

**EMERGENCY PROCEDURES**  
**WESTPARK CORPORATE CENTER**

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## INTRODUCTION

The security and safety of our tenants are of primary concern for the Management Team at Westpark Corporate Center. By informing you of our Building's emergency procedures, we hope to reduce the risk of threatening occurrences, and to coordinate quick, effective responses to emergency situations.

These emergency procedures provide information to ensure the maximum protection for you and your employees. It should be read carefully by key managers and by the designated Fire Warden in your office. It is essential that these procedures are fully understood and that they are followed if an emergency situation arises.

Please read page 2, which outlines the duties of a Fire Warden. This person plays an important role in maintaining the safety of the Building and responding effectively to emergency situations. Each office should select one Fire Warden (*with an alternate*) for each tenant space exceeding 7,500 square feet. The Management Office should be notified of the names of these wardens, as they will be contacted regarding Building safety procedures.

We are pleased to have you as a tenant and hope that you will work with us to ensure the safety and security of all tenants and employees at Westpark Corporate Center. If you have any questions, please feel free to contact the Management Office at **703.790.3388**

Thank you for your cooperation.

## FIRE WARDENS

A Fire 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 names and faces of all employees in your office. Your Office Manager or Personnel Manager, or both depending on the size of your firm, would probably be good candidates for Fire Warden. You should select Alternates for every Fire Warden.

The Fire Warden would be responsible for the development and implementation of your Fire Safety Program under the direction of the Building Fire Safety Director. This Program would include development of evacuation plans, assignment of fire-fighting responsibilities, training of employees in emergency response procedures, and practice of emergency procedures. The Fire Warden is assisted by Deputy Fire Wardens and Searchers (*please refer to Fire Protection Duties on page 17*).

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

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

**PLEASE POST THIS CHART**

**Westpark Corporate Center**  
**RESPONSIBILITIES REFERENCE CHART**  
**FIRE DRILL & EVACUATION**

**PLEASE PRINT OR TYPE:**

**DATE:** \_\_\_\_\_ **FLOOR:** \_\_\_\_\_

**TENANT:** \_\_\_\_\_ **TELEPHONE:** \_\_\_\_\_

**TOTAL NUMBER OF PEOPLE WORKING ON YOUR FLOOR:** \_\_\_\_\_

**# OF HANDICAPPED EMPLOYEES WHO MAY REQUIRE HELP IN EVACUATION:** \_\_\_\_\_

The following employees have been appointed Fire Wardens, Deputy Fire Wardens, and Searchers. (NOTE: *Appoint one Fire Warden for each 7,500 square feet of occupied space or part thereof. Appoint two searchers: one female and one male.*)

**FIRE WARDEN:** \_\_\_\_\_ **TELEPHONE:** \_\_\_\_\_

**DEPUTY FIRE WARDEN:** \_\_\_\_\_ **TELEPHONE:** \_\_\_\_\_

**DEPUTY FIRE WARDEN:** \_\_\_\_\_ **TELEPHONE:** \_\_\_\_\_

**DEPUTY FIRE WARDEN:** \_\_\_\_\_ **TELEPHONE:** \_\_\_\_\_

**FEMALE SEARCHER:** \_\_\_\_\_ **MALE SEARCHER:** \_\_\_\_\_

**FEMALE SEARCHER:** \_\_\_\_\_ **MALE SEARCHER:** \_\_\_\_\_

**REMINDERS:** KEEP A COPY OF THIS CHART IN YOUR FILE. KEEP YOUR CHART CURRENT. SUBMIT ALL UPDATED CHARTS TO THE MANAGEMENT OFFICE.

**POST THIS REFERENCE CHART SO THAT IT IS CLEARLY VISIBLE TO ALL EMPLOYEES ON YOUR FLOOR.**

**EMERGENCY TELEPHONE NUMBERS**

**Westpark Corporate Center**

- MEDICAL** .....911  
(Then Notify Management Office 703.790.3388)
  - FIRE** .....911  
(Then Notify Management Office 703.790.3388)
  - SMOKE** .....911  
(Then Notify Management Office 703.790.3388)
  - SECURITY** .....see below
- 8:00 am to 5:00 pm Management Office .....703.790.3388  
5:00 pm to 1:00 am Security Guard                   571.407.1468 (Cell)

**AREA HOSPITAL**

**FAIRFAX INOVA HOSPITAL..... (703) 698-1110**

## **BUILDING/TENANT FIRE SAFETY**

In the event of a fire, the safe and rapid evacuation of the affected area is the joint responsibility of Building Management and the tenants in that area. It is imperative that each employee become familiar with the information and procedures described on the following pages. If there are any questions, please call the **Management Office** at 703.790.3388 before an emergency arises!

## **FIRE COMMUNICATIONS SYSTEM**

The Notifier Fire Communications System consists of detection, reporting and control functions. When an alarm is generated, certain automatic responses take place. Some involve shutting down equipment. However, all provide notification to the Fire Command Station in the lobby and an automatic alert is transmitted to the Central Alarm Service (Datawatch Systems) which then notifies the Fire Department.

There are a number of types of alarms, which are recognized by the Fire Command Station, and each type has a specific response. These are as follows:

<b><u>ALARM TYPE</u></b>	<b><u>RESPONSE</u></b>
<input type="checkbox"/> Smoke in the elevator hallway	<input type="checkbox"/> Fire alarm sounds* <input type="checkbox"/> Elevators return to the lobby level
<input type="checkbox"/> Smoke in the duct work	<input type="checkbox"/> Fire alarm sounds* <input type="checkbox"/> A/C unit shuts down
<input type="checkbox"/> Manual Pull Station alarms	<input type="checkbox"/> Fire alarm sounds* <input type="checkbox"/> Elevators and A/C units continue operating
<input type="checkbox"/> Computer Room Fire Detection	<input type="checkbox"/> Fire alarm sounds* <input type="checkbox"/> Elevators and A/C units continue operating

**\* The fire alarm sounds on the alarming floor and the floor above, and below.**

Voice communications are available from the Lobby Command Station to one or all floors by use of the public address speakers which are located in a number of areas on each floor and in stairwells A and B. In addition, communication is also available from the Command Station to each individual floor by use of the red Fire Warden's phone usually located at the entrance to stairway A on each floor.

### **Fire Alarm**

The fire alarm is transmitted over the speakers located on each floor. It is a high-pitched "beep" tone, followed by an emergency announcement. This should not be confused with a low noise tone or static crackle, which indicates the system is occupied in a particular function or that the public address line is open. The latter does not require any response on the part of the Fire Warden.

### **Public Address System**

The fire alarm system contains a public address facility from which instructions can be broadcast to one floor at a time or all floors simultaneously. Instructions can also be received in the stairwells over the public address system. This allows for the broadcast of any special conditions when evacuation is in progress.



## **SMOKE/FIRE EMERGENCY PROCEDURES**

### **IF YOU SMELL SMOKE:**

1. Call the **Management Office** at **703.790.3388**. Report the smoke, giving the location if possible and any other available details.
2. Notify your Fire Warden.
3. Wait for a response from Building Management.

### **IF YOU DISCOVER A FIRE:**

1. Call the Fairfax County Fire Department at **703.691.2131 or 911**.
2. Telephone the **Management Office** at **703.790.3388**. Give the exact location of the fire, and any other available details and/or pull the alarm box located next to the stairwell on each floor.
3. Notify your Fire Warden.
4. Evacuate the building  
**DO NOT** use the elevators.  
**DO NOT** evacuate unless instructed to do so OR if a safe area is not available.
5. Using the back of your hand, feel any door before opening it to see if it is hot.
6. Close, but don't lock doors, behind you to help contain the fire and smoke.
7. If smoke is present, stay as close to the floor as possible.

### **IF ALL ESCAPE ROUTES ARE BLOCKED**

1. Move as far away from the fire as possible closing all doors as you go.
2. Stuff clothing or other material around ventilation ducts and cracks in doors to prevent smoke from penetrating the area.
3. If a phone is accessible, dial **911** and give them your precise location.
4. If possible, hang a signal on a window to attract the attention of firefighters.

### **WHEN TO EVACUATE:**

1. Any time the fire alarm system is activated on your floor.
2. When ordered to leave by the public address system.
3. When ordered to leave by the General Manager or Assistant Manager, Police or Fire Department personnel.

4. Follow the evacuation instructions precisely.
5. **DO NOT** use the elevators unless otherwise instructed. Use stairwells only.

## BUILDING FIRE SAFETY FEATURES

1. The Building is constructed of structural steel and concrete to inhibit the spread and minimize the effects of fire on the Building's structure.
2. ABC fire extinguishers are located throughout the Building and at both stairwells on each floor. **Tenants should become familiar with the exact location and the proper use of these devices.**
3. Each floor at Westpark Corporate Center has two stairwells (*Stairwell "1" is located on the East Side of the building, and stairwell "2" is located on the West Side of the building.*). Each stairwell is equipped with a public address speaker system. The enclosed exit stairwells are constructed of fire-resistant materials. Stairwell doors must not be blocked open because this may allow the spread of fire or smoke into the exit stairwells. **Tenants should become familiar with the location of all exit stairwells on their floor.**
4. Please note that during a Fire Alarm the stairwells pressurize. This will be evident by the noticeable amount of air being supplied to the stairwell shaft. Doors will be harder to open from the inside; this also ensures that any smoke or flames on the floor will not enter the stairs.

## TYPES OF FIRES

- CLASS A** - Fires involving ordinary combustibles such as paper, wood, cloth, rubber, textiles, and many plastics.
- CLASS B** - Fires involving flammable liquids such as grease, oil, paint and gasoline.
- CLASS C** - Fires involving energized electrical equipment where there is a risk of shock. (When electrical equipment is de-energized, Class A fire extinguishers may be used safely).
- CLASS D** - Fires involving combustible metals, such as magnesium, titanium, zirconium, etc.

There are three types of fire extinguishers located throughout the Building: ABC extinguishers, CO2 extinguishers, and pressurized water extinguishers. ABC and CO2 extinguishers are located inside the stairwells on every floor. Extreme caution should be used when using a CO2 extinguisher. DO NOT use this type of extinguisher in a confined area. Pressurized water extinguishers are located throughout the Building. These extinguishers are used for type "A" fires such as paper and wood.

Multi-purpose "ABC" extinguishers can be purchased to handle all classes of office fires. These chemical-based extinguishers can cause damage to electronic equipment. However, water extinguishers must not be used if an electrical current is present because of the danger of electrical shock. A fire in electronic equipment rooms will almost always require the use of an "ABC" rated fire extinguisher: "A" because there is likely to be paper nearby, "B" because there may be oil or grease involved and "C" because it is electrical equipment.

Arrangements with Building Management should be made to protect areas such computer rooms, mailrooms, and duplicating and storage areas with fire rated enclosures and fire extinguishers. Depending on the size and value of these areas, smoke detectors or automatic extinguishing systems are recommended.

## FIRE EXTINGUISHER OPERATION

**TO OPERATE:** If you use a fire extinguisher, remember the word **PASS**.

- PULL** Pull the pin. Some extinguishers require releasing a latch or pressing a puncture lever.
- AIM** Aim low, pointing the extinguisher nozzle (or its horn or hose) at the base of the fire.
- SQUEEZE** Squeeze the handle. This releases the extinguishing agent.
- SWEEP** Sweep from side to side at the base of the fire until it appears to be out. Watch the fire area in case fire breaks out again, and repeat the use of the extinguisher if necessary.

Most portable extinguishers work according to these directions, but some do not. Be prepared by making sure you read the directions on your fire extinguishers before a fire emergency happens.

## TENANT FIRE EMERGENCY RESPONSIBILITIES

### FIRE WARDEN RESPONSIBILITIES

1. Each tenant should appoint a Fire Warden and an Alternate for every 7,500 square feet of space. Searchers should also be assigned for each floor. Full-floor and multi-floor tenants will require multiple Fire Wardens and Alternates. The people chosen should be individuals who rarely travel and who are familiar with names and faces of all employees in your office. One Fire Warden should be responsible for the development and implementation of the Building's Safety Program with the Fire Safety Director. This program should include:
  - a. Development of evacuation plans.
    - Familiarize employees with the location of all exit stairwells.
    - Familiarize employees with the location and proper use of fire extinguishing equipment within the Building.
    - Inform employees who is responsible for the order to evacuate.
    - Inform the **Management Office** of all handicapped people who might require assistance during evacuation.
  - b. Assignment of fire-fighting responsibilities.
    - Designate and train individuals in fire-fighting techniques for small fires only (*areas of less than 10 square feet*).
    - When fire-fighting personnel arrive, give them the information they need regarding the cause of the fire and the status of fire-fighting efforts.
  - c. Train employees in emergency response procedures.
  - d. Practice emergency procedures to assure familiarity with individual responsibilities.
  - e. In the event of an actual fire on your floor, make sure the fire alarm has been transmitted.
  - f. The tenant on each floor should complete the reference chart on page 3 in consultation with the Fire Safety Director. This chart and any changes should be recorded promptly and sent to the Fire Safety Director. A current copy of this chart should be conspicuously posted within each Tenants space.
  - g. On multiple tenant floors, the tenants should know the Fire Warden and be familiar with the Reference Chart on page 3.
  - h. Provide for Fire Warden and Deputy Fire Warden identification such as armband, hat and whistle, which are to be used during the fire drills and actual fires.

- i. The tenants are required to keep the premises in a safe and clean condition. Aisles, corridors and exit doors are to be kept clear of obstructions. Please be advised that the building engineers conduct a monthly fire hazard tour where these areas are inspected.
- j. Auxiliary fire fighting equipment such as fire extinguishers, which can be found in the stairwells, should be kept accessible for immediate use. The tenants should provide additional specialized equipment for specific fire hazards and high-risk areas, such as computer rooms, storage areas, etc.
- k. Tenants are required to participate in the annual drills scheduled by the General Manager to familiarize employees with fire exits, fire alarm procedures, etc. Employees should assemble in the designated areas and follow the instructions of the Fire Wardens.

*The Management Office is available to assist you in organizing training sessions for your designated employees.*

- 2. In the event of a fire in the tenant's space. The Fire Warden and the other designated employees should initiate the following emergency procedures:
  - a. Close all doors and transoms leading to the fire.
  - b. Immediately call the Management Office at **703.790.3388**, and report the fire's exact location and what is burning, and activate a pull station. The activation of a pull station shall notify the Fire Department via alarm monitoring company (Datawatch Systems).
  - c. Initiate fire-fighting operations. Tenants should attempt to extinguish small (*areas of less than 10 square feet*) fires unless doing so would expose them to personal danger and/or cause delay in calling the Management Office, or in evacuating the area. If the fire is in a wastebasket, move it to a less dangerous location if possible. If machinery is on fire, shut off power to it.
  - d. Use available fire extinguishers. Use Building "ABC" fire extinguishers for paper wood, cloth, plastic, rubber, grease, oil, or electrical fires.
  - e. If after the discharge of 1 fire extinguisher, the fire is still active, immediately evacuate the building. Follow all evacuation procedures.

## **TENANT EVACUATION PROCEDURES**

Due to the fire-resistant qualities of the Westpark Corporate Center Building, immediate evacuation is only necessary:

- From the floor where the fire is burning.
- From floor areas one story above the fire floor.
- From the floor area directly below the fire floor.
- When ordered to leave by the General Manager or Assistant Manager, Police or Fire Department personnel.

In most instances when evacuation of an area is required, only the fire floor and one floor immediately above and one floor immediately below will need to be evacuated. (*The Fire Department will designate a floor for their Command Post*). In order to ensure clear uninhibited entry for the Fire Department into the Building and to the fire area, it is extremely important that all tenants evacuate in the precise manner and to the exact area designated by the Building's General Manager or Assistant Manager, Fire Safety Director, Fire Warden, or Fire Department.

The following evacuation procedures should be observed:

1. If possible, grab purses, wallets, valuables, etc. as soon as the order to evacuate is given. You will not be allowed back into the space until the Fire Department or Building Management say it is safe to re-enter.
2. Before opening any door to the corridor, check the door and doorknob for heat using the back of your hand. If it is warm, stay in your office and caulk around the door seams, an extra garment or some type of tape. **DO NOT OPEN THE DOOR.** Find another exit to the corridor.
3. If both your door and doorknob are cold, and you leave your office:
  - a. Check for smoke in the corridor.
  - b. When smoke is present, stay low by crawling since clean air is closest to the floor.
  - c. Everyone should proceed quickly, but calmly to the nearest stairwell. **DO NOT RUN.** All the stairwells are constructed with fire-resistant materials to provide safe evacuation for building occupants.
  - d. **DO NOT PANIC.** Panic is the most harmful and most difficult element to control in an emergency. Avoiding panic is accomplished through the following steps:
    - 1) Knowledge of procedures which must be followed.
    - 2) Confidence in the responsible personnel's ability and guidance.
    - 3) Calmness and self-confidence of responsible personnel.
  - e. **DO NOT USE THE ELEVATORS.** Recent reports have indicated that elevators frequently travel to the fire floor.
  - f. Check stairwells for smoke.



- g. If the corridor and/or stairwells are smoke filled, **RETURN TO YOUR OFFICE** and call the Fire Department at 911 and report your exact location.
  - h. Once you are in the stairwell, should you encounter smoke on your descent, get out of the stairwell into any clear corridor and proceed to a different stairwell. Be aware that during a Fire Alarm the stairwell doors unlock at every floor.
  - i. Evacuate to the exact area designated by the Building's General Manager or Assistant Manager, Fire Safety Director, Fire Warden, or Fire Department.
  - j. If your designated evacuation area is outside of the Building, move to areas across the street to insure you do not inhibit fire-fighting activities. The stairwells exit the Building on the ground floor.
  - k. Should smoke prevent your descent in the stairwells, exit by using an alternate area.
4. A Fire Warden (*and an Alternate*) should be designated to walk the suite to assist employees and make sure everyone is aware of the evacuation order.
5. The last person leaving any enclosed office area should close the office door, without locking it. This will help to confine any fire until the arrival of the Fire Department.
6. Form a single-file line at the stairwell exit door and proceed calmly and carefully up or down the staircase to the floor designated in the evacuation instructions. Do not open any door without first checking to see if it is hot. If the door is hot, there is undoubtedly a fire on the other side. Proceed to another floor. **PLEASE NOTE THE SIGNS ON DOORS INDICATING IF ACCESS IS PROVIDED.**
7. Conversation should be kept to a minimum. Everyone should stay in a single-file line on the right side of the staircase.
8. Once the evacuation has begun, no one should attempt to re-enter the evacuated area until it has been declared safe by the Fire Department officials or Building Management.
9. During evacuation, handicapped persons should be helped into the fire-protected stairwell. Security or Fire Department personnel will meet them in this area and assist their evacuation to the designated rendezvous floor. The Tenant Safety Coordinator should notify the Management Office as to the location of handicapped employees so that security personnel may respond to assist their evacuation.
10. Upon arrival at the rendezvous floor designated by the Fire Warden or General Manager or Assistant Manager, everyone should remain in the prearranged corridor area. No one should wander about the floor or leave the floor unless directed to do so by the Fire Department or Building Management.
11. The Searchers or Deputy Fire Warden should proceed to take a head count to determine if everyone is accounted for. If someone is missing, this information should be relayed to the security personnel at the rendezvous floor.

If evacuation of an area is not possible because fire or thick smoke blocks all escape routes, the following procedures should be observed.

1. Move as far away from the fire as possible. Close all doors and transoms as you go. Every closed door between you and the fire provides a barrier against smoke.
2. If a phone is accessible, call the Fire Department **(703.691.2131)** or **911**. If you are unable to reach the Fire Department, then the Management Office **(703.790.3388)** with your precise location.
3. Stuff clothing or other material around ventilation ducts and cracks in the doors to prevent smoke-filled air from penetrating the area.
4. Place a sign or other signal on the window to attract the attention of the firemen.
5. **DO NOT BREAK THE GLASS.** Under certain conditions, an open window may draw smoke into the area. If the glass has been broken, there will be no way to stop the smoke from entering the room.

#### **RECOMMENDED FIRE SAFETY FEATURE FOR TENANT SPACES**

1. Tenants should make arrangements with Building Management to protect areas such as computer rooms, mailrooms, and duplicating and storage areas with fire-rated enclosures and fire extinguishers. If the size or value density of these areas is large, smoke detectors or automatic extinguishing systems should be considered. Call the General Manager **(703.790.3388)** if you need any assistance in arranging the purchase of any of the above equipment.
2. Tenants should take steps to safeguard their business from the effects of a fire in the Building by protecting vital documents and company records. Off-site storage can be used to duplicate records. Fire-resistance storage areas provide another option to safeguard records. The specific method of protection will depend on the size and nature of the material involved.

## FIRE PROTECTION DUTIES

ROLE	DUTIES
<b>I. FIRE WARDENS</b>	1. Ascertains the location of the fire and sound the alarm if this has not already been done.
	2. Notifies the Building office of a fire emergency.
	3. Positions himself in the vicinity of the Communication Station (red phone) on the floor to maintain communication with the Fire Command Station.
	4. Gives the order to evacuate if necessary prior to the arrival of the Building General Manager or Assistant Manager.
	5. Gives instructions to the Searchers.
	6. Coordinates evacuation for tenants with physical disabilities.
	7. Continues fire evacuation procedures during actual fire.
	8. Participates in semi-annual fire drills.
	9. Maintains fire protection supplies ( <i>flashlights, batteries, arm bands, whistles</i> ).
	10. Maintains Tenant Reference Chart.
<b>II. DEPUTY FIRE WARDENS AND SEARCHERS</b>	1. Follows instructions from Tenant Fire Wardens.
	2. Searches lavatories to verify all individuals have left.
	3. Takes a head count after an evacuation to verify that all regular occupants on the floor have been evacuated.
	4. Participates in semi-annual fire drills.
<b>III. ASSISTANT MANAGER</b>	1. Manages all activities on the fire floor.
	2. Communicates with the General Manager to report status/request assistance.
	3. Organizes and participates in semi-annual fire drills.
	4. Plans and conducts Tenant Safety training for building staff.
<b>IV. GENERAL MANAGER</b>	1. Manages all building activities excluding the fire floor.
	2. Communicates with the Assistant Manager and Security regarding status and implementation.
	3. Orders elevator recall.
	4. Orders evacuation of non-fire floors.
	5. Calls the Fire Department.
<b>V. FIRE SAFETY DIRECTOR</b>	1. Directs activities in Building lobby.
	2. Maintains communication with the General Manager to implement instructions.
	3. Assists evacuation to lobby or refuge floor.
	4. Reports status of evacuation to the General Manager.
	5. Meets the Fire Department and direct them to the fire floor.
<b>VI. FIRE DEPARTMENT</b>	1. Manages all Building activities upon arrival at the Building.
	2. Moves tenants with physical disabilities.

## FIRE PREVENTION TIPS

1. Make sure appliances such as coffee makers are turned off at night.
2. If electrical equipment or a fluorescent light is not working properly, or if it gives off an unusual odor, disconnect the equipment or turn off the light and call the Management Office at **703.790.3388**.
3. Protect extension cords from damage by not pulling them across doorways or any place where they will be stepped on. Do not plug more than one extension cord into another and do not plug more than one extension cord into one outlet. Be sure to check amperage load of the cord as specified by the manufacturer and do not exceed it. All extension cords must be UL listed.
4. Leave plenty of space for air to circulate around copy machines, word processors, microwave ovens, and other equipment that normally gives off heat.
5. Make sure the power is shut off on all office equipment such as copiers, typewriters, calculators, computers, etc. at the close of the business day.
6. Elevator lobbies on all floors should be kept clear at all times to provide access for emergency equipment. Tenant belongings and deliveries should not be stored in lobby areas.
7. Know the location on your floor of the local fire alarm pull stations, fire exits and fire extinguishers.
8. Become acquainted with the location of the nearest fire stairs by referring to the floor plan located in the elevator lobbies on each floor at the elevator call button.
9. Plan alternate means of escape should either stairwell number 1 or stairwell number 2 be blocked.
10. Check procedures with the Fire Safety Director for evacuating handicapped personnel.
11. Keep several flashlights with fresh batteries in an easily accessible location for emergency use.
12. Do not open doors that feel hot.
13. Do not prop fire stair doors open or permit doors to remain open. This permits the fire and smoke to spread more easily.
14. Close all doors behind you.
15. Do not fight a fire by yourself.
16. Do not panic - remain calm - wait for help, if necessary.
17. Evacuate according to evacuation procedures, which include following instructions from Fire Wardens, Building Management and the Fairfax County Fire Department.

18. Refrain from smoking.
19. Walk quickly when directed, but do not run.
20. **Do not use the elevators** for emergency evacuation. **USE STAIRS** unless directed otherwise.
21. If you are exposed to heat or smoke, stay low near the floor.
22. Do not go back for your personal property or for other reasons.
23. Do not return to the building until you are instructed to do so a member of the Tenant Safety Team.
24. Do not allow the use of portable heaters by your employees. They are prohibited by the Fairfax County Fire Department. Please input or call the management office with any HVAC requests.

**TYPICAL FLOOR PLANS**

***SEE EXHIBIT A  
FLOORS 1-9***

***KNOW YOUR ESCAPE ROUTE TO THE STAIRWAYS!***

# **SAMPLE BOMB THREAT INFORMATION AND GUIDELINES**

## **GENERAL INFORMATION**

The most common threats are made by direct telephone calls to the Police Department. However, some threatening calls are made to third parties such as television studios and newspaper offices.

There are two reasons for a caller to report that a bomb is to go off at a particular location:

1. The caller knows that an explosive or incendiary device has been or will be placed in the building and wants to minimize personal injury. The caller may be the person who planted the device or someone who is aware of such information.
2. The caller wants to create an atmosphere that spreads panic and disrupts normal business activity. This could be the ultimate goal of the caller.

## **SUSPICIOUS ITEMS**

1. Letters which are unusually bulky or weighty.
2. Parcels or envelopes with chemical or oily stains.
3. Parcels or envelopes without a return address.
4. Parcels or envelopes with foreign postmarks.
5. Parcels or envelopes that simply do not look or feel ordinary.

## **DON'TS**

1. **DO NOT** handle the item.
2. **DO NOT** attempt to open the parcel.
3. **DO NOT** place parcel in water.
4. **DO NOT** remove any binding material.
5. **DO NOT** pull or cut any material that protrudes.

## **BOMB THREAT RECEIVED BY A TENANT**

Should a tenant receive a bomb threat, the following guidelines should be used:

1. Refer to next page: Bomb Threat/Nuisance Call Record. Try to obtain as much information as possible. Be prepared to relate this information to the police when they arrive.
2. Immediately call the Management Office at **703.790.3388**. The Management Office will call the police. If possible, have a second employee call the Management Office while the bomb threat caller is on the phone.
3. The Management Office will give a recommendation to evacuate if necessary. Again, the actual order to evacuate must be given by the Fire Warden.
4. Be alert for any unfamiliar people and/or objects to point out to the police or Building staff upon their arrival. **DO NOT** touch or handle any suspected object.

The Fire Wardens and Building staff will make a complete search of the suspected areas. It will be the responsibility of the Fire Wardens to identify any suspicious items or packages, which do not belong in the space. If a suspicious item is identified, the police will then investigate the object.

**BOMB THREAT/NUISANCE CALL RECORD**

At \_\_\_am/pm, a telephone call was received at telephone number \_\_\_\_\_ extension \_\_\_\_\_. The following message was received (exact wording):

1. **TRY TO GET THE CALLER TO REPEAT THE MESSAGE!** ("I'm sorry. Would you say that again please?")
2. **DO NOT INTERRUPT THE CALLER WHILE HE/SHE IS TALKING.**
3. **TRY TO KEEP THE CALLER TALKING!** (Use your imagination - try to act natural.)

Questions to ask the caller:

- What** does the bomb look like?
- When** is the bomb going to explode?
- Where** is it right now?
- What** kind of bomb is it?
- What** will cause it to explode?
- Did you place the bomb?
- Why?**
- What** is your address?
- What** is your name?

4. **CALL DESCRIPTION:**

**SEX OF CALLER** \_\_\_\_\_ **RACE** \_\_\_\_\_ **AGE** \_\_\_\_\_ **LENGTH OF CALL**

**CALLER'S VOICE**

- Calm
- Angry
- Excited
- Slow
- Rapid
- Soft
- Loud
- Laughter
- Crying
- Normal
- Distinct
- Slurred
- Disguise
- Familiar
- Nasal
- Stutter
- Lisp
- Raspy
- Deep
- Ragged
- Cleared
- Throat
- Deep
- Breathing
- Crackling
- Voice
- Accent

**BACKGROUND NOISES**

- Street
- Noises
- Crockery
- Voices
- PA System
- Music
- House
- Noise
- Motor
- Office
- Machinery
- Factory
- Machinery
- Animal
- Noise
- Clear
- Static
- Local
- Long
- Distance
- Phone
- Booth
- Other:

**THREAT LANGUAGE**

- Well spoken (educated)
- Incoherent
- Foul
- Taped
- Irrational
- Message Read by Threat Maker

**THIS REPORT WAS PREPARED BY:** \_\_\_\_\_ **DATE:**



## **BOMB THREAT RECEIVED BY THE MANAGEMENT OFFICE**

In the event that the Management Office receives a bomb threat, the following guidelines will be observed:

1. The Police Department will be notified immediately.
2. The Fire Warden in the affected area will be informed of the situation. The Fire Warden will give the order to evacuate if necessary.
3. Tenants should be alert for any unfamiliar people or objects to point out to the police or building staff upon their arrival. **DO NOT** touch or handle any suspected objects.
4. The Fire Warden, accompanied by the police and Building staff, will make a complete search of the suspected areas. It will be the responsibility of the Fire Warden to identify any suspicious items or packages, which do not belong in the space.
5. If the bomb threat is received against the Building, and not a specific floor, all public areas will be searched beginning with the most accessible floor.

## **TENANT EVACUATION**

The Management Office will make a recommendation whether a tenant space should be evacuated. If your Fire Warden gives the order to evacuate, all of the following steps should be followed:

1. The Fire Warden will make sure all employees are notified.
2. Everyone should proceed quickly, but calmly, to the nearest stairway exit. **DO NOT RUN.**
3. The Fire Warden or Alternate should walk the suite as a double check to assist employees and make sure everyone is aware of the evacuation order.
4. Evacuation, depending upon the size and type of explosive device, is normally one floor below and two floors above the bomb. Once the evacuation has begun, no one should attempt to re-enter the evacuated area until it has been declared safe by the Management Office or the Police Department.
5. Upon arrival at the lobby, everyone should remain in the area. No one should wander about or leave unless directed to do so by the Police or Management Office.
6. The Searcher or Alternate should proceed to take a head count to determine if anyone is missing from their office. If someone is missing, this information should be relayed to the Management Office personnel.

# BUILDING SECURITY

## GENERAL INFORMATION

Security plays an extremely important role in the overall smooth operation of the Building. Good security protects the Building against carelessness, negligence, malicious mischief, theft, safety hazards, sabotage, and fire.

A security staff patrols Westpark Corporate Center on Monday through Friday from 5 p.m. to 1 a.m., Saturday and Sunday the building is patrolled hourly. They are easily recognized as they are dressed in a uniform and have I.D. badges. Our security personnel act as a deterrent to the would-be criminal as well as enforce building regulations, maintain order, and are on the alert for any unusual activities within the Building.

As a theft preventive measure, each time you, one of your employees, or your vendors or contractors remove any material or equipment from the Building, a Building ID must be presented to the guard on duty for validation.

In special cases where you have vendors or contractors (*carpet cleaning, installation of computer equipment, etc.*) coming in after-hours or on the weekends, you must submit a letter to the Management Office stating who (*name of the company and individual, if possible*) will be coming, the date, and the approximate time. Also give a brief description of what they will be doing. Request that the individual(s) have some form of identification to present to the guard on duty. **Please note that the guard does not have the authority to let vendors or contractors into tenant spaces.**

As hard as we try, there are still occasions when we may need to escort an unwanted visitor from the Building or to investigate a theft. The inconvenience caused by these situations can be minimized if the procedures above and on page 28 are observed.

## **TENANT SECURITY RESPONSIBILITIES**

Remember that the best way to improve security is for each tenant in the Building to take an active role -just as you would in the neighborhood where you live.

1. Make sure all doors to your offices are locked and secured at the close of your business day. This is extremely important on the weekends.
2. Do not hesitate to report any suspicious or disorderly individuals to the Management Office (**703.790.3388**). Our Building security personnel will escort them from the Building.
3. Solicitation is not permitted in the Building, and any individual who enters your offices for this purpose should be reported to the Management Office. Building security personnel will escort them from the building.
4. Inform the Management Office of any building keys, which are lost. This includes keys to your suite, washroom keys, and storeroom keys.
5. Keep Building Identification Cards out of the hands of those who do not need them. Try to maintain up-to-date records of all your employees who have cards. Inform the Management Office immediately when individuals have been removed from your employ for any reason.

## **THEFT**

Should you suspect that your offices have been broken into or if items are found to be missing, contact the Management Office and the Fairfax County Police Department. Our Security Staff submits a written report of these incidents to the General Manager immediately following investigation of the matter. In the meantime, try to avoid disturbing anything in areas, which you feel, might have been affected by an intruder.

## **LOST AND FOUND**

Any individual finding lost item(s) should turn them in to the Management Office, 8444 Westpark Drive, Suite 820. You can also call the Management Office (**703.790.3388**) if you have lost any items.

## **MEDICAL EMERGENCY**

### **TENANTS REQUIRING MEDICAL ATTENTION**

1. Call Fairfax County Fire Department at 911. Be prepared to provide the following information:

- a. The address of the Building – 8484 or 8444 Westpark Drive
- b. The floor and suite number.

2. Call the Management Office at **703.790.3388**. Upon notification, the Management Office will alert Building Security who will:

- a. Instruct an employee to meet the ambulance at the Front door at the 8484 Westpark Drive.
- b. Bring the necessary elevator to the lobby level.
- c. Meet the emergency crew and direct them to the appropriate area.

### **AMBULANCE SERVICES**

The Fairfax County Fire Department Ambulance Service (dial **911**) will generally take the patient to the nearest medical facility, which is Fairfax Hospital. If another hospital is desired in non-emergency situations, consult the yellow pages in advance for alternate ambulance services. Have the name and number of the alternative service handy.

### **HOSPITALS**

FAIRFAX HOSPITAL

(703) 698-1110

## POWER FAILURE

The Westpark Corporate Center Building is designed to minimize the risk of a general power failure resulting from causes within the building and provides emergency power for all Life Safety equipment in the building. We have a backup generator, which operates one elevator, provides emergency lighting in the stairways. Typically, should a power failure occur, it will affect either an isolated area of the building or some larger portion of the area. In the event of an electrical failure, the following guidelines should be observed:

1. Contact the Management Office by calling **703.790.3388**.
2. Open draperies and raise blinds to let in outside light. If there is adequate lighting from windows, continue performing assignments as well as possible.
3. If you are instructed to evacuate, lock all areas.
4. Do not congregate in lobby areas or in the street.
5. If you are trapped in an elevator during a power failure, wait for assistance. Your elevators will cease operation, but **WILL NOT FALL**. Do not force open the doors or try to escape through the roof hatch. **DO NOT PANIC**.
6. The Management Office will attempt to advise you regarding the length and cause of the power failure as soon as possible.
7. The Management Office will inform you if we have to forward our telephone, and other communications services to these sites.

## SEVERE WEATHER

Generally, there are two types of unusual weather conditions which may occur and for which extraordinary precaution should be taken:

- ◆ Severe thunderstorm activity
- ◆ Tornado
- ◆ Tropical Storm
- ◆ Hurricane

### SEVERE THUNDERSTORM ACTIVITY

Local weather service will issue advisories predicting areas of probable severe thunderstorm activity and the estimated duration of such activity.

### TORNADO WARNING

By definition, a tornado warning is an alert by the National Weather Service confirming a tornado sighting and location. The weather service will announce the approximate time of detection and direction of movement. Wind will be 75 mph or greater.

Public warning will come over the radio, TV. Should a severe storm or tornado occur, the following safety guidelines are recommended:

1. Move away from the exterior of the Building to a corridor or elevator lobby.
2. As you move, try to close the doors of rooms, which have windows. Also, be sure the door to your suite is closed tightly, but not locked.
3. Go to the center corridor and protect yourself by either putting your head closely to your lap or by kneeling to protect your head.
4. Stairwells are safe. If crowded, move down to a lower level for shelter. **DO NOT USE THE ELEVATORS.**
5. DO NOT go to the first floor lobby or outside Building.
6. Keep your radio or television set tuned to a local station for information.
7. Do not use the telephone to get information or advice.
8. **KEEP CALM.** If you are trapped in an outside office, seek protection under a desk.
9. Do not attempt to move your car from the parking garage.

\*\*\*\*

Once the weather has subsided, report any damage or storm related leaks to the Management Office by calling **703.790.3388**.

### **TROPICAL STORM WARNING**

A tropical storm warning is an alert by the National Weather Service indicating that a severe tropical storm is likely to move into and through an area. Wind gusts may reach 100 miles per hour. Flash flooding is also likely to occur.

Please follow all instructions as indicated within the tornado warning guidelines.

### **HURRICANE WARNING**

A hurricane warning is an alert by the National Weather Service indicating that a hurricane force storm is likely to move into and through an area. Hurricanes will generally carry winds from 80 to 140 miles per hour. Inland the severity of wind damage is generally reduced, but can still be substantial. Flash flooding is also likely to occur.

Please follow all instructions as indicated within the tornado warning guidelines.

## EARTHQUAKE

Earthquakes are one of the nation's most frightening natural phenomena. When an earthquake occurs, the ground will shake perceptibly for a relatively short time. Earthquakes generally last for a few seconds but great earthquakes can last up to a minute.

### **PRECAUTIONS TO TAKE DURING THE EARTHQUAKE**

1. Try to remain calm and reassure others.
2. If you are indoors, move immediately to a safe place. Get under a desk, table, or workbench if possible. Stand in an interior doorway or in the corner of a room. Watch out for falling debris or tall furniture. Stay away from windows and heavy objects (*such as refrigerators and machinery*) that may topple or slide across the floor.
3. Do not dash for exits since stairways may be broken and jammed with people. Power for elevators may fail and stop operating. Seek safety where you are at the time of the incident and then leave calmly if evacuation is necessary.
4. Do not be surprised if the electricity goes out, or if elevator, fire and burglar alarms start ringing, or if sprinkler systems go on. Expect to hear noise from breaking glass, cracks in walls and falling objects.
5. If you are outdoors, try to get into an open area away from buildings and power lines.
6. Do not be surprised if you feel more than one shock. After the first motion is felt, there may be a temporary decrease in the motion followed by another shock. (*This phenomenon is merely the arrival of different seismic waves from the same earthquake*). Also, aftershocks may occur -- these are separate quakes, which follow the main shock. Aftershocks may occur several minutes, several hours, or even several days afterwards. Sometimes aftershocks will cause damage or collapse of structures that were already weakened by the main earthquake.

### **PRECAUTIONS TO BE TAKEN AFTER THE EARTHQUAKE**

When the shaking stops, there may be considerable damage, and people may be injured. It is especially important that everyone remains calm and begins the task of taking care of one another. The first concern is for those who are hurt, and the next concern is to prevent fires. After that, damage can be assessed and remedial measures begun. Here are some safety guidelines to follow:

1. Remain calm and take time to assess your situation.
2. Seek medical help for those who need it. Cover injured persons with blankets to keep them warm.
3. Check for fires and fire hazards. Put out fires immediately if you can.
4. Check for damage to utilities and appliances. Shut off electricity if there is any chance of damage to wiring.



5. Shut off water mains if breakage has occurred. In due time, report utility damage to the utility companies and follow their instructions.
6. Do not light matches, use any open flames, or turn on electrical switches or appliances until you are certain there are no gas leaks.
7. Do not touch power lines, electric wiring, or objects in contact with them.
8. Do not use the telephone except to call for help or to report serious emergencies (*medical, fire, or criminal*), or to perform some essential service. Jammed telephone lines interfere with emergency services and it is thoughtless to use the phone for personal reasons or to satisfy curiosity. (*When the emergency is clearly over, contact relatives and friends so they will know you are safe and where you are.*)
9. Be certain that sewer lines are not broken before resuming regular use of toilets.
10. Clean up and warn others of any spilled materials that are dangerous, such as chemicals, gasoline, etc.
11. Listen to the radio for information about the earthquake and disaster procedures.
12. Be prepared to experience aftershocks. They often do additional damage to buildings weakened by the main shock.
13. Use great caution when entering or moving about in a damaged building. Collapses can occur without much warning, and there may be dangers from gas leaks, electric wiring, broken glass, etc.

There are no rules, which can eliminate all earthquake danger. However, following the above precautions can reduce damage and injury.