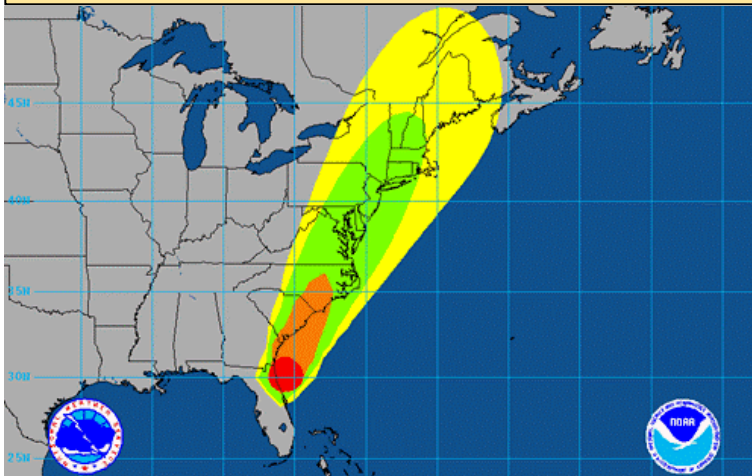




Fire & Emergency Action Plans



Parkdale Townhomes

507 & 511 Parkdale Dr. Charleston, SC 29414

Version: [May 2022]

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General Information

Applicability

The Fire & Emergency Action Plan is Intended for all Management members and occupants of the **Parkdale Townhomes** at **507 & 511 Parkdale Dr. Charleston, SC 29414**. Everyone shall comply with the plan to promote prevention, reduce risk, and minimize injury.

Intent

The information contained within the document is intended to provide the best-known practices identified at the time of the last update. All Management members are encouraged to provide feedback and updates to the document.

Document Layout

The document provides an overview of key topics that impact our operation. Each section begins with an “**Action**” section which is intended to provide an overview of key items and serve as a quick reference. The rest of the information within each section should be used as training material to further understand the topic.

Training

Management must ensure new employees or team members transferred to a section or group are familiar with the emergency plans. New employees should be provided with an overview of the plan and provided a copy or directions on how to reference the material. Each employee must familiarize themselves with the content of the document.

Planning Committee

The following personnel were involved with the initial development of this document:

Mark Lane, Austin Stroud & Charlotte Strickland

Issue and Revision Dates

May 2022

Emergency Contact Information

Emergency:

- All emergencies: 911
- Internal phone system: Employees can dial 911 directly or 9-911, both methods will connect you to the 911 operator.

Non-emergency – Charleston:

- Charleston County Consolidated Dispatch (911 Center): 843-743-7200
- Charleston Fire Department: 843-720-1981
- Charleston Police Department: 843-577-7434
- Charleston County Sheriff: 843-202-1700
- Charleston County EMS: 843-202-6700

Non-emergency – Utilities:

- Charleston Water System: 843-727-6800
- Dominion Energy: 1-800-251-7234

Emergency Evacuation Plan

Compliance Codes: 2015 International Fire Code Chapter 4; OSHA Standard 1910

Action

When to evacuate the building:

1. Fire, or other hazards that present an immediate threat to staff or citizens.

Who should initiate the evacuation:

2. All staff members and tenants have the ability to initiate an evacuation based on the perceived hazard.
3. Emergency responders who arrive and determine an evacuation is necessary.

Evacuating the building:

1. Notify occupants in the immediate area of the need to evacuate.
2. Do not take time to gather items from the work area or personal belongings.
3. When it is safe to do so, isolate the hazard by closing door(s) to the area.
4. When it is safe to do so, provide assistance to those in need.
5. Select the shortest and/or safest path to exit, notifying others along the way to evacuate.
6. If your primary exit is compromised, proceed to your secondary exit. Back bedroom window to roof below.
7. When evacuated due to a fire, call 911.
8. Proceed to the exterior of the apartment and report to your designated assembly area.

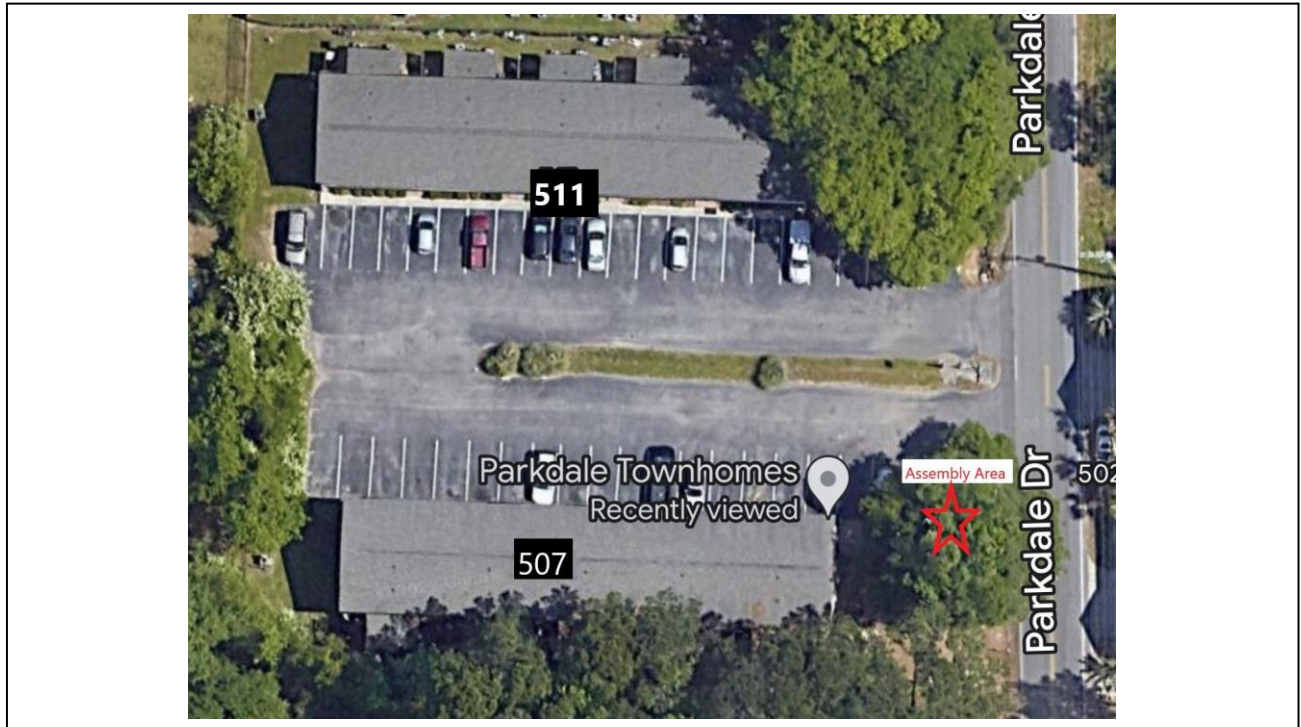
Assembly Area

1. When safe to do so, proceed to the building evacuation assembly area(s) (see next page).
2. Alternative site evacuation areas will be utilized when the building evacuation assembly area(s) is unsafe or when re-entry will not be permitted for an extended period of time (see next page).
3. All tenants should receive instructions on the assembly location(s) and the available routes to reach the assembly area(s).

Accountability

1. Management will report to the designated assembly area and initiate accountability, which is the process of identifying any potentially missing tenants.
2. Tenants and Management should meet with arriving emergency personnel to provide an update on accountability and the situation.
3. Cooperate with all emergency services personnel. Re-entry is not permitted until approved.

Evacuation Assembly Area



Building Evacuation Assembly Area Description:

All building occupants will evacuate the facility using the nearest exit and then report to one of the following areas:

- Near road in front of 507 Building & W. Ashley Greenway

Site Evacuation Assembly Area Description:

In the event tenants cannot safely meet at the building evacuation assembly point, or when re-entry may not be permitted for an extended period of time, tenants will proceed to the W. Ashley Greenway located behind 507 Building

Background

Evacuations are a serious matter and have the potential to save lives, but they must be carefully considered as they can create safety concerns simply by forcing an unnecessary evacuation. Building evacuations may be necessary for a variety of circumstances, and may be a complete building evacuation, or a partial evacuation such as clearing one or more floor of the apartment for example. Tenants should make every attempt to remain familiar with their surroundings to ensure they are aware of at least two routes for evacuation.

The decision to evacuate can be made by any tenant who has identified or perceived a possible threat to building occupants that requires an evacuation. When practical, tenants should work with supervisors to efficiently determine the extent of the evacuation needed.

Responsibility

Supervisors are responsible for ensuring their tenants receive training in the evacuation procedures and remain familiar with these expectations.

All tenants must remain familiar with evacuation expectations, aware of their surroundings, and identify multiple egress routes from their work area.

Training Requirements

Supervisors will provide tenants with instructions on evacuating the buildings at move in.

Planning & Preparedness

- I. *When to evacuate:* Building or area evacuations may be necessary for a variety of circumstances including fire, suspected natural gas leak, potentially during an active shooter incident/threat, or other immediate threats to building occupants. Evacuations could be complete or partial and isolated to a building or apartment.

Evacuations are necessary when it will likely improve the immediate situation or the survivability of an escalating event. Evacuations are a serious matter and have the potential to save lives, but should be carefully considered as they can create safety concerns simply by forcing an unnecessary evacuation.

The evacuation area should be kept as small as possible, but when in doubt, evacuate the entire building.

- II. *Who should initiate the evacuation:* Typically, the decision to evacuate can be made by any tenant who has identified or perceived a threat. Tenants and guests should work with supervisors, when practical, to determine the extent of the evacuation.

Additionally, emergency services may arrive and determine an evacuation is necessary and direct staff to initiate their evacuation process.

III. *Notifying Tenants and Guests of an Emergency:* In the event of emergency all Tenants and Guests may be alerted by verbal announcements **Door to Door**

- Verbal Announcements Anyone can make a verbal announce to alert other people in the direct area of a problem and request them to call for assistance. If it is safe to do so, staff/security should go through the building to make verbal announcements of a problem, restrict certain actions in a specific area, lead people away from a problem, or assist in evacuation.

IV. *Evacuating the building:* Tenants should make every attempt to remain familiar with their surroundings to ensure they are aware of at least two routes for evacuation before and during an emergency.

Your number one priority is to get yourself out of the building – the more people who are able to quickly self-evacuate the better. When it is safe to do so, team members should assist others with evacuation. Supervisors should develop additional response considerations for any member of their team who may need assistance during the evacuation. If you encounter people who cannot or did not evacuate the building (for any reason), continue your evacuation and then notify emergency personnel once you are outside of the building.

Exit the building and, if it is safe to do so, proceed to your pre-established building evacuation assembly area. Begin to assist with accountability by identifying your fellow team members who have exited and those who may not have reported to work and update the necessary supervisor in the assembly area. No one should re-enter the building until directed to do so by a responsible party.

A designated site evacuation assembly area has been identified in the previous sections. This location may necessary in the event the primary evacuation point is unsafe, situations that may prevent re-entry for an

V. *Sheltering in place:* Certain emergencies require occupants to seek shelter within the building. This situation may arise during certain weather events, if exits are compromised, or situations where exiting may pose a greater hazard. In general, these situations may include:

- Severe weather: It may be necessary to seek shelter during a tornado or other severe weather event. Proceed to the lowest level within the building and seek shelter in an interior, windowless room. If windowless room is not available, shelter as far from the window(s) as possible and locate items in the room that may provide protection (such as a table). Interior stairwells and bathrooms may provide adequate shelter as well.
- Fire or smoke with obstructed exits: It may be necessary to seek shelter if the exits are blocked by fire or smoke. If exiting cannot be done safely seek out an exterior room with a window and close as many doors between you and the fire as possible. Contact 911 and notify them of your location.
- Active shooter: During an active shooter situation your priority is to exit (“Run”). If this is not possible you need to seek shelter (“Hide”). When possible, seek out an area with solid doors (no window), no side light or windows, and place as many doors between you and the

hazard. Offices or storage areas that can be locked (with an approved locking mechanism) should be considered and identified as part of the pre event planning in your work area. Multiple safe areas should be identified and utilized to disperse tenants as quickly as possible. It may be necessary to consider utilizing available items to barricade doors that cannot be locked or to reinforce the door.

- VI. *Search and rescue duties:* All search and rescue functions will be performed by responding emergency personnel.

Action

Discovery of a fire

1. Announce to everyone in the area that there is a fire and where the fire is located.
2. Provide evacuation assistance to those in the immediate area.
3. If it is safe to do so, close doors in the immediate area to isolate the fire.
4. Initiate the emergency evacuation plan, announcing to those that you pass as you exit to leave the area.
5. Proceed to the nearest exit and continue out of the building.
6. If smoke is encountered, seek a secondary exit. If a secondary exit is not available and it is safe to do so, stay low, under the smoke layer, and proceed to the exit.
7. Activate the nearest fire alarm pull station.
8. Once safely exited and it is safe do so, contact 911.

Controlling a fire

1. Only Tenants trained in the use of fire extinguishers should attempt to extinguish a fire.
2. Direct an occupant to contact 911 immediately, advising dispatch of the location of the fire as well as the success or failure of the extinguishment attempt.
3. Evacuate those in the immediate area before discharging the fire extinguisher.
4. If it is safe to do so and you have received training, obtain the nearest fire extinguisher and attempt to extinguish the fire.
5. Always position yourself between the exit and the fire.
6. If the fire is not controlled by one fire extinguisher, evacuate and isolate the area by closing the doors near the fire area.
7. Evacuate the building and verify 911 has been notified.

Evacuation due to a fire

1. Upon announcement of a fire emergency, or other method of notification, initiate the evacuation plan and immediately evacuate without delay.
2. Direct Tenants and visitors to the nearest exit.
3. Proceed to the designated assembly points identified in the evacuation plan.
4. Once everyone has successfully vacated the premises and has been accounted for, all doors to the facility shall be shut to prevent the spread of smoke and fire as well as re-entry into the premises.
5. Prevent re-entry until approved by the emergency responders.
6. Cooperate fully with all emergency responders.

Background

A fire event within any building has the potential to pose a significant threat to lives and property. Proper planning and preparedness will help to ensure the safety of our team and customers while minimizing property damage and reducing business interruption.

Each Tenant must understand the potential fire threats in their immediate work area and within in the building. This includes understanding the direct fire hazards, hazards related to products, processes, or occupants, and the difficulties potentially faced while evacuating.

Responsibility

Management is responsible for ensuring their Tenants receive training in the fire safety plan and remain familiar with these expectations.

All Tenants are responsible for remaining familiar with the fire safety plan and evacuation expectations, are aware of their surroundings, and identify multiple egress routes from their apartment.

All Tenants are responsible for evacuating the building when a fire is discovered, announced, or smoke alarms activates for any reason. Tenants shall take all threats seriously.

Training Requirements

Management will document initial emergency plan notice with all newly rented Tenants.

Planning & Preparedness

- I. *Life Safety Strategy:*
 - a. All Tenants are responsible for maintaining a safe environment in their apartments before an emergency occurs. This includes reporting hazards or concerns in an effort to prevent or reduce a hazard.
 - b. In the event of a fire, all Tenants will make a reasonable effort to ensure that fire and smoke does not spread through the building by taking safe and proper precautions to contain or suppress the fire.

- II. *Daily Safety Checks:*
 - a. Each day, Tenants should ensure the items listed below have been checked and are in working order.
 - b. Keep interior and exterior landings, hallways, and exits free of obstructions at all times.
 - c. Do not allow accumulation of combustible/hazardous materials as they may constitute a fire hazard.
 - d. Enforce no smoking policies or designated smoking areas. Designated outdoor smoking areas must be routinely cleaned and provided with a non-combustible butt receptacle.
 - e. Ensure there are no open flames permitted in the area (candles, pyrotechnics, etc.).
 - f. All combustible/flammable materials must be stored in designated areas.
 - g. Never use extension cords as a means of permanent wiring. In addition, immediately discard any cords/electrical equipment found to be frayed or defective.

- III. *Routine Safety Checks:*
- a. Keep building access and Fire Department Connections clear and accessible.
 - b. Ensure all fire protection/life safety system equipment is in operating condition, routine service work has been completed, and deficiencies have been addressed.
 - c. Comply with the fire code. Immediately correct all violations.
 - d. Issue a copy of these fire safety and emergency evacuation plans to all Tenants.
 - e. Notify the Charleston Fire Department regarding any changes made to these Fire & Emergency Action Plans.
 - f. Ensure the Fire & Emergency Action Plans are kept current at all times.
 - g. Ensure the occupancy limit is kept at or below the approved occupancy load at all times and is never breached for any reason.
 - h. Ensure all management and security staff are fully informed and compliant with the Crowd Management Plan.
- IV. *Discovery of a fire:*
- a. Do not attempt to fight the fire unless you have been trained to do so.
 - b. Upon discovery of a fire or smoke, immediately alert Tenants or Guests in the area of the situation and the need to evacuate.
 - c. Leave fire area immediately. When it is safe do so, close the doors in the immediate area. This will reduce the available oxygen and may slow fire spread. Only attempt this if you can do so safely and without placing the fire between you and your exit.
 - d. Initiate the building evacuation plan.
- V. *Reporting a Fire:*
- a. All Tenants have the authority to notify 911, activate alarms, or give notice to anyone in the area the moment a fire situation exists on the premises. It is not necessary to consult a supervisor or manager prior to calling 911.
 - b. When an incident requires that the building be evacuated, all capable members will assist with initiating the building evacuation plan.
 - c. Tenants may have the additional responsibility of relaying an emergency announcement within their designated living area.
- VI. *Evacuation due to a fire:*
- a. Upon activation of the building fire alarm system, announcement of a fire emergency, or other method of notification, immediately evacuate without delay.
 - b. Initiate the building evacuation plan.
- VII. *Controlling a fire:*
- Your safety is critical – firefighting should be left to professionals and those trained to use portable fire extinguishers. However, there are several measures you can take to reduce or slow the progress of a fire. These measures may be implemented if they can be done safely:
- a. Close doors in the immediate or surrounding area near a fire, reducing the available oxygen and slowing the spread and progression of the fire.

- b. As you exit, close additional doors. This may assist with compartmentalization or isolation if the fire spreads beyond the original area.
- c. If trained to do so, initiate fire extinguishment measures outlined in the next section.

VIII. *Portable Fire Extinguishers:*

Portable fire extinguishers are intended for Anyone who has received appropriate training, or are for use by first responders. In the event of fire, any trained Person may use a fire extinguisher to attempt to extinguish a small fire before, or during an evacuation. Never delay notification to the Fire Department of a fire emergency. This document will not go into specific training elements, but as a reminder:

- a. Fire extinguishers are located in the laundry room area and outside in the center of each building front.
- b. Remember that extinguishers are only effective on very small fires.
- c. Always stay between the exit and the fire to maintain a safe exit path.
- d. If you have been trained, implement the PASS (Pull, Aim, Squeeze, Sweep) method.
- e. If one extinguisher does not control the fire, evacuate.
- f. Always leave the area once an extinguisher has been discharged to avoid breathing the extinguisher powder.
- g. If any portable fire extinguisher has been used, it will not be re-hung until it has been recharged by an approved contractor.
- h. Always Keep all portable fire extinguishers visible and unobstructed.



Active Shooter Plan

Compliance Codes: Agency directive

Action

When an active shooter is in your vicinity

1. Run
 - a. Have an escape route and plan in mind.
 - b. Leave your belongings behind.
 - c. Keep your hands visible.
2. Hide
 - a. Hide in an area out of the shooters view.
 - b. Block entry to your hiding place and lock the doors.
 - c. Silence your cell phone and/or pager.
3. Fight
 - a. As a last resort, and only when your life is in imminent danger.
 - b. Attempt to incapacitate the shooter.
 - c. Act with physical aggression and throw items at the active shooter.



RUN



HIDE



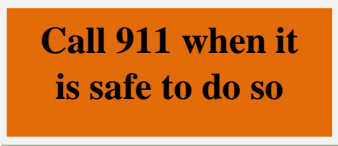
FIGHT

When law enforcement arrives

1. Remain calm and follow instructions.
2. Put down any items in your hands (bags, jackets, etc.).
3. Raise hands and spread fingers – keep hands visible at all times.
4. Avoid quick movements towards officers.
5. Avoid pointing, screaming, or yelling.
6. Do not stop to ask officers for help or direction when evacuating.

Information you should provide to law enforcement or 911 Operator

1. Location of the active shooter.
2. Number of shooters.
3. Physical description of shooters.
4. Number and type of weapons held by shooters.
5. Number of potential victims at the location.



**Call 911 when it
is safe to do so**

Safe location assembly point

1. After leaving the building, report to [First designated safe location for accountability].
2. If the primary location is not safe, report to [Alternate location].

Background

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s), and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly.

Typically, law enforcement is required to stop the shooting. Active shooter situations are generally over within 10-15 minutes; therefore, employees must be prepared both mentally and physically to deal with an active shooter situation.

Our Active Shooter Program is focused on the program principles of “Run, Hide, Fight” and is supported with training material and resources to assist individuals and supervisors.

Responsibility

The most important part of the program requires the individual Tenants to become familiar with the material available, take the required training and to have a plan in place in advance, should an Active Shooter incident occur in their neighborhood.

Planning & Preparedness

I. *How to respond when an active shooter is in your vicinity:*

Quickly determine the most reasonable way to protect your own life. Remember that Tenants and Guests are likely to follow the lead of managers during an active shooter situation. We will implement the strategies of “Run, Hide, Fight” in response to an active shooter situation.

RUN: If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

1. Have an escape route and plan in mind.
2. Evacuate regardless of whether others agree to follow.
3. Leave your belongings behind.
4. Help others escape, if possible.
5. Prevent individuals from entering an area where the active shooter may be.
6. Keep your hands visible.
7. Follow the instructions of any police officers.
8. Do not attempt to move wounded people.
9. Call 911 when you are safe.

HIDE: If evacuation is not possible, find a place to hide.

1. Your hiding place should:
 - a. Be out of the active shooter’s view.
 - b. Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door).
 - c. Not trap you or restrict your options for movement.
2. To prevent an active shooter from entering your hiding place:

- a. Lock the door.
 - b. Blockade the door with heavy furniture.
- 3. If the active shooter is nearby:
 - a. Lock the door.
 - b. Silence your cell phone and/or pager.
 - c. Turn off any source of noise (i.e., radios, televisions).
 - d. Hide behind large items (i.e., cabinets, desks).
 - e. Remain quiet.
- 4. If evacuation and hiding out are not possible:
 - a. Remain calm.
 - b. Dial 911, if possible, to alert police to the active shooter's location.
 - c. If you cannot speak, leave the line open and allow the dispatcher to listen.

FIGHT: As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- 1. Acting as aggressively as possible against him/her.
- 2. Throwing items and improvising weapons.
- 3. Yelling.
- 4. Committing to your actions.

II. *When law enforcement arrives:*

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard. Officers may:

- a. Arrive in teams of four (4).
- b. Wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment.
- c. Be armed with rifles, shotguns or handguns.
- d. Use pepper spray or tear gas to control the situation.
- e. Shout commands and push individuals to the ground for their safety.

III. *How to react when law enforcement arrives:*

- a. Remain calm, and follow officers' instructions.
- b. Put down any items in your hands (i.e., bags, jackets).
- c. Immediately raise hands and spread fingers.
- d. Keep hands visible at all times.
- e. Avoid making quick movements toward officers, such as holding on to them for safety.
- f. Avoid pointing, screaming and/or yelling.
- g. Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

IV. *Information to provide to law enforcement or 911 operator:*

- a. Location of the active shooter.
- b. Number of shooters, if more than one.
- c. Physical description of shooter (s).
- d. Number and type of weapons held by the shooter(s).

e. Number of potential victims at the location.

V. *Remember:*

- a. The first officers to arrive to the scene will not stop to help injured persons.
- b. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.
- c. Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

Action

Emergency Lockdown

Emergency lockdowns may be implemented when there is an immediate threat to the safety and wellbeing of Tenants and evacuation is not necessary or may pose a greater risk. Staff and occupants will proceed to their apartments.

1. Alert Tenants in the immediate area of the need for an emergency lockdown.
2. Call 911 and advise of the situation.
3. Proceed to your apartment.
4. Take measures to secure the apartment by locking outer or inner doors.
5. Move away from doors and windows and to an interior area, keep calm and quiet.
6. Turn off the room lights and close the window blinds if applicable and time permits. Silence personal electronics such as cell phones.
7. Stay in the apartment and await further directions, information, or the all clear from a credible source. PA announcements may be made but will be followed with emails or phone calls to validate the announcement.
8. If unable to lockdown consider your options: Run – Hide - Fight

Background

The safety of our community is critical, and we must continue to evolve and develop strategies based on real or perceived threats. These plans are not intended to scare staff, but to ensure they consider potential hazards and open the dialogue regarding the potential response. The concept of emergency lockdown is just another tool for us to continue that dialogue of pre-event discussions, planning, and preparedness.

Responsibility

All tenants shall become familiar with their surroundings and how they may be impacted in these situations.

- I. Any Tenant who reasonably sees the need can initiate an emergency lockdown.
- II. If you are outside, the safest location may be away from the building. Cautiously proceed to a designated safe area and notify your supervisor of your location.
- III. If necessary, consider cover vs. concealment options.
 1. Cover is a protective barrier used to protect one from flying bullets or debris. *Examples:* Large thick trees, thick book cases full of thick books, multiple layers of solid wood, thick solid metal doors, some brick walls, etc. These are some examples to be considered, but are not definitive by any means.
 2. **Concealment (Hiding):** The use of one's natural surroundings to blend in and remain undetected. *Examples:* Hiding in a cabinet, behind a desk, or curtain, etc.

Severe Weather Plan

Compliance Codes: Agency directive

Action

Monitoring conditions

1. All Tenants should be aware of current and predicted weather impacts.
2. Share weather information with Tenants that may impact safety or service levels.
3. When practical, plan in advance of the severe weather and make necessary adjustments to ensure safety.
4. The Management or their designee will monitor impending weather conditions and make adjustments as necessary.
5. Notify Tenants of how changes or updates will be communicated (phone, email, text, etc.).

Seeking Shelter

1. When necessary, seek shelter from the weather based on your emergency plan training.
2. Sheltering needs may change based on your location and the type of event.
3. Shelter

Departing the area

1. When necessary, depart the immediate area to seek shelter at an appropriate location based on your emergency plan training.
2. The need to seek alternate shelter will vary based on the type of event.
3. When it is safe to do so, return to your apartment.

Background

Our severe weather plan identifies protective actions to take during severe weather by Management, Tenants and Guests. We must exercise flexibility when implementing this plan because of the wide variety and threat levels of severe weather that occur in the Charleston area. If discretion is exercised, our managers will err on the side of safety.

Types of hazards: lightning, flooding, severe thunderstorms, hurricanes, tropical storms, tornadoes, earthquakes, extreme cold, extreme heat.

Training Requirements

Managers will make available the initial emergency plan with all new renters.

Planning & Preparedness

I. Monitoring conditions

The possibility of severe weather may exist at any time. All Tenants should be aware of current and predicted weather conditions and share information that may impact safety, service levels, events, or activities.

- a. Advanced planning is crucial, when possible, to ensure a safe outcome.

II. Seeking Shelter

- a. When necessary, seek shelter from the weather based on the type of event. Sheltering needs may change based on your location and the type of event.
- b. In the event of a Tornado Warning, sighting, or touchdown, the following locations are generally considered best practices from the Storm Prediction Center:
 1. **In a house with no basement, a dorm, or an apartment:** Avoid windows. Go to the lowest floor, small centered room (like a bathroom or closet), under a stairwell, or in an interior hallway with no windows. Crouch as low as possible to the floor, facing down; and cover your head with your hands.
 2. **In a car or truck:** Vehicles are extremely risky in a tornado. If the tornado is visible, far away, and the traffic is light, you may be able to drive out of its path by moving at right angles to the tornado. If you are caught by extreme winds or flying debris, park the car as quickly and safely as possible -- out of the traffic lanes. Stay in the car with the seat belt on. Put your head down below the windows; cover your head with your hands and a blanket, coat, or other cushion if possible. If you can safely get noticeably lower than the level of the roadway, leave your car and lie in that area, covering your head with your hands. Avoid seeking shelter under bridges, which can create deadly traffic hazards while offering little protection against flying debris.
 3. **In the open outdoors:** Lie flat and face-down on low ground, protecting the back of your head with your arms. Get as far away from trees and cars as you can.

III. Flooding safety

- a. Basic Safety Tip
 1. Turn Around, Don't Drown!
 2. Avoid walking or driving through flood waters.
 3. Just six inches of moving water can knock you down, and two feet of water can sweep your vehicle away.
 4. If there is a chance of flash flooding, move immediately to higher ground. Flash floods are the #1 cause of weather-related deaths in the United States.
 5. If floodwaters rise around your car but the water is not moving, abandon the car and move to higher ground. Do not leave the car and enter moving water.
 6. Parking near streams, rivers, or areas prone to flooding during heavy rainfall. These areas can flood quickly and with little warning.
- b. After a Flood
 1. Return home only when authorities say it is safe.
 2. Be aware of areas where floodwaters have receded and watch out for debris. Floodwaters often erode roads and walkways.
 3. Do not attempt to drive through areas that are still flooded.
 4. Avoid standing water as it may be electrically charged from underground or downed power lines.
 5. Photograph damage to your property for insurance purposes.

IV. Definitions

- a. *Flash Flood*: A flood which is caused by heavy or excessive rainfall in a short period of time, generally less than six hours. Also, at times a dam failure can cause a flash flood, depending on the type of dam and time period during which the break occurs.
- b. *Flash Flood Warning*: A flood which is caused by heavy or excessive rainfall in a short period of time, generally less than six hours. Also, at times a dam failure can cause a flash flood, depending on the type of dam and time period during which the break occurs.
- c. *Flash Flood Watch*: Issued to indicate current or developing hydrologic conditions that are favorable for flash flooding in and close to the watch area, but the occurrence is neither certain or imminent.
- d. *Severe Thunderstorm Watch*: This is issued by the National Weather Service when conditions are favorable for the development of severe thunderstorms in and close to the watch area. A severe thunderstorm by definition is a thunderstorm that produces one-inch hail or larger in diameter and/or winds equal or exceed 58 miles an hour.
- e. *Severe Thunderstorm Warning*: This is issued when either a severe thunderstorm is indicated by the WSR-88D radar or a spotter reports a thunderstorm producing hail one inch or larger in diameter and/or winds equal or exceed 58 miles an hour; therefore, people in the affected area should seek safe shelter immediately.
- f. *Tornado Watch*: Conditions are favorable for the development of tornadoes in and close to the watch area. Their size can vary depending on the weather situation. They are usually issued for a duration of four to eight hours. They normally are issued well in advance of the actual occurrence of severe weather.
- g. *Tornado Warning*: This is issued when a tornado is indicated by the radar or sighted by spotters; therefore, people in the affected area should seek safe shelter immediately. They can be issued without a Tornado Watch being already in effect. They are usually issued for a duration of around 30 minutes.
- h. *Tornado Sighting/Touchdown*: If a tornado has been sighted in the area, or if a touchdown has occurred, staff should immediately implement the steps outlined in the Action plan of the first segment of this chapter.
- i. *Other Severe Weather*: If other severe weather occurs (such as heavy rain, high winds, lightning, hail, etc.), all activities will be interrupted immediately, and the specific weather issues will be announced.

Earthquake Plan

Compliance Codes: Agency directive

Action

Before

Identify safe spots at home and work:

1. Under sturdy tables or desks.
2. In structurally sound or strongly supported doorways.
3. In a small room or hallway.
4. Never take cover near windows or heavy furniture that can tip over, such as bookcases and entertainment units.
5. Avoid poorly supported doorways, such as those with metal frames.

During

Stay Calm. The precautions you should take are determined by where you are when the earthquake begins.

1. If inside, take cover using the drop, cover, and hold on technique. If you must move for safety, take only a few steps and stay there until the shaking stops.
2. If outside, stay at least 10 feet away from any building from which window glass and other debris could fall. Move away from trees, streetlights, and power lines. Crouch down and cover your head.
3. If in a vehicle, park in a location away from trees, wires, buildings, bridges and overpasses. Stay where you are, with your safety belt fastened, until the earthquake is over. Never stop under or on a bridge.
4. If in a coastal area, move to high ground.
5. If in a mountainous area, watch for and avoid falling rocks, broken roadbeds, landslides and falling debris.

After

1. Earthquakes are dangerous, but the disasters they can trigger such as fires, floods, landslides, tsunamis (giant sea waves) and avalanches can be more devastating.
2. Expect aftershocks, smaller earthquakes that can occur after a major quake.
3. Monitor radio news reports for updates and the latest emergency information.
4. The risk of injury increases for those who go outside too soon.
5. If you lose electricity, use a flashlight. Never use candles because of the possibility of a gas leak and the danger of fire.
6. When authorities say the event has ended, check your property for structural damage, gas leaks, and fire.
7. Report any problems to the appropriate authorities. Record any damage that has resulted from the quake.

Background

Our earthquake action plan identifies basic protective actions suggested by the FEMA National Earthquake Information Center. These events are unpredictable and will require Tenants to react as quickly and safely as possible during and after the event. If discretion is exercised, our managers will err on the side of safety.

Planning & Preparedness

The information provided in the action plan is intended as a basic resource. Tenants are encouraged to conduct additional research and develop facility specific information. Additional resources include:

- Video: When the earth shakes – animated video: <https://www.youtube.com/watch?v=YXxPTAhMGLI>
- FEMA Checklist: Earthquake Safety Checklist

Medical Emergency Plan

Compliance Codes: Agency directive

Action

Tenants will immediately report any emergency medical event to 911 without delay. All Tenants have the ability to initiate the emergency medical plan and may call 911 as necessary to initiate a medical response. Members with appropriate training may initiate additional care such as CPR or first aid measures to control heavy bleeding.

Dial 9-1-1

1. The dispatcher will ask detailed question, provide as much information as possible.
2. Clarify your location, nature of the injury or illness, and if any hazards are involved.
3. Advise on the nearest entry point for emergency responders.

Assess the victim

1. Do not move the victim unless the injured party is in danger of further injury.
2. If it is safe to do so, obtain basic information from the injured party.
3. Obtain any details on the incident that may assist emergency responders.

Isolate

1. Control access to the immediate area.
2. If it is safe to do so, remove unaffected parties from the area.
3. If it is safe to do so, improve the safety of the victim.

Additional notification:

1. After the emergency event notify Management per agency policy.
2. Complete necessary paperwork to document the event.

Background

Rapid emergency medical care is the best way to ensure a positive outcome to any medical emergency. Typically, emergency medical care is provided by trained first responders who are activated through the 911 system. Some members located on site may receive additional training and may initiate care within their scope of training. Should a minor medical emergency arise, Tenants who are able should administer basic first aid and notify proper authorities of the situation.

Planning & Preparedness

I. Dial 9-1-1 and notify staff

- a. The 911 communication system is the best way to report an emergency.
- b. Dial 911 by directly dialing "911" from any landline phone or Cell phone.
- c. The dispatcher will ask detailed question, provide as much information as possible.

- d. Clarify your location, nature of the injury or illness, and if any hazards are involved.
- e. If you are calling from a cell phone you will need to provide your address and specific location within the building.
- f. If you are calling from a building phone your address should appear on the dispatcher's screen, however, you will need to provide the address for verification.
- g. Advise on the nearest entry point for emergency responders.

II. Notify Staff

- a. Work with Tenants in the area to ensure Management is aware of the event.

III. Assess the victim and isolate the area

- a. Your safety is the most important consideration during any medical situation. You should not place yourself in danger or risk exposure.
- b. If it is not safe for you to assess the victim, stay clear and make sure 911 has been activated.
- c. Do not move the victim unless they are in danger of further injury.
- d. If the victim is conscious, try to obtain additional information regarding the incident and share the information with 911. Any details on the incident may assist 911 with determining the necessary resources to send to the emergency.
- e. Move observers and other away and start to create a clear path for emergency responders.

IV. First Aid Response

- a. Responding emergency personnel will perform necessary emergency medical duties.

Bomb Threat Management

Compliance Codes: Agency directive

Action

Receiving a threat by:

Phone

1. Remain calm and DO NOT HANG UP.
2. If possible, signal other staff members to listen.
3. Copy information from caller ID screen.
4. Write down the exact wording of the threat.
5. Keep the caller on as long as possible.
6. If possible, record the call.
7. Use the Bomb Threat Checklist immediately.
8. Notify supervisor(s) and law enforcement.
9. Remain available to speak first responders.

Verbal

1. Note direction perpetrator leaves.
2. Note objects carried or left behind.
3. Notify supervisor(s) and authorities.
4. Write down the threat exactly as stated.
5. Note the description of the person.
6. Notify supervisor(s) and law enforcement.
7. Fill out the Bomb Threat Checklist immediately.

Written

1. Handle the document as little as possible.
2. Notify supervisor(s) and authorities.
3. Rewrite, copy, or photograph the threat.
4. Note the date/time/location document was found.
5. Note any situations or conditions at discovery/delivery.
6. Note the full names of any personnel who saw the threat.
7. Secure the original threat; DO NOT alter.
8. If small/removable, place in a bag or envelope.
9. If large/stationary, secure the location.

E-mail

1. Leave the message open on the computer.
2. Notify supervisor(s) and law enforcement.
3. Print, photograph, or copy the message.

Suspicious Packages

1. DO NOT touch, tamper, or move the item.
2. Clear and isolate the immediate area.
3. Notify supervisor(s) and law enforcement.
4. Assess need for partial or full evacuation.

Risk Assessment

Low Risk

Lacks Realism: A threat that poses a minimum risk to the victim and public safety. Probable motive is to cause disruption.

- Threat is vague and indirect
- Information contained within the threat is inconsistent, implausible, or lacks detail
- Caller is definitely known and has called numerous times
- The threat was discovered instead of delivered (e.g., a threat written on a wall)

Medium Risk

Increased Level of Realism: Threat that could be carried out, although it may not appear entirely realistic.

- Threat is direct and feasible
- Wording in the threat suggests the perpetrator has given some thought on how the act will be carried out
- May include indications of a possible place and time
- No strong indication the perpetrator has taken preparatory steps, although there may be some indirect reference pointing to that possibility
- Indication the perpetrator has details regarding the availability of components needed to construct a bomb
- Increased specificity to the threat (e.g., "I'm serious!" or "I really mean this!")

High Risk

Specific and Realistic: Threat appears to pose an immediate and serious danger to the safety of others.

- Threat is direct, specific, and realistic; may include names of possible victims, specific time, and location of device
- Perpetrator provides his/her identity
- Threat suggests concrete steps have been taken toward carrying out the threat
- Perpetrator indicates they have practiced with a weapon or have had the intended victim(s) under surveillance

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, **DO NOT HANG UP**, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

*** Refer to your local bomb threat emergency response plan for evacuation criteria**

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

Call 911

For more information about this form contact the DHS Office for Bombing Prevention at OBP@dhs.gov



Homeland Security

2014

BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER HUNG UP:

PHONE NUMBER WHERE CALL RECEIVED:

Ask Caller:

- Where is the bomb located? (building, floor, room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (background/level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Cracking voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long Distance	
<input type="checkbox"/> Lisp		
<input type="checkbox"/> Loud		
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

Other Information:

Background

Bomb threats are rare but should always be taken seriously. How quickly and safely you react to a bomb threat could save lives, including your own.

A suspicious item is defined as any item (e.g., package, vehicle) identified as potentially containing explosives, an improvised explosive device (IED), or other hazardous material that requires bomb technician diagnostic skills and specialized equipment for further evaluate. Suspicious indicators are based upon the prevailing and/or communicated threat, placement, and proximity of the item to people and valuable assets. More tangible aspects include, but are not limited to, unexplainable wires or electronics, other visible bomb like components, unusual sounds, vapors, mists, or odors.

Planning & Preparedness

The following information has been provided in the Bomb Threat Guidance information published by the FBI and the US Department of Homeland Security.

I. Planning Considerations

- a. Coordinate with local law enforcement and first responders to ensure smooth handling of a bomb threat.
- b. Develop clear-cut primary and alternate levels of authority (referred to in this document as “Site Decision Maker(s)”).
- c. Select Evacuation Teams and Search Teams.
- d. Develop a training plan.
- e. Determine search procedures.
- f. Designate control center locations.
- g. Plan for emergency assistance (police, fire, etc.).
- h. Establish primary and alternate evacuation routes and assembly areas.
- i. Establish evacuation signal(s).
- j. Develop a communications plan.
- k. Determine procedures for accessing/shutting off & reactivating utilities.

II. Preparation Considerations

- a. Control building access.
- b. Implement strict master key control.
- c. Inspect incoming parcels.
- d. Safeguard confidential material.
- e. Keep exits unobstructed.
- f. Ensure adequate internal/external emergency lighting.
- g. Utilize electronic surveillance.

III. Receiving a Threat

- a. *Phoned Threat*
 1. Remain calm and DO NOT HANG UP.
 2. If possible, signal other staff members to listen and notify Site Decision Maker(s) and authorities.
 3. If the phone has a display, copy the number and/or letters on the window display.
 4. Write down the exact wording of the threat.

5. Keep the caller on for as long as possible, use the Bomb Threat Checklist to gather as much information as possible.
6. If possible, record the call.
7. Fill out the Bomb Threat Checklist immediately.
8. Be available for interviews with the building's emergency response team and law enforcement.

b. Verbal Threat

1. If the perpetrator leaves, note which direction he/she went.
2. Notify the Site Decision Maker(s) and authorities.
3. Write down the threat exactly as it was communicated.
4. Note the description of the person who made the threat:
 - a. Name (if known)
 - b. Race
 - c. Gender
 - d. Type/Color of clothing
 - e. Body size (height/weight)
 - f. Hair & eye color
 - g. Distinguishing features
 - h. Voice (loud, deep, accent, etc.)

c. Written Threat

1. Handle the document as little as possible.
2. Notify the Site Decision Maker(s) and authorities.
3. Rewrite the threat exactly as is on another sheet of paper and note the following:
 - a. Date/time/location document was found.
 - b. Any situations or conditions surrounding the discovery/delivery.
 - c. Full names of any personnel who saw the threat.
 - d. Secure the original threat; DO NOT alter the item in any way.
 - e. If small/removable, place in a bag or envelope.
 - f. If large/stationary, secure the location.

d. E-mailed Threat

1. Leave the message open on the computer.
2. Notify the Site Decision Maker(s) and authorities.
3. Print, photograph, or copy the message and subject line, noting the date and time.

IV. Threat Assessment

Often, there is no single deciding factor, one must consider all the facts, the context, and conclude from the whole picture whether there is a possible threat. All threats should be carefully evaluated.

Review the threat assessment categories of Low, Medium, and High outlined in the Action section of this chapter.

V. Staff Response

- a. Site Decision Makers
 - a. Immediately contact local law enforcement if not done.
 - b. Mobilize the building emergency response team(s).
 - c. Communicate with personnel about bomb threat condition.
 - d. Limit access to building.
 - e. Evaluate authenticity of threat.
 - f. Decide on appropriate action or combination of actions:

- i. Lockdown: partial or full
 - ii. Search: partial or full
 - iii. Evacuation: partial or full
- b. If Search is Initiated
 - 1. Assemble and deploy search teams.
 - 2. Search the entire building and grounds.
 - 3. Account for all personnel.
 - 4. General Search guidelines include:
 - a. Start on the outside of the building and work inward
 - b. When inside, start at the bottom and work upward
 - c. Search personnel should always work towards one another
 - d. Listen for background noises
 - e. Clear evacuation routes and assembly areas
 - f. If suspicious item is located, leave indicators for emergency services
- c. Personnel
 - 1. If search is initiated by Site Decision Maker(s), make a quick and complete visual scan of the workplace and any other common areas assigned.
 - 2. Divide room into various search levels.
 - 3. First, conduct a visual sweep all objects resting on the floor or built into walls, up to your waist.
 - 4. Scan the room from waste– to chin-height.
 - 5. Scan room from top of head to the ceiling, including air ducts, window tops and light fixtures.
 - 6. If anything unusual is noticed, move people away from the potential hazard and immediately report the location of the object to the Site Decision Maker(s).
 - 7. Use of radio communications is NOT recommended unless the area has been cleared.

ii. Suspicious Items

- a. Defined: A suspicious item is defined as any item (e.g., package, vehicle) identified as potentially containing explosives, an IED, or other hazardous material that requires bomb technician diagnostic skills and specialized equipment for further evaluate. Suspicious indicators are based upon the prevailing and/or communicated threat, placement and proximity of the item to people and valuable assets, and more tangible aspects to include, but not limited to; unexplainable wires or electronics, other visible bomb-like components, unusual sounds, vapors, mists, or odors.
- b. If Suspicious Item is Found
 - 1. DO NOT touch, tamper with, or move the item.
 - 2. Immediately report item to Site Decision Maker(s) and local law enforcement/first responders.
 - 3. Site Decision Maker(s) must:
 - a. Ensure area is secured and cleared of personnel.
 - b. Notify Search Teams.
 - c. Ensure emergency responders are briefed.
 - d. Evacuation and Search teams should remain available to assist and inform evacuees, media, staff, and others.
- b. NOTE: the discovery of one device should not automatically mean the conclusion of a search; More devices may be present!
- c. The Site Decision Maker(s) must take this into consideration during the planning and execution stages of the facility’s Bomb Threat Response Plan.

iii. Lockdown / Evacuation

- 1. Considerations

1. Threat Assessment—is the threat credible?
 2. Search results—were any suspicious items located?
 3. What type of response is warranted considering totality of the circumstances?
 4. Partial or full lockdown?
 5. Partial or full evacuation?
 6. No action?
2. If Evacuation is initiated
1. Select evacuation routes and assembly areas that are not in the vicinity of the suspicious item; ensure these routes have been searched and cleared.
 2. Notify police/fire/EMS of evacuation and request assistance.
 3. Account for all personnel.
 4. Evacuation Team confirms the building is empty.
 5. Bring Emergency Kit and Building Trauma Kits, if available.
 6. Advise all evacuees to remove all personal items (i.e., purses, backpacks).
3. Continuing Actions After Evacuation
1. Debrief emergency services and assist in coordinating further actions.
 2. Take accountability and report.
 3. Open media, medical and family areas—brief regularly.
 4. As appropriate, determine reoccupy or dismiss action.
 - a. Reoccupy when cleared and deemed appropriate.
 - b. Dismiss in consultation with site administration.
 - c. Notify all personnel of decision and ensure accountability.
 5. Site Decision Maker(s) remain(s) on-scene until situation is resolved or until relieved by another administrator.

iv. A Final Note

Every bomb threat is unique and should be handled in accordance with the needs of the facility. Prior to any threat, Site Decision Maker(s) and administrators should utilize this and other existing federal guidance to work with their local first responders to establish a Bomb Threat Response plan that addresses each risk level appropriately and is optimal for their building(s) and personnel.

Security Threats and Assessments

Compliance Codes: Agency directive

A risk assessment provides the information needed to create emergency-specific plans and protocols. It can be proactive, such as the examination of the security risks present on the exterior of the building to ward off or prevent burglaries. It can be reactive, such as considering scenarios and actions to be taken if a situation occurs within the building. Supervisors will be responsible for routinely surveying and considering the following elements:

General

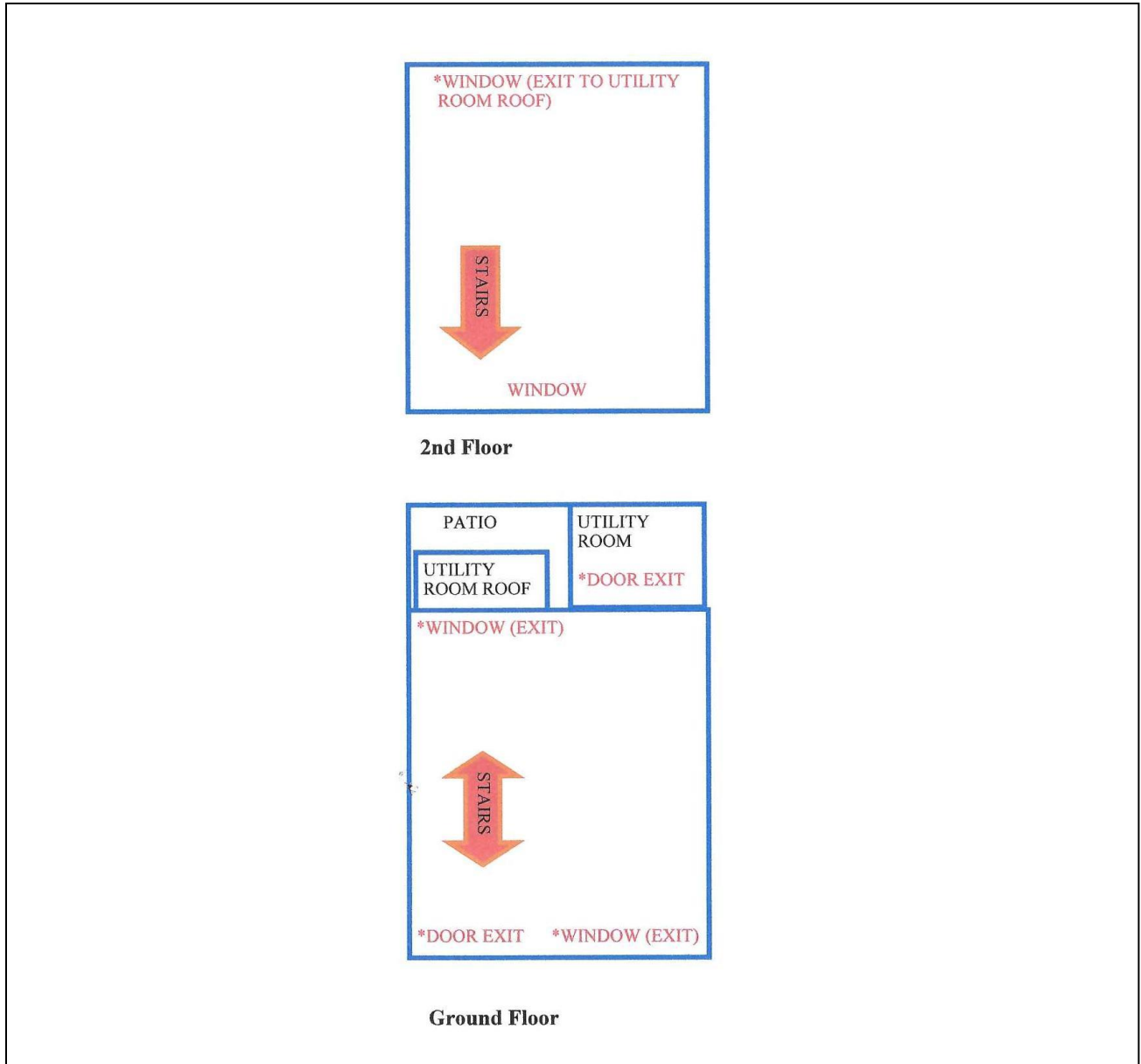
- a) Verify building access points supervised.
- b) Maintain building doors and egresses in proper working condition.
- c) Maintain external windows secured and in good condition.
- d) Check the security of doors and windows before closing the business.
- e) Maintain landscaping to promote visibility around the perimeter of your building.
- f) Maintain exterior lighting around the perimeter of the building and in parking areas.
- g) Maintain on site security systems and track who has access to the system.
- h) Ensure staff understands the procedures to activate and deactivate the security alarm system.
- i) Maintain Closed Circuit TV (CCTV) or other recording equipment and ensure staff members are available and trained to operate the system.
- j) Ensure CCTV or other recording devices provide adequate coverage of the premise.
- k) Determine who has keys/access to the facility and maintain key logs.
- l) Identify safe storage locations for critical information or records (fire proof safe, offsite location, etc.) and determine who should have access.

Emergency Planning

- a) Maintain a current copy of the emergency plan in a location accessible to all employees and Tenants.

Appendix A – Emergency Evacuation Diagram

Front and back doors should be used as Exits. If doors cannot be used, the front window or back window of Ground Floor should be used. If on the 2nd Floor and stairs cannot be used, use back bedroom window to exit to Roof of the Utility Room Roof and then onto the ground.



Appendix B – Building Life Safety Resources

Maintenance & Inspection of Fire & Life Safety Systems

Regular checks and inspections shall be made of all fire and life safety systems. Management will conduct a routine check on the systems and place service calls as needed. Annual inspections will be conducted by the vendors outlined below.

Fire Sprinkler System *NA	Yes	No	Details
Fire Sprinkler System		X	
Fire Department Connection (FDC)		X	
Fire pump present		X	
Floor control valves (water shut off)		X	
Main control valve		X	
Connected to the fire alarm system		X	
Service company		X	

Fire Alarm System	Yes	No	Details
Fire Alarm System		X	
Smoke detectors present	X		Quarterly Inspection 2 detectors in each apartment
Duct smoke detectors present		X	
Manual pull stations present		X	
Service company			Management & Unifour Fire & Safety

Building Features / Details	Details
Nearest Fire Hydrant(s)	Parkdale Drive
Portable Fire Extinguishers	Front exterior center of each building and utility rooms each apartment
Main Electrical Shut Off	Utility Room each apartment
Main Gas Shut Off	NA / No gas in buildings
Heating System	Electric each apartment
Emergency Lighting	N/A
Emergency Generator	N/A
Hazardous Materials on Site	N/A