



DOMINO'S FARMS OFFICE PARK EMERGENCY GUIDE

Emergency	930-4444	Property Management	930-4450
Non-Emergency	930-4911	Maintenance Requests	930-4450
Key Requests	keys@dominosfarms.com	Leasing	930-4425
Access Cards	keys@dominosfarms.com	www.dominosfarms.com	



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.

RECOGNIZING POTENTIAL WORKPLACE VIOLENCE

An 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 an employee. Alert your Human Resources Department if you believe an employee or coworker exhibits potentially violent behavior.

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 of behaviors is not comprehensive, nor is it intended as a mechanism for diagnosing violent tendencies):

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

How to Respond When an Active Shooter is in Your Vicinity

Quickly determine the most reasonable way to protect your own life. Employees and customers are likely to follow the lead of managers during an emergency situation. Three natural responses are incorporated.

<p>RUN</p> <p>If there is an accessible escape path, attempt to evacuate the premises.</p> <ul style="list-style-type: none">• Have an escape route and plan in mind• Leave your belongings behind• Keep your hands visible	<p>HIDE</p> <p>If evacuation is not possible find a place to hide.</p> <ul style="list-style-type: none">• Hide in an area out of the active shooters view• Provide protection if shots are fired in your direction• Block entry to your hiding place and lock the doors	<p>FIGHT</p> <p>As a last resort attempt to disrupt or incapacitate the active shooter by:</p> <ul style="list-style-type: none">• Acting as aggressively as possible against the shooter• Throwing items and improvising weapons• Committing to your actions
--	---	--

How to Respond When Law Enforcement Arrives on the Scene

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

How to react when law enforcement arrives:

- Remain calm and follow officers' instructions
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises
- Immediately raise hands and spread fingers
- Avoid pointing, screaming and/or yelling

Information to provide to law enforcement or 911 operator:

- Location of the active shooter
- Physical description of shooter/s
- Number of potential victims at the location
- Number of shooters, if more than one
- Number and type of weapons held by the shooter/s

Bomb Threats

Experience shows that the majority of written or telephone bomb threats are hoaxes. However the political climate of the world today dictates that each and every incident be investigated. We must always be on guard against these cowardly attacks. Most bombings are preceded by a threat of some sort. These threats can be communicated by telephone, e-mail, fax, and website postings. It is important to never ignore a threat, regardless of how minor it may seem. If you receive a threat, utilize the checklist below to record the details of the threat. This will help the investigation by providing a written history of the threat before the details are forgotten, or confused. The Domino's Farms Security Department and local authorities will evaluate all threats. The decision to evacuate and search, search without evacuation, or discredit the threat will be made by this multidisciplinary team.

If an evacuation is required...

1. DFOP personnel will notify you via the building public address system and / or personally.
2. **Walk** to the nearest emergency exit; use the stairs not elevators.
3. Exit the building and proceed to the designated evacuation area. (DFOP personnel will direct you)
4. Domino's Farms Office Park staff and local authorities will conduct a search of the building.
5. **DO NOT** re-enter the building until notified to do so by clearly identified Domino's Farms Office Park personnel.

E-Mail / Fax Threat

- Remain calm, do not delete or move the e-mail from your in-box.
- Contact Security at **930-4444** immediately.
- Do not discuss the threat with co-workers.
- A Security Agent will be dispatched to secure the correspondence and contact the proper personnel.

Mail Threat

- Remain calm, set the letter down and do not handle it, or the packaging any further.
- Contact Security at **930-4444** immediately.
- Do not discuss the threat with co-workers.
- A Security Agent will respond to secure the document and packaging and contact the proper personnel.

Telephone Threat

- Remain calm; refer to the Bomb Threat Checklist.
- Ask the caller the questions on the checklist; note the characteristics of the caller.
- Keep the caller on the line as long as possible.
- Call Security at **930-4444** immediately after the call, or have a co-worker call while you gather as much information from the caller as possible.
- Be sure to note the exact time of the call and the line the call rang in on.
- A Security Agent will be dispatched to collect the information gathered and contact the proper personnel.

QUESTIONS TO ASK CALLER

1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause the bomb to explode?
6. Did you place the bomb?
7. Why?
8. What is your name?

EXACT WORDING OF BOMB THREAT

Sex of caller: _____ Race: _____

Age of caller: _____ Call Length: _____

Number at which call was received: _____

Time call received: _____

Date call received: _____

CALLER'S VOICE

- | | |
|-----------------------------------|--------------------------------|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Angry |
| <input type="checkbox"/> Stutter | <input type="checkbox"/> Loud |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Slow |

A
T
F

B
O
M
B

T
H
R
E
A
T

C
H
E
C
K
L
I
S
T

CALLER'S VOICE Cont.

- | | |
|---|--|
| <input type="checkbox"/> Rasp | <input type="checkbox"/> Crying |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Distinct |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Whispered |
| <input type="checkbox"/> Ragged | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Deep Breathing | <input type="checkbox"/> Cracking Voice |
| <input type="checkbox"/> Disguised | <input type="checkbox"/> Accent |
- Familiar (If voice is familiar, who did it sound like?)
-

BACKGROUND SOUNDS

- | | |
|--|---|
| <input type="checkbox"/> Street Noises | <input type="checkbox"/> Factory Machinery |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Crockery |
| <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Clear |
| <input type="checkbox"/> PA System | <input type="checkbox"/> Static |
| <input type="checkbox"/> Music | <input type="checkbox"/> House Noises |
| <input type="checkbox"/> Long Distance | <input type="checkbox"/> Local |
| <input type="checkbox"/> Motor | <input type="checkbox"/> Office Machinery |
| <input type="checkbox"/> Booth | <input type="checkbox"/> Other (Please specify) |
-

BOMB THREAT LANGUAGE

- | | |
|---|---|
| <input type="checkbox"/> Well spoken (educated) | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Message read by threat maker |
| <input type="checkbox"/> Taped | <input type="checkbox"/> Irrational |

REMARKS: _____

Your Name: _____

Your Position: _____

Your Telephone Number: _____

Date Checklist Completed: _____

Fire

The greatest danger to commercial buildings is fire. It is important that you familiarize yourself with the building fire plan and prevention measures. Being able to react properly and safely during a fire can reduce the risk of serious injury and death significantly. In a fire situation every second counts. The Domino's Farms Office Park utilizes some of the latest technology available to monitor the building life safety systems. These include multiple types of detection and suppression systems as well as building wide graphical mapping systems designed to increase response time. Smoking is also prohibited on the property. This further reduces the risk of fire from carelessly discarded cigarettes. Below you will find a general description of how the building is alerted to a fire situation.

What happens during a fire alarm?

1. A fire is detected visually or by mechanical means.
2. The building fire alarm system is activated by the detection device or by someone activating a fire pull station.
3. The building evacuation broadcast is automatically initiated.
4. An audible evacuation message is broadcast, *"Attention! Attention! The fire alarm has been activated in this building. Please exit the building using the nearest exit or fire exit stairwell. Do not use elevators"*. Visual notification strobes are activated as well.
5. Domino's Farms Security Agents receive the alarm and contact the Ann Arbor Township Fire Department. Concurrently Security Agents and Maintenance personnel are dispatched to the location of the alarm to determine the cause and begin evacuation procedures.
6. When the situation is resolved, the "all clear" message is broadcast over the building public address system.

It is very important to leave the building every time the fire alarm is activated. Again, every second counts in a fire. Do not waste precious time by attempting to contact the Security Control Center to inquire about the alarm. The Security staff will be working diligently on the alarm response and each telephone call to the Control Center delays that response.

DO...

- Leave the building when the fire alarm is activated.
- Walk to the nearest exit in an orderly fashion.
- Evacuate to a safe distance from the building.
- Assist those in your work area that may not be able

DO NOT...

- Stay at your work station or call the Control Center to ask if the alarm is real.
- Use the elevator, run or act carelessly during the evacuation.
- Mill about at the lobby entrances or interfere with firefighter's response.

FIRE INSIDE BUILDING

- Activate a fire alarm pull station.
- Call Security at **930-4444**.
- Provide the Agent with detailed information regarding location and intensity of the fire.
- Evacuate the building by walking to the fire exit closest to your location. Move away from the building to avoid interfering with responding emergency personnel.
- Always use the stairwells when evacuating upper floors. Never use an elevator.

FIRE OUTSIDE BUILDING

- DO NOT activate a fire alarm pull station.
- Call Security at **930-4444**.
- Provide the Agent with detailed information regarding location and intensity of the fire.
- Remain inside the building to avoid breathing fumes from the fire or interfering with responding emergency units.

EXTINGUISHING A FIRE

Utilize the **PASS** method when using an extinguisher.

- P**ull - Pull the pin on the fire extinguisher.
- A**im - Aim the nozzle at the base of the fire.
- S**queeze - Squeeze the handle to release the extinguishing agent.
- S**weep - Sweep the nozzle back and forth across the base of the fire.

If you are unable to extinguish the fire in 15 seconds evacuate the area immediately

EVACUATION TIPS

- Always have primary and secondary escape routes planned.
- Walk slowly to the nearest fire exit. Do not use elevators.
- Help those in your work area that are disabled.
- If your work area is filled with smoke, crawl on the ground to the nearest fire exit.
- Always check doors for heat before opening them.
- Close, but do not lock, doors behind you.
- If you are trapped in an office, try to seal crevices to block smoke penetration until you can be rescued.

Medical Emergencies

The Security Control Center in Lobby H is the Emergency Center through which all calls for Police, Fire, and Emergency Medical Services are made. In the event of an emergency contact the Security Control Center immediately by dialing **930-4444**. Provide the Security Control Center with a description of the problem and the location. Do not hang up until instructed to do so by the Agent. The Control Center will then initiate emergency medical response through the county 911 service. The Domino's Farms Security staff can provide detailed instructions to responding emergency units and guide them to the location of the situation in an efficient manner.

WHAT TO DO...

1. Call the Security Control Center at **930-4444**.
2. Provide the location of the emergency and a detailed description of the problem.
3. Stay on the line with the Security Agent until you are instructed to hang-up.
4. Provide as much comfort and care as you safely can until emergency services arrive.
5. Provide the responding EMS staff and Security Agents with information about the incident.

GENERAL FIRST-AID

CHECK

The victim to determine the extent of injuries.

CALL

Call the Security Control Center **930-4444**.

CARE

Do not move the victim unless they are in immediate danger.

Utilize appropriate protection methods.

Provide as much comfort and care to the victim as possible.

Stay with the victim until Security and EMS arrive

BURNS

CHECK

The victim to determine extent of injuries, remove from source of burn if safe to do so.

CALL

Call the Security Control Center **930-4444**.

CARE

Cover burned area with cool, wet cloth.

Raise burned area above heart if possible.

Do not break blisters or remove skin.

Do not use butter, ointments, or creams.

Stay with the victim until Security and EMS arrive

ADULT CPR

Perform only if trained

CHECK

The victim for signs of pulse and breathing.

CALL

Call the Security Control Center **930-4444**.

CARE

Tilt head, lift chin, and check breathing..
Position hands in the center of the chest.
Firmly push down two (2) inches on the chest thirty (30) times.

Give two (2) breaths.

Continue with two (2) breaths and thirty (30) compressions until help arrives

Heart Attack / Chest Pain

CHECK

The person may have pain or feel pressure in the chest and/or jaw, shoulder, arms.

CALL

Call the Security Control Center **930-4444**.

CARE

DO NOT wait to see if the discomfort goes away.
Have the person sit or recline.
Loosen clothing around neck, chest, and waist.

Be prepared to do CPR if you are trained.

CHOKING

CHECK

Confirm the victim cannot cough, speak, or breathe.

CALL

Call the Security Control Center **930-4444**.

CARE

Give five (5) quick back blows between the shoulder blades of the victim.
Place thumb side of fist above victim's bellybutton.
Grab fist with other hand.
Give five (5) quick upward thrusts.
Repeat.

Continue until object is forced out or until the victim becomes unconscious



Pandemic

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect people and can spread between people. Because there is little to no pre-existing immunity against the new virus, it spreads worldwide, and a vaccine may not be available right away. A pandemic could therefore overwhelm normal operations in workplace settings quickly. Workers are often in close contact, sharing the same space, supplies, and equipment for long periods. As a result, there is an increased risk that workers will spread the illness to each other. A virus spreads mostly by droplets containing the virus traveling through the air (up to 6 feet) when an infected person talks, coughs, or sneezes. Less often, people are exposed by touching surfaces or objects with the virus on them and then touching their eyes, nose, or mouth.

A pandemic is different from most emergencies in that it is unseen and untraceable for the most part. Symptoms of the disease can vary and carriers can spread the disease without exhibiting any symptoms. The severity of the pandemic is based on how fast it is spreading, who it is effecting, the availability of proper PPE, the capability of local hospitals, the response of federal, state, and local government, the screening of essential employees, and whether or not effective testing is available. A pandemic is also different from most emergencies because of its potential to last for months, taxing resources and effecting the economy.

Notification and Warning

Notification will likely come from the State based on information they receive from the U.S. Center for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA). The State of Michigan may declare a State of Emergency and issue an executive order to “shelter in place” for a certain amount of time, allowing only the businesses and organizations that are deemed essential to stay open. The Washtenaw County Health Department may issue a Public Health Emergency Order with guidelines for essential businesses and organizations to follow regarding screening of employees, building capacity limits, and social distancing parameters. If the State issues such an order because of a pandemic, Domino’s Farms will make a decision on whether or not to close the building and what parameters to set for building access.

General Response

- Tenants are required to provide Domino's Farms Security with one point of contact
- Tenants are expected to have a response plan in place for their company
- Tenants are expected to follow all State directives and guidelines including the implementation of proper personal protective equipment (PPE)
- Tenants should communicate any special needs they may have to the Director of Security

Severe Weather

The climate in Michigan is such that weather conditions can change in a matter of hours. The Security Control Center at the Domino's Farms Office Park is linked via two-way radio with the Washtenaw County Emergency Management Division. This link allows the Control Center to receive official Washtenaw County weather alert bulletins. The substance of these bulletins, combined with communications with the Ann Arbor Township Fire Department, assist building management in making decisions regarding the relocation of building occupants in the event of a weather emergency.

Tornado Facts

- Most occur during the months of April, May, June, and July.
- Most occur in the late afternoon or early evening.
- The US averages 800 tornadoes a year causing dozens of deaths.

Building Closure Information

The Domino's Farms Office Park will not close due to inclement weather unless the following conditions occur:

No Power and / or No Heat

The Security Control Center typically will not have information about your particular company and its closing policy. Please contact your supervisor to determine your work status.

Severe Winter Weather

- Major winter storms can be lethal. Be prepared.
- Know your company policy regarding winter weather closures.
- Keep an emergency kit in your vehicle including a blanket, water, candy bar, rock salt and a shovel.
- Be aware of approaching storms from your local news source.

Tornado WATCH

- Weather conditions are such that the formation of a funnel cloud is possible.
- Conditions are monitored for change signaling a possible funnel cloud.
- The Security Control Center monitors reports from the Washtenaw County Emergency Management Division.
- Preparations are made for potential relocation of building occupants if a funnel cloud appears.

Thunderstorms

- Heavy rain, thunder, lightening, and potential for strong winds.
- Conditions will be monitored by the Security Control Center.
- No relocation is necessary unless conditions change to a tornado.

Tornado WARNING

- A funnel cloud has been spotted in the area.
- The Security Control Center monitors reports from the Washtenaw County Emergency Management Division.
- Funnel cloud direction, speed, and projected path are used to determine if relocation of building occupants is required.
- The severe weather notification system is activated. Building occupants are warned to relocate to ground level away from doors and windows.
- You will be notified via the building public address system when it is safe to return to your work area.

Utility Emergency

Loss of utility service can have a profound impact on the ability to keep the Domino's Farms Office Park open, and accessible to the tenant population. While there are many systems in place to mitigate business interruption due to problems with utility service, often the circumstances surrounding the problem dictate the response taken. Loss of electric power, leaking natural gas, and flooding are the major utility emergencies that the Office Park faces. All of these situations can be small and localized to our building or a portion of our building. They can also be part of a larger, regional problem. Each type of utility emergency requires a different response, and depending on the severity can cause partial or complete closure of the building.

Power Failure

- Power failures can be localized, or widespread.
- If your work area is without electrical power contact the Security Control Center at [930-4444](tel:930-4444).
- Domino's Farms Security and Maintenance personnel will be dispatched to determine the extent of the problem.
- Localized problems (suite specific) will not cause a building closure however a complete loss of building power that cannot be restored in thirty (30) minutes may force the closure of the building.
- The decision to close the building will be made by Domino's Farms Property Management and Security.
- If the building is closed, only authorized Domino's Farms Office Park employees are permitted in the facility.
- If the power failure occurs after business hours your tenant emergency contact(s) will be notified. It is then up to each individual company to contact it's employees to notify of the outage.

Natural Gas Leak

- Natural gas leaks can be localized, or widespread.
- If you notice the smell of natural gas contact the Security Control Center at **930-4444**.
- Domino's Farms Security and Maintenance personnel will be dispatched to determine the extent of the problem.
- The decision to evacuate the building, or shelter in place (if leak is outside the building) will be made by Domino's Farms Property Management, Security, and the Ann Arbor Township Fire Department.
- An announcement will be made via the building public address system to inform building occupants of the problem, and the required response.
- If the leak is outside of the building, Domino's Farms Property Management will take the necessary precautions to prevent the gas from entering the building through the ventilation system.
- You will be notified when the situation has been remedied by DFOP personnel.

Flooding

- Flooding can occur anywhere in the building and can be naturally occurring or caused by mechanical failure.
- If you notice water in an area it should not be, contact the Security Control Center at **930-4444**.
- Domino's Farms Security and Maintenance personnel will be dispatched to determine the extent of the problem.
- Most water related problems in a facility this size are the result of mechanical failure in the fire sprinkler or domestic water system. These typically do not require closure of the building, however closing of particular areas of the facility may occur.

Domino's Farms Office Park

CAMPUS MAP

