

== CHEMICAL / ENVIRONMENTAL THREAT == (EXTERNAL TO THE BUILDING)

Upon notification by Authorities of a credible chemical / environmental threat, the building will be secured and the air circulation stopped, minimizing the induction of exterior hazards.

If such an environmental threat is widespread, municipal emergency services may be unable to respond to specific locations. Building occupants should be prepared to 'shelter' in place until the specific threat has subsided and an 'all clear' given by authorities.

BUILDING MANAGEMENT RESPONSIBILITIES:

GENERAL MANAGER RESPONSIBILITIES: (PROPERTY MANAGER)

- Assess the situation and initiate the Emergency Response Team.
- Activate the 'Crisis Telephone Tree'.
 - Notify Tenant Emergency Contacts.
 - Notify Property Management Corporate Offices.
 - Notify building owners as soon as possible.

LIFE SAFETY DIRECTOR:

- The Life Safety Director will direct the actions of the Emergency Response Team.
 - A 'Code Yellow' (Chemical / Environmental Threat) will be announced via radio.
 - Follow up information will be given via phone to Engineering and Security.

OFFICE OF THE BUILDING RESPONSIBILITIES:

- Continue to staff the phones in Bldg. Office.
 - If unsafe to do so, move to the main lobby console and man the phones from that location.
- Inform the tenants to 'shelter in place' and follow all public address announcements until an 'all clear' is given.

ENGINEERING RESPONSIBILITIES

- Close all outside air intakes.
- Shut down the ventilation system:
 - Supply & Return air.
 - Toilet exhaust.
 - Miscellaneous exhaust or circulation fans.

SECURITY RESPONSIBILITIES

- Fire-recall all elevators to the main floor.
- Close and secure all building exterior gates and doors.
- Make a building wide announcement over the PA system that Authorities have notified the building management of a credible chemical / environmental threat. (see “Public Address Announcements”)

SECURITY SUPERVISOR:

- Coordinate the activities of the security staff as directed by the Life Safety Director.

LOBBY CONSOLE:

- Fire-recall all passenger and freight elevators to the ground floor.
- Make building wide announcement (‘All Call’) that Authorities have notified building management of a credible chemical / environmental threat.
 - Instruct occupants to ‘shelter in place’ within the building until an ‘all clear’ announcement is given.
 - Instruct occupants to NOT open the stairwell doors.

ROVING OFFICER:

- Report to lobby console once notified of the ‘Code Yellow’.
- Lock down all main lobby doors. Permit no access or egress.
 - Maintain post just inside the after hours access door.

LOADING DOCK:

- Close and lock all dock rolling gates and doors.
- Withdraw to the freight elevator corridor.

FREIGHT MONITOR OFFICER:

- Telephone the Parking Garage.
 - Instruct them to close their rolling gate and permit no access.
- Lock double both sets of double doors that lead on to the loading dock.
- Permit no access or egress.
- Remain at your post unless otherwise directed.

TENANT RESPONSIBILITIES

- Listen to P.A. system announcements. Follow all instructions.
- Activate your company Emergency Response Team:
- Floor wardens will initiate 'shelter in place' procedures.
 - Tenants should go to internal office areas that are away from windows and that have limited air movement.
 - Close all available doors within the suite or office.
- Do Not call the Building Office unless you have a critical emergency.
- Remain in place until an 'all clear' announcement is given via the P.A. system.
- Rumors are dangerous:
 - Speak only the facts you know.
 - Emphasize positive things; your attitude will affect the attitudes of those around you.

LIFE SAFETY ANNOUNCEMENT VIA PA SYSTEM:

BUILDING EXTERNAL -- ENVIRONMENTAL THREAT:

Building wide announcement:

- *May I have your attention please. May I have your attention please.*
- *We have received notification that an environmental threat may exist outside the building.*
- *We are sealing off the building and shutting down the ventilation.*
- *Elevators have been re-called to the lobby level*
- *Please stay inside the building.*
- *Floor Wardens, please have floor occupants move away from windows and go to 'shelter in place' areas.*

- **Repeat Message**