

EMERGENCY PROCEDURES MANUAL

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This plan is designed to provide general guidelines for responding to emergencies within the building. Your company should also develop their own plan. Remember, not all emergencies fall within the parameters of a defined plan; sometimes individual judgment will be your best guide. Your preparedness, awareness and self-discipline are the keys to an orderly and safe emergency response.

This emergency procedures manual is designed to guide you through the following building emergencies:

- **Medical**
- **Severe Weather**
- **Elevator**
- **Fire**
- **Bomb Threat**

Please take a few minutes to review this information and always keep this manual within easy reach. By carefully reviewing this manual and keeping it accessible, emergencies can be handled with decisive action and results can be improved.

Thank you,

Wellington Management, Inc.



WHAT TO DO IN A MEDICAL EMERGENCY?

1. CALL 9-1-1

2. Give the following information:

- Building Name
- Address
- Details of the emergency (nature of emergency, number individuals affected)
- Type of injury, illness or symptoms

3. **DO NOT** move the injured or ill person.

4. If possible, have someone meet the emergency units at the front door to direct them to the emergency location.

5. Call Wellington Management **651-292-9844** when you can safely do so to notify that a medical emergency has occurred. If this occurs after-hours (between 5pm and 7:30am or on weekends) call our after-hours line **651-270-3870**.

WHAT SHOULD HAPPEN NEXT?

- Paramedics are dispatched by the 911 Center.
- Prepare for arrival of emergency units.
- Paramedics arrive to administer medical assistance.



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WHAT TO DO IN A WEATHER EMERGENCY?

A severe weather warning is an alert by the National Weather Service confirming a possible tornado sighting and location. Public warnings should be given by the Civil Defense Warning System.

If you see severe weather or hear a severe weather warning, proceed as follows:

1. Move away from the perimeter of the building and exterior glass.
2. Go to the enclosed areas in the building core, corridors, restrooms, and stairwells.
3. If conditions warrant, your floor captain (see pg. 8) should initiate your company's emergency response plan.
4. If evacuation (see pg. 7) to stairwells is necessary, the assigned floor captains (see pg. 8) will direct an orderly evacuation.

WHAT SHOULD HAPPEN NEXT?

Wait for the "All Clear", given when the National Weather Service determines conditions are safe to return to your office.



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WHAT TO DO IN AN ELEVATOR EMERGENCY?

1. Open the doors marked “Phone” inside of the elevator and follow the instructions.
2. Remain calm and an elevator technician will respond.
3. Do not try to force open the elevator door.
4. If you have a cell phone, call Wellington Management at **651-292-9844** who will then confirm the elevator company is responding. If this emergency occurs after hours (between the hours of 5pm-7:30am Monday-Friday or on weekends) please call our after-hours line **651-270-3870**.

WHAT SHOULD HAPPEN NEXT?

- An elevator technician will respond. You will be assisted from the elevator as soon as possible.



WHAT TO DO IN A FIRE EMERGENCY?

1. Activate an alarm pull station OR call 9-1-1
2. Give the following information:
 - Building Name
 - Address
 - Location of fire
 - Details of the fire emergency (including number of people affected)
3. The assigned floor captains (see pg. 8) will assist to direct occupants to the nearest stairwell for evacuation (see pg. 7).
4. **Do not** create a panic; notify your supervisor to activate your company's emergency procedure plan.
5. Call Wellington Management **651-292-9844** to report the emergency. If this emergency occurs after hours please call the after-hours line **651-270-3870** (between the hours of 5pm-7:30am Monday-Friday or on weekends).

DO'S

- Leave immediate fire area and close doors behind you.
- Use stairwells to evacuate.
- If caught in heavy smoke, cover mouths and noses with a moist towel or an article of clothing, stay near the floor and move to the exit by crawling.

DON'TS

- DO NOT attempt to fight the fire.
- DO NOT use the elevators. The elevators are dispatched to the first floor for firefighters use only.

WHAT SHOULD HAPPEN NEXT?

- The Fire Department is dispatched by 911 Center.
- Firefighters arrive to handle emergency.



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WHAT TO DO IN A BOMB THREAT EMERGENCY?

1. **Remain calm.** Keep the caller on the phone to try to get as much information as possible.
2. **Call 9-1-1**
3. Give the following information:
 - State “I have received a bomb threat”
 - Building Name
 - Company name and floor/suite number
 - Your name
4. **DO NOT** create a panic, notify your supervisor.
5. **DO NOT** touch suspicious objects.
6. Call Wellington Management **651-292-9844** to report the situation. If this emergency occurs after hours please call our after-hours line **651-270-3870** (between the hours of 5pm-7:30am Monday-Friday or on weekends).

WHAT SHOULD HAPPEN NEXT?

- Police are dispatched by 911 Center.
- A building search will be conducted.
- Police Bomb Squad will contact the person who received the threat.
- An evacuation will take place.
- When authorized, the “ALL CLEAR” will be given by the bomb squad or police department.
- People may then, re-enter the building.



WHAT TO DO IN AN EVACUATION

If evacuation becomes necessary, proceed as follows:

1. Proceed to the nearest exit.
2. Take stairwell to building exit as directed.
3. Exit away from the building so emergency personnel have a clear path.

DO'S

- Use the stairwells to evacuate.
- Be prepared to merge with people evacuating from other floors.
- Watch for firefighters coming up the stairwells to handle the emergency.

DON'TS

- **DO NOT** use the elevator.
- **DO NOT** run or create a panic.
- **DO NOT** return to your office until the "ALL CLEAR" is given by the proper authorities.
- **DO NOT** congregate near building entrance, move away from the building so emergency personnel have a clear path.

WHAT SHOULD HAPPEN NEXT?

- Emergency personnel will assist with evacuation.
- The "ALL CLEAR" will be given when it is safe to return to your office.



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SAFETY/FLOOR CAPTAIN RESPONSIBILITIES

You should assign a few people in your office to be the floor captains for your office.

1. Inspection

- Inspect assigned areas to eliminate fire hazards.
- Keep aisles and exits cleared.

2. Information

- Familiarize employees with proper evacuation routes and procedures.
- Have a plan to evacuate physically challenged.
- Maintain a current list of office leaders, alternates and physically challenged employees (including breathing impaired).

3. Evacuation

- Notify occupants in assigned areas to form a line in the corridor leading to a safe exit stairwell.
- Direct an orderly evacuation by stairwell to designated areas.
- Evacuate physically challenged.
- Check restrooms, conference rooms and remote areas for employees who may not have heard about the evacuation.
- Keep employees in designated areas until the “ALL CLEAR” is given.