

## EMERGENCY CHECKLIST

<u>Problem</u>	<u>Action</u>	<u>Things to Avoid</u>
Fire	Call Fire Department, 911. Pull corridor alarm box. Call Management office 347-5203. Close all interior and exterior doors. Proceed to stairwell. Exit building to pre-arranged location.	Don't use the elevators. Don't run or panic. Don't block open stairwell doors. DO NOT LOCK DOORS.
Smoke and Odor	Call Management office, 347-5203. Close (do not lock) all doors, interior/ exterior. Pull corridor fire alarm box.	Don't attempt to extinguish fire without assistance.
Threat to Office Premises or Employees	Call Police, 911. Use Bomb Threat Check List to get all information.	Don't let strangers wander through your space.
Elevator Malfunction Trapped Occupant	Push elevator phone button. It automatically rings to a Monitoring Center. Give number of cab (on panel in elevators). Don't hang up as Security can't call back. Keep line open.	Don't panic. Elevators are secure and cannot fall.
Medical	Call ambulance, 911. Arrange for emergency elevator and supply directions to person's suite. Call management office, 347-5203.	Don't move seriously injured