

# BROADWAY STATION

900 & 990 SOUTH BROADWAY  
100 EAST TENNESSEE  
DENVER, CO 80209



## EMERGENCY PROCEDURES MANUAL

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PROFESSIONALLY MANAGED BY:

ACP PROPERTY SERVICES

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## 1. INTRODUCTION

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Building Management is proud of Broadway Station and the services we provide for the safety, comfort, and convenience of our tenants.

In the interest of assuring a safe work environment, we have provided this Emergency Preparedness Manual to assist tenants in the development and implementation of their own emergency plans. The manual is not intended to dictate an emergency response strategy, but to provide relevant information on the property site, building structure, and its components, so that emergency plans may be created and the likelihood of an emergency event may be assessed in an informed manner. **It is the responsibility of the tenant to become fully aware of all emergency and safety procedures and properly instruct its employees.**

Building Management's involvement focuses primarily on the implementation of safety measures and ensuring the adequate performance of the building's detection, notification and communication systems in place to respond to emergencies.

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## **2. SITE**

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### **General**

Broadway Station encompasses two buildings and a parking structure laid out in campus style setting.

#### ***900 Building***

The 900 building was constructed in 1904 and fully renovated in 2006. Its construction consists of poured in place concrete beams, columns, and floors. The exterior façade consists of brick and glass. It is equipped with a life safety system constructed in accordance with the Denver Fire Code requirements in effect in 2006.

#### ***990 Building***

The 990 building was constructed in 1985 and fully renovated in 2006. Its construction consists of poured in place concrete, steel floor trusses, and has steel pan deck floors with a concrete overlay. Floors two thru four have a raised flooring system. The exterior façade consists of brick and glass. It is equipped with a life safety system constructed in accordance with the Denver Fire Code requirements in effect in 2006.

#### ***100 Parking Structure***

The 100 structure was constructed in 2007. The structure serves as a parking facility with office space on the lowest level that consists of just over 10,000 square feet. The four story structure is constructed with structural-reinforced steel, precast concrete forms with metal decking and masonry. The structure is equipped with a life safety system constructed in accordance with the Denver Fire Code requirements in affect in 2007.

The buildings are located on the corner of Broadway and I-25. The building address(s) is:

900 & 990 South Broadway, Denver, CO 80209  
100 East Tennessee, Denver, CO 80209

### **Climatological Data**

The site experiences wind velocities of from 80 to 90 mph with Exposure C, as defined by UBC 1991. This zone is in an area where moderate wind hazards are anticipated. The rainfall intensity in the site area is reported to be a maximum of 4.8 inches per hour lasting over a 5-minute period. Average monthly precipitation based on historical data ranges from 0.5” in January to 2.4” in July. Annual snowfall structural loading is rated at 15 to 20 psf, with a caution that extreme local variations are possible in this area. Average monthly temperatures based on historical data range from below 30-degrees Fahrenheit in January to 94-degrees in July. These seasonal variations in climate will substantially impact the performance of all building systems and materials.

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## **3. BUILDING COMPONENTS**

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### **Structure**

#### ***900 Building***

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### **Fire Detection, Suppression & Notification Systems**

#### **Smoke/Heat Detection**

The building is equipped with an automated early warning fire detection system that is monitored by an agency that, in the event of an alarm, will inform the Denver Fire Department of the alarm. In addition, all alarms sound in the building lobby on the ground level. The components of the system include the following:

1. Smoke detectors located at each stairwell, in the electrical rooms, in the mechanical rooms, in the elevator shafts, and in the elevator lobby on each floor.
2. Heat detectors located in the janitorial rooms and restrooms on each floor.
3. In the event heat or smoke is detected, an alarm is transmitted to the Fire Panel located in the lobby of the building. In addition, an automatic alarm is transmitted to the Denver Fire Department. The Fire Panel in the lobby will graphically display the location of the alarm.

#### **Fire Sprinklers**

Each floor has fire suppression sprinkler heads, which are automatically activated by heat or flame and which also automatically transmit an alarm to the Denver Fire Department via a monitoring agency and cause the building alarm system to sound.

Each sprinkler head, when activated by heat, provides water to a radius of 100 square feet at a rate of 25 gallons per minute.

### **Fire Alarm Manual Pull Stations, Fire Standpipe Valves and Fire Extinguishers**

The building is equipped with the following equipment for the Denver Fire Department, building personnel, and building occupants:

1. Fire alarm manual pull stations are installed at all fire exit stair enclosures within the building. These are activated by pulling on the alarm handle. Once the manual pull box is activated, an alarm will sound and a signal is automatically transmitted to the Fire Panel located in the Lobby. The monitoring agency immediately dispatches the Denver Fire Department.
2. Fire standpipe valves are found in the fire extinguisher cabinets located near fire exit stair enclosures and labeled “Fire Valve and Extinguisher.” These valves are supplied by vertical standpipe risers. In an emergency, water under high pressure is provided to the standpipes by the building fire pump and/or Fire Department pumps.
3. Fire extinguishers are located in the fire extinguisher cabinets near fire exit stair enclosures and labeled “Fire Valve and Extinguisher.” If the fire is small and users are properly trained, these extinguishers may be used by building occupants and personnel. Fire extinguishers are inspected and recharged annually.

### **Emergency Power and Lighting Systems**

An emergency power generator is located in the parking lot between the two buildings. The generator provides power within 10 seconds of a power outage to the following areas in the event power is lost to the building:

- Emergency lighting serving:
  1. Stairwells
  2. Exit lights
  3. Exit corridors
  4. Tenant suites (limited lighting)
- Fire alarm and detection system
- Passenger elevators (for emergency use only)
- Fire pump

### **Elevator Emergency Controls**

Elevator emergency controls are automatically activated in the event that the smoke detectors in the elevators lobbies are activated.

- Phase I: Immediately upon receiving a fire alarm at any elevator landing, all elevators return to the ground floor and discharge all passengers. The elevator doors remain open for use by the Denver Fire Department

- Phase II: The Fire Department is able to use the elevators through a fire control key switch within the elevator. While under Fire Department control, the elevators cannot be summoned to any building level.

## **Location of Key Components**

### ***900 Building***

- Fire pump, and sprinkler control valves are located in the fire pump room, which is located at the north end of the enclosed tenant-parking garage.
- The main fire water entrance is located in the basement on the west wall towards the middle of the building
- Fire sprinkler sectional valves are located on each floor near the south stairwell. The Basement level sectional valves are located in a closet near the chiller room door.

### ***990 Building***

- Fire pump, and sprinkler control valves are located in the fire pump room, which is located at the North West end of the basement level.
- The main fire water entrance is located in the south west corner of the parking garage behind the garage exhaust fan.
- Fire sprinkler sectional valves are located on each floor behind the passenger elevator shaft. The Basement level sectional valves are located in the tenant storage area and the parking garage.

### ***100 Building***

- The fire sprinkler control valves are located in water supply closet along the North side of the Building.
- The main fire water entrance is located on the North side of the Building next to the water supply closet.
- The Manual dry Standpipes for the unoccupied areas are located in every required stairway. The F.C.C. (Fire Control Center) is located in the electrical closet behind the south end of the elevator shaft.

## **Security Systems**

Building access functions are coordinated through the Management office located at the 990 building on the second floor. There is also a security guard present to patrol the building, the building perimeter, and the garage between 7:00 am and 7:00 pm to provide response capabilities for alarms registered during these hours. After these hours, a roving security guard patrols the building grounds.

The various aspects of the building's security system are described below:

The Security guards duties include the following:

- a. Assist employees and visitors.
  - b. Help to find and respond to maintenance problems.
  - c. Inform management of security and safety issues.
  - d. Implement the life safety plan during emergencies.
  - e. Assist in managing the loading dock.
  - f. Deterrence against the loss of personal and company property.
  - g. Adherence of safety and property rules and standards.
  - h. Monitor the fire panels for fire prevention/protection.
1. Broadway Station is open to tenants, visitors, contractors, and the general public during normal business hours.

## **Communications**

During business hours, the Management and Engineering teams communicate via telephones, cellular phones, and electronic mail (email). The management office is also equipped with an emergency radio and a modem for internet access.

## **Americans with Disabilities Act**

Broadway Station provides site accessibility for the disabled. Access to the lobby and public toilets are facilitated with curb and wheelchair ramps, low thresholds and automatic door operation compliant with ADA requirements. Elevators are accessible and equipped with ADA compliant emergency communications, signals, controls, and signage. Common space corridors, tenant spaces and restrooms are equipped with an ADA compliant horn/strobe combination.



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## 4. BUILDING MANAGEMENT

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### **Building Management Procedures**

The general steps taken by Building Management to handle emergency situations are:

**Prevention** – Compliance with regulatory codes and local authorities; proper maintenance of building systems; implementation of safety measures; and proper planning for an emergency event.

**Detection** – The buildings are equipped with monitoring systems for problems which originate within the complex.

**Notification** – Once a problem is identified, the first and most important task of the Building Management is to give immediate notice to the appropriate authorities (police department, fire department, etc.) and then assist these authorities in informing the building occupants at risk.

**Communication** – The Management Office is equipped with a phone system, cellular phones, megaphones, and a modem for internet access.

**Evacuation** – Should the buildings require evacuation, the fire alarm horns and strobes are manually activated and Building Management will assist the authorities to provide direction through the use of megaphones, telephone call, and/or email.

**Control/Mitigation** – Any actions necessary to reduce the impact of the emergency are taken immediately.

**Documentation** – Building Management maintains detailed records on the project's maintenance, patrols, incidents and inspections. During an emergency, relevant information is logged for future reference and the reconstruction of the event and actions taken in response. Photographs, interviews and written statements are taken after the situation is under control.

**Recovery** – The necessary steps will be taken to return to normal operations as soon as possible taking into consideration the needs of the occupants affected by the emergency, as well as the damaged physical building elements. Local, state and federal agency requirements must be met if applicable, and financial responsibilities determined.

**Public Relations** – Broadway Station has one designated spokesperson and all statements, interviews or information for media purposes are strictly handled through the designated spokesperson.

## **Back-up Emergency Communications**

If an emergency should occur during normal business hours, it is imperative that the Building Management office be notified for proper resolution of the emergency. The management office can be contacted by dialing **(303) 248-7201**. If an after-hours emergency should occur, call the after-hours answering service at **(303) 231-6898** and instruct them to page the on-call staff member. Leave a clear message, stating your name, company name, location, phone number, and the nature of the emergency. Building Management will get back to you immediately. See the “IMPORTANT PHONE NUMBERS” section for phone number listings.

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## 5. FLOOR WARDEN & INDIVIDUALS NEEDING ASSISTANCE TO EVACUATE

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### Floor Warden Responsibilities

It is recommended that each tenant form their own emergency response team headed by a Floor (or Tenant) Warden. The Floor Warden should be someone who is well recognized within the company such as a Human Resources Director or Office Manager. The Floor Warden should not be responsible for more than **20 employees**. There should also be two Assistant Floor Wardens (searchers) for each company in case emergency direction is needed when the Floor Warden is absent. If your company occupies more than one floor, or more than one suite, it may be appropriate to assign a separate Floor Warden to the personnel on each floor or in each suite.

The Floor Warden and both Assistants (searchers) should be familiar with the evacuation plans and have handy an emergency manual for all important telephone numbers and emergency procedures. They should also plan on attending yearly training courses offered by the management office. After the danger of an emergency has passed, the Floor Warden should document the events of the emergency. One copy of this should be kept by the Floor Warden and/or Office Manager of each company, and another copy should be given to Building Management. It is important to document each emergency and the actions taken during the emergency.

### Administrative Duties:

1. Each *Floor Warden* must pre-select two *Searchers* (one female and one male) to assist in the event of an emergency. *Floor Wardens* are responsible for working out a search plan for *Searchers* to follow in the event of an emergency on their floor.
1. The *Floor Warden* appoints personnel to the emergency team and fills vacant positions.
2. *Floor Wardens* must maintain an *updated roster of all Floor Leaders, Searchers, Stairway Monitors, Elevator Monitors, Aides to Employees with Mobility Impairments, and alternates.*
3. Each *Floor Warden* must maintain an up-to-date, accurate list of mobility-impaired employees. This list should include the floor location and where on the floor (stairwell) they will wait for assistance.
4. He/She must notify the Fire Command Center when changes in Emergency Organization personnel and mobility-impaired persons occur.
5. The Warden ensures that all emergency team personnel know their assigned duties and locations in case of an emergency.
6. *Floor Wardens* must preplan the handling of persons with mobility impairments during evacuation.
7. *Floor Wardens* should know and be able to identify all employees in their area of responsibility.

In the event of an emergency, employees should follow their *Floor Warden's* instructions and offer their full cooperation.

**Emergency Duties:**

1. If there is a fire on a tenant floor, and the alarm has not sounded, the *Floor Warden* or person finding the fire is to:
  - a. Close any doors to the fire area.
  - b. Activate the fire alarm manual pull station at the nearest stairwell.
  - b. Call 911 from a safe area after relocation.
  
2. In the event that the fire alarm signal (audible and visual) is received, the *Floor Warden* should follow this procedure:
  - Advise the tenants that when the building level they are occupying receives the fire alarm signal, they must immediately evacuate the floor by using the stairwells, staying single file and to their right in the stairwell. NO FOOD, DRINKS OR LARGE ITEMS IN THE STAIRWELLS. They are to remain in the stairwell until they reach the street level
  - Remain calm and begin to relocation/evacuation off affected floors, following any directions given by *Floor Wardens* and/or Fire Department personnel.
  - *Floor Wardens* are to put on a red cap (provided by the Management Office) so other tenants and the Fire Department can easily identify them. If possible, *Floor Wardens* should also carry a flashlight.
  - Any area affected by fire or smoke is to be evacuated immediately. *If safe to do so, Searchers* should make certain any or all doors leading into such an area are closed after checking that everyone is out of the area.
  - Mobility impaired persons are to remain in the protected stairwell landing at all times with their “buddy” until the Fire Department arrives. If the *Floor Warden* relocates mobility-impaired persons, they must notify 911 or Fire Department personnel of the person’s location so that the Fire Department can rescue them.
  - The *Floor Warden* can order relocation (downward if possible) to another floor if danger is present.
  
3. Evacuation is to be done by way of stairwells.
  - Elevators are not safe in such an emergency and are automatically taken out of service upon activation of the fire alarm system.
  - To evacuate people, *Floor Wardens* are to lead the people downward in the stairwell, keeping single file and to the right; this will allow firefighters ascending the stairwells clear passage. Also, people should not run or talk in the stairwell as the noise may hinder them from hearing instructions. NO FOOD, DRINKS OR LARGE ITEMS ARE TO BE TAKEN INTO THE STAIRWELLS DURING EMERGENCY EVACUATIONS.

### **General Responsibilities:**

1. Be thoroughly versed on proper procedures. Be familiar with the layout of your office space, details of emergency procedures and the location and operation of any available fire alarm pull stations.
2. Make sure that everyone can identify you as the Floor Warden by wearing your red Floor Warden hat. The Floor Warden and Assistant Floor Wardens (searchers) should have flashlights handy to always carry with them in an emergency. The Floor Warden should supervise all Assistants (searchers) during an emergency.
3. Listen for any communication from the authorities and/or the Management Office regarding pertinent information to the emergency and relocation/evacuation information.
4. If the fire alarm has been activated on your floor or in your suite, organize occupants in your suite in a single file line at the building stairway entrance and to one side of the hallway. This will help the Fire Department and other Emergency Personnel move within the building.
5. Buddies should stand by and assist those needing help. This includes visitors. For more detailed information on Buddies, see the “INDIVIDUALS NEEDING ASSISTANCE TO EVACUATE” section.
6. Notify the Management Office and/or responding fire fighters of the location of disabled.
7. Lead employees in evacuation.
8. Keep everyone CALM but attentive.
9. Always be the leader for those on your floor or in your suite, but carefully follow the Fire Department instructions.
10. It is the duty of the Floor Wardens and Assistant Floor Wardens to make sure that each non-English speaking individual in your suite or company has a buddy or translator to notify them of an emergency in a way that they are sure to understand. Make sure that they are aware of the dangers of the emergency and see that they are assisted in any way possible.
11. In the event that evacuation is necessary, it will be the duty of the Floor and Assistant Floor Wardens to verify that all personnel have evacuated from that tenant space. It is highly recommended that all tenants have a designated relocation site for their employees in the event of an evacuation. This site should also be listed on the Tenant Emergency Form that is turned in to the management office. This will assist the Floor and Assistant

Floor Wardens, Security and Management in determining if all personnel safely exited the building and are accounted for at the relocation site.

## **Evacuation Drills**

Per *NFPA 101, Section 39.7.1*, “In any business occupancy building occupied by more than 500 persons or more than 100 persons above or below the street level, employees and supervisory personnel shall be periodically instructed in accordance with Section 4.7, of the Life Safety Code shall hold drills periodically where practicable.”

Emergency egress and relocation drills conforming to the provisions of the *National Fire Protection Association Pamphlet #101, Life Safety Code, Section 4.7, and section 13.7.6. International Fire Code, Sections 404 through section 406*, shall be conducted as specified by the provisions for the specific occupancy type or by appropriate action of the authority having jurisdiction. Drills shall be planned in cooperation with the local authorities.

Emergency egress and relocation drills, where required by the National Fire Protection Association or the authority having jurisdiction shall be held with sufficient frequency to familiarize occupants with the drill procedures and to establish conducting of the drill as a matter of routine. Drills shall include suitable procedures to ensure that all persons subject to the drill participate.

Responsibility for the planning and conducting of the drill shall be assigned only to competent persons qualified to exercise leadership.

In conducting the drills, emphasis shall be placed on orderly evacuation rather than speed.

Drills shall be held at expected and unexpected times, as well as under varying conditions to simulate the usual conditions that can occur in actual emergencies.

Drill participants shall relocate to a predetermined location and will remain at such location until a recall or dismissal signal is given.

Fire drills shall be conducted in a manner that provides for the implementation of procedures set forth in the Emergency Action Plan. In addition, fire drills shall include a review of the emergency plan and implementation of assigned employee duties.

When fire drills are conducted, all persons who are subject to the fire drill requirements shall participate in the drill. Non-participants are subject to receive a summons that will require them to appear in court, where a fine of \$999.00 and/or imprisonment of up to 180 days may be imposed.

Records shall be kept of the drill dates, who conducted the drill, and the results of that drill.

The Denver Fire Department strongly encourages all business owners to perform emergency evacuation drills each quarter or when a large tenant/employee turnover has occurred.

Emergency evacuation drills improve occupant safety, and the Denver Fire Department has a great appreciation for firms conducting these drills—something we encourage every property manager to consider. Building occupants who are regularly involved in such drills are more apt to act appropriately in an actual emergency. In fact, fire experience across the nation has shown that occupants who are familiar with their building’s exits and safety equipment perform better during emergencies than those who are not.

The Denver Fire Department’s Fire Prevention Bureau will assist business owners in conducting emergency evacuation drills. Assistance can be rendered in areas such as:

- Emergency Action Plan review
- Building pre-evacuation conference and walkthrough
- All aspects of preparation for emergency drills
- Supplying Fire Department personnel
- Administration of the emergency drill
- Providing a report with drill results
- Suggestions for correction of deficiencies

### **Procedures for Individuals Needing Assistance to Evacuate**

Floor Wardens should maintain an up-to-date list of all individuals who need evacuation assistance, their locations and also assign “Buddies” to each of these individuals. This list should be supplied to the Management Office. The list should include the person’s name, the tower and the suite where the person works, the name of the Buddy or Buddies assigned to that person, and the nature of that person’s physical challenge. This list should be reviewed monthly by the Floor Warden(s) to ensure that all information is current and the buddy system is in place. Any changes made to this list should be passed on to the Management Office as well as all Office Managers.

Each individual needing assistance to evacuate should be assigned a buddy and an alternate to assist and remain with the person during an emergency until help arrives. In this way, someone is always able to stay with the individual needing assistance. The buddy is responsible to get help for their mobility impaired coworker in the event they are in danger from medical reasons or environmental conditions like smoke or fire. The buddy may do this by calling 911 from a cell phone, land line or descending the stairs to get help.

**SPECIAL NOTE: All tenants are asked to keep the Management Office informed of any persons working in the building who have any impairment that could keep them from relocating without assistance in an emergency.**

In the event of an emergency, the mobility-impaired individual should never be left alone. The “buddy” should always take the person to the nearest stair enclosure landing or designated refuge area when there is an alarm, smoke or fire, or if the Fire Department instructs everyone to leave the area.

The Floor Wardens must be familiar with the requirements of the personnel in their area who will need evacuation assistance. These personnel may include (but is not be limited to) the following:

1. Physically requires assistance in relocating during an emergency.
2. Mentally challenged, may not be able to understand emergency instructions or procedures during an emergency.
3. Pregnant women.
4. Persons with permanent or temporary mental impairments who might become confused, disoriented, or panicked in an emergency.
5. Persons with vision impairments who would require assistance in locating emergency exits or proceeding down the stairs.
6. Hearing impaired persons who may not be able to hear alarms or audible warnings.
7. Persons with cardiac or respiratory conditions who may tire quickly and may therefore require assistance or more time for evacuation.
8. Persons with mobility impairments who may require extended time for evacuation, assistance in self-evacuation, or evacuation by others.

Once the Fire Department arrives, their authority will override that of the Floor Wardens, and their instructions should be followed. The Floor Wardens should provide all necessary information to the Fire Department to ensure the safe evacuation of all occupants. Reasonable judgment should be used to determine whether or not to evacuate these people before Police or Fire Department officials arrive.

### **List of Individuals Needing Assistance to Evacuate**

List each individual in the company who requires evacuation assistance. Make sure that the information given is current and correct. This list should be reviewed monthly, and any changes made should be reported to the Management Office and any Office Manager(s) by filling out the form on the next page. This information will be kept confidential.



# BROADWAY STATION

## TENANT EMERGENCY INFORMATION

Please fill out this form and return it to the Building Management office in the 990 Building Suite 240 or by email to [kristie.allen@everwest.com](mailto:kristie.allen@everwest.com)

Company \_\_\_\_\_  
Building \_\_\_\_\_ Suite \_\_\_\_\_ # of Employees \_\_\_\_\_ Date \_\_\_\_\_

### EMERGENCY RELOCATION AREA(S)

During an evacuation, all employees of your company should relocate to a pre-determined meeting place where floor wardens should perform and report accountability to ensure all occupants have evacuated the building. It is recommended that the meeting place be a minimum of 2 blocks from the building. It is best to designate a backup area in case the primary meeting place is not available.

1. \_\_\_\_\_
2. \_\_\_\_\_

### FLOOR WARDENS

One (1) Fire Warden should be assigned for every twenty (20) employees. These individuals should be familiar with emergency procedures and are responsible for assisting their company and co-workers in the event of an emergency.

- |         |       |       |       |
|---------|-------|-------|-------|
| 1. Name | _____ | Email | _____ |
| 2. Name | _____ | Email | _____ |
| 3. Name | _____ | Email | _____ |
| 4. Name | _____ | Email | _____ |

### MOBILITY IMPAIRED INDIVIDUALS

Please list all individuals who may not be able to go quickly down the stairs. These people may be in a wheelchair, temporarily on crutches, have a heart condition, suffer from severe asthma, pregnancy, or anyone that feels that they cannot make it down the stairs safely. Please list the general information of the condition(s) in the comment section as well as the expected end date for temporary conditions. These people will wait with a Buddy on the stairwell landing on their floor for assistance from emergency personnel. Emergency personnel will receive a copy of this list.

- |          |       |          |       |
|----------|-------|----------|-------|
| 1. Name  | _____ | Location | _____ |
| Buddy #1 | _____ | Buddy #2 | _____ |
| Comment  | _____ |          |       |
| 2. Name  | _____ | Location | _____ |
| Buddy #1 | _____ | Buddy #2 | _____ |
| Comment  | _____ |          |       |
| 3. Name  | _____ | Location | _____ |
| Buddy #1 | _____ | Buddy #2 | _____ |
| Comment  | _____ |          |       |

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## **6. SAFETY RECOMMENDATIONS**

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- Avoid improper use of extension cords. Please note: extension cords may not be used in the place of permanent wiring.
- Avoid electrical equipment left unattended and on too long (i.e. coffee pots).
- Evaluate electrical and ventilation safety of kitchen areas.
- Avoid unsafe supply storage.
- Do not use space heaters
- Carefully dispose of cigarette butts in designated areas outside of the building only.
- Do not overload electrical circuits.
- Replace frayed electrical cords on equipment.
- Evaluate office furniture flammability.
- Do not store cardboard boxes, packing materials or other flammable items in stairwells or common areas. Not only are they flammable, they could block exit routes.
- Keep fire extinguisher tags up to date (coordinated by building management).
- Keep emergency kits fully stocked and easily located.
- Keep copy of emergency plans readily accessible.
- Keep computer backup for vital information processing at a separate address.
- Develop a contingency plan for how to resume business after an emergency.
- Keep boxes, etc., at least 18” below sprinkler heads.
- Do not prop open stairwells or suite doors at anytime. The building code requires these doors to have a fire rating and they can help to contain a fire.

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## **7. IMPORTANT PHONE NUMBERS**

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Management Office 990 Building Suite 240	<b>303-248-7201</b>
<b>AFTER HOURS EMERGENCY</b>	<b>303-231-6898</b>
Management Office Facsimile	303-645-4909
Day Security	720-641-6644
On-site Security Dispatch	303-603-3090
Police Emergency	911
Police (non emergency)	720-913-2000
Fire Department Emergency	911
Fire Department Non Emergency	720-913-2400
Medical Emergency	911
Rocky Mountain Poison Center	1-800-222-1222
Swedish Medical Center (emergency)	303-788-6911
Swedish Medical Center (non-emergency)	303-788-5000
Xcel Energy (electrical outage)	1-800-895-1999
Xcel Energy (gas leak)	1-800-895-2999
RTD (bus and light rail information)	303-299-6000

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## **8. EMERGENCY/EVACUATION GUIDELINES**

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### **FIRE PROCEDURES**

#### **Upon Discovery of Smoke or Fire**

- 1) **Close any doors to the fire area.**
- 2) **SOUND THE ALARM** (pull station) on the fire floor. The fire alarm pull station is located near the stairwells.
- 3) Exit the building using the closest route out. You should be aware of your two avenues of escape (consult the evacuation floor plate for your suite). If you encounter smoke on your first route, reverse your escape route and proceed to your second avenue of escape.
- 4) **CALL 911 from a safe location.**
  - A. Give the address of the building
  - B. Floor of the emergency
  - C. Details of the fire (what is burning)
  - D. Your name, company name, and a phone number where you can be reached if possible.  
(Do not hang up until the operator requests that you do)
- 5) Call the **Management Office at (303) 248-7201** and give them all known information.

#### **Other Duties**

- 1) If the fire is small and users are properly trained, fire extinguishers may be used by building occupants and personnel.
- 2) Be familiar with your space.
- 3) Use stairwell exits only – **ELEVATORS ARE REMOVED FROM SERVICE.**
- 4) If caught in heavy smoke, try to get under it or find another way out. Crawl on hand and knees; cooler, cleaner air is 1-2 feet from the floor. **DO NOT** crawl on your stomach – toxic vapors settle 6” above the ground. Another option is to take refuge in the stairwell or in a room that puts solid walls and doors between you and the fire. Use anything at hand to block cracks or vents that may allow smoke inside. Eight out of ten fire fatalities are from smoke, not flames. Call 911 and tell the operator your location. Wave something light-colored from a window or use a flashlight to get the firefighters’ attention. Try not to break the window and let toxic smoke inside.

- 5) Do not enter a smoke filled area unless there is no other option.
- 6) Feel doors for heat before opening them. If there is heavy smoke on the other side, close the door immediately and try to find another way out.

## EVACUATION PROCEDURES

- 1) Keep calm in an emergency.
- 2) **DO NOT** waste time or stall evacuation of the group by taking personal items such as purses, brief cases or food and drink with you.
- 3) Close all doors behind you as you leave.
- 4) **DO NOT** attempt to use the elevators.
- 5) Use interior stairwells for evacuation. Hold onto the handrails and stay to the right side at all times. REMAIN CALM.
- 6) **DO NOT** run in the stairwells.
- 7) Clear the way for Fire Department Personnel in stairwells.
- 8) Be prepared to merge with other people evacuating their floors.
- 9) Listen for instructions from the authority in charge.
- 10) Request assistance in caring for the physically challenged occupants if necessary.
- 11) Once out of the building, get a reasonable distance away from the emergency. The Fire Department recommends a minimum of 300 feet away from the building.
- 12) Gather employees in one location and make sure everyone is accounted for. It is recommended that the employees' list also have cell and home phone numbers to aid in locating missing employees.
- 13) Do not return to your premises until the authority in charge gives the "ALL CLEAR."

## MEDICAL EMERGENCY

- 1) Dial **911**. Address the dispatcher as follows:
  - Inform them of the nature of the emergency.
  - State your name.
  - State the name of the company and the floor you are on.
  - The street address of the building and suite number.
  - The name of the person who needs medical attention.
  - Any information regarding the type of medical attention needed.
  - **Do not hang up until the 911 operator requests that you do.**
- 2) Notify the Management Office at **303-248-7201** or the answering service at **303-231-6898** if after normal business hours. An engineer or security can place an elevator on independent service for the ambulance crew and assist wherever needed during normal business hours.
- 3) Do not move the injured or ill person unless they cannot remain where they are without further endangering their life. Perform first aid to your level of training.
- 4) Have someone meet the emergency unit at building entrance, especially after hours, to direct emergency personnel to the patient's location.

## NATURAL DISASTER

Disasters and emergencies affecting large areas and many people can sometimes develop quickly. Flash floods and earthquakes, for example, can strike with little or no advance warning. There are certain things that you can learn to do that will help you get ready for, and cope with, almost any type of emergency. The most basic thing to remember is **KEEP CALM**.

### If a Natural Disaster Should Strike

- 1) The Building Management Office will communicate with the authorities and assist them in activating warning signals in the affected areas.
- 2) Whenever a major storm or other peacetime disaster threatens, keep your radio or television set tuned to local stations that will keep you informed of weather reports and forecasts issued by the National Weather Service as well as other information that may be broadcast by your local government.
- 3) Use your telephone only to report important disaster events to authorities or Building Management **303-248-7201**. If you tie up phone lines simply to get information, you may prevent emergency calls from being completed.
- 4) Stay away from disaster areas.



## TORNADO PROCEDURES

By definition, a tornado warning is an alert by the National Weather Service **CONFIRMING A TORNADO SIGHTING AND LOCATION**. The Weather Service will announce the approximate time of detection and direction of movement. Wind could be 75 mph or greater. A **PUBLIC WARNING** will come over the radio and/or television.

### Action To Take

- 1) Move away from the perimeter of the buildings and exterior glass. Close the drapes or blinds.
- 2) Exit from exterior offices and close the doors.
- 4) Sit down in an interior corridor or stairwell and protect yourself by putting your head as close to your lap as possible.
- 5) **DO NOT** stand in the first floor lobby or outside of the building.
- 6) If you are trapped in an outside office or lobby, seek protection under a desk or table, or kneel against the wall protecting your head.
- 7) Keep your radio tuned to local stations for information. **DO NOT** use the telephone to get information or advice.
- 8) Vehicles and trailers are unsafe in a tornado. Occupants of vehicles should take shelter in more substantial structures.
- 9) Anyone trapped outdoors in a tornado should lie face down in the nearest ditch, ravine, or culvert with their hands over their head.

## **WINTER STORM**

Strong winter storms have the power to immobilize an entire region. Even areas with typically mild winters can be hit with a major snowstorm or extreme cold. In fact, such areas are likely to be more seriously affected when a bad storm hits. Winter weather may cause power outages, block roads and other means of transportation, and freeze building systems.

### **Floor Warden Duties**

- 1) Assign a co-worker to monitor a television or radio for updated information on the local weather situation.
- 2) Advise employees that are not essential to the immediate operation of the business to retreat home before the situation is critical.
- 3) Advise remaining employees to stay calm.
- 4) Be careful to avoid ice when exiting the building.

# POWER FAILURE

## Emergency Generator

1. Due to the possibility of electrical service failure from the power company, the building is equipped with an emergency generator, which starts automatically within 10 seconds of an electrical power failure.
2. In the event of a power failure, the emergency generator will supply electrical power to the following areas within the building:
  - a. Emergency lighting system:
    - Stairwells
    - Exit lights
    - Exit corridors
    - Tenant suites (limited lighting)
    - Fire Department one-way and two-way emergency communication systems
  - b. Fire alarm and detection system
  - c. Passenger Elevators (Freight Elevator will not operate when the building is on emergency power)
  - d. Fire pump

## Power Failure Procedures

1. The emergency generator will start automatically within ten (10) seconds of the power failure and will supply emergency power to the above-mentioned systems.
2. The Passenger elevators will stop and return to service once the generator starts
3. The emergency lighting system will turn on within ten (10) seconds of a power failure. The emergency lighting system will provide light in the office areas, corridors, and stairwells.

## After Hours Procedure

The person(s) at Broadway Station discovering the power outage should call the Management Office to report the power outage. It is also recommended that you notify Xcel Energy in the event that they are unaware of the problem. They may be able to provide information such as an estimated time until recovery and the severity and boundaries of the outage.

Public Service (Xcel Energy): **1-800-895-1999**

## During Business Hours

1. Notify Public Service (Xcel) at **1-800-895-1999**.

2. Notify the **Management Office** at **303-248-7201**. If the power failure is determined to be external to the property, the Management Office will contact Xcel Energy to obtain an estimated time for return of service.
3. If the power surge is only in your suite, an engineer will be dispatched to your suite immediately to correct the problem.
4. Open all blinds to let in as much outside light as possible.
5. Unplug all office machines that may be affected by a power surge when the power is returned to service.
6. If you are in an elevator during a power failure, please remain calm and wait for assistance. The elevator may not operate due to lack of power, but the elevator will not fall. **DO NOT attempt to force the doors open**. Do not exit the elevator if it is not level or if the doors are only partially open. Use the elevator telephone so that someone may come to your assistance.

## ELEVATOR MALFUNCTION

Elevators are a safe mode of transportation. However, like all other devices, they do malfunction. It is important to be prepared for such an occurrence. The elevators at Broadway Station are cabled. In order to repair sophisticated automatic controls, time is necessary, so you may be detained in the elevator cab should it malfunction. The most important thing to remember is **REMAIN CALM**.

### What to Do

- 1) Push the “ALARM” button on the elevator panel. This will sound an audible alarm that notifies nearby people that there is a problem. This does not activate a call for service.
- 2) An emergency telephone is located in each elevator cab. They are located below the elevator buttons on the right side panel. By pressing the button, you will be connected with Otis Line. They will send an OTIS technician out immediately to solve the problem. Give the following information:
  - A. Name of each person in the elevator.
  - B. Company name or name of person or company whom you are visiting.
  - C. Any important health considerations, i.e. pregnancy, high blood pressure, etc.
  - D. The address of the building you are in or a brief description of the building if you do not know the address.
- 3) If there is more than one person in the elevator, only one person should speak at a time.
- 4) **DO NOT** try to force the elevator doors open.
- 5) Unless you are specifically instructed to do so by emergency personnel, **DO NOT** attempt to leave the elevator if it is not even with the floor or if the doors are partially open.
- 6) Sit on the floor of the elevator and **RELAX**. Keep in mind that every effort will be made to release you as soon as possible. Please allow approximately one-half hour from the time of your call for help to arrive at your location.

If the elevator malfunctions before you enter the elevator car, call for a new elevator or take the stairwell. Contact Building Management at **(303) 248-7201** to report the problem.

## **Elevator Emergencies Requiring Fire Department Assistance**

During an elevator emergency, 911 should only be called if the person(s) inside is/are trapped, as defined by the Denver Fire Department. A situation involving one or more of the following would warrant a call to 911:

- The ability to communicate with the person(s) is lost
- The person(s) request that 911 be called
- There is a medical emergency (panic included)
- There is an environmental emergency (fire, chemical, bomb threat, etc.)
- A wall has to be breached or person(s) must be removed by any means other than under their own power and via the normal passenger exit door.
- Personnel from Building Management, Engineering, Security, etc., deem it necessary to call 911
- The responding elevator company or mechanic deems it necessary to call 911
- Due to weather or other conditions (e.g. mechanic responding from home), the response time will be longer than thirty (30) minutes

## SUSPICIOUS PERSON ON PROPERTY

1. If you feel that you or other people are in danger, call 911 immediately.
2. If a suspicious person is seen on the property, notify the Management Office immediately at **(303) 248-7201** so the person(s) may be escorted off the property.
3. Ask the person for credentials; **DO NOT BECOME CONFRONTATIONAL IF THE PERSON REFUSES TO COOPERATE; LEAVE THE ACTION OF REMOVING THE PERSON(S) FROM THE PROPERTY TO THE AUTHORITIES.**
4. If a suspicious person is seen on the property after hours, call 911 and then call the answering service at 303-231-6898.
5. Note which elevator, stairwell, or entrance the stranger(s) used to exit the building. Also, note a brief description of the individual.

\*The best way to avoid having to deal with a stranger in the building is to help ensure that all security policies are followed, by keeping valuables locked away, and by keeping office doors locked when the offices are not occupied. Don't create a situation that will attract strangers.

### **Hostage Situation**

Report any situation involving hostages to the Denver Police Department by calling 911. Helpful information to give the Police Department includes:

- A physical description of the person(s) and their location
- Whether or not they are armed
- The number of hostages and their location

After the Police have been notified, inform Building Management of the situation.

## INTERNAL FLOODING

Flooding that occurs within the building could be the result of broken water pipes, backed-up sewer lines, clogged drains, pump failure, open valves, or failure of the waterproofing on the roof. If there is a slow water leak (not considered a flood) efforts should be focused on the following tasks:

- 1) Call the Management Office at **(303) 248-7201** to report the leak/flooding.
- 2) If it is safe to do so, unplug all electrical equipment. If power sources are wet or submerged they should be treated as an electrocution threat and left untouched.
- 3) If the leak/flood is discovered after hours, call answering service at **303-231-6898** and speak with security to have the on-call staff member paged.
- 4) **DO NOT** use any electrical or office equipment that has come in contact with the water.

Because of the extreme danger generated by floods and subsequent electrical problems, in the event of an actual flood:

1. Evacuate the area to a dry and safe place.
2. Call Building Management at (303) 248-7201.
3. Call 911 for the Fire Department.
4. Explain the location of the flooding and the probable cause. Remember to give the building's address.

Follow these same procedures should the sprinkler system release within the building.



## **EXTERNAL FLOODING**

Floods that originate outside the property can be caused by natural occurrences such as heavy rain, melting snow, storm surges, earthquakes, or human factors such as dam failure or a water/sewer main break. Floods may occur with or without advance warning. Flood waters may rise gradually over a period of time or may arrive with violent force.

Flood Warnings mean that rainfall is heavy enough to cause rivers to overflow their banks and create large impeding pools of water. A Flash Flood Watch indicates that a flash flood is expected to happen in a given area. Understand that a flash flood can occur without any signs of rainfall or advance warning. A Flash Flood Warning means that flash flooding is occurring or is imminent in certain areas. Move to higher grounds immediately.

# BOMB THREAT

## **Basic Tenant Responsibilities**

1. Each tenant should brief the telephone receptionist on bomb threat procedures.
2. Each tenant should have a copy of the bomb threat checklist near the receptionist's telephone. (See checklist)

## **Bomb Threat Emergency Procedures**

1. Receiving *telephone* threats
  - a. When a bomb threat is received by telephone, immediately ask the caller the questions listed on the bomb threat checklist. This information will be extremely helpful to the police.
  - b. After the caller has hung up, immediately fill out the remaining portion of the bomb threat checklist. This information will be extremely helpful to the police.
  - c. Notify the Management Office that you have received a bomb threat. They will contact the police.
  - d. Do not make statements to newspapers, radio, or television news. Leave that to the police.
2. Receiving *written* threats
  - a. Written threats are less frequent than telephone threats but must be considered just as carefully.
  - b. Avoid physically handling the written threat. This evidence will be analyzed by the Police Department for fingerprints, postmarks, handwriting and typewriting. Isolate (letter) and insulate (move yourself and others to safety).
  - c. Notify the Management Office that you have received a bomb threat. They will contact the police.
3. Searching Procedures
  - a. It will be the responsibility of each tenant to decide if their employees are to search areas such as coatrooms, conference rooms, computer rooms and work- stations. The Building Management staff will be responsible for searching the following areas:
    - Public Restrooms
    - Elevators
    - Telephone Equipment Rooms
    - Entrances and Lobbies
    - Fire Extinguisher Cabinets
    - Planters
    - Transformer Vaults
    - Boiler and Chiller Rooms
    - Exterior of the Building
    - Shrubbery
    - Stairways
    - Trash Storage Areas

- Janitor Closets
  - Loading Docks
  - Parking Garage
- b. **If a suspected device is found, DO NOT TOUCH IT.**  
Contact the Management Office and clear the immediate area. Guard the area, keeping people away, until a Police Officer checks the device.
- c. If the Police Officer believes the suspected device to be a bomb, his/her authority immediately exceeds that of the tenant or landlord and his/her instructions are to be followed.
- d. Two-way radios should never be utilized in the area of suspected device.

### **Evacuation**

1. Evacuation of the building is a decision to be made by each tenant or Police and Fire Department officials only. Building Management will not make the decision to evacuate the building.
2. In the event the decision to evacuate is made, the fastest route to safety will be the stairwells or direct exits to the outside. Do not use or rely on elevators for evacuation. **ALL** persons shall leave the area immediately. Do not gather valuables, personal or business items.
3. Contact the Building Management office and inform them of the decision to evacuate. Building Management will inform the Police and/or Fire Department of that decision.

# BOMB THREAT CHECK LIST

## Questions to Ask

1. When is bomb going to explode?
2. Where is it right now?
3. What does it 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 address?
9. What is your name?

## Exact Wording of the Threat

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Sex of Caller: \_\_\_\_\_ Race: \_\_\_\_\_ Age: \_\_\_\_\_  
Length of Call: \_\_\_\_\_ Number at which call was received: \_\_\_\_\_  
Time: \_\_\_\_\_ Date: \_\_\_\_\_  
If voice is familiar, whom did it sound like? \_\_\_\_\_

## Caller's Voice

- |                                  |                                   |  |   |
|----------------------------------|-----------------------------------|--|---|
| <input type="checkbox"/> Calm    | <input type="checkbox"/> Laughter | <input type="checkbox"/> Stutter         | <input type="checkbox"/> Deep Breathing |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Crying   | <input type="checkbox"/> Lisp            | <input type="checkbox"/> Cracking Voice |
| <input type="checkbox"/> Anxious | <input type="checkbox"/> Normal   | <input type="checkbox"/> Raspy           | <input type="checkbox"/> Disguised      |
| <input type="checkbox"/> Slow    | <input type="checkbox"/> Distinct | <input type="checkbox"/> Deep            | <input type="checkbox"/> Accent         |
| <input type="checkbox"/> Rapid   | <input type="checkbox"/> Slurred  | <input type="checkbox"/> Clearing Throat | <input type="checkbox"/> Familiar       |
| <input type="checkbox"/> Loud    | <input type="checkbox"/> Nasal    |  |   |

## Background Sounds

- |  |                                       |  |  |
|--|---------------------------------------|--|--|
| <input type="checkbox"/> Street Noises | <input type="checkbox"/> House Noises | <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Local         |
| <input type="checkbox"/> Cell Phone    | <input type="checkbox"/> Motor        | <input type="checkbox"/> Static        | <input type="checkbox"/> Booth         |
| <input type="checkbox"/> PA System     | <input type="checkbox"/> Office       | <input type="checkbox"/> Factory       | <input type="checkbox"/> Long Distance |
| <input type="checkbox"/> Music         | <input type="checkbox"/> Machinery    | <input type="checkbox"/> Restaurant    | <input type="checkbox"/> Other         |

## Threat Language

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Well Spoken<br>(Educated) | <input type="checkbox"/> Foul<br>Irrational | <input type="checkbox"/> Incoherent<br>Taped | <input type="checkbox"/> Message read<br>by threat maker |
|--|---|--|--|

REMARKS:

## BOMB EXPLOSION

In case of an explosion without warning, there will probably be fire and possibly injuries from the explosion.

- 1) Follow Fire Procedures.
- 2) Evacuate the premises using escape routes farthest from the affected area. Exit in an orderly manner – **DO NOT** run or push. **DO NOT** use elevators. Remove injured from vicinity of fire, using extreme care.
- 3) **DO NOT** use cell phones or 2-way radios.
- 5) **Call 911** using a landline or non-mobile phone, if possible.
- 6) Call Building Management from a landline – **(303) 248-7201**.

## EARTHQUAKE

Information on the subject of earthquakes is not conclusive and opinions differ widely. Remember that evacuation of the building could, under certain circumstances, be an unsafe course of action, according to some experts. In the Great Fire and Earthquake of 1906, glass and masonry falling on people collecting in the streets below sustained extensive injuries and, of course, the subsequent fire caused far more damage than the earthquake itself. Most injuries in buildings from earthquakes are the result of building collapse or damage, falling furniture or other contents, flying glass and debris, and fires triggered by ruptured gas lines, damaged electrical lines or equipment, or damaged chimneys.

Remember that a serious earthquake will be very widely felt, fire and police department switchboards will be jammed or inoperative, and telephone communications and utilities could be knocked out.

### **In the Event of an Earthquake:**

- 1) Take cover under a desk or table, or stand in a doorway. Do not run and then leave calmly if evacuation is necessary.
- 2) Keep at least 15 feet away from windows to avoid flying glass.
- 3) People in the lobbies or near exterior building doors should lie face down in a closed corridor if unable to find better shelter.
- 4) **DO NOT** call the Management Office or emergency telephone numbers to get information. Only call emergency lines to report an emergency situation.
- 5) Persons outside of the building when an earthquake strikes should remain outside the building and step away from any structures that could collapse.
- 6) Be prepared for **AFTERSHOCKS**. Go to the interior of the building.

### **Precautions to Take After an Earthquake**

When the shaking stops, there may be considerable damage and people may be injured. It is especially important that everyone remains calm and begins the task of taking care of one another. The first concern is for those who are hurt. The next concern is to prevent fires. The risk of fire after an earthquake is very high.

1. Everyone must be aware of fire procedures. Following that, damage can be assessed and remedial measures begun.
2. Remain calm and take time to assess your situation.

3. Assist anyone who is hurt and administer emergency first aid when necessary. Cover injured persons with blankets to keep them warm. Seek medical help (911) for those who need it.
4. Check for fires and fire hazards. Put out fires immediately if it is safe to do so.
5. Check for damage to utilities and appliances. Shut off the electricity if there is any possibility the wiring was damaged.
6. Shut off water lines in your suite if breakage has occurred.
7. Do not turn on electrical switches or appliances.
8. Do not touch power lines, electric wiring, or objects in contact with them.
9. If you detect a natural gas odor, vacate the area immediately. Do not activate any type of device that could create a spark. Once in a safe area, call 911 and report a natural gas leak.
10. Do not use the telephone except to call for help, to report serious emergencies (medical, fire, or criminal), or to perform some essential service. Jammed telephone lines interfere with emergency services, and it is thoughtless to use the telephone for personal reasons or to satisfy curiosity. When the emergency is clearly over, contact relatives and friends so they will know you are safe.
11. Be certain that sewer lines are not broken before resuming regular use of toilets.
12. Clean up and warn others of any spilled materials that are dangerous
13. Listen to the radio for information about earthquake and disaster procedures.
14. Be prepared to experience after shocks. They often do additional damage to buildings weakened by the main shock.
15. Use great caution when entering or moving about in a damaged building. Collapses can occur without warning and there may be dangers from gas leaks, electric wiring, broken glass, etc.

There are no rules that can eliminate all earthquake danger. However, damage and injury can be greatly reduced by following the simple rules outlined above.

## NATURAL GAS ODOR

In the event that you smell natural gas, please follow these procedures:

1. Leave the area immediately.
2. Do not stop to turn anything on or off, do not open or close anything. Have all smoking cease immediately, and evacuate out and away from the building as quickly as possible.
3. From a safe area, notify the Denver Fire Department by dialing 911.
4. Contact Xcel Energy, Natural Gas Division at 1-800-895-2999 and notify them of the situation.
5. Contact the Building Management to have the odor investigated.
6. The individual who discovered the gas leak should identify him/herself to the Fire Department once they are outside the building.
7. Under no circumstances is anyone to return to the building for any reason until the “all clear” is given by the Fire Department.



## HAZARDOUS MATERIAL SPILL

In the event of a release of hazardous materials, the individual discovering the release should immediately evacuate the affected area, closing doors behind you. From a safe location, report it to **911** and the **Building Management Office (303) 248-7201**. The Building Engineers will secure the area and notify the proper authorities of the incident to have it properly disposed of as quickly as possible.

Those persons with knowledge of the incident need to be available to the Denver Fire Department, Building Management, and/or emergency response personnel outside the building in order to answer questions. A description of what happened, where, when, and the type of product(s) spilled will be extremely valuable. If possible, try to obtain the label from the product or container.

The Denver Fire Department and Building Management will make a decision regarding how best to proceed once all the facts have been received. Only when the environmental hazard is removed will the affected areas of the building be allowed to be re-occupied.

Restrict access to the area to prevent additional exposures. Place exposed personnel together in a contained/controlled area.

The HVAC system should be shut down to reduce exposures, both inside and outside of the building.

### After Business Hours

In the event of a release of hazardous materials after business hours, the individual discovering the release should immediately evacuate the affected area, closing doors behind you. From a safe location, **call 911** and notify Building Management through the after-hours answering service at **303-231-6898**, which will page the on-call staff member. Building Management will contact the appropriate local governing regulatory agencies for the proper clean-up and security of the area (Fire Department, Health Department, Environmental Protection Agency, etc.).

## **CIVIL DISORDER**

If the Management Office has advance notice of an impending emergency, through any source (Police Department, Building Security, radio, visual observation, etc.), the management staff will contact all tenants. If Building Management is notified of a civil disorder through a tenant, then Building Management will contact the police department. Any indication of a civil disturbance such as a riot, demonstration, or picketing should be reported to the authorities immediately. Occupants should be instructed to report any disturbance originating in their suites or around the buildings to the authorities and Building Management immediately.

### **RECOMMENDATIONS:**

- 1) Advise employees on lower floors to stay away from outside windows where injury might occur from objects thrown from streets.
- 2) Close the windows, drapes, and blinds.
- 3) Notify the Management Office over the nearest telephone, fax, or e-mail if any unauthorized persons have entered the corridors.
- 4) Exterior doors may need to be locked with exit and entry prohibited in order to secure the building.
- 5) Occupants should be instructed to avoid confrontation with the demonstrators.

**CAUTION:** In the unlikely event that it becomes necessary to evacuate the building(s) due to a civil disturbance, the Evacuation Plan should be implemented. A directed evacuation will minimize confrontation with the group causing the disturbance.

When the Building Management receives information that the emergency has ended and it is safe to enter the lobby of the building and streets, this information will be passed on to all tenants via megaphone, telephone, fax, or e-mail.

## BIOLOGICAL AND CHEMICAL DISASTER

In the event of a toxic chemical release at the building, it is of the greatest importance that you remain calm and do not panic.

You should seek shelter in a place where air movement is low and away from windows. You should stay away from stairwells and elevator shafts where air movement is brisk. When emergency personnel arrive they will instruct you on whether to evacuate or to stay indoors.

Planning steps:

1. Floor Wardens should have everyone locate to one specific area and await instructions from emergency personnel.
2. In the event of a Biological or Chemical attack you would be instructed to take immediate shelter indoors.
3. Depending on the nature of the incident you **could** be instructed to proceed outdoors and wait for instructions from the emergency personnel.
4. Have a radio or television available to receive information.

## **ACTIVE SHOOTER**

Due to the nature of some business practices, population diversity, or social trends, it is possible that your business will become target to one of more people armed with weapons. These people may be targeting a specific individual, a group of people, a specific operation or simply to create terror.

The act of violence itself may be sporadic or a well-planned operation.

**In the event you are in an area where someone has entered and started shooting; the following procedures are recommended.**

1. Exit the building immediately using exits opposite the shooter.
2. Notify anyone you encounter to exit the building immediately.
3. If it is safe to do so, report to your designated meeting places used for other emergencies.
4. If the shooter exits the building, seek immediate cover until authorities arrive.
5. Call 911 when it is safe to do so and provide law enforcement with the following information:
  - a. Your name
  - b. Location name (i.e. Broadway Station) and address
  - c. Number of shooters, if known
  - d. Location of actual incident inside the building
  - e. Physical description or identification of shooter(s), if known
  - f. Physical attributes of the shooter(s) (sex, clothing, masks, etc.)
  - g. Number and type of weapons held by the shooter(s)
  - h. Number of potential victims at the location
  - i. Your present location

If you can, call the Management Office at (303) 248-7201, or have another person call the Management Office and provide the same information. In the event there is an active shooter on the premises, the Management Office has the capability to put the building, and surrounding buildings, in lockdown and send out mass notification to the tenants.

**If you are directly involved and cannot exit the building the following actions are recommended:**

1. Go to the nearest room or office with a door.
2. Close and lock the door. If the door does not lock, barricade it from opening.
3. Cover the door/interior office windows.

4. Search for a weapon to protect yourself with if the room is breached.
5. Keep quiet and act as if no one is in the room.
6. Do not answer the door for any reason.
7. Call 911 and give details as quietly as possible.
8. Do not leave the room until authorities have notified you that it is clear.

***Always remember that once law enforcement arrives on scene, always do exactly what they say and never resist their request or actions as this can be interpreted as a hostile action on your part.***

## Quick Action Document

### If a FIRE or MEDICAL EMERGENCY occurs, contact 911

When contacting 911 be prepared to provide the following information:

- a. Your name
- b. Type of emergency (Fire, Medical Emergency)
- c. Building address
- d. Your location within the building (Floor #, Parking Garage, Warehouse)

**Do not hang up until 911 operator requests that you do so.**

Provide Building Security with the same information given to the 911 operator.

### If a FIRE is found:

- a. Close all doors to the fire area
- b. Alert others to evacuate.
- c. Activate the manual pull station.
- d. Call 911 from a safe area after evacuation

### IF an EVACUATION/RELOCATION is necessary:

- a. Leave affected floors immediately
- b. Use stairways only to exit, staying to the right.  
NO FOOD, DRINKS OR LARGE ITEMS ALLOWED IN THE STAIRWELLS.
- c. Proceed to the evacuation/relocation assembly point
- d. Do not return until the Fire Department gives the “all clear” signal

### If a TORNADO watch/warning is posted:

- a. Immediately move from the perimeter of the building
- b. Close all office doors
- c. Move to the center of the building (bathrooms or stairways)
- d. Stay inside the building

### If an EARTHQUAKE occurs:

- a. Stay calm
- b. Seek shelter
- c. Prepare for after shocks

**If a NATURAL GAS LEAK is detected:**

- a. Leave the area immediately; do not turn anything on or off
- b. From a safe area, call 911 to report a leak
- c. From a safe area, call building management.
- d. Do not re-enter until an “All Clear” signal is given by the Fire Department

**If an ENVIRONMENTAL EMERGENCY occurs:**

- a. Isolate (product) and insulate (protect) yourself and others
- b. Call 911 from safe area
- c. Call building management from a safe area

**If a FLOODING situation occurs:**

- a. Do not touch electrical equipment
- b. Move to a safe area
- c. Call building management
- d. Contact 911 if necessary

**If a BOMB THREAT is received:**

- a. Fill out the Bomb Threat Checklist
- b. Notify building management

**If an ACTIVE SHOOTER situation occurs:**

- a. If possible, exit the building immediately
- b. If exiting the building is not an option, go to nearest room or office with a door
- c. Lock or barricade door
- d. Silence cell phone