

# **EMERGENCY ACTION PLAN**

## **29355 Northwestern Highway Office Building**

### **Southfield, Michigan 48034**

**In the event of fire, ALL employees must immediately evacuate by means of the nearest stairwell, proceeding to the nearest ground floor exit and out of the building.**

Pull Stations (to sound the alarm) and portable fire extinguishers are located by the stairwells on each floor for employee use. In the event of fire, sound the alarm and, if the situation is warranted to give other workers time to escape, or to prevent danger to others by spread of fire, any employee may use the extinguishers to attempt to extinguish the fire.

Designate someone from your company to be responsible for first calling 911 and then calling the Landlord at 248-557-3800 from a safe location. As soon as the Landlord becomes aware of an emergency situation, companies will be alerted by email (for those who have provided an email address) or by phone.

In the event of tornado or other such event, the City of Southfield warning sirens will sound. Always take these sirens seriously and tune a radio or television to a local station to learn the nature of the emergency but generally all employees should take shelter in an interior room without windows

During an emergency evacuation, the Landlord suggests that each company select a safe location (outside and away from the building) to gather until everyone has been accounted for. See attached site plan and mark where your employees should meet.

#### **PROVISION FOR THE DISABLED**

In the event of **an extreme emergency**, employees using wheelchairs and scooters should consider alternative evacuations, including being picked-up and carried out of the building. When circumstances necessitate separating the user and the wheelchair, keep the period of separation to a minimum. Sufficient helpers to carry both the user and the wheelchair/scooter must be available to

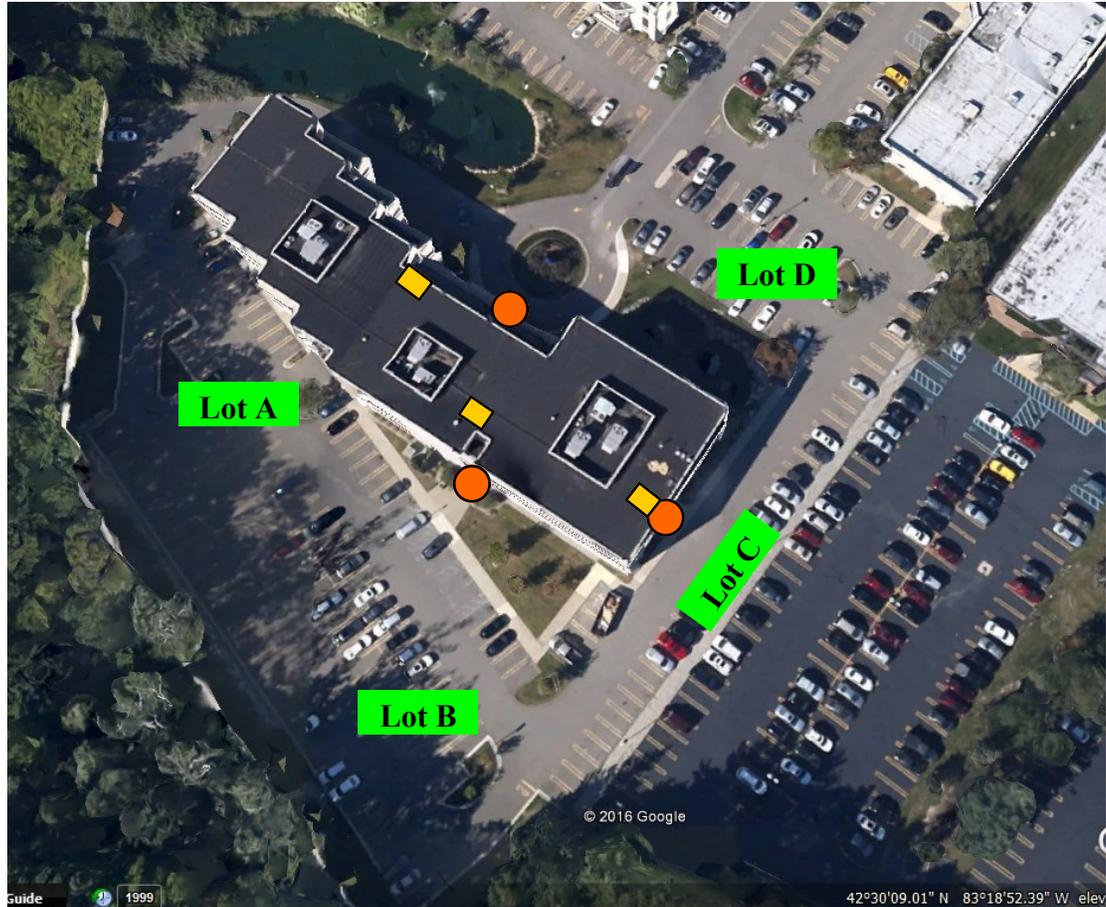
use this procedure. When more than one flight of stairs is traversed, helpers may need to switch positions since one person may be doing most of the lifting. Switch positions only on a level landing areas. When the lifting is complete, follow the instructions of the wheelchair's user and restore the manual or motorized wheelchair to full operation; then assist the user to a safe area outside of the facility.

#### **Non-Life-Threatening Emergency Numbers**

<b>DEPARTMENT</b>	<b>PHONE NUMBER</b>
Ari-El Office	(248) 557-3800
Web Address	<a href="http://www.ari-el.com">www.ari-el.com</a>
Police Department	(248) 796-5500
Fire Department	(248) 796-5700
Providence Hospital	(248) 849-3000

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for  
**29355 Northwestern Highway Office Building**  
Southfield, Michigan 48034



**In Case of Fire—Know what to do. Every fire alarm must be treated as a fire emergency. If you hear the fire alarm, take these steps to ensure a safe evacuation of the building.**

1. Don't rush out into the hallway. Feel the door. If it is hot, try to find another way out. If the door is cool, leave your office as quickly as possible, closing the doors as you go to slow fire spread.
2. Use the stairs, not the elevators, to evacuate the building. If you are unable to use the stairs, stay in your office.
3. Once outside, move away from the building to your designated meeting place.
4. Do not go back into the building until the Fire Department has given permission. If you think someone is trapped inside, notify the Fire Department.

If you can't escape from your office, stuff wet towels, clothes or whatever you can find around the door and vents to keep the smoke out. Call the Fire Department and tell them where you are. Stay low and wave a bright cloth or towel at the window to signal your location.