



**TO:** VRC Corporate Employees  
**FROM:** Sheryl Culpepper  
**DATE:** June 13, 2019  
**RE:** Vintage Realty Company Emergency/Life Safety Procedures

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Below are the procedures for Vintage employees in the downtown offices during emergency situations.

**INJURIES and 911 ASSISTANCE**

First aid kits are available on the 2<sup>nd</sup> and 14<sup>th</sup> floor kitchens for minor injuries. If an injury occurs on the job that requires medical attention, please inform HR immediately for further directions/instructions. If an emergency situation occurs and emergency personnel should need to be called, please call 911 immediately and have someone contact the HR Department.

**FIRE**

If a fire alarm is sounded and evacuation is necessary. Vintage Realty Company safety wardens are in place on the 2<sup>nd</sup> and 14<sup>th</sup> floors. Please follow the instructions of the safety wardens and evacuate immediately via the stairwells. (Please familiarize the plans that are attached to this memo.) The VRC safety wardens will make sure that all Vintage offices and bathrooms are vacant. If any employee is unable to walk the stairs, they will be left in the designated stairwell and the fire personnel and building management will be informed by the safety warden so that they can be assisted during the evacuation.

***Vintage's designated meeting place is by the parking garage at the corner of Marshall and Travis. Do not exit to the parking garage for your safety.***

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## **BOMB THREAT**

If you should receive a telephone bomb threat, please follow these guidelines.

1. Be calm and courteous. LISTEN...do not interrupt caller.
2. Notify your supervisor of the bomb threat by written note or other prearranged "silent" message while the caller is on the line.
3. The supervisor or someone other than the person receiving the call should call 911 immediately.
4. Remain calm and try to keep the caller on the line so that the call can be traced. Ask questions like the following and make notes.
  - When is the bomb going to explode?
  - Where is the bomb?
  - What does it look like?
  - What kind of bomb is it?
  - What is your name?
  - What will cause it to explode?
  - Did you place the bomb? Why?
  - From where are you calling?
  - What is your address?
5. Remain alert and note the following:
  - What the caller says
  - Age, sex, accent of caller
  - Any background noise
6. Notify the Property Management Office and/or building security as soon as possible. The decision to evacuate should be made immediately.
7. Do not touch or handle any unusual items you might find. Report them to the authorities.
8. Be aware of suspicious persons entering your suite or of strange behavior exhibited by any staff person. Any abnormal activity should be reported to the SFD Bomb Squad.

## ACTIVE SHOOTER

# HOW TO STAY SAFE WHEN AN ACTIVE SHOOTER THREATENS



**If you see suspicious activity, let an authority know right away.**

**Many places, such as houses of worship, workplaces, and schools, have plans in place to help you respond safely.** Ask about these plans and get familiar with them. If you participate in an active shooter drill, talk with your family about what you learned and how to apply it to other locations.

**When you visit a building** such as a shopping mall or healthcare facility, take time to identify two nearby exits. Get in the habit of doing this.

**Map out places to hide.** In rooms without windows, behind solid doors with locks, under desks, or behind heavy furniture such as large filing cabinets can make good hiding places.

**Sign up for active shooter, first aid, and tourniquet training.** Learn how to help others by taking FEMA's You Are the Help Until Help Arrives course. Learn more at [ready.gov/until-help-arrives](http://ready.gov/until-help-arrives).



**RUN.** Getting away from the shooter or shooters is the top priority. Leave your things behind and run away. If safe to do so, warn others nearby. Call 911 when you are safe. Describe each shooter, their locations, and weapons.

**HIDE.** If you cannot get away safely, find a place to hide. Get out of the shooter's view and stay very quiet. Silence your electronic devices and make sure they won't vibrate. Lock and block doors, close blinds, and turn off the lights. Do not hide in groups—spread out along walls or hide separately to make it more difficult for the shooter. Try to communicate with police silently—such as through text messages or by putting a sign in an exterior window. Stay in place until law enforcement gives you notice that all immediate danger is clear.

**FIGHT.** Your last resort when you are in immediate danger is to defend yourself. Commit to your actions and act aggressively to stop the shooter. Ambushing the shooter together with makeshift weapons such as chairs, fire extinguishers, scissors, and books can distract and disarm the shooter.



**Keep hands visible and empty.**

**Know that law enforcement's first task is to end the incident.** They may have to pass injured persons along the way.

**Follow law enforcement's instructions and evacuate in the direction they tell you to.**

**Consider seeking professional help for you and your family to cope with the long-term effects of trauma.**

### Take an Active Role in Your Safety

Go to [ready.gov](http://ready.gov) and search for **active shooter**. Download the **FEMA app** to get more information about preparing for an **active shooter**. Find **Emergency Safety Tips**.

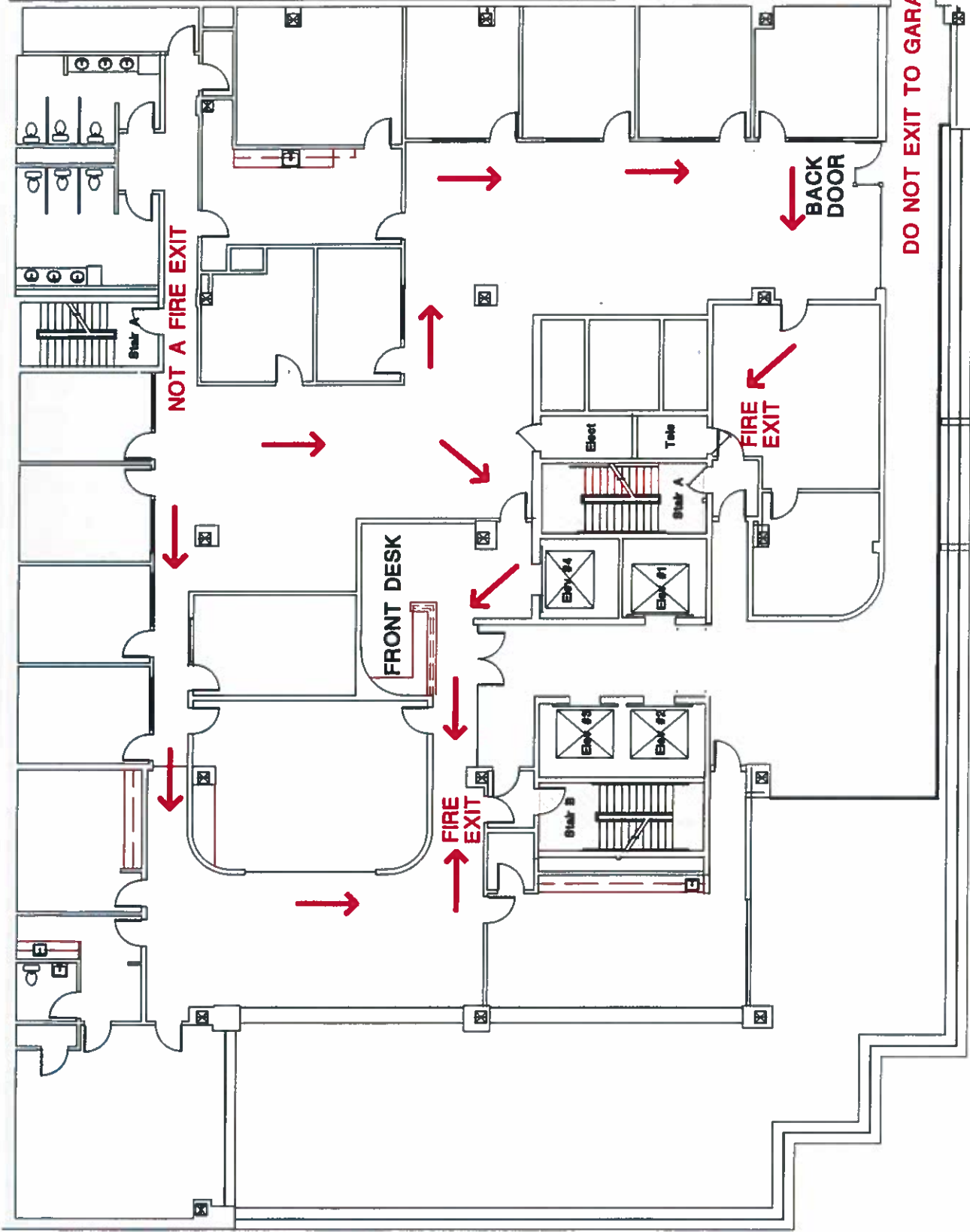


### **TORNADO WATCH**

In the event that severe weather conditions arise and a tornado watch is issued, employees in the downtown office will be notified via email that we are under a tornado watch. Weather conditions will be then be monitored by management.

### **TORNADO WARNING**

Should conditions warrant a tornado warning, an email will be sent and an announcement through the intercom system will be made for all employees on the 14<sup>th</sup> floor to move to the kitchen area on the 2<sup>nd</sup> floor. The elevators will be working as long as the electricity is not out. All employees should move away from glass on the 2<sup>nd</sup> floor and seek cover in interior offices. Windowless rooms in the center of the building make good shelters and stay away from all exterior walls. Once the tornado warnings have been lifted employees will be notified that it is safe to return to their offices.



OUTSIDE ASSEMBLY AREA - PARKING GARAGE @ CORNER OF MARSHALL/TRAVIS ST.

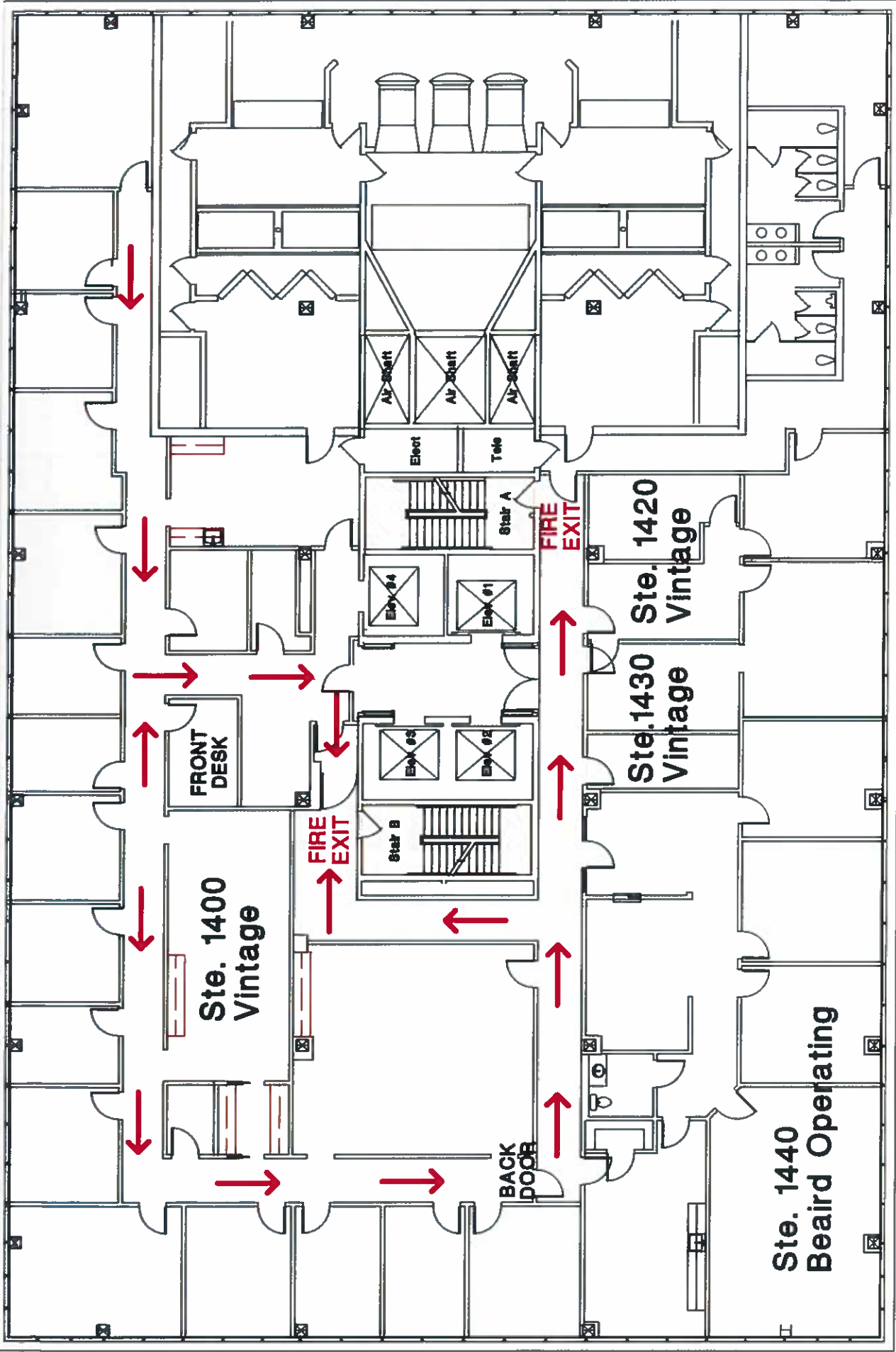
BEARD TOWER

2 Leased



VINTAGE REALTY COMPANY

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 VintageRealty.com



OUTSIDE ASSEMBLY AREA - PARKING GARAGE @ CORNER OF MARSHALL/TRAVIS ST.

BEARD TOWER

14 Leased



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