# LINNY PACILLO PARKING GARAGE

## EMERGENCY PROCEDURES

## BUILDING RULES AND POLICY

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION</td>
<td>2</td>
</tr>
<tr>
<td>EMERGENCY TELEPHONE NUMBERS</td>
<td>2</td>
</tr>
<tr>
<td>BUILDING EMERGENCY SYSTEMS</td>
<td>3</td>
</tr>
<tr>
<td>EARTHQUAKE</td>
<td>4</td>
</tr>
<tr>
<td>ELEVATOR EMERGENCY</td>
<td>5</td>
</tr>
<tr>
<td>EVACUATION</td>
<td>6</td>
</tr>
<tr>
<td>DESIGNATED EVACUATION ROUTS &amp; ASSEMBLY AREAS</td>
<td>7</td>
</tr>
<tr>
<td>ALTERNATE EVACUATION LOCATIONS</td>
<td>8</td>
</tr>
<tr>
<td>FIRE</td>
<td>9</td>
</tr>
<tr>
<td>FIRE PREVENTION</td>
<td>10</td>
</tr>
<tr>
<td>MEDICAL EMERGENCY</td>
<td>12</td>
</tr>
<tr>
<td>SUSPICIOUS OBJECTS</td>
<td>13</td>
</tr>
<tr>
<td>BOMB THREATS</td>
<td>14</td>
</tr>
<tr>
<td>BOMB THREAT CHECK LIST</td>
<td>15</td>
</tr>
<tr>
<td>SEARCHES</td>
<td>17</td>
</tr>
<tr>
<td>LOCKDOWN PROCEDURES</td>
<td>18</td>
</tr>
<tr>
<td>SENIOR EMERGENCY RESPONSE COORDINATOR- SERC</td>
<td>20</td>
</tr>
<tr>
<td>EMERGENCY RESPONSE COORDINATOR- ERC</td>
<td>21</td>
</tr>
</tbody>
</table>
INTRODUCTION

The Linny Pacillo Parking Garage (LPPG) is providing this information as a reference guide in the event of an emergency.

It is each occupant’s responsibility to be aware of the procedures listed herein and the location of the building’s emergency exits so that injuries and property damage may be minimized during an emergency situation.

EMERGENCY TELEPHONE NUMBERS

If you accidently misdial 911 stay on the line and speak to the emergency dispatcher. It is impossible to hang up quickly.

1. Anchorage Fire Department
   Anchorage Police Department
   Emergency Medical Aid
   911

2. Building Management
   269-0330

3. After-hours Security
   269-0334
BUILDING EMERGENCY SYSTEMS

A. EMERGENCY EXITS
Emergency Exits are located at both the north, south, and west ends of the premises. The west doors are the main entry doors to both spaces. There is one emergency exit in the main lobby/waiting area that exits to 7th Avenue. Both the PFD and the CSSD spaces are equipped with emergency exits that lead to the back hallway. There is an immediate exit into the north alley at one end of the hallway, and another exit at the very end of the hallway to the east. The CSSD offices also have an additional emergency exit that opens onto 7th Avenue.

B. FIRE ALARM PULL STATIONS
Pull stations are located throughout the building close to the exits. In case of fire in or near your suite, activate the nearest pull station, regardless of whether or not the alarm signal is already sounding.

C. FIRE LIFE SAFETY SPEAKER SYSTEM
The building is equipped with a life safety speaker system capable of notifying all floors simultaneously or individually. Special instructions may be broadcast throughout the ceiling speaker system, audible in tenant suites, corridors, and elevators.

D. SPRINKLERS AND SMOKE DETECTORS
The building is fully equipped with numerous sprinklers and smoke detectors. Both of these systems are automatically monitored so that, should either one be activated by smoke or heat, the alarm signal will sound, and the fire department will be alerted.

E. FIRE EXTINGUISHERS
Fire extinguishers are located throughout the building. Extinguishers are intended for use on small, controllable blazes. The extinguisher should be held upright with the nozzle pointed at the base of the flames. Please do not attempt to fight fires unless you can do so safely.

F. ELEVATORS
Elevators, although operational during an alarm, are not to be used for evacuation purposes unless ordered to do so by the fire department. Please use the Emergency Exit Stairs located in the southwest and northeast sections of each floor.
EARTHQUAKE

EMERGENCY PHONE NUMBERS

1. Fire/Police/Medical Departments                          911
2. Building Management                                       269-0330
3. After-hour Security                                       269-0334

IMPORTANT DO’S

1. Take cover under a desk, in a doorway, or in the center of the building.
2. Stay clear of bookcases, file cabinets, glass items, windows and other similar items.
3. Follow instructions of the Fire Department and Building Management
4. Keep calm
5. Turn off all electrical equipment
6. Wait for instructions from Building Management in the event of an extended power failure
7. In the event an evacuation is necessary, evaluation procedures will be announced over the Emergency Paging System or by persons in authority.

IMPORTANT DON’TS

1. Don’t panic.
2. Don’t use telephones
3. Don’t use elevators
4. Don’t stand near windows.
5. Don’t use an open flame
6. DO NOT GO OUTSIDE THE BUILDING unless instructed to do so by persons in authority.
   If you are outside, move away from the building to protect yourself from falling glass.

IMPORTANT SUPPLIES

1. Flashlight and extra batteries
2. Portable battery operated radio
3. First Aid Kit and Manual
4. Emergency food and water, non-electric can opener
ELEVATOR EMERGENCY

Elevators are a very safe mode of transportation. They do occasionally malfunction. When they do, follow these guidelines:

**IMPORTANT DO’S**

1. Remain calm.
2. Press the yellow call button located in the lower right corner of the elevator buttons. This will contact the elevator companies emergency dispatch operator.
3. If you observe a malfunction from outside the elevator, notify Building Management at 269-0330 in suite 130.

**IMPORTANT DON’TS**

1. Don’t force the elevator doors open.
2. Don’t Panic
3. Don’t jump in the elevators; the most common reason elevators get stuck between floors is occupants misusing the equipment. Jumping in the elevators can cause over-speed, which can activate the brakes.

**WHAT TO EXPECT**

1. When you press the yellow call button, ThyssenKrupp Elevator Company will communicate with you.
2. Building Management will assist the elevator company.
3. Passengers will be assisted as quickly as possible.
4. Building Maintenance is expressly forbidden from recovering people from stuck elevators. Only trained, authorized personnel of ThyssenKrupp Elevator Company can accomplish this. Therefore, if you are stuck, you will have to wait until qualified personnel arrive at the building; this can easily take 20-45 minutes, please be patient.
EVACUATION

EMERGENCY PHONE NUMBERS

1. Fire/Police/Medical Departments 911
2. Building Management 269-0330
3. After-hour Security 269-0334

<table>
<thead>
<tr>
<th><strong>DO</strong></th>
<th><strong>DO NOT</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Evacuate as soon as the alarm sounds and move toward the nearest exit as quickly as possible in a controlled manner, close your office door, &amp; follow the instructions of SERCs &amp; ERCS.</td>
<td>• Panic&lt;br&gt;• Use the elevator...EVER! &lt;br&gt;• Run&lt;br&gt;• Block stairways, doors, or hallways</td>
</tr>
<tr>
<td>• Stay to the right side of the stairway, and use the handrails.</td>
<td></td>
</tr>
<tr>
<td>• Have the following items close by and ready to take with you:</td>
<td>• Call Building Management or the Security Desk. Assume all alarms are real and evacuate immediately. The SERC/ERC member(s) on your floor is the designated point of contact, and they are the only personnel in communication with Building Management.</td>
</tr>
<tr>
<td>o Coat&lt;br&gt;   o Medications&lt;br&gt;   o Car keys&lt;br&gt;   o Wallet/Identification</td>
<td></td>
</tr>
<tr>
<td>If the evacuation is long term, you will need these items.</td>
<td></td>
</tr>
<tr>
<td>• If you are disabled or in need of assistance, move toward the East Stairway landing and STAY in place. The SERC member will exit at that door and notify Fire Department personnel once they arrive at the 1st floor.</td>
<td>• Begin down the stairs if you have notified the SERC member that you are staying. This will add confusion for Fire Department personnel</td>
</tr>
<tr>
<td>• Remain quiet unless communication is related to the evacuation. Listen to Building Staff, Fire Personnel, Police Personnel, &amp; SERCs/ERCs for instructions.</td>
<td>• Talk or attempt to investigate the nature of the evacuation. This includes using cell phones</td>
</tr>
<tr>
<td>• Remain calm and await the “ALL CLEAR” announcement.</td>
<td>• Attempt to talk to Building or Rescue staff members</td>
</tr>
</tbody>
</table>
DESIGNATED EVACUATION ROUTS & ASSEMBLY AREAS
ALTERNATE EVACUATION LOCATIONS

In the event of a combined evacuation by the occupants of the Robert B. Atwood Building or extreme weather conditions, occupants may be instructed to relocate either to Lot 102 or to the Dena’ina Center. In the event of frigid temperatures and if the building’s evacuation process is not given an “ALL CLEAR” within a reasonable time period, Building Management will address the occupants staged outside to relocate to one of these identified alternate locations until an “ALL CLEAR” is announced. Please pay attention to the instructions as they given and only go to these locations if instructed to do so by Building Management or Emergency Response Personnel (Fire/Police).
FIRE

EMERGENCY PHONE NUMBERS

1. Fire/Police/Medical Departments       911
2. Building Management           269-0330
3. After-hour Security           269-0334

IF YOU DISCOVER A FIRE: ALARM, CONFINE, AND EVACUATE (A.C.E.)

ALARM:
1. Call the Fire Department at 911 or 9911, and give the following information:
   - Your Name
   - Address: Linny Pacillo Parking Garage
     517 W 7th Avenue
     Suite #____________
   - Explain the problem: What is burning, etc. If it is safe, stay on the phone long enough to confirm that the information was received and understood
2. Call Building Management, 269-0330, and inform them of the situation.
3. Activate the nearest fire alarm pull station.

CONFINE
1. Close all doors in the immediate area

EVACUATE
   A. Evacuate the building using the closest stairway or move to your appointed duty as part of the/your suite’s evacuation team.

Note: There are two (2) fire extinguishers located on each floor, next to the water fountains in each elevator lobby. Should you decide to return and fight the fire:

1. Check all doors and door jams for heat before entering the room with the fire
2. Keep your back to the door to leave your escape route open.
3. Use the P.A.S.S. Technique with the fire extinguisher.
   a. Pull the Safety Pin
   b. Aim at the base of the fire
   c. Squeeze the handle
   d. Sweep back and forth at the base of the fire.

If the fire is bigger than about one foot in diameter, you should close the door(s) again, leave the building as quickly as possible, and let the Anchorage Fire Department do their job.
THIS IS WHAT HAPPENS

1. Management will assist the Fire Department with directions and information.

2. Messages regarding the emergency may be transmitted over the building fire/life safety speaker system. Please remain alert and keep conversations to a minimum.
FIRE PREVENTION

EMERGENCY PHONE NUMBERS

1. Fire/Police/Medical Departments 911
2. Building Management 269-0330
3. After-hour Security 269-0334

IMPORTANT DO’S

1. Unplug any electrical equipment that is not working properly or is in need of repair.
2. Assign one person and one alternate, to ensure all appliances especially coffee pots, are turned off when leaving the building.
3. Store and use flammable liquids according to container instructions and city/code requirements.
4. Adhere to Building policies for holiday decorations.
5. Keep heat producing equipment away from objects that will are flammable.

IMPORTANT DON’TS

1. Do not smoke in or around the perimeter of the building. An enclosed area for smoking is located at the rear of the building.
2. Do not overload outlets.
3. Do not allow accumulation of trash or waste materials that are flammable.
4. Do not hold suite or lobby doors open with doorstops or other items.
5. Do not use open element supplemental heaters at workstations unless first approved by Building Management. The tenant will be responsible for electrical upgrades should it be necessary.
6. Do not use toasters or toaster ovens. They are not permitted in the Atwood Building.
7. Do not put paper in ashtrays.
MEDICAL EMERGENCY

EMERGENCY PHONE NUMBERS

1. Fire/Police/Medical Departments 911
2. Building Management 269-0330
3. After-hour Security 269-0334

IMPORTANT DO’S

1. Call 911; some state agencies must dial 9911
2. Give the following information:
   a. Your name
   b. The building address: 517 W. 7th Avenue
   c. The exact location of the emergency (suite, floor, etc.)
   d. Any details regarding the nature of the emergency (apparent heart attack, injury, etc.).
3. Notify Building Management, 269-0330. Building Management will coordinate building maintenance and security so first responders have no trouble getting to the person needing assistance.
4. Reassure the victim that emergency assistance is on the way.
5. Have someone meet the emergency personnel at the elevators on your floor
6. Remain calm.

IMPORTANT DON‘TS

Do not attempt to move the victim unless it is necessary to do so in order to avoid further injury (fire, etc.).

WHAT TO EXPECT

1. Building Management will meet the emergency personnel in the main floor lobby and accompany them to the area.
2. Building Management or security personnel will make a report of the incident and emergency personnel with handle the situation.
SUSPICIOUS OBJECTS

EMERGENCY PHONE NUMBERS

1. Fire/Police/Medical Departments 911
2. Building Management 269-0330
3. After-hour Security 269-0334

IMPORTANT DO’S

1. Obtain a good description of the object: size, color, markings, etc.
2. Identify exact location of the object: building floor, room number and location within the room.
3. Contact Police first then contact Building Management at 269-0330.
4. Your Agency or firm manager will determine if the immediate area needs to be evacuated, and if so he/she will issue instructions to do so.

IMPORTANT DON’TS

1. Don’t touch or disturb the object.
2. Don’t panic.

WHAT TO EXPECT

The police department, Building Management, and occupant will assess the situation and determine evacuation requirements.
BOMB THREATS

If you receive a threat, keep calm. Have a prearranged signal to alert supervisory personnel so they may listen also. If possible, record the call.

Request more information from caller by expressing a desire to save lives.

EMERGENCY PHONE NUMBERS

1. Fire/Police/Medical Departments       911
2. Building Management           269-0330
3. After-hour Security           269-0334

IMPORTANT DO’S

1. IF THE THREAT IS A BOMB, ASK THE FOLLOWING QUESTIONS:
   ➢ When is the bomb supposed to explode?
   ➢ Are you sure?
   ➢ What floor is the bomb on?
   ➢ What kind of bomb is it?
   ➢ What does it look like?
   ➢ How big is it?
   ➢ Where did you put it?
   ➢ Did YOU set the clock?
   ➢ Why are you doing this?
   ➢ Why did you call me?
   ➢ What do you want me to do?
   ➢ What is your name?

2. RECORD the exact wording of the threat.
BOMB THREAT CHECKLIST

Impression of Caller

_____ Male       _____ Female       _____ Youth       _____ Race

_____ Adult       _____ Juvenile      _____ Estimated Age

Callers Voice

_____ Calm       _____ Gasping       _____ Excited       _____ Slurred       _____ Drunken       _____ Joking

_____ Authoritative       _____ Frightened       _____ Raspy       _____ Whispered       _____ Serious

_____ Incoherent       _____ Semi Serious       _____ Vicious/Mean       _____ Deep Tone

_____ Giggling       _____ Gravely Laugh       _____ Nervous Laugh       _____ Normal Tone

_____ Stuttered       _____ Hesitated       _____ Lisp       _____ Normal Breathing

_____ Monotone       _____ Heavy Breathing       _____ Voice sounded remote       _____ Cell Phone

_____ Nervous       _____ Nasal Tone       _____ Obviously Disgusted       _____ Familiar Voice

_____ Confused       Accent: __________       What Kind? __________

Callers Use of Language

Was there use of slang? What words were most used?

__________________________________________________________

Other words or phrases?

__________________________________________________________

Pronunciation, Selection, Timing of Speech

_____ Limited       _____ Foul       _____ Educated       _____ Jerky       _____ Reading Statement

_____ Incoherent       _____ Stilted       _____ Stammered       _____ Normal
<table>
<thead>
<tr>
<th>Background Sounds</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____ Quiet    _____ Fan    _____ Crowd Sounds    _____ Phone Booth    _____ Clear</td>
</tr>
<tr>
<td>_____ Truck    _____ Pump Sound    _____ Local Call    _____ Static    _____ Train</td>
</tr>
<tr>
<td>_____ Office Equipment    _____ Long Distance    _____ Other Voices    _____ Aircraft</td>
</tr>
<tr>
<td>_____ Machinery Noise    _____ Wind    _____ Music Noise    _____ Echo    _____ Bus</td>
</tr>
<tr>
<td>_____ Rain    _____ Construction    _____ House Noises    _____ Subway    _____ Bird Sounds</td>
</tr>
<tr>
<td>_____ Surf Sounds    _____ Loud Noises    _____ Automobile    _____ Dog Barking</td>
</tr>
<tr>
<td>_____ Thunder    _____ Motorcycle    _____ Horn/Bell/Whistle    _____ Footsteps</td>
</tr>
<tr>
<td>_____ Horn Sound    _____ Other Sounds</td>
</tr>
</tbody>
</table>
SEARCH

The search for the object is most effective and fastest if made by a building occupant who is familiar with the area. Objects can vary in shape and size.

Care and caution must be used during the search. Do not change the environment in question as this may disturb the explosive device. Changing environment includes things like use of radios, use of cell phones, changing temperature, presence of electrical current, etc.

If an object is found, DO NOT MOVE, JAR, OR TOUCH IT. Immediately contact Building Management, or local on-site emergency authorities.
LINNY PACILLO PARKING GARAGE
LOCKDOWN PROCEDURES

From time to time, there may be cause to Lockdown the LPPG due to an emergency situation posing a threat to the building or its occupants. The following procedures have been implemented to provide an additional level of security for tenants and occupants of the building during this type of event.

A lockdown will be initiated when there is a person/situation inside or outside of the building that is a known or suspected threat. The lockdown will be coordinated through Building Management.

Once the lockdown has been ordered, the procedures outlined below will be implemented:

1. Building Management will contact Security and Building Maintenance via radio. Building Security will not permit anyone to pass beyond the guard station on into the elevator lobby. They are not to lock the front doors unless instructed to do so by Building Management.

2. Building Management will lock all entry doors and suite doors.

3. Building Management will then notify the entire building via the “Fire Life Safety Speaker System”. Further directions will be given via the Speaker System or telephone.

4. It is important to remember the following during a Building Lockdown:
   - Stay calm
   - Stay away from doors and windows
   - Get to a safe location, and stay low
   - Do not attempt to leave your office or the building until an “All Clear” message is instituted throughout the building
   - Do not confront, argue with, or attempt to disarm any potential threat or intruder on your own
   - If you can safely get away from a threat without harm to yourself or others, do so
   - Await instructions from Emergency Personnel

5. Once a Department has been notified of lockdown, they will initiate their individual internal procedures to inform their respective Divisions/employees. Every suite will need to make sure all their suite doors that lead to common halls are closed and not held open by a Magnetic Holder to prevent entry of any unknown persons.
6. Tenants will remain in lockdown until Building Management and/or the Anchorage Police Department releases the building by using the “Fire Life Safety Speaker System” and announcing “ALL CLEAR”. At that time, business can resume as normal.
SENIOR EMERGENCY RESPONSE COORDINATOR- SERC

The Senior Emergency Response Coordinator (SERC) is expected to be familiar with, and keep contact with, all Emergency Response Coordinator’s (ERC) on their floor. If an ERC and his or her alternate both report “out” to the SERC, it is the SERC’s responsibility to make sure someone else in that suite knows where the “roll call” sheet is and takes the roll call. If the ERC for any given floor is no longer working in the suite, it is the SERC’s responsibility to try to recruit a new ERC. If unsuccessful, the SERC must call the Building Safety Coordinator (BSC), so a new ERC can be assigned.

The SERC will coordinate and communicate with the members of the Buildings Emergency Team and the Fire and Police Departments.

The SERC is responsible for emergency operations on his or her floor. As such, the SERC should have a complete knowledge of the building’s Life Safety Systems and its emergency procedures. It is highly recommended that the SERC be an individual with 1st Aid/CPR/AED training.

The SERC will be assigned a radio. The radio is to be kept fully charged and available for emergency situations in which the building is to be evacuated. The radio is not to be used at any other time or for other types of emergencies. The safekeeping of the radios is the responsibility of the department in which they are checked out to. In the event of loss or damage, the department will be responsible for replacement of the radio(s).

In the event of an evacuation, the SERC is responsible for

1. Turning on the radio and listening for pertinent instructions.
2. Making sure that all common areas such as break rooms and bathrooms have been evacuated.
3. Meeting with ERC’s in the planned “meeting area”, and identify individuals not accounted for during roll call.
4. Using their radio to call in to BSC any names of individuals not accounted for.
5. Once the suite is cleared, SERC should report that “The ____ Floor is clear to a member of the Management Team or if the floor has an individual(s) requiring assistance, the SERC shall also advise the Management Team ____ people are located in the _____.“
EMERGENCY RESPONSE COORDINATOR- ERC

The Emergency Response Coordinator (ERC) is responsible for actively informing suite occupants and visitors of the LPPG emergency procedures. They are to participate in all announced safety meetings, and assist in the safe evacuation of the building.

It is the responsibility of the ERC to maintain a database of the employees in his/her suite, or of those employees in the area he/she is responsible for. This list must be updated as new hires/fires happen. Updated lists should be forwarded to the SERC on your floor on a monthly basis. This list is what will be used to perform roll call in the event of a building evacuation.

The ERC is responsible for and will implement an organized plan of evacuation from their suite.

The ERC will coordinate and communicate with the Senior Emergency Response Coordinator (SERC), Management Team, Fire and Police Departments.

Each tenant shall designate a minimum of one employee per 25-30 employees as its ERC’s and one/two employees as alternate ERC’s in case of illness or absence. In the event of a large suite, more than one ERC is required.

The ERC is responsible for emergency operations in his or her tenant space. As such, the ERC should have a complete knowledge of the buildings Life Safety Systems and its emergency procedures. It is recommended that the ERC be an individual with First Aid/CPR/AED training.

It is the ERC’s responsibility to let their alternate know when they are expected to be gone. If the alternate will also be absent the SERC must be informed.

In the event of an evacuation, the ERC is responsible for making sure that the suite has been fully evacuated of all employees and the doors have been shut. If an individual requires assistance or if an individual refuses to leave the building, please direct them to the east stairwell landing where they will wait for assistance. Please remember to inform them not to enter the stairwell landing until the stairwell is clear of people. The ERC shall advise the SERC how many persons are left on the floor so the SERC can inform the Building Safety Coordinator (BSC).