

Seven Mile Crossing

EMERGENCY & EVACUATION PROCEDURES



EMERGENCY AND EVACUATION PROCEDURES

INTRODUCTION

This is your Emergency Procedures Manual. In the event of a fire, or other emergency, the directions provided within this manual will enable you to react appropriately and safely. All members of your staff should be familiar with these procedures. It is recommended that this information be posted in a lunchroom or other public area within your premises. Please note that in all emergency situations, the building office must be notified.

Please direct any questions regarding this information to Seven Mile Crossing at (734) 462-8405.

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Evacuation Procedures

These Evacuation Procedures will be used when conditions potentially threaten the safety and welfare of the building occupants. When those conditions occur, the building will be evacuated and closed for as long as the unsafe conditions exist.

Those conditions are:

- No electricity
- No water
- No fire alarm system
- No fire suppression system
- No heat during the heating season

Please follow the procedures listed below in the event it is necessary to evacuate the building:

- ü Use the following exits to leave the building – Stairwells are located at the east and west ends of the building. Once you reach the first floor, exit the stairwell and proceed to the closest building exit, located in the middle of the north, south, east and west faces of the building. Exits are marked with exit lights and the stairwells are lit in the event of a power failure with emergency lighting.

REMEMBER: DO NOT USE ELEVATORS DURING ANY EMERGENCY!

Any person having a disability or physical impairment, which may limit mobility, should inform their employer. Special arrangement for transportation if the elevators are not available must be coordinated with and provided by the employer.

- ü Collect personal belongings, such as coats and purses, if readily at hand.
- ü Lock your suite door.
- ü Proceed calmly to the stairwell exits; whichever is closest to your office.
- ü Use the handrails in the stairwells.
- ü Keep talking to a minimum.
- ü Keep calm.
- ü Be aware that the Fire Department may be ascending the stairwell to handle the emergency.
- ü Once you have exited the building, walk away from the building.
- ü Return to the building and/or work locations only when directed to do so by the Fire or Police Department or the Building Management.

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Tenant Responsibilities In An Evacuation

- ü Direct all employees and visitors to the stairwell exit, whichever is closest.
- ü Assist any of your employees or visitors that have physical impairments.
- ü Encourage employees and visitors to remain calm while exiting the building in an orderly fashion.
- ü Complete a final floor check, once all employees and visitors have been evacuated. Be sure to include restrooms and all conference rooms. Once you are confident your area is clear, exit the building.
- ü You should designate an individual, to act as a liaison between the Building Management and the Police and Fire department to provide general information.

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Accident or Illness

In the event of an accident or illness involving an employee or guest in your premises that necessitates emergency assistance, we recommend that you:

1. Call 9-1-1

Give this information:

- A. Seven Mile Crossing, 38695, 38701 and 38705 Seven Mile Road, Livonia
 - B. Suite number and location of accident or illness
 - C. Type of injury, illness or symptoms.
2. Do not try to move the injured or ill person. Try to make them comfortable.
 3. If possible, have someone meet the emergency unit at the elevator on your floor.
 4. Call the Property Management office at (734) 262-8405 to report the incident.

Workplace Violence

Each tenant is responsible for developing and administering a workplace violence program. Assistance is available from the U.S. Department of Labor Occupational Safety and Health Administration.

Elevator Emergency

1. Press the CALL button located on the bottom of the elevator button panel. Wait for the elevator company to respond.
2. When the elevator company responds:
 - A. Give the building address if possible
 - B. Give the floor level if possible
 - C. Give the elevator number
3. Remain calm.
4. Do not try to force open an elevator door.
5. Report the incident to the Property Management office at (734) 462-8405 as soon as possible.

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Severe Weather

We would like to acquaint you with our severe weather procedures, as well as the general evacuation and emergency procedures. These procedures require the participation of all building occupants. Each tenant is responsible for notifying their respective employees and visitors of threatened severe weather conditions. Each tenant should appoint one employee to be responsible for giving such notification.

When the National Weather Service issues a Tornado Warning, the outdoor warning siren system is activated. This is accomplished in conjunction with local municipal units of government by installing sirens in major population areas. A tornado siren will activate for three minutes, which warns the community that a tornado has been sighted somewhere in Wayne County. Seek shelter and listen to the radio or television for more information.

In the event of severe weather conditions, building occupants and their visitors should seek shelter in the following areas:

Stairwells

Bathrooms

Interior office and conference areas away from exterior glass

Hallways away from exterior glass

Building occupants should not relocate to the building lobby. If emergency personnel are needed, they will require access to the building via the main entrances. Building occupants congregating in this area may impede emergency operations. Building Management personnel will help direct the traffic flow and provide assistance to those in need.

If any person feels insecure due to the inclement weather conditions prior to being notified of severe weather, they may relocate to a more secure area of the building. In addition, building occupants should secure all sensitive information, collect their personal belongings and secure their workstations prior to leaving.

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After Hours Notification

Building Management will attempt to notify those building occupants that have provided after hour's emergency contact information after normal business hours should an emergency occur.

Power Failure

In the event of a power failure, Building Management will contact Detroit Edison immediately to determine the cause of the failure and how long the outage is anticipated to last. In the event the length of the outage is unknown, or is estimated that it will last longer than one hour, the building will be evacuated. The building stairwells and corridors have battery powered emergency lighting to illuminate the areas as you exit the building. The elevators should return to the first floor and will not function until the power is restored. Building occupants should secure all sensitive information; collect their personal belongings and secure their workstations prior to leaving their office or the building. It is recommended that you turn off all electrical equipment such as computers, copiers and televisions.

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Fire Emergency

The building contains a monitored fire alarm system. When the alarm panel senses an alarm situation, it signals the monitoring service that immediately notifies the Fire Department. **If the fire alarm sounds, please evacuate the building immediately.**

If there is a fire inside your suite:

1. Activate the Fire Alarm
2. Call 911
3. Alert others in your suite
4. Evacuate the building using the Evacuation Procedures.

If there is a fire outside of your suite:

1. Evacuate the building using the Evacuation Procedures.
2. Feel doors as you exit – if a door is hot, do not open it
3. If the door is not hot – open it cautiously and close it fast
4. If the fire alarm is not activated, activate the fire alarm
5. If smoke is heavy, crawl
6. Stay calm

Building Management Responsibility

1. Inspect each exit to determine that self-closing doors are in the closed position but are not locked.
2. Inspect to see that there are no obstructions in any corridor.
3. Inspect all exit lights weekly.
4. Know the location and operation of all fire extinguishers in the building and check the location and condition of these extinguishers on a regular basis.
5. Keep all mechanical areas, common areas and unoccupied space clear of debris.
6. Do not store flammable materials.

Occupant Responsibility

1. Know where the building exits, stairwells and fire extinguishers are located.
2. Poor housekeeping is a fire breeder. Remove all debris daily.
3. Do not store flammable materials.
4. No space heaters are allowed in the building.
5. No smoking is allowed in the building.
6. Report any faulty exit lights to the building management. If you see anything that could be a fire hazard, let the building management know immediately.
7. Close propped open doors.

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In Case of Bomb Threat

If Building Management is notified that someone in the building has received a bomb threat, the Police will be called immediately. The tenants may be notified via telephone or in person or they may be asked to evacuate the building (the fire alarm will sound).

If you receive a bomb threat:

- Note exact time. This is important since some type of watch or clock, which restricts the bomber to a 12-hour period or less, activates most bombs. Ask caller to repeat the time. Note if he uses a 24-hour system.
- Ask questions that could be helpful on locating the bomb or determining if it is a hoax.
- Ask for location of the bomb by saying, "Did you say the bomb was in the cellar, lobby, etc. "
- Ask for time of detonation.
- Inform caller that the personnel are in the building and this could cause injury or death to an innocent person.
- Note background noises, such as motors running, music, or other sounds that may aid in determining where the call is being made from.
- Above all, remain calm. Secure as much information as possible before the caller hangs up.
- Report the information immediately to your company Safety Coordinator.

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Desktop Procedures Bomb Threat Checklist

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: _____ _____ _____ _____ _____ _____ _____ _____ _____ Sex of caller: _____ Race: _____ Age: _____ Length of call: _____ Number at which call is received: _____ Time _____ Date _____ Your Name: _____ Position: _____ Phone Number: _____	CALLER'S VOICE: Calm Nasal Angry Stutter Excited Lisp Slow Raspy Rapid Deep Soft Ragged Loud Clearing throat Laughter Deep breathing Crying Cracking voice Normal Disguised Distinct Accent Slurred Familiar If voice is familiar, whom did it sound like? _____ BACKGROUND NOISES: Street noise Factory machinery Cafe/bar Animal noises Voices Clear PA system Static Music Local House noises Long distance Booth Motor Office machinery Other: _____ THREAT LANGUAGE: Well spoken (educated) Incoherent Taped Foul Message read by threat maker Irrational REMARKS: _____ _____ REPORT CALL IMMEDIATELY TO: _____ PHONE NUMBER: _____ CHECKLIST COMPLIMENTS OF: THE CARLISLE GROUP, Security Management Consultants 1-800-373-5317 - 24 hrs day
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