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JL Denali Tower Emergency Action Plan

Presented By:
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JL Properties, Inc.



Purpose

- Discuss Evacuation Procedures
- Outline Responsibilities of the Evacuation Brigade
 - Property Management Role
 - Tenant's Role



Responsibilities of the Evacuation Brigade



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graph TD; CE[Chief Engineer] --- PM[Property Manager]; PM --- FC[Floor Captain]; FC --- AC[Area Captain]
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Chief
Engineer

Property
Manager

Floor
Captain

Area
Captain

Evacuation Brigade




Evacuation Brigade:

Property Management

Chief Building Engineer: Shawn Williams

- Oversee Fire Command Center until arrival of Fire Department
- Communicate directly with Fire Department
 - Provide building information and keys
 - Is prepared to direct fire fighters to the fire location
- Responsible for implementation of our Emergency Action Plan (EAP)
- Oversee any evacuations, assigning other safety personnel responsibilities, trains JL employees in emergency response



Evacuation Brigade:

Property Management

Property Manager: Meagan Dutton

- Ensure the Fire Department has been notified of emergency
- Confirm all elevators are called to ground floor
- Ensure emergency procedures are followed as outlined in the Emergency Action Plan (EAP)
- Communicate directly with Floor Captain and gives directions
- Develops the Emergency Action Plan
- Organize and train Chief Engineer, Floor Captains and Area Captains
- Conduct emergency evacuation drill annually
- Maintain records per MOA code
- Maintain updated Tenant information



Evacuation Brigade:

Tenant Appointed

Floor Captain: One per Floor

- Report to Property Manager in Muster Area
 - Floors cleared
 - Missing persons and last know location
 - Persons holding for Fire Department evacuation and last know location
- Implements the Emergency Action Plan
- During an Evacuation
 - She/he exits to the Muster Area
 - Receives reports from all of the Area Captains



Evacuation Brigade:

Tenant Appointed

Floor Captains:
One per Floor

Floor Captains	
5th	Mike Houlihan, GCI
6th	Bob Walsh, GCI
7th	Chris Gill, GCI
8th	Bob Lincoln, GCI
9th	Carlie Azelton, GCI
10th	Chris Keffalos, GCI
11th	Shawn Fitzpatrick, GCI
12th	Sandy Hosch, GCI
13th	Erica Jones-Gutierrez, GCI
14th	Anna Herzberger-Button, Premera
15th	Andy Castro, GCI
16th	Tess Seierup, JL Properties
17th	Anne Server, Morgan Stanley



Evacuation Brigade:

Tenant Appointed

Area Captain: One per Tenant, per Floor

- Implements Emergency Response Plan upon activation of strobes and alarm, unless otherwise directed
- Clears their company's area of their floor as well as common areas
- Reports status of the floor (cleared/not cleared) and missing persons to Floor Captain at the Muster Area
- Thoroughly brief all new tenant on the EAP



Building Evacuation Procedures

Activating an Alarm

- Smoke or fire is discovered
- Dial 911 immediately
- Call Property Manager
- Activate the nearest manual fire alarm pull station
 - Manual pull stations are located on each floor near each stairwell exit, adjacent to the stairwell door
- Evacuate according to the Emergency Action Plan





Alarms

- Isolated incident – the horns and strobes will be activated on the floor of the incident, as well as the floor above and the floor below
- If the horns and strobes are activated on your floor, evacuate
- If you hear the alarm, but it is not on your floor, remain in the building in a state of awareness

Alarms

There is no such thing as a FALSE alarm

An alarm will sound for on of the following reason:

- A Drill – intentionally activated for training purposes
- An Incidental (or Nuisance) Alarm – potentially dangerous incident has occurred
- Real Emergency

Unless an announcement is made stating otherwise, take action as if it is a true emergency

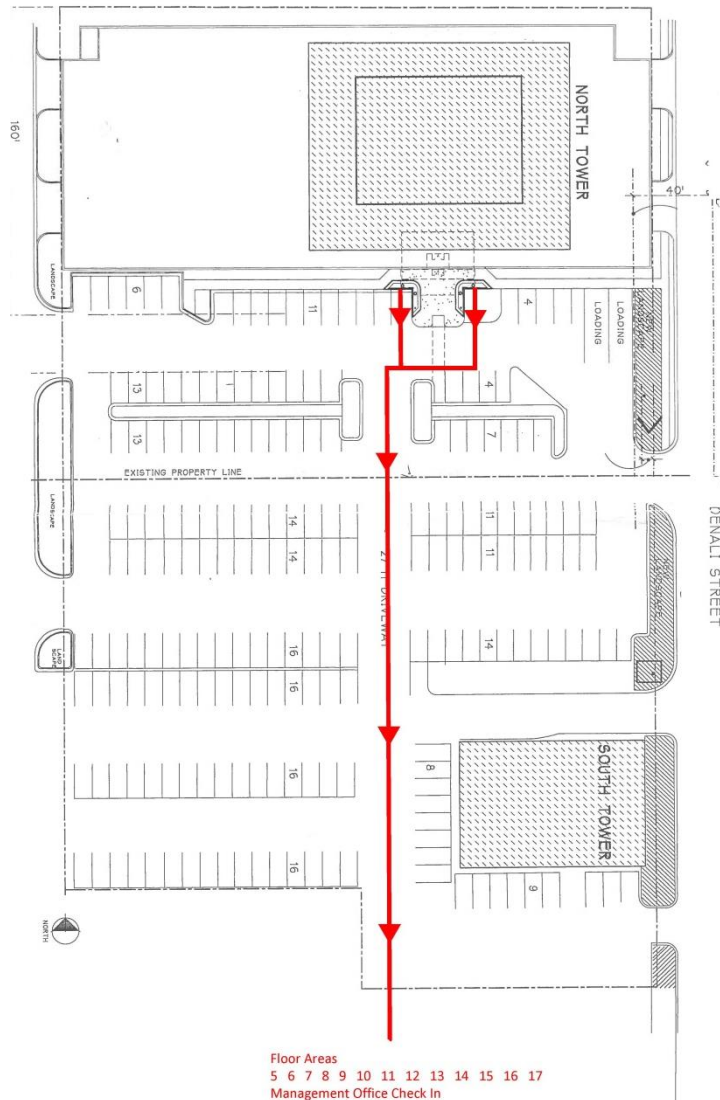


Evacuation Procedures:

Exiting the Building

- Evacuate the building immediately
- Do NOT Use Elevators
 - Elevators will be called and held at the ground floor for Fire Department usage
 - Elevator shafts are like chimneys and collect smoke/gases. If an elevator were to stop and open on the fire floor anyone would be exposed to the heat and smoke.
- In stairwells, keep single file and to the right side
 - Emergency responders ascend on the left side
- Evacuate in a steady and calm manner
- Assemble at the muster area





Muster Area

- Outside safety area no less than 300 feet from the building
- Denali Tower Muster Area is past the South Tower in the alley between 2600 Denali Street and 2702 Denali Street

Evacuation Procedures:

Muster area

- Assemble with your floor in the designated location
- Be attentive for tenant role call
- Area Captains inform Floor Captains of status of floor
 - Report missing persons and their last know location
 - Account for any visitors
- Floor Captains report status of floor to Property Manger
- Do NOT Leave the area until departure has been authorized





Evacuation Procedures:

Re-Entry to the Building

- Property Manager receives information from the Fire Command Center that building is safe to occupy
- Property Manager will clear groups of tenants for re-entry by floor
- Safe and efficient re-entry achieved with staggered release of tenants
- Wait until your floor is called for re-entry of the building



Do's and Don'ts

Do...

- Initiate the Emergency Action Plan as soon as you hear alarms
 - There is a potential threat in the building
- During an alarm, feel door knobs of closed doors with the back of your hand
 - This allows you to detect a fire on the other side of the door without burning your palm



Do's and Don'ts

- Do not call the Property Manager's office during an alarm to see if you really have to evacuate
 - If there is an alarm, you must begin the evacuation process
- Do close doors behind you as a room is cleared.
 - Closing a door slows the spread of fire and contains the spread of smoke

Information

MANAGEMENT TEAM:

- PROPERTY MANAGER _____ Meagan Dutton 907.334.9220
- MAINTENANCE SUPERVISOR _____ Shawn Williams 907.317.4768
- CHIEF ENGINEER _____ Tomas Gloria 907.350.9974
- ON-CALL MAINTENANCE LINE _____ 907.279.8064
- JL Properties Emergency Procedures <http://handbook.jlproperties.com/>

FIRE DEPARTMENT _____ 907.267.4936

POLICE DEPARTMENT _____ 911 or Non-Emergency 907.786-8500

SECURITY SERVICES _____ Guardian Dispatch 907.274.5275



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Thank you for your
attention to
Emergency
Preparedness!

