

1201BUILDING.COM

Building Safety Policy

EMERGENCY

- **If you see or smell smoke, call 911 immediately.**
- **If you notice someone or something suspicious report it at Help@1201building.com and contact authorities immediately.**

Fire Alarm and Evacuation

- **Evacuate promptly.** When the fire alarm sounds, leave the building using the nearest safe exit. Do not delay to collect personal belongings.
- **Meet at the front 1201 sign in the front lawn.** After exiting, proceed to the designated assembly point by the front 1201 sign and remain there for instructions.
- **Keep emergency access clear.** Do not gather in front of or block the building entrance, driveway, curb, or fire lanes. Emergency vehicles and responders must have unobstructed access.
- **Do not re-enter.** Remain outside until emergency personnel or building management confirms that it is safe to return.

Smoke or Fire

- **Call 911 immediately.** If you see or smell smoke, report the location and any known details. Move to a safe area and follow the dispatcher's instructions.
- **Do not investigate or fight the fire.** Do not place yourself at risk. Activate a fire alarm pull station if appropriate and safe to do so, warn others nearby, and evacuate.

After-Hours Building Security

- **Secure all doors after 5:00 p.m.** Do not leave exterior or access-controlled doors unlocked or propped open after 5:00 p.m. Confirm that doors close and latch behind you.
- **Protect access credentials.** Do not share keys, access cards, door codes, or other credentials with unauthorized individuals. Report lost credentials to building management promptly.

Suspicious People, Activity, or Items

- **Prioritize personal safety.** Do not confront a suspicious person or touch an unattended or suspicious item. Move to a safe location.
- **Report the concern.** Email Help@1201building.com with the location, time, description, and other relevant details. Alert the appropriate authorities immediately; call 911 if there is an immediate threat or emergency.