



Coleman A. Young Municipal Center
Life Safety Plan

Detroit-Wayne Joint Building Authority

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Coleman A. Young Municipal Center Life Safety Plan

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STATEMENT OF PURPOSE BUILDING PROFILE



STATEMENT OF PURPOSE

The Detroit-Wayne Joint Building Authority (DWJBA) management mission “is to provide for the safety, health and welfare of the tenants, employees and general public of the Coleman A. Young Municipal Center (CAYMC) in an environmentally appropriate, economic and professional manner.” Consequently the safety of the CAYMC occupants is our highest priority.

The CAYMC occupants are most vulnerable during a building emergency and the DWJBA has prepared Life Safety Plan with protocols and procedures that are implemented in the event of a building emergency. The efficient and effective execution of these plans will prevent an emergency situation from escalating into a crisis.

The audience for this document is our Emergency Response Team (ERT) comprised of the CAYMC executive team management, first responders, security and building personnel, and our taskforce of volunteer floor wardens. These individuals have specific duties and responsibilities that require thoughtful planning and precision in their execution. This execution of these plans will assure the safety of the 1,200 employees of the Center and its 4,000 daily visitors.

The contingency plans will address the following possible events:

- Building fire
- Individual medical emergencies
- Utility Failures
- Bomb Threats and suspicious packages
- Tornado and weather-related conditions
- Violence in the workplace

Early steps in this process include the selection and training of floor wardens and the identification of employees that would be physically challenged in the event of an evacuation.



BUILDING PROFILE

THE COLEMAN A. YOUNG MUNICIPAL CENTER (CAYMC)

The CAYMC consists of a 20-Story Court Tower and a 14-Story Office Building with a connecting link area between the buildings.

THE FIRE COMMAND CENTER (FCC)

The FCC is the room that houses the central fire control panels and is located near the Randolph exit near the freight elevator.

THE SECURITY COMMAND CENTER (SCC)

The Security Command Center is located in Room 156 CAYMC. ID badging, incident reports and dock passes are available at this location. This room houses all security head-end equipment and surveillance systems

THE SECURITY COMMAND DESK (SECURITY COMMAND DESK)

The SECURITY COMMAND DESK is the open security station desk located at the Randolph entrance, which serves as out 24 X 7 X 365 command post

ELEVATORS

All passenger elevators run from the basement to the 19th floor (tower side) and basement to the 13th floor (City Side). The elevators can be brought to the 1st floor only through a key switch located at the control panel on the 1st floor by each bay of elevators.

STAIRWELLS

The Tower Section has two (2) stairwells labeled “A” and “B”
The Office Section has (3) Stairwell labeled “C” “D” and “E”

FIRE ALARM & COMMUNICATION SYSTEM

The Coleman A. Young Municipal Center is equipped with a Fire Alarm and Communication System installed and designed by Honeywell/Silent Night. It conforms to all the requirements of Ordinance No. 836-G.

MAINTENANCE OF LIFE SAFETY SYSTEMS

- | | |
|--------------------------------------|----------------------------|
| ▪ Fire Alarm Panel: | Quarterly-Integrated Media |
| ▪ Smoke/Thermo detectors: | Quarterly-Integrated Media |
| ▪ Fire Extinguishers: | Monthly-American Safety |
| ▪ Emergency Lights (Stairwell only): | Monthly-American Safety |
| ▪ Fire Hoses and Cabinets: | Monthly-American Safety |
| ▪ Elevator Lobby Smoke Detectors | Annually-Elevator Service |

UTILITIES

- | | |
|------------------------|-------------------------|
| • Detroit Thermal | (313) 963-3844/921-1922 |
| • Detroit Water Board | (313) 224-6714 |
| • PLD Switchroom | (313) 333-5220 |
| • River Front Holdings | (313) 568-0977 |



EXECUTIVE MANAGEMENT TEAM (EMT) CONTACTS

<u>NAME</u>	<u>TITLE</u>	<u>PHONE (O)</u>	<u>PHONE (C)</u>
Gregory R. McDuffee	Executive Director	313-309-2313	313-218-8670
Michael Kennedy	Property Manager	313-309-2314	313-510-5212
Christopher Hewitt	Engineer Manager	313-309-2340	313-610-7122



ORGANIZATION OF THE EMERGENCY RESPONSE TEAM (ERT)

In The Event Of Alarm Notification:

- | | | |
|-----|--|---|
| (A) | Fire Department will be notified by: | The Duty Officer at the FCC or the EMT member in charge (1 st member to arrive at FCC) |
| (B) | If not all ready activated the Building floor alarm(s) will be sounded | The Duty Officer at the FCC or the EMT member in charge (1 st member to |
| (C) | Fire Command Center will be staffed by: | The Duty Officer at the FCC or the EMT member in charge (1 st member to arrive at FCC) |
| (D) | EMT will be notified by: | Radio Dispatch |
| (E) | Floor Warden will be notified by: | Fire Alarm System |
| (F) | Evacuation procedures will be initiated by: | Floor Warden |
| (G) | Tenants will be notified by: | Fire Alarm System and/or Floor Warden |
| (H) | Handicapped tenants will be notified by: | Fire Alarm System and/or Floor Warden |
| (I) | Elevators will be recalled and locked out by: | Elevator Technician or automatically |
| (J) | Fire Department liaison is: | Executive Director or EMT member in charge (1 st member to arrive at FCC) |



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FIRE



FLOOR WARDENS RESPONSIBILITIES IN CASE OF FIRE

IF YOU DISCOVER A FIRE

- **SOUND ALARM** – Pull Fire Alarm in corridor on the fire floor.
- **GUIDE** – Guide fellow employees and visitors to nearest unobstructed stairwell. If the situation allows, sweep all areas to ensure no one is left behind, including restrooms.
- **CLOSE THE DOOR** – Close all office doors to the fire scene.
- **LEAVE DOORS UNLOCKED.**
- **ASSIST** - Assist the injured/handicapped/visitor(s)/employee(s) to inside the nearest stairway.
- **EVACUATE** – Down to the Lobby. Use the nearest unobstructed stairway. Employees should leave the building and go directly to the assembly area and take direction from the Detroit Fire Department representative (primary area is Hart Plaza).
- **DO NOT USE THE ELEVATORS.**
- **REPORT** – Upon arrival at Lobby, the Floor Warden (s) should locate member of Building staff (in orange vest) or Fire Department stationed at each stairwell and give location and severity of fire as well as location and nature of handicapped or injured persons. Floor wardens should then exit building and proceed to Hart Plaza and take direction from the Detroit Fire Department representative. Floor Warden(s) should take a head count of employee(s) and remain together. Report all missing person(s) immediately to fire fighter on scene.

ASSISTANT FLOOR WARDENS:

- To assist and follow the instructions of the Floor Wardens.
- To search the floor and other isolated locations, to close all open doors, and assure that all occupants of the floor are in the corridor with the rest of the group to be evacuated.



TENANT EVACUATION PROCEDURES

IF YOU DISCOVER A FIRE

- **SOUND ALARM** – Pull the nearest Fire Alarm in corridor on the fire floor.
- **CLOSE THE DOORS** – Close all doors to the fire scene.
- **LEAVE DOORS UNLOCKED**
- **EVACUATE** – Use nearest unobstructed stairway to the 1st Floor Lobby unless otherwise directed. Once at lobby level, exit the Center and through the nearest unobstructed exit and proceed to Hart Plaza.
- **DO NOT USE ELEVATORS**
- **REENTRY** – Once building has been evacuated, reentry by anyone, including employees and elected officials is prohibited until the Detroit Fire Department issues the all clear. It is advisable that, if possible and safe, all persons evacuating should take vital items with them (car keys, wallets, cell phone, prescriptions, etc)
- **BUILDING CLOSURE** – Building will remain closed until Detroit Fire Department issues an all clear. Updates will be provided to division/department leadership through mass notification system



FIRE DRILL PROCEDURES

1. Notify tenants via memo that a test and/or fire drill will be held on a date scheduled by the Fire Marshal and the Building Manager.
2. Prior to commencing drill, notify all building occupants that a test of the fire alarm system is in effect.
3. The test shall consist of sounding the alarm and the public address communication to the tenants
4. A drill will consist of employees, visitors and tenants, upon activation of the alarm, and public address communications exiting the building and assembling at a pre-determined location.
5. After completion of fire drill, tenants will be notified that drill is over.
6. The Building Owner or Manager shall maintain a record of the date and time of each fire drill held on the premise for inspection by the Fire Marshal.

A FIRE DRILL WILL BE HELD EVERY SIX MONTHS

(High-Rise Building as described in Ordinance 314-H shall hold a fire drill twice annually as prescribed by the ordinance).

PERSONS IN ATTENDANCE SHALL BE:

1. Executive Management/Security Coordinator/Building Security
2. Building Employees
3. Tenant Employees
4. Detroit Fire Department: Representative from the Fire Marshal Division



FIRE SAFETY DRILL - COURT PROCEDURES

1. In the Court Tower section of the Coleman A. Young Municipal Center, fire drills will be held during the time of least activity in the courts. You will be informed prior to the fire drills by memo and also over the speaker system just prior to the fire drill.
2. During the fire drills, all people **in court** (when it is in session) will not be required to participate in the drill, including judges, jurors, prisoners, lawyers, reporters and clerks.
3. All other court personnel, not in court, will be required to follow the fire drill procedures of the rest of the building.
4. In the event of an actual emergency, court will be delayed, and the procedures for an actual emergency will be followed the same as the rest of the building.
5. The Wayne County Sheriff is responsible for Prisoner Removal and related training.

NOTE:

Even though those in court will not participate in a fire drill, they should be aware of the procedures and should actually have a practice among themselves during a time when court is not in session.





INDIVIDUAL MEDICAL EMERGENCIES



TENANT/EMERGENCY RESPONSE TEAM PROCEDURES

MEDICAL EMERGENCIES

- Upon receiving notification of a Medical Emergency, call **911** first. Then call the Security Command Desk at (313) 309-2320 giving the following information:
 - Nature of the Medical Emergency.
 - **EXACT** location and name of the sick or injured person.
 - Whether 911 has been notified. Security Personnel dispatched from the SECURITY COMMAND DESK will make the entrance of the Center ready to receive them

- To assist in the medical emergency:
 - Assign a staff person to stand by on the floor where the sick or injured person is located, so that he or she can meet the medical personnel at the elevator and guide them to the sick or injured person.
 - If the sick or injured person is to be sent to the hospital, try to send a friend or fellow employee along to comfort the person and help them at the hospital until a relative or friend arrives.

- Following the conclusion of the medical emergency
 - Determine if any special problems or incidents were encountered during the performance of their emergency duties.
 - For future reference by the Management Office, prepare a brief written report of the efforts and actions in response to the emergency, including any special problems or incidents that were encountered, and submit the tenant reports to the Management Office as soon as possible. **Note:** Retain copies of your report for future reference by yourself and your employer.





POWER OUTAGE



TENANTS/EMERGENCY RESPONSE TEAM PROCEDURES

IN THE EVENT OF A POWER OUTAGE

When a power failure occurs, the following audible message will be transmitted over the PA system: **“May I have your attention please...an emergency has been reported in the building. Please use the nearest stairwell and evacuate the building immediately. Do not use the elevators”**. Follow the instructions to evacuate the building in a calm and orderly fashion, using the following precautions:

FLOOR WARDENS – Turn off all light switches and any equipment that may be damaged by power surges such as computers and printers.

Upon arrival at the Lobby, the Floor Warden (s)/employee(s) should report the location of any employees or visitors left behind in the stairwells due to physical impairments to the Officer at the Security Console. Also indicate if you have knowledge of people stranded in elevators. Give floor location and as much detail as possible to ensure the stranded tenants will be addressed in a timely fashion.

CLOSE THE DOOR – Close all office doors, and secure the suite.

ASSIST - If possible, assist the handicapped/visitor(s)/employee(s) and lead them to the nearest stairwell.*

GUIDE – Guide fellow employees and visitors to nearest unobstructed stairwell. If the situation allows, sweep all areas to ensure no one is left behind, including restrooms.

EVACUATE – To the first floor lobby using the nearest unobstructed stairway. Emergency lighting will illuminate the stairwells for safe egress.

EXIT the building immediately through the nearest unobstructed exit and proceed outside to Hart Plaza unless directed to an alternate location. Do not congregate near the building entrances. Floor Warden(s) should take a head count of employee(s) and remain together. Report all missing person(s) immediately to Security Personnel on the scene.

BUILDING CLOSURE – Once the Center has been evacuated and closed it will remain so until all electrical service is fully recovered, and the Executive Director of the DWJBA (or, in their absence, a designated member of the Executive Management Team) declares the Center safe for occupants to return. Status updates will be provided to division/department leadership and Floor Wardens through the mass notification system

REENTRY – Once building has been evacuated, reentry by anyone, including employees and elected officials is prohibited until the Executive Director of the DWJBA or a designated member of the Executive Management Team declares the Center safe for occupancy. If possible, it is advisable that, in the event of any power outage, all persons evacuating should take vital items with them (car keys, wallets, cell phone, prescriptions, etc)

(*) First responders will be responsible for evacuating these individuals



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BOMB THREAT & SUSPICIOUS PACKAGES/SUBSTANCE



BOMB THREAT PROCEDURES

No longer are bomb threats the only threats to businesses. Along with the bomb threat are death threats, threats of harm, and damage threats. Telephone threats are an increasing problem in today's world. Disgruntled workers, criminals, terrorists or anyone else who wishes to disrupt business can make them.

As a result, we must be able to effectively deal with and document such threats to better assist law enforcement in dealing with them.

We have included a Telephone Threat Response Work Form to deal with these threats when a tenant or staff member receives them.

Instructions

- When a telephone threat is received, it is important that the call recipient stay calm.
- Using the Telephone Threat Response Work Form as a guide, obtain as much information as possible in the shortest amount of time.
- At the same time, try to keep the caller on the line as much as possible.
- Ask questions which will require the caller to explain whenever possible
- Where is the bomb?
- When is it set to go off?
- What does it look like?
- Why did you plant the bomb?
- Ask the caller's permission to repeat the instructions, if any, to make sure they were understood.
- Try to gain the caller's confidence by showing sincerity in understanding or trying to understand the nature of the call.
- If possible, try to explain to the caller the problems associated with caller's wishes in that, you have to contact management but explain to the caller the desire to work things out.
- Under no circumstances should you antagonize or challenge the caller. Rather, show the desire to want to cooperate with the caller.
- When the caller hangs up, immediately contact the CAYMC SECURITY COMMAND DESK at 313-309-2320 with the information
- Complete and forward the Telephone Threat Response Work Form to the CAYMC Security Command Center in Room 156. This will aid the D-WJBA and/or law enforcement in investigating the incident.



Suspected Bomb

Below is a list of procedures and safety precautions to follow, if an employee suspects that an object may be a bomb:

For Immediate Action:

- Turn off radio equipment
- Immediately contact the CAYMC SECURITY COMMAND DESK via telephone 313-309-2320, or in person.
- Await instructions from an authorized D-WJBA representative

Under no circumstance should you:

- Change lighting conditions. Do not turn switches on/ off.
- Smoke
- Do not touch a suspected bomb.
- Shake shock or jar a suspected bomb.
- Cover a suspected bomb.
- Carry a suspected bomb.
- Assume that a suspected bomb is a specific (high explosive or incendiary) type.
- Open any suspicious container or object.
- Cut or remove the wrapper on a suspicious container.
- Unscrew the cover of a suspicious container or object.
- Move the latch or hook on the cover of a suspicious container.
- Raise or remove the cover or a suspicious container.
- Change the position of a suspicious container or bottle.
- Place a suspicious container in water

Suspicious Package/Substance Procedure

If you notice a suspicious package or substance, please follow these instructions:

- Notify the CAYMC SECURITY COMMAND DESK (313-309-2320) of suspicious package or substance
- Reporting party must remain in area (if co-workers or visitors are in area, inform them also to remain in area)
- D-WJBA personnel will quarantine the area with caution tape and a security staff will be posted outside the quarantined area to prevent persons from entering area.
- Remain in area until Inland Waters and/or the Detroit Police or Fire Department provides an all clear
- Once emergency units have left or emergency is over, personnel may return to their normal business activities



BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM AND COURTEOUS. LISTEN. DO NOT INTERRUPT CALLER.

Name of operator: _____ Time: _____ a.m./p.m.

Exact words of caller:

Caller identity: (circle one) Male/Female Adult/Child

Voice characteristics: (circle all that apply) Type of Accent: _____

Slow/Fast

Deep/High

Angry/Normal

Loud/Quiet

h

Background noise:

PRETEND DIFFICULTY WITH HEARING. Keep caller talking. If caller seems agreeable to further conversation, ask questions like:

When will it go off: _____ Certain hour: _____ Time remaining: _____

Where is it located: _____ Building: _____ Area: _____

What kind of bomb is it: _____

Where are you now: _____

How do you know so much about the bomb: _____

What is your name and address:

Does the caller appear familiar with the building by their description of the bomb location? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this sheet.

POLICE NOTIFIED AT: _____ a.m./p.m. Operator Badge number: _____



BOMB THREAT INCIDENT REPORT

Arrivals	Time of Arrival	Name	Badge #
Property Manager	_____	_____	_____
Police Dept.	_____	_____	_____
		_____	_____
		_____	_____
Security Manager	_____	_____	_____
EMS/Medical	_____	_____	_____
Fire Dept.	_____	_____	_____
Bomb Search	Location of Device _____		

	Description of Device _____		

	Floors/Areas Searched	_____	_____
		_____	_____
		_____	_____
		_____	_____
	Search Completed At:	_____	
Evacuation	Floors Evacuated	Floors: _____	Detected By: _____
		_____	_____
		_____	_____
		_____	_____
Comments	_____		

Management Signature	_____		



SUSPICIOUS SUBSTANCE PROCEDURE

Reporting party notifies the SECURITY COMMAND DESK (313-309-2320) of possible threat and that they have called the police.

- SECURITY COMMAND DESK and Security Staff:
- Quarantine the area.
- Record the names of all persons who may have come into contact with substance.
- The SECURITY COMMAND DESK upon receiving word the emergency either through a call from a visitor, stake holder, or from the Authority, with all pertinent information. Security units will begin the “procedures when complaint is noted and a call has been placed a call to emergency and/or private response units.
- The SECURITY COMMAND DESK will immediately call all units over the radio.
- Operations will then shut off any air handling units in the affect area.
- Security personnel will quarantine the area with caution tape and a security staff will be posted outside the quarantined area to prevent persons from entering area.
- All security staff from each zone will immediately report to the SECURITY COMMAND DESK for further instructions.
- When emergency personnel arrive, the Security Officer who first makes contact will announce their presence to all units and direct them to the suspected area.
- Employees and contractors can assist visitor with any reasonable requests, i.e. take names, incident reports, etc.
- When emergency units are ready to leave the area, The Security Officer in contact with them will announce that the “is on its way out of the area.
- Once emergency units have left or emergency is over, all units will report back to their normal duties and all proper reports will be filled out.

Notes*

- If the suspicious substance or package is found after business hours, keep the Security Director aware of the situation
- If Security is relieving a post and the emergency begins, they are required to stay at that post for the duration of the emergency.
- Inland Waters Environmental Group will respond via DPD and/or DFD/ HazMat for inspection and clean up.
- During this situation keep all radio transmission to a minimum.





TORNADO



TORNADO PROCEDURES

Tornadoes are nature's most violent storms, and over a small area the most destructive. A tornado's whirling winds may reach 300 miles per hour or more and is generally short lived and fast moving. Damage or destruction of facilities and equipment at the site and the loss of vital records may result in significant economic loss and disruption of essential operations for a long period of time. The national weather service is responsible for issuing weather warnings to the public.

- A "Tornado Watch" means that conditions are right for tornadoes to develop.
- A "Tornado Warning" means that a tornado has been sighted in the area.

TORNADO WARNING

Upon receiving official notification that a tornado warning has been issued, the Executive Management Team or other authorized building personnel will communicate the tornado warning throughout the building using the public address system.

Upon receipt of the tornado warning, all tenants, building staff and visitors to the building will immediately leave their work area and walk directly to their floor corridor and stand as close to the walls as possible. First Floor Personnel Will Report To Basement Area.

DO NOT USE THE ELEVATORS

The Tornado warning will be an announcement by the SECURITY COMMAND DESK and should not be confused with the Fire Alarm warning.

Please remember to close **all doors** when leaving your work area so as to minimize the penetration of strong winds and flying debris.

Remain at the refuge area until an "**ALL CLEAR**" announcement is heard.



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VIOLENCE IN THE WORKPLACE

and

ACTIVE SHOOTER



VIOLENCE-IN-THE-WORKPLACE

The Detroit-Wayne Joint Building Authority (Authority) management mission “is to provide for the safety, health and welfare of the tenants, employees and general public of the Coleman A. Young Municipal Center (CAYMC) in an environmentally appropriate, economic and professional manner.” Due to the nature of the services provided to the general public (which is often stressful) there is a high likelihood of an incident and the response required in that event must be prompt and effective.

Consequently the safety of the Center’s occupants is our highest priority and we apply a ZERO TOLERANCE STANDARD to any threats or violence action.

Violence-in-the-Workplace is a real and a potentially serious threat to the employees, elected officials and general public and although can be a result of a threat or action by a current or past employee and a member of the general public, a singular approach should be applied in handling the incident.

In the event of a verbal threat or physical action respond as follows:

1. Call 911 and answer the questions asked by the operator.
2. Call our SECURITY COMMAND DESK at 313-309-2320 and notify the officer with your name, the nature of the incident and the floor and suite.
3. Attempt to move your staff into a secure area away from the individual and wait for the 1st Responders to arrive.

ACTIVE SHOOTER

In the event of an active shooter you should immediately take the following action

1. Shelter in the most secure area available. A room with a lockable door may not always be an option. If this is the case, hide or shelter in closets, behind cabinets or under tables and desks. Silence all cell phones and pagers
2. Call 911 if possible. If you are in an isolated area, away from the imminent threat, call out and provide as much information as possible to the dispatcher. If possible, also call 313-309-2320 and provide the same information given to 911.
3. When notification is given to Security, an audible message will be given over the PA system with the following message “ATTENTION, THERE IS AN ACTIVE SHOOTER IN THE CENTER. SHELTER IN PLACE IMMEDIATELY AND AWAIT FURTHER INSTRUCTION”

Your division of government has specific policies and procedures regarding workplace violence (City of Detroit Executive Order No. 2014-1, Wayne County Probate Court protocol, etc.). It is essential that you and your staff are familiar with your requirements and post incident follow up steps.

