

Emergency Procedures Handbook

Fireweed Business Center
725 E. Fireweed Lane
Anchorage, Alaska 99503
(May 2017)



EMERGENCY TELEPHONE NUMBERS

Anchorage Fire Department	911
Anchorage Police Department	911
Emergency Medical Services	911
(Tenants may have to dial a number first to reach an outside line, and then dial 911)	

PROPERTY MANAGEMENT

PTP Management, Inc. (24 Hours)	907.561.4010
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BUILDING SECURITY

Doyon Universal Services, LLC	907.263.5172
First Floor Security Desk	
(Staffed Monday-Friday from 7:30 a.m.-5:30 p.m., excluding certain holidays.)	

EMERGENCY TELEPHONE NUMBERS

MEDICAL EMERGENCY

If an accident or illness of any person occurs in your office area, you should:

1. Immediately dial 911
2. Be prepared to provide the following information:
 - a. Your name and telephone number with extension
 - b. The building address: 725 E. Fireweed Lane
 - c. Location of victim (suite, floor, lobby, etc.)
 - d. The name, gender, and approximate age (if known) of the victim
 - e. The nature of the injury or illness, and whether the victim is:
 - (1) conscious
 - (2) breathing without assistance
 - (3) bleeding.

THINGS TO DO

- **Remain calm, do not panic**
- Remain with the victim until the Emergency Medical Services (EMS) responders arrive. Do not move the victim unless absolutely necessary.
- Notify **Building Security** of the location of the medical emergency so that they can direct the EMS appropriately when they arrive.
- An AED is located in the 3rd floor kitchen and in the shipping and receiving area on the 1st floor. Tenants are encouraged to post and distribute the names of all employees trained in First Aid/CPR within their respective office suites. If tenants have Automated External Defibrillators (AEDs), they should also publicize to their employees the location(s) and those persons trained in the use of the AED.

FIRE PROCEDURE

If you see flames or smoke, smell smoke or something that is definitely burning:

1. Activate the building alarm(s), and call 911. The report of the fire should include:
 - a. The building address: 725 E. Fireweed Lane
 - b. Location of the fire
 - c. Type of fire
 - d. Severity of the fire
 - e. Employees, tenants or visitors who are known to be injured or unable to evacuate.
2. Evacuate the building through the nearest stairwell, closing doors on your way out. **Do not** use the elevator or re-enter the building unless authorized to do so.
3. **Do not** attempt to use the fire extinguisher unless specifically trained to do so and if permitted by your employer.
4. Go to your designated area in the parking lot and check in with your designated Evacuation Leader (**See Assembly Areas for Evacuation page**). Evacuation Leaders shall notify **Building Security** if anyone is missing or injured.

Please note that the Fireweed Business Center is equipped with an advanced fire safety technology system designed to facilitate safe and orderly evacuations that alert occupants to evacuate the buildings on a floor by floor basis starting with the floor most closely effected by the emergency.

THINGS TO DO

- **Remain calm, do not panic.**
- If caught in heavy smoke, drop low to the floor and cover your mouth and nose with a cloth. Take short breaths and crawl to the nearest exit.
- If your clothes catch fire, stop wherever you are, drop to the floor, and roll over to smother the flames.
- Close office doors to help prevent the spread of fire.
- If trapped indoors, go to a room with an outside window, call 911 and stay where rescuers can see you. Wave a light-colored cloth to attract attention, and stuff clothing, towels or newspapers around the cracks in the door to prevent smoke from entering the room.

EARTHQUAKE PROCEDURE

Most earthquakes are generally minor in nature, causing little or no damage. Regardless of the magnitude, employees, tenants and visitors should exhibit caution at the onset of an earthquake. In the event of an earthquake, you should:

1. Stay clear of exterior walls, glass items, windows, and file cabinets
2. Take cover under desks or heavy furniture. If there is no heavy furniture near you, cover your face and head with your arms and crouch in an inside corner of the building.
3. Use a doorway for shelter only if it is in close proximity to you and if you know that it is a strongly supported, load-bearing doorway.
4. Stay inside until the earthquake has stopped. Running outside could expose you to hazards such as falling objects, downed power lines or unstable ground surfaces.
5. **NEVER** use the elevator. If you are in an elevator, evacuate at the first available floor.
6. Be prepared to evacuate the building upon direction from the Building Security and only after the earthquake has stopped.
7. **Remain calm, do not panic.**

VOLCANO PROCEDURE

Volcanic ash can be harsh, acidic, gritty and may smell like sulfur. Fine ash can be extremely slippery, which can create both driving and walking hazards. Heavy ash can reduce sunlight and damage machinery.

In the event of a potential or actual volcanic eruption, tenants should be prepared for possible ash fall by having proper Personal Protection Equipment (PPE) on site, and materials to cover equipment. During an ash fall:

1. Remain indoors
2. Close windows and doors
3. Cover and do not operate sensitive equipment such as computers and copiers
4. Wear proper PPE to clean up the ash if requested to do so.

BOMB THREAT PROCEDURE

Most bomb threats are made via the telephone. Bomb threats should be taken seriously. If you receive a bomb threat, you should:

1. Use the **Telephone Bomb Threat Checklist** on the back of this page
2. After the call has been terminated by the caller, call 911 immediately and report the bomb threat
3. Call **Building Security** and report the bomb threat and the call to 911
4. Provide any assistance to the police.

SUSPICIOUS MAIL/PACKAGE PROCEDURE

If you receive a suspicious letter or package, you should:

1. Contact **Building Security**
2. Refrain from handling the letter or package
3. Refrain from using cellular phones or a radio in the area of the letter or package as radio waves have the potential to detonate an explosive device.

Building Security shall assess the nature of the suspicious letter or package and, if necessary, call 911.

TELEPHONE BOMB THREAT CHECKLIST

1. **LISTEN.** Do not interrupt the caller. **Write down all information provided by the caller.**

Questions to ask the caller (if possible):

1. When is the bomb going to explode?
2. Where is the bomb located?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your name?
9. What is your address?

Exact wording of threat:

REPORT CALL IMMEDIATELY TO: 911

Your name: _____

Date/time call was received: _____

Caller Information (check all that apply)

☐ Male ☐ Female ☐ Adult ☐ Youth

Caller's voice

<input type="checkbox"/> Calm	<input type="checkbox"/> Nasal	<input type="checkbox"/> Rapid	<input type="checkbox"/> Angry
<input type="checkbox"/> Stutter	<input type="checkbox"/> Deep	<input type="checkbox"/> Excited	<input type="checkbox"/> Lisp
<input type="checkbox"/> Soft	<input type="checkbox"/> Slow	<input type="checkbox"/> Whisperer	<input type="checkbox"/> Loud
<input type="checkbox"/> Raspy	<input type="checkbox"/> Slurred	<input type="checkbox"/> Other _____	

Background sounds

<input type="checkbox"/> TV/Radio	<input type="checkbox"/> Traffic	<input type="checkbox"/> Train
<input type="checkbox"/> House noises	<input type="checkbox"/> Music	<input type="checkbox"/> Voices
<input type="checkbox"/> Office machinery	<input type="checkbox"/> PA system	<input type="checkbox"/> Other _____

Threat language

<input type="checkbox"/> Well spoken	<input type="checkbox"/> Foul	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Taped message	<input type="checkbox"/> Irrational	<input type="checkbox"/> Other _____

WORKPLACE VIOLENCE PROCEDURE

Workplace violence is an act of aggression causing emotional or physical harm to a person or persons while those persons are at work. Workplace violence can be perpetrated by employees, former employees, current and former partners and spouses of employees as well as by customers and strangers. For general guidance on how to respond to workplace violence, refer to the **Workplace Violence Checklist** on the back of this page.

ACTIVE SHOOTER PROCEDURE

An active shooter/ hostile intruder is an individual actively engaged in killing or attempting to kill people in a confined and populated area. Most active shooter situations are unpredictable, evolve quickly, and are over within minutes.

THINGS TO DO

1. EVACUATE

- If there is an accessible escape path, attempt to evacuate the premises, have an escape route and plan in mind.
- Evacuate regardless of whether others are in agreement to leave and help others evacuate, if possible.
- Leave your belongings behind.

2. HIDE

- If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
- Your hiding place should:
 - Be out of the active shooter's view.
 - Provide protection if shots are fired in your direction
 - Call 911 and advise of your location, if possible.

3. FIGHT, IF LIFE IS IN IMMINENT DANGER

- Remain calm
- Call 911 to alert police to the shooter's location in the building. If you cannot speak, leave the phone on so that police can hear what is going on.
- Attempt to disrupt or incapacitate the shooter **ONLY** when your life is in imminent danger. Take aggressive action, throw items or use items as offensive weapons.

4. When first responders arrive,

- Keep your hands visible
- Follow all instructions

LOCKDOWN PROCEDURE

There may be cause to "lockdown" the Fireweed Business Center such that tenants and visitors should remain where they are and not move freely about the building. In the event of an emergency situation that poses a threat to the building and/or its occupants, Building Security will notify tenants and visitors of a lockdown via the Fireweed Business Center's mass notification system. Tenants shall follow Building Security's direction and remain in lockdown until Building Security and/or the Anchorage Police Department release the lockdown by notifying tenants the building is safe. At that time, business can resume as normal.

WORKPLACE VIOLENCE CHECKLIST

When threatened by a person or witnessing a threat:

- ☐ Remain calm
- ☐ Speak softly and clearly, and maintain eye contact
- ☐ Take all necessary precautions to ensure your safety and the safety of others
- ☐ Do not attempt to call for assistance while talking to the person
- ☐ Do not threaten or argue with the person
- ☐ When it is safe to do so, make all appropriate notifications, or signal someone to make the appropriate notifications to:
 - 911
 - Building Security.

If the person has a weapon, or if you think he/she has a weapon:

- ☐ Remain calm
- ☐ Speak softly and clearly, and maintain eye contact
- ☐ Cooperate fully with demands
- ☐ Do not try to grab the weapon or overpower the person
- ☐ Do not make any sudden movements
- ☐ When it is safe to do so, make all appropriate notifications, or signal someone to make the appropriate notifications to:
 - 911
 - Building Security.
- ☐ Provide as much information as possible to authorities:
 - Your name
 - Injuries, if any
 - Identity or description of the person
 - Last known location of the person.
- ☐ Follow all instructions given by authorities and/or Building Security.

BUILDING EVACUATION PROCEDURE

In the event of a building evacuation, **all employees, tenants and visitors** shall leave the building immediately upon hearing the alarm or upon notification of an evacuation. You should know who your Evacuation Leader is, and you should be familiar with stairwell locations and evacuation routes.

THINGS TO DO

1. **Remain calm, do not panic.** Keep talking to a minimum.
2. Use the stairs, not the elevator
3. Walk, do not run
4. Once out of the building, proceed to your designated assembly area in the parking lot (**See Assembly Areas for Evacuation page**), and check in with your Evacuation Leader.
5. In the event of extreme cold or inclement weather, Building Security may direct the Evacuation Leader to move to an Alternate Assembly Area.
6. Do not leave the designated assembly area. The building must be determined to be safe for occupancy by Building Security and/or the Anchorage Police Department or Fire Department before tenants and visitors are permitted to re-enter the building.

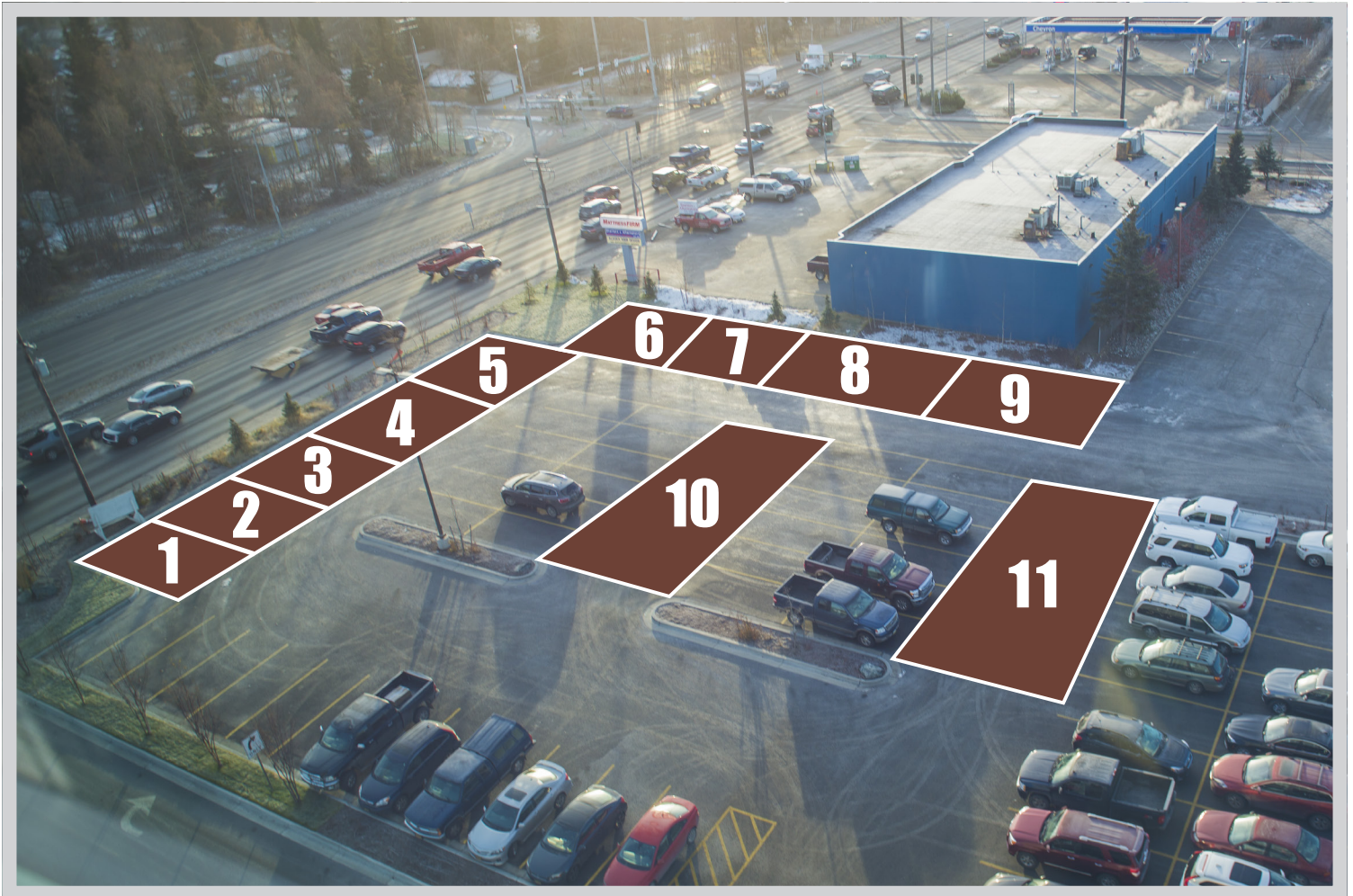
Evacuation Leaders

Tenants shall each appoint an appropriate number of Evacuation Leaders and Alternates and ensure **Building Security** has an updated list of such persons. Evacuation Leaders shall undergo appropriate training regarding stairwell locations, evacuation routes, and emergency procedures.

Each Evacuation Leader or Alternate is responsible for the accounting of all employees within his or her designated area. Upon reaching the outside evacuation assembly area, the Evacuation Leader/Alternate, or employer, shall display the appropriate color-coded card to Building Security.

Color Code	Description
Green	All employees are safe and accounted for
Blue	Minor injury (first aid needed)
Yellow	Major injury (greater than first aid)
Red	Missing employee

BUILDING EVACUATION ASSEMBLY AREAS



- ① **CIRI Legal/Tax**
- ② **CIRI HR**
- ③ **CIRI IT**
- ④ **CIRI Accounting/ Business Development**
- ⑤ **CIRI Shareholder Relations**
- ⑥ **CIRI Real Estate/ Lands/ Energy**
- ⑦ **CIRI Executive/ Corporate Communications/ Risk Management/ Government Contracting**
- ⑧ **Timber Coffee House**
- ⑨ **Sonosky Chambers Sachse LLP**
- ⑩ **Stantec**
- ⑪ **Umialik Insurance Company**

ASSEMBLY AREAS FOR EVACUATION