



**TRANSWESTERN**

*The Performance Advantage in Real Estate*

# Emergency Services Handbook

## 1125 SEVENTEENTH STREET



# EMERGENCY SERVICES HANDBOOK

## 1125 SEVENTEENTH STREET

March 2007

### EMERGENCY TELEPHONE NUMBERS

Management Office ..... (303) 296-1646 (24 hours)  
Mindi Romoff, General Manager  
Randy Molnar, Assistant Property Manager  
Nichole DePass, Administrative Assistant  
Frank Connolly, Chief Engineer  
Ryan Brown, Lead Building Engineer  
Luke Milne, SMT, Building Engineer

Security Desk ..... (303) 296-1646 (24 hours)  
Allied - Barton Protective Services  
Susan Stone, Account Manager

Police and/or Fire Department ..... **911**

Medical Emergencies ..... **911**

Police Non-Emergency..... (720) 913-2000  
Fire Department Non-Emergency ..... (303) 640-3435  
Bomb Squad ..... (303) 575-2011  
Poison Control (Metropolitan Area) ..... (303) 739-1123  
Weather Conditions (within 2-hour drive of Denver)..... (303) 639-1111

#### Area Hospitals

Denver General Hospital ..... (303) 436-6000  
777 Bannock Street  
Denver, CO

#### Area Clinics

Columbia Rose Medical Center ..... (303) 320-2121  
4567 East 9<sup>th</sup> Avenue  
Denver, CO

# EMERGENCY SERVICES HANDBOOK

## 1125 SEVENTEENTH STREET

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## Introduction

The security and safety of our tenants is a primary concern for the Management Team at 1125 Seventeenth Street. By informing you of our Building's emergency procedures, we hope to reduce the risk of threatening occurrences, and to coordinate quick, effective responses to emergency situations.

These emergency procedures provide information to ensure the maximum protection for you and your employees. It should be read carefully by key managers and by the designated Floor Wardens in your office. It is essential that these procedures are fully understood and that they are followed if an emergency situation arises.

Please read the following page outlining the duties of a Floor Warden. Your Floor Warden plays an important role in maintaining the safety of the Building and responding effectively to emergency situations. Each office should select one Floor Warden for every 25 employees (*with an alternate for each*). The Management Office should be notified of the names of these individuals, as they will be contacted regarding Building safety procedures.

We are pleased to have you as a tenant, and hope that you will work with us to enhance the safety and security of all tenants and employees in 1125 Seventeenth Street. If you have any questions please feel free to contact the Management Office at (303) 296-1646.

Thank you for your cooperation.

## Floor Wardens

A Floor Warden should be someone who is reliable, respected by the other employees within your firm, and capable of providing guidance in the event of a fire or other emergency. This individual should rarely travel and be familiar with the names and faces of all employees in your office. Your Office Manager or Personnel Manager, or both depending on the size of your firm, would probably be good candidates for Floor Warden. You should elect an Alternate for every Floor Warden.

The Floor Warden would be responsible for the development and implementation of your Fire Safety Program. This Program would include development of evacuation plans, assignment of fire-fighting responsibilities, training of employees in emergency response procedures, and practice of emergency procedures. The Floor Warden is assisted by Alternate Floor Wardens and Searchers (please also see Floor Warden Responsibilities on page 18 of this handbook).

In the event of a fire or other emergency, this individual is in charge of the situation until Building Management arrives. The Floor Warden may also be responsible for ordering the evacuation of your space depending on the severity of the situation and the availability of other safety personnel.

The Floor Warden will also be a key contact for the Management Office in case of power failures, medical emergencies, or other emergency situations.

# Tenant Emergency Personnel

## RESPONSIBILITIES REFERENCE CHART

*FIRE DRILL AND EVACUATION*

**1125 SEVENTEENTH STREET**

***(PLEASE POST THIS CHART)***

TENANT NAME: \_\_\_\_\_

NAME OF PERSON COMPLETING FORM: \_\_\_\_\_

**SAFETY COORDINATORS:** (Appoint One Floor Warden and One Alternate Floor Warden, and Two Searchers for every 25 employees.)

Safety Coordinator Duty	Name	Telephone Number
Head Floor Warden		
Alternate Floor Warden		
Searcher		
Searcher		
Fire Warden 2		
Alternate Floor Warden 2		
Searcher		
Searcher		
Floor Warden 3		
Alternate Floor Warden 3		
Searcher		
Searcher		
Floor Warden 4		
Alternate Floor Warden 4		
Searcher		
Searcher		

**HANDICAPPED INDIVIDUALS:** (Please list the names and nature of handicap for any employees requiring special assistance.)

NAME	LOCATION	NATURE OF HANDICAP

**REMINDER:** Keep a copy of this chart in your file. Keep your chart current and submit all updated charts to the Management Office. Post this chart so that is clearly visible to all employees on your floor.

## Building/Tenant Fire Safety

In the event of a fire, the safe and rapid evacuation of the affected area is the joint responsibility of Building Management and the tenants in that area. It is imperative that each employee become familiar with the procedures described on the following pages. If there are any questions, please call the Management Office - (303) 296-1646 - **before** an emergency arises!

### Fire Communication System

The Fire Communication System consists of detection, reporting, and control functions. When an alarm is generated, certain automatic responses take place. Some involve shutting down equipment. However, all provide notification to the Fire Command Station in the main lobby and an automatic alert is transmitted to the Central Alarm Service, which then notifies the Fire Department.

There are a number of types of alarms, which are recognized by the Fire Command Station, and each type has a specific response. The fire alarm will sound on the alarming floor, the floor below the alarming floor, the floor above the alarming floor and the main lobby.

Voice communications are available from the Fire Command Center to one or all floors by use of the public address speakers located on each floor throughout the building. In addition, communication is also available from the Fire Command Center to each individual floor by use of the emergency phone system. Emergency phone jacks are located on each floor next to each stairwell entrance.

Building Management staff use, Nextel Radio/Cellular phones to communicate during an emergency or in the event, regular telephone service is not available.

### Fire Alarm

A fire alarm is transmitted over the speakers located on each floor. It is a high-pitched beep tone. This should not be confused with a low noise tone or static crackle, which indicates the system is occupied in a particular function or that the public address line is open. The latter does not require any response on part of the Floor Warden.

### Public Address System

The fire alarm system contains a public address facility from which instructions can be broadcast to one floor at a time or all floors simultaneously.

In certain instances, Floor Wardens will receive notification of an emergency situation from Building Management by telephone (i.e. tornado warning), while at other times Floor Wardens and occupants are notified by the Building's Public Address System.

# Building Safety Systems

## BUILDING CONSTRUCTION

The Building is designed to defend in place. It is constructed of structural steel, glass, and concrete and insulated aluminum panels to inhibit the spread and minimize the effects of fire on the building's structure. The building's construction makes it safe to only evacuate the fire floor, the floor above the fire floor, and the floor below the fire floor.

## EXIT STAIRWELLS

There are two stairwells in the building: the Orange and the Blue. The exit stairwells are constructed of fire resistant materials and will become pressurized to keep out smoke and fire in the event of an alarm. Stairwell doors must not be blocked open because this may allow the spread of fire smoke into the exit stairwells. ***Occupants should become familiar with the exact location of all exit stairwells on their floors. During an emergency, occupants should use the emergency exit closest to them.***

## FIRE ALARM PULL STATIONS

Fire alarm pull boxes are located next to all stairwell doors. In circumstances where fire and/or smoke is discovered by Floor Wardens or occupants and the fire alarm has not activated on the floor, pulling the fire alarm pull box will activate the alarm.

## SMOKE AND HEAT DETECTORS

Smoke detectors and heat detectors are located in each mechanical room, electrical room, telephone room, the main air handling units, the return ducts on each floor, and various suites throughout the building.

## AUTOMATED SYSTEM

The Life Safety system at the property is controlled through a fire alarm panel located in the Fire Command Center in the main lobby. An alarm is triggered by one of the following devices:

1. Smoke Detector / Heat Detector
2. Manual Pull Box
3. Water Flow / Sprinkler Head Activation

In the event smoke or extreme heat is detected, a signal is transmitted to the Fire Alarm Panel. The Fire Alarm Panel will activate the fire strobes and horns/speakers on the fire floor, floor

above the fire floor and floor below the fire floor, and the main lobby, sending a high pitched “beep” tone over the speakers. In addition, an automatic alarm is transmitted to the central alarm monitoring station, which will immediately dispatch the fire department. All mechanical air movement systems in the affected area automatically shut down. This alarm system will remain activated until the Fire Department or Building Engineer resets it.

## FIRE PROTECTION EQUIPMENT

### 1. Fire Horns & Speakers

Fire Horns and Speakers are located throughout the building. Fire horns will make an oscillating sound. Fire speakers are used to make P.A. announcements.

### 2. ADA Strobes

In accordance with Denver Fire Code Regulations, ADA Strobes are located in the main lobby, all common area corridors, hallways, restrooms, office suites, and the parking garage.

### 3. Fire Extinguishers

ABC Fire Extinguishers are located throughout the building in the fire cabinets located near the exit stairwells and are labeled “FIRE EXTINGUISHER.” Fire extinguishers should only be used if the fire is small and if the individual is properly trained to use it. ***Please become familiar with the exact location of these devices.***

### 4. Automatic Sprinkler System

The entire building is equipped with an automatic sprinkler system. The sprinkler system is designed to extinguish a fire with adequate water when a fire with sufficient heat activates a sprinkler head. Only the sprinkler head over the immediate fire area will flow water. When a sprinkler head is activated, it will also activate the fire alarm system for the entire Building.

### 5. Fire Standpipes

Fire Standpipes provide water to the Denver Fire Department. They are found in the fire valve cabinets located near the exit stairwells and are labeled “FIRE VALVE CABINET.”

### 6. Pressurized Stairwells

During a fire alarm, the heating, ventilating and air conditioning system (HVAC) is interrupted to provide smoke control and building ventilation. When the HVAC system is interrupted, building fans pressurize the stairwells making them a safe evacuation route.

***Note stairwell doors will be hard to open when the stairwells are pressurized.***

### 7. Auto Call

When activated, smoke/heat detectors or manual pull stations will automatically send a signal to the Fire Alarm Panel located in the Fire Command Center. Upon receiving this signal, the fire panel sends a signal to an external central monitoring station. When the central monitoring station receives this signal, they automatically dispatch the fire department. The central monitoring station is an off-site company, manned 24 hours per day, 365 days a year.

### 8. Public Address System

The public address system is a function of the fire alarm panel used to make building announcements from the fire command center. Announcements are heard by building occupants through the fire speakers located throughout the building.

## 9. Emergency Generator

An Emergency Power Generator provides backup power to life safety equipment in the event normal power supplied by the local utility company is disrupted. The emergency generator provides backup power to the following areas:

- Emergency Lighting System
  - Stairwells
  - Exit Lights
  - Corridors
  - Tenant Suites (limited lighting)
- Fire Alarm System
- Fire Pump
- Elevators
  - High Rise Elevator Cab #5
  - Low Rise Elevator Cab #1
  - Freight Elevator Cab #10
- Main Fans

## Types of Fires

Class A - Fires in ordinary combustibles as paper, wood, cloth, rubber, and many plastics.

Class B - Fires in flammable liquids such as grease, oil, paint, and gasoline.

Class C - Fires involving energized electrical equipment where there is a risk of shock. (When electrical equipment is de-energized, Class A fire extinguisher may be used safely.)

Class D - Fires in combustible metals, such as magnesium, titanium, zirconium, etc.

Multi-purpose "ABC" extinguishers can be purchased to handle all classes of office fires. These chemical-based extinguishers can cause damage to electronic equipment. However, water extinguishers must not be used if an electrical current is present because of the danger of electrical shock. A fire in electronic equipment rooms will usually require the use of an "ABC" rated fire extinguisher. "A" because there is likely to be paper nearby, "B" because there may be oil or grease involved, and "C" because it is electrical equipment.

Arrangements with the Building Management should be made to protect areas such as computer rooms, mailrooms, and duplicating and storage areas with the fire rated enclosures and extinguisher. Depending on the size and value of these areas, smoke detectors or automatic extinguishing systems are recommended.

The Building provides only one type of fire extinguisher - ABC Dry Chemical. These extinguishers may be used on all types of fires - flammable liquid, electrical, paper, wood, cloth, etc.

## Fire Extinguisher Operation

Your first objective should always be notification, while your second objective should be evacuation. In the event you choose to attempt to extinguish a fire, the following summarizes the use of the fire extinguishers located on your floor.

ABC Fire Extinguishers are located throughout the building in the fire cabinets located near the exit stairwells and are labeled "FIRE EXTINGUISHER." ***Fire extinguishers should only be used if the fire is small (areas less than 10 square feet) and if the individual is properly trained in its use.***

TO OPERATE the fire extinguisher, remember the word **PASS**:

**PULL**.....Pull the pin. Some extinguishers require releasing a latch or pressing a puncture lever.

**AIM**.....Aim low, pointing the extinguisher nozzle (or its horn or hose) at the base of the fire.

**SQUEEZE** .....Squeeze the handle. This releases the extinguishing agent.

**SWEEP** .....Sweep from side to side at the base of the fire until it appears to be out. Watch the fire area in case fire breaks out again, and repeat the use of the extinguisher if necessary.

Most portable fire extinguishers work according to these directions, but some do not. Be prepared by making sure you read the directions on your fire extinguishers before a fire emergency happens.

## Tenant Emergency Responsibilities

Each tenant should appoint a Floor Warden and one Alternate for every 25 employees. Full-floor and multi-floor tenants will require multiple Floor Wardens and Alternates. The people chosen should be individuals who rarely travel and who are familiar with the names and faces of all employees in your office. ***One Floor Warden should be responsible for the development and implementation of the tenant's fire safety program.*** This program should include:

1. Development of evacuation plans.
  - a. Familiarize employees with the location of all exit stairwells and fire pull stations.
  - b. Familiarize employees with the location and proper use of fire extinguishing equipment within the Building and your suite.
  - c. Inform employees who is responsible for the order to evacuate.
  - d. Inform the Management Office of all physically impaired people who might require assistance during evacuation.
2. Assignment of fire-fighting responsibilities
  - a. Designate and train individuals in fire-fighting techniques for small fires only (areas of less than 10 square feet).
  - b. When fire-fighting personnel arrive, give them the information they need regarding the cause of the fire and the status of fire-fighting efforts.
3. Train employees in emergency response procedures.
4. Practice emergency procedures to assure familiarity with individual responsibilities.
5. In the event of an actual fire or emergency, make sure the alarm is activated.
6. The tenant on each floor should complete the Tenant Emergency Personnel Reference Chart in this handbook. This chart and any changes should be recorded promptly and sent to the Assistant General Manager. A current copy of this chart should be posted so that it is clearly visible to all employees on the floor.
7. Tenants shall provide Safety Personnel with identification such as the red Floor Warden hats provided by Building Management. This identification shall be used during fire drills and actual fires.
8. Tenants are required to keep the premises in a safe and clean condition. Aisles, corridors, and exit doors are to be kept clear of obstructions.
9. Auxiliary fire fighting equipment, such as fire extinguishers, should be kept accessible for immediate use. Additional specialized equipment should be provided by tenants for specific hazards and high-risk areas such as computer rooms, storage areas, etc.
10. Tenants are required to participate in the annual fire drills scheduled by Building Management to familiarize employees with fire exits, fire alarm procedures, etc. Employees should assemble in the designated areas and follow the instructions of the Floor Wardens.

## Tenant Fire/Smoke Emergency Procedures

### ***IF YOU SMELL SMOKE:***

1. **Call 911.** If there is time, telephone the Management Office at **(303) 296-1646**. Report the smoke, giving the location if possible and any other available details.
2. Notify your Floor Warden.
3. Wait for a response from Building Management.

### ***IF YOU DISCOVER A FIRE:***

In the event of a fire, the Floor Warden is in charge until Building Management or the Fire Department arrives. Any employee encountering a fire should initiate the following emergency procedures:

1. Close, but don't lock, all doors leading to the fire.
2. Immediately Call 911. Notify the Management Office at (303) 296-1646, and report the fire's exact location and what is burning.
3. Alert the Floor Warden.
4. Initiate fire-fighting operations. Employees may choose to attempt to extinguish small (areas of less than 10 square feet) fires unless doing so would expose them to personal danger and/or cause delay in calling the Management Office, or in evacuating the area. If machinery is on fire, shut off power to it.
5. Use available fire extinguishers. Use Building "ABC" fire extinguishers for paper, wood, cloth, plastic, rubber, grease, oil, or electrical fires.
6. Wait for further instructions from the Floor Warden, Building Management, or Fire Department.

When a member of Building Management arrives on the fire floor, he/she is in charge until the Fire Department arrives, at which time, all employees must take any orders issued by the Fire Department. Employees should assist those efforts at the direction of Building Management.

Floor Wardens, Alternate Floor Wardens, and Searchers will perform the following tasks during a fire emergency:

1. An Alternate Floor Warden or Searcher should wait by the Freight Elevator to direct Building Management to the fire scene.
2. The Floor Warden should coordinate his/her activities with those of the Head/Deputy Floor Wardens and Searchers on the floor.
3. If evacuation becomes necessary prior to the arrival of Building Management or the Fire Department, the Floor Wardens should give the order to evacuate in accordance with the procedures outlined in the next section. The Floor Wardens should notify the Management Office of this action. Building Management will immediately proceed to the scene with further instructions.
4. The Floor Wardens and Alternate Floor Wardens should walk around the space, alerting all employees to the evacuation order, and ensuring that everyone leaves as quickly and calmly as possible.

5. Searchers should investigate each room of the office to make sure that all personnel have evacuated. Make sure to check all rest rooms, offices, workrooms, storage rooms, and conference rooms. Take note of any inaccessible rooms in case the Fire Department needs to search the spaces for trapped personnel.
6. One Searcher should account for all personnel normally in the space. If someone is not accounted for, notify the Floor Warden and Fire Department immediately.

## TENANT EVACUATION PROCEDURES

The company Floor Warden, or the Fire Department will give the order to evacuate. In the event the public address system and/or telephones are not operational, the Floor Warden must decide if evacuation is required. Note that due to the fire resistant qualities of the Building, immediate evacuation is only necessary:

- From the floor where the fire is burning
- From the floor above the fire floor
- From the floor below the fire floor
- When ordered to evacuate by the Police or Fire Department

In the event evacuation is necessary, the following evacuation procedures should be observed:

1. If possible, grab purses, wallets, valuables, etc. as soon as the order to evacuate is given. You will not be allowed back into the space until the Fire Department or Building Management says it is safe to re-enter.
2. Before opening any door to the corridor, check the door and doorknob for heat. If it is warm, stay in your office and "caulk" around the door seams using wet towels or "duct" tape. **DO NOT OPEN THE DOOR!** Find another exit to the corridor.
3. If both your door and doorknob are cool, and you leave your office:
  - a. Check for smoke in the corridor.
  - b. When smoke is present, stay low by crawling since clean air is closest to the floor.
  - c. Everyone should proceed quickly, but calmly to the nearest stairwell. **DO NOT RUN!** All stairwells are constructed with fire-resistant materials to provide safe evacuation for Building occupants.
  - d. **DO NOT PANIC!** Panic is the most harmful and most difficult element to control in an emergency. Panic will be avoided if tenants are prepared with the following information:
    - i) Knowledge of procedures, which must be followed.
    - ii) Confidence in the responsible personnel's ability and guidance.
    - iii) Calmness and self-confidence of responsible personnel.
  - e. **DO NOT USE THE ELEVATORS!** In the event of a fire, elevators may not function properly.
  - f. Check stairwells for smoke.
  - g. If the corridor and/or stairwells are smoke filled, **RETURN TO YOUR OFFICE.**

- h. Once you are in the stairwell, should you encounter smoke on your descent, get out of the stairwell into any clear corridor and proceed to the other stairwell.
  - i. Evacuate to the exact area designated by the Building Manager, Floor Warden, or Fire Department.
  - j. If your designated evacuation area is outside of the Building, move to areas well away from the building to ensure you do not inhibit fire-fighting activities. The stairwells exit the building on the first floor main lobby.
  - k. Should smoke prevent your descent in the stairwells; evacuation to the roof is acceptable, but only as a **last resort**. The Fire Department has the ability to rescue people from the roof of the Building. However, the process can be dangerous and requires far more time than exiting from the first floor.
4. One Floor Warden (and an Alternate) will walk the suite to assist employees and make sure everyone is aware of the evacuation order.
5. The last person leaving any enclosed office area should close the office door, **without locking it**. This will help to confine any fire until the arrival of the Fire Department.
6. Form a single-file line at the stairwell exit door and precede calmly and carefully down the staircase to the floor designated in the evacuation instructions. **Never open any door without first checking to see if it is hot**. If the door is hot, there is undoubtedly a fire on the other side. Proceed to another floor. **Please note the signs on the back of the stairwell doors indicating if the floor has been designated as a relocation floor**.
7. Conversation should be kept to a minimum. Stay in a single-file line on the **right** side of the staircase.
8. Once the evacuation has begun, do not re-enter the evacuated area until it has been declared safe by Fire Department officials or Building Management.
9. During evacuation, physically impaired individuals should be helped to the nearest stairwell landing. Building, Security or Fire Department personnel will meet them in this area and assist their evacuation to the designated relocation floor. The Floor Wardens should notify the Management Office as to the location of the physically impaired employees so that Building, Security, or Fire Department personnel may respond to assist their evacuation.

Note: Remember that "physically impaired individual" includes EVERYONE with ANY sort of impairment. Possible examples include pregnancy, recently sprained ankle, permanent disability, or even a sore knee. Anyone who will be moving at a slower rate than general traffic is considered physically impaired for the purposes of evacuation.
10. Upon arrival at the designated relocation floor, everyone should remain in the corridor by the stairwell. No one should wander about the floor or leave the floor unless directed to do so by the Fire Department or Building Management.
11. The Floor Warden or Alternate should proceed to take a head count. If someone is missing, this information should be relayed to Security, Building, or Fire Department personnel.

## PROCEDURES TO FOLLOW IF ESCAPE ROUTES ARE BLOCKED

If evacuation of an area is not possible because all escape routes are blocked by fire or heavy smoke, the following procedures should be observed:

1. Move as far away from the fire as possible. Close all doors as you go. Every closed door between you and the fire provides a barrier against smoke.
2. If a phone is accessible, call the Fire Department at **911** or the Management Office - (303) 296-1646 with your precise location.
3. Stuff clothing or other material around ventilation ducts and cracks in the doors to prevent smoke-filled air from penetrating the area.
4. If possible, hang a sign or other signal in the window to attract the attention for firefighters.
5. **DO NOT BREAK OR OPEN A WINDOW.** Under certain conditions, an open window may draw smoke into the area. A broken/open window will provide oxygen to the fire, which in turn will spread the intensity of the fire and there will be no way to stop the smoke from entering the room.

## Tenant Safety Personnel Fire Protection Duties

ROLE	DUTIES
I. Floor Warden	1. Ascertains the location of the fire and sounds the alarm (if this has not already been done).
	2. <b>Calls 911</b> . If there is time, notifies the Management Office at (303) 296-1646 of the type of emergency.
	3. Positions himself in the vicinity of the Communication Station (freight elevator lobby) on the floor to maintain communication with the Fire Command Station.
	4. Gives the order to evacuate if necessary prior to the arrival/notification from Building Management or the Fire Department.
	5. Gives instructions to the Searchers.
	6. Coordinates evacuation for tenants with physical disabilities.
	7. Continues fire evacuation procedures during an actual fire.
	8. Participates in semi-annual fire drills.
	9. Maintains fire protection supplies (flashlights, batteries, hats, etc.)
	10. Maintains Tenant Emergency Personnel Responsibilities Reference Chart.
II. Alternate Floor Wardens and Searchers	1. Follows instructions from Floor Wardens.
	2. Searches restrooms, storage rooms, conference rooms, etc. to verify that all individuals have left the area.
	3. Takes a head count after an evacuation to verify that all regular occupants on the floor have been evacuated.
	4. Participates in semi-annual fire drills.

## Fire Prevention Tips

1. Make sure appliances such as coffee makers are turned off at night.
2. Smoking in the building is not permitted – EXCEPT - in the designated smoking lounge located on B-1. Those individuals using this facility should make sure all cigarettes and cigars are thoroughly extinguished before throwing into the wastebaskets or leaving the smoking lounge. Do not leave lit cigarettes and cigars unattended.
3. If electrical equipment or a fluorescent light is not working properly, or if it gives off an unusual odor, disconnect the equipment or turn off the light and call the Management Office at (303) 296-1646.
4. Protect extension cords from damage by not pulling them across doorways or any place where they will be stepped on. Do not plug more than one extension cord into another and do not plug more than one extension cord into any one outlet. Be sure to check amperage load of the cord as specified by the manufacturer and do not exceed it.
5. Leave plenty of space for air to circulate around copy machines, word processors, printers, computers, microwave ovens, and other equipment that normally give off heat.
6. Make sure the power is shut off on all office equipment such as typewriters, calculators, computers, etc., at the close of the business day.
7. Freight elevator lobbies and corridors on all floors must be kept clear at all times to provide access for emergency equipment. Tenant belongings, deliveries, and empty boxes should not be stored in freight lobby areas.
8. Do NOT prop stairwell doors open or permit office suite doors to remain open. Open doors permit fire and smoke to spread more easily.
9. Keep several flashlights with fresh batteries in an easily accessible location for emergency use.
10. Electrical closets within tenant spaces should be kept locked at all times. Nothing should be stored in these closets due to fire hazard.
11. Arrange for proper use and storage of adhesives, cleaning fluids, and other flammable liquids. Whenever possible, substitute with less flammable products.

## Evacuation Tips

1. When instructed to evacuate, do so IMMEDIATELY. Do NOT hesitate.
2. Do NOT panic. Remain calm at all times. Wait for help, if necessary.
3. Walk quickly – do NOT run.
4. Close all doors behind you.
5. Do NOT open doors that feel hot.
6. Do NOT use the elevators for emergency evacuation. Use the stairs unless instructed to do otherwise.
7. Know the location on your floor of the fire alarm pull boxes, fire exits, and fire extinguishers.
8. Become familiar with the location of the nearest exit stairwell.
9. Plan an alternative means of escape should the stairwell nearest you be blocked.
10. Relocate to the nearest relocation floor. Relocation floors are noted on the back of stairwell doors.
11. If instructed to evacuate out of the building, move across the street to 17<sup>th</sup> Street Plaza.
12. Do NOT fight a fire by yourself.
13. Follow the instructions from Floor Wardens, Building Management, and the Fire Department.
14. Do NOT smoke.
15. If you encounter smoke or are exposed to heat, stay low near the floor.
16. Do NOT go back to your desk or office for personal property or for any other reason.
17. Check procedures with Building Management for evacuating physically disabled personnel.
18. Do NOT return to the building until you are instructed to do so by the Fire Department.

## Recommended Fire Safety Features for Tenant Space

Tenants should arrange with Building Management to protect areas such as computer rooms, mailrooms, and duplicating and storage areas with fire-rated enclosures and fire extinguishers. If the size or value density of these areas is large, smoke detectors or automatic extinguishing systems should be considered. Call the Management Office at (303) 296-1646 if you need assistance in arranging the purchase of any of the above equipment.

Tenants should take steps to safeguard their businesses from the effects of a fire in the Building by protecting vital documents and company records. This can be done by off-site storage of duplicate records or fire-resistant storage areas. The specific method of protection will depend on the size and nature of the material involved.

## Bomb Threat

The most common threats are made by direct telephone calls to the Police Department. However, some threatening calls are made to third parties such as television studios and newspaper offices. There are two reasons for a caller to report that a bomb is to go off at a particular location:

1. The caller knows that an explosive or incendiary device has been or will be placed in the Building and wants to minimize personal injury. The caller may be the person who planted the device or someone who has specific information.
2. The caller wants to create an atmosphere that spreads panic and disrupts normal business activity.

### **LETTER BOMBS - SUSPICIOUS ITEMS**

1. Letters that are unusually bulky, weighty, lopsided, or rigid.
2. Parcels or envelopes with oily stains or discolorations.
3. Parcels or envelopes without a return address.
4. Handwritten or poorly typed address.
5. Foreign mail, airmail, or special deliveries.
6. Restrictive markings such as "confidential," "personal," etc.
7. Use of titles but no names.
8. Excessive postage.
9. Parcels or envelopes that simply do not look or feel ordinary.

### **HANDLING INSTRUCTIONS**

1. **DO NOT** handle the item.
2. **DO NOT** attempt to open the parcel.
3. **DO NOT** place the parcel in water.
4. **DO NOT** remove any binding material.
5. **DO NOT** pull or cut any material that protrudes.

## Bomb Threat Received by a Tenant

Should a tenant receive a bomb threat, the following guidelines should be used:

1. Follow the Bomb Threat Record on the last page of this section. Try to obtain as much information as possible. Be prepared to relate this information to the police when they arrive.
2. Immediately call the Management Office at (303) 296-1646. Building Management will call the police. If possible, have a second individual call the Management Office while the bomb threat call is still in progress. Try to not use the telephone line that the Bomb Threat was received on so the police department can trace the call.
3. The Civil Authorities will give the recommendation to evacuate if necessary. The actual order to evacuate will be communicated to the occupants by Building Management and Floor Wardens.
4. If evacuation is required, follow the instructions on the following pages.
5. Be alert for any unfamiliar people and/or objects to point out to the police or Building staff upon their arrival. **DO NOT** touch or handle any suspected object.
6. Await the instruction of the Police Department and Building Management. The Floor Warden, accompanied by the police and Building Management Staff, will make a complete search of the suspected areas to identify any suspicious objects, packages, or items, which do not belong in the space.
7. Do not reenter the space until instructed by the Police Department.

If you receive a call from the Management Office notifying you of a bomb threat that has occurred in the building, each office will need to decide whether or not to evacuate the premises. Unless the Civil Authorities give specific evacuation orders, Building Management will not direct building occupants to evacuate.

## Bomb Threat Received by the Management Office

In the event that the Management Office receives a bomb threat, the following guidelines will be observed:

1. The Police Department will be notified immediately.
2. If a bomb threat is received against a specific floor, the Floor Warden in the affected area will be informed of the situation and Building Management will proceed immediately to the scene. The Civil Authorities will give the order to evacuate if necessary and any further instructions.
3. Tenants should be alert for any unfamiliar people or objects to point out to the police or Building staff upon their arrival. **DO NOT** touch or handle any suspected objects.
4. The Floor Warden, accompanied by the police and Building staff, will make a complete search of the suspected areas to identify any suspicious items or items which do not belong in the space.
5. If a bomb threat is received against the Building, and not a specific floor, all public access areas, beginning with the most accessible, will be searched.
6. Building Management will not search tenant spaces. That is up to you and your staff to do.

## Bomb Threat Tenant Evacuation

The Management Office will **not** make a recommendation whether a tenant space should be evacuated. If Civil Authorities or your Floor Warden gives the order to evacuate, all of the following steps are followed:

1. The Floor Warden will make sure all employees are notified.
2. Everyone should proceed quickly, but calmly, to the nearest stairway exit. **DO NOT RUN!**
3. The Floor Warden or Alternate should walk the suite to assist employees and make sure everyone is aware of the evacuation order.
4. Once the evacuation has begun, no one should attempt to reenter the evacuated area until it has been declared safe by the Police Department or Building Management.
5. Upon evacuation, no one should return to the evacuated area until further notice.
6. The Floor Warden or Alternate should proceed to take a head count. If someone is missing, this information should be relayed to the Building Management.

# Bomb Threat / Nuisance Call Record

## 1125 SEVENTEENTH STREET

At \_\_\_\_\_ am/pm, a telephone call was received at telephone number \_\_\_\_\_ extension. The following message was received:

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- 1 **TRY TO GET THE CALLER TO REPEAT THE MESSAGE!** ("I'm sorry, can you say that again, please?")
- 2 **DO NOT INTERRUPT THE CALLER WHILE HE/SHE IS TALKING.**
- 3 **TRY TO KEEP THE CALLER TALKING!** (Use your imagination - try to act natural.)

Questions to ask the caller:

**What** does the bomb look like?

**When** is the bomb going to explode?

**Where** is it right now?

**What** kind of bomb is it?

**What** will cause it to explode?

**Did** you place the bomb? **Why?**

**What** is your name? Address?

4. **CALL DESCRIPTION:**

MALE OR FEMALE AGE \_\_\_\_\_ LENGTH OF CALL \_\_\_\_\_

CALLER'S VOICE

- |                                    |                                    |
|------------------------------------|------------------------------------|
| <input type="checkbox"/> Calm      | <input type="checkbox"/> Nasal     |
| <input type="checkbox"/> Angry     | <input type="checkbox"/> Stutter   |
| <input type="checkbox"/> Excited   | <input type="checkbox"/> Lisp      |
| <input type="checkbox"/> Slow      | <input type="checkbox"/> Raspy     |
| <input type="checkbox"/> Rapid     | <input type="checkbox"/> Deep      |
| <input type="checkbox"/> Soft      | <input type="checkbox"/> Ragged    |
| <input type="checkbox"/> Loud      | <input type="checkbox"/> Cleared   |
| <input type="checkbox"/> Laughter  | <input type="checkbox"/> Throat    |
| <input type="checkbox"/> Crying    | <input type="checkbox"/> Deep      |
| <input type="checkbox"/> Normal    | <input type="checkbox"/> Breathing |
| <input type="checkbox"/> Distinct  | <input type="checkbox"/> Crackling |
| <input type="checkbox"/> Slurred   | <input type="checkbox"/> Voice     |
| <input type="checkbox"/> Disguised | <input type="checkbox"/> Accent    |
| <input type="checkbox"/> Familiar  |                                    |

BACKGROUND NOISES

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Street     | <input type="checkbox"/> Factory    |
| <input type="checkbox"/> Noises     | <input type="checkbox"/> Machinery  |
| <input type="checkbox"/> Crockery   | <input type="checkbox"/> Animal     |
| <input type="checkbox"/> Voices     | <input type="checkbox"/> Noise      |
| <input type="checkbox"/> P A System | <input type="checkbox"/> Clear      |
| <input type="checkbox"/> Music      | <input type="checkbox"/> Static     |
| <input type="checkbox"/> House      | <input type="checkbox"/> Local Call |
| <input type="checkbox"/> Noise      | <input type="checkbox"/> Long       |
| <input type="checkbox"/> Motor      | <input type="checkbox"/> Distance   |
| <input type="checkbox"/> Office     | <input type="checkbox"/> Phone      |
| <input type="checkbox"/> Machinery  | <input type="checkbox"/> Booth      |
- Other \_\_\_\_\_

THREAT LANGUAGE

- |   |                                     |                                |
|---|-------------------------------------|--------------------------------|
| <input type="checkbox"/> Well Spoken (educated)       | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Foul  |
| <input type="checkbox"/> Message Read by Threat Maker | <input type="checkbox"/> Irrational | <input type="checkbox"/> Taped |

THIS REPORT WAS PREPARED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

## Building Security

Security plays an extremely important role in the overall operation of the Building. Good security protects the Building against carelessness, negligence, malicious mischief, theft, safety hazards, sabotage, and fire.

1125 Seventeenth Street has security personnel on the premises 24 hours per day, 7 days per week. They are easily recognized as they are always dressed in navy uniforms and have I.D. badges. Our Safety Officers act as a deterrent to the would-be criminal as well as enforce building regulations, maintain order, and are on the alert for any unusual activities within the building.

Access to the building is available 24 hours per day, seven days per week. Regular hours are from 6:00 a.m. to 6:00 p.m., Monday through Friday, and 7:00 a.m. to 2:00 p.m. on Saturdays. Entry to the building at times other than these requires you to use your valid access card to gain admittance to the building and to allow elevator access to your floor.

As a theft preventative measure, each time you, one of your employees, or your vendors or contractors remove any material from the building, a Building D must be presented to the Safety Officer on duty for validation.

In special cases where you have vendors or contractors (carpet cleaning, installation of computer equipment, etc.) coming in after hours or on the weekends, you must submit to the Management Office a letter stating who (name of the company and individual, if possible) will be coming and the approximate time. Also, give a brief description of the purpose of the visit. Request that the individual(s) have some form of identification to present to the guard on duty.

As an additional preventative measure, our Safety Officers do not have keys to your suite and are not permitted (as are other members of Building Management) to provide after hours access to your vendors, contractors, or employees. Tenants will need to make prior arrangements with their vendors, contractors and employees for after hours, weekend and holiday access.

On occasion, the Building Management may be required to escort an unwanted visitor from the Building or to investigate a theft. The inconvenience caused by these situations can be minimized if the procedures above and on the following pages are observed.

## Media Communications

At times, the Media may come to the Building. As a policy, all media inquiries pertaining to the building shall be directed to Building Management. In the event the Media is inquiring about Tenant activities, and you need assistance from Security, please contact Building Management.

## Tenant Security Responsibilities

Remember that the best way to improve security is for each tenant in the Building to **take an active role** - just as you would in the neighborhood where you live.

1. Make sure all doors to your offices are locked and secured at the close of your business day. This is extremely important on the weekends.
2. Do not hesitate to report any suspicious or disorderly individuals to the Management Office at (303) 296-1646. The Building Safety Staff will escort them from the Building.
3. Solicitation is not permitted in the Building, and any individual who enters your offices for this purpose should be immediately reported to the Management Office. The Building Staff will escort them from the Building.
4. Immediately inform the Management Office of any Building keys, or access cards, which are lost. This includes keys to your suite or storerooms.
5. Each employee in the building is to be issued a Building Photo Access Card/ID upon hire. Please see the Access Card and Parking Procedures at the back of this section. Required forms are also enclosed.

## Crimes In Progress

Remember during any crimes, people's safety comes first. If you see a crime taking place, follow these guidelines:

1. Never put yourself in potential danger.
2. Report the crime to the Management Office, the Police, or a Safety Officer, whichever is quicker.
3. Make sure and get a good look at the suspect. Try to remember height, weight, age, sex, race, and any distinguishing features.
4. Do NOT try to apprehend the suspect. The person may be carrying a weapon.
5. Do NOT follow the suspect outside of the building.
6. If someone was injured during the crime, call 911 and request an ambulance.

## Theft

Should you suspect that your offices have been burglarized, or if items are missing, contact the Management Office and the Denver Police Department. Our Safety Officers submit a written report of these incidents to the Assistant General Manager immediately following investigation of the matter. In the meantime, try to avoid disturbing an intruder might have affected anything in areas, which you feel.

## Lost and Found

Any individual finding lost item(s) should turn them in to the Management Office, Suite 2240, or the Lobby Desk. You can also call the Management Office at (303) 296-1646 if you have lost something.

# Card Access Procedures

## ***New Employees***

Each new Employee of the building is issued an Access Card upon hire. In order to receive this card, please come to the Management Office (Suite 2240) on Wednesdays from **2:00-2:30 p.m.**, with your COMPLETED **NEW HIRE** form, (which may be obtained from your human resource department, or the building Management Office). A supervisor must sign this form. Please note this is the only time that pictures will be taken for the Access Cards. The completed card will be delivered to your company on Friday before 4:00 P.M. of the same week. This card will then give you after-hours access to the building and onto your floor. You will only have access during the time that your supervisor has approved on your NEW HIRE form.

The building hours are from 6:00 a.m. to 6:00 p.m. Monday through Friday and from 7:00 a.m. - 2:00 p.m. on Saturday. Any time before or after this, including weekends, an access card is required to enter the building. You **MUST** bring your Access Card each time you enter the building after hours. To use your access card, you need to use the entry doors located at Northeast side of the lobby (by Lawrence street), next to the parking garage. On the column located next to the first door, is a small black box with a red light. Swipe your card across the front of the light, and it will turn green, showing that access into the door in front of the column has been allowed.

Both the high-rise and low-rise elevators are turned off except during building business hours (6:00 a.m.-6:00 p.m. Mon-Fri). There are two elevators on each side of the elevator lobbies that will give you access to your floor by using your card. Inside each of these elevators on the right hand side, is a black flat rectangle with a red light. Press the number of the floor you would like access to, then swipe your card in front of the light and it will turn green showing that access has been allowed onto your floor. The elevator will take you to that floor only.

If for some reason your card will not allow you into the building or onto your floor, there is a Safety Officer in the main lobby whom you may ask for assistance. The Safety Officer will check the computer to verify the time you are allowed into your suite. If access is allowed, the safety officer will assist you onto your floor. If the computer does not reflect proper access verification, the Safety Officer may not allow you to enter the floor. In order to receive this access, you must have a **CHANGE OF STATUS** form filled out and signed by a supervisor. Return this completed form to the Management Office during business hours to be input into the system.

If access to the building or a floor is authorized and in the system and your card does not work two consecutive times, please either bring your card to the Management Office from 8:00 a.m.-5:00 p.m. Monday through Friday with full detail as to the problem with the card. Your card will then be repaired or a new one will be issued.

Please take care of your card. Keep it out of the direct sunlight for long periods, and watch those washers and dryers. There is a \$5.00 charge to replace the laminated face of the card and if your card is either lost or stolen, there will be a \$25.00 replacement fee.

## ***Terminated Employees***

Any time an employee is terminated from your company, a Change of Status must be completed and sent to the Management Office along with their access card. If the termination is urgent and requires immediate deactivation, please call the Management Office. Please note that if access cards are not returned to the Management Office within 30 days, a \$25.00 fee will be assessed to your rent account.



# New Hire Card Access/Change of Status Form

*Please fill out the form completely and legibly. Only one form is to be filled out per employee.*

Today's Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Office Location: \_\_\_\_\_

Company Name: \_\_\_\_\_ Suite Number: \_\_\_\_\_

Department of Hire: \_\_\_\_\_ Do you need Parking Access?  Yes  No

Supervisor's Name: \_\_\_\_\_ Supervisor's Phone: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Employee Signature: \_\_\_\_\_

***If you need after hours access, please complete the following.***

Access Areas Needed: \_\_\_\_\_

Time Of Building Entry: (Standard = M-F 6AM to 6PM; otherwise specify)

<input type="checkbox"/> 24HR Daily Access	<input type="checkbox"/> M-F 6AM to 7PM
<input type="checkbox"/> M-F 6AM to 6PM	<input type="checkbox"/> M-Sat 6AM to 7PM
<input type="checkbox"/> M-Sat 6AM to 11PM	<input type="checkbox"/> M-F 6AM to 8PM, Sat 6AM to 2PM
<input type="checkbox"/> M-Sat 5AM to 6PM	<input type="checkbox"/> M-F 6AM to 8PM, Sat/Sun 8AM to 5PM

## Change of Status

Termination As Of: _____	Access Card Returned? _____
Name Changed To: _____	Section/Department _____
Add Area to be Accessible: _____	Transfer: _____
Add Parking Access Effective: _____	Add Time of Building Entry (Standard = 6pm to 6am; otherwise specify) _____
	Delete Parking Access Effective: _____

***For Parking Access, please call Standard Parking at 303-295-9388.***

FOR OFFICE USE ONLY, DO NOT WRITE BELOW THIS LINE			
Activation Date: (Minimum of 48 hours advanced notice needed)		De-Activated Date:	
Card Number Issued:		Data Entered By:	

***When completed, please return this form to:***  
***Transwestern***  
***1125 Seventeenth Street, Suite 2240***  
***Denver, Colorado 80202***  
***Phone 303-296-1646 – Fax 303-296-1676***

# Medical Emergency

## Tenants Requiring Medical Attention

1. Call the Paramedics - 911. Be prepared to provide:
  - (a) The address of the Building – 1125 Seventeenth Street
  - (b) The floor and suite number.
2. Call the Management Office - (303) 296-1646.
3. Notify the Floor Warden. The Floor Warden should take charge of the emergency until the ambulance arrives (unless another doctor or medical professional is on site).
4. Attempt to comfort the injured party. Do not crowd around the person, give them space.

Upon notification, the Management Office will alert the Building Staff, which will:

1. Open appropriate doors to expedite travel with a gurney.
2. Bring necessary elevator to the lobby level.
3. Meet the emergency crew and direct them to the appropriate area.

## Ambulance Service

The local ambulance service, 911, will automatically take the patient to the nearest medical facility. If another hospital is desired in non-emergency situations, consult the yellow pages in advance for alternative services. Have this number handy.

### Area Hospitals

Denver General  
777 East 9<sup>th</sup> Avenue  
General Phone: (303) 436-6000  
Emergency: 911

Saint Joseph Hospital  
1835 Franklin Street  
General Phone: (303) 831-7111  
Emergency: 911

University Hospital  
4200 East 9<sup>th</sup> Avenue  
General Phone: (303) 372-6000  
Emergency: 911

### Area Clinics

Rose Medical Center  
4567 East 9<sup>th</sup> Avenue  
General Phone: (303) 320-2455  
Emergency: 911

Presbyterian/St. Lukes Medical Center  
1719 East 19<sup>th</sup> Avenue  
General Phone: (303) 839-6000  
Emergency: 911

## Power Failure

1125 Seventeenth Street 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 downtown area.

The stairwells and a sufficient number of fixtures in the offices are equipped with emergency lights that will automatically go on in the event of a power failure.

In the event of an electrical failure the following guidelines should be observed:

1. Notify the Management Office at (303) 296-1646. The power failure may be localized to your floor, so do not assume Building Management already knows of the failure.
2. If your telephone system is not operating due to the power outage, try to use a cellular phone to call the Management Office.
3. Open blinds/draperies to let outside light in.
4. If you are instructed to evacuate, lock all areas as you leave.
5. Do not congregate in the lobby areas or on the street.
6. If you are trapped in an elevator during a power failure, wait for assistance. Your elevator will cease operation, but will not fall. Do not try to force open the elevator doors or try to escape through the roof hatch. **DO NOT PANIC.**
7. The Management Office will attempt to obtain all information possible and advise you regarding the length and cause as soon as possible.

### Power Failure: Evacuation Procedures

1. The Floor Warden will make sure all employees are notified.
2. Everyone should proceed calmly, to the nearest exit stairwell. **DO NOT RUN!**
3. The stairwells and evacuation routes are equipped with emergency lighting. If possible, bring a flashlight along to help light the path. Do not burn candles. They are a fire hazard.
4. The Floor Warden or Alternate should walk the suite to assist employees and make sure everyone is aware of the evacuation.

## Severe Weather

While there are many types of severe weather categories, there are two (2) types of unusual weather conditions which may occur in Colorado and for which extraordinary precaution should be taken:

- Severe thunderstorm activity
- Tornado

## Severe Thunderstorm Activity

Local weather service will issue advisories predicting areas of probable severe thunderstorm activity and the estimated duration of such activity. The Building Staff has a weather band radio.

No occupant will ever be required to remain in the building if they feel their safety is threatened. However, during severe thunderstorms, the building is a much safer place than the streets. Never assume that you can beat a storm home. We recommend waiting the storm out in the building and proceeding home after the storm has subsided.

## Tornado Warning

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 will be 75 mph or greater.

Public warning will come over the radio, TV, or the Municipal Defense sirens. Should a severe storm or tornado occur, the following guidelines should be observed:

1. Move away from the exterior of the Building to a corridor or elevator lobby.
2. As you move, try to close the doors of rooms, which have windows. Also, be sure the door to your suite is closed tightly, but not locked.
3. Go to the center corridor and protect yourself by putting your head closely to your lap or by kneeling to protect your head.
4. Stairwells are safe. If crowded, move down to a lower level for shelter. **DO NOT USE THE ELEVATORS.**
5. **DO NOT** go to the first floor lobby or outside the Building.
6. Keep your radio or television set tuned to a local station for information.
7. Do not use the telephone to get information or advice.
8. **KEEP CALM.** If you are trapped in an outside office, seek protection under a desk.

Once the weather has subsided, report any damage or storm related leaks to the Management Office, (303) 296-1646.

# Earthquakes

Earthquakes are one of the nation's most frightening natural phenomena. When an earthquake occurs, the ground will shake perceptibly for a relatively short time, perhaps only for a few seconds or for as much as a minute in a great earthquake.

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## Precautions to Take During the Earthquake

1. Try to remain calm and to reassure others.
2. If you are indoors, move immediately to a safe place. Get under a desk, table, or workbench if possible. Stand in an interior doorway or in the corner of a room. Watch out for falling debris or tall furniture. Stay away from windows and heavy objects (such as refrigerators and machinery) that may topple or slide across the floor.
3. Do not dash for exits since stairways may be broken and jammed with people. Power for elevators may fail and stop operating. Seek safety where you are at the time of the incident and then leave calmly if evacuation is necessary.
4. Do not be surprised if the electricity goes out, or if elevator, and fire alarms start ringing - or if sprinkler systems go on. Expect to hear noise from breaking glass, cracks in walls and falling objects.
5. If you are outdoors, try to get into an open area away from buildings and power lines.
6. Do not be surprised if you feel more than one shock. After the first motion is felt, there may be a temporary decrease in the motion followed by another shock. (This phenomenon is merely the arrival of different seismic waves from the same earthquake). Also, after shocks may occur--these are separate quakes, which follow the main shock. After shocks may occur several minutes, several hours, or even several days afterwards. Sometimes after shocks will cause damage or collapse of structures that were already weakened by the main earthquake.

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## Precautions to be Taken After the 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, and the next concern is to prevent fires. After that, damage can be assessed and remedial measures begun.

1. Remain calm and take time to assess your situation.
2. Seek medical help for those who need it. Cover injured persons with blankets to keep them warm.
3. Check for fires and fire hazards. Put out fires immediately if you can.
4. Check for damage to utilities and appliances. Shut off electricity if there is any chance of damage to wiring.
5. Shut off water mains if breakage has occurred. Report utility damage to the utility companies and follow their instructions.
6. Do not light matches, use any open flames, or turn on electrical switches or appliances until you are certain there are no gas leaks.
7. Do not touch power lines, electric wiring, or objects in contact with them.
8. 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 phone for personal reasons or to satisfy curiosity. (When the emergency is clearly over, contact relatives and friends so they will know you are safe and where you are.)
9. Be certain that sewer lines are not broken before resuming regular use of toilets.
10. Clean up and warn others of any spilled materials that are dangerous, such as chemicals, gasoline, etc.
11. Listen to the radio for information about the earthquake and disaster procedures.
12. Be prepared to experience after shocks. They often do additional damage to buildings weakened by the main shock.
13. Use great caution when entering or moving about in a damaged building. Collapses can occur without much warning, and there may be dangers from gas leaks, electric wiring, broken glass, etc.

There are no rules, which can eliminate all earthquake danger. However, following these procedures can reduce damage and injury.