

[NAME OF BUILDING]

**TENANT EMERGENCY PROCEDURES
HANDBOOK**

[Name of Landlord / Property Manager]
[address]
[phone & fax numbers]

TABLE OF CONTENTS

I.	INTRODUCTION	1
	EMERGENCY TELEPHONE NUMBERS.....	1
II.	APPOINTING FIRE WARDENS	2
	FIRE DRILL & EVACUATION REFERENCE CHART	3
III.	BUILDING / TENANT FIRE SAFETY	4
	FIRE COMMUNICATIONS SYSTEM.....	4
	Alarm Type Response	4
	Fire Alarm.....	4
	Public Address System.....	4
	SMOKE/FIRE EMERGENCY PROCEDURES	5
	If You Smell Smoke.....	5
	If You Discover a Fire	5
	If All Escape Routes are Blocked	5
	When to Evacuate.....	5
	BUILDING FIRE SAFETY FEATURES	5
	TYPES OF FIRES	6
	FIRE EXTINGUISHER OPERATION.....	6
	TENANT FIRE EMERGENCY RESPONSIBILITIES	7
	TENANT EVACUATION PROCEDURES.....	8
	If Evacuation is Not Possible	10
	Recommended Fire Safety Provisions for Tenant Spaces	10
	Roles of Fire Safety Officers.....	10
	Fire Wardens	10
	Deputy Fire Wardens & Searchers	11
	Assistant Manager.....	11
	General Manager	11
	Fire Safety Director	11
	Fire Department.....	11
	Fire Prevention Tips	11
	TENANT FLOOR PLAN.....	13
	KNOW YOUR ESCAPE ROUTE TO THE STAIRWAYS!	13
	GROUND FLOOR - FLOOR PLAN	14
	KNOW YOUR RENDEZVOUS AREA!	14
IV.	BOMB THREAT INFORMATION AND GUIDELINES	15
	GENERAL INFORMATION	15
	BASIC TENANT RESPONSIBILITIES	15
	Suspicious Items	15
	Don'ts	15
	PROCEDURES IF Bomb Threat RECEIVED BY TENANT.....	15
	PROCEDURES IF BOMB THREAT RECEIVED BY BUILDING MANAGEMENT OFFICE.....	16
	TENANT EVACUATION.....	16
	BOMB THREAT/NUISANCE CALL RECORD	18
V.	BUILDING SECURITY.....	20
	GENERAL INFORMATION	20
	TENANT SECURITY RESPONSIBILITIES	20
	Emergency Access List.....	21
	THEFT	21
	LOST AND FOUND	21
VI.	MEDICAL EMERGENCY	22
	TENANTS REQUIRING MEDICAL ATTENTION	22
	AMBULANCE SERVICES	22

	HOSPITALS	22
VII.	POWER FAILURE	23
	ELEVATOR EMERGENCY	23
VIII.	SEVERE WEATHER	24
	SEVERE THUNDERSTORMS.....	24
	TORNADOES	24
	HURRICANES	24
	EFFECTS OF LOSS OF ELECTRICAL POWER OR WATER SUPPLY	25
	IN CASE OF A HURRICANE:.....	25
	Hurricane Categorization.....	26
IX.	EARTHQUAKE.....	27
	PRECAUTIONS TO TAKE DURING THE EARTHQUAKE	27
	PRECAUTIONS TO BE TAKEN AFTER THE EARTHQUAKE	27

I. INTRODUCTION

The security and safety of our tenants are of primary concern for the Management Team at **[Name of Building]**. By informing you of our Building's emergency procedures, we hope to reduce the risk of threatening occurrences, and to coordinate quick, effective responses to emergency situations.

These emergency procedures provide information to ensure the maximum protection for you and your employees. **The designated Fire Warden and key managers in your office should read it carefully.** It is essential that these procedures are fully understood and that they are followed if an emergency situation arises.

Please read the section outlining the duties of a Fire Warden. This person plays an important role in maintaining the safety of the building and responding effectively to emergency situations. Each office should select **one Fire Warden (with Deputy Fire Warden)**. Each tenant space exceeding 7,500 square feet should have a minimum of **two Fire Wardens (with Deputy Fire Wardens)**. The Building Management Office should be notified of the names of these wardens, as they will be contacted regarding building safety procedures.

We are pleased to have you as a tenant and hope that you will work with us to ensure the safety and security of all tenants and employees at **[Name of Building]**. Remember it is your responsibility to train all of your employees on all Emergency Procedures for the building. If you have any questions, please feel free to contact the Building Management Office at ###-####.

Thank you for your cooperation.

EMERGENCY TELEPHONE NUMBERS

AMBULANCE	911
(Then Notify Building Management Office ###)	
FIRE	911
(Then Notify Building Management Office ###)	
POLICE	911
(Then Notify Building Management Office ###)	
SECURITY	###

II. APPOINTING FIRE WARDENS

A Fire Warden should be someone who is reliable, respected by the other employees within your firm, and capable of providing guidance in the event of a fire or other emergency. This individual should rarely travel and be familiar with the names and faces of all employees in your office. Your Office Manager or Personnel Manager, or both depending on the size of your firm, would probably be good candidates for Fire Warden. One Fire Warden must be appointed for each 7,500 square feet of occupied space or portion thereof.

You should select Deputy Fire Wardens for every Fire Warden. The Fire Warden would be responsible for the development and implementation of your **Fire Safety Program** under the direction of the Building Fire Safety Director. This Program would include development of evacuation plans, assignment of fire-fighting responsibilities, training of employees in emergency response procedures, and practice of emergency procedures.

The Fire Warden is assisted by Deputy Fire Wardens and Searchers. Appoint two Searchers, one male and one female. In the event of a fire or other emergency, the Deputy Fire Warden is in charge of the situation until Building Management arrives. The Fire Warden may also be responsible for coordinating the evacuation of your space depending on the severity of the situation and the availability of other safety personnel.

The Fire Warden will also be a key contact for the Building Management Office in case of power failures, medical emergencies, or other emergency situations.

POST THIS REFERENCE CHART SO THAT IT IS CLEARLY VISIBLE TO ALL EMPLOYEES
ON YOUR FLOOR.

[Name of Building]
FIRE DRILL & EVACUATION REFERENCE CHART

Date:	
Floor:	
Tenant:	
Telephone:	
Total No. of People Working in Office:	
No. of Disabled Employees Who Require Assistance in Evacuation:	
The following employees have been appointed Fire Wardens, Deputy Fire Wardens, and Searchers.	
Fire Warden:	Telephone:
Fire Warden:	Telephone:
Deputy Fire Warden:	Telephone:
Deputy Fire Warden:	Telephone:
Deputy Fire Warden:	Telephone:
Searcher (Male):	Telephone:
Searcher (Female):	Telephone:

KEEP A COPY OF THIS CHART IN YOUR FILE. KEEP YOUR CHART CURRENT. SUBMIT
ALL UPDATED CHARTS TO THE BUILDING MANAGEMENT OFFICE.

AMBULANCE	911
(Then Notify Building Management Office ###)	
FIRE	911
(Then Notify Building Management Office ###)	
POLICE	911
(Then Notify Building Management Office ###)	
SECURITY	###