

EMERGENCY SAFETY

Tenant Emergency Preparedness

A major emergency, such as an earthquake, fire, severe storm or lengthy power outage, while devastating in and of itself, can pose special problems in the work place.

Sabey Property Management is very concerned for the safety and well being of our tenants, and we have taken steps to help prepare for a major emergency. Due to sheer numbers of people affected, it is not possible for us to provide immediate, personal assistance to every business and individual in the building during a major disaster. Therefore, we ask that each tenant evaluate its ability to respond to its business and employee needs in the event of a major emergency.

We recommend that your disaster planning efforts include careful evaluation of the following general areas of concern:

- **Disaster Kits and Supplies:** Your office should have emergency food and medical provisions to support your employees in the event an earthquake or other disaster makes leaving the building difficult or dangerous.
- **Protection of Business Equipment and Data:** You may want to consider: 1) securing equipment, files and shelving that could cause injury should they move in an earthquake; and 2) having a plan to back-up information vital to your business.
- **Communications:** Develop a plan for emergency contact between your office, your employees, and their families. You may want to extend this plan to include communication between your office at this building and other office locations, customers, clients, suppliers and contractors.

Two excellent sources of information to aid you in evaluating and planning for a major emergency are:

<i>Federal Emergency Management Agency (FEMA)</i>	<i>425.487.4678</i>
<i>American Red Cross</i>	<i>206.323.2345</i>

Both these organizations have extensive information available for your use, and can also help arrange emergency preparedness seminars.

No one wants to think about the consequences of a major disaster; however, planning now for such an emergency will help save lives and mitigate damage should such an event occur. We encourage your cooperation.

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

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 supervisors and appropriate officials.

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 others in your area.
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 which are located in the 18th & Jefferson and/or 18th & Cherry parking lots across the street from the building.
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. Call Swedish Environmental Services (206) 320-2005.
4. 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.

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.