

EMERGENCY Guidelines

As of August 2021



Peakview Tower

6465 S. Greenwood Plaza Blvd.

Centennial, CO 80111

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I. INTRODUCTION

To prepare for possible emergencies, we have worked closely to evaluate conditions, anticipated potential risks, and develop and maintain a comprehensive Emergency Action Plan for the actions employees and visitors should take at the onset of an emergency. This document represents that plan, which focuses on the safety and life preservation of all occupants.

Procedures in this manual are intended to prepare you for any emergency that might occur while you are inside the building. These procedures have been developed to present a set of clear instructions on the actions required during the first minutes of an emergency prior to the arrival of safety personnel. By instituting calm, organized communication and reaction, the actions will reduce the potential for injury in the event of an emergency. While any emergency occurring in the building could pose unique problems for building occupants and emergency personnel, thorough training in individual responsibilities and emergency procedures can minimize panic and result in a safe and efficient emergency response.

To ensure the safe evacuation of the building during an emergency, the procedures in this manual must be followed unless Fire or Police Department officials direct otherwise. All employees shall follow the instructions of their assigned Fire Wardens.

These procedures have been developed with your safety as the primary goal. All employees assigned to an office in the building must read these procedures and become familiar with the actions required during specific emergencies.

The importance of this Emergency Action Plan cannot be overemphasized. While it is understood that this plan cannot address every possible emergency, the guidelines set forth should be followed as closely as circumstances allow in order reducing the chances of injury. The purpose of this manual is to establish a command structure, a sound decision making process and effective lines of communication.

II. FIRE DEPARTMENT INSPECTIONS AND ASSISTANCE

To reduce the chance of fire occurring within the building, South Metro Fire Department personnel periodically conduct Fire Prevention inspections in compliance with City of Greenwood Village ordinances. The condition and usability of means of egress, life safety systems, interior finish, emergency lighting, exit signs and all fire doors are evaluated. These inspections are effective because hazards that could cause a fire or allow a fire to spread are identified. The inspectors check for accumulation of combustible trash and debris, storage practices, maintenance procedures and the safe operation of building utilities. Inspectors also verify the proper installation, operation and maintenance of fire protection features and systems and appliances within the building. The fire safety systems are subjected to a formal inspection, testing and maintenance programs. These records are reviewed by Fire Department inspectors.

Technical information on the building is gathered by the Fire Department during such inspections. This information is used in pre-fire planning, which ensures effective emergency operations. This information is valuable to the Fire Department in case of a fire or other emergency at the property.

In addition, the Fire Department reviews these Emergency Action Plans to ensure they are adequate and up to date. In some cases, the Fire Department will witness an actual emergency evacuation drill to evaluate its effectiveness.

III. IMPORTANT PHONE NUMBERS

Vanderbilt Office Properties Emily Hurt – General Manager	(303) 867-3800
Building Engineer-Justin Zimbliss	(720) 951-7135
Police Emergency	911
Fire Department Emergency	911
Medical Emergency	911
Bomb Squad	911
Rocky Mountain Poison Center	(800) 222-1222
Arapahoe County Sheriff’s Department (non-emergency)	(303) 795-4711
Greenwood Village Police Department (non-emergency)	(303) 773-2525
South Metro Fire Rescue (non-emergency)	(720) 989-2000
Centennial Medical Center	(303) 790-1999
Littleton Adventist Hospital	(303) 730-8900
Sky Ridge Medical Center	(720) 225-1000
Public Service Company (Excel)	
Electric Emergency / Power Outage	(800) 895-1999
Gas Emergency / Gas Odor	(800) 895-2999
RTD (bus and light rail information)	(303) 299-6000
Weather Conditions	(303) 494-4221
After Hours Security Patrol	
Animal Control	(303) 297-1192
Elevator Monitoring – Kings III	(800) 766-2029
Fire Alarm Monitoring - Integrity Fire	(303) 557-1820

IV. PANIC CONTROL

Panic is a sudden, unreasoning terror, often spreading quickly and accompanied by mass flight. Panic is caused by fear, although those involved may not know what they fear. People may be tempted to join a fleeing crowd; motion is often enough to suggest the presence of something to fear. When this stage is reached, it may become difficult to control the group. Attempting to reason with such a crowd may be futile, but it might be possible to control the group by assuming leadership or distracting key members. Ideally corrective action should be taken before the movement stage.

Panic Deterrents:

1. Inform personnel what is expected of them in an emergency. Training, experience and knowledge are key factors in preventing panic.
2. Exemplify strong, competent leadership.
3. Eliminate physical causes for panic (blocked or obstructed exit doors and passageways, poorly marked exits, etc.)

Antidotes for Panic:

1. Provide assurance that emergency personnel are responding. Exert positive leadership. Reassure the group by giving information and instructions calmly.
2. Eliminate unrest. Dispel rumors. Identify troublemakers and prevent them from spreading discontent and fear.
3. Demonstrate decisiveness. Suggest positive actions. Indicate what to do, rather than what not to do.

These panic control recommendations are offered as a guide to action. In the final analysis, it is entirely up to you to react properly and control panic.

V. BUILDING MANAGEMENT

The general steps taken by Building Management to handle emergency situations are:

Prevention – Compliance with regulatory codes and local authorities; proper maintenance of building systems; implementation of safety measures; and proper planning for an emergency event.

Detection – The building is equipped with monitoring systems for problems which originate within the complex.

Notification – Once a problem is identified, the first and most important task of the Building Management is to give immediate notice to the appropriate authorities (Police Department, Fire Department, etc.) and then assist these authorities in informing the building occupants at risk.

Communication – The Management Office is equipped with a phone system, cellular phones, and high-speed internet access.

Evacuation – Should the building require evacuation; the fire alarm horns and strobes are manually activated and Building Management will assist the authorities to provide direction through the use of telephone calls and/or email.

Control/Mitigation – Any actions necessary to reduce the impact of the emergency are taken immediately.

Documentation – Building Management maintains detailed records on the project's maintenance, patrols, incidents and inspections. During an emergency, relevant information is logged for future reference and the reconstruction of the event and actions taken in response. Photographs, interviews and written statements are taken after the situation is under control.

Recovery – The necessary steps will be taken to return to normal operations as soon as possible taking into consideration the needs of the occupants affected by the emergency, as well as the damaged physical building elements. Local, state and federal agency requirements must be met if applicable, and financial responsibilities determined.

VI. BUILDING SAFETY COMPONENTS

Structure

The property consists of a ten-story building. Building size is 264,149 square feet, with parking for the building in a 790-stall, three-story adjacent structure, plus 256 surface spaces. The building was constructed in 2001 in accordance with building codes, and renovated in 2019. The building is classified as a type A.

Fire Detection, Suppression & Notification Systems

The building is fully protected by a fire sprinkler system, manual alarm pull stations, horns/strobes, smoke detectors, fire extinguishers and fire hose cabinets.

All smoke detectors, pull stations, and sprinkler systems are monitored by the fire alarm system and will activate the horn and strobes. The supply air to each floor will automatically shut down when the fire alarm is triggered. The return air continues to operate, thereby controlling the spread of smoke to the other parts of the building. Smoke detectors and door hold-open devices are installed at specific intervals as required by code. These are tied into the fire alarm system and allow for automatic smoke detection of the alarm and closure of the fire doors.

Exit Stairs

Each floor has two stairwell exits which are protected by fire rated doors and walls. Upon entering the stairwells, proceed downward.

Elevators

In the event of a fire alarm, one elevator will recall to the ground floor, all others will remain operational. The elevator doors remain open for use by the Fire Department. The Fire Department is able to use the elevators through a fire control key switch within the elevator. Stairwells should be used to exit the building.

Emergency Power

Emergency Power is supplied by the generator located at the southwest corner / dock area of the building. The generator is designed to provide power instantaneously to the following areas: emergency lighting in stairwells and corridors, communications systems, smoke management equipment, and fire alarm system.

Communications

Communication with building occupants is critical in a fire emergency.

- a. An automatic siren will sound on the fire floor and strobes will flash one. A public-address system is present throughout the building for emergency use, the Fire Department will use it to issue instructions for evacuation procedures. Building Management personnel may also use this system in other emergencies. Please familiarize everyone with the location of stairwells and exits.

VII. FIRE WARDENS

The primary responsibility of Fire Wardens is to help ensure the safe and orderly evacuation under emergency circumstances of all building occupants. The Fire Wardens should be familiar with the evacuation plans and have handy an emergency manual for all important telephone numbers and emergency procedures.

In the event of an emergency, occupants should follow instructions and cooperate with the Fire Warden.

The Fire Warden must be familiar with the layout of their floor, details of the emergency response plan, location and operation of available pull stations and fire protection equipment. The Fire Warden general guidelines are as follows:

1. Take your assignment seriously; understand that you will be relied upon during an emergency.
2. Be thoroughly versed on proper procedures. Be familiar with the layout of your office space, details of emergency procedures and the location and operation of any available fire alarm pull stations.
3. Make sure that everyone can identify you as the Fire Warden. The Fire Wardens should have emergency vests and flashlights handy to carry with them in an emergency.
4. Wait for any phone calls from the authorities and/or the Management Office personnel regarding pertinent information to the emergency and relocation/evacuation information. Management will not make any phone calls during an actual fire alarm.
5. If the fire alarm has been activated, remind occupants in your area to evacuate the building using the stairways.
6. Buddies should stand by and assist those needing help. This includes visitors. For more detailed information on Buddies, see the “INDIVIDUALS NEEDING ASSISTANCE” section.
7. Notify the Management Office personnel and/or responding Firefighters of the location of disabled persons or others who have not evacuated.
8. Lead employees in evacuation.
9. Keep everyone CALM but attentive.

10. Always be the leader for those on your floor or in your suite, but carefully follow the Fire Department instructions.
11. Make sure that each non-English speaking individual in your area or company has a buddy or translator to notify them of an emergency in a way that they are sure to understand. Make sure that they are aware of the dangers of the emergency and see that they are assisted in any way possible.
12. In the event of an evacuation, verify that all personnel have evacuated from that tenant space. It is recommended that all tenants have a designated meeting place for their employees in the event of an evacuation. This will assist Fire Wardens in determining if all personnel safely exited the building.

VIII. INDIVIDUALS NEEDING ASSISTANCE

Fire Wardens should maintain an up-to-date list of all individuals who need evacuation assistance, their locations, and should also assign “Buddies” to each of these individuals. This list should be supplied to the Management Office. The list should include the person’s name, their location in the building, and the name of the “Buddy or Buddies” assigned to that person. This list should be reviewed monthly by the Fire Warden(s) to ensure that all information is current, and the buddy system is in place. Any changes made to this list should be passed on to the Management Office as well as all Office Managers.

Each individual needing assistance to evacuate should be assigned “Buddies” to assist and remain with the person during an emergency until help arrives.

The Fire Wardens must be familiar with the requirements of the personnel in their area who will need evacuation assistance. These personnel may include the following:

- Physically requires assistance in relocating during an emergency.
- Mentally challenged; may not be able to understand emergency instructions or procedures during an emergency.
- Pregnant women.
- Persons with permanent or temporary mental impairments who might become confused, disoriented, or panicked in an emergency.
- Persons with vision impairments who would require assistance in locating emergency exits or proceeding down the stairs.
- Hearing impaired persons who may not be able to hear alarms or audible warnings.
- Persons with cardiac or respiratory conditions who may tire quickly and may therefore require assistance or more time for evacuation.
- Persons with mobility impairments who may require extended time for evacuation, assistance in self-evacuation, or evacuation by others.

Once the Fire Department arrives, their authority will override that of the Fire Wardens, and their instructions should be followed. Fire Wardens should provide all necessary information to the Fire Department to ensure the safe evacuation of all occupants. Reasonable judgment should be used to determine whether to evacuate these people before Police or Fire Department officials arrive.

Fire Warden's Checklist (Example)

1. Are you aware of your exact scope of responsibility in the Emergency Plan and which employees you are responsible for? **yes / no**
2. Do all personnel in your charge know what is expected of them under evacuation circumstances? **yes / no**
3. Do all personnel understand the evacuation routes, how to conduct themselves during an evacuation, and the location of their meeting place? **yes / no**
4. Are any of your personnel required to perform a critical function before evacuation? **yes / no**
5. If you were required to evacuate the area, would you be able to determine that all employees in your charge have been safely removed? **yes / no**
6. Do you know where your off-site premises evacuation meeting place is? **yes / no**
7. If, in the event of an emergency, employees must remain in the building after hours, or it is necessary to inform them not to come to work, do you and other Safety Wardens have lists of their home telephone numbers and names of those to notify? (Supervisors should have this information available to assist in this notification program.) **yes / no**
8. Do you know where your "Area of Rescue" inside the building is, in case of an emergency such as a tornado, active shooter, etc.? **yes / no**
9. Do you have designated trained Assistants or alternates in case you are absent or incapacitated? **yes / no**
10. Are these Assistants or alternates fully aware of all procedures and designations of responsibility which have been developed to implement the plan? **yes / no**
11. Have you received Safety Warden Training within the past year? **yes / no**

IX. SAFETY RECOMMENDATIONS

- Avoid improper use of extension cords.
- Avoid electrical equipment left unattended and on too long (i.e. coffee pots).
- Evaluate electrical and ventilation safety of kitchen areas.
- Avoid unsafe supply storage.
- Do not use space heaters, toasters, or toaster ovens.
- Carefully dispose of cigarette butts.
- Do not overload electrical circuits.
- Replace frayed electrical cords on equipment.
- Evaluate office furniture flammability.
- Do not store cardboard boxes, packing materials or other flammable items in stairwells or common areas. Not only are they flammable, they could block exit routes.
- Keep emergency kits fully stocked and easily located.
- Keep copy of emergency plans readily accessible.
- Keep computer backup for vital information processing.
- Develop a contingency plan for how to resume business after an emergency.
- Keep boxes, etc., at least 24" from ceiling.
- Do not prop open stairwell or suite doors at any time. Building codes require these doors to have a fire rating and can help to contain a fire.

X. EMERGENCY/EVACUATION GUIDELINES

FIRE PROCEDURES

All occupants should be completely familiar with alarm notification, their assignment, the proper reaction and emergency evacuation to help safeguard life and mitigate the fire until the arrival of the Fire Department. After the Fire Department has arrived on scene, instructions will be taken from the Fire Department and, if ordered, personnel will respond to the directions of the Firefighters.

Fire prevention, protection, evacuation, and practice are essential to make sure that personal and property losses will be minimal in the event of an emergency.

Statistics show that the greatest cause of injury and death during an emergency is chaos among occupants. This danger, coupled with the inherent properties of an emergency, make it imperative that tenants establish and practice a formal emergency evacuation program.

If an Alarm Has Sounded:

1. Proceed to the nearest stairwell and evacuate.
2. Fire Wardens are to put on an emergency vest so that they can be easily identified by other tenants or by the Fire department. Fire Wardens should also keep a flashlight close at hand for use during an emergency.
3. If an area is affected by fire or smoke, immediately take another route.
4. Fire Wardens should:
 - Search all restrooms and any other areas of their area to ensure that all persons are aware of the alarm
 - Assist any persons who faint or become disabled
 - Assist with the evacuation of any disabled people
 - Keep in close communication with the other Fire Wardens in case other assistance becomes necessary
 - Ensure that all doors are closed, but not locked, to contain fire and smoke
5. Disabled persons are to remain on the stairwell landing with their “Buddy” until the Fire Department arrives. If danger is present, the disabled should be relocated when possible, and 911 notified of their location.
6. Do not operate light switches or other electrical apparatus as power cables may have been damaged by fire.
7. To evacuate:
 - **USE THE STAIRS!** Elevators are not safe in the event of a fire and will be unavailable for use.
 - Take stairs downward, making certain to stay calm and move safely.

- **DO NOT RUN** or talk in the stairwell as noise may hinder distribution of information or instructions.
- Move away from the building. **DON'T** stand in front of building exits.

Upon Discovery of Smoke or Fire and the Alarm HAS NOT Sounded:

1. **Immediately** move to a safe area.
2. Confine the fire by closing doors.
3. **SOUND THE ALARM** (manual pull station) on the fire floor.
4. Exit the building using the closest route out. You should be aware of your two avenues of escape. If you encounter smoke on your first route, reverse your escape route and proceed to your second avenue of escape.
5. **CALL 911 from a safe location.**
 - A. Give the address of the building
 - B. Floor of the emergency
 - C. Details of the fire (what is burning)
- D. Your name, company name, and a phone number where you can be reached if possible.
6. Call the Management Office and give them all known information.

Other Duties

1. **DO NOT** attempt to fight a fire unless you have training with a fire extinguisher and are certain you can safely use one in the current emergency.
2. Be familiar with your space.
3. Use stairwell exits only – **ELEVATORS ARE REMOVED FROM SERVICE AUTOMATICALLY WHEN IN FIRE MODE.**
4. If caught in heavy smoke, stay on your hands and knees and take short breaths through your nose.
5. Feel the temperature of doors before opening them. Do not open if door is warmer than normal.

Building Evacuation

Each tenant should ensure that each employee can properly identify the closest exit and a secondary exit that leads directly outside of the building.

Once outside of the building, proceed directly to the meeting/relocation areas as assigned by the Fire Warden and/or office procedures. A good choice of a meeting place is at least 300 feet away from the building and away from incoming emergency traffic.

Ensure employees are aware of their Assembly Areas!

Once you have reached your assembly areas, please stay there until the Management or the Fire Department has communicated the “ALL CLEAR” to re-enter the building. DO NOT LEAVE THE PROPERTY.

REMINDERS:

1. Keep calm in an emergency.
2. **DO NOT** waste time or stall evacuation of the group by taking personal items such as purses, brief cases or food and drink with you.
3. Close all doors behind you as you leave.
4. **DO NOT** attempt to use the elevators.
5. Use interior stairwells for evacuation. Hold onto the handrails and **REMAIN CALM.**
6. **DO NOT** run in the stairways.
7. Clear the way for Fire Department Personnel in stairwells.
8. Be prepared to merge with other people evacuating their floors.
9. Listen for instructions from the authority in charge.
10. Request assistance in caring for the physically challenged occupants if necessary.
11. Once out of the building, get a reasonable distance away from the emergency.
12. Gather employees in one location and make sure everyone is accounted for.
13. Do not return to your premises until the authority in charge gives the “ALL CLEAR.”

MEDICAL EMERGENCY

1. Dial **911**. Address the dispatcher as follows:
 - Inform them of the nature of the emergency.
 - State your name.
 - State the name of the building
 - The street address of the building and suite number
 - State the floor or location of the emergency.

- The name of the person who needs medical attention.
 - Any information regarding the type of medical attention needed.
2. Notify the Management Office so staff can meet the emergency unit at the main entrance and at the elevators on the emergency floor to take the team to the injured or ill person. The Building Engineer will place an elevator on independent service for the ambulance crew and assist wherever needed during normal business hours.
 3. Do not move the injured or ill person.
 4. If the emergency occurs after hours, have someone meet the emergency unit at building entrance.

NATURAL DISASTER

Disasters and emergencies affecting large areas and many people and can sometimes develop very quickly. Flash floods and earthquakes, for example, can strike with little or no advance warning. There are certain things that you can learn to do that will help you get ready for, and cope with, almost any type of emergency. The most basic thing to remember is **KEEP CALM**.

If a Natural Disaster Should Strike

1. The Building Management Office will communicate with the authorities and assist them in activating warning signals in the affected areas.
2. Whenever a major storm or other peacetime disaster threatens, keep your radio or television set tuned to local stations that will keep you informed of weather reports and forecasts issued by the National Weather Service as well as other information that may be broadcast by your local government.
3. Use your telephone only to report disaster events to authorities or Building Management. If you tie up phone lines simply to get information, you may prevent emergency calls from being completed.
4. Stay away from disaster areas.

TORNADO PROCEDURES

The National Weather Bureau keeps careful watch for threatening weather and informs the public of severe weather by issuing two alert conditions:

Tornado Watch – Severe thunderstorm conditions in the area present the possibility of tornado formation.

Tornado Warning – Issued to specific counties only when a tornado has been sighted or radar has detected a tornado in the area.

In the event of a **Tornado Warning**, the Weather Service will announce the approximate time of detection and direction of movement. Wind could be 75 mph or greater. A **PUBLIC WARNING** will come over the radio and/or television.

Actions to Take

1. Move away from the perimeter of the buildings and exterior glass.
2. If it is safe to do so, close the drapes or blinds.
3. Exit from exterior offices and close the doors.
4. Go to the center of the building. Sit down in an interior corridor or stairwell and protect yourself by putting your head as close to your lap as possible.
5. **DO NOT** stand in the first-floor lobby or outside of the building.
6. If you are trapped in an outside office or lobby, seek protection under a desk or table, or kneel against the wall protecting your head.
7. Keep your radio tuned to local stations for information. **DO NOT** use the telephone to get information or advice.
8. Vehicles and trailers are unsafe in a tornado. Occupants of vehicles should take shelter in more substantial structures.
9. Anyone trapped outdoors in a tornado should lie face down in the nearest ditch, ravine, or culvert with their hands over their head.

WINTER STORM

Strong winter storms have the power to immobilize an entire region. Even areas with typically mild winters can be hit with a major snowstorm or extreme cold. In fact, such areas are likely to be more seriously affected when a bad storm hits. Winter weather may cause power outages, block roads and other means of transportation, and freeze building systems.

Safety Warden Duties

1. Assign a co-worker to monitor a television or radio for updated information on the local weather situation.
2. Advise employees that are not essential to the immediate operation of the business to retreat home before the situation is critical.
3. Advise remaining employees to stay calm.
4. Be careful to avoid ice when exiting the building

POWER FAILURE

Due to the possibility of a failure of electrical service, the building is equipped with an emergency generator which is designed to provide power for emergency lighting and other emergency systems. In the event of a power failure, you will lose normal lighting, the use of the elevators and normal equipment power. If this should happen:

During Business Hours

1. Notify the Management Office. If the power failure is determined to be external to the property, the Management Office will contact Xcel Energy to obtain an estimated time for return of service.
2. Open all blinds to let in as much outside light as possible. You may want to also keep a flashlight in your space for such occurrences.
3. Unplug all office machines that may be affected by a power surge when the power is returned to service.
4. If you are in an elevator during a power failure, please remain calm and wait for assistance. The elevator will not operate due to lack of power on emergency generator, but the elevator will not fall. **DO NOT attempt to force the doors open.** Do not exit the elevator if it is not level or if the doors are only partially open. Use the elevator telephone so that someone may come to your assistance.

Xcel Energy: **1-800-895-1999**

ELEVATOR MALFUNCTION

Elevators are a safe mode of transportation. However, like all other devices, they do malfunction. It is important to be prepared for such an occurrence. The elevators are hydraulic, which means that there are no cables which can break. Time is necessary to repair sophisticated automatic controls, so you may be detained in the elevator cab should it malfunction. The most important thing to remember is to **REMAIN CALM**.

What to Do

1. There is an emergency “telephone/button” located in every elevator cab. By pressing the button, you will be connected to the elevator monitoring company. They will send a technician out immediately to solve the problem. Give the following information:
 - A. Name of each person in the elevator.
 - B. Company name or name of person or company whom you are visiting.
 - C. Any important health considerations, i.e. pregnancy, high blood pressure
 - D. The address of the building you are in or a brief description of the building if you do not know the address.
2. If there is more than one person in the elevator, only one person should speak at a time.
3. **DO NOT** try to force the elevator doors open.
4. **DO NOT** attempt to leave the elevator if it is not even with the floor or if the doors are partially open.
5. Sit on the floor of the elevator and **RELAX**. Keep in mind that every effort will be made to release you as soon as possible.
6. If you have a cell phone, call Building Management.

If the elevator malfunctions before you enter the elevator car, call for a new elevator or take the stairwell. Contact Building Management to report the problem.

SUSPICIOUS PERSON ON PROPERTY OR WORKPLACE VIOLENCE

1. If you feel that you or other people are in danger, call 911 immediately.
2. If a suspicious person is seen on the property during business hours, notify the Management Office immediately so the person(s) may be escorted off the property.
3. Use your best judgment on ways to protect yourself and other employees. You may want to:
 - Lock your doors and remain in your suite
 - Listen to a news radio station for updated information
 - Relocate via an alternate route if there is potential danger to the premises and its occupants (such as fire).
4. If a suspicious person is seen on the property after hours, call 911.
5. Note which elevator, stairwell, or entrance the stranger(s) used to exit the building. Also, note a brief description of the individual.

INTERNAL FLOODING

Flooding that occurs within the building could be the result of broken water pipes, backed-up sewer lines, clogged drains, pump failure, open valves, or failure of the waterproofing on the roof or planters. If flooding is internal, efforts should be focused on the following tasks:

1. Call the Management Office to report the leak/flooding.
2. Unplug all electrical equipment. All equipment unknown to be unplugged should be treated as an electrocution threat.
3. If the leak/flood is discovered after hours, call the building emergency number and leave a message for the staff engineer.
4. **DO NOT** use any electrical or office equipment that has come in contact with the water.

EXTERNAL FLOODING

Floods that originate outside the property can be caused by natural occurrences such as heavy rain, melting snow, storm surges, earthquakes, or human factors such as dam failure or a water/sewer main break. Floods may occur with or without advance warning. Flood waters may rise gradually over a period of time or may arrive with violent force.

Flood Warnings mean that rainfall is heavy enough to cause rivers to overflow their banks and create large impeding pools of water. A Flash Flood Watch indicates that a flash flood is expected to happen in a given area. Understand that a flash flood can occur without any signs of rainfall or advance warning. A Flash Flood Warning means that flash flooding is occurring or is imminent in certain areas. Move to higher grounds immediately.

BOMB THREAT

All bomb threats must be taken seriously. If the caller is familiar with the building and has a specific location of the bomb and/or time it will explode, the call should be regarded with a high degree of urgency.

If You Receive A Bomb Threat:

1. **STAY CALM!**
2. Fill out the Bomb Threat Checklist and note information about the call.
3. Call **911** using a landline or non-mobile phone.
4. **DO NOT USE MOBILE PHONES OR TWO-WAY RADIOS!** They have been known to detonate bombs.
5. Call the **Building Management from a Landline.**
6. Notify your Safety Warden.
7. Do not relocate or evacuate unless in danger or instructed to do so by authority.
8. **DO NOT TOUCH SUSPICIOUS OBJECTS!**

Building Management will assist the authorities in notifying all tenants of the situation, if necessary.

Upon Discovery of a Suspected Bomb

1. **Call 911** immediately using a landline or non-mobile telephone.
2. Keep the Management Office informed of all current facts. Restrict entry into the area until relieved of responsibility or given further instructions from the Police Department Bomb Squad.
3. **DO NOT** discuss a bomb threat with anyone other than the Police, Fire Department or Building Management, including co-workers. This will help ensure the accuracy of the report.
4. If you are asked to evacuate, please take purses and briefcases out of the building with you to facilitate the search for the unusual item by the Police and Fire Departments.



BOMB THREAT CHECK LIST

Questions to Ask

1. When is bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

Exact Wording of the Threat

Sex of Caller: _____ Race: _____ Age: _____

Length of Call: _____ Number at which call was received: _____

Time: _____ Date: _____

If voice is familiar, whom did it sound like? _____

Caller's Voice

- | | | | |
|----------------------------------|-----------------------------------|--|---|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Laughter | <input type="checkbox"/> Stutter | <input type="checkbox"/> Deep Breathing |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Crying | <input type="checkbox"/> Lisp | <input type="checkbox"/> Cracking Voice |
| <input type="checkbox"/> Anxious | <input type="checkbox"/> Normal | <input type="checkbox"/> Raspy | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Distinct | <input type="checkbox"/> Deep | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Slurred | <input type="checkbox"/> Clearing Throat | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Nasal | | |

Background Sounds

- | | | | |
|--|---------------------------------------|--|--|
| <input type="checkbox"/> Street Noises | <input type="checkbox"/> House Noises | <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Local |
| <input type="checkbox"/> Cell Phone | <input type="checkbox"/> Motor | <input type="checkbox"/> Static | <input type="checkbox"/> Booth |
| <input type="checkbox"/> PA System | <input type="checkbox"/> Office | <input type="checkbox"/> Factory | <input type="checkbox"/> Long Distance |
| <input type="checkbox"/> Music | <input type="checkbox"/> Machinery | <input type="checkbox"/> Restaurant | <input type="checkbox"/> Other |

Threat Language

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Well Spoken
(Educated) | <input type="checkbox"/> Foul
<input type="checkbox"/> Irrational | <input type="checkbox"/> Incoherent
<input type="checkbox"/> Taped | <input type="checkbox"/> Message read
by threat maker |
|--|--|---|--|

EARTHQUAKE

Information about earthquakes is not conclusive and opinions differ widely. Remember that evacuation of the building could, under certain circumstances, be an unsafe course of action, according to some experts. In the Great Fire and Earthquake of 1906, glass and masonry falling on people collecting in the streets below sustained extensive injuries and, of course, the subsequent fire caused far more damage than the earthquake itself. Most injuries in buildings from earthquakes are the result of building collapse or damage, falling furniture or other contents, flying glass and debris, and fires triggered by ruptured gas lines, damaged electrical lines or equipment, or damaged chimneys.

Remember that a serious earthquake will be very widely felt, Fire and Police Department switchboards will be jammed or inoperative, and telephone communications and utilities could be knocked out.

In the Event of an Earthquake:

1. Take cover under a desk or table or stand in a doorway.
2. Keep at least 15 feet away from windows to avoid flying glass.
3. People in the lobbies or near exterior building doors should lie face down in a closed corridor if unable to find better shelter.
4. **DO NOT** call the Management Office or emergency telephone numbers to get information. Only call emergency lines to report an emergency.
5. Persons outside of the building when an earthquake strikes should remain outside the buildings and step away from any structures that could collapse.
6. Be prepared for **AFTERSHOCKS**. Go to the interior of the building.

NATURAL GAS ODOR

In the event a natural gas odor is detected, take the following steps:

1. Relocate to another area.
2. Call the Building Management Office.
3. **NO TELEPHONES, CELLULAR PHONES, OR RADIOS SHOULD BE USED IN THE AREA SUSPECTED OF HAVING A NATURAL GAS LEAK.**

HAZARDOUS MATERIAL SPILL

In the event of a biohazard or chemical leak or exposure; the employee or their supervisors shall immediately notify the management office, giving as much detail as possible to what is known about the type of exposure. They should call 911 and report the same to the emergency dispatch. The management office shall then cut off air flow into the area and attempt to isolate the affected area. If possible, exposed employees shall remain in their area until given instructions by environmental or medical personnel.

The building shall be evacuated upon the decision of the property manager or at the direction of emergency personnel. Evacuation shall proceed under the same guidelines as a fire emergency. Police and EPA officials shall be in charge upon arrival. Engineering and management staff will be available to handle mechanical and security aid to the emergency commander and will also serve as communications between the emergency commander on scene and evacuated personnel (via the Safety Wardens). No employees may re-enter the building until instructed to do so by management coordinators.

After Business Hours

In the event of a release of hazardous materials after business hours, the individual discovering the release should **call 911** and notify Building Management through after hours emergency contact number. Building Management will contact the appropriate local governing regulatory agencies for the proper clean-up and security of the area (Fire Department, Health Department, Environmental Protection Agency, etc.).

In the event of a hazardous substance spill, the steps that follow will aid in the immediate safe and effective response to a hazardous situation.

1. Isolate the cause of the spill to prevent further property damage.
2. Isolate the affected areas as soon as possible; close all doors, seal the openings, clear away equipment that may be damaged.
3. Notify all tenants that may be affected by the spill and advise them to notify Emergency Wardens.
4. Verify the integrity of the office machinery and technical systems before returning the building or area to normal operational conditions.

CIVIL DISORDER

If the Management Office has advance notice of an impending emergency, through any source (Police Department, Building Security, radio, visual observation, etc.), the management staff will contact all tenants. If Building Management is notified of a civil disorder through a tenant, then Building Management will contact the Police Department. Any indication of a civil disturbance such as a riot, demonstration, or picketing should be reported to the authorities immediately. Occupants should be instructed to report any disturbance originating in their suites or around the buildings to the authorities and Building Management immediately.

RECOMMENDATIONS:

1. Advise employees on lower floors to stay away from outside windows, where injury might be incurred from objects thrown from streets.
2. Close the windows, drapes, and blinds.
3. Notify the Management Office over the nearest telephone, fax, or e-mail if any unauthorized persons have entered the corridors.
4. Exterior doors may need to be locked with exit and entry prohibited in order to secure the building.
5. Occupants should be instructed to avoid confrontation with the demonstrators.

CAUTION: In the unlikely event that it becomes necessary to evacuate the building(s) due to a civil disturbance, the Evacuation Plan should be implemented. A directed evacuation will minimize confrontation with the group causing the disturbance.

When Building Management receives information that the emergency has ended and it is safe to enter the lobby of the building and streets, this information will be passed on to all tenants via telephone, fax, or e-mail.

ACTIVE SHOOTER

Due to the nature of some business practices, population diversity, or social trends, it is possible that your business will become target to one of more people armed with weapons. These people may be targeting a specific individual, a group of people, a specific operation, or may simply be trying to create terror.

The act of violence itself may be sporadic or a well-planned operation.

In the event you are in an area where someone has entered and started shooting; the following procedures are recommended.

1. Exit the building immediately using exits opposite the shooter.
2. Notify anyone you encounter to exit the building immediately.
3. If it is safe to do so, report to your designated meeting places used for other emergencies.
4. If the shooter exits the building, seek immediate cover until authorities arrive.
5. Call 911 when it is safe to do so and provide law enforcement with the following information:
 - a. Your name
 - b. Location name and address
 - c. Number of shooters, if known
 - d. Location of actual incident inside the building
 - e. Physical description or identification of shooter(s), if known
 - f. Physical attributes of the shooter(s) (sex, clothing, masks, etc.)
 - g. Number and type of weapons held by the shooter(s)
 - h. Number of potential victims at the location
 - i. Your present location

If you can, call the Management Office, or have another person call the Management Office and provide the same information. In the event there is an active shooter on the premises, the Management Office has the capability to put the building in lockdown and send out mass notification to the tenants.

If you are directly involved and cannot exit the building the following actions are recommended:

1. Go to the nearest room or office with a door.
2. Close and lock the door. If the door does not lock, barricade it.
3. Cover the door/interior office windows.

4. Search for a weapon to protect yourself with if the room is breached.
5. Keep quiet and act as if no one is in the room.
6. Do not answer the door for any reason.
7. Call 911 and give details as quietly as possible.
8. Do not leave the room until authorities have notified you that it is clear.

Always remember that once law enforcement arrives on scene, always do exactly what they say and never resist their request or actions as this can be interpreted as a hostile action on your part.

PROTECTING-IN-PLACE (PIP)

Sometimes it will be impossible to evacuate a building due to fire conditions, collapse, or people with certain impairments. It is, therefore, recommended that a Protect-In-Place (PIP) room or area be designated for each floor/area.

The Protect-In-Place room should be located on an exterior wall with windows and have a sealable door. A reliable method of communication (besides the telephone), fire extinguisher and first aid kit are also pertinent parts of a Protect-In-Place room. Finally, the room should be devoid of any hazards (machinery, flammable liquids, etc.).

If you relocate to a Protect-In-Place room make sure you report your location and the number of people with you so as to maintain accountability protocols. Also, this information will be passed to incoming emergency personnel who can position their equipment to affect a rescue.

Once inside the room, shut the door and if necessary, stuff something under the door crack to keep smoke and toxins from entering the room. **Never open the door until you are instructed to do so by authorities.** Stay calm and keep everyone else in the room as relaxed as possible.

BUILDING LOCKDOWN/LOCKOUT

In the event of a police emergency, e.g. “Active Shooter”, it may become necessary to initiate a” Lockdown/Lockout” of the building.

A “Lockdown/Lockout” of a building or a group of buildings is an emergency procedure intended to secure and protect occupants who are in the proximity of an immediate threat. This procedure is used when it may be more dangerous to evacuate a building than stay inside. By controlling entry/exit and movement within a facility, emergency personnel are better able to contain and handle any threats.

A notification will be sent to the tenant representatives of a building lockdown/lockout, by Building Management or emergency personnel. It will be the tenant’s responsibility to notify their associates and implement their own emergency procedures.

XI. EMERGENCY DRILLS

Per NFPA 101, Section 39.7.1, “In any business occupancy building occupied by more than 500 persons or more than 100 persons above or below the street level, employees and supervisory personnel shall be periodically instructed in accordance with Section 4.7, of the Life Safety Code shall hold drills periodically where practicable.” Emergency egress and relocation drills conforming to the provisions of the National Fire Protection Association Pamphlet #101, Life Safety Code, Section 4.7, and section 13.7.6 International Fire Code, Sections 404 through section 406, shall be conducted as specified by the provisions for the specific occupancy type or by appropriate action of the authority having jurisdiction. Drills shall be planned in cooperation with the local authorities.

Emergency egress and relocation drills, where required by the National Fire Protection Association or the authority having jurisdiction shall be held with sufficient frequency to familiarize occupants with the drill procedures and to establish conducting of the drill as a matter of routine. Drills shall include suitable procedures to ensure that all persons subject to the drill participate.

Responsibility for the planning and conducting of the drill shall be assigned only to competent persons qualified to exercise leadership.

In conducting the drills, emphasis shall be placed on orderly evacuation rather than speed. Drills shall be held at expected and unexpected times, as well as under varying conditions to simulate the usual conditions that can occur in actual emergencies.

Drill participants shall relocate to a predetermined location at least 300 feet away from the building and will remain at such location until a recall or dismissal signal is given.

Fire drills shall be conducted in a manner that provides for the implementation of procedures set forth in the Emergency Action Plan. In addition, fire drills shall include a review of the emergency plan and implementation of assigned employee duties.

When fire drills are conducted, all persons who are subject to the fire drill requirements shall participate in the drill. Non-participants are subject to receive a summons that will require them to appear in court, where a fine of \$999.00 and/or imprisonment of up to 360 days may be imposed.

Records shall be kept of the drill dates, who conducted the drill, and the result of that drill. The Fire Department strongly encourages all business owners to perform emergency evacuation drills each quarter or when a large tenant/employee turnover has occurred.

Emergency evacuation drills improve occupant safety and the Fire Department has a great appreciation for firms conducting these drills -- something every property manager is encouraged to consider. Building occupants who are regularly involved in such drills are more apt to act appropriately in an actual emergency. In fact, fire experience across the nation has shown that occupants who are familiar with their building's exits and safety equipment perform better during emergencies than those who are not.

XII. QUICK ACTION DOCUMENT

If a FIRE or MEDICAL EMERGENCY occurs, contact 911

When contacting 911 be prepared to provide the following information:

- a. Your Name
- b. Type of Emergency (Fire or Medical Emergency)
- c. Building Address
- d. Your Location within the Building (Floor #, Parking Garage, Common Area)
- e. **DO NOT HANG UP UNTIL 911 OPERATORS REQUEST YOU DO SO.**
- f. Provide Building Management with the same information given to the 911 operator.

If a FIRE is found:

- a. Close all doors to the fire area
- b. Activate the fire alarm manual pull station at the nearest stairwell
- c. Call 911 from a safe area after relocation

If an EVACUATION/RELOCATION is necessary:

- a. Leave affected floors immediately
- b. Use stairways only to exit, staying to the right
- c. Proceed to the evacuation/relocation assembly point
- d. Do not return until the Fire Department gives the “all clear” signal

If a TORNADO watch/warning is posted:

- a. Immediately move from the perimeter of the building
- b. Close all doors
- c. Move to the center of the building (stairways)
- d. Stay inside the building

If an EARTHQUAKE occurs:

- a. Stay calm
- b. Seek shelter
- c. Prepare for after shocks

If a NATURAL GAS LEAK is detected:

- a. Leave the area immediately; do not turn anything on or off
- b. From a safe area, call 911 to report a gas leak
- c. From a safe area, call building management
- d. Do not re-enter until an “all clear” signal is given by the Fire Department

If an ENVIRONMENTAL EMERGENCY occurs:

- a. Isolate (product) and insulate (protect) yourself and others
- b. Call 911 from a safe area
- c. Call building management from a safe area

IF a FLOODING situation occurs:

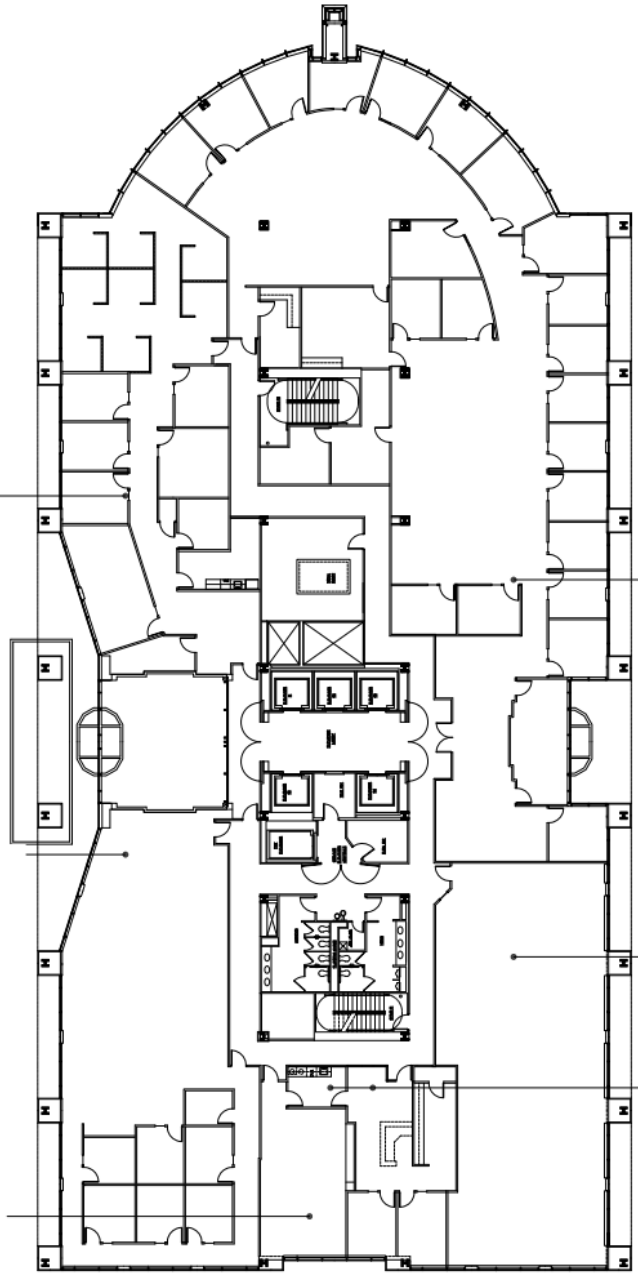
- a. Do not touch electrical equipment
- b. Move to a safe area
- c. Call building management
- d. Contact 911 if necessary

If a BOMB THREAT is received:

- a. Fill out the Bomb Threat Checklist
- b. Notify building management
- c. Contact 911 if necessary

BUILDING CONFERENCE
SUITE #230
730 R.S.F.

SUITE #280
4,013 R.S.F.
8/31/14



MANAGEMENT OFFICE
SUITE #220
1,112 R.S.F.



**JONES LANG
LA SALLE**

Stacking Plan
Peakview Tower
6465 South Greenwood Plaza Boulevard
Centennial, Colorado 80111

SECOND FLOOR

1/8/13

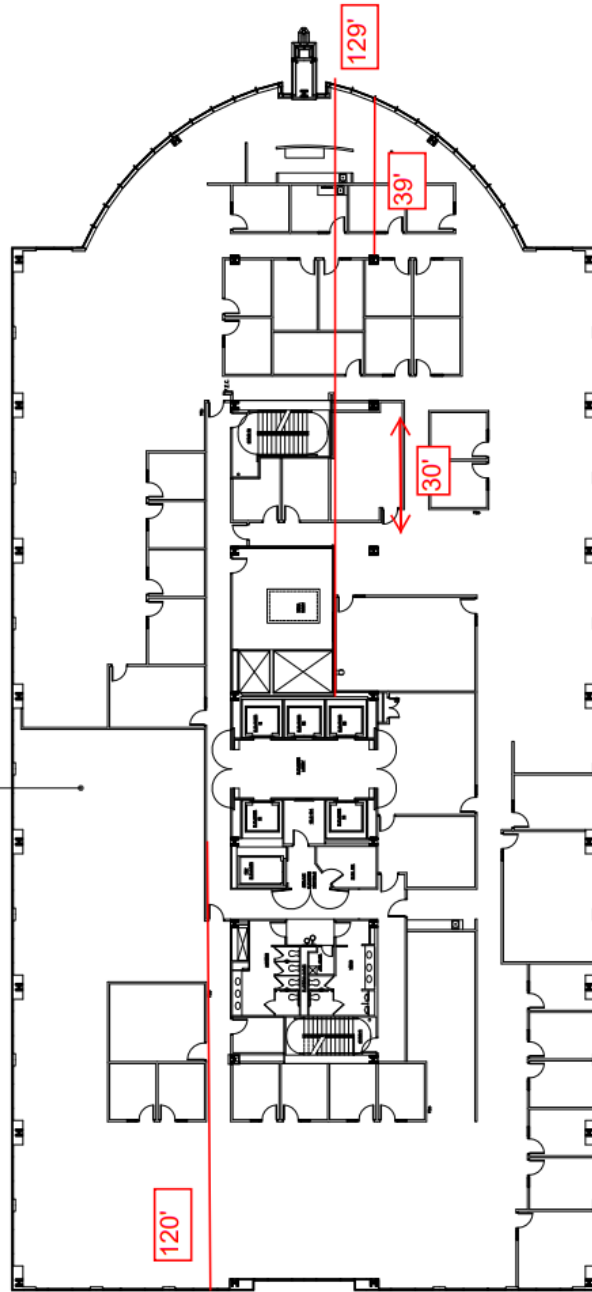


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www.wabtm.com
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North

UNITED HEALTHCARE SERVICES INC.
SUITE #300
27674 R.S.F.
6/30/15



THIRD FLOOR 1/8/13



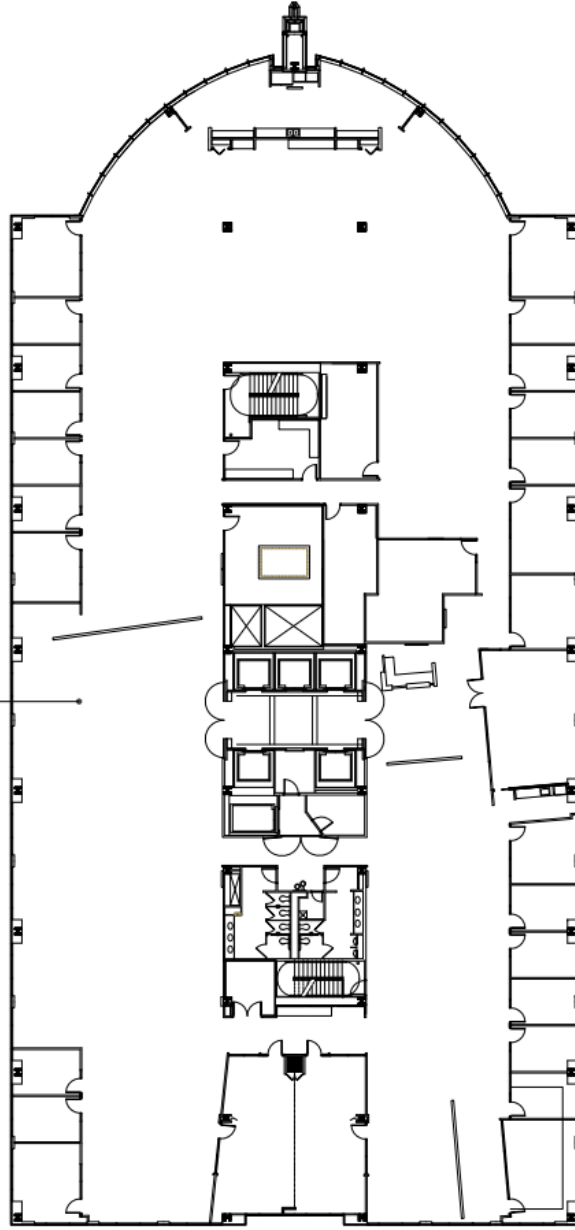
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Fax: 303.292.3296
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ON TARGET JOBS
 SUITE #400
 27674 R.S.F.
 10/31/21



FOURTH FLOOR 1/8/13

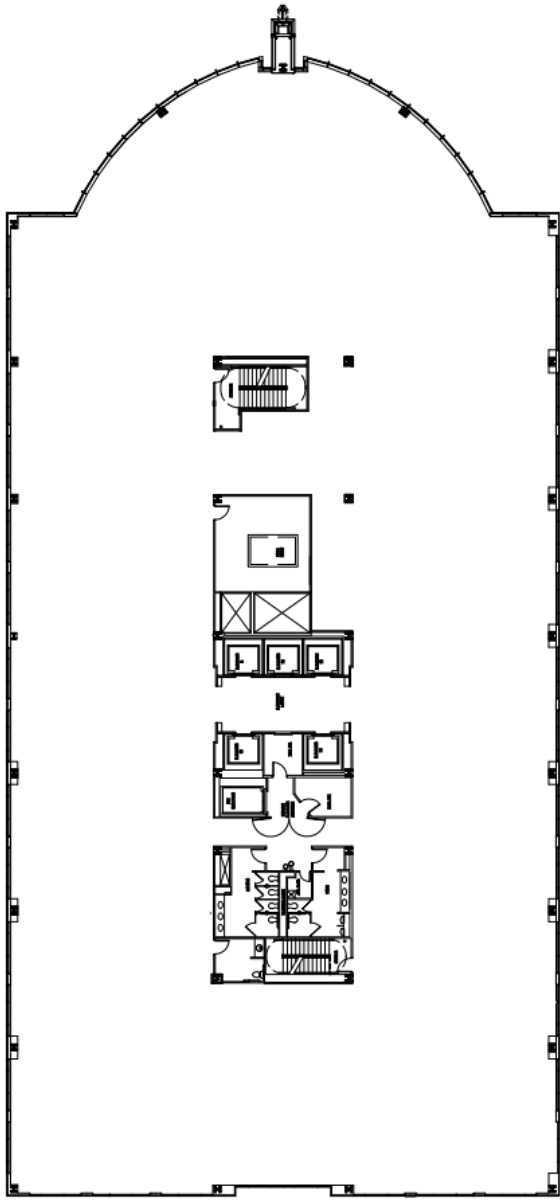


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 LA SALLE

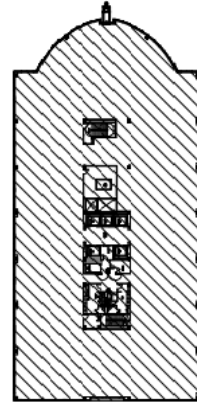
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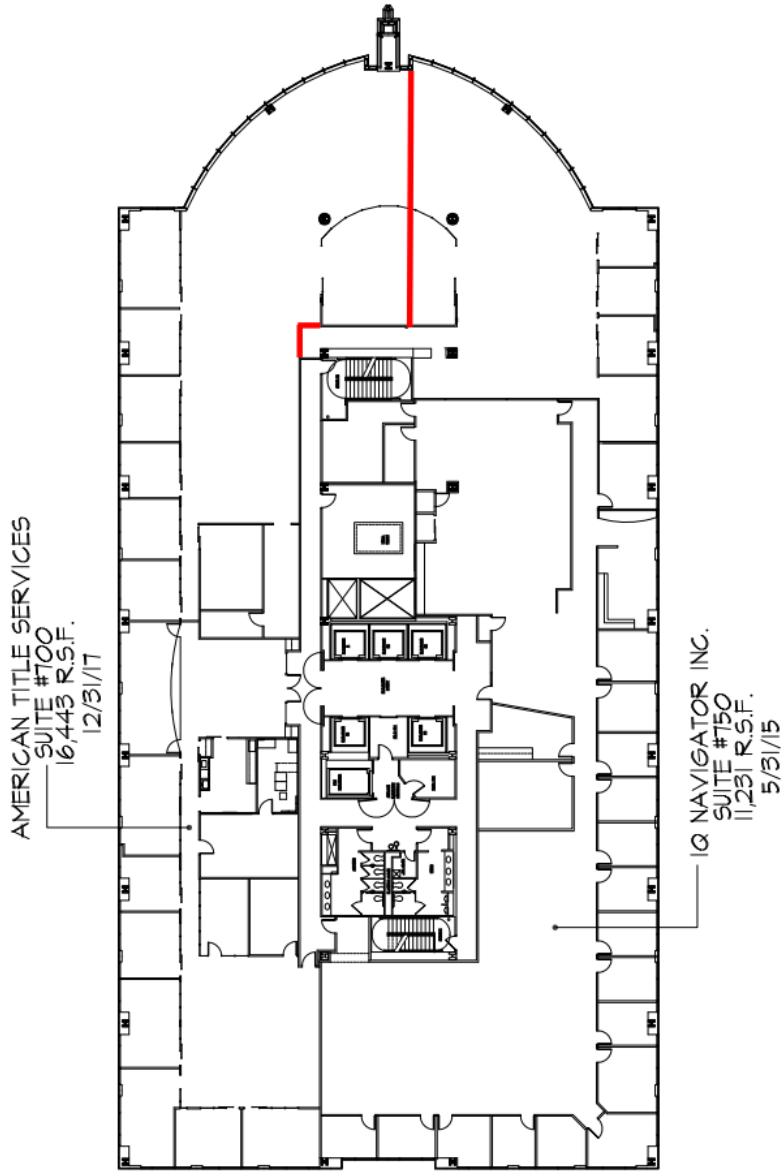


KEY PLAN



JONES LANG
LA SALLE

CONTACT:
ANDY ROSS 303.260.6504



SEVENTH FLOOR 1/8/13

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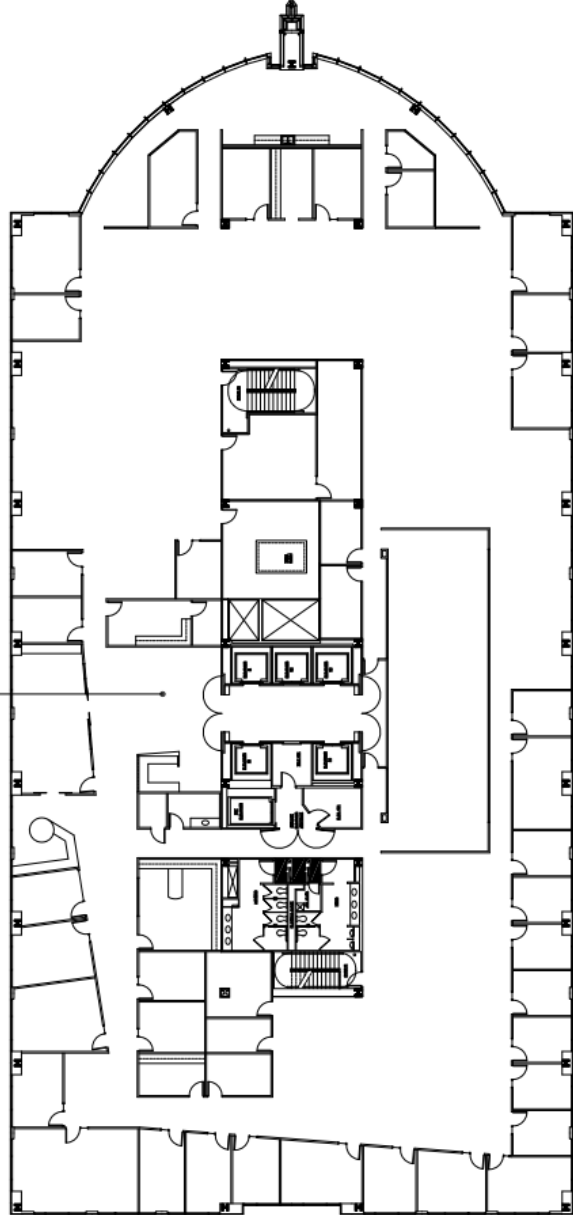


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5/3/15



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North

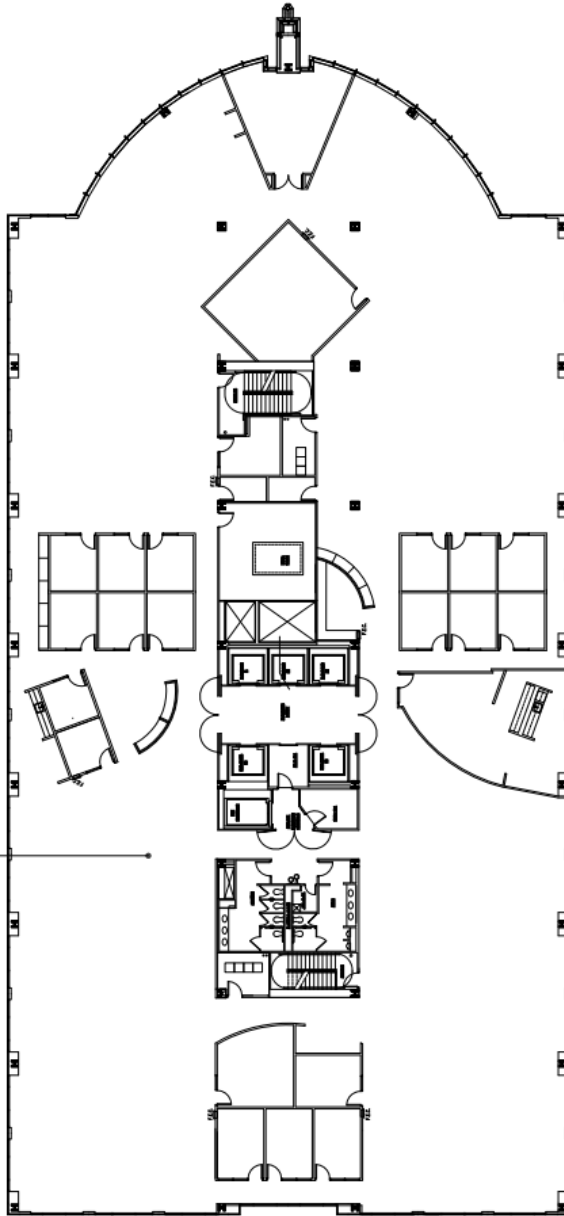


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EIGHTH FLOOR

1/8/13

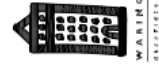
JP MORGAN CHASE
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7/31/13



NINTH FLOOR 1/8/13



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