

EMERGENCY RESPONSE PROCEDURES MANUAL

1001 Pennsylvania Avenue NW

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20004-2505

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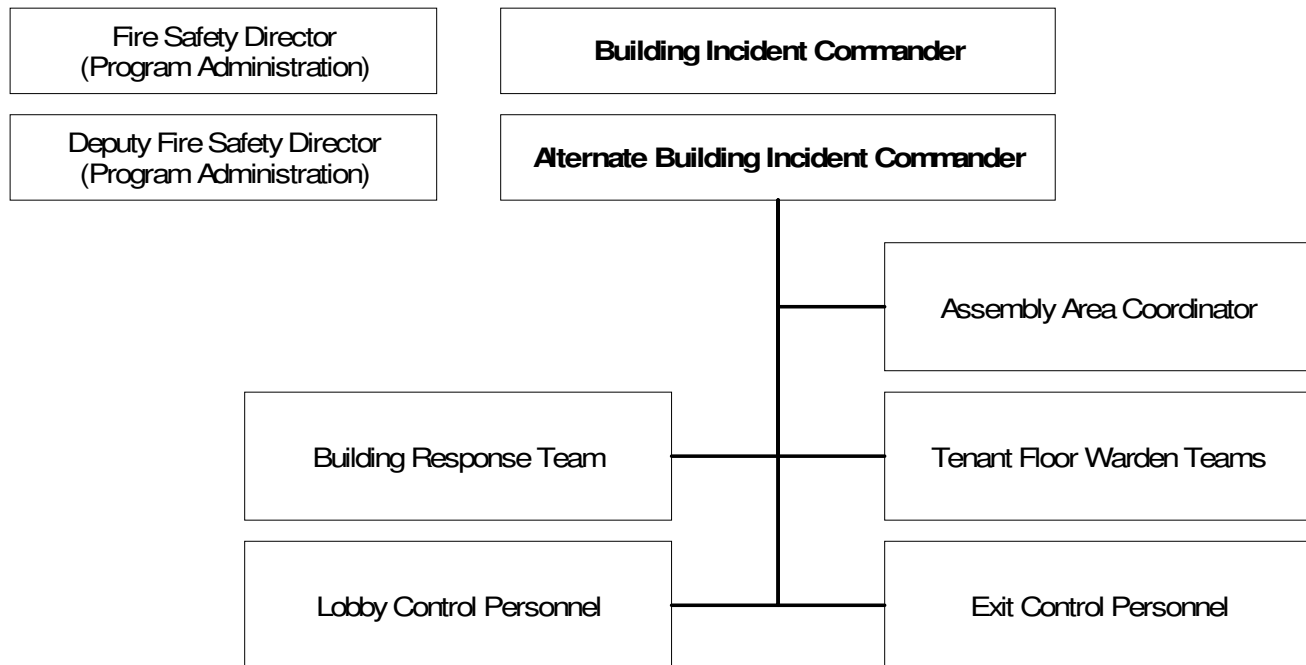
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PART 2

CRITICAL PHONE NUMBERS

Please append your Critical Phone Numbers list after this page

PART 3

EMERGENCY PERSONNEL**Part 3.1 Fire Emergency Organization Chart**

Part 3.2 Personnel Descriptions**Building Incident Commander (BIC)**

The Building Incident Commander will constantly manage the incident. The Building Incident Commander will never leave the scene until the danger to the occupants has passed and the office building is secure, or the Building Incident Commander has been relieved by the authorities. Should the Building Incident Commander leave, the Alternate Building Incident Commander will take over. The Building Incident Commander shall constantly engage in:

- a) Situation assessment
- b) Resource availability assessment
- c) Incident response implementation strategy
- d) Plan functionality
- e) Plan adjustments to reflect situation
- f) Response documentation compliance

The Building Incident Commander is responsible for the coordination of all response activities through the Section Chiefs from a strictly management position.

This position will be activated during any emergency.

Alternate Building Incident Commander (ABIC)

The Alternate Building Incident Commander assists the Building Incident Commander during an emergency by assuming the role of the Building Incident Commander should the Building Incident Commander be absent.

Assembly Area Coordinators (AAC)

This position will be manned by persons from the property management team, who will proceed to the recommended assembly area if exterior evacuation is required and receive the evacuation reports, documenting any problems that might have been experienced during evacuation, and communicating this information back to the Building Incident Commander via radio or cellular phone. The Assembly Area Coordinators will confirm that the evacuation teams have made it to the assembly area safely. If the assembly area becomes overcrowded or unsafe, the Assembly Area Coordinators will direct occupants to additional locations. The Assembly Area Coordinators will also advise evacuees when it is safe to return to the building.

Building Response Team (BRT)

Building Response Team members are responsible for responding to the zone or area of the emergency, verifying the emergency and communicating their findings to the Building Incident Commander. They will act as a first line of support for the Tenant Floor Wardens and will either deal with or contain the emergency or, failing that, assist the Tenant Floor Wardens in evacuating the tenants out of harm's way. They will also have responsibilities for light search and rescue, security and damage assessment. Building Response Team members report directly to the Operations Section Chief. This position will be activated during any emergency.

Tenant Floor Wardens (TFW)

Tenant Floor Wardens are responsible for the supervision of the occupants in an orderly evacuation of their office spaces to the recommended assembly area, either within the building or outside, should an evacuation or relocation be ordered by the authorities or the Building Incident Commander. They are also responsible for communicating with the Building Incident Commander / Assembly Area Coordinator on the status of the office space, the disposition of persons requiring assistance to evacuate, and any missing occupants. Tenant Floor Wardens report directly to the Building Incident Commander or the Operations Section Chief (delayed response by the authorities). Should any of the members of the Tenant Floor Warden team (Deputy Tenant Floor Wardens, Stair Monitors, Floor Searchers, Assistance Monitors) be unable to fulfill their duties as outlined in this manual (e.g., employment terminated or permanent reassignment to another floor or facility), the Tenant Floor Warden shall advise the Emergency Director of the vacancy. This position will be activated during any emergency involving the relocation or evacuation of building occupants.

Deputy Tenant Floor Wardens (DTFW)

Deputy Tenant Floor Wardens are responsible for assisting the Tenant Floor Warden with the initiation of an evacuation of occupants via the Floor Searchers, should an evacuation or relocation be ordered by the Tenant Floor Warden. They will assume the role of Tenant Floor Warden in the Tenant Floor Warden's absence and will advise the Emergency Director if the Tenant Floor Warden is no longer able to perform the duties outlined in this manual (e.g., employment terminated or permanent reassignment to another floor or facility). They are also responsible for communicating with the Tenant Floor Warden on the status of the office space, the disposition of any persons requiring assistance to evacuate, and any missing occupants. Deputy Tenant Floor Wardens report directly to the Tenant Floor Warden. This position will be activated during any emergency involving the relocation or evacuation of building occupants.

Stair Monitors (SM)

Stair Monitors are responsible for the supervision of the occupants in an orderly evacuation of their office spaces into the stairwells should an evacuation or relocation be ordered by the Tenant Floor Warden. They are also responsible for monitoring the status of the stairwell, for advising evacuees where the appropriate assembly area is, for communicating with the Tenant Floor Warden on the status of the stairwell and for redirecting evacuees to an alternate stairwell if the integrity of their stairwell becomes compromised. Stair Monitors report directly to the Tenant Floor Warden. This position will be activated during any emergency involving the relocation or evacuation of building occupants.

Floor Searchers (FS)

Floor Searchers are responsible for the initiation and supervision of an orderly evacuation of occupants from their assigned office spaces to the Stair Monitors, should an evacuation or relocation be ordered by the Tenant Floor Warden. They are also responsible for communicating with the Tenant Floor Warden on the status of the office space, the disposition of any persons requiring assistance to evacuate, and any missing occupants. Floor Searchers report directly to the Tenant Floor Warden. This position will be activated during any emergency involving the relocation or evacuation of building occupants.

Assistance Monitors (AM)

Assistance Monitors are responsible for assisting persons requiring assistance to a safe area beside or within the stairwells to await assistance from the Building Response Team or the authorities, should an evacuation or relocation be ordered by the Tenant Floor Warden. They are also responsible for communicating with the Tenant Floor Warden on the status of the disposition of any persons requiring assistance to evacuate, and for providing that assistance should the emergency force an evacuation prior to assistance arriving. Assistance Monitors report directly to the Tenant Floor Warden. This position will be activated during any emergency involving the relocation or evacuation of persons requiring assistance to evacuate. If there is a new person requiring assistance in an Assistance Monitor's area of responsibility or if there is a change of status of a person requiring assistance to evacuate (e.g., a broken ankle heals), the Assistance Monitor will advise the Emergency Director so that the *Persons Requiring Assistance to Evacuate* list within the Facility Emergency Action Plan can be updated.

Lobby Control Personnel (LCP)

The Lobby Control Personnel are responsible for keeping the lobby clear of occupants and for ensuring that the elevators have grounded and are locked out of service. The Lobby Control Personnel report directly to the Building Incident Commander (fire) or the Operations Section Chief (other emergencies). This position will be activated during any emergency involving the evacuation of building occupants.

Exit Control Personnel (ECP)

The Exit Control Personnel are responsible to ensure that the street level exits are unobstructed and that occupants emerging from these exits are directed to the recommended assembly area. The Exit Control Personnel report directly to the Building Incident Commander (fire) or the Operations Section Chief (other emergencies). This position will be activated during any emergency involving the evacuation of building occupants.

Part 3.3 **Emergency Personnel**

Please append your Emergency Personnel list after this page

Part 3.4 **Tenant Floor Wardens**

Please append your Tenant Floor Warden list after this page

Part 3.5 **Persons Requiring Assistance**

**Please append your Persons Requiring Assistance to
Evacuate list after this page**

PART 4

FIRE

Part 4.1 **Building Incident Commander – Fire Procedures**

At the sound of a fire alarm, or upon being informed of a fire condition within 1001 Pennsylvania Avenue NW, the Building Incident Commander shall initiate the following procedures:

- 1) Ensure immediately that the Fire Department has been called at **911**, giving your name, exact address, nature of the emergency, nearest cross streets, your call back phone number and any other information requested by the dispatcher.
 - 2) Proceed to the 1st Floor and confirm that the elevators are grounded, and if not, see that measures are taken to ground them. Approach the fire alarm panel **on the east wall of the 1st Floor fire control room, located on Pennsylvania Avenue**. Ascertain in which zone the alarm was activated and the mode of activation.
 - 3) Dispatch the Building Response Team to investigate the cause of the alarm. If the Building Response Team confirms a fire condition, have someone call the Fire Department a second time at **911** to give confirmation that a fire condition exists, and then place the building into general evacuation alarm. Use the emergency voice paging system to instruct the Tenant Floor Wardens on the floor of activation, the floor above and the floor below to evacuate their occupants out of the building to the designated recommended assembly area. These instructions may be broadcast with the following procedures:
 - a) Activate the emergency voice paging switches for the floors that are in general evacuation alarm.
 - b) Give the following instructions into the keyed microphone:
 - **Attention please. Attention please.**
 - **We currently have an alarm condition on floor ____ (fire floor).**
 - **Tenant Floor Wardens, start evacuating the occupants of your floor into the stairwells or exits and out of the building to the recommended assembly area north of the building along 11th Street, between E and F Street.**
 - c) Repeat the above message.
 - d) Deactivate the switch for the zone of activation.
- Note: Manually making the above announcement is required only in the event that the automated emergency voice paging announcements fail to operate as designed.**
- 4) Use the *Incident Record Form* to record vital information about the fire for the Fire Department upon their arrival. Information should include:
 - a) The floor of activation
 - b) Evacuated floors
 - c) Floors with persons requiring assistance to evacuate

- d) Miscellaneous information
- 5) **Upon being ordered by the Fire Department to evacuate or relocate building occupants**, use the emergency voice paging system to instruct the Tenant Floor Wardens of the floors requested by the Fire Department to evacuate or relocate their occupants into the stairwells or exits and to a safe location defined by the Fire Department. These instructions may be broadcast with the following procedures:
- a) Activate the emergency voice paging switches for the floors that are to be evacuated.
- b) Give the following instructions into the keyed microphone:
- If relocation is required but no evacuation is necessary:
- **Attention please. Attention please.**
 - **We currently have a fire condition on floor _____ (fire floor).**
 - **Tenant Floor Wardens, start evacuating the occupants of your floor to the exits and to the appropriate relocation floor or area.**
- If a complete evacuation is necessary:
- **Attention please. Attention please.**
 - **We currently have a fire condition on floor _____ (fire floor).**
 - **Tenant Floor Wardens, start evacuating the occupants of your floor into the stairwells or exits and out of the building to the assembly area north of the building along 11th Street, between E and F Street.**
- c) Repeat your message and then deactivate the emergency voice paging switches to those floors.
- 6) If the alarm was the result of a confirmed incident and has been brought under control and it is deemed safe by the Fire Department to resume normal operations, use the emergency voice paging system to inform the occupants of the confirmed alarm condition and that it is safe to resume normal operations by giving the following instructions:
- **Attention please. Attention please.**
 - **The fire condition has been rectified and the building has been deemed safe by the Fire Department.**
 - **We will be resetting the fire system momentarily.**
 - **It is now safe to return to your floor.**
 - **Thank you for your cooperation.**
- Repeat the message. Contact the Assembly Area Coordinators and inform them that it is safe for the occupants to return to the building.
- 7) If the alarm is verified to be a nuisance alarm, **and with the permission of the Fire Department**, activate the 'ALL CALL' button under the heading of 'EMERGENCY INSTRUCTION' and use the emergency voice paging system to inform the occupants of the nuisance alarm condition by giving the following instructions:

- ***Attention please. Attention please.***
- ***The alarm condition has been resolved, and there is no need to evacuate the building.***
- ***Please resume your normal activities.***
- ***We will be resetting the fire system momentarily.***
- ***Thank you for your cooperation.***

Repeat the message.

- 8) Reset the fire alarm once the Fire Department has given permission. Contact the Assembly Area Coordinators and inform them that it is safe for the occupants to return to the building.

Note: Ensure the Building Response Team does not utilize an elevator that ascends to the alarm floor or above.

Note: If you are informed that one stairwell is contaminated with smoke, use the emergency voice paging system to inform the entire office building to use the other stairwell. If all stairwells are contaminated, inform the Tenant Floor Wardens, so that they are able to initiate the instructions dictated in Sub-section (C) of their procedures.

Incident Record Form

..... Drill
..... Nuisance Alarm
..... Confirmed Fire Condition

..... Detector
..... Manual Pull
..... Flow Switch

Incident Zone: _____

Equipment Used: _____

Senior Fire Dept. Officer's Name: _____

Building Incident Commander: _____

Building Response Team: _____

Tenant Floor Wardens: _____

Casualties: _____

Persons Requiring Assistance to Evacuate: _____

Extent of Damage: _____

Time: _____ Date: _____

Comments: _____

Signed: _____

Part 4.2 Assembly Area Coordinators – Fire Procedures

At the sound of a fire alarm or upon receiving an evacuation order, the Assembly Area Coordinators shall immediately:

- 1) Put on your identification, if readily available.
- 2) Ensure you have your radio or cellular phone and then acquire the Tenant Floor Warden list, a clipboard and a pencil.
- 3) Proceed to the recommended assembly area **north of the building along 11th Street, between E and F Street.**
- 4) As the Tenant Floor Wardens report to you, check them off the list and document any problems or concerns that they had, communicating important information to the Building Incident Commander by radio or cellular phone.
- 5) When the Building Incident Commander or authorities determine that it is safe to return to the building, advise the Tenant Floor Wardens that it is safe to return to the building.

Part 4.3 Building Response Team – Fire Procedures

At the sound of a fire alarm, or upon being informed of a fire, the Building Response Team members shall immediately:

- 1) Contact the Building Incident Commander and ascertain the zone of the emergency.
- 2) Acquire a fire extinguisher (if trained to use one) and proceed to the floor of the emergency (via the stairwells - see note below) and verify that a fire condition does indeed exist. Communicate with the Building Incident Commander and give details of your findings.
- 3) If a fire exists and it is visible and small (no larger than a waste paper basket), and if you are not endangering yourself, attempt to extinguish it with a fire extinguisher (provided you have adequate training on that equipment).
- 4) If you cannot control the fire, or if the smoke is too thick for you to remain in the area, close the doors behind you and inform the Building Incident Commander of the fire's progression and/or any special problems, such as trapped persons or persons requiring assistance to evacuate. Monitor the status of the stairwells for smoke or congestion, keeping the Building Incident Commander updated. Follow the orders of the Building Incident Commander.
- 5) If you arrive in the zone of the emergency and there are no visible signs of fire or smoke, do a complete search of the area with the assistance of a Tenant Floor Warden (if his or her floor has been evacuated). Check the following areas:
 - a) all washrooms
 - b) mechanical rooms
 - c) offices
 - d) above false ceilings
- 6) Report your findings to the Building Incident Commander via the firefighters' telephone.

Note: Never use the elevators to get to the floor of alarm activation, as you risk being brought to the fire floor. It is much safer to utilize an elevator that does not ascend to the alarm floor or above, and get off at the highest floor which would then allow you to take the exit stairwell the rest of the way to investigate the affected floor.

Note: Be aware that the ionization of fire gases during a fire can interfere with radio transmissions.

Part 4.4 Tenant Floor Wardens – Fire Procedures**A) At the sound of a fire alarm, the Tenant Floor Wardens shall immediately:**

- 1) Put on your identification, if readily available, and quickly check the integrity of the exits.
- 2) If the exits are safe, instruct the occupants to evacuate out of the building to the recommended assembly area **north of the building along 11th Street, between E and F Street.**
- 3) Do a quick check of the offices and washrooms. After the occupants have evacuated the floor instruct your Deputy and other assigned emergency staff to vacate the floor area.
- 4) Proceed via the nearest safe stairwell or exit to the recommended assembly area. Check in with the Assembly Area Coordinator and report on the status of your floor; then rejoin your group or relocate your group as directed by the Assembly Area Coordinator.

Note: For persons requiring assistance to evacuate, please refer to the Assistance Monitor procedures.

B) If you encounter fire or are informed of a fire on your floor:

- 1) Get everyone out of the room or area, activate the nearest manual pull station and close any doors behind you. This may help to control the fire by cutting off its oxygen supply, as well as limiting the spread of smoke to adjacent areas.
- 2) Assist the Deputy and Floor Searchers in evacuating the occupants of your floor out of the building to the recommended assembly area **north of the building along 11th Street, between E and F Street.**
- 3) Do a quick check of the offices and washrooms, and after the occupants have been evacuated, instruct your Deputy and other emergency staff to vacate the floor area.
- 4) Proceed via the nearest safe stairwell or exit to the recommended assembly area. Check in with the Assembly Area Coordinator and report on the status of your floor; then rejoin your group or relocate your group as directed by the Assembly Area Coordinator.

Note: If you ever have to open a closed door and you are suspicious that a fire condition may be present, feel the door first to see if it is hot. If it is hot to the touch, do not open that door.

C) Defend In Place:

In the event that the stairwells are inaccessible because of fire or smoke, follow these instructions:

- 1) Calmly get all the people into one area of the office building least affected by the fire.

- 2) Dial 911 on the nearest telephone and advise the Fire Department of your suite and floor number and location, if you are in immediate danger, and anything else that may assist the Fire Department to effect a rescue.
- 3) Close any doors leading into the room or area, and then take cloth, paper, strips of clothing, etc. and wedge them into the cracks around the door(s) (and wherever else smoke may enter the room).
- 4) Stand by for rescue by the Fire Department.

Note: The primary purpose of a fire extinguisher is to serve as an escape mechanism, in case a fire is blocking your only means of egress and knocking the fire down temporarily will aid the evacuation process. The fire extinguisher is not there to empower untrained individuals to become firefighters.

EVACUATION DRILL REPORT

To be completed by Tenant Floor Warden

Date: _____

Your Name: _____

Company: _____ Suite # _____

Building Name: _____

Building Address: _____

Floor(s) of Responsibility: _____

Time Bells Started: _____ Time Your Floor Cleared Building: _____

Time Reporting Floor Status: _____ Time Advised Safe to Return: _____

Reported to: __Senior Fire Official

__Building Incident Commander

__Assembly Area Coordinator

Y N N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Was alarm clearly heard in all areas? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Was announcement heard in all areas? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Was announcement understandable? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Were any doors wedged open or blocked? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Were the hallways and exits clear of obstructions? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Were any evacuation or suppression operations hindered? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Did all occupants know where the assembly area was? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Were everyone's duties understood? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is training/review required? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Did occupants have a positive attitude towards the drill? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Did occupants comply with the evacuation drill? |

COMMENTS:

Part 4.5 Deputy Tenant Floor Wardens – Evacuation Procedures (Single Tenant Floors)

At the sound of a fire alarm or upon being informed of an emergency or an evacuation order, the Deputy Tenant Floor Warden shall:

- 1) If the Tenant Floor Warden is not present on your floor, you shall assume the duties of the Tenant Floor Warden and assign someone to the position of Deputy Tenant Floor Warden.
- 2) Systematically check each area to ensure that Stair Monitors and Floor Searchers are evacuating the occupants of their areas, if an evacuation has been ordered. Take note of any persons requiring assistance to evacuate at the exits.
- 3) Report back to the Tenant Floor Warden, provide an evacuation status report, and then stand by for further instructions.

Part 4.6 Stair Monitors – Evacuation Procedures (Single Tenant Floors)

At the sound of a fire alarm or upon being informed of an emergency or an evacuation order, Stair Monitors shall perform the following:

- 1) Proceed to your assigned exit stairwell and stand by to assist the occupants in their evacuation, if one has been ordered. Check the stairwell and confirm that it is unobstructed and clear of smoke.
- 2) As the floor's occupants report to you, instruct them to remove any footwear that may impede their movement in the stairwells (e.g., high heels).
- 3) Calmly evacuate the occupants through the stairwell, or reroute them around to another stairwell and evacuate them through that one, if so ordered.
- 4) As the occupants enter the stairwell, instruct them to keep against the wall and merge into the traffic flow (if any) as they descend or ascend to the next floor (similar to the merging lane of a freeway system).
- 5) Remind the occupants to evacuate outside; once they are outside the office building they are to proceed as directed by the Tenant Floor Warden and accumulate for a head count. Wait for further instructions from the Tenant Floor Warden.

Note: If there is any indication that the stairwell is contaminated or obstructed, contact your Tenant Floor Warden and direct your occupants to the other stairwell. If all stairs are contaminated, your Tenant Floor Warden may ask that you direct your occupants to a safe location on the floor to defend in place.

Part 4.7 Floor Searchers – Evacuation Procedures (Single Tenant Floors)

At the sound of a fire alarm or upon being informed of an emergency or an evacuation order, Floor Searchers shall perform the following:

- 1) Put on your identification, if readily available.
- 2) If so directed by your Tenant Floor Warden, clear your area of occupants to the nearest safe exit or stairwell.
- 3) Do a quick check of your area for occupants lagging behind.
- 4) Report to the nearest safe stairwell, check in with the Stair Monitor and follow up at the back of your group as they evacuate through the stairwell, ensuring that they proceed to the recommended assembly area as directed by the Tenant Floor Warden.

Part 4.8 Assistance Monitors – Evacuation Procedures

At the sound of a fire alarm or upon receiving an evacuation order within the office building, the Assistance Monitors shall perform the following:

- 1) Proceed to your designated person requiring assistance to evacuate and assist the individual to the exit.
- 2) If you are unable to locate your designated individual, report your findings to the Tenant Floor Warden.
- 3) Wait until other occupants from your floor and higher floors have descended down the stairwells, and then move your person requiring assistance onto the stairwell landing. If the person is mobile but slowed as a result of his or her condition, assist the person down the stairs and to at least two floors below the fire floor. If the person cannot negotiate the stairs (e.g., in a wheelchair), wait in the stairwell for assistance from the Fire Department or the Building Response Team. If it is dangerous to remain in the stairwells, defend in place as per instructions below.
- 4) Confirm that the Tenant Floor Warden has advised the Building Incident Commander and that assistance is on the way. If your floor becomes contaminated by heat or smoke, manually assist the person requiring assistance via the stairs to at least two floors below the fire floor.

Defend In Place:

In the event that the stairwells are inaccessible because of fire or smoke, follow these instructions:

- 1) Calmly get the persons requiring assistance into one area of the office building least affected by the fire.
- 2) Dial 911 on the nearest telephone and advise the Fire Department of your suite and floor number and location, if you are in immediate danger, and anything else that may assist the Fire Department to effect a rescue.
- 3) Close any doors leading into the room or area, and then take cloth, paper, strips of clothing, etc. and wedge them into the cracks around the door(s) (and wherever else smoke may enter the room).
- 4) Stand by for rescue by the Fire Department.

Part 4.9 Lobby Control Personnel – Evacuation Procedures

Upon being activated by the Operations Section Chief or the Building Incident Commander, the Lobby Control Personnel shall:

- 1) Report to the main floor lobby area.
- 2) Confirm that the elevators have been grounded and ensure that steps are taken to recall them to ground level and lock them out of service if they have not recalled.
- 3) Ensure that the keys for the elevators are available for the Fire Department upon their arrival.
- 4) Maintain control of the lobby area and do not allow people to enter or re-enter the office building until the Fire Department gives permission.
- 5) Assist the Fire Department upon their arrival.

Part 4.10 Lobby Control Personnel – Power Failure Procedures

In the event of a power failure, the Lobby Control Personnel shall:

- 1) Proceed to the main entrance lobby.
- 2) Ensure elevators have been recalled to the lobby and then assist occupants.
- 3) Provide lobby crowd control and direction until you are relieved or instructed otherwise by the Building Incident Commander.

Part 4.11 Exit Control Personnel – Evacuation Procedures

Upon being activated by the Operations Section Chief or the Building Incident Commander, the Exit Control Personnel shall:

- 1) Report to your assigned exit on ground level.
- 2) Confirm that the exit is unobstructed and that the route to the recommended assembly area is clear.
- 3) Direct occupants and staff outside the office building and to the recommended assembly area **north of the building along 11th Street, between E and F Street** (fire) or **on the lowest safe floors of the building, unless full evacuation is required, then to the exterior of the building as directed by the Building Incident Commander** (earthquake or tornado).
- 4) Do not allow anyone (except the Fire Department and the Building Response Team members) to enter the office building via your exit.
- 5) Assist the Fire Department upon their request.

Part 4.12 Emergency Procedures for Building Occupants

The instructions offered in this publication are consistent with, and part of, an overall plan that is currently in effect in this office building. Your continued support in this program is greatly appreciated.

Please take a moment to place the booklet in a convenient and visible location, as a quick reference or for use in case of emergencies.

REMEMBER: This booklet is a quick reference guide. For detailed information on Persons Requiring Assistance to Evacuate, or for locations of emergency exits, fire extinguishers, fire alarm pull devices and other emergency / safety procedures, contact your tenant's Emergency Representative. The time to plan is now, not after an emergency happens!

Please refer any questions about the enclosed information and / or your office building's plan to the Building Management office.

9-1-1 Protocol

Call 911 or 9-911 (based on your phone system) from a safe phone.

- 1) Whenever you have to call 911 or 9-911, you should always provide the following information:

Building address: **1001 Pennsylvania Avenue NW
Washington
DC 20004-2505**

Nearest known cross streets: **on the city block bounded by 10th Street NW to the east, Pennsylvania Avenue NW to the south, 11th Street NW to the west and E Street NW to the north**

Location within the building: Floor #: _____

Suite #: _____

Nature of the emergency: _____

Your call-back #: _____

- 2) Follow the dispatcher's instructions. Be prepared to provide additional information on injured persons.
- 3) Remain on the phone until the dispatcher hangs up.
- 4) Simultaneous to the 911 call, have someone call Building Management or Building Security to inform them of the emergency and location.
- 5) Building Management or Building Security will expedite emergency personnel to your location.

Part 4.13 Occupants – Fire and Evacuation Procedures**In the Event of a Fire:**

- 1) Get people out of immediate danger and close the door to the room or area.
- 2) Activate the red alarm pull station and follow the **9-1-1 Protocol**.
- 3) Notify the occupants in your floor area, and vacate the floor area via the nearest safe exit or stairwell.
- 4) Report to Emergency Personnel and inform them of any details concerning the fire. If no Emergency Personnel are available, report to the **main entrance lobby** and pass those details along to building staff or the Fire Department.

DO NOT USE THE ELEVATORS

**If a person is on fire:
STOP – DROP – COVER FACE – ROLL
Smother fire by wrapping person in heavy fabric, e.g., coat, rug, curtain.
Do not run while on fire – running fans the fire.**

At the Sound of a Fire Alarm:

- 1) All employees and visitors must follow the instructions of Emergency Personnel.
- 2) If there are no Emergency Personnel nearby and no instructions have been given by Building Management or the Fire Department, evacuate out the nearest safe exit.

Fire Evacuation Procedures:

- 1) Walk. Do not run. Shut all doors behind you and proceed along corridors and in stairwells in a quiet, orderly manner. Do not push or jostle. If you encounter heavy smoke, keep low (crawl). Use the wall to guide you to the nearest exit. If smoke is heavily concentrated in the exit, do not attempt to exit by that means of egress. Proceed to an alternate exit. Once outside, move away from the building to avoid falling debris and to allow the Fire Department unobstructed access.
- 2) Proceed to the designated assembly area as per the Fire Evacuation Plan map or as directed by building staff or the Fire Department.

Do not go back into the building for any reason unless the Fire Department has given permission to do so.

If You Cannot Safely Reach an Exit (Defend-in-Place):

- 1) Stay low to avoid breathing in smoke and toxic gases.
- 2) Retreat into a closed office space.
- 3) Close all doors and other openings.
- 4) Place clothing, paper or other soft material in gaps around closed doors.

- 5) Wet clothing, paper or other soft material with any non-flammable liquid available.
- 6) If a telephone is available, follow the **9-1-1 Protocol**.
- 7) If in an office with a window and materials are available, make a large 'HELP' sign. Include your suite and floor number. Hold the sign up to a window that faces the street.
- 8) Do not break the windows as this will draw smoke and gas into the room.
- 9) Remain calm; each partition and standard door provides a barrier against fire.

Part 4.14 Instructions to Operate Fire Extinguishers

IMPORTANT The primary purpose of a fire extinguisher is to serve as an escape mechanism, in case a fire is blocking your only means of egress and knocking the fire down temporarily will aid the evacuation process.

The fire extinguisher is not there to empower untrained individuals to become firefighters. It is highly recommended that you take a hands-on fire extinguisher training program prior to using a fire extinguisher.

Prior to using a fire extinguisher, make sure the Fire Department is notified of the fire and ensure that you have your back to an exit. Fire extinguishers work only on small fires. Contact your emergency representative to set up fire extinguisher training.

Before Using a Fire Extinguisher:

- Activate the fire alarm to evacuate the building, and then call **911**.
- Ensure that you have an available evacuation route.
- Advise someone that you are going to try to use the fire extinguisher (Buddy System).
- Check that you are using the right fire extinguisher for the type of fire (**A** – Ordinary Solid Materials / **B** – Flammable Liquids / **C** – Electrical Fire / **D** – Combustible Metals).

If the fire is still small and not spreading,

ONLY THEN

Use the P.A.S.S. technique outlined below.

PULL Pull the pin. This will break the tamper seal.

AIM Aim low. Point the hose a few inches in front of the base of the fire. If you are right-handed, hold the extinguisher in your left hand and the end of the hose in your right. This will give you better control of the discharge path.

CAUTION: Do not touch the discharge horn of a CO₂ extinguisher as the CO₂ can damage your skin.

SQUEEZE Squeeze the handle to release the extinguishing agent.

SWEEP Sweep from side to side as you aim the discharge path from the bottom of the fire to the top and back again until the fire appears to be out, and then evacuate the area immediately.

NOTE You have approximately 10 seconds to knock the fire down once you begin to discharge the extinguishing agent. If you are unable to knock the fire down enough to allow you to evacuate, defend in place until help arrives.

PART 5

NATURAL DISASTERS

Part 5.1 Building Incident Commander – Earthquake Procedures

In the event of an earthquake, the Building Incident Commander shall:

- 1) During the shaking, **DROP - COVER - HOLD**. Protect yourself by **dropping** to the floor and taking **cover** under a desk, sturdy table or other piece of furniture. **Hold** on to whatever you are under. If taking cover under a sturdy piece of furniture is not possible, get into a corner and facing out, bringing your knees and hands up to protect yourself. Stay away (and face away) from windows (**do not stand in a doorway because you become a silhouette for a shrapnel hazard**). Stay away from anything that can shatter or fall on you. If possible, predetermine a safe location in which to take cover, prior to an earthquake.
- 2) Once the shaking has stopped, use the emergency voice paging system to advise the office building occupants that an earthquake has occurred and to stand by for further instructions with the following general announcement:
 - **Attention all floors.**
 - **The building has just experienced an earthquake.**
 - **Building staff are being dispatched to inspect critical life safety systems.**
 - **Tenant Floor Wardens, please keep your people on your floors until the integrity of the stairwells has been checked.**
 - **If relocation is required because of fire or an immediate life-threatening condition, relocate your occupants to the lowest safe accessible floors in the building.**
 - **Discourage everyone from leaving the building as they are at risk from falling debris outside.**

Deactivate the emergency voice paging system and then activate the Incident Command Post in the 1st Floor fire control room.

- 3) Tune into a local AM radio station or television channel to get the latest emergency bulletins.
- 4) If:
 - a) your (current) standard Emergency Response Resources are being overtaxed; or
 - b) you have been able to contact Fire / Ambulance / Police and been advised of extended response times; or
 - c) there are communication problems that have prevented you from contacting Fire / Ambulance / Police;

then use the **ICS Deployment Plan** to deploy your operations, logistics, planning and finance section chiefs (if sufficient building staff or tenant volunteers are available) to activate the response groups under their jurisdiction. Make sure you communicate your priorities: protection of lives, protection of property, restoration of services.

- 5) Ensure that the following systems are checked:
 - Fire alarm system to ensure a fire has not broken out. If fire is indicated, relocate occupants from the fire floor and all floors above to the recommended assembly area on the lowest safe floors of the building, unless full evacuation is required, then to the exterior of the building as directed by you in consultation with the Building Response Team members upon conducting exterior reconnaissance.
 - Natural gas lines checked and gas valve shut off.
 - Stairwells and exits to ensure safe relocation of tenants.
 - Elevators to ensure no one is trapped inside. Initiate rescue of trapped occupants as soon as possible in case a fire breaks out as a secondary event. Trapped occupants will have to be rescued from the floor above where the elevator has stopped, via the ceiling hatch, if the car is stopped between floors.
 - Emergency generator if the power is out and no emergency lights are on.
 - Automatic sprinkler systems to ensure they have water pressure.
 - If power to the building has been interrupted, disconnect the main building power feed at the main switch until the circuits can be inspected for ground faults or shorts.
 - If major damage has occurred, shut down the domestic water feed until water pipes can be inspected.
- 6) If any of the building safety systems, including power, have been compromised, ensure that the Tenant Floor Wardens are relocating the occupants of the office building to the recommended assembly area on the lowest safe floors of the building, unless full evacuation is required, then to the exterior of the building as directed by you in consultation with the Building Response Team members upon conducting exterior reconnaissance.
- 7) Ensure that, during the response, safety to staff and occupants is not compromised.
- 8) Continue to monitor the status of the incident and the progress of your response. Check your incident coordination maps for search and rescue progress and damage assessment. Assign or reassign personnel as needed or as directed by the authorities. If relocation is required, notify the Tenant Floor Wardens to relocate their personnel to the lowest safe accessible floors in the building and to stage there until further action is required.
- 9) Communicate to the authorities, if possible, the status of occupants, staff and facilities; request any assets needed.
- 10) Develop or revise action plans as necessary, communicating those revisions to your emergency personnel.
- 11) Authorize the release of information as per company policy.
- 12) Continue to monitor staff for critical incident stress and ensure that you and your responders get regular breaks away from the command post. If the incident lasts for longer than 12 hours, assign a second shift and let the first shift rest for at least six hours.
- 13) Release staff as appropriate per company policy.

- 14) Remain on-site and in charge until relieved or redirected by the authorities or building owners.
- 15) When the incident has been resolved:
 - Authorize deactivation of active sections, branches or units when they are no longer required.
 - Proceed to deactivate the entire emergency response.
 - Ensure that any open actions not yet completed will be taken care of after response deactivation.
 - Ensure the return of all equipment and reusable supplies to the appropriate storage.
 - Close out all incident logs. Ensure that all incident logs, reports and other relevant documents are completed and safely stored for future reference.
 - Proclaim termination of the emergency and proceed with recovery operations as necessary.

Note: One of the most dangerous events that can occur following a seismic event is a fire, especially if the fire sprinkler system has been compromised by water supply interruption. Because it is dangerous to go outside of the building following an earthquake, because of falling debris risks, it is important to stay inside the building unless forced out by fire. Because fire and smoke migrate upwards, the safest place within the building in most cases is on the lowest safe floors, reducing the odds of being on or above the fire floor should a fire occur.

RESOURCE MANAGEMENT FORM

(+ indicates surplus, - indicates required)

Building Name: _____

Date: ____/____/____ Time: ____:____ Author: _____

Status

____ Minor Injuries ____ Serious Injuries ____ Fatalities
____ # Trapped ____ # Rescued ____ Total Occupants

Assets

Personnel Assets

____ First aid personnel
____ Tradesmen (discipline) _____
____ Search & Rescue
____ Fire control and security
____ Communications personnel
____ Other (specify) _____

Survival Assets

____ Days of food
____ Days of water
____ Blankets
____ First aid Equipment _____
____ Search & Rescue
Equipment _____
____ Flashlights
____ Batteries
____ Sanitary equipment _____
____ Other (specify) _____

Transportation Assets

____ Cars
____ 2X2 pickup trucks
____ 4X4 pickup trucks
____ Van
____ Motorcycle
____ Motor home
____ Other (specify) _____

Communications Assets

____ Telephones
____ Cellular phones
____ Radios
____ Other (specify) _____

Part 5.2 Building Incident Commander – Tornado Procedures

In the event of a Tornado Watch, the Building Incident Commander shall:

- 1) Proceed to the Incident Command Post and contact Building Response Team members.
- 2) Deploy the Building Response Team with radios to the highest floor with a view of the skyline to join the watch.
- 3) Get your portable radio or television, report back to the Incident Command Post, and tune into a local AM radio station or television channel to get the latest emergency bulletins.
- 4) If the Tornado Watch is upgraded to a Tornado Warning, initiate the following procedures:
 - a) Instruct the Building Response Team to take shelter in the nearest exit stairwell and sit on a stair and hold onto a railing. If they cannot get to a stairwell then, avoiding exterior walls and windows, they should take cover under sturdy furniture, holding onto whatever they are under. If no cover is available, they should crouch against a sturdy interior wall and facing out, bring their knees and hands up to protect themselves.
 - b) Use the emergency voice paging system to contact the Tenant Floor Wardens, and tell them to instruct the occupants to leave their spaces, enter the nearest stairwell, sit on a stair and hold onto a railing (this will place the occupants in a concrete structure with solid fire doors to protect them from debris). Do so with the following announcements:
 - **Attention all floors.**
 - **A tornado warning has just been issued.**
 - **Follow the instructions of your Tenant Floor Warden.**
 - **Proceed into the stairwells, sit on a stair and hold onto a railing.**
 - **We will advise when the threat has passed.**
 - **Do not leave the building until you are advised that it is safe to do so.**
 - c) Instruct all building staff to proceed to the underground levels and close the doors to all areas within the underground levels and then take cover.
 - d) Relocate the Incident Command Post to an underground level, as the tornado could impact the Incident Command Post because of its proximity to the exterior of the building.
- 5) Once the tornado has passed, return to and reactivate the Incident Command Post. If the office building has been impacted by a tornado, use the emergency voice paging system to advise the office building occupants that a tornado has occurred and to stand by for further instructions with the following general announcement:

- **Attention all floors.**
- **The building has just been impacted by a tornado.**
- **Building staff are being dispatched to inspect critical life safety systems.**
- **Tenant Floor Wardens, please keep your people on your floors until the integrity of the stairwells has been checked.**
- **If relocation is required because of fire or an immediate life-threatening condition, relocate your occupants to the lowest safe accessible floors in the building.**
- **Discourage everyone from leaving the building as they are at risk from falling debris outside.**

6) If:

- a) your (current) standard Emergency Response Resources are being overtaxed; or
- b) you have been able to contact Fire / Ambulance / Police and been advised of extended response times; or
- c) there are communication problems that have prevented you from contacting Fire / Ambulance / Police;

then use the **ICS Deployment Plan** to deploy your operations, logistics, planning and finance section chiefs (if sufficient building staff or tenant volunteers are available) to activate the response groups under their jurisdiction. Make sure you communicate your priorities: protection of lives, protection of property, restoration of services.

7) Ensure that the following systems are checked:

- Fire alarm system to ensure a fire has not broken out. If fire is indicated, relocate occupants from the fire floor and all floors above to the lowest safe floors in the building.
- Natural gas lines checked and gas valve shut off.
- Stairwells and exits to ensure safe relocation of tenants.
- Elevators to ensure no one is trapped inside. Initiate rescue of trapped occupants as soon as possible in case a fire breaks out as a secondary event. Trapped occupants will have to be rescued from the floor above where the elevator has stopped, via the ceiling hatch, if the car is stopped between floors.
- Emergency generator if the power is out and no emergency lights are on.
- Automatic sprinkler systems to ensure they have water pressure.
- If power to the building has been interrupted, disconnect the main building power feed at the main switch until the circuits can be inspected for ground faults or shorts.
- If major damage has occurred, shut down the domestic water feed until water pipes can be inspected.

8) If any of the building safety systems, including power, have been compromised, ensure that the Tenant Floor Wardens are evacuating the occupants of the office building to the lowest safe floors within the building, starting with the upper five floors and progressing down five floors at a time with three minute intervals between evacuation announcements.

9) Ensure that during the response, safety to staff and tenants is not compromised.

- 10) Continue to monitor the status of the incident and the progress of your response. Check your incident coordination maps for search and rescue progress and damage assessment. Assign or reassign personnel as needed or as directed by the authorities. If relocation is required, notify the Tenant Floor Wardens to relocate their personnel to the lowest safe accessible floors in the building and to stage there until further action is required.
- 11) Communicate to the authorities, if possible, the status of occupants, staff and facilities; request any assets needed.
- 12) Develop or revise action plans as necessary, communicating those revisions to your emergency personnel.
- 13) Authorize the release of information as per company policy.
- 14) Continue to monitor staff for critical incident stress and ensure that you and your responders get regular breaks away from the command post. If the incident lasts for longer than 12 hours, assign a second shift and let the first shift rest for at least six hours.
- 15) Release staff as appropriate per company policy.
- 16) Remain on-site and in charge until relieved or redirected by the authorities or building owners.
- 17) When the incident has been resolved:
 - Authorize the deactivation of active sections, branches, or units when they are no longer required.
 - Proceed to deactivate the entire emergency response.
 - Ensure that any open actions not yet completed will be taken care of after response deactivation.
 - Ensure the return of all equipment and reusable supplies to the appropriate storage.
 - Close out all incident logs. Ensure that all incident logs, reports, and other relevant documents are completed and safely stored for future reference.
 - Proclaim termination of the emergency and proceed with recovery operations as necessary.

Note: The stairwells are the safest location within the building during a tornado because of the concrete and steel construction. If everyone stands within the stairwells, there should be sufficient room to get all of the facility occupants into them in the event of a tornado warning.

RESOURCE MANAGEMENT FORM

(+ indicates surplus, - indicates required)

Building Name: _____

Date: ____/____/____ Time: ____:____ Author: _____

Status

____ Minor Injuries ____ Serious Injuries ____ Fatalities
____ # Trapped ____ # Rescued ____ Total Occupants

Assets

Personnel Assets

____ First aid personnel
____ Tradesmen (discipline) _____
____ Search & Rescue
____ Fire control and security
____ Communications personnel
____ Other (specify) _____

Survival Assets

____ Days of food
____ Days of water
____ Blankets
____ First aid Equipment _____
____ Search & Rescue _____
____ Equipment _____
____ Flashlights
____ Batteries
____ Sanitary equipment _____
____ Other (specify) _____

Transportation Assets

____ Cars
____ 2X2 pickup trucks
____ 4X4 pickup trucks
____ Van
____ Motorcycle
____ Motor home
____ Other (specify) _____

Communications Assets

____ Telephones
____ Cellular phones
____ Radios
____ Other (specify) _____

Part 5.3 Building Incident Commander – Hurricane Procedures

Upon being notified of a Hurricane Watch, the Building Incident Commander shall:

- 1) Consult with senior management / the building owners to ensure that they are aware of the Hurricane Watch.
- 2) Back up all critical data on media that you can take with you.
- 3) Make sure you have the necessary supplies to prepare the building's office equipment for possible wind and water damage:
 - large, thick plastic bags and fasteners;
 - self-adhesive multi-colored dots or tape to label equipment and cables that you may need to disconnect;
 - sufficient media to perform backups.

In the event of a hurricane evacuation order issued by the authority having jurisdiction, the Building Incident Commander shall:

- 1) Consult with senior management / the building owners to ensure that they are aware of the evacuation order.
- 2) Use the emergency voice paging system to advise the office building occupants that a hurricane is threatening, that the authorities have ordered the area evacuated, and that the building will be evacuated and closed within two hours. Do this with the following general announcement:
 - ***Attention all floors.***
 - ***A hurricane evacuation order has just been issued.***
 - ***We are being relocated to _____ (as per authorities' directive).***
 - ***We ask that those persons who require assistance in securing transportation please proceed to _____ (as per authorities' directive) and advise emergency personnel.***
 - ***Please secure classified documents and, where practical, move important documents and equipment into interior rooms or offices, prior to leaving.***
 - ***The building will be secured and locked down within two hours.***
- 3) Deploy administration staff to secure IT equipment and data / records, ensuring that they:
 - Make sure backup media is secured and ready to be taken to an off-site location.
 - Turn off computers, monitors, printers, speakers, etc.
 - Move equipment away from windows or areas prone to water or wind damage. If you need to disconnect components in order to move your computer, you may want to use the colored dots or tape to color code the cables and their respective ports.
 - Place equipment in plastic bags and fasten.
 - Place manuals and other media in plastic bags.
 - Store equipment in the highest possible locations in interior rooms.
- 4) Dispatch members of the Building Response Team - Security to provide traffic control from the parking areas.
- 5) Monitor the local weather and traffic radio channels.

- 6) Ensure that transportation is arranged for staff and visitors who have arrived by taxi or public transit and to interface with local agencies if necessary to secure transportation for those who cannot secure it themselves.
- 7) With the cooperation of senior management, determine what level of staffing (volunteers) should remain in the building, if any, how they will protect themselves and what functions they will perform (unless the authorities have ordered a complete evacuation).
- 8) Evacuate the facility of remaining staff except for volunteers or staff who will remain on-site (unless the authorities have ordered a complete evacuation).
- 9) Once the evacuation is complete, bring all elevators to the first floor. Inspect the entire building, floor by floor, to determine the locations and names of persons choosing to stay in the building. Communicate to those persons that the elevators are now secured and exit from the building will be possible via stairwells only.
- 10) Ensure that the building exterior is clear of all debris and equipment.
- 11) Have sandbags placed near areas that might take overflow water from the street or storm lines.
- 12) Lock and secure all exterior openings, including entry doors. Proceed to a designated safe location / shelter.

Part 5.4 Building Incident Commander – Flood Procedures**Upon being notified of a flood watch, the Building Incident Commander shall:**

- 1) Consult with senior management / the building owners to ensure that they are aware of the flood watch.
- 2) Back up all critical data on media that you can take with you.
- 3) Make sure you have the necessary supplies to prepare the office building's electrical equipment for possible water damage:
 - large, thick plastic bags and fasteners
 - self-adhesive multi-colored dots or tape to label equipment and cables that you may need to disconnect
 - sufficient media to perform backups
- 4) Stand by to close the office building and have all building utilities shut down.

In the event of a Flood Warning, the Building Incident Commander shall:

- 1) Notify all Tenant Floor Wardens by telephone that the building will be evacuated within two hours. If Tenant Floor Wardens are not reachable by telephone, post notices of the evacuation on the entrance doors to those tenant spaces. Post notices of the evacuation in the public areas, lobbies, elevators and entrance areas.
- 2) Make use of the supplies you had on standby to have all sensitive equipment and official records moved to the upper floors or removed off-site to higher ground.
- 3) Dispatch sandbagging teams to work with the city to sandbag the perimeter of the office building first and then the rest of the site.
- 4) Evacuate the office building within two hours after notification by the Property Management office. Dispatch building operations staff to:
 - Send all elevators to the highest floor of the building and lock them out of service.
 - Shut off all main utility service to the office building, specifically natural gas and electricity.
 - Secure the diesel supply to all diesel-powered emergency generators.
 - Plug all air intakes in diesel-powered emergency generators to ensure that water does not get into the motor.
 - Lock and secure all exterior openings, including entry doors.
- 5) Inspect the entire building floor by floor to determine the locations and names of persons choosing to stay in the building. Communicate to those persons that the elevators are now secured and exit from the building will be via stairwells only.
- 6) Continue to monitor water levels.
- 7) To prepare for a quick recovery in the event that the office building is flooded, take the following steps in advance:
 - Rent gasoline water pumps and store them on the upper floors. This way the pumps can be used to pump out water on the lower levels once the flood waters recede.

- Have mops, buckets and wet vacuums on standby to handle windblown water in the building.
 - Contact your insurance and restoration companies and advise them of the situation so that they will be prepared to deal with any insurance claims or start restoration work once the flood waters recede.
- 8) Notify the Building Response Team - Security to provide 24-hour security service until further notice.
 - 9) Notify senior management / the building owners that the Flood Warning Procedure has been implemented.
 - 10) Ensure that a safe way to evacuate all remaining staff is available should the sandbag walls be breached.
 - 11) Avoid, where possible, coming in contact with all flood waters (they may contain poisons or other contaminants).

Note: Once the waters have receded, assess and document the damage, remove and clean up the sandbag walls, contact your restoration company and then file appropriate insurance claims with your insurance company. Finally, resume normal operations.

Part 5.5 Building Response Team – Earthquake Procedures

In the event of an earthquake, the Building Response Team shall immediately:

- 1) During the shaking, **DROP - COVER - HOLD**. Protect yourself by **dropping** to the floor and taking **cover** under a desk, sturdy table or other piece of furniture. **Hold** on to whatever you are under. If taking cover under a sturdy piece of furniture is not possible, get into a corner and facing out, bring your knees and hands up to protect yourself. Stay away (and face away) from windows (**do not stand in a doorway because you become a silhouette for a shrapnel hazard**). Stay away from anything that can shatter or fall on you.
- 2) Proceed to the Incident Command Post in the 1st Floor fire control room and check with the Operations Section Chief or the Building Incident Commander.
- 3) Respond as directed by the Operations Section Chief or the Building Incident Commander to address critical systems. These systems may include:
 - Natural gas lines checked and gas valve shut off.
 - Stairwells and exits to ensure safe relocation of tenants.
 - Elevators to ensure no one is trapped inside. Initiate rescue of trapped occupants as soon as possible in case a fire breaks out as a secondary event. Trapped occupants will have to be rescued from the floor above where the elevator has stopped, via the ceiling hatch, if the car is stopped between floors.
 - Emergency generator if the power is out and no emergency lights are on.
 - Automatic sprinkler systems to ensure they have water pressure.
 - If power to the building has been interrupted, disconnect the main building power feed at the main switch until the circuits can be inspected for ground faults or shorts.
 - If major damage has occurred, shut down the domestic water feed until water pipes can be inspected.
- 4) Ascertain the existence of structural damage to the office building by performing a rapid visual assessment, beginning with the exterior and moving to the interior, if safe to do so (see Appendix A). If there is substantial structural damage, advise the Operations Section Chief or the Building Incident Commander and barricade the area off.
- 5) If the Operations Section Chief or the Building Incident Commander informs you of injuries, proceed to the injured persons and assist in the rendering of first aid, concentrating on life-threatening conditions such as stopped breathing, bleeding or unconsciousness.
- 6) If there is structural failure with the possibility of trapped people, and if the Fire Department is not on the scene, initiate the following procedures, in teams of at least two persons:
 - a) Take a few minutes to conduct site reconnaissance, and then deal with surface casualties.
 - b) Search for casualties on the fringes of the damaged area. Locate lightly trapped casualties, render first aid on them and remove them. Maintain contact with those people who can be seen or heard but not reached at this time.

- c) Call and listen as you explore likely survival points and rescue all persons from within the ruins who can be seen or heard. Take time to render first aid before moving victims, unless they are in immediate danger from falling debris or further structural collapse due to aftershocks.
- d) Continue exploring the ruins and selectively remove debris from the locations where survivors are most likely to be found.
- e) Strip debris from selected areas until all supposed casualties are accounted for. This may include the removal of body parts and the dead. Identify areas within the office building that you have searched with paint, flags or anything else that is easily visible. Also mark areas where you suspect bodies may be located.

For detailed light search and rescue techniques, refer to Appendix B of the building's emergency manual.

Note: Never enter dangerous areas alone. Always ensure that another member of your search team is with you and that others know where you are going.

Part 5.6 Building Response Team – Tornado Procedures

In the event of a Tornado Watch, the Building Response Team shall immediately:

- 1) Proceed to the Incident Command Post, get a portable AM radio and a two-way radio (if you don't have one with you), and proceed to the highest occupied floor with a view of the skyline. Do not go up to the roof as tornados produce strong winds and you may be blown off the roof.
- 2) Scan the horizon and skies for evidence of a funnel cloud.
- 3) Monitor your AM radio and keep the Operations Section Chief or the Building Incident Commander informed of your status.
- 4) If the Watch is upgraded to a Warning or if you spot a funnel cloud, advise the Operations Section Chief or the Building Incident Commander at the Incident Command Post and proceed to the nearest exit stairwell, where you will sit on a step and hold onto the railing. If you cannot get to a stairwell, proceed toward the center of the building, away from exterior walls and windows; protect yourself by taking cover under a desk, sturdy table or other piece of furniture.
- 5) After the tornado has passed, proceed to the Incident Command Post in the 1st Floor fire control room and check with the Operations Section Chief or the Building Incident Commander.
- 6) Respond as directed by the Operations Section Chief or the Building Incident Commander to address critical systems. These systems may include:
 - Natural gas lines checked and gas valve shut off.
 - Stairwells and exits to ensure safe relocation of tenants.
 - Elevators to ensure no one is trapped inside. Initiate rescue of trapped occupants as soon as possible in case a fire breaks out as a secondary event. Trapped occupants will have to be rescued from the floor above where the elevator has stopped, via the ceiling hatch, if the car is stopped between floors.
 - Emergency generator if the power is out and no emergency lights are on.
 - Automatic sprinkler systems to ensure they have water pressure.
 - If power to the building has been interrupted, disconnect the main building power feed at the main switch until the circuits can be inspected for ground faults or shorts.
 - If major damage has occurred, shut down the domestic water feed until water pipes can be inspected.
- 7) Ascertain the existence of structural damage to the office building by performing a rapid visual assessment, beginning with the exterior and moving to the interior, if safe to do so (see Appendix A). If there is substantial structural damage, advise the Operations Section Chief or the Building Incident Commander and barricade the area off.
- 8) If the Operations Section Chief or the Building Incident Commander informs you of injuries, proceed to the injured persons and assist in the rendering of first aid, concentrating on life-threatening conditions such as stopped breathing, bleeding or unconsciousness.
- 9) If there is structural failure, with the possibility of trapped people and the Fire Department is not on the scene, initiate the following procedures, in teams of at least two persons:

- a) Take a few minutes to conduct site reconnaissance, and then deal with surface casualties.
- b) Search for casualties on the fringes of the damaged area. Locate lightly trapped casualties, render first aid on them and remove them. Maintain contact with those people who can be seen or heard but not reached at this time.
- c) Call and listen as you explore likely survival points and rescue all persons from within the ruins who can be seen or heard. Take time to render first aid before moving victims, unless they are in immediate danger from falling debris or further structural collapse due to aftershocks.
- d) Continue exploring the ruins and selectively remove debris from the locations where survivors are most likely to be found.
- e) Strip debris from selected areas until all supposed casualties are accounted for. This may include the removal of body parts and the dead. Identify areas within the office building that you have searched with paint, flags or anything else that is easily visible. Also mark areas where you suspect bodies may be located.

For detailed light search and rescue techniques, refer to Appendix B of the building's emergency manual.

Note: Never enter dangerous areas alone. Always ensure that another member of your search team is with you and that others know where you are going.

Part 5.7 Tenant Floor Wardens – Earthquake Procedures

In the event of an earthquake at 1001 Pennsylvania Avenue NW, Tenant Floor Wardens shall:

- 1) During the shaking, **DROP - COVER - HOLD**. Protect yourself by **dropping** to the floor and taking **cover** under a desk, sturdy table or other piece of furniture. **Hold** on to whatever you are under. If taking cover under a sturdy piece of furniture is not possible, get into a corner and facing out, bring your knees and hands up to protect yourself. Stay away (and face away) from windows (**do not stand in a doorway because you become a silhouette for a shrapnel hazard**). Stay away from anything that can shatter or fall on you. Count out loud (one-one thousand, two-one thousand, three-one thousand) to give yourself a time reference and to assure others around you that you are actively monitoring the situation. Encourage others to count with you so you know who is still safe and to give them something on which to focus.
- 2) Do not leave cover for at least 10 seconds after the shaking has stopped. Make sure it is not dangerous for you to come out from under cover (dangling light fixtures, broken glass, live electrical circuits in close proximity).
- 3) Cautiously leave your protection and begin to do an injury assessment. Try to plot your course around your floor space so that you are no more than a few steps from another safe spot (in case of an aftershock).
- 4) Announce to the floor occupants not to evacuate until the integrity of the stairwells and exits has been checked, and then dispatch Fire Control Teams with fire extinguishers to patrol the floor and extinguish small fires.
- 5) Do a complete check of your floor area, looking for injured or trapped persons, dangerous or shorting electrical circuits, damaged and leaking water lines, and unstable walls, ceilings, or furniture. Return telephone receivers to their cradles if they have fallen off. Reassure everyone and ask them to remain calm while you check for injuries. Barricade off unsafe areas.
- 6) Upon finding injured occupants, render first aid, if qualified. If not qualified, assist those rendering or requiring first aid.
- 7) Any individuals who are trapped in rooms, because of doors shifting in jams or being blocked by debris, can be removed, if possible, by going through the drywall beside the door to extricate trapped occupants from the room. (Drywall is soft and can be broken through with a hammer or similar object.)
- 8) Check the integrity of the stairwells and exits on your floor and prepare to evacuate if so ordered. An evacuation of your space will be ordered only if the building safety systems have been compromised, the structural integrity of the building has been compromised or the building is on fire. Exterior evacuation of the building onto the street should be discouraged, as it is more dangerous outside the building following an earthquake than within it because of potential falling debris.
- 9) Implement sanitation procedures by placing garbage cans in the washrooms with triple plastic garbage can liners to be used as temporary toilets until the integrity of the sewage systems is checked. (This is to ensure that raw sewage does not pour into the floor spaces below you, should the sewer lines be damaged.)

- 10) Contact the Operations Section Chief or the Building Incident Commander at the Incident Command Post located **in the 1st Floor fire control room located on the north side of the southeast elevator core (across from elevator #9)** and advise of the status of your floor, and then follow the instructions of the Operations Section Chief or the Building Incident Commander.
- 11) If ordered to relocate, your recommended primary relocation assembly areas are on the lowest safe accessible floor(s) in the building, unless full building collapse (unlikely) is imminent or the building is experiencing an uncontrollable fire on the lower floors, in which case a full evacuation to a safe area outside will be required. The exterior evacuation is a last resort to be used only if all options to remain in the building have been exhausted. If an evacuation is absolutely necessary, please proceed to a safe area outside of the building. Do not stand near a building due to falling debris and do not stand near any potential hazards (e.g. power lines). Tenants must determine on their own where a safe area is located.
- 12) Report any missing persons to the Operations Section Chief or the Building Incident Commander.

Note: The building operations staff will be actively checking critical building systems following an earthquake and may not be immediately available to assist you with any problems you are experiencing as a result of the earthquake. It is important that you stabilize your floors and deal with spot fires and injuries as best you can and report any problems to building staff as soon as possible. Just be aware that it may be some time before building staff are in a position to assist you and that your corporate emergency action plan should reflect that.

Part 5.8 **Tenant Floor Wardens – Tornado Procedures**

In the event of a Tornado Watch at 1001 Pennsylvania Avenue NW, Tenant Floor Wardens shall:

- 1) Put on your identification, if readily available.
- 2) If the WATCH has been upgraded to a WARNING, advise the occupants and reassure them.
- 3) Assist the occupants into the nearest safe stairwell and instruct them to sit on a stair and hold onto a railing. If they cannot get to a stairwell then, avoiding exterior walls and windows, they should take cover under sturdy furniture, holding onto whatever they are under. If no cover is available, they should crouch against a sturdy interior wall and facing out, bring their knees and hands up to protect themselves.
- 4) Do not leave cover until you are positive the tornado has passed and it is safe, or until instructed to do so by the Building Incident Commander.
- 5) Reassure everyone and ask them to remain calm while you check for injuries.
- 6) Do a complete check of your floor area, looking for injured or trapped persons, dangerous or shorting electrical circuits, damaged and leaking water lines, unstable walls, ceilings, or furniture. Return telephone receivers to their cradles if they have fallen off.
- 7) Upon finding injured occupants, render first aid, if qualified. If not qualified, assist those rendering or requiring first aid.
- 8) Barricade off unsafe areas.
- 9) Check the integrity of the stairwells and exits on your floor and prepare to evacuate if so ordered.
- 10) Implement sanitation procedures by placing garbage cans in the washrooms with triple plastic garbage can liners to be used as temporary toilets until the integrity of the sewage systems is checked. (This is to ensure that raw sewage does not pour into the floor spaces below you should the sewer lines be damaged.)
- 11) Contact the Operations Section Chief or the Building Incident Commander at the Incident Command Post located **in the 1st Floor fire control room located on the north side of the southeast elevator core (across from elevator #9)** via a firefighters' telephone and follow the instructions of the Operations Section Chief or the Building Incident Commander.
- 12) If ordered to evacuate your floor area to the exterior of the office building (due to structural failure), evacuate the occupants of your floor into the stairwells or exits and proceed to the designated recommended assembly area as directed by the Building Incident Commander. Do not run outdoors. Watch for falling debris and electrical wires when leaving the office building.
- 13) If fire occurs, activate the nearest fire alarm pull station (if it has not already been activated) and follow procedures outlined in the previous 'If you discover a fire' section.
- 14) Report any missing persons to the Operations Section Chief or the Building Incident Commander.

Note: The building operations staff will be actively checking critical building systems following a tornado impact and may not be immediately available to assist you with any problems you are experiencing as a result of the tornado. It is important that you stabilize your floors and deal with spot fires and injuries as best you can and report any problems to building staff as soon as possible. Just be aware that it may be some time before building staff are in a position to assist you and that your corporate emergency action plan should reflect that.

Part 5.9 Occupants – Earthquake Procedures

In the Event of an Earthquake:

- 1) During the shaking, **DROP – COVER – HOLD**. Protect yourself by **dropping** to the floor and taking **cover** under a desk, sturdy table or other piece of furniture. **Hold** on to whatever you are under. If taking cover under a sturdy piece of furniture is not possible, get into a corner and, facing out, bring your knees and hands up to protect yourself. Stay away (and face away) from windows (**do not stand in a doorway because you are more exposed to flying debris**). Stay away from anything that can shatter or fall on you (light fixtures, bookshelves, etc.). If possible, predetermine a safe location in which to take cover, prior to an earthquake.
- 2) Do not leave cover until the shaking has completely stopped.
- 3) After a major shock, Emergency Personnel will direct you when and where to evacuate (a relocation to another internal portion of the building) (normally to the lowest safe floor in the office building). **REMEMBER, additional shocks or tremors may occur.**
- 4) If required to evacuate, proceed to the designated assembly area outside as directed by Emergency Personnel.

If you require assistance to evacuate, remain in your current work location and wait for assistance from Emergency Personnel.

- 5) If fire occurs, activate the nearest fire alarm pull station as the system may still be functional. Follow the office building's **fire and evacuation procedures**.
- 6) If you are forced out of the building by a fire or other hazardous event, remain calm. Do not run outdoors. Watch for falling debris and electrical wires when leaving the building.
- 7) If qualified, render first aid. If not qualified, assist those rendering or requiring first aid.
- 8) Report any missing persons to Emergency Personnel, as they will relay information to building staff and the authorities.
- 9) Telephones are to be reserved for emergency use only.

Part 5.10 **Occupants – Tornado Procedures**

In the Event of a Tornado:

- 1) If prior warning of a tornado is made, the safest place to evacuate to (a relocation to another internal portion of the building) is inside an exit stairwell or toward the center of the building, away from exterior walls and windows. If you cannot get to a stairwell, protect yourself by taking cover under a desk, sturdy table or other piece of furniture. Hold on to whatever you are under. If taking cover under a sturdy piece of furniture is not possible, crouch inside a closet or against a sturdy interior wall and, facing out, bring your knees and hands up to protect yourself. Stay away (and face away) from windows. Stay away from anything that can shatter or fall on you (light fixtures, bookshelves, etc.). If possible, predetermine a safe location in which to take cover, prior to a tornado.
- 2) Do not leave cover until the tornado has passed and an announcement has been heard stating that it is safe to do so.
- 3) After a major tornado, evacuate the building if so directed by Emergency Personnel.
- 4) Keep calm. Do not run outdoors. Watch for falling debris or electrical wires when leaving the building.
- 5) If required to evacuate, proceed to the designated assembly area outside as directed by Emergency Personnel.

If you require assistance to evacuate, remain in your current work location and wait for assistance from Emergency Personnel.

- 6) If fire occurs, activate the nearest fire alarm pull station as the system may still be functional. Follow the office building's **fire and evacuation procedures**.
- 7) If qualified, render first aid. If not qualified, assist those rendering or requiring first aid.
- 8) Report any missing persons to Emergency Personnel, as they will relay information to building staff and the authorities.
- 9) Telephones are to be reserved for emergency use only.

Part 5.11 Occupants – Hurricane Procedures**In the Event of a Hurricane:**

- 1) In the event of a Hurricane Watch, back up all critical data on media that you can take with you.
- 2) Make sure you have the necessary supplies to prepare your office equipment for possible wind and water damage, such as large, thick plastic bags and fasteners; self-adhesive multi-colored dots or tape to label equipment and cables that you may need to disconnect; and sufficient media to perform backups.
- 3) If the Hurricane Watch is upgraded to a warning, make sure your backup media is secured and ready to be taken to an off-site location.
- 4) Power down all electrical equipment such as computers, monitors, printers and speakers.
- 5) Move equipment away from windows or areas prone to water or wind damage. If you need to disconnect components in order to move your computer, you may want to use colored dots or tape to color code the cables and their respective ports.
- 6) Place equipment, manuals and other media in plastic bags and fasten.
- 7) Store equipment in the highest possible locations in interior rooms. If your office is on the ground floor of the building, raise your equipment off the floor by placing it on pallets or by some other means. Consider moving the equipment to a higher floor if possible.
- 8) Get a portable AM/FM radio if available and turn to local news station to monitor conditions.
- 9) Gather up flashlights and turn them over to Emergency Personnel.
- 10) Maintain a safe distance from windows and any unsecured objects.
- 11) If windows break or it becomes evident that they may break due to high wind velocities, proceed to a safe location within the building.
- 12) Follow the instructions of Emergency Personnel.
- 13) If required to leave your floor space, use the stairwells and not the elevators, in case of a power failure.
- 14) If road conditions are such that it would be dangerous to travel, make arrangements to stay at a local hotel. If necessary, be prepared to ride out the storm in the office building, at the discretion of Building Management.
- 15) Keep telephone conversations to a minimum when advising family of your location and intentions for dealing with the storm.
- 16) Notify Emergency Personnel of any damage or personal injuries.

Part 5.12 Occupants – Flood or Water Leakage Procedures**In the Event of a Flood Watch:**

- 1) In the event of a flood watch, back up all critical data on media that you can take with you.
- 2) Make sure you have the necessary supplies to prepare your office equipment for possible water damage, such as large, thick plastic bags and fasteners; self-adhesive multi-colored dots or tape to label equipment and cables that you may need to disconnect; and sufficient media to perform backups.
- 3) If the flood watch is upgraded to a warning, make sure your backup media is secured and ready to be taken to an off-site location.
- 4) Power down all electrical equipment such as computers, monitors, printers and speakers.
- 5) Move equipment away from windows, doors or areas prone to water damage. If you need to disconnect components in order to move your computer, you may want to use colored dots or tape to color code the cables and their respective ports.
- 6) Place equipment, manuals and other media in plastic bags and fasten.
- 7) Store equipment in the highest possible locations in interior rooms. If your office is on the ground floor of the building, raise your equipment off the floor by placing it on pallets or by some other means. Consider moving the equipment to a higher floor if possible.

In the Event of Burst Pipes or Clogged Drains that Cause Flooding or Water Leakage:

- 1) Contact Building Management or Security and advise them of the exact location and severity of the leak. They will dispatch an engineer to your location.
- 2) If there are electrical appliances or outlets near the leak, there may be the potential hazard of electrical shock. If there is any possible danger, evacuate the area immediately.
- 3) Notify your supervisor and be prepared to help in protecting property, records and equipment as requested by your management.

PART 6

HUMAN INDUCED / TECHNOLOGY FAILURES**Part 6.1 Building Incident Commander – Bomb Threat Procedures**

Upon being informed of or receiving a bomb threat at 1001 Pennsylvania Avenue NW, the Building Incident Commander shall:

If someone has not already done so, complete the following *Bomb Threat Telephone Checklist*.

WHEN A BOMB THREAT IS RECEIVED:

- Listen.
- Be calm and courteous.
- Do not interrupt the caller.
- Obtain as much information as you can.
- Initiate call trace action (where possible) and notify your responsible authority by prearranged signal while the caller is on the line.

QUESTIONS TO ASK:

What time will the bomb explode? _____

Where is it? _____

Why did you place the bomb? _____

What does it look like? _____

Where are you calling from? _____

What is your name? _____

THREAT RECIPIENT'S PARTICULARS:

Name: _____

Sect./Br./Dept: _____

Person to contact: _____

Telephone: _____

RECORDED DATA:

Date: _____

Time: _____

Duration of Call: _____

EXACT WORDING OF THREAT:

IDENTIFYING CHARACTERISTICS:

Sex: _____ Estimated Age: _____

Accent (Eng., Fr., etc.): _____

Voice (loud, soft, etc.): _____

Speech (fast, slow, etc.): _____

Diction (good, nasal, lisp, etc.): _____

Manner (calm, emotional, vulgar, etc): _____

Background noises: _____

Was voice familiar? _____

Was caller familiar with area? _____

- 1) Phone the police and advise them that you have received a bomb threat, and relay any information from the *Bomb Threat Telephone Checklist* that they may require. Choose a location for the Bomb Threat Assessment Team to meet. Advise the Bomb Threat Assessment Team of the meeting location.
- 2) Use the *Bomb Threat Assessment Matrix* to assess the credibility of the threat. Proceed to meet with the Bomb Threat Assessment Team, bringing the *Bomb Threat Assessment Matrix* and *Bomb Threat Telephone Checklist* and any security reports that may assist with the threat assessment.
- 3) If no information was provided by the perpetrator of the threat other than the presence of a bomb in the building, the threat level should be deemed LOW and the following procedures initiated:
 - a) Advise occupant contacts either by phone or in person.
 - b) Recommend NO evacuation.
 - c) Ensure that occupant contacts understand that the decision to evacuate is ultimately up to the occupant.
 - d) Ask that all occupants search their own area as a precaution.
- 4) If an area has been targeted by the individual making the threat and you, as well as the Bomb Threat Assessment Team, feel that the target is valid, the motivation is valid, that the caller has the opportunity to have access to the target, and if a time has been given, determine the threat level to be HIGH and initiate the following procedures:
 - a) Dispatch the Building Response Team to the area to initiate overt search procedures, starting with red search zones, then yellow zones and finally green zones.
 - b) Advise the Tenant Floor Wardens in that area, via the emergency voice paging system, that a high-level threat has been directed against the building, and that you RECOMMEND they evacuate all occupants from their area, once the occupants have checked their own office area. Do this with the following 'ALL CALL' public instructions:
 - **Attention all floors.**
 - **A 'Code B' incident has occurred within the building.**
 - **Threat level is HIGH.**
 - **Please check your immediate area for suspicious packages, and should you choose to evacuate, please take your briefcases, bags, parcels or personal items with you.**
 - **Building staff are evacuating.**
 - **We RECOMMEND evacuation.**
 - **This will be our last announcement.**
- 5) If a suspicious package is found:
 - a) Advise whoever found it **NOT TO DISTURB IT** in any way. Contact the police and follow their instructions.
 - b) Assist the bomb squad by ensuring unobstructed access to the area. Make sure all nonessential staff has been evacuated from the area. Once the bomb squad has access to the area, proceed to a safe distance from the area and stand by for further instructions.

- c) If the suspicious device explodes and fire develops, initiate emergency actions as outlined in the preceding fire procedures.
- 6) If no device has been found, the Building Incident Commander, in conjunction with the police department and Bomb Threat Assessment Team, must make the decision whether or not to announce a false alarm and allow the occupants to return to the office building.

Considerations:

- 1. Ninety-nine percent of bomb threats do not involve improvised explosive devices (IEDs). Those wanting to kill will never call in the threat. The exception would be to call in the threat, see where everyone evacuates to, park a vehicle bomb near that area and call in another threat.
- 2. The assembly area must be rotated from threat to threat and be located a distance from the building as per the *Bomb Threat Standoff* chart on the following page.
- 3. Areas where the general public has unchallenged access shall be designated 'Red' and shall be searched first, starting in the area nearest the target. Areas where the general public has limited or restricted access will be designated 'Yellow' and searched next, starting with the area nearest the target. Areas where the general public has no access will be designated as 'Green' and searched last, beginning with areas nearest the target.
- 4. Leaving all doors open to the area containing the suspicious device will allow the explosion to vent, reducing the damage to the building.
- 5. Use of radios to assist with the search is acceptable, but transmissions must not be allowed from the room containing the device.
- 6. Floor plans must be available to the bomb squad.
- 7. Many IEDs use microswitches and mercury switches to initiate detonation, so the suspicious device/package must never be moved.
- 8. Upon finding a suspicious package, all efforts (time permitting) must be made to identify the owner of the package to eliminate it as a potential device. This may be done by interviewing the occupants normally in the area where the package was found.

Bomb Threat Standoff

THREAT DESCRIPTION	EXPLOSIVES CAPACITY (TNT EQUIVALENT)	BUILDING EVACUATION DISTANCE	OUTDOOR EVACUATION DISTANCE
PIPE BOMB	5 LBS / 2.3 KG	70 FT / 21 M	850 FT / 259 M *
BRIEFCASE / SUITCASE BOMB	50 LBS / 23 KG	150 FT / 46 M	1850 FT / 564 M *
COMPACT SEDAN	500 LBS / 227 KG	320 FT / 98 M	1500 FT / 457 M **
SEDAN	1000 LBS / 454 KG	400 FT / 122 M	1750 FT / 534 M **
PASSENGER / CARGO VAN	4000 LBS / 1814 KG	640 FT / 195 M	2750 FT / 838 M **
SMALL MOVING VAN / DELIVERY TRUCK	10000 LBS / 4536 KG	860 FT / 263 M	3750 FT / 1143 M ***
MOVING VAN / WATER TRUCK	30000 LBS / 13608 KG	1240 FT / 375 M	6500 FT / 1982 M ***
SEMI-TRAILER	60000 LBS / 27216 KG	1570 FT / 475 M	7000 FT / 2134 M ***

- **Explosive Capacity** based on maximum volume or weight of explosives (TNT equivalent) that could reasonably fit in a suitcase or vehicle.
- **Building Evacuation Distance** is the range to which all buildings must be evacuated. From this range to the Outdoor Evacuation Distance personnel may remain inside the building (with some risk) but must move to a safe area in the interior of the building away from windows and exterior walls. Evacuated personnel must move to the Outdoor Evacuation Distance.
- **Outdoor Evacuation Distance** is the range to which all personnel in the open must be evacuated and the preferred range for the building evacuation.

* Distances governed by shrapnel throw for cased charge.

** Distance governed by vehicle fragment throw. (Note that vehicle fragments don't typically travel as far as cased charges.)

*** Distance governed by glass breakage.

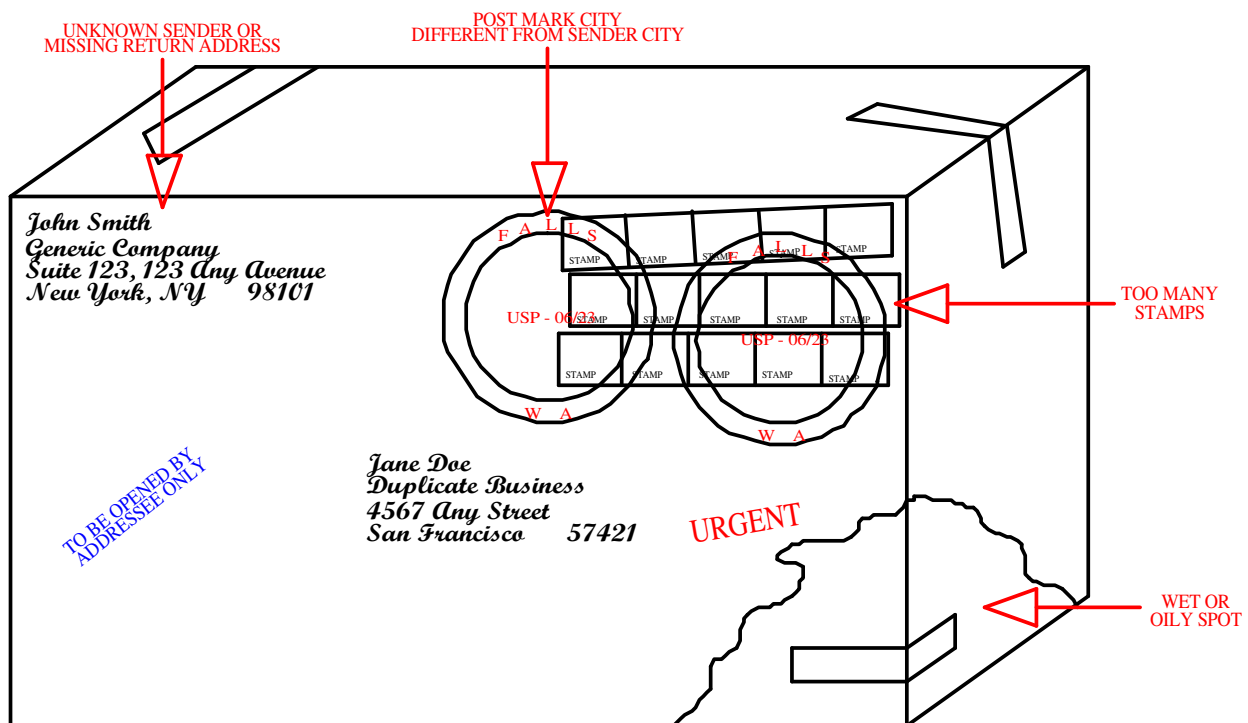
Identifying a Possible Package Bomb

Package and letter bombs often have clues to alert recipients to possible trouble.

Things to look for are:

- Excessive weight for the size of the package or heavy at one end.
- Too much postage, usually in the form of stamps.
- No return address, or an unknown sender.
- Mailed from a foreign country, or via airmail or special delivery.
- A rigid or lopsided envelope.
- Common words are misspelled.
- Restrictive markings, such as confidential, urgent, personal or open by addressee only.
- Incorrect title for the addressee, or a title without a person's name.
- Handwritten or poorly typed address.
- Protruding wires, string or tinfoil.
- Excessive securing material, such as tape or string.
- Oily stains or discoloration on the outside of the package.

If you are suspicious: Don't touch the package, not even to move it out of the way.
IMMEDIATELY CALL 911 AND BUILDING SECURITY.



Bomb Threat Assessment Matrix - Part 1				
<i>This matrix is designed to assist in rapidly assessing a bomb threat and selecting an appropriate course of action. The more <u>critical</u> factors answered with a "yes", the more credible the threat.</i>				
1.	Threat Evaluation	Critical Factors that lend immediate credibility	Yes	No
		Did the threat include a Specific Target Location (S.T.L.)?		
		Did the threat include a Time of Explosion (T.O.E.)?		
		Is there any current intelligence advising of an existing threat?		
		Critical Factors (Specific) Did the threat reveal;		
		Knowledge of the facility?		
		Knowledge of bombs?		
		A capability to act?		
		A substantial motive?		
		Background information?		
		Critical Factors that lend credibility		
		Did the threat name a specific target?		
		Did the threat name a specific victim?		
		Was anyone able to identify the caller?		
		Did the threat include a specific reason for the threat?		
		Do your impressions (gut feelings) tell you that the threat is genuine?		
		Other Factors & Considerations (General)		
		Anything in the news, movies, etc.		
		Do employees always go home when there is a bomb threat?		
		Are they required to make up time after a bomb threat?		
		Good weather?		
		Are political issues a factor?		
		What is the site/area/organizational history? Are bomb threats common?		
		Has there been an increased frequency of threats in the recent past?		
		If the call was delivered by phone did the caller sound calm or slightly nervous?		
		If written, did the writing leave the impression that they were serious?		
		Can the writing be analyzed?		
		Factors that reduce credibility		
		Did the threat contain wrong or incorrect terminology for your business / location?		
		Did the threat indicate inaccurate timing?		
		Did the threat contain incorrect background information?		
CREDIBILITY OF THREAT			HIGH	MODERATE

Bomb Threat Assessment Matrix - Part 2				
2.	Response	Considerations	Yes	No
		<i>About 80% of bombs are found outside. Most bombs are less than two pounds.</i>		
		Is it safer to stay in the building?		
		Do you have time to evacuate?		
		Have evacuation routes and relocation areas been 'quick searched'?		
		Do you have time to search?		
		Do you have adequate assets to conduct a primary search?		
		Do you have adequate assets to conduct a secondary (detailed) search?		
		Has knowledge of the threat been leaked? Has it become or is it becoming common knowledge?		
		Is there pressure (Union, etc) to evacuate?		
		Is there agreement from credible resources to evacuate?		
		OPTIONS	Pick One	
		Take no action – Shelter in place		
		Search without evacuating		
		Evacuate and search		
	3.	Evacuation	Considerations	Yes
		Have evacuation routes and relocation areas been 'quick searched'?		
		Is there a possibility that personnel are being channeled into a 'kill zone'?		
		Is there a possibility of snipers?		
		Have you considered wind direction prior to evacuating?		
		Have you considered weather prior to evacuating?		
		Persons requiring assistance to evacuate?		
		Bystanders, visitors and press?		
		OPTIONS	Pick One	
		Full		
		Limited		
	Random Area Shifting			

Part 6.2 Building Incident Commander – Suspicious Package Procedures

Upon being informed of the discovery of a suspicious package at 1001 Pennsylvania Avenue NW, the Building Incident Commander shall:

Instruct the Security Site Manager to complete the following *Suspicious Package Report*.

REASON FOR REPORT: <ul style="list-style-type: none"> • Unexpected delivery. • Packages misaddressed or sent to a generic title (e.g., "The CEO") instead of an individual's name. • Unusual or unexpected point of origin. • Unusually restrictive markings (e.g., "rush", "do not delay delivery") • Excessive stamp postage as opposed to metered postage. • Blurred or missing postal stamp cancellation marks. • Unrecognizable or no return address or one that is obviously wrong. • Cut & paste lettering, improvised labels, obviously disguised scripts, homemade labels, poor typing / handwriting / spelling. • Excessive size, weight or thickness of package or envelope. • Unbalanced or lopsided letters and parcels. • Discoloration in the packaging caused by some sort of leak. • Oily or greasy stains on packaging. • Unusual odors such as almond, marzipan, machine oil or excessive perfume used to mask other smells. • Noise of ticking, sloshing or buzzing. • Feel of springiness or unusual stiffeners. • Metallic components, wires, batteries or loose contents in letters. • Holes, protruding wire, string or metal foil. • Excessive wrapping, tape, staples or string. • People unconscious or obviously ill. • Packages found near a ventilation system. • Packages wrapped using string or filament tape and having only one way to open them. 	INCIDENT LOCATION: Address: _____ City: _____ State: _____ TEMPERATURE OF THE PACKAGE: <table> <tr> <td>Hot</td> <td>Warm</td> </tr> <tr> <td>Cool</td> <td>Cold</td> </tr> </table> ODOR: <table> <tr> <td>None</td> <td>Irritating</td> </tr> <tr> <td>Garlic / Horseradish</td> <td>Changing</td> </tr> <tr> <td>Sweet</td> <td>Pepper</td> </tr> <tr> <td>Almond / Peach</td> <td>Forest</td> </tr> <tr> <td>Fruity</td> <td>Flowery</td> </tr> <tr> <td>New Mown Hay</td> <td>Rotten Eggs</td> </tr> <tr> <td colspan="2">Other: _____</td> </tr> </table> VISIBLE EMISSION: <table> <tr> <td>Smoke</td> <td>Mist</td> </tr> <tr> <td>Changing</td> <td></td> </tr> </table> UNEXPLAINED SYMPTOMS: <table> <tr> <td>None</td> <td>Chest Tightness</td> </tr> <tr> <td>Skin Stinging</td> <td>Dizziness</td> </tr> <tr> <td>Blurred Vision</td> <td>Skin Reddening</td> </tr> <tr> <td>Runny Nose</td> <td>Welts / Blisters</td> </tr> <tr> <td>Fever</td> <td>Choking</td> </tr> <tr> <td>Difficulty Breathing</td> <td>Nausea</td> </tr> <tr> <td>Vomiting</td> <td>Cough</td> </tr> <tr> <td>Diarrhea</td> <td>Headache</td> </tr> <tr> <td colspan="2">Other: _____</td> </tr> <tr> <td colspan="2">Time of Onset: _____</td> </tr> </table>	Hot	Warm	Cool	Cold	None	Irritating	Garlic / Horseradish	Changing	Sweet	Pepper	Almond / Peach	Forest	Fruity	Flowery	New Mown Hay	Rotten Eggs	Other: _____		Smoke	Mist	Changing		None	Chest Tightness	Skin Stinging	Dizziness	Blurred Vision	Skin Reddening	Runny Nose	Welts / Blisters	Fever	Choking	Difficulty Breathing	Nausea	Vomiting	Cough	Diarrhea	Headache	Other: _____		Time of Onset: _____	
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Diarrhea	Headache																																										
Other: _____																																											
Time of Onset: _____																																											

- 1) Phone the police and advise them that you have discovered a suspicious package, and relay any information from the *Suspicious Package Report* that they may require. Choose a location for the Suspicious Package Threat Assessment Team to meet. Advise the Suspicious Package Threat Assessment Team of the meeting location.
- 2) Use the *Suspicious Package Report* to assess the probability that the package represents a threat to building occupants. Proceed to meet with the Suspicious Package Threat Assessment Team, bringing the *Suspicious Package Report* and any other information that may assist with the threat assessment.
- 3) Dispatch the Building Response Team to cordon off the area and shut down any equipment that might spread any suspicious agent that could be in the package, such as HVAC or equipment with cooling fans.
- 4) If the Suspicious Package Threat Assessment Team determines that the suspicious package **does not** provide a threat to building occupants, the threat level should be deemed LOW and the following procedures initiated:
 - a) Advise occupants either by phone or in person.
 - b) Recommend NO evacuation.
 - c) Ensure that occupants understand that the decision to evacuate is ultimately up to the occupants.
- 5) If the Suspicious Package Threat Assessment Team determines that the suspicious package **does** provide a threat to building occupants, the threat level should be deemed HIGH and building occupants shall be advised that it is RECOMMENDED that they evacuate the building. Inform occupants of this decision with the following 'ALL CALL' announcement over the emergency voice paging system:
 - **Attention all floors.**
 - **A high level threat is in effect in this building.**
 - **We RECOMMEND evacuation.**
 - **Building staff are evacuating.**
 - **This will be our last announcement.**
- 6) Dispatch a personnel member to meet with the authorities upon their arrival and pass along all relevant information, including a list of all the people who were in the affected area or room where the package was discovered.
- 7) Document the incident using the *Incident Record Form* contained in this manual.
- 8) Upon receiving instructions from the authorities to evacuate, use the emergency voice paging system to advise the Tenant Floor Wardens to begin evacuation procedures. Do so with the following 'ALL CALL' announcement:
 - **Attention all floors.**
 - **The authorities have ordered an evacuation of the building.**
 - **Tenant Floor Wardens, please initiate evacuation procedures.**
 - **Once you have exited the building, please proceed (to area suggested by the authorities).**

- 9) If the authorities determine that the package does not provide a threat, the Building Incident Commander, in conjunction with the police department and Suspicious Package Threat Assessment Team, must make the decision whether or not to allow the occupants to return to the office building.
- 10) When the incident has been resolved:
 - Authorize the deactivation of active teams when they are no longer required.
 - Proceed to deactivate the entire emergency response.
 - Ensure that contaminated persons wash their hands or shower before leaving the office building and that contaminated clothing is removed and placed in sealed plastic bags or other appropriate sealed containers.
 - Close out all incident logs. Ensure that all incident logs, reports, and other relevant documents are completed and safely stored for future reference.
 - Proclaim termination of the emergency and proceed with recovery operations as necessary.

Note: If you or your staff feel threatened or that your safety might be compromised, evacuate the building and proceed to a safe location, well away from the building.

Part 6.3 Building Incident Commander – Explosion Procedures

In the event of an explosion, the Building Incident Commander shall:

- 1) Phone 911 from the nearest safe available communications equipment and relay what is known about the explosion.
- 2) Use the emergency voice paging system to advise the office building occupants that a serious incident has occurred and to remain on their floor while the integrity of the stairwells and exits is checked and to follow the instructions of their Tenant Floor Wardens with the following instruction:
 - **Attention all floors.**
 - **The building has just experienced a serious incident.**
 - **Please remain on your floors while the stairwells and exits are checked for safety.**
 - **Leave your floors only if you are threatened by fire or other dangerous events.**
 - **Please follow the instructions of your Tenant Floor Warden.**
 - **We will advise if evacuation is necessary.**
- 3) If:
 - a) your (current) standard Emergency Response Resources are being overtaxed; or
 - b) you have been able to contact Fire / Ambulance / Police and been advised of extended response times; or
 - c) there are communication problems that have prevented you from contacting Fire / Ambulance / Police;

then use the **ICS Deployment Plan** to deploy your operations, logistics, planning and finance section chiefs (if sufficient building staff or tenant volunteers are available) to activate the response groups under their jurisdiction. Make sure you communicate your priorities: protection of lives, protection of property, restoration of services.

- 4) Dispatch the Building Response Team to check the integrity of the stairwells and exits and the status of the fire alarm system, noting any indication of fire. Communicate relevant information to the authorities at 911 or in person if they are on the scene. If fire is detected by the fire alarm system, initiate fire response procedures as described in the 'Fire Procedures' section of the Building Incident Commander's duties.
- 5) Ensure that floor plans are available to arriving authorities and that the elevators have been grounded.
- 6) Dispatch a personnel member to meet the authorities and pass along all relevant information, while receiving instructions from the authorities.
- 7) Upon receiving instructions from the authorities to evacuate, use the emergency voice paging system to advise the Tenant Floor Wardens to begin evacuation procedures with the following instructions:
 - **Attention all floors.**
 - **The authorities have ordered an evacuation of the building.**
 - **Tenant Floor Wardens, please initiate evacuation procedures.**
 - **Once you have exited the building, please proceed (to area suggested by the authorities).**

- 8) Continue to monitor the status of the incident and the progress of your response. Check your incident coordination maps for search and rescue progress and damage assessment. Assign or reassign personnel as needed or as directed by the authorities.
- 9) Communicate to the authorities, if possible, the status of occupants, staff and facilities, and request assets as needed or requested.
- 10) Develop or revise action plans as necessary and in cooperation with the authorities, communicating those revisions to your emergency personnel.
- 11) Authorize the release of information as per company policy.
- 12) Continue to monitor staff for critical incident stress and ensure that you and your responders get regular breaks away from the operations center. If the incident lasts for longer than 12 hours, assign a second shift and let the first shift rest for at least six hours.
- 13) Release staff as appropriate per company policy.
- 14) Remain on site and in charge until relieved or redirected by the authorities or building owners.
- 15) When the incident has been resolved:
 - Authorize the deactivation of active sections or units when they are no longer required.
 - Proceed to deactivate the entire emergency response.
 - Ensure that any open actions not yet completed will be taken care of after response deactivation.
 - Ensure the return of all equipment and reusable supplies to the appropriate storage.
 - Close out all incident logs. Ensure that all incident logs, reports and other relevant documents are completed and safely stored for future reference.
 - Proclaim termination of the emergency and proceed with recovery operations as necessary.

Note: If you or your staff feel threatened or that your safety might be compromised, evacuate the building and proceed to a safe location, well away from the building.

Part 6.4 Building Incident Commander – Bio-Toxins in Mail

In the event of receipt of mail with suspicious powder inside or spilling onto surfaces, the Building Incident Commander shall:

- 1) Phone 911 and relay what is known about the situation.
- 2) Dispatch the Building Response Team to cordon off the area and shut down any equipment that might spread the suspicious agent, such as HVAC or equipment with cooling fans.
- 3) Ensure that Tenant Floor Wardens have evacuated the affected areas, keeping those who have been exposed to the suspicious agent apart from those who haven't.
- 4) Dispatch a personnel member to meet with the authorities and pass along all relevant information, including a list of all the people who were in the affected area or room, while receiving instructions from the authorities.
- 5) Upon receiving instructions from the authorities to evacuate, use the emergency voice paging system to advise the Tenant Floor Wardens to begin evacuation procedures with the following instructions:
 - ***Attention all floors.***
 - ***The authorities have ordered an evacuation of the building.***
 - ***Tenant Floor Wardens, please initiate evacuation procedures.***
 - ***Once you have exited the building, please proceed (to area suggested by the authorities).***
- 6) Continue to monitor the status of the incident and the progress of your response teams.
- 7) Communicate to the authorities, if possible, the status of occupants, staff and facilities, and request assets or services (such as medical testing and decontamination) as needed or requested.
- 8) Develop or revise action plans as necessary and in cooperation with the authorities, communicating those revisions to your emergency personnel.
- 9) Authorize the release of information as per company policy.
- 10) Release staff as appropriate per company policy.
- 11) When the incident has been resolved:
 - Authorize the deactivation of active teams when they are no longer required.
 - Proceed to deactivate the entire emergency response.
 - Ensure that contaminated persons wash their hands or shower before leaving the facility and that contaminated clothing is removed and placed in sealed plastic bags or other appropriate sealed containers.
 - Close out all incident logs. Ensure that all incident logs, reports, and other relevant documents are completed and safely stored for future reference.
 - Proclaim termination of the emergency and proceed with recovery operations as necessary.

Note: If you or your staff feel threatened or that your safety might be compromised, evacuate the building and proceed to a safe location, well away from the building.

Part 6.5 **Building Incident Commander – Internal Hazardous Chemical Spill Procedures**

If you are informed of a chemical spill within the office building, the Building Incident Commander shall initiate the following procedures:

- 1) Deploy the Building Response Team to the area to assess the nature and severity of the emergency (ensuring that all non-emergency staff has evacuated the area).
- 2) If the spill is large or the chemical poses a health risk to your staff:
 - a) Phone the Fire Department at 911 and advise them of a chemical spill and the nature of the chemical involved (see the Hazardous Materials section at the back of the building's emergency manual). Advise them that you are going to activate the fire alarm system to clear the office building.
 - b) Activate the fire alarm system to evacuate the office building. Use the emergency voice paging system to advise the Tenant Floor Wardens that an emergency has occurred within the office building and that they are to evacuate their occupants to the recommended assembly area **north of the building along 11th Street, between E and F Street..** If there is evidence of chemical fumes escaping the office building into the atmosphere, ensure that the recommended assembly area is not downwind from the office building (relocate if it is).
 - c) Confirm that the fire alarm has shut down the air-handling units to prevent the spread of fumes through the air-handling system.
 - d) If anyone has come in contact with the spilled chemical, follow first aid response for this chemical, outlined in the Hazardous Materials section of the building's emergency manual.
 - e) Make sure that the Hazardous Materials section is available to the Fire Department upon their arrival, and then follow their instructions.
- 3) If the spill is small and your staff members can contain the spill without endangering themselves, follow the spill containment procedures for that chemical contained within the Hazardous Materials section at the back of the building's emergency manual.
- 4) Document the incident using the *Incident Record Form* contained in this manual.

Part 6.6 Building Incident Commander – External Haz-Mat / Shelter-in-Place

If you are informed that chemical, biological, or radiological contaminants have been or might be released accidentally or intentionally into the environment (see note below), the Building Incident Commander shall initiate the following procedures:

- 1) Proceed to the Incident Command Post. Turn on the radio to a local news station.
- 2) Advise all building staff to initiate shelter-in-place protocols.
- 3) Use the emergency voice paging system to advise staff, tenants and visitors in the building that for their safety they should invacuate and not leave the building. Remind occupants that the authorities have provided directives to shelter in place, and that they want everyone to take those steps now, where they are, and not to drive or walk outdoors. Do this with the following 'ALL CALL' announcements:
 - ***Attention all floors.***
 - ***The building has been secured due to an external hazardous material incident in the immediate area affecting the building.***
 - ***Please remain in the building until the authorities have notified that it is safe to leave. There is no cause for alarm.***
 - ***Anyone who wishes to leave the building, contrary to the instructions of the authorities, may do so via the main exit stairwells.***
 - ***Please remember that once you leave the building, you will not be allowed back in.***
 - ***HVAC systems have been turned off. Please follow relocation orders of your Tenant Floor Wardens.***
 - ***Elevators will be disabled once persons requiring assistance to evacuate have been relocated to the shelter-in-place areas.***
 - ***The building will be restored to normal operation as soon as the incident is resolved. You will be updated when events change.***
- 4) Use the emergency voice paging system to contact the Tenant Floor Wardens, and tell them to begin to relocate their occupants as necessary to their designated shelter-in-place areas, with the following instructions:
 - ***Attention all Tenant Floor Wardens.***
 - ***Please initiate shelter-in-place procedures by relocating the occupants from your area via the stairwells to your designated shelter-in-place locations.***
- 5) Dispatch the Building Response Team - Security to the exit stairwells and exits to assist the building occupants who wish to leave the building. If the authorities indicate that shelter-in-place is the result of a biological or chemical release, instruct the Building Response Team - Security to proceed to the shelter-in-place area.
- 6) Ensure that the Building Response Team - Security is initiating shelter-in-place protocols which include:
 - a) Hard lock all outside doors.
 - b) Put the building in after-hours mode.
 - c) Allow no one into the building.

- d) Proceed to the stairwell exit doors. Anyone who wishes to leave the building can do so at these exits, but do not let anyone enter the building once it is locked down.
- 7) Ensure that the Building Response Team is initiating shelter-in-place protocols which include:
 - a) Shut down the HVAC system and all pressurization fans in the building.
 - b) Use an elevator to assist the Tenant Floor Wardens to relocate persons requiring assistance to the shelter-in-place units.
 - c) Once all persons requiring assistance are relocated, recall the elevator and proceed to a shelter-in-place unit.

Note that stairwell exits will be the means to access the point of egress from the building for anyone who wishes to leave the building.

- 8) If a Tenant Floor Warden advises you that assistance is needed to relocate a person requiring assistance to the shelter-in-place area, dispatch a Building Response Team member to utilize the elevator to facilitate the relocation.
- 9) Have a personnel member ready to monitor emergency bulletins via local radio or to initiate emergency calls as well as relay important information to building staff via portable radios. Consider that cell phone service will probably be compromised due to overload.
- 10) Instruct Tenant Floor Wardens to enlist the aid of tenant volunteers to use duct tape and heavy gauge plastic to seal all cracks around passenger elevator and other doors serving the shelter room(s) as well as the washroom vents.
- 11) Ensure that the Tenant Floor Wardens document who is on their floor and what department or company each person works for.
- 12) Continue to monitor the radio. The authorities may initiate an area-wide evacuation. Should an evacuation be ordered, ensure that transportation is arranged for those persons who don't have their own transportation.
- 13) If an explosion occurs and damage is inflicted upon the building, initiate explosion procedures located in this manual.
- 14) Document the incident using the *Incident Record Form* contained in this manual.

Note: If an explosion occurs that is in proximity of the building but has not impacted the building, then as a precaution:

- a) Shut down the HVAC system until such time as it is determined that there is no danger to the building.
- b) Put the building in after-hours mode.
- c) Post observers to monitor the conditions outside of the building, looking for people displaying signs of distress (coughing, choking, staggering, etc.). If signs of distress have been observed, they will be reported and a full building shelter-in-place protocol will be initiated.
- d) If no instructions are forthcoming from the authorities and it is determined, after consulting with the tenants, that a different course of action is required, initiate the appropriate protocols.

Part 6.7 Building Incident Commander – Power Failure Procedures

In the event of a power failure that affects the building, the Building Incident Commander will:

- 1) Convene the building emergency team at the Incident Command Post in the 1st Floor fire control room. If the Incident Command Post is not usable for any reason use the main building lobby as an alternate location.
- 2) Contact the Building Response Team by two-way communication devices and dispatch them to assess building systems (primary) and tenant emergency power systems (secondary). Ensure that engineers are assigned to watch the emergency generators and that the Building Response Team - Security is assessing security systems and securing their posts.
- 3) Contact the Utility Company customer service department and report the outage. Inquire as to the possible cause and duration of the outage. Monitor radio and television reports to assess the status of local neighboring buildings and roadway intersections.
- 4) Make an announcement to the building via the 'ALL CALL' function, advising that a power failure has occurred, that the situation is being investigated and which elevators are operational, if any. Tenants should be asked to remain in place until an assessment of the problem can be made. The announcements are as follows:
 - ***Attention, Attention.***
 - ***A power failure has occurred that is affecting the building.***
 - ***We are attempting to determine the magnitude and duration of the power interruption.***
 - ***The elevators and life safety systems are operating on emergency power.***
 - ***Please remain in your space until we can assess the duration of the outage.***

Repeat the message and deactivate the emergency voice paging system.

- 5) If the outage is anticipated to last longer than 15 minutes, instruct the Building Response Team - Security to unlock all exit stairwell doors to facilitate evacuation. Ensure that security is posted at grade level in all unsecured stairwells.
- 6) Determine if and when an evacuation of the building is to be carried out. If it is determined that evacuation is necessary:
 - a) Deploy available staff to assist with evacuation coordination, considering that many occupants will need to access their cars in parking areas and may need assistance or coordination in safely leaving the parking areas as pedestrians leave the building.
 - b) Conduct the evacuation in an orderly and systematic way incorporating the Tenant Floor Warden network and the emergency voice paging system with the following instructions:

- **Attention, Attention.**
 - **Because of the nature and duration of the power interruption, and in consideration of life safety, Building Management has elected to close the building.**
 - **Tenant Floor Wardens, please utilize the exit stairwells to evacuate your areas of able-bodied persons. Please appoint assistance monitors to assist persons requiring assistance to the service elevator, where they will be picked up by building staff.**
 - **Please take care in leaving the building and parking areas.**
- 7) Assign a Building Response Team member to man an elevator on emergency power to retrieve persons requiring assistance to evacuate.
 - 8) Ensure that Lobby Control Personnel members are directing people who are congregating in the building lobbies to leave the building.
 - 9) Ensure that all staff are aware that they are not to talk to the media, that all inquiries are to be handled as per company policy, and that all special requests are to be directed to the Building Incident Commander.

Note: Contact the Security Manager and Chief Engineer every 15 minutes for information exchange.

Once utility power is restored, the Building Incident Commander will:

- 1) Contact the Utility Company customer service department and verify that utility power is stable.
- 2) Confirm with the Building Response Team the status of the building electrical switch and the emergency generators.
- 3) Contact the Chief Engineer to ensure that all building systems are reactivated and functioning properly.
- 4) Contact the Security Manager to ensure that all security systems are reactivated and functioning properly and that all exits and security posts are secure.
- 5) Make an announcement to the building via the 'ALL CALL' function, advising that power has been restored and that tenants may resume normal operations once all of their equipment has been powered up. The announcements are as follows:
 - **Attention, Attention.**
 - **Power has been restored to the building.**
 - **Building systems have been reactivated and confirmed operational.**
 - **You may experience a delay in elevator service over the next 20-30 minutes.**
 - **You may return to your tenant spaces and resume normal operations.**
 - **Thank you for your patience and cooperation.**

Repeat the message and deactivate the emergency voice paging system.

Part 6.8 Building Incident Commander – Civil Unrest Procedures

In the event that a civil disturbance is in progress in the vicinity of the building, the Building Incident Commander will:

- 1) Proceed to the Incident Command Post in the 1st Floor fire control room.
- 2) Dispatch the Building Response Team - Security to lock all entrances to the building.
- 3) Dispatch the Building Response Team - Security to monitor each of the entrances.
- 4) Monitor the situation, receiving constant status updates from door monitors.
- 5) If the situation deteriorates to the point where it is likely that the event will impact the building:
 - a) Announce to all staff that you intend to close the building until the situation is brought under control; have the Building Response Team proceed to the elevators to lock them out of service.
 - b) Order the security door monitors to lock the primary doors and to secure the loading dock and parking entrances.
 - c) Make the following 'ALL CALL' announcement to the building occupants:
 - **Attention all floors.**
 - **The building has been closed due to a civil disturbance in the immediate area around the building.**
 - **Please remain in your offices. There is no cause for alarm.**
 - **As a precaution, the elevators have been turned off. We recommend that you do not try to use the stairwells.**
 - **The building will be restored to normal operation as soon as the incident is resolved. You will be updated when events change.**
 - d) If there is a portable video camera present, instruct one of the building staff to stand at the inside of the main entrance and videotape the crowd.
 - e) Instruct a building staff member to use barricade tape to barricade the primary entrances, to discourage building occupants from leaving the building and possibly endangering themselves.
- 6) If the perimeter of the building is breached and the building is invaded:
 - a) Dispatch the Building Response Team - Security to the breach to attempt to contain it, if safe to do so.
 - b) Dial 911 and advise the police that the building has been invaded by intruders.
 - c) Instruct the staff member with the video camera to utilize discretion and record the intruders' activities and any damage they cause.
 - d) Make the following announcement:

- **Attention all floors.**
 - **Intruders have entered the building and are creating a disturbance.**
 - **As a reminder, the elevators have been switched off.**
 - **Please remain in your space and secure your doors.**
 - **Police have been dispatched.**
- e) Instruct all engineering staff to report to you for further instructions. Building staff should be discouraged from dealing with the intruders without the presence of police.
- f) Advise the Building Response Team - Security to remain 'on post' until the situation becomes untenable, after which they should make their way to the fire control room.
- 7) Once the disturbance has been dealt with and the building is no longer threatened, use the emergency voice paging system to advise building occupants that the threat has been addressed and that the building is being restored to normal. Make the following announcements:
- **Attention all floors.**
 - **The disturbance around the building has been resolved and the building is no longer threatened.**
 - **Building staff are restoring the building to normal operations.**
 - **You may resume normal movement throughout the building.**
 - **Thank you for your patience.**
- 8) With the assistance of Building Management and engineering, develop an action plan to deal with:
- a) liaison with the police for follow-up investigations
 - b) damage assessment and documentation
 - c) fire risk
 - d) injuries
 - e) enhanced security for compromised areas
 - f) repair of damage
 - g) communication with the media
 - h) staff debriefing

Part 6.9 Building Incident Commander – Personal Violence Procedures**Active Shooter**

If you have a report of an active shooter in the building, the Building Incident Commander shall initiate the following procedures, if it is safe to do so:

- 1) Phone **911** to ensure that the authorities are aware of the threat. Put on your identification, if readily available.
- 2) Dispatch the Building Response Team to ground and lock out the elevators, to lock all of the perimeter doors and then stand at the main entrance to let the police in when they arrive.
- 3) Advise building occupants that there is an active shooter within the building, and that they should implement active shooter procedures by making the following announcement:
 - **LOCK DOWN, LOCK DOWN, LOCK DOWN.**Repeat the message three times.
- 4) When the police arrive, advise them what is known about the incident, where the perpetrator was last seen, and whatever other information is requested. Be prepared to cooperate with police and provide them with floor plans, elevations and information on stairwell access and egress.
- 5) If the shooter appears and is a potential threat, have yourself and others in the area retreat to the nearest room, lock and barricade the door if possible, get low behind furniture, and let the police deal with the perpetrator.
- 6) As an absolute last resort and only if your life is immediately threatened, attempt to incapacitate the shooter. Coordinate with those around you, act aggressively, throw or use improvised weapons to catch the shooter by surprise.
- 7) Once the situation has been brought under control, cooperate with the police to secure the crime scene, restore the building to normal operations, and then provide relevant information to your Public Information Officer (if activated) so that a statement can be prepared for the tenants and the media.

Information to provide to law enforcement or 911 operator:

- **Location of the active shooter**
- **Number of shooters, if more than one**
- **Physical description of shooter/s**
- **Number and type of weapons held by the shooter/s**
- **Number of potential victims at the location**

Note: Elevators are locked out in order to restrict the movement of the active shooter. Exterior entrance doors are locked to ensure no one enters the building while an active shooter event is taking place.

Note: "Active shooter" is a phrase coined by law enforcement that describes an armed person who has used deadly physical force on persons and continues to do so while having unrestricted access to additional victims.

Unarmed Violent Intruder

When dealing with a violent intruder or occupant, the police shall be notified immediately by dialing 911. If the intruder or occupant is unarmed and is displaying violent behavior prior to the police arriving, the Building Incident Commander shall be in charge of directing personnel to intervene if any violent behavior occurs, while observing the following general guidelines:

- 1) Clear the area of nonessential staff and occupants.
- 2) Allow the acutely agitated individual space that is five times greater than that for an individual who is in control.
- 3) Use touch only if you know the person well and he or she does not withdraw from your touch.
- 4) Convey empathy by acknowledging the individual's feelings (e.g. 'You look frightened'). Make eye contact (soft eyes). Look friendly; your mood is contagious.
- 5) Never approach a violent individual alone or approach unexpectedly from behind.
- 6) The presence of three to four staff members may be enough to reassure the individual that you will not let him or her lose control.
- 7) Give simple, positive directions (e.g. 'Stop'). Repeat the phrase over with a calm, slow voice pattern.
- 8) Give the individual control by offering alternatives (e.g. walking, talking).
- 9) Set limits.
- 10) If assault is imminent, quick coordinated action is essential. Stay in step-stance so you can move out of the way quickly.
- 11) Approach the individual in a calm, self-assured manner so as not to communicate your anxiety or fear. Maintain a calm, flexible attitude.
- 12) Attempt to calm the person without risking bodily harm to yourself.
- 13) Ensure protection for yourself and your staff (e.g. door nearby for withdrawal, pepper spray, police baton).
- 14) Utilize restraint, if indicated.

Part 6.10 Building Response Team – Bomb Threat Procedures

Upon being informed of a bomb threat at 1001 Pennsylvania Avenue NW, the Building Response Team shall do the following:

- 1) Contact and follow the directions of the Building Incident Commander.
- 2) If an area has been targeted by the individual making the threat, proceed to that area and initiate an overt systematic search of that area for suspicious packages. Systematically sweep the rooms in the targeted area, starting with objects and furniture located waist-height to ground, then from waist to head, and then from head to ceiling. You may be joined by members of the police department, who will take responsibility for coordinating the search.
- 3) If an area has not been targeted:
 - The entire office building has to be covertly searched, concentrating initially on 'RED ZONES' (areas where the public has unchallenged access), and then 'YELLOW ZONES' (areas where the public can access but may be challenged by staff), and finally on 'GREEN ZONES' (areas where entry is secure and locked to the public).
 - Search areas should begin with a sweep of the exterior of the building, concentrating behind all landscaping adjacent to the building, exterior garbage cans, around all loading docks, and inside any utility rooms accessed from outside. Beware of vehicles suspiciously parked right up against exterior walls.
 - Proceed inside next and check public entrances and exits.
 - Next, check all trash receptacles, storage areas, disturbed false ceiling panels and moved furniture, back corridors, utility rooms, electrical/mechanical rooms, flammable storage areas, fan rooms and main switches, the roof area, switches and valves for electrical and water supplies.
- 4) If a suspicious package is found, DO NOT DISTURB IT in any way. Contact the Building Incident Commander via the nearest firefighters' telephone and follow instructions.
- 5) Assist the bomb squad by ensuring unobstructed access to the area. Make sure all nonessential staff has been evacuated from the area. Once the bomb squad has access to the area, proceed to a safe distance from the area and stand by for further instructions.
- 6) If the suspicious device explodes and fire develops, activate the nearest fire alarm manual pull station, contact the Building Incident Commander and attempt to contain the fire, as per the preceding fire procedures.

Note: It is the responsibility of all members of the Building Response Team to search all areas of the office building very thoroughly and very quickly. Once the search has been completed, findings should be reported in person to the Building Incident Commander who will have the police in attendance at that time. In the event of an evacuation, following a sweep of the office building, Building Response Team members will assume control of designated recommended assembly areas.

Note: Two types of searches may be ordered by the Building Incident Commander:

One type is the '*covert*' search in which you discreetly search an area without alarming the building occupants. This type of search is generally slower than an overt search, but is less disturbing to the building occupants. This type of search would be used when the Bomb Threat Assessment Team feels that the threat level is low but a precautionary search would be prudent.

The other type of search is the '*overt*' search. This is a fast-paced search that will most likely involve the building occupants and possibly even the police. It allows the searchers to cover more ground more quickly but is much more disruptive to building occupants and should be used when the Bomb Threat Assessment Team deems the threat to be medium to high.

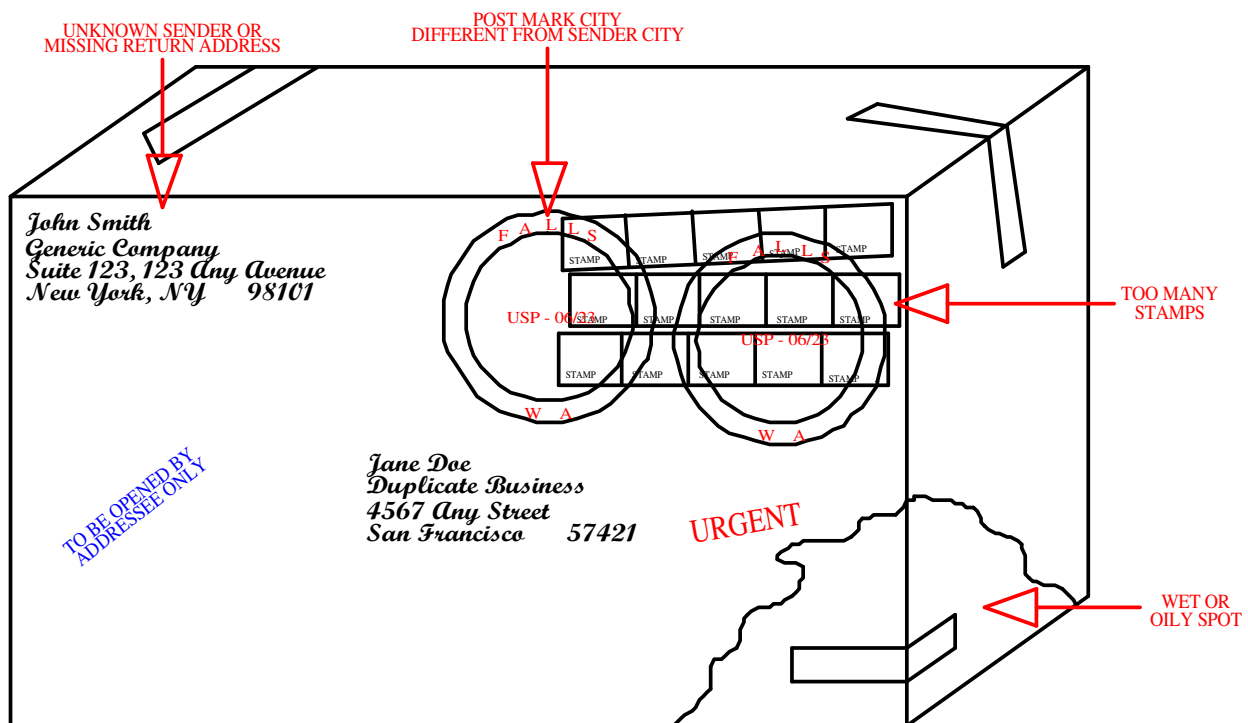
Identifying a Possible Package Bomb

Package and letter bombs often have clues to alert recipients to possible trouble.

Things to look for are:

- Excessive weight for the size of the package or heavy at one end.
- Too much postage, usually in the form of stamps.
- No return address, or an unknown sender.
- Mailed from a foreign country, or via airmail or special delivery.
- A rigid or lopsided envelope.
- Common words are misspelled.
- Restrictive markings, such as confidential, urgent, personal or open by addressee only.
- Incorrect title for the addressee, or a title without a person's name.
- Handwritten or poorly typed address.
- Protruding wires, string or tinfoil.
- Excessive securing material, such as tape or string.
- Oily stains or discoloration on the outside of the package.

If you are suspicious: Don't touch the package, not even to move it out of the way.
IMMEDIATELY CALL 911 AND BUILDING SECURITY.



Part 6.11 Building Response Team – Suspicious Package Procedures

Upon being informed of the discovery of a suspicious package at 1001 Pennsylvania Avenue NW, the Building Response Team shall do the following:

- 1) Contact and follow the directions of the Building Incident Commander.
- 2) Proceed to the area or room where the suspicious package is located. Secure the area or room and prevent occupants from entering the area. Ensure that those who discovered the package or handled it in any way wash their hands immediately before touching anything else. **DO NOT DISTURB** the package in any way.
- 3) Stay in contact with the Building Incident Commander via the nearest telephone and follow instructions.
- 4) Assist the authorities upon their arrival by ensuring unobstructed access to the area. Make sure all occupants and nonessential staff members have been evacuated from the area. Once the authorities have access to the area, proceed to a safe distance from the area and stand by for further instructions.
- 5) If the suspicious package explodes and fire develops, activate the nearest fire alarm manual pull station, contact the Building Incident Commander and attempt to contain the fire, as per the preceding fire procedures.

Part 6.12 Building Response Team – External Haz-Mat / Shelter-in-Place

Upon being notified of an external haz-mat or shelter-in-place situation by the Building Incident Commander, the Building Response Team shall:

Engineers:

- 1) Shut down the HVAC system and pressurization fans in the building.
- 2) Use a service elevator to assist the Tenant Floor Wardens in relocating persons requiring assistance to the shelter-in-place areas, at the direction of the Building Incident Commander (you may need to use a passenger elevator to relocate persons requiring assistance from the ground floor to the shelter-in-place areas). Once all persons requiring assistance are relocated, advise the Building Incident Commander, recall the elevator, proceed to the shelter-in-place areas and plastic the elevator doors.

Security:

- 1) Hard lock all outside doors.
- 2) Put the building in after-hours mode.
- 3) Allow no one into the building.
- 4) Post signs for exiting the building adjacent the exit stairwell doors. Signs are kept in the Property Management office. Anyone who wishes to leave the building can do so at these exit areas but do not let anyone enter the building once it is locked down.

Part 6.13 Building Response Team – Power Failure Procedures

In the event of a power failure that affects the building, the Building Response Team will perform the following procedures:

Security:

- 1) Assess the status of the following:
 - access control systems
 - security systems
- 2) Staff all security posts.

Engineers:

- 1) Assess the status of the following:
 - emergency generators, fuel tanks and generator connected loads
 - operation of building fire and life safety systems
 - operation of building management systems
 - elevator operation (operation of one car per group)
 - loading dock and parking area gates
 - building comfort (HVAC on all floors)
 - office lighting on all floors
 - building convenience (office electrical power on all floors)
- 2) Man all operating generators to ensure that they remain fueled and in operation.

Upon being notified by the Building Incident Commander of a building evacuation due to the power failure, the Building Response Team will:

- 1) Instruct your security officers to unlock all secured stairwell doors, assign officers to the exit stairwells at grade level, and secure non-essential security points to free up additional personnel resources.
- 2) Have engineers continue to monitor the emergency generators and be ready to have a refueling order ready in the event that the generator fuel supply drops to 50%.
- 3) Engineers will operate the elevators to retrieve persons requiring assistance to evacuate who have been reported.
- 4) As parts of the building are evacuated, and at the direction of the Building Incident Commander, power down the emergency circuits that provide services to those evacuated sections of the building to reduce load on the generator to conserve fuel.
- 5) Have unassigned members of the Building Response Team report to the Building Incident Commander for assignment.
- 6) Be prepared to assist with crowd control or building evacuation if necessary.

Once power is restored to the building, the Building Response Team will do the following:

- 1) The Building Response Team - Security will re-secure all unlocked exit doors and re-staff all unstaffed security points.
- 2) The Building Response Team - Engineers will check all systems to ensure proper restoration of services and notify the Building Incident Commander of resumption of normal services or of any problems.

Note: Check in with the Building Incident Commander every 15 minutes.

Part 6.14 Building Response Team – Personal Violence Procedures**Active Shooter**

If you have a report of an active shooter in the building or are notified of LOCK DOWN, the Building Response Team shall initiate the following procedures, if it is safe to do so:

- 1) Put on your identification, if readily available. Proceed to the elevators to ground them and lock them out of service.
- 2) Lock all of the perimeter doors and then stand by at the main entrance to let the police in when they arrive.
- 3) When the police arrive, escort them to the Building Incident Commander.
- 4) If the shooter appears and is a potential threat, then retreat to the nearest room, lock and barricade the door if possible, get low behind furniture, and let the police deal with the perpetrator.
- 5) As an absolute last resort and only if your life is immediately threatened, attempt to incapacitate the shooter. Coordinate with those around you, act aggressively, throw or use improvised weapons to catch the shooter by surprise.
- 6) Once the situation has been brought under control, assist the Building Incident Commander in cooperating with the police to secure the crime scene and restore the building to normal.

Information to provide to law enforcement or 911 operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

Note: Elevators are locked out in order to restrict the movement of the active shooter. Exterior entrance doors are locked to ensure no one enters the building while an active shooter event is taking place.

Note: "Active shooter" is a phrase coined by law enforcement that describes an armed person who has used deadly physical force on persons and continues to do so while having unrestricted access to additional victims.

Unarmed Violent Intruder

When dealing with a violent intruder or occupant, the police shall be notified immediately by dialing 911. If the intruder or occupant is unarmed and is displaying violent behavior prior to the police arriving, the Building Incident Commander shall be in charge of directing personnel to intervene if violent behavior occurs.

If directed to intervene, observe the following general guidelines:

- 1) Clear the area of nonessential staff and occupants.
- 2) Allow the acutely agitated individual space that is five times greater than that for an individual who is in control.

- 3) Use touch only if you know the person well and he or she does not withdraw from your touch.
- 4) Convey empathy by acknowledging the individual's feelings (e.g., 'You look frightened'). Make eye contact (soft eyes). Look friendly; your mood is contagious.
- 5) Never approach a violent individual alone or approach unexpectedly from behind.
- 6) The presence of three to four staff members may be enough to reassure the individual that you will not let him or her lose control.
- 7) Give simple, positive directions (e.g., 'Stop'). Repeat the phrase over with a calm, slow voice pattern.
- 8) Give the individual control by offering alternatives (e.g., walking, talking).
- 9) Set limits.
- 10) If assault is imminent, quick coordinated action is essential. Stay in step-stance so you can move out of the way quickly.
- 11) Approach individual in a calm, self-assured manner so as not to communicate your anxiety or fear. Maintain a calm, flexible attitude.
- 12) Attempt to calm the person without risking bodily harm to yourself.
- 13) Ensure protection for yourself and your staff (e.g., door nearby for withdrawal, pepper spray, police baton).
- 14) Utilize restraint, if indicated.

Part 6.15 Tenant Floor Wardens – Bomb Threat Procedures

Upon being informed of a code 'B' bomb threat at 1001 Pennsylvania Avenue NW, Tenant Floor Wardens shall:

- 1) Do not panic. Follow the directions of the Building Incident Commander.
- 2) Gather your Deputy and Monitors and check exits and evacuation routes for suspicious packages, prior to an evacuation taking place.
- 3) If you have been ordered to search your area for suspicious objects, coordinate a systematic search of your area, concentrating first on areas accessible to the general public (Red Zones). These areas will include corridors, elevator lobbies, public washrooms, under stairwells, within extinguisher cabinets, or within unlocked closets or utility rooms. When searching, systematically sweep the rooms in your area, starting with objects and furniture located waist-height to ground, then from waist to head, and then from head to ceiling.
- 4) If a suspicious package is found, **DO NOT DISTURB IT** in any way. Leave the area, leaving doors to the area open, and contact the Building Incident Commander via the nearest firefighters' telephone and follow instructions.
- 5) If ordered to evacuate the occupants from your floor, instruct the occupants to take their briefcases, lunch boxes, purses and small packages with them. This will decrease the number of packages to be examined by search teams, if a suspicious item has not already been found. Ensure that the doors to the area are left open to help vent the blast should the device activate.
- 6) Evacuate the occupants in your area to the nearest safe exit in the same manner as you would during a fire evacuation and send them to the recommended assembly area, which must be at least 450 yards away from the building. Ensure that the recommended assembly area is different from the assembly area used during the previous bomb threat.
- 7) Proceed to the Incident Command Post in the 1st Floor fire control room and advise the Building Incident Commander of the status of your designated area, any concerns and the extent of your search.
- 8) Proceed to the designated emergency assembly point as above, if it is safe to do so. Do not run outdoors.

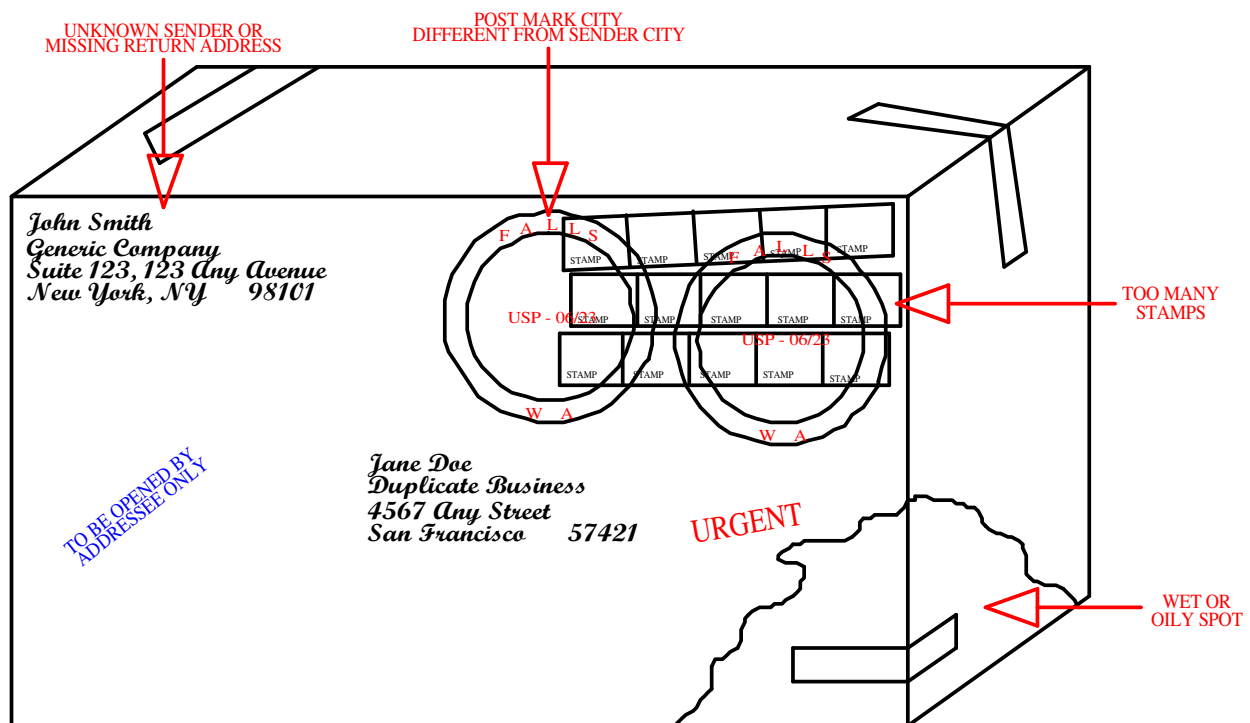
Identifying a Possible Package Bomb

Package and letter bombs often have clues to alert recipients to possible trouble.

Things to look for are:

- Excessive weight for the size of the package or heavy at one end.
- Too much postage, usually in the form of stamps.
- No return address, or an unknown sender.
- Mailed from a foreign country, or via airmail or special delivery.
- A rigid or lopsided envelope.
- Common words are misspelled.
- Restrictive markings, such as confidential, urgent, personal or open by addressee only.
- Incorrect title for the addressee, or a title without a person's name.
- Handwritten or poorly typed address.
- Protruding wires, string or tinfoil.
- Excessive securing material, such as tape or string.
- Oily stains or discoloration on the outside of the package.

If you are suspicious: Don't touch the package, not even to move it out of the way.
IMMEDIATELY CALL 911 AND BUILDING SECURITY.



Part 6.16 Tenant Floor Wardens – Suspicious Package Procedures

Upon being informed of the discovery of a suspicious package at 1001 Pennsylvania Avenue NW, Tenant Floor Wardens shall:

- 1) Do not panic. Follow the directions of the Building Incident Commander.
- 2) Gather your Deputy and Monitors and check to ensure that all exits and evacuation routes are clear, prior to an evacuation taking place.
- 3) If ordered to evacuate the occupants from your floor, instruct the occupants in your area to evacuate via the nearest safe exit in the same manner that you would during a fire evacuation and send them to the recommended assembly area, which must be at least 450 yards away from the building.
- 4) Proceed to the Incident Command Post in the 1st Floor fire control room and advise the Building Incident Commander of the status of your designated area and any concerns you may have. (For example, you discovered a second suspicious package on your floor during the evacuation.)
- 5) Proceed to the designated emergency assembly point as above, if it is safe to do so. Do not run outdoors.

Part 6.17 Tenant Floor Wardens – Shelter-In-Place Procedures**Upon being advised to initiate Shelter-In-Place procedures:**

- 1) Put on your identification, if readily available.
- 2) If the exits are safe, instruct the occupants to relocate via the nearest safe stairwell to the shelter-in-place areas as follows:
 - Occupants on the Parking Levels, 1st Floor, 2nd Floor and 3rd Floor will proceed to the south side of the 4th Floor
 - Occupants on the 7th Floor, 8th Floor and 9th Floor will proceed to the south side of the 5th Floor
 - Occupants on the 10th Floor, 11th Floor, 12th Floor, 13th Floor and 14th Floor will proceed to the 6th Floor
- 3) Do a quick check of the offices and washrooms and, after the occupants have been relocated, instruct your Deputy and other emergency staff to vacate the floor area.
- 4) Proceed via the nearest safe stairwell to the shelter area. Check in with the Building Incident Commander and report on the status of your floor area. Rejoin your group and follow the instructions of the Building Incident Commander.
- 5) Enlist the aid of tenant volunteers to use duct tape and heavy gauge plastic to seal all cracks around passenger elevator doors serving the shelter floors as well as other doors leading into the area and washroom vents.

Note: The Tenant Floor Warden will advise the Building Incident Commander, via firefighter phones, if there are persons requiring assistance to relocate. The Assistance Monitors will assist their persons requiring assistance into the elevator brought to the floor by the Building Response Team and take them to the shelter-in-place areas.

Part 6.18 Tenant Floor Wardens – Power Failure Procedures

In the event of a power failure at 1001 Pennsylvania Avenue NW, Tenant Floor Wardens shall:

- 1) Advise the occupants under your jurisdiction to stand by while the Building Incident Commander and Building Response Team assess the nature and duration of the power failure.
- 2) Ensure that everyone powers down their electrical equipment such as computers, photocopiers and other devices not on emergency power as a surge that is sometimes associated with power restoration may damage running equipment.
- 3) If an evacuation is ordered by the Building Incident Commander or your company management, advise able-bodied occupants to utilize the stairwells and persons requiring assistance to use the elevators (elevators are operated by the Building Response Team) to evacuate the building. If an evacuation is ordered by your company management only, notify Building Management or the Building Response Team - Security to advise them of your intentions.

If you are evacuating a person requiring assistance to evacuate, advise the Building Incident Commander that you require an elevator.

- 4) Advise those evacuating persons who are going to remove their cars from parking areas to take care as lower lighting conditions may make it harder to see pedestrians in parking areas and egress points. Also remind them that traffic lights may not be operational and their trip duration may be extended. Remind all occupants that should they come across an intersection where the traffic lights are not operational they are to use four-way stop procedures.
- 5) Once the floor is clear, ensure that management is securing the premises and then proceed to the Incident Command Post in the 1st Floor fire control room and advise that your floor space is clear and secured.
- 6) If you or your occupants have concerns about leaving the building, advise the Building Incident Commander and proceed to an area as directed by the Building Incident Commander while he or she determines the best course of action.

Part 6.19 Tenant Floor Wardens – Personal Violence Procedures**Active Shooter**

If you are notified of an active shooter in the building or are notified of a LOCK DOWN:

If you are not aware of the exact location of the shooter or cannot safely escape:

- 1) Direct occupants to move to the nearest room or office and go with them.
- 2) Ensure that doors are closed and locked and lights are turned off if possible. Direct occupants to silence any cell phones or electronic devices. Barricade the door if possible.
- 3) Get low behind furniture, keep quiet and act as if no one is in the room.
- 4) DO NOT answer the door.
- 5) Follow the **9-1-1 Protocol**.
- 6) As an absolute last resort and only if your life is immediately threatened, attempt to incapacitate the shooter. Coordinate with those around you, act aggressively, throw or use improvised weapons to catch the shooter by surprise.
- 7) Wait for the police to assist you out of the building.

How to react when law enforcement arrives:

- **Remain calm, and follow officers' instructions.**
- **Put down any items in your hands (e.g., bags, jackets).**
- **Immediately raise hands and spread fingers.**
- **Keep hands visible at all times.**
- **Avoid making quick movements toward officers such as holding on to them for safety.**
- **Avoid pointing, screaming and/or yelling.**
- **Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.**

If you are aware of the exact location of the shooter and you are confident you can safely escape:

- 1) Gather occupants in your area and exit the building as quickly as you safely can (a fast-moving target is harder to hit than a slow-moving or stationary target).
- 2) Notify anyone you may encounter to exit the building immediately.
- 3) Flee to a safe location, in a nearby building or at a safe distance away from the building.
- 4) If you enter a nearby building:
 - Proceed to a securable room and advise anyone you may encounter of the incident.

- Turn off the lights if possible and silence any cell phones or electronic devices.
 - Get low behind furniture, keep quiet and act as if no one is in the room.
 - DO NOT answer the door.
 - Wait for the police to assist you out of the building.
- 5) Follow the **9-1-1 Protocol**.
- 6) Give the operator all requested information.

Information to provide to law enforcement or 911 operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

Note: Elevators are locked out in order to restrict the movement of the active shooter. Exterior entrance doors are locked to ensure no one enters the building while an active shooter event is taking place.

Note: "Active shooter" is a phrase coined by law enforcement that describes an armed person who has used deadly physical force on persons and continues to do so while having unrestricted access to additional victims.

Unarmed Violent Intruder

In the event of a situation involving an unarmed violent intruder:

- 1) Instruct occupants to retreat to a safe place (hide) and stay under cover; do so as well.
- 2) If time and safety permit, follow the **9-1-1 Protocol**.
- 3) Stay in place and if safety permits warn all others in the area of the situation.
- 4) Listen for announcements.
- 5) Remain hidden until police arrive. Follow their instructions.

Part 6.20 Occupants – Bomb Threat Procedures**In the Event of a Bomb Threat:**

- 1) Do not hang up the phone – the telephone company may be able to trace the call even if the other party hangs up.
- 2) Record all information about the threat on the chart below.
- 3) Report the incident to Building Management or Security **without delay**; they may then follow the **9-1-1 Protocol**.
- 4) Do not discuss with others as unwarranted panic may result.
- 5) Do not touch any suspicious objects.

Identifying Characteristics to Remember:

- Gender
- Estimated age
- Accent (English, Spanish, etc.)
- Voice (loud, soft, etc.)
- Diction (good, nasal, lisp, etc.)
- Manner (calm, emotional, vulgar, etc.)
- Background noises
- Voice was familiar
- Caller was familiar with area

Ask these Questions – Record the Answers:

What time will the bomb explode? _____

Where is it? _____

What kind of bomb is it? _____

What will cause it to explode? _____

What does it look like? _____

Where are you calling from? _____

Why did you place the bomb? _____

What is your name? _____

Part 6.21 Occupants – Suspicious Package Procedures**In the Event that a Suspicious Package is Discovered:**

- 1) DO NOT open or touch the suspicious package. If you have opened or touched the package already, avoid touching anything else, especially your face. WASH your hands with soap and water immediately.
- 2) Notify Building Management or Security **without delay**; they may then follow the **9-1-1 Protocol**.
- 3) Ensure that all nonessential people are kept at a safe distance from the suspicious package. Await instructions from Emergency Personnel.

Fill Out This Report:**Incident Location**

Address: _____
City: _____
State: _____

Reason for Report:

Temperature of the Package:

Hot	_____	Warm	_____
Cool	_____	Cold	_____

ODOR:

None	_____	Irritating	_____
Garlic / Horseradish	_____	Changing	_____
Sweet	_____	Pepper	_____
Almond / Peach	_____	Forest	_____
Fruity	_____	Flowery	_____
New Mown Hay	_____	Rotten Eggs	_____
Other:	_____		_____

VISIBLE EMISSION:

Smoke	_____	Mist	_____
Changing	_____		_____

UNEXPLAINED SYMPTOMS:

None	_____	Chest Tightness	_____
Skin Stinging	_____	Dizziness	_____
Vision	_____	Skin Reddening	_____
Runny Nose	_____	Welts / Blisters	_____
Fever	_____	Choking	_____
Difficulty Breathing	_____	Nausea	_____
Vomiting	_____	Cough	_____
Diarrhea	_____	Headache	_____
Other:	_____		_____
Time of Onset:	_____		_____

Part 6.22 Occupants – Explosion Procedures**In the Event of an Explosion:**

- 1) Activate the red alarm pull station, and follow the **9-1-1 Protocol**.
- 2) Be prepared for possible recurring or additional explosions.
- 3) Protect yourself from possible hazards. Wait for further instructions from a supervisor or from Emergency Personnel.
- 4) Help any injured persons if possible. Do not move seriously injured persons unless they are in obvious and immediate danger from such threats as fire.
- 5) Open doors carefully, feeling the door for heat first. Watch for falling objects.
- 6) If relocation or evacuation is ordered, follow instructions and go to the area directed. Use exits or exit stairwells only. Do not use the elevators.
- 7) Do not use matches, lighters or any other sort of open flame.
- 8) Avoid using the telephones other than to notify the proper authorities.

Part 6.23 Occupants – Bio-Hazard Procedures**In the Event of Receiving a Package With an Unknown Substance:**

- 1) DO NOT try to clean up the material.
- 2) DO NOT do anything to create a dust cloud involving the material.
- 3) If possible and safe to do so, gently cover the material, provided it is in dry powder form (not liquid) and small enough that covering it will not create a dust cloud (no larger than an envelope).
- 4) Ensure that persons directly exposed to the substance by touch or inhalation remain where they are until cleared by authorities. Discourage these people from coming into contact with others.
- 5) Prevent others from entering the area; if you have been exposed to the material, wash your hands with soap and water.
- 6) Follow the **9-1-1 Protocol** immediately. In addition to that information passed along to the dispatcher, also advise of any victims who have collapsed or are collapsing to alert emergency personnel to judge the best way of entering the building.
- 7) Ensure that all nonessential people are kept at a safe distance from spilled or exposed substances.
- 8) Follow the instructions given by the authorities or Emergency Personnel.

Part 6.24 Occupants – Hazardous Materials Procedures**In the Event of a Spill of Hazardous Materials:**

- 1) Follow the **9-1-1 Protocol** immediately. In addition to that information passed along to the dispatcher, also advise of any victims who have collapsed or are collapsing to alert emergency personnel to judge the best way of entering the building.
- 2) Ensure that all nonessential people are kept at a safe distance from spilled or exposed substances.
- 3) Follow instructions given by the authorities or Emergency Personnel.

Part 6.25 Occupants – Shelter-in-Place Procedures**In the Event that a Shelter-in-Place Protocol is Announced:**

- 1) Remain calm. The spread of unsubstantiated rumors will be counterproductive to a safe response.
- 2) Follow the instructions of Emergency Personnel.
- 3) Do not call Building Management or Security at this time as they are busy initiating important shelter-in-place protocols.
- 4) Do not leave the building until it is advised that is safe to do so. If you choose to leave before it is deemed safe, you will not be allowed back into the building. Those who leave must do so via the exit stairwells.
- 5) Use your personally or corporately provided internal response resources, such as food, water, medical, sanitation, personal, radios, batteries, communications equipment, etc., as needed.
- 6) Elevators along with the heating, ventilating and air-conditioning systems will be shut down.
- 7) If relocation to another part of the office building is required, follow the directions of Emergency Personnel.

Part 6.26 Occupants – Power Failure Procedures**In the Event of a Power Failure:**

- 1) Upon loss of power, turn off all electrical equipment in your work space such as computers, copy machines and other devices. This will lessen the electrical load on circuits once the power is restored.
- 2) Stand by for notification of the cause and duration of the power loss from Building Management. Building Management will then give occupants further instructions regarding the situation.
- 3) In the event of a total power failure, including emergency generators, occupants will likely be required to evacuate the building via the exit stairwells. If you choose to evacuate before being instructed to do so, contact Building Management or Security to advise them of your intentions.
- 4) If evacuating the building, exit the floor via the exit stairwells and proceed to the primary assembly area as directed by Emergency Personnel.

Part 6.27 Occupants – Personal Violence Procedures**Active Shooter**

If you are notified of an active shooter in the building or are notified of a LOCK DOWN:

If you are not aware of the exact location of the shooter or cannot safely escape:

- 1) Go to the nearest room or office.
- 2) Close and lock the door; turn off the lights if possible and silence any cell phones or electronic devices. Barricade the door if possible.
- 3) Get low behind furniture, keep quiet and act as if no one is in the room.
- 4) DO NOT answer the door.
- 5) Follow the **9-1-1 Protocol**.
- 6) As an absolute last resort and only if your life is immediately threatened, attempt to incapacitate the shooter. Coordinate with those around you, act aggressively, throw or use improvised weapons to catch the shooter by surprise.
- 7) Wait for the police to assist you out of the building.

How to react when law enforcement arrives:

- **Remain calm, and follow officers' instructions.**
- **Put down any items in your hands (e.g., bags, jackets).**
- **Immediately raise hands and spread fingers.**
- **Keep hands visible at all times.**
- **Avoid making quick movements toward officers such as holding on to them for safety.**
- **Avoid pointing, screaming and/or yelling.**
- **Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.**

If you are aware of the exact location of the shooter and you are confident you can safely escape:

- 1) Exit the building as quickly as you safely can (a fast-moving target is harder to hit than a slow-moving or stationary target).
- 2) Notify anyone you may encounter to exit the building immediately.
- 3) Flee to a safe location, in a nearby building or at a safe distance away from the building.
- 4) If you enter a nearby building:
 - Proceed to a securable room and advise anyone you may encounter of the incident.
 - Turn off the lights if possible and silence any cell phones or electronic devices.

- Get low behind furniture, keep quiet and act as if no one is in the room.
 - DO NOT answer the door.
 - Wait for the police to assist you out of the building.
- 5) Follow the **9-1-1 Protocol**.
 - 6) Give the operator all requested information.

Information to provide to law enforcement or 911 operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

Note: "Active shooter" is a phrase coined by law enforcement that describes an armed person who has used deadly physical force on persons and continues to do so while having unrestricted access to additional victims.

Unarmed Violent Intruder**In the Event of a Situation Involving an Unarmed Violent Intruder:**

- 1) Retreat to a safe place (hide). Stay under cover. (Identify safe places in your work area before an emergency occurs.)
- 2) If time and safety permit, follow the **9-1-1 Protocol**.
- 3) Stay in place and if safety permits warn all others in the area of the situation.
- 4) Listen for announcements.
- 5) Remain hidden until police arrive. Follow their instructions.

PART 7**MEDICAL / FIRST AID****Part 7.1 Building Incident Commander – Pandemic Influenza Procedures****Prior to a declaration of a pandemic, the Building Incident Commander shall:**

- 1) Meet with your office building staff and understand how a pandemic could affect your office building staffing levels and what challenges you would face if personnel absenteeism rates of between 25% to 60% occurred, which is typical of a pandemic. Absenteeism can result for various reasons including sickness, staying at home to care for a sick family member, fear of exposure if they come to work, or staying at home to care for children as schools may be closed.
- 2) Identify the core building functions, people, contractors, and skill sets, and then set priorities for those functions should pandemic-related absenteeism impact office building operations.
- 3) Develop a strategy to manage and plan for absences, the communications with tenants, intelligence gathering, and the operation of critical building systems.

Upon being notified of a declaration of a pandemic, the Building Incident Commander shall:

- 1) Ensure that key office building staff receive a flu shot, if available, for the pandemic flu strain.
- 2) Monitor the health of your staff members, looking for signs of fatigue, fever or coughing. Ensure that they are aware that they must not come to work if they are feeling ill.
- 3) Close all entrances to the office building except for the main entrance and instruct office building staff or security to restrict the access of persons displaying influenza symptoms, such as fever (100-104 degrees F), headache, aches and pains, fatigue and weakness, nausea, sore throat, and chest discomfort.
- 4) Ensure that staff members and contractors are constantly washing their hands and that staff members are also constantly cleaning areas where human touch is present such as door knobs, washroom faucets, toilet seats and flushers, hand rails, elevator call buttons, light switches, etc. Post hygiene notices at all entrances, washroom doors, and elevator lobbies (see Occupants – Pandemic Procedures). Send notices to your tenants reminding them to follow hand hygiene protocols (as per Occupants – Pandemic Procedures) and environmental cleaning best practices.
- 5) Where possible, increase social distancing, to avoid direct human to human transmission. Where possible, encourage telecommuting or staggered shifts to reduce the number of employees in the workplace. Also encourage your staff to avoid public transit when coming to work and to cancel or postpone non-critical meetings. Meetings that must occur should take place in a large meeting room or, if possible, outdoors. Encourage staff members to eat at their desks instead of a lunch room. Encourage the use of disposable surgical masks and gloves for yourself and your staff members.

- 6) Switch HVAC systems to full fresh air to minimize the recirculation of flu-contaminated air.
- 7) If a staff member becomes sick at work within the office building:
 - Isolate the individual from others.
 - From a safe distance, document whom he or she has come in contact with.
 - Provide the sick staff member with a surgical mask and ask that it be worn.
 - Contact the staff member's doctor and advise what symptoms are displayed and whether the individual should go home or to a health care facility.
 - Send the sick staff member home or, if advised by the doctor, to a health care facility. If the person is too sick to drive, arrange for a cab or have a family member of the employee come and get him or her. Discourage the staff member from taking public transit home.
 - Have the staff member's workstation or work area thoroughly cleaned and disinfected.
 - Advise staff members that a office building staff member is sick and may have the flu. Advise office building staff members who have been in contact with the sick staff member that they may have been exposed and that it would be prudent for them to go home as well.
- 8) Redistribute the workload to compensate for those who have had to leave the office building. If the lower staffing levels have reduced office building efficiency to the point of impacting your tenants, advise your tenant contacts by telephone or e-mail.

Part 7.2 Building Incident Commander – Medical Emergency Procedures

Upon being notified of a medical emergency within the office building the Building Incident Commander shall:

- Obtain from the caller the following information:
 - a) Victim's name _____
 - b) Victim's location _____
 - c) Nature of the emergency _____
 - d) The call back number _____
- Call the ambulance and give the following information:
 - a) Building name: **N/A**
 - b) Building address: **1001 Pennsylvania Avenue NW**
 - c) Location: **on the city block bounded by 10th Street NW to the east, Pennsylvania Avenue NW to the south, 11th Street NW to the west and E Street NW to the north**
 - d) Nature of the emergency: _____

 - e) Victim's location: _____

 - f) Victim's general condition: _____

 - g) Your call back phone number: _____

Note: DO NOT HANG UP UNTIL THE DISPATCHER DOES SO FIRST

- Use the emergency voice paging system to notify the Building Response Team members of a medical emergency in the affected area and dispatch them to that area to assist. Set up an inner perimeter of approximately 20 feet around the victim.
- Proceed to the elevator lobby, capture an elevator, and stand by to escort paramedics to the incident.
- Meet the paramedics at the front entrance, forward all applicable information to them, and escort them to the victim.

Part 7.3 Building Response Team – Medical Emergency Procedures

Upon being notified of a medical emergency by the Building Incident Commander, the Building Response Team shall:

- 1) If first aid equipment and oxygen are available within the office building, take that equipment and proceed directly to the incident location.
- 2) Determine the extent of the emergency and report findings to the Building Incident Commander.
- 3) If qualified, render first aid, unless someone has taken responsibility already, in which case assist the first aid person.
- 4) Ensure that the paramedics have ready access to the victim upon their arrival at the incident and assist as they instruct.

Part 7.4 Occupants – Pandemic Procedures**In the Event of a Pandemic:**

- 1) Washing your hands CORRECTLY (scrubbing with soap and warm water for at least 30 seconds) is the MOST IMPORTANT thing you can do to protect yourself.
- 2) Cover your nose and mouth when coughing or sneezing. If possible, cough or sneeze into the crease of your elbow. Dispose of any used tissues immediately in a proper waste receptacle. Wash your hands after coughing, sneezing and disposing of used tissues. Encourage others to do the same.
- 3) Avoid public locations and explore ways to work from home IF PERMITTED BY YOUR EMPLOYER. Talk to your doctor about preventative measures such as anti-viral medication. (You may want to stockpile some prior to a pandemic.)
- 4) If you are unable to wash your hands after being in public spaces or on public transit, keep your hands away from your mouth, nose and eyes. This will help prevent you from picking up anything that may be out in public. Wash your hands as soon as possible. Use a sanitizer if it is not possible to wash your hands.
- 5) Avoid individuals who are showing influenza symptoms or who are typically at risk (e.g., small children or those with chronic illness such as immune suppression) until influenza symptoms have dissipated.
- 6) Protect others by knowing the symptoms and staying at home, WHERE PERMITTED BY YOUR EMPLOYER. Advise your place of employment when you are showing symptoms.

Part 7.5 Occupants – Medical Emergency Procedures

In the Event of a Medical Emergency:

- 1) Follow the **9-1-1 Protocol**.
- 2) Assist the victim and give first aid if properly trained.
- 3) Keep the victim warm and comfortable.
- 4) Building Management or Security will expedite Emergency Personnel to your location.

Part 7.6 Emergency First Aid

The following instructions deal with only the most likely injuries to occur after a disaster. The following does not include every type of injury, nor is it intended to substitute for a qualified first aid person.

1. THE ABCs OF RESUSCITATION**A) Airway (do not move neck if you suspect a neck injury):**

1. Place a hand on the victim's forehead to tilt head back and use fingers of the other hand under the chin to lift jaw.

B) Breathing (artificial respiration):

1. With ear by victim's mouth, look for chest movement.
2. Listen for breathing.
3. Feel breath on your cheek.
4. If victim not breathing, start artificial respiration immediately:
 - a) Keep head back.
 - b) Pinch victim's nostrils.
 - c) Position your mouth over victim's mouth.
 - d) Give 2 full (stacked) breaths.
 - e) Continue to give 1 breath every 5 seconds until victim breathes normally, or help arrives.
5. If when attempting artificial respiration and air does not enter the victim's chest:
 - a) Reposition victim's head and attempt artificial respiration again.
 - b) If successful, implement Section C (Circulation).
 - c) To clear the victim's airway place the heel of one hand on top of the heel of the other hand, just above the naval, but well below the tip of the breast bone. With 6 to 10 quick thrusts, press upwards into the upper abdomen.
 - d) If this attempt fails, open the victim's mouth by grasping tongue and lower jaw between thumb and fingers, then lift chin. Insert the index finger of your other hand deep into the victim's mouth and use finger sweep to dislodge and remove foreign body.
 - e) Attempt to ventilate once again.
 - f) If unsuccessful, repeat the above sequence of abdominal thrusts and finger sweeps with attempted ventilation until the obstruction is cleared.

C) Circulation (C.P.R.):

1. Feel neck for pulse (in the small of the neck).
2. If you feel a neck pulse, then continue the ventilations.
3. If neck pulse is not felt, do C.P.R. as follows:
 - a) Place the heel of your hand on the breastbone above its lower tip, between the victim's nipples. Place the heel of your other hand on your first hand.
 - b) Press straight down to compress the chest 1-1/2" to 2", 100 times per minute. Give 2 ventilations after every 30 compressions. Continue until qualified help arrives and you are relieved.

2. BLEEDING

Serious bleeding occurs with severed blood vessels and deep cuts.

A) Apply Direct Pressure to the Wound:

1. Remove clothing around the wound to expose the wound.
2. Cover the wound with sterile clean cloth.
3. Apply firm pressure directly over the wound with your hand. Use your bare hand if no dressing is available.

B) Continue Pressure Until Bleeding Stops:

(This may take 15 to 20 minutes)

1. Assist the victim to lie down.
2. Elevate bleeding extremity, unless the bone is broken.
3. When bleeding stops, apply a further dressing on top of the original dressing and bandage firmly.
4. Should blood soak through the initial dressings, apply additional dressings and bandage more firmly.

C) Broken Bone, Objects or Glass Protruding Through Skin:

1. Do not remove imbedded objects from the wound(s).
2. Apply pressure close to the wound, without pressing on the object or broken bone.
3. Place sterile dressing around the wound and cover.
4. Maintain pressure and prevent movement of the object by bandaging bulky pads in place around the object.

3. EYE INJURIES**A) Puncture Wounds:**

1. Puncture wounds are serious and require immediate medical attention.
2. Cover both eyes lightly and bandage.

B) Foreign Body in the Eye:

1. Do not try to remove imbedded foreign bodies (never rub the eye).
2. Cover both eyes lightly with bandages.

C) Chemicals in the Eye:

1. Wash the eye immediately with large amounts of cold running water for at least 15 minutes or longer, if the situation requires it.

4. SEVERE BURNS AND SCALDS:

1. Cool the burnt area with cold water to relieve pain.
2. Remove rings and bracelets from the affected area before the part starts to swell.
3. Cover the area with a clean cloth and secure lightly with bandages.
4. For burns and scalds with areas larger than a quarter, ensure the victim receives hospital treatment.
5. Never touch, breathe on, or cough on a burn.
6. Leave blisters alone.
7. Never remove clothing on or around a burn.
8. Never apply medications, ointments or greasy substances to a burn area.

5. BONE AND JOINT INJURIES:

1. Ensure that the victim's breathing is normal.
2. Control bleeding around a protruding bone by applying pressure close to the wound but not pressing directly upon the broken bone.
3. Suspect that the bone is broken if the injured limb is painful, swollen, or shows deformity.
4. When in doubt, treat joint and bone injuries as broken:
 - a) Immobilize the injured area:
 - i) Place pillows, sand bags or clothing on both sides of the injured limb, or hold it with your hands to keep it in position.
 - ii) For neck or back injuries, keep the victim still, supporting head and neck, until help arrives.
5. Relieve pain by applying cold (not heat) to the injured bones and joints.

6. HEART ATTACK:**A) Heart Attack Warning Signals May Include the Following:**

1. The feeling of squeezing pain or heavy pressure in the chest, jaws, or arms.
2. Shortness of breath, sweating, pale skin and weakness.
3. Vomiting or nausea.
4. Abdominal discomfort (with belching or indigestion).
5. Anxiety, apprehension, or fright.
6. The denial that the victim is experiencing a heart attack.

B) Action to be Taken When You Suspect a Heart Attack:

1. Help the victim to rest in a semi-sitting position.
2. If the victim requires medication for his condition, then assist the victim in taking it.
3. Ensure prompt medical attention, then reassure the victim that help is on the way.
4. Loosen belts, collars, or other tight clothing.
5. Keep the victim quiet.

7. STROKE:**A) Stroke Warning Signals May Include the Following:**

1. Sudden numbness or weakness of the face, arm or leg, especially on one side of the body.
2. Sudden confusion, trouble speaking or understanding.
3. Sudden trouble seeing in one or both eyes.
4. Sudden trouble walking, dizziness, loss of balance or coordination.
5. Sudden, severe headache with no known cause.

B) Action to be Taken When You Suspect a Stroke:

1. Ask the individual to smile.
2. Ask him or her to raise both arms.
3. Ask the person to speak a simple sentence.
4. If he or she has trouble with any of these tasks, call 911 immediately and describe the symptoms to the dispatcher.

PART 8

FACILITY DESCRIPTION

Part 8.1 **General Description of the Office Building**

1001 Pennsylvania Avenue NW is a 14-story office building with approximately 756,603 square feet of space, constructed in 1986 / 1987 and is currently managed by Hines.



The office building is located at 1001 Pennsylvania Avenue NW, on the city block bounded by 10th Street NW to the east, Pennsylvania Avenue NW to the south, 11th Street NW to the west and E Street NW to the north.

There are 3 below-ground levels.

The office building is principally constructed of concrete, steel and glass with rubber membrane under tar and gravel roof. Interior rooms are primarily constructed of drywall on top of metal studs, with a mixture of T-bar drop and finished ceilings along with marble (1st Floor), vinyl (service areas) and carpet (corridors and office space) floor coverings.

This building is made up of a north and a south tower joined together. There is no penthouse and all building systems are located in the P1 Level central plants.

There are a number of security cameras located in the building, with the security office being located at the southwest corner of the loading dock. The entrances to the building on 11th Street NW and E Street require keycard access 24 / 7. The Pennsylvania Avenue NW and 10th Street entrances are locked after hours and on weekends (unlocked during business hours).

This building is located to the west (across 10th Street NW) of the J Edgar Hoover FBI Building.

The two parking entrances are closed and secured during non-business hours.

The building's normal operating hours are 0730 - 1730 hrs. (Mon. - Fri.).

The building has a designated Incident Command Post located **in the 1st Floor fire control room**, from which a building response to an emergency may be coordinated by the Building Incident Commander, provided that area is still safe.

Copies of the building's Fire Safety Plan can be found in the following locations:

- 1 copy at the security desk
- 1 copy at the management office
- 2 copies at DC Fire / EMS Department, Fire Prevention Division

Part 8.2 **Fire Alarm System**

The office building has a Notifier NFS2 3030 supervised fire alarm system with integrated emergency voice paging system.

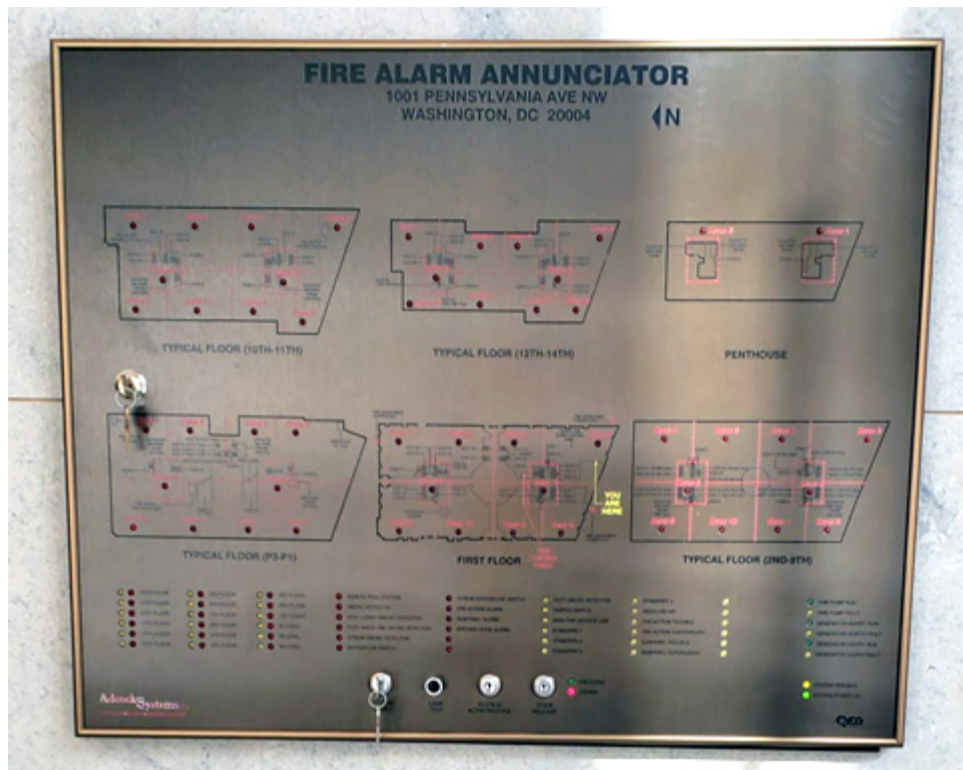
The fire alarm has the following features incorporated within the system:

- Automatic detection
- Zone indication
- Manual activation
- Sprinkler flow detection
- Communications interface
- Manual general evacuation alarm activation
- Smoke control interface
- LED touchscreen annunciator with campus view

The fire alarm panel is located **on the east wall of the 1st Floor fire control room, located on Pennsylvania Avenue.**



There are **two** remote annunciators located **on the east wall of the 1st Floor fire control room (interior) and built into the east wall of the Pennsylvania Avenue entrance to the building** that indicate in which zone the alarm was actuated.



Each floor within the office building contains the following equipment:

- Multiple pull stations



- Multiple alarm signal appliances
- Multiple automatic detectors



- Multiple public address speakers
- Multiple firefighters' telephones

Upon alarm activation, a continuous general alarm will sound on the floor of activation, the floor above and the floor below along with any floors connected to those three floors via interconnecting tenant stairwells. An exterior alarm bell on the 10th Street side of the building will also sound. No other alarm will sound in the building. A secondary activation will automatically result in a full general alarm sounding throughout the building. If a fire condition is confirmed the alarm system can be placed into full general alarm. Automated voice announcements will also be heard on alarm floors via the automated emergency voice paging system.

Because the fire alarm system is supervised, any abnormalities will cause a trouble in the system and a trouble alarm in the main panel.

The system uses self-contained batteries and the emergency generator for emergency backup power.

The alarm system is monitored by an alarm monitoring company, who in turn is instructed to notify the Fire Department.

Part 8.3 **Exit System**

There are four above-grade exit stairwells located **as per the floor plans in the floor plans section**. Each stairwell has its own code to identify it from another so that a reference may be made in the event that one stairwell is contaminated by smoke and is unusable. The stairs exit the building as follows:

- Stair NE: Exits onto the sidewalk of 10th Street NW
- Stair SE: Exits onto the sidewalk of 10th Street NW
- Stair SW: Exits into the 1st Floor south main lobby
- Stair NW: Exits into the 1st Floor north main lobby

Floors are numbered inside the stairwells. Each exit door is clearly marked by an exit sign above the doorway. The locations of the stairwells are clearly marked on the attached Floor Plans.



Upon alarm activation, all exit stairwell doors, which are kept locked for security purposes, will unlock.

The **fire doors within some tenant spaces**, which are normally kept open for occupant convenience, close automatically upon activation of the fire alarm system to keep smoke and fire from spreading to adjacent areas.

Recommended occupant assembly areas for different emergency events are as follows:

Fire:	West of the building on the east sidewalk of 12th Street NW between Pennsylvania Avenue NW and E Street NW
Earthquake / Tornado:	On the lowest safe floors of the building, unless full evacuation is required, then to the exterior of the building as directed by the Building Incident Commander in consultation with the Building Response Team members upon conducting exterior reconnaissance
Bomb threat:	Dependent on whether a device was found, how large it is and where it is located
Internal hazmat incident:	Upwind
Civil disturbance:	On the occupant's floor

External hazmat incident / shelter-in-place areas are as follows:

- Occupants on the Parking Levels, 1st Floor, 2nd Floor and 3rd Floor will proceed to the south side of the 4th Floor
- Occupants on the 7th Floor, 8th Floor and 9th Floor will proceed to the south side of the 5th Floor
- Occupants on the 10th Floor, 11th Floor, 12th Floor, 13th Floor and 14th Floor will proceed to the 6th Floor

There are three below grade exit stairs. These stairs exit as follows:

- NE Below Grade Stair: Exits into the 1st Floor North lobby
- Center Below Grade Stair: Exits into the 1st Floor 10th Street NW entrance lobby.
- SE Below Grade Stair: Exits onto the sidewalk along 10th Street NW

Part 8.4 **Communications**

Emergency Voice Paging System

There is an emergency voice paging system contained within the office building that is capable of addressing all areas of the office building.

The communications equipment is housed with the fire alarm panel **on the east wall of the 1st Floor fire control room, located on Pennsylvania Avenue**. Individual floors may be addressed from this facility by activating the switches that correspond with the appropriate area.

The alarm signals are silenced automatically when the emergency voice paging system is activated, so that occupants are able to hear the announcements over the emergency voice paging system.

Fire alarm related announcements are automated and will sound via digital recordings after alarm activation.

Firefighters' Telephone

There are **multiple** firefighters' telephones per floor. Firefighters' telephones are located **in all stairwells on each floor**. The fire phones provide two-way communications and are for the use of the Fire Department and office building supervisory staff.



A tone at the fire alarm panel signals the evacuation control personnel that a person is on another phone within the office building. The phone has the characteristics of a party line, in that communication is not limited to just two persons.

In addition to the stairwell firefighters' telephones there are firefighters' telephone jacks located in each passenger and freight elevator lobby. The associated portable phones are in the Fire Control Center.



Two-Way Communications Devices

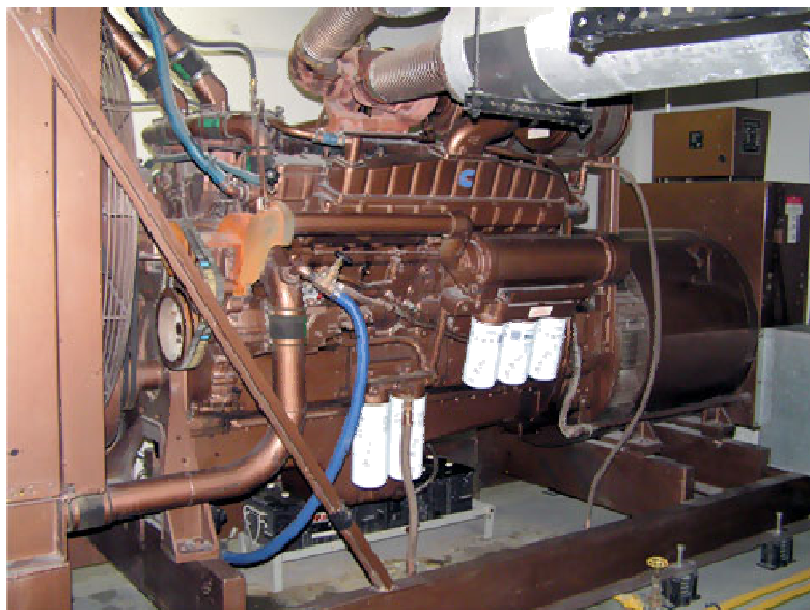
Security, Property Management, Engineering and Maintenance personnel are equipped with two-way communications devices (e.g., portable radio, cellular phones, etc.) that can be utilized in the event of a fire emergency.

Part 8.5 **Emergency Power**

In the event of a power failure, emergency power is provided by **two** generators:

- a Martin Machinery (North) MCD 4503 diesel-powered generator with a rated output of 450 kW, located in the center of the P1 Level generator rooms, located at the northeast corner of P1 Level, and;
- a Martin Machinery (South) MCD 6103 diesel-powered generator with a rated output of 610 kW, located in the center of the P1 Level generator rooms, located at the southeast corner of P1 Level.

The generators are capable of a combined rated output of 1250 kW, a combined fuel capacity of 1200 US Gallons+ 2 day tanks and a runtime of approximately 60 hours at full building load. (No essential equipment will be turned off as required to lengthen the total runtime during a power failure situation.)



Emergency power is supplied to:

- All exit and stairwell lights
- Exit pathway corridor lights
- Certain service room lights
- Elevator car lights
- Damper motors
- One elevator per north or south elevator bank
- Fire alarm system
- Fire pump
- Sump pump
- Domestic booster pumps

The emergency generators are activated automatically upon a power failure. The generator transfer switches are located in the P1 Level north and south electrical rooms.

Instructions to manually start the emergency generators are located on the generators in the P1 Level generator rooms.

Part 8.6 **Elevators**

The office building has **twenty-seven** elevators to serve its occupants.



There are multiple banks of elevators that serve different floors. Floor service is designated as follows:

- Elevators 1 and 2 serve floors 1 through 7
- Elevators 3 and 4 serve floors 1 through 7
- Elevators 5 and 6 serve floors 1 and 7 through 13
- Elevators 7 and 8 serve floors 1 and 7 through 13
- Elevator 9 serves Levels P3, P2, P1 and Floors 1 through 14
- Elevators 10, 12 and 13 serve Levels P2 and P1 and the 1st Floor
- Elevator 11 serves Levels P3 (Fitness Centre) and P1 and the 1st Floor
- Elevators 14 and 15 serve floors 12 through 14
- Elevators 16 and 17 serve floors 1 through 7
- Elevators 18 and 19 serve floors 1 through 7
- Elevators 20 through 23 serve floors 1 and 7 through 13
- Elevator 24 serves Level P3, P2, P1 and floors 1 through 14
- Elevator 25 serves Level P3 and the Loading Dock
- Elevators 26 and 27 serve floors 13 and 14

Elevator weight/person capacities are as follows:

- Elevators 1 through 4, 5 through 8, 16 through 19 and 20 through 23 - 3500 lbs.
- Elevators 9, 24 & 25 - 4000 lbs.
- Elevators 10 through 13, 26 & 27 - 2500 lbs.
- Elevators 14 & 15 - 3000 lbs.

The elevator cars descend automatically upon alarm activation to **the 1st Floor**, where they are locked out until either the fire alarm system is reset (elevators need to be manually reset after fire alarm system is reset), or the automatic grounding is bypassed by a special Fire Department key.

In the event that the fire alarm was initiated on the 1st Floor, the elevators are programmed to recall to **the 13th Floor (high-rise elevators) and the 3rd Floor (low-rise elevators)** as an alternate destination, so those within the elevators at the time of an alarm are not brought to the fire floor.

The elevators contain emergency telephones for use by elevator passengers in the event of an emergency. Emergency telephones dial to the 1st Floor rotunda security desk and the Fire Control Center.

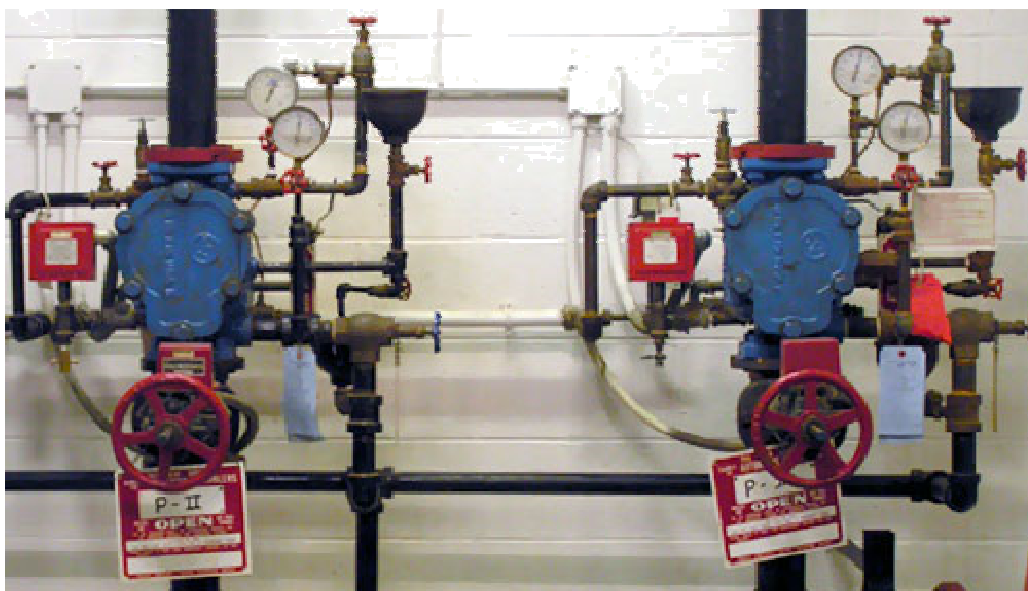
Elevators 9, 24 and 25 have been designated as the freight elevators.

Part 8.7 **Fire Equipment**

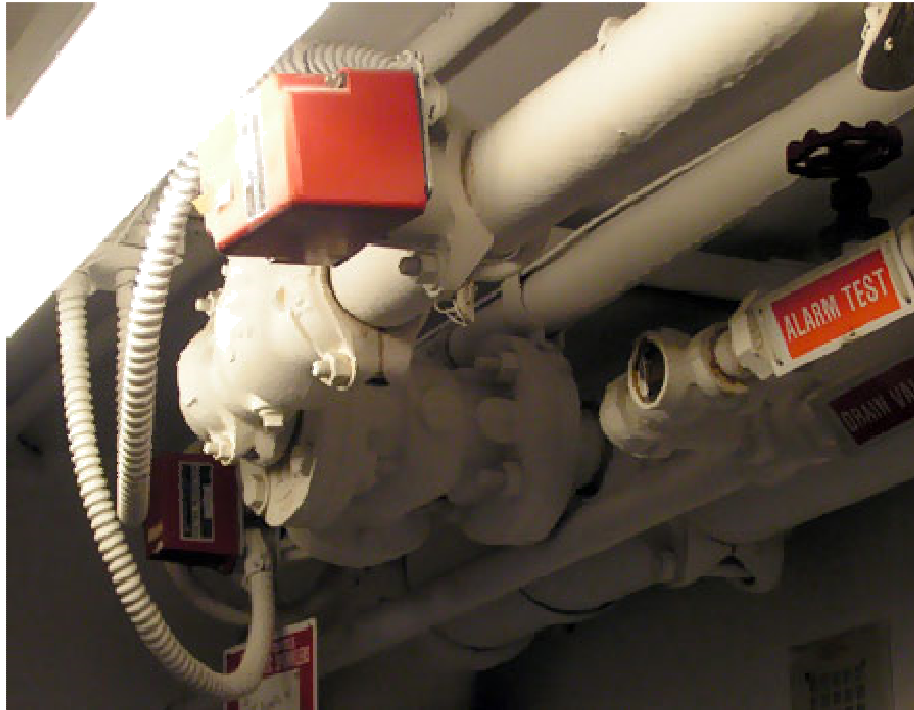
Sprinklers

Wet sprinklers have been installed to provide automatic fire suppression within **entire building except parking levels and loading dock**. The wet sprinkler shutoff and control valves are located **on the west wall of the P1 Level fire pump room, located on the south side of P1 Level**.

Dry sprinklers are used in **parking levels and loading dock** to ensure that the sprinklers will function in cold weather. The dry sprinkler shutoff and control valves are located **on the south wall of the P1 Level fire pump room, located on the south side of P1 Level; on the north wall of the North Plant on P-1; and in the Elevator Techs office in the loading dock**

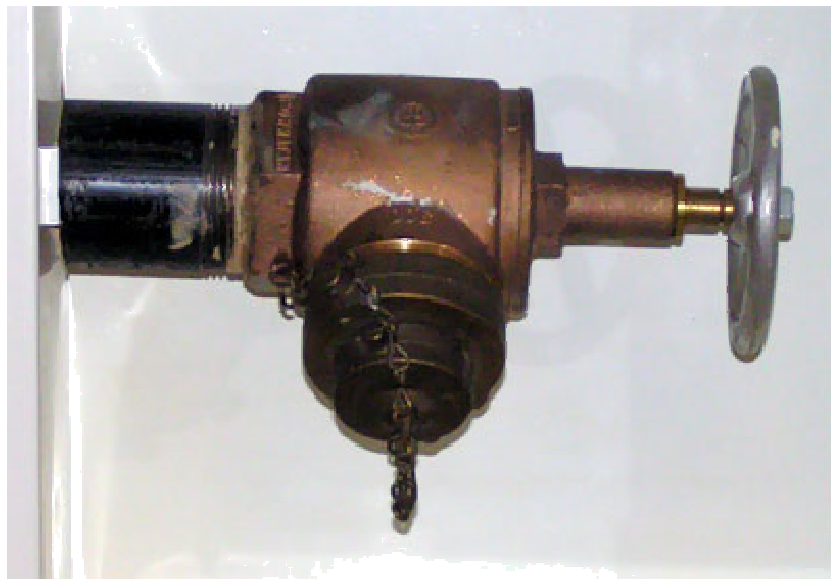


Shutoff valves for individual floors are located **in every stairwell on each floor and at various locations in the parking levels.**



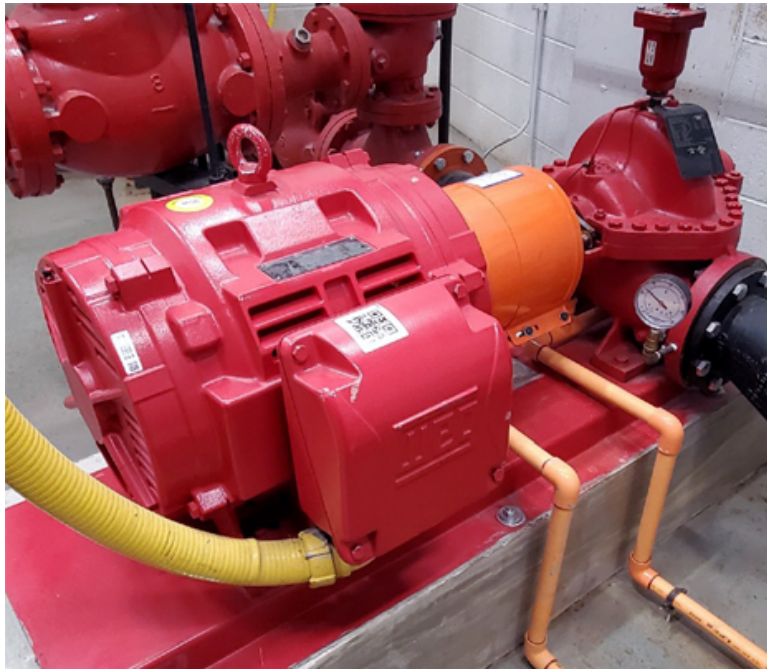
Standpipes

There are standpipes with **both 1 ½" and 2 ½"** connections, located **in all stairwells and in certain tenant spaces.**



Fire Pump

The office building is equipped with an **electric** powered **Peerless** fire pump with a rated output of 750 G.P.M., located **in the P1 Level fire pump room located on the south side of P1 Level.**



The fire pump supplies extra pressure to the standpipes and automatic sprinklers. The fire pump is activated automatically upon registering a water pressure drop in the system.

Instructions to operate the fire pump are located on the fire pump controller in the P1 Level fire pump room located on the south side of P1 Level.

The fire pump controller is located **in the P1 Level fire pump room located on the south side of P1 Level.**

Fire Department Connections

Fire Department connections are located **on the north exterior side of the building to the east of the E Street NW main entrance; at the southeast exterior corner of the building; on the south exterior side of the building to the west of the Pennsylvania Avenue NW main entrance; and on the east side of the building south of the east entrance.**



Fire Hydrants

There are fire hydrants near the building, designated as follows:

- Public: North of the building at the northeast corner of E Street NW and 10th Street NW
- Public: North of the building at the northwest corner of E Street NW and 10th Street NW
- Public: North of the building at the southwest corner of E Street NW and 10th Street NW
- Public: North of the building on the northwest corner of E Street NW and 11th Street NW
- Public: East of the building on the west side of 10th Street NW
- Public: South of the building on the north side of Pennsylvania Avenue NW
- Public: South of the building on the northeast corner of Pennsylvania Avenue NW
- Public: West of the building on the east side of 11th Street NW

Fire Extinguishers

There are **multiple 5 lb. ABC dry chemical** fire extinguishers per floor. The extinguishers have labels with instructions describing how to operate them, their age, serial number and the type of fire against which they can be used.



Kitchen Fire Suppression System

Automatic kitchen fire suppression systems are installed over the cooking appliances **in the various 1st Floor restaurant kitchens and 9th Floor Crowell Kitchen.**



These systems are activated automatically when a fire occurs in a cooking appliance and a high-temperature fusible link melts or a heat detector is activated.

The systems on the **1st Floor only** can also be manually activated with a manual station located in close proximity to each of the systems.



When the system is activated, fire-extinguishing agent is discharged over the cooking surfaces and into the hood ducts to put out the fire. All the hoods on the 1st Floor and 9th Floor are Ansul systems. The system also shuts off the gas or electricity to the cooking appliances. The system, once activated, must be recharged and reset before the system will allow the gas or electricity to be turned on for the cooking appliances. The kitchen fire suppression system is interfaced with the fire alarm system, so that upon activation of the kitchen system, the fire alarm will be activated.

The natural gas supply to the kitchen is automatically shut off upon activation of the kitchen system.

Alternative Fire Suppression System

Alternative fire suppression systems are installed in the building, located **in the tenant computer rooms on the 4th Floor (pre-action dry sprinkler system, 10th Floor (Halon) and 11th Floor (pre-action dry sprinkler systems)**. The systems have monitoring fire alarm panels, located **in the tenant computer rooms on the 1st and 11th Floors**. Activation of a monitoring fire alarm panel sends an alarm signal to the building's fire alarm system. Activation of a monitoring fire alarm panel sends a trouble signal to the building's fire alarm system.

Part 8.8 **Smoke Control**

Upon alarm activation, the following occurs:

- All air-handling units and chillers shut down.

The floors above and below the activated floor will go into pressurization mode by the pressurization dampers on those floors opening. Roof mounted smoke evac fans will turn on and the relief damper on the activated floor will open.

Part 8.9 Utilities

Natural Gas

The office building is supplied with natural gas which is used by the 1st Floor retail tenants. The main gas shutoff valve is located **on the east wall of the P1 Level adjacent the southeast corner of the level.**



Electrical

The main electrical disconnect switches for the office building are located **in the P1 Level north and south main electrical switchgear rooms.**



Water

The main domestic water shutoff valve for the office building is located **on the east wall of the P1 Level fire pump room, located on the south side of P1 Level.**

Part 8.10 **Occupancy / Staffing Levels**

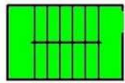
During normal operating hours, the numbers of staff members in the office building are as follows: **Property Management 5; Engineering 8; Security 5; and Maintenance 7.** Before or after normal operating hours, the numbers of staff members in the office building are as follows: **Security 2; and Housekeeping - 26 (2200 – 0600 hrs.).**

During normal operating hours, the office building contains approximately **2000** occupants. Before or after normal operating hours, the office building contains various numbers of occupants.

PART 9

FLOOR PLANS

STAIRWELL AND ELEVATOR SYMBOLS



= EXIT STAIRWELL



= ELEVATOR



= OTHER STAIRWELL



= FIREFIGHTERS' ELEVATOR

FIRE ALARM RELATED EQUIPMENT SYMBOLS



= FIRE ALARM PULL STATION



= FIREFIGHTERS' PHONE WITH HANDSET



= FIRE ALARM DETECTOR



= FIREFIGHTERS' PHONE JACK WITHOUT HANDSET



= DUCT DETECTOR

JACK

FIRE SUPPRESSION RELATED EQUIPMENT SYMBOLS



= FIRE EXTINGUISHER



= FIRE HYDRANT



= FIRE HOSE



= KITCHEN SUPPRESSION PULL STATION



= STANDPIPE / RISER



= KITCHEN SUPPRESSION BOTTLE

UTILITY RELATED EQUIPMENT SYMBOLS



= WATER SHUT-OFF



= NATURAL GAS SHUT-OFF



= STEAM SHUT-OFF



= ELECTRICAL SHUT-OFF

PART 10

PERSONS REQUIRING ASSISTANCE

In the event that a person requires assistance to evacuate, the Tenant Floor Wardens will be responsible for ensuring that assistance is provided by pre-assigned Assistance Monitors, or by assigning floor occupants to that individual should Assistance Monitors not be present. In most cases, the individual will have some means by which his or her evacuation may be facilitated. However, if that means becomes unavailable, or if the individual's condition is due to injury caused either directly or indirectly by the fire condition, occupants may have to manually assist the person to the nearest safe exit. The following are examples of some techniques that may be used to transport a person requiring assistance to the exits.

Two-Person Carries**(1) Interlocking Wrist Carry**

- a) Facing your fellow rescuer, grab your right wrist with your left hand.



- b) Grab your fellow rescuer's free wrist, forming a seat.



- c) Both rescuers slide the seat between the back of the chair and the person's back and under his or her buttocks.



- d) Both rescuers then lift simultaneously and carry the person to safety.



(2) The Chair Lift

- a) Lay the person on his or her back and slide a chair under his or her buttocks, until the person is in a sitting position but still lying on the floor.



- b) Put the person's hands on his or her lap, and slowly raise the chair to a vertical position.



- c) Rescuers may then pick up the chair (either side-by-side, or front and back) and proceed to safety.



(3) Gravity Assist Method (Heavy Persons)

- a) Assist the person requiring assistance to a sitting position at the top of the stair.
- b) One rescuer gets below the person and holds the person's legs off the stair while the other rescuer reaches under the person's arms.
- c) Both rescuers then lower the person one step at a time until the person is safe.

