

# Evacuation Procedures

200 Elm Street  
695 East Main Street

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## **This Manual addresses the following:**

- Evacuation Procedures
- Fire Safety Procedures
- Pull Stations
- Medical Emergencies
- Severe Weather Safety Procedures
- Supplemental Information
- Emergency Summary

# Fire Safety Procedures

- Assume all alarms are real.
- **EVACUATE THE BUILDING and MOVE AWAY FROM THE BUILDING.**
- **DO NOT USE THE ELEVATORS DURING AN EVACUATION**
- Do not hesitate or wait for PA system announcements.

## Fire Safety Procedures – Fire Warden

- Before leaving, check your area (meeting rooms, work rooms and restrooms) to ensure occupants are aware of the alarm.
- Do not waste time discussing the importance of the evacuation.
- Inform occupants of the alarm.
- Check all areas.
- Evacuate the building.
- Go to tenant designated meeting area and check in with your assigned group.

# Fire Safety Procedures

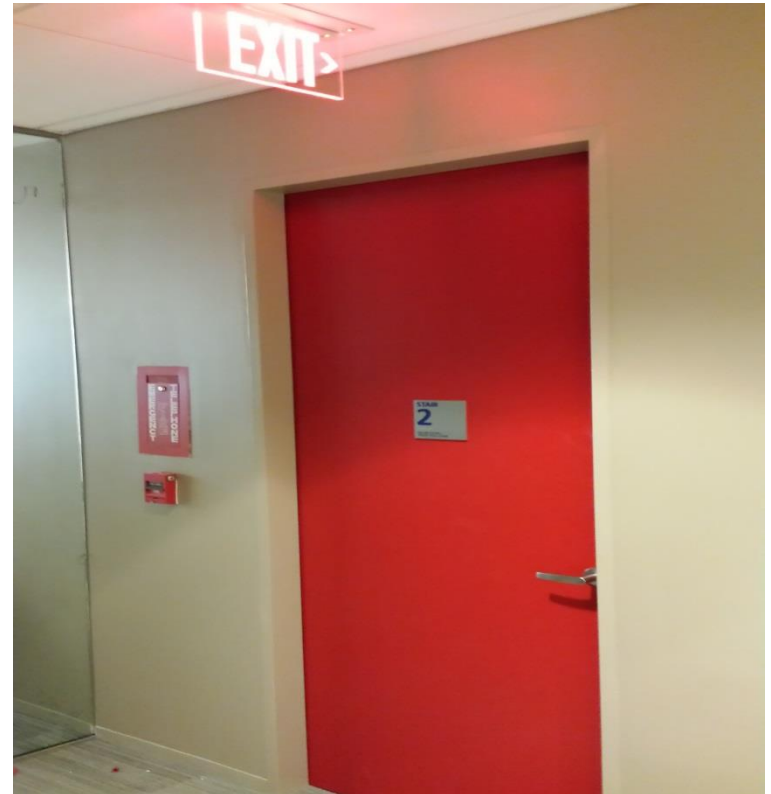
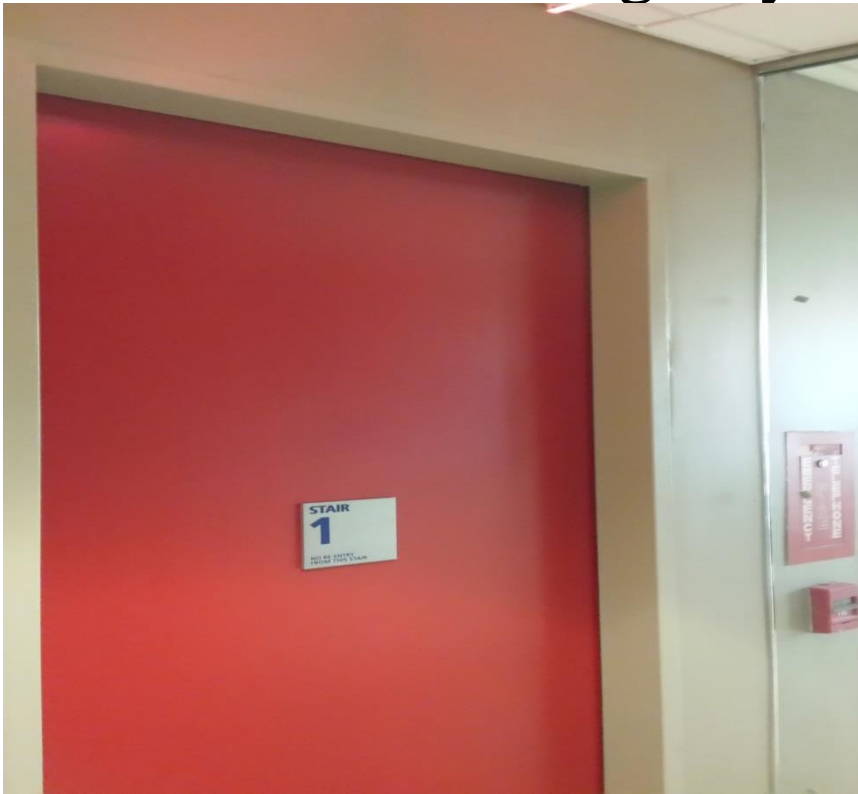
- If you sense evidence of fire (SMOKE, HEAT, FLAMES) evacuate immediately and report.
  
- **Reporting Fire Alarm**
  - Call 911.
  - Use fire alarm pull station.
  - Call or alert security Desk immediately at 860-471-1870 or 203-355-6095, 203-355-6054

# Fire Safety Procedures

- Exit the building via stairwell to emergency exits.
- Do not congregate inside the building - It could fill with smoke.
- Do not block the exit doors.
- Move to your company designated meeting area.
- Continue evacuating even if the alarm stops sounding
- Unlikely, but some fires could stop the alarm from working.

# Fire Safety Procedures – Tower A

- Occupants must follow emergency exit signs to the nearest evacuation stairwell.
- DO NOT USE THE ELEVATORS.
- There are 2 emergency stairwells on each floor.

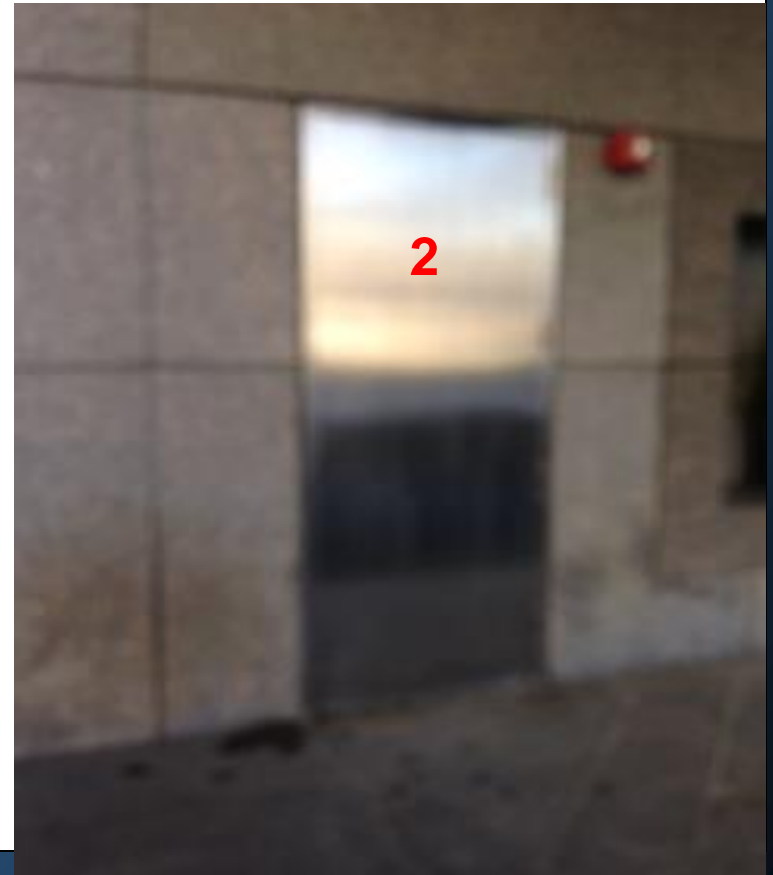


# Fire Safety Procedures – Tower A



➤ **Stairwell 1 - will come out to the elevator lobby by the security desk-exit out the front door.**

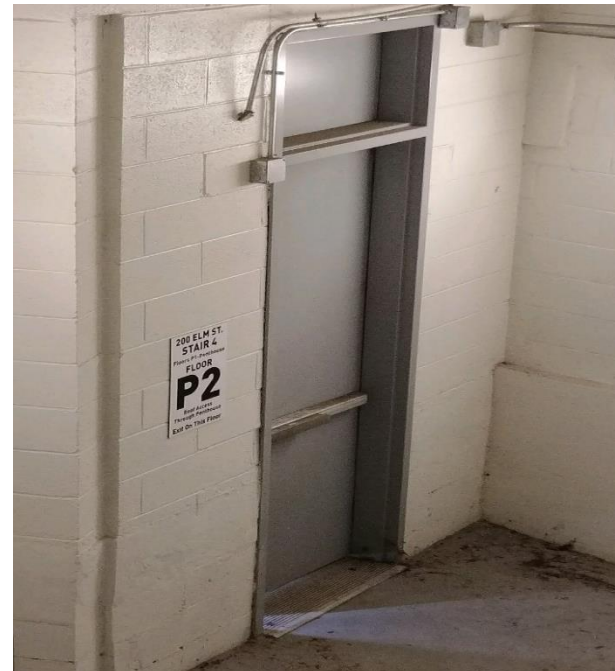
➤ **Stairwell 2 - will come out to the 695 East Main front entrance.**





# Fire Safety Procedures – Tower B, C, D

- Occupants must follow emergency exit signs to the nearest evacuation stairwell.
- **DO NOT USE THE ELEVATORS.**
- There are 4 emergency stairwells on each floor.



# Fire Safety Procedures – Tower B, C

➤ **Stairwell 3 - will come out to the corner of Elm Street and East Main Street.**



➤ **Stairwell 4 - will come out by the stop sign by 200 Elm Street garage entrance**

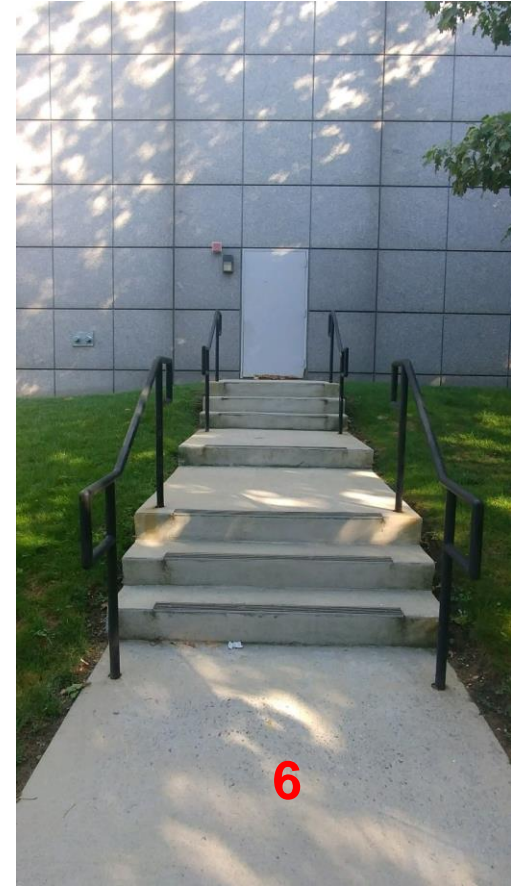


# Fire Safety Procedures – Tower C,D

➤ **Stairwell 5 - will come out to the Loading Dock**



➤ **Stairwell 6 - will come out at North State Street, near. Loading dock.**



# Fire Safety Procedures



**Follow the fire exit signs in the stairwells until you reach the sign below.**



**At this point exit out of the stairwells and into the emergency exit**

# Fire Safety Procedures

- The assembled designated area will be selected by the tenant. Fire wardens are selected by each tenant.
- There will be a Security Officer at the main entrance providing directional instructions at all times.
- Do not go into the garage or into your car and drive out of the building.

# Fire Safety Procedures

Once Outside:

- Move as far away from the building as possible;
- Direct yourself towards the meeting area;
- Follow instructions from the trained Security Guards;
- Assemble in designated area (selected by each tenant);
- Check in with the Fire warden of tenant designated;
- Do not re-enter the building or the parking garage under any circumstance until cleared by Fire Dept.

# Fire Safety Procedures

Once outside, Fire Wardens should gather in the tenant selected area and wait for Property Management or Security in the assembly area.

## Fire Wardens will report Floor as:

### ➤ CHECKED AND CLEAR

- No one remaining as best as they could tell.

### ➤ CHECKED NOT CLEAR

- Some occupants remained behind.

### ➤ NOT CHECKED

- Did not have the chance to check common areas.

# Fire Extinguishers

## ➤ The five classes of fire

A



**Class A fires** involve ordinary combustibles, such as wood, cloth and paper

B



**Class B fires** involve flammable liquids, such as gasoline, oil and some paints and solvents

C



**Class C fires** involve energized electrical equipment, such as power tools, wiring, computers, fuse boxes and electric motors.



**Class D fires** involve combustible metals, such as magnesium or sodium. **Fighting Class D fires requires specialized training.**



**Class K fires** involve cooking oils used in commercial cooking equipment.



# Pull Station

- Fire pull stations are located throughout the facility



# Recognize Horn / Strobe Devices



# Medical Safety Guidelines - Definitions

## Medical Emergency

- Serious or life-threatening injury/illness.
- Requires an ambulance/paramedics.



## Immediate Care / First Aid Incident

- Does not require ambulance/paramedics.
- Less serious injury needing prompt medical attention.



# Medical Emergency Guidelines

- Dial 911 and notify emergency services (Some offices may require pushing “9” to access an outside line connection. **Example: 9-911**
  - Relay conditions and confirm location.
  - Stay on the line.
  
- Ask a co-worker to call Security immediately @ 860-471-1870 or 203-355-6095/355-6054
  - Responders will assist paramedics in getting to the scene quickly.
    - Opening keycard doors.
    - Holding elevator.

# Medical Emergency Guidelines

- Remain with the injured / ill person.
  - Keep person calm and comfortable.
  - Clear away onlookers.
  - Send someone to meet responders.
  
- Locate witnesses.
  - Helps paramedics understand what occurred.
  
- Report any hazardous conditions that contributed to the incident.

# Medical Safety Tips

Please....



- Be responsive and dial 911.
- Err on the safe side - treat doubtful conditions as a medical emergency.

But remember you are not expected to....

- Practice emergency first aid, nor
- Clean up after the incident.

**Blood & other bodily fluid may carry infectious disease.**

# Severe Weather Safety Guidelines



## Tornado warning

- Management makes emergency announcement over PA system instructing occupants to seek shelter in a tornado safe areas.

## Fire Wardens should:

- Direct occupants to interior spaces away from windows.
- Instruct occupants to close exterior office doors (if possible).
- Have occupants crouch down and cover their heads (if possible).

# Severe Weather Safety Guidelines

## Tornado warning (continued)

- Remain in the area until Management announces “All Clear” over the PA system.
- After the “All Clear” is announced:
  - Check the area for injured occupants - follow medical safety procedures if needed; and
  - Check area for damage and notify Management.





# Severe Weather Safety Guidelines

## Tornado warning - additional information

- Exterior rooms, especially those with windows should not be used during a tornado.
- Bathrooms are good tornado safety areas.
- Semi-enclosed interior rooms, interior hallways or stairwells are good tornado safe areas.
- Quick response is essential.



# Earthquake Safety Guidelines

- Minimal chance of sizable earthquakes in our area.
- Little or no forewarning if they do occur.
- If an earthquake occurs:
  - Seek cover and tell others to do the same;
  - Do not exit the building;
  - Move away from windows; and
  - Take cover under heavy desk, table or other furniture.
- Most injuries occur from falling objects and debris.

# Earthquake Safety Guidelines

Once the earthquake subsides:

- Check the area for any injuries and follow Medical Safety Procedures if necessary.
- Heed the instructions of Security, Facility/Property Management, Engineering or any emergency personnel.
- Be cautious about exiting the building until exits are checked, unless there is fire, the smell of gas, or other obvious emergency inside.

# **Inclement Weather Tenant Notification:**

The Property Management Team provides property condition information to all the tenants via building engines, telephone/text or email.



# Supplemental Information

## Special Needs

There may be individuals in your area who would need additional assistance during an evacuation.

➤ Please notify the management office of persons with disabilities in your office.

- Mobility or vision impairment.
- Permanent or temporary disability.



➤ Share evacuation procedures with appropriate staff

## Supplemental Information

Evacuation procedures for individuals needing additional assistance

- Go toward emergency exit stairwell.
- Have them enter stairwell once stairwells have cleared.
- Wait on landing for assistance from emergency services personnel.
- Stay with disabled individual in emergency stairwell until emergency personnel arrives.
- Report location to Facility/Property Management, Security, or Fire Department. Security Desk 860-471-1870 or 203-355-6095, 203-355-6054

# Supplemental Information

Evacuation procedures for individuals needing additional assistance (Continued)

- Fire Department (FD) will dispatch someone to that location.
- If in danger, FD will evacuate individual.
- If no danger (false alarm or small fire at a distant location in building), FD will wait with individual until all clear to re-enter building.

# Supplemental Information

## Emergency Response While Away From Your Desk

If a building emergency occurs while away from your desk, please:

- Do not attempt to go back to your workstation;
- Find the nearest exit closet to you; and
- Once outside the building, meet up with your fire warden to check in.





# Emergency Summary



- If the building becomes damaged, in any way, and tenants are not able to re-occupy the premises, each tenant facility team will receive a email, call or building engines notice from the Property Management Team.
- Please follow your Company's Business Continuity Plan (BCP), as to what the next steps are for continuing your Company's operations.

# Emergency Summary

- No one expects you to be an expert.
- The most valuable assets in an emergency are to:
  - Remain calm;
  - Know your Fire Warden;
  - Be prepared and practice evacuations; and
  - Use good judgment.

