



# LIFE SAFETY MANUAL

Welcome to Greenwich Office park.

This Life Safety – Emergency Handbook is designed to help tenants become familiar with the building’s safety features, emergency procedures, and evacuation routes.

Please review this handbook carefully and ensure that every employee receives an orientation and fully understands the instructions and procedures outlined within.

\* Nothing contained in this Fire Safety Plan format is to be construed as all inclusive. All rules and other requirements are to be fully complied with.

**Fire Safety Info  
Safety Wardens**

**Bomb Threats**

**Active Shooter**

**Medical  
Emergencies**

**Emergency  
Situational Planning**

**GREENWICH PREMIER  
SERVICES**

Management Office

Five Greenwich Office Park  
Suite 200

Greenwich, CT 06831  
203.422.6700

[www.gpsmgt.com](http://www.gpsmgt.com)

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## Emergency Contacts

Listed below are some important phone numbers you may need in the case of an emergency. In any emergency situation, please contact the Management Office at 203-422-6700 immediately after contacting the appropriate emergency service.

### **Property Management Company**

Greenwich Premier Services .....(203) 422-6700  
After Hours Security .....(203) 343-1873

### **Town Of Greenwich, CT**

Fire Department .....911 or (203) 622-8000  
Police Department .....911 or (203) 622-3950  
Medical Emergency .....911

### **Other Town Of Greenwich, CT**

Greenwich Emergency Information Hotline .....(866) 245-4260  
Greenwich Hospital .....(203) 863-3000  
Greenwich Hospital – Emergency Department .....(203) 863-3637

### **Other**

Poison Control .....(800) 222-1222

## **Emergency Action Plan**

Management recommends that each Tenant have an emergency action plan in place to help their employees prepare for, and react quickly to, a regional emergency, including terrorist attacks. Click on the links below to access a variety of resources that will aid you in preparing for a regional emergency.

Department of Homeland Security  
<http://www.dhs.gov/>

Federal Emergency Management  
Association <http://fema.gov/>

American Red Cross  
<http://www.redcross.org/>

Center for Diseases Control and Prevention Emergency Preparedness and Response  
<https://www.cdc.gov/orr/index.html>

# Section One

## **BUILDING SAFETY FEATURES**

THIS BUILDING IS EQUIPPED WITH THE FOLLOWING SAFETY FEATURES:

1. Complete **Fire Alarm System**, which will, when activated:
  - Notify all occupants via horns and strobes.
  - Notify a central monitoring station, which calls the Greenwich Fire department upon receipt of a fire alarm signal.
2. **Fire Alarm Pull Stations** are located near exit stairwells on each floor.
3. Smoke and heat detection should be located throughout the Tenant's space.
4. Water Flows are fully automated and detect the flow of water into the sprinkler water system. Tenants do not activate them.
5. In the event of loss of power to the building, emergency lighting system is provided to permit the orderly evacuation of the building via the stairwells. This battery back-up lighting can last a maximum of 90 minutes.
6. Elevator Fireman's recall system.  
**Upon activation of the fire alarm, all elevators will recall to a predetermined floor location.**

## **FIRE PROCEDURES AND EVACUATION**

When the fire alarm sounds, the entire building will evacuate. Follow the steps below:

### *Safety Wardens*

- Notify the occupants to evacuate the floor.
- Search the entire office floor, including restrooms, employee lounges, cafeteria, conference rooms, closed offices, etc.
- Do a final check on the evacuated floor.
- When receiving personnel from another floor, direct them to an appropriate holding area or exit path.
- Account for all employees and report to Management and Greenwich Fire Department.

### *Occupants*

- Proceed as directed by the Safety Warden, down the fire stairwells, keeping to the right, allowing occupants to merge into the stairwell.
- Enter the stairwell and proceed out of the building.
- Disabled/handicapped or other personnel needing assistance should assemble at the landing immediately inside the fire rated stairwell to await evacuation by rescue personnel.
- DO NOT USE THE ELEVATORS DURING FIRE EMERGENCIES.
- If the stairwell is blocked, the Safety Warden will lead you to the alternate stairwell.
- Remain outside the building until the “all clear” signal is given by the Greenwich Fire Department or the Management Office.

### *Evacuating Disabled /Handicapped Occupants*

- Each Safety Warden should assign two or more person(s), with alternates, to assist each disabled/handicapped occupant who cannot use the exit stairwell.
- To evacuate disabled/handicapped occupants unable to use the stairs:
  - All disabled/handicapped occupants should be taken to the landing inside the fire rated stairwell.
  - Have one of the assigned individuals stay with the disabled/handicapped occupant and have the second individual alert the Greenwich Fire Department or Building Management as to the location of the disabled/handicapped occupant.

### *Evacuation Drills*

1. The Management Company shall conduct evacuation drills once each year or as required.
2. Evacuation and fire safety precautions will be reviewed.
3. Full cooperation and participation **is required**.

## **SAFETY WARDENS**

A Safety 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 name and faces of all employees in your office. Your Office Manager or Personnel Manager would probably be good candidates for Safety Warden. You should elect an Alternate for every Safety Warden.

The Safety Warden would be responsible for the development and implementation of your Safety Program. This Program would include development of evacuation plans, assignment of fire-fighting responsibilities, training of employees in emergency response procedures, verification of adherence thereto, and practice of emergency procedures.

In the event of a fire or other emergency, this individual oversees the situation until Building Management arrives. The Safety Warden may also be responsible for ordering the evacuation of your space depending on the severity of the situation and the availability of other safety personnel.

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

### *Safety Warden Responsibilities*

Each Tenant should appoint a Safety Warden and at least one Alternate for every 50 employees. Full-floor and multi-floor Tenants will require multiple Safety Wardens and Alternates. The people chosen should be individuals who rarely travel and who are familiar with the names and faces of all employees in your office. One Safety Warden should be responsible for the development and implementation of the Tenant's fire safety program. This program should include:

#### *Development of evacuation plans*

- Familiarize employees with the location of all exit stairwells and fire pull stations.
- Familiarize employees with the location and proper use of fire extinguishing equipment within the Building and your suite.
- Inform employees who are responsible for the order to evacuate.
- Inform the Management Office of all handicapped people who might require assistance during evacuation and plan accordingly within your organization.
- Train employees in emergency response procedures.
- Practice emergency procedures to assure familiarity with individual responsibilities.
- In the event of an actual fire or emergency, make sure the alarm is activated.

#### *Safety Wardens in the Fire Evacuation Program are responsible for:*

1. Having alternates appointed and trained in their absence.
2. Being familiar with the floor layout, number of occupants, and all other aspects of the Tenant space.
3. Being familiar with the building layout, including all possible evacuation routes from the Tenant space.
4. Being Familiar with the Fire/Life Safety Plan adopted by Tenant providing for fire drill and

- evacuation procedure in accordance with Fire Codes.
5. Conducting fire and evacuation drills.
  6. Being responsible for the designation and training of the Fire/Safety Wardens, Deputies, Assistants and Alternates in accordance with the Fire Department rules. These individuals must all report to the one head Fire/Safety Warden.
  7. Being responsible for a daily check for the availability of all Fire and Emergency Staff Members.
  8. Ensuring that current organizational charts are posted as well as a chart designating employees and their assignments.
  9. Maintaining a current [list of disabled/handicapped occupants requiring assistance](#), and providing a copy to the Management Office on a monthly basis.
  10. Arranging the evacuation of disabled/handicapped occupants unable to use stairs by assigning another individual to be responsible for each person in an emergency. The disabled/handicapped occupants will be escorted by the other individual(s).
  11. Ensuring that all persons are notified and evacuated in an orderly manner when an alarm sounds or instructions are received.
  12. Having a quick and efficient method for accounting for all individuals within their space. Large corporations should have assistants appointed. The assistants should each be assigned areas where they are familiar with the occupants and can “sweep” the area on their way out and quickly report to the head fire warden. All persons assigned with these responsibilities should have back up staff members in case of their absence or inability to perform.
  13. Accounting for all personnel to the building management and Greenwich Fire Department in the event of an emergency or drill.
  14. Searching all areas of the floor including:
    - closed offices
    - conference rooms
    - storage rooms
    - closets
    - restrooms
    - workstations
  15. Ensuring all employees of each company should have a meeting place assigned AWAY FROM THE BUILDING. This location should not be in the roadway, nor should it require roadway crossing, as emergency vehicles will require unhampered access.

## **Tenant Fire Prevention and Protection**

A plan for periodic formal inspections of each floor area, including exit facilities, fire extinguisher and housekeeping should be developed.

Information which should be included is as follows:

- At the start of the day a check of each exit shall be required to determine that self-closing doors are in the closed position but are not illegally locked in any manner.
- No obstructions shall be permitted in corridors or aisle spaces.
- Necessary exit signs and lights required shall be lighted and in good condition.
- The location and operation of fire extinguishers and pull stations shall be known by all personnel. The maintenance shall be controlled by the Fire Warden.
- Poor housekeeping is a fire breeder. All offices should avoid accumulation of combustible debris.
- All magnetic doors must release on fire alarm.

The following recommendations for your employees are made to assist you with the building's fire prevention program:

- Never leave electrical appliances unattended.
- Never use immersion-type heating devices.
- Avoid electrical overloading and multiple plugs.
- Do not use undersized or lightweight extension cords.
- Report failure of any electrical outlets or lights to the Management Office.
- Flammable liquids should not be stored in Tenant spaces.
- Know the location and type of fire extinguishers in your premises and inspect and replace as required.
- Know the usable time limit of the fire extinguishers available to you.
- Know exit locations.
- Practice good housekeeping near your desk, in storage areas, in mechanical rooms and in the area of exit doors and hallways.
- Do not store materials in the building electrical, telephone or utility closets.
- NO SMOKING in buildings and on the premises, except for designated areas only.

# Section Two

## **BOMB THREATS**

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly but remain calm and obtain information with the checklist provided on the next page.

### **If a bomb threat is received by *phone*:**

- Remain calm & do not hang up, keep the caller on the line for as long as possible
- If possible, signal other staff members to listen
- If the phone has a display, copy the number and/or letters on the display
- Write down the exact wording of the threat
- Record the call, if possible
- Fill out the Bomb Threat Checklist immediately

### **If you receive a *written* bomb threat:**

- Handle the document as little as possible
- Note date, time, and location the document was found
- Secure the document and do not alter the item in any way

### **If you receive a *social media or email* threat:**

- Do not turn off or log out of the account
- Leave the message open on the device
- Take a screenshot, or copy the message and subject line
- Note the date and time

### **After Receiving a Bomb threat:**

- Do NOT pull the Fire Alarm
- Do NOT use radios, walkie talkies, portable radios or cell phones as some types of explosives can be set off by their use.

**For each bomb threat scenario *always* notify the following:**

- 1. A Senior Company Executive**
- 2. Management Office: 203.422.6700**
- 3. Greenwich Police Department: 911 or 203.622.8000**

\*\* The decision to evacuate must be made by each senior company official in accordance with their own company policy. If you evacuate, leave all doors open. Fire evacuation procedures should be followed. **DO NOT USE ELEVATORS DURING BOMB THREAT EVACUATIONS.**

**\*\*If Management receives a bomb threat, tenants will be notified by telephone as time allows. Any suspicious objects must be reported to the Property Managers Office. If time does not allow for tenant notification, then the fire alarm will be used to evacuate the building.**

Please click on the link for more information from homeland security.

<https://www.cisa.gov/resources-tools/resources/what-do-bomb-threat-video>

## **IDENTIFICATION LIST**

### **QUESTIONS TO ASK:**

1. When is the 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?

### **DESCRIPTION OF CALLER:**

<b>SPEECH</b>	<b>MANNER</b>
FAST	CALM
SLOW	ANGRY
DISTINCT	RATIONAL
DISTORTED	IRRATIONAL
STUTTER	COHERENT / INCOHERENT
NASAL	EMOTIONAL
OTHER	DELIBERTED

### **CALLERS IDENTITY**

Is the caller a Male or Female? \_\_\_\_\_

Did the caller appear familiar with the plant or building description or bomb location? \_\_\_\_\_

<b>ACCENT</b>	<b>VOICE CHARACTERISTICS</b>
LOCAL	LOUD
NOT LOCAL	SOFT
FOREIGN	HIGH PITCH
RACIAL	DEEP
CAUCASIAN	RASPY
REGIONAL	PLEASANT
INTOXICATED	OTHER

<b>BACKGROUND NOISE</b>	<b>LANGUAGE</b>
OFFICE MACHINERY	EXCELLENT
BEDLAM	GOOD
FACTORY MACH	POOR
QUIET	FAIR
STREET TRAFFIC	FOUL
VOICES	OTHER

Notes: \_\_\_\_\_  
 \_\_\_\_\_

# Section Three

# **ACTIVE SHOOTER**

## HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

### **1. Evacuate**

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

### **2. Hide out**

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

### **3. Take action against the active shooter**

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling

- Committing to your actions

Please click on the link for more information from homeland security.

<https://www.dhs.gov/search?goog=active+shooter+emergency+action+plan+guide>

# Section Four

## **MEDICAL EMERGENCIES**

In the event that an accident or illness befalls one of your employees or a visitor to your office area, please:

- Call Emergency Services at 911.
- Provide the Emergency Dispatcher with the following information:
  - Your name
  - Your Building's name and address
  - Your specific floor number, and the exact location of the emergency
  - Any pertinent details of the accident or illness
- Do not move the injured/ill person. Attempt to make him or her as comfortable as possible.
- If feasible, send someone to meet the emergency unit upon its arrival in the lobby.
- Call the Management Office at 203-422-6700. Inform management that you have called 911 and briefly describe the nature of the emergency.
- Determine, if possible:
  - Name, address and age of injured/ill person
  - The nature of the problem, as best you can surmise
  - All known allergies and current medications taken by the individual

The Management, Engineering and Security staff will do all we can to ensure the patient's comfort while awaiting the arrival of the medical rescue team. Although we assume no liability for our assistance, we strongly encourage Tenants and employees to become familiar with First Aid, as well as the contact information and protocol used to alert emergency services.

A blue rounded rectangle with a thin black border, containing the text "Section Five" in white serif font.

Section  
Five

## **Civil Disturbance**

In the event we are notified that a riot is in progress that could affect the areas of The Greenwich Office Park, Management will alert all tenants.

Security personnel and necessary maintenance staff will secure our buildings.

If a riot were to erupt with little or no notice, impacting our area, our office will furnish all known information about the risk of violence in certain areas, street closings, public transportation reports, etc.

In the event that an evacuation becomes necessary, our office, in conjunction with the police and fire personnel, will coordinate this process in a safe and orderly manner.

## **Flooding**

In the event of a flood that may cause damage to Tenant property or affect the normal operation of the building, designated Tenant representatives will be contacted by Management personnel, regardless of the time of day.

The first priority is to ensure that no personal injury occurs as the result of a flood. The second priority is to discover the cause and prevent or minimize additional flooding and its damage.

Once the flooding has been contained, clean-up operations will commence. Tenants will need to contact their insurance carrier to assess any damage to their property.

## **Hazardous Substances**

The Employee Right to Know Law passed on May 23, 1988, states that employers must inform employees about hazardous substances in their work environments. Material Safety Data Sheets (MSDS) must be given to the Management Office for any hazardous substances used by your company or by a vendor of your firm. The manufacturer of the hazardous substance is required by law to provide the MSDS upon request. Tenant shall not cause or permit any Hazardous Substance to be used, stored, generated, or disposed of on or in the Premises by Tenant, Tenant's agents, or employees.

Please note that lease restrictions prohibit storage of gasoline or other flammable substances.

### *Space Heaters:*

A large number of fires are caused each year by portable space heaters. For this reason, no type of portable space heater is allowed at the Greenwich Office Park.

### *Christmas Trees:*

Many deaths occur each year because of fires caused by faulty wiring of Christmas tree lights. For that reason, per the Greenwich Fire Department, live Christmas trees are not allowed in commercial office buildings. Lights are allowed on artificial trees, but not on natural trees (even if treated with a fire retardant) or live wreaths.

## **Severe Weather**

When severe weather conditions become apparent, the U.S. Weather Bureau describes conditions by two (2) classifications, a Watch or a Warning. This applies to the reporting of severe thunderstorms, the approach of weather conditions favoring the formation of tornadoes, a hurricane condition, a winter storm condition, etc. A **Watch** becomes effective when atmospheric conditions are right to produce the particular weather phenomenon. A **Warning** means that the weather condition has been spotted and prompt action must be taken for safety.

Except in very rare circumstances, the decision to evacuate the building based on the above weather reports will not be made by Building Management, but rather by each Tenant. In the event these conditions do exist, the following guidelines should be kept in mind:

- Move away from outside windows. If the windows in your offices are supplied with blinds, close the blinds (this will provide some protection from broken glass).
- Do not panic.
- If evacuated, lock all desk drawers and take all items of value with you.
- If evacuated, use a route that is in the building interior and stay away from large expanses of glass and windows.
- Use the stairwells rather than the elevators.
- If evacuated, do not return to your office until advised to do so.

## **Power Failure**

In the event of a power outage, remain calm. Emergency/exit signs and lights in the stairwells are battery operated and will automatically continue operation for purposes of evacuation.

During a power outage turn off as much equipment as possible to minimize disruption and damage once power is restored.

## **Elevator Malfunction**

Occasionally elevator service can be interrupted during use. If elevator service is interrupted while you are a passenger, remain calm. Do not attempt to force the elevator doors open or leave the cab.

Use the telephone in the elevator to call emergency personnel who are on duty 24 hours a day and assistance will be dispatched to the elevator.