergency. Similarly, we depend on you to become familiar with this information and participate in evacuation drills and training sessions. This Emergency Instructions is Appendix A of the Tenant Handbook.

Throughout these **EMERGENCY INSTRUCTIONS**, we will use the terms:

- *Floor Captains*
- *Tenant Coordinators*
- *Special Assistants*

These individuals are part of the emergency team that have volunteered to respond as emergency coordinators with specific duties to perform during an emergency. Please refer to the **EVACUATION** section of this manual for more information on the responsibilities of each of these positions.

If you have any questions about the procedures and plans in this manual, please contact the Property Management office at 360-359-4790.

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Evacuation

General Information

Each employee has access to these *Emergency Instructions* as established by Property Management, and are expected to follow these instructions in case of an emergency. Emergency Instructions should be kept handy at all times. Tenants shall provide responsible personnel to assist the Property Management staff and be responsible for controlling the movement of tenant employees during an evacuation of the building.

The Emergency Team Roles:

- **Property Management Team**

The Property Management Team has command during an evacuation until the local authorities arrive. At that time, the team will take direction and coordinate efforts with the local authorities. This team consists of the following on-site personnel:

- *Chief Engineer (Incident Commander)*
- *Assistant Property Manager*

- **Evacuation Brigade**

Evacuation Brigade consists of remaining property management staff.

- *Building Engineer*
- *Junior Engineer*
- *Property Administrator*
- *Security Guards*
- *Day Porter*

- **Evacuation Group**

The Evacuation Group consists of tenant representatives who are committed to the safe and expeditious evacuation of all personnel from the 1500 Jefferson Building.

- *Floor Captains*
Each floor will have one Floor Captain and an alternate to facilitate the evacuation of all tenants on his/her designated floor.
- *Tenant Coordinators*
A minimum of four Tenant Coordinators per floor ensure evacuation of all employees and visitors on their respective floor. Selected representatives will be assigned the duties of Tenant Coordinators and will remain in contact with the Floor Captain during all emergencies to ensure all employees and visitors are evacuated, and that evacuation takes place in an orderly and safe manner.
- *Special Assistants*
Two (2) Special Assistants will be assigned to each person with a physical impairment. Special Assistants will assist employees with a physical impairment during evacuation.

NOTE: Sufficient alternates must be assigned for each position specified in the plan so that a principal or alternate is in the building at all times during working hours to supply leadership under this plan.

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Tenant Responsibilities

Each tenant should establish an emergency team based on the positions described above. The Floor Captain will serve as the contact point between the Property Management office and the employees.

Each agency will ensure that every employee is provided training on the emergency evacuation procedures.

The emergency team for each floor consists of the Floor Captain and at *least* four Tenant Coordinators.

Evacuation Drills

The Property Management Team will conduct an emergency evacuation drill at least once annually in accordance with the plan. All occupants of the building are required to participate in the emergency evacuation drill. Occupants will be required to leave the building and assemble in a designated safe area. A written record of drills is kept on the premises and readily available for inspection by the Fire Department.

Special Instructions for Persons with Disabilities

Persons with a physical impairment should notify their Floor Captain or Tenant Coordinator so they can be properly identified and considered prior to any emergency evacuation. Tenant Coordinators should notify the Floor Captain and property management of any persons with a physical impairment who may require special assistance during an evacuation.

Those not requiring or providing assistance will evacuate first. Persons needing additional assistance will then be evacuated. With assistance by their special assistants, if required, persons with a physical impairment should be positioned in an area of rescue assistance, and wait for assistance from the Fire Department. The Evacuation Brigade may assist in evacuating the persons with a physical impairment if danger is imminent and the Fire Department has not yet arrived. If no other assistance is available and there is imminent danger, special assistants will assist those with a physical impairment with evacuation.

Areas of Rescue Assistance

Special areas of rescue assistance are incorporated into the design of the building for people with a physical impairment who are unable to evacuate the building using the exit stairs. These areas contain two-way communication devices so users can place a call for evacuation assistance. These areas are:



Stair 1 Exit – west end of 6-story office building and parking garage

Stair 2 Exit – levels A and B of the parking garage

Service Elevator – vestibule southeast side of 6-story building

Stair 3 Exit – north end 3-story building

Stair 5 Exit – south end 3-story building

Emergency Team Responsibilities

Assistant Property Manager / Property Administrator

1. Be familiar with the written Emergency Instructions.
2. Organize, train and supervise property management staff.

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3. Ensure there is a Floor Captain for each floor and sufficient Tenant Coordinators for each tenant in accordance with the Emergency Instructions.

Chief Engineer/Incident Commander

1. Be familiar with the written Emergency Instructions.
2. Be the Incident Commander until the authorities arrive.
3. Designate staff members to report to identified locations in the event of an evacuation.
4. Assist the Assistant Property Manager and Property Administrator to organize, train and supervise the property management staff in emergency procedures.

Floor Captain and Tenant Coordinators

1. Tenants should assign a Floor Captain for each floor and sufficient Tenant Coordinators to ensure efficient evacuation of each floor. A minimum of four Coordinators is recommended.
2. Tenant Coordinators assist Floor Captains in their duties.
3. Floor Captains and Tenant Coordinators need to be familiar with the Emergency Instructions and the location of all emergency exits, fire extinguishers, and any pull stations on their floor.
4. Floor Captains and Tenant Coordinators need to be responsible and dependable employees. For specific tasks, refer to the emergency sections listed under Fire, Bomb Threats, Severe Weather, Tornadoes, Hurricanes & Floods, Earthquakes, Power Failures and Medical Emergencies.
5. Responsibilities include organizing, training and supervising Special Assistants assisting employees with a physical impairment.
6. Floor Captains, with the assistance of Tenant Coordinators, will direct the evacuation of occupants in the event of an emergency including evacuation of all personnel from all office areas including remote areas such as storerooms, file rooms, computer rooms, core areas, etc.
7. Ensure that everyone exits into the stairwell in an orderly and safe manner and make sure that no one uses the elevators unless assisted by the Fire Department.

Special Assistants

1. Maintain an up-to-date list of persons with a physical impairment.
2. Establish a buddy system so that if required, one or two Special Assistants can evacuate physically impaired employees if needed, in accordance with this plan.
3. Evacuation means positioning physically impaired employees in an area of rescue assistance and waiting for further assistance from the Fire Department or from the Evacuation Brigade. In the event of imminent danger, special assistants will take steps to assist evacuating the person.

Evacuation Assembly Areas

Evacuation assembly areas are located outside, at least 50 feet from the building. These areas are indicated on the map below along with the maximum capacity of occupants that can be assembled there.

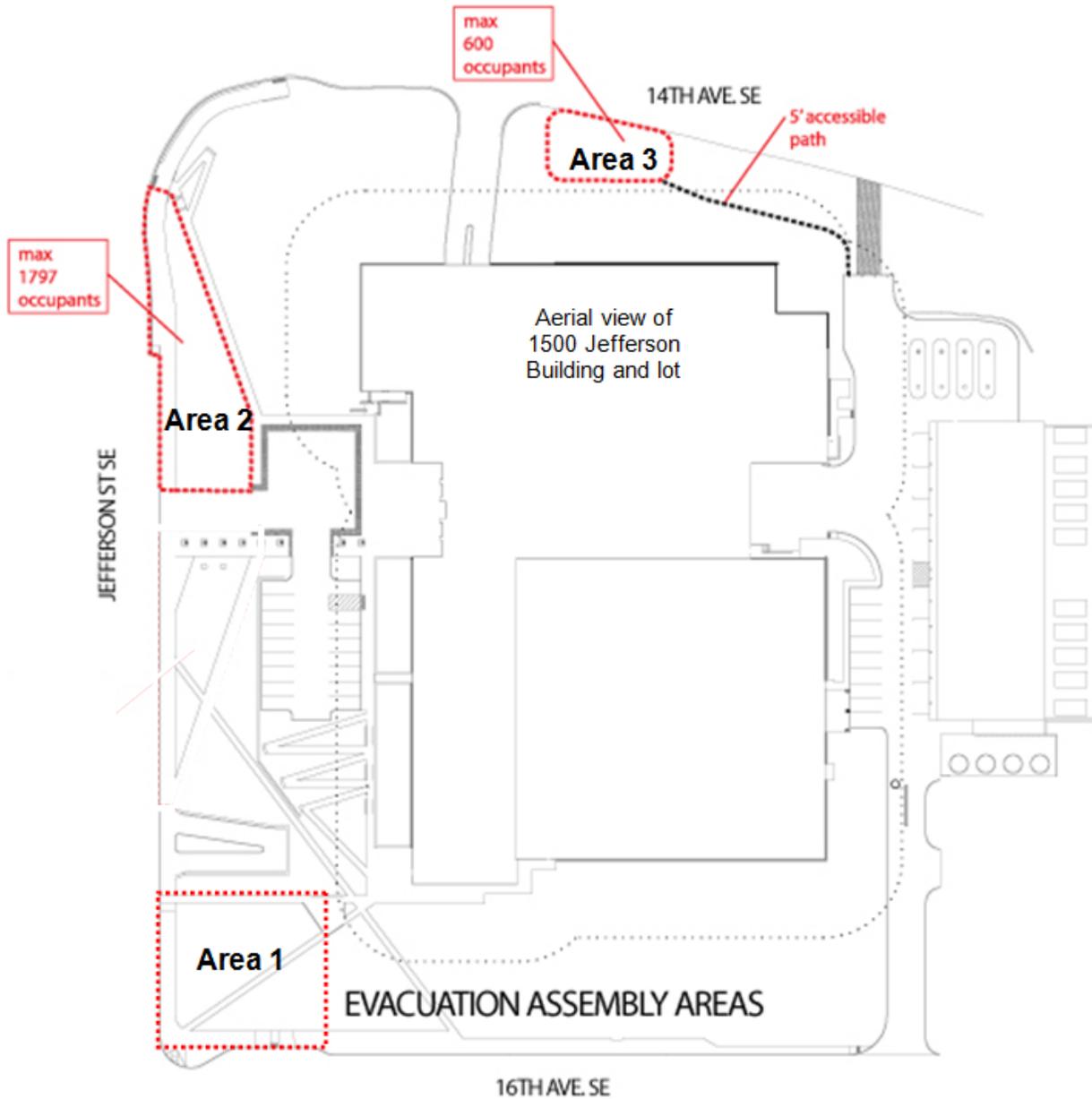
During an incident, the Incident Commander and/or the Fire Department or other emergency response personnel may request that occupants move from one assembly area to another for safety reasons.

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1500 Jefferson – Evacuation Assembly Areas



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Fire

General Information

When a fire alarm device is activated, the fire alarm signal will automatically be activated throughout the building. When the fire alarm is activated, an audible, intermittent 'whooping' noise will sound and strobe lights will flash. The building must be evacuated when a fire alarm signal is activated.

The Chief Engineer will be the Incident Commander in charge of the evacuation until the Fire Department arrives.

Tenants should evacuate via the nearest exit stair in accordance with this plan.

Each tenant manager, supervisor or designee must predetermine priorities for the safety of agency records, classified material and/or securities. Supervisors must cooperate with Floor Captains and Tenant Coordinators to ensure all employees are kept well informed and instructed on emergency procedures.

Discovery of Fire

The person who discovers the fire shall:

- **Call 911** to bring Emergency Responders to the site.
- Call and/or direct another person to contact the property management office at 360-359-4790 to report the location of the fire.
- Activate and/or direct another person to activate one of the fire alarm pull stations (FAPS) at the security desk on the first floor of the building, if a fire alarm has not already activated.

Fire Procedures

Floor Captain and Tenant Coordinators will take immediate action:

1. Put on agency-provided emergency equipment (vest/hard hat), if available.
2. Meet at designated place to form teams.
3. Floor Captains will supervise the evacuation of their floor with the assistance of Tenant Coordinators including:
 - a. Direct people to the nearest safe stair for evacuation; each stairway is an evacuation route.
 - b. Quickly check workstations, offices, workrooms, restrooms, and all spaces for people needing assistance.
 - c. Remind everyone that silence and calm must prevail for maximum effectiveness. There is no smoking permitted during an evacuation, or while in the evacuation assembly areas.
4. Special Assistants assisting employees with a physical impairment should immediately contact and help their assigned person. Persons with a physical impairment should wait for help from their special assistant.
5. All occupants should proceed to the nearest safe stair, walk quickly and calmly to the first floor, exit the building, proceed to appropriate assembly areas, be accounted for by their agency, and await further instructions.
6. As each floor is evacuated, Floor Captains make sure all stairway and exit doors are closed after the last person evacuates the floor.

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7. Floor Captains will distribute the flow of people evenly via all available stairway exits if needed. If a stairway has filled with smoke or fire, alternate stairways will be used.
8. Orderly floor clearance will continue until all occupants are evacuated and outside in their assembly areas.
9. The “All Clear” is announced by the Incident Commander to designated “in charge” agency personnel.
10. Agency personnel will in turn announce the “All Clear” to Floor Captains, who will lead employees in an orderly fashion back to their work places. If available, elevators will be placed back into service.
11. The intermittent fire alarm signal may be silenced before the “All Clear” is announced.

Elevators must not be used by building occupants to evacuate. All elevators are automatically called to the ground floor and reserved for use by the Fire Department.

Tenant Responsibilities

Floor Captain

1. Direct the evacuation of the floor in accordance with instructions received from the Property Management office and the following guidelines:
 - Utilize Tenant Coordinators to ensure all occupants are notified of the fire and immediately execute the Emergency Instructions.
 - Know where all persons with a physical impairment are located and keep an up-to-date list. These persons may need special assistance in the event of evacuation.
 - Select the safest stair to use for evacuation based on the location of the fire and any information received from Property Management personnel.
2. Before anyone enters the stair to evacuate, check the environment in the stair.
 - If smoke is present, select an alternate stair.
 - Place the back of your hand on the door handle – if hot to the touch, fire may be on the other side. Use a different stair for evacuation.
3. Calmly supervise and monitor evacuation flow.
4. Make sure personnel do not use elevators during evacuation.
5. Be certain all doors close behind you during an evacuation.

Tenant Coordinators

1. Assist the Floor Captain in the effective implementation of the Emergency Instructions.
2. Ensure the evacuation of all occupants within your tenant space. Check all rooms and remote areas including restrooms and conference rooms.
3. Advise any remaining personnel on the floor of the emergency and ensure their evacuation.
4. Calmly supervise and monitor evacuation flow.
5. Make sure personnel do not use elevators during evacuation.

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Special Assistants assisting employees/person with a physical impairment

1. Assist in evacuation of persons with a physical impairment to an area of rescue assistance.
2. If imminent danger is present, assist those with a physical impairment to evacuate.

Property Management Staff Responsibilities

Assistant Property Manager

1. Report to the main lobby to supervise, coordinate, and ensure evacuation procedures are followed as outlined in the Emergency Instructions.
2. Upon completion of evacuation, report to Incident Commander stationed outside.
3. Remain outside to act as communication liaison until the Incident Commander gives the 'All Clear' signal to return to the building.

Chief Engineer

1. Act as Incident Commander until the Fire Department arrives, at which point the authorities will take on the role.
2. Direct the Fire Department to the fire location and inform them of conditions.
3. Ensure that:
 - Evacuation procedures are followed as outlined in the Emergency Instructions.
 - Tenants are kept informed of situation.
4. Provide the Fire Department and/or Police Department with building information (floor plans, blueprints, etc.) as requested.

Evacuation Brigade (remaining property management staff)

1. Upon the receipt of a fire alarm or instructions to evacuate:
 - Building security will check the remote fire panel for the location and identification of the activated device, notify the Chief Engineer, then forward phones to the answering service.
 - After checking the fire panel, security officers and the day porter will sweep through the stairwells to make sure they are empty. Once stairwells are cleared, one security officer will be stationed at the main lobby entrance and one near the south plaza entrance to ensure nobody enters the building until the 'all clear' is given.
 - Day Porter will assist with stairwell sweeps, then report to the Chief Engineer to provide other assistance as needed.
 - The building engineer will check the roof to make sure it is clear then will report to the floor reporting the alarm to investigate the source of the fire alarm as well as help direct tenants and control the movement of occupants.

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Appendix A - Fire

If You Discover Smoke or Fire

Office Building Address 1500 Jefferson St. SE.

Olympia WA 98501

1. Dial **911** immediately.
2. Inform the dispatcher that you are calling to report a fire at 1500 Jefferson St SE.
Tell the fire department dispatcher:
 - Your name
 - Your agency's name
 - Your floor number
 - What is on fire
 - The location of the fire
 - Your telephone number
3. Listen to the dispatcher for any additional instructions before hanging up.
4. Call the Property Management office at 360-359-4790.
5. If the fire alarm has not automatically activated, activate, or dispatch someone to activate, the manual fire alarm pull station at the security desk in the main building lobby.
6. Evacuate according to the Emergency Instructions.

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Appendix A – Building Lockdown

Building Lockdown

General Information

The term “lockdown” as applied to the 1500 Jefferson Building, is an emergency protocol used to restrict the mobility of building occupants to protect them from an actual or perceived threat of violence. A threat of violence MAY include, but is not limited to a person on or near the building with a weapon, the lockdown of nearby schools, or significant law enforcement action in the neighborhood adjacent to campus. The purpose is to protect building occupants by minimizing exposure to a potential threat.

An “intruder” is a person, or persons, with the intent to cause harm/damage to person or property. It is very probable the intruder will have a weapon, possibly within plain view. If an “intruder” is observed do not attempt to approach or fight them. **Call 911 immediately** - then notify Property Management at (360) 359-4790.

When the 1500 Jefferson Building is put into lockdown mode, all exterior card readers are disabled, locking the building to anyone trying to enter. Exterior card readers will not recognize any access card while in lockdown mode.

An announcement will be made to tenant contacts via e-mail notifying them of the need for a modified or full lockdown. Signs will be posted on exterior doors notifying anyone approaching that the building is in lockdown and they should leave the premises immediately. Access will not be granted to anyone wishing to enter while in lockdown.

During a lockdown, egress from the building will be possible but is not recommended unless the threat is inside the building and a close exit route is available.

There are two types of lockdown:

Modified Lockdown:

A modified (or partial) lockdown is initiated if an intruder or threat were verified in the general vicinity of the building.

Work inside the building may continue with limited movement throughout the building until Property Management gives an “All Clear”.

Full Lockdown:

A full lockdown is initiated if an intruder or threat were verified on the immediate premises, or inside the building.

Lockdown Procedures

Modified Lockdown

1. Remain out of sight from outside.
2. Work inside the building can continue as usual until the “All Clear” is given.
3. Do not use cell phones to call family or friends as this may flood the cell towers and reduce emergency communications capabilities.
4. Building occupants are responsible for ensuring that their visitors or guests follow modified lockdown procedures and shelter in place in the building along with the other occupants.

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Appendix A – Building Lockdown

5. Remain inside the building until given the “All Clear” by Property Management. Do not exit the building until the Property Management gives the All Clear.
6. Accountability of employees and visitors must be done immediately following the “All Clear”.

Full Lockdown

1. Move to a location within the building that has a lockable door and lock it, or:
 - Use a door wedge to secure door from inside
 - Stack furniture in front of the door
2. Hide. Get out of the line of sight and fire.
3. Move away from windows, doors, and outer walls, especially first floor windows/doors.
 - Locate yourself and others to an area of the room where there are solid walls, furniture or other objects and hide behind. Crouch down in areas that are out of sight from doors and windows, such as behind furniture or the wall nearest the view from outside the room.
 - If possible, close and lock all doors and turn off lights.
4. Do not seek shelter in the restroom.
5. Remain calm. Do not panic. Keep your wits about you.
6. Be quiet. Do not draw attention to yourself. Do not talk.
7. Turn off audio equipment. Turn off radios and cell phones or turn to vibrate.
8. Be ready to move if your current position is judged too dangerous to remain. Think about and be aware of possible escape routes.
 - If an exit is nearby and available, get out and stay out. Proceed to a safe location away from the building. **Call 911** for emergency assistance
 - Run in a zigzag pattern, never run in a straight line.
 - Stairs are the recommended exit route if possible.
9. **Please Consider:** if the Fire Alarm is activated during a lockdown, it MAY be a ploy to get people into the open to cause harm to them. Consider not exiting the building if a fire alarm sounds unless you have firsthand knowledge of a fire in the building, or you have been advised by emergency personnel to evacuate.

Property Management will notify occupants when it is safe to resume normal activities.

Building occupants are responsible for ensuring their visitors follow lockdown procedures and shelter-in-place along with the other occupants. “Shelter-in-place” means selecting an interior room within the facility, with no or few windows, and taking refuge there. Large storage closets, utility rooms, pantries, copy and conference rooms without exterior windows work well. It is recommended that employees take time now to identify safe rooms to shelter-in-place so they are prepared in the event it is needed.

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Appendix A – Building Lockdown

If You See Or Are Exposed To Threat Of Violence

Office Building Address 1500 Jefferson St. SE

Olympia WA 98501

1. Do not approach or try to fight.
2. **Call 911 immediately.**
3. Call Property Management at 360-359-4790.
4. Follow lockdown procedures if inside the building.
5. If you are outside or in an exposed area, you must decide the best course of action for your own safety:
 - **Hide**
Go inside the nearest building. If you cannot safely get inside a building, use bushes, trees, walls, and benches for cover.
 - **Run**
If you think you can safely make it out of the area, then do so. If you decide to run, do not run in a straight line. Run in a zigzag pattern and try to keep objects, such as trees, garbage cans, buildings, and cars, between you and the hostile person.
 - **Play Dead**
If the intruder is causing death or physical injury to others and you are unable to run or hide, you may choose to assume a prone position and lay as still as possible.
 - **Fight**
As a last option, if caught in the open and in close proximity to the intruder, fight back. This is dangerous and not recommended, but depending on your situation, this could be your last option.
 - **Caught**
If you are caught by the intruder and are not going to fight back, obey all commands and avoid eye contact. Obey all commands of emergency personnel when they arrive on scene and take over the situation.

Emergency Instructions

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Appendix A – Bomb Threat

Bomb Threat

General Information

The vast majority of bomb threats are false alarms. However, it is difficult to differentiate false alarms from genuine threats. As little publicity as possible should be given to the incident, since the objective of the caller is usually to disrupt normal business functions by causing the building to be evacuated.

There are at least two reasons why bomb threats are a serious problem:

1. Serious personal injury can result if an explosive or fire-generating device is set off.
2. Valuable work time is lost during building evacuations.

Your Property Management staff will endeavor to control unauthorized access to this facility. The success of the preventive strategy requires full cooperation from all tenants. All suspicious individuals or situations should be reported at once to the Property Management office at 360-359-4790.

Procedures for Receiving a Bomb Threat

1. The person who receives the bomb threat call will:
 - Get as much information from the caller as possible using The Bomb Threat Checklist (Exhibit A) as a guideline.
 - **Call 911** and report the threat to the local authorities.
 - Call the Property Management office at 360-359-4790.
 - Notify Agency Tenant Representative(s):

If a non-descriptive general bomb threat is received (no description of bomb, no detonation time, no location, etc.), the building will remain open. The decision to evacuate is the responsibility of local authorities in cooperation with the tenant agency.

Under direction of local authorities, total evacuation may be necessary when the threat is specific in nature, the call cannot be resolved as a hoax, or a suspicious object is located. If total evacuation is necessary, the Bomb Threat Notification Procedure (Exhibit B) will be executed.

2. The Property Management office will contact Agency Tenant Representatives. The Property Administrator and Agency Tenant Representatives will confirm the need to notify agency employees of the threat and to evacuate the building.
3. The Floor Captains will contact the Tenant Coordinators assigned to their floors. In addition, the Floor Captains assume full control of their floors and implement the procedures outlined in the Emergency Procedure instructions.

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Appendix A – Bomb Threat

4. Tenant Coordinators should execute their bomb threat search plan, making sure they:
 - Do not touch/move anything. Suspicious objects **MUST NOT** be touched or tampered with.
 - Search the area for objects that seem out of place.
 - Notify the Property Management office immediately at 360-359-4790 if a suspicious object is located. (The Property Management office will inform the local authorities who will subsequently assume full control of the operation.)
5. The Evacuation Brigade will report to the area of the building where said device may be located and begin a search for a suspicious object in the following areas:
 - Public areas
 - Stairways
 - Elevators
 - Equipment rooms
 - Cleaning closets
 - Restrooms
 - Air handler rooms
 - Conference Center
 - Any other areas designated by the police
6. Floor Captains will search the common areas of their floor including the following areas:
 - Office Areas
 - Conference rooms
 - Restrooms, workrooms, storerooms, and break rooms
7. Floor Captains informs the Property Management office 360-359-4790 of any new developments.

NOTE: If your agency decides to evacuate the building, use the stairways to evacuate unless otherwise directed. The Tenant Coordinator must confirm with the Property Manager that your agency has evacuated the building.

Tenant Responsibilities

1. If a non-descriptive general bomb threat is received, the building will remain open. The decision to evacuate is the responsibility of each tenant agency.
2. On the way out of the building, employees should search for objects that seem out of place in their area. Notify Property Management if a suspicious item is found.
3. Develop a Bomb Threat Search Plan to be executed upon notification of a threat and select people to participate in it.

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Appendix A – Bomb Threat

Property Management Staff Responsibilities

Assistant Property Manager/Property Administrator

1. Assist tenants who have received a bomb threat. Gather the following information:
 - Specifics of the threat
 - If 911 has been called. (If not, the property manager will call 911.)
 - If a bomb search has been initiated.
 - Have employees have been notified of the threat?
 - The Property Administrator will remind the tenant that it is their responsibility to search their space.
2. Notify the Tenant Representatives, security and the Evacuation Brigade.
3. Execute the Bomb Threat Notification Procedure (Exhibit B).
4. Implement evacuation procedures if directed by local authorities or a tenant agency.

Preventive Measures

- Maintain awareness in every office for suspicious objects. Neat offices that are free from debris and boxes can make a foreign object easier to detect.
- Encourage all employees to report any suspicious persons wandering about the offices, corridors and restrooms to the reception desk at 360-359-4790.
- Monitor all delivery people and repair people while in your office. Do not leave your office unattended and unlocked for any reason. All drawers, cabinets, compartments, closets, etc. fitted with locks should be kept locked.
- Encourage all employees to comply with the building access control measures.

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Appendix A – Bomb Threat

If You Receive a Bomb Threat Over the Telephone

Office Building Address 1500 Jefferson St. SE
Olympia WA 98501

1. Complete Bomb Threat Checklist, if possible. (Exhibit A).
2. **Call 911.**
3. Inform the dispatcher that you are calling from 1500 Jefferson St. SE. and that you have received a bomb threat. Tell the dispatcher:
 - Your name
 - Your agency's name
 - Your suite/floor number
 - Your telephone number
 - Any information from your Bomb Threat Checklist (Exhibit A)
4. Listen for instructions – Do not hang up unless instructed to do so.
5. Call the Property Management office at 360-359-4790.
6. Wait for further instructions from your Floor Captain.

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Appendix A – Bomb Threat

Exhibit A - Bomb Threat Checklist

Time and Date Reported: _____ How Reported: _____

Exact Words of Caller: _____

Questions to Ask:

1. When is bomb going to explode? _____
2. Where is the bomb right now? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why did you place the bomb? _____
8. When did you place the bomb? _____
9. Where are you calling from? _____
10. What is your name? _____
11. Where do you live? _____

Description of Caller's Voice:

Male/ Female Young _____ Middle Age _____ Old _____ Accent _____

Tone of Voice: _____

Is voice familiar? _____

If so, who did it sound like? _____

Other Voice Characteristics: _____

Background Noise: _____

Time Caller hung up: _____

Remarks: _____

Name, address and telephone number of recipient: _____

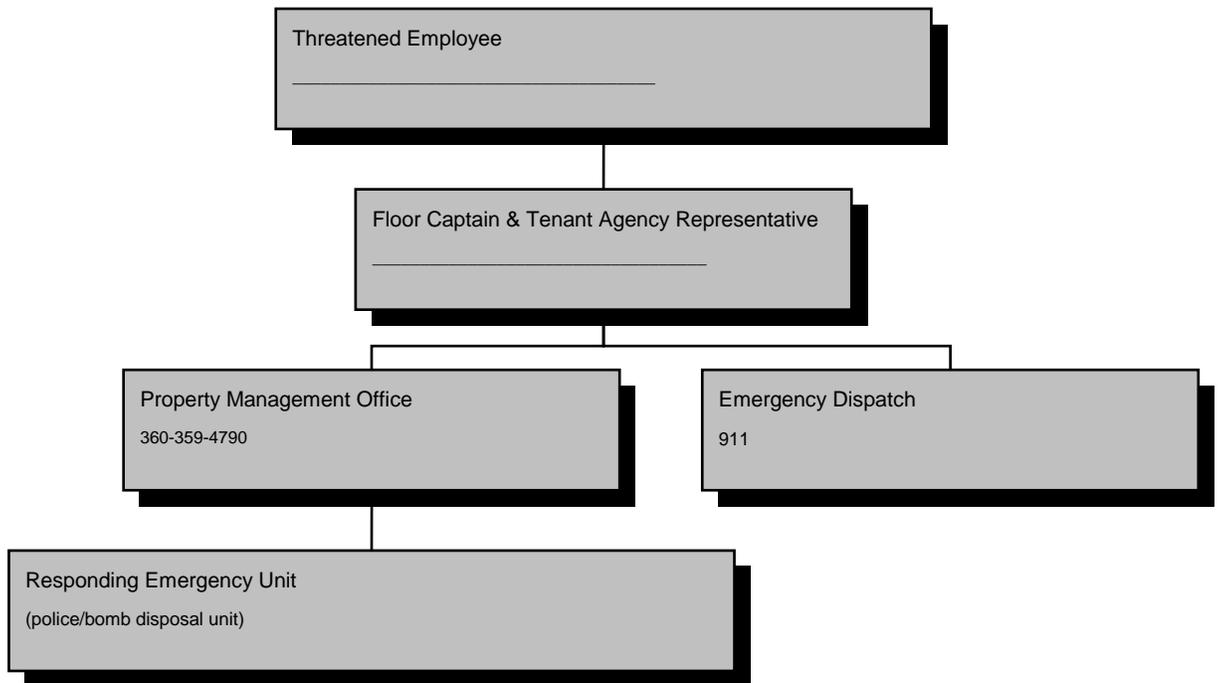
Telephone number the call was received at: _____

Emergency Instructions

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Appendix A – Bomb Threat

Exhibit B - Bomb Threat Notification Procedure



Emergency Instructions

1500 Jefferson Building

Appendix A – Suspicious Mail / Suspicious Substance

Suspicious Mail/Suspicious Substance

General Information

Creating a safe working environment is a collaborative effort between tenants and Property Management. Property Management relies on tenants to identify suspicious mail or suspicious substances in their office suites.

The United States Postal Service has provided the following information for identifying a suspicious letter or package:

- No return address
- Restrictive markings
- Strange odor
- Oily stains, discolorations or crystallization on wrapper
- Lopsided or uneven
- Addressed to title only, incorrect title, misspelled words or badly typed or written address
- Possibly mailed from a foreign country
- Excessive postage

Suspicious Mail or Suspicious Substances Procedures

1. Isolate the suspicious mail or substance.
 - If you suspect a suspicious letter or package, do not shake or bump the parcel. Isolate the package or letter as soon as possible, such as placing it in a plastic bag. Do not continue to handle the item and do not allow anyone else to touch it.
2. Evacuate the immediate area. Do not allow others to enter the immediate area.
3. **Call 911.**
4. Call Property Management at 360-359-4790, 24 hours a day.
 - Give the exact location of the suspicious item. Include tenant name, floor and area. Note any names of persons who have handled or been exposed to the suspicious mail or substance.
5. Wash hands immediately with soap and warm water if it may be possible you have touched a suspicious package or substance.
6. The Fire Department will investigate and advise Property Management of the need for further action.
 - Property Management is prepared to isolate access to a particular floor or area.
 - The HVAC system can be isolated on a floor-by-floor or building-wide basis.
7. Under the direction of local authorities, if evacuation of the building is necessary, Property Management staff will contact the Floor Captain and provide evacuation instructions.
 - Tenant Coordinators should notify employees in a calm and deliberate manner and calmly supervise and monitor evacuation flow.

Emergency Instructions

1500 Jefferson Building

Appendix A – Suspicious Mail / Suspicious Substance

If You Notice Suspicious Mail or a Suspicious Substance

Office Building Address 1500 Jefferson Building

Olympia WA 98501

1. Isolate the suspicious mail or substance - Do Not Touch!
2. Evacuate the immediate area. Do not allow others to enter the area.
3. Wash hands immediately with soap and warm water if it is possible you have handled the suspicious substance.
4. Call Property Management at 360-359-4790. Give the following information:
 - Your name
 - Your agency's name
 - Your suite/floor number
 - Location of the suspicious mail or substance
 - Names of persons who may have been exposed
5. Property Management will call the Fire Department or HAZMAT Unit.
6. Wait for further instructions from your Floor Captain.

Emergency Instructions

1500 Jefferson Building

Appendix A – Disaster/Medical Emergencies

Disasters/Medical Emergencies

Severe Weather

The US Weather Service reports the movement of severe weather that may present a threat to the metropolitan area. Tenants have the choice of evacuating or remaining in the building during a severe weather alert. If the US Weather Service gives an early alert, certain steps can be taken to prepare for the severe weather if the decision is to remain.

Tenant Responsibilities

All Tenants

1. Maintain an inventory of emergency equipment for use during severe weather.
 - Flashlights and fresh batteries
 - First aid kits to treat minor injuries
 - Portable radios—useful for keeping abreast of severe weather conditions
2. If informed by the US Weather Service that severe weather is imminent, follow the steps below (if necessary):
 - Clear desks, tables and windowsills of books, papers or other items and secure them in boxes or drawers.
 - Move easily moveable furniture away from windows.
 - Store all easily moveable office equipment in inside offices.

Tenant Coordinators

1. Move all occupants to the core areas of the building (corridors, elevator lobbies).
2. If your agency decides to evacuate the building, notify the building property manager of your intention to do so.
3. Confirm with the building property manager that your agency has totally evacuated its space and the building.
4. Notify the building property manager of all leaks and structural or other damage during or after the storm (360-359-4790).

Emergency Instructions

1500 Jefferson Building

Appendix A – Disaster/Medical Emergencies

Property Management Staff Responsibilities

Assistant Property Manager

1. Alert the Evacuation Brigade for possible action.

Chief Engineer

1. Prepare for transfer to emergency power for emergency lighting and fire life safety systems.
2. Execute building repairs as quickly as possible.

Evacuation Brigade

1. Secure or move unattached building items indoors.

NOTE: The property management staff will maintain communications with public utilities as appropriate and will monitor local news and weather reports for updates.

During disasters that cause loss of primary power sources, Puget Sound Energy will work to restore service from a stand-by source.

If power is interrupted, the emergency generator will provide power automatically for emergency systems within the building (lights, fire alarm, etc.)

Telephone service may also be interrupted during severe weather. Tenants requiring emergency service should notify their appropriate agency contact.

Emergency Instructions

1500 Jefferson Building
Appendix A – Earthquake

Earthquake

In the event of an earthquake, **do not attempt to leave the building while it is still shaking**. You are safer within the building until the initial tremors subside. If the building has not gone into alarm signaling an evacuation, stay where you are. The building will be evaluated to determine if evacuation is deemed as necessary. Know where the safest areas are and how to get there.

1. It is recommended that you plan for a minimum stay of 72 hours in the event of a major earthquake. Each agency is responsible for its own emergency supplies. At a minimum, you should have available to your agency the following:
 - A first aid kit
 - Transistor radio and flashlight with extra batteries
 - Heavy gloves in case of broken glass
 - Rubber soled shoes that cover your toes (not open toed shoes)
 - Comfortable clothing
 - A 72-hour minimum supply of food rations
 - Employee should have a 72-hour minimum supply of any required medication
 - Water for employees - rotate regularly
 - Blankets
2. Have a plan for reuniting with your family. Have an out-of-state contact person for your family members to contact.

For more information on earthquake preparedness, contact:

American Red Cross

<http://www.redcross.org/>

Agencies should plan for supplying sanitation for 72 hours.

Emergency Instructions

1500 Jefferson Building
Appendix A – Earthquake

Earthquake Procedures

Office Building Address 1500 Jefferson St. SE
Olympia WA 98501

During Shaking

1. Remain calm. Do not exit the building. Do not use elevators. If you are in an elevator, exit as soon as possible.
2. DROP, COVER and HOLD! Take cover under a desk or another sturdy object or against the wall in the core of the building. Protect your head and neck area. Hold on to the object sheltering you so it does not ‘walk’ away from you.
3. Move away from the building exterior. Stay away from windows, bookcases, filing cabinets and any objects that may fall or shatter.
4. Do not take cover in stairwells.

After Shaking

1. Check for injured and assist if possible. Do not move a seriously injured person unless they are in immediate danger.
2. Inspect your floor for damage. Check for fires. Check for gas and water leaks and electrical shorts.
3. Open doors carefully. Watch for falling objects.
4. Wear shoes for protection from debris and broken glass.
5. Stay away from windows/glassed areas.
6. Replace telephone receivers, in case the telephone system works. Use telephones for emergency calls ONLY.
7. Listen to radio for emergency reports.
8. Do not spread rumors regarding the building condition, extent of damage and injuries. This may cause a panic.
9. Cooperate with the local authorities and property management.
10. Be prepared for aftershocks.
11. Notify the Property Management office of any damage to the building.

In the event that evacuation takes place, refer to Appendix B for agency accountability.

Emergency Instructions

1500 Jefferson Building
Appendix A – Power Failure

Power Failure

General Information

In the event the building sustains a power failure, emergency lighting is available in the stairwells and on every tenant floor. A diesel powered back-up generator operates the emergency lighting. The back-up generator also powers the Building's fire/life-safety systems. One elevator will operate on back-up power and will be available for emergency purposes only. HVAC equipment, non-emergency lights, receptacles and most telephone equipment will not be operational.

Power Failure Procedures

1. The Property Management Office will contact the utility company to find out the estimated duration of the power outage.
2. Floor Captains should check the elevators on their floors to see if anyone may be inside. If there are people inside, the Floor Captain will request them to remain calm and then will notify the Property Management Office of their location. If people are inside an elevator, the Floor Captain should remain nearby and stay in contact with those inside.
3. If the power has not been restored after 15 minutes, Tenant Representatives may proceed to main floor lobby to receive an update on the situation from Property Management.

NOTE: If the utility company does not know how long the power will be out, or if power will be out longer than one hour, the building may need to be totally evacuated. Please remain where you are and wait for further information.

If evacuation is necessary, please follow instructions for evacuation according to the fire procedure. (Please refer to the **Fire** section of this manual.)

Emergency Instructions

1500 Jefferson Building

Appendix A – Medical Emergencies

Medical Emergencies

General Information

A medical emergency can occur anywhere. Time can be important during a medical emergency. Property Management recommends that all tenants maintain available first aid kits on each floor. It is the tenant's responsibility to make sure that employees are aware of the location of all emergency equipment. Property Management recommends that tenants have office personnel trained in CPR/AED and First Aid procedures.

Medical Emergency Procedures

Office Building Address 1500 Jefferson St. SE
Olympia WA 98501

If you find someone experiencing a medical emergency:

1. Remain Calm
2. Quickly assess the situation.
3. Briefly examine the individual in distress and determine if he/she is breathing.
 - If not breathing establish an airway
4. **Call 911** (if possible direct someone to call while you remain with the person)
 - Explain the type of emergency, the location of the victim and the condition of the victim.
 - Do not hang up unless told to do so by the dispatcher.
5. Retrieve first aid equipment: first aid kit and the AED. (If possible direct someone to retrieve equipment while you remain with the person)
6. Call Property Management. They will hold an elevator ready for emergency medical services (EMS). (If possible direct someone to call while you remain with the person)
7. Do not move the victim unless there is danger of further injury by remaining in the present location.
8. Do not give victim anything to eat or drink.
9. Keep person comfortable as possible. Reassure them help is on the way.

Emergency Instructions

1500 Jefferson Building

Appendix A – Medical Emergencies

Defibrillator (AED) Locations

Every year in the United States, sudden cardiac arrest (SCA) claims the lives of more than 250,000 people and hundreds of thousands more lives worldwide. Today, fewer than 5% of SCA victims survive, largely because defibrillators do not reach them in time.

In most cases, their key to survival is prompt defibrillation therapy. More than 90% of SCA victims survive when defibrillation occurs within two minutes of sudden cardiac arrest onset. However, when defibrillation is delayed more than ten minutes, the victim's chance of survival drops to less than 5 percent.

Automatic External Defibrillators (AEDs) are the first line of defense in surviving cardiac arrest. This lifesaving equipment has been strategically placed in the building so that it is available to everyone on each floor. This equipment is easy to use and offers voice assistance to help the user through the process. The voice assist feature makes it possible for laypersons to assist in an emergency situation until medical help arrives.

Automatic External Defibrillators (AEDs) are located on every floor at 1500 Jefferson Building. They are located near the restrooms on public floors and in the kitchen/break rooms on the other floors.

For more information about the AEDs, contact your agency Safety Committee.

Emergency Instructions

1500 Jefferson Building

Appendix A – Emergency Prevention

Emergency Prevention

Suspicious Activities

Any suspicious activities should be reported immediately to the reception desk. Security guards are generally powerless to assist or take police action in criminal matters in a tenant space. During business hours, Property Management personnel will escort the police officers directly to your office.

Crime Prevention Message

The safety and protection of tenants and property is a priority for the Property Management staff. To reduce crime, emphasis must be placed on preventive rather than reactive measures. Preventive measures against office thefts, burglaries after hours and crimes against persons can best be achieved through the individual efforts of each employee. To minimize incidents, it is important that you establish and routinely monitor procedures, rules and regulations as a means of preventing losses and identifying wrongdoing.

We request that these procedures be circulated among all employees and that everyone is made aware of the importance of helping to ensure a safer and more secure work environment. We strongly suggest that valuables and personal property be stored and secured out of sight. All criminal activities should be reported immediately to the police department at 911 and your appropriate agency contact.

Training

All Floor Captains, Tenant Coordinators, Special Assistants assisting employees with a physical impairment, and Alternates shall be provided training and emergency response procedures. Refer to Appendix B.

Regular in-house agency meetings are encouraged to familiarize employees with the Emergency Instructions. Property Management may be contacted for assistance in presentations and review of the Emergency Instructions. Property Management will coordinate and conduct at least one emergency drill per year.

Emergency Teams

Floor 1

Floor Captains		Phone Numbers	
Floor Captain Alternates		Phone Numbers	
1.			
2.			
3.			
Tenant Coordinators		Tenant Coordinator Alternates	
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	
Special Assistants (For Persons with Physical Impairment)			
Persons with CPR/AED Training			
Persons with First Aid Training			

Emergency Instructions
 1500 Jefferson Building
 Appendix A – Emergency Teams

Floor 2

Floor Captains		Phone Numbers
Floor Captain Alternates		Phone Numbers
1.		
2.		
3.		
Tenant Coordinators		Tenant Coordinator Alternates
1.		1.
2.		2.
3.		3.
4.		4.
5.		5.
6.		6.
Special Assistants (For Persons with Physical Impairment)		
Persons with CPR/AED Training		
Persons with First Aid Training		

Emergency Instructions
 1500 Jefferson Building
 Appendix A – Emergency Teams

Floor 3

Floor Captains		Phone Numbers
Floor Captain Alternates		Phone Numbers
1.		
2.		
3.		
Tenant Coordinators		Tenant Coordinator Alternates
1.		1.
2.		2.
3.		3.
4.		4.
5.		5.
6.		6.
Special Assistants (For Persons with Physical Impairment)		
Persons with CPR/AED Training		
Persons with First Aid Training		

Emergency Instructions
 1500 Jefferson Building
 Appendix A – Emergency Teams

Floor 4

Floor Captains		Phone Numbers
Floor Captain Alternates		Phone Numbers
1.		
2.		
3.		
Tenant Coordinators		Tenant Coordinator Alternates
1.		1.
2.		2.
3.		3.
4.		4.
5.		5.
6.		6.
Special Assistants (For Persons with Physical Impairment)		
Persons with CPR/AED Training		
Persons with First Aid Training		

Emergency Instructions
 1500 Jefferson Building
 Appendix A – Emergency Teams

Floor 5

Floor Captains		Phone Numbers
Floor Captain Alternates		Phone Numbers
1.		
2.		
3.		
Tenant Coordinators		Tenant Coordinator Alternates
1.		1.
2.		2.
3.		3.
4.		4.
5.		5.
6.		6.
Special Assistants (For Persons with Physical Impairment)		
Persons with CPR/AED Training		
Persons with First Aid Training		

Emergency Instructions
 1500 Jefferson Building
 Appendix A – Emergency Teams

Floor 6

Floor Captains		Phone Numbers
Floor Captain Alternates		Phone Numbers
1.		
2.		
3.		
Tenant Coordinators		Tenant Coordinator Alternates
1.		1.
2.		2.
3.		3.
4.		4.
5.		5.
6.		6.
Special Assistants (For Persons with Physical Impairment)		
Persons with CPR/AED Training		
Persons with First Aid Training		

Exhibit D – Tenant Coordinator Information Sheet

Floor _____

Agency name: _____

Date: _____

Floor Captain: _____

Email address: _____

Alternate Captain: _____

Email address: _____

Tenant Coordinators:

Alternates:

NOTE: Each floor will have a minimum of four Tenant Coordinators. This sheet should be regularly updated and a copy sent to the Property Management office.

Emergency Instructions

1500 Jefferson Building

Appendix A – Emergency Teams

Exhibit E - Emergency Team

Property Management Team

Chief Engineer (Incident Commander)

Assistant Property Manager

Evacuation Brigade

Building Engineer

Junior Engineer

Property Administrator

Security Guards

Day Porter

Evacuation Group

Floor Captains

Tenant Coordinators

Special Assistants (assists employees with a physical impairment)