

## TENANT EMERGENCY PREPAREDNESS PLAN

**JSR Management  
2800 Corporate Exchange Dr.  
Suite #025  
Columbus, OH 43231  
614-882-1515  
614-882-2301 fax  
jsr@jskilken.com**

**TELEPHONE NUMBERS**

**POLICE, FIRE, AMBULANCE**

**911**

**MANAGEMENT OFFICE**

JSR Management  
2800 Corporate Exchange Dr.  
Suite #025  
Columbus, OH 43231  
614-882-1515  
614-882-2301 fax  
jsr@jskilken.com

**HOSPITALS**

**South Hills Office Park**

Marymount Medical Center  
2001 E. Royalton Rd.  
Broadview Heights, OH 44147  
440-717-5800

**Corporate Exchange Office Park**

Mt. Carmel, St. Ann's Hospital  
500 S. Cleveland Ave.  
Columbus, OH 43231  
614-898-4040

**Norwich**

Grant Medical Center  
111 S. Grant Ave.  
Columbus, OH 43215  
614-566-9000

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**FBI Cleveland**

Federal Office Building  
1501 Lakeside Avenue  
Cleveland, Ohio 44114  
[cleveland.fbi.gov](http://cleveland.fbi.gov)  
(216) 522-1400

**FBI Cincinnati (for Columbus)**

Room 9000  
550 Main Street  
Cincinnati, Ohio 45202-8501  
[cincinnati.fbi.gov](http://cincinnati.fbi.gov)  
(513) 421-4310

POISON CONTROL CENTER  
800-764-7662

U. S. POST OFFICE (General Help Line)  
800-275-8777

# TENANT EMERGENCY PREPAREDNESS PLAN

## INTRODUCTION

JSR Management has prepared the **TENANT EMERGENCY PREPAREDNESS PLAN**. In the event of a fire, or other emergency, the directions provided will enable you to react appropriately and safely. Please note that in all emergency situations, the building office must be notified. Please direct any questions regarding this information to the building Management Office at **614-882-1515**.

Please post the **TENANT EMERGENCY PREPAREDNESS PLAN**, along with your own Individualized Emergency Plan, in a lunchroom or other accessible area within your premises

Remember, in addition to familiarizing all your occupants with the **TENANT EMERGENCY PREPAREDNESS PLAN**, each tenant is responsible for:

- Assigning one or more Emergency Coordinator(s)
- Implementing and reviewing their own Individualized Emergency Plan
- Supplying adequate emergency items (flashlights, first-aid kit etc.)

The Management Office is required to compile and record important tenant data to adequately prepare for an unforeseen event. It is each tenant's responsibility to provide and update the Management Office with the following information:

- Current Tenant Insurance Certificate per the terms of the Lease
- Current Tenant Emergency Preparedness Plan Data Sheet
- Current Employee Roster (or employee headcount)
- Current List of Special Needs Tenants (those requiring assistance)
- Current List of Entry System Codes or Cards (Keyless Tenants only)

**JSR MANAGEMENT  
TENANT EMERGENCY PREPAREDNESS PLAN**

JSR Management must have the following important tenant data for our Tenant Emergency Preparedness Plan to be effective. The Tenant Emergency Preparedness Plan enables us to properly prepare and service our tenants in the event of an emergency. Your cooperation and compliance is vital to the success of the plan.

Please review the following checklist of tenant requirements. We must have this information on file to adequately prepare for an unforeseen event.

If you have not already done so, please submit the following information to the Management Office as soon as possible:

- Current Tenant Emergency Preparedness Plan  
DATA SHEET \_\_\_\_\_
- Current Tenant Insurance Certificate \_\_\_\_\_
- Current Employee Roster for this location  
(if not available, please provide a head count) \_\_\_\_\_
- Current List of Special Needs Tenants  
(those requiring additional assistance) \_\_\_\_\_
- Current List of Keyless Entry System Codes  
with detailed instructions to Management Office  
(for Keyless tenants only) \_\_\_\_\_
- Current Swipe Cards – Provide four (4) to the  
Management Office (Keyless tenants only) \_\_\_\_\_

Please call if you have any questions or comments. We will be happy to assist you.

**JSR Management**  
**614-882-1515**  
**614-882-2301 fax**

## **TENANT EMERGENCY PREPAREDNESS PLAN**

### **ACCIDENT OR ILLNESS**

In the event an accident or illness of an employee or guest in your premises, we recommend that you:

1. Call 9-1-1

Give this information:

A. Building Physical Address

B. Suite number and location of accident or illness. Suite \_\_\_\_\_

C. Type of injury, illness or symptoms.

2. Do not try to move the injured or ill person. Try to make them comfortable.
3. If possible, have someone meet the emergency units at elevator on your floor or in the building main lobby.
4. Call the property management office at **614-882-1515** to report the incident.

### **WORKPLACE VIOLENCE**

Each tenant is responsible for developing and administering a workplace violence program. Assistance is available from the U.S. Department of Labor Occupational Safety and Health Administration.

## **TENANT EMERGENCY PREPAREDNESS PLAN**

### **ELEVATOR EMERGENCY**

#### **WHAT TO DO IN AN EMERGENCY:**

1. Each elevator is equipped with an internal telephone. These phones ring directly to the management office.
2. When operator answers please state your name, building address, elevator and floor number in which the elevator is located.
3. Remain calm.
4. Do not try to force open an elevator door.
5. Report incident to property management office at **614-882-1515**.

### **POWER FAILURE**

In the event of a power blackout, it is recommended that employees turn off all electrical equipment such as computers and copiers. Building management will determine as quickly as possible the cause and possible duration of the power outage. The building is equipped with emergency lighting, which will provide egress lighting in your suite, corridors and stairwells. The emergency lighting is not long term. In cases of long term power failure exit the building as soon as possible. In rare cases, the building may need to be secured manually. You must leave the building immediately and may not return until authorized by building management.

## **TENANT EMERGENCY PREPAREDNESS PLAN**

### **SEVERE WEATHER**

In the event severe or life threatening weather conditions should develop, (i.e. Tornado) a **Public Warning Siren** will be sounded via local fire municipalities.

#### **Action to take:**

1. Pull blinds or drapes closed, if time allows.
2. Get away from the perimeter of the building and exterior glass.
3. Leave all exterior rooms and close the door.
4. Go to center corridor of building or an interior building stairway.
5. Sit down in corridor and protect yourself by putting head as close to your lap as possible or kneel protecting your head.

#### **IF YOU ARE IN TRANSIT IN THE LOBBY OF THE BUILDING:**

6. Go to center stairway for shelter.
7. Do not go to the first floor lobby or outside the building.

#### **IF YOU ARE CAUGHT IN AN OUTSIDE PERIMETER OFFICE:**

8. Seek protection under a desk.

## **TENANT EMERGENCY PREPAREDNESS PLAN**

### **FIRE**

#### **FOR FIRE INSIDE YOUR TENANT SPACE**

1. Call 911, notify them of your location and situation
2. Activate the fire alarm at the nearest fire alarm pull station
3. If you cannot safely extinguish the fire.
  - A. Evacuate the area
  - B. Close, but do not lock, all doors as you leave
  - C. Do not use elevators. Use stairways only!

#### **FOR FIRE OUTSIDE YOUR TENANT SPACE**

1. Feel the door -- if it is hot, do not open it.
  - A. Call 911. Notify them of your location and situation.
  - B. Place a rug, coat or other material along the bottom of your door to keep out smoke.
  - C. Retreat -- Close as many doors between you and the fire as possible.
2. If the door is not hot - open it cautiously and be prepared to close it fast.
3. Do not use the elevators - Walk to the closest safe stairway.
  - A. Activate the fire alarm
  - B. Go up only when downward movement is not safe
  - C. If the smoke is heavy, CRAWL
  - D. Stay as close to the floor as possible -- the air will be better there
  - E. Take short breaths -- STAY CALM

**PLAN AHEAD -- KNOW ALL EXIT STAIRWAYS, ALARM STATIONS AND FIRE EXTINGUISHER LOCATIONS**

## TENANT EMERGENCY PREPAREDNESS PLAN

### EVACUATION

It is the responsibility of each employee to know their respective evacuation plans.

#### **DO'S**

1. Follow the instructions of your individual company evacuation policy.
2. Close all office doors as space is evacuated.
3. Form evacuation lines – two abreast.
4. Use stairwell for evacuation.
5. Keep talking to a minimum.
6. No smoking.
7. Use handrails in stairwells.
8. Listen for instructions and follow them.
9. Keep calm.
10. The individual tenant policies will determine the method of evacuation of Special Needs Tenants.
11. Be aware that Fire Department may be ascending stairwell to handle an emergency.

#### **DON'TS**

1. Do not go to the elevators – they will not respond.
2. Once you have left your area, do not return for coats, purses, etc.
3. Be ready to merge with other people evacuating the building.
4. Once out of the building, go at least one block away from the emergency.
5. Do not return to the building until “ALL CLEAR” is given.

# TENANT EMERGENCY PREPAREDNESS PLAN

## BOMB THREAT

### Receiving a Bomb Threat:

1. Immediately call 9-1-1
  - A. State "I have received a bomb threat."
  - B. Give your company name.
  - C. Give building name and floor location.
  - D. Give name of person receiving call.
2. After you have made the calls, notify the following:
  - A. Designated Floor Warden.
  - B. Assistant Warden.
3. Commence a light search of your area to determine if any strange objects are present. DO NOT TOUCH SUSPICIOUS OBJECTS IF FOUND.
4. Notify property management office.
5. Attached is a guide on handling a bomb threat call and information to record and have available for authorities.

### TELEPHONE OPERATORS CHECK LIST – BOMB THREAT

IF YOU RECEIVE A BOMB THREAT CALL, KEEP CALM. IF POSSIBLE, RECORD THE CALL. ADVISE THE CALLER IF YOU CAN, THAT THE DETONATION OF THE BOMB MAY KILL OR INJURE INNOCENT PEOPLE. OBTAIN AS MUCH OF THE FOLLOWING INFORMATION AS POSSIBLE.

Where is the bomb?

What time is it set to go off?

Is the call a hoax or legitimate? (Circle one)

JUDGE THE VOICE: Man\_\_\_\_ Woman\_\_\_\_ Child\_\_\_\_ Age\_\_\_\_ Drinking\_\_\_\_  
Other\_\_\_\_

Listen for any background noise:

	Check If I Heard	Description
Music	_____	_____
People Talking	_____	_____
Cars or Trucks	_____	_____
Airplane	_____	_____
Children or Babies	_____	_____
Machine Noise	_____	_____
Typing	_____	_____
Other	_____	_____

**JSR MANAGEMENT  
TENANT EMERGENCY PREPAREDNESS PLAN**

**DATA SHEET**

Please help us update our tenant records for emergency purposes. It is very important that we have the most current information on file.

**Tenant/ Companies Name** \_\_\_\_\_

**Suite # (s)** \_\_\_\_\_

Please contact JSR Management if you have any questions or require assistance.

**Please read, sign and return the following recommendations for Emergency Preparedness:**

We understand it is very important to be properly prepared for unforeseen emergencies.  
We have reviewed our company's individual Emergency Preparedness Plan  
We understand it is each suite's responsibility to provide emergency items for their employees.  
Our Coordinator(s) will be responsible for establishing & enforcing our Emergency Plan.

Our Coordinator(s) will be our primary contact and liaison in the event of an emergency.

\_\_\_\_\_  
Authorized SignatureDate

\_\_\_\_\_  
Please print name of Authorized Signer

**Emergency Contact #1**

\_\_\_\_\_  
Name of Emergency Coordinator (Please Print)

\_\_\_\_\_  
Best work number

\_\_\_\_\_  
After hours emergency phone #'s

**Emergency Contact #2**

\_\_\_\_\_  
Name of Emergency Coordinator (Please Print)

\_\_\_\_\_  
Best work number

\_\_\_\_\_  
After hours emergency phone #'s