

# EVACUATION PLAN

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150 OTTAWA AVE NW SUITE 1000

## **Evacuation Alarm & Designated Safe Area:**

Evacuation alarms have intermittent horn blasts and flashing strobe light devices located throughout the building.

The designated safe area is the ***Northwest corner of Ottawa Ave and Lyon Street***. On the sidewalk next to the Fifth Third Center building.

IT IS IMPERATIVE THAT WHEN THE EVACUATION ALARM SOUNDS, YOU IMMEDIATELY GO TO THE DESIGNATED SAFE AREA. DO NOT STAY IN THE BUILDING OR EXIT THE BUILDING VIA YOUR CAR.

Please wait at the designated safe area until we are able to take a head count and have received the all-clear from emergency responders. This is important as it lets us know everyone on our team has made it out ok and no one was left behind. We also need to account for everyone with the emergency responders.

## **What to do if you are unable to evacuate:**

If you are unable to evacuate, please first call 911 and then Alison at 616-460-5475.

Find a white sheet and towel located in the coat closets or the drawer in the marketing collaboration area. Place a white sheet in the window and if there is a fire, place a wet towel at the base of the doors in order to prevent smoke from entering the 10th floor.

## **Elevators:**

You should never attempt to use an elevator during an evacuation. If you are in an elevator when the evacuation alarms go off, the elevator is designed to recall to the 1st floor lobby. This may take a minute so remain calm and be patient. If the elevators ever get stuck for a non-emergency reason, they are also designed to recall to the 1st floor lobby. If the elevator does NOT recall, please hit the emergency call button in the elevator to notify the elevator company. You will be asked what elevator car you are in, the number of people in the elevator, if the doors are open or closed, and if anyone in the elevator car has any medical conditions. If possible, please also contact Alison at 616-460-5475 so she can contact the property management company and 911 if needed.

## **Fire:**

If you notice a fire, please let Alison or Carol know immediately. Use the stairs to evacuate the building, notifying others to evacuate as you make your way to the stairs. Stay low and feel doors for heat before opening them. If the door is hot, keep it closed and place wet towels at the base of the door to keep the smoke from entering your location and call 911. REPORT TO OUR DESIGNATED SAFE AREA until you have received the all-clear from emergency personnel to re-enter the building.

## **Tornado:**

Shelter alarms have a constant siren from outside the building indicating shelter is necessary. In the event of a tornado warning, alarms will be sounded by Kent County government officials. If the alarm is sounded, please gather your assigned shelter area:

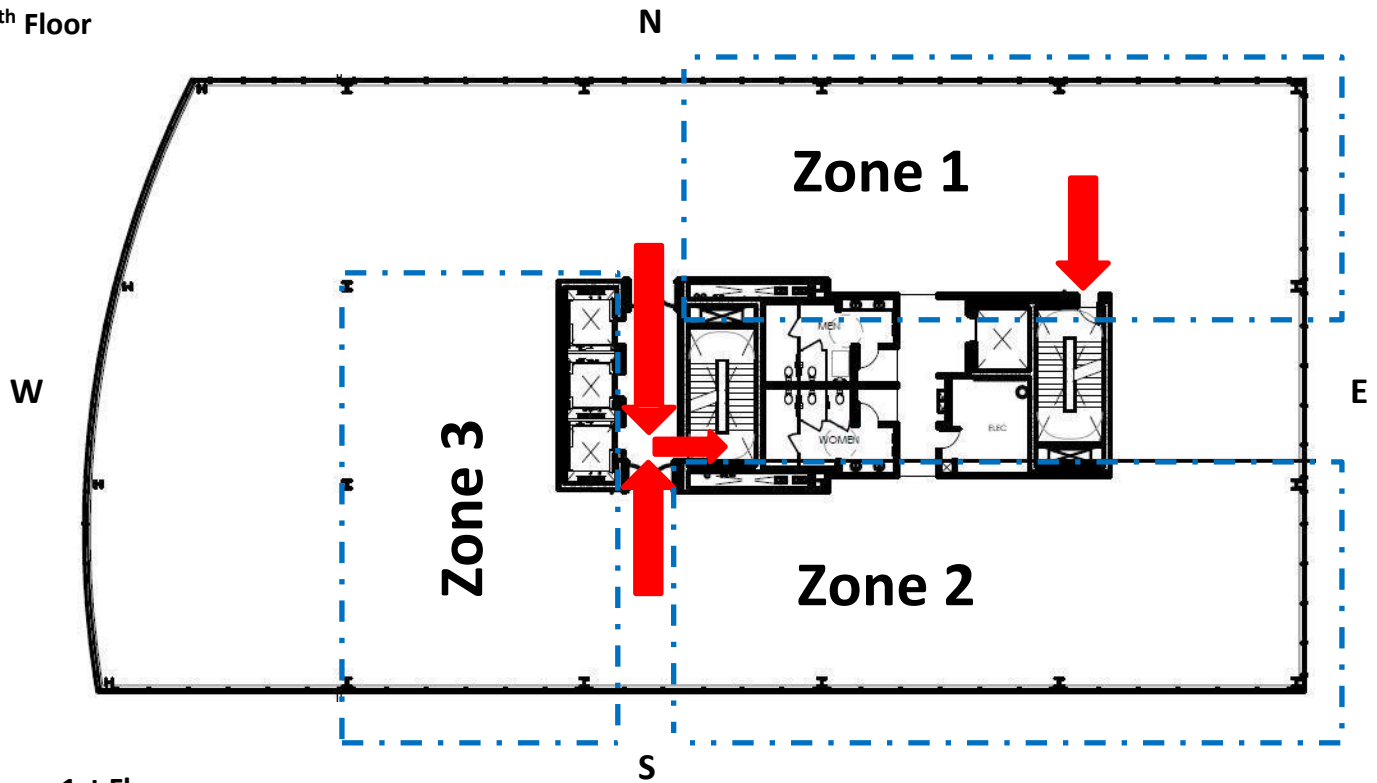
- Stairwell by kitchen – Zone 2, Alison
- Stairwell by elevators – Zone 3, Eric
- Mailroom – Zone 1, Max, visitors

**DO NOT** LEAVE THE STAIRWELL OR MAILROOM UNTIL YOU HAVE BEEN ACCOUNTED FOR AND GIVEN THE ALL-CLEAR TO LEAVE.

# EVACUATION ROUTES

150 OTTAWA AVE NW SUITE 1000

10<sup>th</sup> Floor



1st Floor

