



The OneAmerica Tower is committed to providing an environment that is safe for all tenants and their clients or visitors; however, in the area of fire and life safety, the landlord-tenant relationship is one of mutual dependence and responsibility. The information that follows will provide you with instructions regarding how to respond in the event of a fire, bomb threat, natural disaster, medical or other emergency. We depend on you to familiarize yourself and all of your employees with this information, and to cooperate and participate in evacuation drills and training sessions.

This Tenant Emergency Information Guideline will help prepare you in the event of an emergency situation. It lists duties that employees within your company should be assigned in case an evacuation becomes necessary. We suggest you provide your employees with these guidelines. If you have any questions regarding this information, please contact the Building Management Office.

# EMERGENCY GUIDELINES

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## ONEAMERICA TOWER SAFETY FEATURES

The OneAmerica Tower consists of 38 floors and 2 basement floors with stairwells for evacuation located as follows:

- Floors 1-38 have two stairwells per floor for evacuation; the Southwest stairwell and the Northeast stairwell. Additionally, Floors 2-5 have two wing stairwells per floor for evacuation; the Southwest Wing stairwell evacuates directly to Ohio Street and the Northeast Wing stairwell evacuates directly to Illinois Street.
- There are several smoke detectors on each floor for early detection of a fire.
- There are manual FIRE PULL ALARMS on every floor; one by each stairwell door and one in each elevator lobby.
- Stairwell doors automatically unlock when an alarm occurs in the building. The doors are fire rated; however, it is extremely important to never prop open a stairwell door. This is a violation of Building Fire Code Regulations. These doors should remain closed at all times except during normal egress or evacuation.
- The OneAmerica Tower is equipped with ABC fire extinguishers that contain a dry chemical which can be used on paper, flammable liquids and electrical fires. These fire extinguishers are located on every floor at the stairwell doors.
- The OneAmerica Tower is equipped with a fire system that will change the ventilation system on a fire floor to 100% exhaust allowing smoke to be removed from the fire floor. The floor above and the floor below the fire floor are pressurized. Pressurization of a floor means that air is pumped into the floor through the ventilation system whereby smoke cannot enter the pressurized floor.
- The OneAmerica Tower is equipped with a fire system that will supply fresh air into the stairwells to pressurize and keep smoke from entering the stairwell. As mentioned above, it is extremely important to never prop open a stairwell door. Open stairwell doors will not allow the stairwells to remain pressurized.
- The OneAmerica Tower is equipped with a sprinkler system that is automatically activated when the temperature rises to 165° and is designed to discharge water to areas where temperatures reach 165° or greater.
- In case of a fire, please utilize the stairwells for emergency evacuation.

## ONEAMERICA TOWER SAFETY FEATURES CONTINUED

- A red fire phone is located in the Northeast and Southwest stairwells on the following floors: 3, 6, 9, 12, 15, 18, 21, 24, 27, 30, 33, 36, and Basement Level 1. A red fire phone is located in the Southwest wing and the Northeast wing stairwells on the third floor. When using these phones, you may experience a small delay; please do not hang up.
- In the common areas of the buildings, there are speakers, horns, and strobes in the following locations of the building: common area hallways, cafeteria and elevator lobbies. In the stairwells, there are speakers and horns.
- After normal business hours, there is a sign-in sheet located at the New York Street entrance and at the Rear Lobby desk that every tenant or visitor should complete at one of these locations. In the event of an emergency situation, the location of all employees and tenants within the building will be known which will aid the emergency personnel in the event of evacuation.

## IF YOU DISCOVER A FIRE.....

- CALMLY WALK TO THE NEAREST STAIRWELL EXIT AND ACTIVATE THE NEAREST PULL STATION.
- ASSIST ANY PERSON IN DISTRESS.
- IF THE STAIRWELL IS CLEAR OF SMOKE, USE THE STAIRWELL TO EXIT TO YOUR DESIGNATED MEETING AREA.
- NOTIFY THE SECURITY DEPARTMENT VIA THE RED FIRE PHONE IN THE STAIRWELL AND GIVE THEM THE LOCATION OF THE FIRE.
- LISTEN TO ALL ANNOUNCEMENTS VIA BUILDING INTERCOM SYSTEM.
- PROCEED TO YOUR DESIGNATED MEETING AREA AND WAIT FOR FURTHER INSTRUCTIONS FROM YOUR FLOOR WARDEN.
- DO NOT RETURN TO YOUR FLOOR UNTIL YOU HEAR THE "ALL CLEAR" ANNOUNCEMENT.
- KNOW THE LOCATION OF FIRE EXTINGUISHERS AND HOW TO USE THEM.
- PLEASE REFER TO THE NEXT SECTION FOR DO'S AND DON'TS DURING AN EVACUATION.

### EVACUATION DO'S AND DON'TS

#### DO

- KEEP CALM.
- Listen for all announcements over the emergency communication system.
- Know at least two evacuation routes out of the building.
- Close doors behind you after rooms have been evacuated.
- Check all doors to see if they are hot before opening. If hot to the touch, do not open. You should proceed to the nearest alternate stairwell evacuation route on your floor. If you have proceeded down three floors to enter your designated

meeting area and you find that stairwell door is hot to the touch, continue down to the next floor below.

- Remove high heels.
- Form a single file in the stairwell and keep right. Hold handrails.
- Obey instructions given by uniformed emergency personnel.
- Be ready to merge with other people evacuating the building. Assist anyone in distress.
- When moving to the emergency stairwell, stay low, crawl along floor if necessary.
- If necessary, clear the way for the Fire Department, coming up the stairwell.

#### DON'TS

- DO NOT PANIC. DO NOT RUN.
- DO NOT USE ELEVATORS.
- DO NOT GO BACK FOR PERSONAL OR BUSINESS ITEMS.
- DO NOT GO INTO STAIRWELLS FILLED WITH SMOKE.
- DO NOT SHOUT OR TALK LOUDLY.
- DO NOT SMOKE.
- DO NOT CONGREGATE BY STAIRWELL DOORS OR LANDINGS. GO IMMEDIATELY TO DESIGNATED MEETING AREA.
- DO NOT ATTEMPT TO GO TO THE ROOF. THERE ARE NO PROVISIONS FOR ROOF EVACUATIONS.

## TENANT EMERGENCY PERSONNEL DUTIES

In emergency situations, all tenants should have employees immediately available that are trained and knowledgeable to supplement the Building Service and Security Personnel. Listed below are descriptions of duties that will be helpful to tenants during an emergency situation on your floor. Depending on the number of employees and the number of floors, you should decide the type of assistance needed to evacuate safely and quickly. The Building Management Director of Safety and Security can help in determining the number of emergency personnel needed. General guidelines have been provided below for the number of individuals needed for the Floor Warden, Assistant Floor Warden, Searchers and Exit Monitors.

### **FLOOR WARDEN**

The Floor Warden(s) shall direct the evacuation of all personnel on his/her assigned floor during any emergency. Therefore, the appointed Floor Warden should be an employee that is readily available in the office and whose duties do not cause them to be absent from the office on a routine basis. The number of Floor Wardens to perform these duties will depend on the number of floors your company occupies in the building. There should be one Floor Warden per floor for each tenant on the floor.

### **GENERAL DUTIES OF THE FLOOR WARDEN**

- The Floor Warden is responsible for identifying Assistant Floor Wardens as their backup should they be absent during an emergency. Additionally, the Floor Warden is responsible for identifying individuals for other duties such as Searchers and Exit Monitors.
- The Floor Warden is responsible for assigning a Searcher to any Physically Challenged individuals and knowing their location on the floor.
- The Floor Warden is responsible for ensuring all employees are knowledgeable of the evacuation procedures for their floor or area. Should there be a total evacuation required, the Floor Warden should ensure employees know their evacuation designated meeting area.
- The Floor Warden is responsible for checking all aisles, corridors and exit doors to ensure these areas are kept free of any type of obstruction.
- The Floor Warden is responsible for reporting any defects in fire extinguishers within their space. The Security personnel checks these items; however, the Floor Warden should be aware of these items as well.

- The Floor Warden is responsible for providing the Assistant Floor Warden with all updated information with regard to current building guidelines as provided by the Building Management Office.

### EMERGENCY DUTIES OF THE FLOOR WARDEN

In the event you see FIRE, if the manual FIRE PULL ALARM has not been pulled, the Floor Warden will:

- Activate the manual FIRE PULL ALARM. Anyone who sees a fire should activate the FIRE PULL ALARM.
- Follow all instructions given by the Fire Department or Security Officers.
- Notify all employees under your responsibility of the fire and begin evacuation as discussed under the Section EVACUATION INFORMATION
- The Floor Warden will ensure that all Searchers and Exit Monitors are in their locations and performing their duties.
- The Floor Warden is responsible for ensuring that the Searcher is assisting any Physically Challenged individuals to the freight elevator lobby area during an evacuation. The freight elevator lobby is an evacuation point for the Physically Challenged and is equipped with a fire rated door. The freight elevator lobby is also sprinklered, has a smoke detector and is pressurized to keep the smoke and heat out. If there is a fire in the freight elevator lobby, Physically Challenged individuals should be assisted by the Searcher to the nearest stairwell where emergency personnel will evacuate them. The Searcher should notify Security personnel at (317) 285-1384 to advise them of their location.
- The Floor Warden is responsible for taking a headcount from each Searcher to determine if all personnel have been evacuated safely. The Floor Warden should immediately report any person not accounted for to the Security personnel via the red fire phone in the stairwell. If anyone is missing, the Floor Warden should use the stairwell red fire phone to notify Security personnel of the names of individuals missing.
- The Floor Warden will notify the Exit Monitor when the floor is clear.
- Remember: In case of a fire, please utilize the stairwells for emergency evacuation.



## **ASSISTANT FLOOR WARDEN DUTIES**

The Assistant Floor Warden will assist the Floor Warden in duties as assigned and will assume the Floor Warden responsibilities in the absence of the Floor Warden. The number of Assistant Floor Wardens to perform these duties will depend on the number of Floor Wardens your company has assigned. There should be one Floor Warden per floor for each tenant on the floor.

## **SEARCHERS**

The Searchers should notify the Floor Warden that the area is clear. A basic guideline for the number of Searchers needed is 1 Searcher for every 10 employees. A more complicated floor plan or a greater number of employees occupying a given space will require more Searchers.

- The Searchers should thoroughly search restrooms and private offices to be sure everyone has been notified.
- The Searchers should close all office doors as a sign that the office has been emptied.
- The Searchers should help any Physically Challenged individuals to the freight elevator lobby area during an evacuation. The freight elevator lobby is an evacuation point for the Physically Challenged and is equipped with a fire rated door. The freight elevator lobby is also sprinklered, has a smoke detector and is pressurized to keep the smoke and heat out. If there is a fire in the freight elevator lobby, Physically Challenged individuals should be assisted by the Searcher to the nearest stairwell where emergency personnel will evacuate them. The Searcher should notify the Security personnel at (317) 285-1384 to advise them of their location.
- When the Searcher reaches the designated meeting area, the Searcher is responsible for taking a headcount of the employees and relaying the full count along with the names of any unaccounted employees to the Floor Warden. The Floor Warden will then relay the information regarding any missing individuals to Security personnel.
- The Searchers should keep an updated list from the Floor Warden of Physically Challenged individuals.

## **EXIT MONITORS**

The Exit Monitor is stationed at each exit on each floor and at the stairwell entrance. The number of Exit Monitors will depend on the number of exits on your floor. The Exit Monitor duties include the following:

- The Exit Monitor should immediately go to their assigned exit position when an alarm sounds.
- The Exit Monitor assigned to the stairwell exit should check the stairwells to ensure smoke has not filled the stairwell if the emergency is a fire situation. This would occur if another floor has left their stairwell door open.
- At the stairwell entrance they should direct evacuees to **STAY TO THE RIGHT** as they go down the stairs.
- If the stairwell is filled with smoke, the Exit Monitor should direct evacuees to an alternate stairwell.
- If both stairwells are filled with smoke, the Exit Monitor should call **BUILDING SECURITY AT (317) 285-1384** and inform them evacuees are trapped and give them the evacuees' location.
- The Exit Monitor should keep traffic flowing steadily to avoid panic.
- The Floor Warden will notify the Exit Monitor when the floor is clear. The Exit Monitor should then ensure the stairwell door is closed after the floor is cleared.
- Listen to all announcements over the emergency communication system.

## EVACUATION INFORMATION

There are two types of evacuation procedures depending on the particular emergency situation-- **Full Evacuation** and **Partial Evacuation**. WHEN ANNOUNCEMENTS ARE MADE, PLEASE LISTEN TO AND FOLLOW ALL INSTRUCTIONS.

### PARTIAL EVACUATION

- An alarm will sound on the floor where the emergency situation occurs as well as the floor above and the floor below the emergency floor. Our procedure is to evacuate the emergency floor plus 1 floor above the emergency floor and 1 floor below the emergency floor. In a partial evacuation situation, evacuation means you should leave your floor through the stairwell only and enter the floor that is 3 floors below your floor.

#### Example of a Partial Evacuation:

If there is an emergency on Floor 10, an alarm will sound on Floors 9, 10, and 11.

- Floor 9 will proceed to Floor 6 and remain there until an "all clear" announcement is made via the emergency communication system.
- Floor 10 will proceed to Floor 7 and remain there until an "all clear" announcement is made via the emergency communication system.
- Floor 11 will proceed to Floor 8 and remain there until an "all clear" announcement is made via the emergency communication system.

→ EXCEPTIONS TO THE ABOVE EVACUATION FOR FLOORS 17 AND 18. You will need to evacuate to Floors 12 AND 13, respectively. Floors 14 and 15 are mechanical floors, there will not be room for you to evacuate to these floors.

→EXCEPTION TO THE ABOVE EVACUATION FOR FLOOR 5. You will need to evacuate to the 1<sup>st</sup> floor and exit the building.

- You should exit single file calmly and STAY TO THE RIGHT.
- If further evacuation is needed, you will be notified by the emergency communication system.

## EVACUATION INFORMATION CONTINUED

### FULL EVACUATION

- You will receive an announcement over the emergency communication system. All floors will be evacuated and everyone will need to exit the building.
- You should leave the building and go directly to your designated meeting area as determined by your company. YOUR MEETING AREA SHOULD BE AT LEAST 200 FEET AWAY FROM THE BUILDING. The Southeast stairwell and the Southeast wing will go to the Capitol Street exit. The Northwest stairwell and the Northwest wing will go to the New York Street exit.
- Please indicate your designated meeting area on the OneAmerica Tower Tenant Emergency Information form located on page 20 of this section.

### EVACUATION OF PHYSICALLY CHALLENGED INDIVIDUALS

The Floor Warden is responsible for ensuring that the Searcher is assisting any Physically Challenged individuals to the freight elevator lobby area during an evacuation. The freight elevator lobby is an evacuation point for the Physically Challenged and is equipped with a fire rated door. The freight elevator lobby is also sprinklered, has a smoke detector and is pressurized to keep the smoke and heat out. If there is a fire in the freight elevator lobby, Physically Challenged individuals should be assisted by the Searcher to the nearest stairwell where emergency personnel will evacuate them. The Searcher should notify the Security personnel at (317) 285-1384 to advise them of their location.

## FIRE PREVENTION TIPS

- Building Management must approve all contractors working in a tenant's leased premises. Notification and a copy of a contractor's certificate of insurance are required prior to the commencement of work.
- Make sure all coffee makers are turned off at the end of the day.
- Do not block any stairwells with boxes, trash, etc. Stairwell doors and freight elevator doors must remain closed at all times to ensure that the pressurization system will work properly.
- Call the Building Management Office if you have any concerns about the emergency systems, blocked exits, fire extinguishers, exit lights, etc.
- DO NOT USE SPACE HEATERS. THIS IS A VIOLATION OF BUILDING FIRE CODE REGULATIONS AND AGAINST BUILDING RULES.
- DO NOT STORE ITEMS IN THE ELECTRICAL CLOSETS OR PHONE ROOMS. THIS IS A BUILDING FIRE CODE REGULATION VIOLATION. THESE ROOMS CAN GET VERY HOT AND CAUSE SPONTANEOUS COMBUSTION.
- The freight elevator lobby should be kept clear of boxes, trash and particularly combustibles.
- Keep all items at least 18 inches from the ceiling. This will allow the sprinkler system to work properly.

# **NATURAL DISASTERS OR OTHER EMERGENCIES**

## **MEDICAL EMERGENCY**

In the event of a Medical Emergency CALL 911 and inform them of YOUR LOCATION (ADDRESS AND FLOOR NUMBER) and the nature of the INJURY OR ILLNESS.

- Stay on the line with the dispatch operator. They may give you information to help the injured or sick person.
- Have someone else call SECURITY at (317) 285-1384 so they will be ready to escort the emergency team to the proper location. Security will have an elevator on standby ready to escort the emergency team to your location.
- 

## **SEVERE WEATHER**

Marion County Emergency Management activates the *Public Warning Sirens* under the following circumstances:

- When the determined area in Marion County is under a TORNADO WARNING issued by the National Weather Service.
- When a public safety officer (Police, Fire, EMS) reports the sighting of a FUNNEL CLOUD (a rotating column of wind NOT IN CONTACT with the ground) or a TORNADO (a rotating column of wind) IN CONTACT with the ground.
- Confirmed reports of IMMINENT DANGER to life safety in Marion County.

The Public Warning Siren is to encourage the public to seek shelter immediately and prepare for severe weather. The public is also encouraged to turn on their radios and televisions for more detailed information about the severe weather. The warning sirens will only sound in the portion of the City/County that is affected.

There are two types of Severe Weather Warnings:

*Severe Thunderstorm Warning:* A severe thunderstorm is imminent and conditions are favorable for a tornado. Building Management will monitor weather conditions as well as Emergency Management directives. The sirens will not be activated for a Severe Thunderstorm Warning.

*Tornado Warning:* Tornado has been spotted in the area. Seek Shelter as described below.

- Interior rooms with no glass (*conference rooms, storage rooms, corridors, closets*)
- Restrooms
- Stairwells

- Elevator lobbies in the center of the building that are free of glass
- Parking Garage (*away from entry/exit ramps*)

Once Marion County Emergency Management activates the sirens, Building Management will direct occupants through the emergency communication system to take safety measures. Floor wardens should direct personnel to move to safe areas on their floor. Safety measures that should be taken in the event of a Tornado Warning are as follows:

1. Close blinds in all exterior offices.
2. Close all doors of offices that lead to the outside or have exterior windows or glass.
3. Move to a safe area on your floor.
4. Move quickly and calmly - Do not stop to look out windows.
5. Your emergency plan should not be to evacuate to the first floor lobby. Due to large amounts of glass, this area is not one of the safest areas in the building.
6. When the severe weather condition is no longer a threat, Building Management will give an "All Clear" message over the Emergency Communication System.
7. After the "All Clear" is given, inspect your office area for any damage. If no damage is found, you may return to your work area. Report any emergencies such as fires, leaks, structural damage, or safety hazards to Building Security at 285-1384.

### ANTHRAX AND OTHER BIOLOGICAL AGENT THREATS

If your company receives a suspicious mail item, please follow these steps:

- Dial 911 to inform local law enforcement officials of the suspicious mail item.
- Inform Building Security of the incident, location, and tenant contact by dialing (317) 285-1384. Building Security will be on standby to receive local law enforcement officials in the first floor main lobby.
- Building Security will escort law enforcement officials to your office.
- Once the law enforcement officials are on-site, they will direct the investigation with your company.

The Center for Disease Control (CDC) web-site is <http://www.bt.cdc.gov> and is a useful tool for more information on Anthrax and other biological agent threats. The following are some of the characteristics the CDC lists to help identify suspicious packages and letters:

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles

- Title, but no name
- Misspellings of common words
- Oily stains, discoloration or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Marked with restrictive endorsements, such as "Personal" or "Confidential"
- Shows a city or state in the postmark that does not match the return address

### ACTIVE SHOOTER

Since every Active Shooter situation is unpredictable, we recommend viewing the video prepared by the City of Houston. <https://www.youtube.com/watch?v=5VcSwejU2D0>. For important downloadable information provided by the Department of Homeland Security, go to [https://www.dhs.gov/sites/default/files/publications/active\\_shooter\\_pocket\\_card\\_508.pdf](https://www.dhs.gov/sites/default/files/publications/active_shooter_pocket_card_508.pdf)

Active Shooter training can be scheduled with the management office by calling (317) 285-1333.

### BOMB THREAT

If you receive a bomb threat in your office, please have a co-worker IMMEDIATELY CALL BUILDING SECURITY at (317) 285-1384 and notify your supervisor. Building Security will contact the Indianapolis Metropolitan Police Department. Please utilize the Bomb Threat Report Form and complete as much information as possible.

When a bomb threat is received by telephone:

- KEEP CALM and courteous.
- Keep the caller on the line as long as possible and take detailed notes of the conversation.
- If possible, ask a co-worker to listen from another extension.
- Obtain as much information from the caller as possible such as where the bomb is located and when it is set to go off.



- No matter when the evacuation is ordered, DO NOT HANG UP THE PHONE. Many times, the call origin can be traced if there is still a connection.
- Try to remember any distinguishing characteristics of the caller's voice (gender, accents, speech impediments and age). Also, pay attention to background noises that may provide a clue as to the location of the caller.
- Please follow all directions given by the Indianapolis Metropolitan Police Department and the Building Management Office. If evacuation becomes necessary, follow the evacuation for your floor.
- If an evacuation is ordered, leave your work station as is. Do not turn off any computers, radios, or any other switches. Please take personal packages, lunches, briefcases, etc. so they will not be mistaken for a possible suspicious package. Please proceed to your designated evacuation location.
- Please note that all employees will be verbally directed as during the bomb threat situation, all cell phones and radios are not to be used.
- THE FOLLOWING PAGE HAS A BOMB THREAT DESKTOP PROCEDURES CHECKLIST.

# BOMB/DEATH THREAT REPORT FORM

Date of call \_\_\_\_\_ Exact time call received \_\_\_\_\_ a.m. / p.m. Telephone number from caller ID: \_\_\_\_\_  
Exact words of caller: \_\_\_\_\_  
\_\_\_\_\_

## Questions to Ask:

When is the bomb going to explode?

Where is the bomb? \_\_\_\_\_  
What kind of bomb is it? \_\_\_\_\_  
What does it look like? \_\_\_\_\_  
What will cause it to explode? \_\_\_\_\_  
Did you place the bomb? \_\_\_\_\_  
Why are you doing this? \_\_\_\_\_  
What is your organization/codeword? \_\_\_\_\_  
Where are you calling? \_\_\_\_\_  
What is your address? \_\_\_\_\_  
What is your name? \_\_\_\_\_

## Description of Caller's Voice (circle)

Calm	Slow	Crying	Slurred	Stutter	Deep
Loud	Broken	Giggling	Accent	Angry	Rapid
Stressed	Nasal	Lisp	Excited	Disguised	Sincere
Squeaky	Normal	Irrational	Soft	Deep	Laughter
Ragged	Clearing Throat	Deep Breathing	Well Educated		
Crackling	Blurred				

Circle all that apply: male female young middle aged old

Is voice familiar to you? Y N

If yes, who does it sound like? \_\_\_\_\_

Did Caller give instructions? Y N type: \_\_\_\_\_

Anyone in background? Y N description: \_\_\_\_\_

Distraction/Background Noises:

Noise on line? Y N

Type: \_\_\_\_\_

Circle any that apply: machinery? animals? music? traffic? talking?  
long distance? children? line static? aircraft? household  
noises? crackling? office? phone booth? PA system?  
payphone tone?

Remarks by person(s) receiving or monitoring call:

\_\_\_\_\_

Name of person receiving call: \_\_\_\_\_

Company: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**REPORT CALL IMMEDIATELY TO BUILDING SECURITY: (317) 285-1384**

## EARTHQUAKES

Earthquakes occur suddenly and may last for a few seconds or for as much as a minute. Ground movement is seldom the direct cause of injury. Most earthquake related injuries result from collapsing walls, flying glass and falling objects as a result of the ground shaking or people trying to move more than a few feet during the shaking. Much of the damage in earthquakes is predictable and preventable. The Federal Emergency Management Agency suggests the following guidelines to follow in the event of an earthquake. For additional information, the FEMA web-site is <http://www.fema.gov/>.

### BEFORE AN EARTHQUAKE

- Know the emergency procedures for the building including the locations of emergency exits. Elevators should not be used after an earthquake.
- Identify hazards in places where you spend most of your time (heavy objects on high shelves, tall bookcases, etc.). Know the danger areas such as windows, skylights, brick walls, light fixtures and unsecured furniture.
- Select safe areas in each room – under tables, desks, inside walls or supported doorways.
- Move objects from above your workstation.
- Keep a battery-powered radio and a flashlight near with extra batteries for both.
- Know where the fire extinguishers are and how to use them.
- Have a first aid kit available for your employees.

### DURING AN EARTHQUAKE

- Drop, cover and hold on! Move only a few steps to a nearby safe place. Seek safety where you are at the time of the incident. The best protection during an earthquake is to get under heavy furniture such as a desk, table or bench or stand in a doorway.
- Stay away from windows or glass dividers.
- Do not be surprised if the electricity goes out or if the fire alarms and sprinklers go off during an earthquake. Earthquakes frequently cause fire alarms and fire sprinkler systems to go off even if there is no fire.
- If you are outdoors, find a clear spot away from buildings, trees, streetlights and power lines. Drop to the ground and stay there until the shaking stops.

### AFTER AN EARTHQUAKE

- Expect aftershocks. Aftershocks are smaller earthquakes that follow the main shock and can cause further damage. Aftershocks can occur in the first hours, days, weeks or even months after the quake. Each time you feel one, drop, cover and hold on!

- Check for injuries. Help anyone who is hurt and administer first aid when necessary. Seek medical help for those who need it.
- Inspect your office area for any damage. Report any emergencies such as fires, leaks, structural damage or safety hazards to the Building Security at (317) 285-1384.
- Stay calm. Open door carefully, watching for falling objects.

### POWER OUTAGE

- Building Management will communicate with each tenant contact as needed.
- In the event of an extended power outage, Building Management will make an announcement via the emergency communication system on the expected duration of the outage.
- The elevators will be returned to the lobby. The service elevator and one elevator in each bank will operate on emergency power and will be used by the proper authorities to evacuate those with special needs.
- The emergency power system will provide power to emergency lighting on each floor, in the stairwells and power to the fire life/safety systems. All stairwell doors will automatically unlock in the event of a power outage.

## ONEAMERICA TOWER TENANT EMERGENCY INFORMATION

To update your information, please contact the Building Management Office at (317) 285-1333 or e-mail your update to: [oneamericamgmt@cassidyurley.com](mailto:oneamericamgmt@cassidyurley.com).

### SECTION 1 – TENANT INFORMATION

DATE:

Tenant Name _____			
Suite Number _____			
Phone _____	Fax _____	E-Mail _____	
Contact _____	Contact Number _____		

### SECTION 2 – AFTER HOURS EMERGENCY CONTACT

_____	_____	_____
Contact # 1 Name	Work No.	Home No.
_____	_____	_____
Contact # 2 Name	Work No.	Home No.
_____	_____	_____
Contact # 3 Name	Work No.	Home No.

### SECTION 3 – FULL EVACUATION DESIGNATED AREA

If there is a full evacuation of the building, what is your company's designated evacuation area? The designated evacuation area must be 200 feet from the building.

Designated Evacuation Area \_\_\_\_\_

### SECTION 4 – COMPUTER OPERATION

Do you have a 24-Hour Computer Operation? \_\_\_\_\_





TENANT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**SECTION 9 – EXIT MONITOR INFORMATION**

Name _____	Floor # _____	Phone/Ext. _____
Name _____	Floor # _____	Phone/Ext. _____
Name _____	Floor # _____	Phone/Ext. _____
Name _____	Floor # _____	Phone/Ext. _____
Name _____	Floor # _____	Phone/Ext. _____
Name _____	Floor # _____	Phone/Ext. _____
Name _____	Floor # _____	Phone/Ext. _____
Name _____	Floor # _____	Phone/Ext. _____
Name _____	Floor # _____	Phone/Ext. _____
Name _____	Floor # _____	Phone/Ext. _____

**SECTION 10 – ADDITIONAL EMERGENCY PERSONNEL LIST**

Name _____	Floor # _____	Phone/Ext. _____
Emergency Responsibilities _____		

Name _____	Floor # _____	Phone/Ext. _____
Emergency Responsibilities _____		