

# REPORTING AN EMERGENCY

## There are 3 ways to report an emergency:

1. **Call 911.** Give the following information to the operator:
  - Address: 11951 Freedom Drive, Reston, VA 20190
  - Nature of Emergency.
2. **Activate a fire alarm pull station anywhere in the building.** Pull Stations are located next to each stairwell and exit.
  - Activating a pull station will automatically summon the fire department and send the building into evacuation mode. Use this method for emergencies that threaten the building (fire, smoke). 911 should also be called once safe from danger.
3. **Call the Building Management Office at 703-234-6200.**
  - Always call this number from a safe place after calling 911 or activating pull station.

## 1. EVACUATION GUIDELINES

### Evacuation Teams

It is very important for Tenant Management to assemble Evacuation Teams for their suite or floor. Ideally, team members should be volunteers, leaders, and willing to help. The size of each team will depend on the number of occupants in the suite or on the floor. Please contact your Tenant Representative for more information about company's program.

### Evacuation Types

- **Full Evacuation**—Entire building evacuates via stairwells.
- **Partial Evacuation**—Certain floors evacuate building or possibly relocate to a different floor.
- **Shelter-in-Place**—No Evacuation. Occupants are to “shelter” on their floor towards the interior walls of the building (severe weather/terrorism).

### Assembly and Rescue Areas

- **Assembly Area**—Tenant Management should designate 2 areas outside of the building for occupants to congregate after an evacuation (primary and alternate). Building Management should approve the locations in advance.
- **Rescue Area**—Designated areas inside the building for persons needing assistance (and their aides) to wait for rescue personnel. These areas are the stairwell landings on each floor. Please wait in the hallway just outside the landing unless conditions force entry into the stairwell landing.

### Personnel Needing Assistance

Some individuals will need or desire assistance during an evacuation. Identifying these individuals and assigning aides to them should be completed before any emergency arises. Examples may include those that are disabled, pregnant, injured, or ill. Visitors may also need assistance and direction. Extra aides should be available for anyone not identified beforehand.

During an evacuation, aides are to ensure all persons needing assistance are brought to the designated rescue area (stairwell landings), and should stay with them until rescue personnel arrive.

### After Hours

If an evacuation is required after normal building hours, many or all of the Evacuation Team may not be available. It is important that Tenant Management have a contingency plan for this possibility. Building Management is available to help with the development of an after-hours Tenant Emergency Plan.

## 2. EVACUATION

- ▶ Once alarm sounds listen carefully for any specific instructions from the Public Address System.
- ▶ If alarm does not sound on your floor, please remain on the floor and await further instruction.
- ▶ Evacuation Team members take action.
- ▶ Walk to exits and follow Evacuation Team member's directions.
- ▶ **DO NOT USE ELEVATORS.**
- ▶ Take any stairwell to street level and exit building. If stairs become blocked or unsafe use a different stairwell.
- ▶ Remain in assembly area after building evacuation until directed to re-enter building or leave property. A worker could be mistakenly reported missing and rescuers sent into danger for no reason.
- ▶ Do not congregate around entrance areas or in roadways—please keep clear for Rescue Vehicles.
- ▶ **IT IS STRONGLY ENCOURAGED THAT TENANT MANAGEMENT FAMILIARIZE THEIR TEAMS WITH THE STAIRWELL PATHS ON A REGULAR BASIS.**

### Garage

If inside the garage during an emergency or building evacuation, take the nearest stairwell to the street level and exit the building. The main entrance to the garage may be closed during an evacuation to allow room for rescue vehicles to respond.

## 3. MEDICAL EMERGENCIES

If medical attention is required (severe injury or illness):

1. Call 911. Give the following information to the operator:
  - Address: 11951 Freedom Drive, Reston, VA 20190
  - Specific nature of emergency and number of victims
  - Location within the building (floor, office)
  - If anyone is unconscious or not breathing
  - Hang up after the operator
2. Initiate Tenant Emergency Plan.
3. Call Building Management at 703-234-6200 to report emergency and to facilitate arrival of rescue personnel.

## 4. NATURAL DISASTERS

### Warnings

Some natural disasters allow us advance warning (hurricane) while some occur suddenly, without any warning (earthquake). If an advance warning occurs:

1. Close window blinds.
2. Close doors to outer offices.
3. Secure objects that could act as projectiles.
4. Initiate notification of all employees, vendors, and visitors.

### During an Event

1. Move away from exterior of building towards interior walls.
2. Take cover under sturdy furniture or lay flat on floor against wall.
3. Protect head and neck.
4. If inside an elevator, exit at nearest floor and take cover.
5. If floodwaters are expected, move above lobby level.
6. Remain under cover until incident has passed.
7. Call 911 for any injuries.
8. Listen for instructions from Building Management.

\*\* *Most injuries occur while trying to enter or exit a building after a natural disaster. \*\**

## 5. SECURITY THREATS

### Civil Disturbances / Pickets, Protests, Riots:

1. Call Building Management at 703-234-6200. If a threat to persons or property is imminent, call 911.
2. Stay inside building and close window blinds.
3. Avoid any confrontations.
4. Lock suites if threat is inside building.
5. Elevators may shut down.
6. Building may go to cardkey access only.
7. Garage may close.

### Theft

1. Call Fairfax County Police Department at to report incident.
2. Call Building Management at 703-234-6200.

### Threat of Violence

1. Call 911 to report threat.
2. Call Building Management at 703-234-6200.
3. Notify Tenant Management.

### Violence in the Workplace

The best defense against violence in the workplace is to have procedures in place that helps prevent violent acts. Resources available for preventative measures include [www.workviolence.com](http://www.workviolence.com). If an incident occurs:

1. Immediately take cover—in a locked office if possible.
2. Call 911.
3. Call Building Management at 703-234-6200.
4. Stay under cover until Police Department has arrived.

\* **If a robbery occurs, do NOT resist**

## Elevator Malfunction

During an Emergency if you are inside an elevator during a malfunction:

1. Try buttons. (other floors and open/close).
2. Physically close doors if not closed completely.
3. Press emergency call button:
  - Phone will connect to a 24 hr call center @ Otis Elevator
  - Give the building address and elevator #
  - State the specific problem/malfunction
  - State if there is anyone ill or injured

Do **NOT** attempt to manually open the elevator doors. If doors open between floors—**STAY INSIDE** until help arrives.

Emergency elevator crews are available 24 hours a day. Please remain calm while crew is dispatched to the scene. Multiple safety features are built-in to prevent elevator from any unsafe movement.

## 6. LIFE SAFETY SYSTEMS

### System Overview

All of the systems and components described below are designed to detect, report and, in some cases, control the spread of fire. Each system has emergency power capabilities supplied from generators and internal batteries should a loss of normal electrical power occur. Each system is periodically tested by licensed fire alarm technicians and sprinkler contractors.

### Sprinkler Systems

Sprinklers are activated by high temperatures that cause the sprinkler to discharge water in a given area. Sprinklers are designed to suppress and contain a fire until it can be fully extinguished by firefighters. Additional sprinklers will activate in succession should the fire spread beyond its point of origin. Water pressure is maintained by automatic fire pumps to ensure a continuous flow of water is applied to the fire. The sprinkler system is integrated with the fire alarm system in order to activate the fire alarm sequence and notify the Fire Department if water is discharged from a sprinkler.

### Manual Fire Alarm Pull Stations

Manual fire alarm pull stations are located at stairwell exits and are designed to initiate an alarm and notify the Fire Department. You should be familiar with the location of these devices on your floor. Pulling the lever down fully activates the device.

### Smoke Detectors

Smoke Detectors are located on every floor and in each elevator lobby. Smoke detectors are also located in building mechanical rooms, electrical closets, and at stairwell doors. Additionally, detectors are installed in the ventilation ductwork on each floor. Activation of any of these devices will summon the Fire Department and start the fire alarm system sequence.

### Strobe Devices

Speakers/strobe units are alarm notification devices designed to alert building occupants of an active fire alarm.

## Stairwell Doors

Stairwell doors are fire rated to provide protection from smoke or fire for occupants during an evacuation. These doors are normally locked from the stairwell side to prevent unauthorized access onto a floor, but will always allow entry into the stairwell. When a fire alarm occurs, all stairwell doors will automatically unlock to allow re-entry onto any floor during an evacuation. The doors are designed to close and latch to minimize the spread of smoke into the stairwell and should not be held or blocked open during a fire alarm event.

## 7. IMPORTANT PHONE NUMBERS

### Public services:

Police / Fire Emergency .....	911
Fairfax County Police	
Non-emergency.....	703.691.2131
DC Fire Department	
Non-emergency.....	703.691.2131

### Building Services:

Building Management .....	703.234.6200
Datawatch .....	800.899.9872

### Local Hospitals:

Reston Hospital Center .....	703.689.9000
Inova Emergency Care Center .....	703.668.8333

### Transportation:

LINK—Reston Transportation/Bus .....	703.435.5465
Metro Bus / Rail Service .....	202.637.7000
Reston Limo.....	703.478.0500
Reston Taxi .....	703.856.5470
Yellow Taxi.....	703.665.4261

# EMERGENCY PROCEDURES AND GUIDELINES

## TWO FREEDOM SQUARE



 Boston Properties

11955 Freedom Drive  
Reston, Virginia 20190