

EMERGENCY INSTRUCTIONS

Appendix A

Edna Lucille Goodrich Building



**Wright Runstad & Company
Property Management**

Revised – August 8, 2019

Emergency Instructions

Edna Lucille Goodrich Building

Appendix A

Emergency Telephone Numbers

Building Address.....Edna Lucille Goodrich Building
7345 Linderson Way SW
Tumwater, WA 98501

Located at the intersection of Linderson Way and Tumwater Boulevard

All Emergencies.....	911
Fire Department	911
Police Department.....	911
Property Management Office.....	(360) 528-4020
Reception Desk / Security.....	(360) 528-4023
After Hours Building Emergency Number/Security.....	(360) 528-4020
Department of Corrections, Management Services (Business hours 8 – 5).....	(360) 725-8465
Department of Transportation, Facilities Services (Business hours 8 – 5).....	(360) 705-7755

NOTE: WRC Property Management Office will notify agencies of emergencies that take place outside business hours.

Emergency Instructions

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Appendix A

Introduction

The landlord-tenant relationship is one of mutual dependence and responsibility. This relationship is most important when discussing fire and safety issues. You depend on the Property Management to provide you with information and instructions on how to respond during an emergency. Similarly, we depend on you to become familiar with this information and participate in evacuation drills and training sessions. This Emergency Instructions is Appendix A of the Tenant Handbook.

Throughout the following **EMERGENCY INSTRUCTIONS** section, we will use the terms:

- *WSDOT – Incident Command / DOC Safety Committee Chair*
- *Floor Captains*
- *Zone Safety Representatives*
- *Alternates*
- *Special Assistants*

These individuals in the building have volunteered to respond as Emergency Representatives with specific duties to perform during an emergency. Please refer to the **EVACUATION** section of this manual for more information on the responsibilities of each of these positions.

If you have any questions about the procedures and plans in this manual, please contact the Property Management office at 360-528-4020.

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Appendix A - Evacuation

Evacuation

General Information

Each employee will have access to the *Emergency Instructions, Appendix A* as established by Property Management and are expected to follow them in case of an emergency. The Emergency Instructions is also located in the front cover of this manual for your convenience and should be kept handy at all times. The tenants shall provide responsible personnel to assist the Property Management staff and be responsible for controlling the movement of tenant employees during an evacuation of the building.

The Emergency Team Roles:

- **Property Management Team**

The Property Management Team has command during the evacuation until the local authorities arrive. At that time, the team will take direction and coordinate efforts with the local authorities. This team consists of the following on-site personnel:

- *Building Engineer*
- *Property Administrator*

- **Evacuation Brigade**

Evacuation Brigade consists of remaining property management staff.

- *Building Engineer*
- *Security Guards*
- *Day Porter*

- **Evacuation Group**

The Evacuation Group is committed to the safe and expeditious evacuation of all personnel from the Edna Lucille Goodrich Building.

- *Floor Captains*
Each floor will have one Floor Captain and an alternate to facilitate the evacuation of all tenants on his/her designated floor.
- *Zone Safety Representatives*
A *minimum* of four Zone Safety Representatives per floor ensure evacuation of all employees and visitors on their respective floor. Selected representatives will be assigned the duties of the Zone Safety Representatives and remain in contact with the Floor Captain during all emergencies to ensure all employees and visitors are evacuated and that evacuation takes place in an orderly and safe manner.
- *Special Assistants*
Special Assistants will aid persons with a physical impairment during evacuation. Two (2) Special Assistants should be assigned for each person with physical impairment.

NOTE: Sufficient alternates must be assigned for each position specified in the plan so that a principal or alternate is in the building at all times during working hours to supply leadership under this plan.

Appendix B will soon also include a plan for communication procedures and radio and cell phone operations for the respective agencies.

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Appendix A - Evacuation

Tenant Responsibilities

Each tenant should establish an emergency team based on the positions described above. An agency representative will serve as the contact point between the Property Management office and the employees. DOC – Safety Committee Chair / WSDOT – WSDOT Incident Command

Each agency will ensure that every employee is provided training on the emergency evacuation procedures. Refer to Appendix B.

The emergency team for each floor consists of the Floor Captain and at *least* four (4) Zone Safety Representatives.

Evacuation Drills

Property Management will conduct an emergency evacuation drill annually in accordance with the plan. All occupants of the building are required to participate in the emergency evacuation drill. The occupants will be required to leave the building and assemble in a designated safe area. A written record of the drills are kept on the premises and readily available for inspection by the fire department.

Special Instructions for Persons with Disabilities

Persons with a physical impairment should notify their Floor Captain so they are properly identified and considered prior to any emergency evacuation. Zone Safety Representatives should notify the Floor Captain and property management of any persons with a physical impairment that may require special assistance during an evacuation.

Those not requiring or providing assistance will evacuate first. The assisted persons can then evacuate appropriately. Persons with a physical impairment should be positioned in the area of refuge inside the stairwell located farthest from the fire and wait for assistance from the Fire Department. The evacuation brigade may assist in evacuating the persons with a physical impairment if danger is imminent and the Fire Department has not yet arrived.

Emergency Team Responsibilities:

Property Administrator

1. Be familiar with the written Emergency Instructions.
2. Organize, train and supervise property management staff.
3. Ensure there are Floor Captains for each floor and sufficient Zone Safety Representatives for each tenant in accordance with the Emergency Instructions.

Building Engineer

1. Be familiar with the written Emergency Instructions.
2. Designate staff members to report to identified locations in the event of a fire alarm.
3. Assist the Property Administrator to organize, train and supervise the property management staff in emergency procedures.

Floor Captains and Zone Safety Representatives

1. Be familiar with the Emergency Instructions and the location of all emergency exits, fire extinguishers, and pull stations on their floor.

Emergency Instructions

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Appendix A - Evacuation

2. Ensure that each Agency has assigned responsible and dependable employees as representatives. For specific tasks, refer to the emergency sections listed under Fire, Bomb Threats, Severe Weather, Tornadoes, Hurricanes & Floods, Earthquakes, Power Failures and Medical Emergencies.
3. Organize, train and supervise Special Assistants (to aid persons with a physical impairment).
4. Direct the evacuation of occupants in the event of an emergency. Evacuate all personnel from the office, specifically from remote areas such as storerooms, file rooms, computer rooms, core areas, etc.
5. Ensure that everyone exits into the stairwell in an orderly and safe manner and make sure that no one uses the elevators unless assisted by the fire department.
6. Zone Safety Representatives assist Floor Captain / Safety Committee Chair in their duties. A Floor Captain / Safety Committee Chair and a minimum of four Zone Safety Representatives are assigned by each tenant.
7. Each Agency shall ensure sufficient representatives to efficiently evacuate each floor.

Special Assistants / Staff assisting ADA employees (to aid persons with a physical impairment)

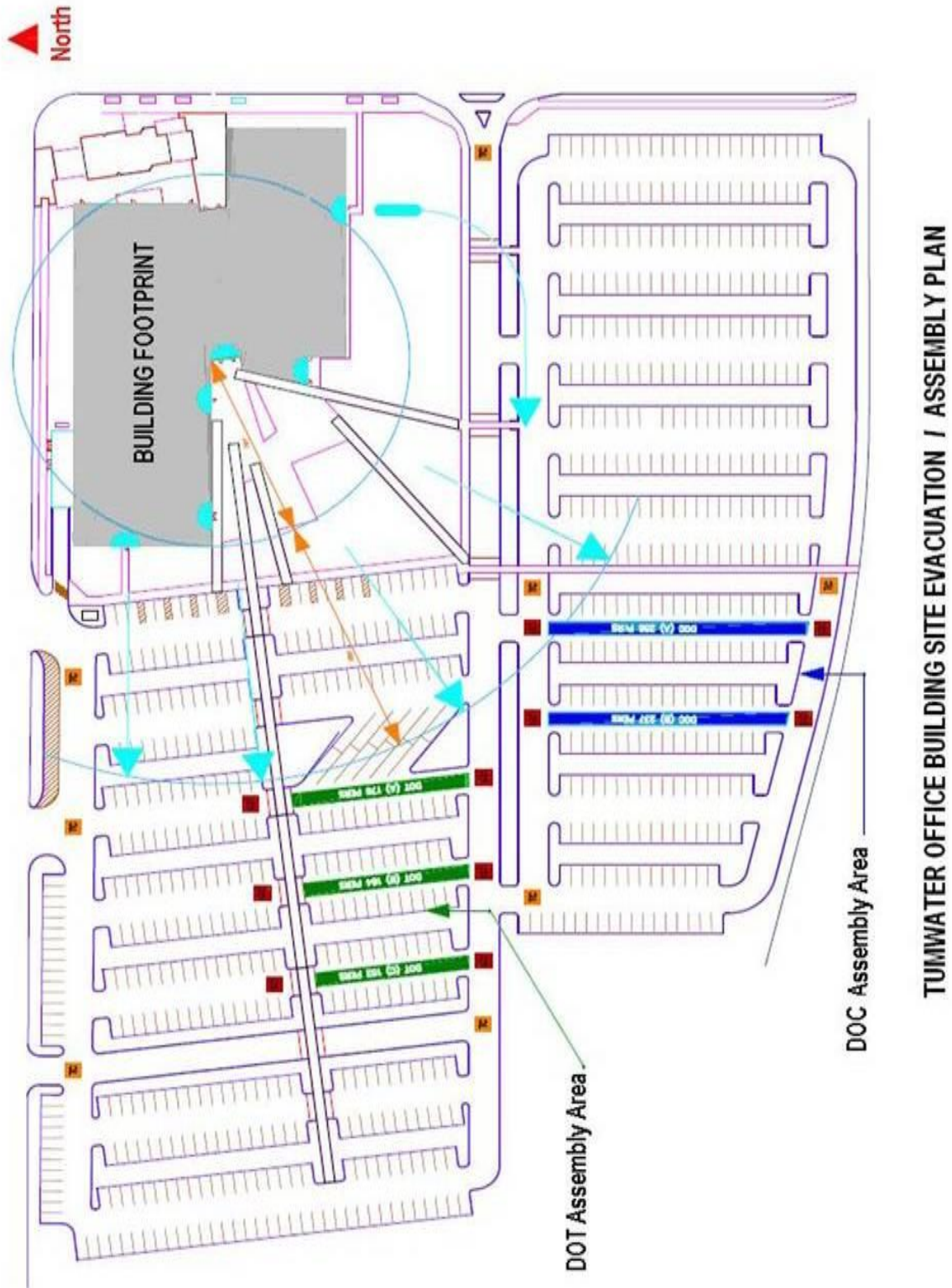
1. Make sure all persons with a physical impairment are evacuated during an emergency.
2. Maintain an up-to-date list of persons with a physical impairment in your area. If possible, a buddy system will be implemented in which one or two Special Assistants will be responsible for evacuating specific coworkers.

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Appendix A - Evacuation

Evacuation Assembly Plan



Emergency Instructions

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Appendix A - Fire

Fire

General Information

When a fire alarm device is activated, the fire alarm signal will automatically be activated throughout the building. When the fire alarm is activated audible, 'whoppers' will sound and strobe lights will flash. The building must be evacuated when a fire alarm signal is activated.

The Building Engineer will be in charge of the evacuation until the fire department arrives. Tenants should evacuate via the nearest exit stairwell.

Each tenant manager, supervisor or designee must predetermine priorities for the safety of agency records, classified material and/or securities. Supervisors also must cooperate with Floor Captains and Zone Safety Representatives to ensure that all employees are well informed and instructed on emergency procedures.

Discovery of Fire

The person who discovers the fire:

- Call 911 to bring Emergency Responders to the site.
- Call and/or direct another person to contact the property management office at 360-528-4020 to report the location of the fire.
- Activate and/or direct another person to activate the fire alarm pull station (FAPS) if the fire alarm has not already activated. These stations are located next to each stairwell exit door.

Fire Procedures

The Floor Captains and Zone Safety Representatives take immediate action:

1. Put on agency-provided emergency equipment (vest/hard hat), if readily available.
2. Meet at designated place to form teams.
3. Floor Captain will supervise the evacuation of their floor.
 - a. Begin directing people to the nearest safe stairwell for evacuation. Each stairway is designated as an evacuation route as identified by signs posted at each stairwell door at eye level.
 - b. Quickly check workstations, offices, workrooms, restrooms, and all spaces for people needing assistance.
 - c. Remind everyone that silence and calm must prevail for maximum effectiveness. There is no smoking permitted during an evacuation, or while in the evacuation assembly areas.
4. Special Assistants should immediately contact and help their assigned person. Persons with a physical impairment should wait for help from their special assistant.
5. All occupants should proceed to the nearest safe stairwell, walk quickly and calmly **to** the first floor then exit the building. Proceed to assigned assembly areas to be accounted for by their Agency, and then await further instructions.
6. As each floor is evacuated, the Floor Captains make sure all stairway and exit doors are closed after the last person evacuates the floor.

Emergency Instructions

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Appendix A - Fire

7. Floor Captains distribute the flow of people evenly via all available stairway exits if needed. If a stairway has filled with smoke or fire, the alternate stairways will be used.
8. Orderly floor clearance will continue until all occupants are evacuated and outside in their respective assembly areas.
9. The 'All Clear' is announced by Property Management to the Agency IC personnel. WSDOT – WSDOT Incident Command / DOC – Safety Committee Chair
10. Agency IC personnel will announce the 'All Clear' to Floor Captains who will lead the employees in an orderly fashion back to their work places. If available, elevators will be placed back into service.
11. The intermittent Alarm Signal may be silenced before the 'All Clear' is announced.

Elevators must not be used to evacuate! All elevators are automatically called to the ground floor and reserved for use by the fire department.

Tenant Responsibilities

Floor Captains

1. Direct the evacuation of the floor in accordance with the directions received from the Property Management office and the following guidelines:
 - Utilize Zone Safety Representatives to ensure that all occupants are notified of the fire and immediately execute the Emergency Instructions.
 - Know where all persons with a physical impairment are located and keep an up-to-date list. These persons may need special assistance in the event of evacuation.
 - Select the safest stairwell to use for evacuation based on the location of the fire and any information received from the reception desk attendant or Property Management.
2. Before anyone enters the stairwell to evacuate, check the environment in the stairwell.
 - If smoke is present, select an alternate stairwell.
 - Place the back of your hand on the door handle – if hot to the touch, fire may be on the other side. Use a different stairwell for evacuation.
3. Calmly supervise and monitor evacuation flow.
4. Make sure personnel do not use elevators during evacuation.
5. Be certain all doors close behind you during an evacuation.

Zone Safety Representatives

1. Ensure the evacuation of all occupants within your tenant space. Check all rooms and remote areas including restrooms and conference rooms.
2. Advise any remaining personnel on the floor of the emergency and ensure their evacuation.
3. Calmly supervise and monitor evacuation flow.
4. Assist the Floor Captain in the effective implementation of the Emergency Instructions.
5. Make sure personnel do not use elevators during evacuation.
6. Follow evacuation routes as posted next to stairwell doors.

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Appendix A - Fire

Special Assistants (aids person with physical impairment)

1. Assist in evacuation of persons with a physical impairment to area of refuge (inside the exit stairwells on each landing).
2. If imminent danger is present, assist those with physical impairment down the stairwell.

Property Management Staff Responsibilities

Property Administrator

1. Report to the main lobby to supervise, coordinate and ensure evacuation procedures are followed as outlined in the Emergency Instructions.
2. Upon completion of evacuation, bring DOC & DOT visitor logbooks to Agency IC personnel outside. WSDOT – *WSDOT Incident Command / DOC – Safety Committee Chair*
3. Remain outside at the designated Agency IC area to act as communication liaison until the IC (Building Engineer or Fire Department) gives the ‘All Clear’ signal to return to the building.

Building Engineer

1. Act as Incident Commander (IC) during onsite emergencies until the fire department arrives. Then the authorities will take on the IC position.
2. Direct the fire department to the fire location and inform them of conditions.
3. Report to the Fire System Control Room to ensure that:
 - Evacuation procedures are followed as outlined in the Emergency Instructions.
 - Tenants are informed of situation.
4. Provide the fire department and police department with building information (floor plans, blueprints, etc.) as requested.

Evacuation Brigade (remaining property management staff)

1. Upon the receipt of a fire alarm or instructions to evacuate:
 - Building security will forward phones to the answering service and secure the desk. Check the remote fire panel for the location and identification of the activated device and notify the Building Engineer. Security will print (3) three copies of the Sign-In Logs for accountability.
 - After checking the fire panel, security officers & the day porter will sweep the stairwells. Security will report when the Retail and East Plaza are clear and remain in the East Plaza to provide communication to the retail tenant and ensuring nobody enters the building until the ‘All Clear’ is given. The other officer will be in the West Plaza ensuring nobody enters the building until the ‘All Clear’ is given.
 - Day Porter retrieves the Visitor Check In and IC signs from the PMO and delivers them to IC station. Assists with stairwell and loading dock sweeps then reports to the Building Engineer to assist as needed. Day Porter reports when the West Plaza is cleared and remains there until the ‘All Clear’ is given.

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Appendix A - Fire

- The building engineer will sweep the roof to make sure it is clear then will report to the floor in alarm to investigate the source of the fire alarm as well as help direct tenants and control the movement of occupants. Building Engineer then reports to the Fire Control Panel Room to act as liaison with the Fire Department.

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Appendix A - Fire

If You Discover Smoke or Fire

Building Address.....Edna Lucille Goodrich Building
7345 Linderson Way SW
Tumwater, WA 98501

1. Dial 911 immediately.
2. Inform the dispatcher that you are calling to report a fire at 7345 Linderson Way, SW.
Tell the fire department dispatcher:
 - Your name
 - Your agency's name
 - Your floor number
 - What is on fire
 - The location of the fire
 - Your telephone number
3. Listen to the dispatcher for any additional instructions before hanging up.
4. Call the Property Management office at 360-528-4020.
5. Activate the manual fire alarm pull station at the location nearest you if the fire alarm has not automatically activated. There is one by each stairwell entry on every floor.
6. Evacuate according to the Emergency Instructions.

Emergency Instructions

Edna Lucille Goodrich Building
Appendix A – Building Lockdown

Building Lockdown & Security Access Levels

General Information

The term “lockdown” as applied to the ELG Building as an emergency protocol used to restrict the mobility of building occupants to protect them from an actual or perceived threat of violence. A threat of violence MAY include, but is not limited to, a person on or near the building with a weapon, the lock down of nearby schools, or significant law enforcement action in the neighborhood adjacent to campus. The purpose is to protect building occupants by minimizing exposure to a potential threat.

An “intruder” is a person, or persons, with the intent to cause harm/damage to person or property. It is very probable the intruder will have a weapon, possibly within plain view. If an “intruder” is observed do not attempt to approach or fight them. Call 911 immediately - then notify Property Management at (360) 528-4020!

When the ELG building is put into lockdown mode all exterior card readers are disabled locking the building to anyone trying to enter. The exterior card readers will not recognize any access card while in lockdown mode.

An e-mail will be sent to all building lockdown contacts notifying them of the need for a lockdown. If it is safe to do so signs will be posted on exterior doors notifying anyone approaching that the building is in lockdown and they should leave the premises immediately. Access will not be granted to anyone wishing to enter while in lockdown.

During the lockdown egress from the building will be possible but is not recommended unless the threat is inside the building and a close exit route is available.

There are three **Security Access Levels**:

Lockdown:

A Lockdown is initiated if an intruder or threat were verified on the immediate premises, or inside the building. It is vital that you do not panic. Follow your agency procedures for a Lockdown, active threat situation. If it is safe to do so, the stairwell doors will also be in lockdown mode. If you are able to escape an immediate threat, the stairwells will allow you to exit but access cards will not work to get you onto any floor.

All Access Restricted:

All Access Restricted is initiated if an intruder or threat were verified in the general vicinity of the building. All exterior doors are locked and access cards will not work on card readers.

Work inside the building may continue but no one should be near the exterior windows.

Public Access Restricted:

Public Access Restricted is initiated if a possible threat is reported at a nearby location. All exterior doors are locked requiring an access card to enter. Card readers will still work if you have an access card.

Work inside the building may continue but no one should be near the exterior windows.

Emergency Instructions

*Edna Lucille Goodrich Building
Appendix A – Building Lockdown*

Security Access Level Procedures

Public Access Restricted and All Access Restricted

1. Close blinds if possible to do so safely, remaining out of sight from outside.
2. Work inside the building can continue as usual until the 'All Clear' is given.
3. Do not use cell phones to call family or friends as this may flood the cell towers and reduce emergency communications capabilities.
4. Building occupants are responsible for ensuring that their visitors or guests follow procedures and shelter in place in the building along with the other occupants.
5. Remain inside the building until given the 'All Clear' by Property Management. Do not exit the building until the 'All Clear' is given by Property Management.
6. Accountability of employees and visitors must be done immediately following the 'All Clear'.

Lockdown

1. Follow your agency procedures for a Lockdown situation. If you are able to escape the intruder safely by getting out and away from the threat you should do that but only if you are confident where the intruder is. If not, follow your agency procedures for hiding until the active threat is over.
2. Move to a location within the building that has a lockable door and lock it, or:
 - Use a door wedge to secure door from inside
 - Stack furniture in front of the door
3. Hide. Get out of the line of sight and fire.
4. Move away from windows, doors, and outer walls, especially first floor windows/doors.
 - Locate yourself and others to an area of the room where there are solid walls, furniture or other objects and hide behind. Crouch down in areas that are out of sight from doors and windows, such as behind furniture or the wall nearest the view from outside the room.
 - If possible, close, cover, block and turn off, or lock all windows, blinds, windows in a door, and lights.
5. Do not seek shelter in the restroom.
6. Remain calm. Do not panic. You need to keep your wits about you.
7. Be quiet! Do not draw attention to yourself.
 - Do not talk.
8. Turn off audio equipment.
 - Turn off radios and cell phones or turn to vibrate.
9. Be ready to move, if your current position is judged too dangerous to remain. Think about and be aware of all possible escape routes.
 - If an exit is nearby and available, get out and stay out. Proceed to a safe location away from the building. Call 911 for emergency assistance

Emergency Instructions

*Edna Lucille Goodrich Building
Appendix A – Building Lockdown*

- Run in a zigzag pattern, never run in a straight line.
- Stairwells are the recommended exit route if possible.

10. **Please Consider:** if the Fire Alarm is activated during a lockdown, it MAY be a ploy to get people into the open to cause harm to them. Consider not exiting the building if a fire alarm sounds unless you have firsthand knowledge of a fire in the building, or you have been advised by emergency personnel to evacuate.

Property Management or emergency personnel will notify occupants when it is safe to resume normal activities.

Building occupants are responsible for ensuring their visitors follow lockdown procedures and shelter-in-place along with the other occupants. "Shelter-in-place" means selecting an interior room within the facility, with no or few windows, and taking refuge there. Large storage closets, utility rooms, pantries, copy and conference rooms without exterior windows work well. It is recommended that employees take time now to identify concealment rooms to shelter-in-place so they are prepared in the event it is needed.

If You See Or Are Exposed To Threat Of Violence

Building Address.....Edna Lucille Goodrich Building
7345 Linderson Way SW
Tumwater, WA 98501

1. Do not approach or try to fight.
2. Call 911 immediately.
3. Call the Property Management at 360-528-4020.
4. Follow lockdown procedures if inside the building.
5. If you are outside or in an exposed area, you must decide the best course of action for your own safety:
 - **Hide**
Go inside the nearest building. If you cannot safely get inside a building, use bushes, trees, walls, and benches for cover.
 - **Run**
If you think you can safely make it out of the area, then do so. If you decide to run, do not run in a straight line. Run in a zigzag pattern and try to keep objects, such as trees, garbage cans, buildings, and cars, between you and the hostile person.
 - **Play Dead**
If the intruder is causing death or physical injury to others and you are unable to run or hide, you may choose to assume a prone position and lay as still as possible.
 - **Fight**
As a last option, if caught in the open and in close proximity to the intruder, fight back. This is dangerous and not recommended, but depending on your situation, this could be your last option.
 - **Caught**
If you are caught by the intruder and are not going to fight back, obey all commands and avoid eye contact. Obey all commands of emergency personnel when they arrive on scene and take over the situation.

Emergency Instructions

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Appendix A – Bomb Threat

Bomb Threat

General Information

Fortunately, the vast majority of bomb threats are false alarms. Unfortunately, it is difficult to differentiate false alarms from genuine threats. As little publicity as possible should be given to the incident, since the objective of the caller is usually to disrupt normal business functions by causing the building to be evacuated.

There are at least two reasons why bomb threats are a serious problem:

1. Serious personal injury can result if an explosive or fire-generating device is set off.
2. Valuable work time is lost during building evacuations.

Your Property Management staff will endeavor to control unauthorized access to this facility. The success of the preventive strategy requires full cooperation from all tenants. All suspicious individuals or situations should be reported at once to the Property Management office at 360-528-4020.

Procedures for Receiving a Bomb Threat

1. The person who receives the bomb threat call will:
 - Get as much information from the caller as possible using The Bomb Threat Checklist (Exhibit A) as a guideline.
 - Dial 911 and reports the threat to the local authorities.
 - Call the Property Management office at 360-528-4020.
 - Notify Agency Tenant Representative(s):

DOT HQ Facilities Helpdesk – (360) 705-7755

DOC Management Services (360) 725-8460

If a non-descriptive general bomb threat is received (no description of bomb, no detonation time, no location, etc.), the building will remain open. The decision to evacuate is the responsibility of local authorities in cooperation with the tenant agency.

Under direction of local authorities, total evacuation may be necessary when the threat is specific in nature, the call cannot be resolved as a hoax, or a suspicious object is located. If total evacuation is necessary, the Bomb Threat Notification Procedure (Exhibit B) will be executed.

2. The Property Management office will contact the Agency Tenant Representatives. The Property Administrator and Agency Tenant Representatives will confirm the need to notify agency employees of the threat and to evacuate the building.
3. The Floor Captains will contact the Zone Safety Representatives assigned to their floors. In addition, the Floor Captains assume full control of their floors and implement the procedures outlined in the Emergency Procedure instructions.

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Appendix A – Bomb Threat

4. Property Management will email the Tenant Representatives and/or Emergency Teams.
 - Zone Safety Representatives will notify employees manually in a calm and deliberate manner.
 - A carefully worded pre-planned email will convey the urgency of the situation without causing panic. An appropriate statement might be:
“Employees are directed to immediately cease work, gather their personal belongings and proceed to the emergency stairwell located _____ (depending on location of threat). This is not a drill.”
5. Zone Safety Representatives should execute their bomb threat search plan, making sure they:
 - Do not touch/move anything! Suspicious objects MUST NOT be touched or tampered with.
 - Search the area for objects that seem out of place.
 - Notify the Property Management office immediately at 360-528-4020 if a suspicious object is located. (The Property Management office will inform the local authorities who will subsequently assume full control of the operation.)
6. The Evacuation Brigade will report to the area of the building where said device may be located and begin a search for a suspicious object in the following areas:
 - Public areas
 - Stairways
 - Elevators
 - Equipment rooms
 - Cleaning closets
 - Restrooms
 - Air handler rooms
 - Shared Conference Center
 - Any other areas designated by the police
7. Floor Captains search the common areas of their floor including the following areas:
 - Office Areas
 - Conference rooms
 - Restrooms, workrooms, storerooms, and break rooms
8. Floor Captains or Agency IC inform the Property Management office 360-528-4020 of any new developments.

NOTE: If your agency decides to evacuate the building, use the stairways to evacuate unless otherwise directed. The Agency IC or Tenant Representative must confirm with the Property Manager that your agency has evacuated the building.

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Appendix A – Bomb Threat

Tenant Responsibilities

1. If a non-descriptive general bomb threat is received, the building will remain open. The decision to evacuate is the responsibility of each tenant agency.
2. On the way out of the building, employees should search for objects that seem out of place in their area. Notify Property Management if a suspicious item is found.
3. Develop a Bomb Threat Search Plan to be executed upon notification of a threat and select people to participate in it.

Property Management Staff Responsibilities

Property Administrator

1. Assist tenants who have received a bomb threat. Gather the following information:
 - Specifics of the threat.
 - If 911 has been called. (If not, the property manager will call 911.)
 - If a bomb search has been initiated. (The Property Administrator will remind the tenant that it is their responsibility to search their own space.)
 - Have employees been notified of the threat?
2. Notify the Tenant Agency Representatives, security and the evacuation brigade.
3. Execute the Bomb Threat Notification Procedure (Exhibit B).
4. Implement evacuation procedures if directed by local authorities or a tenant agency.

Preventive Measures

- Maintain awareness in every office for suspicious objects. Neat offices that are free from debris and boxes can make a foreign object easier to detect.
- Encourage all employees to report any suspicious persons wandering about the offices, corridors and restrooms to the reception desk at 360-528-4020.
- Monitor all delivery people and repair people while in your office. Do not leave your office unattended and unlocked for any reason. All drawers, cabinets, compartments, closets, etc. fitted with locks should be kept locked.
- Encourage all employees to comply with the building access control measures.

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Appendix A – Bomb Threat

If You Receive a Bomb Threat Over the Telephone

Building Address.....Edna Lucille Goodrich Building
7345 Linderson Way SW
Tumwater, WA 98501

1. Complete Bomb Threat Checklist, if possible. (Exhibit A).
2. Call 911.
3. Inform the dispatcher that you are calling from 7345 Linderson Way, SW and that you have received a bomb threat. Tell the dispatcher:
 - Your name
 - Your agency's name
 - Your suite/floor number
 - Your telephone number
 - Any information from your Bomb Threat Checklist (Exhibit A)
4. Listen for instructions – Do not hang up unless instructed to do so.
5. Call the Property Management office at 360-528-4020.
6. Wait for further instructions from your Floor Captain / Safety Committee Chair.

Emergency Instructions

Edna Lucille Goodrich Building

Appendix A – Bomb Threat

Exhibit A - Bomb Threat Checklist

Time and Date Reported: _____ How Reported: _____

Exact Words of Caller: _____

Questions to Ask:

1. When is bomb going to explode? _____

2. Where is the bomb right now? _____

3. What does it look like? _____

4. What kind of bomb is it? _____

5. What will cause it to explode? _____

6. Did you place the bomb? _____

7. Why did you place the bomb? _____

8. When did you place the bomb? _____

9. Where are you calling from? _____

10. What is your name? _____

11. Where do you live? _____

Description of Caller's Voice:

Male/ Female Young _____ Middle Age _____ Old _____ Accent _____

Tone of Voice: _____

Is voice familiar? _____

If so, who did it sound like? _____

Other Voice Characteristics: _____

Background Noise: _____

Time Caller hung up: _____

Remarks: _____

Name, address and telephone number of recipient: _____

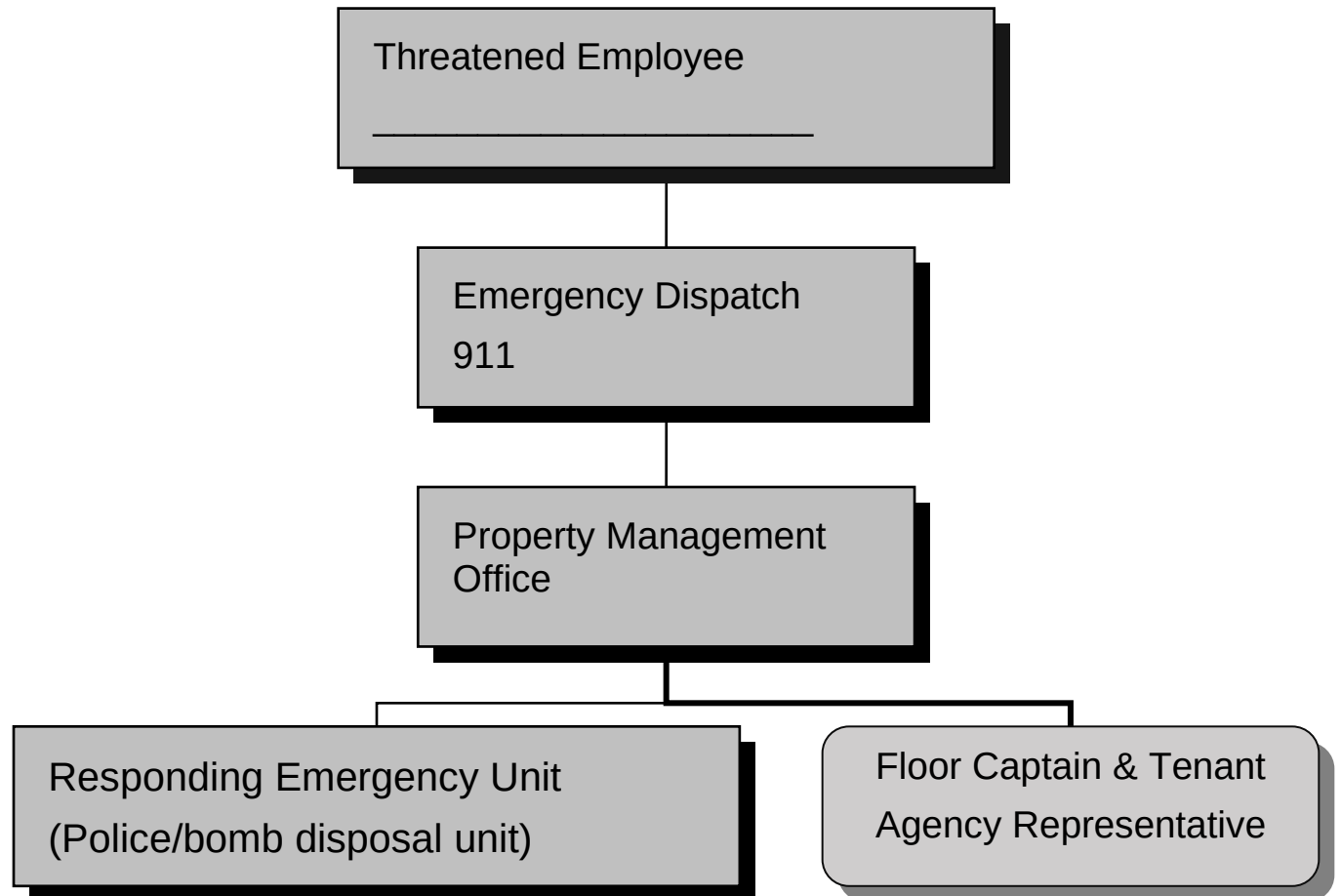
Telephone number the call was received at: _____

Emergency Instructions

Edna Lucille Goodrich Building

Appendix A – Bomb Threat

Exhibit B - Bomb Threat Notification Procedure



Emergency Instructions

Edna Lucille Goodrich Building

Appendix A – Suspicious Mail / Suspicious Substance

Suspicious Mail/Suspicious Substance

General Information

Creating a safe working environment is a collaborative effort between tenants and Property Management. Property Management relies on tenants to identify suspicious mail or suspicious substances in their office suites and report them immediately so proper steps can be taken as soon as possible. Delayed reporting to Property Management can put people at greater risk.

The United States Postal Service has provided the following information for identifying a suspicious letter or package:

- No return address
- Restrictive markings
- Strange odor
- Oily stains, discolorations or crystallization on wrapper
- Lopsided or uneven
- Addressed to title only, incorrect title, misspelled words or badly typed or written address
- Possibly mailed from a foreign country
- Excessive postage

Suspicious Mail or Suspicious Substances Procedures

1. Isolate the suspicious mail or substance.
 - If you suspect a suspicious letter or package, do not shake or bump the parcel. Isolate the package or letter as soon as possible, such as placing it in a plastic bag. Do not continue to handle the item and do not allow anyone else to touch it.
2. Evacuate the immediate area. Do not allow others to enter the immediate area.
3. Wash hands immediately with soap and warm water if it may be possible you have touched a suspicious package or substance.
4. Call Property Management at 360-528-4020, 24 hours a day.
 - Give the exact location of the suspicious item. Include tenant name, floor and area. Note any names of persons who have handled or been exposed to the suspicious mail or substance.
5. Property Management will contact 911.
6. The Tumwater Fire Department will investigate and advise Property Management of the need for further action.
 - Property Management is prepared to isolate access to a particular floor or area.
 - The Mail Center HVAC system can be isolated by activating the Emergency HVAC Shut-Off button on the wall.
 - The HVAC system can be isolated on a floor-by-floor or building-wide basis.
7. Under the direction of local authorities, if evacuation of the building is necessary, Property Management staff will contact the Floor Captain / Safety Committee Chair and provide evacuation instructions.
 - The Floor Captains and Zone Safety Representatives should notify employees in a calm and deliberate manner and calmly supervise and monitor evacuation flow.

Emergency Instructions

Edna Lucille Goodrich Building

Appendix A – Suspicious Mail / Suspicious Substance

If You Notice Suspicious Mail or a Suspicious Substance

Building Address.....Edna Lucille Goodrich Building
7345 Linderson Way SW
Tumwater, WA 98501

1. Isolate the suspicious mail or substance - Do Not Touch!
2. Evacuate the immediate area. Do not allow others to enter the area.
3. Wash hands immediately with soap and warm water if it is possible you have handled the suspicious substance.
4. Call Property Management at 360-528-4020. Give the following information:
 - Your name
 - Your agency's name
 - Your suite/floor number
 - Location of the suspicious mail or substance
 - Names of persons who may have been exposed
5. Property Management will call the Tumwater Fire Department or HAZMAT Unit.
6. Wait for further instructions from your Floor Captain / Safety Committee Chair.

Emergency Instructions

Edna Lucille Goodrich Building

Appendix A – Disaster/Medical Emergencies

Disasters/Medical Emergencies

Severe Weather

The US Weather Service reports the movement of severe weather that may present a threat to the metropolitan area. Tenants have the choice of evacuating or remaining in the building during a severe weather alert. If the US Weather Service gives an early alert, certain steps can be taken to prepare for the severe weather if the decision is to remain.

Tenant Responsibilities

All Tenants

1. Maintain an inventory of emergency equipment for use during severe weather.
 - Flashlights and fresh batteries
 - First aid kits to treat minor injuries
 - Portable radios—useful for keeping abreast of severe weather conditions
2. If informed by the US Weather Service that severe weather is imminent, follow the steps below (if necessary):
 - Clear desks, tables and windowsills of books, papers or other items and secure them in boxes or drawers.
 - Move easily moveable furniture away from windows.
 - Store all easily moveable office equipment in inside offices.

Zone Safety Representatives

1. Move all occupants to the core areas of the building (corridors, elevator lobbies).
2. If your agency decides to evacuate the building, notify Property management of your intention to do so.
3. Confirm with the building property manager that your agency has totally evacuated its space and the building.
4. Notify the building property manager of all leaks and structural or other damage during or after the storm (360-528-4020).

Emergency Instructions

Edna Lucille Goodrich Building

Appendix A – Disaster/Medical Emergencies

Property Management Staff Responsibilities

Property Manager

1. Alert the Evacuation Brigade for possible action.

Building Engineer

1. Prepare for transfer to emergency power for emergency lighting and fire life safety systems.
2. Execute building repairs as quickly as possible.

Evacuation Brigade

1. Secure or move unattached building items indoors.

NOTE: The property management staff will maintain communications with public utilities as appropriate and will monitor local news and weather reports for updates.

During disasters that cause loss of primary power sources, Puget Sound Energy will work to restore service from a stand-by source.

If power is interrupted, the emergency generator will provide power automatically for emergency systems within the building (lights, fire alarm, etc.)

Telephone service may also be interrupted during severe weather. Tenants requiring emergency service should notify their appropriate agency contact.

Emergency Instructions

Edna Lucille Goodrich Building

Appendix A – Earthquake

Earthquake

In the event of an earthquake, **do not attempt to leave the building while it is still shaking**. You are safer within the building until the initial tremors subside. If the building has not gone into alarm signaling an evacuation, stay where you are. The building will be evaluated to determine if evacuation is deemed as necessary. Know where the safest areas are and how to get there.

1. It is recommended that you plan for a minimum stay of 72 hours in the event of a major earthquake. Each agency is responsible for its own emergency supplies. At a minimum, you should have available to your agency the following:
 - A first aid kit
 - Transistor radio and flashlight with extra batteries
 - Heavy gloves in case of broken glass
 - Rubber soled shoes that cover your toes (not open toed shoes)
 - Comfortable clothing
 - A 72-hour minimum supply of food rations
 - A 72-hour minimum supply of medication (if on medication) – employee supplied
 - Water for employees - rotate regularly
 - Blankets
2. Have a plan for reuniting with your family. Have an out-of-state contact person for your family members to contact.

For more information on earthquake preparedness, contact:

American Red Cross <http://www.redcross.org/>)

Tumwater Fire Department <http://www.ci.tumwater.wa.us/fire.htm>)

Agencies should plan for supplying sanitation for 72 hours.

Emergency Instructions

Edna Lucille Goodrich Building

Appendix A – Earthquake

Earthquake Procedures

Building Address.....Edna Lucille Goodrich Building

7345 Linderson Way SW

Tumwater, WA 98501

During Shaking

1. Remain calm. Do not exit the building. Do not use elevators. If you are in an elevator, exit as soon as possible.
2. DROP, COVER and HOLD! Take cover under a desk or another sturdy object or against the wall in the core of the building. Protect your head and neck area. Hold on to the object sheltering you so it does not ‘walk’ away from you.
3. Move away from the building exterior. Stay away from windows, bookcases, filing cabinets and any objects that may fall or shatter.
4. Do not take cover in stairwells.

After Shaking

1. Check for injured and assist if possible. Do not move a seriously injured person unless they are in immediate danger.
2. Inspect your floor for damage. Check for fires. Check for gas and water leaks and electrical shorts.
3. Open doors carefully. Watch for falling objects.
4. Wear shoes for protection from debris and broken glass.
5. Stay away from windows/glassed areas.
6. Replace telephone receivers, in case the telephone system works. Use telephones for emergency calls ONLY.
7. Listen to radio for emergency reports.
8. Do not spread rumors regarding the building condition, extent of damage and injuries. This may cause a panic.
9. Cooperate with the local authorities and property management.
10. Be prepared for aftershocks.
11. Notify the Property Management office of any damage to the building.

In the event that evacuation takes place, refer to Appendix B for agency accountability.

Emergency Instructions

Edna Lucille Goodrich Building

Appendix A – Power Failure

Power Failure

General Information

In the event the building sustains a power failure, emergency lighting is available in the stairwells and on every tenant floor. A diesel powered back-up generator operates the emergency lighting. The back-up generator also powers the Building's fire/life-safety systems. One elevator will operate on back-up power and will be available for emergency purposes only. HVAC equipment, non-emergency lights, receptacles and most telephone equipment will not be operational.

Power Failure Procedures

1. The Property Management Office will contact the utility company to find out the estimated duration of the power outage.
2. Floor Captains should check the elevators on their floors to see if anyone may be inside. If there are people inside, the Floor Captains will request them to remain calm and then will notify the Property Management Office of their location. If people are inside an elevator, the Floor Captains should remain nearby and stay in contact with those inside.
3. If the power has not been restored after 15 minutes, Tenant Contacts may proceed to main floor lobby to receive an update on the situation from Property Management.

NOTE: If the utility company does not know how long the power will be out, or if power will be out longer than one hour, the building may need to be totally evacuated. Please remain where you are and wait for information.

If evacuation is necessary, please follow instructions for evacuation according to the fire procedure. (Please refer to the **Fire** section of this manual.)

Property Management Staff Responsibilities

Property Manager or Chief Engineer

1. Contact PSE Account Manager and communicate information to Property Administrator.

Property Administrator

1. Notify PSE of outage.
2. Send initial email notification to Tenant Contacts that PSE has been notified and updates will be provided. Only send updates once the PSE Account Manager has communicated to PM.

Building Engineer

1. Verify all phases of the main power breakers are in their OFF position.
2. Ensure the Generator is working properly.
3. Assist Day Porter and Security with closing blinds.

Medical Emergencies

General Information

A medical emergency can occur anywhere. Time can be important during a medical emergency. Property Management recommends that all tenants maintain available first aid kits on each floor. It is the tenant's responsibility to make sure that employees are aware of the location for all emergency equipment. Property Management recommends that tenants have office personnel trained in CPR/AED and First Aid procedures.

Medical Emergency Procedures

Building Address.....Edna Lucille Goodrich Building
7345 Linderson Way SW
Tumwater, WA 98501

If you find someone experiencing a medical emergency:

1. Remain Calm
2. Quickly assess the situation.
3. Briefly examine the individual in distress and determine if he/she is breathing.
 - If not breathing establish an airway
4. Call **911** (if possible direct someone to call while you remain with the person)
 - Explain the type of emergency, the location of the victim and the condition of the victim.
 - Do not hang up unless told to do so by the dispatcher.
5. Retrieve first aid equipment: first aid kit and the AED. (If possible direct someone to retrieve equipment while you remain with the person)
6. Call Property Management. They will hold an elevator ready for emergency medical services (EMS). (If possible direct someone to call while you remain with the person)
7. Do not move the victim unless there is danger of further injury by remaining in the present location.
8. Do not give victim anything to eat or drink.
9. Keep person as comfortable as possible. Reassure them help is on the way.

Defibrillator (AED) Locations

Every year in the United States, sudden cardiac arrest (SCA) claims the lives of more than 250,000 people and hundreds of thousands more lives worldwide. Today, fewer than 5% of SCA victims survive, largely because defibrillators do not reach them in time.

In most cases, their key to survival is prompt defibrillation therapy. More than 90% of SCA victims survive when defibrillation occurs within two minutes of sudden cardiac arrest onset. However, when defibrillation is delayed more than ten minutes, the victim's chance of survival drops to less than 5 percent.

Automatic External Defibrillators (AED's) are the first line of defense in surviving cardiac arrest. This lifesaving equipment has been strategically placed in the building so that it is available to everyone on each floor. This equipment is easy to use and offers voice assistance to help the user through the process. The voice assist feature makes it possible for laypersons to assist in an emergency situation until medical help arrives.

Automatic External Defibrillators (AED's) are located in the following locations at Edna Lucille Goodrich Building:

1. First Floor Defibrillators
 - West exit door by Property Management Office
 - North wall of the Receiving Room
 - East wall of the Conference Center Hallway by the restrooms
2. Second Floor Defibrillator
 - Stairwell 2 (near passenger elevators)
3. Third Floor Defibrillator
 - Stairwell 2 (near passenger elevators)
4. Fourth Floor Defibrillator
 - Stairwell 2 (near passenger elevators)

For more information about the AED's, contact your agency Safety Committee

Emergency Instructions

Edna Lucille Goodrich Building

Appendix A – Emergency Prevention

Emergency Prevention

Suspicious Activities

Any suspicious activities should be reported immediately to the reception desk. Security guards are generally powerless to assist or take police action in criminal matters in a tenant space. During business hours, Property Management personnel will escort the police officers directly to your office.

Crime Prevention Message

The safety and protection of tenants and property is a priority for the Property Management staff. To reduce crime, emphasis must be placed on preventive rather than reactive measures. Preventive measures against office thefts, burglaries after hours and crimes against persons can best be achieved through the individual efforts of each employee. To minimize incidents, it is important that you establish and routinely monitor procedures, rules and regulations as a means of preventing losses and identifying wrongdoing.

We request that these procedures be circulated among all employees and that everyone is made aware of the importance of helping to ensure a safer and more secure work environment. We strongly suggest that valuables and personal property be stored and secured out of sight. All criminal activities should be reported immediately to the police department at 911 and your appropriate agency contact.

Training

All WSDOT IC, DOC Safety Committee Chair, Floor Captains, Zone Safety Representatives, Special Assistants and Alternates shall be provided training and emergency response procedures. Refer to Appendix B.

Regular in-house agency meetings are encouraged to familiarize employees with the Emergency Instructions. Property Management may be contacted for assistance in presentations and review of the Emergency Instructions. Property Management will coordinate and conduct all emergency drills (one per year required by Fire Code).

Emergency Teams

Floor 1

Updated 11-08-2019

WSDOT Incident Command – 1 IC and 1 Alternate	
Primary: Zak Swannack	Phone: 360-705-7745
Alternate: Josh Hudson	Phone: 360-705-7778
1 st Floor Captain	Phone Numbers
Toni Niemi	360-570-2392
1 st Floor Captain Alternates	Phone Numbers
Janelle Rodriguez	360-570-2450
Justin Heryford	360-570-2506
1st Floor Zone Safety Representatives (min. 4 required per floor)	
Tony Niemi (TDGMO)	Alternate: Paul Snow (TDGMO)
Gabriel Newman (ITD)	Alternate: Lisa Akehurst (ITD)
Todd Ramsfield (WSP)	Alternate: Lana Smith (WSP)
Pete Townsend (Geometrix)	Alternate: Clint Hill (Geometrix)
Randy Johnson (RES)	Alternate: David Yoon & Kevin Zeller (RES)
Special Assistants (Monitors for Persons with Physical Impairment)	
Jeff Schroeder	360-705-7885
Alternate: Diane Avery	360-705-7366
Other Alternate Safety Reps (floor 1):	
Janell Rodriguez (TDGMO)	
Eva Betts (RES) (central restrooms)	
Justin Heryford (CV)	

Emergency Instructions

Edna Lucille Goodrich Building
Appendix A – Emergency Teams

Floor 2

WSDOT Incident Command – 2 IC and 1 Alternate	
Primary: Zak Swannack	Phone: 360-705-7745
Alternate: Josh Hudson	Phone: 360-705-7778
2nd Floor Captain	Phone Numbers
Bob Loveless	360-705-7716
2nd Floor Captain Alternates	Phone Numbers
Chris Case (TEF)	
2nd Floor Zone Safety Representatives	
Chris Case (TEF)	Alternate: Dan Butler
Josh Hudson (ITD)	Alternate: Lois Mathison
Theron Sherman (Bridge)	Linda Pasta (Bridge)
Special Assistants (Monitors for Persons with Physical Impairment)	
Jeff Schroeder	Diane Avery
Other Alternate Safety Reps (floor 2):	
Rikki Wall (Cap Fac)	Dave Bruce (B Preservation)
Elena Fehr (Cap Fac)	Jody Bywater (B Preservation)
Tess Star (ITD)	Adam Brain (B Preservation)
Susan Miljour (ITD restrooms)	Glen Waldron (B Design)
Kevin Perkins (B Preservation)	Demetre Phillips (B Design)
Dani Troupe (B Preservation)	Nick Rodda (B Design)
Maureen Hartsell (B Preservation)	Zack Reid (B Design)
Duane Stone (B Preservation)	Elena Davis (B Design)

Emergency Instructions

Edna Lucille Goodrich Building
Appendix A – Emergency Teams

Floor 3

DOC Safety Committee Chair				Phone Numbers & Email			
Hilary Williams				360-725-8580 hmwiliams@doc1.wa.gov			
DOC 3 rd Floor Captain				Phone Numbers & Email			
1.							
Alternate:							
DOC Zone Safety Representatives				DOC Zone Safety Alternates			
ZONE	NAME	WORK SPACE	PHONE	ZONE	NAME	WORK SPACE	PHONE
A	Corina Cornwell-Larson			A	Larry Goff		
B	Holly Kroeger			B	Shelly Jurgens		
C	Dianna Brown			C			
D	Danette Holst-Grubbe			D	Darryl Taylor	3038	5-8410
Special Assistants (Monitors for Persons with Physical Impairment)							

Floor 4

4 th Floor Captain				Phone Numbers & Email				10/2019
1. Karisa Lightfoot				360-725-8845 kklighfoot@doc1.wa.gov				
Alternate:								
DOC Zone Safety Representatives				DOC Zone Safety Alternates				05/2016
ZONE	NAME	WORK SPACE	PHONE	ZONE	NAME	WORK SPACE	PHONE	
A	Natalie Paris			A				
B	Angela Dame			B	Tonja Monroe			
C	Cherrie Borgen			C	Chris Welch			
D	Rhonda Roberts			D	Casey Kaech			
Special Assistants / Staff assisting ADA employees (Monitors for Persons with Physical Impairment)								

Exhibit D – Zone Safety Representative Information Sheet

Floor _____

Agency name: _____

Date: _____

Agency Incident Command:

Email address: _____

Floor Captain: _____

Email address: _____

Zone Safety Representatives:

Alternates:

NOTE: Each floor will have a minimum of Floor Captain and four Zone Safety Representatives each with an Alternate. This sheet should be regularly updated and a copy sent to the Property Management office.

Exhibit E - Emergency Team – See Page 34-37.

