

== CHEMICAL / ENVIRONMENTAL THREAT == (WITHIN THE BUILDING ENVELOPE)

Upon notification by the Authorities that a credible chemical / environmental threat has occurred within the building, all air circulation systems will be shut down.

The building will begin a staged and orderly evacuation, beginning with the area(s) or floor(s) immediately threatened.

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 all tenants who may call that they should follow all public address announcements.

ENGINEERING RESPONSIBILITIES

- 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 (to prevent elevators from circulating air within the building and to prevent them traveling to the floor(s) with the 'hazard').
- When directed, begin making PA announcements for an 'Environmental Hazard within the Building'. This will begin a staged evacuation of the entire building, four floors at a time.

SECURITY SUPERVISOR:

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

LOBBY CONSOLE:

- Proceed to the Fire Control Center (FCC).
- Fire-recall all passenger and freight elevators to the ground floor.
- **When directed**, make PA announcements for an 'Environmental Hazard within the Building'. This will begin a staged evacuation of the entire building, four floors at a time. (See 'Life Safety Announcements' for proper sequence of the announcements).
 - The four floors in the immediate area of danger (the hazard floor, one above, and two below) **will be evacuated FIRST**.
 - Next, groups of four floors at a time will be evacuated. **These cycles of evacuation will begin with the lower portion of the building and work UPWARD.**

ROVING OFFICER:

- Report to lobby console once notified of the 'Code Yellow'.
- Assume all Lobby Console functions.

LOADING DOCK:

- Report to Stairwell #1. Assist evacuating tenants. Keep them moving away from the building.

FREIGHT MONITOR OFFICER:

- Report to Stairwell #2. Assist evacuating tenants. Keep them moving away from the building.

TENANT RESPONSIBILITIES

- Listen to P.A. system announcements. Follow all instructions.
- Activate your company Emergency Response Team.
- Floor Wardens will hold their tenants on the floor until the staged evacuation announcement is given.
- Do Not call the Building Office unless you have a critical emergency.
- Rendezvous at your off site meeting location. Do not enter the building until given the approval to do so by Building Management.
- Rumors are dangerous:
 - Speak only the facts you know.
 - Emphasize positive things; your attitude will affect the attitudes of those around you.

LIFE SAFETY ANNOUNCEMENTS VIA PA SYSTEM:

BUILDING INTERNAL -- ENVIRONMENTAL THREAT:

Announcement #1: Initial Evacuation of the four affected floors.

- *May I have your attention please. May I have your attention please.*
- *We have received notification that an environmental threat may exist on your floor.*
- *Floor Wardens, please evacuate your floor to the street level and move away from the building. Use the emergency stairwells.*
- *Do not use the elevators, they have been re-called.*
- **Repeat Message.**

Announcement #2: Building Advisory: (building wide announcement to all non-affected floors)

- *May I have your attention please. May I have your attention please.*
- *We have received notification that an environmental threat may exist in the building. The affected floor has already been isolated.*
- *You are in no immediate danger*
- *As a precaution, we will begin a staged, orderly evacuation of the building, via the emergency stairwells.*
- *Floor Wardens, please have occupants remain on your floor until you hear further instructions. Do not evacuate until instructed.*
- **Repeat Message.**

Announcement #3: Staged Evacuation (to a pre-determined group of four affected floors), starting from the bottom of the building, working UPWARD.

- *May I have your attention please. May I have your attention please.*
- *We have received notification that an environmental threat may exist in the building.*
- *Floor Wardens, please evacuate your floor to the street level and move away from the building. Us the emergency stairwells.*
- *Do not use the elevators, they have been re-called.*
- **Repeat Message.**