



Stamford Government Center Emergency Action Plan (EMAP)

Introduction

The City of Stamford and Stamford Government Center prioritizes the protection of both employees and citizens who work within and visit Stamford Government Center, 888 Washington Blvd.

We are pleased to introduce the new document titled Stamford Government Center Emergency Action Plan (EmAP). This document aims to provide guidance for all employees in understanding and implementing an effective safety plan. The Emergency Action Plan is a critical component of an effective program to keep employee and visitor safety at the forefront of day-to-day activities. The guidelines and procedures contained in this document are based on recognized industry best practices and provide recommendations for the protection of City facilities, City employees, contractors, and visitors within 888 Washington Blvd.

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1. Background

The City of Stamford recognizes the potential threats to a government facility. These include weather related incidents, fire, bomb threat, active shooter, and civil unrest to name a few. The city discovered a need to update these procedures and develop a system to evaluate them periodically to keep them current. Those responsible for the safety of our facilities have worked to assess vulnerabilities and plan to utilize this document to address them.

2. Scope

An Emergency Action Plan is a critical component of an effective security program. Developed and approved under the purview of the Director of Public Safety, and Director of Operations, the Stamford Government Center Emergency Action Plan (EMAP) contains safety and security procedures relevant to 888 Washington Boulevard. The EMAP identifies and defines the basic guidelines and procedures used in establishing and implementing security and safety.

To that end, all employees will be trained and expected to be knowledgeable about all the information contained herein.

All employees and all facilities of the Stamford Government Center are covered by the policies and program guidance contained in this document. This policy also applies to contractors and visitors.

3. Abbreviations

The following shortened titles and abbreviations will be used throughout this document:

Director of Public Safety, Health & Welfare will be referred to as Director of Public Safety.

Safety & Training Officer will be referred to as Safety Officer.

The Stamford Government Center may be referred to as the Government Center or SGC

The Stamford Government Center Emergency Action Plan may be referred to as the EMAP or the Plan.

Safety Captain may be referred to as SC.

4. Document Control

4a. Storage and Distribution

The Emergency Action Plan will be kept in 4 areas within the Government Center.

- The Security desk on the first floor.
- Emergency Communications (911) 6th floor South
- Safety Officers offices (each Safety Officer will have a hard copy and electronic copy).
- Online under the City of Stamford Intranet where Stamford employees have full access. This site is maintained by Risk Management. www.Staminet.org > Risk Management > Safety and Security > Emergency Action Plan

4b. Retention

The Emergency Action Plan will be retained in the four areas mentioned above. When changes and updates are made to the EMAP, the archived copy will be kept on file for a period no less than 10 years and the current copy will continue to be made available as stated in Section 4a.

5. Roles and Responsibilities

5a. Working Safety Committee

The working committee will convene regarding content, changes, and implementation.

- Director of Public Safety, Health & Welfare
- Director of Operations
- Director of Facilities
- Facilities Manager for the Government Center.
- Safety & Training Officers (Safety Officers)

Designated Lead Official: Director of Public Safety, Health & Welfare

5b. Roles and Responsibilities

- *Directors of Public Safety and Operations* will ensure the plan is complete and Working Safety Committee members fulfill their role in implementation.
- *Facilities* – The Director of Facilities and the Manager of Facilities for the Government Center will ensure compliance with procedures during incidents and emergencies. They will act as key sources of information regarding vulnerabilities and issues affecting the content of this Plan.
- *Safety Officers* will coordinate initial writing of the Plan, as well as all updates. They will provide all related training required for Government Center occupants.

5c. Training

Safety Officers will coordinate all training that is critical to the implementation of this Emergency Action Plan. Specific topics may be completed with the help of the Police Department and the Fire Department. This will include:

1. Security. Active Shooter/ Bomb Threat (trained by Stamford Police)
2. Fire Safety. Fighting fires, egress, what to look for, alarms, evacuation, fire extinguisher (Trained by Stamford Fire)
3. Safety Captain overall responsibility and duties (Trained by Safety Officers)
4. Red Cross Certification paid by the city during duty of acting Floor Safety Captain. This includes a two-year Red Cross certificate for CPR/AED/First Aid. (Trained by Safety Officers)

Government Center employees will receive more generalized training annually, to include:

1. Security (Active Shooter, Bomb Threat, Suspicious Package) to be completed by Stamford Police Department
2. Fire Safety (building alarm, extinguisher training building evacuation) to be completed by Safety Officers with assistance from Fire Marshalls.

6. Plan Development

As part of the development of this Plan, it is imperative that each participant fulfills their responsibilities. This Plan requires the support and assistance of multiple departments and all occupants of the Government Center.

Threat Assessment – The Director of Public Safety, with the assistance of the Government Center Working Safety Committee, will identify all safety and security risks within the Government center.

Policy writing – Safety Officers will write Emergency Action Plan, to update plan as needed, and to ensure follow through with all Safety Floor Captains and employees of the Government Center.

Ongoing Communication – Security staff and Facilities management will be the front line for gathering and communicating information that can affect the safety and security of the Government Center. All Government Center employees are encouraged to speak up when they discover a potential threat or issue.

6a. Incident Reporting and Response

- *Reporting:* Employees of the Government Center all have access to both land lines and cell phones within the Government Center. When using a land line, you will need to dial the number 9 before 911. Therefore, to reach emergency communications dial **9911**.
- *Response:* Stamford First Response, Police Department, Fire Department, EMS.
- *Recovery:* Employees that have evacuated must wait for all clear prior to returning to work. That will come from the direction of Security after SPD or SFD have given clearance to return to the building. Under no circumstances can an employee return to Stamford Government Center if all clear has not been provided.
- *Post incident:* A post incident meeting will be held by the Directors of Safety and Operations respectively. Included will be the SPD, SFD, EMS, Facilities, and Safety Officers. The purpose of this meeting will be to evaluate the effectiveness of the actions taken, determine if the EMAP was followed and make any necessary modifications to the Plan deemed necessary to enhance safety and security.

7. Government Center Profile

888 Washington Boulevard was built in 1985 as a steel structure with stairwells that are fire rated for two hours. The City of Stamford moved in, and the building became the Stamford Government Center (SGC) in 1986.

The Government Center:

- Is comprised of 10 floors plus a 4-floor parking structure.
- Houses 440 (412 City employees and 28 Board of Education Classified employees) and the Stamford Senior Center.
- Receives an average of 500 visitors daily.

See APPENDIX B for floor plans.

7a. Building Access

There are access points at stairwells on both North and South sides of each floor, however, the basement and floors 2, 5 and 10 need badge access to enter from the stairwells.

The building has 31 total exit points, and the parking garage has 12 total exit points:

- North and South Stairwells on Floors 2-10.
- 4th floor exits – from Café and Elevator to outside patio.
- 3 Stairwells exit to the parking garage from the 4th floor patio.
- 3 Stairwells service all 4 levels of the parking garage.
- The Senior Center has an exit to level 3 of the parking garage.
- The South stairwell exits to Washington Blvd.
- The loading dock door from the first floor back hallway exits to Tresser Blvd.
- The back hallway of Cashiering & Permitting exits to Tresser Blvd.
- 2 Entrance/exits in lobby.
- Parking Garage Entrance/Exit from Lobby Level.

7b. Government Center by Floor & Department Layout

Floor	South Side	North Side
Basement	<i>Building Engineers</i>	<i>NA</i>
1st Floor Freight	<i>Loading Dock only</i>	<i>Exit to parking lot only</i>
1st Floor	<i>Entrance, Security and building management office, Town Clerks Office, Patio Café</i>	<i>Cashiering and permitting</i>
2nd Floor	<i>Senior Center</i>	<i>Senior Center</i>
3rd Floor	<i>Stamford Public Schools (Print Room, Finance, Transportation, purchasing)</i>	<i>BOE Facilities</i>
4th Floor	<i>Boards or Reps and Finance Offices Republican and Democratic Conference Room</i>	<i>Cafeteria</i>
5th Floor	<i>Stamford Public Schools</i>	<i>Stamford Public Schools (Human Resources, Superintendent, Administration)</i>
6th Floor	<i>Emergency Operations Center (EOC), Parks and Rec 911 Communications</i>	<i>Credit Union, Y.S.B., Registrar of Voters Safety Training Room</i>
7th Floor	<i>Fire Marshall, Land Use, Planning and Zoning</i>	<i>Engineering, Building, Traffic Engineering, Environment Protection Agency</i>
8th Floor	<i>Probate Court, City Printing and Mailroom</i>	<i>Health Department (Laboratory, Inspectors, Nurses, Director, HIV, Central Services)</i>
9th Floor	<i>Technology Corporate Counsel Law Department</i>	<i>Human Resources, Social Services.</i>
10th Floor	<i>Administration – Payroll, Risk Management, Purchasing, Finance, Audit.</i>	<i>Mayors Vestibule and Office, Grants, Economic Development, Community Development, Office of Operations</i>
Penthouse	<i>Roof Access</i>	<i>NA No Roof Access</i>
Red = No stairwell access without badge Green = stairwell access no badge needed		

8. Workplace Violence

It is the policy of the City of Stamford and the Government Center to promote a safe environment for our employees and the visiting public, and to work with our employees to maintain a work environment that is free from violence, harassment, intimidation, and other disruptive behavior. It is intended to make employees, including supervisors and managers, aware of the potential for violence in the workplace, to increase their abilities to recognize early warning signs of potentially violent situations, and to understand how to respond to actual or potential incidents. It identifies functional area experts who employees, supervisors, and managers can call on to help them assess, defuse, and/or resolve the situation. Please see Human Resources for their official policy that all employees must be trained when hired as well as annually.

8a. Recognizing Potential Workplace Violence

Someone who can inflict violence (including active shooter) in your workplace may be a current or former employee, or an acquaintance of a current or former employee. Intuitive managers and coworkers may notice characteristics of potentially violent behavior in a coworker. Alert Human Resources if you believe an employee or coworker exhibits potentially violent behavior.

8b. Indicators of Potential Violence by an Employee

Employees typically do not just “snap,” but display indicators of potentially violent behavior over time. If these behaviors are recognized, they can often be managed and treated.

Potentially violent behaviors by an employee may include one or more of the following (this list is not comprehensive, nor is it intended as a mechanism for diagnosing violent tendencies):

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism; vague physical complaints
- Noticeable decrease in attention to appearance and hygiene
- Depression / withdrawal
- Resistance and overreaction to changes in policy and procedures.
- Repeated violations of company policies
- Increased severe mood swings.
- Noticeably unstable, emotional responses
- Explosive outbursts of anger or rage without provocation
- Suicidal; comments about “putting things in order.”
- Behavior, which is suspect of paranoia, (“everybody is against me”)
- Increasing talk of problems at home
- Escalation of domestic problems into the workplace; talk of severe financial problems.
- Talk of previous incidents of violence
- Empathy with individuals committing violence.
- Increase in unsolicited comments about firearms, other dangerous weapons, and violent crimes.

8c. Active Shooter

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

8d. Reacting in an Active Shooter Situation

Quickly determine the most reasonable way to protect your own life. Remember that customers and visitors are likely to follow the lead of employees and supervisors during an active shooter event. Remember the terms RUN, HIDE, FIGHT

1. RUN (Evacuate)

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible.
- Follow the instructions of police officers.
- Do not attempt to move wounded people.
- Call 911 when you are safe.

2. HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view.
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement.

To prevent an active shooter from entering your hiding place:

- Lock the door!
- Blockade the door with heavy furniture.
- If the active shooter is nearby:
 - Lock the door!
 - Silence your cell phone.
 - Turn off any source of noise (i.e., radios, televisions).

- Hide behind large items (i.e., cabinets, desks).
 - Remain quiet!
- If evacuation and hiding out are not possible:
 - Remain calm.
 - Dial 911, if possible, to alert police to the active shooter's location.
 - If you cannot speak, leave the line open and allow the dispatcher to listen.
3. FIGHT (Act against the shooter)
- As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
- Acting as aggressively as possible against him/her.
 - Throwing items and improvising weapons.
 - Yelling
 - Committing to your actions.

8e. When Law Enforcement Arrives

1. Law enforcement's purpose is to stop the active shooter as soon as possible. Police Officers will proceed directly to the area in which the last shots were heard.
 - Police Officers usually arrive in teams of four (4)
 - Police Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment.
 - Police Officers may be armed with rifles, shotguns, and handguns.
 - Officers may use pepper spray or tear gas to control the situation.
 - Officers may shout commands and may push individuals to the ground for their safety.
2. What to do when law enforcement arrives:
 - Remain calm and follow the officers' instructions.
 - Put down any items in your hands (i.e., bags, jackets)
 - Immediately raise your hands and spread your fingers.
 - Always keep your hands visible.
 - Avoid making quick movements toward officers or trying to hold on to them for safety.
 - Avoid pointing, screaming and/or yelling.
 - Do not stop to ask Police Officers for help or directions when evacuating, just proceed in the direction from which Police Officers are entering the premises.
3. Information to provide to law enforcement or 911 operator:
 - Location of the active shooter
 - Number of shooters, if more than one
 - Physical description of shooter/s

- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

The first Police Officers to arrive at the scene will not stop to help injured persons. Expect rescue teams comprised of additional Police Officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

8f. Active Shooter Training

To best prepare staff for an active shooter situation, implementing training for all Government Center employees is vital. Safety & Training Officers will partner with Stamford Police to conduct annual training for Government Center employees. Additionally, and as noted on section 7 of this policy, specialized training will also be provided to the Safety Captains in the Government Center. Training will utilize presentations by Stamford Police combined with video presentations and other media as needed. Multiple sessions will be offered so all employees have an opportunity to attend.

Training topics to include (content may change as needed):

- Recognizing the sound of gunshots
- Reacting quickly when gunshots are heard and/or when a shooting is witnessed:
 - Run
 - Hide
 - Fight
- Calling 911
- Reacting when law enforcement arrives
- Adopting the survival mind set during times of crisis

Employee training records will be kept by Safety Officers in Risk Management and will be available upon request. Training files will be kept on file for a minimum of 10 years.

8g. Managing the Active Shooter Event Once the Threat has Passed

Once the threat of the active shooter has been mitigated and the scene is safe, Human Resources and other designated individuals will undertake the following tasks:

- An accounting of all individuals at a designated assembly point to determine who, if anyone, is missing and potentially injured.

- Determining a method for notifying families of individuals affected by the active shooter, including notification of any casualties.
- Assessing the psychological state of individuals at the scene and referring them to health care specialists accordingly.
- Identifying and filling any critical personnel or operational gaps left in the organization because of the active shooter.

8h. Post Event Analysis

To facilitate effective planning for future emergencies, it is important to analyze the recent active shooter situation and create an action plan. The analysis and reporting contained in this report is useful for:

- Serving as documentation for response activities.
- Identifying successes and failures that occurred during the event.
- Providing an analysis of the effectiveness of the existing EMAP.
- Describing and defining a plan for making improvements to the EMAP.

Employees responsible for post-event analysis of an Active Shooter incident will be determined at the time by Director of Public Safety and include, but not be limited to:

- The mayor and his/her cabinet
- Emergency Operations (Stamford Police Department, Fire Department, Stamford EMS)
- Facilities
- Safety Officers

9. Bomb Threat

Although threats can come in almost any form (letters, memos, writing on a wall, e-mail, etc.), most threats come over the telephone. A strict and consistent procedure should be followed. The person who receives the threat must record as much information as possible. Contingency arrangements may allow a call to be traced.

If a bomb threat is received:

- Call 911
- Do not Panic.
- No Bomb Threat Can Be Discredited without an Investigation

9a. Bomb Threat Procedures

Refer to the Bomb Threat Checklist

The Stamford Government Center uses the Bomb Threat Checklist provided by the Department of Homeland Security. A hard copy is to be kept by all phones with a primary number accessible to the public. It is also included as an appendix to this Plan and will be available on the Stamford intranet (staminet.org).

When filling out the bomb checklist, listen to the caller carefully and write down what you are told. Fill out as much of the information on the form.

9b. Searches

Use common sense. If the threat is very specific and a short time is indicated before the bomb explodes, it may be advisable to get everyone out of the building as quickly as possible and let the police do the searching.

- Do Not Touch a suspected device - Immediately report a suspected bomb device to the Police!
- Do Not Assume it is the only device planted in the area.
- Do Not Change the Environment: Do not turn on or off water, gas, or anything with electricity. Contact the supervisor in charge and the Police.

9c. Evacuation

During a bomb threat, the decision to evacuate will be made by authorities within the Government Center in conjunction with the Police Department. As soon as the Police Department is contacted, they will oversee command of the bomb threat and will determine if evacuation is necessary. This decision may be determined by several factors:

- Category of warning (specific or nonspecific).
- Prevalence of bomb threats in the community within a recent time frame, and any previous publicity.
- The possibility of carrying out an effective search without evacuation.

A full evacuation may not be advisable. Police will dictate one of the following:

- Complete evacuation
- Partial evacuation

- Shelter in place

When total evacuation is chosen:

- It is imperative to investigate evacuation routes before evacuation proceeds.
- All employees will evacuate a safe distance from the building. This is called the muster area, or muster zone. Please refer to evacuation policies for emergency procedures (section 10c) for specific muster zones. Generally, those exiting the North stairwell will proceed North on Washington Blvd. to Mill River Park. Those exiting from the South stairwell will gather on Clinton Ave. It is important to be far enough away from the potential blast zone.

If a suspicious device or package is located at any point, law enforcement will direct the evacuation and handle all packages. **NEVER touch any package suspected to be dangerous.**

9d. Bomb Threat Training

The Stamford Police Department will hold specialized training specific to Bomb Threat for all applicable employees, office support staff, citizen services, and anyone else who requests the training. This training will be held on an annual basis and will be facilitated by Stamford Safety officers. Training records will be retained in the Risk Management office and available upon request.

See Appendix A for Bomb Threat Checklist from Homeland Security

9e. Suspicious Package via Mail or Delivery Service

Letter/Parcel Bomb Detection

- There may be instances where dangerous packages are delivered by mail or other delivery service. This is a threat that can be minimized by training people to detect if a package might contain explosives.
- If You suspect a letter or parcel might be explosive:
 - o Do not touch or further handle it.
 - o Isolate the area and contact a supervisor for appropriate assistance.
 - o Remember, staying alert could save your life.

Typical Signs to Watch for in Letter or Package Bombs

- Unusual or unexpected point of origin, an indecipherable address, or no return address at all.
- Inaccuracies in the address or in titles.
- Unusually restrictive markings that are not a normal part of your business dealings (for example, "personal", "to be opened only by", "do not delay delivery").
- Excessive weight or thickness for envelope or package size and/or excessive postage.
- Improvised labels or obviously disguised script.
- Unusual odors.
- The feel of springiness.
- Metallic components or stiffeners in letters, protruding wire, string, or metal foil.
- Oily or greasy stains on packaging or excessive wrapping, binding, and taping materials.
- Small holes.
- Unbalanced or lopsided letters and parcels.

9f. Suspicious Package Training

The Stamford Police Department will hold specialized training specific to bomb threat and suspicious packages for all mail room employees, office support staff, citizen services, and anyone else who requests the training. This training will be held annually and will be facilitated by Stamford Safety Training and Compliance Officers. Training records will be in the Risk Management office and will be available upon request.

10. Workplace Emergency Procedures

10a. What is a workplace emergency?

A workplace emergency is an unforeseen situation that threatens employees or the public; disrupts or shuts down operations; or causes physical or environmental damage. Emergencies may be natural or manmade and include but not limited to the following:

- Fire
- Weather related (flood, hurricane, tornado)
- Toxic gas release
- Chemical spill
- Radiological accident
- Explosion
- Civil disturbance

10b. Evacuation Procedures

1. Stop your work.
Unless otherwise instructed, when the alarm sounds, **ALL** employees must immediately stop whatever they are doing and quickly, yet safely, exit the building using the nearest safe stairwell. All doors should be closed behind employees, but not locked. **Do not use elevators.**
2. Leave the building.
When the alarm sounds on your floor you **MUST** leave the building, no matter what floor you are on or what task you are performing. Exit the building via the North or South side stairwells, which exit out to the street.
3. Follow the Direction of your Safety Captain
If you have any concerns or questions regarding evacuation or route of evacuation, the designated Safety Captain for your specific floor is responsible for ensuring that all employees leave the building promptly and safely, including employees with disabilities who may need assistance during an evacuation. During emergencies, Safety Captains will don hi-vis safety vests.

4. Employees or Visitors Who Need Special Assistance

If there are employees or visitors who cannot navigate stairs alone, or at all, follow these procedures:

- Persons with a disability or those who require assistance (adults with small children, etc.), should be directed to the **South** stairwell on that floor, and instructed to remain directly outside the door to the South exit stairwell.
- The stairwell door must remain closed. It is also imperative not to create a hazard with the many people quickly walking down the stairs. The stairwell in the Government Center is rated for 2 hours against fire. Provided there is no smoke, you are safe inside that stairwell.
- Those in need of assistance will wait inside the fire-rated stairwell until assisted by fire fighters or all clear is sounded for you to re-enter. This will be accomplished by an announcement from the public address system in the Government Center. *NOTE: All doors on the north or south sides can be opened from the outside. However as noted previously under building profile floors 1,2,5, and 10 are not able to be accessed from interior of the stairwell.*
- The last employee to exit the floor will be the Safety Captain. The Safety Captain will write down names with any instructions that would be beneficial to the fire department coming to assist and rescue those who cannot evacuate independently. The information will be provided to building maintenance employees. In the event Building Maintenance is not stationed at each respective N or S exit, it will be a member of the security staff. They will know to get the info you hand them to the fire department asap.

10c. Muster Zones

Muster zones are designated gathering areas that have been determined to be a safe distance from the Stamford Government Center for occupants who have evacuated.

As you exit the stairwell, you will see both security and maintenance employees of the Government Center holding doors open and directing evacuees. Do not congregate around the exterior of the Government Center front pad. You must follow the instructions of the Safety Captains, who will be wearing high visibility vests and providing verbal commands to walk to the safe areas

- **South side** evacuations proceed on the sidewalk down Tresser Blvd. and turn right onto Clinton Ave. The muster zone, where evacuees will gather is the parking lot at 22 Clinton Ave. (Clinton Manor). Remain in the parking lot until the all-clear is given.
- **North side** evacuations proceed left on Washington Blvd., walk past UConn and cross Rippowam/Main St., and wait at Mill River Park until the all-clear is given.

Additional info on Muster Zone Policy - It is very important to avoid waiting directly outside the building if there is an evacuation. No matter what the emergency may be at the time of evacuation,

there is always the chance that hazards may be present in or around the building. . Remaining too close to the building can obstruct efforts of first responders and increase risk of injury in the case of falling debris. The Safety Captains, as well as building security, will be working with Facilities and the Fire Department to get you back into the building as quickly as possible.

10d. Weather Related Emergencies

If there is severe weather in the form of a storm, tornado, flood, hurricane while employees are within the Government Center, directions will be given by the applicable emergency services and the mayor on best course of action for employees. These directives may include shelter-in-place or full evacuation. Keeping employees and visitors safe is the priority. Follow these guidelines in weather related events until further direction is provided:

- Stay away from all windows. If your office contains windows, do not remain there.
- Listen for the directions from the speakers on all fire alarm boxes. This is where occupants will hear the directions given by leadership overseeing the emergency.
- There will be clear and precise direction if the need for evacuation becomes necessary.

11. Safety Captains

11a. Who are our Safety Captains? (Floor Specific)

Floor	Primary	Alternate	Additional
Ground Floor North	Shalinique Lake	Joyce Xylas	Chanta Graham
Ground Floor South	OPEN (security)	OPEN	
2 nd Floor North	Gina Compolattaro	Christina Crain	Gina & Christina N & S
2 nd Floor South	Gina Compolattaro	Christina Crain	Gina & Christina N & S
3 rd Floor North	Sheena Lamontagne	Jeneen D'Urso	
3 rd Floor South	Walin Pena	Ryan Fealey	
4 th Floor North	OPEN – 2 employees	OPEN – 2 employees	
4 th Floor South	N/A – Café Vacant	N/A – Café Vacant	No coverage at lunchroom
5 th Floor North	Jon Panzer	Melissa Wills	
5 th Floor South	Liz Gomez	Cristina Alfano	
6 th Floor North	Terry Drew (YSB)	OPEN	Credit Union/Register OPEN
6 th Floor South	OPEN	OPEN	
7 th Floor North	Luke Buttenwieser	Nancy Ormsby	Ben Velishka
7 th Floor South	Emily Gordon	Luis Jimenez	
8 th Floor North	Raquelle Early	Eden Huang	Renford Whynes
8 th Floor South	Efrain Gutierrez	Nelley Slocum	Katie Catalano
9 th Floor North	Moira Sawch (Comm D)	Arnold Knittel (Grants)	Beatriz Nieves (HR)
9 th Floor South	Judith Isidro (Legal)/ Amber Eckart (Legal)	Max McFarlane (CIO)	
10 th Floor North	OPEN	OPEN	
10 th Floor South	Harold Jackson	Kris Bottoni	Bill Maguire
Mayor's Office	OPEN		

The Building Engineer shall function as a safety captain in the basement area. An individual from building security will assist on the plaza level as floor Captain to assist in communicating reports and messages from Safety Captains and building managers.

11b. Safety Captain Responsibilities

Safety Captains (**formerly Floor Wardens**) will have expanded responsibilities for safety in their area. The primary function of the Safety Captain (SC) is to assure the safe, orderly evacuation of the building in the event of an emergency. This is to be accomplished by the joint effort of all available Captains/(SC's). The SC shall make sure that everyone in their assigned area has received the evacuation notice and is directed toward the stairwells to exit. The Stamford Government center in unison with the Emergency Action Plan herein identify the past position of Floor Warden to be changed to safety captain to increase buy-in with all SC becoming familiar with fire safety, security, evacuation, and first aid assistance.

In addition to evacuation responsibilities, Safety Captains will now oversee (as of 2024)

- Periodically inspect AEDs on the floor and ensure they are in good, working order.
- Inspect portable fire extinguishers on their floor monthly.

- Assist during medical emergencies and provide care if they feel comfortable (appropriate training will be provided).
- Monitor area for safety hazards and communicate them to Safety Officers.
- Act as a safety liaison between occupants on their floor and Safety Officers.
- Knowledgeable in safety and security for floor occupants.

There shall be two (2) SC's, and ideally, two (2) alternate SC's on each floor, corresponding with both North and South sides. One primary and alternate SC per side. Each captain will have an alternate to assume their responsibilities in the event they are not available during an emergency.

Safety Captain emergency kits are contained in the fire extinguisher box on every floor, on both the North and South sides of the building next to the stairwell entry/exit on every floor.

The kits contain:

- A folder with forms to note anyone who is left behind. This is particularly important for disabled and those in need of assistance.
- A high visibility vest, which will identify them to building occupants as Safety Captains
- A layout of the floor with diagram of all Fire Extinguishers, AED's, bathrooms, and any other specific information related to that perspective floor.
- A small response kit that will include tourniquet, bandages, gloves, and a breathing barrier.

11c. Safety Captain Role During Evacuation

When the Alarm Sounds:

- Immediately go to the Safety Captain 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 PIC, Person-In-Charge for all employees on your floor or elsewhere that you provide authoritative direction to.
- **No one is to use the elevators.**
- Check the floor to see that all occupants have acknowledged the alarm and are proceeding to the exit stairwells.
- Assist persons with disabilities, or those with special needs, to the **SOUTH** exit stairwells. A Safety Captain may stay behind with disabled individuals, provided another Captain is able to take the Evacuation Ticket down to Security to alert the Fire Department of individuals left behind. It should be noted that it is not mandatory for a Safety Captain to stay behind if their safety is in jeopardy, or if they are the only Captain at that time on the floor. **9-1-1 must be notified of disabled individuals who are awaiting assistance.**
- Do not waste precious time with the occupant who disregards the alarm signals or your instructions. Make note of anyone who stays behind, along with their location on the Evacuation Ticket.
- The Evacuation Ticket is completed with the names and locations of anyone left behind. This is given to Security and the First Responders.
- 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 those in need of assistance down and out of the building, if possible, only if it is in your power to do so.
- Captains will take the folder with them as they evacuate. All Evacuation Tickets are given to the Building Porter or security, nearest to your designated exit. 9-1-1 should be notified

immediately, however, tickets will be provided to Firefighters as a backup measure to ensure anyone waiting in the South stairwell is rescued. See the following section, "Procedures for Visitors, Persons with Disabilities, and Others in Need of Assistance."

- Folders will be collected by Safety Officers upon resolution of the emergency. In the case of a drill, Safety Captains will return the folder to the fire extinguisher box. These will be periodically audited by Safety Officers to ensure all items are there.

11d. Alternate Safety Captains

- Determine if the Primary Captain is present and, if not, assume the Primary Captain's duties.
- Can and should always work in conjunction with primary captain. Checking opposite floor (N or S) is also encouraged to ensure there is a captain on that side (ONLY IF THE PRIMARY SAFETY CAPTAIN IS IN OFFICE FOR YOUR SIDE)
- Report to the stairwell and maintain an orderly flow of traffic into the stairwell.
- If a Captain is present after clearing the floor, leave the building, unless assistance is needed with a disabled, or immobile individual.
- Assist with the movement of personnel from your floor to assigned muster zone.

10e. Procedures for Visitors, Persons with Disabilities, and Others in Need of Assistance

The Government Center welcomes many visitors each day. Any department who assists the public must ensure visitors are given instructions to safely exit the building. If you are escorting a visitor, you will be responsible for accompanying them during an evacuation.

When there is an evacuation, there will be employees and visitors in the building who will need assistance because they cannot physically navigate stairwells. These individuals are to be escorted to the SOUTH stairwell:

- The Safety Captain will note their name and location on the Evacuation Ticket.
- Security and 911 will be notified of anyone left behind in the building as soon as possible.
- If the alarm in the stairwell is too loud for the disabled individual to remain in the stairwell, they can wait just outside in the hallway.

NOTE: If there is smoke, fire, or any danger in the hallway, the individual MUST wait in the stairwell

APPENDIX A – Bomb Threat Procedures and Checklist

BOMB THREAT CALL PROCEDURES

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 (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS 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 email:

- 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

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

WHO TO CONTACT (select one)

- Follow your local guidelines
- Federal Protective Service (FPS) Police
1-877-4-FPS-411 (1-877-437-7411)
- 911

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:

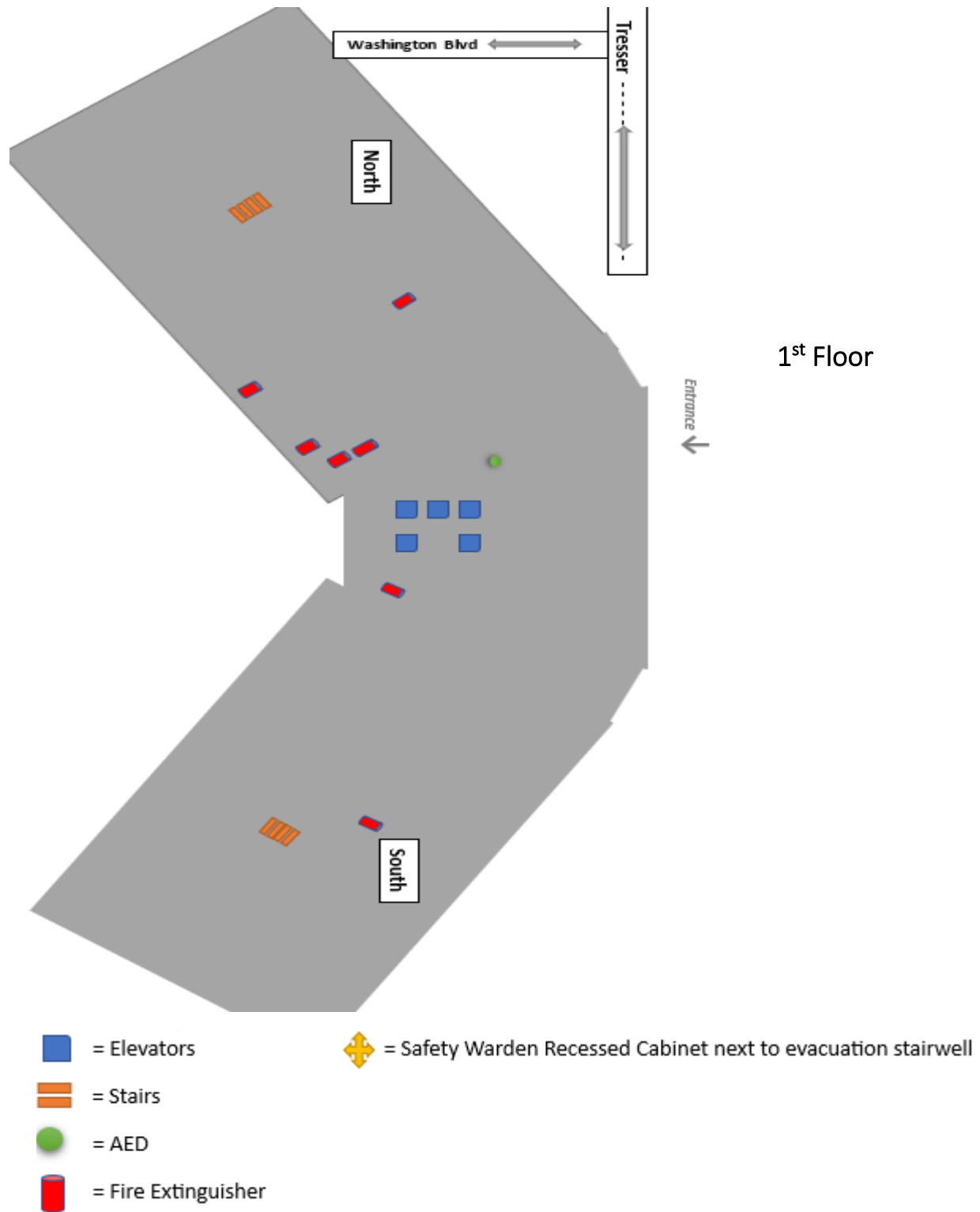
- Where is the caller located? (Background and level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

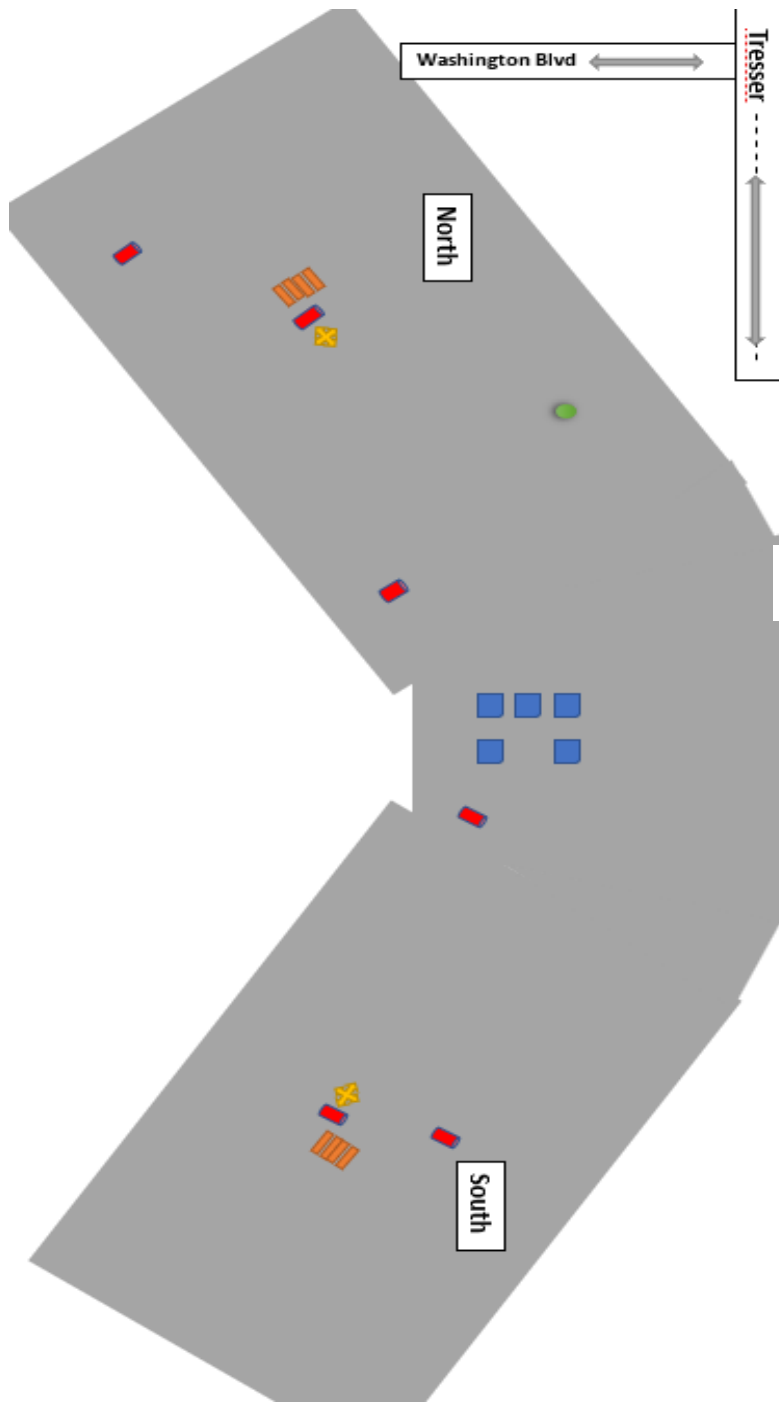
Caller's Voice	Background Sounds:	Threat Language:
<input type="checkbox"/> Accent	<input type="checkbox"/> Animal Noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Angry	<input type="checkbox"/> House Noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Calm	<input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








Homeland Security

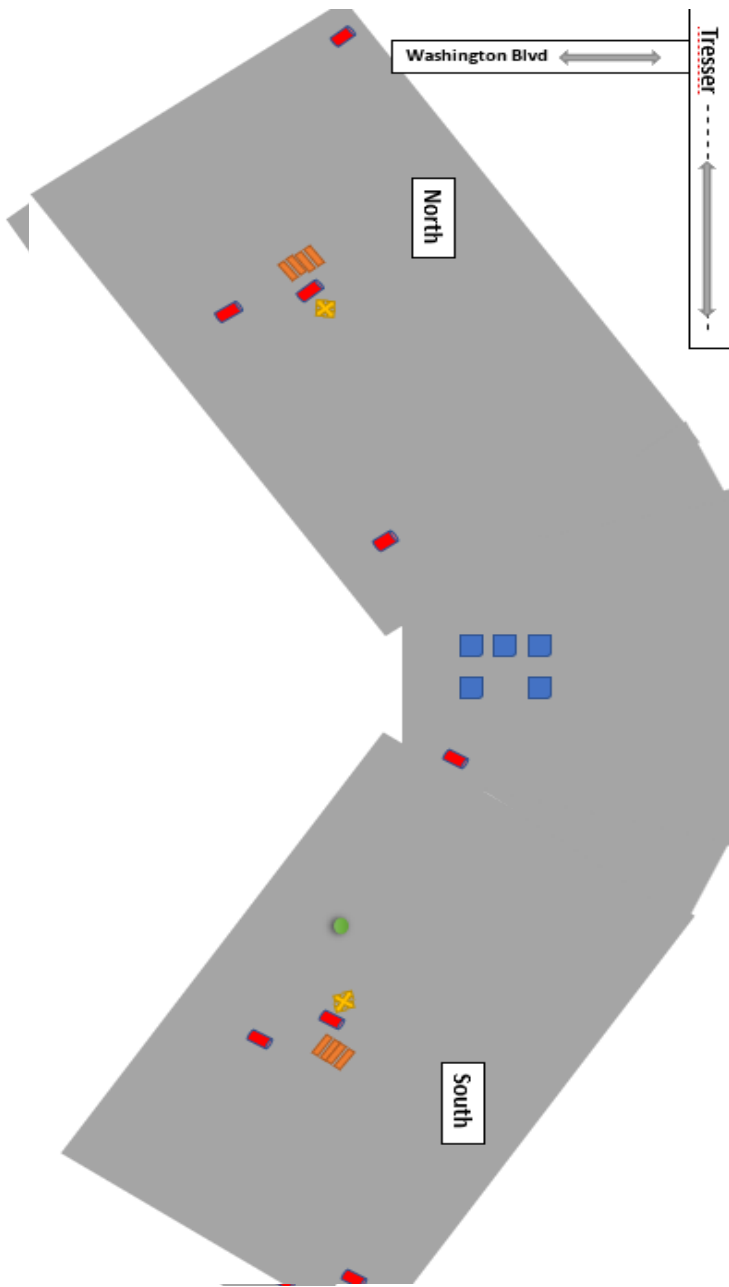
APPENDIX B – Stamford Government Center Emergency Floor Plans *-not to scale.*










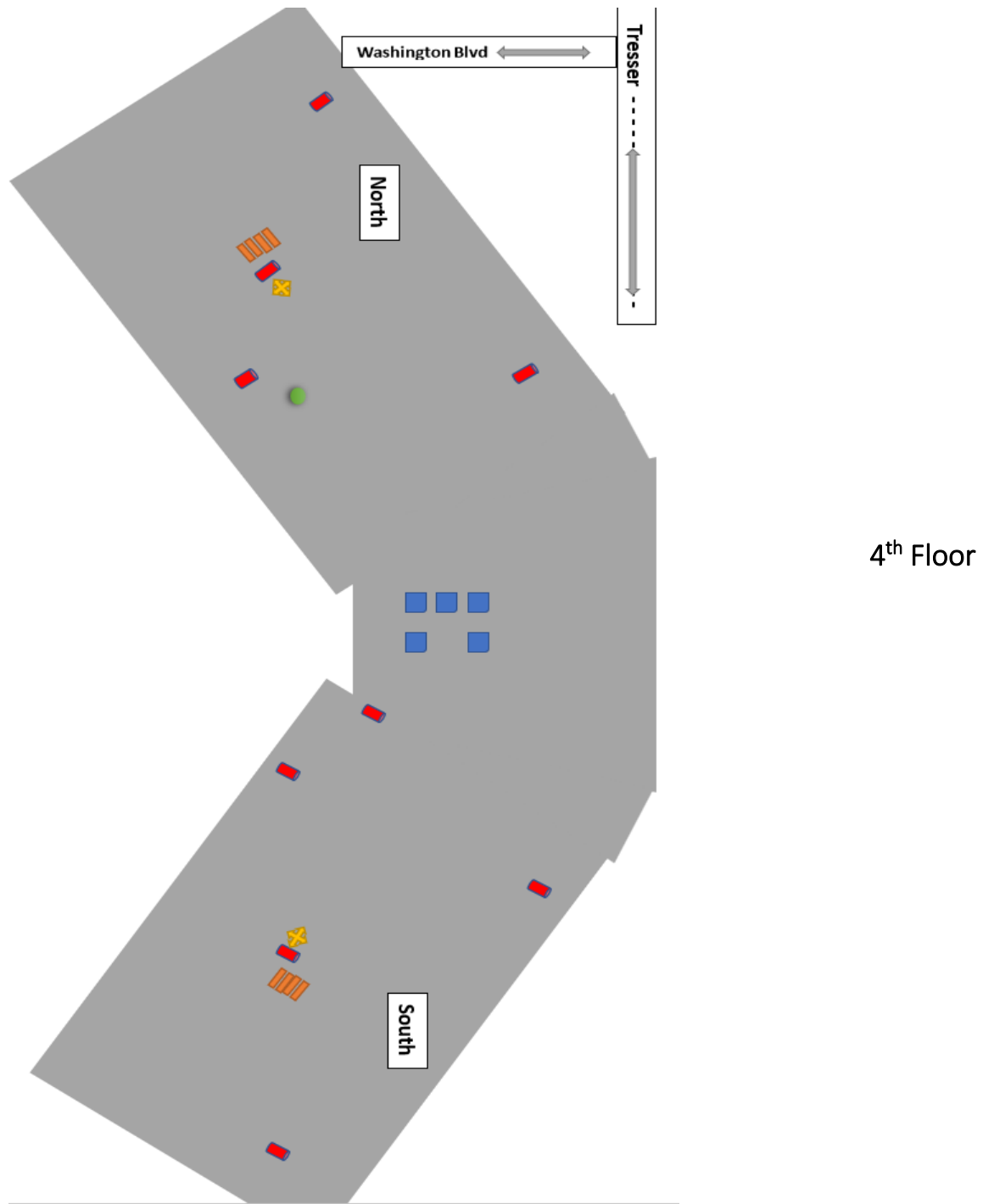
2nd Floor






-  = Elevators
-  = Stairs
-  = AED
-  = Fire Extinguisher
-  = Safety Warden Recessed Cabinet next to evacuation stairwell

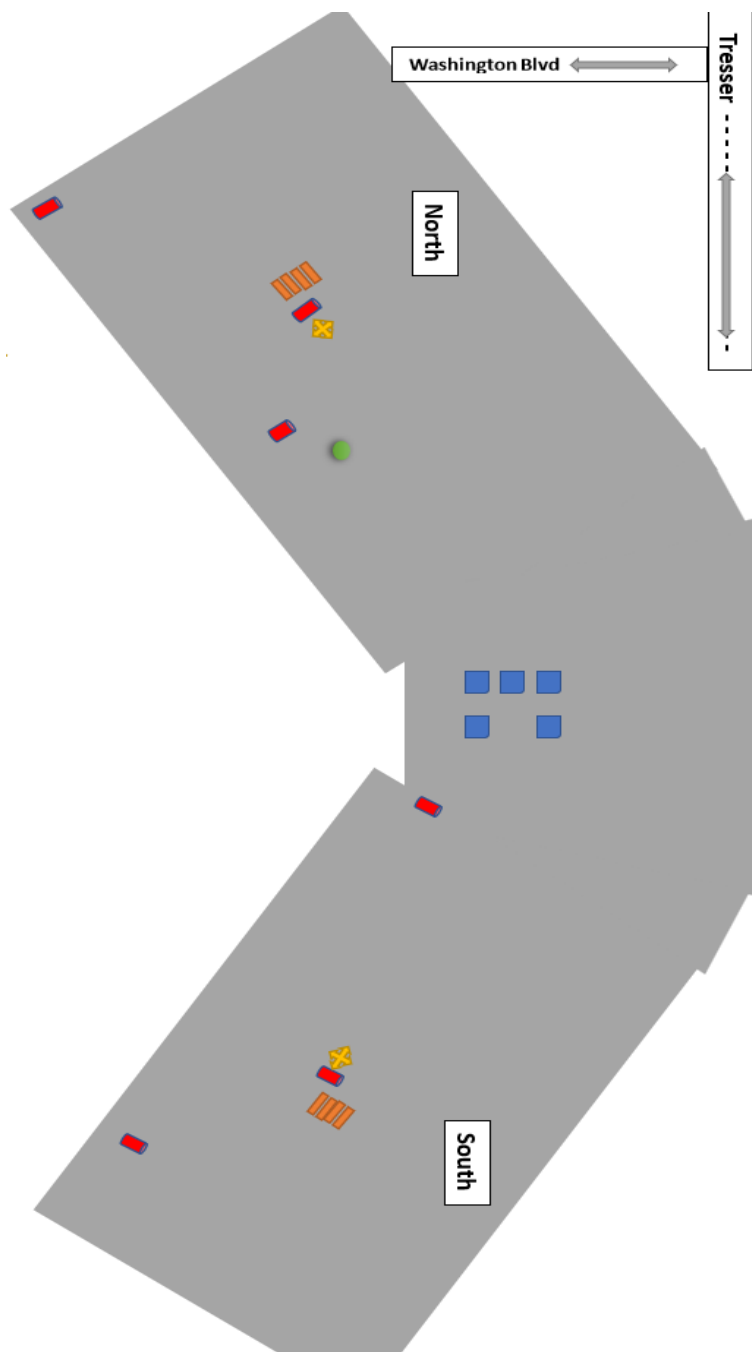


3rd Floor






-  = Elevators
-  = Stairs
-  = AED
-  = Fire Extinguisher
-  = Safety Warden Recessed Cabinet next to evacuation stairwell

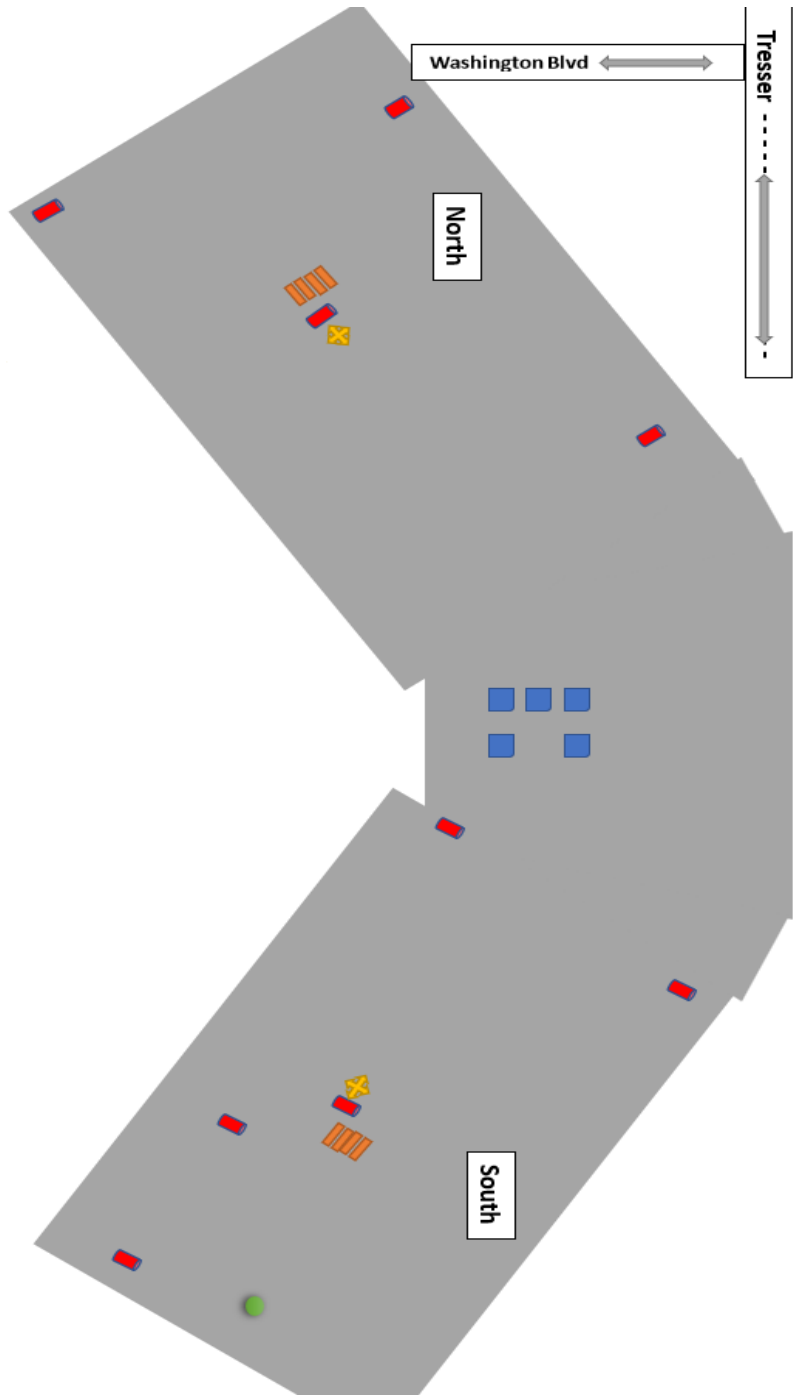


-  = Elevators
-  = Stairs
-  = AED
-  = Fire Extinguisher
-  = Safety Warden Recessed Cabinet next to evacuation stairwell








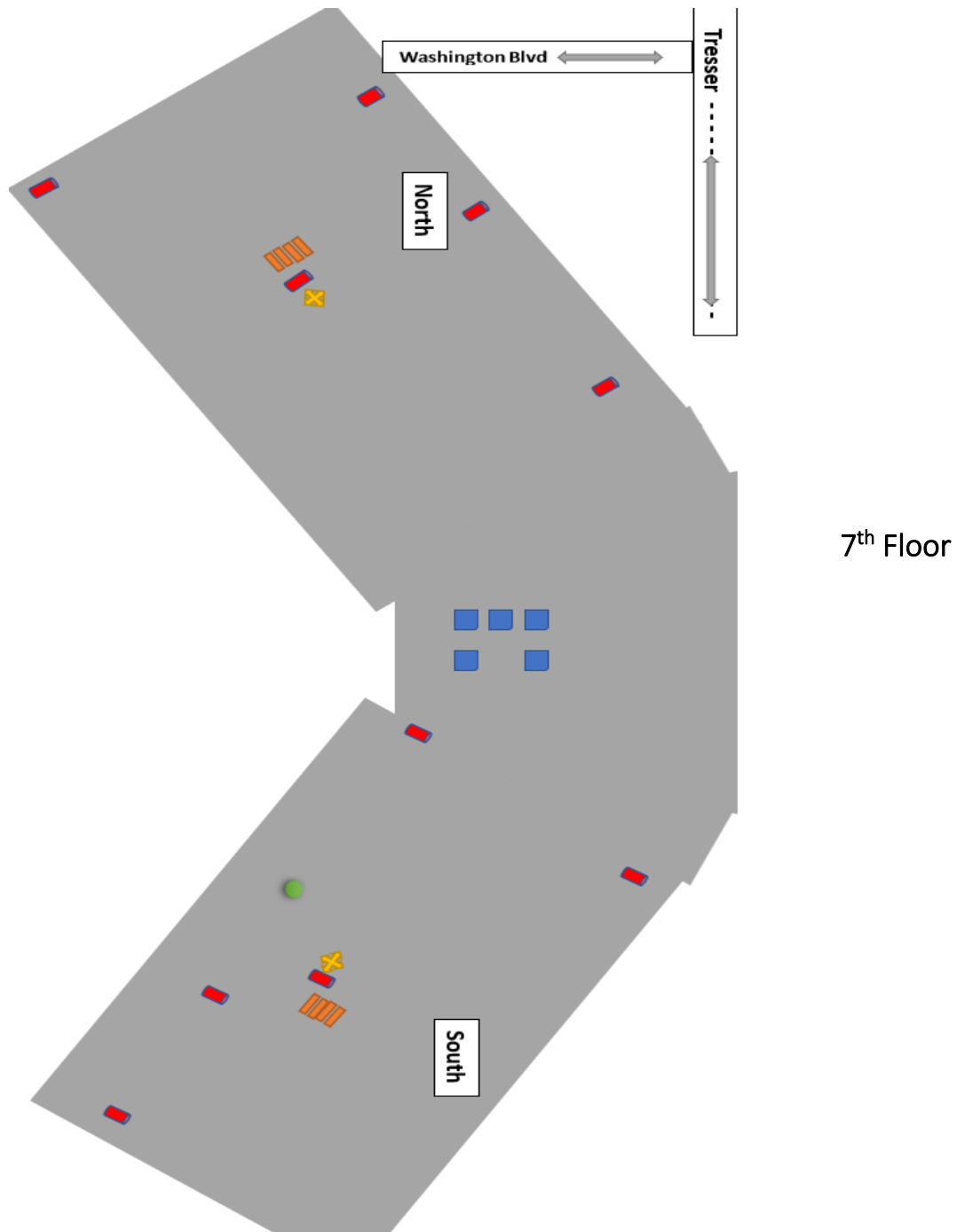
5th Floor






-  = Elevators
-  = Stairs
-  = AED
-  = Fire Extinguisher
-  = Safety Warden Recessed Cabinet next to evacuation stairwell

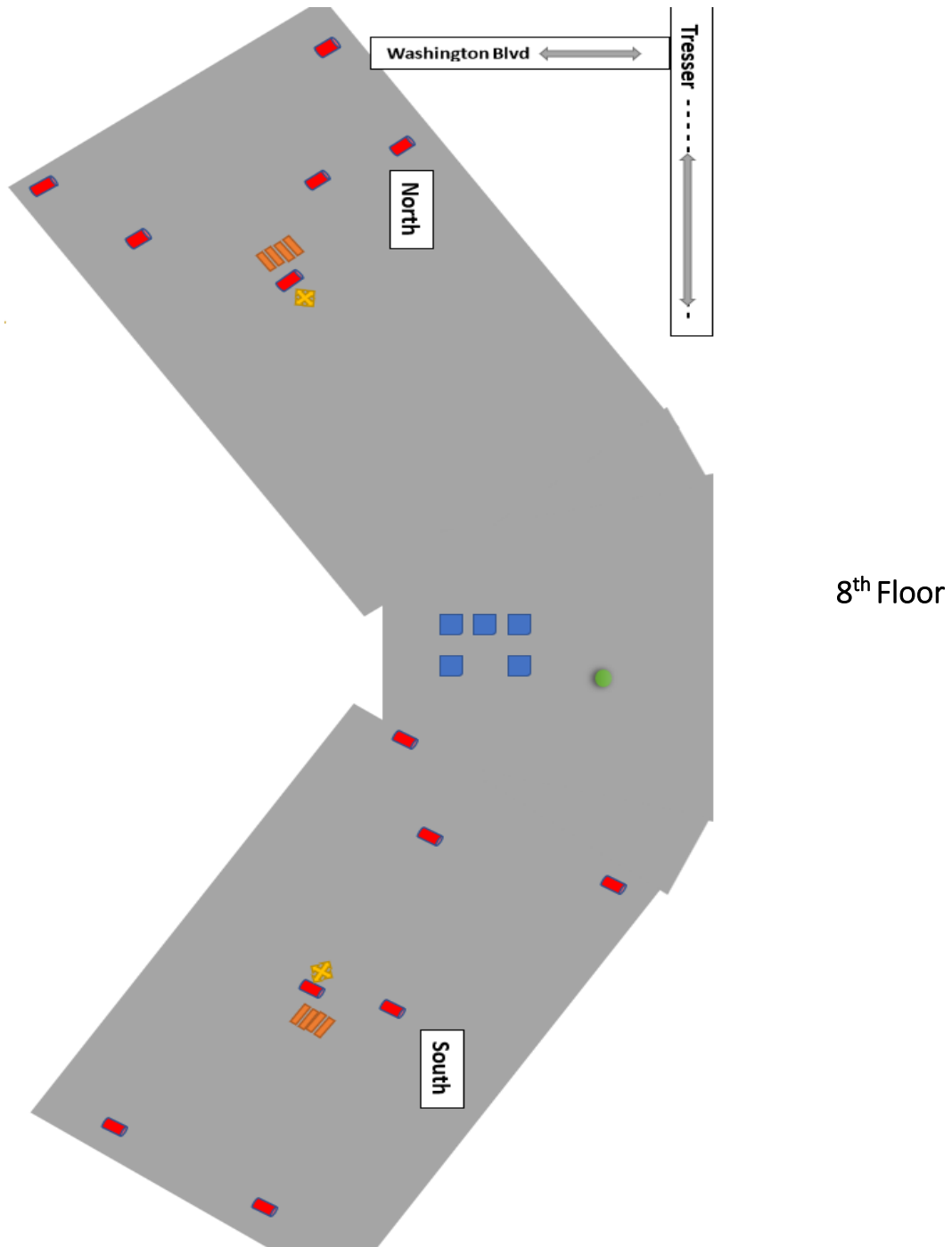







6th Floor

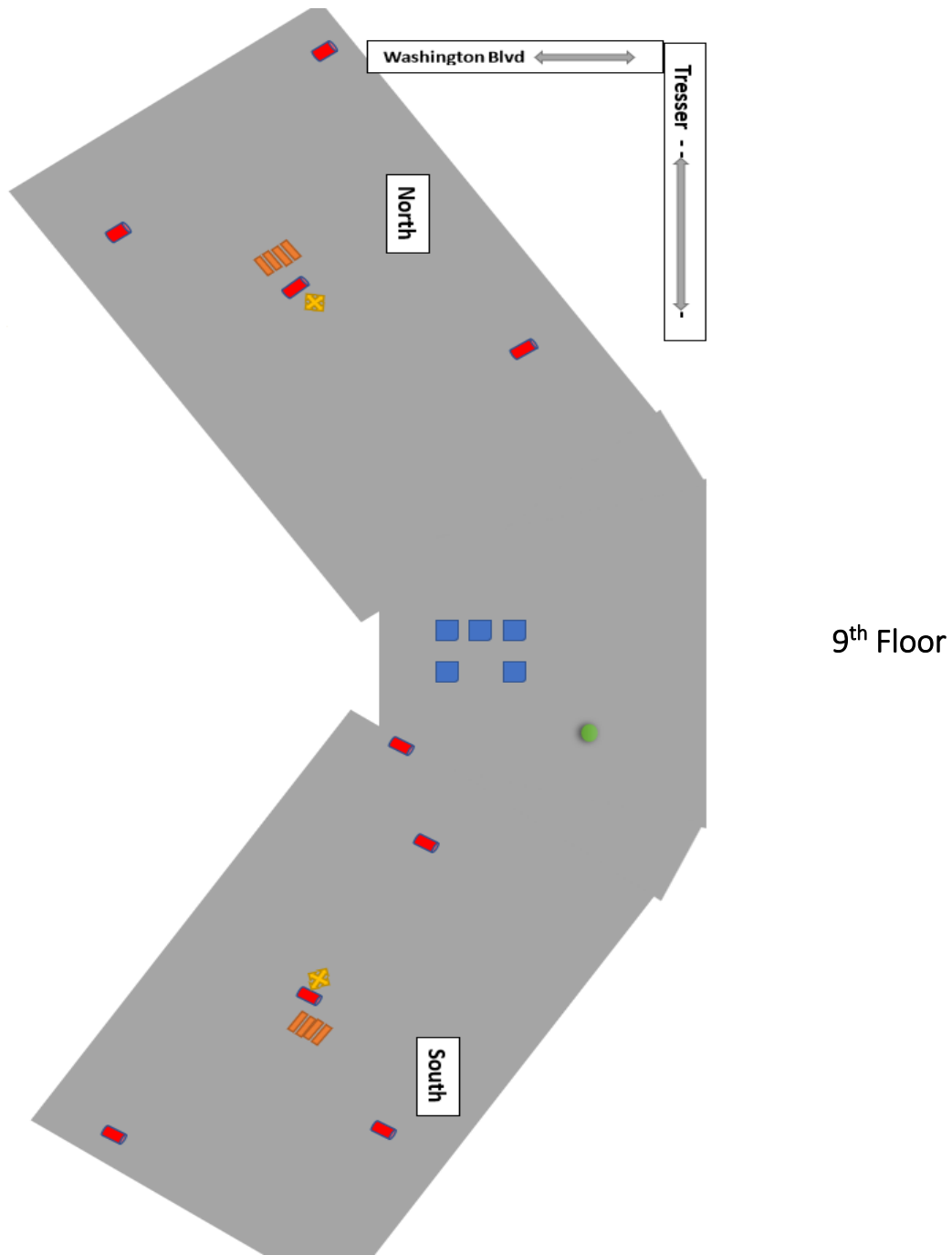
-  = Elevators
-  = Safety Warden Recessed Cabinet next to evacuation stairwell
-  = Stairs
-  = AED
-  = Fire Extinguisher








-  = Elevators
-  = Stairs
-  = AED
-  = Fire Extinguisher
-  = Safety Warden Recessed Cabinet next to evacuation stairwell

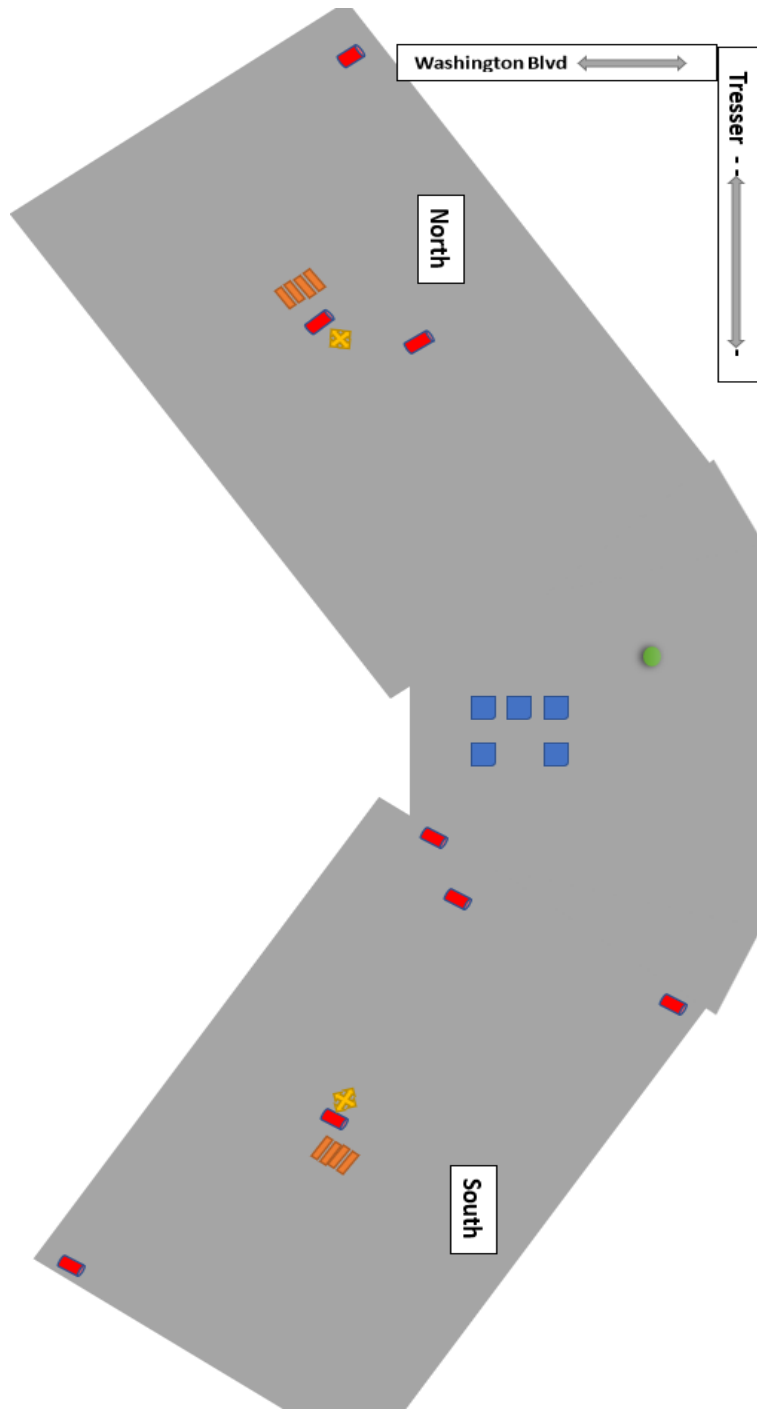


-  = Elevators
-  = Stairs
-  = AED
-  = Fire Extinguisher
-  = Safety Warden Recessed Cabinet next to evacuation stairwell








9th Floor

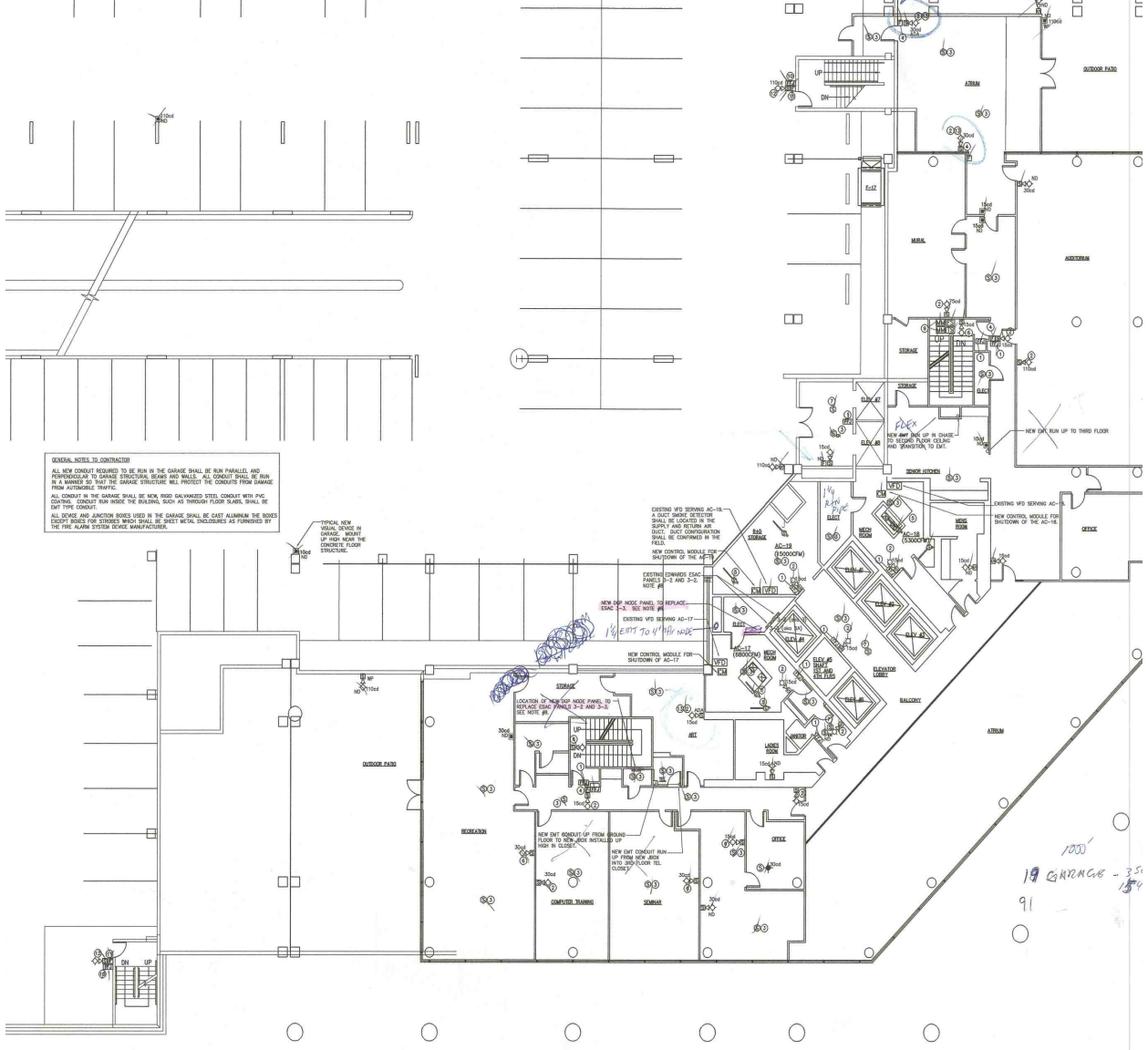
-  = Elevators
-  = Stairs
-  = AED
-  = Fire Extinguisher
-  = Safety Warden Recessed Cabinet next to evacuation stairwell



10th Floor

-  = Elevators
-  = Stairs
-  = AED
-  = Fire Extinguisher
-  = Safety Warden Recessed Cabinet next to evacuation stairwell

- REMOVE EXISTING ELEVATOR HOISTWAY DETECTOR AND ALL ASSOCIATED WIRING. FURNISH AND INSTALL A WHITE PAINTED PLATE TO COVER OLD DETECTOR SPACE. WORK SHALL BE DONE AFTER THE NEW FIRE ALARM SYSTEM HAS BEEN TESTED AND OPERATIONAL TO AVOID DAMAGE TO THE ELEVATOR HOISTWAY DETECTOR.
- FURNISH AND INSTALL NEW CUSTOM BUILT-UP FIRE ALARM SYSTEM DATA GATHERING NODE PANEL WITH SIGNATURE DRIVER CONTROL MODULE. STRAPING THESE DRIFT MODULES FORMER SUPPLY FOR HOIST BRANCH AND RETURN. PANELS NEW AUDIO ZONED AMPLIFIER, SIGNAL MODULES FOR EXISTING FIRE FIGHTERS TELEPHONE JACKS, INPUT / OUTPUT MODULES AS REQUIRED, STANDBY BATTERIES AND OTHER ACCESSORIES NECESSARY TO FORM A COMPLETE OPERATING NODE PANEL. SPACE IS NOW LOCATED IN THE ELECTRICAL ROOM SO THE PANELS ARE SHOWN IN NEW LOCATION ON THE OPPOSITE SIDE OF THE SWITCHBOARD. THE EXISTING ESAC PANEL INTERIOR COMPONENTS SHALL BE PROVIDED WITH TERMINAL STRIPS INSTALLED IN THE EXISTING REMAINING ENCLOSURES. EXISTING WIRING MAY BE USED AS CONVENIENT AS LONG AS THE WIRING IS SUITABLE FOR THE APPLICATION AND LABELED. THE TYPICAL POWER SOURCE FOR THE NEW NODE PANELS SHALL BE DERIVED FROM AN EXISTING ESAC PANEL. ALL WIRING RUN IN THE WALL SHALL BE IN EMT CONDUIT.
- INSTALL ADDRESSABLE MONITOR MODULES TO MONITOR SEPARATELY THE EXISTING SPRINKLER TAMPER AND FLOW SWITCHES. REUSE EXISTING CONVENTIONAL WIRING RUN BETWEEN THE EXISTING ESAC PANEL AND THE EXISTING DEVICES. WIRE MODULES ONTO NEW ADDRESSABLE SIGNAL LINE CIRCUIT WITH A 1"-TIE MADE FROM NEW TERMINAL STRIPS LOCATED IN THE EXISTING ESAC PANEL ENCLOSURE.
- EXISTING JACKS IN GARAGE APPEAR TO BE IN A CORRODED CONDITION AND SUBSEQUENTLY UNRELIABLE. THE EXISTING CONDUIT RUN FROM THE JACKS IN THE REFLECTIVE ESAC PANELS IS EXPECTED TO BE CORRODED AND CLOGGED. ALL FIRE FIGHTER JACKS SHALL BE REPLACED WITH NEW JACKS INSTALLED IN NEW SURFACE MOUNTED CAST ALUMINUM BODIES WITH SURFACE CONDUIT. FURNISH AND INSTALL ALL NEW WIRING BETWEEN NEW JACKS AND NEW NODE PANEL.
- REPLACE ALL PULL STATIONS WITH NEW ADDRESSABLE TYPE STATIONS MOUNTED ON CAST ALUMINUM BODIES. INSTALL A NEW ADDRESSABLE SIGNAL LINE CIRCUIT INTERCONNECTING ALL ADDRESSABLE DEVICES IN THE GARAGE.
- REPLACE ALL AUDIO VISUAL DEVICES IN THE GARAGE WITH NEW DEVICES THAT ARE ADA COMPLIANT. RUN NEW SPEAKER AND VISUAL NOTIFICATION CIRCUIT WIRING TO EACH STROBE IN THE GARAGE AND HANGBACK BACK TO NEW NODE PANEL LOCATED ON THE GROUND FLOOR DEDICATED FOR THE GARAGE.
- SEVERAL SPEAKER / STROBE UNITS WERE OBSERVED TO BE ADA COMPLIANT. THE CONTRACTOR SHALL INCLUDE IN ITS BID THE COST TO REPLACE AND REMOVE THE UNITS WITH NEW DEVICES. IF THE EXISTING UNITS ARE ABLE TO BE LEFT IN PLACE BECAUSE THE UNITS MATCH THE REQUIRED CANADA RATING AS SHOWN ON THE DRAWING AND ARE COMPATIBLE WITH THE NEW SYSTEM, THEN THE REMOVAL OF THE DEVICES SHALL BE HANDLED ON A UNIT-BY-UNIT BASIS.



GENERAL NOTES TO CONTRACTOR

ALL NEW CONDUIT REQUIRED TO BE RUN IN THE GARAGE SHALL BE RUN PARALLEL AND PERPENDICULAR TO GARAGE STRUCTURE BEAMS AND WALLS. ALL CONDUIT SHALL BE RUN IN A MANNER SO THAT THE GARAGE STRUCTURE WILL PROTECT THE CONDUIT FROM DAMAGE FROM ATTACHING FIRE.

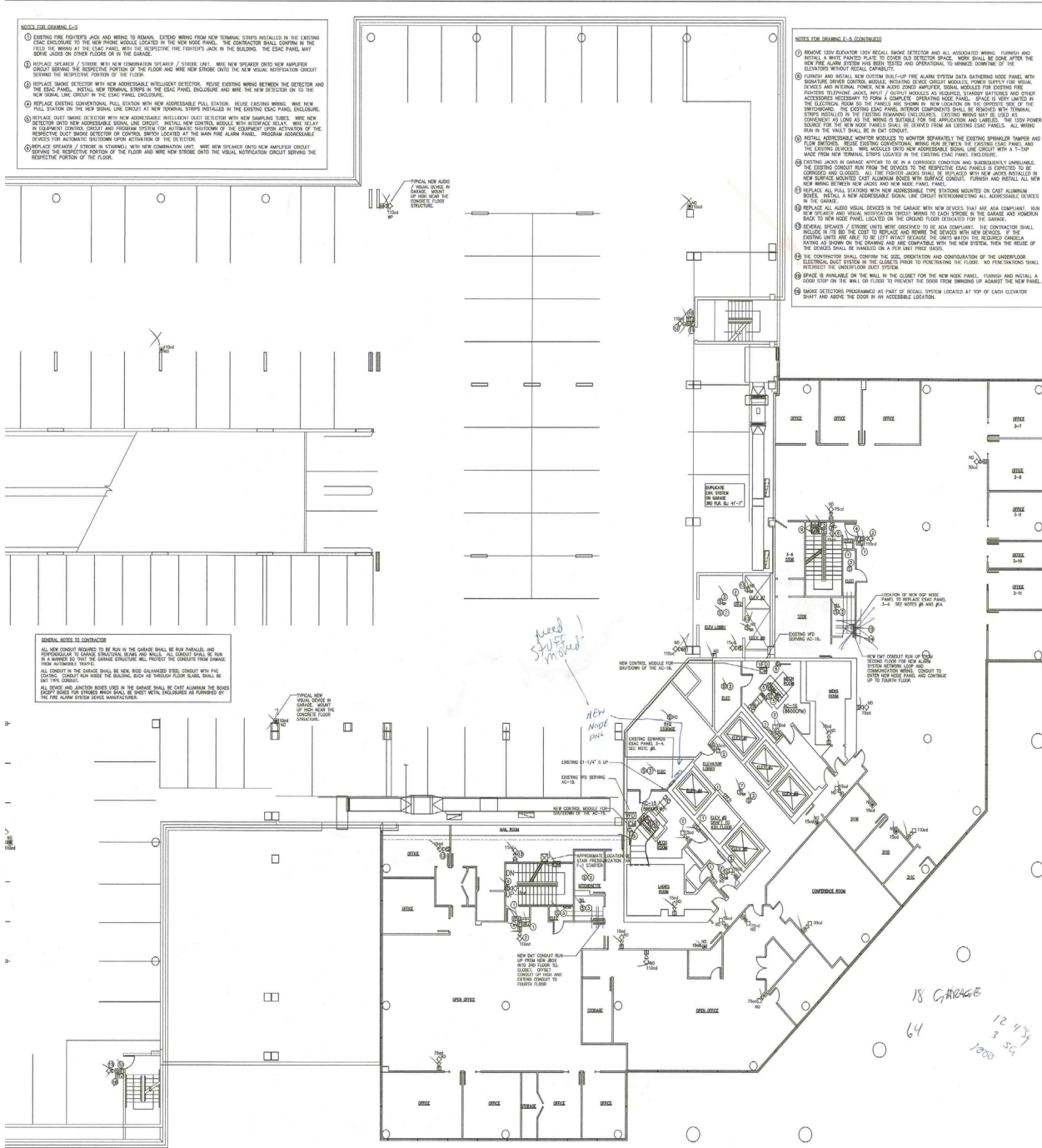
ALL CONDUIT IN THE GARAGE SHALL BE NEW, RIGID, GALVANIZED STEEL CONDUIT WITH PVC COATING. THE CONDUIT SHALL BE BURNED FROM THE THROUGH FLOOR SLAB. SHALL BE EMT TYPE CONDUIT.

ALL DEVICE AND FUNCTION BODIES USED IN THE GARAGE SHALL BE CAST ALUMINUM BODIES EXCEPT BODIES FOR STROBES WHICH SHALL BE SHEET METAL ENCLOSURES AS FURNISHED BY THE FIRE ALARM SYSTEM MANUFACTURER.

SECOND LEVEL BUILDING PLAN - SECOND LEVEL GARAGE PLAN

SCALE: 1/8"=1'-0"

2nd Floor Building & Garage



- NOTES FOR DRAWING E-2**
- EXISTING FIRE FIGHTER'S JACK AND WIRING TO REMAIN. EXTEND WIRING FROM NEW TERMINAL STRIPS INSTALLED IN THE EXISTING ESAC ENCLOSURE TO THE NEW FIRE PANEL LOCATED IN THE NEW WOOD PANEL. THE CONTRACTOR SHALL CONFIRM IN THE FIELD THE WIRING AT THE ESAC PANEL WITH THE RESPECTIVE FIRE FIGHTER'S JACK IN THE BUILDING. THE ESAC PANEL MAY BE IN THE GARAGE OR ON OTHER FLOOR OR IN THE GARAGE.
 - REPLACE SPEAKER / STRIKE WITH NEW COMPARISON SIGNAL / STRIKE UNIT. WIRE NEW SPEAKER ONTO NEW AMPLIFIER CIRCUIT SERVING THE RESPECTIVE PORTION OF THE FLOOR AND WIRE NEW STRIKE ONTO THE NEW VISUAL NOTIFICATION CIRCUIT SERVING THE RESPECTIVE PORTION OF THE FLOOR.
 - REPLACE SMOKE DETECTOR WITH NEW ADDRESSABLE INTELLIGENT DETECTOR. REUSE EXISTING WIRING BETWEEN THE DETECTOR AND THE ESAC PANEL. INSTALL NEW TERMINAL STRIPS IN THE ESAC PANEL ENCLOSURE AND WIRE THE NEW DETECTOR ON TO THE NEW SIGNAL LINE CIRCUIT IN THE ESAC PANEL ENCLOSURE.
 - REPLACE EXISTING CONVENTIONAL PULL STATION WITH NEW ADDRESSABLE PULL STATION. REUSE EXISTING WIRING. WIRE NEW PULL STATION ON THE NEW SIGNAL LINE CIRCUIT AT NEW TERMINAL STRIPS INSTALLED IN THE EXISTING ESAC PANEL ENCLOSURE.
 - REPLACE EXISTING DETECTOR WITH NEW ADDRESSABLE INTELLIGENT DETECTOR WITH NEW SAMPLING TUBES. WIRE NEW DETECTOR ONTO NEW ADDRESSABLE SIGNAL LINE CIRCUIT. NEW CONTROL MODULE WITH INTERFACE RELAY. WIRE RELAY IN EQUIPMENT CONTROL ROOM AND PROGRAM SYSTEM FOR ALARMED SHUTDOWN OF THE EQUIPMENT UPON ACTIVATION OF THE RESPECTIVE SMOKE DETECTOR OR CONTROL SWITCH LOCATED AT THE NEW FIRE ALARM PANEL. PROGRAM ADDRESSABLE RELAY TO ADDRESSABLE DETECTOR UPON ACTIVATION OF THE DETECTOR.
 - WITH ACE SPEAKER / STRIKE IN STAIRWELL WITH NEW COMPARISON UNIT. WIRE NEW SPEAKER ONTO NEW AMPLIFIER CIRCUIT SERVING THE RESPECTIVE PORTION OF THE FLOOR AND WIRE NEW STRIKE ONTO THE VISUAL NOTIFICATION CIRCUIT SERVING THE RESPECTIVE PORTION OF THE FLOOR.

- NOTES FOR DRAWING E-3 (CONTINUED)**
- REMOVE 120V ELEVATOR 120V RECALL SMOKE DETECTOR AND ALL ASSOCIATED WIRING. FURNISH AND INSTALL A WIRE PANDA PLATE TO COVER OLD DETECTOR SPACE. WORK SHALL BE DONE AFTER THE NEW FIRE ALARM SYSTEM HAS BEEN TESTED AND OPERATIONAL TO MINIMIZE DOWNTIME OF THE ELEVATOR RECALL SIGNAL CAPABILITY.
 - FURNISH AND INSTALL NEW SYSTEM BUILT-UP THE ALARM SYSTEM DATA GATHERING WOOD PANEL WITH SENSITIVE DEVICE CONTROL MODULE. WIRING TO NEW SENSITIVE MODULES COVERED BY THE SIGNAL ADDRESSABLE WIRING. NEW ADDRESSABLE AMPLIFIER SIGNAL MODULE FOR EXISTING FIRE FIGHTER TELEPHONE JACKS, HUNT / DUMPY MODULES AS INDICATED, CHANGED ENTRANCES AND OTHER ACCESSORIES NECESSARY TO FORM A COMPLETE OPERATIONAL WOOD PANEL. SPACE IS NOT LIMITED IN THE ELECTRICAL ROOM SO THE PANELS AS SHOWN IN NEW LOCATION ON THE OPPOSITE SIDE OF THE RECEPTION AREA. THE EXISTING ESAC PANEL NOTIFICATION COMPONENT SHALL BE REWIRED WITH TERMINAL STRIPS INSTALLED IN THE EXISTING TERMINAL ENCLOSURE. EXISTING WIRING MAY BE USED AS CONVENIENT AS LONG AS THE WIRING IS SUITABLE FOR THE APPLICATION AND LABELED. THE 120V POWER SUPPLY FOR THE NEW WOOD PANEL SHALL BE DERIVED FROM AN EXISTING ESAC PANEL. ALL WIRING RUN IN THE WALL SHALL BE IN RMT CONDUIT.
 - RECALL ADDRESSABLE WIRE MODULES TO MONITOR SEPARATELY THE EXISTING SMOKE PANDA PLATE AND FLOW SWITCHES. REUSE EXISTING CONVENTIONAL WIRING RUN BETWEEN THE EXISTING ESAC PANEL AND THE EXISTING DEVICES. WIRE MODULES TO NEW ADDRESSABLE SIGNAL LINE CIRCUIT WITH A 7-STOP MADE FROM NEW TERMINAL STRIPS LOCATED IN THE EXISTING ESAC PANEL ENCLOSURE.
 - EXISTING WOOD PANEL MODULES TO BE IN A CONVENIENT LOCATION AND INADEQUATELY UNAVAILABLE. THE EXISTING CONDUIT FROM THE DEVICES TO THE RECALL ESAC PANELS IS APPLICABLE TO BE CONSIDERED AND CLOSED. ALL THE EXISTING WOOD PANELS IS REWIRED WITH NEW JACKS INSTALLED IN NEW ESAC PANELS LOCATED EAST ALARM ROOMS WITH EXISTING ESAC PANELS. FURNISH AND INSTALL ALL NEW WIRING BETWEEN NEW JACKS AND NEW ESAC PANELS.
 - INSTALL ALL PULL STATIONS WITH NEW ADDRESSABLE TIME EXTENSION MOUNTED ON CAST ALUMINUM BODIES. INSTALL A NEW ADDRESSABLE SIGNAL LINE CIRCUIT INTERCONNECTING ALL ADDRESSABLE DEVICES.
 - REPLACE ALL EXISTING VISUAL DEVICES IN THE GARAGE WITH NEW DEVICES THAT ARE ASIA COMPLIANT. WIRE NEW DEVICES AND VISUAL NOTIFICATION CIRCUIT WIRING TO EACH STROBE IN THE GARAGE AND HANGERS BACK TO NEW WOOD PANEL LOCATED ON THE SECOND FLOOR OF THE GARAGE.
 - REPLACE SPEAKER / STRIKE UNITS WERE OBSERVED TO BE ASIA COMPLIANT. THE CONTRACTOR SHALL INCLUDE IN THE BID THE COST TO REPLACE THE DEVICES WITH NEW DEVICES. THE EXISTING UNITS ARE NOT TO BE LEFT IN PLACE UNLESS THE UNITS MATCH THE REQUIRED CANONICAL LISTING AS FOUND ON THE DRAWING AND IS COMPLIANT WITH THE PERMITS. FROM THE REUSE OF THE DEVICES SHALL BE HANDLED ON A PER UNIT BASIS.
 - THE CONTRACTOR SHALL COVER THE SIZE, OPERATION AND CONFIGURATION OF THE UNDERFLOOR ELECTRICAL DUCT SYSTEM IN THE CLOSET PRIOR TO PENETRATING THE FLOOR. NO PENETRATIONS SHALL INTERFERE THE UNDERFLOOR DUCT SYSTEM.
 - SPACE IS AVAILABLE ON THE WALL IN THE CLOSET FOR THE NEW WOOD PANEL. FURNISH AND INSTALL A WOOD STIP ON THE WALL IN CLOSET TO PROTECT THE DOOR FROM IMPINGING AGAINST THE NEW PANEL.
 - SMOKE DETECTORS PROGRAMMED AS PART OF RECALL SYSTEM LOCATED AT TOP OF EACH ELEVATOR SHAFT AND ABOVE THE DOOR IN AN ACCESSIBLE LOCATION.

GENERAL NOTES TO CONTRACTOR

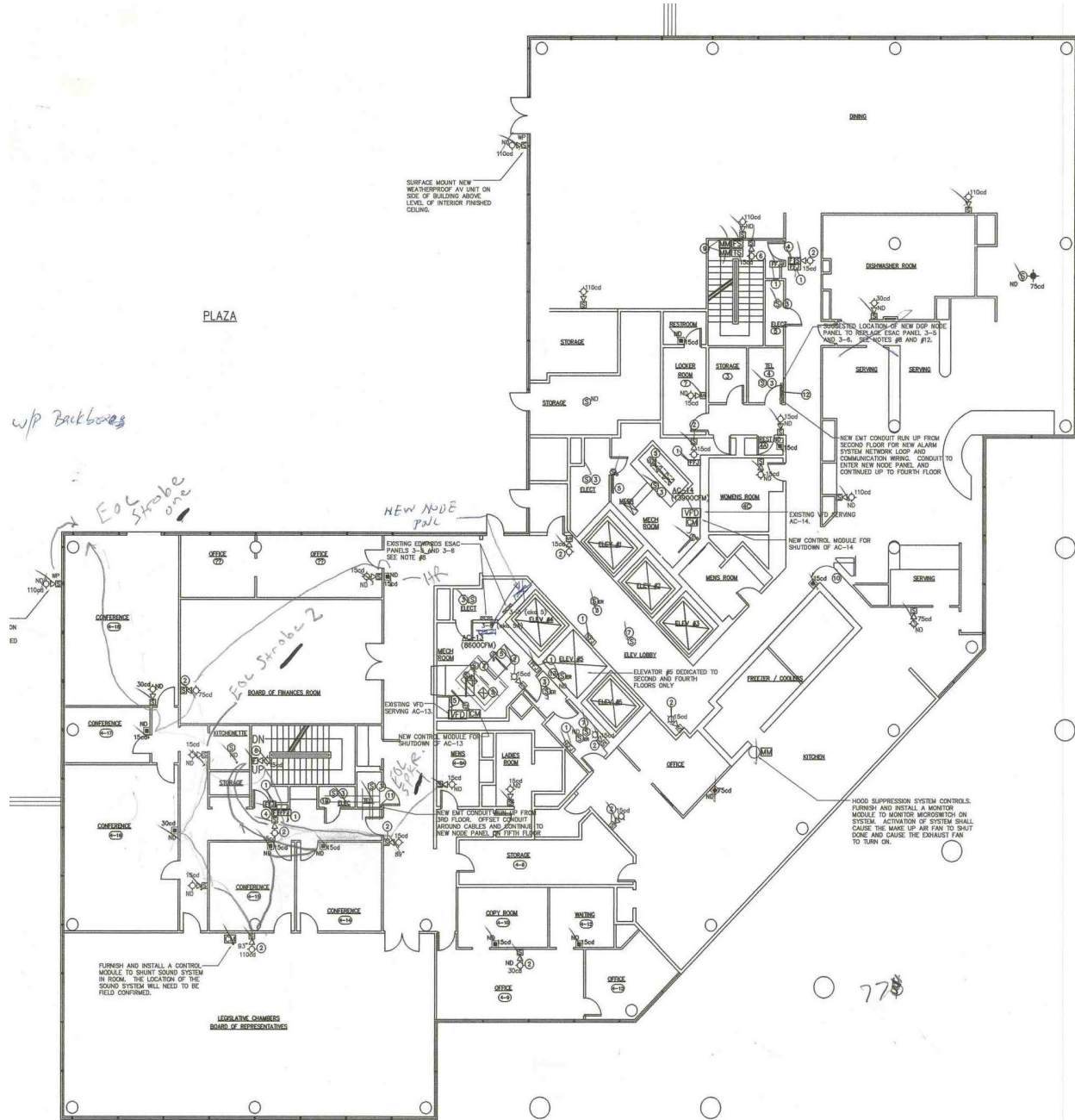
ALL NEW CONDUIT REQUIRED TO BE RUN IN THE GARAGE SHALL BE RUN PARALLEL AND PERPENDICULAR TO EXISTING CONDUIT, STAYS AND RISERS. ALL CONDUIT SHALL BE MARKED WITH PERMANENT TRACING.

ALL CONDUIT IN THE GARAGE SHALL BE RUN, BOLD, GALVANIZED STEEL CONDUIT WITH PVC COATING. CONDUIT RUN INSIDE THE BUILDING, SUCH AS THROUGH FLOOR SLABS SHALL BE ALL THIN WALL.

ALL SMOKE AND JUNCTION BOXES RUN IN THE GARAGE SHALL BE GREAT HARMERER THE SHOWN. EMPTY BOXES FOR SMOKE DETECTOR SHALL BE SHEET METAL ENCLOSURES AS FURNISHED BY THE MANUFACTURER OF THE DETECTOR.

THIRD LEVEL BUILDING PLAN - FOURTH LEVEL GARAGE PLAN
SCALE 1/8"=1'-0"

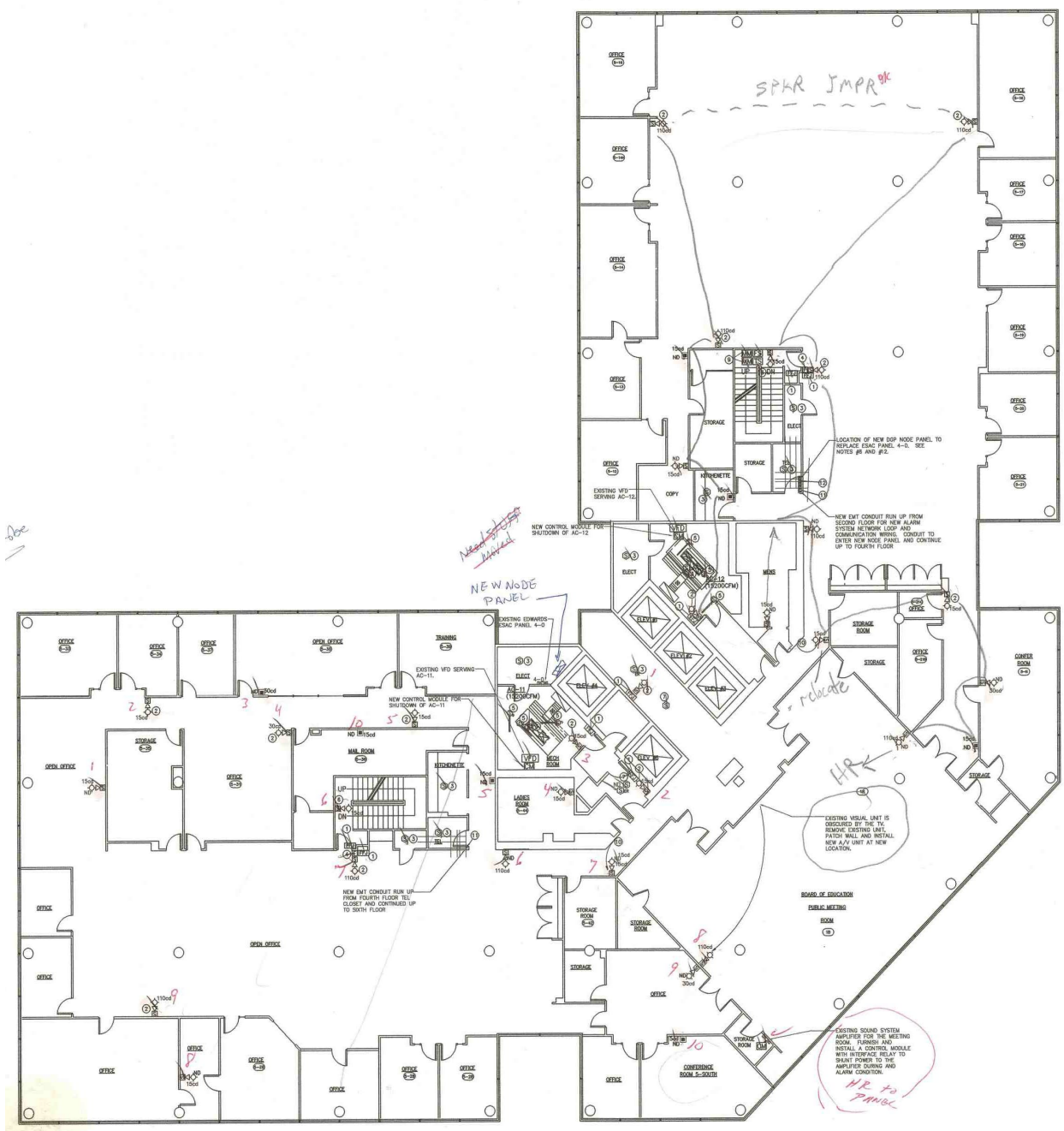
3rd Floor Building & Garage



FOURTH LEVEL BUILDING PLAN & PLAZA

SCALE: 1/8"=1'-0"

4th Floor Building & Patio



FIFTH LEVEL BUILDING PLAN
SCALE: 1/8"=1'-0"

5th Floor

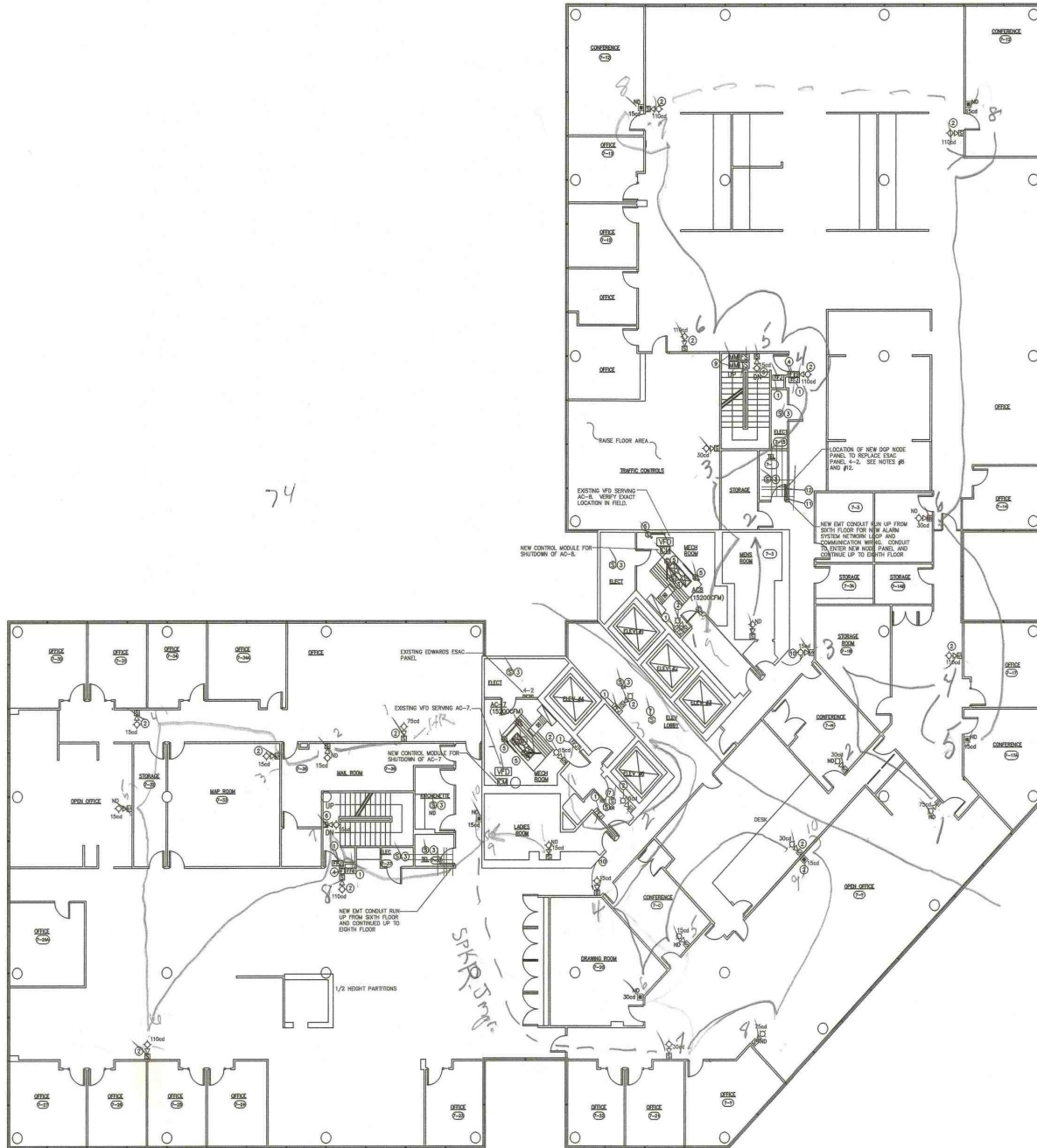
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SIXTH LEVEL BUILDING PLAN
 SCALE: 1/8"=1'-0"

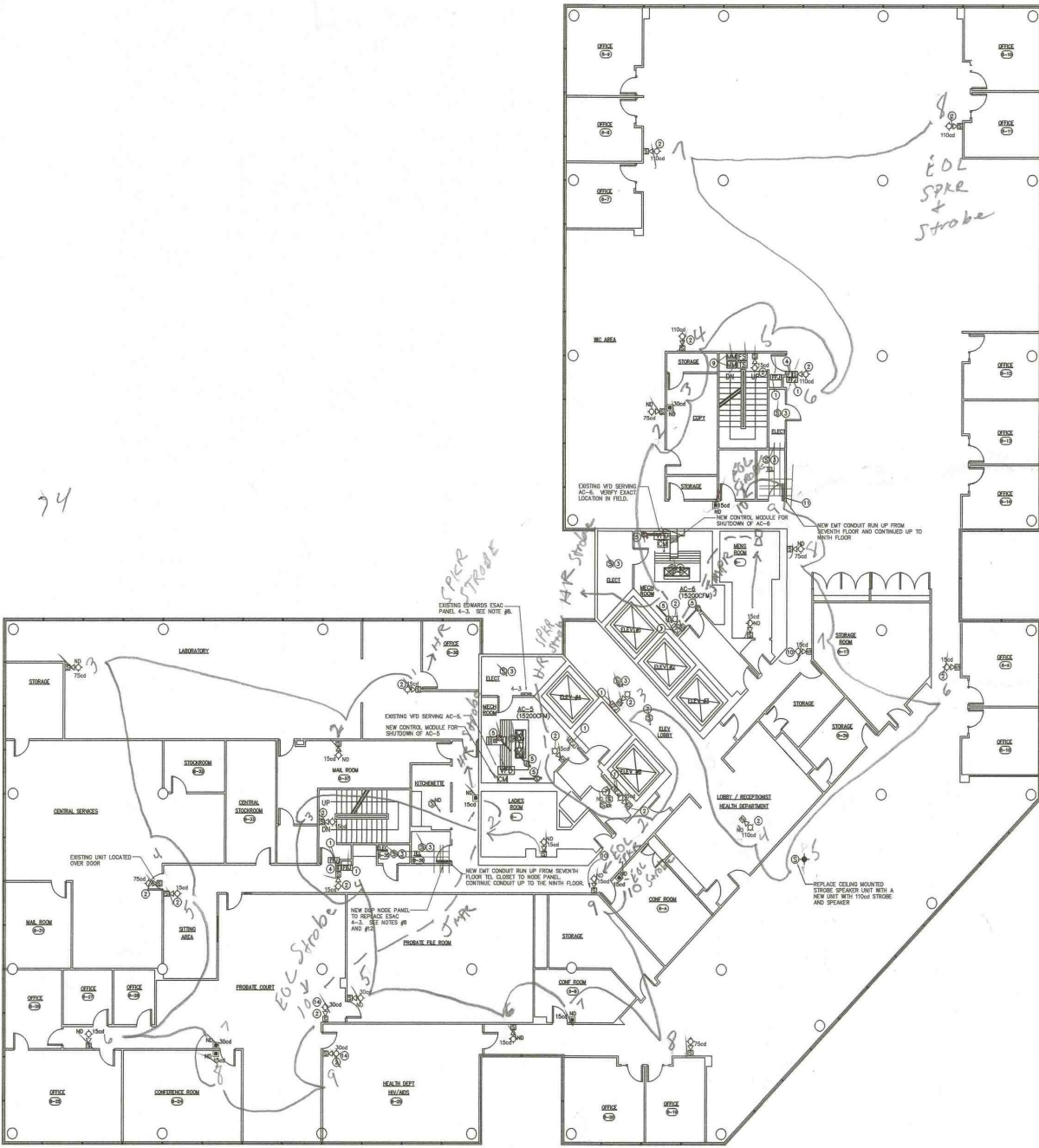
6th Floor Building



SEVENTH LEVEL BUILDING PLAN

SCALE 1/4"=1'-0"

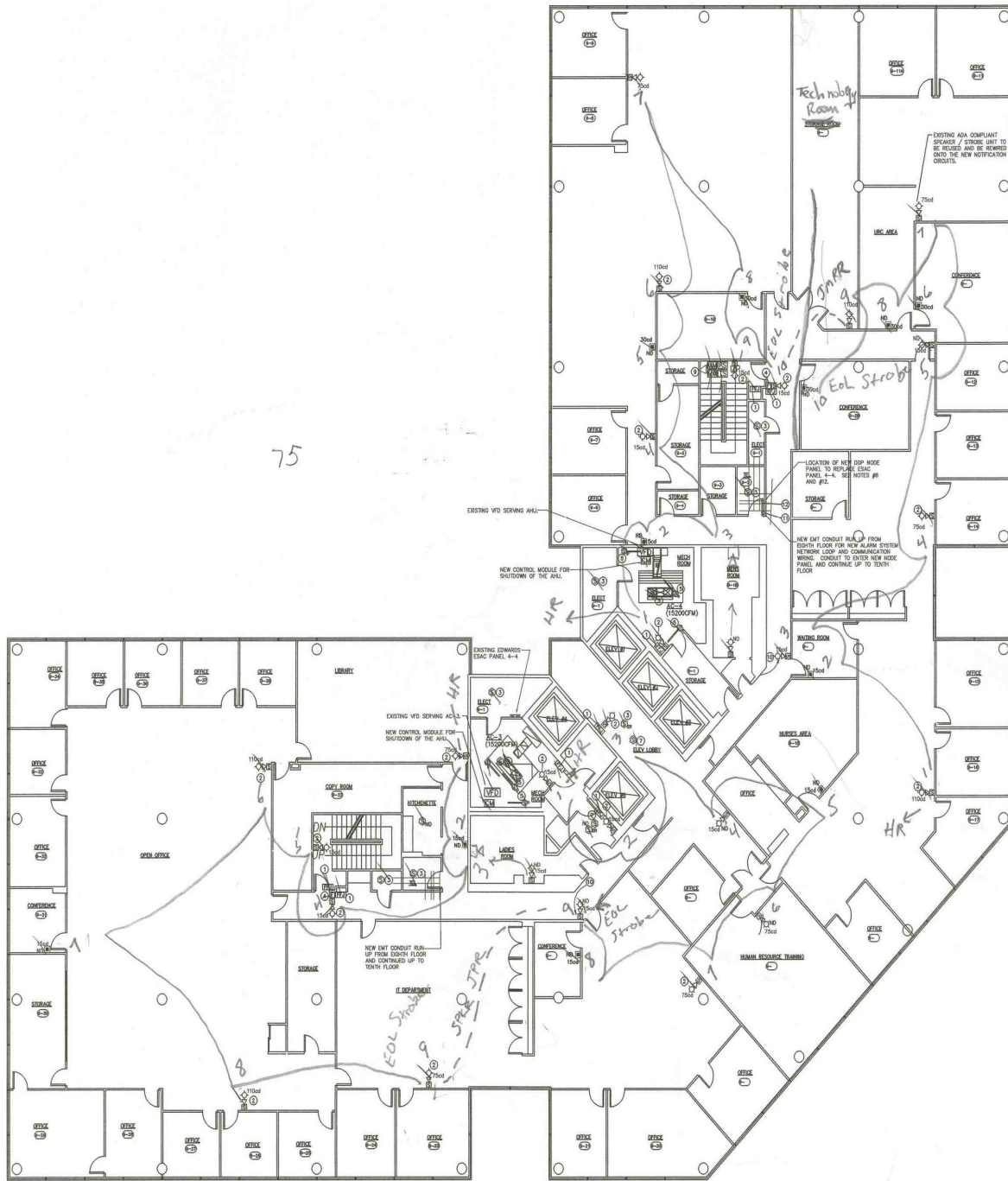
7th Floor Building



EIGHTH LEVEL BUILDING PLAN

SCALE: 1/8"=1'-0"

8th Floor Building

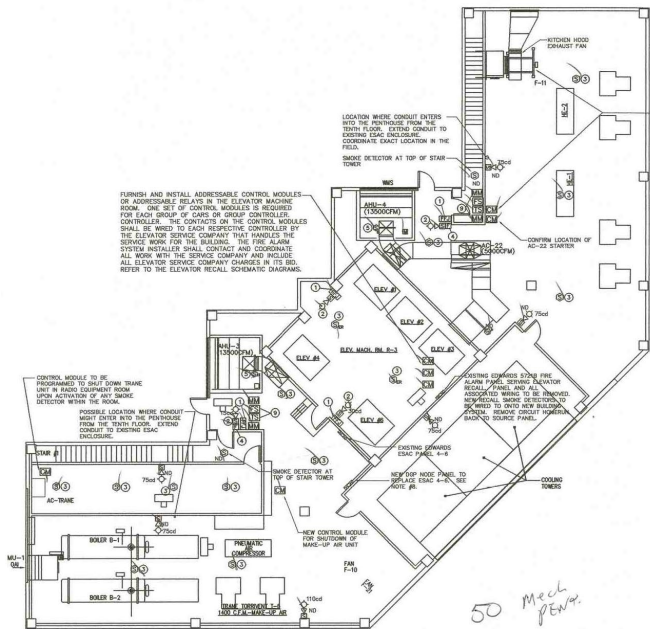


75

NINTH LEVEL BUILDING PLAN

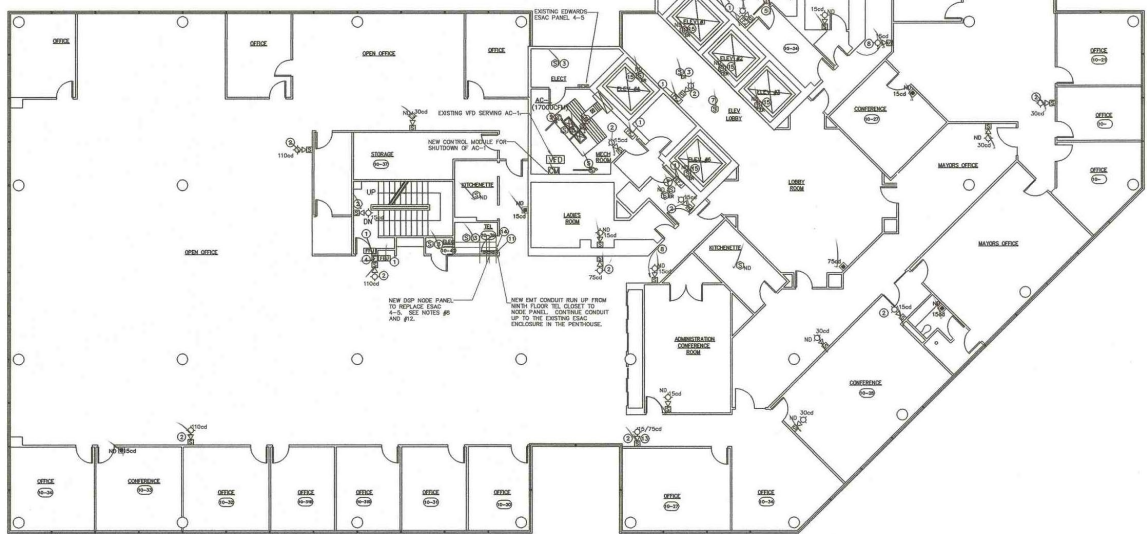
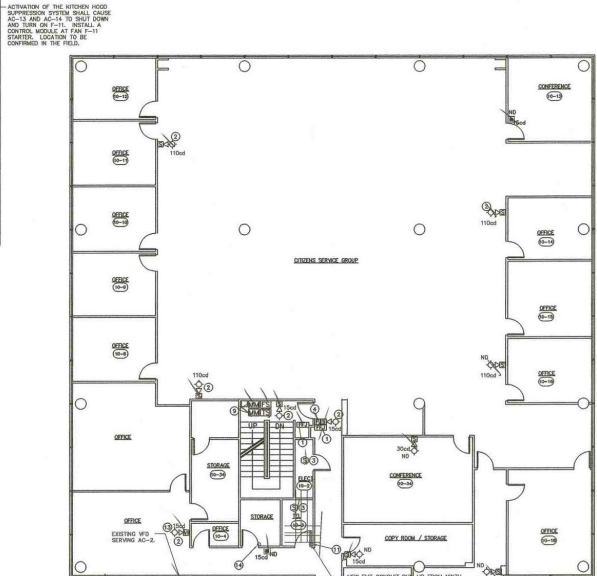
SCALE: 1/8"=1'-0"

9th Floor Building



MECHANICAL PENTHOUSE LEVEL PLAN

SCALE: 1/8"=1'-0"

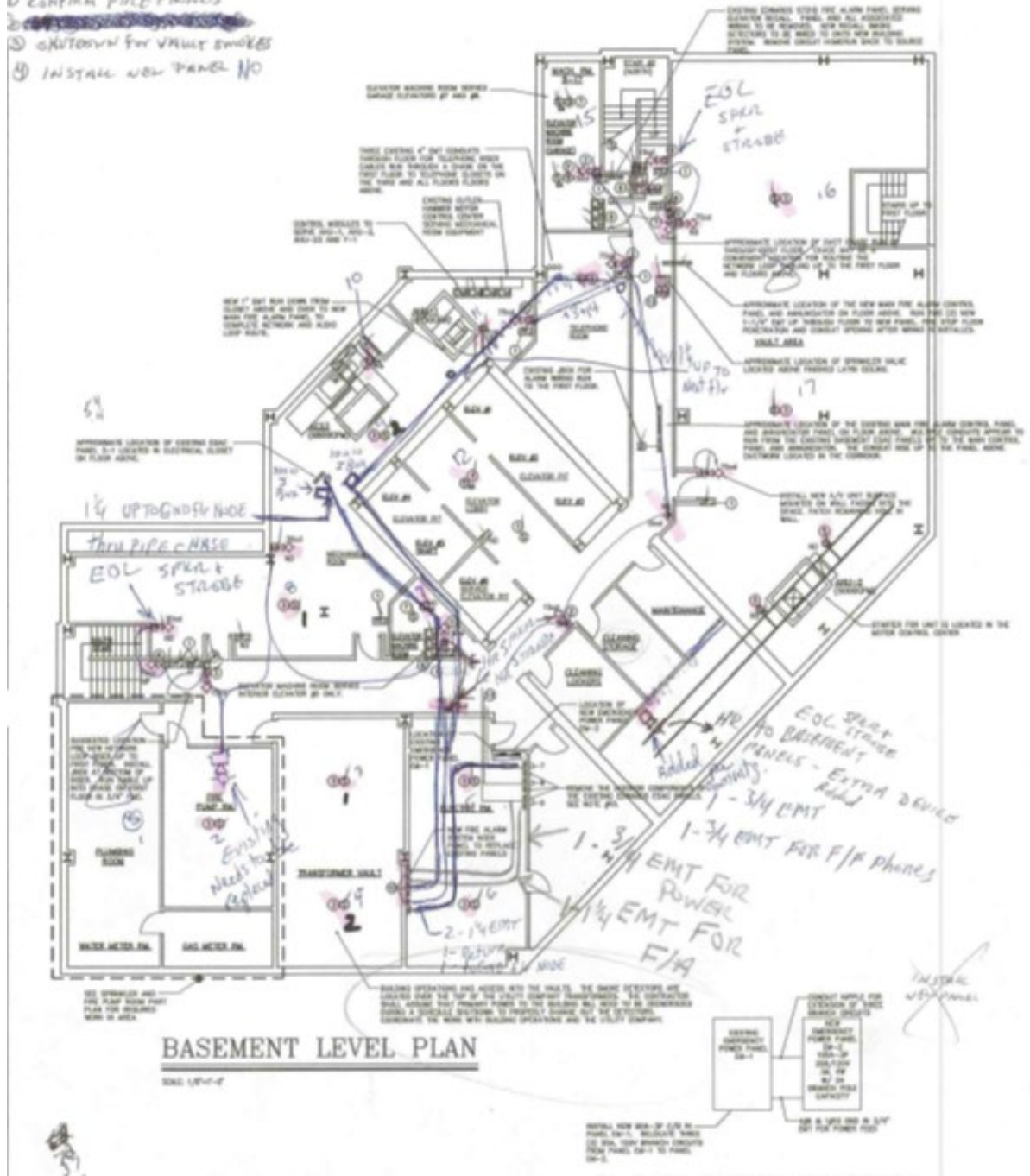


TENTH LEVEL BUILDING PLAN

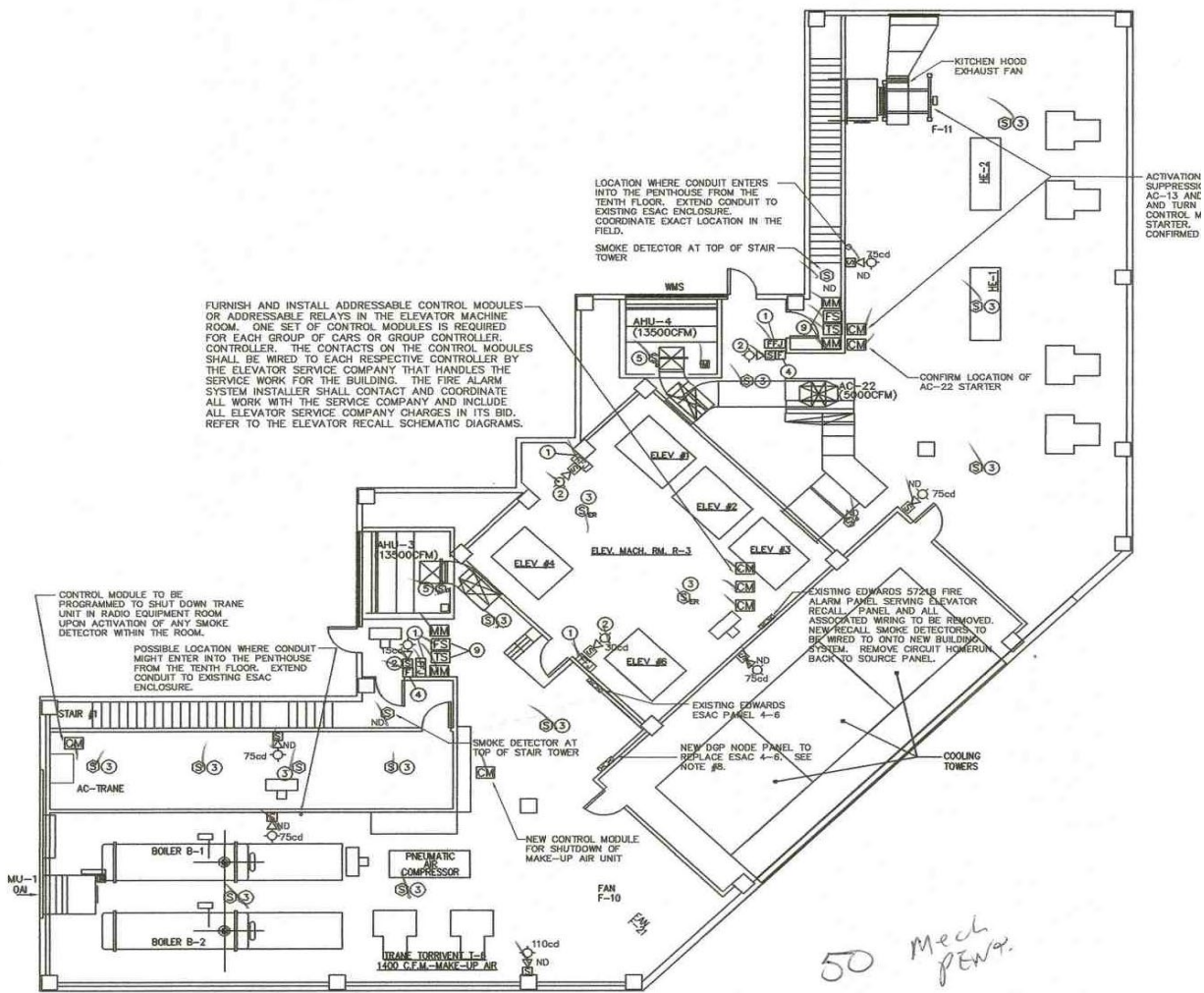
SCALE: 1/8"=1'-0"

10th Floor Building

- ① CONFIRM PILE FOUND
- ② AUTODOWN FOR VAULT SMOKES
- ③ INSTALL NEW PANEL NO



Basement Level



MECHANICAL PENTHOUSE LEVEL PLAN

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Mechanical Penthouse
Authorized Personnel Only