

III. OCCUPANT RESPONSIBILITIES

All store employees should become familiar with procedures set forth for handling an emergency or crises situation. This Handbook should be used as an information guideline in doing so. It is the responsibility of each individual store, however, to be prepared by knowing the following:

- Your store's corporate guidelines for handling emergencies and crises as well as the media inquiries that will follow as a result.
- Training of all store employees on guidelines for handling emergencies set forth by your corporate office.
- The primary and secondary evacuation routes provided specifically to your store.
- What employees are working at the time of the emergency? Each store will be responsible for making sure all store employees are present and accounted for.
- The exterior reporting safe refuge area specifically designated to your store.
- Your evacuation Zone Team Captain.
- Emergency telephone numbers, "911" and the mall security telephone number (360.731.5129).
- The recommended guidelines set forth within this Handbook for handling emergency or crises situations
- Maintain list of impaired employees that may need assistance during emergencies.
- Maintain emergency call list.
- Train employees of Fire Safety Prevention.

Below is a list of Tenant Fire Warden responsibilities for the tenant spaces during emergencies and evacuations.

- Maintain calm and keep occupants calm by example of your composure.
- Determine if fire corridors or main entrances are safe for exiting.
- Direct occupants to safe exits.
- Guide employees as needed to relocation area.
- Assist impaired persons to safe location.
- Check space for hidden or lost occupants prior to vacating the space.
- Check that emergency exits are properly closed.

Below is a list of Fire Safety Prevention tips.

- Maintain clear emergency exits.
- Keep transformer and electrical panels clear of obstructions.
- Maintain all Life Safety Equipment.
- Do not overload wall plugs.
- Keep electrical cords in good repair.
- Prevent trash accumulation in space.
- Keep fire/service corridors clear.
- Keep fire exits in proper working order.