

Welcome!

Emergency
Response
Team
Annual
Meeting
2016



Purpose of Life Safety Training and the need for an **ERTeam**

To prepare designated office personnel to **calmly** and **quickly evacuate** the **building**, efficiently respond to **any** emergency situation and maintain basic familiarity of building life safety systems and their function.

What is an **ERTeam**?

- ▶ Fire Warden/ERT Leader
- ▶ Handles more than Fires
 - **Medical Emergency**
 - **Bomb Threat**
 - **Shelter in Place**
- ▶ Coordinates on multiple levels
- ▶ Structured team



OVERVIEW

- Each tenant in the building is responsible for assembling their own plan and Emergency Response Team. It is intended that each tenant's individual plan work in conjunction with the building's plan.
- Property Management recognizes its responsibility for coordinating ongoing fire safety training for all tenants. Parmenter Realty Partners is committed to keeping the building safe and free of fire hazards and ensuring that the fire safety system and devices throughout the building are operating properly.

***In the event of an actual evacuation emergency, Property Management will relinquish all authority to the fire department, and assist as needed. ***

EMERGENCY RESPONSE TEAM MEMBERS

ERT LEADER – Knowledgeable, resourceful individual who can demonstrate leadership ability in a crisis situation; must spend a majority of time each business day within the office.

- Responsible for coordinating the entire evacuation process in the designated suite or floor, seeing to it that everyone leaves the building in an orderly manner.
- Conducts final check of restrooms, offices, etc. to make certain all areas are empty, before advising ERT members to evacuate the floor.
- Ensures that any persons requiring assistance are moved to a safe location on the floor, such as a stairwell or aid them in navigating down the stairs.
- Upon arriving on lobby level, the ERT Leader will report to Security and advise that the floor is clear, as well as report any individuals that require additional assistance in evacuating the floor.
- Designates an appropriate meeting area for their suite or floor.
- Maintains accurate records of individuals based in their suite or floor and takes headcount to confirm everyone is accounted for.

ERT LEADER CON'T:

The ERT Leader is responsible for keeping the management office up to date with any change in ERT personnel, persons needing assistance, change in meeting area, etc. This information is used in the One Call Now system, which alerts all ERT team members of an emergency, evacuation, etc. This is critical to ensure that evacuations and emergency situations run as smoothly as possible.

****Please contact Aubrey Moore, at amoore@parmco.com to be set up on the One Call Now system or to verify that you are set up. If you are already in the system, but would like to receive text alerts, please text the word "Alert" to 22300.**

ASSISTANT ERT LEADER – Performs in the absence of the ERT Leader and assists with the above duties should an evacuation occur.

- Assists in directing personnel to stairwells.
- Once all personnel are evacuated from the floor, the Assistant ERT Leader will assist in checking all offices, hallways, restrooms, etc. to ensure the floor is empty of all individuals.
- When relieved by the ERT Leader, the Assistant goes to the nearest stairwell and evacuates the building, reporting to the designated meeting area.
- Take the company/floor First Aid kit if readily available.

STAIRWELL MONITOR – Knowledgeable, resourceful individual who can demonstrate leadership ability in a crisis situation; must spend majority of the work day within the office.

- Works in coordination with ERT Leader.
- Periodically inspects the stairwell for obstructions which need to be addressed.
- Directs people to an *alternate* stairwell if necessary.
- Direct people to stay to the RIGHT.
- Notify ERT Leader when the stairwell has been cleared.
- Suggest to persons wearing high heeled shoes to remove them.
- Responsible for keeping stairwell doors CLOSED when not in use.
- When relieved by the ERT Leader, the Assistant goes to the nearest stairwell and evacuates the building, reporting to the designated meeting area.

DESIGNATED MEETING AREA

The ERT Leader is responsible for choosing an appropriate meeting area for all employees in their suite or floor. Designated Meeting Area criteria:

- Assembly point should be a safe distance from the building. Ask yourself, in the event of building collapse, or if debris was projected from the building, would I be safe?
- Generally, two blocks or two times the height of the building away is a safe distance.
- Place a building or barrier in between your group and the building. This serves as additional protection from flying objects.

Each group should consider having a secondary meeting area in the event that your initial assembly point is deemed unsafe

INDIVIDUALS REQUIRING ASSISTANCE

- Employees requiring assistance upon evacuating the building should be listed within your emergency information given to Property Management. This list should be maintained throughout the year and updated or modified as needed.
- The ERT Leader must identify and be familiar with individuals requiring assistance and in the event of an evacuation, direct them to a safe location. In almost all cases, the safest location will be the stairwells.
- Transporting of disabled individuals up or down stairwells is not recommended until emergency response personnel has arrived.
- Upon exiting the building, the ERT Leader will notify Security and/or the Fire Department of any individuals in the building, as well as their EXACT locations.

IN THE EVENT OF AN EVACUATION EVENT...

- When you hear or see audible and visual alarms, remain calm and evacuate the building immediately. This signifies that a detection device on the floor you are on or the floor above or below you has gone into alarm, or that building management has activated a full building alarm.
- Do not use elevators; use the stairwell nearest your location.
- All individuals requiring assistance to evacuate the building are to move to one of the floor stairway doors. ERT Leaders will provide Security and/or Fire Personnel with the exact location of these individuals upon exiting.
- Do not bring unnecessary items when you are evacuating.
- Do not carry drinks with you as you evacuate the building [slipping hazard].
- When entering a stairwell, open the door slowly – there may be someone on the other side of the door. Use caution when opening any door knobs as they may be hot during a fire.

IN THE EVENT OF AN EVACUATION EVENT CON'T...

- Follow all directions from your Emergency Response Team. Be familiar with your team members.
- Do not hold a stairwell door open if no one is using it. Holding these doors open allows smoke to enter the stairwell and compromises the pressurization of the stairwell.
- Stay to the right side of the stairwell when coming down the stairs.
- Do not go back up a stairwell after an evacuation has begun. If an announcement has been made over the PA system, proceed down the stairs to the building lobby.
- When you have evacuated the building, move away from the entrances/exits immediately and allow rescue personnel to enter unimpeded.
- Proceed to your Designated Meeting area and wait for further instruction from your ERT Leader.

RE-ENTRY TO THE BUILDING

The Fire Department is the only authorized personnel to give the “all clear” for re-entry to the building. Once Property Management receives the indication that the building is safe to occupy, the following steps will be put in to action in order to facilitate a timely re-entry to the building.

- Building Management will send notification via One Call Now notifying tenants that the building is safe to enter. Please contact the Management Office to be placed on the One Call Now roster.
- Bull horns will be used to notify building occupants, as needed, to notify building occupants that they are permitted to re-enter; these horns are audible from a distance as well.

Medical Emergency



- Dial 911 to report medical emergency
- Notify Property Management at 804-344-3600 during business hours (8:00 A.M. to 5:00 P.M.). Notify Building Security at 804-344-8534 after business hours or call 911.
- Location of AEDs.
- Ask victim if there is anyone they would like to have contacted.
- Facilitate EMT access and victim evacuation by assigning person to stand by elevator on floor where the victim is located and guide EMT to victim.
- If victim is sent to the hospital, consider sending a friend or colleague for support.

Bomb Threat



- DO NOT HANG UP!
- Keep caller on the line as long as possible and obtain as much information as possible.
- Record information using Bomb Threat Checklist if available
- <http://www.suntrustcenter.com/tenant-handbook/emergency-procedures/bomb-threat/>
- Dial 911 to notify local authorities.
- Notify Property Management at 804-344-3600 during business hours (8:00 A.M. to 5:00 P.M.) and Admiral at 804-344-8534 after hours or call 911.
- Follow instructions from responding authority or instructions from your company.