

## Tenant Bulletin

**Date:** August 13, 2019  
**To:** Edna Lucille Goodrich Tenants  
**From:** Amy Lamb, Property Administrator  
**Re:** **Active Threat Drill 2019**



### Active Threat Drill

*Thursday, August 15<sup>th</sup>*

Wright Runstad & Company, in cooperation with all tenant agencies will be conducting a building wide Active Threat Drill Thursday morning August 15<sup>th</sup>. All agencies of ELGB have agreed to name the third Thursday of August as Annual Active Threat Drill Day.

If you are in or around the building during the Active Threat Drill you should participate by following your agency specific procedures for the appropriate Facility Security Level.

Wright Runstad & Company has adopted the Facility Security Level definitions as created by the Washington State DES and WSP Capitol Campus. The Drill will be for Facility Security Level: **ALL ACCESS RESTRICTED**.

**NORMAL OPERATIONS** – Security access controls are normal.

**PUBLIC ACCESS RESTRICTED** – Exterior doors will be locked, but employee badges will still work to gain entry to the building. *Key things to remember:*

1. Do not use your badge to let non-employees into the building and be vigilant for people who try to enter behind you.
2. You may conduct business as usual inside the building.

**ALL ACCESS RESTRICTED** – Exterior doors will be locked and employee badges **WILL NOT** work. *Key things to remember:*

1. Employees inside the building may carry on business as usual but should maintain increased vigilance.
2. Employees who are outside **WILL NOT** be able to enter the building.
3. Do not let others into the building – even fellow employees.
4. If you are outside when the building is locked, go to a safe location away from the building.
5. When safe, alert your supervisor or coworkers of your location.

**Lockdown** – All exterior **and** designated interior doors may be locked and employee badges **WILL NOT** work. *Key things to remember:*

1. RUN to get out of the building if you can. People in the building that cannot escape should HIDE. Find a concealment room and restrict movement and sound. Plan to FIGHT if you have to. Employees who are outside **WILL NOT** be able to enter the building.
2. Do not let others into the building – even fellow employees.
3. Stay away from windows and be vigilant.
4. If you are outside when the building is in Lockdown, go to a safe location away from the property.
5. When your building is released from Lockdown, alert your supervisor or coworkers of your location.

Please note that in a real Active Threat or change in Facility Security Level, communications as to the reason, cause, nature or other details of the situations will only be provided if it is safe to do so and/or if or when it is known. The threat may be over before you receive any text, email or other notification or alert including signage on the doors. Safety of all personnel is of the utmost importance and everyone must use their own judgement and best training practice in a real Active Threat, Run, Hide Fight situation.

Carefully consider following directions from your Floor Captains and Zone Safety Representatives that should be trained for your agencies Active Threat and Facility Security Level changes.

Situations in which there is a potential threat can be unpredictable and evolve quickly. Washington State Patrol has a twitter page for alerts: @wastatepatrol.

This bulletin and other recent bulletins can be found posted on the ELG Building website at [www.elgbuilding.com](http://www.elgbuilding.com).

Sincerely,

Wright Runstad & Company  
Property Management  
360-528-4020