

# **ANTHONY WAYNE BUILDING**

## **Emergency Action Plan Information**

**Revised October 2016**

Residents and Tenants,

The security and safety of our building occupants is a primary concern for the Building Management Team. By informing everyone involved of our recommended procedures, we hope to reduce risks of injuries and coordinate an effective response to emergency situations.

Please note that individual businesses should have their own Employer Emergency Action Plan prominently posted for employees to follow in the event of workplace evacuation.

We may conduct drills from time to time and you will be notified when a drill is to take place. **An alarm at any other time must be taken seriously.**

Our emergency system is tested annually by an outside firm. Repairs and updates are made as needed. The following persons are designated as:

### **Emergency Plan Managers.**

- Gerry Ehle - AWB Owners Association, Inc. Maintenance Technician and Security Manager
- 260-452-0184 Cell 260-426-6720 Office
- John Nichols - RCI Developer and resident
- 260-437-1199 Cell
- Court Newcomb - The Newcomb Group, Property Management
- 260-609-6806 Cell 260-432-3942 Office
- 260-609-6805 Cell Kyle Newcomb

## **Introduction**

The following situations are defined as "emergency" so that it is understood when the emergency action plan procedures should be applied. The following situations constitute an immediate and significant threat to the safety, economic welfare and/or reputation of people in the building or to the building and its equipment. **Call 911 and provide building address and Suite number (203 East Berry Street).**

- Fires
- Bomb threats
- Crimes in progress
- Medical emergencies

Other emergencies **not requiring immediate 911** assistance

- Loss of utilities
- Severe storms, tornados, floods, other weather-related disasters
- Earthquakes

## **Command Center**

The central control point is called the Command Center and is located in the Main Lobby of the building. It is equipped with all communication and is used to coordinate all essential operations during emergencies.

## **Evacuation Safety**

If an evacuation is required a notice will sound over the announcement system. It is imperative that each resident and tenant become familiar with the evacuation routes posted on their floor (commercial tenants) or set out herein (residential).

- Check your door and doorknob for heat. If it is warm stay inside and stuff the door seams with wet towels or duct tape. Also check ventilation ducts for smoke. Do not break any windows. Let people know you are still in the building by dialing 911 and placing signs in the window.
- Proceed quickly to the nearest stairwell. If the door is not hot, check for smoke and if smoke filled seek an alternative evacuation route. The other alternative evacuation route is the stairwell at the opposite end of the floor.
- Do not use the elevators.

- Anyone requiring assistance should have a designated person and if possible an alternate assigned to assist during evacuation. Please note that the announcement system will work even with a power failure. Remain calm and listen for instructions.
- When you evacuate go to the Courthouse Green across from the Clinton Street entrance. Please do not congregate on Clinton or Berry Street sidewalks and block access to the lobby for emergency personnel. You will be notified when it is safe to return to the building by appropriate personnel such as an Emergency Plan Manager or a Fire Marshall.

## **Weather Emergencies**

- Local weather services will issue advisories regarding the severity of the situation.
- Stay away from windows and the exterior of the building. Seek shelter if necessary in the interior areas of the building including stairwells, restrooms, inner corridors and/or mechanical rooms.
- Protect your head by kneeling or placing it as close to your lap as possible.

## **Earthquakes**

- Notify someone if you go to assist someone else in an emergency. Remain calm and reassure others.
- Move immediately to a safe place. Get under a desk or table if possible. Stand in an interior doorway, corner of the room, interior corridors and/or mechanical rooms.
- Watch for falling debris and/or tall and/or heavy objects that may topple or slide across the floor. Stay away from windows.