

EMERGENCY & SERVICE ACTION PLAN

for

Facility Name: Lee's Summit Surgical Center

Facility Address:

2861 NE Independence Ave., Lee's Summit, MO 64064

DATE REVISED: 12/08/2020

SERVICE PERSONNEL NAMES AND PHONE NUMBERS

1st Contact: Julie Graziano Phone: (314-374-7535)

2nd Contact: Tim Breece Phone: (314-503-5006)

Priority Service Issues:

- No Heat
- No AC
- No Hot Water
- No Power
- Electrical Spark in Outlet
- Clogged Plumbing in Common Areas
- Broken Windows
- Access Control System Malfunction

In the event 1st caller can not be reached and this is a priority service issue, please contact the 2nd contact.

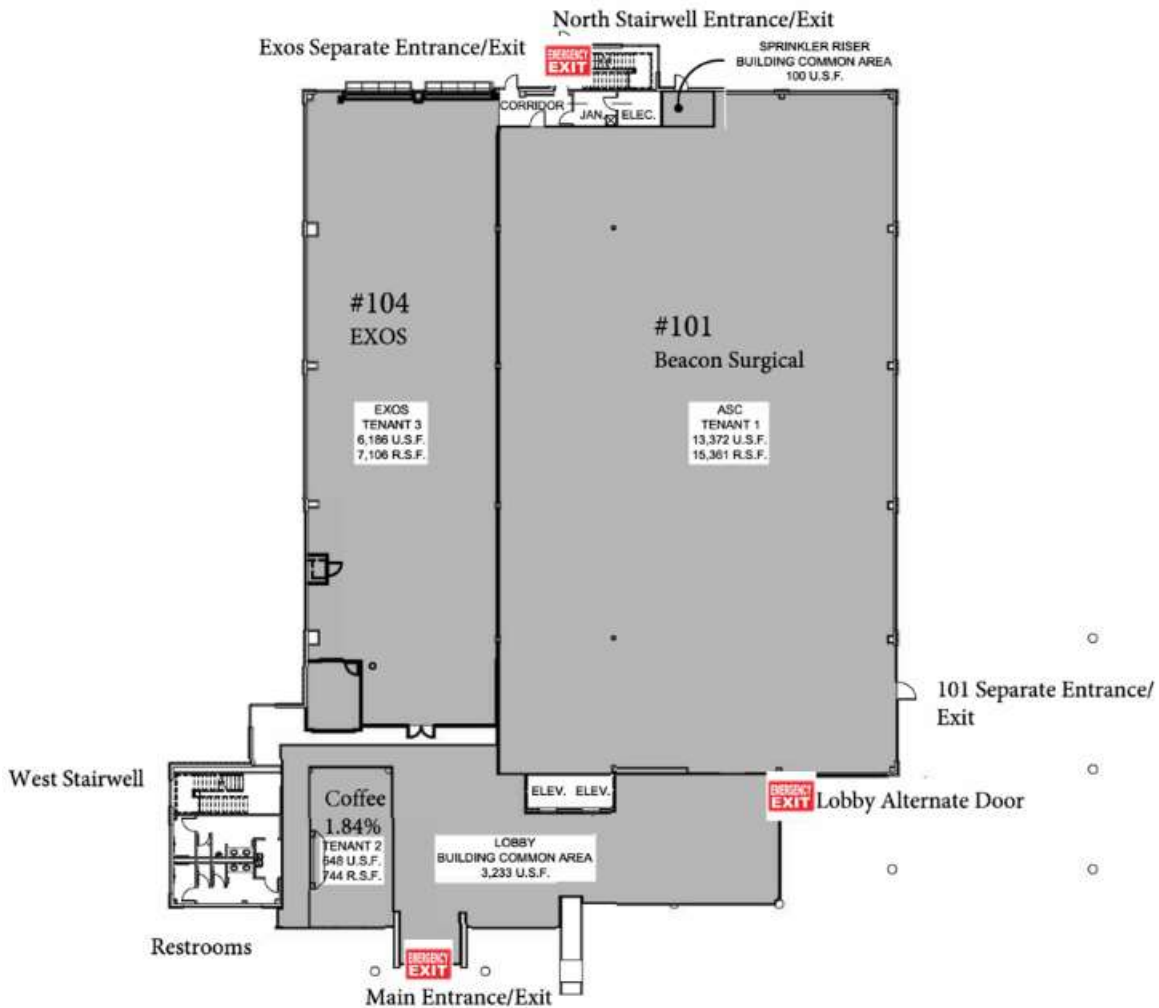
For all other service requests, please submit the service request form on the tenant resource site at <https://www.lsmob.net>. You may also email Julie.lsmobmgmt@gmail.com directly. Your request will be handled as soon as possible.

Date: 12/08/2020

EVACUATION ROUTES

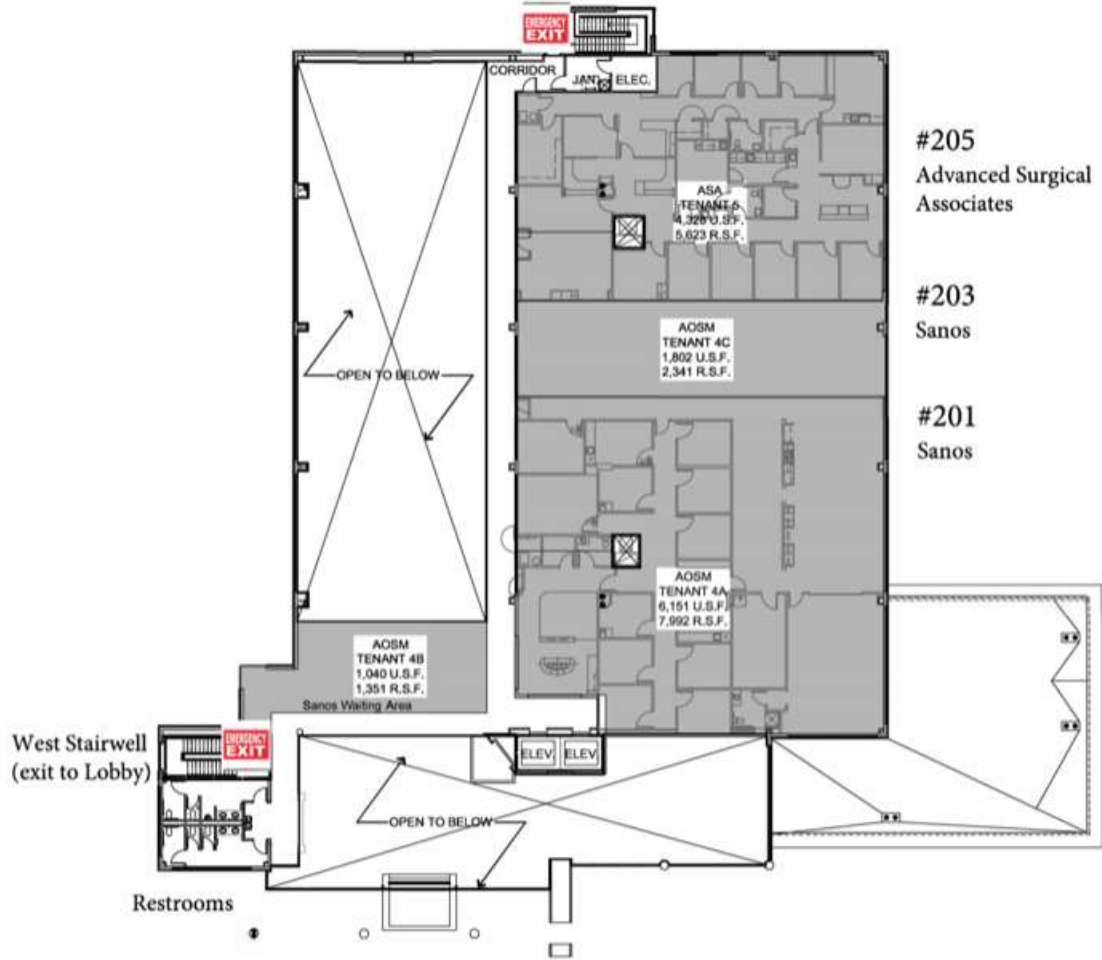
- There are three emergency exits. The main entry door, the alternate door off the main lobby and the north stairwell.
- Site personnel should know at least two evacuation routes.
- Tenants are responsible for postings and implementation of EAP plans within their own space.

1ST Floor:



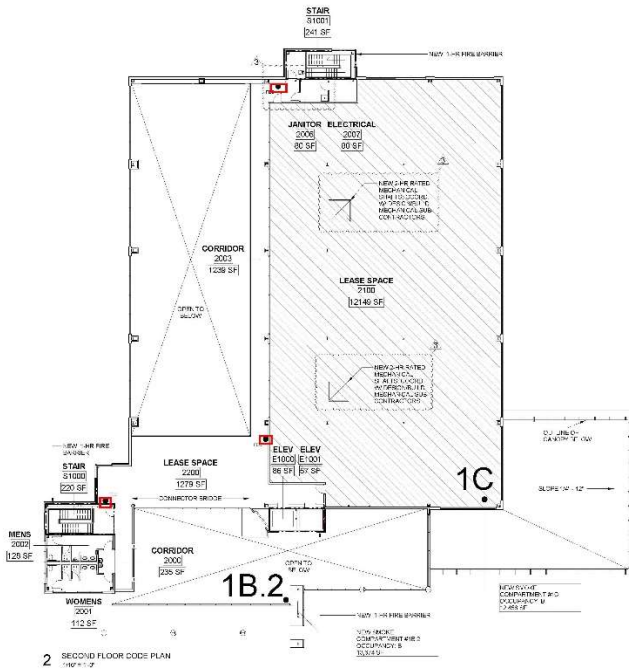
2nd Floor:

North Stairwell (down to exit to Trash Enclosure)

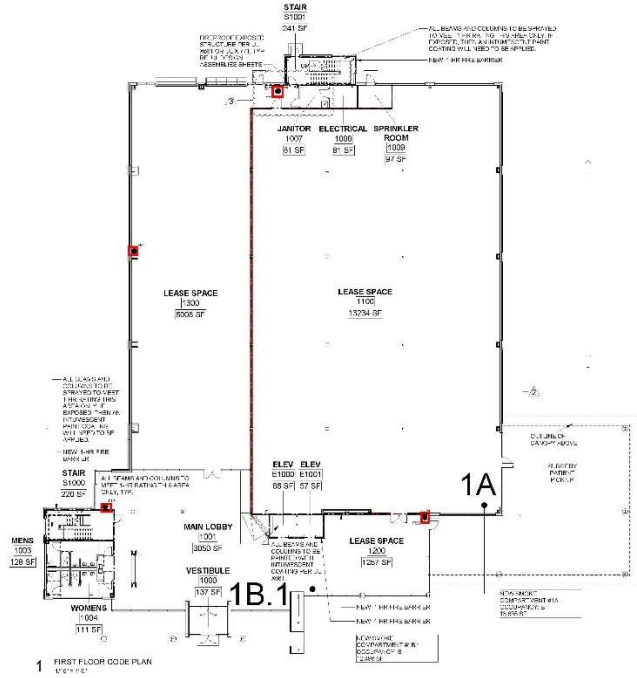


FIRE EXTINGUISHER LOCATIONS

2ND FLOOR



1ST FLOOR



EMERGENCY PHONE NUMBERS

FIRE DEPARTMENT: 911

PARAMEDICS: 911

AMBULANCE: 911

POLICE: 911

NON-EMERGENCY PHONE NUMBERS

FIRE DEPARTMENT: 816-969-7407 (Property served by Station #2)

POLICE: 816-969-7390

ANIMAL CONTROL: 816-969-2640

UTILITY COMPANY CONTACTS

ELECTRIC: Evergy 888-544-4852 (Service outage)
888-471-5275 (Customer service)

WATER: Lee's Summit Water Utilities Service Center
Emergency: 816-969-7407 (after 5 & on weekends)
816-969-1900 (normal business hours)

GAS : Spire: 800-582-1234

AT&T (Building Fiber): 816-585-6852 (Edie Marie)

ELEVATOR: Otis Elevator 913-621-8800

ELEVATOR- PASSENGER TRAPPED

In the event of a power outage or malfunction, the elevators will stop where they are and the emergency lights will turn on inside the elevator car. Below are the instructions directly from Otis, the building's elevator provider. In addition to contacting Otis at the numbers provided, please call Julie at 314-374-7535.

EMERGENCY REMOVAL OF PASSENGERS FROM ELEVATORS

It is best to contain a "trapped" passenger within the cab until trained personnel can remove them. Door restriction devices prevent the passenger from opening the car door when the car is not at or near floor level; the top emergency exit cannot be opened from within the car, etc. This helps to prevent injuries (or death) which can occur when well-meaning, but untrained people try to extricate themselves, or others, from stalled elevators. Therefore, we recommend the following procedure in the event of a passenger trapped in an elevator.

Note: This is a potentially hazardous operation and should only be performed by trained personnel. We strongly recommend that neither you nor your building staff attempt to free trapped passengers.

- ◆ Communicate with the passenger, reassure them they are safe as long as they do not panic or try to open the doors, and that there is plenty of air in the car. Stay in communication with them until they are rescued. Communication can be by either the standard communication system to the car, or by locating the elevator in the hoistway and communicating verbally through the doors.
- ◆ Ask the passengers to push the door open button, as sometimes the elevator is floor level and the door will open.
- ◆ Ask the passenger(s) to make sure that the red emergency stop switch is in the "Run" position.
- ◆ Call Otisline® (see Placing a Service Call). Inform the Customer Service Representative that people are trapped in the elevator. Entrapments receive priority service.
- ◆ Give your customer service representative a phone number where you can be reached should they need to contact the building.
- ◆ Do not call '911' unless it is an emergency. There have been instances where considerable damage was done to an elevator by non-elevator personnel attempting to remove a passenger from an elevator when the situation was not an emergency.
- ◆ National elevator codes (ASME/ANSI A17.1 and CAN/CSA-B44) require that your hoistway doors be equipped with an "emergency unlocking device," which can be operated with a special key. This key will open the hoistway (outside) doors and permit removal of trapped passengers. The key is included in this binder. This key should only be used by trained individuals.

CONTACT US

📞 English: (800) 233-6847 📞 French: (800) 238-6847 📞 Spanish: (800) 872-6847

Building ID	Machine Number	Customer Designation	Location on Property
TMK561214	U1B121	Elev # 1	Elev # 1
TMK561214	U1B122	Elev # 2	Elev # 2

FIRE EMERGENCY

When fire is discovered and the alarm is not sounding:

- Notify the local Fire Department by calling 911.
- Notify building personnel by calling Julie at 314-374-7535
- Building alarm system to auto call fire department if alarm is sounding

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- The fire extinguisher is in working condition and personnel are trained to use it. (See page 5 showing extinguisher locations)

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

Date 12/08/20