

VISITOR SAFETY INFORMATION

SAFETY FIRST, SAFETY ALWAYS



AMERICAN PETROLEUM INSTITUTE

200 MASSACHUSETTS AVENUE NW
WASHINGTON, DC 20001
BUILDING SECURITY (202) 845-3632



WELCOME

At API, we are committed to providing a secure and welcoming work environment for all.

Emergencies and disastrous situations occur without warning. This booklet contains information and procedures on what to do during an emergency, including how to report an emergency and who will assist you.

Safety is a shared responsibility and together we can make our workplace safe for ourselves and each other.

REMAIN ATTENTIVE

We encourage you to remain attentive to security while in our office and to notify building security immediately if you have any concerns.

Building Security: (202) 845-3632

ACCIDENT OR MEDICAL EMERGENCY

Report an accident or medical emergency to **9-911** and **(202) 845-3632**.

Please provide the following information:

1. Your name, building floor, and telephone number.
2. Name, sex, and approximate age of the injured person(s).
3. The nature of the accident or medical emergency:
 - Number of people injured.
 - Is/are the person(s) conscious?
 - Is/are the person(s) breathing without assistance?
 - Is/are the person(s) bleeding?
4. The exact location of the injured person(s).
 - DO NOT move the injured person(s).
 - Stay with the injured person(s) until medical help arrives.

FIRE EMERGENCY

Emergency Procedures:

1. Activate a fire alarm pull station (located at all exits).
2. Alert others in the area.
3. If safe to do so, call **9-911** and **(202) 845-3632** and provide information as requested.
4. Immediately evacuate the building and proceed to the designated evacuation muster area (see page 5 for designated muster area).
5. Supervisors and managers will account for staff when evacuated to the designated muster area (see page 5 for designated muster area).
6. Elevators will NOT be used during a fire emergency evacuation.

PHYSICAL THREATS

If you suspect physical harm to yourself or another person from someone in the workplace, quickly determine the most reasonable way to protect your own life.

- EVACUATE**
1. Have an escape route in mind.
 2. Leave your belongings behind.
 3. Keep your hands visible.

- HIDE OUT**
1. Hide in an area out of the assailant's view.
 2. Immediately silence your telephone.
 3. Block the entry to your hiding place and lock the door.

- TAKE ACTION**
1. As a last resort and only when your life is in imminent danger.
 2. Attempt to incapacitate the assailant.
 3. Act with physical aggression throw; throw items at the assailant.

Call 9-11 and building security at (202) 845-3632 when it is safe to do so.

How to respond when law enforcement arrives on the scene:

1. Remain calm and follow officer's instructions.
2. Immediately raise hands and spread fingers.
3. Keep hands visible at all times.
4. Avoid making quick movements towards officers, such as attempting to hold them for safety.
5. Avoid pointing, screaming, or yelling.
6. Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

Information you should provide to law enforcement, building security, or 911 operator:

1. Location of the assailant(s).
2. Number of assailants if more than one.
3. Physical description of the assailant(s).
4. Number and type of weapons held by the assailant(s).
5. Number of potential victims at the location.

EVACUATION DO

During an evacuation, do:

1. Remain calm.
2. Immediately proceed to the closest stairwell.
3. If directed to – or if fire and smoke is present – evacuate the building and proceed to the stairwell in an orderly manner, allowing occupants from lower floors to merge.
4. Exit at ground level and proceed to your designated muster area (see page 5 for designated muster area).
5. If you need special assistance during an evacuation, shelter in place in the stairwell, out of the path of travel. Call building security at **(202) 845-3632** and notify them of your need for assistance. Building security will inform first responders.

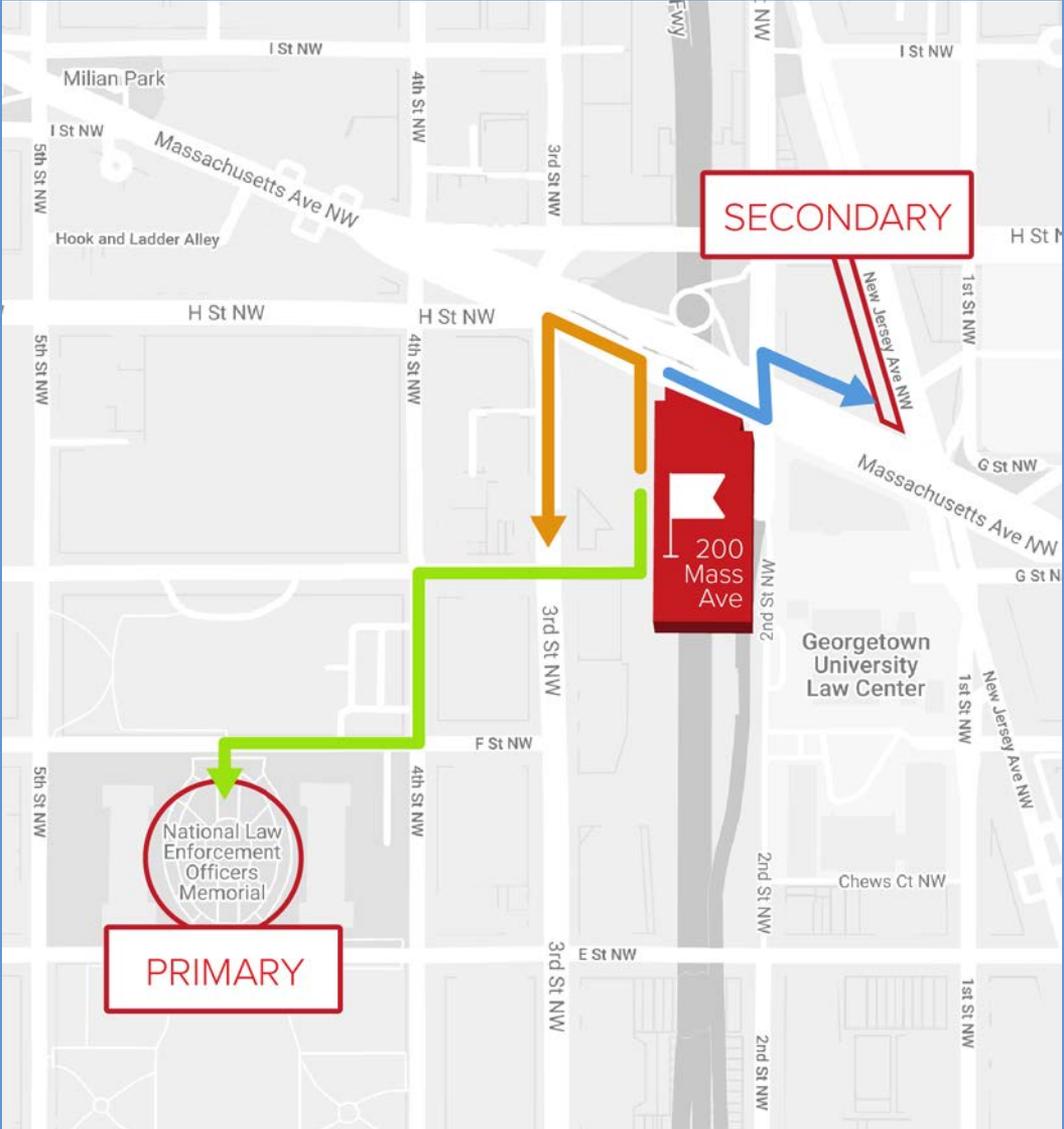
EVACUATION DO NOT

During an evacuation, do not:

1. Use elevators, unless directed to do so.
2. Run or create panic.
3. Leave the designated evacuation muster area until emergency personnel give the all-clear.

Note: If you are physically unable to evacuate in cases of emergency, please notify building security at **(202) 845-3632**. You may also notify the human resources department in advance of your visit if you will be unable to physically evacuate without assistance by calling (202) 682-8000.

DESIGNATED MUSTER AREA



CONTACT US!

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