

# Emergency Procedures

## Emergency Procedures Handbook

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The Ownership and Management of First National Bank Building take Fire and Life Safety very seriously. Our objective is to provide our tenants with a safe and comfortable working environment. With this in mind, this Tenant Emergency Response Team Guide was developed.

While the Fire/Life Safety Systems in the building are engineered to ensure the safety of all occupants in the building in the event of a fire, it is important that all individuals working in the building understand the building's emergency procedures. However, each emergency is unique and sometimes the recommended procedures may not be suitable for all conditions that arise. Therefore, common sense should always be the primary element of any emergency procedure.

Primary responsibility for the safety of building tenants and compliance with fire codes rests with each tenant. The material that follows is general information to help you meet the Fire/Life Safety requirements. It is not management's intent to direct the tenant to adopt or use all or part of the given information, nor does management or ownership assume any liability in connection with all or part of the information, which may be used or adopted by the tenant.

Please take the time to familiarize your entire staff with these procedures. If you have any questions regarding these procedures or any of the Fire & Life Safety systems in place in First National Bank Building, please contact the Nightingale Realty Management Office at (651) 225-3666.

## Emergency Phone Numbers

Emergency:	911
Fire Department (non-emergency):	(651) 224-7811
Police Department (non-emergency):	(651) 291-1111

Management Office:  
After-Hours Emergencies:

(651) 225-3666  
911 - then call (651) 225-3666

## **Emergency Response Teams**

Emergency Response Teams are made up of tenant employees who are responsible for taking charge in the event of an emergency to move co-workers out of harms way. It is up to each tenant to create and maintain an emergency response team.

While Nightingale Realty may periodically host Emergency Response Team training, the general responsibilities are outlined here. It is the responsibility of all Emergency Response Team personnel to familiarize themselves with these guidelines as well as all of the building's Emergency Procedures.

Emergency Response Team positions:

Floor Warden (Suite Monitor) - Responsible for controlling staff in event of emergency and explaining/overseeing all emergency actions. Each tenant should designate an alternate Floor Warden in case the Floor Warden is out of the office when an emergency occurs.

Stairwell Monitor - At direction of Floor Warden, leads employees to exit stairwells and monitors the safe and efficient evacuation via stairwells.

Elevator Monitor - Is positioned at elevator banks and ensures that no one uses the elevators during an emergency.

Searcher - After all personnel have evacuated the suite, the searcher returns to the office suite to ensure that all have in fact evacuated and that there are no injured persons left behind.

Assistant to the Mobility Impaired - Assists any mobility impaired individuals during an emergency and/or building evacuation.

Smaller tenant suites - May assign a Floor Warden and Alternate to handle all above responsibilities.

## **EMERGENCY RESPONSE TEAM RESPONSIBILITIES**

Each member of the building's Emergency Response Team has an extremely important job to perform in the event of an emergency. Each Floor Response Team designee should become familiar with the following duties.

### **FLOOR WARDEN Duties**

- Appoints personnel to the emergency team and fills all vacant positions
- Maintains and updates Emergency Response Team Forms, submits copies to Nightingale Realty

- Keeps Nightingale Realty Management Office updated on any changes in Emergency Response Team personnel
- Alerts Emergency Response Team designees of potential emergencies
- Supervises the activities and training of Emergency Response Team
- Responsible for informing and training Emergency Response Team in emergency procedures
- Ensures that Emergency Response Team know their assigned duties and locations in case of an emergency
- Pre-plans the handling of mobility impaired personnel during evacuation
- Responsible for the evacuation of Emergency Response Team
- Responsible for notifying Elevator Monitor to evacuate
- Reports complete evacuation or locations of persons not evacuating to the Building Safety Coordinator or Lead Fire Department responder after evacuation.
- Notifies Building Management of persons in need of evacuation assistance.

#### STAIRWELL MONITOR Duties

- Takes position at assigned exits and assists in the evacuation of all personnel
- Feels stairwell door with back of hand for heat. If no heat is detected, opens door slowly to inspect stairwell for possible heat and smoke conditions before evacuation
- Instructs personnel to form single file lines in stairwell and directs personnel to exit along the right side of the stairwell
- Supervises and monitors evacuation flow while remaining calm and encouraging others to remain calm and orderly during evacuation
- Ensure that no one is carrying any items into the stairwell that could create a hazard
- Remains at exit until Searchers have cleared all personnel from the floor

#### ELEVATOR MONITOR Duties

- Under the supervision of the Floor Warden, Elevator Monitors are responsible for ensuring that no one uses the elevators during an emergency
- Is positioned at the elevators and directs employees to the nearest stairway
- Must be familiar with the building's emergency procedures and the location of all stairwells
- Remains at designated post until instructed to evacuate by the Floor Warden

#### SEARCHER Duties

- Under the supervision of the Floor Warden, Searchers are responsible for finding and evacuating all personnel from the floor, specifically from remote areas such as storage rooms, file rooms, coffee/break areas, restrooms, etc
- Check all rooms including restrooms, conference rooms, reception areas, offices and remote areas
- Close, but do not lock, all doors after you have determined that the room has been evacuated
- Advises any remaining personnel on the floor of the emergency and insists on their evacuation

- Evacuates non-employees found on the floor
- Must be familiar with the building's emergency procedures and the location of all stairwells
- Reports to Floor Warden names/locations of any persons not evacuating as directed

#### ASSISTANT TO THE MOBILITY IMPAIRED Duties

- Under the supervision of the Floor Warden, the Assistant to the Mobility impaired is responsible for the safe evacuation of any mobility impaired personnel
- Maintains an up-to-date list of impaired employees and provides copy to Floor Warden, Alternate and Building Management
- Moves all wheelchair bound personnel to the elevator lobby and wait with them until emergency personnel arrive
- Each mobility impaired individual should be assigned a buddy and a back-up buddy. The buddy is responsible for getting the mobility impaired individual to their "Shelter in Place" area and inform their Floor Warden of their location. In the case where the Fire Department evacuates the mobility impaired individual, once outside, the buddy will be responsible for getting the mobility impaired individual to their congregation area

#### **Fire and Life Safety**

Total evacuation of the building is rarely necessary. Should evacuation become necessary, the authority and responsibility rests with the St. Paul Fire Department, St. Paul Police Department, local government officials, or in an extraordinary situation, building management. An announcement will be made from the Fire Control Center directing tenants on the route to evacuate the building. Neither the management nor ownership can assume responsibility for any consequences resulting from the decision to evacuate or not to evacuate.

#### Fire Prevention

Do not accumulate quantities of discarded files or other paper trash in your office or storage area. Pay special attention to housekeeping in those departments that produce quantities of debris, such as duplication machines, mailing and receiving rooms.

Do not store large quantities of flammable solvents, duplicating fluids, or other combustible fluids.

Keep electrical appliances in good repair. Do not overload electrical power strips or use portable heaters. Report unsafe conditions to the building office.

When furnishing an office, consider the fire potential of materials used in large amounts, like overstuffed chairs, couches or anything that could become a combustible item. Such furnishings should be flame-proofed.

Where potential for fire is especially high, such as supply rooms, tenants may wish to consider installing additional fire extinguishers.

## Fire Emergency

IF YOU DISCOVER A FIRE, you should remain calm and:

- Call 911 from a safe location.
- If available pull the nearest fire alarm
- Evacuate or relocate and assist all others in the immediate area.
- Close doors behind you to isolate fire.
- Proceed to stairwells and follow your evacuation plan. NEVER use the elevators.
- Be cautious when opening doors so as not to spread the fire. Touch any door to see if it is hot before opening.
- If smoke is present, stay low and crawl with your body against the floor. The clearest air is near the floor. If forced to make a dash through smoke or flame, hold your breath and cover your nose and mouth with an article of clothing.

## Tenant Evacuation

In the event the alarm systems and/or Emergency Responders/Building Personnel notify tenants to evacuate a floor, please follow the steps below.

Everyone should proceed quickly, but calmly, to the nearest stairwell exits. DO NOT RUN! DO NOT USE ELEVATORS! Stay to your right, in single file, as you descend the stairs. Fire fighters will be coming up the other side of the stairwell.

The Emergency Response Team should walk the suite to assist employees and make sure everyone is aware of the evacuation order. An after hours response team should exist for companies who frequently have after hours work activity.

Evacuation, depending upon the size and type, is normally three (3) floors, the floor above and below as well as the floor of incident. Once the evacuation has begun, no one should attempt to re-enter the evacuated area until it has been declared safe or "ALL CLEAR" by the emergency responders or building personnel.

The Floor Warden should proceed to take a head count to determine if anyone is missing from his/her office. If someone is missing, this information should be relayed to building personnel immediately.

The Floor Warden is to check in with the Building Safety Coordinator at their assigned rally point (In Front of 101 E. 5th Street, US Bank Building or your employer's designated rally point) and inform of any employees still remaining in the building.

## FIRE ALARM SYSTEMS

- Primary 20/20 panel in Control Center
- Phone or intercom speakers in elevators
- Pull stations are located in some areas of the building
- Smoke detectors in all elevator lobbies
- New speaker/strobe appliances are being installed as areas are renovated

Fire's are detected through smoke, waterflow and heat detectors. When detected an automatic audible alarm announcement is activated on fire floor, floor above and below. You will hear: "Your attention please, Your attention please. A fire alarm has been activated in your area. Please evacuate your floor and follow the instructions of your floor warden. Use the stairwells. Do not use the elevators.

If the audible alarm within the building sounds, please do not call the Management Office, unless you have something specific to report. Building Management is aware of the alarm, as well as whether it's false or a legitimate emergency. Please keep the telephone lines clear so that Management may attend to the situation as quickly and efficiently as possible.

### **Medical Emergency**

In the event that an accident or illness befalls one of your employees, or a visitor to your office area, please:

- Call 911 Emergency Services
  - Provide the Emergency Dispatcher with the following information:
  - Your name
  - The Building Tower in which the emergency situation is located (East, West, or North).
  - Your Company's name, specific floor number and the exact location of the emergency.
  - Any pertinent details of the accident or illness.
- Notify Building Security (651-225-3655) after and/or if possible at the same time of the situation and that 911 Emergency Service has been called. (It is imperative that you notify building security so that they can meet/direct the responders and take over an elevator).
- Do not move the injured/ill person. Attempt to make them as comfortable as possible.

The emergency unit will be with you shortly and will administer all necessary medical assistance. The St. Paul Fire Department Ambulance Service - 911 - will automatically take the patient to the nearest medical facility unless requested to do otherwise.

It is a good idea to have designated employees' and/or response team members trained in first aid and CPR. Properly trained personnel can assist in first aid response and can contribute to an effective response plan. Building Security staff are trained in First Aid/CPR and an Automatic External Defibrillator (AED) is located at security desk on the skyway.

### **Power Failure**

Building Fire/Life Safety is served by emergency power systems. In the event of power failure, these generators will provide emergency power for certain basic building functions. Those functions include:

- Activating emergency lights on each floor throughout the building, including all Exit signs.
- Activating all stairwell lighting.
- Activating the building's emergency Fire, Life and Safety Systems as well as the building's communication systems.
- Recalling all elevators to the ground floor lobby. (If necessary, building staff will be able to operate one elevator to assist with the evacuation of disabled persons.)

It is advised that Floor Wardens maintain a fully charged flashlight at their work stations.

It is seldom necessary to evacuate the building during a power failure. Unless you are directed to do so through the emergency communication system, do not evacuate.

The First National Bank Building is designed to minimize the risk of a general power failure resulting from causes within the building. Typically, should a power failure occur, it will affect either an isolated area of the building or some larger portion of the surrounding geographic area. If an electrical failure does occur, the following guidelines should be observed:

- Inform the Building Management (651) 225-3666. After hours inform the Security Personnel (651) 225-3655.
- Place light switches in the off position.
- Unplug electrical equipment (Computer, Printer, Fax, Copier, etc.)
- Open the draperies and raise blinds to let in outside light. If there is adequate lighting from windows, continue performing assignments as well as possible.

If you are instructed to evacuate:

- Lock all areas.
- Do not congregate in lobby areas or in the street.
- Building personnel will escort you to your vehicle.
- Do NOT exit parking ramp until given OK from building personnel.

In the event of a power outage, elevators will temporarily cease moving but will be brought to the first floor via emergency generator power. Should an outage occur, elevator back up lighting will turn on. Each elevator will be manually returned to the first floor, one at a time and the doors will open for your safe exit. The elevators will then remain inoperable until the power has been restored by building staff. The elevators will then remain in operation for emergency response personnel use only.

Building Management will attempt to advise you regarding the length and cause of the power failure, as soon as possible.

### **Gas, Smoke, Fumes**

Report any of these to the Management Office immediately. Sometimes we are aware of activity that is causing the problem, and thus can solve it quickly. If, in your judgment,

the problem is an immediate fire hazard, notify the Management Office first, and the Fire Department directly.

## **Flooding**

In the event of a flood that may cause damage to tenant property or affect the normal operation of the building, designated tenant representatives will be contacted by Building Management personnel, regardless of the time of day.

The first priority is to ensure that no personal injury occurs as the result of a flood. The second priority is to discover the cause and prevent or minimize additional flooding.

Once the flooding has been contained, clean-up operations will be commenced. Tenants will need to contact their insurance carrier for any damage to their property.

## **Bomb Threat**

The most common threats are made by direct telephone calls to a company or the Security Team. However, some threatening calls are made to third parties such as television studios, radio stations, merchants, and newspaper offices.

Typically there are two reasons for a caller to report that a bomb is to go off at a particular location; the caller knows that an explosive or incendiary device has been or will be placed in the building and wants to minimize personal injury, or the caller wants to create an atmosphere that spreads panic and disrupts normal business activity. In either case, it is extremely important that the appropriate precautions be taken when dealing with any suspicious items.

### **SUSPICIOUS Items:**

- Letters that are unusually bulky or weighty.
- Parcels or envelopes with chemical or oily stains.
- Parcels or envelopes without a return address.
- Parcels or envelopes with foreign postmarks.
- Parcels or envelopes that simply do not look or feel ordinary.

### **PRECAUTIONS for Suspicious Items:**

- DO NOT handle the item.
- DO NOT attempt to open the parcel.
- DO NOT place the parcel in water.
- DO NOT remove any binding material.
- DO NOT pull or cut any protruding material.
- DO NOT use radios or other electronic devices (i.e. cell phones)
- Notify building security and 911 immediately.

Bomb Threat Procedures - Use the Bomb Threat Checklist to record the following:

- Who is calling and their phone number.
- Where the bomb is supposed to be and when it is supposed to go off.
- Who received the actual notification or threat.

Try to get the exact words of the person who made the threat. Immediately call 911 and Building Security (651) 225-3655 from a land line if possible. The Security Officer will also call the police. If possible, have a second individual call Building Security while the bomb threat call is still in progress. Attempt to keep the caller on the line as long as possible. Security will dispatch an officer to the threat area to monitor the area and to give assistance as needed. The police department will be notified immediately. The Floor Warden in the affected area will be informed of the situation. Tenants should be alert for any unfamiliar people or objects, which will need to be pointed out to the police or building staff upon their arrival. DO NOT touch or handle any suspected objects.

The Floor Warden, accompanied by the police and building staff, will make a complete search of the suspected area. The Floor Warden will be responsible for identifying any suspicious items or packages, which do not belong in their area.

If the bomb threat is received against the building and not for a specific floor, all public access areas, beginning with the most accessible will be searched. An order to evacuate or the "ALL CLEAR" may be given by building management or the bomb squad unit. This responsibility rests solely with these personnel and their decision will be based on information given to them by emergency search party teams. The Floor Warden will only make evacuation decisions for their respective company.

### **Severe Weather (Tornado and Severe Thunderstorm Activity)**

A Tornado Warning is an alert issued by the National Weather Service confirming a tornado sighting. The Weather Service will announce the approximate time of detection, location of sighting and the direction of movement. During inclement weather, the building personnel will monitor the National Weather Service. Should the Office of Emergency Preparedness, in conjunction with the National Weather Service, issue a Tornado Warning, building management will relay the emergency message via the public address system and provide appropriate action to take.

#### **Action to Take:**

- Get away from the perimeter of the building and the exterior glass.
- Leave exterior offices and close doors behind you.
- Go to the center corridor of the building.
- Sit down in the corridor and cover your head. Make every effort to remain calm and encourage those around you to do likewise.

**DO NOT ATTEMPT TO LEAVE THE BUILDING**, unless you are instructed to do so by the Emergency Building Communications System.

If you are in transit in the building go into a stairwell and/or floor without windows for shelter. **DO NOT USE THE ELEVATORS; DO NOT GO TO STREET LEVEL OR LEAVE THE BUILDING.**

If you are caught in an outside office, seek protection under a desk as far away from the windows as possible. Following the passage of the storm, building personnel staff will issue an "All Clear".

### **Pandemic Preparedness**

An influenza (flu) pandemic is a worldwide outbreak of flu disease that occurs when a new type of influenza virus appears that people have not been exposed to before (or have not been exposed to in a long time). The pandemic virus can cause serious illness because people do not have immunity to the new virus. Pandemics are different from seasonal outbreaks of influenza that we see every year. Seasonal influenza is caused by influenza virus types to which people have already been exposed. Its impact on society is less severe than a pandemic, and influenza vaccines (flu shots and nasal-spray vaccine) are available to help prevent widespread illness from seasonal flu.

Influenza pandemics are different from many of the other major public health and health care threats facing our country and the world. A pandemic will last much longer than most flu outbreaks and may include "waves" of influenza activity that last 6-8 weeks separated by months. The number of health care workers and first responders able to work may be reduced. Public health officials will not know how severe a pandemic will be until it begins.

Should a local pandemic ever hit down town St. Paul. Tenants can receive current information on the tenant handbook at [www.firstnationalbankbuilding.com](http://www.firstnationalbankbuilding.com). For any further direction on how to prepare for pandemic, please speak with your Human Resource representative.

### **Civil Disturbance**

Should a riot or civil disturbance start outside the First National Bank Building, the security officers will immediately lock all entrances to the building. The police will be notified. We will keep you informed.

If a disturbance should occur in the main lobby, all elevators will be turned off at the ground floor and lower level floors and the police will be summoned.

For you and your associate's safety it may be recommended that you not exit the building. Should you insist on doing so building management/security will select the route that is least likely to result in a breach in the building's security.

### **Elevator Malfunction**

If you are in the elevator and it stops for no apparent reason, remember to remain calm. Press the emergency intercom button and/or pick up the phone within the cab, this will alert building security that the elevator is malfunctioning. The cab number will be identified, and so too, the specific floor on which it is stuck. The officer will establish two-way communication with elevator occupants until help has arrived.

In the event of a power outage, elevators will temporarily cease moving but will be brought to the first floor via emergency generator power. Should an outage occur, elevator back up lighting will turn on. Each elevator will be manually returned to the first floor, one at a time and the doors will open for your safe exit. The elevators will then remain inoperable until the power has been restored by building staff. The elevators will then remain in operation for emergency response personnel use only.

## **Toxic Hazards**

If there is a toxic spill or exposure, take appropriate action to contain the hazard, close doors behind you, and always follow all safety procedures when working with toxic materials. Then proceed immediately to an area where you are no longer exposed.

- Call 911 Emergency Services
  - Provide the Emergency Dispatcher with the following information:
  - Your name
  - The Building Tower in which the spill is located (East, West, or North).
  - The type of spill that has occurred.
- Notify Building Security (651-225-3655) after and/or if possible at the same time of the situation and that 911 Emergency Service has been called.

Should a chemical spill occur outside the building that can be harmful to breath in the building will be locked down, and building management will ask that all tenants move to higher floors.

## **Homeland Security**

Nightingale Realty recommends that each tenant have an emergency action plan in place to help their employees prepare for and react quickly to a regional emergency, including terrorist attacks. Click on the links below to access a variety of resources that aid in preparing for a regional emergency.

Department of Homeland Security - <http://www.dhs.gov/dhspublic>

Federal Emergency Management Association - <http://fema.gov/>

American Red Cross - <http://www.redcross.org/>

Center for Diseases Control and Prevention Emergency Preparedness and Response - <http://www.bt.cdc.gov/>

Local media outlets will provide important information during an emergency situation.

KARE NBC 11 - <http://www.kare11.com/>

KSTP ABC 11 - <http://www.kstp.com/>

WCCO CBS 4 - <http://wcco.com/>

KMSP Fox 9 - <http://www.myfoxtwincities.com/myfox/>