

EMERGENCY PROCEDURES

This emergency procedure provides basic information for all building occupants and will ensure the most rapid response for the emergency.

For any FIRE, MEDICAL, OR SECURITY EMERGENCY, call 774-2456.

Security will make the 911 call, if required, and dispatch security officers to the scene simultaneously. This will provide the most timely response for the emergency crews.

Reporting Fire or Explosion

Dial 774-2456 IMMEDIATELY.

In the event of an odor, smoke or fire, dial 774-2456 and give the following information:

- Your name, location, phone number
- The exact location of the emergency
- Report any injuries
- Do you see smoke or fire?

After reporting the above information, evacuate the immediate area. Close, but do not lock doors to the affected area. Stay near, but a safe distance from affected area in order to direct emergency crew.

- Use fire extinguishers only if trained in operation. Do not attempt to use fire extinguishers alone. Use the buddy system.
- Listen and obey emergency crew and public address system announcements.
- If smoke or fire is present, the public address system will call for evacuation from the building immediately.
- If NO smoke or fire is present but there is an alarm or odor, a maintenance team will be immediately dispatched to investigate.

Fire Pull Boxes

When possible, fire pull boxes may be used in addition to or in lieu of calling 774-2456. In the Community Service Building, there are fire alarm pull boxes near each stairwell.

Elevator Recall

The elevators are equipped with a fire alarm return circuit that is operated by smoke detectors located in all lobbies above the street level. If a detector senses smoke in an area, all elevators are dispatched, non-stop, to the street level where the doors will open and remain open. The car will remain there and will not accept calls from other floors. Passengers should exit the car and report to the assembly area at Rodney Square. If the emergency is on the street level floor, then the elevators will be dispatched to the 1st floor or lower level.

EMERGENCY EVACUATION PROCEDURES

If an emergency occurs which requires evacuation of personnel, it will be announced over the public address system. Notice to resume normal activities will be communicated when emergency conditions no longer exist. When a public address announcement is made, follow instructions below:

- Listen and obey
- Please leave your work place now
- Take your personal items with you
- Close, but do not lock the door behind you
- Evacuate the building through the nearest available stairway
- Do not use elevators
- Walk, do not run
- Evacuate to your assigned assembly point. The assembly point for the Community Service Building occupants will be Rodney Square.
- Each tenant is responsible to sweep his or her areas to ensure no one is left behind. Stairchairs for those requiring special assistance during a building evacuation will be available at several pre-determined locations.
- At anytime you see or hear a fire alarm anywhere in the building, evacuate the building immediately. Unless otherwise announced immediately in advance, all fire alarms require a full evacuation of the building.
- Fire drills are announced in advance and also require a full evacuation, unless otherwise notified.
- Do not call security for further information. You may lose precious evacuation time.
- Tenants who have people who require special assistance should contact Building Management to ensure that procedures are in place to safely evacuate.
- It is the responsibility of each tenant to review Emergency Evacuation Procedures with all personnel two times each year. If you have any questions or concerns regarding Emergency Evacuation Procedures or are requesting training for your business unit, please contact Building Management on 777-3266 or 888-2047.
- To comply with applicable life safety codes, fire evacuation drills will be conducted once each year.

MEDICAL EMERGENCIES

Dial 774-2456

Give your name, location and phone number to ensure timely and effective response. Be prepared to answer the following questions:

- Is the person breathing?
- Is the person conscious?
- Is there apparent serious illness or injury?

After reporting, stand by to help direct the responding emergency crew.

SECURITY EMERGENCY

Bomb Threat - Suspicious Person - Suspicious Package, etc.

Give your name, location and phone number. Be prepared to give specific information as requested. Follow advice of security personnel.

January 8, 1998