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Know what to do during an emergency!

Your building has teamed up with BOSS Corporation to assist in providing effective emergency planning for the building. As part of those plans, occupants must have an emergency plan that compliments the building's, to keep them and their co-workers safe.

What to know:

Usually, the building/first responders will move people from an emergency, on the emergency floor and surrounding floors only, to prevent overcrowding in the stairwells. If you have not been instructed to move and are not in immediate danger, stay where you are and wait for instructions; failure to listen to these instructions can put you and your co-workers in danger.

For fire situations, know that your building is compartmentalized. This means that fire has difficulty spreading from floor to floor, into stairwells, and other compartmentalized areas. If you are directly affected by the emergency, get to a safe location, inform building management and implement your company's emergency plan. Remember that evacuating may not always be the safest course of action.

If you are not directly faced with the emergency, you may be made aware of it from the one-way communication system; this system will give you audible instruction about the emergency as it becomes available. Listen to these instructions because unless you are the one discovering the emergency, the building/first responders most likely have more information than you. If the information is inaccurate, this is most likely because the emergency has changed. Get to a safe location and then get any new information you may have, to building management or first responders. Note, that if the building/first responders tell you to use a particular stairwell, this means they have information that the stairwell(s) not mentioned have a hazard in them.

During an emergency, there are three courses of action you will face:

- Evacuation
- Relocation
- Shelter in Place

The decision to initiate these procedures will typically come from the building/first responders via the one-way communication system. HOWEVER, if you are immediately faced with an emergency, or have received no information, get yourself to a safe location and get any information about the emergency to the building/first responders, so they can get, or revise information being relayed to occupants. Remember that information communicated from the building/first responders is gathered from several places, including the occupants faced with the emergency.

Before an Emergency:

- Have a Plan.
- Know your Stairwells (and their names).
- Know your Floor.
- Know your address, never give a vanity address to first responders or 911.
- Know how to use a fire extinguisher, when and when not to use it, and where they are located.
- Know your directions (North, South, East, and West).

ADDITIONALLY: Download LifeSaver™ by BOSS Corporation for an additional level of safety. This app allows you to report emergencies, receive notifications about an emergency, as well as the ability to mark yourself safe. Once you download and signup, the app will not bother you unless there is an emergency or you launch it manually. You can find a direct link to the app on our website at www.bosscorporation.com.

How to implement your chosen course of action, and what to have ready:

EVACUATION:

- Leave your space and bring nothing that could cause a tripping hazard for you such as drinks, work or bulky items. IF SAFE TO DO SO, it is recommended to bring a cell phone to call for help if you get hurt or trapped. Leave the cell phone in your pocket unless you must call for help.
- Have both a primary and secondary 'rally point' outside to account for you and your co-workers.
- Perform a head count to make sure everyone is accounted for. If someone is missing, alert the building/first responders.
- Get any persons needing assistance to a safe location; they should not be brought with into the stairwell (unless there is ample 'area of refuge' space is inside) or elevators (elevators may be used for non-fire emergencies). Tell the building/first responders where you left them after you are safe.
- Close all doors behind you as you leave to prevent the spread of fire or other emergency contaminants that may have caused the evacuation.
- Use caution opening doors; with fire, feel the door with the back of your hand for heat before opening it. If it is hot, do not open it.

RELOCATION:

- Leave your area but do not go outside.
- Unless instructed to go to a particular area of the building you should gather yourself and your co-workers at your company's safest internal 'rally point' as part of your company's emergency plan. Have at least two within the building.
- Perform a head count to make sure everyone is accounted for. If someone is missing, alert the building/first responders.
- Get persons needing assistance to a safe location; they should not be brought with into the stairwell (unless there is ample 'area of refuge' space is inside) or elevators (elevators may not be used for non-fire emergencies). Tell the building/first responders where you left them after you are safe.
- Close all doors behind you as you leave to prevent the spread of fire or other emergency contaminants that may have caused the relocation.
- Use caution opening doors; with fire, feel the door with the back of your hand for heat before opening it. If it is hot, do not open it.

SHELTER IN PLACE

- Stay in your area.
- If you have a safe or 'safer' place in your area, go there.
- The safest places are rooms/areas free of items that can cause debris and free of windows; these areas are typically the restrooms.
- If you have power, consider charging critical electrical items and shutting down computers in case power is lost, or a surge happens.
- Keep supplies on hand in case the emergency is prolonged, or you become trapped.
- Supplies to consider keeping on hand include:
 - Bottled Water
 - Canned or non-perishable food
 - Flashlights with charged batteries
 - Candles (only use after flashlights have been exhausted)
 - Always keep a lit candle in sight.
 - 'Jump box' or some backup power for cell phones and critical devices
 - Board games/playing cards to pass time
 - Fire extinguisher
 - Solar/crank radio
- Stay in your area unless it becomes unsafe to stay, or you are instructed to evacuate or relocate.

If you or someone you know needs assistance during an emergency, please sign-up or encourage them to give their name to management to make sure your/their name gets put into the emergency plan for first responders.

Thank you for your attention to these guidelines.