

THE PORTLAND BUILDING



EMERGENCY PROCEDURES HANDBOOK

TO REPORT AN EMERGENCY - Always report the location and nature of any emergency

FIRE

Call 9-911 (Fire), then call 503-823-7777 (Security Desk)

INJURY/ILLNESS/ACCIDENT

Call 9-911 (Medical), then call 503-823-7777 (Security Desk)

CHEMICAL & OTHER TOXIC CONTAMINATION

Call 9-911 (Fire), then call 503-823-7777 (Security Desk)

BOMB THREAT

Call 9-911 (Police), then call 503-823-7777 (Security Desk)

CIVIL DISTURBANCE

Call 9-911 (Police), then call 503-823-7777 (Security Desk)

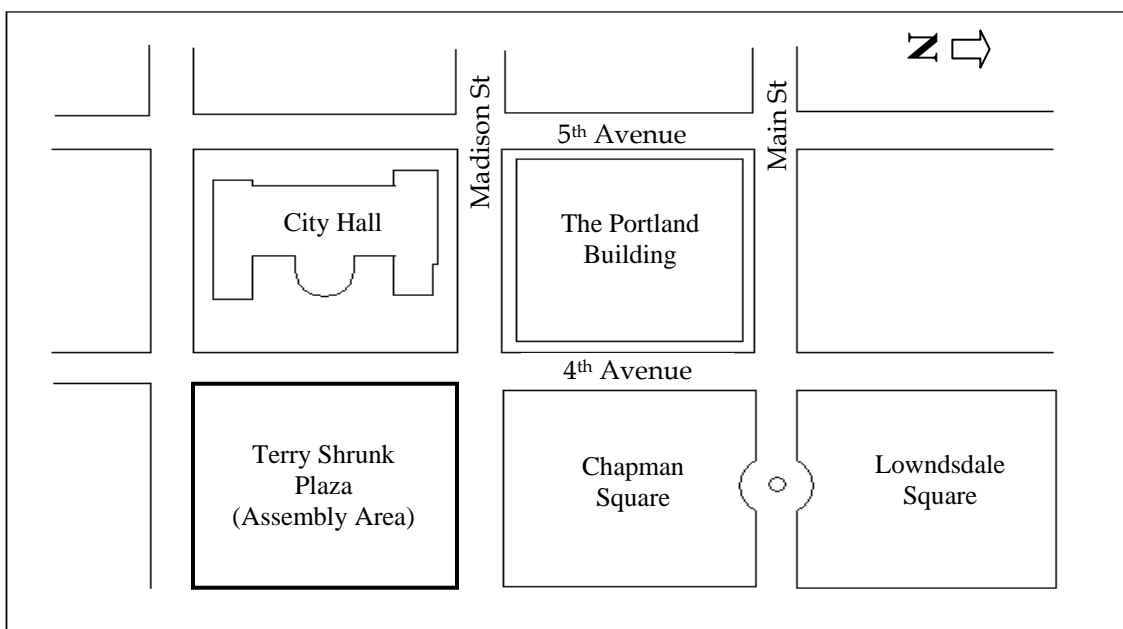
POWER FAILURE

Call 503-823-5252 (Facilities Dispatch)

DAMAGE CAUSED BY NATURAL DISASTER

Call 503-823-5252 (Facilities Dispatch)

AREA SITE DIAGRAM



RESPONSIBILITIES OF FLOOR WARDENS

Floor Wardens are volunteers. The Facilities Services asks for at least two Floor Wardens from each office of THE PORTLAND BUILDING. The duties of the Floor Wardens are as follows:

Floor Wardens shall be thoroughly familiar with:

- Physical layout of the floor and location of equipment. This includes stairways, exit doors, fire extinguishers, manual pull-stations, etc. Floor Wardens will be knowledgeable in the operation of emergency equipment.
- This Emergency Procedures Handbook and the Emergency Operations Plan.
- Physically impaired persons within their area requiring special assistance.

Floor Wardens shall be prepared to provide assistance in all emergencies.

In the event an emergency the Floor Warden should notify the Security Desk immediately by calling 503-823-7777.

The Floor Warden will assist in evacuation by directing people to stairs, and ensuring the floor is clear of all persons. Floor Wardens will report to the Emergency Command Center (normally at the Security Desk) upon leaving the building.

Floor Wardens should be alert to suspicious actions on the part of strangers who appear to have no legitimate business in the building. The Security Desk should be immediately advised of suspicious persons or incidents. Floor Wardens should take **NO PHYSICAL ACTION** against any such person. A physical description of the person should be recorded.

It is suggested that the Floor Wardens meet regularly to discuss the fire and evacuation procedures.

Floor Wardens should provide copies of this manual to all new employees.

Floor Wardens are responsible for reporting the location of physically impaired persons to the Emergency Command Center (ECC) at the Security Desk

Facilities Services shall maintain:

- A list of Wardens on each floor with their departments, locations, and telephone numbers.
- A list of physically impaired persons who will require assistance during an evacuation.

PORTLAND BUILDING EMERGENCY PLAN

General

The Portland Building is designed with the safety of individuals occupying the structure as first priority. The degree of safety depends on the quality of the response to emergency situations. Anticipating and planning for such occurrences necessarily involves all of the tenants occupying the building. For your safety and the safety of co-workers, please familiarize yourself with this manual.

Procedures have been developed for responding to each type of emergency.

This handbook:

- TELLS YOU WHERE TO CALL to report an emergency.
- OUTLINES RESPONSIBILITIES of various personnel in the event of an emergency.
- PROVIDES DIRECTIONS for what to do in case of emergencies.

INJURY, ILLNESS OR ACCIDENT

To Report an Injury, Illness, or Accident

- Call 9-911 (Medical), then
- Call 503-823-7777 (Security Desk) and explain the nature of the emergency and provide your exact location.
- If the injured or ill party requests you contact his or her doctor/hospital, please do so.

In case of an Injury, Illness or Accident

- After reporting the injury or illness, contact the Floor Warden to request closest available person with first aid knowledge.
- Someone should always remain with the injured or ill person. The injured or ill person should be reassured that help is on the way.
- The injured or ill person should be removed from danger and made comfortable. Movement should be kept to a minimum and limited to that necessary to remove the individual from danger.
- After the emergency, notify Risk Management of the occurrence.

In Case of Cardiac Event

- Call 9-911 (Medical), then
- Call 503-823-7777 (Security Desk), and explain that this is a suspected cardiac event (possible heart attack). Locate the nearest AED (**A**utomated **E**xternal **D**efibrillator). Only persons trained on the AED should use an AED.

After reporting the cardiac event (CE), contact the Floor Warden to request closest available person with first aid knowledge.

Someone should always remain with the CE victim. The CE victim should be reassured that help is on the way.

The CE victim should be removed from danger and made comfortable. Movement should be kept to a minimum.

After the emergency, notify Facilities Services at 503-823-5252 and Risk Management at 503-823-5101 of the occurrence.

FIRE EMERGENCIES

To Report a Fire

- Call 9-911 (Fire), then
- Call 503-823-7777 (Security Desk), then
- Inform Floor Wardens

In Case of Alarm or Fire

Secure area and close doors. Follow PA system and/or Floor Warden directions. The PA system and/or Floor Wardens will direct you to take appropriate action. Evacuate if audible alarm is sounding and strobe lights are flashing in your location.

During a fire alert, use the stairs. Elevators will automatically return to the ground floor. **DO NOT** use the elevators during a fire alert unless specifically directed to do so.

In case of a fire, the building fan system will

- Cause smoke from the fire floor to be exhausted to the outside so it will not be spread through the ventilation system, and
- Maintain a positive pressure relative to the work area, in the stairwells, thereby preventing smoke from entering the stairwell.

Light is provided in the stairwells at all times and, in the event of a power outage, the emergency power will continue to provide egress lighting.

Additional exiting is available on the eastside of the building via the stairways to 4th Avenue.

Floors three through fifteen – Persons on floors 3-15 should evacuate by exiting to the stairwells located in the northeast or southwest corners of the core area and exit building. Northeast stairwell using 4th Avenue exit. Southwest stairwell using Madison Street exit.

People should make their way carefully and safely to the meeting point in Terry Schruck Plaza.

In the event you find yourself in an enclosed work area and you cannot exit to a stairwell, use whatever means is available to notify emergency personnel, e.g., manual pull station, telephone, etc. Report your location, how you are confined, and the number of persons in the confined area.

Persons entering the stairwells should **WALK** briskly, **NOT RUN**, and **STAY TO THE RIGHT IN A SINGLE FILE**. Emergency personnel may try to ascend the stairs with equipment and their progress **MUST NOT BE IMPEDED**.

The fire floor will be the first to evacuate. The floor above the fire will be next, and then the floor below. All persons are to follow the instructions issued over the PA system and those given by the Floor Wardens.

If evacuation is required by a fire emergency, it will be ordered over the PA system and/or by the Floor Wardens. Evacuation will be ordered on a floor-by-floor basis. Evacuation will be by the stairwells. The specifics of an actual emergency may require evacuation by a different route than planned. Pay attention to Floor Wardens and/or PA system.

The main lobby doors at the 5th Avenue entrance should be the primary evacuation route to the street whenever possible. Additional exiting is available on the eastside of the lobby via the stairways to 4th Avenue.

Basement – Persons on the garage floor will use the stairwell located in the southwest corner near the garage shuttle elevators or the garage exit stairways on the eastside of the building.

First Floor – Persons on the first floor should use the 5th Avenue doors as the primary evacuation route. Additional exiting is available on the westside of the building via the stairways to 4th Avenue.

Second Floor – Persons on the second floor should exit by using the stairwells located in the northeast or southwest corner of the core area.

Individuals hosting visitors to the Portland Building should take responsibility for assuring visitors are evacuated. If your visitor is physically impaired, notify the Floor Warden.

As you leave an evacuated area, **CLOSE ALL DOORS**. This will help limit spread of the fire.

Security personnel will be responsible for evacuation of the 2nd floor meeting rooms and public rooms.

ALWAYS ASSUME AN ALERT IS REAL. Follow directions of Floor Wardens and/or those communicated over the PA system. Be sure and take your purse, keys, jacket, etc. in case you are unable to return to the building.

DO NOT RETURN to your work area without authorization from security personnel.

CHEMICAL & TOXIC CONTAMINATION

To Report Toxic Contamination

- Call 9-911 (Fire), then
- Call 503-823-7777 (Security Desk), then
- Inform Floor Wardens

In Case of Toxic Contamination

Attempt to contain contamination if it can be done without undue risk to life or injury.

All personnel should remove themselves from the contaminated area and close the area.

In the case of personnel contamination, procedures for Injury and Illness should be followed. The Fire Department is in the best position to provide emergency treatment and decontamination.

Where possible, persons knowledgeable about the nature of the contamination should remain on the scene to apprise emergency personnel when they arrive.

If evacuation of the building is required due to a contamination emergency, it will be communicated over the PA system and/or by Floor Wardens. Evacuation will be ordered on a floor-by-floor basis. Evacuation will be by the stairwells located in the middle and front of the building. The specifics of an actual emergency may require evacuation by a different route than planned. Pay attention to Floor Wardens and/or PA system.

People should make their way carefully and safely to the meeting point in Terry Schruck Plaza.

In the event you find yourself in an enclosed work area and you cannot exit to a stairwell, use whatever means available to notify emergency personnel, such as manual pull station, telephone, etc. Report your location, how you are confined, and the number of persons in the confined area.

Persons entering the stairwells should WALK briskly, NOT RUN, and STAY TO THE RIGHT IN A SINGLE FILE. Emergency personnel may try to ascend the stairs with equipment and their progress MUST NOT BE IMPEDED.

Individuals hosting visitors to the Portland Building should take responsibility for assuring visitors are evacuated. If your visitor is Physically impaired, notify the Floor Warden.

As you leave an evacuated area, **CLOSE ALL DOORS**. This will help limit spread of contaminants.

Security personnel will be responsible for evacuation of the 2nd floor meeting rooms and public rooms.

The main lobby doors at the 5th Avenue entrance should be the primary evacuation route to the street whenever possible. Additional exiting is available on the eastside of the lobby via the stairways to 4th Avenue.

Basement – Persons on the garage floor will use the stairwell located in the southwest corner near the garage shuttle elevators or the garage exit stairways on the eastside of the building.

First Floor – Persons on the first floor should use the 5th Avenue doors as the primary evacuation route. Additional exiting is available on the westside of the building via the stairways to 4th Avenue.

Second Floor – Persons on the second floor should exit by using the stairwells located in the northeast or southwest corner of the core area. Additional exiting is available on the eastside of the building via the stairways to 4th Avenue.

Floors three through fifteen – Persons on floors 3-15 should evacuate by exiting to the stairwells located in the northeast or southwest corners of the core area and exit building. Northeast stairwell using 4th Avenue exit. Southwest stairwell using Madison Street exit.

ALWAYS ASSUME AN ALERT IS REAL. Follow directions of Floor Wardens and/or those communicated over the PA system. Be sure and take your purse, keys, jacket, etc. in case you are unable to return to the building.

DO NOT RETURN to your work area without authorization from security personnel.

CIVIL DISTURBANCE

To Report a Civil Disturbance

- Call 9-911 (Police), then
- Call 503-823-7777 (Security Desk)

In Case of Civil Disturbance

- Secure offices.
- Do not interact with demonstrators.
- Follow directions of police.

Should a demonstration or other civil disturbance result in a hostage situation:

- If you can do so without detection, hide from captors.
- Remain calm.
- Obey captors.
- Attempt to talk to them. The more you can become a real person, the less likely they will harm you.
- In case of gunfire, take cover.

POWER FAILURE

To Report a Power Failure:

- Call 503-5252 (Facilities Dispatch), then
- Call 503-823-7777 (Security Desk)

In Case of Power Failure:

- Listen for announcements from the Floor Wardens. Your supervisor will make a determination on a course of action after consulting with building personnel about the nature of the failure.
- Most power failures will be associated with another event, such as fire or natural disaster. Pay attention and follow announcements from the Floor Wardens.
- In the event of a power failure, whether or not in conjunction with another emergency, remember that emergency lights, life support systems and LIMITED elevator service will be maintained by a standby generator.

NATIONAL EMERGENCY

In Case of National Emergency

- Follow instructions communicated by the Floor Wardens and/or PA system. Officials of the City will be in touch with Federal Emergency Authorities and will provide you with all information and directions.

NATURAL DISASTERS

Generally speaking, natural disasters will announce themselves to you, and to all concerned. There are procedures that can minimize injury and help in returning things to normalcy.

In case of EARTHQUAKE

If an earthquake occurs. **KEEP CALM.** Do not run or panic. **REMAIN WHERE YOU ARE.** If you are indoors, stay indoors. Take shelter under your desk, a table, in the elevator lobby, or the stairwells. Stay away from windows, outside doors, bookshelves, etc., as these are dangerous areas.

If you are outdoors, stay outdoors. Do not attempt to enter the building until you are advised it is safe. Stay away from overhead objects that might shake loose and fall.

Remain in your sheltered area until advised. After the initial earthquake shock, you should be prepared for additional aftershocks. Generally, these are smaller in intensity than the main quake. However, they could cause damage.

If injuries result, refer to injuries/illness/accident section.

If the building is to be evacuated, it will be announced over the PA system and/or by the Floor Wardens. Evacuation will be floor-by-floor utilizing the stairwells. Do not use the elevators.

People entering the stairwells should WALK briskly, NOT RUN, and STAY TO THE RIGHT IN A SINGLE FILE. Emergency personnel may try to ascend the stairs with equipment and their progress MUST NOT BE IMPEDED.

ALWAYS ASSUME AN ALERT IS REAL. Follow directions of Floor Wardens and/or PA system. Be sure and take your purse, keys, jacket, etc. in case you are unable to return to the building.

DO NOT RETURN to your work area without authorization from security personnel.

Once you have received the all-clear over the PA system or from security personnel, report damage to the Floor Wardens.

BOMB THREATS

To Report a Bomb Threat

- Call 9-911 (Police), then
- Call 823-7777 (Security Desk)
- **DO NOT INFORM ANYONE ELSE**

KEEP THE CALLER ON THE LINE

Try to obtain the following information:

- When will the bomb explode?
- Where is the bomb? Which floor? Which side of the building?
- What kind of bomb is it? How powerful?
- What does the bomb look like?
- Who is calling?
- Why was the bomb placed?

Try to remember the characteristics of the caller's voice.

- Male/Female
- Age
- Accents
- Clear or Slurred Speech

Make a mental note of background noise such as music, motors, anything distinctive that might identify the location of the caller.

If the stairwells are used, persons entering should WALK briskly, NOT RUN, and STAY TO THE RIGHT IN A SINGLE FILE. Emergency personnel may try to ascend the stairs with equipment and their progress MUST NOT BE IMPEDED.

All persons are to follow the instructions issued over the PA system and/or those given by the Floor Wardens.

As you leave an evacuated area, **LEAVE ALL DOORS OPEN.**

Individuals hosting visitors to the Portland Building should take responsibility for assuring visitors are evacuated. If your visitor is physically impaired, notify the Floor Warden.

Security personnel will be responsible for evacuation of the 2nd floor meeting rooms and public rooms.

Bombs may also be concealed in envelopes and packages. Suspicious mail should not be handled. The police should be notified immediately. A record should also be kept of all persons who have touched the mail prior to turning it over to the police.

Personnel should immediately report to the Security Desk any articles (briefcases, packages, etc.) that do not appear to belong in the area. Such items should not be moved or touched. **DO NOT INFORM ANYONE ELSE.**

The most likely places for bomb placement are public areas, restrooms, trashcans, and plants. Good housekeeping is important. Areas that are cluttered are difficult to search.

If the building is to be evacuated, it will be communicated over the PA system. Evacuation will be floor-by-floor. The police will ascertain that the evacuation route is safe.

People should make their way carefully and safely to the meeting point in Terry Schruck Plaza.

ALWAYS ASSUME AN ALERT IS REAL. Follow directions of Floor Wardens and/or those communicated over the PA system. Be sure and take your purse, keys, jacket, etc. in case you are unable to return to the building.

DO NOT RETURN to your work area without authorization from security personnel.

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