



EMERGENCY PROCEDURES MANUAL

5215 Old Orchard Road
Skokie, IL

INTRODUCTION

Building Ownership and Management at 5215 Old Orchard Road are committed to providing you a safe work environment.

Although security and safety measures are in place, tenants should remain vigilant as emergencies can occur at any moment.

This manual was developed to prepare the tenants of 5215 Old Orchard Road to effectively manage and respond to emergencies in the workplace.

We encourage you to familiarize yourself with this manual, and to ensure quick access to it, because the guidance it provides could help you emerge safely from a dangerous situation.

Your interest and participation in the 5215 Old Orchard Security and Safety Program is greatly appreciated.

Important Numbers to remember:

IN ALL EMERGENCIES, FIRST DIAL 911

Management Office

Phone: 847.423.2300 (24/7)

If you call 911 for any reason, you must immediately inform the Building Management Office at 847.423.2300 to ensure that emergency professionals quickly reach the location of the emergency.

Skokie Police Non-Emergency: 847.982.5900

Skokie Fire Non-Emergency: 847.982.5320

Skokie Hospital

9600 Gross Point Road

Skokie, IL

847.677.9600 Main

847.933.6950 Emergency Room

Millbrook Properties Corporate Office

485 Half Day Road

Buffalo Grove, IL

847.883.9700

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LIFE SAFETY PLAN

5215 Old Orchard Road is a fully sprinklered building; however contents in the building can be combustible, produce large amounts of deadly smoke and contribute to the spread of a fire. Because of this, it is important that all tenants are aware of the fire detection and suppression systems in the building, and have a thorough understanding of the Tenant Emergency Safety Manual.

By constantly being aware of fire risks, the possibility of a fire can be substantially reduced. The following fire prevention measures should be taken by all tenants of 5215 Old Orchard Road:

- 5215 Old Orchard Road is a smoke-free property. Smoking in the Building or anywhere on the grounds is prohibited, other than in the designated smoking enclosure on the north side of the building.
- Do not allow waste materials to accumulate. If they can't be disposed of in wastebaskets, call the Building Management Office and we will provide you with large containers and pick them up when they are loaded.
- All storage will be stacked no higher than 18 inches below sprinkler heads. In no event shall any tenant or visitor be allowed to bring into the Building combustible or flammable liquids such as cleaning solvents, oils, etc. If you are unsure of the contents of a given product, please call the Building Management Office and we will advise you.
- Extension cords shall not be used as a substitute for fixed wiring, or to run through doorways, windows, or other openings. Multi-plug adapters, hotplates and electric appliances shall not be used in Tenant workspaces. All electrical equipment should be turned off prior to leaving the Building. When observing electrical boxes without covers, exposed electrical wire or electrical cords that are warm to the touch, call the Building Management Office. Tenant will not use any method of heating or air-conditioning other than that which is supplied by the Building Owner, including electric fans and space heaters. Tenant will comply with all safety, fire protection and evacuation procedures and regulations established by the Building Owner or any governmental agency.
- Extinguishers shall be mounted in a conspicuous, easily accessible place, no higher than four (4) feet from the top of the extinguisher to the floor. The distance from any point of origin within your office space to any extinguisher shall not exceed 75 feet. The Building Management Office can arrange for annual service by a reputable licensed company and will be able to help you determine the type and size of extinguishers needed.

BEFORE AN EMERGENCY OCCURS

- KNOW which number to call for help. (911 for emergencies)
- KNOW the emergency procedures for the building.
- KNOW at least two ways to get out of any area.
- KNOW the locations of all emergency exits, stairwells and stairwell intercoms.
- KNOW who in your area or on your floor is a member of the Life Safety Team, and understand the role he or she will play in helping to ensure your safety.
- KNOW the location of the safe areas for severe weather emergencies.
- KNOW where to assemble after an evacuation.
- KNOW the location of safety equipment like fire extinguishers.

PROPERTY DESCRIPTION

5215 Old Orchard Road is an office building consisting of 12 occupied floors, main lobby, dock, food service and vending on floor 1 and mechanical rooms on the basement and penthouse levels, totaling over 200,000 square feet.

The building is fully equipped with a sprinkler system that functions with a fire pump and a complete smoke evacuation system. A complete floor-by-floor fire alarm system enables fire personnel to identify and locate a fire. The heating, air conditioning and ventilation systems are designed for smoke evacuation. Emergency stairwell lighting is backed up by battery.

Building Emergency Features

The building emergency features are described below.

1. Fire Emergency Message

If an emergency occurs which requires an evacuation, an announcement will be made via the emergency speaker system by Building Management and/or the local emergency authority.

2. Emergency Exits

The building has two stairwells:

The East Stairwell located on the east side, runs through the entire building and exits directly out near the dock area.

The West Stairwell located on the west side, runs through the entire building and exits directly into the north corridor near the outgoing mail area.

Upon detection of heat, smoke or water flow through the sprinkler system, the stairwell doors will automatically unlock. This will allow access onto any floor in case crossover from one stairwell to the other is required.

3. Smoke Detectors

Smoke detectors are located throughout the building in several of the heating, air conditioning and ventilation system ducts, elevator lobbies and corridors.

4. Sprinklers

Located in the ceilings, the sprinkler system is always full of water and pressurized by the electric fire pump. Each sprinkler head is activated when its heat responsive element releases at a temperature of approximately 165° F. Each sprinkler head has the capability of delivering approximately 50 gallons of water per minute.

5. Elevators

Elevators should never be used as a means of exit during a fire emergency.

Elevators penetrate all floors that they service. By creating this penetration per floor, a vertical shaft becomes established. As heat from a fire rises (chimney effect), an induction is created in the elevator shaft. If a person enters an elevator that stops on a floor and the doors open, the fire will enter into the shaft due to this induction and attempt to rise up the shaft.

Elevators are operated by electricity, and if the fire is electric in origin, the power to the elevators may be interrupted causing the elevator to stop with passengers possibly still inside. Induction would still occur and the shaft would fill with smoke, eventually penetrating and filling the cab as well.

LIFE SAFETY TEAM

The Life Safety Team program strengthens the building's ability to address emergencies. Life Safety Teams include individuals who have volunteered to work together to mount an effective response to sudden emergencies. Each tenant shall be responsible for their employees, visitors and physically challenged individuals. The tenant should assign an employee to the role of Safety Marshall and Assistant Safety Marshall. They must remain calm, react quickly, and exercise good judgment during emergencies.

During emergencies all 5215 Old Orchard Road personnel are expected to cooperate fully and take direction from First Responders and Building Management.

All team members must:

- Know the emergency procedures for their location.
- Know evacuation routes, the locations of exits, stairwells, areas of rescue assistance, interior isolation safe areas, and evacuation assembly points.
- Know the location of fire extinguishers.

Safety Marshall

Safety Marshall Responsibilities

The Safety Marshall is the team leader and understands their responsibilities during an emergency.

- Reports any potential or actual emergency condition to the Building Management Office
- Maintains control and keep an open flow of communication among employees and visitors in their space.
- Knows the locations of restrooms, kitchens, offices, fire extinguishers, physically challenged individuals, etc.
- Knows the evacuation plan.
- Supervises the orderly evacuation of all personnel.
- Encourage personnel to remain CALM and WALK briskly. Running is never permitted.
- Maintains quiet and advise personnel to listen for additional instructions.
- The Safety Marshall will be the LAST to leave the floor except building staff and first responder personnel.
- Proceeds to reassembly area. Take attendance and notify first responders if anyone is missing.
- In the case of medical emergencies, assist in the direction or escort of medical personnel.

General Knowledge and Training

- Study all of the material covered in this manual.
- Ensure that the emergency evacuation/relocation procedures are known to all personnel on the floor.
- Instruct employees to physically walk the path from their work area into the appropriate emergency stairwell so that they become familiar with the route.
- Maintain a current listing of all people who will need special assistance during an emergency situation (physically challenged individuals, etc.)

- If necessary, designate a “Buddy System” to aid in evacuation of people who need special assistance to the appropriate escape route.
- Notify Building Management of any changes to the Safety Marshall Team.
- First Aid/CPR training is highly recommended.
- Know the office and stairwell exit route locations.
- Make sure all Safety Marshall Team Member positions on the floor are filled and provide a roster to Building Management of the people in these positions.
- Ensure office and stairwell doors are never blocked.
- Assign alternate personnel for Safety Marshall Team Member positions that are absent during an evacuation.
- Take attendance on the relocation floor and notify Fire Department and/or Building Security Personnel if anyone is missing.

Assistant Safety Marshall

- Knowledgeable of all the duties of the Safety Marshall and act in the Safety Marshall’s absence.

Special Needs Assistants

Special Needs Assistants Responsibilities

Special Needs Assistants will be assigned to individuals who have identified themselves as requiring assistance to evacuate. Special Needs Assistants will know the limitations of the assigned individual and the method by which he or she must be evacuated. Special Needs Assistants will escort non-ambulatory special needs individuals to the Areas of Rescue Assistance for extraction by the local emergency authority.

General Knowledge and Training

- Know evacuation procedures outlined in this manual.
- Know the location of all exits and stairwells on the floor.
- The Area of Rescue Assistance is the stairwell landing in each stairwell on the floor.
- Know the person who will need special assistance during an emergency and the specific type of assistance the person will require.
- First Aid/CPR training is highly recommended.

Duties During an Emergency

- Special Needs Assistants will escort non-ambulatory special needs individuals to the Area of Rescue Assistance for extraction by emergency personnel. In the instance when a person with special needs cannot be relocated, the Special Needs Assistant will proceed to the stairwell, and wait with the individual until the fire department arrives.
- The Safety Marshall should notify emergency personnel that there is a person requiring special assistance and communicate the floor number and stairwell location (East or West). There are signs in the stairwell that display this information.
- Wait for emergency personnel to arrive and assist with rescue.

EVACUATION

During an evacuation, all building occupants will relocate to the outside. The recommended minimum safe distance to move is approximately 1,200 feet away from the building to allow a clear area for emergency personnel and their vehicles.

Emergency personnel or Building Staff will notify building occupants of the need to evacuate through an announcement over the public address system.

When the evacuation order is given:

1. The Safety Marshall should proceed to the reception area of your office and evacuate all personnel according to the instructions given to them. All other personnel **MUST** evacuate.
2. Please remain quiet and follow any instruction provided by Building Staff and emergency personnel.
3. If possible, bring ID, necessary medications and personal keys. Hands should remain free of items. Wear coats and jackets instead of carrying them. Bags and cases should be carried over the shoulder. Depending on the emergency, you may not be able to return to the building.
4. Ensure the immediate area is safe and begin to evacuate. Stop only when directed by the Building Staff or emergency personnel.
5. During a partial evacuation, proceed to the nearest safe emergency stairwell and descend to the relocation floor given in the announcement. All stairwell doors will unlock and permit re-entry onto any floor, so choose an alternate floor if necessary. Remain at this location until further instructions are provided by Building Staff or emergency personnel.
6. During a total evacuation, proceed to the nearest safe emergency stairwell and descend to the main lobby and exit the building.
7. Occupants may return to the building when it is deemed safe by emergency authorities, and when Building Staff has given an "all clear." It is possible that occupants may not be allowed to return to the building until a later date.

INTERIOR ISOLATION

Interior isolation is a safety measure taken to protect our tenants from hazardous conditions outside of the building, by moving them into designated safe areas inside. While there are a number of emergencies which may prompt an interior isolation, the most common threat we face is the danger posed by extremely high winds caused by tornados or severe storms. There could also be situations that occur near our property that may cause an interior isolation.

Building occupants will be directed to move to the safe areas which are enclosed rooms or areas with no windows, which provide a degree of shelter and safety relative to the general office space. Our most common and effective safe areas are the restrooms and emergency stairwells.

If there is a need for an interior isolation, Building Staff will broadcast an announcement via public address system instructing you to move into the safe areas. However, if the tornado sirens sound, do not wait for an announcement and move to the safe areas immediately.

Follow the procedure detailed here:

1. Always remain calm.
2. Quickly proceed to the nearest safe area.
3. Be mindful that many others will have to take shelter in the safe area. Once inside, move as far away from the entrance as possible to allow others to quickly enter.
4. Protect your head, neck and face with your hands and arms. If available, use a sweater, jacket, or other clothing to help.
5. Remain quiet and listen for instructions.
6. Cooperate fully with the Building Staff, Life Safety Team or emergency responders.
7. Report any injuries or concerns to the Building Staff, a Life Safety Team member or emergency responders.
8. Remain in the safe area *with the door closed* until Building Staff or the emergency responders announce an "All Clear" and informs it is safe to return to the work area.

If there is no time to move to a safe area, get under a desk or table and kneel down while protecting your head and neck with your hands and arms.

After the storm has passed, the wreckage and debris left behind may be hazardous. Be especially cautious of broken glass.

AREAS OF RESCUE ASSISTANCE

5215 Old Orchard Road complies with the Americans with Disabilities Act and has designated areas where persons with special needs or limited mobility may await assistance to evacuate. These areas, known as the Areas of Rescue Assistance, are located on each stairwell landing.

A designated member of the Life Safety Team will escort those with special needs to the Areas of Rescue Assistance and ensure emergency responders are aware of their location. The fire department knows to check these areas for individuals who may require assistance.

Persons with Special Needs

Anyone who feels he or she may require special assistance during evacuations should notify the Building Management Office. Any condition or ailment which may prohibit one from descending stairs or moving quickly to evacuation exits should be considered. Even if the need is temporary in nature, please consider completing the form.

Once added to the Special Needs Database, those with special needs should be assigned a Life Safety Team member to assist them during an evacuation. They should wait in the stairwell with their assigned Team member while the Safety Marshall notifies emergency personnel or Building Staff of their location in the stairwell. Emergency personnel will assist with the evacuation of anyone with special needs. Please note that the stairwells are the safest place to be in the event of a fire.

MEDICAL EMERGENCIES

If you believe you or someone else may be experiencing a medical emergency, do not hesitate to act. When in doubt, notify the Building Management Office immediately.

1. Call **9-1-1** to report the emergency.

You may be asked to describe the condition of the victim and to provide his or her location. Please, **DO NOT HANG UP** until the operator ends the call.

2. Provide the following information to Building Management Office:
 - The name and location of the victim (company name, floor number, office number, etc.)
 - The nature of the emergency and any observed signs and symptoms
 - Whether 911 has been called
3. **Building Management will meet emergency personnel upon arrival and escort them to your location. A passenger elevator will be locked off to allow paramedics to have exclusive use of the elevator.**
4. Do not move the victim any more than is necessary for his or her safety.
5. Only trained personnel should attempt to aid those who are experiencing a medical emergency.
6. Have a co-worker accompany the employee to the hospital.

Building Management personnel are certified in first aid, CPR, and the use of an automated external defibrillator (AED).

After Business Hours: Call 9-1-1 and give all pertinent information as stated above. You will need to go to the lobby with your cardkey and wait for an ambulance so emergency personnel can get in.

FIRE

Though 5215 Old Orchard Road is equipped with systems designed to detect a fire, to alert occupants of its presence, and to extinguish it, the threat of fire remains a prevalent concern.

If you smell smoke:

1. Remain calm.
2. Immediately notify the Building Management Office at 847.423.2300 who will investigate the possible origin.

If fire is discovered:

1. Call **9-1-1**.
2. Remain calm.
3. Alert coworkers in the immediate vicinity of the fire.
4. Move to a safe location immediately.
5. Inform the Building Management Office of the fire by telephone or in person.

Elevators and Fire

Never attempt to use an elevator during a fire emergency. Upon certain emergency notifications, all elevators will automatically go to the lobby level. Use of elevators during fire emergencies is prohibited other than by the fire department.

Important Points to Remember

If caught in smoke, take short breaths, breathe through your nose and crawl to escape. The air is purer near the floor. Put a cloth (ie: towel, shirt, etc.) over your mouth, if possible, to avoid smoke inhalation.

Touch all doors with the back of your hand before opening. If it is hot, do not open. If it is cool, open the door slowly and stay behind the door. If heat, smoke or pressure comes through the door, slam it shut and move to the other stairwell exit. Close doors as you leave but do not lock them.

FIRE EXTINGUISHERS

During a fire emergency, the safety of our occupants far exceeds the preservation of our property, so it is the expectation of 5215 Old Orchard Road that you and those around you move to safety and leave the fire to our systems and professional responders.

However, if you choose to attempt to use a fire extinguisher to put out a **small** fire, for your safety, please follow these instructions:

- You only get a single opportunity. If the fire isn't extinguished on the first attempt with a single extinguisher, evacuate immediately.
- Keep your back to an exit at all times. If this can't be accomplished, do not attempt to extinguish the fire and evacuate immediately.
- With the extinguisher in hand, stand 6 to 8 feet away from the fire.
- Follow the **P.A.S.S** process:
 1. **PULL** the pin to unlock the operating lever. This will also break the tamper seal, if there is one.
 2. **AIM** low, pointing the extinguisher nozzle (or its horn or hose) at the base of the fire.
 3. **SQUEEZE** the handle to release the extinguishing agent.
 4. **SWEEP** from side to side at the base of the fire until it appears to be out. Watch the area. If the fire re-ignites, repeat steps 2 - 4.



FIRE PREVENTION TIPS

- 5215 Old Orchard Road is a smoke-free property; please observe the smoke-free policy and dispose of all smoking materials responsibly.
- Check for frayed or damaged electrical cords.
- Do not run electrical cords under carpets or chair pads.
- Do not overload electrical outlets.
- Do not use space heaters or any other portable heating appliances.
- Turn off or unplug appliances when not in use, especially coffee makers.
- Do not let trash overflow in wastebaskets or collection areas.
- Do not block corridors or stairwells.
- Do not prop open stairwell, corridor or other fire doors. If these doors are propped open and a fire occurs, smoke and fire can easily spread throughout the building.
- Never store anything in the stairwells. There should be nothing in the stairwells that can burn or that can restrict traffic flow. Remember, the stairwells are your means of exiting in an emergency.
- Check lighting in corridors, stairwells and exit signs. Report any malfunctioning lights.
- Store any permitted flammable liquids, oily rags or combustible materials in containers approved by the fire department
- When you leave your office, keep doors closed. In the event of a fire, closed doors will limit the spread of fire and smoke.

BOMB THREATS

The most common threat received by businesses today is a bomb threat. Awareness and advance planning will reduce the tension and confusion that may accompany this type of emergency. Bomb threats are usually received by telephone and it is important that any person receiving a bomb threat call be made aware of the importance of transmitting this information only to the proper personnel. Careless disclosure can cause needless confusion. Take any bomb threat seriously.

If you receive a threat by telephone:

- Remain calm.
- Note the time and duration of the call.
- Make note of the number on the caller ID screen, if available.
- Write down the exact words of the caller. Ask the caller to repeat information, if necessary.
- Ask the caller:
 - Repeat the message.
 - Who is the caller?
 - “At what time will the bomb explode?”
 - “What type of bomb is it?”
 - “Where is the bomb located?”
 - “What does the bomb look like?”
 - “What will cause it to explode?”
 - “How was it brought and who brought it into the building?”
- Listen for background noises, comments, accents and any other characteristics that may help with the analysis of the call.
- When the call is over, notify only your immediate management and the Building Management Office. In order to avoid panic, do not tell anyone else about the call. Provide Building Management with all noted information.

If you receive a written bomb threat, do not handle it any more than necessary and contact Building Management immediately.

Building Management will notify the appropriate local emergency authorities and will coordinate a search to evaluate the credibility of the threat.

Occupants may be requested to assist in a cursory inspection of their area for suspicious objects. The objective of such a search is to quickly seek out items or objects that are foreign to the environment. If you find a suspicious object, **UNDER NO CONDITION OR CIRCUMSTANCES SHOULD YOU TOUCH OR MOVE THE OBJECT IN ANY WAY** and notify Building Management immediately.

EVACUATION PROCEDURES TO FOLLOW IN CASE OF BOMB THREAT

Should a suspect item be located, you may be evacuated from the suspected area, and also possibly from other floors.

Bomb threat evacuation procedures will be the same as fire evacuation procedures.

After you have been evacuated from a particular floor, you will be advised when to return to your office space by the proper authorities.

You are most familiar with your work area. Be alert to suspicious or strange looking packages, suitcases, etc., located in your area. Again, notify Building Management if a suspect article is found and do not touch it.

SUSPICIOUS MAIL, PARCELS AND UNKNOWN SUBSTANCES

If a letter or package that contains an unknown substance is received, the proper response is essential to ensure the substance is contained, exposure to individuals is minimized, and the correct resources are summoned to assess the situation.

What to look for?

- Excessive postage or weight
- Handwritten or poorly typed addresses
- Incorrect titles or titles but no name
- Misspelling of common words
- Oily stains, discolorations or odor
- No return address
- Lopsided or uneven envelope
- Marked with restrictive endorsements, such as “Personal” or “Confidential”
- A city or state in the postmark that does not match the return address

What should you do?

- Do not handle or touch in any manner the suspicious substances.
- Do not bump or shake the envelope or parcel.
- Do not attempt to smell or taste the unknown substance.
- Do not try to clean up the unknown substances.
- Leave the work area and close the door, or section off the area and keep others from entering.
- Notify your supervisor immediately and contact Building Management.
- Be prepared to provide the names of individuals who may have come into contact with the suspicious envelope or parcel.

Building Management will be responsible for coordinating with local emergency authorities to assess the threat and determine the actions necessary for building occupants.



Photo courtesy of the US Postal Service

SUSPICIOUS PERSONS

Only authorized personnel and approved guests of tenants at 5215 Old Orchard Road are allowed on the property. If a suspicious or unidentified person is observed, report the person to Building Management immediately. Provide a complete description of the person, including activity observed and location and direction of travel (if known). If circumstances warrant, Building Management will contact emergency personnel to remove the unauthorized person(s) from the premises. Soliciting is not allowed in the building.

WORKPLACE VIOLENCE

Individuals experiencing a threat or unsettling conduct should immediately inform their Human Resources Manager or Office Manager. This manager should then notify Building Management at 847.423.2300.

The response procedures from Building Management will be determined by one of three categories:

- Violent situation with immediate danger
- Potentially volatile situation
- Written and/or telephone threat of violence

DEFINITIONS:

Harassment

The act of someone creating a hostile work environment through unwelcome words, actions or physical contact resulting in physical harm.

Immediate Violence or Danger

Any work site related occurrence, which meets one or more of the following criteria:

1. Harm or violent action to self or others has already taken place.
2. Highly agitated individual displaying loud and abusive verbal or aggressive physical behavior.
3. Presence of any type of weapon or use of an object as a weapon.
4. Threat by an individual to do immediate harm to self or others.

Physical Attack

Aggression resulting in a physical assault with or without use of a weapon.

Potentially Volatile Situation

Any work related occurrence, which meets one or more of the following criteria:

1. Unspecified verbal threats or gestures to do harm to self, others or corporate property.
2. Display of uncontrolled behavior as a result of emotional upset, anger or mental confusion.

Threat

Any expression of intent to cause physical or emotional harm.

Violence in the Workplace

Any act occurring in the workplace which results in threatened or actual harm to persons or property by another person or persons.

SEVERE WEATHER

It is important to be prepared for threats of severe weather while at work.

The emergency management centers of many municipalities use data from the National Weather Service to monitor weather conditions. When a tornado is imminent, the City of Skokie will activate an outdoor warning system and/or another locally controlled broadcast system (such as television audio/video overrides) to instruct the population in the affected area to take cover or to evacuate, depending on the threat. Once any local warning system is activated, it is the position of 5215 Old Orchard Road to comply with the order of the municipality and immediately execute an Interior Isolation.

Tornadoes

The National Weather Service issues two types of weather alerts for tornados:

- A *tornado watch* may be issued when conditions are favorable for the development of tornadoes in the area.
- A *tornado warning* is issued when a tornado has been sighted or detected by weather radar with 20 miles.

If a tornado warning is issued, Building Management will initiate an interior isolation.

Floods

The two key elements of flooding are rainfall intensity and duration. Most flooding is caused by slow moving thunderstorms, repeatedly moving over the same area or heavy rains from hurricanes or tropical storms.

The National Weather Service will issue two types of flood alerts:

- A *flash flood watch* is issued when flash flooding is possible within the watch area.
- A *flash flood warning* is issued when flooding has been reported or is imminent.

You may be advised to remain in the building. If personal conditions do not allow you to remain in the building, inform your management of your intention to leave and exercise extreme caution when you depart.

Winter Weather

Sometimes winter storms are accompanied by winds that create blizzard conditions, severe drifting and dangerous wind chills.

The National Weather Service will issue four types of alerts for winter weather:

- A *Winter Weather Advisory* means a significant winter storm or hazardous winter weather is occurring, imminent, and is an inconvenience.
- A *Winter Storm Watch* is issued if severe winter conditions are possible – though not imminent - within the next 12 to 36 hours.

- A *Winter Storm Warning* is issued when a significant winter storm or hazardous winter weather is occurring, imminent, or likely, and is a threat to life and property.
- A *Blizzard Warning* is issued when winds that are at least 35 mph or greater, blowing snow that will frequently reduce visibility to 1/4 mile or less for at least three hours, and dangerous wind chills are expected in the warning area.

You may be advised to remain in the building. If personal conditions do not allow you to remain in the building, inform your management of your intention to leave and exercise extreme caution when you depart.

Earthquakes

During an earthquake there is little time to react. The Federal Emergency Management Agency (FEMA) recommends taking the following steps during and after an earthquake:

If indoors:

1. **DROP** to the ground; take **COVER** by getting under a sturdy table or other piece of furniture; and **HOLD ON**, until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
2. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
3. Stay inside until shaking stops and it is safe to go outside.
4. Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
5. DO NOT use the elevators.

If outdoors:

1. Stay outside; do not attempt to go indoors.
2. Move toward an open area, away from buildings, streetlights, and utility wires. The greatest danger exists directly outside buildings, at exits, and alongside exterior walls, from falling debris (glass) and collapsing walls.
3. Once in an open area, remain there until the shaking stops.

If trapped under debris:

1. Do not light a match, use a lighter, or create any type of spark or flame.
2. Do not move about or kick up dust.
3. Cover your mouth with a handkerchief or clothing.
4. Tap on a pipe or wall so rescuers can locate you. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

When the earthquake is over:

1. After the shaking has stopped, remain cautious; be aware the destruction left behind may pose additional injury risks. Be aware of hazards from broken glass, sharp objects or exposed electrical lines.
2. Report all injuries to Building Security or an Emergency Response Team member.
3. Cooperate fully with Building Security and public officials.
4. Remain together for further instructions.
5. Be prepared for aftershocks.