

EMERGENCY HANDBOOK



Village Center Station

6380 S. Fiddler's Green Circle
Greenwood Village, CO 80111

OVERVIEW

The Ownership and Management of Village Center Station take Fire and Life Safety very seriously. Our objective is to provide our tenants with a safe and comfortable working environment.

While the Fire and Life Safety Systems in the building are engineered to ensure the safety of all occupants in the building in the event of a fire, it is important that all individuals working in the building understand the building's emergency procedures. However, each emergency is unique and sometimes the recommended procedures may not be suitable for all conditions that arise. Therefore, common sense should always be the primary element of any emergency procedure.

Please take the time to familiarize your entire staff with these procedures. A coordinated effort from Building Management, Floor/Suite Wardens, tenants, and Emergency Personnel is vital to the success of any emergency plan. If you have any questions regarding these procedures or any of the Fire and Life Safety systems in place at Village Center Station, please contact the Management Office at (303) 867-3800.

EMERGENCY PHONE NUMBERS

Emergency:	911	Management Office:	303-867-3800
Fire Department: South Metro Fire Department	720-488-7200	After-Hours:	303-867-3800
Police Department:	303-773-2525		
Greenwood Village Police Department	720-913-2000		

EMERGENCY RESPONSE TEAM

At the time of move-in, each tenant is asked to complete the **Emergency Response Team Form** designating personnel that will be responsible for taking charge in the event of an emergency. It is up to each tenant to assure that this form is updated when designated personnel leave employment of the firm or for other reasons are no longer able to perform the outlined duties of emergency personnel.

While the Management Office may periodically host Emergency Response Team training, the general responsibilities are outlined here. It is the responsibility of all Emergency Response Team personnel to familiarize themselves with these guidelines as well as all of the building's Emergency Procedures.

Emergency Response Team positions:

- **Floor Warden or Suite Monitor**
- **Runner**
- **Assistant to the Mobility Impaired**



Each member of the building's Emergency Response Team acts as a link between the Building Management and their respective employees and they have an extremely important job to perform in the event of an emergency.

FLOOR/SUITE WARDEN RESPONSIBILITIES

- Appoints personnel to the emergency team, fills all vacant positions and maintains an updated roster of Floor Response Team personnel
- Maintains an up-to-date list of mobility impaired employees
- Keeps Management Office updated on any changes in Floor Response Team personnel and mobility impaired employees
- Alerts Floor Response Team designees of potential emergencies
- Responsible for informing and training Floor Response Team in emergency procedures
- Ensures that Floor Response Team know their assigned duties and locations in case of an emergency
- Pre-plans the handling of mobility impaired personnel during evacuation
- Responsible for the evacuation of Floor Response Team

RUNNER

- Under the supervision of the Floor/Suite Warden, the Runner is responsible for notifying the Building Management Team stationed at the Command Post of any personnel that are not accounted for after an evacuation.
- Stays at the Command Post to wait for authorization to re-enter the building or other instruction that may come from the Fire Department.
- Informs Floor/Suite Warden, when this authorization or further instruction is given.

ASSISTANT TO THE MOBILITY IMPAIRED

- Under the supervision of the Floor/Suite Warden, the Assistant to the Mobility Impaired is responsible for the safe evacuation of any mobility impaired personnel.
- Moves all wheelchair bound personnel to the stairwell area and waits with them until emergency personnel arrive.

FIRE

IF A FIRE IS DISCOVERED INSIDE YOUR SUITE

1. Advise others and move everyone away from the fire.
 2. Confine the fire by closing all doors in the area.
 3. Notify the Fire Department (911) and provide the following information:
 - Building Name: **Village Center Station**
 - Building Address : **6380 S. Fiddlers Green Circle**
 - Nearest Cross Street: **S. Fiddlers Green Circle & East Peakview Ave**
 - Suite number or exact location of fire
 - Your call back number
- NOTE: Do not hang up until the Emergency Operator does so.
4. Call the Management Office and give your, floor and suite number.
 5. Attempt to extinguish the fire only under the following conditions:
 - The fire is small and can easily be extinguished.

- You are familiar with the operation of an extinguisher and it can be done safely.
 - You have someone with you.
 - You have your back facing an exit.
6. Proceed to the nearest exit to evacuate. Exit via stairwells; do not use the elevators.
 7. Once outside the building, move to a safe refuge area away from the building and Fire Department operations.

IF A FIRE IS DISCOVERED OUTSIDE OF YOUR SUITE

If you are in your suite, smoke or heat is evident in the corridor, and you are not able to exit, proceed as follows:

1. Call 911 and provide the following information:
 - Building Name: **Village Center Station**
 - Building Address : **6380 S. Fiddlers Green Circle**
 - Nearest Cross Street: **S. Fiddlers Green Circle & East Peakview Ave**
 - Suite number or exact location of fire
 - Your call back number

NOTE: Do not hang up until the Emergency Operator does so.
2. Call the Management Office and give your, floor and suite number.
3. FEEL THE DOOR. If it is hot or warm, DO NOT OPEN IT!
4. CLOSE AS MANY DOORS AS POSSIBLE BETWEEN YOU AND THE FIRE.
5. IF SMOKE ENTERS YOUR SUITE FROM BENEATH THE DOOR, seal the area with a fire blanket, wet towel or other mist material.
6. IF SMOKE IN YOUR SUITE BECOMES UNBEARABLE, break a window for additional oxygen.
7. IF YOUR TELEPHONE STOPS WORKING, display brightly colored material from the window. Wave it to make it more visible to rescuers.
8. DO NOT JUMP!

FIRE SAFETY REMINDERS

1. Post Emergency Phone Numbers for all employees.
2. Make sure all employees are aware of the location of fire extinguishers and are familiar with how an extinguisher operates.
3. In a fire or other emergency, follow the instruction of your designated Floor/Suite Warden and other Emergency Personnel.
4. Never use the elevators.
5. While it is usually advised to go downward in a building during a fire, there are occasions when it may be necessary to go to an upper floor or the roof. For example, if smoke enters the stairwell, you may be driven upwards toward cleaner air.
6. If you encounter smoke, get down on your hands and knees. Air is cleaner and cooler near the floor. Crawl to the nearest stairwell and exit if it is safe to do so.
7. Few people are burned to death in fires. Most fire-related deaths are the result of smoke inhalation, poisonous gas or panic. Panic can be avoided by being well prepared for an emergency. Learn all the emergency procedures as if they were second nature.

FIRE PREVENTION TIPS

1. Replace any electrical cord that has cracked insulation or a broken connector.
2. Do not pinch electrical cords under or behind furniture.



3. Do not run electrical extension cords under chair mats or across doorways where they can be stepped on or chaffed.
4. Leave space for air to circulate around heaters and other heat-producing equipment such as copiers and computer terminals.
5. Turn off or unplug all appliances, such as coffee makers, at the end of each workday.
6. Keep exits, storage areas and stairways free from waste paper, empty boxes, dirty rags and other fire hazards.
7. Know the locations of fire extinguishers in the building and your work area.
8. Remove trash on a regular basis.
9. Close all doors after working hours.
10. Discard all flammable liquids.
11. Observe the building's NO SMOKING policies. Never throw matches or cigarette butts into waste containers (inside or outside of building).

FIRE EXTINGUISHER LOCATION & BASIC OPERATION

There are two (2) fire extinguishers on each floor located near each stairwell entrance. All extinguishers in the buildings may be used on fires originating from wood, paper, plastic, grease, oil and electricity.

Operating A Fire Extinguisher:

- Pull open the cabinet and remove fire extinguisher.
- Remember the "P-A-S-S" method for effective fire extinguisher use:

P – Pull the safety pin. This is usually the pin with a string attached.

A – Aim the hose, nozzle or horn at the base of the fire.

S – Squeeze the trigger handle

S – Sweep from side to side and watch for the re-flash of the fire.

EVACUATION

In the event of an emergency, it may become necessary to evacuate the office building. All Floor Response Team personnel as well as general personnel should be completely familiar with the following evacuation procedures.

- In an emergency situation evacuate the building.
- Do not exit via the elevators.
- Exit via stairwells.
- Familiarize yourself with the location of all stairwell exits; in the event a stairwell is blocked, proceed to an alternate stairwell.
- Use safe stairwell exit procedures including:
 - Remain calm and quiet
 - Remove high heeled shoes
 - Use hand rails
 - Move quickly, but do not run
 - Assist those who may have trouble on the stairs or who have been injured
 - Treat injuries on stairwell landings only and only when safe to do so

POWER FAILURE

If electrical service is lost:

- A. Contact Excel Energy at (800) 895-1999 and report the power outage.
- B. Call the management office to report the situation.

CIVIL DISTURBANCES

Although riots and civil disturbances are rare, there is still a need for a planned course of action in the event a civil disturbance erupts. Should a disturbance start outside the building, the Management Office will:

- Secure all building entrances.
- Notify the police.
- Notify the tenants.

In the event that a civil disturbance initiates inside the building:

- Make sure all occupants are in your office and lock your suite doors including the main entrance.
- Immediately notify the Management Office and provide the following information:
 - Exact location of the disturbance, demonstrators and/or rioters
 - Approximate number of demonstrators or rioters
 - Your name, company name and call back number

EXPLOSIONS

If an explosion occurs, please adhere to the following procedures:

1. Call 911 and provide the following information:
 - Building Name: **Village Center Station**
 - Building Address : **6380 S. Fiddlers Green Circle**
 - Nearest Cross Street: **S. Fiddlers Green Circle & East Peakview Ave**
 - Suite number or exact location of explosion
 - Your call back number

NOTE: Do not hang up until the Emergency Operator does so.
2. IMMEDIATELY report the explosion to the Management Office. Remain calm and provide the following information:
 - Your name, location (building and suite number) and phone number
 - Your company name
 - Exact location of explosion
 - Cause (if known) of explosion
 - Extent of casualties, and number and type of injuries
 - Whether explosion caused fire and if so, location of fire
3. Evacuate all persons from the area if necessary.

MEDICAL EMERGENCIES

Should a medical emergency situation develop which requires immediate intervention by trained personnel, proceed as follows:



1. Call 911. Reassure the injured person that help is on the way. Remain calm and provide the following information:
 - Nature of medical emergency.
 - Building Name: **Village Center Station**
 - Building Address : **6380 S. Fiddlers Green Circle**
 - Nearest Cross Street: **S. Fiddlers Green Circle & East Peakview Ave**
 - Exact location and name of sick or injured person.

NOTE: Do not hang up until the emergency operator does so.
2. Call the Management Office at 303-867-3800
Provide the following information:
 - Your name and company name
 - Nature of medical emergency
 - Exact location and name of sick or injured person
 - Whether or not you have called for trained assistance
 - A number where you can be reached
3. Direct any on-lookers away from the area of the injured person. Clear the area of any objects that might impede the rescue or interfere with emergency personnel.
4. Remain with the victim. DO NOT move the victim unless there is immediate danger of further injury. Keep the victim comfortable and warm.

Designate a responsible person to do the following:

- Wait at the building's main entrance for medical personnel. When they arrive, direct them to the injured person.
- Whenever possible, have an elevator standing by for the rescue team.

TORNADOS

Tornado Preparedness

The following **SUPPLIES** will be necessary to protect and sustain your employees in the event that a tornado leaves you temporarily stranded in the office building:

- Food** – stock your office with non-perishable and easy-to-store food products such as dehydrated foods and food bars.
- Water** – keep at least a three-day supply of purified water. It is recommended that you stock two quarts of water per day, per employee.
- Emergency Lighting** – flashlights, flares, light sticks.
- Batteries** – keep a fresh supply
- Medical** – keep a well-stocked First Aid Kit. Choose kits designed to treat tornado related injuries such as heavy bleeding, shock and broken bones.
- Blankets** – lightweight fire and shock retardant emergency blankets.
- Radios** – portable transistor radios with extra batteries and two-way radios.
- Fire Extinguisher**
- Medications** – persons on medication should keep a 72-hour supply in their desk.

Additional Supplies to Consider

- Heavy work gloves
- Catalytic heater
- Chemical toilets, waste bags



- | | | |
|--|---|---|
| <input type="checkbox"/> Hard Hats & Goggles | <input type="checkbox"/> Dust masks | <input type="checkbox"/> Water purification tablets |
| <input type="checkbox"/> Work shoes | <input type="checkbox"/> Eating utensils | <input type="checkbox"/> Sleeping bags & Cots |
| <input type="checkbox"/> Generator | <input type="checkbox"/> Portable stove | <input type="checkbox"/> Pre-moistened towelettes |
| <input type="checkbox"/> Shovels, crowbars | <input type="checkbox"/> Instant ice pack | |

There are two designations placed on a Tornado: a **WATCH** and a **WARNING**. A Tornado **WATCH** indicates weather conditions are right for a tornado. A Tornado **WARNING** indicates that a tornado has been sighted in the immediate area.

IN THE EVENT OF A TORNADO WATCH

1. Whoever is made aware of the threatening weather should notify the designated Floor/Suite Warden and the Management Office.
2. Floor/Suite Warden should alert all staff of the watch.
3. Once you have been notified of the watch, please do the following:
 - Immediately close the blinds in your office.
 - Once this is accomplished, stay away from the windows.
 - Remain at your normal work station.
 - Tune in any battery operated radios to a station with weather updates.
 - If possible, you should remain in the building until the weather has cleared.

IN THE EVENT OF A TORNADO WARNING

1. Whoever is made aware of the threatening weather should notify the designated Floor/Suite Warden and the Management Office.
2. Move away from the perimeter of the building (windowed areas) toward the center of the building and close the doors behind you.
3. Floor/Suite Wardens will direct you towards corridors, stairwells and elevator lobbies.
4. Do not exit these designated areas or use elevators.
5. Protect yourself by placing your head close to your knees and covering your neck with your hands.
6. If you cannot reach a corridor or lobby in time, the next safest place is under a desk, table or chair.
7. Remain in the designated area until an announcement has been made by designated emergency personnel or building management that it is safe to return to your work station.
8. If anyone has been injured, designated emergency personnel should assist where possible and follow the Medical Emergency Procedures outlined in this Manual.
9. If any portion of your offices or surrounding building areas have been damaged, please notify building management immediately.

EARTHQUAKES

Earthquake Preparedness

While the office building is structurally designed to minimize earthquake damage, it is wise for all occupants to be well prepared as well as keenly aware of the earthquake emergency procedures.

The following **SUPPLIES** will be necessary to protect and sustain your employees in the event of an earthquake:



- ❑ **Food** – stock your office with non-perishable and easy-to-store food products such as dehydrated foods and food bars.
- ❑ **Water** – keep at least a three-day supply of purified water. It is recommended that you stock two quarts of water per day, per employee.
- ❑ **Emergency Lighting** – flashlights, flares, light sticks.
- ❑ **Batteries** – keep a fresh supply
- ❑ **Medical** – keep a well-stocked First Aid Kit. Choose kits designed to treat earthquake related injuries such as heavy bleeding, shock and broken bones.
- ❑ **Blankets** – lightweight fire and shock retardant emergency blankets.
- ❑ **Radios** – portable transistor radios with extra batteries and two-way radios.
- ❑ **Fire Extinguisher**
- ❑ **Medications** – persons on medication should keep a 72-hour supply in their desk.

Additional Supplies to Consider

- | | | |
|-----------------------|--------------------|--------------------------------------|
| ❑ Heavy work gloves | ❑ Catalytic heater | ❑ Chemical toilets, waste bags, lime |
| ❑ Hard Hats & Goggles | ❑ Dust masks | ❑ Water purification tablets |
| ❑ Work shoes | ❑ Eating utensils | ❑ Sleeping bags & Cots |
| ❑ Generator | ❑ Portable stove | ❑ Pre-moistened towelettes |
| ❑ Shovels, crowbars | ❑ Instant ice pack | |

During An Earthquake

While Earthquake Emergency Procedures are similar to those of a fire, one specific difference should be communicated to all building occupants: Evacuation during fire is highly probable, whereas **EVACUATION DURING AN EARTHQUAKE IS NOT PROBABLE.**

Please adhere to the following safety procedures during an earthquake:

1. Take shelter away from windows and seek protection under tables, desks, or other objects that offer shelter from flying glass and debris.
2. Do not leave the sheltered area or exit the building until the quake is over. Seek safety where you are and leave calmly afterward if evacuation is necessary.
3. Do not dash for exits – stairwells may be unsafe.
4. Never attempt to use elevators during an earthquake. Afterwards, do not use elevators until they are checked for safety.
5. Stay clear of bookcases, file cabinets, windows and other heavy objects.
6. Turn off electrical equipment. Do not be surprised if electricity goes off or alarm systems are activated.
7. Do not smoke or use matches in case of gas leaks. If power fails, use battery operated lights.

If You Are Outside of the Building When An Earthquake Occurs

1. Move away from buildings, utility wires and poles, debris and areas subject to falling glass.
2. If you are unable to reach a clear area, stand in a doorway or archway.
3. If threatened by falling debris, cover face with one forearm and the back of the head with the other.
4. The most dangerous place to be is on a sidewalk subject to falling debris such as glass and masonry.

After an Earthquake

1. Check for injured persons. DO NOT attempt to move a seriously injured person unless they are in immediate danger.
2. DO NOT use matches, candles or other open flames.
3. DO NOT turn on electrical switches or appliances.
4. Inspect your area for damage. Check for fire. Check utilities for gas and water leaks or electrical shorts. Stay clear of wires that are shorting out.
5. If you smell gas evacuate the building if possible and report the leak to the Fire Department first, if possible, and then Building Management.
6. Replace telephone receivers to restore communications. However, do not use telephones, except to reach Management Office or the Fire Department.
7. Listen to the radio for emergency reports.
8. DO NOT spread false rumors regarding the condition of the building or anything else that may cause panic.
9. Cooperate with Management personnel and Fire Department representatives.
10. Be prepared and stay alert for aftershocks.

HURRICANES

Hurricane Preparedness

The following **SUPPLIES** will be necessary to protect and sustain your employees in the event that a hurricane leaves you temporarily stranded in the office building:

- Food** – stock your office with non-perishable and easy-to-store food products such as dehydrated foods and food bars.
- Water** – keep at least a three-day supply of purified water. It is recommended that you stock two quarts of water per day, per employee.
- Emergency Lighting** – flashlights, flares, light sticks.
- Batteries** – keep a fresh supply
- Medical** – keep a well-stocked First Aid Kit. Choose kits designed to treat hurricane related injuries such as heavy bleeding, shock and broken bones.
- Blankets** – lightweight fire and shock retardant emergency blankets.
- Radios** – portable transistor radios with extra batteries and two-way radios.
- Fire Extinguisher**
- Medications** – persons on medication should keep a 72-hour supply in their desk.

Additional Supplies to Consider

- | | | |
|--|---|---|
| <input type="checkbox"/> Heavy work gloves | <input type="checkbox"/> Catalytic heater | <input type="checkbox"/> Chemical toilets, waste bags, lime |
| <input type="checkbox"/> Hard Hats & Goggles | <input type="checkbox"/> Dust masks | <input type="checkbox"/> Water purification tablets |
| <input type="checkbox"/> Work shoes | <input type="checkbox"/> Eating utensils | <input type="checkbox"/> Sleeping bags & Cots |
| <input type="checkbox"/> Generator | <input type="checkbox"/> Portable stove | <input type="checkbox"/> Pre-moistened towelettes |
| <input type="checkbox"/> Shovels, crowbars | <input type="checkbox"/> Instant ice pack | |

There are two designations placed on a Hurricane: a **WATCH** and a **WARNING**. A Hurricane **WATCH** indicates weather conditions are right for a hurricane. A Hurricane **WARNING** indicates that a hurricane has been sighted in the immediate area.

IN THE EVENT OF A HURRICANE WATCH

1. Whoever is made aware of the threatening weather should notify the, designated Floor/Suite Warden and the Management Office.
2. Floor Warden or office managers should alert all staff of the watch.



3. Once you have been notified of the watch, please do the following:
 - Immediately close the blinds in your office
 - Once this is accomplished, stay away from the windows
 - Remain at your normal work station
 - Tune in any battery operated radios to a station with weather updates
 - If possible, you should remain in the building until the weather has cleared

IN THE EVENT OF A HURRICANE WARNING

1. Move away from the perimeter of the building (windowed areas) toward the center of the building and close the doors behind you.
2. Floor Wardens will direct you towards corridors, stairwells and elevator lobbies.
3. Do not exit these designated areas or use elevators.
4. Protect yourself by placing your head close to your knees and covering your neck with your hands.
5. If you cannot reach a corridor or lobby in time, the next safest place is under a desk, table or chair.
6. Remain in the designated area until an announcement has been made by designated emergency personnel or building management that it is safe to return to your work station.
7. If anyone has been injured, designated emergency personnel should assist where possible and follow the Medical Emergency Procedures outlined in this Manual.
8. If any portion of your offices or surrounding building areas have been damaged, please notify building management immediately.

BOMB THREATS

Bomb threats should always be taken seriously. Do not assume that a bomb threat is a prank call or that they are only made to the Management Office. Anyone can receive a bomb threat and all building occupants should be prepared.

Telephone Bomb Threats

1. The person receiving the call should try to get as much information as possible from the caller and should **WRITE OUT THE MESSAGE EXACTLY AS RECEIVED FROM THE CALLER**.
2. **LISTEN CAREFULLY**. You may be able to help authorities identify the caller, his location, or the location of the explosive by his comments, vocal characteristics and any background noise.
3. Keep the caller on the phone for as long as possible. Ask the caller to repeat the message. Obtain as much information from the caller as possible such as location of bomb, time of detonation, appearance of bomb, and callers' reason for planting the bomb (please see the **Bomb Threat Questionnaire** found in this manual).
4. Remind the caller that the building is occupied and that the bomb might cause the deaths of innocent people.
5. Once the caller has hung up, immediately call 911 then contact the Management Office at 303-867-3800 and provide the following information:
 - Your name
 - Your location (building and suite number)
 - Your phone number
 - Name of any other person who heard the threat

- Name of any employee threatened by the caller and his/her work location
 - Time the bomb is to detonate if known
 - Location and description of the bomb if known
 - Any reason given for planting the bomb
 - Any other information received from the bomb threat perpetrator
6. Complete the Bomb Threat Questionnaire and provide it to emergency and management personnel as soon as possible after the call was received.

Written Bomb Threats

Upon receipt of a written bomb threat:

1. Immediately call 911 then notify the Management Office
2. Do not destroy the note
3. Do not let others handle the note
4. Turn the note over to building management or emergency personnel

Personal Receipt Of Bomb Threats

When a bomb threat is directed to a specific individual, he/she should immediately search his/her own workstation or office for unidentifiable or suspicious items. Please remember the following:

- Look for anything out of the ordinary or out of place.
- Look high and low – not just at eye level.
- Methodically search from one end of your work area to the other.

Searching Your Suite For A Suspected Bomb

Once a telephone or written bomb threat has been reported to the Management Office, occupants should search their suites for any suspicious packages. Here are some search guidelines:

- Do not rely on random searches in logical places.
- Explosives are concealed most easily in areas that have the easiest access
- Be aware of out of the ordinary articles that are foreign to the area.
- The bomb is likely to be packaged in a common container such as a shoe box, cigar box, a book, a grocery bag, an athletic bag, and airline bag, a suitcase or briefcase.
- Anything that does not belong, such as a book in the restroom, should be considered a suspicious object.
- When searching individual rooms/offices, start at the outside walls and move towards the center of the room.

NOTE: If a suspicious object is found, **DO NOT TOUCH IT**. Report the finding immediately to your designated emergency personnel and to building management.

Suspicious Packages

Upon the delivery of all packages always be aware and:

- Do not accept the contents of any container as bona fide simply because it was delivered in a routine manner.

- Do not assume that container marking and/or appearance is sole evidence of its content, identification or legitimacy.
- Be aware of packages with incorrect titles or those marked "Confidential" or "Personal."
- Do not open any suspicious package. Do not cut any cord, rope or wire on a suspicious package.

Be aware of the following signs that a package may include a bomb:

- Excessive postage
- No return address
- Excessive weight
- Incorrect titles
- Restrictive markings (such as "Confidential" or "Personal")
- Oily stains or discoloration

Upon Receipt Of A Suspicious Package

1. Do not allow anyone to handle the package.
2. Immediately call 911 then contact the Management Office

SUSPECTED BOMB SAFETY PRECAUTIONS

The following safety precautions will acquaint all occupants with the dangers inherent in a bomb threat, bomb search, discovery and handling of all suspected bombs, or if you have any other reason to suspect a bomb is in the building.

While some of the precautions may seem elementary, do not dismiss them as unimportant. Adequate knowledge of these precautions may save your life as well as the lives of other persons working in or visiting the building.

1. If it is suspected that a bomb is in the building:
 - Do not use radio equipment to transmit messages
 - Do not change lighting conditions
 - Remove all flammables
2. Please make only necessary phone calls. Open phone lines are essential to effectively controlling the emergency.
3. If a suspected bomb is identified:
 - Do not touch it
 - Do not attempt to move or carry it
 - Remove all flammable from the area
4. During a bomb threat emergency, cooperate with all fire department instructions, including building evacuation.

CHECKLIST FOR BUSINESS SURVIVAL FOLLOWING AN EMERGENCY

Businesses face many hurdles in recovering from emergencies. A key to survival is looking ahead and planning for recovery before an emergency strikes. The following checklist identifies areas that can reduce the impact of an emergency by enabling your company to continue normal business operations.



- ❑ Make agreements with vendors and suppliers to assure continued business or identify alternate sources in the event your normal vendors are unable to function after an emergency.
- ❑ Develop and maintain inventories for critical supplies, equipment and employee skills.
- ❑ Develop a plan for informing clients, the general public and the media about company operations following an emergency.
- ❑ Store duplicates of vital company records and important documents off-site.
- ❑ Take steps to "emergency proof" your computer facility and equipment.
- ❑ Establish contracts with engineers and suppliers to survey damage and perform clean up following an emergency.
- ❑ Develop a plan for business restoration including securing alternate work sites for personnel, restoring damaged utility systems, and controlling access to company facilities.
- ❑ Develop alternate marketing strategies for your products or for moving into other markets under post earthquake conditions.
- ❑ Create post-emergency financing and investment strategies to protect corporate assets.
- ❑ Make sure your bank is informed about your disaster contingency planning to assure quick response to your post-emergency needs.
- ❑ Review existing inter-company mutual aid agreements to establish what needs might be following an emergency.

FORMS

The following forms should be completed and returned to the Management Office. Send a copy to the Management Office and retain one copy for your records. For replacement forms, please contact the Management Office at 303-867-3800.

- A. Floor Response Team
- B. Physically Impaired Individuals
- C. Bomb Threat Checklist
- D. Emergency Procedures Acknowledgement

**VILLAGE CENTER STATION | Fire & Life Safety
Floor Response Team**

(CIRCLE ONE) Single-Tenant Floor Multi-Tenant Floor

Tenant: _____ Floor/Suite #: _____
Phone#: _____

Floor/Suite Warden

Employee:	Department:
Work Schedule:	Work Phone:
Email Address:	
Percentage of time spent off site during business hours:	
Is the Emergency Evacuation Member presently certified in CPR/First Aid? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Assistant Floor/Suite Warden

Employee:	Department:
Work Schedule:	Work Phone:
Email Address:	
Percentage of time spent off site during business hours:	
Is the Emergency Evacuation Member presently certified in CPR/First Aid? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Runner

Employee:	Department:
Work Schedule:	Work Phone:
Email Address:	
Percentage of time spent off site during business hours:	
Is the Emergency Evacuation Member presently certified in CPR/First Aid? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Alternate Runner

Employee:	Department:
Work Schedule:	Work Phone:
Email Address:	
Percentage of time spent off site during business hours:	
Is the Emergency Evacuation Member presently certified in CPR/First Aid? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Submit to: jesse.friedl@am.jll.com

VILLAGE CENTER STATION | EMERGENCY PROCEDURES ACKNOWLEDGEMENT FORM

Each tenant is required by law to observe and cooperate with the Village Center Station Emergency Procedures and to enforce occupant participation in all related training and drills. It is tenant's responsibility to review the Emergency Procedures with all employees and to ensure that the manual is available for immediate reference in the event of an emergency.

By signing this form, tenant acknowledges the receipt of the Village Center Station Emergency Manual; acknowledges that the information provided is clear; and acknowledges the responsibility to share the contents of the manual with tenant's entire staff and any new employees that join the company.

Tenant Company Name _____

Authorized Individual _____

Authorized Signature _____

Date _____

Please return this form to the Management Office. Retain one copy for your records.

VILLAGE CENTER STATION | BOMB THREAT CHECKLIST

CALL 911 IMMEDIATELY: *(If possible, have someone else call 911 during the call.)* After calling 911, immediately contact the Management Office at 303-867-3800.

All employees, especially those answering phones, should keep a copy of this checklist on their desk or near their phone at all times in the event a bomb threat is received.

Tenant Company Name: _____
Name of Person Taking Call: _____ Title: _____
Date: _____ Phone number call came in on: _____
Time call was received: _____

IF POSSIBLE, ASK THE CALLER THE FOLLOWING QUESTIONS:

1. When is the bomb going to explode? _____
2. Where is it right now? _____
3. What will cause the bomb to explode? _____
4. Did you place the bomb? _____
5. Why did you place the bomb? _____
6. Sex of caller: _____
7. Approximate length of call: _____

PLEASE CHECK ALL THAT APPLY TO THE SOUND OF THE CALLER'S VOICE:

- Calm
- Laughing
- Lisp
- Disguised
- Angry
- Crying
- Raspy
- Accent
- Excited
- Normal
- Deep
- Familiar (who did it sound like?) _____
- Slow
- Cracking Voice
- Slurred Voice
- Loud
- Nasal
- Rapid

- Clearing Throat
 - Stutter
 - Deep Breathing
 - Soft
- Describe Threat Language:**
- Well spoken
 - Educated
 - Foul
 - Irrational
 - Incoherent Taped

- Describe Any Background Sounds Heard:**
- Street Noises
 - Crockery
 - Voices
 - PA System
 - Static

- House Noises
- Motor
- Factory or Machinery
- Local
- Long Distance
- Telephone Booth
- Clear
- Cell Phone
- Music
- Animals
- Office
- Other

REMARKS: