

TENANT CONTACT & TENANT SAFETY WARDEN SECURITY ALERT ADVISORY RESPONSE CHART

GREEN <u>Low Condition</u> Low Risk of Attack	BLUE <u>Guarded Condition</u> General Risk of Attack	YELLOW <u>Elevated Condition</u> Significant Risk of Attack	ORANGE <u>High Condition</u> High Risk of Attack	RED <u>Severe Condition</u> Severe Risk of Attack
<ul style="list-style-type: none"> • Confirm emergency plans are in place. • Confirm personnel are trained on emergency and evacuation procedures. • Verify employee ID badges and access cards are current. • Vendors and contractors badges should be displayed at all times. • Check that employee emergency contact information is current. • Confirm building management has current tenant safety forms on file. • Check 9-1-1 supply closet. • Verify ID badges and access cards are collected from resigning or terminated employees. • Caution personnel not to talk to the media or to outsiders concerning its operations. • Ensure gloves are available to employees for handling mail. • Check that employees have an Emergency Procedures Flip Chart at their desk. • Confirm Receptionist has a “Bomb Threat” script at their desk in the event they receive a bomb threat. 	<ul style="list-style-type: none"> • Follow measures outlined in GREEN alert. 	<ul style="list-style-type: none"> • Follow measures outlined in BLUE alert. • Communicate heightened alert level and any communications from Building Management and/or the authorities to employees. • Contractors must be scheduled through Building Management and must have a valid ID. 	<ul style="list-style-type: none"> • Follow measures outlined in YELLOW alert. • Tenant Emergency Safety Team should review safety plan and schedule practice evacuation drill if necessary. • Report suspicious persons, packages, vendors and/or vehicles to Building Management and/or Security. • Confirm Building Management has a current list of tenant’s safety team; list of mobility impaired persons; and list of any other critical employees. • Messengers not pre-registered at the Lobby Desk by a tenant must be met in the lobby by the tenant. • Contractors must be scheduled through Building Management and must have a valid ID. • Confirm security systems and equipment are in proper working order. • Loading docks will be closed <u>except</u> for monitored deliveries. • Roof tops will be closed. • Remind personnel to carry access key at all times, in the event that the building must be placed on access control w/o advance notice. 	<ul style="list-style-type: none"> • Follow measures outlined in ORANGE alert. • Be on alert for communications from the authorities, Building Management and/or InfoCentre. • Be prepared to execute an emergency evacuation or a shelter-in-place. • No contractors will be permitted access to building. • Loading docks will be closed. • Roof decks will be closed. • No deliveries of any type will be permitted by messengers and/or couriers. • No visitors or vendors permitted. • Building will be on access control – access keys will be required for entry. • Garage entrances will be manned and open only for monthly parkers and building employees. Be prepared for garages to possibly be closed to all traffic. • Monitor news reports through the internet, television and/or radio.