

WHAT SHOULD I DO IN AN EMERGENCY?

In the event of an emergency evacuation, the following procedures should be followed:

All CIC 4240 should gather in the Cortex Commons green space at the corner of Duncan and Boyle. 4220 clients should gather in the first floor of the 4220 Parking Garage.

Locate a CIC staff member in a yellow vest and check in to confirm everyone from your office has exited the building.

WHAT IF THE EMERGENCY IS A FIRE?

If smoke or fire is sighted, the following actions/procedures should be followed:

Pull the handle at the Manual Fire Alarm Pull Box and exit the Building. This alarm will:

Activate audible and visual devices on the fire floor, the floor above, the floor below, and the main Building lobby.

Call 911 after you have exited the area and are in a safe location. If possible, call Building Management at (314) 392-0400 to provide details of the emergency.

When a fire is discovered:

Close the door to the fire area. It is extremely important to close doors to keep smoke and flames from spreading.

Pull the closest Fire Alarm. Pull stations are located near the stairwells of each floor, and will automatically notify the Fire Department.

Call 911. (Do Not Call from the Fire Floor) and provide the following information:

Your Name

Your Company's Name

Your Suite Number and Floor Number

What is on Fire – Exact Location of the Fire

Your Telephone Number

DO NOT HANG UP UNTIL TOLD TO DO SO

This operator should relay this information to the Fire Department and to Building Management.

When an audible/visual alarm is activated:

The Building Manager and Maintenance Personnel will proceed immediately to the Fire Alarm Control Panel (FACP).

All employees must exit the Building until the Building has been declared safe by the Fire or Police Departments.

WHO IS IN CHARGE DURING AN EMERGENCY?

ST. LOUIS FIRE DEPARTMENT

Upon arrival, the Fire Department Incident Commander will be in command of all emergency fire operations.

SAFETY DIRECTOR

The Safety Director coordinates the Life Safety Program, and in emergency situations, acts as the liaison between 4240 and 4220, and local public safety agencies, i.e., local fire department, local police department.

TENANT SAFETY COORDINATOR

Each floor of 4240 and 4220 will be under the direction of a designated CIC Tenant Safety Coordinator, who will assume responsibility for:

Checking availability of designated personnel on the "Floor Emergency Organization Chart" (Appendix 1) on a regular basis, and providing an alternate when a position on the chart is not covered.

Keeping the "Personnel Requiring Assistance during Evacuation" Form (Appendix 4) updated.

Activating the Manual Fire Alarm Pull Box, if required.

When directed, overseeing the orderly exit of occupants via stairway.

The Deputy Safety Coordinator will assume responsibility for:

Assisting the Tenant Safety Coordinators in any or all of their assignments.

Ensuring office spaces are promptly cleared when an order to evacuate is given.

SEARCHERS

Two Tenant Deputy Safety Coordinators will be assigned on each floor, one for the primary stairwell and the other for the secondary stairwell.

Deputies will be responsible for: One male and one female tenant searcher will be assigned to each floor to inspect restrooms and lounge areas to insure that personnel are informed of an emergency situation.

Search Teams

The number of Search Teams will be determined by staffing boundaries on each particular floor.

Search Teams will be assigned to areas that they occupy, or with which they are familiar

WHAT ARE THE EVACUATION PROCEDURES?

Some situations may require the evacuation of all or part of the Building.

Depending on the circumstances, an evacuation order may be delivered through the Building fire alarm system.

Persons may be instructed to evacuate 4240 or evacuate to another floor in the Building.

Depending on the circumstances, only fire stairways, or a combination of fire stairways and elevators will be utilized in an evacuation. NOTE: The elevators may not be available if they have been automatically recalled due to detection of smoke.

Each tenant should have a prearranged assembly point away from the Building where employees should gather and await further instructions.

Occupants will not be permitted to return to the Building until it has been declared safe by the St. Louis Fire or Police Departments.

It must be noted that Fire Department personnel will be assigned to search for missing persons or persons. It is critical the accounting method is accurate so the Fire Department personnel are not looking for someone that has exited the Building, but did not report to their assigned meeting area. This would pull firefighting efforts or other rescue operations to look for someone that is not in need of help.

HOW CAN I PREVENT A FIRE?

For your protection, please help by observing the following:

Building Management must approve all contractors working in a tenant's leased premises. Notification and a copy of a contractor's Certificate of Insurance are required prior to the commencement of work.

Make sure all coffee makers are turned off at the end of the day.

Do not block any stairwells with boxes, trash, etc.

Call the Building Management Office if you have any concerns about the emergency systems, blocked exits, fire extinguishers, exit lights, etc.

Space heaters are prohibited due to the strong possibility of causing fire.

Smoking is prohibited inside the building.

Do not store items in the electrical closets or phone rooms. This is a Building Fire Code Regulations violation. These rooms can get very hot and cause spontaneous combustion.

The freight elevator lobby should be kept clear of boxes, trash, and particularly combustibles.

Keep all items at least 18 inches from the ceiling. All storage should be maintained at least 18 inches below the ceiling. This will allow the sprinkler system to work properly.

Extension cords are prohibited. Power strips with a 15 amp, breaker, or fuse must be used.

WHAT SHOULD I DO IF THERE'S A BOMB THREAT?

Most bomb threats come to light as the result of a telephone call. In most instances, the telephone operator will be the one to receive the threat, and should be prepared to get basic information and take certain steps after the call is received. (See the "Bomb Threat Report Form" below)

A. If a bomb threat is received by telephone, the person receiving the call should:

Stay calm. DO NOT upset the caller. DO NOT hang up on the caller. The bomb threat caller is the best source of information and a calm response may result in obtaining critical information.

Keep the caller on the line as long as possible. Ask them to repeat the message. Record every word spoken by the person.

If the caller does not indicate the location of the bomb or the time of possible detonation, ask the caller for this information.

Inform the caller that the Building is occupied and the detonation of a bomb could result in death or serious injury to many innocent people.

Pay particular attention to background noises, such as, motors running, music, or any other noise which may give a clue as to the location of the caller.

Listen closely to the voice (male, female), voice quality (calm, excited), accent, and speech (impediments).

B. After the bomb threat call is complete or if a bomb threat is received by any other means:

Immediately notify the St. Louis Police Department at 9-1-1 and Building Management at (314) 392-0400.

Remain available, as law enforcement personnel may want to interview the person receiving the call.

BOMB THREAT REPORT FORM

INSTRUCTIONS: This form is to be filled out when talking to the person reporting a bomb threat. Be calm, be courteous, listen, do not interrupt the caller. Notify your supervisor while caller is on the line.

Exact words of caller:

Questions to ask:

When is the bomb going to explode?

Where is the bomb right now?

What kind of a bomb is it?

What does it look like?

Why did you place the bomb?

What would cause the bomb to explode?

Did you place the bomb?

Where are you calling from?

What is your address?

What is your name?

Try to Determine

Receiver of Call, Date, Exact Time of Call, Length of Call, Sex of Caller, Race of Caller, Age of Caller

Voice: Loud / Soft / High Pitch / Deep / Raspy / Pleasant / Other

Accent: Local / Not Local / Foreign / Region

Speech: Fast / Slow / Distinct / Distorted / Stutter / Nasal / Slurred / Lisp
Language: Well Spoken / Educated / Foul / Irrational / Incoherent
Manner: Calm / Angry / Rational / Irrational / Deliberate / Emotional / Righteous / Laughing /
Disguised / Excited

If the voice is familiar, who does it sound like? Were there any background noises?
If so, what kind?
Telephone number on which call was received:

WHAT SHOULD I DO IF THERE'S SEVERE WEATHER?

If severe weather produces dangerous conditions, such as a tornado warning, the City of St. Louis Emergency Management Division activates the Public Warning Sirens under the following circumstances: 1) A Tornado Warning is issued by the National Weather Service, or 2) when a funnel cloud is sighted, or 3) when the City is under a Tornado Watch and a severe thunderstorm warning is issued by the National Weather Service, or 4) when directed to activate the sirens by the Emergency Management Division. The Public Warning Siren is to encourage people outdoors to seek indoor shelter immediately and turn on their radios and televisions for more detailed information about the tornado.

There are two types of Severe Weather Warnings:

Tornado Watch: Conditions are favorable for a tornado. Precautionary Alert. Listen to radio or television.

Tornado Warning: Tornado has been spotted in the area. Seek Shelter.

If a Tornado is sighted in the area and the City of St. Louis Emergency Management Division activates the sirens, Building Management will direct occupants through the fire alarm system to take safety measures. Safety measures that may be considered taken in the event of a Tornado Warning are as follows:

Close blinds in all exterior offices.

Close all doors of offices that lead to the outside or have exterior windows or glass.

Move quickly and calmly – Do not stop to look out windows.

When the severe weather condition is no longer a threat, Building Management will give an “All Clear” message over the Emergency Communication System.

After the “All Clear” is given, inspect your office area for any damage. If no damage is found, you may return to your work area. Report any emergencies such as fires, leaks, structural damage, or safety hazards to the Building Management office (314) 392-0400.

WHAT IF THERE'S AN EARTHQUAKE?

The following information provides some basic answers on the procedures to be taken in case of an earthquake. There are no rules which can eliminate all earthquake danger. However, damage and injury can be greatly reduced by following the simple rules contained in these procedures.

Be calm, do not panic. An earthquake can come suddenly and may not last very long.

Move away from windows, glass partitions, and from beneath light fixtures. An earthquake can shake these items loose and cause serious injury.

Do not stand next to bookcases, large open files, or anything that might topple over in an earthquake.

If possible, position yourself underneath a heavy desk or table and remain there until the earthquake has stopped.

When the earthquake has stopped, occupants of the Building should follow the same procedures as in the case of a fire or tornado.

If the Building is evacuated following an earthquake, stay away from objects that may topple (brick walls, power lines, etc.), designate a safe refuge area away from the Building, if possible.

Other Items to Remember

No Smoking! No open flames! Gas leaks are not uncommon after an earthquake.

Even after an earthquake has stopped, it is likely that aftershocks will occur. Be prepared.

WHAT SHOULD I DO DURING PERIODS OF CIVIL DISORDER?

During periods of civil disorder, the Building Manager or his/her designated representative will be in charge.

If there is a potential for violence the Building Manager or his/her designate shall notify the City of St. Louis Police Department by dialing 9-1-1.

Should it become advisable to lock the tenant areas, elevators, and stairway doors, occupants will be advised by a telephone call &/or a visit from Building Management.

Any announcement shall be presented in a calm and professional manner to avoid panic and confusion.

All tenants will be asked to remain in their suites until the danger has passed.

The Building Manager will coordinate with the City of St. Louis Police Department to determine when normal building operations may be resumed.

WHAT SHOULD I DO IF I ENCOUNTER HAZARDOUS MATERIAL?

A. An incident occurring INSIDE the Building.

Immediately notify Building Management at (314) 392-0400 and give the following information: - Floor and area. - Information concerning the type of substance that has spilled or is leaking, the quantity involved, and any cautions.

The Building Manager will notify the City of St. Louis Fire Department by dialing 9-1-1 and relay the information given.

If evacuation is ordered, the Building Manager or his/her designate will activate the nearest fire alarm pull station.

B. An incident occurring OUTSIDE the Building.

The situation will be assessed by the Fire Department to determine any danger to building occupants.

Building Management will turn off all fans bringing outside air into the Building.

Various chemicals have different characteristics. The same procedure will not always be used. The Fire Department will determine the proper course of action.

If a vapor cloud is created and is heavier than air, it will be safer to stay in the Building where there are no open windows, and doors will be kept closed.

If the vapor cloud is lighter than air and becomes a threat to the Building, instructions from the City of St. Louis Fire Department will be forthcoming.

WHAT SHOULD I DO IF AN ELEVATOR MALFUNCTIONS?

Elevators are one of the safest modes of transportation that there is. However, from time to time, they will malfunction due to their sophisticated automatic controls. The following information provides some basic procedures to follow in the event of a malfunction.

Remain Calm

Use the phone in the elevator car to call for help.

Make noise if the phone is not operational.

Do Not attempt to crawl out of the elevator cab when the doors are open between floors. Remain in the cab or serious injury may result.

Do Not try to force open an elevator door.

The elevator service provider or the St. Louis Fire Department will secure the elevator and safely remove the trapped individual(s).

Elevator fire service emergency operation. The elevators will be recalled to the primary or secondary landing zones in the event of a fire. Do not attempt to use the elevators. They will be out of service to prevent them from being called to the fire floor. Firefighters will be able to take control of the elevators for fire fighting operations.