

## EMERGENCY PROCEDURES

### COTTONWOOD CORPORATE CENTER

In the event of a fire, earthquake, or power failure, building systems at Cottonwood Corporate Center will respond automatically to minimize and/or contain damage. All building systems can also be controlled manually.

The Salt Lake City Fire Department is familiar with the building systems and will be on site within minutes of receiving the alarm.

In addition, Floor Wardens on each floor have been trained in emergency procedures. They will wear vests during an emergency for quick and easy identification.

There is very little risk of a fire spreading in Cottonwood Corporate Center, but in the event there is an emergency, it is essential that you are able to do your part.

It is important that you understand what is expected of you in each of the following circumstances:

#### IN CASE OF FIRE ALARM

1. Stay Calm
2. Follow Instructions. You may be asked to search the restrooms or offices or to help mobility impaired people from the area.
3. Feel doors with backside of your hand before opening them and do not open any doors that are hot.
4. Close doors behind you but do not lock them. Do not return for papers or personal articles.
5. Proceed to your nearest stairwell and exit the building. If you are mobility impaired, wait at the stairwell for help.
6. Do not use the elevators. If you are in an elevator when the alarm sounds, do not push the emergency stop button. The elevator will automatically return to its base level and open.
7. If smoke is present, stay low. The best air is nearest the floor.
8. If you are outside the building during a fire, stay far enough away to avoid possible falling glass.

#### IF YOU DISCOVER FIRE OR SMOKE

1. Call 911.
2. Activate a fire pull station. They are located near stairwell exit.
3. Call the Property Management Office at 801.930.6200.
4. Notify your Floor Warden and the others on your floor. It is your responsibility to know your Floor Warden and where his/her offices is located.
5. Close doors behind you, but do not lock them.

## IF THERE IS AN EARTHQUAKE

During an earthquake you are safer inside the building than you are outside. If you feel a tremor:

1. Get under a sturdy table or desk to protect yourself from glass and falling objects.
2. Stay away from windows.
3. Move toward the interior of the building.
4. Do not use the elevator.
5. Call the Property Management Office at 801.930.6200 if there are serious injuries or life-threatening damage.
6. Stand by for instructions.
7. Do not attempt to use stairs or evacuate the Building without being instructed to do so.

## IN A MEDICAL EMERGENCY

If there is a medical emergency in your work area:

1. Call 911.
2. Call the Property Management Office at 801.930.6200. An elevator will be held for the medical team.
3. Keep Calm.
4. Provide medical aid that your training allows.

## IF YOU RECEIVE A BOMB THREAT

If you receive a bomb threat, obtain as much information as you can from the caller about the location and type of bomb, its detonation time, and the reason for its placement. Then;

1. Call 911.
2. Call the Property Management Office at 801.930.6200. An elevator will be held for the medical team.
3. Inspect your work area but do not touch or remove any suspicious device or unusual object.

The decision whether to evacuate is the responsibility of the senior officer of each tenant company.

## THE ALARM SYSTEM

When there is a fire alarm, building systems will respond automatically, including;

- Smoke dampers automatically isolate the fire zone.
- All stairwell doors and exits automatically unlock.
- The central alarm monitoring system will alert the Unified Fire Authority.

An audible siren and strobe lights activate on the floor of the alarm.