

OEDM
2012 Career Development

Emergency Planning & Evacuation Drills



Emergency Plans
10.9.2 Plan Requirements*

Part V-sec.10.9
General Fire Safety
Emergency plans shall be provided as required by
Chapter 20
Occupancy Fire Safety



Emergency Plans requirements are *also found in the Fire Prevention Code*

10.9
General Fire Safety
Emergency plans shall be provided as required by
Chapter 20
Occupancy Fire Safety

Fire Drills

10.6 Emergency egress and relocation drills conforming to the provisions of the CFSC shall be conducted as specified by the provisions of Chapter 20.



10.6* Fire Drills

- ◆ Where Required
- ◆ Drill Frequency
- ◆ Competency
- ◆ Orderly Evacuation
- ◆ Simulated Conditions
- ◆ Relocation Area

Crowd Managers

20.1.4.5 In assembly occupancies having occupant loads exceeding 1000, trained crowd managers or crowd manager supervisors shall be provided at a ratio of 1 crowd manager/supervisor for every 250 occupants. *(there are two exceptions)*



Drills

20.1.4.6 The employees or attendants of assembly occupancies shall be trained and drilled in the duties they are to perform in case of fire, panic, or other emergency to effect orderly exiting.



20.2 Educational Occupancies including Education Group E

CFSC Guide Book Part V

- ♦ Educational Occupancies Existing
- ♦ New Group E



Emergency Egress and Relocation Drills

(1) Not less than one emergency egress and relocation drill shall be conducted every month the facility is in session.



Emergency Evacuation Drills

20.2.3.1.3 All emergency and relocation drill alarms shall be sounded on the fire alarm system.



Emergency Evacuation Drills

20.2.3.1.4 Emergency evacuation drills shall be conducted at different hours of the day or evening, during the change of classes, when the school is at assembly, during the recess or gymnastic periods, or during other times to avoid distinction between drills and actual fires.



20.3.3 Day-Care Homes, including those considered Institutional Group I-4.

Emergency Egress and Relocation Drills

Not less than one emergency egress and relocation drill shall be conducted every month the facility is in session.



 20.4 Health Care Occupancies, including Institutional Group I-2

Evacuation and Relocation Plan and Fire Drills.

Not less than one emergency egress and relocation drill shall be conducted every month the facility is in session.



 Evacuation and Relocation Plan and Fire Drills

20.4.2.1. All employees shall be periodically instructed and kept informed with respect to their duties under the plan.

 Evacuation and Relocation Plan and Fire Drills

- ◆ Drills shall be conducted quarterly...
- ◆ A coded announcement shall be permitted to be used...

 **Procedure in Case of Fire**

Protection of Patient...
the proper protection of patients shall require the prompt and effective response of health care personnel

 **Staff Response**

All health care occupancy personnel shall be instructed in the use of and response to fire alarms.

 **Fire Safety Plan**

A written health care occupancy fire safety plan shall be provided.



 **Residential Board and Care Occupancies**

Including Residential Group R-4 and Institutional Group I-1

- ◆ Emergency Plan
- ◆ Resident Training
- ◆ Emergency Egress and Relocation Drills

 **Ambulatory Health Care Centers, including Business Group B**

- ◆ Evacuation and Relocation Plan and Fire Drills...
- written copies of a plan for the protection of all persons in the event of fire shall be made available to all supervisory personnel, for their evacuation to areas of refuge, and for their evacuation from the building when necessary.

 **Ambulatory Health Care Centers, including Business Group B**

- ◆ Proper protection protection of patients...
- shall require the prompt and effective response of ambulatory health care personnel.



Fire Safety Plan Ambulatory Health Care Centers, including Business Group B

A written fire safety plan shall include eight elements:

- ◆ Use of alarms
- ◆ Transmission of alarm
- ◆ Response to alarms
- ◆ Isolation
- ◆ Evacuation
- ◆ Preparation
- ◆ Extinguishment



Staff Response Ambulatory Health Care Centers, including Business Group B

All personnel shall be instructed...

1. response to fire alarms
2. use of the code phrase
3. aid of an endangered person
4. malfunction of fire alarm system



Detention and Correctional Occupancies, including Institutional Group I-3

- ◆ Attendants
- ◆ Evacuation Plan
- ◆ Fire Drills



Hotels, and Dormitories including
Residential Group R-1 and B and B

Hotel Emergency Organization...

- ◆ Employees of hotels shall be instructed and drilled in the duties they are to perform in the event of fire, panic, or other emergency.



Emergency Duties Hotels, and
Dormitories including *Residential Group R-1 and B and B*

Upon discovery of a fire, employees shall carry out the following duties:

- (1) Activate the facility fire protection signaling system, if provided
- (2) Notify the public fire department
- (3) Take other action as previously instructed

Apartment Buildings & Dormitories,
including Residential Group R-2

- ◆ Emergency Instructions for Residents of Apartment Buildings
- ◆ Drills in Dormitories



Mercantile Occupancies,
including Mercantile Group M

- ◆ In every Class A or Class B mercantile occupancy, employees shall be periodically trained in accordance with Section 10.6



Mercantile Occupancies,
including Mercantile Group M

Covered Mall Buildings

- ◆ **Lease Plan.** A lease plan shall be prepared for each covered mall building



Business Occupancies, including
Business Group B

Drills are required -

- ◆ In all business occupancy buildings occupied by more than 500 persons, or by more than 100 persons above or below the street level

 **Industrial Occupancies, including
Factory Industrial Groups F-1 and F-2**

Emergency Drills -

- ◆ Emergency drills of the on-site emergency response team shall be conducted on a regular basis but not less than once every three months. Records of drills conducted shall be maintained.

 **Storage Occupancies, including
Storage Groups S-1 and S-2**

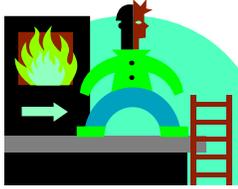
Emergency Plan and Employee Training is Required.

NFPA Employee Evacuation





LIFE SAFETY TEAM PROCEDURES
HIGH RISE BUILDINGS





Behavior during an emergency falls into four categories.

- ◆ AVOIDANCE –
- ◆ COMMITMENT –
- ◆ AFFILIATION –
- ◆ ROLE -



There are other factors that can affect an evacuation that we must keep in mind.

- ◆ CHILDREN - *always leave as a group and walk at the pace of the slowest child.*
- ◆ NORMAL TRAFFIC PATTERNS – *will determined the choice of many people for an evacuation route.*
- ◆ TIME - *We must keep the reality of time pressure foremost.*



Behavior during an emergency continued...

The safe evacuation of a public building in an emergency requires the user to engage in rapid and appropriate decision-making under stressful conditions.



Behavior during an emergency continued...

When an emergency occurs in a public building and an evacuation is required, it is expected that users will move quickly towards an area of safety.



Behavior during an emergency continued...

An emergency, such as a fire evacuation in a public building can be conceptualized in terms of problem solving and decision making.

 Problem solving involves four cognitive stages.

- ◆ The FIRST stage is *understanding the problem*.
- ◆ The SECOND stage is *developing a plan*.
- ◆ The SECOND stage is *developing a plan*.
- ◆ The FOURTH stage is *looking back*.

 **PSYCHOLOGICAL REACTIONS**
PANIC!!!

In a fire situation, human behavior is as complex as in all other areas of life, but the behavior that the press reports is not what is being noted upon analysis of an incident. "PANIC" accounts for less than 5% of the reactions to an incident and frequently, what is considered to be a "panic situation" is actually one of confusion, occasioned by not knowing what to do or how to behave.

 **Fleet Safe**

- ◆ High Rise Evacuation Plan
- ◆ Low Rise Evacuation Plan

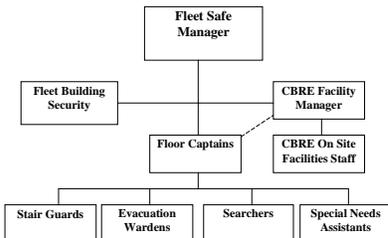
**LIFE SAFETY TEAM PROCEDURES for
HIGH RISE BUILDINGS**

- This program is not intended to cover all situations or emergencies which may arise.
- It is intended to serve as the primary direction in emergency situations.
- Employees have to exercise their discretion, judgment and intelligence in dealing with emergencies.

The Life Safety Team consists of:

- Fleet Safe Manager/Alternates
- Floor Captains/Alternates
- Evacuation Wardens
- Searchers
- Stair guards

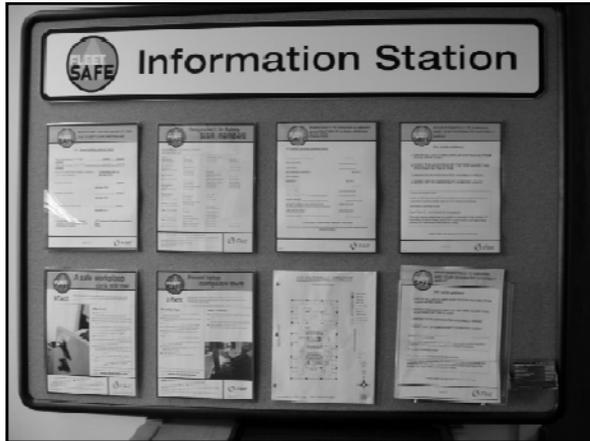
LIFE SAFETY TEAM



NOTE: Floor captains, in an emergency report to the Fleet Safe Manager. During day to day maintenance, CBRE will direct Floor Captains in support of the Fleet.

As a member of the Life Safety Team you need to know the following:

- POSTED EMERGENCY FLOOR PLAN FOR YOUR AREA.
- ALL EXITS ON YOU FLOOR.
- DESIGNATED ASSEMBLY AREAS.
- THE FIRE ALARM PULL STATIONS ON YOUR FLOOR AND HOW TO USE THEM.
- EMERGENCY PHONE NUMBERS.
- THE OTHER MEMBERS OF THE EVACUATION TEAM.
- SPECIAL NEEDS EMPLOYEES THAT MAY NEED ASSISTANCE DURING AN EVACUATION



FIVE MOST COMMON CATEGORIES OF EMERGENCIES:

- FIRE
- MEDICAL EMERGENCY
- HAZARDOUS MATERIALS SPILLS
- ODOR OF GAS OR GAS LEAK
- BOMB THREAT

FIRE

If there is a fire or smoke condition on your floor:

1. Immediately notify all building occupants and local Fire Department by activating the nearest fire alarm pull station.
2. When an evacuation signal is sounded, follow instructions given over voice evacuation system. Some buildings use horns/strobes for an evacuation signal.
3. Designated Life Safety Team Members will direct evacuation.
4. Proceed to down stair tower, then to pre-determined floor or area of congregation.
5. Report Fire Alarm to the Fleet Security Operations Center as soon as possible (800-233-3236)

MEDICAL EMERGENCY

If you are alerted to a medical emergency on your floor, follow these steps:

1. If you are by yourself, go immediately to step #3,
2. If there is someone in your immediate area (within shouting distance) alert them to the problem, request their assistance and go to step #3 while they provide aid and comfort.
3. Obtain an outside line, dial 911 (know your local emergency numbers if 911 is not in service in your area), provide the following information (speak clearly and slowly):
 - Your full name including the street address, city and state and the telephone number where you can be reached.

- The location of the injured person's (as specific as possible).
- The type of injury (e.g., cut, burn, severity of illness/injury).
- Any other pertinent information.
4. Stay on the line until you are sure the receiving party understands and until that party breaks the connection.
5. Notify SOC (1-800-233-3236), provide the same information as above.
6. Notify Building Security (if present in your facility) so that they may guide emergency response personnel. If you do not have building security, ask one of your co-workers to wait for and escort the response personnel.
7. Notify a Department Manager or Designee in the area.

HAZARDOUS MATERIALS SPILLS

If you are alerted to a hazardous spill on your floor, follow these steps:

1. STOP- DO NOT APPROACH! Assess from a safe distance.
2. Note location and size of spill.
3. No one should attempt to clean up the spill.
4. Direct all employees to a safe location.
5. Contact SOC (1-800-233-3236).
6. Notify Building Security (if present in your facility) so that they will respond and guide emergency response personnel. If you do not have building security, ask one of your co-workers to wait for and escort the response personnel.

HAZARDOUS MATERIALS SPILLS contd.

7. Notify a Department Manager or Designee in the area.
8. Fire Department, Security and Facilities Management will immediately be notified by the Operations Center.
9. Direct emergency response to the chemical spill.

NOTE: Response to a chemical spill requires special training and special equipment. Unless so trained or equipped, employees will limit their efforts to the protection of property, and evacuation (if necessary).

ODOR OF GAS OR GAS LEAK

If you are alerted to an odor or leak of gas on your floor, follow these steps:

1. Obtain an outside line, dial 911 (know your local emergency numbers if 911 is not in service in your area), provide the following information (speak clearly and slowly):
 - ♦ Speak clearly and slowly, giving:
 - ♦ Your full name including the street address, city and state and the telephone number where you can be reached.
 - ♦ The location of the odor or gas leak
 - ♦ Any other pertinent information.

ODOR OF GAS OR GAS LEAK
contd.

2. Contact SOC (1-800-233-3236).
3. Notify Building Security (if present in your facility) so that they will respond and guide emergency response personnel. If you do not have building security, ask one of your co-workers to wait for and escort the response personnel.
4. If a gas odor or unusual odor is confirmed by the Fire Department then the Fleet Safe Manager, Security and Facilities Management will immediately be notified.
5. If an emergency evacuation is ordered the evacuation is treated the same as a fire evacuation.

BOMB THREAT

If you receive a bomb threat see Appendix I for specific protocol.

- ◆ The decision to evacuate will be as per Fleet policy and/or by the direction of the on scene emergency response personnel.
- ◆ Bomb evacuations are the same as fire evacuations; once a decision has been made to evacuate pull the nearest fire alarm pull station and leave the building.
- ◆ If a suspicious device is found do not touch it, immediately report it to security or law enforcement.

ALL OTHER EMERGENCIES

1. Obtain an outside line, dial 911 (know your local emergency numbers if 911 is not in service in your area), provide the following information (speak clearly and slowly):
 - Speak clearly and slowly, giving:
 - Your full name including the street address, city and state and the telephone number where you can be reached.
 - The location of the odor or gas leak.
 - Any other pertinent information.
2. Contact SOC (1-800-233-3236).
3. Notify Building Security (if present in your facility) so that they will respond and guide emergency response personnel. If you do not have building security, ask one of your co-workers to wait for and escort the response personnel.

EVACUATION RESPONSIBILITIES

FLEET SAFE MANAGER

- ♦ Act as the Fleet executive at the scene, assuming responsibility for Fleet decisions and employee direction
- ♦ Conduct incident assessment, escalation and communication
- ♦ Coordinate the management of emergency situations, with Facilities, Security, Emergency Response Personnel, and Floor Captains to conduct incident
- ♦ Coordinate the management of emergency situations, with Facilities, Security, Emergency Response Personnel, and Floor Captains to conduct incident assessment, escalation and communication.
- ♦ The Fleet Safe Manager is responsible for communication, as soon as possible, to employees, LOB Heads and Crisis Management and SOC of any incident that has the potential to impact Fleet.

EVACUATION RESPONSIBILITIES contd.

- Specifically, Crisis Management will be called any time that an evacuation or business interruption exceeds or is anticipated to exceed thirty (30) minutes.
- Once clearance received from Emergency Response Personnel, makes business determination on facility re-entry, based upon advice from facilities and security.

FLEET SAFE MANAGER

In the Event of an Emergency Evacuation the Fleet Safe Manager will:

- ♦ Evacuate to (ENTER A SPECIFIC LOCATION FOR THE BUILDING)
- ♦ Receives roll call from Floor captains and give status to Emergency Response Personnel.
- ♦ Provide all known information to Emergency Response Personnel arriving on the scene.
- ♦ Immediately report any employee not accounted for and last known location.
- ♦ Immediately report any employee with injuries.

FLEET SAFE MANAGER contd.

6. Make decision to enter facility, relocate or send employees home based upon input from Security, Facility Management and Emergency Response Personnel.
7. When applicable in the case of inclement weather or when employee safety is compromised, make the determination to have the Floor Captains move (Department Managers/Supervisors) move employees to the secondary assembly point (As defined in the Business Resumption Plans).
8. If evacuation is greater than thirty (30) minutes, notify Crisis Management and provide information for the employee message line.

FLOOR CAPTAINS

Floor Captains (or alternate) will be responsible for coordinating Life Safety Personnel on a floor.

In The Event Of an Emergency Evacuation, the Floor Captain will:

1. Notify wardens to start the evacuation of the floor by having occupants use the closest uncontaminated fire exits. If all fire exits are contaminated by smoke or heat return to floor and notify Fire Department (911).
2. Lead employees by way of stairways to the designated floor or out of building if directed.
3. If directed to leave the building, goes to designated assembly area and display color flag for evacuees.

FLOOR CAPTAINS contd.

4. Receive "All Vacated" status from Evacuation Wardens.
5. Communicates "All Vacated" status to designated Fleet Safe Manager or alternate.
6. Report all occupants are accounted for to the Fleet Safe Manager or alternate.

EVACUATION WARDENS

In The Event of an Emergency Evacuation the Evacuation Warden will:

1. Alert all occupants in your area and direct them to the nearest exit.
2. Ensure all occupants have left assigned floor area and that no one is left behind.
3. Proceed to the closest stairway exit and relocates to the designated floor or leaves the building if directed by Emergency Personnel.
4. Report "All Vacated" status to Floor Captain.
5. Take roll call and reports status.

SEARCHERS

In The Event Of an Emergency Evacuation, the Searchers will:

1. Search restrooms, conference rooms, file rooms and open/private offices as directed.
2. Assure any special needs persons have received assistance.
3. Direct people to proceed to the nearest exit.
4. Proceed to designated stairway. Direct personnel to evacuate building via the stairwell. NOTE: Do not direct personnel to the roof unless directed by Emergency Personnel.

STAIR GUARD

In The Event Of an Emergency Evacuation, the Stair Guard will:

1. Proceed to the designated stairwell.
2. Keep stairwell doors free from obstructions, facilitates exit and directs traffic as needed.
3. Advise evacuating personnel to stay calm while proceeding to assembly area.
4. Exits building when everyone has left the floor and proceeds to assembly area.

Role of Facility Management
Company (CB Richard Ellis)

In the Event of an Emergency the facility management staff will: (If CB Richard Ellis is on site)

1. Investigate and validate incident, report to and Support Fleet Safe Manager.
2. Meet and assist emergency personnel.
3. Ensure incident information to reported to Fleet Safe Manager, SOC (800)-233-3236 and CBRE Call Center (1-800-984-3278).
4. Initiate action to restore facility systems.

SITE SECURITY

In the Event of an Emergency the facility security staff will: (If Allied Security on site).

1. Provide initial response to and containment of emergency.
2. Evaluate emergency and request appropriate outside emergency response.
3. Notification and safe evacuation of employees as per policy.
4. Provide primary contact/conduit for emergency personnel; assist as directed by the on scene emergency commander.
5. Supply incident information to SOC (1-800-233-3236) and Fleet Safe Manager.
6. Investigate incident and report to Fleet Corporate Security.
7. Support of Fleet Safe Manager.

FLEET SECURITY OPERATIONS
CENTER (SOC)

SOC personnel are on duty 24 hours per day. SOC personnel will coordinate emergency communications.

During the initial emergency, designated personnel have been instructed to communicate relevant information to the SOC by dialing 1- 800-233-3236.

In the Event of an Emergency, SOC will in turn notify, as appropriate:

- Emergency Personnel such as Police, Fire, EMS and other agencies as needed.
- Facility Management
- Crisis Management

**BUILDING FIRE
ALARM/PROTECTION SYSTEMS**

- The building fire alarm system is (Building Specific such as) an audible and visual alarm that can be heard *throughout the building*.
- The audible signal will be (Building Specific such as) by *voice message over voice evacuation system or an audible horn/strobe*.
- Wet or dry or pre-action sprinkler systems (Building Specific such as) *List systems where applicable*.
- Gaseous Extinguishing systems for computer rooms where applicable.

SPECIAL NEEDS PERSONNEL

- Arrangements for special needs evacuation will be coordinated on an individual basis by the Floor Captains.
- The Floor Captains will maintain a list and floor location of special needs personnel.

EVACUATION SUMMARY:

- 1. REPORT THE FIRE**
 - Pull the nearest fire alarm pull station. If none can be found telephone local fire department from a safe location.
- 2. IMMEDIATELY EVACUATE**
 - Proceed to closest uncontaminated stairwell.
 - Enter stairwell keeping to the right and hold onto the railing.
 - Re-enter the building at the pre-designated floor or if instructed otherwise, proceed to the ground level and exit the building.
 - Go to designated collection point.
- 3. STAY IN DESIGNATED AREA**
 - Roll call will be taken by Evacuation Wardens.

NOTES:

In most emergencies special needs personnel can be moved to a floor not affected by the incident and standby a stairwell to await rescue by the Fire Department.

Become familiar with the posted evacuation plan for your area. Locate evacuation routes, both stairwells and fire alarm pull stations.

Examples Evacuation Plans

Business Occupancies,
including Business Group B

Drills are required -

In all business occupancy buildings occupied by more than 500 persons, or by more than 100 persons above or below the street level

Fleet Safe High Rise Evacuation Plan

High Rise: Any building more than seven stories or 75' in height or beyond the reach of the local fire departments tallest ladder.



Fleet Safe Low Rise Evacuation Plan

Low Rise: Buildings less than seven stories or 75' in height



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Life Safety Team Procedures for
LOW RISE BUILDINGS
(BUILDINGS UNDER SEVEN STORIES OR LESS THAN 75 FEET IN HEIGHT)
The National Life Safety Code for buildings requires training and drills in any building occupied by more than 500 persons or more than 100 persons above or below the street floor.

INTRODUCTION

Congratulations for being concerned about your fellow employees and becoming a member of the LIFE SAFETY TEAM on your floor.

- This program is not intended to cover all situations or emergencies that may arise.
- It is intended to serve as the primary guidelines to be followed in emergency situations.
- Employees have to exercise discretion, judgment and common sense in dealing with emergencies.
- These procedures may be superseded by an order of the Emergency Services' responding incident commander.

The Life Safety Team consists of a Fleet Safe Manager/Alternates, Floor Captains/Alternates, Evacuation Wardens, Searchers, and Facilities/Security Personnel where applicable.

evacuation of occupants in the event of fire or other emergency.

Each building shall provide an Evacuation Warden for every 7,500 square feet of floor space or additional Wardens as may be needed depending on the number of departments. Additionally, there should be a team comprised of at least one male and one female Search Warden to search the rest rooms, conference rooms and lounges.

As a member of the Life Safety Team you should know the following:

THE LOCATION OF:

- Posted emergency floor plan for your area.
- All exits on your floor.
- Designated assembly areas.
- The fire alarm pull stations on your floor and how to use them.
- Emergency phone numbers (See appendix B)
- The other members of the evacuation team.
- Disabled/special needs employees who may need assistance during an evacuation.

FIVE MOST COMMON EMERGENCIES

1. FIRE

2. MEDICAL EMERGENCY

3. HAZARDOUS MATERIALS SPILLS

4. ODOR OF GAS OR GAS LEAK

5. BOMB THREAT

FIRE

If there is a fire or smoke condition on your floor follow these steps:

1. Immediately notify all building occupants and local Fire Department by activating the nearest fire alarm pull station.
2. When an evacuation signal is sounded, follow instructions given over voice evacuation system. Some buildings use horns/strobes for an evacuation signal.
3. Follow directions provided by designated Life Safety Team Members.
4. Proceed to pre-determined collection area outside of the building.
5. Report Fire Alarm to the Fleet Security Operations Center (SOC) as soon as possible (1-800-233-3236)

MEDICAL EMERGENCY

If you are alerted to a medical emergency on your floor, follow these steps:

1. If you are by yourself, go immediately to step #3.
2. If there is someone in your immediate area (within shouting distance) alert them to the problem, request their assistance and go to step #3 while they provide aid and comfort.
3. Obtain an outside line, dial 911 (know your local emergency numbers if 911 is not in service in your area), provide the following information (speak clearly and slowly):
 - Your full name, street address, city, state and the telephone number where you can be reached.
 - The location of the injured person(s) (as specific as possible).
 - The type of injury (e.g., cut, burn, severity of illness/injury).
 - Any other pertinent information.
4. Stay on the line until you are sure the receiving party understands the information and until that party breaks the connection.
5. Notify SOC (1-800-233-3236), provide the same information as above.
6. Notify Building Security (if present in your facility) so that they may guide emergency response personnel. If you do not have building security, ask one of your co-workers to wait for and escort the response personnel.
7. Notify a Department Manager or Designee in the area.

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HAZARDOUS MATERIALS SPILLS

If you are alerted to a hazardous spill on your floor, follow these steps:

1. STOP. DO NOT APPROACH! Assess from a safe distance.
2. Note location and size of spill.
3. No one should attempt to clean up the spill.
4. Direct all employees to a safe location.
5. Contact **SOC (1-800-233-3236)**.
6. Notify Building Security (if present in your facility) so that they will respond and guide emergency response personnel. If you do not have building security, ask one of your co-workers to wait for and escort the response personnel.
7. Notify a Department Manager or Designee in the area.
8. Fire Department, Security and Facilities Management will immediately be notified by the Operations Center.
9. Direct emergency response to the chemical spill.

NOTE: Response to a chemical spill requires special training and special equipment. Unless so trained or equipped, employees will limit their efforts to the protection of LIFE, and evacuation (if necessary).

ODOR OF GAS OR GAS LEAK

If you are alerted to an odor or leak of gas on your floor, follow these steps:

1. Obtain an outside line, dial 911 (know your local emergency numbers if 911 is not in service in your area), provide the following information (speak clearly and slowly):
 - Your full name, street address, city, state and the telephone number where you can be reached.
 - The location of the odor or gas leak.
 - Any other pertinent information.
2. Contact **SOC (1-800-233-3236)**.
3. Notify Building Security (if present in your facility) so that they will respond and guide emergency response personnel. If you do not have building security, ask one of your co-workers to wait for and escort the response personnel.
4. If a gas odor or unusual odor is confirmed by the Fire Department then the Fleet Safe Manager, Security and Facilities Management will immediately be notified.
5. If an emergency evacuation is ordered the evacuation is treated the same as a fire evacuation.

BOMB THREAT

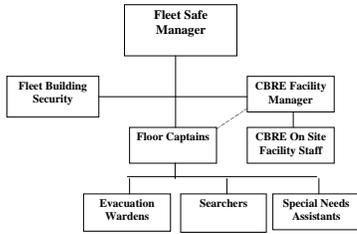
If you receive a bomb threat see Appendix I for specific protocol.

- The decision to evacuate will be made as per Fleet policy and/or by the direction of the on-scene Emergency Services personnel.
- Bomb evacuations are the same as fire evacuations; once a decision has been made to evacuate pull the nearest fire alarm pull station and leave the building.
- If a suspicious device is found do not touch it, immediately report it to security or law enforcement.

ALL OTHER EMERGENCIES

1. Obtain an outside line, dial 911 (know your local emergency numbers if 911 is not in service in your area), provide the following information (speak clearly and slowly):
 - Your full name, street address, city, state and the telephone number where you can be reached.
 - The nature and location of the emergency.
 - Any other pertinent information.
2. Contact **SOC (1-800-233-3236)**.
3. Notify Building Security (if present in your facility) so that they will respond and guide emergency response personnel. If you do not have building security, ask one of your co-workers to wait for and escort the response personnel.

LIFE SAFETY TEAM



NOTE: Floor captains, in an emergency, report to the Fleet Safe Manager. During day-to-day maintenance, CBRE will direct Floor Captains in support of the Fleet Safe Manager.

EVACUATION RESPONSIBILITIES

FLEET SAFE MANAGER

The Fleet Safe Manager (or alternate) is responsible for the overall safety and management of employees in an emergency situation affecting, or occurring in, their building.

The Fleet Safe Manager (or alternate) is the primary business contact for Security, Facilities and Emergency Services personnel (Fire, Police, etc.). The Fleet Safe Manager will ensure all direction received from Emergency Services is followed. In the absence of Emergency Services, the Fleet Safe Manager will make all final decisions, after obtaining input from Security and Facilities, concerning Fleet personnel safety.

The Fleet Safe Manager is responsible for the following:

- Act as the Fleet executive at the scene, assuming responsibility for Fleet decisions and instructions to employees.
- Coordinate the management of emergency situations with Facilities, Security, Emergency Services personnel, and Floor Captains to conduct incident assessment, escalation and communication.
- The Fleet Safe Manager is responsible for communication, as soon as possible, to employees in higher areas, LOB Heads, Crisis Management and SOC of any incident that has the potential to impact Fleet.
- Specifically, Crisis Management will be called any time that an evacuation or business interruption exceeds, or is anticipated to exceed, thirty (30) minutes.
- Once clearance is received from Emergency Services personnel, the Fleet Safe Manager shall make a business decision regarding facility re-entry, based upon advice from Facilities and Security.

FLEET SAFE MANAGER

In the event of an emergency evacuation the Fleet Safe Manager will:

1. Evacuate to designated areas, assigned by evacuation Floor Captains
2. Receive roll call from Floor Captains and give status to Emergency Services personnel.
3. Provide all known information to Emergency Services personnel arriving on the scene.
4. Immediately report any employee not accounted for and his/her last known location.
5. Immediately report any employee with injuries.
6. Once authorized by Emergency Services personnel, make the decision to enter facility, relocate or send employees home based upon input from Security, Facility Management and Emergency Services personnel.
7. When applicable in the case of inclement weather or when employee safety is compromised, make the determination to have the Floor Captains (or Department Managers/Supervisors) move employees to the secondary assembly point (as defined in the Business Resumption Plans).

FLOOR CAPTAINS

Floor Captains (or alternate) will be responsible for coordinating Life Safety Personnel on a floor.

In the event of an emergency evacuation, the Floor Captain will:

1. Notify Evacuation Wardens to start the evacuation of the floor by having occupants use the closest uncontaminated fire exits. If all fire exits are contaminated by smoke or heat return to floor and notify Fire Department (911).
2. Lead employees down or up stairways (if building is more than one story) and out of the building to the pre-determined collection point.
3. When at designated collection point, displays color flag for evacuees.
4. Receive "All Vacated" status from Evacuation Wardens.
5. Communicate "All Vacated" status to designated Fleet Safe Manager (or alternate).
6. Report all occupants are accounted for (or unaccounted for) to the Fleet Safe Manager.

EVACUATION WARDENS

In the event of an emergency evacuation the Evacuation Warden will:

1. Alert all occupants in your area and direct them to the nearest exit.
2. Ensure all occupants have left assigned floor area and that no one is left behind.
3. Proceed to the closest stairway exit (if building is more than one story) and leaves the building.
4. Report "All Vacated" status to Floor Captain.
5. Take roll call at assembly area and report status.

SEARCHERS

In the event of an emergency evacuation, the Searchers will:

1. Search restrooms, conference rooms, file rooms and open/private offices as directed.
2. Assure any disabled/special needs persons have received evacuation assistance.
3. Direct people to proceed to the nearest exit and leave the building.

Facility Management Company

In all Fleet facilities, CBRE Manages the Life Safety Plan including designation, tracking and training of all positions. During the normal course of business, CBRE will support the Fleet Safe Manager in the administration of this plan. However, some leased facilities have an independent management company, in those cases, CBRE will support the Fleet Safe Manager in coordinating Life Safety Plan with Landlords Management Company to avoid conflicts.

In the event of an emergency the Facility Management staff will:
(If CB Richard Ellis is on site)

1. Investigate and validate incident, report to and support Fleet Safe Manager.
2. Meet and assist Emergency Services personnel.
3. Ensure incident information is reported to Fleet Safe Manager, SOC (800) 233-3236 and CBRE Call Center (800) 984-3278.
4. Intiate action to restore facility systems.

ON SITE SECURITY

In the event of an emergency the facility Security staff will: *(If Allied Security on site).*

1. Provide initial response to and containment of emergency.
2. Evaluate emergency and request appropriate outside emergency response.
3. Notify and safely evacuate employees as per policy.
4. Provide primary contact/conduit for Emergency Services personnel; assist as directed by the on-scene emergency commander.
5. Supply incident information to SOC (800) 233-3236 and Fleet Safe Manager.
6. Investigate incident and report to Fleet Corporate Security.
7. Support the Fleet Safe Manager.

FLEET SECURITY OPERATIONS CENTER (SOC)

SOC personnel are on duty 24 hours per day. SOC personnel will coordinate emergency communications.

During the initial emergency, designated personnel have been instructed to communicate relevant information to the SOC by dialing **1-800-233-3236**.

In the event of an emergency, SOC will notify as appropriate:

- Emergency Services personnel such as Police, Fire, EMS and other agencies as needed
- Corporate Security
- Facility Management
- Crisis Management

BUILDING FIRE ALARM/PROTECTION SYSTEMS

- The building fire alarm system is an audible and visual alarm that can be heard *throughout the building* .
- The audible signal will be by *voice message over voice evacuation system or an audible horn/strobe*.
- Wet or dry or pre-action sprinkler systems
- Gaseous Extinguishing systems for computer rooms (Halon)

DISABLED/SPECIAL NEEDS PERSONNEL

- Arrangements for disabled/special needs evacuation assistance will be coordinated on an individual basis by the Floor Captains.
- The Floor Captains will maintain a confidential list and floor location of special needs personnel.

EVACUATION SUMMARY:

1. REPORT THE FIRE

- Pull the nearest fire alarm pull station. If none can be found telephone local fire department from a safe location.

2. IMMEDIATELY EVACUATE

- Proceed to closest uncontaminated stairwell, if a multi-story building.
- Enter stairwell keeping to the right and hold onto the railing, if a multi story building.
- Exit the building when at ground level.
- Go to designated assembly area.

3. STAY IN DESIGNATED AREA

- Roll call will be taken by Evacuation Wardens.

4. RE-ENTRY

- Only the Emergency Services personnel can give authorization to re-enter an evacuated facility, even in the case of a false alarm.
- Once Emergency Services personnel give authorization, the Fleet Safe Manager will make the decision to re-enter.
- Ensure that safety rules are adhered to while re-entering.

NOTE: In most emergencies disabled/special needs personnel can be moved to an area not affected by the incident and remain by a stairwell to await rescue by the Fire

APPENDIX A

EQUIPMENT

**All Life Safety Team Members will wear distinguishing vests.
Multi-channel hand-held communicators will be used by Captains and Wardens only where applicable**

Fleet Safe Manager Kit
Lime Green Vest
Flashlight
Clipboard with pen
Department Check List
Whistle
Bottle of Water/Cloth
Paper towel
Color Coded Bag

Floor Captain Kit
Vest
Flashlights (2)
Floor Flag
Roll Call List
Clipboard with attached pen
Bottle of Water/Cloth
Color Coded Bag

Searchers Kit
Vest
Flashlight
Bottle of Water/Cloth
Color Coded Bag

Evacuation Warden Kit
Flashlights (2)
Roll Call List
Clipboard with attached pen
Bottle of Water/Cloth
Color Coded Bag

FLEET SAFE MANAGER – QUICK REFERENCE SHEET

(Remove and post in your office)

In the event of an emergency evacuation the Fleet Safe Manager will:

Evacuate to: building 1075 loading dock.

1. Receive roll call from Floor Captains and give status to Emergency Services personnel.
2. Provide all known information to Emergency Services personnel arriving on the scene.
3. Immediately report any employee not accounted for and his/her last known location.
4. Immediately report any employee with injuries.
5. Make decision to enter facility, relocate or send employees home based upon input from Security, Facility Management and Emergency Services personnel.
6. When applicable in the case of inclement weather or when employee safety is compromised, make the determination to have the Floor Captains (or Department Managers/Supervisors) move employees to the secondary assembly point (as defined in the Business Resumption Plans).
7. If evacuation is greater than thirty (30) minutes, notify Crisis Management and provide information for the employee message line.

FLOOR CAPTAINS – QUICK REFERENCE SHEET

(Remove and post in your office)

In the event of an emergency evacuation, the Floor Captain will:

1. Notify Evacuation Wardens to start the evacuation of the floor by having occupants use the closest uncontaminated fire exits. If all fire exits are contaminated by smoke or heat return to floor and notify Fire Department (911).
2. Lead employees by way of stairways to the outside of the building.
3. Go to designated assembly area and display color flag for evacuees.
4. Receive "All Vacated" status from Evacuation Wardens.
5. Communicate "All Vacated" status to designated Fleet Safe Manager (or alternate).
6. REPORT ALL OCCUPANTS ARE ACCOUNTED FOR (or unaccounted for) TO THE FLEET SAFE MANAGER.

EVACUATION WARDENS – QUICK REFERENCE SHEET

(Remove and post in your office)

In the event of an emergency evacuation the Evacuation Warden will:

1. Alert all occupants in your area and direct them to the nearest exit.
2. Ensure all occupants have left assigned floor area and that no one is left behind.
3. Proceed to the closest stairway exit and leave the building if directed by Emergency Services personnel.
4. Report "All Vacated" status to Floor Captain.
5. Take roll call and reports status.

SEARCHERS – QUICK REFERENCE SHEET

(Remove and post in your office)

In the event of an emergency evacuation, the Searchers will:

1. Search restrooms, conference rooms, file rooms and open/private offices as directed.
2. Assure any disabled/special needs persons have received evacuation assistance.
3. Direct people to proceed to the nearest exit.
4. Proceed to designated stairway. Direct personnel to evacuate building, via the stairwell if a multi story building. NOTE: Do not direct personnel to the roof unless directed by Emergency Services personnel.

FACILITY MANAGEMENT – QUICK REFERENCE SHEET

(Remove and post in your office)

In the Event of an Emergency the facility management staff will: (If CB Richard Ellis is on site)

1. Investigate and validate incident, report to and Support Fleet Safe Manager.
2. Meet and assist emergency personnel.
3. Ensure incident information to reported to Fleet Safe Manager, SOC (800)-233-3236 and CBRE Call Center (1-800-984-3278).
4. Intiate action to restore facility systems.

SITE SECURITY – QUICK REFERENCE SHEET

(Remove and post in your office)

In the Event of an Emergency the facility security staff will: (If Allied Security On Site)

1. Provide initial response to and containment of emergency.
2. Evaluate emergency and request appropriate outside emergency response.
3. Notify and safely evacuate employees as per policy.
4. Provide primary contact/conduit for emergency personnel; assist as directed by the on scene emergency commander.
5. Supply incident information to SOC (1-800-233-3236) and Fleet Safe Manager.
6. Investigate incident and report to Fleet Corporate Security.
7. Support the Fleet Safe Manager.

Fleet Safe Evacuation Video