



THE CITY OF NEW YORK
MANHATTAN COMMUNITY BOARD 3
59 East 4th Street - New York, NY 10003
Phone (212) 533-5300
www.cb3manhattan.org - mn03@cb.nyc.gov

Andrea Gordillo, Board Chair

Susan Stetzer, District Manager

Cannabis Questionnaire

A. Applicant Information

1. Name of nonprofit applicant (corporation name and dba) Deep Root Cannabis Inc.
DBA ABC Dispensary
2. Address, email, telephone number 199 Ave A, NY NY 10009
3. Type of License, License number, OCM Application Number Retail, OCM RETL 2023 002429
4. All partners with percentage of partnership James Chen 100%
5. Historical relationship to social and economic inequity for each partner n/a
6. Responsibilities of each partner to the business James Chen 100% owner.
7. Name and Contact of Applicant's Representative James Chen, 412 626 2042
euler168@gmail.com

B. Information for Proposed Location

1. Proposed location address 199 Ave A, NY NY 10009
2. Zoning for location C2-5, R7-A
3. Certificate of Occupancy and number of people allowed 10 people, see attached

4. Describe residences and businesses above and both sides of proposed location see attached
5. Landlord: name, address, phone number David 199 LLC, 646 629 6376
441 E. 12th St., NY, NY 10009
6. Relationship of nonprofit and/or partners to landlord none

C. Method of Operation

1. What are your proposed hours of operation? 10am to 12:am
2. How will you manage the sidewalk, vehicular traffic? see attached
3. Do you plan to use velvet ropes? ☒ Yes ☐ No Façade: ☐ open or ☐ closed
Windows that open? ☐ Yes ☒ No
4. What measures will be taken to ensure that customers do not smoke outside in areas that would cause smoke to enter apartments or businesses above and nearby? see attached.
5. Will you have any events, entertainment, parties, music, amplified sound of any type? ☐ Yes ☒ No
6. If so, number per month, hours, sidewalk management plans for events? _____
7. Will you agree to have all doors and windows closed when there is amplified sound within business so that neighbors will not be impacted? ☒ Yes ☐ No
8. Describe planned security for inside and outside see attached.
9. Will you be willing to meet with LESEN, the Lower East Side workforce development network to help identify local residents who meet criteria for staffing the business? ☒ Yes ☐ No

B4. List of Neighboring businesses:

9 residences above.

Version wireless: 199 Ave A, New York, NY 10009

Boris & Horton: 195 Ave. A, New York, NY 10009

La Pizza Italia: 201 Ave. A, New York, NY 10009

C4. Smoking outside:

At the point of sale, dispensary employees will remind customers to not smoke in areas outside the dispensary that could cause smoke to enter neighboring residences and businesses.

Dispensary employees will also monitor area outside of the dispensary in an effort to curb any smoking activity that would cause smoke to enter neighboring residences and businesses.

DEPARTMENT OF BUILDINGS

BOROUGH OF MANHATTAN

, THE CITY OF NEW YORK

No. 47989

Date September 18, 1957

CERTIFICATE OF OCCUPANCY

(Standard form adopted by the Board of Standards and Appeals and issued pursuant to Section 646 of the New York Charter, and Sections C.26-181.0 to C.26-187.0 inclusive Administrative Code 2.1.3.1. to 2.1.3.7. Building Code.)

This certificate supersedes C. O. No.

To the owner or owners of the building or premises:

THIS CERTIFIES that the ~~new~~-altered-~~existing~~-building-premises located at

199 Avenue A

Block 440 Lot 36

, conforms substantially to the approved plans and specifications, and to the requirements of the building code and all other laws and ordinances, and of the rules and regulations of the Board of Standards and Appeals, applicable to a building of its class and kind at the time the permit was issued; and

CERTIFIES FURTHER that, any provisions of Section 646F of the New York Charter have been complied with as certified by a report of the Fire Commissioner to the Borough Superintendent.

Alt. No.— 1907-1954

Construction classification— ~~Class 3~~ nonfireproofOccupancy classification— ~~Old Law Tenement~~ Class "A" Mult. Dwell.

Height 4 stories, 45 feet.

Date of completion— September 13, 1957

Located in Local Retail Use District.

B Area

1 1/2

Height Zone at time of issuance of permit 2442-1956; 1228-1955

This certificate is issued subject to the limitations hereinafter specified and to the following resolutions of the Board of Standards and Appeals:

(Calendar numbers to be inserted here)

PERMISSIBLE USE AND OCCUPANCY

STORY	LIVE LOADS Lbs. per Sq. Ft.	PERSONS ACCOMMODATED			USE
		MALE	FEMALE	TOTAL	
Cellar	on ground				Storage.
1st story	100			10	Two (2) stores.
2nd story					Two (2) apartments.
3rd story					Four (4) apartments.
4th story					Three (3) apartments.
Fuel Oil installation approved by Fire Department April 1956.					
THIS CERTIFICATE IS A CERTIFICATE OF THE BOARD OF STANDARDS AND APPEALS OF THE CITY OF NEW YORK					

**NO CHANGES OF USE OR OCCUPANCY NOT CONSISTENT WITH THIS CERTIFICATE SHALL
BE MADE UNLESS FIRST APPROVED BY THE BOROUGH SUPERINTENDENT**

Unless an approval for the same has been obtained from the Borough Superintendent, no change or rearrangement in the structural parts of the building, or affecting the light and ventilation of any part thereof, or in the exit facilities, shall be made; no enlargement, whether by extending on any side or by increasing in height shall be made; nor shall the building be moved from one location or position to another; nor shall there be any reduction or diminution of the area of the lot or plot on which the building is located.

The building or any part thereof shall not be used for any purpose other than that for which it is certified.

The superimposed, uniformly distributed loads, or concentrated loads producing the same stresses in the construction in any story shall not exceed the live loads specified on reverse side; the number of persons of either sex in any story shall not exceed that specified when sex is indicated, nor shall the aggregate number of persons in any story exceed the specified total; and the use to which any story may be put shall be restricted to that fixed by this certificate except as specifically stated.

This certificate does not in any way relieve the owner or owners or any other person or persons in possession or control of the building, or any part thereof from, obtaining such other permits, licenses or approvals as may be prescribed by law for the uses or purposes for which the building is designed or intended; nor from obtaining the special certificates required for the use and operation of elevators; nor from the installation of fire alarm systems where required by law; nor from complying with any lawful order for additional fire extinguishing appliances under the discretionary powers of the fire commissioner; nor from complying with any lawful order issued with the object of maintaining the building in a safe or lawful condition; nor from complying with any authorized direction to remove encroachments into a public highway or other public place, whether attached to or part of the building or not.

If this certificate is marked "Temporary", it is applicable only to those parts of the building indicated on its face, and certifies to the legal use and occupancy of only such parts of the building; it is subject to all the provisions and conditions applying to a final or permanent certificate; it is not applicable to any building under the jurisdiction of the Housing Division unless it is also approved and endorsed by them, and it must be replaced by a full certificate at the date of expiration.

If this certificate is for an existing building, erected prior to March 14, 1916, it has been duly inspected and it has been found to have been occupied or arranged to be occupied prior to March 14, 1916, as noted on the reverse side, and that on information and belief, since that date there has been no alteration or conversion to a use that changed its classification as defined in the Building Code, or that would necessitate compliance with some special requirement or with the State Labor Law or any other law or ordinance; that there are no notices of violations or orders pending in the Department of Buildings at this time; that Section 646F of the New York City Charter has been complied with as certified by a report of the Fire Commissioner to the Borough Superintendent, and that, so long as the building is not altered, except by permission of the Borough Superintendent, the existing use and occupancy may be continued.

"§ 646 F. No certificate of occupancy shall be issued for any building, structure, enclosure, place or premises wherein containers for combustibles, chemicals, explosives, inflammables and other dangerous substances, articles, compounds or mixtures are stored, or wherein automatic or other fire alarm systems or fire extinguishing equipment are required by law to be or are installed, until the fire commissioner has tested and inspected and has certified his approval in writing of the installation of such containers, systems or equipment to the Borough Superintendent of the borough in which the installation has been made. Such approval shall be recorded on the certificate of occupancy."

Additional copies of this certificate will be furnished to persons having an interest in the building or premises, upon payment of a fee of fifty cents per copy.

Queuing, Sidewalk Management, and Loading/Delivery Plans

The company will take great care to refine its facility floor plan, technological services, and operational protocol to prevent exterior queuing, manage circulation flow, and reduce impact on the surrounding community.

Traffic and Queuing Plan Goals

1. Minimize the impact of customer flow to adjacent residential neighborhoods and businesses.
2. Facilitate efficient customer entry policies and interior operations to minimize backup on the sidewalk
3. Implement efficient queuing technology to avoid physical lines.
4. Provide information to allow customers to get to/from the facility efficiently and safely.
5. Promote efficient coordination between the company, the Community Board, and local police.

Managing Exterior Demand

The key operational goal is that at no time will exterior queuing be allowed outside the facility onto the public sidewalk. Security staff will be trained to manage customers and prevent any queuing or crowding outside the facility.

Ability to Schedule Appointments

The company shall manage customer demand by allowing customers to schedule appointments in advance of arriving at the facility. Customers may schedule appointments via telephone or online through an appointment portal on our website.

The average customer is estimated to take no longer than 10 minutes within a marijuana facility between entry to departure. As such, the company will phase appointments in 15-minute intervals. The number of appointments per hour or per day will be monitored and adjusted so that at no time is there queuing or lines of customers outside the facility on the public sidewalk. Fifty percent of all available appointment slots will be held for customer walk ins.

Upon confirmation of their appointment, a customer will receive an email from the company confirming their appointment date and time, providing a link to modify their reservation, and providing information about access to the site that encourages sustainable forms of transportation, such as public transit, bicycling, and walking.

Waiting System

The company will employ a customer waiting system similar to what is used in restaurants. Customers will be offered an anticipated wait time and notified via cell phone or buzzer when they may enter the facility. No loitering will be permitted outside of the facility. Based on feedback from local businesses, we may seek to prepare a handout of other locally-owned and independently-operated businesses within walking distance so that other local companies can benefit from foot-traffic associated with our facility.

Promoting Efficient Interior Operations

Upon a customer's entry into the premises, an agent will immediately inspect the customer's proof of identification and determine the individual's age. An individual will not be admitted to the premises unless the retailer has verified that the individual is a valid age to enter pursuant to the inspection of individual's proof of identification.

Once inside the sales area, customers will enter a queue to obtain individualized service where they may select any of the products available to them with the help of an agent. Once a customer has selected a product for purchase, an agent will collect the chosen items from the designated product storage area. Upon checkout, customers will be required to confirm their identities and age a second time. An agent will then scan each product barcode into the point-of-sale system. Customers will have an option to receive applicable information relative to the safe use of cannabis products and regulations about legal cannabis consumption included within their exit bag at this time.

In the event an agent determines an individual would place themselves or the public at risk, the agent will refuse to sell any marijuana products to the consumer.

Dissemination of Traffic and Parking Information

We will be sure to include clearly marked information about accessing its facility on its website and social media channels. The website will strongly encourage customers to utilize public transportation, bicycle, or pedestrian routes to visit the facility.

Loading

All loading and delivery will occur through the front door outside of normal operational hours in a manner that fully complies with all regulations set forth by the Office of Cannabis Management.

Plan Evaluation

The company will meet with representatives from the Community Board, City, and Police Department as requested and/or as needed, to discuss queue management at the following times:

- Prior to opening the facility;

- One month after opening; and

- Additionally, at the discretion of the applicant, Community Board, City, and Police Department

Security Plan

PURPOSE

- 1) The following Security Plan details Deep Root Cannabis, Inc.'s (d/b/a "ABC Dispensary") plan for implementing security procedures.
- 2) ABC Dispensary will create a culture of responsibility, accountability, and safety surrounding all aspects of the business. The purpose of ABC Dispensary's Security Plan is to establish policies and procedures that implement sufficient security measures to deter diversion, theft, or loss of cannabis and cannabis products, theft, or loss of cash, prevent unauthorized entrance into areas containing cannabis or cannabis products, and to ensure the safety of ABC Dispensary's employees and the general public.

RESPONSIBILITIES

- 1) The procedures outlined and detailed in this SOP are applicable to all personnel.
- 2) The General Manager is responsible for the development and implementation of the company's security plan.
- 3) The General Manager is responsible for ABC Dispensary remaining compliant with applicable local law, such as those pertaining to odor, noise, use of the sidewalk or other public thoroughfares which abut the premises, Fire Codes, and maximum capacity.

SPECIFIC PROCEDURES

Inventory Maintenance Procedures

- 1) ABC Dispensary will not maintain cannabis in excess of the quantity required for normal, efficient operation.
- 2) ABC Dispensary's employees responsible for inventory will conduct a daily assessment of inventory on hand and communicate internally. Additional inventory cannot be requested until employees have confirmed adequate storage is available. ABC Dispensary will keep all locks and security equipment in good working order.

Access Control

- 1) Facility Access
 - a) ABC Dispensary will positively identify individuals who are not employees of the facility and are seeking access to the premises to limit access solely to individuals twenty-one (21) years of age or older.
 - b) Identification will be checked immediately in the entry vestibule.
 - i) An ID Scanner will be used to verify the authenticity of the identification provided in addition to the visual inspection conducted prior to granting access to the establishment.

- c) ABC Dispensary will prevent loitering and ensure that only individuals engaging in activity expressly or by necessary implication permitted by the Cannabis Law and the Title are allowed to remain on the premises of the licensee.
- d) All perimeter doors and windows will remain locked.
- e) All entrances to ABC Dispensary will be secured to prevent unauthorized access.

2) Employee Access

- a) All ABC Dispensary employees are required to hold and properly display an identification badge, issued by the licensee, at all times, while on the licensed premises. The identification badge includes, at a minimum, the following information:
 - i) employee's first and last name;
 - ii) employee's photograph;
 - iii) licensee's legal name; and
 - iv) licensee's license number as issued by the Office.
- b) An ABC Dispensary Manager will provide keys, including electronic keys and key cards, or assign unique security measures, such as combination numbers, passwords or electronic or biometric security systems only to specifically authorized employees as necessary for normal, efficient operation.
- c) Access to cannabis and cannabis product storage areas and areas within the licensed facility where security equipment and recordings are stored shall be restricted to:
 - i) authorized licensee personnel;
 - ii) employees of the Office or its authorized representatives;
 - iii) emergency personnel responding to an emergency; and
 - iv) other individuals authorized by the licensee for the sole purpose of maintaining the operations of the facility.
- d) ABC Dispensary management will not allow keys or other security measures to be accessible to persons other than the specifically authorized employee to whom they are assigned.
- e) ABC Dispensary management will provide identification cards based on area-specific access authorizations to ensure that only employees necessary for a particular function have access to that area.
 - i) The use of doorstops and tailgating (i.e. following another employee through a door without using their own access control) is prohibited.
- f) To support these security protocols, ABC Dispensary will install card readers, manufactured by [INCLUDE MANUFACTURER]. Specifically, the proximity card reader. This device reads proximity cards and has an illuminated touch panel to accept personal identification numbers (PINs). When a user presents a card, an audio (beeper and visual bicolor red/green LED) feedback indicates the card is recognized. For additional security, the touch panel can be programmed to require PIN entry. It can operate in network or stand-alone mode. Additional information is enclosed herewith.
- g) In the event an employee is terminated, a manager will collect keys from and deactivate unique security measures assigned to an employee at the time such employee ceases to be an employee of the licensee, is suspended, or ceases to have authorization to possess such keys or unique security measures.

3) Visitors

- a) Employees, visitors, and other persons at licensed premises, including persons engaged in the transportation of cannabis or cannabis products, will be required to provide identification to the OCM, or other authorized enforcement official upon request.
- b) Non-employee visitors to ABC Dispensary's premises, other than cannabis consumers, are required to hold and properly display an identification badge issued by the licensee at all times while on the licensed premises.
- c) ABC Dispensary will maintain a visitor log of all persons, other than employees, and customers. Emergency personnel responding to an emergency, or any other persons as determined by the OCM, that will be maintained on the licensed premises for a period of five (5) years and be made readily available to the OCM upon request. The log will include the following information must include:
 - (a) The full name of the visitor, as well as the company the individual works for;
 - (b) company affiliation of all proposed visitors;
 - (c) the time of arrival;
 - (d) time of departure; and
 - (e) purpose of the visit.

Storage of Cannabis

- 1) ABC Dispensary will be maintained in a clean and orderly condition.
- 2) The establishment will be free from infestation by insects, rodents, birds, or vermin of any kind.
- 3) All cannabis is stored in in a secure, locked safe, vault, or other approved equipment or location within ABC Dispensary to prevent diversion, theft or loss, and in such a manner, as to protect against physical, chemical and microbial contamination, and deterioration of the cannabis and cannabis products.
- 4) All safes, vaults, or any other approved equipment or areas used for storage of cannabis or cannabis products will be securely locked and protected from entry, except for the actual time required to remove or replace cannabis and cannabis products.
- 5) Keys will not be left in the locks or stored or placed in a location accessible to individuals who are not authorized to access cannabis or cannabis products.
- 6) ABC Dispensary will have a separate secure area shall be designated for temporary storage of any cannabis or cannabis product that requires disposal.
- 7) Cannabis and cannabis products within storage areas will be kept out of plain sight and not visible from a public place outside of the licensed premises without the use of binoculars, optical aids, or aircraft.

Security Systems and Equipment Procedures

1) Security System

- a) ABC Dispensary maintains a security system to prevent and detect diversion, theft, and loss of cannabis utilizing commercial-grade equipment.
 - i) Security equipment includes:

- (1) A perimeter alarm that communicates with an internal designee and a third-party commercial central monitoring station when intrusion is detected.
 - (2) Video surveillance cameras.
 - (3) A panic alarm.
 - (a) Panic alarms will be located in the following areas:
 - (i) vault(s);
 - (ii) Managers Office;
 - (iii) entry vestibule;
 - (iv) product transportation areas.
- 2) Video Surveillance
 - a) Video surveillance cameras record in all areas, except in areas where cannabis consumers are consuming cannabis, that may contain cannabis or cannabis products, all surveillance areas or rooms and at all points of entry and exit, and in any parking lot, which will be appropriate for the normal lighting conditions of the area under surveillance.
 - i) ABC Dispensary will ensure that both the inside and the outside perimeter of the licensed facility are sufficiently illuminated to facilitate surveillance.
 - b) ABC Dispensary directs cameras at all safes, vaults, sales areas, and any other areas where cannabis and cannabis product, as applicable, is stored, handled, transferred, or sold and to secure cash.
 - c) Video cameras are positioned at entry and exit points, and at each point-of-sale area, to allow for the capture of clear and certain identification of any person entering or exiting the facility or at the point-of-sale.
 - i) ABC Dispensary will maintain trees, bushes, and other foliage outside of the licensed premises to prevent a person from concealing themselves from sight.
 - d) ABC Dispensary video cameras are able to immediately produce a clear color still photo from any camera image (live or recorded).
 - i) Recordings allow for the exporting of still images in an industry-standard image format (including .jpeg, .bmp, and .gif). Exported videos to be archived in a proprietary format that ensures authentication of the video and guarantees that no alteration of the recorded image has taken place. Exported video also have the ability to be saved in an industry standard file format that can be played on a standard computer operating system.
 - ii) Additionally, video cameras include a date and time stamp embedded on all recordings. The date and time will be synchronized and set correctly, measured in accordance with the United States National Institute Standards and Technology standards and shall not significantly obscure the picture.
 - e) Video surveillance produces continuous recordings during hours of operation and at any time that cannabis or cannabis product is handled, and motion-activated recordings at all other times, from all video cameras, which ABC Dispensary will make available via remote access or login credentials for immediate viewing by the OCM or the Office's authorized representative upon request.
 - f) All video recordings are retained for at least 60 days.
 - g) Our video surveillance system will consist of the following:

- i) Digital or network video recorders with a record rate of 15 frames per second.
- ii) High-resolution video cameras with a resolution of 5 megapixels (2560 x 1920 pixels).
- iii) Video cameras appropriate for the normal lighting conditions of the area, including cameras with infrared capabilities to capture images in low or no lighting conditions.
- iv) Video cameras with capabilities to identify activity occurring within 20 feet (20') from the entire perimeter of the building.
- v) 4K video cameras in the interior of the facility.
- vi) Video monitors (minimum of 40" for the security room and 32" for the IT room).
- vii) Additional information is enclosed with our product specification sheets.
- h) All physical media or storage device on which surveillance recordings are stored will be secured in a manner to protect the recording from tampering or theft.
 - i) There are a limited number of authorized employees who have access to the surveillance areas.
 - ii) Access will only be granted to individuals who are essential to surveillance operations, law enforcement agencies, security system service employees, OCM, and others approved by the commissioner.
 - iii) ABC Dispensary management maintains a current list of authorized employees and service personnel who have access to the surveillance room.
 - iv) ABC Dispensary on-site surveillance rooms are always locked.
- i) ABC Dispensary will make an unaltered copy of video camera recording(s) to the OCM upon request.
 - i) If ABC Dispensary management is aware of a pending criminal, civil or administrative investigation or legal proceeding for which a recording may contain relevant information, the licensee shall retain an unaltered copy of the recording until the investigation or proceeding is closed or the entity conducting the investigation or proceeding notifies the licensee that it is not necessary to retain the recording, but in no event for less than 60 days.
- 3) System Failure Notification
 - a) A failure notification system that provides an audible, text, or visual notification of any failure in the security system. The failure notification system provides an alert to a ABC Dispensary Manager or designee within five minutes of the failure, either by telephone, email, or text message.
- 4) Backup Power Source
 - a) ABC Dispensary has the ability to remain operational during a power outage for a minimum of eight hours.
 - i) ABC Dispensary has UPS installed for cameras and door card readers. Additionally, a backup generator will be hooked up in the event of a power outage that lasts longer than two hours.
 - b) ABC Dispensary has a backup alarm system that detects unauthorized entry during times when no employees are present at the establishment.

Recordkeeping

1) Audits

- a) ABC Dispensary management will keep all locks, storage and security equipment in good working order and will test and inspect such equipment at regular intervals, not to exceed 30 calendar days from the previous inspection and test.
 - b) A log of all equipment testing, including the dates, will be maintained onsite for five years and made available to the OCM upon request.
- 2) Incident Report
- a) ABC Dispensary will notify the Office in a manner prescribed by the Office, of any breach of security or other incident set forth in this section immediately and, in no instance, more than twenty-four (24) hours discovery of the security breach or incident.
 - b) Notification to the Office will be provided for the following incidents:
 - i) discovery of inventory discrepancies;
 - ii) diversion, theft, or loss of any cannabis or cannabis product;
 - iii) any criminal action involving or occurring on or in the licensed premises;
 - iv) any suspicious act involving the cultivation, processing, distribution, or sale of cannabis or cannabis products by any person;
 - v) unauthorized destruction of cannabis or cannabis products;
 - vi) any loss or unauthorized alteration of records related to cannabis or cannabis products;
 - an alarm activation or other event that requires response by public safety personnel, including, but not limited to: local law enforcement, police and fire departments, public works or municipal sanitation departments, and municipal inspectional services departments, or security personnel privately engaged by the licensee diversion, theft, or loss of any cannabis or cannabis product;
 - vii) the failure of any security alarm system, or video surveillance, due to a loss of electrical power or mechanical malfunction that is expected to last more than eight (8) hours;
 - viii) a significant motor vehicle crash that occurs while transporting or delivering cannabis products and would require the filing of an accident report with the New York State Department of Motor Vehicles;
 - ix) any other breach of security; and
 - x) any other event that may compromise public health and/or safety including the health and safety of the workforce at the licensed premises.
 - c) Notification Requirements
 - i) After initial 24-hour notification of an incident report to OCM, ABC Dispensary will within ten (10) calendar days submit an incident report in a form and manner determined by the Office which details the circumstances of the incident, any corrective action taken, and confirmation that the appropriate law enforcement authorities were notified.
 - d) All documentation related to an incident will be maintained by ABC Dispensary for not less than five (5) years or the duration of an open investigation, whichever is longer, and made available to the OCM and law enforcement authorities within their lawful jurisdiction upon request.

Cannabis Disposal

- 1) ABC Dispensary will dispose of and separate undesired, excess, unauthorized, obsolete, adulterated, misbranded, or deteriorated cannabis.
- 2) ABC Dispensary employees will dispose of it according to the Green Waste SOP.

Emergency Action Plan

- 1) The Security team will prepare for and protect against any crisis that could affect the security or operation of the facility in the event of a strike, fire, flood, or other natural disaster, or other situations of local, state, or national emergency. The Security team will conduct security and emergency preparedness training by developing, scheduling, and/or facilitating training for facility employees to ensure that all employees are thoroughly trained to respond to various emergencies. See Emergency Management Policy for more information.
- 2) If the ABC Dispensary premises are damaged by a fire, flood, or other natural disaster, or other situations of local, state, or national emergency, or by a security breach, the licensee shall notify the OCM within a period of twenty-four (24) hours, and the OCM will have the authority to quarantine all cannabis or cannabis products for analysis and, if appropriate, disposal, if found unfit for use.

Response to a Medical Emergency

- 1) Medical problems may range from minor, isolated events such as a fall down the stairs to significant events involving many people. All employees will be trained in the following responses to medical emergencies:
 - a) They should assess the situation.
 - b) If the person is conscious, Employees should ask him or her to tell them if anything hurts. If unconscious, Employees should gently inspect the person for obvious signs of injury.
 - c) Employees should not move the person (especially if he or she indicates any pain) unless Employees are in imminent danger of further injury, e.g., an approaching fire.
 - d) Employees should ask someone else to call 911 if Employees are helping an injured person.
 - e) Employees should also call the manager if he or she is not present and inform them of the situation, the location, etc.
 - f) Employees may render first aid if Employees are knowledgeable and willing, but if possible, should wait for qualified personnel to deliver medical attention.
 - g) Employees should ask someone else to recover the first aid kit to utilize during the emergency and avoid coming in contact with blood, vomit, or other bodily fluids without the use of rubber gloves.
 - h) Employees should not provide or administer any medicines and defer to emergency personnel once Employees arrive.
 - i) Employees should limit their conversation with the person to reassurances and not discuss their injury, the accident, or what circumstances might have contributed to its cause, if possible.

- j) After the person has been given first aid and the incident is over, Employees should provide police or other emergency personnel with any details that Employees know.
 - k) After the medical emergency is over, the injured person, witness, and/or supervisor should formally document the incident and maintain a record of it.
- 2) Response to a Fire Emergency
- a) Activate the nearest fire alarm (if installed)
 - b) Notify the local fire Department by calling 911.
 - c) If no fire alarm is available notify on-site personnel via:
 - i) Voice communication
 - ii) Phone paging
 - iii) Radio
 - d) Fight the fire ONLY if:
 - i) The fire Department has been notified.
 - ii) The fire is small and not spreading to other areas.
 - iii) Escaping the area is possible by backing up to the nearest exit.
 - iv) The fire extinguisher is in working condition and personnel are trained to use it.
 - e) Upon being notified of a fire emergency, occupants must:
 - i) Leave the building using designated escape routes.
 - ii) Assemble in the designated area.
 - iii) Remain outside until the competent authority (Designated Official or designee) announces that it is safe to re-enter.
 - f) The Compliance Officer will designate employees as emergency responders who will:
 - i) Disconnect utilities and equipment unless doing so jeopardizes his/her safety; however, only one employee may access the basement utilizing the key card stored in the IT room to disconnect the utility and equipment in the basement.
 - ii) Coordinate an orderly evacuation of personnel.
 - iii) Perform an accurate headcount of personnel reported to the designated area.
 - iv) Determine a rescue method to locate missing personnel.
 - v) Provide fire Department personnel with the necessary information about the facility.
- 3) Extended Power Loss.
- a) In the event of an extended power loss to this facility, precautionary measures should be taken including but not limited to:
 - i) Unnecessary electrical equipment and instruments should be turned off if power restoration causes a surge that could damage electronics and sensitive equipment.
 - ii) If the power loss causes freezing temperatures within the building the following measures should be taken:
 - (1) Emergency eyewash station should be drained of water to avoid freezing and cracking of pipes.
 - (2) Equipment that contains fluids that can freeze due to long-term exposure should be drained of all such fluids.

- (3) Propylene-glycol may be added to drains to prevent traps from freezing.
- iii) Upon restoration of power (and heat):
 - (1) Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming in circuitry.
 - (2) Water pipes should be checked for leaks after heat has been restored to prevent flooding.
- 4) Flood
 - a) Stay calm and await instructions from designated emergency personnel or first responders.
 - b) Shut down all utilities and equipment if it is safe to do so.
 - c) Follow the recommended primary or secondary evacuation routes.
- 5) Bomb Threat
 - a) In the event of a bomb threat made in person or over the phone:
 - i) Be calm and listen,
 - ii) Do not interrupt the caller,
 - iii) Record your name, time, and date,
 - iv) Record the following about the caller's identity:
 - (1) Sex (Male or female)
 - (2) Adult or juvenile
 - (3) Origin of call (local, long distance, telephone booth):
 - (4) Voice characteristics: loud/soft, high pitch/deep, raspy/pleasant, intoxicated, other.
 - (5) Accent: local/not local, foreign/regional, race
 - (6) Speech: fast/slow, distinct/distorted, stutter/slurred/nasal
 - (7) Manner: calm/angry, rational/irrational, coherent/incoherent, deliberate/emotional, righteous/laughing
 - (8) Language: excellent, good, fair, poor, foul
 - (9) Background noises: factory, trains, machines, animals, music, quiet, office, voices, airplanes, street, party, traffic, atmosphere
 - v) If told, record all the following facts:
 - (1) When will it go off;
 - (2) Where is it located;
 - (3) What kind of bomb; and
 - (4) What kind of package.
 - vi) While on the phone or handling the person deploy the silent alarm button nearest your position.
 - vii) If the threat is made by phone, signal personnel to evacuate the facility immediately.
 - viii) As soon as possible call 911 and all company emergency contacts.
- 6) Strike
 - a) How to Resolve a Strike:
 - i) Secure the facility and close for the day.
 - ii) Bridge the worker-management divide.
 - iii) Practice empathy and maintain a positive attitude.
 - iv) Allow for worker autonomy.
 - v) Provide employees with the information they need.

vi) Consider employee safety.