



JL Office Tower

**Emergency
Action Plan
Presentation**

Brought to you by:

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Meet the JL Team



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Purpose

- 1. To outline the responsibilities of the evacuation brigade.**
- 2. To know what is expected of tenants and what tenants can expect of property management.**

Emergency Procedures

- You depend on us to provide you with information and instructions.
- We depend on you to become familiar with that information, and participate in drills and training.

Terminology

Evacuation Brigade: The group of individuals with specific functions to perform in order to facilitate communication to ensure a successful evacuation.

Emergency Action Plan (EAP): Written procedure for evacuation of the building. This includes the responsibilities of the evacuation brigade for controlling the movement of tenant employees.

Terminology

Fire Command Center: The area where the fire panel is located. See Evacuation route map

Muster Area: Outside safety area no less than 300 feet from the building. Our muster area is along 40th Ave to the south of the tower.

Evacuation Brigade: Property Management

Chief Engineer:

- Responsible for the implementation of your EAP
- Oversee any evacuations, assigning other safety personnel responsibilities, training employees in emergency response
- Oversee Fire Command Center until arrival of Fire Department

Evacuation Brigade: Property Management

Property Manager:

- Develop Emergency Action Plan (EAP)
- Organize and train Safety Coordinators, Tenant Floor Wardens, Chief Engineer, alternates
- Conduct emergency evacuation drill annually.
- Maintain records per municipality code
- Update all submitted tenant information

Evacuation Brigade: Tenant Appointed

Safety Coordinator:

- Implement your EAP
- Oversee evacuations, assign safety personnel, train employees, practice procedures
- Keep all information updated with Property Manager
- Report to Property Management in muster area:
- Floors cleared, missing persons, last known location
- Persons holding for fire department evacuation, last known location

Evacuation Brigade: Tenant Appointed

Tenant Floor Warden:

- Direct, enforce and have full charge of the evacuation of their floor.
- Be familiar with EAP
- Help Safety Coordinator direct evacuation of occupants
- Keep all safety equipment and walkways in a state of readiness.
- Report to Safety coordinator in the muster area.

Evacuation Brigade: Tenant Appointed

Tenant Floor Warden:

- Thoroughly brief all new employees
- Report to Safety Coordinator in muster area
- Help Safety Coordinator train employees regularly regarding EAP

Evacuation Brigade: Tenant Appointed

Searcher:

- Ensure evacuation of personnel from remote areas within the suite such as: storerooms, file rooms, restrooms, server rooms, etc.
- Report to tenant floor warden in muster area.

Evacuation Brigade: Tenant Appointed

Special Assistant:

- Remain in the building with their assisted person until mainstream evacuation or until fire department arrives to assist.

Evacuation Brigade: Tenant Appointed

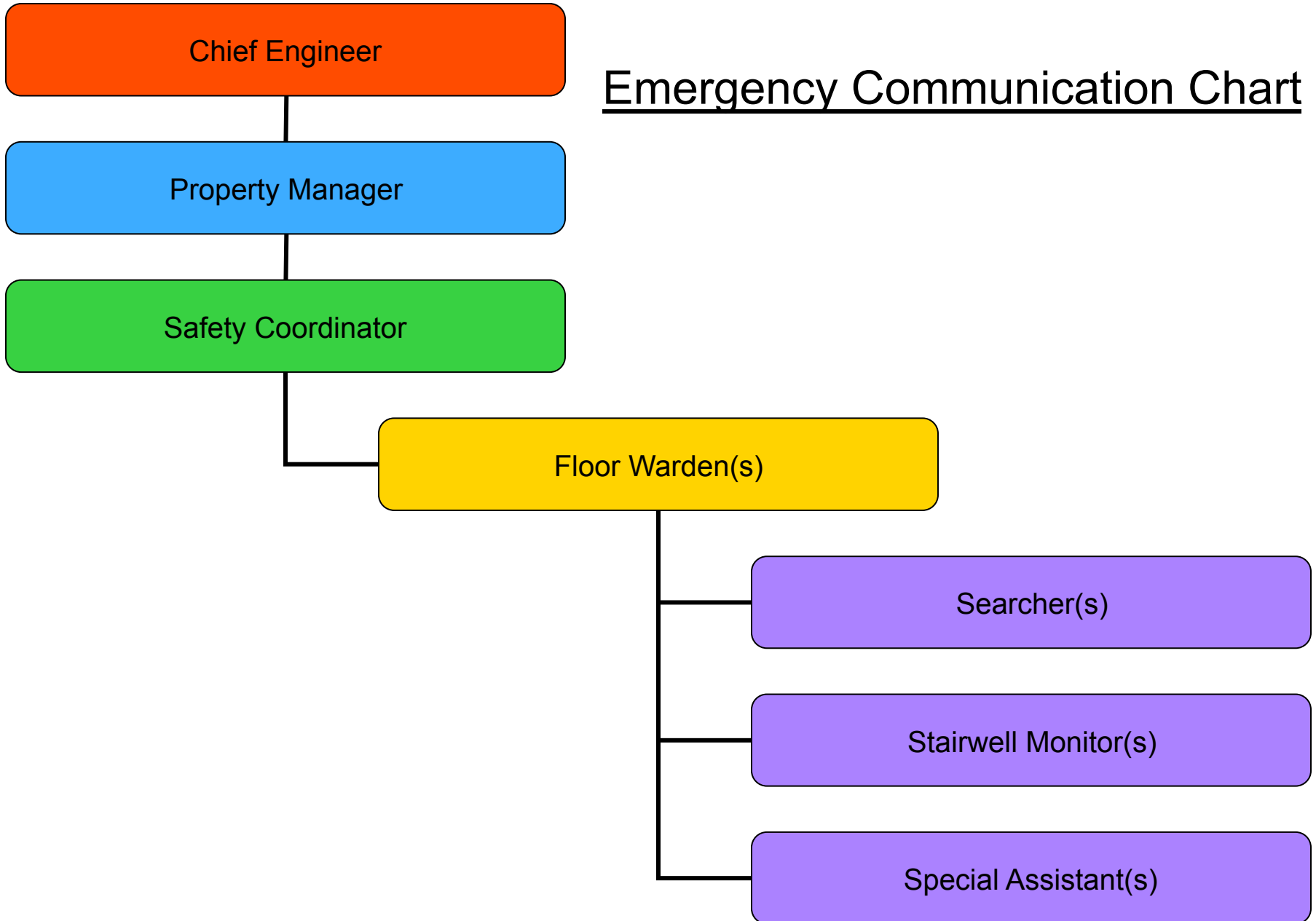
Stairwell Monitors:

- Act as a guide by ensuring safe stairwell evacuation and discouraging elevator use
- Instruct everyone to keep to the right and out of the path of any responders ascending the stairwell
- The last people to leave the floor and close the exit door
- Report status to your floor warden

Individuals Needing Special Assistance

- Must be identified to tenant floor warden and property manager.
- Keep all information current with tenant floor wardens
- Wait with assistant near stairwell farthest away from emergency (fire)
- Enter stairwell after mainstream evacuation
- If conditions pose a personal threat after mainstream evacuation, enter stairwell and wait for fire department assistance.

Emergency Communication Chart



Building Evacuation

Evacuation

- Alarm will sound
- Evacuate the building immediately to your muster area
- In stairwells, keep to the right. **DO NOT USE ELEVATORS!**
- When you arrive at the muster area report to your Tenant floor warden

Evacuation

Remember to:

- Account for any visitors
- Let tenant floor warden know if someone is missing and their last known location. Stay at evacuation muster area until all clear signal has been given by property manager.

Evacuation

Re-entry into the building:

- Once the building is cleared, the property manager will clear groups of employees for re-entry by floor.
- Remember: Wait until your floor is cleared to enter the building.

Alarms

There is no such thing as a FALSE alarm.

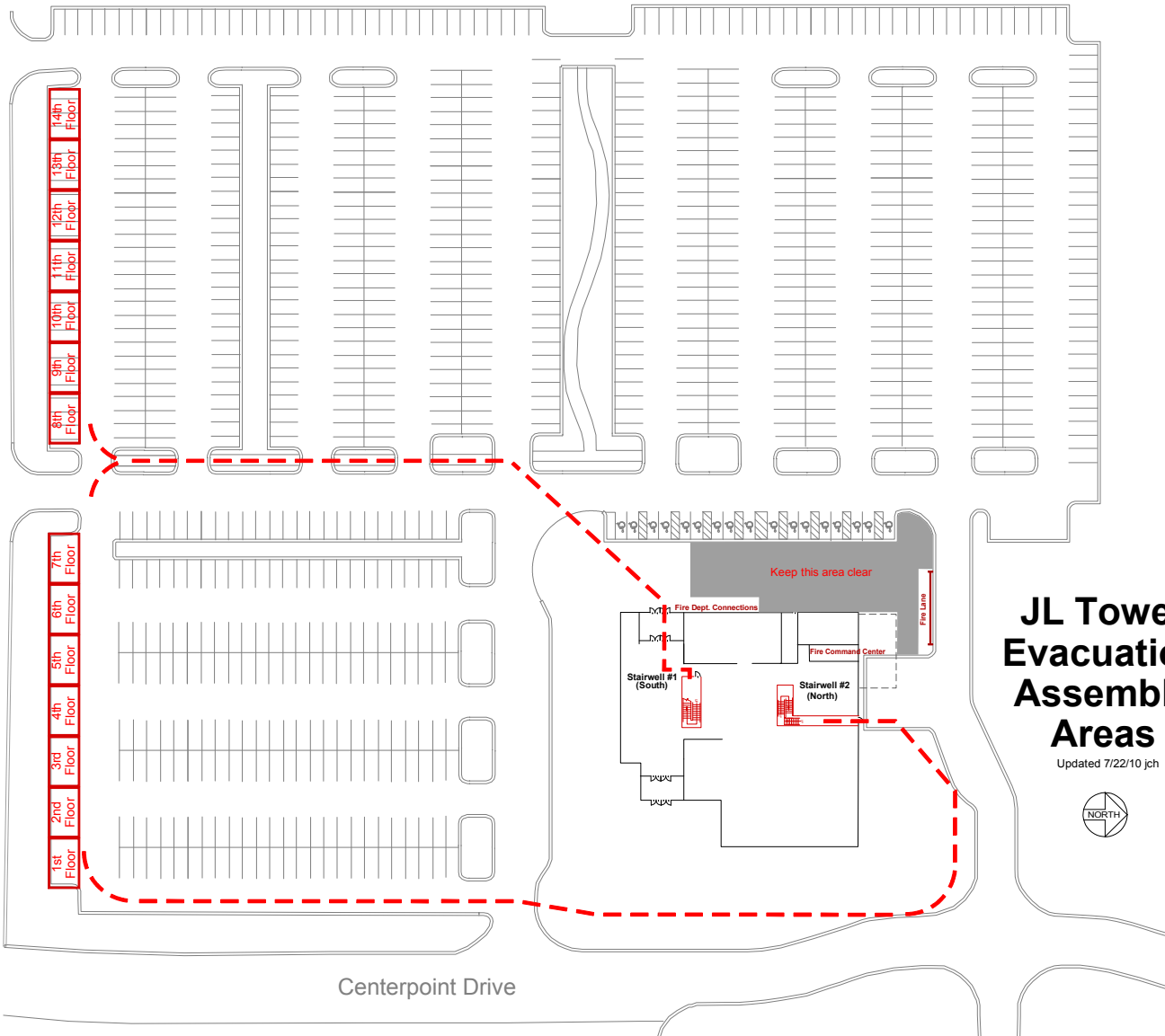
An alarm is sounding for one of the following reasons:

- ~ A Drill: intentionally activated for training purposes
- ~ An incidental (or nuisance) alarm: a potentially dangerous incident has occurred.
- ~ Evacuate per EAP until otherwise directed by Property Management

Alarms

- If there is an isolated incident, the horns and strobes will be activated on the floor of the incident, as well as the floors above and below.
- Always evacuate per EAP until otherwise directed if the horns and strobes are activated on your floor.
- If you hear the alarm, but it is not on your floor, remain in the building in a state of awareness.

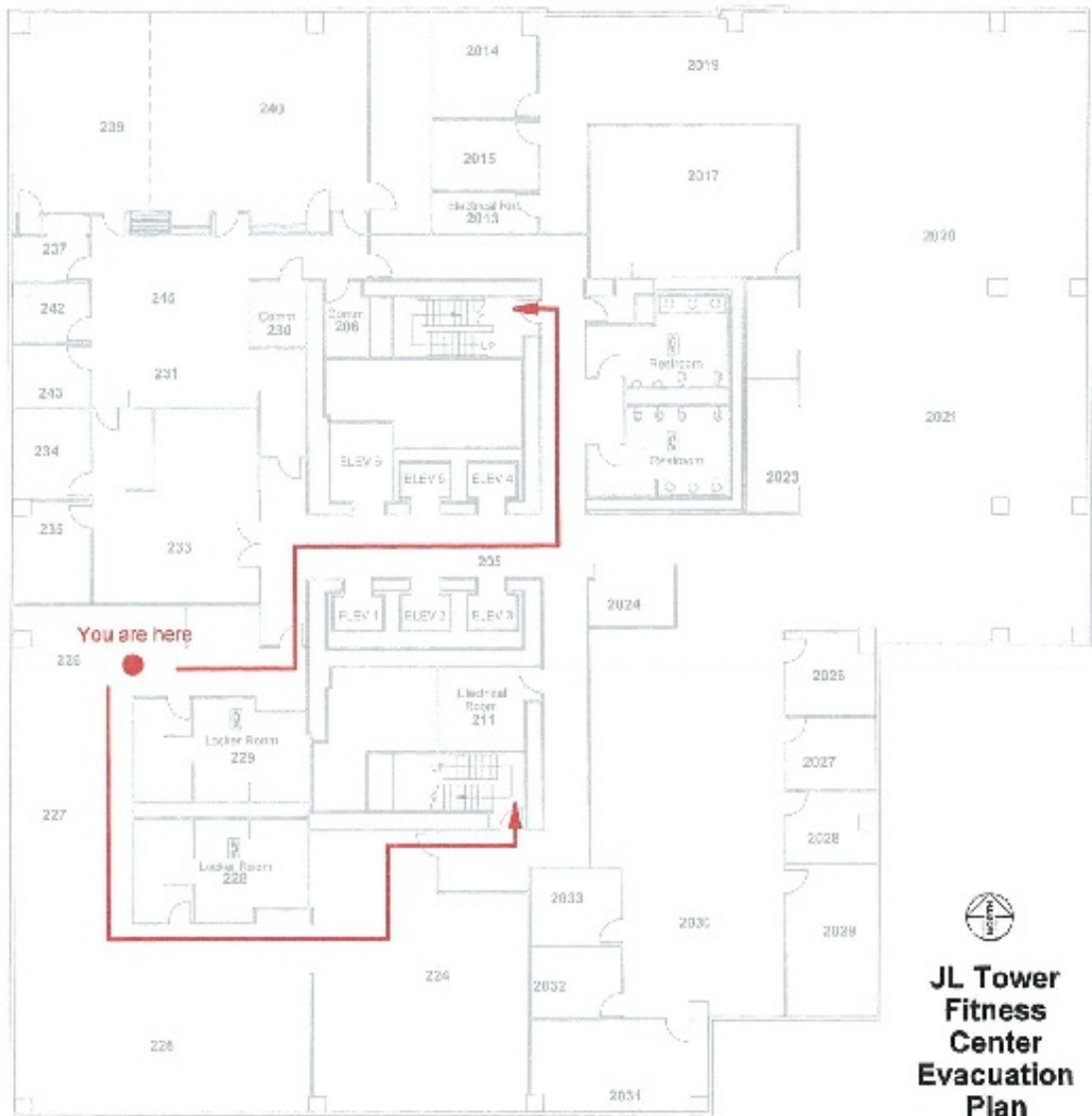
40th Avenue



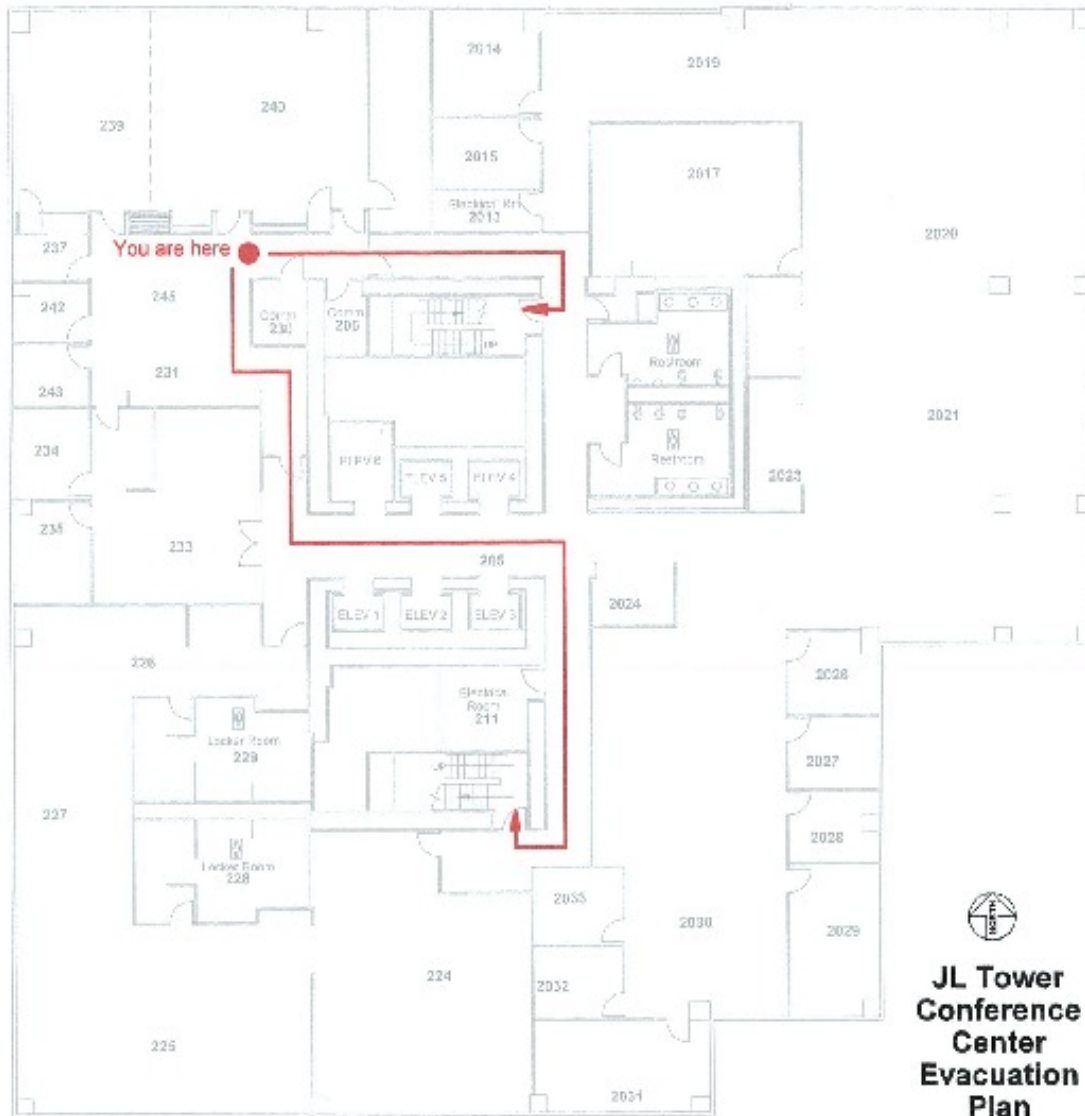
JL Tower Evacuation Assembly Areas

Updated 7/22/10 jch






**JL Tower
 Fitness
 Center
 Evacuation
 Plan**



**JL Tower
Conference
Center
Evacuation
Plan**

Contact Information

- Property Management Team 865-1500 24/7
- JL Tower Emergency Procedures (and other pertinent JLT information)

www.centerpointbusinesspark.info/toc.cfm

- 911 (9-911)

Safety First

Any Questions?

