

EMERGENCY INSTRUCTIONS

Appendix A

1500 Jefferson Building



**Wright Runstad & Company
Property Management**

May 2024

Emergency Instructions

1500 Jefferson Building

Appendix A

Emergency Telephone Numbers

Office Building Address 1500 Jefferson St. SE
Olympia WA 98501

All Emergencies911
Fire Department911
Police Department.....911
Property Management Office.....(360) 359-4790
Reception Desk / Security.....(360) 359-4775
After Hours Building Emergency Number/Security.....(360) 359-4790

NOTE: After dialing 911 - call (360) 407-9145 to notify SDC Security.
This notifies the 1500 Jefferson Crisis Communication Team (CCT) of any emergencies or incidents occurring onsite.

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Appendix A

Introduction

The landlord-tenant relationship is one of mutual dependence and responsibility. This relationship is most important when discussing fire and safety issues. You depend on the Property Management office to provide information and instructions on how to respond during an emergency. Similarly, we depend on you to become familiar with this information and participate in evacuation drills and training sessions. This Emergency Instructions is Appendix A of the Tenant Handbook. Your agency may have additional emergency information as well.

If you have any questions about the procedures and plans in this manual, please contact the Property Management office at 360-359-4790 or 1500mgmt@wrihtrunstad.com.

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Evacuation

General Information

Each employee has access to these *Emergency Instructions* as established by Property Management and are expected to follow these instructions in case of an emergency. Emergency Instructions can be found on the building website (www.1500jefferson.com) and should be kept handy at all times. Tenants shall provide responsible personnel to assist the Property Management staff and be responsible for controlling the movement of tenant employees during an evacuation of the building.

The following Evacuation instructions are normally applied during business hours when building occupancy is full or has more than 50% occupancy.

Please refer to the end of this Evacuation Section for procedures during low occupancy or after-hours evacuation.

The Emergency Team Roles:

- **Property Management Team**

The Property Management Team has command during an evacuation until the local authorities arrive. At that time, the team will take direction and coordinate efforts with the local authorities. This team consists of the following on-site personnel:

- *Chief Engineer (Incident Commander)*
- *Property Manager*
- *Senior Building Engineer*
- *Junior Engineer*
- *Property Administrator*
- *Security Guards*
- *Day Porter*

- **Evacuation Group**

The Evacuation Group consists of tenant representatives who are committed to the safe and expeditious evacuation of all personnel from the 1500 Jefferson Building.

- *Floor Captains*
Each floor will have one Floor Captain and an alternate to facilitate the evacuation of all tenants on his/her designated floor.
- *Tenant Coordinators*
A *minimum* of four Tenant Coordinators per floor ensure evacuation of all employees and visitors on their respective floor. Selected representatives will be assigned the duties of Tenant Coordinators and will remain in contact with the Floor Captain during all emergencies to ensure all employees and visitors are evacuated, and that evacuation takes place in an orderly and safe manner.
- *Special Assistants*
Two (2) Special Assistants will be assigned to each person with a physical impairment. Special Assistants will assist employees with a physical impairment during evacuation.

NOTE: Sufficient alternates must be assigned for each position specified in the plan so that a principal or alternate is in the building at all times during working hours to supply leadership under this plan.

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Tenant Responsibilities

Each floor should establish an emergency team based on the positions described above. The Floor Captain will serve as the contact point between Property Management and the Tenant Incident Commander.

Each agency will ensure that every employee is provided training on the emergency evacuation procedures.

The emergency team for each floor consists of the Floor Captain and at *least* four Tenant Coordinators.

Evacuation Drills

The Property Management Team will conduct an emergency evacuation drill at least once annually in accordance with the plan. All occupants of the building are required to participate in the emergency evacuation drill. Occupants will be required to leave the building and assemble in a designated safe area. A written record of drills is kept on the premises and readily available for inspection by the Fire Department.

Special Instructions for Persons with Disabilities

Any person with a physical impairment should notify their Floor Captain or Tenant Coordinator to discuss and review a plan for them prior to an emergency evacuation. Tenant Coordinators should notify the Floor Captain and Property Management of persons with a physical impairment who may require special assistance during an evacuation.

Those not requiring, or providing assistance, will evacuate first. Persons needing some additional assistance and can safely navigate stairwells will then be evacuated. If required, persons with a physical impairment who cannot navigate stairwells safely should be positioned in an area of rescue with their special assistants and wait for aid from the Fire Department. The Property Management Team may assist in evacuating the persons with a physical impairment if danger is imminent and the Fire Department has not yet arrived. If no other assistance is available and there is imminent danger, special assistants will assist those with a physical impairment with evacuation.

Areas of Rescue Assistance

Special areas of rescue are incorporated into the design of the building for people with a physical impairment and are unable to evacuate the building using the exit stairs. These areas contain two-way



communication devices so users can place a call for evacuation assistance. Tenants should locate and know these areas prior to an emergency. Areas of Rescue may be found in these locations:

Stair 1 Exit – west end of 6-story office building and parking garage

Stair 2 Exit – levels A and B of the parking garage

Service/Freight Elevator – vestibule southeast side of 6-story building

Stair 3 Exit – north end 3-story building

Stair 5 Exit – south end 3-story building

Emergency Team Responsibilities

Property Manager / Property Administrator

1. Be familiar with the written Emergency Instructions.
2. Organize, train and supervise Property Management staff.

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3. Ensure there is a Floor Captain for each floor and sufficient Tenant Coordinators for each tenant in accordance with the Emergency Instructions.

Chief Engineer/Incident Commander

1. Be familiar with the written Emergency Instructions.
2. Be the Incident Commander until the authorities arrive.
3. Designate staff members to report to identified locations in the event of an evacuation.
4. Assist the Property Manager and Property Administrator to organize, train and supervise the Property Management staff in emergency procedures.

Floor Captain and Tenant Coordinators

1. Tenants should assign a Floor Captain for each floor and sufficient Tenant Coordinators to ensure efficient evacuation of each floor. A minimum of four Coordinators is recommended.
2. Tenant Coordinators assist Floor Captains in their duties.
3. Floor Captains and Tenant Coordinators need to be familiar with the Emergency Instructions and the location of all emergency exits, fire extinguishers, and any pull stations on their floor.
4. Floor Captains and Tenant Coordinators need to be responsible and dependable employees. For specific tasks, refer to the emergency sections listed under Fire, Bomb Threats, Severe Weather, Tornadoes, Hurricanes & Floods, Earthquakes, Power Failures and Medical Emergencies.
5. Responsibilities include organizing, training and supervising Special Assistants assisting employees with a physical impairment.
6. Floor Captains, with the assistance of Tenant Coordinators, will direct the evacuation of occupants in the event of an emergency including evacuation of all personnel from all office areas including remote areas such as storerooms, file rooms, computer rooms, core areas, etc.
7. Ensure that everyone exits into the stairwell in an orderly and safe manner and make sure that no one uses the elevators unless assisted by the Fire Department.

Special Assistants

1. Maintain an up-to-date list of persons with a physical impairment.
2. Establish a buddy system so that if required, one or two Special Assistants can evacuate physically impaired employees if needed, in accordance with this plan.
3. Evacuation means positioning physically impaired employees in an area of rescue assistance and waiting for further assistance from the Fire Department or from the Property Management Team. In the event of imminent danger, special assistants will take steps to assist evacuating the person.

Evacuation Assembly Areas

Evacuation assembly areas are located outside, at least 50 feet from the building. These areas are indicated on the map below along with the maximum capacity of occupants that can be assembled there.

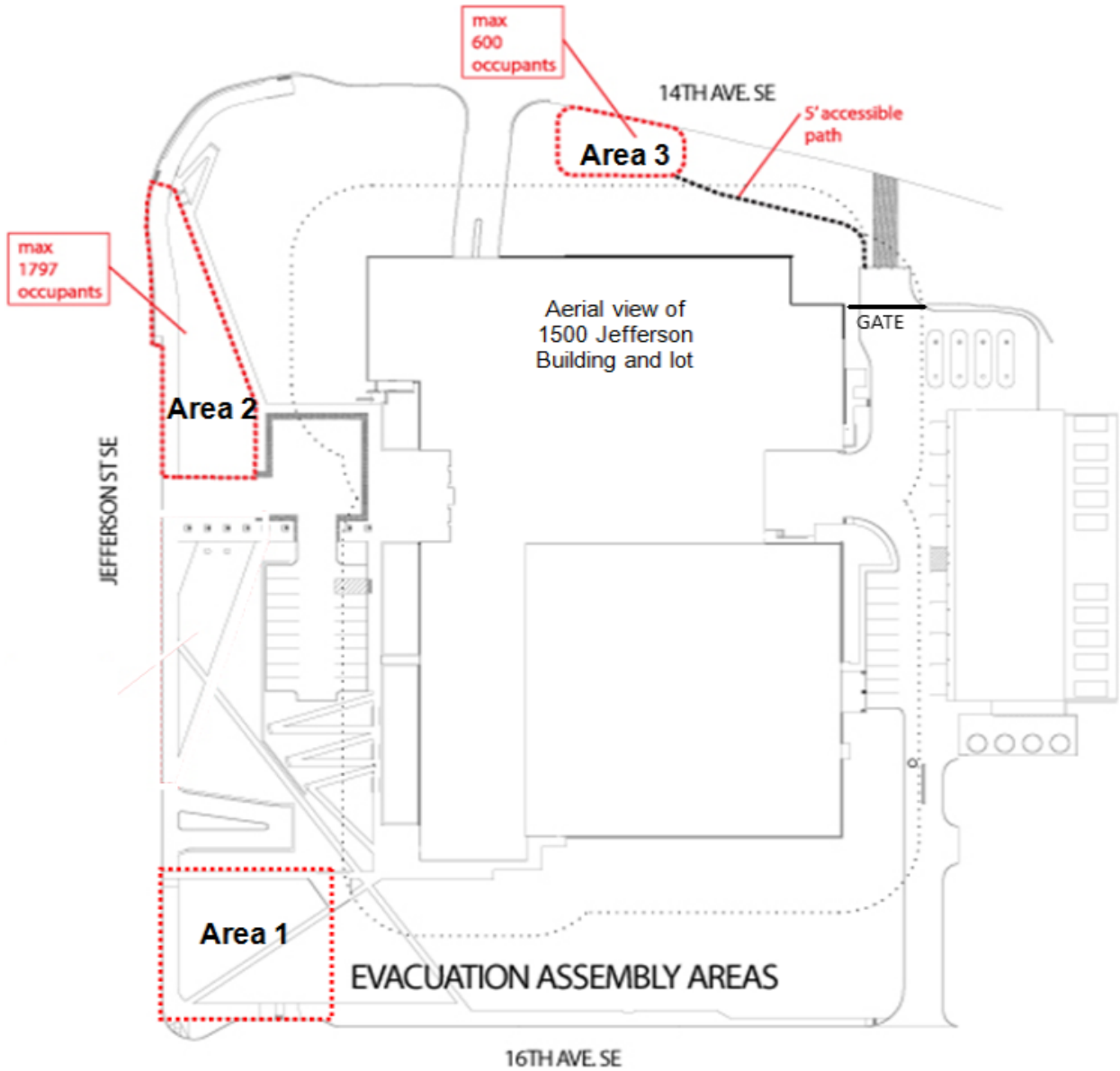
During an incident, the Incident Commander and/or the Fire Department or other emergency response personnel may request that occupants move from one assembly area to another for safety reasons.

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1500 Jefferson – Evacuation Assembly Areas



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Evacuation – Low Occupancy / After-hours

When the tenant population within the 1500 Jefferson Building is under 50% occupancy there are not enough people consistently onsite to fill the traditional *Evacuation Team* roles (floor captains, sweeps, accountability, etc.) or conduct a building evacuation as would normally occur during business hours.

During low occupancy, building evacuation will be handled in the same manner as a non-business/after-hours evacuation:

- When activated, the fire alarm will sound, and strobes will flash. Anyone in the building at that time should immediately exit the building using the nearest stairwell/emergency exit.
- If your orange floor sign and clipboard are present at the bottom of the stairwell, take them with you as you exit the building.
- Proceed to the front of the building and assemble at your floor# on the grass areas.
- If a person is not able to safely evacuate the building, they should proceed to the nearest **area of rescue**. Once there, press the intercom button. This will notify others of your location. Emergency first responders will safely evacuate those in the areas of rescue, as needed.
- Once outside, please keep all drive paths, entryways, and turnaround areas clear for emergency vehicle access.
- Please report any individuals that are unable to evacuate to Property Management stationed at the front of the building. The fire department will be notified upon arrival and clear the floors as needed.
- During business hours, Property Management will clear all public spaces and respond to calls from the areas of rescue. (During non-business hours Emergency Responders will perform these functions as needed.)
- Property Management will provide an all clear indicating when/if it is safe to return to the building.

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Fire

General Information

When a fire alarm device is activated, the fire alarm signal will automatically activate all fire system devices throughout the 1500 Jefferson building, as well as activating the State Data Center fire system. When the fire alarm system is activated, a loud audible, intermittent loud 'whooping' noise will sound and strobe lights will flash. Both buildings must be evacuated when a fire alarm signal is activated.

The Chief Engineer, or Sr. Building Engineer will be the Incident Commander at the 1500 Jefferson Building in charge of the evacuation until the Fire Department arrives.

Tenants should evacuate via the nearest exit stairwell in accordance with this plan.

Each tenant manager, supervisor or designee must predetermine priorities for the safety of agency records, classified material and/or securities. Supervisors must cooperate with Floor Captains and Tenant Coordinators to ensure all employees are kept well informed and instructed on emergency procedures.

Discovery of Fire

The person who discovers the fire shall:

- **Call 911** to bring Emergency Responders to the site.
- **After calling 911 call (360) 407-9145 to notify Crisis Communications.**
- Activate and/or direct another person to activate the fire alarm pull station (FAPS) on the wall at the security desk on the first floor of the building if a fire alarm has not already activated.

Evacuation and Fire Procedures

Floor Captain and Tenant Coordinators will take immediate action:

1. Put on agency-provided emergency equipment (vest/hard hat), if available.
2. Meet at designated place on the floor to form teams.
3. Floor Captains will supervise the evacuation of their floor with the assistance of Tenant Coordinators including:
 - a. Direct people to the nearest safe stair for evacuation; each stairway is an evacuation route.
 - b. Quickly check workstations, offices, workrooms, restrooms, and all spaces for people needing assistance. If a door is locked, knock loudly and yell the building is in evacuation and everyone must leave. Take note of the location and report it once outside.
 - c. Remind everyone to keep calm, no talking, no cell phones for maximum effectiveness. There is no smoking permitted during an evacuation, or while in the evacuation assembly areas.
 - d. Enter the stairwell and move to the right then continue down once inside the stairwells. Allow those entering the stairwell to easily "zipper" into the moving line.
4. Special Assistants aid employees with a physical impairment and should immediately contact and help their assigned person. Persons with a physical impairment should wait for help from their special assistant.

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5. All occupants should proceed to the nearest safe stairwell, walk quickly, quietly and calmly to the first floor and exit the building. Then proceed to their appropriate assembly area and be accounted for by their agency and quietly await further instructions.
6. As each floor is evacuated, Floor Captains make sure all stairway and exit doors are closed after the last person evacuates the floor and will convey to staff as they exit the building which floor they are from and if the floor was cleared.
7. Floor Captains will distribute the flow of people evenly via all available stairway exits if needed. If a stairway has filled with smoke or fire, alternate stairways will be used.
8. Orderly floor clearance will continue until all occupants are evacuated and outside in their assembly areas.
9. Once Authorities determine the building is safe for return, the building “All Clear” notice will be given by the Incident Commander to the designated “Tenant Incident Commander” personnel.
10. After the Tenant Incident Commander has received assembly area counts, they will announce the “All Clear” to Floor Captains, who will lead employees in an orderly fashion back to their work places. If available, elevators will be placed back into service.
11. The fire alarm may be silenced before the “All Clear” is announced to tenants.

Elevators must not be used by building occupants to evacuate. All elevators are automatically called to the ground floor and reserved for use by the Fire Department.

Tenant Responsibilities

Floor Captain

1. Direct the evacuation of the floor in accordance with instructions received and the following guidelines:
 - Utilize Tenant Coordinators to ensure all occupants are notified of the fire and immediately execute the Emergency Instructions.
 - Know where all persons with a physical impairment are located and keep an up-to-date list. These persons may need special assistance in the event of evacuation.
 - Select and communicate the safest stair to use for evacuation based on the location of the fire and any information received from Property Management personnel.
2. Before anyone enters the stairs to evacuate, check the environment in the stairwell.
 - If smoke is present, select an alternate stairwell.
 - Place the back of your hand on the door handle – if hot to the touch, fire may be on the other side. Use a different stairwell for evacuation.
3. Stay calm, supervise, and monitor evacuation flow.
4. Make sure personnel do not use elevators during evacuation.
5. Floor Captains should be the last person to enter the stairwell.
6. Be certain all doors close as you leave the floor during an evacuation.

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Tenant Coordinators

1. Assist the Floor Captain in the effective implementation of the Emergency Instructions.
2. Ensure the evacuation of all occupants within your tenant space. Check all rooms and remote areas including restrooms and conference rooms.
3. Advise any remaining personnel on the floor of the emergency and ensure their evacuation.
4. Calmly supervise and monitor evacuation flow.
5. Make sure personnel do not use elevators during evacuation.

Special Assistants assisting employees/person with a physical impairment

1. Assist in evacuation of persons with a physical impairment to an area of rescue assistance.
2. If imminent danger is present, assist those with a physical impairment to evacuate.

Property Management Staff Responsibilities

Property Manager

1. Report to the main lobby to supervise, coordinate, and observe evacuation procedures are followed as outlined in the Emergency Instructions.
2. Operate the Area of Rescue intercom, communicate with those in an area of rescue, record number of people in each area. Provide information to Communications Liaison.
3. Upon completion of evacuation, report to Incident Commander stationed outside.
4. Remain outside to act as communication liaison until the Incident Commander gives the 'All Clear' signal to return to the building.

Chief Engineer

1. Act as Incident Commander until the Fire Department arrives, at which point the authorities will take on the role.
2. Direct the Fire Department to the fire location and inform them of conditions.
3. Ensure that:
 - Evacuation procedures are followed as outlined in the Emergency Instructions.
 - Tenants are kept informed of the situation.
4. Provide the Fire Department and/or Police Department with building information (floor plans, blueprints, etc.) as requested.

Property Management Team

1. Upon the receipt of a fire alarm or instructions to evacuate:
 - Building security will check the remote fire panel for the location and identification of the activated device, notify the Chief Engineer, then forward phones to the answering service.

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- After checking the fire panel, security officers and the day porter will sweep through the stairwells to make sure they are empty. Once stairwells are cleared, one security officer will be stationed at the main lobby entrance and one near the south plaza entrance to ensure nobody enters the building until the 'all clear' is given.
- Day Porter will assist with stairwell sweeps, then report to the Chief Engineer to provide other assistance as needed.
- The building engineer will check the roof to make sure it is clear then will report to the floor reporting the alarm to investigate the source of the fire alarm as well as help direct tenants and control the movement of occupants.

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If You Discover Smoke or Fire

Office Building Address 1500 Jefferson St. SE.

Olympia WA 98501

1. Dial **911** immediately.
2. Inform the dispatcher that you are calling to report a fire at *1500 Jefferson St SE*.
Tell the fire department dispatcher:
 - Your name
 - Your agency's name
 - Your floor number
 - What is on fire
 - The location of the fire
 - Your telephone number
3. Listen to the dispatcher for any additional instructions before hanging up.
4. Call the Property Management office at 360-359-4790.
5. **After calling 911 call (360) 407-9145 to notify Crisis Communications**
6. If the fire alarm has not automatically activated, activate, or dispatch someone to activate, the manual fire alarm pull station at the security desk in the main building lobby.
7. Evacuate according to the Emergency Instructions.

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Appendix A – Building Lockdown

Building Lockdown

General Information

The safety of employees and visitors are paramount at the 1500 Jefferson Building which is part of the Capitol Campus.

When active threats are reported or are being investigated in the area, access into the building may be RRESTRICTED or LOCKDOWN mode enacted. As security level changes, signs will be posted on exterior doors notifying anyone approaching the building. If in LOCKDOWN anyone who is outside the building should leave the premises immediately.

When security levels are elevated and access into the building is RESTRICTTED, entry will only be allowed by using a valid Access badge.

During a LOCKDOWN, exterior card readers will not allow badge access. A physical key is required to open an exterior door. Exiting the building will be possible but not recommended. Procedure is to remain in the building during LOCKDOWN.

If an “intruder” or threat is observed do not attempt to approach or fight them. **Call 911 immediately** - then call **(360) 407-9145 to notify Crisis Communications.**

The following are Capitol Campus facility security levels and definitions which are followed at 1500 Jefferson Building.

Important: At any security level, if you see or hear an active threat within your location - utilize your *Run, Hide, Fight* training.

Normal Operations

Security access controls are normal. Public common areas are available for anyone. Secured areas will require an authorized access badge to enter.

Public Access Restricted

Exterior doors will be locked and require authorized access badges to gain entry to the building and secured areas. Anyone without authorized access will not be allowed to enter.

Key things to remember:

1. Do not use your badge to let others into the building. To access the building each person must have authorized badge access and use their own access card to gain entry. Be vigilant for people who try to enter behind you without access! Do not hold the door for others!
2. You may conduct business as usual inside the building.

All Access Restricted

Exterior doors will be locked and all access badges WILL NOT work.

Key things to remember:

1. Tenants inside the building may conduct business as usual but should maintain increased vigilance.
2. Tenants who are outside WILL NOT be able to enter the building. Even if they have an approved badge.
3. Do not let others into the building – even fellow employees.

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Appendix A – Building Lockdown

4. If you are outside when the building is locked, go to a safe location away from the campus. When you are safe, alert your supervisor or coworkers of your location.

Lockdown

All exterior and (at some campus buildings) some designated interior doors will be locked. At 1500 Jefferson only exterior doors are locked. Authorized access badges **WILL NOT** work.

Key things to remember:

1. People in the building should seek a concealment room and restrict their movement. People with badge access who are outside **WILL NOT** be able to enter the building.
2. Do Not let others into the building – even fellow employees.
3. Stay away from windows and be vigilant.
4. If you are outside when the building is in Lockdown, go to a safe location away from the campus.
5. When the building is released from Lockdown, alert your supervisor or coworkers of your location.

Property Management will notify occupants when it is safe to resume normal activities.

Building occupants should assist visitors in following security procedures. If necessary to seek a concealment room take visitors with you to take refuge.

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Appendix A – Building Lockdown

If You See Or Are Exposed To Threat Of Violence

Office Building Address 1500 Jefferson St. SE

Olympia WA 98501

1. Do not approach or try to fight.
2. **Call 911 immediately.**
3. **After calling 911 call (360) 407-9145 to notify Crisis Communications.**
4. Follow Security procedures.
5. Whether outside or in an exposed area, you must decide the best course of action for your own safety:
 - **Hide**
Go inside the nearest building. If you cannot safely get inside a building, use bushes, trees, walls, and benches for cover.
 - **Run**
If you think you can safely make it out of the area, then do so. If you decide to run, do not run in a straight line. Run in a zigzag pattern and try to keep objects, such as trees, garbage cans, buildings, and cars, between you and the hostile person.
 - **Play Dead**
If the intruder is causing death or physical injury to others and you are unable to run or hide, you may choose to assume a prone position and lay as still as possible.
 - **Fight**
As a last option, if caught in the open and in close proximity to the intruder, fight back. This is dangerous and not recommended, but depending on your situation, this could be your last option.
 - **Caught**
If you are caught by the intruder and are not going to fight back, obey all commands and avoid eye contact. Obey all commands of emergency personnel when they arrive on scene and take over the situation.

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Appendix A – Bomb Threat

Bomb Threat

General Information

Most bomb threats are false alarms. However, it is difficult to differentiate false alarms from genuine threats. As little publicity as possible should be given to the incident since the objective of the caller is usually to disrupt normal business functions by causing the building to be evacuated.

There are at least two reasons why bomb threats are a serious problem:

1. Serious personal injury can result if an explosive or fire-generating device is set off.
2. Valuable work time is lost during building evacuations.

Your Property Management staff will endeavor to control unauthorized access to this facility. The success of the preventive strategy requires full cooperation from all tenants. All suspicious individuals or situations should be reported at once to the Property Management office at 360-359-4790.

Procedures for Receiving a Bomb Threat

1. The person who receives the bomb threat call will:
 - Get as much information from the caller as possible using The Bomb Threat Checklist (Exhibit A) as a guideline.
 - **Call 911** and report the threat to the local authorities.
 - **After calling 911 call (360) 407-9145 to notify Crisis Communications.**
 - Notify Agency Tenant Representative(s):

If a non-descriptive general bomb threat is received (no description of bomb, no detonation time, no location, etc.), the building will remain open. The decision to evacuate is the responsibility of local authorities in cooperation with the tenant agency.

Under the direction of local authorities, total evacuation may be necessary when the threat is specific in nature, the call cannot be resolved as a hoax, or a suspicious object is located. If total evacuation is necessary, the Bomb Threat Notification Procedure (Exhibit B) will be executed.

2. The Property Management office will contact Agency Tenant Representatives. The Property Administrator and Agency Tenant Representatives will confirm the need to notify agency employees of the threat and to evacuate the building.
3. The Floor Captains will contact the Tenant Coordinators assigned to their floors. In addition, the Floor Captains assume full control of their floors and implement the procedures outlined in the Emergency Procedure instructions.

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4. Tenant Coordinators should execute their bomb threat search plan, making sure they:
 - Do not touch/move anything. Suspicious objects **MUST NOT** be touched or tampered with.
 - Search the area for objects that seem out of place.
 - Notify the Property Management office immediately at 360-359-4790 if a suspicious object is located. (The Property Management office will inform the local authorities who will subsequently assume full control of the operation.)
5. The Evacuation Property Management Team will report to the area of the building where said device may be located and begin a search for a suspicious object in the following areas:
 - Public areas
 - Stairways
 - Elevators
 - Equipment rooms
 - Cleaning closets
 - Restrooms
 - Air handler rooms
 - Conference Center
 - Any other areas designated by the police
6. Floor Captains will search the common areas of their floor including the following areas:
 - Office Areas
 - Conference rooms
 - Restrooms, workrooms, storerooms, and break rooms
7. Floor Captains informs the Property Management office 360-359-4790 of any new developments.

NOTE: If your agency decides to evacuate the building, use the stairways to evacuate unless otherwise directed. The Tenant Coordinator must confirm with the Property Manager that your agency has evacuated the building.

Tenant Responsibilities

1. If a non-descriptive general bomb threat is received, the building will remain open. The decision to evacuate is the responsibility of each tenant agency.
2. On the way out of the building, employees should search for objects that seem out of place in their area. Notify Property Management if a suspicious item is found.
3. Develop a Bomb Threat Search Plan to be executed upon notification of a threat and select people to participate in it.

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Appendix A – Bomb Threat

Property Management Staff Responsibilities

Property Manager/Property Administrator

1. Assist tenants who have received a bomb threat. Gather the following information:
 - Specifics of the threat.
 - If 911 has been called. (If not, the property manager will call 911.)
 - If a bomb search has been initiated.
 - Have employees have been notified of the threat?
 - The Property Administrator will remind the tenant that it is their responsibility to search their space.
2. Notify the Tenant Representatives, security and the Property Management Team.
3. Execute the Bomb Threat Notification Procedure (Exhibit B).
4. Implement evacuation procedures if directed by local authorities or a tenant agency.

Preventive Measures

- Maintain awareness in every office for suspicious objects. Neat offices that are free from debris and boxes can make a foreign object easier to detect.
- Encourage all employees to report any suspicious persons wandering about the offices, corridors, and restrooms to the reception desk at 360-359-4790.
- Monitor all delivery people and repair people while in your office. Do not leave your office unattended and unlocked for any reason. All drawers, cabinets, compartments, closets, etc. fitted with locks should be kept locked.
- Encourage all employees to comply with the building access control measures.

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Appendix A – Bomb Threat

If You Receive a Bomb Threat Over the Telephone

Office Building Address 1500 Jefferson St. SE
Olympia WA 98501

1. Remain calm and do not hang up. Keep the caller on the phone as long as possible.
2. Complete Bomb Threat Checklist, if possible. (Exhibit A).
3. If possible, signal other staff to listen in.
4. **Call 911.**
5. **After calling 911 call (360) 407-9145 to notify Crisis Communications.**
6. Inform the dispatcher that you are calling from 1500 Jefferson St. SE. and that you have received a bomb threat. Tell the dispatcher:
 1. Your name
 2. Your agency's name
 3. Your suite/floor number
 4. Your telephone number
 5. Any information from your Bomb Threat Checklist (Exhibit A)
7. Listen for instructions – Do not hang up unless instructed to do so.
8. Call the Property Management office at 360-359-4790.
9. Wait for further instructions from your Floor Captain.

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Appendix A – Bomb Threat

Exhibit A - Bomb Threat Checklist

Time and Date Reported: _____ How Reported: _____

Exact Words of Caller: _____

Questions to Ask:

1. When is bomb going to explode? _____
2. Where is the bomb 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 did you place the bomb? _____
8. When did you place the bomb? _____
9. Where are you calling from? _____
10. What is your name? _____
11. Where do you live? _____

Description of Caller's Voice:

Male/ Female Young _____ Middle Age _____ Old _____ Accent _____

Tone of Voice: _____

Is voice familiar? _____

If so, who did it sound like? _____

Other Voice Characteristics: _____

Background Noise: _____

Time Caller hung up: _____

Remarks: _____

Name, address and telephone number of recipient: _____

Telephone number the call was received at: _____

Emergency Instructions

1500 Jefferson Building

Appendix A – Suspicious Mail / Suspicious Substance

Suspicious Mail/Suspicious Substance

General Information

Creating a safe working environment is a collaborative effort between tenants and Property Management. Property Management relies on tenants to identify suspicious mail or suspicious substances in their office suites.

The United States Postal Service has provided the following information for identifying a suspicious letter or package:

- No return address
- Restrictive markings
- Strange odor
- Oily stains, discolorations, or crystallization on wrapper
- Lopsided or uneven
- Addressed to title only, incorrect title, misspelled words or badly typed or written address
- Possibly mailed from a foreign country
- Excessive postage

Suspicious Mail or Suspicious Substances Procedures

1. Isolate the suspicious mail or substance.
 - If you suspect a suspicious letter or package, do not shake or bump the parcel. Isolate the package or letter as soon as possible, such as placing it in a plastic bag. Do not continue to handle the item and do not allow anyone else to touch it.
2. Evacuate the immediate area. Do not allow others to enter the immediate area.
3. **Call 911.**
4. **After calling 911 call (360) 407-9145 to notify Crisis Communications.**
 - Give the exact location of the suspicious item. Include tenant name, floor and area. Note any names of persons who have handled or been exposed to the suspicious mail or substance.
5. Wash hands immediately with soap and warm water if it may be possible, you have touched a suspicious package or substance.
6. The Fire Department will investigate and advise Property Management of the need for further action.
 - Property Management is prepared to isolate access to a particular floor or area.
 - The HVAC system can be isolated on a floor-by-floor or building-wide basis.
7. Under the direction of local authorities, if evacuation of the building is necessary, Property Management staff will contact the Floor Captain and provide evacuation instructions.
 - Tenant Coordinators should notify employees in a calm and deliberate manner and calmly supervise and monitor evacuation flow.

Emergency Instructions

1500 Jefferson Building

Appendix A – Suspicious Mail / Suspicious Substance

If You Notice Suspicious Mail or a Suspicious Substance

Office Building Address 1500 Jefferson Building

Olympia WA 98501

1. Isolate the suspicious mail or substance - Do Not Touch!
2. Evacuate the immediate area. Do not allow others to enter the area.
3. Wash hands immediately with soap and warm water if it is possible, you have handled the suspicious substance.
4. Call Property Management at 360-359-4790. Give the following information:
 6. Your name
 7. Your agency's name
 8. Your suite/floor number
 9. Location of the suspicious mail or substance
 10. Names of persons who may have been exposed
5. Property Management will call the Fire Department or HAZMAT Unit.
6. Wait for further instructions from your Floor Captain.

Emergency Instructions

1500 Jefferson Building

Appendix A – Disaster/Medical Emergencies

Disasters/Medical Emergencies

Severe Weather

The US Weather Service reports the movement of severe weather that may present a threat to the metropolitan area. Tenants have the choice of evacuating or remaining in the building during a severe weather alert. If the US Weather Service gives an early alert, certain steps can be taken to prepare for the severe weather if the decision is to remain.

Tenant Responsibilities

All Tenants

1. Maintain an inventory of emergency equipment for use during severe weather.
 11. Flashlights and fresh batteries.
 12. First aid kits to treat minor injuries.
 13. Portable radios—useful for keeping abreast of severe weather conditions.
2. If informed by the US Weather Service that severe weather is imminent, follow the steps below (if necessary):
 14. Clear desks, tables and windowsills of books, papers or other items and secure them in boxes or drawers.
 15. Move easily moveable furniture away from windows.
 16. Store all easily moveable office equipment inside offices.

Tenant Coordinators

1. Move all occupants to the core areas of the building (corridors, elevator lobbies).
2. If your agency decides to evacuate the building, notify the building property manager of your intention to do so.
3. Confirm with the building property manager that your agency has totally evacuated its space and the building.
4. Notify the building property manager of all leaks and structural or other damage during or after the storm (360-359-4790).

Emergency Instructions

1500 Jefferson Building

Appendix A – Disaster/Medical Emergencies

Property Management Staff Responsibilities

Property Manager

1. Alert the Property Management Team for possible action.

Chief Engineer

1. Prepare for transfer to emergency power for emergency lighting and fire life safety systems.
2. Execute building repairs as quickly as possible.

Property Management Team

1. Secure or move unattached building items indoors.

NOTE: The Property Management staff will maintain communications with public utilities as appropriate and will monitor local news and weather reports for updates.

During disasters that cause loss of primary power sources, Puget Sound Energy will work to restore service from a stand-by source.

If power is interrupted, the emergency generator will provide power automatically for emergency systems within the building (lights, fire alarm, etc.)

Telephone service may also be interrupted during severe weather. Tenants requiring emergency service should notify their appropriate agency contact.

Emergency Instructions

1500 Jefferson Building
Appendix A – Earthquake

Earthquake

In the event of an earthquake, **do not attempt to leave the building while it is still shaking**. You are safer within the building until the initial tremors subside. If the building has not gone into alarm signaling an evacuation, stay where you are. The building will be evaluated to determine if evacuation is deemed as necessary. Know where the safest areas are and how to get there.

1. It is recommended that you plan for a minimum stay of 72 hours in the event of a major earthquake. Each agency is responsible for its own emergency supplies. At a minimum, you should have available to your agency the following:
 17. A first aid kit
 18. Transistor radio and flashlight with extra batteries
 19. Heavy gloves in case of broken glass
 20. Rubber soled shoes that cover your toes (not open toed shoes)
 21. Comfortable clothing
 22. A 72-hour minimum supply of food rations
 23. Employee should have a 72-hour minimum supply of any required medication
 24. Water for employees - rotate regularly
 25. Blankets
2. Have a plan for reuniting with your family. Have an out-of-state contact person for your family members to contact.

For more information on earthquake preparedness, contact:

American Red Cross

<http://www.redcross.org/>

Agencies should plan for supplying sanitation for 72 hours.

Emergency Instructions

1500 Jefferson Building
Appendix A – Earthquake

Earthquake Procedures

Office Building Address 1500 Jefferson St. SE
Olympia WA 98501

During Shaking

1. Remain calm. Do not exit the building. Do not use elevators. If you are in an elevator, exit as soon as possible.
2. DROP, COVER and HOLD! Take cover under a desk or another sturdy object or against the wall in the core of the building. Protect your head and neck area. Hold on to the object sheltering you so it does not ‘walk’ away from you.
3. Move away from the building exterior. Stay away from windows, bookcases, filing cabinets and any objects that may fall or shatter.
4. Do not take cover in stairwells.

After Shaking

1. Check for any injured and assist if possible. Do not move a seriously injured person unless they are in immediate danger.
2. Inspect your floor for damage. Check for fires. Check for gas and water leaks and electrical shorts.
3. Open doors carefully. Watch for falling objects.
4. Wear shoes for protection from debris and broken glass.
5. Stay away from windows/glassed areas.
6. Replace telephone receivers in case the telephone system works. Use telephones for emergency calls ONLY.
7. Listen to the radio for emergency reports.
8. Do not spread rumors regarding the building condition, extent of damage and injuries. This may cause a panic.
9. Cooperate with the local authorities and Property Management.
10. Be prepared for aftershocks.
11. Notify the Property Management office of any damage to the building.

In the event that evacuation takes place, refer to Appendix B for agency accountability.

Emergency Instructions

1500 Jefferson Building
Appendix A – Power Failure

Power Failure

General Information

In the event the building sustains a power failure, emergency lighting is available in the stairwells and on every tenant floor. A diesel-powered back-up generator operates the emergency lighting. The back-up generator also powers the building's fire/life-safety systems. One elevator will operate on back-up power and will be available for emergency purposes only. HVAC equipment, non-emergency lights, receptacles and most telephone equipment will not be operational.

Power Failure Procedures

1. The Property Management Office will contact the utility company to find out the estimated duration of the power outage.
2. Floor Captains should check the elevators on their floors to see if anyone may be inside. If there are people inside, the Floor Captain will request them to remain calm and then will notify the Property Management Office of their location. If people are inside an elevator, the Floor Captain should remain nearby and stay in contact with those inside.
3. If the power has not been restored after 15 minutes, Tenant Representatives may proceed to main floor lobby to receive an update on the situation from Property Management.

NOTE: If the utility company does not know how long the power will be out, or if power will be out longer than one hour, the building may need to be totally evacuated. Please remain where you are and wait for further information.

If evacuation is necessary, please follow instructions for evacuation according to the fire procedure. (Please refer to the **Fire** section of this manual.)

Medical Emergencies

General Information

A medical emergency can occur anywhere. Time can be important during a medical emergency. Property Management recommends that all tenants maintain available first aid kits on each floor. It is the tenant's responsibility to make sure that employees are aware of the location of all emergency equipment. Property Management recommends that tenants have office personnel trained in CPR/AED and First Aid procedures.

Medical Emergency Procedures

Office Building Address 1500 Jefferson St. SE
Olympia WA 98501

If you find someone experiencing a medical emergency:

1. Remain Calm
2. Quickly assess the situation.
3. Briefly examine the individual in distress and determine if he/she is breathing.
 - If not breathing establish an airway
4. **Call 911** (if possible direct someone to call while you remain with the person)
 - Explain the type of emergency, the location of the victim and the condition of the victim.
 - Do not hang up unless told to do so by the dispatcher.
5. **After calling 911 call (360) 407-9145 to notify Crisis Communications.**
6. Retrieve first aid equipment: first aid kit and the AED. (If possible direct someone to retrieve equipment while you remain with the person)
7. Call Property Management. They will hold an elevator ready for emergency medical services (EMS). (If possible direct someone to call while you remain with the person)
8. Do not move the victim unless there is danger of further injury by remaining in the present location.
9. Do not give the victim anything to eat or drink.
10. Keep person comfortable as possible. Reassure them help is on the way.

Emergency Instructions

1500 Jefferson Building

Appendix A – Medical Emergencies

Defibrillator (AED) Locations

Every year in the United States, sudden cardiac arrest (SCA) claims the lives of more than 250,000 people and hundreds of thousands more lives worldwide. Today, fewer than 5% of SCA victims survive, largely because defibrillators do not reach them in time.

In most cases, their key to survival is prompt defibrillation therapy. More than 90% of SCA victims survive when defibrillation occurs within two minutes of sudden cardiac arrest onset. However, when defibrillation is delayed more than ten minutes, the victim's chance of survival drops to less than 5 percent.

Automatic External Defibrillators (AEDs) are the first line of defense in surviving cardiac arrest. This lifesaving equipment has been strategically placed in the building so that it is available to everyone on each floor. This equipment is easy to use and offers voice assistance to help the user through the process. The voice assist feature makes it possible for laypersons to assist in an emergency situation until medical help arrives.

Automatic External Defibrillators (AEDs) are located on every floor at 1500 Jefferson Building. They are located near the restrooms on public floors and in the kitchen/break rooms on the other floors.

Public AED Locations

- *Security desk in main lobby*
- *1st floor restroom hallway*
- *2nd floor restroom hallway*
- *3rd floor Link – Training Center hallway*

Tenant AED Locations

- *Every breakroom floors 1-6*

For more information about AEDs and locations, contact your agency Safety Committee.

Emergency Instructions

1500 Jefferson Building

Appendix A – Emergency Teams

Emergency Prevention

Suspicious Activities

Any suspicious activities should be reported immediately to the reception desk. Security guards are generally powerless to assist or take police action in criminal matters in a tenant space. During business hours, Property Management personnel will escort the police officers directly to your office.

Crime Prevention Message

The safety and protection of tenants and property is a priority for the Property Management staff. To reduce crime, emphasis must be placed on preventive rather than reactive measures. Preventive measures against office thefts, burglaries after hours and crimes against persons can best be achieved through the individual efforts of each employee. To minimize incidents, it is important that you establish and routinely monitor procedures, rules and regulations as a means of preventing losses and identifying wrongdoing.

We request that these procedures be circulated among all employees and that everyone is made aware of the importance of helping to ensure a safer and more secure work environment. We strongly suggest that valuables and personal property be stored and secured out of sight. All criminal activities should be reported immediately to the police department at 911 and your appropriate agency contact.

Training

All Floor Captains, Tenant Coordinators, Special Assistants assisting employees with a physical impairment, and Alternates shall be provided training and emergency response procedures. Refer to Appendix B.

Regular in-house agency meetings are encouraged to familiarize employees with the Emergency Instructions. Property Management may be contacted for assistance in presentations and review of the Emergency Instructions. Property Management will coordinate and conduct at least one emergency drill per year.