



# ***45 FREMONT FACILITY EMERGENCY PLAN***

Shorenstein Realty Services, LP

**2023-2024**  
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## ***Purpose of Plan***

*This Facility Emergency Plan is endorsed by the San Francisco Fire Department. It is the approved plan to be employed in the event of emergency by the Building Management and Life Safety Team at 45 Fremont. Should an emergency occur, for the sake of everyone's safety, the guidelines in this manual should be followed as closely as possible.*

*Everyone has been affected in some way by the dreadful events of September 11 and subsequently the current state of the world and our nation. While we have attempted to address everything reasonably conceivable, it is impossible to plan for (or prevent) every type of disaster.*

*Please realize that the following Facility Emergency Plan is meant to guide you through "normal" emergency procedures. Of course the actual execution of the plan would depend on the situation itself. To that end, please always use your best judgment and common sense, and try to remain calm and orderly in any type of emergency situation that may arise.*

***"As required by Title 19, California Code of Regulations, California Fire Code, California Health & Safety Code, and the San Francisco Fire Code, an emergency plan shall be prepared, implemented, maintained, and annually reviewed for this building."***

# 1. EMERGENCY PHONE NUMBERS

## DIAL 9-1-1 IN EMERGENCY FOR FIRE, POLICE, MEDICAL, AMBULANCE

San Francisco Fire Department Non-Emergency	415-558-3200 Night 415-558-3268
San Francisco Police Department Non-Emergency	415-553-0123
Ambulance (San Francisco) (King American)	415-651-5922 415-931-1400
Building Management Office	415-512-1080
Building Engineering Office	415-512-1084
Building Security	415-512-1080

If after-hours, dial 0 during the voice message

### IMPORTANT NOTES

- **IF YOU CALL 9-1-1 FOR A MEDICAL EMERGENCY, PLEASE BE SURE TO NOTIFY BUILDING MANAGEMENT WITH YOUR NAME, CALL-BACK NUMBER, AND LOCATION SO THAT SECURITY CAN GUIDE THE PARAMEDICS TO THE CORRECT PLACE.**
- **IN AN ALARM SITUATION, UNLESS YOU HAVE SOMETHING TO REPORT, PLEASE DO NOT CALL THE BUILDING OFFICE DURING AN ALARM! BUILDING MANAGEMENT NEEDS TO ATTEND TO THE SITUATION, WHETHER IT IS A FALSE ALARM OR A TRUE EMERGENCY, AND TELEPHONE LINES MUST BE KEPT CLEAR IN THE EVENT OF AN EMERGENCY.**

## **2. OVERVIEW**

### **21 Building Information**

Opened in 1978, 45 Fremont Street is a 34-story, 690,000 square-foot office tower constructed of steel and concrete. Nineteen high-speed elevators grouped in three banks provide access to the low-, mid- and high-rise floors. In addition, a freight elevator serves the tower and shuttle elevator provides service between the lobby and the basement.

Zones on each floor direct a thermostatically controlled air conditioning and heating system.

A Life Safety System incorporates smoke detectors and sprinklers throughout the building. More information on the Life Safety System is explained on the following pages.

An emergency generator provides power for emergency lighting, elevator service, and the Life Safety System with emergency communications.

### **22 Emergency Procedures**

Fortunately, emergencies do not occur very often, but should an urgent situation arise, this information will enable us to assist each other through an emergency.

In an emergency situation, there will be a coordinated effort between Tenant, Building Management, and the Fire Department. Success of an emergency procedure is dependent on advanced planning and training. With everyone's cooperation, we can minimize panic and confusion and keep everyone safe.

### **23 Fire & Other Disasters**

The plan is to establish a safe and orderly method of moving people away from a fire area, or entirely out of the building, to a safe location.

The capacity to move people from offices and entire floors in the event of an emergency rests with the FIRE SAFETY DIRECTOR and the FLOOR WARDENS. Upon arrival to the scene, The San Francisco FIRE DEPARTMENT has total authority for relocating people and for evacuating all or part of the building.

## **3. BUILDING SAFETY FEATURES**

### **Introduction**

The high-rise building has the best safety record of any type structure and 45 Fremont is designed to be one of the safest high-rises of its kind. The building is a steel and concrete structure enveloped in aluminum, constructed in accordance with all fire and earthquake codes. The building is fully sprinklered and features a modern electronic Life Safety System that provides for the safe movement of employees during an emergency.

### **Sensors & Alarms**

Smoke sensors are located throughout each floor to continually measure for products of combustion. When a sensor is activated, the Life Safety System will transmit a high-pitched warbling sound on the affected floor.

Manual alarm pull stations are also located near the stairwells and in the elevator lobbies on each floor. See the floor plans for the locations in Appendix 2 of this manual. Activating these will cause a similar response to that created by the smoke sensors.

When an alarm is activated, a signal is automatically sent to a central reporting station that immediately summons the Fire Department. This ensures that the Fire Department responds as quickly as possible.

### **Sprinklers**

The building is fully sprinklered. If the temperature becomes hot enough at an individual sprinkler head, it will go off. Only that sprinkler head will be activated; the surrounding sprinkler heads will only activate when the temperature at the head reaches the preset temperature.

### **Fire Extinguishers**

There are at least four fire extinguishers on each floor, one located at each corner of the building's exit corridor, for emergency use. Each fire extinguisher is the "A.B.C" dry chemical type. See the floor plans for the locations in Appendix 2 of this manual.

### **Exit Stairwells**

Two enclosed stairwells give direct access to the street level and are located at the north and south ends of the building. These stairwells are designed to withstand fire for two hours. Red telephones to contact Security are in the stairwells on every fourth floor. See the floor plans for the locations in Appendix 2 of this manual.

### **36 Public Address System**

Ceiling speakers are located on every floor and will be used to communicate information to Tenants concerning the nature of the problem and to give special instructions. Please follow these directions. See page 17 for sample announcements.

### **37 Emergency Power & Water**

An emergency power generator is present and will supply energy for emergency lighting, limited elevator service and paging capabilities.

A reserve water supply is ready and available for use in the sprinkler system if necessary.

### **38 Elevators**

Each elevator is equipped with an emergency intercom connected to the lobby security panel. It will be possible for the lobby Security to speak to you in any elevator where there might be a problem.

During an emergency when the smoke detectors in an elevator lobby are activated, all elevators in that bank will be recalled to the lobby level automatically. The elevators will then be used by the Fire Department.

### **39 Fire Windows**

Fire windows, made of safety glass (break-away windows) are at specific locations on the east side of the building. These are ONLY for the FIRE DEPARTMENT'S USE in an EMERGENCY. Each fire window is marked with a red reflector button for easy recognition. Tenants must not remove or tamper with these buttons.

#### **3.9.1 Smoke Control System**

The heating, ventilation and air conditioning (HVAC) have a smoke control system, based on control of the dampers. In a fire emergency, on the fire floor, the return fans switch into high speed so the return goes faster than supply. Both dampers remain open. On the two floors above and the two floors below, the return dampers close so that smoke will not enter those floors. There is a manual over-ride switch located in the FCC (Firemen's Control Center) in the lobby.

## 4. ORGANIZATION & RESPONSIBILITIES

### 4.1 Responsibilities

Once the Fire Department arrives on the scene, they will assume responsibility for the suppression of the fire and the safe relocation of all people. Prior to the Fire Department's arrival, the responsibility for reporting the fire to the San Francisco Fire Department, the attempt to extinguish the fire, and the movement of employees rests with the Tenant Floor Wardens and the Building Fire Safety Director.

In the event of fire or other disaster, The Command Post for the San Francisco Fire Department, 45 Fremont Fire Safety Director, Floor Wardens, Property Manager, Building Engineers & Janitorial, will be the Firemen's Control Center (FCC), which is located in the Building's main lobby on the ground level.

The 45 Fremont Fire Safety Director is Todd Edwards. The Deputy Fire Safety Director is David Kent. The Deputy Fire Safety Director will assume the duties of the Fire Safety Director in his absence.

The primary non-emergency responsibilities of the Fire Safety Director are:

- Implement and maintain the Facility Emergency Plan
- Organize, train, and direct activities of the Floor Teams & Building Staff
- Make decisions and recommendations about emergency procedures
- Facilitate and keep log of building fire drills
- Keep building keys, floor-plans and disabled occupants list accessible and current
- Inspect and maintain Life Safety equipment

Each Tenant will establish a Warden System for each floor of occupancy to handle emergency situations. Wardens will be appointed by the Tenants and given responsibility to coordinate fire emergency procedures with other Tenants on their floor and in cooperation with the Fire Safety Director and Fire Department. **Tenants are responsible for keeping their floor warden and emergency contact information current with Building Management.**

### 4.2 Tenant Emergency Teams

The size and configuration of each Tenant Warden System will vary, depending on the size and configuration of the floor(s) occupied. The Team should include the following:

- Floor Warden(s)
- Alternate Floor Warden(s)
- Stair/Exit Wardens
- Elevator Safety Monitors
- Search Person(s)

## **Floor Wardens**

The Floor Wardens are responsible for the safety of all persons, including visitors on their floor and must be familiar with all emergency exits, fire stairways, emergency phone numbers, relocation routes and all emergency procedures. Floor Wardens shall maintain order and help everyone remain calm.

The daily responsibilities of the Floor Warden are:

- Appoint Area Wardens, assign Stair Exit Wardens, Elevator Safety Monitors and a Search Team
- Be completely familiar with the floor arrangement, the number of floor occupants and the location of the floor exits.
- On a daily basis, examine and determine that all fire doors to stairs are properly maintained and that exit doors are not obstructed, blocked open, or inoperable.
- Maintain a current listing of all identified personnel who cannot use the stair exits without assistance. Solicit voluntary aides to assist them when an evacuation is directed. Ensure that Building Management always has current list for Fire Department use.

During an Emergency the Floor Warden must:

- Convey confidence and direction to prevent confusion among personnel.
- Assure that all persons on the floor are notified of a fire or other emergency and that, if necessary, all are evacuated to a safe area.
- Delegate Team Members to begin search, relocation, etc.

## **Stair/Exit Wardens**

Under the direction of the Floor Warden, Stair/Exit Wardens assist in monitoring stairwells and exits, directing people along pre-planned evacuation routes.

## **Elevator Safety Monitors**

Under the direction of the Floor Warden, Elevator Safety Monitors shall station themselves at the elevators to ensure that no one uses the elevators, and direct people to the stairwells.

## **Search Team**

Under the direction of the Floor Warden, the Search Team will check all restrooms, offices, conference rooms, closets, etc. to assure that everyone has relocated, and report "All Clear" to the Floor Warden.



## POSITIVE LEADERSHIP GUIDELINES

Inform your personnel what is expected of them in an emergency. Exemplify strong, competent leadership. Be prepared to:









- Remove the injured from public view.
- Clear away debris that may impede evacuation.
- Quickly control small fire -- nothing bigger than trashcan fire -- if possible.
- Take command and issue calm, decisive instructions. Do not be emotional. Provide assurance. Exert positive leadership. Dispel rumors.

## 5. RELOCATION PROCEDURES

In some buildings, the way to leave a fire area is to walk, not run, down the stairs to the outside of the building. In a high-rise building, such as 45 Fremont, only a certain number of people can pass down a flight of stairs, and through a door, within a given period of time. Therefore, rather than going outside, we must *relocate* to a safe place *within the building*.

The Fire Department and the Fire Safety Director have total control of whom and when to relocate floors other than the emergency floor. The Floor Warden and/or the Fire Safety Director should move people away from the emergency floor to a designated relocation area. As soon as an alarm is heard, relocation four floors down should commence.

In the event that relocation is required, four (4) floors are relocated *down*: the emergency floor, the floor above the emergency floor and two (2) floors below the emergency floor. For example, if a fire occurs on the 10<sup>th</sup> floor, floors 8, 9, 10, and 11 would relocate, 4 floors down, as shown below.

Floor	Symbol	Floor Status
11		Floor Above Emergency
10		Emergency Floor
9		One Floor Below Emergency
8		2nd Floor Below Emergency
7		Receiving Floor (from 11)
6		Receiving Floor (from 10)
5		Receiving Floor (from 9)
4		Receiving Floor (from 8)

*The stairwells have colored symbols, such as those in the diagram, that repeat every four floors. Look for the symbol that matches the one on the floor you departed.*

The floors 11, 10, 9, and 8, in the above illustration, would relocate to floors 7, 6, 5, and 4, respectively. The receiving floors will be advised and prepared to receive people from the floors being relocated.

Floors 7 and below should relocate outside to the street level. Do not go down into the basement, or the lobby.

The reason for this relocation procedure is to avoid disorder in the stairwells and street and keep the access open for emergency personnel to get through. Also, each floor is fire-rated for at least one hour, therefore keeping people several floors away quite safe for a period of time.

It is important to stay towards the wall as you descend, and then enter the floor where you are relocating to await further instructions. The fire department will arrive within a few minutes and will be using the stairwells to fight the fire. It is important that the stairwells are clear when the fire department arrives so their efforts are not hindered.

When directed to relocate from your floor, please follow these guidelines:

- Do not panic; remain calm and orderly.
- Walk, do not run and stay towards the wall.
- Do not use elevators.
- If exposed to heat or smoke, stay low to the floor.
- Do not open doors that feel hot.
- Do not prop open stairwell doors.
- Do not return to an evacuated area, for any reason, until authorized to do so.

If trapped you will need to “**defend in place**”. Follow these guidelines:

- Seal doors and transoms with wet towels
- Call 9-1-1 to report location and condition
- Do not break windows unless in absolute danger of smoke inhalation
- Hang bright object in window
- Breathe through wet towel and keep low to the floor

If trapped in a smoke-filled room, crawl to a safe area and try to get into an enclosed stairway or smoke-free location.

## 5.1 Relocation of Non-Ambulatory and Physically Disabled

In the event it becomes necessary to relocate certain floors within the building, or evacuate the entire building, it is essential to have a plan to assist physically disabled personnel. The following outlines the responsibilities of the Emergency Team in the event relocation or evacuation becomes necessary.

**The Tenant must inform Building Manager of any identified disabled employees who may require additional assistance in the event of an emergency, and maintain a current list on file, noting any changes, with Building Management.** This confidential list will be kept on file in the management office, with the Fire Safety Director, and at the Life Safety Control Center.

Prior to an emergency, the Floor Warden must encourage employees who feel they may have difficulty exiting the floor quickly in an emergency to select a willing aide to assist them and inform selected aides of their responsibilities as such.

If relocation or evacuation is necessary, the disabled individuals are to be assisted by the selected personnel and taken to the first landing in the stairwell, out of the way of the flow of traffic. Wheel chairs are to be left outside of the stairwells. The Floor Warden is to inform the Fire Safety Director or Building Manager of the location of the individual(s) during an emergency.

If it is not possible to relocate, the aide shall assist in the afore-mentioned “defend in place” procedures.

## 6. FIRE

If you discover a fire, activate the pull station located in the elevator lobby or by the stairwell doors. Get to a safe location and report the fire to the San Francisco Fire Department, phone 9-1-1 or 415-558-3200. Then notify the Building Office, or Security if after-hours. Building Office telephone is 415-512-1080, if after-hours, dial 0 during the message to reach Security.

Never assume that someone has, or will, report the fire.

An intermittent high-pitched warbling noise will sound on your floor. Relocation should commence at that time. Follow instructions described in “**RELOCATION PROCEDURES**” on pages 8 through 10.

Floor Wardens should first make sure the fire has properly been reported, and then supervise the immediate relocation of personnel from the floor.

Personnel familiar and trained in the use of fire extinguishers should attempt to extinguish **SMALL MANAGEABLE FIRES** only (no larger than a trashcan) and if safe to do so. Do **NOT** allow the fire to get between you and your means of escape.

To use a fire extinguisher:

- Ensure the alarm has been sounded
- Check the fire extinguisher – is it the proper type and in good condition?
- Carry extinguisher to fire, pull ring and aim at the base of the fire.
- Crouch low, squeeze handle and sweep from side to side in an upward motion.

Remain calm. Follow instructions of your Floor Warden. Listen for emergency communications through the Public Address System. Follow instructions from Fire Department or Fire Safety Director. Unless you have something to report, do **NOT** tie up phone lines.

**DO NOT USE ELEVATORS.** Walk to the stairwell exits. In emergency situations, elevators will be used only by the Fire Department. When an alarm occurs, all elevators serving that area will be recalled to the lobby and shut off.

Assist disabled personnel. Assign at least two people to help move them to a safe area. The Fire Department will also help, provided Building Management has been advised of name(s) and location(s).

**DO NOT OPEN HOT DOORS.** Before opening any door, touch it near the top, with the back of your hand, to see if it is hot. A fire on the other side will blast through the slightest opening with tremendous force and heat. **CLOSE ALL DOORS ALONG THE EXIT ROUTE. DO NOT BREAK WINDOWS** to vent smoke. Falling glass is a serious threat to people below.

The Building Fire Safety Director will ensure that the fire department has been notified, elevators are recalled to the ground level and that all keys, floor-plans, and disabled list are readily available for the fire department and work with the Floor Wardens to facilitate relocation/evacuation. He will prepare the entrance for emergency response, communicate situation details with the fire department and instruct Security to make emergency public address announcements.

### **6.1 False Alarms**

On rare occasions, a smoke detector or other alarm may malfunction and activate when there is no fire or other emergency. Until the source of the alarm is investigated and confirmed to be false, the alarm must be treated as real. The relocation procedures may be implemented for your safety. Follow the instructions given over the public address system.

### **6.2 Fire Prevention Measures**

Do not accumulate discarded files and paper trash in your office or storage areas. Pay special attention to housekeeping in areas that produce a lot of trash, such as copy areas and mailrooms.

Keep your electrical appliances and electrical cords in good repair. Inspect all electrical cords for damage. Do not overload electrical outlets; the use of extension cords and space heaters is prohibited. Do not store large quantities of flammable solvents or duplication fluids. Store all flammable fluids in a well-marked, safe, cool location.

When furnishing the office, consider the potential for toxic gas, smoke, and flame the synthetic materials can produce. Check on the safety and fire resistance of each material selected in your office.

In areas of increased fire danger, install extra fire extinguishers

# 7. EARTHQUAKE

## 7.1 Earthquake Preparedness

Keep an earthquake preparedness kit on hand. Include the following:

- Food and water – minimum 3 day supply (7 day supply ideal)
- First Aid kit and First Aid manual
- Large and small heavy-duty plastic bags, duct tape and scissors
- Extra prescriptions and eyewear
- Heavy-duty shoes and gloves
- Extra clothing, whistle
- Rescue tools
- Portable TV and/or radio with extra batteries
- Flashlight and extra batteries
- Cash (ATMs and credit cards may not work)
- Emergency Phone List including family at work, school, daycare, etc.
- Long-distance message check-in phone number
- Cell phone

## 7.2 During an Earthquake

Most injuries resulting from an earthquake are caused by falling objects or debris dislodged by the quake. During an earthquake, observe the following:

- Remain calm, do not panic.
- Stay in office area.
- Take cover under tables, desks, or strong doorways.
- Keep away from windows and glass doors.
- Keep clear of filing cabinets, shelves and tall stacks of materials.
- Check for any injured personnel and administer first aid where necessary.
- Floor Wardens should check damage and injuries and be prepared to expedite evacuation of serious cases.
- In the event of a fire resulting from an earthquake, follow the fire emergency procedures.

Elevators are equipped with seismic detectors and when activated will automatically stop at the nearest floor. People in an elevator during such time should exit the car and follow instructions from the Floor Warden.

### **7.3 Following an Earthquake**

- Be prepared for aftershocks. Generally, the aftershocks are smaller than the main quake, however, some may be large enough to cause additional damage.
- If you smell gas, notify the Building Office or Security immediately.
- Check immediate location – make sure you are safe.
- Check for injuries and apply first aid as needed. Be prepared to go without emergency services and help yourself and others.
- Extinguish any fires; do not light matches or smoke.
- Listen for news or instructions on radio or television.
- Do not use telephone unless for dire emergencies; make certain that all telephone receivers are on in the phone cradle.
- Ration food and water.

## 8. MEDICAL EMERGENCIES

If you, or someone in your area, need(s) immediate medical help, inform the nearest person to phone 9-1-1 for help; if no one is around, immediately dial 9-1-1 from the closest telephone. Be sure to give your name, the building name and address, your floor and location, and your telephone number. Inform Building Management or Security that you have called 9-1-1 and that an emergency team will be arriving; give them your name, phone number and location so they can recall an elevator and guide the response team to the correct place.

## 9. TOXIC HAZARDS

If there is a toxic spill or exposure, immediately get to an area where you are not exposed and call 9-1-1. Give building address, floor and phone number, and also what type of spill. Take action to contain the hazard; close doors behind you, and always follow all safety procedures when working with toxic materials.

**MSDS:** The building Engineering Department keeps an MSDS (Material Safety and Data Sheet) log on file for all chemicals used in the building. It lists what is in the products, possible side effects from exposure, and First Aid for exposure, ingestion, inhalation, etc. Tenants are encouraged to maintain an MSDS log of all materials used on their premises and made available to all employees. MSDS sheets are widely available for just about any product you can think of, even whiteout and dish detergent. Just contact the company that manufactures the products.

## 10. CIVIL DISTURBANCES

Do not go through an unruly crowd to exit or enter the building. If there is violence involved, call 9-1-1 and inform of the situation, and answer questions asked by the operator. Inform Building Management or Security that you have called 9-1-1.

## 11. BOMB THREATS

Because not all bomb threats are the same, good judgment and the cooperation of employees are especially necessary. A particular area or floor, a number of floors, or possibly the entire building may have to be relocated in the event of a bomb threat.

In the event that a bomb threat is phoned into your office, it is imperative that the person receiving the threat not risk breaking the telephone connection by attempting to transfer the call. Have someone call 9-1-1 to report the call. The call should be extended for as long as possible, **gathering as much information as possible** and perhaps having the call traced. See "Desktop Bomb Threat Checklist" in Appendix 1 of this manual.

Immediate arbitrary relocation or evacuation is not recommended. If the City Police or Fire Department suggest that you evacuate your area due to a bomb threat, it is important to



have personnel first make a visual search of their own desks and surrounding areas. Since the employees are familiar with the workplace surroundings and what belongs (or doesn't belong) there they are more likely to be able to identify any unusual items. Suspicious items could include boxes, cigarette packs, bags or purses, etc. If a suspicious item is located, do not touch it or cover it.

In case of an evacuation due to a bomb threat, the elevators can be used. However, in the case of a bomb explosion or fire, you should not use elevators, unless specifically instructed by Fire Department or Police to do so. It is also good practice to assign someone to make a final inspection of the area to be sure everyone has been relocated.

Building Management will quickly make a search of the public areas involved. They will also assist the Police and Fire Departments in searching the Tenant areas. Whenever possible, the Tenant should have representatives available to assist with the search of areas requested.

The Bomb Threat Checklist can be found in Appendix 1. Please be sure that all employees have the checklist handy at their desks. As much detail as possible should be recorded and all descriptions that apply should be checked off or circled.

## 12. ACTIVE SHOOTER



**BE PREPARED FOR AN ACTIVE SHOOTER**

Recent national tragedies remind us that the risk is real. Taking a few steps now can help you react quickly when every second counts.



**FEMA**  
FEMA V-1000/March 2018

An active shooter is an individual engaged in attempting to kill people in a confined space or populated area. Active shooters typically use firearms and have no pattern to their selection of victims.



Can happen anywhere



Can happen anytime

### IF YOU ARE INVOLVED IN AN ACTIVE SHOOTER INCIDENT

See something, say something.



Learn first aid skills so you can help others.

Before you run, know the exits.



Help law enforcement.

Find a place to hide.



Seek help to cope with trauma.



Run



Hide



Fight

# HOW TO STAY SAFE WHEN AN ACTIVE SHOOTER THREATENS



**If you see suspicious activity**, let an authority know right away.

**Many places, such as houses of worship, workplaces, and schools**, have plans in place to help you respond safely. Ask about these plans and get familiar with them. If you participate in an active shooter drill, talk with your family about what you learned and how to apply it to other locations.

**When you visit a building** such as a shopping mall or healthcare facility, take time to identify two nearby exits. Get in the habit of doing this.

**Map out places to hide.** In rooms without windows, behind solid doors with locks, under desks, or behind heavy furniture such as large filing cabinets can make good hiding places.

**Sign up for active shooter, first aid, and tourniquet training.** Learn how to help others by taking FEMA's You Are the Help Until Help Arrives course. Learn more at [ready.gov/until-help-arrives](https://ready.gov/until-help-arrives).



**RUN.** Getting away from the shooter or shooters is the top priority. Leave your things behind and run away. If safe to do so, warn others nearby. Call 911 when you are safe. Describe each shooter, their locations, and weapons.

**HIDE.** If you cannot get away safely, find a place to hide. Get out of the shooter's view and stay very quiet. Silence your electronic devices and make sure they won't vibrate. Lock and block doors, close blinds, and turn off the lights. Do not hide in groups—spread out along walls or hide separately to make it more difficult for the shooter. Try to communicate with police silently—such as through text messages or by putting a sign in an exterior window. Stay in place until law enforcement gives you notice that all immediate danger is clear.

**FIGHT.** Your last resort when you are in immediate danger is to defend yourself. Commit to your actions and act aggressively to stop the shooter. Ambushing the shooter together with makeshift weapons such as chairs, fire extinguishers, scissors, and books can distract and disarm the shooter.



**Keep hands visible and empty.**

**Know that law enforcement's first task** is to end the incident. They may have to pass injured persons along the way.

**Follow law enforcement's instructions** and evacuate in the direction they tell you to.

**Consider seeking professional help** for you and your family to cope with the long-term effects of trauma.

## Take an Active Role in Your Safety

Go to [ready.gov](https://ready.gov) and search for **active shooter**. Download the **FEMA app** to get more information about preparing for an **active shooter**. Find Emergency Safety Tips



## 13. ANNOUNCEMENTS

Below are examples of the types of announcements you may hear over the Public Address System in the event of an emergency, Life Safety System testing, or a false alarm:

### Relocation Announcement

*Floor where emergency is occurring will hear:* **Attention. Attention. May I have your attention please. An emergency has been reported on this floor. Move to the exit stairwells and slowly walk down four floors and re-enter the building. Do not use the elevators.**

*Relocation Floors will hear:* **Attention. Attention. May I have your attention please. An emergency has been reported near your floor. Please move to the exit stairwells and slowly walk down four floors and re-enter the building.**

*Receiving Floors will hear:* **Attention. Attention. May I have your attention please. An alarm has been reported on one of the upper floors. Please prepare to receive relocated persons on your floor. Thank you for your co-operation.**

### Earthquake Announcement

**Attention. Attention. May I have your attention please. We have just experienced an earthquake. Please remain calm and stay away from the perimeter windows. More information will follow shortly.**

### Evacuation Announcement

**Attention. Attention. May I have your attention please. An emergency has been reported in the building. Please move to the exit stairwells and slowly walk to the first floor and exit the building.**

### False Alarm Announcement (only made under Fire Department authorization)

**Attention. Attention. May I have your attention please. The alarm experienced was false. Relocated persons from the above floors may now return to their workstations. Please use the elevators when returning to your floor.**