

Alabama Department of Public Health
Emergency Floor Warden Presentation
April 27, 2007; Revised Dec 30, 2016



Floor Warden responsibilities and other emergency-related issues in The RSA Tower

Website & Contact Info

Some of you already know us, but for those who do not, the Office of Facilities Management is the liaison between ADPH's 800 plus employees in this building and the Retirement Systems of Alabama (RSA). Facilities Management staff consists of Victor Hunt, Rachel Parrish, Vanessa Mitchell, and Brigitte Mitchell.

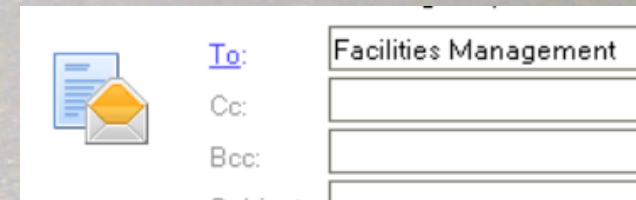
This is a snapshot of our Internet page for The RSA Tower. To arrive at this page, open ADPH's main page, click on Contents A-Z, click on Facilities Management, and you will be directed to our home page, then click on "The RSA Tower" for guidelines and updates.

What we want this presentation to accomplish is for each staff member to be able to react to an emergency without having to ask what to do.

Phone: [206-5218](tel:206-5218)

Lotus Notes e-mail group: [Facilities Management](#)

Website: <http://www.adph.org/facmgmt>



To: Facilities Management
Cc:
Bcc:



ADPH
Alabama Department of Public Health

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Facilities Management and Technical Services

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Website & Contact Info

FACILITIES MANAGEMENT PAGES

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- The RSA Tower
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Contact Us

Office of Facilities Management

Mailing Address:
The RSA Tower, Suite 1550
PO Box 303017
Montgomery, AL 36130-3017

Physical Address:
The RSA Tower, Suite 1550
201 Monroe Street
Montgomery, Alabama 36104

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Technical Services Unit

Mailing Address:
The RSA Tower, Suite 1510
PO Box 303017
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Physical Address:
The RSA Tower, Suite 1510
201 Monroe Street
Montgomery, Alabama 36104

Phone: (334) 206-5177
Fax: (334) 206-5890

[Email Facilities Management and Technical Services](#)

Facilities Management and Technical Services

* Reply Email Address:

* Email Subject:

Message Type:

Access Denied

* Email Message:

SUBMIT >>

* - Indicates required field

About The RSA Tower Building

First, some interesting facts about The RSA Tower to help you understand safety procedures in a high-rise building.

- Why does the stairwell have such a strong air current and not the rest of the building?
 - When the fire alarm is activated, the stair pressurization fan kicks on and produces a positive pressure to keep smoke from entering the stairwells. The fan pulls in fresh air, maintaining the oxygen level.
 - Stairwells are two-hour rated concrete block construction with fire-rated doors and noncombustible materials.
- Why shouldn't we ride the elevators during a fire alarm or tornado warning?
 - fire alarm (as a result of an actual fire)
 - safety - elevator could stop on the affected floor, causing burns to occupants
 - power failure - elevators will stop and occupants will be trapped until the back-up generator starts and elevators are called one at a time to the first floor
 - tornado warning (as a result of strong winds or a direct hit)
 - power failure - elevators will stop and occupants will be trapped until the back-up generator starts and elevators are called one at a time to the first floor
- Hurry, what's the number to 9-1-1?
 - You will be calling the City of Montgomery Emergency Center.
- The Retirement Systems of Alabama (RSA) will not notify tenants of an emergency; however, every effort is made when staff and resources are available.



Emergency Floor Warden



What is the directive of a "Floor Warden"?

**Basically, ensuring that all employees, visitors
and contractors evacuate the building
or proceed to a safe place
on their floor.**



Many bureaus have already implemented emergency procedures, which work specifically for their areas.

Emergency Floor Warden

ADPH Floor Wardens

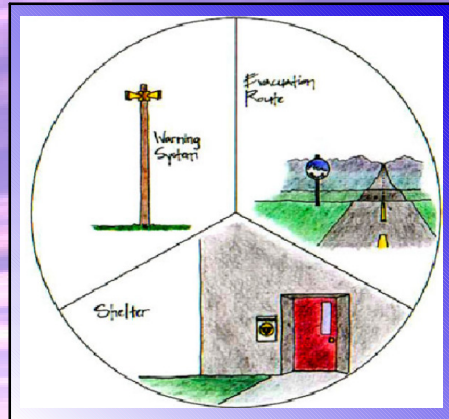


- are the workhorses of employee safety, and perform the search and evacuation duties for this building.
- are not required, but are recommended, to complete a CPR course
 - For CPR classes, contact Professional & Support Services at 206-5226, or register on ADPH Training's web site, <http://www.adph.org/extranet>.
- do not need identification such as a uniform, badge or arm band
- should walk over the evacuation routes at least once to familiarize yourself with emergency exits and routes to the assembly area(s)
- should coordinate with other Floor Wardens on your floor to avoid duplication of tasks
- should keep updated lists of employees and their status for each day
 - This could be from a database, a calendar, typed or written information.
 - The information should be saved on a server so that if a power failure happens on your floor, you can access the information from another floor, computer or laptop.
 - You may want to print the known information each morning and edit as needed, so that if the building loses power, you have your list.
- may want to ensure that employees lock their computers prior to leaving their area
- are asked to notify Facilities Management if they are no longer a Floor Warden

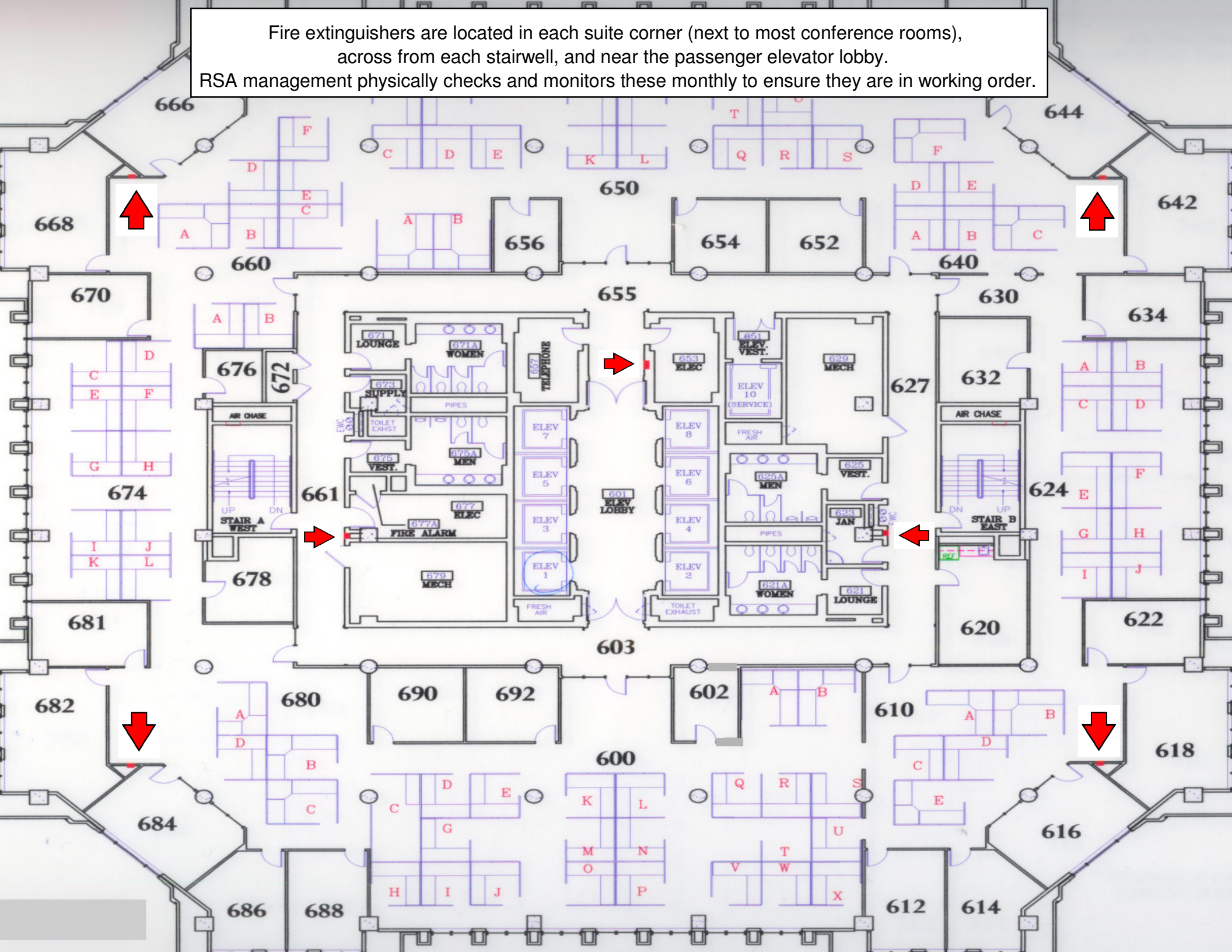
Emergency Floor Warden

ADPH Floor Wardens should know

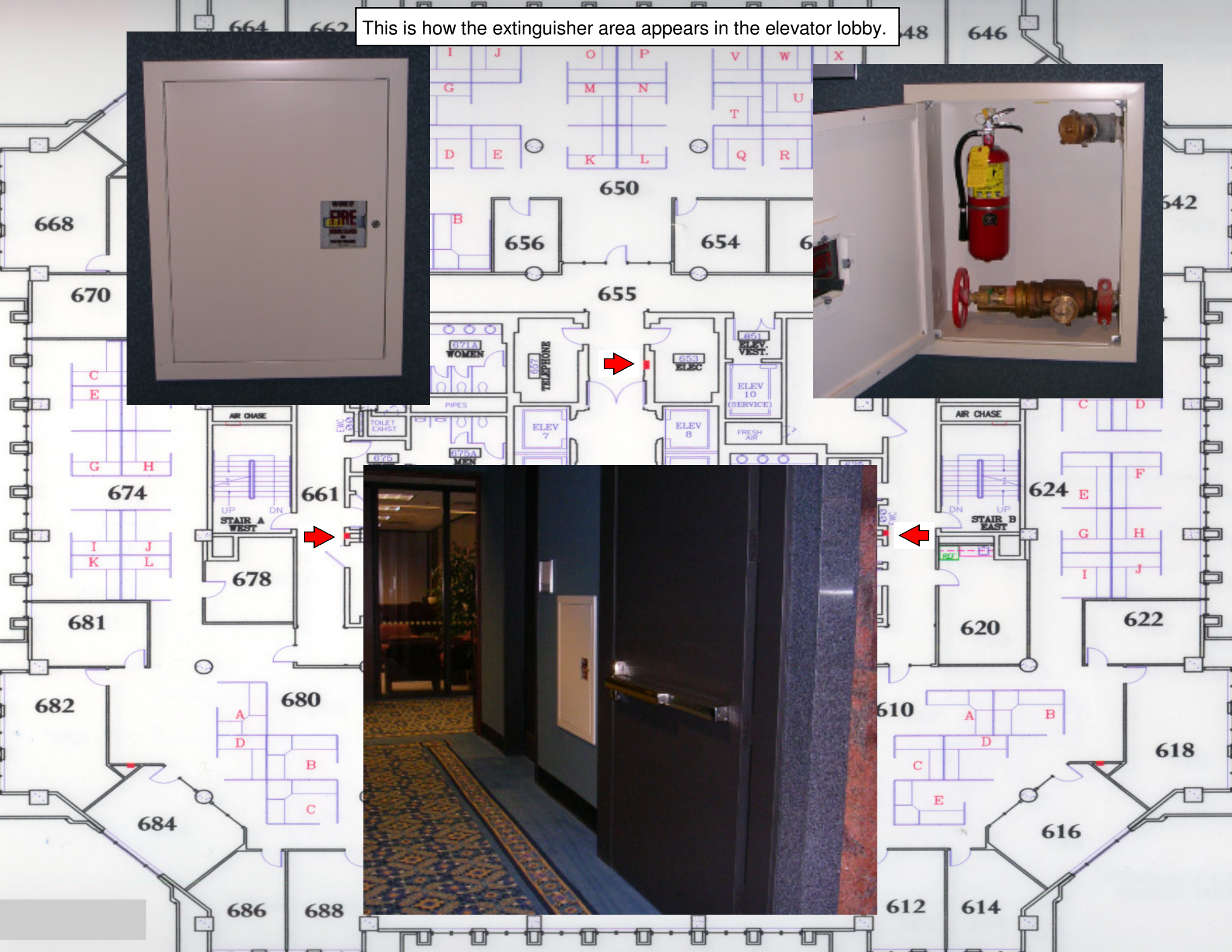
- where the fire extinguishers, pull stations and exits are located
- how to activate the alarm
- how the alarm system responds
- when to evacuate the building and when the situation calls for remaining inside
- how to operate an Automated External Defibrillator (AED)



Fire extinguishers are located in each suite corner (next to most conference rooms),
across from each stairwell, and near the passenger elevator lobby.
RSA management physically checks and monitors these monthly to ensure they are in working order.



This is how the extinguisher area appears in the elevator lobby.



Emergency Floor Warden

Different emergencies require different protocol.

A Floor Warden's responsibilities:

- Emergency Evacuation Procedures

- 
- **Fire Emergencies**
 - **Suite Security Measures**
 - **Bomb Threats**
 - **Power Failure**
 - **Medical Emergencies**

- Inclement Weather

Emergency Floor Warden

A Floor Warden's responsibilities:

- Emergency Evacuation Procedures




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- Fire Emergencies
 - Suite Security Measures
 - Bomb Threats
 - Power Failure
 - Medical Emergencies

- Inclement Weather

Employees Requiring Physical Assistance

About the List for Employees Requiring Physical Assistance

- This list is used by the Montgomery Fire Department to evacuate disabled persons.
- ADPH employees are listed by Facilities Management, then forwarded to RSA for posting in the Fire Department Staging Area.
- Any disabled person should be assigned at least two coworkers to assist him/her in an emergency, one of which will remain with him/her at the appropriate location. When it's obvious that smoke is not present, these employees may remain in the hallway at the stairwell door.

| THE RSA TOWER | |
|--|--|
| EMPLOYEES REQUIRING PHYSICAL ASSISTANCE | |
| ALABAMA DEPARTMENT OF PUBLIC HEALTH | |
| Rev. March 1, 2007 | |
| 6TH FLOOR <u>CHIP</u> Cathy Dillard Dawny Follen |  INDICATES EMPLOYEE IN WHEELCHAIR  INDICATES EMPLOYEE WITH PHYSICAL IMPAIRMENT (P) INDICATES PREGNANCY |
| 7TH FLOOR <u>Health Provider</u> (P) Joy Zealand Joseff Galport Dennis Mishap | |
| 8TH FLOOR <u>Computer Systems</u> Ned Batchelder Supe' Campbell Candy Hardey | 10TH FLOOR <u>Finance</u> Addmore Passmore |
| 9TH FLOOR <u>Health Promotion</u> Harry Potter (cane) | 11TH FLOOR <u>Vital Records</u>  Happy Gilmore |

This is an example of the Employees Requiring Physical Assistance list (formerly, the Employee Assistance List, and is in no way related to the State Employee Assistance Program). In order for disabled persons to ride the Shuttle Van from The RSA Tower Parking Deck to The RSA Tower building, and vice versa, there are specific requirements and paperwork. Contact Human Resources at 206-5284 for details.

Employees Requiring Physical Assistance

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Employees Requiring Physical Assistance during evacuation

- should have at least two coworkers assigned to assist him/her during emergencies.
- should be assisted to the appropriate exit.

Employees Requiring Physical Assistance during an emergency (weather related), but remaining in the building

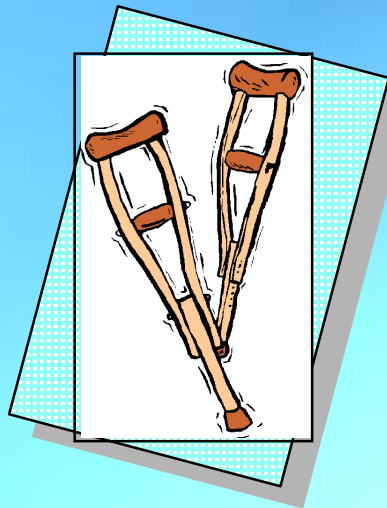
- should have at least two coworkers assigned to assist him/her during relocation
- should be assisted to the bureau's assigned safety location
- should wait for further instructions

Employees Requiring Physical Assistance

Who is qualified to be on this list?

- anyone with a physical disability, temporary or permanent, which limits him/her from utilizing the stairs
- employees using a cane, a wheelchair, a walker, etc.
- employees not able to walk down stairs
- pregnant employees

Some physical attributes can be seen, such as a foot cast. Others that may not be noticeable could include knee or heart problems.



Employees Requiring Physical Assistance

Who is qualified to be on this list?

- anyone with a physical disability, temporary or permanent, which limits him/her from utilizing the stairs
- employees using a cane, a wheelchair, a walker, etc.
- employees not able to walk down stairs
- pregnant employees

Is paperwork required in order for someone to be added or removed?

- not by the employee; however, an e-mail is requested from the floor warden or director at any time

The image shows a 'Dental Claim Form' from the American Dental Association (ADA). The form is a standard dental claim form used for submitting claims to insurance companies. It includes sections for patient information, insurance details, and dental services. A large red 'X' is drawn over the entire form, indicating that this form is not required for the process described in the slide. The ADA logo is visible at the bottom of the form.

Employees Requiring Physical Assistance

Who is qualified to be on this list?

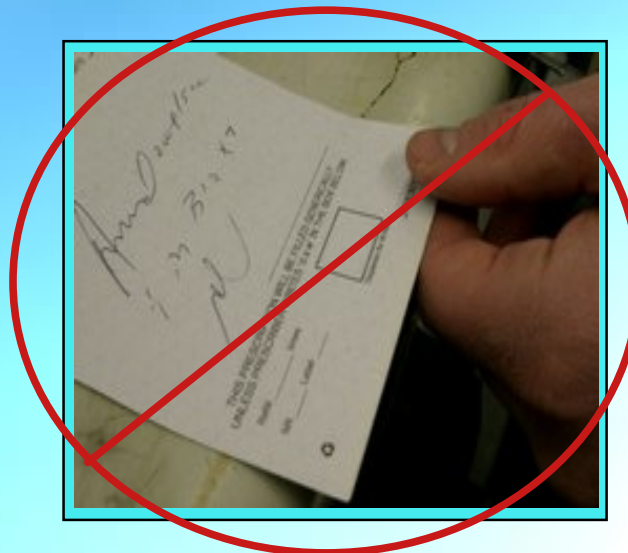
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- employees not able to walk down stairs
- pregnant employees

Is paperwork required in order for someone to be added or removed?

- not by the employee; however, an e-mail is requested from the floor warden or director at any time

Is a doctor's note required?

- no





Garaventa Accessibility Evacu-Trac.com

GSA GS-07F-0042L

Emergency Evacuation Chair

See how well the Evacu-Trac works. Request a Video or DVD today!

Features

How it works

Storage Cabinet

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PDF Brochure

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Request DVD

Home

Garaventa Evacu-Trac Streaming Videos

To View online: (without having to download entire file)

Move your cursor over the video you wish to view. Click on the left mouse button and the video will automatically open in a new window. (a media player capable of playing Streaming video is needed to view these videos on-line... see RealPlayer's web site for a free download www.realplayer.com (Real Player) or Microsoft's web site at www.microsoft.com (Windows Media Player).

To save the video and view off-line:

Click below on one of the videos with your right mouse button and choose "save target as" or "save link as" from the pop-up menu by using your left mouse button. Then save the file to a location on your hard drive. Open the file with a media player on your system (by downloading the file, you do not need to be on-line to view the video).

Evacu-Trac CD7 Streaming Videos

220k Real Player | 400k Windows Media
(Cable modem/DSL Line required)

56k Real Player | 56k Windows Media Pl
(56k Modem)

28k Real Player
(28/33k Modem)

Need assistance? Please contact us at:

1-800-663-6556

(within Canada and the United States) or

1-604-594-0422

or email: productinfo@garaventa.ca



**ADPH's
Evacu-Trac
is currently assigned to
remain on the 15th floor,
Suite 1550.**



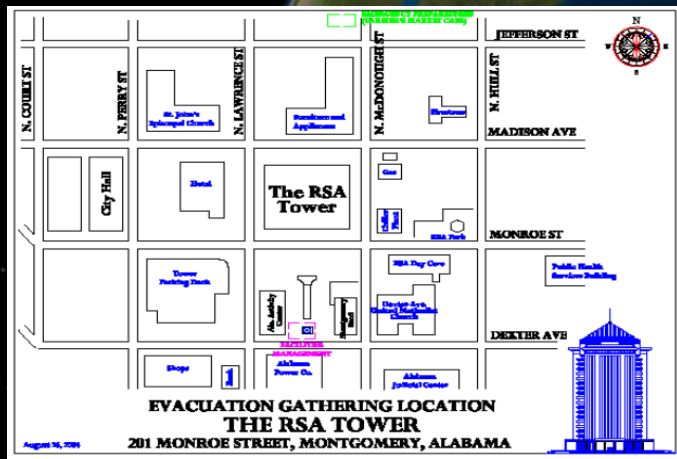
The Evacu-Trac is to be used as a last resort of transportation in a situation beyond our control. You may view a training video for operating details. Facilities Management also has a VHS tape you can borrow.

Emergency Preparedness purchased two evacuation chairs for each floor level, from floors 4 and 7-15. Each chair is hung on the wall of the stair landing at each floor level.

These chairs are intended to be used by trained emergency personnel **in the event of an actual fire emergency**. Otherwise, employees needing assistance should wait on their floor at the stair door, not to attempt going down the stair just because the fire alarm has been triggered.

Emergency Evacuation Procedures

Inform employees of the appropriate meeting places for each emergency situation



- The Bureau Director and Floor Wardens assign a meeting place or gathering location
 - outside the building for their employees, in case of evacuation, and
 - a meeting place inside the building for their employees, in case of bad weather.
- Check EVERY room for occupants.

- After all employees have evacuated from your area, place the laminated "EVACUATED AND CLEAR" sign* in the holder affixed to the interior suite window.
- Meet with your group and take a head count.
- Wait for further instructions.

* This sign indicates that NO ONE is in the suite. There is to be no re-entry during the evacuation process after this sign has been posted. It tells fire department personnel to bypass this area and continue searching elsewhere.



Emergency Evacuation Procedures

If an emergency situation calls for an evacuation of the suite?

- What if an employee refuses to leave, as instructed?
 - Should the Floor Warden push them out the door?
 - No, it is their choice to stay.
 - Report to their supervisor* at that time or after assembling with bureau staff.
 - Do NOT display the "EVACUATED AND CLEAR" sign in the window if an employee remains in the suite.



- What if an employee leaves, even if instructed not to?
 - Should the Floor Warden chase them?
 - No, it is their choice to leave.
 - Report to their supervisor.*

* If something was to happen, there would be a record of the employee's possible location. Personnel action could be taken against employee for not following proper procedures.

Emergency Evacuation Procedures

If an emergency situation calls for an evacuation
Floors Four, and Seven through Sixteen

- Each floor has two emergency exits:

- East, leading to
 - McDonough Street
- West, leading to
 - Lawrence Street



- Exit the stairwell **at the basement level.**
 - At the bottom of each stairwell is a door marked "EXIT". An alarm will sound when this door is opened. This leads to the street.
- **Do not exit to the first floor.**

Emergency Evacuation Procedures

If an emergency situation calls for an evacuation

First Floor

- Mail Room employees on the first floor can exit at the loading dock on the East side, which leads to McDonough Street.



Emergency Floor Warden

A Floor Warden's responsibilities:

- Emergency Evacuation Procedures

- 
- **Fire Emergencies**
 - Suite Security Measures
 - Bomb Threats
 - Power Failure
 - Medical Emergencies

- Inclement Weather

Fire Emergencies

Fire Safety in The RSA Tower



What you learned in school does not apply in this building. This building has a sprinkler system that will not allow a fire to spread, and a fire alarm system that will direct you to evacuate. Wait for an announcement.

What should employees or Floor Wardens do if they see fire?

- Call 911 and give the name and address of the property and the location of the fire.
- Call Facilities Management (and Emergency Floor Wardens).
- Do not attempt to fight a spreading fire. Focus your efforts on evacuating and helping others evacuate in an orderly fashion.
- The pull station could be activated at this time.
- When the building fire alarm is activated, an audible alarm will sound on that floor, the floor above and the floor below (total of three floors). *NFPA 72, NFPA 101 LSC, IBC*
- This alarm is a horn blast, strobe light and a voice message giving instructions to proceed to the fire exits and leave the building.
 - After all employees have evacuated from your area, place the "EVACUATED AND CLEAR" sign in the holder affixed to the interior office window.
- No one should ride the elevators during a fire alarm situation, even the silent strobe alarm.
 - Direct all evacuating traffic to the proper emergency exits.

Fire Emergencies

Fire Safety in The RSA Tower...continued

- All other areas of the building will receive only a strobe light alarm. There is no reason to evacuate a floor which has only the strobe light -- only when you receive the voice announcement instructing you to leave.
 - When the strobe light flashes, Floor Wardens should stand by with names of their employees who are on the Employees Requiring Physical Assistance list.
- Employees requiring physical assistance to exit down the stairways should go to the stair landing on their floor and wait for assistance from the fire department.
- Each floor is served by two fire-protected exit stairways, which will take you to the sidewalk at street level.
- Meet your employees in the designated location and take a head count.
- Sometimes the horn blast and voice message from the stairwells can be heard in the corridors of several floors. Be aware that this is for the stairwell, not necessarily for your floor.



Fire Emergencies

What can be done to prevent fires in tenant areas?

- Keep all trash or waste material in proper receptacles, and empty them frequently so waste does not accumulate.
- Keep all trash cans away from drapes and other flammable window coverings.
- Observe the building's no smoking policy, and limit smoking to designated areas outside the building equipped with appropriate receptacles in which to dispose of cigarette waste.
- Appliances such as coffee pots and shredders should be unplugged or turned off at the end of each work day.
 - It is recommended that personal coffee pots not be used at individual workstations.
- Do not overload electrical circuits. Do not use electric heaters, microwaves or refrigerators in tenant areas.
 - All portable heaters should be removed from the building.
- Do not use "plug bars" when there are electrical receptacles available to plug in individual cords.
 - Keep paper products away from electrical receptacles.

Example of equipment being left on: Building manager was called for a building issue. Upon entering the suite on a Saturday afternoon, he heard a motor running. He found the source to be a shredder.



Fire Emergencies

What can be done to prevent fires in tenant areas?...continued

- Check all electrical cords for fraying to prevent a spark that might ignite a flammable item.
 - Always unplug an item by holding onto the plug; never pull the cord itself.
- No chemicals are to be stored in the building.
- Do not store cardboard boxes, packing materials or other flammable items on your premises, in common areas or stairwells.
 - Aside from the possibility that they might catch on fire, these items could also block your exit route in the event of a fire.
- Do not have any items that have open flames, such as candles or oil lamps.
- Cluttered workstations should be cleared.
- Report electrical problems to Facilities Management.



Emergency Floor Warden

A Floor Warden's responsibilities:

- Emergency Evacuation Procedures

- 
- Fire Emergencies
 - **Suite Security Measures**
 - Bomb Threats
 - Power Failure
 - Medical Emergencies

- Inclement Weather

Suite Security Measures

Suite security is not necessarily an emergency, but can prevent a bad incident.

- **Offices are most vulnerable during lunch time and right before closing. At these times, there is often a lot of movement, and people are frequently away from their desks.**
- **Do not leave keys and personal property in clear view.**
 - **Lock desk drawers that contain purses, money or other valuables.**
- **Keys kept on a key ring should never have an identifying tag. If they are lost, they may easily be used by thieves to access your property. Keys should never be left lying in plain view, or hanging from locks.**
- **Notify Facilities Management immediately if you notice a suspicious person loitering in or about your floor. Be suspicious of any person who enters or approaches your suite and, when confronted, makes excuses that they're lost or looking for another company.**
- **Each employee is responsible for locking his or her computer.**
 - **Security Manual, Policy #2005-016**



Emergency Floor Warden

A Floor Warden's responsibilities:

- Emergency Evacuation Procedures

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Reacting to a Bomb Threat



In all seriousness...

When a bomb threat is made, appropriate authorities evaluate the situation. The State Health Officer will make a decision on what we need to do. A bomb threat is not always a phone call; sometimes, items are simply left.

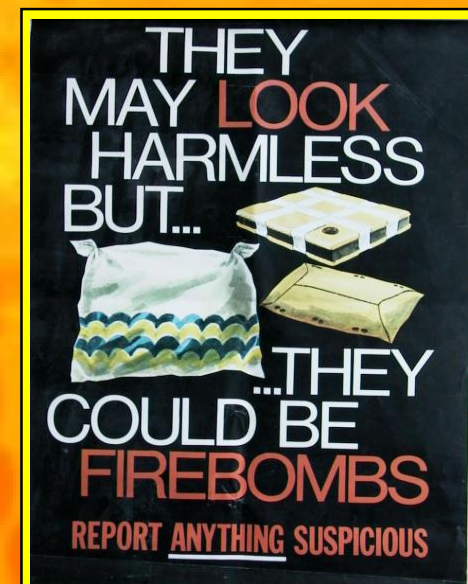
Reacting to a Bomb Threat

What does a bomb look like?

Some of us think of this...





...but it could be any of these...



Reacting to a Bomb Threat / Threat to the Building

If you receive the call:

- **Stay calm.**
- **Complete the Bomb Threat Checklist that is kept beside each phone.**
 - **Write down the displayed Caller ID number.**
- **Contact:**
 1. **Capitol Police at 242-0700, and/or 911**
 2. **Facilities Management, 206-5218**
 3. **whoever is available first:**
 - a. **floor warden (for standby procedures)**
 - b. **your supervisor (for completion of Accident / Incident paperwork)**
- **Depending on where the caller stated the threat is targeted, evacuating the building may not be necessary.**
 - **Wait for instructions.**
- **If you notice any unusual item, notify**
 - **your Floor Warden**
 - **Facilities Management**

|  Department of the Treasury Bureau of Alcohol, Tobacco & Firearms BOMB THREAT CHECKLIST  | |
|--|--------------------------------------|
| 1. | When is the bomb going to explode? |
| 2. | Where is the bomb right now? |
| 3. | What does the bomb look like? |
| 4. | What kind of bomb is it? |
| 5. | What will cause the bomb to explode? |
| 6. | Did you place the bomb? |
| 7. | Why? |
| 8. | What is address? |
| 9. | What is your name? |
| EXACT WORDING OF BOMB THREAT: | |



Reacting to a Bomb Threat / Threat to the Building

If an evacuation is determined due to a bomb threat

- You may exit the way you entered the building, unless otherwise instructed, and go to your office or bureau designated gathering location away from the building.
- This includes employees on the Employees Requiring (Physical) Assistance List.
- Wait for further instructions. You will be notified when it is safe to return to the building.
- Facilities Management may not be among the first to be aware of a threat. If you see police, fire trucks, hear comments about a threat, etc., contact Facilities Management to ensure that they have been informed.
- Police need our help in searching because there is only one dog trained to sniff out bombs. The dog is able to search only the common areas for an interval of about 20 minutes at a time.
- Police will not call for an evacuation unless they find something, but they will restrict entry to the building. If evacuation is necessary, Public Health staff in the RSA Tower will be notified by an e-mail or speaker phone broadcast from the State Health Officer or support staff.
- The use of cellular phones or radio transmitters is discouraged if there is a threat in the vicinity of the building, because these devices could activate a bomb.

Emergency Floor Warden

A Floor Warden's responsibilities:

- Emergency Evacuation Procedures

- 
- Fire Emergencies
 - Suite Security Measures
 - Bomb Threats
 - **Power Failure**
 - Medical Emergencies

- Inclement Weather

Power Failure

In the event of an electrical failure

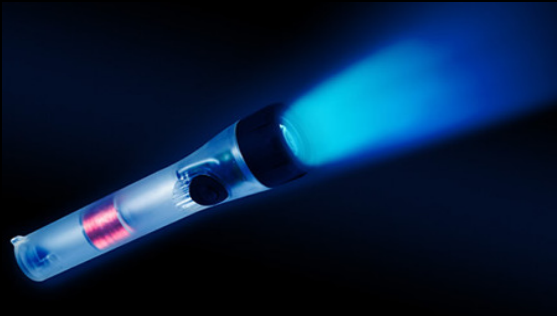
- Report the problem to Facilities Management.
- Open all blinds and drapes to let in outside light.
- Remain in the work area unless you are instructed to evacuate the building. If the suite is evacuated, place the laminated "EVACUATED AND CLEAR" sign in the holder, and proceed to the proper emergency exit.



- Do not congregate in the lobby areas or in the street.
- Meet with your group outside and wait for instructions.

Power Failure

If you are trapped in an elevator during a power failure



Power Failure

If you are trapped in an elevator during a power failure

- Do not panic.



Power Failure

If you are trapped in an elevator during a power failure

- Do not panic.
- Wait for assistance.
 - Your elevator will cease operation, but will not fail.
 - Do not attempt to force the doors open or escape through the roof hatch.



Power Failure

If you are trapped in an elevator during a power failure

- Do not panic.
- Use the elevator telephone to contact Capitol Police for information and to notify them of your location.
 - This phone does not require you to dial a number.
 - The elevator car number is on the outside of the phone door.
 - If you need Capitol Police otherwise, the number is 242-0700.
- Wait for assistance.
 - Your elevator will cease operation, but will not fail.
 - Do not attempt to force the doors open or escape through the ceiling hatch.



Power Failure

If you are trapped in an elevator during a power failure

- Do not panic.
- Wait for assistance.
 - Your elevator will cease operation, but will not fail.
 - Do not attempt to force the doors open or escape through the roof hatch.
- Use the elevator telephone to contact Capitol Police for information and to notify them of your location.
- The emergency generator is designed to bring one elevator at a time to the lobby level.
- If you are in an elevator during a power failure, please remember that it may take some time to recall all the elevators.



Emergency Floor Warden

A Floor Warden's responsibilities:

- Emergency Evacuation Procedures

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- Fire Emergencies
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Medical Emergencies

AED = Automated External Defibrillator

- in simple terms, a "heart shocker"
- available in most of the break rooms on our floors.
 - for training classes or to purchase videos, contact:
 - the American Heart Association, 223-1700 or
 - the American Red Cross, 260-3980
 - A brief video is available on WebMD's website:
<http://www.webmd.com/video/aed-training>



LIFEPAK® 500

- When a medical emergency arises requiring a call for emergency medical personnel
 - Call 911
 - Give instructions regarding the actual location of the individual in the building.
 - The physical address of The RSA Tower is 201 Monroe Street.
 - Ambulances should be directed to come to the loading dock at S. McDonough Street.
 - Due to the size of stretchers, they must be transported on the freight elevator.
 - Call Facilities Management
 - Facilities Management will notify the building manager (office at the loading area), who will hold the freight elevator at the first floor while waiting for the ambulance.
 - Send an employee to wait in the hallway of your floor, in view of the freight elevator and main elevator lobbies on the floor where the emergency has occurred, ready to lead emergency personnel to the proper location.

Emergency Floor Warden

A Floor Warden's responsibilities:

- Emergency Evacuation Procedures

- 
- Fire Emergencies
 - Suite Security Measures
 - Bomb Threats
 - Power Failure
 - Medical Emergencies

- Inclement Weather

The RSA Tower is designed to withstand many inclement weather conditions. However, we ask each Bureau or Office Floor Warden to pay particular attention when conditions are favorable for severe weather.

Tornadoes are always preceded by heavy thunderstorm activity, so know these warnings:

THUNDERSTORM WARNING: This means conditions are favorable for the development of severe thunderstorms with strong winds and even hail. Be prepared to move to a safe area on your floor, because tornadoes arise from these types of storms, sometimes before TORNADO WARNINGS OR WATCHES can be issued.

TORNADO WATCH: Means tornadoes are expected to develop; be prepared to move to a safe area on your floor.

TORNADO WARNING: Means a tornado has been sighted or indicated on radar. If the building is in the warning area, move immediately to a safer area.

Inclement Weather: Including Tornadoes

In the event of a severe weather warning

- Seek shelter **on your floor** in the interior rooms or corridors without windows.
 - If you know the warning is for this immediate area (after hearing the siren or weather radio), Floor Wardens should gather everyone and direct them to the designated safe area.
- Rest rooms, elevator lobbies (with fire doors closed) and lunch rooms are examples of areas that will offer the greatest protection during severe weather.
- Do not leave your floor to go to the basement or the first floor. The ground floor lobby is to be avoided during severe weather due to the glass.
- Do not ride the elevators during a storm warning.

Enhanced Fujita Scale (EF Scale), named after Dr. T. Theodore Fujita, was fully implemented on February 1, 2007.

<http://www.crh.noaa.gov/arx/efscale.php>

Summary of Situations

- **If a life-threatening incident occurs on State Property, contact**
 1. **911 (medical and violence) 1b. Capitol Police (violence) 242-0700**
 2. **whoever is available first:**
 - a. **Facilities Management, 206-5218**
 - b. **floor warden (for assistance with the freight elevator)**
 - c. **your supervisor (for completion of Accident / Incident paperwork)**
- **If a nonlife-threatening incident occurs on State Property, contact**
 1. **Capitol Police at 242-0700 and/or 911**
 2. **whoever is available first:**
 - a. **Facilities Management, 206-5218**
 - b. **floor warden (if assistance is needed)**
 - c. **your supervisor (for completion of Accident / Incident paperwork)**
- **If a fire occurs on State Property, contact**
 1. **911**
 2. **whoever is available first:**
 - a. **Facilities Management, 206-5218**
 - b. **your supervisor (for completion of Accident / Incident paperwork)**
 3. **If evacuation is required, follow the appropriate Evacuation Procedure.**
 - a. **Employees on the Employees Requiring Physical Assistance List should proceed to the nearest stairwell landing and wait for the fire department.**

Summary of Situations

- **If you receive a bomb threat or any type threat to the building or persons, contact**
 1. **Capitol Police at 242-0700 and/or 911**
 2. **Facilities Management, 206-5218**
 3. **whoever is available first:**
 - a. **floor warden (for standby procedures)**
 - b. **your supervisor (for completion of Accident / Incident paperwork)**
 4. **If evacuation is determined due to a bomb threat,**
 - a. **you may exit the way you entered the building, unless otherwise instructed.**
 - b. **This includes employees on the Employees Requiring Physical Assistance List.**

- **If you notice a suspicious person loitering in or about your premises, contact**
 1. **Facilities Management, 206-5218**

- **If an incident occurs outside the building or in the parking deck, contact**
 1. **Capitol Police at 242-0700 and/or 911**
 2. **whoever is available first:**
 - a. **Facilities Management, 206-5218**
 - b. **your supervisor (for completion of Accident / Incident paperwork)**

- **If you hear a rumor, receive a phone call or an e-mail about someone stealing items, or about emergency vehicles around the building**
 1. **Contact Facilities Management, 206-5218**
 2. **Do not spread the word. The information you received may not be accurate.**

Questions?

Contact the Office of Facilities Management at 206-5218.

