

ROBERT B. ATWOOD BUILDING
EMERGENCY PROCEDURES
BUILDING RULES AND POLICY

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INTRODUCTION

The Atwood Building is providing this information as a reference guide in the event of an emergency.

It is each occupant's responsibility to be aware of the procedures listed herein and the location of the buildings emergency exits so that injuries and property damage may be minimized during an emergency situation.

EMERGENCY TELEPHONE NUMBERS

If you accidentally misdial 911 stay on the line and speak to the emergency dispatcher. It is impossible to hang up quickly.

1.	Anchorage Fire Department	911
	Anchorage Police Department	911
	Emergency Medical Aid	911
	<u>Some Agencies Must Dial</u>	<u>9911</u>
2.	Building Management (Coldwell Banker)	269-0330
3.	Building Management Fax	279-0591
4.	After-hours Security	269-0334
5.	State of Alaska Facilities Management	269-0330

BUILDING EMERGENCY SYSTEMS

A. EMERGENCY EXITS

A stairway is located at the southwest and northeast corner of each floor. Please familiarize yourself with their location.

B. EMERGENCY STAIRWELL PHONES

Phones are located in the both stairwells on floors, 3,6,9,12,15, & 18. The phone rings to the Atwood Building security desk where there is a guard on duty 24/7.

C. FIRE ALARM PULL STATIONS

Pull stations are located on each floor. In case of fire in or near your suite, activate the nearest pull station, regardless of whether or not the alarm signal is already sounding.

D. FIRE LIFE SAFETY SPEAKER SYSTEM

The building is equipped with a life safety speaker system capable of notifying all floors simultaneously or individually. Special instructions may be broadcast throughout the ceiling speaker system, audible in tenant suites, corridors, and elevators.

E. SPRINKLERS AND SMOKE DETECTORS

The building is fully equipped with numerous sprinklers and smoke detectors on each floor. Both of these systems are automatically monitored so that, should either one be activated by smoke or heat, the alarm signal will sound, and the fire department will be alerted.

F. FIRE EXTINGUISHERS

Fire extinguishers are located in all elevator lobbies next to the drinking fountains. Extinguishers are intended for use on small, controllable blazes. The extinguisher should be held upright with the nozzle pointed at the base of the flames. Please do not attempt to fight fires unless you can do so safely.

G. ELEVATORS

Elevators, although operational during an alarm, are not to be used for evacuation purposes unless ordered to do so by the fire department. Please use the Emergency Exit Stairs located in the southwest and northeast sections of each floor.

EARTHQUAKE

EMERGENCY PHONE NUMBERS

- | | | |
|----|---------------------------------------|--------------------|
| 1. | Fire/Police/Medical Departments | 911 |
| | <u>Some Agencies Must Dial</u> | <u>9911</u> |
| 2. | Building Management (Coldwell Banker) | 269-0330 |
| 3. | After-hour Security | 269-0334 |

IMPORTANT DO'S

1. Take cover under a desk, in a doorway, or in the center of the building.
2. Stay clear of bookcases, file cabinets, glass items, windows and other similar items.
3. Follow instructions of the Fire Department and Building Management
4. Keep calm
5. Turn off all electrical equipment
6. Wait for instructions from Building Management in the event of an extended power failure
7. In the event an evacuation is necessary, evaluation procedures will be announced over the Emergency Paging System or by persons in authority.

IMPORTANT DON'TS

1. Don't panic.
2. Don't use telephones
3. Don't use elevators
4. Don't stand near windows.
5. Don't use an open flame
6. **DO NOT GO OUTSIDE THE BUILDING** unless instructed to do so by persons in authority. If you are outside, move away from the building to protect yourself from falling glass.

IMPORTANT SUPPLIES

1. Flashlight and extra batteries
2. Portable battery operated radio
3. First Aid Kit and Manual
4. Emergency food and water, non-electric can opener

ELEVATOR EMERGENCY

Elevators are a very safe mode of transportation. They do occasionally malfunction. When they do, follow these guidelines:

IMPORTANT DO'S

1. Remain calm.
2. Press the yellow call button located in the lower right corner of the elevator buttons. This will contact the elevator companies emergency dispatch operator.
3. If you observe a malfunction from outside the elevator, notify Building Management at 269-0330 in suite 130.

IMPORTANT DON'TS

1. Don't force the elevator doors open.
2. Don't Panic
3. Don't jump in the elevators; the most common reason elevators get stuck between floors is occupants misusing the equipment. Jumping in the elevators can cause over-speed, which can activate the brakes.

WHAT TO EXPECT

1. When you press the yellow call button, ThyssenKrupp Elevator Company will communicate with you.
2. Building Management will assist the elevator company.
3. Passengers will be assisted as quickly as possible.
4. Building Maintenance is expressly forbidden from recovering people from stuck elevators. Only trained, authorized personnel of ThyssenKrupp Elevator Company can accomplish this. Therefore, if you are stuck, you will have to wait until qualified personnel arrive at the building; this can easily take 20-45 minutes, please be patient.

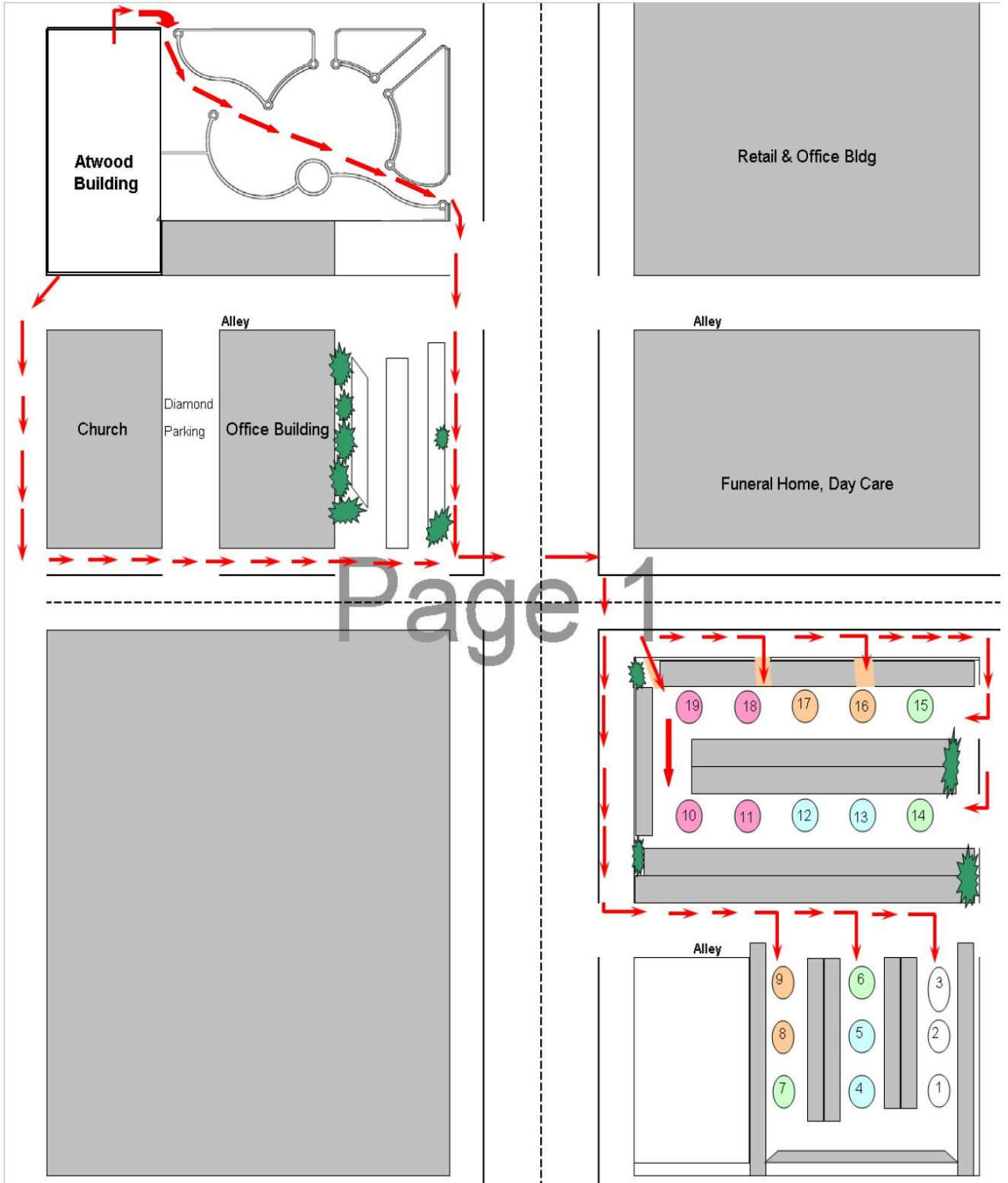
EVACUATION

EMERGENCY PHONE NUMBERS

- | | | |
|----|---------------------------------------|--------------------|
| 1. | Fire/Police/Medical Departments | 911 |
| | <u>Some Agencies Must Dial</u> | <u>9911</u> |
| 2. | Building Management (Coldwell Banker) | 269-0330 |
| 3. | After-hour Security | 269-0334 |

<u>DO</u>	<u>DO NOT</u>
<ul style="list-style-type: none"> • Evacuate as soon as the alarm sounds and move toward the nearest exit as quickly as possible in a controlled manner, close your office door, & follow the instructions of SERCs & ERCS • Stay to the right side of the stairway, and use the handrails 	<ul style="list-style-type: none"> • Panic • Use the elevator...EVER! • Run • Block stairways, doors, or hallways
<ul style="list-style-type: none"> • Have the following items close by and ready to take with you: <ul style="list-style-type: none"> ○ Coat ○ Medications ○ Car keys ○ Wallet/Identification <p>If the evacuation is long term, you will need these items</p>	<ul style="list-style-type: none"> • Call Building Management or the Security Desk. Assume all alarms are real and evacuate immediately. The SERC/ERC member(s) on your floor is the designated point of contact, and they are the only personnel in communication with Building Management.
<ul style="list-style-type: none"> • If you are disabled or in need of assistance, move toward the East Stairway landing and STAY in place. The SERC member will exit at that door and notify Fire Department personnel once they arrive at the 1st floor 	<ul style="list-style-type: none"> • Begin down the stairs if you have notified the SERC member that you are staying. This will add confusion for Fire Department personnel
<ul style="list-style-type: none"> • Remain quiet unless communication is related to the evacuation. Listen to Building Staff, Fire Personnel, Police Personnel, & SERCs/ERCS for instructions 	<ul style="list-style-type: none"> • Talk or attempt to investigate the nature of the evacuation. This includes using cell phones
<ul style="list-style-type: none"> • Clear the stairways as quickly as possible, and follow instructions to the designated area for your floor in Lot 102. 	<ul style="list-style-type: none"> • Deviate from the line or go anywhere other than the designated area.
<ul style="list-style-type: none"> • Remain calm and await the “ALL CLEAR” announcement 	<ul style="list-style-type: none"> • Attempt to talk to Building or Rescue staff members

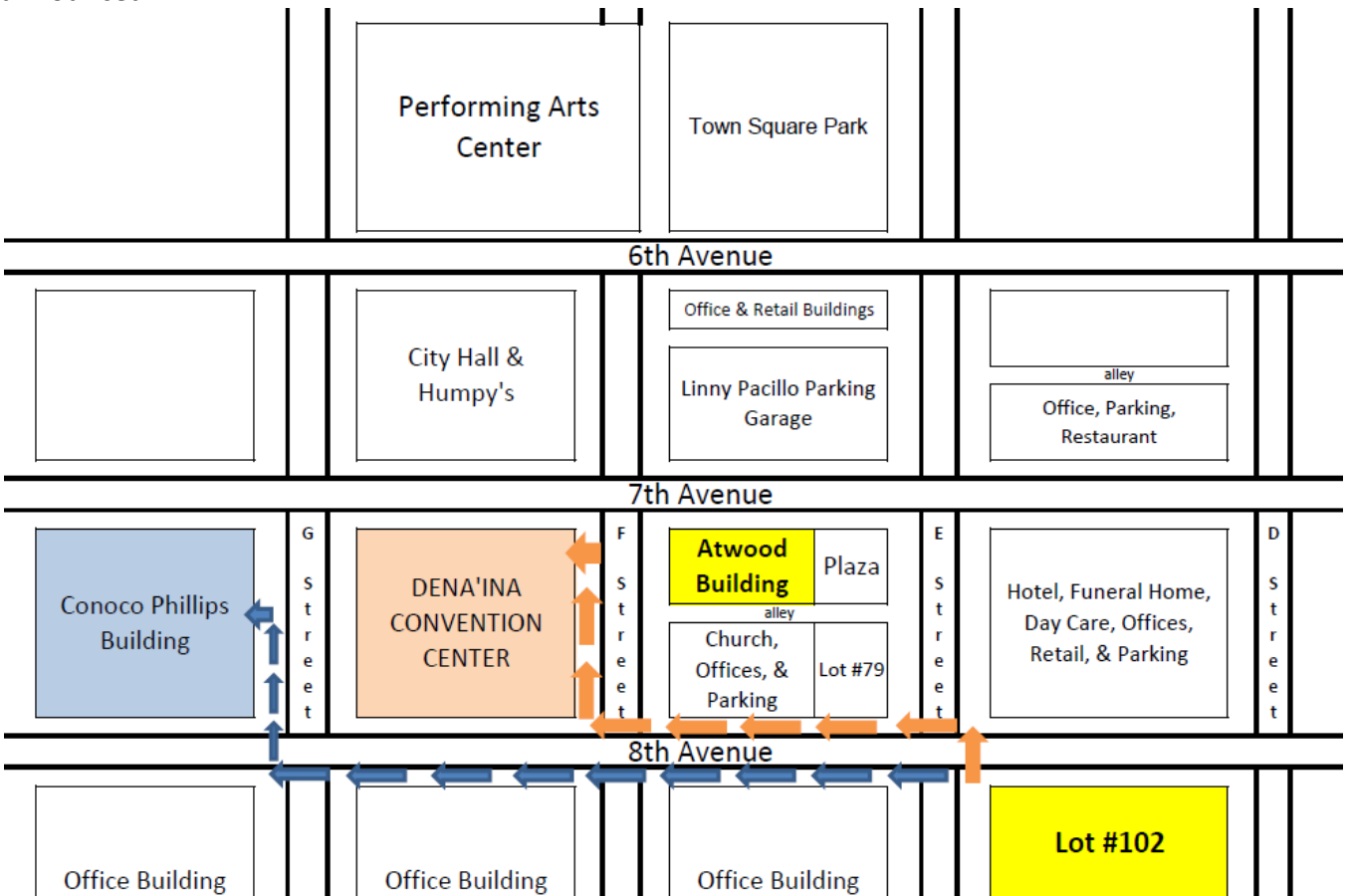
DESIGNATED EVACUATION ROUTES & ASSEMBLY AREAS



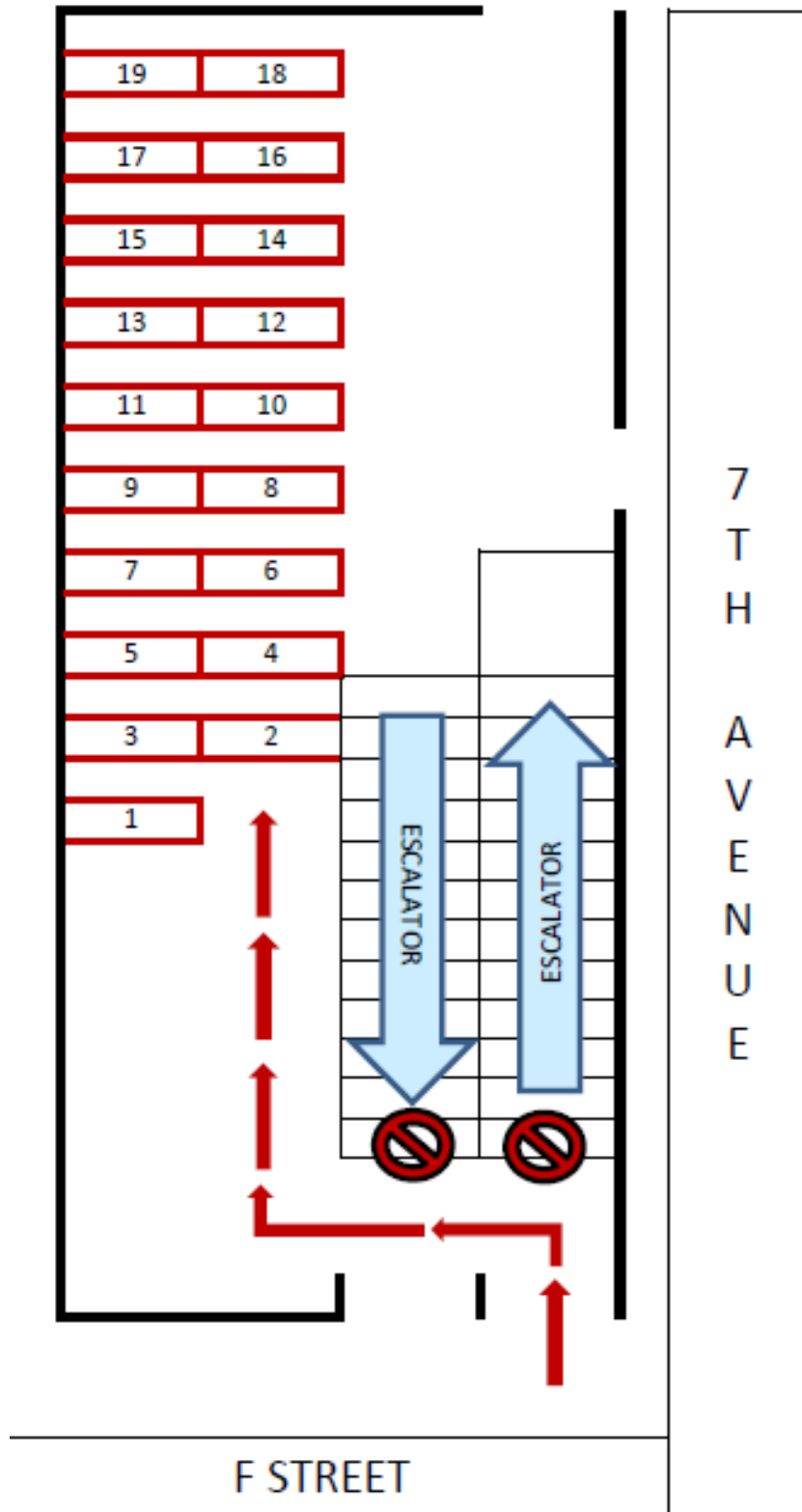
EVACUATION SAFE HAVENS

EXTREME WEATHER ASSEMBLY AREA

By prearranged agreement, occupants of the Robert B. Atwood Building are authorized to use the lobby of The Dena'ina Convention Center during normal business hours, **7AM- 5PM**, and the Conoco Phillips Building during evening hours, **5PM- 6AM**. In the event of frigid temperatures and if the building's evacuation process is not given an "ALL CLEAR" within a reasonable time period, Building Management will address the occupants staged outside to relocate to one of these identified safe haven or an alternate location until an "ALL CLEAR" is announced.



DENA'INA CENTER EVACUATION STATIONS



FIRE

EMERGENCY PHONE NUMBERS

- | | | |
|----|---------------------------------------|--------------------|
| 1. | Fire/Police/Medical Departments | 911 |
| | <u>Some Agencies Must Dial</u> | <u>9911</u> |
| 2. | Building Management (Coldwell Banker) | 269-0330 |
| 3. | After-hour Security | 269-0334 |

IF YOU DISCOVER A FIRE: ALARM, CONFINE, AND EVACUATE (A.C.E.)

ALARM:

1. Call the Fire Department at 911 or 9911, and give the following information:
 - Your Name
 - Address: Robert B. Atwood Building
550 W 7th Avenue
Suite # _____
Floor # _____
 - Explain the problem: What is burning, etc. If it is safe, stay on the phone long enough to confirm that the information was received and understood
2. Call Building Management, 269-0330, and inform them of the situation.
3. Activate the nearest fire alarm pull station.

CONFINE

1. Close all doors in the immediate area

EVACUATE

A. Evacuate the building using the closest stairway or move to your appointed duty as part of the/your suite's evacuation team.

Note: There are two (2) fire extinguishers located on each floor, next to the water fountains in each elevator lobby. Should you decide to return and fight the fire:

1. Check all doors and door jams for heat before entering the room with the fire
2. Keep your back to the door to leave your escape route open.
3. Use the **P.A.S.S.** Technique with the fire extinguisher.
 - a. Pull the Safety Pin
 - b. Aim at the base of the fire
 - c. Squeeze the handle
 - d. Sweep back and forth at the base of the fire.

If the fire is bigger than about one foot in diameter, you should close the door(s) again, leave the building as quickly as possible, and let the Anchorage Fire Department do their job.

THIS IS WHAT HAPPENS

1. Management will assist the Fire Department with directions and information.
2. Messages regarding the emergency may be transmitted over the building fire/life safety speaker system. Please remain alert and keep conversations to a minimum.

FIRE PREVENTION

EMERGENCY PHONE NUMBERS

- | | | |
|----|---------------------------------------|--------------------|
| 1. | Fire/Police/Medical Departments | 911 |
| | <u>Some Agencies Must Dial</u> | <u>9911</u> |
| 2. | Building Management (Coldwell Banker) | 269-0330 |
| 3. | After-hour Security | 269-0334 |

IMPORTANT DO'S

1. Unplug any electrical equipment that is not working properly or is in need of repair.
2. Assign one person and one alternate, to ensure all appliances especially coffee pots, are turned off when leaving the building.
3. Store and use flammable liquids according to container instructions and city/code requirements.
4. Adhere to Building policies for holiday decorations.
5. Keep heat producing equipment away from objects that will are flammable.

IMPORTANT DON'TS

1. Do not smoke in or around the perimeter of the building. An enclosed area for smoking is located at the rear of the building.
2. Do not overload outlets.
3. Do not allow accumulation of trash or waste materials that are flammable.
4. Do not hold suite or lobby doors open with doorstops or other items.
5. Do not use open element supplemental heaters at workstations unless first approved by Building Management. The tenant will be responsible for electrical upgrades should it be necessary.
6. Do not use toasters or toaster ovens. They are not permitted in the Atwood Building
7. Do not put paper in ashtrays.

INDIVIDUALS REQUIRING **SPECIAL ASSISTANCE**

If you are an individual requiring any special assistance in emergencies or Priority One fire alarm evacuations, it is your responsibility to contact Building Management and make sure you are on the list for emergency evacuation. Please see page 37 for the form you need to complete to be added to the list. Email the form to Building Management or bring it to Suite 130.

In the event of a Priority One alarm or emergency situation where evacuation is required, we recommend any person that is disabled or on the Emergency Assistance List have a buddy who waits with them in or near the stairwell landing (the designated safe haven) until an "All Clear" announcement is made, or emergency personnel arrive on scene to assist with their evacuation. If the individual desires, with the help of a buddy they may utilize the emergency evacuation chairs that are located on the Northeast stairwell landings on floors 2, 4, 8, 12, 14, and 17. Building Management will not be assisting in the evacuation of those needing special assistance. Your buddy or emergency personnel will be performing this task.

MEDICAL EMERGENCY

EMERGENCY PHONE NUMBERS

- | | | |
|----|---------------------------------------|--------------------|
| 1. | Fire/Police/Medical Departments | 911 |
| | <u>Some Agencies Must Dial</u> | <u>9911</u> |
| 2. | Building Management (Coldwell Banker) | 269-0330 |
| 3. | After-hour Security | 269-0334 |

IMPORTANT DO'S

1. Call 911; some state agencies must dial 9911
2. Give the following information:
 - a. Your name
 - b. The building address: 550 W. 7th Avenue
 - c. The exact location of the emergency (suite, floor, etc.)
 - d. Any details regarding the nature of the emergency (apparent heart attack, injury, etc.).
3. Notify Building Management, 269-0330. Building Management will coordinate building maintenance and security so first responders have no trouble getting to the person needing assistance.
4. Reassure the victim that emergency assistance is on the way.
5. Have someone meet the emergency personnel at the elevators on your floor
6. Remain calm.

IMPORTANT DON'TS

Do not attempt to move the victim unless it is necessary to do so in order to avoid further injury (fire, etc.).

WHAT TO EXPECT

1. Building Management will meet the emergency personnel in the main floor lobby and accompany them to the area.
2. Building Management or security personnel will make a report of the incident and emergency personnel will handle the situation.

NOTE: The building has nineteen (19) automated external defibrillators (AED's) for use with a victim in cardiopulmonary arrest. One defibrillator is located in the phone room by the security guard's podium on the first floor. The other 18 are located one per floor in the South West corner of the Elevator Lobby's. Training is available through the American Red Cross. DO NOT USE AED unless you are certified to do so

SUSPICIOUS OBJECTS

EMERGENCY PHONE NUMBERS

- | | | |
|----|---------------------------------------|--------------------|
| 1. | Fire/Police/Medical Departments | 911 |
| | <u>Some Agencies Must Dial</u> | <u>9911</u> |
| 2. | Building Management (Coldwell Banker) | 269-0330 |
| 3. | After-hour Security | 269-0334 |

IMPORTANT DO'S

1. Obtain a good description of the object: size, color, markings, etc.
2. Identify exact location of the object: building floor, room number and location within the room.
3. Contact Police first then contact Building Management at 269-0330.
4. Your Agency or firm manager will determine if the immediate area needs to be evacuated, and if so he/she will issue instructions to do so.

IMPORTANT DON'TS

1. Don't touch or disturb the object.
2. Don't panic.

WHAT TO EXPECT

The police department, Building Management, and occupant will assess the situation and determine evacuation requirements.

BOMB THREATS

If you receive a threat, keep calm. Have a prearranged signal to alert supervisory personnel so they may listen also. If possible, record the call.

Request more information from caller by expressing a desire to save lives.

EMERGENCY PHONE NUMBERS

1.	Fire/Police/Medical Departments	911
	<u>Some Agencies Must Dial</u>	<u>9911</u>
2.	Building Management (Coldwell Banker)	269-0330
3.	After-hour Security	269-0334

IMPORTANT DO'S

1. IF THE THREAT IS A BOMB, ASK THE FOLLOWING QUESTIONS:
 - When is the bomb supposed to explode?
 - Are you sure?
 - What floor is the bomb on?
 - What kind of bomb is it?
 - What does it look like?
 - How big is it?
 - Where did you put it?
 - Did YOU set the clock?
 - Why are you doing this?
 - Why did you call me?
 - What do you want me to do?
 - What is your name?
2. RECORD the exact wording of the threat.

BOMB THREAT CHECKLIST

Impression of Caller

_____ Male _____ Female _____ Youth _____ Race
_____ Adult _____ Juvenile _____ Estimated Age

Callers Voice

_____ Calm _____ Gasping _____ Excited _____ Slurred _____ Drunken _____ Joking
_____ Authoritative _____ Frightened _____ Raspy _____ Whispered _____ Serious
_____ Incoherent _____ Semi Serious _____ Vicious/Mean _____ Deep Tone
_____ Giggling _____ Gravely Laugh _____ Nervous Laugh _____ Normal Tone
_____ Stuttered _____ Hesitated _____ Lisp _____ Normal Breathing
_____ Monotone _____ Heavy Breathing _____ Voice sounded remote _____ Cell Phone
_____ Nervous _____ Nasal Tone _____ Obviously Disgusted _____ Familiar Voice
_____ Confused Accent: _____ What Kind? _____

Callers Use of Language

Was there use of slang? What words were most used?

Other words or phrases?

Pronunciation, Selection, Timing of Speech

_____ Limited _____ Foul _____ Educated _____ Jerky _____ Reading Statement
_____ Incoherent _____ Stilted _____ Stammered _____ Normal

Background Sounds

Quiet Fan Crowd Sounds Phone Booth Clear
 Truck Pump Sound Local Call Static Train
 Office Equipment Long Distance Other Voices Aircraft
 Machinery Noise Wind Music Noise Echo Bus
 Rain Construction House Noises Subway Bird Sounds
 Surf Sounds Loud Noises Automobile Dog Barking
 Thunder Motorcycle Horn/Bell/Whistle Footsteps
 Horn Sound Other Sounds

SEARCH

The search for the object is most effective and fastest if made by a building occupant who is familiar with the area. Objects can vary in shape and size.

Care and caution must be used during the search. Do not change the environment in question as this may disturb the explosive device. Changing environment includes things like use of radios, use of cell phones, changing temperature, presence of electrical current, etc.

If an object is found, DO NOT MOVE, JAR, OR TOUCH IT. Immediately contact Building Management, or local on-site emergency authorities.

ROBERT B. ATWOOD BUILDING **LOCKDOWN PROCEDURES**

From time to time, there may be cause to Lockdown the Atwood Building due to an emergency situation posing a threat to the building or its occupants. The following procedures have been implemented to provide an additional level of security for tenants and occupants of the building during this type of event.

A lockdown will be initiated when there is a person/situation inside or outside of the building that is a known or suspected threat. The lockdown will be coordinated through Building Management.

Once the lockdown has been ordered, the procedures outlined below will be implemented:

1. Building Management will contact Security and Building Maintenance via radio. Building Security will not permit anyone to pass beyond the guard station on into the elevator lobby. They are not to lock the front doors unless instructed to do so by Building Management.
2. Building Management will lock all suite doors leading to common hallways.
3. Building Management will then notify the entire building via the “Fire Life Safety Speaker System”. Further directions will be given via the Speaker System or telephone.
4. It is important to remember the following during a Building Lockdown:
 - Stay calm
 - Stay away from doors and windows
 - Get to a safe location, and stay low
 - Do not attempt to leave your office or the building until an “All Clear” message is instituted throughout the building
 - Do not confront, argue with, or attempt to disarm any potential threat or intruder on your own
 - If you can safely get away from a threat without harm to yourself or others, do so
 - Await instructions from Emergency Personnel
5. Once a Department/Private Tenant has been notified of lockdown, they will initiate their individual internal procedures to inform their respective Divisions/employees. Every suite will need to make sure all their suite doors that lead to common halls are closed and not held open by a Magnetic Holder to prevent entry of any unknown persons.

6. Tenants will remain in lockdown until Building Management and/or the Anchorage Police Department releases the building by using the “Fire Life Safety Speaker System” and announcing “ALL CLEAR”. At that time, business can resume as normal.

SENIOR EMERGENCY RESPONSE COORDINATOR- SERC

The Senior Emergency Response Coordinator (SERC) is expected to be familiar with, and keep contact with, all Emergency Response Coordinator's (ERC) on their floor. If an ERC and his or her alternate both report "out" to the SERC, it is the SERC's responsibility to make sure someone else in that suite knows where the "roll call" sheet is and takes the roll call. If the ERC for any given floor is no longer working in the suite, it is the SERC's responsibility to try to recruit a new ERC. If unsuccessful, the SERC must call the Building Safety Coordinator (BSC), so a new ERC can be assigned.

The SERC will coordinate and communicate with the members of the Buildings Emergency Team and the Fire and Police Departments.

The SERC is responsible for emergency operations on his or her floor. As such, the SERC should have a complete knowledge of the building's Life Safety Systems and its emergency procedures. It is highly recommended that the SERC be an individual with 1st Aid/CPR/AED training.

The SERC will be assigned a radio. The radio is to be kept fully charged and available for emergency situations in which the building is to be evacuated. **The radio is not to be used at any other time or for other types of emergencies.** The safekeeping of the radios is the responsibility of the department in which they are checked out to. In the event of loss or damage, the department will be responsible for replacement of the radio(s).

In the event of an evacuation, the SERC is responsible for

1. Turning on the radio and listening for pertinent instructions.
2. Making sure that all common areas of the floor such as break rooms and bathrooms have been evacuated.
3. Meeting with ERC's in the planned "meeting area" outside of the building in Lot # 102, and identify individuals not accounted for during roll call.
4. Using their radio to call in to BSC any names of individuals not accounted for.
5. Reporting on 1st floor lobby. Once the floor is cleared, SERC should report that "The____Floor is clear to a member of the Management Team or if the floor has an individual(s) requiring assistance, the SERC shall also advise the Management Team____people are on the____Floor stairwell landing."

EMERGENCY RESPONSE COORDINATOR- ERC

The Emergency Response Coordinator (ERC) is responsible for actively informing suite occupants and visitors of the Robert B. Atwood emergency procedures. They are to participate in all announced safety meetings, and assist in the safe evacuation of the building.

It is the responsibility of the ERC to maintain a database of the employees in his/her suite, or of those employees in the area he/she is responsible for. This list must be updated as new hires/fires happen. Updated lists should be forwarded to the SERC on your floor on a monthly basis. This list is what will be used to perform roll call in the event of a building evacuation.

The ERC is responsible for and will implement an organized plan of evacuation from their suite.

The ERC will coordinate and communicate with the Senior Emergency Response Coordinator (SERC), Management Team, Fire and Police Departments.

Each tenant shall designate a minimum of one employee per 25-30 employees as its ERC's and one/two employees as alternate ERC's in case of illness or absence. In the event of a large suite, more than one ERC is required.

The ERC is responsible for emergency operations in his or her tenant space. As such, the ERC should have a complete knowledge of the buildings Life Safety Systems and its emergency procedures. It is recommended that the ERC be an individual with First Aid/CPR/AED training.

It is the ERC's responsibility to let their alternate know when they are expected to be gone. If the alternate will also be absent the SERC must be informed.

In the event of an evacuation, the ERC is responsible for making sure that the suite has been fully evacuated of all employees and the doors have been shut. If an individual requires assistance or if an individual refuses to leave the building, please direct them to the east stairwell landing where they will wait for assistance. Please remember to inform them not to enter the stairwell landing until the stairwell is clear of people. The ERC shall advise the SERC how many persons are left on the floor so the SERC can inform the Building Safety Coordinator (BSC).

Each SERC/ERC has a planned "meeting area" for their floor outside of the building in Lot #102 where a roll call will be completed.

GENERAL BUILDING INFORMATION
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A. GENERAL BUILDING INFORMATION

Building Address

Robert B. Atwood Building
550 W Seventh Avenue
Anchorage, Alaska 99501

(The Post Office requests that you include your suite number for more efficient delivery)

The Building Management Office is open from 8:00a.m.until 5:00p.m., Monday through Friday. The office is closed during normally observed holidays.

Building Management Office

Coldwell Banker
Suite 130
Phone (907) 269-0330
Fax: (907) 279-0591

Please Alert Building Management, 269-0330, immediately after calling 911 so we may meet the Emergency Team and direct them to the appropriate area.

B. GENERAL BUILDING OPERATING INFORMATION

The following information is intended to aid tenants. Additional information is available through the Building Management Office, Suite 130, 269-0330, during normal business hours of 8:00a.m.until 5:00 p.m.

The State of Alaska Department of Administration, Division of General Services, Facilities office located in Suite 1970, Tanci Mintz phone number 269-0300, email address Tanci.Mintz@alaska.gov.

Building Security Desk (after hours) 269-0334

C. MOVING IN AND MOVING OUT

Any moving done during business hours must be scheduled and authorized through the Building Management Office prior to the work being done. The company that moves your furniture into or out of the building must contact the Building Management Office to schedule the freight elevator prior to the move. You should plan such activities for after 5:30 p.m. weekdays, or during the weekend. A certificate of insurance naming the State of Alaska and Building Management as an additional insured must be provided to Building Management **prior** to commencement of work. Be certain that your mover is financially responsible, bonded, and carries a minimum of \$1,000,000 (one million dollars) combined single limit property damage and public liability coverage. This is the minimum amount required before a mover may work in the building. Please note in particular the building regulation that specifies that the tenant and the mover are liable for any damages resulting from, or for any acts of negligence on the part of the mover, its employees, or agents. There are **NO hand trucks, carts (metal / plastic) or furniture dollies of any kind allowed through the front doors at any time!**

Tenants are required to return the following items to Building Management at the final confirmation walk-through:

- Mail box keys
- Internal suite keys
- SERC & ERC equipment including radios
- Recycling bins
- All access cards and parking hang tags

D. FREIGHT ELEVATOR

The freight elevator is kept in a service mode at all times. This means it is fully padded and intended for use for deliveries, move-in, and move-out use only. Use of the freight elevator requires a key card that must be checked out from the Building Management Office and must be scheduled in advance. **The freight elevator is not to be used as a passenger elevator.**

E. SHIPPING AND RECEIVING

All items that cannot be easily hand-carried into the building shall be brought in through the shipping and receiving doors on the south side of the building. Access to the freight elevator is available in the shipping and receiving area. Moving items in and out shall not unreasonably restrict the activities of others. Items stored in the shipping and receiving area must maintain a clear and unobstructed exiting pathway.

F. TENANT IDENTIFICATION / DIRECTORY LISTINGS

The Main Building Directory is located on the wall in the first floor lobby. Individual tenant floor directories are located in the elevator lobby of each floor. Individual suite signs are located on the main entry door of their suite. For signage revisions, please complete the sign request form. All signage must conform to building standards and be ordered through the Building Management Office. Signage ordered after initial signs are in place will be billed to the tenant. Contact the Building Management Office, suite 130, 269-0330 with questions. The use of paper signage for suite doors is not permitted.

G. BUILDING HOURS

The first floor lobby will be unlocked from 6:30 a.m. until 6:00 p.m. Monday through Friday. The building is considered to be closed from 6:00 p.m. until 6:30 a.m. Monday through Thursday, and from 6:00 p.m. Friday through 6:30 a.m. Monday. It is also "closed on recognized holidays. At 6:00 p.m. Monday through Friday and over the weekend, all stairwell doors will automatically lock. The only way out of the stairwell at this time is to walk down to the first floor. These doors automatically open at 6:30 a.m. Monday through Friday.

H. CARD ACCESS SYSTEM

The Robert B. Atwood Building has a Proximity Card Access System (PCSC) that controls access to the Linné Pacillo Parking Garage, underground garage vehicle entrance, garage level entrance to the garage elevator, garage level southwest stairwell door that lead to the first floor lobby, the front lobby doors, the freight elevator (at each lobby location as well as inside the cab) and all doors accessible on each floor with the exception of the restrooms. You cannot gain access to any of these areas/doors until an authorized card is presented at the reader location or the reader is deactivated for predetermined times. The system is operational 24 hours a day 7 days a week.

An access card can be issued to an employee once a Card Access Request Form has been filled out and signed by the Agency/Tenant Building Advisory Committee (BAC) Member or other authorized personnel. This form tells the Management Office what access points and times that an employee is permitted. This form once properly filled out and signed will be returned to Building Management. The data, as approved by Division of General Services (DGS) and Building Management, will then be entered into the system.

In order for a state employee or private sector tenant to receive a pre-authorized Access Card, they will need to first sign a Card Holder Agreement Form defining the individual's responsibilities while in possession of the card, as well as parking rules. Only after this form is properly executed will a card be issued.

Summary of Responsibilities

1. Employee
 - a. Report card damage or loss to Building Management and agency representative. Please report lost card as soon as possible. There will be a 3 day grace period to allow time for the card to be found.
 - b. Use card even if door is already open by/for another employee.
 - c. Ensure usage is limited to the cardholder.
 - d. Employees leaving employment in the building **MUST** return their assigned card to Building Management, or agency representative.

2. Agency
 - a. Request access points, as well as days and times for specific employees
 - b. Notify Building Management of change in employee status that would affect card authorization.
 - c. Assist with temporary access (i.e. left my card in other purse/car/coat).

3. Building Management
 - a. Issue Cards to authorized persons and obtain signed agreement forms.
 - b. Maintain and update as required database of cardholders and access permissions.
 - c. Building Management will defer to DGS if there is any concern about whether or not a certain employee should have access to controlled areas requested by agency/tenant.
 - d. Building Management will periodically audit active state employee's name with Division of Personnel.

I BUILDING SECURITY

1. SECURITY GUARD TELEPHONE

A security guard is on duty in the lobby at all times, 24 hours a day, 7 days a week, 365 days a year. The telephone number at the security desk is 269-0334.

2. REMOVAL OF MATERIALS

- a) When the building is closed, persons removing items from the building other than normal items will be required to fill out a form detailing the material being removed and show their identification. The form is available through Building Management. This procedure is followed for the security of all building occupants.
- b) Tenants are required to advise Building Management of all moves after hours, or of the removal of any large or personal items that may be misidentified as belonging to the building, state agency, or private tenant.

3. OFFICE SECURITY

We offer the following recommendations for your office security:

- Keys and access cards for entrance doors, cabinets, and areas where valuables are kept should be secured at all times.
- Lock all doors, both deadbolt and otherwise, when leaving the premises unoccupied during lunch or at the end of the business day. Those doors with card readers on them will automatically lock and unlock on predetermined preauthorized times.
- When an employee leaves your employment, notify Building Management so their key card can be deactivated. The employee should also return the key card to Building Management or their agency representative.
- To ensure the safety of everyone in your suite, one person has been designated as the SERC or ERC and is in charge during an emergency.
- Do not leave items such as purses and/or wallets out on desks or under desks. Please store them in an area that is not visible.
- If you ever feel uncomfortable or threatened by anyone (visitor, contractor, fellow employee, etc...) inside your office, contact Building Management immediately. Building Management will come up to your office and assess the situation. Sometimes just another presence will help. Building Management will coordinate a response if deemed necessary.

4. SECURITY ESCORT

If for any reason or under any circumstance you would require a security escort to and from the building or to your vehicle, please contact Building Management during business hours or the Security Guard on after hours duty to make arrangements.

J. **AFTER HOURS ENTRY/EXIT**

1. TENANTS

Any person that will need access to the building after hours will need to have their key card programmed for entry after hours. This is done through your supervisor and the card access procedures. Any person entering the building after normal building hours will be required to present their card at a reader on the outside of the building on the column in front of the doors and also input their 4 digit pin number; the doors will unlock

if your card has been programmed for afterhours access and you have entered the correct PIN number.

2. OTHERS

Building Management is to be notified of any after-hours deliveries, cleaning (outside normal janitorial nightly duties), construction, installations, meetings, etc. Contractors, vendors, and other people not employed by agencies or businesses in the Atwood Building will be required to show a Photo ID and proof of employment when they request keys or wish to work in a tenant space. They are to check in at the Building Management Office during normal business hours, and with security at the front desk after-hours. **Previous notification of their arrival must be made.** If they are not on the daily guard memo, they will be denied access to the building. If it is an emergency, Building Management must be contacted at home to give approval prior to their entry. Security will have the number for the building contracts who are on call. Members of the general public are not permitted to access the Robert B. Atwood Building after hours without prior arrangement with Building Management.

BUILDING SERVICES AND FACILITIES
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A. MAINTENANCE REQUESTS

Maintenance requests should be directed to Building Management at 269-0330. Maintenance has 24 business hours to complete a request. Building maintenance is not permitted to move large furniture: your moving company should assist you with these tasks. If any other tasks necessitate the assistance of a third party vendor, you will be informed by Building Management.

B. HEATING AND AIR CONDITIONING

The Robert B. Atwood Building is climate controlled. Heating and A/C can be adjusted by individuals in the suite. The highest the thermostats can be set at is 74 degrees which is all the way up and 67 degrees is the lowest, all the way down. Please allow approximately 30 minutes to feel the results of your adjustment. Any extreme hot or cold temps should be reported to Building Management.

In order for the heating and air conditioning to function most efficiently, please DO NOT place items on top of or in front of the heat convectors next to the windows. Items placed there restrict the flow of warm or cool air into your office area. In addition, DO NOT place file cabinets, modular partitions, or other furniture directly in front of your thermostat.

C. OFFICE LIGHTING

The lights in your suite are programmed on a prearranged schedule. Contact building security for after hours lighting requests. There is no longer a phone number that you call for sector code numbers.

D. CLEANING SERVICE

Professional janitorial service is provided for all tenants and common areas. The contractor provides building-standard janitorial services Sunday through Thursday evenings, except on the holidays. Any additional cleaning requested by tenant will be charged to the tenant. Please be sure to indicate TRASH on any items other than your trash can that you wish to have disposed of.

E. CONSTRUCTION

All construction such as data cabling, electrical, painting, exc. must be pre-approved by Building Management and the State of Alaska. Contractors must provide a certificate of insurance prior to commencement of work, have a background check approved by the Division of General Services, and adhere to the Building Rules & Regulations. All contractors working in the building are required to check in with Building Management upon entering the facility.

F. MAIL

The mailroom is located on the southeast corner of the 1st floor lobby. Building Management, Suite 130, assigns keys and boxes.

Schedule of pick-up and delivery is as follows:

<u>DAY</u>	<u>PICK UP</u>	<u>DELIVERY</u>
Monday through Friday	5:00 p.m.	1:00p.m.

Note: These times are subject to change without notice.

G. EXPRESS DELIVERY SERVICES

Express delivery services maintain drop boxes in the room adjacent to the mailroom on the 1st floor.

U.S. / EXPRESS MAIL schedule of pick up is as follows:

<u>DAY</u>	<u>PICK UP</u>	<u>DELIVERY</u>
Monday through Friday	5:00p.m.	As Required

Note: These times are subject to change without notice.

H. PARKING FACILITIES

**ROBERT B. ATWOOD & LINNY PACILLO PARKING GARAGE
EMPLOYEE PARKING RULES & POLICIES**

The parking areas designated to the Robert B. Atwood Building consist of Lot 79, Lot 102, The Linny Pacillo Parking Garage and a Secured Underground Garage. **The State of Alaska assumes no responsibility for damage, theft or property loss for any reason while a vehicle is operated or parked on State properties, including flooding and/or other weather related incidents to vehicles and /or other content.**

The responsibility of finding an authorized parking space rests with the driver. Lack of space, mechanical problems, and inclement weather conditions are not considered valid excuses for failure to comply with traffic and parking regulations.

PARKING AREAS

Lot 79 28 surface spaces (SOA Robert B. Atwood Hang Tag Required)

Lot 102 252 surface spaces (SOA Robert B. Atwood Hang Tag Required)

Linny Pacillo Parking Garage

- Secured Bicycle Room. See Bldg management for access to be added to your key card.
- 838 garage spaces (SOA Robert B. Atwood Hang Tag and Access Card Required)
- Floor 2 & ½ of Fl 3 – Visitors to the Atwood Building only 6:00am-5:00pm Monday thru Friday, Public Parking 5:00pm - 2:30am and Weekends 6:00am- 2:30am

- Floors 4-10 – SOA Robert B. Atwood employees only 6am- 5:00pm Monday-Friday, Public Parking 5:00pm- 2:30am and Weekends 6:00am- 2:30am
- SPEED LIMIT 5mph maximum. All traffic must obey surface arrows, one way markers and signs.

Atwood Underground Garage 81 secured spaces SOA Robert B. Atwood Executive Hang Tag and Special request Access is required.

Temporary Parking State employees in travel status or who have business in the Atwood Building can be issued a temporary permit, will be dated for dates of use. However if there is no parking available, you are responsible for finding your own parking. Holders of temporary tags are required to comply with all parking rules and it is the agencies responsibility to review and seek compliance. Please see bldg management for permits.

ENFORCEMENT

1. All Atwood lots are monitored and policed by the Building Security Staff (under contract through Building Management).
2. Building Security patrols State of Alaska Robert B. Atwood parking areas for violations at a minimum of twice a day.
3. A patrol of Visitor Parking is performed continuously. License plates are noted and vehicles found exceeding the two-hour limit are subject to a \$20.00 min fine or towing at owners expense.
4. "Warning Tickets" will be issued to offenders. All tickets are tracked and logged into a data base maintained by Building Management; repeat offenders are subject to loss of all parking privileges and/or being towed at the vehicle owner's expense.
5. All snow removal, hauling, sanding, sweeping and washing of the parking areas and sidewalks are maintained through a separate Service Contract(s) under Building Management's administration.
6. The Robert B. Atwood Building parking areas have a zero tolerance policy for any vehicle found without a proper hangtag. Vehicles without a hangtag are subject to the State of Alaska Robert B. Atwood Employee Parking Rules and Policy revised 9/29/2011 and is subject to change.
7. All vehicular accidents occurring on State property must be reported to the Anchorage Police Department immediately. The State of Alaska assumes no responsibility for damage caused by others to any vehicle, person, or personal property.

ROBERT B. ATWOOD & LINNY PACILLO PARKING GARAGE EMPLOYEE PARKING RULES & POLICIES

Parking Violations

A person who violates the parking rules will be subject to a ticket and/or disciplinary actions as listed below. This document is subject to change as needed.

The responsibility of finding an authorized parking space rests with the driver. Lack of space, mechanical problems, and inclement weather conditions are not considered valid excuses for failure to comply with traffic and parking regulations.

Offenses

The following violations are ticket-able offenses when parking in any of the Robert B. Atwood Building Parking Areas.

- 1.) Collision or near collision with another vehicle or State property.
- 2.) Driving the wrong way.
- 3.) Blocking access ways or other vehicles.
- 4.) Speeding or tailgating.
- 5.) Causing Damage to property.
- 6.) Unauthorized overnight parking.
- 7.) Atwood Building State Employee parked in designated visitor spaces at any time.
- 8.) Parking in Handicap parking without proper tags or plates visible (This offense is also called into the Anchorage Parking Authority and carries a municipal fine and ticket)
- 9.) Parking unevenly or over the parking lines, taking up two parking spaces.
- 10.) Walking up or down any of the ramps connecting each of the parking levels in the Linny Pacillo Parking Garage.

The following disciplinary actions will be taken upon discovery and review of the above violations.

- 1st Violation Ticket issued. Ticket to remain on record for 12 months.
- 2nd Violation Ticket issued. Building Management notifies your departments Building Advisory Committee (BAC) Member. Ticket to remain on record for 12 months.
- 3rd Violation Ticket issued. Parking privileges will be revoked for a minimum of thirty (30) days at all parking facilities for the Robert B. Atwood Building, if third violation is recorded within 12 months of previous two violations. Ticket to remain on record for 12 months.
- 4th Violation Vehicle towed at owner's expense, if fourth violation is recorded within 12 months of previous three violations.

Towing Violations

In addition to the above the following violations will result in your vehicle being towed at owner's expense. The state and/or building management are not liable for damages as a result of the vehicle being towed.

Note – Building management has final authority over enforcement of this written policy.

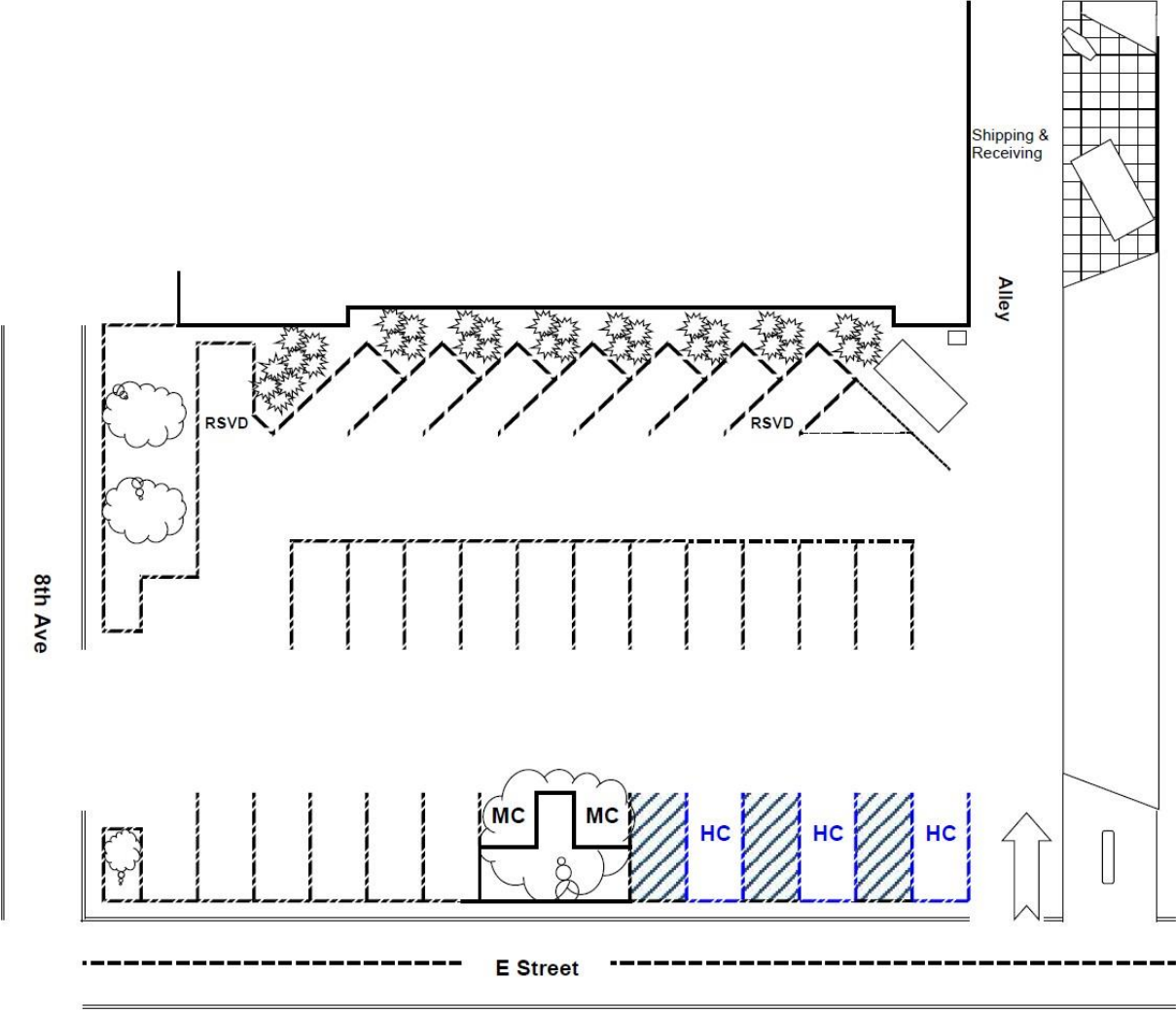
1. Multiple ticket offenses, 3 or more.
2. Double parking or parking in a manner that restricts other vehicles from being able to leave and/or maneuver safely in the parking lot.
3. Parking without Robert B. Atwood SOA decal visible.
4. Parking in the Linny Pacillo Parking Garage overnight except for preauthorized state owned and operated vehicles.
5. Parking in the Visitor 2-Hour Parking area.
6. Use of State Access Card to park in the Linny Pacillo Parking Garage for non Robert B. Atwood business.

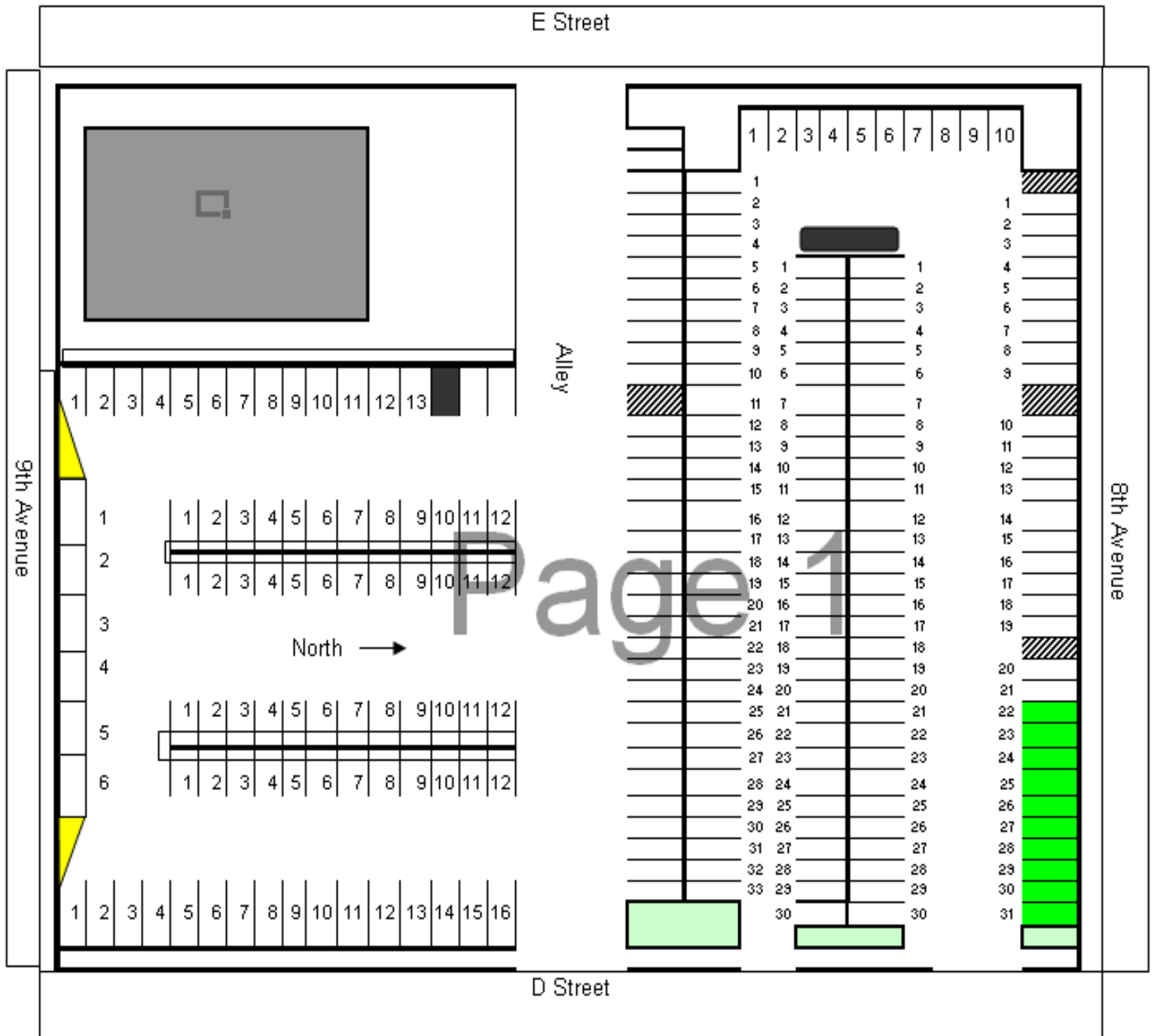
Parking Policy Development & Review

Building Management (Coldwell Banker) is responsible for enforcing the above policies which the Building Advisory Committee (BAC) in conjunction with the Department of Administration has developed. These policies are subject to change.

LOT 79

ROBERT B. ATWOOD BUILDING





Private Tenant Parking

I. BICYCLE STORAGE

Bicycle parking stations are provided in the Linny Pacillo Parking Garage secure bike room located on the ground floor of the Garage.

To gain access to the bike room on your access card, please contact Building Management at 269-0330. During the summer months, there are additional bike stations located in the surface lot 79 behind the Atwood Building. All bicycles and locks must be removed daily.

J. SMOKING AREA

The Robert B. Atwood Building allows smoking in the enclosed smoking area for tenants use. It is located outside in the back of the building near the receiving/loading dock. Benches and ashtrays have been provided. NO SMOKING is allowed within 10 feet of any entry or receiving door, at the main entrance, along the perimeter of the building, inside the Linny Pacillo Parking Garage or in the Underground Garage per Municipal Code Title 16 Chapter 16.65.

K. RESTROOM FACILITIES

Public restrooms are located on floors 1 through 19 of the Robert B. Atwood Building. The building janitorial staff services these facilities regularly. Any deficiencies should be reported to Building Management, 269-0330

L. ELEVATORS

Elevators 1-4 serve floors 1 through 11 (the Low Rise section) of the building. Elevators 6-8 serve floors 1 & 12 through 19 (the High Rise section). Elevator 9 services the Executive Garage (please note that there is no transition floor between Low Rise and High Rise floors). The freight elevator is to be used for deliveries, contractors, and move-in/move-out only. Please schedule the freight elevator in advance through Building Management.

In case of emergency, please use the yellow HELP button located beneath the numbered floor buttons. The system is connected to a monitoring service that will immediately notify security personnel.

M. LOST AND FOUND

Contact Building Management, 269-0330, for lost and found items. Building Management is not responsible for lost or stolen items while in their possession.

N. SIGNS

No signs or notices are to be posted on the walls or doors in the restrooms, elevator lobbies, corridors, or other common areas. A standing reader board is available, at no charge, for check out through the Building Management Office.

O. HOLIDAYS

The Building Management Office will be closed on the following holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Seward's Day, Memorial Day, Fourth of July, Labor Day, Alaska Day, Veterans Day, Thanksgiving, and Christmas. Management and maintenance personnel will be available for emergencies by contacting the security guard in the lobby on the first floor, 269-0334.

P. ANIMALS

Other than an authorized seeing-eye dog or registered companion animal, no animals and or birds of any type are permitted in the building. Please check with Building Management if you are considering an aquarium.

Q. RENTAL & OTHER SERVICE REMITTANCES

Payments are due and payable on or before the first of the month. The monthly invoice is delivered around the 25th of each month. **All checks should be made payable to Alaska Housing Finance Corporation** and delivered or sent to:

AHFC
C/O Coldwell Banker
550 West Seventh Avenue Suite 130
Anchorage, Alaska 99501

R. STATE BUILDING CONFERENCE ROOMS

Conference rooms are available for use by all State Agencies as a short term supplemental to their existing conference rooms. These are not for long term use. Room locations and occupant loads are as follows.

Suite 240	49 people	seating provided for 49
Suite 602	36 people	seating provided for 36
Suite 1270	34 people	seating provided for 25
Suite 1860	40 people	seating provided for 27

Scheduling of these rooms must be done through Building Management, 269-0330. See page 37 for a list of room amenities.

CONFERENCE ROOM AMENITIES

April 2013 Atwood Conference Room Amenities	240 2nd fl	602 6th fl	1270 12th fl
Room Occupancy	49	36	25
Tables	8	6	6
Chairs	49	36	25
Cisco IP Phone	334-2188	269-4631	269-0321
Ethernet cable for IP phone	1	1	1
Cisco Phone Data Port	2A21	6E 40	12B38
Cisco Polycom Conference Call phone	269-1014	269-0317	269-0322
Ethernet cable for Polycom phone	1	1	1
Polycom Phone Data Port	2A19	6E 39	12B36
Video Conference capability	No	No	Yes
Television(pick up remote from suite 130)	1	No	1
Television with VCR on cart.	No	1	No
Projector Screen	1	1	1
Equipment Instructions	yes	yes	yes
Access to State network-add'l Ethernet cable required <i>not supplied</i>	yes	yes	yes
Lights Switches	yes	yes	No
White Boards Erasers/Markers	3	1	1
Podium	1	1	No
Wall Clocks	1	1	1
American Flag on a stand	1	1	1
Alaska Flag on a stand	1	No	1
Bulletin Board	1	No	No
Sign Holders to place in Hall for directional purpose	1	1	1

LPPG parking available for guests. Have them pull a ticket, keep it and have it validated at our front security desk upon exiting the Atwood Building.

The LPPG Parking Garage is located directly across the street from the Atwood Bldg. The address is 517 W. 7th Ave. entrance on E St.

A DVD player may be signed out by Building Management in suite 130

If you need access to the conference rooms before 8:00a.m. you may pick up the access keycard at the guard desk in the front lobby.

****Please Note, none of our conference rooms offer Wi-Fi Internet access.****

Please contact Building Management Suite 130 via email doa.atwood.bldg.mgmt@alaska.gov or by phone 269-0330 for availability and scheduling.

S. BUILDING VENDING AND COFFEE ROOMS

Break rooms are available for all building occupants use. Building Management is not responsible for repair of the vending machines or return of lost monies. Vending machines are operated and serviced by vendors through the State of Alaska, Department of Labor and Small Business Enterprise. Contact Building Management for current contact name and phone number of the vendor.

<u>PRODUCT</u>	<u>FLOOR LOCATION</u>
Pepsi Products- Cans	6 & 17
Coke Products- Cans	2, 6, 9, 10, 13, 14, 18, 19
Coke Products- Bottles	3, 5, 12, 15, 17
Snacks	2, 3, 6, 12, 14, 19

T. ROOF ACCESS

The roof is a restricted area. Access is limited and must be arranged through Building Management.

U. SHOWERS

The Robert B. Atwood Building has showers located on the 19th floor for use by building occupants. Rules and procedures for using the showers are as follows:

- First come, first serve. There will only be four keys total checked out at a time; 2 for the men's shower room and 2 for the women's shower room.
- You must sign out the shower room keycards at the DOA Office (suite 1970) during business hours or at the front lobby security desk if afterhours.
- Do not leave any valuables in the shower room; Building Management will not be responsible for any lost or stolen items.
- Be courteous and respectful of others and clean up after you are done with the facilities.
- Do not hand out the key to others. There will be a \$25.00 fee for lost keys.
- Limit your time so others may enjoy the shower facilities as well.

V. SMALL APPLIANCES

Due to the fire hazard and for the safety of you and others that work in the Robert B. Atwood Building, open element electrical appliances i.e. toasters, toaster ovens, and open element heaters are not allowed.

W. SECURITY MEASURES FOR THE BUILDING

1. Normal building hours are 6:30a.m.to 6:00p.m. The front doors will remain unlocked during those times. They are locked outside of these hours. The rear doors are secured at all times
2. Deliveries must be made through shipping and receiving. The doors are to be unlocked by security or authorized building personnel.
3. Maintenance personnel will patrol the garage parking area at a minimum of 4 times per day to insure no unauthorized vehicles are parked in the garage. Any unauthorized vehicles will be towed.
4. Tenants must inform Building Management of any contractors requiring access to their suite, telephone rooms, or to the roof. Any contractor or vendor requiring access to any of the electrical rooms, telephone rooms, or roof access must show ID and proof they work for the contractor/vendor. This policy applies to after-hours access as well as during regular business hours.
5. All non-state personnel performing work on site at the Robert B. Atwood Building (including sub-contractors, project managers and / or job foremen) are required to obtain a background check through the Department of Public Safety at <http://www.dps.state.ak.us/Statewide/background/>, select "Request for Criminal Justice information from record subject", select item #3 "Criminal Justice Information available to an **Interested Person**". Each contractor is responsible to pay all associated processing fees which are currently \$20 for a single copy.
A copy of the Background Check report for each individual must be provide to Building Management for acceptance or denial at the sole discretion of the Division of General Services Facility Manager prior to commencement of any work at the site. The State reserves the right to deny access based on what is deemed in the best interest of the State. The background checks shall remain confidential in a file located in the Facility Manager's office.
Background check approvals are good for a period of one year from the date of report.

X. RECYCLING

ACCEPTABLE ITEMS

Green bar computer paper	Color letterhead paper
White copier paper	NCR forms (non-carbon forms)
White binder paper	Pink phone message slips
White letterhead paper	Post-It notes
White tablet paper	Envelopes with plastic windows
White computer paper	Fax paper
Laser print paper	Glossy paper
Adding machine tape	Direct "junk" mailings (envelopes opened)
White index cards	White envelopes (with windows)
Paper with water soluble adhesive	Manila folders (no colored) beige only
Aluminum cans (rinsed and in clear plastic bag)	Color copier paper

Recycled clean cardboard only
flattened and bundled (**separate from paper**)

Plastic soda/water bottles
(**in a clear plastic bag separate from paper**)

Recycling bins must be brought down Thursdays between the hours of 7:30 am and 9:30 am. All bins must be removed the same day between 11:30am and 1:30pm. The freight elevator is available to transport recycling bins during these times.

If Thursday falls on a Holiday the recycle will be picked up on Wednesday.

Y. PATIENT PROTECTION AND AFFORDABLE CARE ACT

The Robert B. Atwood Building provides a room on the 19th floor that is shielded from view and free from intrusion from coworkers and the public. This room may be used by an employee to express breast milk.

Please see DOA DGS in suite 1970 to check out a key card during business hours. Any afterhour's use of the room will require you check out the access keycard from the security desk in the 1st floor lobby.

ROBERT B. ATWOOD BUILDING

EMERGENCY ASSISTANCE REQUIREMENT

**Please update this list on a regular basis and provide
Building Management with the updated list.**

Tenant: _____ Date: _____
Suite _____ Contact: _____

The following personnel will require assistance in evacuating the building in the event of a Priority One Alarm. It is understood that personnel will wait in or near the stairwell for assistance by the emergency evacuation personnel.

<u>NAME</u>	<u>REASON ASSISTANCE IS REQUIRED</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____