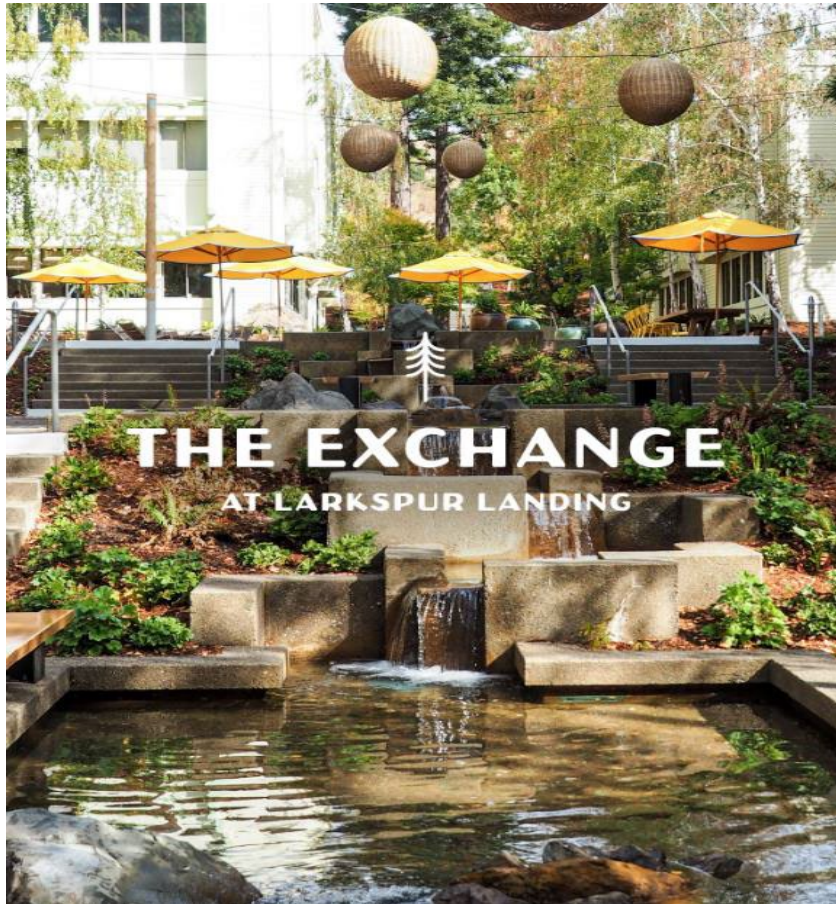


TENANT EMERGENCY ACTION PLAN

**The Exchange at Larkspur Landing
700, 900, 1100 Larkspur Landing Circle
Larkspur California**



FIRE SAFETY DIRECTOR

Harjot Sekhon

Property Manager

Phone Number: 415-965-7681

After-Hour Emergency: 877-844-6804

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

CONTENTS

INTRODUCTION 6

THE TENANT EMERGENCY RESPONSE TEAM 8

COMMAND STRUCTURE OF THE TEAM..... 9

CUSTOMIZING TENANT EMERGENCY RESPONSE TEAMS..... 10

THE PROPERTY EMERGENCY RESPONSE TEAM 11

 Safety Director 11

 Property Emergency Response Team 11

THE ASSEMBLY AREA 12

THE TENANT EMERGENCY RESPONSE TEAM 13

 Floor Warden 13

 Group Leaders – Informed, Aware, Decisive 14

THE MOBILITY-IMPAIRED AND THEIR AIDES..... 17

 Searcher 18

 Stairwell Monitor 19

 Elevator Monitor 21

TEAM MEMBER VISIBILITY 22

TRAINING OF ALL REGULAR SUITE OCCUPANTS..... 23

 Other Suite Occupants..... 23

PART TWO - GUIDANCE FOR ALL OCCUPANTS 24

PREPAREDNESS 25

EVACUATION FLOOR PLANS..... 25

WHO IS IN CHARGE? 25

BUILDING EVACUATION 26

 Group Leader Briefings..... 26

 Evacuation Drills 26

 Audible Fire Alarm – Listen to the Announcement, Follow Group Leader Instructions .. 26

 All Occupants – What to Do When Evacuation is Ordered..... 27

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

Stairwell Procedures.....	27
Once Evacuated.....	27
Group Leader Duties in the Assembly Area.....	28
If Someone Refuses to Evacuate.....	28
Post-Event Actions	28
ALTERNATIVES TO EVACUATION	28
Shelter in-Place	28
Safe Refuge Areas	28
Escaping Up.....	28
Lockdown.....	29
KNOW YOUR BUILDING EMERGENCY SYSTEMS AND EQUIPMENT	29
Fire Alarm	29
Fire Alarm Control Panel	29
Fire Alarm Pull Stations.....	29
Fire Extinguishers	30
Fire Sprinklers	30
Smoke Detectors.....	31
Emergency Lighting.....	31
Stairwells	31
Elevators and Elevator Recall	31
Emergency Generators	32
Communications.....	32
PART THREE - TENANT ADVISORIES FOR EMERGENCY SCENARIOS.....	33
RESTORING CRITICAL EQUIPMENT	34
FIRE	35
Fire Prevention Checklist.....	35
Reacting to a Fire Alarm	36
Smoke.....	36
Hot Exit Doors.....	36

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

If the Normal Evacuation Route is Blocked 36

If You are Trapped in a Building 36

If You Discover a Fire..... 37

How To Operate An “ABC” All-Purpose Fire Extinguisher Using The P-A-S-S Method. 37

If You are Trapped in the Suite or Other Confined Area 37

If You Become Trapped in Debris 38

Personal and Family Protection..... 38

EARTHQUAKE 39

 What to Do During an Earthquake 39

 If you are in a Building 39

 If you are Injured..... 39

 If You Locate an Injured Person..... 39

 If you are in an Elevator..... 39

 If you are Outside..... 40

 If you are in an Automobile 40

 If You Must Evacuate the Building 40

Helpful Hints 40

 Do's..... 41

 Dont’s 41

What to Do After the Earthquake 41

Preparedness 41

Personal and Family Protection..... 41

BOMB THREATS..... 42

SUSPICIOUS MAIL..... 44

WORKPLACE VIOLENCE 45

HOSTILE INTRUDER/ACTIVE SHOOTER..... 48

SEVERE WEATHER 50

 Tornadoes 50

 High Winds and Severe Storms..... 50

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

Personal and Family Protection 51

POWER OUTAGE 52

 Elevators 52

 Personal and Family Protection..... 52

MASS MEDICAL EMERGENCY..... 53

CIVIL DISTURBANCE..... 54

PART FOUR – BLANK FORMS 55

DESIGNATION OF TENANT EMERGENCY RESPONSE TEAM..... 56

LIST OF THE MOBILITY-IMPAIRED AND THEIR AIDES..... 58

EMERGENCY CONTACTS 59

LINKS TO GOVERNMENT WEBSITES..... 60

EVACUATION FLOOR PLANS..... 61

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

INTRODUCTION

Knowing and following this Emergency Action Plan can help save lives.

By thoroughly reviewing the material in this EAP, ensuring the familiarization of the workforce, and participating in scheduled practice evacuations, members of the Tenant Emergency Action Team will substantially elevate the prospects for the safety of all building occupants.

The EAP is useable as a printed document; however, the table of contents and various internal and external references are configured as hyperlinks, making electronic referencing much faster. We recommend you also load it on a tablet so Group Leaders or others can carry it on the scene.

Tenants are encouraged to develop tenant-specific plans for responding to disasters and emergencies and use them in conjunction with this EAP. Please provide a copy of your plan to Property Management. Every tenant should develop and maintain internal procedures and responsibilities for responding to workplace violence, bomb threats, active shooter, and suspicious mail/articles.

PART ONE

THE EMERGENCY RESPONSE TEAM

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

THE TENANT EMERGENCY RESPONSE TEAM

In this Tenant EAP, we are offering an example of how a tenant emergency response team might be organized and deployed. Your circumstances, surroundings, and resources may warrant a different structure, and that decision is at the tenant's discretion. [The tenant's obligation – being prepared to guide occupants to safety in an emergency without incident or undue delay – does not change.](#) Regardless of which positions you decide will constitute your emergency action team, you must inform Property Management. Please make any necessary changes to the Designation of Tenant Emergency Response Team form in the Blank Forms section.

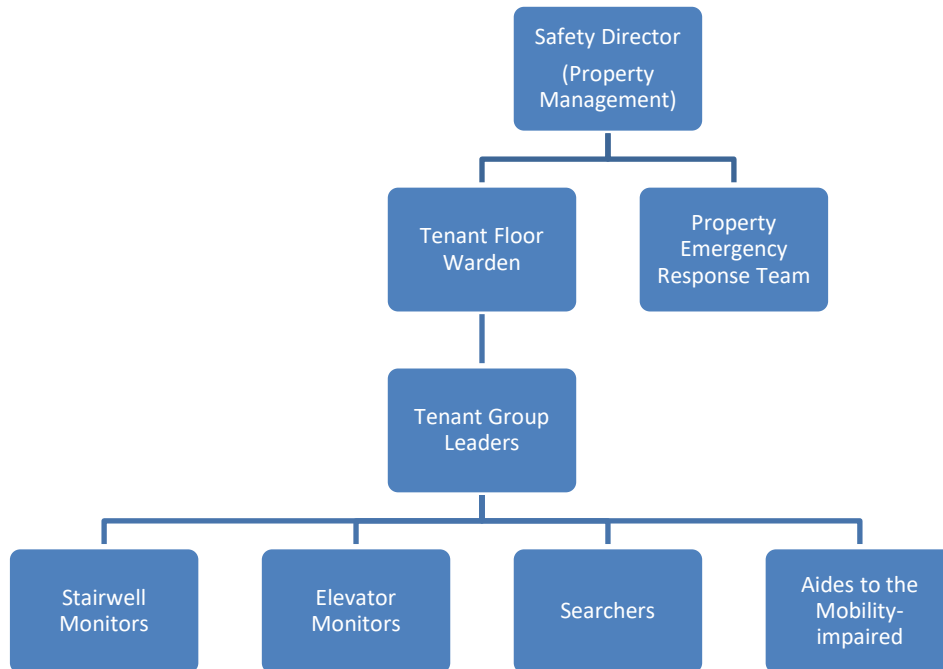
We have published this document in Microsoft Word so you can modify the content to suit. You must keep Property Management informed of any changes you make to ensure their support and assistance aligns with your plans.

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

COMMAND STRUCTURE OF THE TEAM

What does it take to get everyone to a safe place without delay, confusion, or panic? One key is a well-organized group of people trained on how to make building evacuation effective and quick. To assist and direct building occupants so their movement is orderly and aligned with the immediate goal requires all the following attributes:

- A single qualified leader for the property to take charge of the evacuation until first responders arrive. This leader, the Safety Director, is identified on the cover page of this handbook.
- The absolute minimum number of tiers between that decision-maker and the lowest level on the emergency team organization chart.
- Excellent training, orientation, and drills so that everyone on the team does their job flawlessly and works cooperatively when the time comes.
- A willingness on the part of organizations to make occupant safety their paramount consideration, even if that sometimes means forgoing the usual boundaries of the corporate chain of command.



The Tenant Group Leader should appoint at least one alternate for each position.

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

CUSTOMIZING TENANT EMERGENCY RESPONSE TEAMS

When it comes to forming tenant emergency response teams, one size does not necessarily fit all. More organizational layers than necessary can slow critical status reporting and impair accurate reporting. The table below provides rules of thumb for optimizing the organization of each tenant’s emergency response team. No matter the configuration or occupant population, all tenants follow the guidance in this Tenant EAP for assigning aides to the mobility-impaired.

IF...	THEN	OTHERWISE
a single-tenant floor in a multi-story building	Fill all the ERT positions specified in this Tenant EAP.	Follow the guidance in the rows below.
there are four or more tenants on a floor	The largest tenant by square footage appoints a floor warden and other specified ERT positions. The group leaders of all other tenants on the floor make their status reports to the floor warden.	A floor warden may not be necessary. Each tenant appoints group leaders and other specified positions as necessary. ¹
regular occupancy of a tenant space exceeds 30 people	Follow the guidelines in this Tenant EAP for configuring the tenant emergency response team.	The tenant should appoint one or more group leaders but may elect to consolidate team duties under fewer positions. For example, the group leader may also be the stairwell monitor, or a stairwell monitor may also serve as a searcher, as long as every position has at least one alternate.
a ground-floor tenant	A floor warden may not be essential; however, a group leader or other position must assume the floor warden responsibilities.	

¹ If there is no floor warden, the group leaders submit their status reports directly to property management, building security, or the responding fire department, as directed.

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

THE PROPERTY EMERGENCY RESPONSE TEAM

Safety Director

This leader of the Emergency Response Team has overall responsibility for security and safety in a property emergency or drill and directs the efforts of floor wardens, group leaders, and members of the property emergency response team.

Property Emergency Response Team

Property management staff members, including contract security and other on-site contractors, fill designated emergency action positions. A separate publication specifies their duties.

The duties of the Property Safety Director and the Property Emergency Response Team (ERT) are executable only to the extent that those individuals are on duty to perform them. If an emergency should occur when the ERT is not present or limited in numbers, then evacuation, shelter-in-place, and other response operations rely on the actions of responders and, if applicable, the tenant emergency response teams.

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

THE ASSEMBLY AREA

The assembly areas are the far areas of the parking lot away from driveways.

★Best Practice

If warranted by the number of occupants of the tenant suite, either use banners or flags, or buy hand-held paddle signs that can be lettered with the names of Group Leaders or other identification, to be held aloft in the assembly area by a designated person so evacuees will know where to gather for roll call.



Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

THE TENANT EMERGENCY RESPONSE TEAM

Floor Warden

The local principal of the tenant appoints floor wardens, group leaders, and alternate group leaders or delegates the authority to do so. On a multi-tenant floor, the largest tenant by square footage appoints a Floor Warden, and the group leaders of all tenants on the floor report to the Floor Warden. On a sparsely populated floor, the Floor Warden may also serve as Group Leader.

Appointing enough alternate Group Leaders and other key team members is crucial.

If the floor has many occupants, appoint a Floor Warden and a Senior Floor Warden. The Floor Warden serves as both alternate and assistant to the Senior Floor Warden, providing continuity in the SFW's absence.

Floor Wardens guide and oversee the performance of Group Leaders and other members of the tenant emergency action team. The Floor Warden selects, trains, and oversees stairwell monitors and elevator monitors, ensuring there are alternates for each evacuation stairwell and elevator bank and that the record of those appointments stays current.

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

Group Leaders – Informed, Aware, Decisive

In a chaotic moment, people first react by instinct and then look to someone who knows what to do.

The Group Leader oversees the orderly and efficient flow of the tenant's evacuees and manages their movement in the stairwell.

Take this title literally. The Group Leader physically leads associates from a designated cluster of workstations to the suite exit door, through the corridor, to and down the exit stairwell, to the assembly area.

Each tenant appoints an appropriate number of Group Leaders, plus a few alternates. A rule of thumb is one Group Leader for every 20 or fewer evacuees. A best practice for a tenant with more than one Group Leader is to select one of them as Senior Group Leader, to assume these additional duties:

- Designating evacuee clusters and pairing them with Group Leaders.
- Collecting and reporting information from the other Group Leaders.

Rule of thumb: One Group Leader for every 20 or fewer occupants.

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

Informed, aware, decisive

The 3 numbered assignments below constitute your mission. Know them by

❶ Group Leader – Be Informed and Prepared

- ❑ Know the location and use of emergency equipment on your floor, including fire extinguishers, pull stations, and emergency exits.
- ❑ Learn about the property's equipment and systems, fire alarm announcements, and evacuation procedures in the sections of this EAP that follow.
- ❑ Consider the options and decide in advance on the best route from the tenant suite to the emergency stairways.
- ❑ Know who is in your group and develop a dependable way to account for every person in your charge from the time they assemble in the tenant suite until the group evacuates.
- ❑ Familiarize yourself and your group with fire prevention and safe exit measures.

★ Best Practice

Group Leader: Make handouts of and distribute [PART TWO - GUIDANCE FOR ALL OCCUPANTS](#) and applicable scenarios of [PART THREE - TENANT ADVISORIES FOR EMERGENCY SCENARIOS](#), including Fire and Earthquake.

- ❑ Select and train searchers and aides to the mobility-impaired. On single-tenant floors or other situations in which there is no floor warden, the Senior Group Leader selects, trains, and oversees stairwell monitors and elevator monitors. To create flexibility and a source of backup resources, cross-train these individuals and appoint alternates wherever possible.
- ❑ Conduct or arrange for the training of new employees.
- ❑ Help identify in advance suitable rooms for sheltering in place. Ideally, these are rooms away from windows, such as ample storage closets, utility rooms, pantries, and copy and conference rooms without exterior windows. If possible, these rooms should have locks. Mark them on a floor plan and distribute or post the information for maximum readership. Some scenarios that might warrant sheltering in place are at the top of the pages of [PART THREE - TENANT ADVISORIES FOR EMERGENCY SCENARIOS](#).
- ❑ Identify in advance places of concealment where occupants can hide from hostile intruders, including active shooters and perpetrators of workplace violence.

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

② Group Leader - Evacuation Duties:

- Take keys to the suite in case you need to return.
- Check to see that an aide to the mobility-impaired accompanies each person in your cluster needing assistance.
- Report the status of your area of responsibility to the Floor Warden, then evacuate.
- Upon arrival at the assembly area, take a roll call of the individuals who were in your charge when you began the descent and report any persons missing or injured to the Floor Warden.
- Once the all-clear is announced, supervise the safe and efficient re-entry to the tenant suite.
- Report your assessment of the evacuation and any observations or recommendations to the Floor Warden.

③ Group Leader - Make Arrangements for the Mobility-Impaired:

In advance of any emergency, the Group Leader must identify occupants who cannot make their way to the assembly area without assistance or cannot descend stairs independently. This distinction includes not only the permanently disabled but also those with temporary impairments, such as most third-trimester pregnant women and people recovering from surgery or ailments.

Assign people to assist these mobility-impaired individuals during the evacuation, and *always* assign backup aides. Allow each mobility-impaired person to pair with an aide and alternate aide of their choosing. Make sure the parties – impaired person and aides – know who is assigned to whom. Following their appointment, the impaired person should take the initiative to address the following matters with the aides:

- Any special needs that might arise in an emergency.
- How the aides can best be of assistance.
- Designation of a meeting spot.

Maintain a list and keep Property Management continually informed so that the Safety Director and first responders will be notified. Without an accurate listing, it may be difficult to account for these individuals in an emergency.

Use the form at the end of this handbook to prepare your list. Keep the list current by updating it every time there is an addition or removal. Send the list and revisions to Property Management, which will deliver it to the Safety Director and first responders, as appropriate. Include names and floor numbers.

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

THE MOBILITY-IMPAIRED AND THEIR AIDES

In an emergency, pre-assigned aides escort mobility-impaired people in evacuating down the stairs. People who cannot walk down the stairs should remain on the top of the stair landing on their floor with their aides until the Fire Department arrives to rescue them. The aides remain with their mobility-impaired charges as long as it is safe to do so. **The Group Leader** is responsible for reporting the location of the monitors and people in need of assistance.

Aides and the mobility-impaired have two options:

- Send someone to advise the fire department of your location and await further assistance.
- Once all floors have moved past your location, take the person to the designated safe refuge area.
- Know the safe refuge assembly areas within the building (enclosed stairwells).
- Take a cell phone if possible.
- Leave wheelchairs behind if evacuating by stairwell so that the passage of evacuees and firefighters is not obstructed.
- Wait outside the stairwell exit door until the stairwell is clear, and then enter the stairwell. If the emergency is on your floor, enter the stairwell immediately, *without waiting*. Send a co-worker or otherwise notify the Fire Department of your floor and stairwell number.
- In an actual emergency (not a drill), call 911 to advise emergency responders of your location unless you know someone else has done so.
- Wait on the stairwell landing of your floor for the arrival of emergency responders.



Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

Searcher

If the suite covers a large area, consider appointing several searchers and dividing the area into searchable quadrants.

Searchers cover the office suite and public areas, including restrooms and meeting rooms. Some people may not hear the alarm or may not be familiar with procedures. Your job is to alert and advise them.

- To signify isolated rooms and offices have been searched, tag the lower third of the doors with pre-made stick-on notes with “SEARCHED” in bold lettering.
- Upon entering a restroom, shout: “Emergency evacuation. Call out if you’re in a stall.”
- If you find individuals needing assistance, notify the Group Leader or Floor Warden of the location of the needs and circumstances.
- Once it appears everyone has evacuated, make a brief final sweep of the tenant suite. Time and circumstances permitting, identify anyone who refuses to evacuate and give their name to the Group Leader for the headcount at the assembly area.
- Close suite doors but do not lock them and then evacuate.
- On your way, tell anyone waiting at the elevator bank to take the stairs, and notify stairwell monitors that the floor is clear.
- Upon arrival at the assembly area, inform your Group Leader or Floor Warden of your presence so you can be included in any amended headcount.
- Assist in re-entry once the all-clear is announced.
- Report your assessment of the evacuation and any observations or recommendations to the Group Leader.

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

Stairwell Monitor

Resources permitting, two monitors are better than one – one to hold the stairwell door open for evacuees, the other on the landing below, directing everyone to walk on the right (Most stairwells have a continuous handrail on the right that can guide individuals in the dark. Keeping to one side allows firefighters to ascend freely on the other.

This is a big, important job. Group and individual behavior in a stairwell descent can make the difference between orderly evacuation and panic or life-threatening.

The stairwell monitor should be the first person to reach the assigned stairwell and, along with the searcher, the last person to descend.

- Know the shortest route to your assigned stairwell and know the locations of the other stairwells on the floor. Determine in advance which of them makes for the best alternative escape route.
- Practice evacuation on your own. Walk down your assigned stairwell, out the exit, and to the assembly area. Note any obstacles, time-wasters, or uncertain moments. Your objective is to know the route like the back of your hand.
- If an alarm sounds or evacuation is ordered, proceed with urgency to the entry door of your assigned stairwell. If a stairwell monitor is already in place, try the next stairwell. If you should observe a person or group that appears to need direction, take charge and lead them.
- Use the back of your hand to sense whether the door is hot and if it is, *do not open it*; instead, call 911 to report the condition and ask for instructions from the Group Leader or Floor Warden. If the door is not hot, kneel, point your face behind the door, and open it slightly. If you do not hear a loud “whooshing” noise, and if the door reacts normally, open the stairwell door all the way
- If clear, direct evacuees into the stairwell. Communicate the following guidance to people entering the stairwell and repeat as necessary to advise clusters or individuals: “Walk in a single file. Do not run. Stay off your cell phone. Use handrails and stay to the right.”
- Urge evacuees in the stairwell to keep traffic moving steadily. As long as people can keep moving toward a recognized place of safety, the prospect of panic is minimized.
- If anyone entering the stairwell is carrying liquids, food, or large objects, instruct them to leave these articles on the floor near the stairwell to keep stairwells free of

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

potential slip or trip hazards. Advise anyone wearing high heels or platform shoes to remove and carry them.

- Pay attention to announcements over the emergency communications system.
- Keep the stairwell door open during the evacuation and close it behind you once you know the floor is clear.
- Be prepared to direct evacuees to an alternate stairwell if there is an obstruction or to prevent them from walking down a smoke-filled stairwell or interfering with the fire-fighting process. A detour may become necessary if the stairwell is filled with smoke, hazards, or obstacles, or if firefighters need to fight the fire from the stairwell because of the location of the fire, standpipes, and hose connections.
- Upon arrival at the assembly area, inform your Floor Warden or Group Leader of your presence so you can be included in any amended head count.
- Assist in re-entry once the all-clear is announced.
- Report your assessment of the evacuation and any observations or recommendations to the Group Leader.

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

Elevator Monitor

Take your post at the designated elevator bank and direct evacuees, visitors, and anyone exiting the elevator to use the closest safe evacuation stairwell. If you are in danger, evacuate immediately. Otherwise, evacuate once it appears the floor is clear or when instructed by the Floor Warden or Group Leader. Report to the assembly area to await instructions and assist in re-entry once the all-clear is announced. Report your assessment of the evacuation and any observations or recommendations to the Group Leader.

Make a note of anyone who refuses to follow your directions and inform Security or Property Management after the event. Use persuasion, not force, to secure compliance. Physical contact can produce unintended consequences, including accusations of assault.

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

TEAM MEMBER VISIBILITY

The property supplies high-visibility safety vests to floor wardens. Tenants supply vests or other distinctive apparel to group leaders and others.



Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

TRAINING OF ALL REGULAR SUITE OCCUPANTS¹

Tenants must train employees and other occupants under the tenant's authority. For new occupants, you should provide training within 14 days of their start date and include a building familiarization tour with emphasis on:

- [Fire Prevention Checklist](#)
- [Fire Alarm](#)
- Location, functions, and operation of
- Location and operation of [Fire Extinguishers](#)
- PREPAREDNESS**, by knowing escape routes from the occupant's workstation to the corridor to the stairwell.
- ALTERNATIVES TO EVACUATION**: Accessibility from stairwells to the roof, street, and assembly point or safe refuge areas

OTHER SUITE OCCUPANTS

Tenants should train employees and all other occupants under the tenant's authority at least once a year. Training platforms may be handouts, videos, videoconference presentations, or in-person lectures. You should cover the following topics, all of which are addressed in this EAP.

- Fire prevention, evacuation procedures, and fire safety.
- Fire alarm and evacuation audible/visible signals and PA announcements.
- Evacuation routes, areas of refuge, assembly areas.
- Locations and proper use of fire extinguishers and pull stations.
- [Active shooter](#) (play DHS video *Run, Hide, Fight*).
- Be aware of and report to Property Management, any condition issues associated with pathways, exits, emergency lighting, and fire or emergency equipment.
- Learn stairwell protocols. Be prepared to execute the safeguards and enforce the safe behaviors specified for the property.
- [Stairwell Monitor](#) on Page T-18.

Practice evacuation on your own. Walk down the assigned stairwell, out the exit, and to the assembly area. The objective is to know the route like the back of your hand. In the process, note obstacles, time-wasters, or uncertain moments and bring them to the attention of the Group Leader.

¹ By "Regular Suite Occupants," we mean both on-site employees and others who are regularly present at the property, such as temporary or contract workers under your authority.

**PART TWO -
GUIDANCE FOR ALL OCCUPANTS**

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

PREPAREDNESS

- Prepare now for a fire or an emergency that might require evacuation. Do not wait for a crisis to break out.
- Know the location of all the fire exits in the tenant space and on the floor. Elevators are not exits.
- Count the number of doors from your work station to the nearest exit and identify any possible obstructions.
- Where are the emergency exit stairwells?
- Where are the fire extinguishers on your floor and in the tenant space? (Reader: If you don't know the answers, now is a good time to take a brief walk to locate these life-saving devices)
- Where is your assembly area?

EVACUATION FLOOR PLANS

Floor plans annotated with the emergency evacuation exit paths and other essential information are posted at each emergency exit door.

WHO IS IN CHARGE?

In a drill or exercise, the Safety Director oversees the process of getting occupants to safety. The same applies to an emergency that occurs during business hours, provided the Safety Director is present. The backups for the Safety Director/alternate are the tenant Floor Wardens and Group Leaders. Once the Fire Department, Police Department, or other emergency responders arrive, we immediately cede our authority to them.

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

BUILDING EVACUATION

GROUP LEADER BRIEFINGS

The Tenant Group Leader should brief occupants on the contents of this section and distribute the information as appropriate.

EVACUATION DRILLS

We conduct evacuation drills once a year. The purpose of these drills is to practice response routines to reduce uncertainty and prevent panic in a real emergency.

A typical drill starts with reporting a simulated fire or other emergencies by an alarm initiating device or by Property Management activating the alarm. Subject to availability, property Management may station observers at selected locations to see whether the evacuation goes smoothly, safely, and quickly. The observers evaluate compliance with established procedures and whether the event is as free of confusion as possible. The observers also time the period from the simulated discovery of the fire to sounding of the alarm and the period from activation of the alarm until evacuation of the last occupant.

The combinations of the observers' findings and the critiques of Tenant Group Leaders add to the knowledgebase for conducting future drills.

AUDIBLE FIRE ALARM – LISTEN TO THE ANNOUNCEMENT, FOLLOW GROUP LEADER INSTRUCTIONS

The fire alarm emits an “audible” bell and sounds on ALL FLOORS. A fire alarm signal is also automatically annunciated at the Fire Alarm Control Panel, , and to an off-site monitoring company. The building is fully evacuated.

DO NOT ATTEMPT TO USE ELEVATORS

The elevators are equipped with an automatic recall system that returns them to the ground floor when a smoke detector has been activated. If you are in an elevator that has been recalled, leave the building immediately upon reaching the first floor and report to the assembly area.

When you hear the alarm, prepare to evacuate the building and proceed to the assembly area under the guidance of your Group Leader.

Once the “all-clear” is determined, property management will notify you it is safe to return to your workplace and that you may use the elevators.

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

ALL OCCUPANTS – WHAT TO DO WHEN EVACUATION IS ORDERED

- Use stairwells, not elevators.
- Don't delay. Proceed immediately to the assembly area via the nearest exit when the order is given, or the alarm sounds. You may quickly grab essential items within reach, such as keys, purses, and valuables. Take your cell phone. A cell phone can be a life-saver, literally. Not only will it give you the means to communicate, the flashlight can be essential in conditions of dense smoke.
- If you are in another area when the alarm sounds, do not return to your desk. Go directly to the assembly area via the closest evacuation route.
- Retail employees should clear their space of patrons and secure the premises as they leave.
- Everyone must proceed directly to the assembly area and remain there until the all-clear.
- Group Leaders are responsible for accounting for the evacuees in their charge. If someone is not present, alert the safety director and first responders.

STAIRWELL PROCEDURES

- Do not prop open stairwell doors.
- No food or open drink containers are allowed in the stairwells. Spills of food or beverages create slip and fall hazards that can slow the evacuation and cause injuries. Eliminating such delays in an evacuation can save lives.
- Those wearing footwear that may impair mobility such as high heels or platform shoes should remove and carry them. **Tip:** Keep a pair of walking shoes at your desk to help you evacuate quickly.
- Use the handrails and move quickly, single file down the stairs using the outside of the stairwell. Firefighters will be coming up the inside.
- If you are moving down a stairwell and encounter an obstruction, exit the stairwell and enter the next closest stairwell to continue evacuating the building.
- Treat any injury or illness in the stairwell at the next stairwell landing to avoid impeding traffic flow down the stairs.

ONCE EVACUATED

Stay at the assembly area and do not get in the way of firefighters or their vehicles. Stay far enough away from the building to avoid falling glass. Leaving the assembly area without the knowledge of the Group Leader might tie up resources that must then look for you. Wait for further instructions on when you can return to the workplace or go home.

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

GROUP LEADER DUTIES IN THE ASSEMBLY AREA

One of the foremost duties of the Group Leader is to direct evacuees from the tenant space to the designated assembly area via the evacuation routes depicted on the diagram at each stairwell and each elevator lobby.

The objective is to direct and manage the movement of occupants safely and quickly. Once the evacuation is complete, the Group Leader joins the group at the assembly area, makes every effort to account for all personnel, and reports the results to Property Management.

Property Management communicates with the Group Leaders, typically by cell phone, to provide situational updates and announce when evacuees are cleared to return to the buildings.

IF SOMEONE REFUSES TO EVACUATE

Notify the Group Leader, who will inform Property Management and emergency authorities.

POST-EVENT ACTIONS

Following a building evacuation, report any concerns to property management.

ALTERNATIVES TO EVACUATION

SHELTER IN-PLACE

Also known as Defend in-Place and Protect in-Place, Sheltering in Place means not evacuating the building because evacuation would put occupants at greater risk. In a fire, sheltering in place may be fitting until the Fire Department arrives, but only if fire or smoke is outside the exit door. Circumstances may warrant selecting interior rooms or ones with no or few windows and taking refuge there. Local authorities may issue advice to shelter-in-place via TV or radio. OSHA has a checklist for worksite shelter-in-place at this link > <https://www.osha.gov/SLTC/etools/evacuation/shelterinplace.html>.

SAFE REFUGE AREAS

Interior stairwells are safe refuge areas. The Safety Director or leaders of the Tenant Emergency Response Team may designate other safe refuge areas for specific circumstances.

ESCAPING UP

While it is usually advisable to exit the building by going down, there are times when it may become necessary to go to an upper floor or the roof. An escape upward should only be elected if lower floors are hazardous or impassible due to heat or smoke or directed by building staff or the Fire Department. *In most cases, the fire department cannot rescue people from a rooftop.*

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

LOCKDOWN

Lockdown is an emergency requiring that access to the building be restricted and its occupants sheltered and secured within. Acts of violence and other security threats are sometimes the basis for lockdown. In a lockdown, tenants must take the following measures:

- Close all office doors. Retail tenants lower any gates.
- Appoint someone in each sheltered area to stay to monitor TEXT Messages/Notice from Property Management.
- To the extent practical, record the name of everyone in individual shelter-in-place rooms and, if possible, communicate the list to the Safety Director.

KNOW YOUR BUILDING EMERGENCY SYSTEMS AND EQUIPMENT

The buildings are equipped with the following life safety features:

FIRE ALARM

Fire Alarms are bells located throughout the buildings, lobbies and corridors. Audible bells will ring when sprinklers have engaged. (Some recently remodeled, larger suites may have strobes and bells installed within the suite).

A fire alarm signal is also annunciated at the Fire Alarm Control Panel and an off-site monitoring company.

FIRE ALARM CONTROL PANEL

The fire alarm control panel monitors the emergency equipment positioned throughout the building, and initiates the alarm when a safety device is activated.



FIRE ALARM PULL STATIONS

There are no pull stations in any tenant accessible areas. The only pull station on site is located in building 900 behind a locked door below the fire alarm control panel.

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

FIRE EXTINGUISHERS

5-pound ABC fire extinguishers are in unlocked cabinets on all floors. Type ABC Extinguishers are for fires involving wood, paper, plastics, grease, oil, and electricity. Should you use an extinguisher, notify Property Management so they can order a replacement.

See [How To Operate An “ABC” All-Purpose Fire Extinguisher Using The P-A-S-S Method](#) on Page T-37



FIRE SPRINKLERS

Sprinkler protection is on all floors. Activation of a sprinkler will result in the following actions:

- Activate audible alarms on ALL FLOORS.
 - Annunciate an alarm condition at the Fire Alarm Control Panel and an off-site monitoring company
 - Sound a bell alarm outside the building.
-

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

SMOKE DETECTORS

Smoke detectors serve as an early warning system and save lives. Smoke detectors are in all passenger elevator lobbies and freight egress, large common areas such as reception areas, corridors, and reception lobbies.



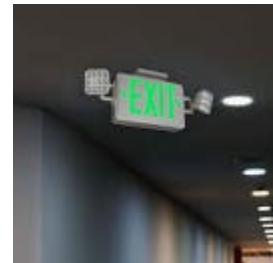
Activation of a smoke detector will result in the following actions:

- Produce an audible alarm on ALL FLOORS
- Annunciate an alarm condition at the Fire Alarm Control Panels and off-site monitoring company

Upon activation of an elevator lobby smoke detector, elevator will automatically recall to the main lobby. Do not use elevators in a fire emergency.

EMERGENCY LIGHTING

There is battery-operated emergency lighting in floor lobbies, tenant spaces, bathrooms, and interior stairwells. Illuminated “EXIT” signs throughout each floor of the building indicate the direction and location of the stair exits.



STAIRWELLS

Each building has three stairwells that are open and contain no special fire prevention doors or lighting.

ELEVATORS AND ELEVATOR RECALL

The self-service passenger elevators are equipped with automatic recall and an emergency alarm/telephone communication system. The elevator recall system brings the elevators to the first-floor lobby when a smoke detector is activated in the elevator lobby on any floor.

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

If the smoke detector in the first-floor lobby is activated, the elevators will automatically recall to the second floor.

Passengers may call for help by using the telephone. The automatic dial button, once pushed, will connect you to an elevator monitoring company that can summon assistance.

Passengers may also press the alarm button on the floor button panel in the elevator to sound a loud alarm audible outside the cab.

Building 700 has no elevator. Buildings 900 and 1100 each have one elevator located in the main lobby.

EMERGENCY GENERATORS

The building has no emergency generators. Tenants should have all systems on surge protectors or temporary battery backups to prevent damage. Once the power is out, the building will provide temporary emergency lighting for evacuation purposes only.

COMMUNICATIONS

Please look for Emergency Text Messages and Emails sent from our Property Management Team as the emergency unfolds. Please note that the Property Management Office is also located at the property, so in the event of a power outage or evacuation- we may have another local office dispatching Emergency Messages on our behalf.

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

PART THREE - TENANT ADVISORIES FOR EMERGENCY SCENARIOS



Denotes a threat for which shelter-in-place *might* be the safest alternative, depending on circumstances.

This part of the EAP provides information building occupants need to know about preparing for and responding to emergencies that involve or affect them.

Members of the Property Emergency Response Team are assigned individual responsibilities for these scenarios, as well as other crises and emergencies. Their duties are detailed in a separate publication.

We encourage every tenant to create and maintain an emergency calling tree for after-hours notifications.

[Property Name] Tenant Emergency Action Plan (EAP)

RESTORING CRITICAL EQUIPMENT

Making arrangements with quick-response contractors is essential for any tenant responsible for life safety or other critical equipment and systems in its premises. Property Management can refer you to critical service providers who have represented that they can respond quickly to emergency service requests. Property Management cannot guarantee response times, so you must obtain assurance from the providers.

[Property Name] Tenant Emergency Action Plan (EAP)

FIRE

We look to the Tenant Group Leader as *the* key person for following sensible fire prevention practices in the tenant premises and taking all measures necessary to assure quick, safe evacuations from the building. If you are a Floor Warden or Group Leader and you have not received advance notice of a fire drill, ***treat the sounding of an alarm as a real fire emergency.***

FIRE PREVENTION CHECKLIST

- Floor wardens, group leaders, and other emergency action team members should be alert to and teach employees about fire hazards in the workplace.
- Observe NO SMOKING signs wherever posted. Smoke only in designated areas.
- Check for frayed or damaged electrical cords. Please report them to your supervisor or Property Management.
- Do not run electrical cords under carpets or chair pads, across doorways, or where they can easily be stepped on or run over by chairs and other furniture.
- Do not overload electric outlets. Do not plug more than one extension cord into an outlet.
- Turn off or unplug appliances when not in use.
- Do not let trash overflow in wastebaskets or collection areas.
- Do not block corridors or stairwells.
- Never block fire sprinklers, firefighting equipment, or emergency exits.
- Do not prop open stairwell, corridor, or other fire doors.
- Check the lighting in corridors, stairwells, and exit signs. Report any malfunctioning lights.
- Store any flammable liquids, oily rags, or combustible materials in Fire Department approved containers and dispose of them following the instructions on the container. Flammable solvents are not permitted in tenant spaces. ***Remove all flammable solvents now.***
- Never store items in the stairwells. The stairwells are the pathway for exiting in an emergency, and obstructions are dangerous.
- Do not stack or position any objects close to the ceiling. Maintain an 18" clearance below the ceiling for the fire system to work effectively.
- Restrict the use of space heaters in the tenant premises; instead, contact Property Management to address any deficiencies in comfort control.
- Maintain a three-foot clearance around all fire protection equipment.

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

REACTING TO A FIRE ALARM

If the alarm activates on your floor, stop what you are doing and prepare to evacuate. Provided the exit door is not hot and there is no smoke or fire, evacuate the building using the stairwell, *not the elevator*. If ordered to evacuate, do not return for personal items.

SMOKE

If smoke obscures visibility, crawl on your hands and knees or your stomach along the wall to the emergency exit. Air is cooler and cleaner near the floor. Staying low can save your life. Smoke rises and the temperature in a fire can easily reach 1,300 degrees at the ceiling and 600 degrees at six feet above the floor, but only 95 degrees at floor level.



If smoke is dense, hold a wet cloth over your mouth and nose, if possible. Take short breaths and breathe through your nose. Do not break a window except as a last resort. Fresh air can fuel the fire.

HOT EXIT DOORS

If the exit door is not hot, open it slowly. If hot, **do not open it**. Use an alternate door if safe to do so (Tip: Use the back of your hand to test the door; it is less sensitive to heat than your palm). If there is no safe alternate door, call 911 to alert the Fire Department. Then, seal the bottoms of doors with cloth material to keep out smoke. Wet the cloth if water is available.

IF THE NORMAL EVACUATION ROUTE IS BLOCKED

While it is usually advisable to go downward in a building during a fire, there are occasions when it may be necessary to go to an upper floor or roof. If you cannot go down because the stairwell is compromised, either try to find a secondary evacuation route or go up to a higher level, enter the floor, and seek a safe stairwell.

The Fire Department does not conduct rooftop evacuations. The roof is only a shelter-in-place area if stairwells are impassable, and no other option exists; for example if smoke enters the stairwell and you are driven upwards toward cleaner air.

IF YOU ARE TRAPPED IN A BUILDING

Move quickly away from the fire, closing all doors between you and the fire.

If you have exhausted all other options to escape, move someplace with a telephone and an outside window. ***This option is a last resort.***

Call 911, give your exact location and tell the dispatcher you are trapped. Stay on the telephone with the dispatcher until help arrives.

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

Keep smoke out of the room by using clothing, paper towels, or newspapers to seal the cracks around doors and vents. Wet materials work best because they create a tight seal.

Wave something brightly colored in the window to attract attention and help rescuers find you. If possible, create a sign that says “HELP” and the floor you are on.

Do your best to remain calm.

IF YOU DISCOVER A FIRE

- Close the door nearest to the source of smoke only if it is safe and time permits. Closing doors helps control the fire by limiting the oxygen supply and preventing the spread of smoke and fire.
- Isolate the fire and evacuate the room. If a small blaze, use the fire extinguisher, positioning yourself between the fire and an exit (never attempt to put out a fire alone).
- Otherwise, follow these instructions:
 - Remove anyone in immediate danger.
 - CALL **911**/FIRE DEPARTMENT.
 - Activate the fire alarm using the pull station, if possible.
 - Contain the fire by closing all doors and windows to the area.
 - Advise the Tenant Group Leader and Building Security.
- Advise others. Find someone to help alert:
 - Mobility-impaired people.
 - People who are wearing headsets.
 - Guests who may be unaware of what to do.
- Search conference rooms, copy rooms, restrooms, construction areas, public spaces.

HOW TO OPERATE AN “ABC” ALL-PURPOSE FIRE EXTINGUISHER USING THE P-A-S-S METHOD



1. Hold upright. **Pull** safety pin.
2. Stand back 10 feet and **Aim** the hose at the base of the fire.
3. **Squeeze** the lever/trigger.
4. **Sweep** side to side.

IF YOU ARE TRAPPED IN THE SUITE OR OTHER CONFINED AREA

- If water is available, wet cloths or material and seal doors and vents.

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

- Retreat. Close as many doors between you and the fire as possible.
- Signal at the window by waving a bright-colored material.

IF YOU BECOME TRAPPED IN DEBRIS

- Do not light a match.
- Do not move about or kick up dust. Cover your mouth or nose with a cloth.
- Rhythmically tap on a pipe or wall so that rescuers can hear where you are. Shout only as a last resort and when you hear sounds.

PERSONAL AND FAMILY PROTECTION

The Department of Homeland Security publishes helpful information on its website, <https://www.ready.gov/home-fires>.

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

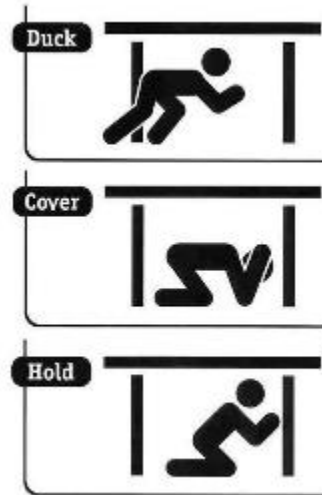
EARTHQUAKE

WHAT TO DO DURING AN EARTHQUAKE

If you are in a Building

Stay where you are! Wait for instructions on the Public Address system. Do not exit the building unless it is unsafe to remain inside. Stay inside to avoid being injured by falling glass or building parts.

- Stay calm and encourage others to do the same.
- Do not stand in doorways. Duck or drop down to the floor. Take cover under a sturdy desk, table, or other furniture. Hold on to it and be prepared to move with it. Hold the position until the ground stops shaking, and it is safe to proceed.
- Move away from windows and glass partitions, bookshelves, file cabinets, wall hangings, and suspended objects.
- Do not use elevators.
- Do not take cover in emergency stairwell exits.
- Be prepared for aftershocks and power failures.
- Do not use the elevators unless advised by the emergency team that it is safe to do so.



If you are Injured

- Notify others in your area that you are injured, the extent of your injuries, and that you require medical assistance. If you are alone, try to activate a manual alarm and exit into the nearest stairwell. Once you are in the stairwell, wait on the nearest platform for assistance.
- Do not move from your location unless it is unsafe to remain in the area. If you must relocate, try to leave a note to advise others where you have gone.

If You Locate an Injured Person

- If you are qualified to administer first aid, do so. If you are not qualified, wait for skilled assistance to arrive.
- Write down the person's name and location.
- Do not remove identification, wallets, or purses from injured or unconscious persons.

If you are in an Elevator

- Do not use the STOP button while the elevator is moving.

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

- Crouch down near the center or front of the elevator until movement ceases.
- Do not lean against the walls or corners of the elevator.
- Exit the elevator at the first opportunity.

If you are Outside

- If you are in a crowded area, take cover where you are.
- Get into the open, away from buildings, glass doors and windows, trees, power lines, and brick walls.
- Crouch down and cover your head with your arms.

If you are in an Automobile

- Stop if it is safe, but stay inside your car.
- Stay away from trees, power lines, bridges, overpasses, and tunnels.
- Move your car as far out of the normal traffic pattern as possible. If possible, avoid stopping under trees, light posts, power lines, or signs.
- Lay down across the floor or seats of the car. Cover your head with your arms.
- Stay in the car until the movement has stopped. Before getting out of the car, look for downed power lines resting on the vehicle. If a power line is touching the car, remain inside until assistance arrives. Do not touch metal surfaces, including the ignition, the keys, and the car itself (You can ground downed power lines by rolling a spare tire over the exposed wire).

If You Must Evacuate the Building

- Post a message indicating where you can be found.
- If safe, gather whatever supplies possible from your desk and lunchroom.

HELPFUL HINTS

- Paper towels from the restroom used with adhesive-backed office supplies such as tape can provide bandages for the wounded.
- Many offices use bottled water. If possible, carefully try to secure water bottles after an earthquake for future use.
- You can get emergency water from a water heater, toilet tanks, melted ice cubes, and canned vegetables.
- The power will likely go out after a major earthquake. Eat refrigerated foods before cookies, candy bars, and other non-perishables.
- If blankets are needed, consider pulling down drapes or using carpeting for warmth.
- You can use fire hoses if you need rope.
- If you have ice or ice packs, place them in doubled-up plastic bags.

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

Do's

- Check for injuries; give first aid if you are qualified.
- Check water pipes. Shut off the water valve of any broken pipes.
- Turn on a portable radio for information.
- Open doors to closets and storage shelves carefully (watch for falling objects).
- Put on heavy shoes to avoid injury from glass and other debris.

Dont's

- Turn on electrical switches if you smell gas.
- Touch downed power lines.
- Use the phone, except for emergencies.
- Eat or drink anything from open containers near shattered glass.
- Cook indoors. Use outdoor charcoal broilers.
- Go sightseeing. Streets should be clear for emergency vehicles.

WHAT TO DO AFTER THE EARTHQUAKE

If safe, conduct a thorough inspection of your suite to locate any trapped or injured persons, dangerous or shorting electrical circuits, damaged and leaking water pipes, unstable walls, and ceilings. Notify Property Management.

PREPAREDNESS

OSHA publishes an earthquake preparedness and response guide containing detailed information on preparing the workplace:

<https://www.osha.gov/dts/earthquakes/preparedness.html>.

PERSONAL AND FAMILY PROTECTION

The Department of Homeland Security publishes helpful information on its website, <https://www.ready.gov/earthquakes>.

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

BOMB THREATS

The checklist on the following page is from the US Cybersecurity & Infrastructure Security Agency (CISA). Install it as a shortcut on the computer desktop or taskbar of the person who answers the office's phones. You can download a copy from the link provided on the following web address: <https://www.cisa.gov/what-to-do-bomb-threat>

Report bomb threats to 911 and, time permitting, Building Security or Property Management.

Report anyone who did not appear to belong in an area or appeared suspicious.

If the caller describes a specific area, leave the area "as is" and evacuate immediately. If instructed to relocate or evacuate:

- Take only those parcels, packages, bags, purses, jackets, or other items that belong to you.
- Wait for instructions before moving from your location. Do not go home or leave the property unless advised by the authorities.

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

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.

WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

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



v2

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

- Female
- Male
- Accent
- Angry
- Calm
- Clearing throat
- Coughing
- Cracking Voice
- Crying
- Deep
- Deep breathing
- Disguised
- Distinct
- Excited
- Laughing
- Lisp
- Loud
- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow
- Slurred
- Soft
- Stutter

Background Sounds

- Animal noises
- House noises
- Kitchen noises
- Street noises
- Booth
- PA system
- Conversation
- Music
- Motor
- Clear
- Static
- Office machinery
- Factory machinery
- Local
- Long distance

Threat Language

- Incoherent
- Message read
- Taped message
- Irrational
- Profane
- Well-spoken

Other Information:

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

SUSPICIOUS MAIL

The following page contains a poster from the US Postal Service. You can download the poster at this web address: <https://about.usps.com/posters/pos84.pdf>

SUSPICIOUS MAIL OR PACKAGES

Protect yourself, your business, and your mailroom.

If you receive a suspicious letter or package:

- Stop. Don't handle.
- Isolate it immediately.
- Don't open, smell, or taste.
- Activate your emergency plan. Notify a supervisor.

Restrictive markings: PERSONAL!

No return address: CHIEF EXECUTIVE OFFICER
272 N. HARVIE ST.
PHILADELPHIA

Misspelled words. Badly typed or written.

Unknown powder or suspicious substance.

Possibly mailed from a foreign country. Excessive postage.

Sealed with tape.

**Operations Manager
123 M st.
Saville, MD**

DO NOT X-RAY TAPE ENCLOSED

**Operations Manager
5032 D 1ST
Anapolis, MD**

Excessive tape.

Oily stains, discolorations, crystallization on wrapper.

Strange odor.

Incorrect title or addressed to title only.

Rigid or bulky.

Lopsided or uneven.

Protruding wires.

If you suspect the mail or package contains a bomb (explosive), or radiological, biological, or chemical threat:

- Isolate area immediately
- Call 911
- Wash your hands with soap and water

UNITED STATES POSTAL SERVICE

To order this poster, call 1-800-332-0317. Poster 84 September 2006 PSN 7530-07-000-7037

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing



WORKPLACE VIOLENCE

The following pages contain the OSHA Fact Sheet, [Workplace Violence](#). You can download a copy from this web address:

http://www.osha.gov/OshDoc/data_General_Facts/factsheet-workplace-violence.pdf



OSHA **FACT** Sheet

Workplace Violence

What is workplace violence?

Workplace violence is violence or the threat of violence against workers. It can occur at or outside the workplace and can range from threats and verbal abuse to physical assaults and homicide, one of the leading causes of job-related deaths. However it manifests itself, workplace violence is a growing concern for employers and employees nationwide.

Who is vulnerable?

Some 2 million American workers are victims of workplace violence each year. Workplace violence can strike anywhere, and no one is immune. Some workers, however, are at increased risk. Among them are workers who exchange money with the public; deliver passengers, goods, or services; or work alone or in small groups, during late night or early morning hours, in high-crime areas, or in community settings and homes where they have extensive contact with the public. This group includes health-care and social service workers such as visiting nurses, psychiatric evaluators, and probation officers; community workers such as gas and water utility employees, phone and cable TV installers, and letter carriers; retail workers; and taxi drivers.

What can these employers do to help protect these employees?

The best protection employers can offer is to establish a zero-tolerance policy toward workplace violence against or by their employees. The employer should establish a workplace violence prevention program or incorporate the information into an existing accident prevention program, employee handbook, or manual of standard operating procedures. It is critical to ensure that all employees know the policy and understand that all claims of workplace violence will be investigated and remedied promptly. In addition, employers can offer additional protections such as the following:

- Provide safety education for employees so they know what conduct is not acceptable,

what to do if they witness or are subjected to workplace violence, and how to protect themselves.

- Secure the workplace. Where appropriate to the business, install video surveillance, extra lighting, and alarm systems and minimize access by outsiders through identification badges, electronic keys, and guards.
- Provide drop safes to limit the amount of cash on hand. Keep a minimal amount of cash in registers during evenings and late-night hours.
- Equip field staff with cellular phones and hand-held alarms or noise devices, and require them to prepare a daily work plan and keep a contact person informed of their location throughout the day. Keep employer-provided vehicles properly maintained.
- Instruct employees not to enter any location where they feel unsafe. Introduce a "buddy system" or provide an escort service or police assistance in potentially dangerous situations or at night.
- Develop policies and procedures covering visits by home health-care providers. Address the conduct of home visits, the presence of others in the home during visits, and the worker's right to refuse to provide services in a clearly hazardous situation.

How can the employees protect themselves?

Nothing can guarantee that an employee will not become a victim of workplace violence. These steps, however, can help reduce the odds:

- Learn how to recognize, avoid, or diffuse potentially violent situations by attending personal safety training programs.
- Alert supervisors to any concerns about safety or security and report all incidents immediately in writing.

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

Workplace Violence

- Avoid traveling alone into unfamiliar locations or situations whenever possible.
- Carry only minimal money and required identification into community settings.

What should employers do following an incident of workplace violence?

- Encourage employees to report and log all incidents and threats of workplace violence.
- Provide prompt medical evaluation and treatment after the incident.
- Report violent incidents to the local police promptly.
- Inform victims of their legal right to prosecute perpetrators.
- Discuss the circumstances of the incident with staff members. Encourage employees to share information about ways to avoid similar situations in the future.
- Offer stress debriefing sessions and post-traumatic counseling services to help workers recover from a violent incident.
- Investigate all violent incidents and threats, monitor trends in violent incidents by type or circumstance, and institute corrective actions.
- Discuss changes in the program during regular employee meetings.

What protections does OSHA offer?

The *Occupational Safety and Health Act's (OSH Act) General Duty Clause* requires employers to provide a safe and healthful workplace for all workers covered by the *OSH Act*. Employers who do not take reasonable steps

to prevent or abate a recognized violence hazard in the workplace can be cited. Failure to implement suggestions in this fact sheet, however, is not in itself a violation of the General Duty Clause.

How can you get more information?

OSHA has various publications, standards, technical assistance, and compliance tools to help you, and offers extensive assistance through its many safety and health programs: workplace consultation, voluntary protection programs, grants, strategic partnerships, state plans, training, and education. Guidance such as *OSHA's Safety and Health Management Program Guidelines* identify elements that are critical to the development of a successful safety and health management system. This and other information are available on OSHA's website at www.osha.gov.

- For a free copy of OSHA publications, send a self-addressed mailing label to this address: OSHA Publications Office, P.O. Box 37535, Washington, DC 20013-7535; or send a request to our fax at (202) 693-2498, or call us at (202) 693-1888.
- To file a complaint by phone, report an emergency, or get OSHA advice, assistance, or products, contact your nearest OSHA office under the "U.S. Department of Labor" listing in your phone book, or call us toll-free at **(800) 321-OSHA (6742)**. The teletypewriter (TTY) number is (877) 889-5627.
- To file a complaint online or obtain more information on OSHA federal and state programs, visit OSHA's website.

This is one in a series of informational fact sheets highlighting OSHA programs, policies, or standards. It does not impose any new compliance requirements or carry the force of legal opinion. For compliance requirements of OSHA standards or regulations, refer to *Title 29 of the Code of Federal Regulations*. This information will be made available to sensory-impaired individuals upon request. Voice phone: (202) 693-1999. See also OSHA's website at www.osha.gov.



U.S. Department of Labor
Occupational Safety and Health Administration
2002

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing



HOSTILE INTRUDER/ACTIVE SHOOTER

Tenant principals, floor wardens, group leaders: We encourage every tenant to provide information and training to all employees on this subject. The Department of Homeland Security produces a web page linked to the excellent 6-minute video RUN, HIDE, FIGHT: <https://www.ready.gov/active-shooter>. There can be no better investment of your time and your associates' time than this self-training initiative. You should show the video when onboarding new employees, when warranted by outside events, and at least once each year. In these sessions, you should discuss the video's application to your surroundings.

The ready.gov hyperlink above produces a web page that contains, among other things, checklists for *RUN*, for *HIDE*, and for *FIGHT*. You should add the following preparedness measure to "HIDE:" Tour the entire tenant space and adjoining common area in advance. Look for and advise employees of places of concealment, those that have the best chance of being out of the shooter's view, and providing protection if shots are fired in the direction of the person hiding.

Don't wait. Identify good hiding places now.

In addition to these measures, tenants should make every effort to find additional sources they can draw on to educate their employees on this topic.

You can download the [Active Shooter Poster](#) and its accompanying Active Shooter Booklet from the following web addresses:

Poster: http://www.dhs.gov/xlibrary/assets/active_shooter_poster.pdf

Booklet: http://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

HOW TO RESPOND

WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

QUICKLY DETERMINE THE MOST REASONABLE WAY TO PROTECT YOUR OWN LIFE. CUSTOMERS AND CLIENTS ARE LIKELY TO FOLLOW THE LEAD OF EMPLOYEES AND MANAGERS DURING AN ACTIVE SHOOTER SITUATION.

1. EVACUATE

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. HIDE OUT

- Hide in an area out of the active shooter's view.
- Block entry to your hiding place and lock the doors

3. TAKE ACTION

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the active shooter
- Act with physical aggression and throw items at the active shooter

CALL 911 WHEN IT IS SAFE TO DO SO

HOW TO RESPOND

WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE

1. HOW YOU SHOULD REACT WHEN LAW ENFORCEMENT ARRIVES:

- Remain calm, and follow officers' instructions
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as attempting to hold on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

2. INFORMATION YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

RECOGNIZING SIGNS OF POTENTIAL WORKPLACE VIOLENCE

AN ACTIVE SHOOTER MAY BE A CURRENT OR FORMER EMPLOYEE. ALERT YOUR HUMAN RESOURCES DEPARTMENT IF YOU BELIEVE AN EMPLOYEE EXHIBITS POTENTIALLY VIOLENT BEHAVIOR. INDICATORS OF POTENTIALLY VIOLENT BEHAVIOR MAY INCLUDE ONE OR MORE OF THE FOLLOWING:

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism, and/or vague physical complaints
- Depression/Withdrawal
- Increased severe mood swings, and noticeably unstable or emotional responses
- Increasingly talks of problems at home
- Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes



Contact your building management or human resources department for more information and training on active shooter response in your workplace.

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing



SEVERE WEATHER

TORNADOES

In most cases, people receive only minutes of warning of a tornado. If there is a tornado warning or the sighting of an approaching tornado, everyone should move toward the core area and rooms. Close office doors as you exit. The greatest danger will be flying glass and objects; therefore, try to re-locate to the point that offers the maximum number of walls between you and the exterior of the building. If you have time, go to the lowest floor in the building.

After a tornado has hit the area, follow the instructions from emergency responders, including evacuation if ordered. Be careful of falling debris, electrical wires, and other hazards. To inspect, use a flashlight, not matches, lighters, or other open-flame devices.

HIGH WINDS AND SEVERE STORMS

Follow the instructions of Property Management. Subject to sufficient warning, the management team will have prepared by ensuring the building exterior is free of surrounding loose items. The team will clean storm drains, test generators, and top them off with fuel oil, inspect the roofs, and check to ensure supplies are available during or after the storm. Property Management will have contacted critical vendors to verify 24-hour service where possible, updated phone numbers, and implementation of backup plans. You should provide a current list of after-hours emergency contact information to the Property Manager.

You can expect the local area will be most affected by high winds and heavy flooding, which could cause power outages in the building and produce impassable roadways. Observe the following checklist in the event a hurricane watch is declared:

- You may wish to turn off all computers, telecommunications equipment, office equipment, and appliances to protect them from possible power surges.
- Move equipment and objects away from windows to the extent possible.
- Ensure that current computer data back-ups are operational and tested.
- Check all backup power sources and determine whether essential computers are connected and operational.
- Ensure all equipment not plugged into a surge protector or battery back-up is unplugged.
- Update business telephone greeting to reflect any changes in hours of operation and emergency contact information.
- Remove any items from refrigerators that may spoil.

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

- ❑ Review communication, disaster, and evacuation plans with your staff. Assure critical staff members know how to evacuate and have current contact information and key phone numbers.
- ❑ Keep a sufficient supply of flashlights and batteries on hand in case of a power outage. The illumination from personal computers, tablets, and cell phones can serve as penlights.
- ❑ Keep a battery-operated TV or a radio with a weather band available.
- ❑ Remove any loose papers, valuables, and objects from the window ledges in case of water penetration.
- ❑ If your company plans on retaining anyone in the building during the storm, we encourage you to equip them with a three-day supply of bottled water, non-perishable food, flashlights, and a change of clothes.
- ❑ Monitor the storm updates on local TV stations and weather websites.

Personal and Family Protection

The Department of Homeland Security publishes helpful information at its website, <https://www.ready.gov/severe-weather>

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

POWER OUTAGE

In the event of a building-wide power failure, evacuation will be mandatory, and you should take the following measures:

- Listen for announcements via email or text message.
- Clear the premises of guests and close entry doors.
- Use your mobile phone's flashlight app as needed.
- Check the lighting in hallways.
- Turn off or unplug equipment to prevent a surge when power is restored.
- Place absorbent materials around refrigerators and ice machines.

ELEVATORS

- Service will be minimal or non-existent during a power failure. Use the stairwells to exit the building. Battery-operated emergency lighting illuminates the stairwells.
- If inside the elevator, the lights will go out, and the car will stop.
- A car that bounces or sways as lights go out may indicate an earthquake.
- Do not use the Stop button while the elevator is moving.
- Establish communication by depressing the Alarm button once every 2 minutes until connected.
- Remain calm and stay low to the floor.
- If there is no response:
 - Call out to attract attention.
 - Try to identify what floor the elevator is on.
 - Try rolling doors open to each side.
- Exit the elevator at the first opportunity if you can exit safely.

PERSONAL AND FAMILY PROTECTION

The Department of Homeland Security publishes helpful information at its website, <https://www.ready.gov/power-outages>

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

MASS MEDICAL EMERGENCY

Report a medical emergency by calling 911. Provide the following information:

- Number and location of victims
- Names of injured or sick persons
- Nature of injuries or illness
- Hazards involved
- Nearest entrance (emergency access point)

Notify Property Management, time permitting.

Alert trained employees to respond to the victim's location and bring a first aid kit or AED.

Personnel Trained to Administer First Aid, CPR, or use Automated External Defibrillator (AED)

Name	Phone Number or Extension

Procedures:

Only trained responders should provide first aid assistance.

Do not move victims unless their location is unsafe.

Control access to the scene.

Take precautions to prevent contact with body fluids and exposure to bloodborne pathogens.

Meet the ambulance at the nearest entrance or emergency access point; direct the responders to victims.

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing



CIVIL DISTURBANCE

If you are aware that unruly, unauthorized persons are approaching the property:

Stay out of corridors.

Stay away from outside windows where objects thrown from the street might cause injury.

Lock all office doors leading from hallways if unauthorized persons have entered the building.

Immediately notify Building Security if suspicious or unauthorized persons have entered the building.

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

PART FOUR – BLANK FORMS

The succeeding pages contain two form templates to be completed by each tenant: One to designate the emergency action team members and one to identify mobility-impaired occupants. The forms are fillable in Word, and you can easily detach them from this document for submission.

First, complete the blank fields and re-save the document. Then detach either or both forms and submit them to Property Management as email attachments.

Select (mark) the entire text to be extracted.

Press Ctrl-C (for Copy)

Press Ctrl-N to open a new Word document.

Press Ctrl-V (to paste what you copied)



These four steps take less than 30 seconds.

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

DESIGNATION OF TENANT EMERGENCY RESPONSE TEAM

Please provide contact information for individuals who will help get occupants of your space to a safe place in an emergency evacuation. Appoint sufficient numbers of primary and backup team members to each position as the population and size of your premises warrant. Please retain a copy so you can submit updates by overwriting the affected information and changing the "Date" field.

Tenant Name (DBA):

Main phone:

Day-to-day approximate number of staff at the premises:

Date:

Approved by (name of Tenant Principal):

TENANT FLOOR WARDEN

Name:	Direct line:
Email:	Cell phone:

ALTERNATE TENANT FLOOR WARDEN

Name:	Direct line:
Email:	Cell phone:

TENANT GROUP LEADERS (RULE OF THUMB: 1 GROUP LEADER FOR EVERY 20 EVACUEES)

Name:	Cell phone:
Name:	Cell Phone:
Name:	Cell Phone:
Name:	Cell Phone:
Name:	Cell Phone:
Name:	Cell Phone:
Name:	Cell Phone:
Name:	Cell Phone:
Name:	Cell Phone:
Name:	Cell Phone:
Name:	Cell Phone:
Name:	Cell Phone:
Name:	Cell Phone:
Name:	Cell Phone:
Name:	Cell Phone:

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

SEARCHERS/ALTERNATES

Name:	Cell Phone:
Name:	Cell Phone:
Name:	Cell Phone:
Name:	Cell Phone:

ELEVATOR MONITORS/ALTERNATES

Name:	Cell Phone:
Name:	Cell Phone:
Name:	Cell Phone:
Name:	Cell Phone:

STAIRWELL MONITORS/ALTERNATES

Name:	Cell Phone:
Name:	Cell Phone:
Name:	Cell Phone:
Name:	Cell Phone:

Remarks and additional instructions:

Target month for annual training:

Training officer (main contact)

Submitted by (name, job title):

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

LIST OF THE MOBILITY-IMPAIRED AND THEIR AIDES

Please compile a list of people who cannot make their way to the assembly area in an emergency building evacuation without assistance or who cannot descend stairs independently. Keep the form updated and provide an information copy to Property Management.¹ Include not only the permanently disabled but those with temporary conditions that hinder movement, such as some pregnant women and people recovering from surgery or ailments.

Assign an aide to each mobility-impaired individual during evacuation; always assign a backup aide and keep track of the names. Note: Including cell phone numbers is necessary so responders can try to contact people for whom you cannot account in an evacuation. Please make a copy of the blank form if you need to make more entries.

Tenant Name or DBA:

Main phone:

MOBILITY-IMPAIRED OCCUPANTS

Name:	Cell phone:
Nature of disability:	
Impairment is <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary. Projected recovery date:	
Aide/backup:	Cell phones:

Name:	Cell phone:
Nature of disability:	
Impairment is <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary. Projected recovery date:	
Aide/backup:	Cell phones:

Name:	Cell phone:
Nature of disability:	
Impairment is <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary. Projected recovery date:	
Aide/backup:	Cell phones:

Name:	Cell phone:
Nature of disability:	
Impairment is <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary. Projected recovery date:	
Aide/backup:	Cell phones:

Submitted by (name, job title):

Date

¹ The tenant is solely responsible for keeping this list current. Property Management keeps a backup copy in case you are unable to provide your list to responders when called for.

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

EMERGENCY CONTACTS

FIRE	911
POLICE	911
MEDICAL EMERGENCY	911
Central Marin Police (Non-Emergency)	415-927-5150
Central Marin Fire Dept. (Non-Emergency)	415-924-5077
MarinHealth Hospital & Medical Center 250 Bon Air Road, Greenbrae, CA	415-925-4000
Kaiser Permanente Hospital 99 Monticello Rd, San Rafael, CA	415-444-2000
POISON CONTROL	800-222-1222
Building Management, Building 1100, Suite 190	415-965-7684
After Hour Emergency Answering Service	877-844-6804

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

LINKS TO GOVERNMENT WEBSITES

[Centers for Disease Control](#)

[Central Intelligence Agency](#)

[Coast Guard](#)

[Customs and Border Protection](#)

[Department of Agriculture](#)

[Department of Defense](#)

[Department of Energy](#)

[Department of Homeland Security \(DHS\)](#)

[Department of Justice](#)

[Department of Transportation](#)

[Department. of Health and Human Services](#)

[Environmental Protection Agency](#)

[Federal Aviation Administration](#)

[Fire Administration](#)

[Federal Bureau of Investigation](#)

[Federal Emergency Management Agency \(FEMA\)](#)

[Federal Law Enforcement Training Center](#)

[Federal Transit Administration](#)

[Fire Administration](#)

[Health and Human Services](#)

[Immigration and Customs Enforcement](#)

[Maritime Administration](#)

[National Emergency Numbers Association](#)

[National Institutes of Health](#)

[National Fire Protection Association \(NFPA\)](#)

[National Oceanic and Atmospheric Administration](#)

[Occupational Safety and Health Administration \(OSHA\)](#)

[Ready.gov](#)

[Transportation Security Administration](#)

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

EVACUATION FLOOR PLANS

Please see the following pages.

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

EVACUATION PLAN

Building 700 FLOOR 1

Legend:

- You Are Here
- Fire Extinguisher
- Stairs
- Exit Path
- EXIT Exit

CALL 911 FIRE/POLICE/MEDICAL

 **IN FIRE EMERGENCY, DO NOT USE ELEVATOR, USE EXIT STAIRS.**
Alarm will sound as a whooping horn and strobe lights will flash. Public address system will be used for announcements. Listen for instructions.

PERSONS WITH DISABILITIES

 SHALL CALL 911, REPORT THEIR LOCATION, PROCEED TO THE NEAREST EXIT STAIRWELL AND AWAIT ASSISTANCE.

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

EVACUATION PLAN

Building 700 FLOOR 2

EXIT EXIT

STREET NAME

NORTH

↑ You Are Here 🔥 Fire Extinguisher 🚪 Stairs ➡ Exit Path EXIT Exit

CALL 911 FIRE/POLICE/MEDICAL

IN FIRE EMERGENCY, DO NOT USE ELEVATOR, USE EXIT STAIRS.

Alarm will sound as a whooping horn and strobe lights will flash. Public address system will be used for announcements. Listen for instructions.

PERSONS WITH DISABILITIES

SHALL CALL 911, REPORT THEIR LOCATION, PROCEED TO THE NEAREST EXIT STAIRWELL AND AWAIT ASSISTANCE.

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

EVACUATION PLAN

Building 900 FLOOR 1

EXIT


STREET NAME

NORTH

Legend:


- You Are Here
- Fire Extinguisher
- Elevator
- Stairs
- Exit Path
- EXIT Exit

CALL 911 FIRE/POLICE/MEDICAL

 **IN FIRE EMERGENCY, DO NOT USE ELEVATOR, USE EXIT STAIRS.**

Alarm will sound as a whooping horn and strobe lights will flash. Public address system will be used for announcements. Listen for instructions.

PERSONS WITH DISABILITIES

 SHALL CALL 911, REPORT THEIR LOCATION, PROCEED TO THE NEAREST EXIT STAIRWELL AND AWAIT ASSISTANCE.

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

EVACUATION PLAN


Building 900 FLOOR 2

STREET NAME


NORTH

Legend:
You Are Here (Yellow circle with person icon)
Fire Extinguisher (Red fire extinguisher icon)
Elevator (Square with X icon)
Stairs (Green staircase icon)
Exit Path (Green dotted line with arrow)
EXIT Exit (Green box with 'EXIT' text)

CALL 911 FIRE/POLICE/MEDICAL

 **IN FIRE EMERGENCY, DO NOT USE ELEVATOR, USE EXIT STAIRS.**
Alarm will sound as a whooping horn and strobe lights will flash. Public address system will be used for announcements. Listen for instructions.

PERSONS WITH DISABILITIES

 SHALL CALL 911, REPORT THEIR LOCATION, PROCEED TO THE NEAREST EXIT STAIRWELL AND AWAIT ASSISTANCE.

Tenant Emergency Action Plan (EAP), The Exchange at Larkspur Landing

EVACUATION PLAN

Building 1100 FLOOR 2

NORTH

STREET NAME

CALL 911 FIRE/POLICE/MEDICAL

 **IN FIRE EMERGENCY, DO NOT USE ELEVATOR, USE EXIT STAIRS.**
Alarm will sound as a whooping horn and strobe lights will flash. Public address system will be used for announcements. Listen for instructions.

PERSONS WITH DISABILITIES

 SHALL CALL 911, REPORT THEIR LOCATION, PROCEED TO THE NEAREST EXIT STAIRWELL AND AWAIT ASSISTANCE.

