

STAMFORD GOVERNMENT CENTER

Building Evacuation & Floor Warden Procedures

Updated (12/1/2017)

Updated (1/16/2018)

Updated (7/22/2019)

Fire Wardens Government Center -- 888 Washington Blvd.

Floor	Primary	Alternate Wardens (if available)
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Ground Floor

City Clerkⁱ, Parks & Recreation, Cashiering, Permitting

North: Chanta Graham Anthony Tedesco
Lyda Ruijter

South: Kim Gerbert
Gloria Lopez

2nd Floor

Senior Center

North: Christina Crain

South: Gina Compolattaro.

3rd Floor

Board of Education, SWERPA

North: Michelle O'Brien
Lisa Legato-Howlett

South: Walin Pena
Dave Hollywood

4th Floor

Cafeteria, Board of Reps, Board of Finance

North and South Kathy Moschos (324-4050) Reps Warden pending

5th Floor

Board of Education

North: Kathi Cavanna Cindy Kakalettris
Paula Ward

South: Elaine Zehren
Melissa Wills

6th Floor

Tax Collectorⁱⁱ, Assessor, Credit Union YSB
Registrar of Voters, E-911

North: Terry Drew
Justin LaBaire

South: Harold Jackson
Joseph Gaudett 911

Credit Union: David Lucas (5782) david@stamfordcu.org
911 EOC Joseph Gaudett (responsible for 911 only)

7th Floor

Building Inspections, Engineering,
Traffic & Parking, Land Use, Fire Marshall

North: Nancy Ormsby-Flynn
Frank Petise

South: Mary Judge
Erin McKenna

8th Floor

Health Department & Laboratoryⁱⁱⁱ WIC
Central Services, Probate Court

North: Eden Huang
Marjorie Beauchette

South: Efrain Gutierrez

WIC Nicole Falcone / Janet Jones

Probate: Nelly Slocum (323-2149) NO VOICEMAIL

9th Floor

Legal, Technology, Recreation, Human Resources, Social Services
EPA LI sound office, Urban Redevelopment Commission

North: Jennifer Jakic (all HR)
Sharona Cowan (Social Services, EPA, Urban Redevelopment)

South: Christina Diaz (IT)
Judith Isidro (Legal) Marianne Fitzgerald (IT)

10th Floor

Administration, Operations, Grants, Congress Himes Office
Mayor's Office, Purchasing, Payroll, Risk Management

North: David Nelson
Arnold Knittel (also responsible for Congress Office)

South: Ed O'Brien Anthony Romano
Matt Stuhlman

Mayor's Office Arthur Augustine

US Congress..... (357-8277)

Penthouse & Roof

Other Key Tenants or Operations

“FIRE WARDENS” Phone List 02 includes all wardens (notify the “Fire Wardens” via voice mail approximately 24 hours prior to a drill. Also notify the following department as a courtesy as they have special concerns in the event of a drill.)

Director of Safety Ted Jankowski (4151)

Senior Center..... Christina Crain (5151) NOT ON VOICEMAIL

Fire Chief..... Trevor Roach (4672)

E-911 Dispatch CPT (5291)Fire Shift Supv. (4720)

Chief Fire MarshallWalter Seely (4787)

Facilities Management: Dan DiBlasio (4200)

Probate Court (323 2149) (Tue & Thursday busy with probate hearings)

Patio Cafe Kathy Moschos (324 4050)

Stamford Employee Credit Union.....David Lucas (977 5782)

Security Angel Garcia (5733) (4242)

Safety & Training Officer.....Matthew Stuhlman (4908)

Tax Collector: William Forker (4813)

CongressmanJim Himes (203) 579-5870

FLOOR WARDENS

Requirements

There shall be two (2) Wardens and ideally one (1) Alternate Wardens on each floor. Each warden will have an alternate to assume his/her responsibilities in the event he/she is not available during an emergency. It is the safety officer's responsibility to appoint both wardens and alternates to their position. The Building Engineer shall function as a warden in the basement area. An individual from building security will assist on the plaza level as floor warden to assist in communicating reports, messages from floor warden's and building managers. All wardens should be familiar with the location of the Fire Warden Folder, the Exit route and the Assembly point for their designated area.

The alternate shall assist the primary warden in handling the emergency on the assigned floor in some situations. The duties of the Floor Warden are as follows.

Building Evacuations

The primary function of the floor warden is to assure the safe, orderly evacuation of the building in the event that it is required by an emergency situation. This is to be accomplished by the joint effort of the two wardens. The Wardens shall make sure that everyone in their assigned area has received the evacuation notice and is directed toward the exit stairwells. All conference rooms, **offices, and rest rooms should** be checked. They shall report the condition of their floor to the Security officer in the plaza area.

CHECKLIST FLOOR WARDENS

If the fire alarm sounds without warning, proceed as follows:

Primary Wardens

- Immediately go to the Fire Warden Floor folder station (fire extinguisher box by exit stairwell) and retrieve the floor employee information folder and put on the high visibility vest signifying that you are a warden.
- Check the floor to see that all occupants have received the alarm activation and are proceeding to the exit stairwells. Assist handicapped/special needs individuals to the **SOUTH** exit stairwells. (Do not waste precious time with the occupant who disregards the alarm signals or your instructions.) No one is to use the elevators.
- Make sure all occupants in your area are aware of the alarm and are instructed to exit the building. A Floor warden is allowed to stay behind with handicapped individual, provided another warden is able to take the floor slip down to custodial/security to alert SFRD of individuals left behind). Remember to complete the appropriate information on the Evacuation Ticket. It should be noted that it is not mandatory that a floor warden stay behind if one feels that their safety is in jeopardy, or if they are the only warden at that time on the floor, the information with names of who is left behind must be handed to security at exit of building to notify fire department of who is still in building.
- Leave the building as soon as you are sure that all occupants on your floor have received notice of the alarm and have evacuated. Escort handicapped/special needs individuals down and out of the

building if possible, only if it is in your power to do so. **Wardens must direct all employees and bystanders to the designated shelter area. South side evacuations need to walk on sidewalk down Tressar St. and take a Right-on Clinton. There is a parking lot about 150 feet down (white building Senior Housing) 22 Clinton where South Side evacuees should congregate. All employees evacuating out of North side need to walk down all stairs, upon exiting building on ground level floor need to veer left, walk past UConn Dorm and cross Rippowam/Main St. and wait at the park until all clear is called by Fire Department.**

- Make sure you take the folder with you when you leave. The Last Fire/floor Warden out should take the Evacuation Ticket out and give it to the Building Porter or Building Security person near your designated exit. They will in turn give that information to the SFRD so they are aware of who needs rescuing to be carried down if it is a live alarm.
- **At the end of the Drill, return the folder, pen and safety vest to the fire cabinet on your floor.** The Safety Officer will pick them up and replace them with a fresh folder immediately after the incident. Should this be an actual incident, rather than a drill or false alarm, the folders will be collected at the Assembly Area and given to the Fire Incident Commander or another staff officer.

Alternate Wardens

- Determine if the Primary Warden is present and if not resume the Primary Warden's duties.
- Report to the stairwell and maintain an orderly flow of traffic into the stairwell. **NO ONE IS TO USE THE ELEVATORS**
- If a warden is present after clearing the floor, leave the building, unless assistance is needed with a handicapped individual.
- Assist with movement of personnel from your section to assigned grouping area.

Evacuation of Handicapped Individuals and Individuals with Special Needs

All handicapped persons or special needs individuals (adults with small children, etc.) who are not able to walk or navigate stairs, should be directed to the South Exit Stairwells on every floor and instructed to remain directly outside the fire door to the South Exit Stairwell. The fire door must remain closed. It is also imperative not to create a hazard with the other hundreds of people quickly walking down the stairs. Upon verifying that the floor is clear, the Warden shall escort the handicapped individual down the stairs if possible or wait for Fire Personnel to respond if the warden had previously left to hand in the evacuation slip. Again, the warden is not to carry any child down the stairs. If the handicapped or special needs person/family is unable to navigate the stairs, they are to remain behind until either all clear is notified by building maintenance or SFD carries them down the stairs.

Note: It is important to reassure the handicapped/special needs person that help or assistance will arrive shortly and if there is any smoke inhalation, or fire nearby, to walk into that stairwell and stay in the corner to allow others walking down to pass freely. All strollers and other items that can cause congestion in the stairwells must be left behind.

ACTICE SHOOTER PROCEDURE

Procedures

If faced with an active shooter incident, there are **THREE** things you can do that make a difference. **RUN, HIDE, FIGHT.**

RUN – When an active shooter is in your vicinity:

- If there is a way out, and you can get out, GET OUT! This is your first and best option.
- Get out whether others agree to or not.
- Leave your belongings behind.
- Help prevent others from entering the danger zone.
- Contact Stamford PD if you are safely able to do so at 911.

HIDE – If evacuation is not possible, find a place to hide.

- Lock and/or barricade the door.
- Silence your cell phone, including the vibrate feature.
- Hide behind large objects if possible.
- Remain very quiet and do not leave until directed by law enforcement officers.
- Your hiding place should:
 - Be out of the shooter's view.
 - Provide protection if shots are fired in your direction.
 - Do Not trap or restrict your options for movement

FIGHT – AS A LAST RESORT, and only if your life is in danger:

- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Improvise weapons.
- Commit to your actions.
- Once the shooter is incapacitated, call Stamford Police immediately.

POLICE RESPONSE – When law enforcement officers arrive:

- Keep your EMPTY hands raised and visible, with your fingers spread apart.
- Remain calm and follow instructions.
- Avoid pointing or yelling.
- The first police officers to arrive will not respond to or aid those who are injured. They will go directly to the shooter.
- Know that help for the injured is on its way. Rescue team officers and emergency personnel will care for the injured as soon as possible.
- The area is a crime scene. Police officers may secure all witnesses until identified and questioned.

BOMB THREAT PROCEDURE

Bomb threats are most commonly received via phone, but are also made in person, via email, written note, or other means. Every bomb threat is unique and should be handled in the context of the facility or environment in which it occurs. Facility supervisors and law enforcement will be in the best position to determine the credibility of the threat. Follow these procedures:

- Remain calm.
- Notify authorities immediately:
 - Notify your facility supervisor, such as a manager, operator, or administrator, or follow your facility's standard operating procedure.
 - Call 9-1-1 or your local law enforcement if no facility supervisor is available.

A **suspicious item** is any item (e.g., bag, package, vehicle, etc.) that is reasonably believed to contain explosives, an improvised explosive device (IED), or other hazardous material that requires a bomb technician and/or specialized equipment to further evaluate it. Examples that could indicate a bomb include unexplainable wires or electronics, other visible bomb-like components, and unusual sounds, vapors, mists, or odors. Generally speaking, anything that is **Hidden**, **Obviously suspicious**, and not **Typical (HOT)** should be deemed suspicious. In addition, potential indicators for a bomb are threats, placement, and proximity of the item to people and valuable assets.

NOTE: Not all items are suspicious. An **unattended item** is an item (e.g., bag, package, vehicle, etc.) of unknown origin and content where there are no obvious signs of being suspicious (see above). Facility search, lock-down, or evacuation is not necessary unless the item is determined to be suspicious.

You may encounter a suspicious item unexpectedly or while conducting a search as part of your facility's or employer's Bomb Threat Response Plan. If it appears to be a suspicious item, follow these procedures:

- Remain calm.
- Do **NOT** touch, tamper with, or move the package, bag, or item.
- Notify authorities immediately:
 - Notify your facility supervisor, such as a manager, operator, or administrator, or follow your facility's standard operating procedure. (See below for assistance with developing a plan for your facility or location.)
 - Call 9-1-1 or your local law enforcement if no facility supervisor is available.
 - Explain why it appears suspicious.
- Follow instructions. Facility supervisors and/or law enforcement will assess the situation and provide guidance regarding shelter-in-place or evacuation.
- If no guidance is provided and you feel you are in immediate danger, calmly evacuate the area. Distance and protective cover are the best ways to reduce injury from a bomb.
- Be aware. There could be other threats or suspicious items.

PLEASE REFER TO BOMB THREAT CHECKLIST ON NEXT PAGE

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

** Refer to your local bomb threat emergency response plan for evacuation criteria*

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

WHO TO CONTACT (Select One)

- **911**
- **Follow your local guidelines**

BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER HUNG UP:

PHONE NUMBER WHERE CALL RECEIVED:

Ask Caller:

• Where is the bomb located? (building, floor, room, etc.)

• When will it go off?

• What does it look like?

• What kind of bomb is it?

• What will make it explode?

• Did you place the bomb? Yes No

• Why?

• What is your name?

Exact Words of Threat:

Information About Caller:

• Where is the caller located? (background/level of noise)

• Estimated age:

• Is voice familiar? If so, who does it sound like?

• Other points:

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Cracking voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long Distance	
<input type="checkbox"/> Lisp		
<input type="checkbox"/> Loud	Other Information:	
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Stutter		

LOCKDOWN PROCEDURE

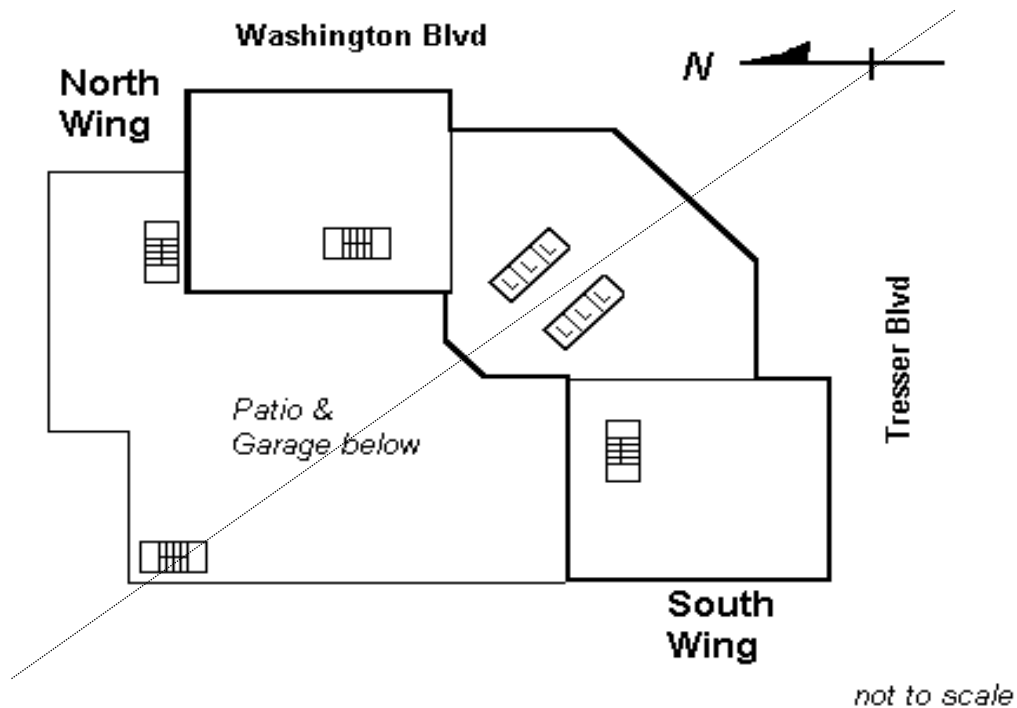
A Lock Down is a procedure used when there is an immediate threat to the building occupants. In the event of a Lock Down, employees and visitors (public) of Stamford Government Center would be instructed to secure themselves in the room they are in and not to leave until the situation has been curtailed. This will be accomplished by the PA system from either building security or Stamford Police Department. This allows emergency responders to secure the employees and visitors in place, address the immediate threat and remove any innocent bystanders from immediate danger to an area of safe refuge.

Procedures

- Stay in your room or office and barricade the door. If you are in a cubicle, locate the nearest office next to your cubicle and then barricade the door. Multiple occupants in rooms are fine.
- Remain quiet.
- Do not attempt to leave the building or room.
- Wait until emergency personnel give you an “all clear!”
- This will be accomplished by building PA system announcing an “all clear”.

Building Diagram

Each floor of the building has been divided into separate area with a “North” and “South” Warden in each section. This breakdown will serve as a means of establishing responsibility **to various people** who will assist in handling emergencies in the building with their assigned area and maintain their familiarity. The designated Floor Warden’s area of responsibility is outlined below.



E-mail your comments, suggestions and questions to: mstuhلمان@Stamfordct.gov

ⁱ Secure Land Records and Vault

ⁱⁱ Secure cash room & safe

ⁱⁱⁱ Secure burners and heaters