



1515 ARAPAHOE



EMERGENCY PROCEDURES QUICK REFERENCE GUIDE

BUILDING ADDRESS:

1515 Arapahoe Street, Your Tower, Your Suite Number/Floor _____

IMPORTANT PHONE NUMBERS:

Building Lobby Desk (24 hours)	303.820.2793
Building Management Office (M-F 8-5)	303.571.5000
Police/Fire/Medical Emergency	911

FIRE ALARM:

Upon Alarm - Follow instructions of Floor Wardens - (Look for the red cap) ALWAYS EVACUATE, unless you are told not to. Evacuation will be directed by the security team, and communicated via the PA system. If instructed by your floor wardens, the PA system, or if your area is affected by fire or smoke, evacuate via the stairwells located in the core of the building. (FOLLOW THE EXIT SIGNS TO STAIRWELLS) Make sure all stairwell doors are closed completely. Do not try to re-enter on other floors - follow the stairwells to the egress level and follow the directional signs to safety. BE SAFE...if you SMELL smoke - call the management office or lobby desk. If you SEE smoke - pull a "pull station", proceed to the stairwells, and use the stairwell phones to notify the lobby desk of your situation.

POWER OUTAGE:

Remain calm - Emergency generator will operate within 60 seconds. DO NOT EVACUATE! Do not attempt to use elevators - all elevators will return to ground level, and then only one per bank will operate under emergency power - please limit use. Only emergency systems will have power, including minimal lighting. Restrooms are not equipped with emergency power - please do not use. Relocate to an area near the windows and await instructions from building staff via PA system.

MEDICAL EMERGENCY:

Call 911 - Ask for Fire Department. Call Lobby Desk (303.820.2793) to notify them of location to send emergency personnel. Have someone wait on floor elevator lobby to direct emergency personnel.

JLL

1515 Arapahoe Street, Tower 1, Suite 115, Denver, Colorado 80202
303.571.5000 Phone ■ Fax 303.200.9425

Last Revised 8/15



TORNADO PROCEDURES:

When a tornado warning is issued, it means that a tornado has actually been sighted, or has been indicated by radar, and this or other tornados may strike in your vicinity. Public warning will come over the radio, TV, or by five minute steady blasts of the siren by the Civil Defense warning system. **GET AWAY FROM THE PERIMETER OF THE BUILDING AND EXTERIOR GLASS. Go to an area in the center of the building where you cannot see any exterior glass, i.e. the stairwells or restrooms. DO NOT EVACUATE!** Sit down in the corridor and protect yourself by putting your head as close to your lap as possible, or kneel protecting your head. Do not go to the first floor lobby, or outside the building. Updated information will be passed onto you via the building public address system as often as possible.

BOMB THREAT:

Upon receiving a threat, first place a trace on the call by dialing *57, then call 911 and explain the situation to them. Call the building lobby desk at 303.820.2793 and explain the situation to them. Tenants should check the most public areas of their space for any suspicious packages, objects or activities, and monitor their space for any suspicious activity.

EVACUATION:

Evacuate if you see smoke, fire, or another hazardous conditions on your floor. DO NOT USE ELEVATORS. Follow exit signs to the building stairwells, make sure stairwell doors are closed behind you, and proceed down stairs. **DO NOT TRY TO RE-ENTER** the building on another floor - follow the stairs all the way down to the egress level where you will be directed to safety. Meet your fire warden at the designated location.