

BUILDING SAFETY SYSTEMS

Your building has a Life Safety System that is monitored 24-hours a day, 7 days a week. The system will respond automatically in the event of an emergency. The automatic response is followed up with our monitoring company who notifies the fire department, Building Engineer and Property Manager within minutes of an alarm.

The Tukwila Fire Department has reviewed and approved the life safety systems in these buildings. They will be on-site within minutes of an alarm.

Within each building, Floor Wardens have been designated for each floor. These Wardens have been trained in emergency procedures specifically for these buildings. During any emergency, they will be wearing special hard hats for quick identification.

If an emergency does occur, it is essential that all personnel know how to respond. Everyone must stay calm, proceed with the steps outlined below, and follow the instructions of the Floor Warden.

The Building Manager or Engineer will be responsible to verify all valves controlling the fire area are open. The operator will stand by this valve, as long as it is safe to do so, until told to close by the Fire Chief. Building personnel will assist the Fire Chief as requested.

The Building Engineer, Facility (Property) Manager, and Operations Manager will be responsible for securing all electrical and gas utilities and assess the building damage following any incident.

IF YOU DISCOVER A FIRE

1. Assist anyone in danger.
2. Activate the nearest fire alarm pull station. They are located near stairwells. This pull station alerts the Fire Department.
3. Dial 911.
4. Call Sabey Property Management at 206.282.9596.
5. Alert your Floor Warden. Floor Wardens have been trained in emergency response for your building. Follow their instructions.
6. Leave the area, closing doors behind you, but do not lock them.

IF YOU HEAR THE FIRE ALARM

1. Evacuate!
2. Exit the building immediately using the nearest stairway. Do not use the elevators.
3. Gather outside the building in the designated assembly area. See attached map.
4. Wait there for further instructions.

IF YOU SENSE AN EARTHQUAKE

1. Stay calm! During an earthquake, you are safer within the building than outside.
2. Get under a table or desk to protect yourself from flying objects.
3. Stay away from windows. Move towards the center of the building as soon as possible.
4. Do not leave the floor you are on until instructed to do otherwise.
5. Do not use the elevators.

AFTER AN EARTHQUAKE

1. Check for injuries and give first aid if necessary and if you are qualified.
2. Be prepared for after-shocks.
3. Be careful when moving about. Collapse can occur without warning. Be aware of possible dangers such as exposed electrical wiring and broken glass.

IF YOU RECEIVE A BOMB THREAT

1. Stay on the line! Get as much information as you can about the bomb's location, type, and time of detonation. Ask about the bomb's appearance and who is placing it. Listen for background noises or distinctive voice characteristics that might aid police.
2. Attract the attention of a co-worker to call 911 and request that the call on your line be traced.
3. Notify your department manager.
4. Call Sabey Property Management at 206.282.9596. If appropriate, they will notify other tenants.
5. Inspect your own work area. Do not touch suspicious objects.
6. The decision to evacuate will be the responsibility of the senior officer of each tenant based on the recommendations of local authorities.
7. Do not discuss the call with anyone else. Limiting the discussion helps to prevent panic.

IF THERE IS A HAZARDOUS MATERIAL SPILL

1. Call 911.
2. Call Sabey Property Management at 206.282.9596.
3. Stay in the building and wait to be advised by emergency personnel. In most cases the atmosphere inside the building is safer than that outside.

IF THERE IS A MEDICAL EMERGENCY

1. Do not move the person. If necessary, administer first aid.
2. Call 911. Report the location and condition of the victim. Stay on the line.
3. Notify your department manager.
4. Call Sabey Property Management at 206.282.9596.
5. Post one person in the lobby and one at the elevators on your floor to lead the medical team to the person in distress.

RESPONSIBILITY OF A FLOOR WARDEN

Sabey Property Management will work with the tenants to designate Floor Wardens for each floor of each building and they will review evacuation and other safety procedures with the Floor Wardens. The Floor Wardens will be provided distinctive hard hats by Sabey Property Management.

The Floor Warden will be responsible for assuring that all occupants evacuate the building in an alarm situation, or otherwise follow the established safety procedures appropriate for the emergency at hand. The Warden should be aware of the locations of any handicapped employees and should be prepared to provide personnel for assisting in the evacuation of these employees. The Warden shall be the last person to evacuate the floor having made certain that the floor is entirely vacated before they leave.

EVACUATION INSTRUCTIONS FOR PEOPLE WITH DISABILITIES

1. All physically impaired occupants and their companions providing assistance, if there are any, should proceed to a designated "safe area" and remain there together until danger is past. A Safe Area is an enclosed stairwell landing or an enclosed room with a door, window, and a telephone.
2. During an emergency evacuation, all physically impaired occupants and their companions providing assistance must leave all wheelchairs and crutches behind.
3. Companions who are strong enough to carry the physically impaired person, if necessary should assist them down the stairs to a designated safe area. Note: Carrying physically impaired persons down the stairwell should only be done when conditions in the stairwell become threatening. If stairwells are inaccessible, companions will remain with the physically impaired person(s) in the safe area on their floor and standby for rescue from the Fire Department.
4. At no time will the physically impaired person(s) be left alone. If the person requires additional help, only one companion will go for help while the other remains.
5. Wheelchairs, crutches, and other equipment will be retrieved after the emergency.