



## ***Welcome to 1670 Broadway!***

The staff of **Cushman & Wakefield at 1670 Broadway** look forward to working with you. Please let us know if we can be of assistance as you settle into your new office space. If you are new to the Downtown Denver area, please refer to the location map included in the following **Tenant Guide to Operational and Emergency Procedures Plan for 1670 Broadway**.

The Emergency Plan will answer many questions regarding building emergency preparedness and action plans, regulations, policies, operating procedures, and general building information. Please keep the Plan in a convenient location. The Plan will be updated as staff and/or policy changes occur.

Feel free to contact us with any questions you may have.

Once again, welcome to **1670 Broadway!**

## GENERAL BUILDING INFORMATION

Following is an overview of general building operations. Please refer any questions you may have to the Building Management Office at (303) 832-1246.

### **Maintenance and Service Requests**

All maintenance or service requests should be submitted through our service request portal. Designated tenant representatives can submit requests via [www.1670broadway.com/service-requests](http://www.1670broadway.com/service-requests). Building engineers are on site Monday through Friday from 6AM through 6PM. Should an emergency maintenance situation occur outside of these hours, please contact the Lobby Attendant at (303) 861-5333 or by selecting extension #117 if you called the Building Management Office main telephone number. A management staff member will be contacted.

### **Heating and Air Conditioning Services (HVAC)**

Standard operating hours for the building's heating and cooling system are from 6AM through 6PM Monday through Friday or as specified per lease. If you require service at times beyond these hours, please contact the Building Management Office. Requests for additional service should be placed in writing no less than 24 hours in advance. Please refer to your lease document for off-hours HVAC charges.

### **Parking**

The building parking garage is accessible from both Lincoln Street and 17th Avenue. The garage is open 24 hours a day seven days a week including holidays. Please refer to the garage rate boards located at each entrance/exit for current hourly rates. Cash payments are no longer accepted.

### **Elevators**

The building is divided into three (3) elevator rises. The low-rise serves floors Ground through 15; the mid-rise services floors 15 through 25; the high-rise serves floors 26 through 35. The freight elevator services building floors beginning at sub-level B-2 continuing to the 36th floor. Floors 4 and 36 are accessible only by authorized personnel and only via the freight elevator.

### **Mail Delivery**

A mail "box" will be assigned to you when you move into the building. The boxes are located in the corridor on the sub-level B-1. Please notify the Building Management Office of non-standard mail delivery demands. Mail drop chutes are located in the lobby corridor. Express and overnight mail drop boxes are located in the lobby corridor leading to the parking garage.

### **Loading Dock Office**

All deliveries are to be received through the building loading dock. The dock may be accessed from Lincoln Street. A Dock Master is on site to assist you between 6AM through 2PM Monday through Friday. Tenants and vendors must schedule the dock in advance by emailing [dockrequest@1670broadway.com](mailto:dockrequest@1670broadway.com). **All** vendors accessing 1670 Broadway must have a current certificate of insurance on file in the Building Management Office that reflects the required limits of liability, correct certificate holder and additional insured language **prior** to admission to the property. Please note that we do not allow palletized deliveries in the freight elevator.

### **After-Hours Dock Usage**

All afterhours dock usage must be scheduled with the Dock Master [dockrequest@1670broadway.com](mailto:dockrequest@1670broadway.com) at least 48 hours in advanced. Charges will be applied to hire additional security personnel if the dock door cannot be closed due to the length of the truck.

### **Solicitation**

No solicitation is allowed in the building or on the building premises. Please notify the Building Management Office or Lobby Attendant if you notice a solicitor.

### **Theft**

Report any suspected theft to the Building Management Office immediately.

### **Suite Security Measures**

Please review the following suggested security reminders.

- When you secure your premises at the end of a business day, lock all doors and verify they are properly secured.
- Do not leave purses or handbags in clear view. Coats should be hung in a coat closet.
- Do not leave wallets in jackets hanging on chair backs or behind doors.
- Contact the Building Management Office or Lobby Attendant if you notice a suspicious person loitering in or about your premises. Be suspicious of any unknown person who enters your suite.
- If an employee is terminated for any reason, consider changing the cylinders on locksets and resetting any safe or vault combinations. Call the Building Management Office to cancel access cards.

## DELIVERY AND MOVING GUIDELINES

The following delivery and moving guidelines have been developed to ensure a safe and efficient move for you and your organization. We would be happy to answer any questions you may have. You may contact us at **(303) 832-1246**.

Notify us in writing as soon as possible as to the date and time of your scheduled move. All moving arrangements must be cleared by the Building Management Office. Tenants and vendors must schedule the dock in advance by emailing [dockrequest@1670broadway.com](mailto:dockrequest@1670broadway.com).

Moves and deliveries must be handled through use of the freight elevator, unless otherwise authorized by the Building Management Office. If other elevators are approved for use, the moving contractor will be responsible for supplying and installing wall pads, floor coverings and doorjamb protection to the interior elevator cab.

The loading dock is the only building entrance permitted for large and or palletized moves. Both the freight elevator and the loading dock must be reserved to accommodate large moves and deliveries.

The moving contractor:

- **must provide a certificate of insurance prior to the move.** All deliveries are to be received through the building loading dock. The dock may be accessed from Lincoln Street. A dock attendant is on site to assist you. All vendors accessing 1670 Broadway must have a current certificate of insurance on file in the Building Management Office that reflects the required limits of liability and the correct certificate holder and additional insured language **prior** to admission to the property. Contact the Building Management Office for required specifications;
- will be responsible for any and all damage to the building incurred during the move;
- will be required to remove all trash and bulky packing items.

**NO PALLETIZED DELIVERIES ARE ALLOWED INTO THE TOWER. ALL PALLETS MUST BE REMOVED BY THE DELIVERY CONTRACTOR.**

The building has a strict “**No Smoking**” policy. Moving crew members are not permitted to smoke in any area of the building, the parking structure or the loading dock.

The fire marshal prohibits the blocking of any fire corridor, exit door, elevator, lobby, or hallway. Do not park vehicles in fire lanes.

The loading dock is open for deliveries from **6 AM to 2 PM Monday through Friday**. Deliveries to be made outside of those hours must be scheduled and approved by the Dock Master.

<p style="text-align: center;"><b>CUSHMAN &amp; WAKEFIELD AT 1670 BROADWAY</b> <b>CONTRACTOR RULES AND REGULATIONS</b></p>
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1. 1670 Broadway is a non-smoking facility. Smoking, vaping or chewing tobacco products are not permitted within the entrances, passages, lobby areas, garages or parking areas, elevators, escalators, stairways, vestibules, restrooms, tenant offices or other tenant spaces, public corridors, loading dock and halls, within 25 feet of any building entrance and any other locations as determined by owner.
2. All contractors, sub-contractors, and vendors accessing 1670 Broadway **MUST** provide a current certificate of insurance **at least 24 hours** prior to commencement of any project. The certificate must reflect and meet the required limits of liability, certificate holder, and additional insured language. Contact the Building Management Office at 303-832-1246 for the required specifications. Contractors and/or vendors will be denied access should a certificate of insurance not be on record; **No Exceptions.**
3. Contractor shall not obstruct sidewalks, doorways, vestibules, halls, stairways, and other similar areas that are used for ingress and egress to and from tenant areas.
4. All trash, litter and materials will be removed from work areas on a daily basis and disposed of in a Contractor-provided dumpster.
5. Contractor will install and maintain construction meter(s) as required by the Building Management Office.
6. All tools and materials must be transported to the construction site via the freight elevator. Contractor shall not use the passenger elevators to transport supplies and/or tools. If the freight elevator is not operational, contractor will make arrangements with the lobby attendant and/or building management to transport tools and supplies via an alternate method. **All unsupervised deliveries and materials left in common areas without prior authorization by Building Management Staff will be disposed of.**
7. Contractor will schedule use of the freight with the Building Management Office, or if after hours, with the lobby attendant on site.
8. The loading dock may be accessed from Lincoln Street and is for loading and unloading of materials only. Vehicles may not be parked in the loading dock for periods exceeding twenty (20) minutes without prior approval from building management. Normal loading dock hours are Monday - Friday, 6:00 am - 2:00 pm. Certificate of Insurance must be on record before access will be approved (see item 2 above).
9. Contractor and sub-contractors must sign in and out at the lobby desk on a daily basis and provide photo identification. Contractor/Freight Access badges must be worn by all contractors and/or sub-contractors at all times while on the property. Contractor/Freight Access badges will be provided at the lobby desk. No access badges or keys will be removed from the building premises for any reason.

10. Contractor is responsible to attain prior Building Management Staff approval to place those areas affected by construction in offline status through the tower fire system and to alert Management Staff or Lobby Attendant when construction is completed for the day to put the system back online. Contractor will not leave the site for the day without informing the Lobby Attendant that work is complete for the day.
11. Contractor will place and maintain wet mats at each entrance and exit of the construction site and ensure that these mats stay wet throughout the workday to limit infiltration of dust into common areas. Contractor will also cover any common area carpet (corridors and elevator landing/s) and wallcovering to protect and preserve its quality.
12. Contractor and its employees will utilize only assigned restrooms.
13. No radios, tape players, CD players or televisions are permitted at the construction site.
14. Contractor is responsible to provide a safe environment for its sub-contractors and employees and to notify and enforce current OSHA standards at the work site. All applicable project permits notices must be posted at the site. MSDS books must also be maintained at the site throughout the project.
15. Contractor shall comply with all applicable federal, state and local laws, ordinances, statutes, regulations and codes including, but not limited to, the Fair Labor Standards Act, the Patriot Act and environmental protections. In addition, Contractor must pay employees providing services at 1670 Broadway a fair wage and fair benefit based upon market factors in Denver, CO, including the nature of 1670 Broadway, the scope of the project, and the complexity of services being provided by the Contractor.
16. Contractors and all sub-contractors and employees must maintain their professional behavior and refrain from any conduct and use of language that a reasonable person might consider as vulgar or offensive. This is to include conduct and language directed at or towards tenants, security staff, engineering staff, janitorial staff or management staff.
17. Contractors, sub-contractors and employees must comply with all instructions and directives that may be given from time to time by security, engineering or building management personnel.
18. Cushman & Wakefield at 1670 Broadway reserves the right to modify the preceding as necessary.

## CONTACT INFORMATION

### CONTACT

### PHONE NUMBERS / E-MAIL

**Fire & Police – Emergency**

**911 \***

**Fire Department – Non-Emergency**

**720-913-2400 \***

**Poison Control**

**1-800-222-1222 \***

**Medical Emergency**

**911 \***

**Weather Conditions**

**303-494-4454 \***

**Lobby Desk /Fire Command Center**

**303-861-5333 \***

[Lobby@1670broadway.com](mailto:Lobby@1670broadway.com)

**Maintenance Requests**

[www.1670broadway.com/service-requests](http://www.1670broadway.com/service-requests)

**Dock Requests**

[DockRequest@1670broadway.com](mailto:DockRequest@1670broadway.com)

**Building Management Office**

**303-832-1246 \***

*Krystal Sears*  
*General Manager*

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*Bruce Dziak*  
*Security Site Supervisor*

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*\*Note: Number may need to be preceded by a number or code in order to reach an outside line.*

## INTRODUCTION AND PURPOSE

A fire or other emergency within our building can pose unique problems for building management, building occupants and the fire department. Experience dictates that a safe and successful evacuation during an emergency situation is dependent upon thorough knowledge of emergency response and preplanning of relocation and evacuation procedures. In a fire or other emergency situation, occupants may have to rely upon their own knowledge and disciplined response to practices and procedures of self-survival. In order to establish a safe and orderly plan of relocation and/or evacuation, each employee should become familiar with the building emergency equipment and this Emergency Plan.

To prepare for possible emergencies, 1670 Broadway Management Staff works closely with Denver's Fire and Police Departments to evaluate conditions, anticipate 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 until fire and police teams arrive. This document represents that plan, which focuses on the safety and life preservation of 1670 Broadway building occupants.

These procedures are intended to prepare you for any emergency that may occur while you are inside the building. Denver's Fire and Police Departments are equipped and trained to mitigate any incident; therefore, these procedures have been developed to give you clear instructions as to what actions to take during the first few minutes of an emergency, until the safety officers arrive. These actions will minimize injury through calm and organized reporting, communication and evacuation.

While any emergency occurring in the building could pose unique problems for 1670 Broadway building personnel, building occupants, firefighters and police officers, through training in individual responsibilities and emergency procedures can minimize panic and result in safe and efficient evacuation.

To ensure safe evacuation of the building in the event of fire, act of terrorism, bomb threat or other emergency, the procedures in this plan must be followed unless fire or police department officials direct otherwise. All employees shall follow the instructions of their assigned Floor Wardens. Cushman & Wakefield Management Staff at 1670 Broadway has developed these procedures in conjunction with the Denver Fire Department and local safety officials with your safety as a goal. All employees assigned to an office at 1670 Broadway must read these procedures and become familiar with the actions to be taken during specific emergencies.

The critical importance of this Emergency Procedures Plan cannot be overemphasized. While it is understood that this plan cannot address every possible emergency situation that may arise, the guidelines set forth should be followed as closely as circumstances allow to reduce the chance of injury. The purpose of this Emergency Procedures Plan is to establish a command structure, sound decision-making process, and effective communication lines and procedures to minimize the extent and severity of any emergency.



## **FIRE DEPARTMENT INSPECTIONS AND ASSISTANCE**

To reduce the chances of fire occurring within the building, fire prevention inspections are conducted periodically by our engineering staff and Denver Fire Department personnel, in compliance with City and County of Denver ordinance. The condition and usability of means of egress, interior finish, emergency lighting, exit signs and all fire doors are inspected. These inspections are effective because fire hazards that could cause a fire, allow a fire to develop, or allow a fire to spread are identified. In addition to locating and correcting potential fire causes, the inspectors check any accumulation of combustible trash and debris, storage practices, maintenance procedures and safe operation of building utilities. The inspections determine the proper installation, operation and maintenance of fire protection features, systems and appliances within the building. The fire safety systems are subject to a formalized inspection, testing and maintenance program and the records are reviewed by fire department inspectors. Technical information for 1670 Broadway is gathered by the fire department during inspections. This information is used in pre-fire planning, which ensures undelayed and effective emergency operations. Such information is valuable to the fire department in case of a fire at the property. Additionally, the fire department reviews these emergency procedures to ensure they are adequate and up to date. In some cases, the fire department will witness an actual emergency evacuation simulation or drill conducted by 1670 Broadway staff and tenant representatives and/or Floor Wardens to evaluate its effectiveness. 1670 Broadway staff and Denver Fire Department officials may assess any partial or full evacuation that may occur in the building.

## **PANIC CONTROL**

Panic is sudden, unreasoning terror, often spreading quickly and often 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; the flight of those in motion is 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 may be possible to control the group by assuming leadership or distracting key members of the group. In any case, corrective action should be taken before the movement stage, if possible.

### **PANIC DETERRENTS**

1. Inform individuals what is expected of them in an emergency.
2. Exemplify strong, competent leadership.
3. Eliminate physical causes.

### **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.**

## **BUILDING SURVEY**

### **OVERVIEW**

Construction of the building was completed in 1980. The original construction requirements resulted in an extremely safe environment for building occupants. The building has a modern fire and life safety system constructed in accordance with fire code requirements of the City and County of Denver. The building is constructed of concrete and steel, which has been built out from a concrete core. This type of construction is the best in fire resistant construction. Following is a description of the primary components of the building's fire and life safety system.

### **LIFE SAFETY COMPONENTS**

#### **1. PERSONNEL**

This building has the following safety personnel on staff:

- Building management staff thoroughly trained in building life safety considerations.
- Lobby attendants on duty 24 hours a day, seven days a week including holidays. Each attendant is trained through manuals and frequent drills to assure understanding of life safety processes and procedures.
- A team of building engineers who are familiar with life safety considerations and the operation of building mechanical systems. On-duty hours are 6:00 a.m. to 6:00 p.m. Monday through Friday. A building engineer is on-call 24 hours per day, seven days per week including holidays.

#### **2. FIRE PROTECTION EQUIPMENT AND SYSTEMS**

##### **DETECTION AND SUPPRESSION**

This building is equipped with an automated early warning fire detection system that automatically notifies the Denver Fire Department, building safety personnel, and the building occupants. The components of the system include the following:

- Smoke detectors located on every floor. Four of the detectors are located in electrical and telephone closets, and in the building's heating, ventilation and air conditioning system. In the event smoke is detected, an alarm is transmitted to the building's fire command center located on the first floor of the building. Additionally, an automatic alarm is transmitted to the Denver Fire Department. A master control panel located in the fire command center graphically displays the location of the alarm.

- Each floor has fire suppression sprinkler heads which are automatically activated by heat or flame and which also automatically transmit an alarm to the building fire command center and the Denver Fire Department. Each sprinkler head, when activated, provides water to an 80 square foot area at a minimum rate of 25 gallons per minute.
- Manual fire pull boxes, or “stations”, are installed at all fire exit stairwells within the building and are activated by pulling the alarm handle. Once the manual pull boxes are activated, an alarm will sound on the fire floor, one floor above, one floor below, the 36<sup>th</sup> floor, and in the building main lobby. A signal is automatically transmitted to the first floor fire command center and the Denver Fire Department.
- Fire standpipe valves are located in the fire extinguisher cabinets that are located near fire exit stairwells and are labeled ***Fire Hose Cabinet***. These standpipes provide water to Denver firefighters and are inspected per code.
- Fire extinguishers are located in the fire extinguisher cabinets that are located near fire exit stairwells and are labeled ***Fire Hose Cabinet***. If the fire is small and only if users are properly trained, these extinguishers can be used by building occupants and personnel.

## EMERGENCY POWER AND LIGHTING SYSTEMS

An emergency power generator is installed on the 36<sup>th</sup> floor of the building. The generator provides power instantaneously in the following areas in the event power is lost to the building:

- Emergency lighting system:
  - 1) Stairwells
  - 2) Exit lights
  - 3) Exit corridors
  - 4) Tenant suites (limited lighting, only throughout designated path of emergency egress);
- Fire alarm and detection system;
- One elevator in the low-rise, one elevator in the mid-rise, and one elevator in the high-rise elevator banks;
- Fire command center including emergency communication systems;
- Fire pumps;
- Supply air fans used as a component of the building smoke management system including stairwell pressurization fans;
- Exhaust air fans used as a component of the building smoke management system.

## SMOKE CONTROL

The building is equipped with a floor and stairwell pressurization system that shuts off all supply air to a fire floor, pressurizes the floor above and below the fire floor and the building stairwells, and cuts off air supply to the other floors, to contain any smoke that may be present. Exhaust fans remove any smoke from the fire floor.

## ELEVATOR CONTROLS

Elevator emergency controls are automatically activated in the event of a building alarm.

**Phase I:** Immediately upon receiving an alarm, **all elevators in the affected bank, may automatically return** to the ground floor, discharge passengers, and remain at the ground floor until the Denver Fire Department authorizes their release. The elevator doors remain open for use by the Denver Fire Department. **Elevators in banks that do not serve the alarm floors do not necessarily need to return to the ground floor.**

**Phase II:** The fire department is able to use the elevators through a fire control key switch within the elevator. While under fire department control, the elevators cannot be summoned to any other building level.

**Alternative Floors:** An operation that prevents the **elevators** from being called to a fire **floor**, an alternate floor is the best floor from which building occupants can escape safely in case of a fire alarm at **the building main lobby (ground floor)**. At the activation of a fire alarm at the ground floor, all elevators will be sent to an alternative floor, discharge passengers, and remain at that floor until the Denver Fire Department authorizes their release; **Low Rise elevators will be sent to the 5<sup>th</sup> floor, Mid Rise elevators to the 15<sup>th</sup> floor and High Rise elevators to the 26<sup>th</sup> floor.**

## COMMUNICATION EQUIPMENT AND SUPPLIES

Communication with building occupants is critical in an emergency situation. This building uses the following systems for emergency communication:

- a. For fire emergencies, audible alarm devices are programmed to sound on the fire floor, one floor above and one floor below, the 4<sup>th</sup> floor, 36<sup>th</sup> floor, the main lobby level, B-1 level and B-2 level.
- b. A public address system is present throughout the building complex for emergency use by building management staff, Denver Fire Department or Denver Police to issue instructions for relocation and possible evacuation procedures. This system may also be used by building management staff in other emergency situations.
- c. An evacuation graphic is posted on each floor of the building in the elevator lobby (**“YOU ARE HERE”**). This signage directs occupants to nearest stairwell enclosures.

- d. The lobby attendant's telephone number is **303-861-5333**. Lobby attendants are on duty in the main building lobby 24 hours a day, seven days a week including holidays to provide assistance in an emergency situation.
- e. Emergency intercoms are located on each level of stairwell landings for two-way communication with the lobby attendant.
- f. Emergency intercoms are located in each tower and garage passenger elevator cabs for two-way communication with the lobby attendant.
- g. Emergency "panic" alarm stations are installed on each level of the parking structure.

## **EVACUATION AND RELOCATION**

### **STAIR ENCLOSURES (STAIRWELLS)**

Evacuation and/or relocation occurs through the building stairwells. Stairwells are the lifelines out of the building in emergencies. Each floor has access to the building's two mechanically pressurized stairwells, which are clearly marked with exit signage. Stairwells are protected by fire-rated doors, walls, and the building sprinkler system.

### **EVACUATION & RELOCATION**

Upon alarm activation, all occupants on the affected floor(s) will immediately begin evacuation of their floor proceeding down the stairwell, single file, and staying to the right side of the stairwell to allow for free passage of emergency responders, and relocate to the first available fire re-entry floor.

When an alarm occurs, all fire stairwell doors will unlock to allow each floor to become a potential fire re-entry floor. Stairwell doors will remain closed. **When entering the stairwell, quietly proceed downward a minimum of five (5) floors to the nearest available fire re-entry floor.**

When a fire alarm sounds on their floor, the occupants on **floors nine (9) and below to include levels B-1 and B-2 must evacuate the floor/building immediately.** Occupants shall respond to their designated reassembly area, perform accountability and wait for the fire department to clear the building for re-entry. Notification of occupant evacuation and reassembly must also be provided to the Lobby Attendant.

**BUILDING OCCUPANTS ARE NOT PERMITTED TO "STAND BY", "STAY IN PLACE" OR "STAGE" WHEN A FIRE ALARM IS ACTIVATED ON THE AFFECTED FLOOR(S). EVACUATION OF THE AFFECTED FLOOR(S) TO A RE-ENTRY FLOOR OR THE STREET LEVEL IS REQUIRED BY THE DENVER FIRE DEPARTMENT.**

<b>RELOCATION IS ALWAYS A MINIMUM OF 5 FLOORS DOWNWARD</b>
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Relocated occupants will **quietly** reassemble in single file along the fire stairwell corridor within the **re-entry floor** and, if safe to do so, remain and await further information and instruction from building management, together with fire department authorization, to either return to normal operations or evacuate the building.

## GENERAL EMERGENCY PROCEDURES

### TENANT RESPONSIBILITIES

Tenant management must assign specific individuals to serve as Fire Wardens, Floor Searchers, Assistants or “Buddies”, and other emergency staff. Those assignees must attend training sessions quarterly, which are provided by building management personnel. Individual attendance at all training sessions will be recorded by building management. Tenants are responsible for keeping a list updated weekly of employees with mobility impairments or who may require special assistance in the event of relocation and/or evacuation with the building management office with a copy at the fire command center. Building fire drills will be held **quarterly** with the Denver Fire Department’s Fire Prevention Bureau observing and making recommendations on one drill per year.

### EMERGENCY RESPONDER STAFF *(Position titles identified with an asterisk are required)*

POSITION	RESPONSIBILITY
<b>Drill Coordinator</b>	Plans, conducts and evaluates emergency drills. A member of the building management staff is assigned as Drill Coordinator for this building.
<b>Floor/Area Warden *</b>	Individual assigned to coordinate emergency evacuation of a specific floor or area and to ensure that all occupants have evacuated the floor/building. The Floor Warden is also responsible for verifying the evacuation of all spaces, including restrooms, and closing, but not locking, all doors. These duties are to be performed only if it is safe to do so.
<b>Floor Leader</b>	Individual assigned to monitor people in his/her work area and is responsible for their safe evacuation in an emergency.
<b>Searcher *</b>	Individual responsible for finding and evacuating all personnel from the floor, specifically from remote areas such as storerooms, file rooms, coffee areas, etc.
<b>Stair Enclosure Monitor</b>	Individual assigned to monitor the use of the stair enclosure on a specific floor during an emergency evacuation.
<b>Elevator Monitor</b>	Individual assigned to monitor the elevator lobby during an evacuation to prevent the elevator from being used and to direct occupants to emergency stairways.
<b>Aide to Employees with Mobility Impairment * (Special Assistance Needs) (“Buddy”)</b>	Employee assigned to assist occupants with mobility impairments or who may require special assistance during emergencies and drills.
<b>Assembly Area Monitor</b>	Employee assigned to monitor assembly points and take attendance as occupants arrive.
<b>Communicator/Runner</b>	Staff assigned to the command post or reassembly areas responsible for communication between assembly points and the command post.
<b>Drill Evaluator</b>	Individual assigned to monitor occupant actions during the drill and report their findings to the drill coordinator at the completion of the drill.



## **DRILL COORDINATOR**

1670 Broadway is a multi-tenant building; therefore, the Drill Coordinator is a member of the building management staff.

### **RESPONSIBILITIES**

The Drill Coordinator plans, conducts and evaluates emergency drills.

### **DUTIES**

The Drill Coordinator is responsible for ensuring that all evacuation routes and assembly points are accessible and safe. He/she also verifies that all egress components (stairs, corridors, doors, etc.) are in proper order and that occupants can use them safely. He/she also confirms that exits are clearly identified.

The Drill Coordinator also reviews the evacuation plan before a drill and identifies any modifications necessary as the result of changes in staff, operations, or the facility. He/she will consult with the Denver Fire Department Fire Prevention officer for specific requirements or further plan modifications as required by the City and County of Denver. The plan modifications may include, but not be limited to, identifying new or revised local operating procedures for the emergency responders for each emergency situation identified within the plan.

## **FLOOR WARDENS**

As a general rule, **one Floor Warden is designated for every 20 employees.**

### **RESPONSIBILITIES**

Floor Wardens are responsible for the occupant condition of their floor, for supervising Floor Leaders/Searchers during an emergency, and for evacuating occupants during an emergency. Floor Wardens must be familiar with the layout of their floor, the details of the Emergency Action Plan, the location and operation of available alarm systems, fire protection equipment, coded door locks, and the location of routes to exit areas.

### **ADMINISTRATIVE DUTIES**

1. Each Floor Warden must pre-select two Floor Leaders/Searchers (one female and one male) to assist in the event of an emergency. Floor Wardens are responsible for working out a search plan for Leaders/Searchers to follow in the event of an emergency on their floor.
2. Appoints personnel to the emergency team and fills vacant positions.
3. Maintains an updated roster of all Floor Leaders/Searchers, Stairway Monitors, Elevator Monitors, Aides to Employees with Mobility Impairments, and alternates.
4. Maintains an up-to-date list of physically challenged employees. This list should include the floor and the location (elevator lobby, stairwell, etc) on the floor they will wait for assistance.

5. Notifies the building management office if changes in emergency organization personnel and physically challenged persons occur.
6. Verifies that all emergency team personnel know their assigned duties and locations in case of an emergency.
7. Pre-plans the handling of persons with mobility impairments during evacuation.
8. Floor Wardens should know and be able to identify all employees in their area of responsibility.

In the event of an emergency, employees should follow their Floor Warden's instructions and offer their full cooperation.

### **EMERGENCY DUTIES**

1. If there is a fire on a tenant floor, and the alarm has not sounded, the Floor Warden(s) or person finding the fire is to:

- Close any doors to the fire area;
- Activate the fire alarm manual pull station at the nearest stairway;
- Call 911 and then Building Management from a safe area after relocation.

In the event that the fire alarm signal (audible and visual) is received, the Floor Warden(s) should follow this procedure:

1. Advise the occupants that when the building level they are occupying receives the fire alarm signal (horn and strobes), they must immediately evacuate the floor by using the stairways, staying single file and to their right within the stairway. They are to remain in the stairway until they reach either a re-entry floor or the street level.
2. An evacuation plan where tenants can be relocated to a lower floor(s) has been approved by the Denver Fire Department and implemented for 1670 Broadway.

**When a fire alarm sounds on their floor, the occupants on floors nine (9) and below, to include levels B-1 and B-2 must evacuate the floor/building immediately.**

3. Remain calm and begin relocation/evacuation of affected floors and follow any directions given by Floor Wardens and/or fire department personnel.
4. Floor Wardens and Leaders/Searchers are to wear a red cap provided by the building management office. This is necessary to be easily identified by other occupants and the fire department. Floor Wardens and Leaders/Searchers should also carry a flashlight provided by building management.
5. When instructed by Denver Fire Department, Floor Wardens are to prepare their group to relocate/evacuate.

6. Any area affected by fire or smoke is to be evacuated immediately. If safe to do so, Floor Leaders/Searchers should make certain any or all doors leading into such an area are closed after checking that everyone is out of the area. Other Floor Leader/Searcher duties are as follows:
  - Search all restrooms and any other areas of their floors to ensure that all persons are aware of the fire alarm.
  - Searchers will assist any persons who may faint or become disorientated or suffer an injury.
  - Searchers should then keep in close communication with the Floor Warden in case other assistance becomes necessary.
  - If possible, close all doors. Contain the fire if possible.
7. Mobility impaired persons or persons requiring special assistance are to remain in the protected stairway landing or designated refuge area at all times with their “buddy” until the fire department arrives. 1670 Broadway’s designated refuge area is within the fire stairwell. If the Floor Warden relocates mobility-impaired persons, they must notify 911 or fire department personnel of the person’s location so that the fire department can rescue them.
8. The Floor Warden can order relocation downward to another floor if danger is present. If the occupants of a floor are directed by the fire department to leave the floor, it is to be done by way of stairways.
  - Elevators are not safe in such an emergency and are automatically taken out of service.
  - To relocate in this building means that generally, depending upon the type of emergency, no one should have to go more than Five (5) floors downward in the stairway.
  - To relocate/evacuate people, Floor Wardens are to lead the people **downward ONLY** in the stairway, keeping single file and to the right side to allow firefighters ascending the stairways clear passage. Also, people should not run or talk in the stairway as the noise may hinder them from hearing instructions.

## **FLOOR LEADER (SEARCHER)**

### **RESPONSIBILITIES**

Operating under the supervision of the Floor Warden, the Floor Leader (Searcher) is responsible for monitoring people in his/her area. He/she is responsible for the safe evacuation of personnel in his/her work area and from remote areas such as storerooms, file rooms, coffee areas, etc.

### **DUTIES**

1. Supervises assembly of personnel in his/her work area.
2. Responsible for orderly evacuation of all personnel in his/her area via designated exits.
3. Remains with the group throughout the evacuation period and leads them to predetermined safe areas.
4. Assists in training of all personnel in his/her work area.
5. Checks all rooms including rest rooms, conference rooms, reception areas, and remote areas, closing but not locking all doors behind him or her, if it is safe to do so.
6. Advises any remaining personnel on the floor of the emergency and insists on their evacuation.
7. Evacuates non-employees found on that building level.
8. Reports to Floor Warden when his/her area is clear.

## **STAIR ENCLOSURE MONITOR**

### **RESPONSIBILITIES**

Under the direction of the Floor Leader (Searcher), Stair Enclosure Monitors are responsible for an assigned exit and assist in the orderly evacuation of personnel.

### **DUTIES**

1. Takes a position at his/her assigned exit and assists in the orderly evacuation of personnel.
2. Inspects stair enclosures for possible heat or smoke conditions before evacuation.
3. Instructs personnel to form single-file lines into the stair enclosure and directs personnel to exit along the right side of the stair enclosure.
4. Supervises and monitors evacuation flow while remaining calm and encouraging a calm and orderly evacuation.

5. Stays at the exit until Floor Leaders/Searchers have cleared all personnel from the floor.

## **ELEVATOR MONITOR**

### **RESPONSIBILITIES**

Under the supervision of the Floor Leader/Searcher, Elevator Monitors are responsible for making sure no one uses the elevators during a drill or an emergency.

### **DUTIES**

1. Directs employees to the nearest stairway.
2. Must be familiar with the building evacuation plan and the location of all stairways.
3. If safe to do so, stays at his/her post until instructed to evacuate by the Floor Warden.

## **AIDE TO EMPLOYEES WITH MOBILITY IMPAIRMENT SPECIAL ASSISTANCE NEEDS (BUDDY)**

### **RESPONSIBILITIES**

Under the supervision of the Floor Leader/Searcher, the Aide/Buddy is responsible for making sure all persons with mobility impairments are evacuated.

### **Instructions for Persons Requiring Special Assistance**

Elevators cannot safely be used for emergency egress unless they are under the control of the fire department. If elevators and fire department personnel are not available during an emergency or a drill, the stairs must be used for emergency egress and the designated refuge area (the stairway with the larger landing, as mentioned above), can be used for persons with disabilities until such time as fire department crews can safely evacuate them. While the stairways do not fully qualify as “areas of safe occupant refuge” as defined by current Denver City Code, they are substantially safer than any other area of the building and much preferable to allowing persons to remain in an area where they may be exposed to heat, smoke and products of combustion.

It is important to wait for the volume of people to exit the floor(s) before moving persons with disabilities to the stairway landing, since persons using adaptive mobility equipment (i.e., power wheelchair, scooter, manual wheelchair, crutches or cane), can constitute an unacceptable impedance to the ability of others using the stairwell to evacuate. In some cases, the assistive device may need to be abandoned. There are specific techniques to enable two persons to safely carry a third while descending stairs, but these must be learned and practiced prior to a drill or an actual emergency and are therefore not advised for occupants. For some people who may be relocated without their adaptive mobility equipment, the effect on their mobility may be

minimal. For others, the non-availability of their mobility equipment means they are completely immobile. It may be necessary to place the individual on the ground.

Some mobility equipment may provide support, stability and protection; enhance upper extremity function and communication capability; provide pulmonary function; ensure personal dignity, etc. Some people with disabilities can suffer permanent injuries if placed on the ground or if they are otherwise separated from their mobility equipment and/or assistive devices. Therefore, unless they are in imminent danger, leave persons requiring assistance with an emergency aide (“buddy”) and notify the fire department of their location. Denver’s firefighters are trained to relocate these persons.

Fire department personnel must be made aware of the location(s) of anyone needing assistance by occupants who have safely evacuated. The firefighters will provide assistance to those requiring assistance.

## **DUTIES**

Maintains an accurate and updated list of physically challenged employees on the floor. A “Buddy System” will be implemented in which one or two Aides will be responsible for evacuating specific physically handicapped co-workers to the designated refuge area.

## **ASSEMBLY AREA MONITOR**

### **RESPONSIBILITIES**

Monitors assembly points and takes attendances as occupants arrive.

### **DUTIES**

1. In case of total evacuation, occupants, upon request of the Denver Fire Department, should proceed down the stairway to the first floor and exit the building and proceed to a designated meeting area that is **at least 300 feet from the building.**
2. Monitors shall perform and report tenant accountability to ensure all occupants have evacuated the building.
3. In highly populated buildings, it is advised that each tenant select a meeting area where accountability will be performed. The property manager should coordinate these meeting areas and have that information with them when evacuating to avoid having too many meeting areas positioned at the same location. This effort is to eliminate potential confusion when diverse groups meet in the same location. This will also assist the Fire Department and the property manager should questions arise regarding the location of certain individuals following an evacuation.
4. If an occupant was not present on their normally occupied floor at the time of the alarm, they shall exit the building and head directly to a pre-designated meeting area and report to the Floor Warden.

5. If persons are unaccounted for, every effort must be made to ensure that the missing individual(s) has/have evacuated the building, including obtaining witness accounts of where the person was last seen. Any person left unaccounted for must be reported to the fire department with any information acquired.

## **COMMUNICATOR/RUNNER**

Responsible for communication between assembly points and the designated command center.

## **DRILL EVALUATOR**

### **RESPONSIBILITIES**

Monitors occupant actions during the drill and reports their findings to the drill coordinator at the completion of the drill.

### **DUTIES**

1. Drill Evaluator shall be on drill floor at activation of fire alarm.
2. **OBSERVES TENANTS/OCCUPANTS REACTION TO FIRE ALARM SIGNAL.**
3. Observes that tenants/occupants close office and conference room doors.
4. Ensures that all fire alarm warning devices (horns and strobes) are in proper working order and all fire protection devices (fire doors, stairway pressurization, etc) activate.
5. Observes that Floor Wardens, Leaders/Searchers, Stairway Monitors, etc. perform their assigned duties.
6. Observes that accountability is taken at relocation area and reported.
7. Reports all observations to Drill Coordinator to be included in final report.

## **TOWER TERRORISM RESPONSE**

### **1670 Broadway Infrastructure Protection**

(“Alert Status” Based on US Department of  
Homeland Security National Terrorism Advisory System)

The National Terrorism Advisory System, or NTAS, replaces the color-coded Homeland Security Advisory System (HSAS). This system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

It recognizes that Americans all share responsibility for the nation's security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do.

### **“Elevated” Threat Alert**

#### **Phase 1 Response**

- 1) Situation assessment
- 2) Increased Property surveillance:
  - a) Attendant Patrols:
    - i) Lobby
    - ii) Exterior perimeter
    - iii) Garage
    - iv) Loading dock
  - b) Staff:
    - i) Prepare to implement emergency response plan
    - ii) Monitor news media
    - iii) Communication to building tenants as necessary

### **“Imminent” Threat Alert**

#### **Phase 1 Response**

- 1) Tenant representative notification:
  - a) Telephone
  - b) Broadcast e-mail
- 2) Building Owner notification:
  - a) Telephone
  - b) E-mail
- 3) Elevator control:
  - a) Cardkey lockdown
- 4) Garage:
  - a) Lower roll down gates B-1 & 1
  - b) “Full” sign on
- 5) Loading dock:
  - a) Discontinue deliveries
  - b) Lower roll down gate



Phase 2 Response- Community Events
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- 1) Mechanical systems:
  - a) Air handling systems “Off”
  - b) Monitor energy management system

Phase 3 Response- Direct Building Threat
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- 1) Tenant evacuation suggestion:
  - a) E-mail
  - b) Phone
  - c) Personal notification

## **ANNOUNCEMENT TO AFFECTED FLOORS**

### **TYPICAL FLOOR ALARM**

**“MAY WE HAVE YOUR ATTENTION PLEASE. AN ALARM HAS BEEN ACTIVATED ON THE \_\_\_\_ FLOOR(S). THE FIRE DEPARTMENT HAS BEEN NOTIFIED AND IS RESPONDING. FOR YOUR SAFETY, THE ELEVATORS WILL NOT OPERATE UNTIL THE ALARM HAS BEEN INVESTIGATED. FLOOR(S) \_\_\_\_, \_\_\_\_ & \_\_\_\_ SHOULD FOLLOW ESTABLISHED FIRE & LIFE SAFETY PROCEDURES.”**

### **MAIN LOBBY ALARM**

**“MAY WE HAVE YOUR ATTENTION PLEASE. AN ALARM HAS BEEN ACTIVATED IN THE BUILDING MAIN LOBBY. THE FIRE DEPARTMENT HAS BEEN NOTIFIED AND IS RESPONDING. FOR YOUR SAFETY, THE ELEVATORS WILL NOT OPERATE UNTIL THE ALARM HAS BEEN INVESTIGATED. FLOOR(S) 3, 2 & MAIN LOBBY SHOULD FOLLOW ESTABLISHED FIRE & LIFE SAFETY PROCEDURES.”**

### **PARKING GARAGE ALARM**

**“MAY WE HAVE YOUR ATTENTION PLEASE. AN ALARM HAS BEEN ACTIVATED ON THE \_\_\_\_ LEVEL OF THE PARKING GARAGE. THE FIRE DEPARTMENT HAS BEEN NOTIFIED AND IS RESPONDING. FOR YOUR SAFETY, THE GARAGE ELEVATORS WILL NOT OPERATE UNTIL THE ALARM HAS BEEN INVESTIGATED.”**

### **FINAL ANNOUNCEMENT (Repeated twice upon fire department authorization)**

**“MAY WE HAVE YOUR ATTENTION PLEASE. THE ALARM THAT WAS ACTIVATED ON THE \_\_\_\_ FLOOR(S) HAS/HAVE BEEN INVESTIGATED. THE FIRE DEPARTMENT HAS RETURNED THE BUILDING TO NORMAL OPERATIONS. “THANK YOU FOR YOUR COOPERATION.”**

### **DRILL ANNOUNCEMENT**

**“MAY WE HAVE YOUR ATTENTION PLEASE. TODAY WE WILL BE CONDUCTING BUILDING FIRE AND LIFE SAFETY DRILLS. ELEVATORS WILL OPERATE ON NORMAL SERVICE. IN THE EVENT OF AN ACTUAL FIRE EMERGENCY DURING THE DRILLS, AN ANNOUNCEMENT INDICATING “THIS IS NOT A DRILL” WILL BE MADE. “**

### **DRILL CONCLUSION:**

**“MAY WE HAVE YOUR ATTENTION PLEASE. BUILDING FIRE AND LIFE SAFETY DRILLS HAVE CONCLUDED.” “THANK YOU FOR YOUR COOPERATION.”**

Certain phrases or terms may confuse building occupants that may create undesirable results. The following phrases will not be used:

“All clear”  
“False alarm”  
“No need to evacuate”

<b>ACCIDENT OR ILLNESS</b>
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In the event of an accident or illness of an employee or visitor on the premises, it is recommended that you immediately:

1. **Call 911** and report a “Medical Emergency”. Fire fighters—and an ambulance will be automatically dispatched at the same time.
2. **GIVE THE OPERATOR THE FOLLOWING INFORMATION:**
  - Building name;
  - Building address;
  - Floor or location of emergency;
  - Available details on the accident or illness.

**Do not hang up until 911 operator requests that you do so.**

3. Telephone the lobby attendant and building management.
4. Do not move the injured or ill person(s) unless they cannot remain where they are without further endangering their life.
5. Perform first aid at your level of training.
6. Assign someone to meet the emergency unit at the elevators in both the building lobby and on the emergency floor. The lobby attendant will place an elevator on independent service for the ambulance crew and will assist if needed.

## **ACCIDENT OR ILLNESS**

### **CALL 911**

<b>BUILDING STAFF REACTION FOR MEDICAL EMERGENCIES</b>
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In the event of a medical emergency, lobby attendants and/or building staff will:

- Place an elevator on independent service at the lobby level to transport the emergency team to the needed location;
- Meet the emergency team in the main building lobby;
- Direct the emergency team to the appropriate elevator;
- Assist the emergency team as needed.

**Please be aware that Denver has a “two tiered” response system. Both the fire department and an ambulance will be dispatched. Each responding group must be met and escorted to the location of the person requiring medical attention.**

## **BOMB THREAT PROCEDURES**

### **BASIC TENANT RESPONSIBILITIES**

- Each tenant should be familiar with the Bomb Threat Checklist and the telephone receptionist(s) should be thoroughly briefed on bomb threat procedures.
- Each tenant should maintain a copy of the bomb threat checklist near the receptionist's telephone (See attached Bomb Threat Checklist).

### **BOMB THREAT EMERGENCY PROCEDURES**

#### **➤ RECEIVING TELEPHONE THREATS**

Should a bomb threat be received by telephone, immediately ask the caller the questions listed on the bomb threat checklist. This information will be extremely helpful to the police.

After the caller has hung up, immediately fill out the remaining portion of the checklist.

Notify the Building Management Office that you have received a bomb threat. They will then contact the Denver Police Department.

Do not make statements to newspapers, radio, or television news. Statements will be made at the discretion of the police.

#### **➤ RECEIVING WRITTEN THREATS**

Written threats are less frequent than telephone threats but must be considered just as carefully.

#### **Avoid physical handling of the written threat.**

This evidence will be analyzed by the police for fingerprints, postmarks, handwriting, and typewriting.

Notify the Building Management Office that you have received a bomb threat. They will then contact the Denver Police Department.

### **SEARCHING PROCEDURES**

It will be the responsibility of each tenant to decide if their employees are to search tenant areas, such as coatrooms, conference rooms, computer rooms and work stations. The Building Management Staff will be responsible for searching the following areas:

- Public Restrooms
- Elevators

- Telephone Equipment Rooms
- Entrances and Lobbies
- Fire Extinguisher Cabinets
- Planters
- Mechanical Equipment Rooms
- Building Exterior
- Stairways
- Trash Disposal Areas
- Janitor Closets
- Loading Dock
- Parking Garage

If a suspected device is found, **DO NOT TOUCH IT.**

Contact the Building Management Office and clear the immediate area. Keep people away from the area until police check the device.

If the police believe the suspected device to be a bomb, his/her authority immediately exceeds that of the tenant or landlord and his/her instructions are to be followed.

Two-way radios and cellular telephones should **NEVER** be used in the area surrounding a suspected device.

## **EVACUATION**

Building evacuation is a decision to be made by each tenant or the local police or fire department only. Building Management Staff will not make the decision to evacuate the building.

Should a decision to evacuate be made, the fastest route to safety will be the stairwells.

Contact the Building Management Office and inform them of the decision to evacuate. Building Management Staff will inform the police and/or fire department of that decision.

## POWER FAILURE

Due to the possibility of a failure of electrical service from Xcel Energy, the building is equipped with an emergency generator that automatically activates in the event of a power failure.

In the event of a power failure, the emergency generator will start automatically and supply emergency power to the following locations and to building systems within ten (10) seconds:

- Emergency lighting system:
  - 1) Stairwells
  - 2) Exit lights
  - 3) Exit corridors
  - 4) Tenant suites (limited lighting, only throughout designated path of emergency egress);
- Fire alarm and detection system;
- One elevator in the low-rise, one elevator in the mid-rise, and one elevator in the high-rise elevator banks;
- Fire command center; to include emergency communication systems;
- Fire pumps;
- Supply air fans used as a component of the building smoke management system including stairwell pressurization fans;
- Exhaust air fans used as a component of the building smoke management system.

All elevators will stop and then return, one at a time, to the first floor where the doors will open and allow all passengers to exit. One elevator each in the low, mid, and high-rise elevator cores will then operate in a normal capacity on emergency power.

## TORNADO PROCEDURES

When a tornado **WATCH** is announced, this means that tornadoes are expected in or near the area of the building.

When a tornado **WARNING** is issued, it means that a tornado has been sighted, or has been indicated by radar, and this or other tornadoes may strike in the vicinity of the building. Public warning will come over the radio, television, or by five-minute steady “blasts” of sirens by the Civil Defense warning system. Tenants will be notified of the alert via the building’s emergency communication system.

### **Take the following actions immediately:**

Move away from the building perimeter and exterior glass. Close drapes, blinds, and doors to the perimeter offices **if time permits**.

Go to one of the following locations in the center of the building, i.e.:

- Main corridor of your floor;
- Elevator lobby;
- Fire stairwells

Sit down and protect yourself by putting your head as close to your lap as possible, or kneel protecting your head.

**DO NOT** go to the first floor lobby or outside of the building.

- Do not use the telephone to get information or advice. This will tie up circuits. Updated information will be passed on to you via the building public address system as frequently as possible.
- If you are trapped in an outside office, seek protection under a desk.
- **Remain calm.**



<b>SEVERE WEATHER ANNOUNCEMENTS</b>
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**INITIAL ANNOUNCEMENT**

**“MAY WE HAVE YOUR ATTENTION PLEASE. THE NATIONAL WEATHER SERVICE IN DENVER HAS ISSUED A TORNADO WARNING FOR THE DENVER AREA INCLUDING THE CITY OF DENVER UNTIL \_\_\_\_\_(AM) (PM). PLEASE MOVE AWAY FROM EXTERIOR WINDOWS AND RELOCATE TO THE NEAREST STAIRWELL.”**

**EXTENDED ANNOUNCEMENT**

**“MAY WE HAVE YOUR ATTENTION PLEASE. THE NATIONAL WEATHER SERVICE IN DENVER HAS EXTENDED THE TORNADO WARNING FOR THE DENVER AREA INCLUDING THE CITY OF DENVER UNTIL \_\_\_\_\_(AM) (PM).”**

**CANCELLATION ANNOUNCEMENT**

**“MAY WE HAVE YOUR ATTENTION PLEASE. THE NATIONAL WEATHER SERVICE IN DENVER HAS CANCELLED THE TORNADO WARNING FOR THE DENVER AREA INCLUDING THE CITY OF DENVER. THANK YOU FOR YOUR COOPERATION.”**

## **FLOODED BUILDING**

Because of the extreme danger produced from water and electrical problems, the Denver Fire Department recommends:

- **Evacuate** the area to a dry safe location.
- **Call** the Building Management Office.
- **Call** 911 and ask for the Denver Fire Department. Explain the situation and give the building address, building name, and the floor number.

## EARTHQUAKE

Earthquakes are one of nature's most frightening natural phenomena. When an earthquake occurs, the ground will shake perceptively for a relatively short time, perhaps only for a few seconds or for as long as several minutes.

### **PRECAUTIONS TO TAKE DURING AN EARTHQUAKE**

- Remain calm.
- Get under a desk.
- Do not run for exits since stairways may be damaged and jammed with people.
- Power to the elevators may fail and the elevators may stop operating.
- Seek safety where you are at the time of the incident and then leave calmly should evacuation be necessary, or if it is ordered by the fire or police departments.
- Do not be surprised if the electricity goes out, if elevator and/or fire alarms sound, or if sprinkler systems are activated. You may expect to hear noise from breaking glass, cracks in walls, and falling objects.
- Do not be surprised if you feel more than one shock. After the first motion is detected, 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 shocks are separate earthquakes that follow the main shock. Aftershocks may occur within minutes, hours, or even days following the main shock. Aftershocks may cause damage or the collapse of structures that were already weakened by the main earthquake.

### **PRECAUTIONS TO TAKE FOLLOWING AN EARTHQUAKE**

- When the shaking ceases, there may be considerable property damage, and personal injury. It is especially important that everyone remain calm and begin the task of taking care of one another. The first concern is for those who are injured. The next concern is to prevent fires. The risk of fire following an earthquake is very high. Everyone should be aware of the risk for potential fire and of fire remediation procedures. Damage will then be assessed and remedial measures begun. Please review the following suggested activity checklist.
- Remain calm and assess your situation.
- Assist anyone who is injured and administer emergency first aid when necessary. Cover injured persons with blankets to keep them warm. Seek medical help for those who require it.

- Check for fires and other fire hazards. Extinguish fires immediately **ONLY IF IT IS SAFE TO DO SO.**
- Check for damage to utilities and appliances. Shut off electricity if there is any chance of damage to wiring.
- Shut off water lines in the premises if breakage has occurred.
- Do not turn on electrical switches or appliances.
- Do not touch power lines, electric wiring, or objects in contact with them. 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.
- Be certain that sewer lines are not broken before resuming use of toilet facilities.
- Warn others of any spilled materials that are dangerous. Contact Building Management Staff with the location and type of dangerous materials. **DO NOT ATTEMPT TO CLEAN UP ANY SPILLED MATERIALS.**
- Listen for building announcements for information about earthquake and disaster procedures.
- Use caution when entering or moving about in a damaged building. Infrastructure collapses can occur without warning and there may be dangers from gas leaks, electric wiring, broken glass, etc.

## ELEVATOR EMERGENCY

In the event of an elevator malfunction, it is possible that you may be temporarily detained in the elevator. While this is unlikely, it is important to be prepared for such an occurrence.

If you are trapped in the elevator, push the **“PUSH FOR ALARM”** button located inside the elevator on the lower left side of the control panel to alert building occupants of your situation.

**To use the elevator speaker, speak clearly into the hands free speaker located on the panel.**

**You will be automatically connected to the on-site Lobby Attendant who will place an emergency service call to the building’s elevator contractor.**

Do not try to force the elevator doors open.

Never attempt to leave the elevator if it is stopped between floors, unless specifically instructed to do so by emergency personnel.

**Relax and remain calm** until help arrives.

<b>ELEVATOR EMERGENCY REQUIRING FIRE DEPARTMENT ASSISTANCE</b>
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During an elevator emergency, "911" should only be called if the person(s) inside is/are trapped as the term "trapped" is defined by the Denver Fire Department.

The Denver Fire Department within UFC Denver Amendments 206-E defines the word "trapped" as "A situation involving one or more of the following would warrant a call to "911".

- The ability to communicate with the person(s) is lost
- The person(s) request that "911" be called
- There is a medical emergency (including panic)
- There is an environmental emergency (fire, chemical, bomb threat, etc.)
- A wall must be breached or the person(s) must be removed by means other than the normal passenger exit door or by their own power
- Building Management staff deem it necessary to call "911"
- The responding elevator company or mechanic deems it necessary to call "911"
- Due to weather or other conditions the response time for arrival of the elevator mechanic will be delayed (and none of the above conditions apply).

<b>NATURAL GAS EMERGENCY</b>
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Please adhere to the following if a natural gas odor is present in the building:

- Leave the area and notify the Denver Fire Department by dialing 911 (preceded by any number or code which may be required to reach an outside line).
- After arriving at a safe location, contact Xcel Energy at **1-800-895-2999** and notify them of the situation.
- Contact 1670 Broadway Building Management to have the odor investigated.
- Do not stop to turn off anything; do not close or open anything; have all smoking extinguished immediately; and evacuate out and away from the building as quickly as possible.
- The individual who discovered the odor should identify him/herself to the fire department once safely outside of the building.
- Under no circumstances is anyone to return to the building for any reason until direction to do so is given by the fire department.

<b>ENVIRONMENTAL EMERGENCY</b>
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Notify the Denver Fire Department immediately by dialing 911 (preceded by any number or code that may be required to reach an outside telephone line) of any chemical spill or release in the building. Quickly evacuate the affected area. It is critically important to restrict access to the area of the spill or release to prevent additional exposure(s) and to gather exposed personnel together in a contained/controlled area to prevent them from exposing others.

Call 1670 Broadway Building Management at **303-832-1246**.

Those persons with knowledge of the situation must be available to the Denver Fire Department, Building Management and/or other emergency response personnel outside of the building to answer questions. A description of the incident, where, when, and the type of product(s) spilled will be extremely valuable. If possible, try to obtain the label from the product or container.

The Denver Fire Department and Building Management will make a decision regarding how to proceed once all of the facts have been received.

**Only when the environmental hazard is removed will the affected area(s)  
be allowed to be reoccupied.**



<b>WATER INTERRUPTION OR FLOOD</b>
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### **Water Interruption**

A temporary interruption of the water supply may result in the disruption of building systems. Without water, it is not possible to maintain sanitary conditions or building cooling systems. Additionally, water interruption limits the fire department's ability to extinguish fires.

### **Flooding**

In the event of a flood, affected areas of the building will be evacuated. Flooding can result in damage to electrical equipment that serves the building and also disrupts the sanitary water supply.

If there is a slow water leak (not considered a flood) in a restroom or other location within the premises, please notify Building Management immediately.

Due to the extreme danger created by floods and subsequent electrical problems, in the event of an actual flood:

- Evacuate the area to a dry and safe location.
- Call "911" (Preceded by any number or code which may be required to reach an outside telephone line) to contact the Denver Fire Department.
- Explain the location of the flood and probable cause. Give the building address.
- Contact Building Management at **303-832-1246**.

Follow the above procedures should the sprinkler system release within the building.

<b>HOSTAGE SITUATION</b>
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Report any situation involving hostages to the Denver Police Department by calling 911 (preceded by any number or code which may be required to reach an outside telephone line). Valuable information to give to the police department includes but may not be limited to:

- A physical description of the person(s) involved and their location;
- Whether or not the suspects are armed;
- The number of hostages involved and their location.

After the police department has been notified, inform the Building Management Office of the situation.

Report the presence of suspicious individuals in or about the property to the Building Management Office. A physical description of the person(s) and their last known location will also be important information to communicate to authorities.

## **HOW TO RESPOND WHEN AN ACTIVE SHOOTER/KILLER 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/killer situation.

### **1. Evacuate/RUN**

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

- Have an escape route and plan in mind. Practice your escape routes
- 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, and relay any information you have on the shooter/killer

### **2. HIDE**

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/killer'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
- Start preparing for a fight

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

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

Link for Run, Hide, Fight video:

<https://www.dhs.gov/options-consideration-active-shooter-preparedness-video>

## TENANT INFORMATION AND EMERGENCY CONTACTS

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

**SUITE/RM/MAIL STOP #:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

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

**FAX:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**AUTHORIZED  
REPRESENTATIVE(S):** \_\_\_\_\_

**SUBMITTED BY/DATE:** \_\_\_\_\_

### **EMERGENCY CONTACTS (in order of priority)**

*All information provided is confidential.*

**NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**HOME TELEPHONE:** \_\_\_\_\_

**MOBILE/CELLULAR:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**HOME TELEPHONE:** \_\_\_\_\_

**MOBILE/CELLULAR:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**HOME TELEPHONE:** \_\_\_\_\_

**MOBILE/CELLULAR:** \_\_\_\_\_

**Please assure the preceding information is kept current with the Building Management Office.**

<b>FLOOR WARDEN, SEARCHER &amp; “BUDDY” ASSIGNMENTS</b>
---

NAME: \_\_\_\_\_

TENANT NAME: \_\_\_\_\_

SUITE/RM/MAIL STOP: \_\_\_\_\_ SUBMISSION DATE: \_\_\_\_\_

Please list each assigned position, including contact information, below.

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Position \_\_\_\_\_ E-Mail \_\_\_\_\_

Floor Location \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Position \_\_\_\_\_ E-Mail \_\_\_\_\_

Floor Location \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Position \_\_\_\_\_ E-Mail \_\_\_\_\_

Floor Location \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Position \_\_\_\_\_ E-Mail \_\_\_\_\_

Floor Location \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Position \_\_\_\_\_ E-Mail \_\_\_\_\_

Floor Location \_\_\_\_\_

**OCCUPANTS WITH SPECIAL ASSISTANCE NEEDS**

TENANT: \_\_\_\_\_

SUITE NUMBER: \_\_\_\_\_

SUBMISSION DATE: \_\_\_\_\_

List each individual within your suite requiring special assistance in the event of relocation and/or building evacuation. Please verify the information is current and the Building Management Office has an up to date list at all times. When compiling this list, please consider those with “temporary” needs such as pregnancy, sprained limbs, or other impairments that may not be of a permanent nature.

Name	Location	Buddy #1	Buddy #2
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Submitted by: \_\_\_\_\_

*(Please attach a separate sheet if needed.)*

<b>ACKNOWLEDGEMENT</b>
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I HAVE RECEIVED A COPY OF THE TENANT GUIDE TO OPERATIONAL AND  
EMERGENCY PROCEDURES. I UNDERSTAND THAT MY ROLE IS VOLUNTARY.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Assigned Position: \_\_\_\_\_

<p style="text-align: center;"><b>CUSHMAN &amp; WAKEFIELD AT 1670 BROADWAY</b> <b>WARDEN AND SEARCHER PRESENTATION</b></p>
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Session Date: \_\_\_\_\_

	Yes	No
Was the information presented in a clear and concise manner?	_____	_____
Were the procedures presented clear and informative?	_____	_____
Did the speakers create a comfortable environment for questions?	_____	_____
Were any topics not addressed that would have been beneficial?	_____	_____
What specific topics?	_____	
Overall impression of the presentation:	_____	
_____		
Suggestions/Comments:	_____	
_____		
_____		
_____		

Please return this questionnaire to the building management representative.

Thank you for your participation and commitment to the Tenant Guide to Operational and Emergency Procedures for 1670 Broadway.