

# EMERGENCY ACTION PLAN – DENALI TOWER

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## Introduction

This Emergency Action Plan (EAP) establishes guidelines for all reasonably foreseeable workplace emergencies. Because each emergency situation involves unique circumstances, the guidelines provide general guidance only. Thoughtful actions based on situation assessment are always required when responding to an emergency. It is also important to note that emergency guidelines do not necessarily represent sequential series of steps.

Personnel should identify emergencies and report them to the Building Management and **CALL 911** to alert Police. The local Emergency Services respond to emergencies.

## Alerting Personnel

The following apply during fires and other workplace emergencies requiring evacuation:

- The fire alarm will be activated and personnel will calmly evacuate using designated exits and stairwells giving vocal alarms of “FIRE”, etc.
- Personnel will look into rooms as they leave the suite and notify personnel to exit, do not delay your evacuation for this purpose.
- Personnel will assemble and remain in the evacuation Muster Area (**see Attachment 1**). Leaving the group or failing to report to the evacuation Muster Area can cause unnecessary effort locating personnel believed to be missing.
- Immediately notify your Area Captain or the Floor Captain of missing or unaccounted for personnel.
- Stay alert and listen for instructions.
- Await guidance to disperse, return to the building or take additional measures.
- In the event of a Medical or other emergency that does NOT require evacuation, **CALL 911** to alert Police and notify the Building Management.

## ROLES & RESPONSIBILITIES

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Floor Captains and Area Captains are responsible only for evacuating personnel out of the floors/suites and assisting personnel to the Muster Area. Building Management assume responsibility once our personnel exit. Upon their arrival, Emergency Services will assume command.

### A. Floor Captain (FC)

A minimum of one Floor Captain will be assigned to each floor.

#### *Non-Emergency Responsibilities:*

- Ensure the dissemination, implementation and updating of the EAP.
- Review and update EAP annually.
- Ensure personnel are assigned to all EAP positions.
- Conduct exercises as needed to optimize our personnel emergency response.

#### *Duties/Responsibility during an Emergency:*

- Put on the designated hat, take your cellphone and exit towards the Muster Area to await information from the Area Captain.
- Coordinate the orderly evacuation of personnel when needed.
- Obtain accountability for our personnel following the incident and/or evacuation.
- Provide Building Management personnel with necessary facility information.
- Notify Building Management of unaccounted for personnel.

### B. Area Captain (AC)

A minimum of one Area Captain will be assigned to each suite.

#### *Non-Emergency Responsibilities:*

- Understand the building's emergency procedures and be prepared to assume his/her responsibilities promptly and calmly in an emergency.
- Maintain an accurate roster of all members assigned to his/her suite, which will be updated at least twice a year and upon the arrival of any new personnel. Provide updated information on personnel in your suite to the SC within 2 business days.

*Duties/Responsibilities during an Emergency:*

- Safely negotiate stairways (both ascending and descending) in a stress situation that requires expediency.
- Be able to use a 'command voice', up to and including intense shouting.
- Be able to lift a maximum of 50 pounds using proper lifting techniques.

*Duties/Responsibilities during an Emergency:*

- Put on the designated hat, take your cellphone and ensure accountability for all personnel in your suite.
- During an evacuation, direct people out of your suite and exit via the stairwells; remind employees NOT to use the elevators, as they will be taken out of service.
- Perform sweeps of assigned areas to assure all employees are evacuated.
- Close doors when rooms/offices are empties.
- Call 911 if there is a non-ambulatory person (i.e. physically or psychologically injured) in the assigned area and, if safe to do so, stay with the person until emergency personnel arrive.
- Have 'real time' knowledge of persons who may require extra assistance to evacuate and assure such assistance is provided.
- Upon arrival at the Muster Area, confirm and report to the Floor Captain all personnel are present or are otherwise accounted for (e.g., illness, travel, vacation, meetings).
- Immediately notify Floor Captain of unaccounted for/missing personnel.

C. All other Personnel

- Understand all information in the EAP.
- Read updates to the EAP when provided.
- Know the names and contact info for personnel serving as FC/AC, evacuation procedures and Muster Area location.

## **PERSONS WITH DISABILITIES**

### **Employee and Supervisor Responsibilities**

If you are an employee with a disability, there are critical steps you should take to help ensure that you will be safe during an emergency. First, inform your supervisor if you require assistance in the event of an evacuation. Second, work with your supervisor to develop a plan to ensure your safe evacuation in the event of an emergency. If you do not wish to share your needs with your supervisor you should review the procedures to be followed in an emergency situation affecting your assigned facility and familiarize yourself with your evacuation route and muster area.

If you are a supervisor, you are responsible for reviewing your facility's EAP with all employees under your supervision, including those with disabilities, to ensure that each employee clearly understands procedures that must be followed during an emergency event. Be proactive in developing emergency plans to meet the needs of employees with a disability. You should also include your employees with disabilities in the decision-making process when selecting special equipment and developing evacuation procedures in collaboration with your building managers.

Please remember, when making decisions regarding the best way to evacuate individuals with disabilities from your building, you should work closely with your local emergency response personnel and their safety specialists.

# ATTACHMENT 1

## Muster Area

