

*EMERGENCY PROCEDURES***Emergency Action Plan For:**

**SWEDESFORD PARK
1255-1265-1275-1285 Drummers Lane
Wayne, PA 19087**

In the event of emergency, occupants are alerted by one or more of the following:

- the sounding of an alarm.
- verbal announcement.
- visual alarm

- A very loud horn alerts occupants an emergency situation, alerting occupants to evacuate the building immediately.

- Managers and floor captains will announce that an emergency situation exists and that "Everyone needs to evacuate the building immediately in a calm and orderly fashion."

- A flashing strobe light serves to alert the hearing impaired of the alarm systems activation.

- In the event of fire or other emergency, ALL occupants shall evacuate immediately.

- In the event of an emergency, occupants shall evacuate by means of the **nearest** available marked exit.

- Critical operations shutdown procedures are assigned to *Paul Pashley, chief engineer*.

- After an emergency evacuation, occupants are to gather in the following location(s):
(SEE APPENDIX)

- After an emergency evacuation, the procedure for accounting for all occupants is to conduct a head count based on personnel roster and residential occupancy.

Section I: Responsibilities of Emergency Coordinator and Safety Monitors

The Emergency Coordinator is responsible for:

1. Obtaining and posting floor plans and route evacuation maps.
2. Overseeing the development, communication, implementation, and maintenance of the overall plan.
3. Ensuring the training of building occupants, Safety Monitors, and Critical Operations Personnel, and notifying all personnel of changes to the plan.
4. In the event of a fire or other emergency, relaying applicable information to emergency personnel, occupants, and Safety Monitors.
5. Establishing Designated Meeting Sites for evacuees.

The Safety Monitors are responsible for:

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1. Familiarizing personnel with emergency procedures.
2. Acting as liaison between management and their work area.
3. Ensuring that occupants have vacated the premise in the event of an evacuation, and for checking assigned areas.
4. Knowing where their Designated Meeting Site is and for communicating this information to occupants.
5. Having a list of personnel in their area of coverage, so a head count can be made at their Designated Meeting Site.
6. Ensuring that disabled persons and visitors are assisted in evacuating the building.
7. Evaluating and reporting problems to the Emergency Coordinator after an emergency event.

Section II: Alerting or Signaling Building Occupants in Case of Fire or Other Emergency

1. In case of a fire, employees or residents should actuate the nearest fire alarm box and/or make a telephone call to 911. The locations of the fire alarm boxes are noted on the evacuation floor plans. The emergency alarm alerts building occupants of the need for evacuation and sends a signal to the Wilmington Fire Department that there is an alarm condition in the building.
2. It may be necessary to activate additional fire alarm boxes, or shout the alarm, if people are still in the building and the alarm has stopped sounding, or if the alarm does not sound. This can be done while exiting.
3. Persons discovering a **fire, smoky condition, or explosion** should pull the fire alarm box. Any pertinent fire or rescue information should be conveyed to the Fire Department.

Section III: Evacuation Procedures for Building Occupants

1. When the fire alarm sounds, all personnel should ensure that nearby personnel are aware of the emergency, quickly shutdown operating equipment, close doors and exit the building using stairwells.
2. All occupants should proceed to their Designated Meeting Site and await further instructions from their Emergency Coordinator.
3. All personnel should know where primary and alternate exits are located and be familiar with the various evacuation routes available. **Building occupants must NOT use elevators as an escape route in the event of a fire.**

Notes and Precautions:

- Small fires can be extinguished **only if you are trained to use a fire extinguisher**. However, an immediate readiness to evacuate is essential.
- **All fires, even those that have been extinguished, must be reported to 911.**
- Never enter a room that is smoke filled.
- Never enter a room if the door is warm to touch.

Fire:

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- **R - Rescue:** When you discover a fire, rescue people in immediate danger if you can do so without endangering yourself. Exit via safe fire exit. Never use elevators. Close doors to room with fire.
- **A - Alarm:** Sound the alarm by pulling a fire box and call 911.
- **C - Confine:** Close all doors, windows and other openings.
- **E - Evacuate:** Evacuate the building.

Section IV: Disabled Occupants

If a disabled occupant is unable to exit the building unassisted, the Safety Monitor must notify the emergency response personnel of the person's location. Transporting of disabled individuals up or down stairwells should be avoided until emergency response personnel have arrived. Unless imminent life-threatening conditions exist in the immediate area occupied by a non-ambulatory or disabled person, relocation of the individual should be limited to a safe area on the same floor, in close proximity to an evacuation stairwell.

Section V: Critical Operations Shutdown

Critical Operation Shutdown: Critical operations, including equipment that must be shut off and persons designated to complete these actions are identified in the Appendix of this EAP. Procedures for rapid shutdown should be predetermined for life safety and loss control purposes, as well as ensuring complete evacuations in a timely manner.

The Critical Operations Shutdown procedures to be followed by those employees who have been assigned to care for essential building operations include:

Operation	Responsibility
1. Paul Pashley 484-866-2573	Chief Engineer
2. Fred Reigel 610-334-0008	Site Engineer

Persons involved in the Critical Operations Shutdown listed above shall be notified by management of this responsibility in advance, identified in the EAP, and will be appropriately trained for the particular situation. Personnel assigned to critical operations responsibilities are listed in the Appendix.

Section VI: Accountability Procedures for Emergency Evacuation

Designated Meeting Sites: Groups working together on or in the same area should meet outside the building in the prearranged Designated Meeting Site. (*See list of Designated Meeting Sites in the Appendix.*)

Department Organization List: A roster of personnel to ensure that everyone has evacuated has been developed by the Building Manager. The list will be updated whenever there is a personnel change.

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Safety Monitors are designated by the Emergency Coordinator and will conduct head counts once evacuation has been completed. There is at least one Safety Monitor per floor or per twenty occupants to provide adequate guidance and instruction at the time of an emergency.

The employees selected as Safety Monitors are to be trained in the complete workplace layout and the various primary and alternate escape routes from the workplace. All trained personnel are made aware of employees with disabilities that may need extra assistance and of hazardous areas to be avoided during emergencies. Before leaving, the Safety Monitors are to check rooms and other enclosed spaces in the workplace for other employees who may be trapped or otherwise unable to evacuate the area and convey this information to emergency personnel.

Once each evacuated group of employees have reached their Designated Meeting Site, each Safety Monitor:

1. Assembles his/her group in the Designated Meeting Site.
2. Takes head count of his or her group.
3. Assumes role of department contact to answer questions.
4. Instructs personnel to remain in area until further notice.
5. Reports status to Emergency Coordinator or Incident Commander.

Section VIII: Rescue and Medical Duties

- The Fire Department, or Emergency Medical Technicians (EMT) will conduct all rescue and medical duties.
- Do not move injured personnel. Keep the person lying down, covered, and warm.

Section IX: Resource and Responsibilities Lists

Organization: The lists in the Appendix include the names of employees, managers, staff or other personnel and their job titles, job positions and relative EAP collateral duties. The purposes served by the lists are:

1. To tell employees who to see for additional information on the EAP.
2. To provide emergency response personnel with a list of department personnel which may be needed to provide additional information about the fire, a chemical, a hazardous waste location, a shipment of chemicals, etc.
3. The lists should be updated by the Emergency Coordinator on an as-needed basis.

Section X: Training and Communications

Each occupant should know that evacuation is necessary and what his/her role is in carrying out the plan. Employees should also know what is expected of them during an emergency to assure their safety. Training on the content is also required by OSHA 29 CFR 1910.38(a).

A method of training building occupants in the requirements of the emergency evacuation plan is to give all employees a thorough briefing and demonstration. Managers and supervisors will present this plan to their staffs in staff meetings. Annual practice drills are to be implemented and documented by the Director of Security.

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A Training Attendance Record Sheet is included in the Appendix. This record should be maintained by the Emergency Coordinator for a period of five (5) years.

Section XI: Shelter in Place/Active Shooter

Certain kinds of incidents - explosions or Active Shooter attacks may make leaving the office space or going outdoors dangerous. Leaving the area might put people in harm's way. In these instances, it may be safer for tenants to stay in the building rather than go outside. Shelter in Place means to make a shelter within the building. It is a way to make the building as safe as possible to protect persons until help arrives.

An announcement will be made either by mass email or text or the emergency speaker system (if applicable) to the building population "Due to an incident that is being investigated, we ask that all persons go to their Sheltering Place or In-Building Relocation area." Entrances to the building will be closed and manned by Management and Staff personnel. For any type of outdoor explosion emergency, tenants will be asked to do an In-Building Relocation that will protect them from possible hazards, leakage into the building or glass breakage problems.

Tenants will be advised if a particular part of the building should be used to quickly evacuate or if they need to remain within their office suites. Announcements over the public address system or via social media will be made advising tenants and instructing them to close all windows, barricade doors, and stay clear of them. The Property Manager or Incident Commander (if Federal/State/Local Emergency Management is on scene) will monitor local news to determine when the all clear is made. Available personnel will be directed through the building to monitor tenant activity and ensure safety as directed by the Property Manager or Incident Commander.

Active Shooter Emergency Planning

The threat of an active shooter is a possibility anywhere. But as with any crisis situation, preparation and planning can help to minimize chaos and injury. Establishing an active shooter protocol, and communicating that plan to your tenants and employees, is critical. Your plan should:

- Stress the importance of remaining calm in any violent situation.
- Encourage anyone involved to call 911 in an emergency.
- Enforce the importance of remaining on the line with the 911 operator until police arrive because needs may change as an event unfolds.
- Detail how to warn employees an active shooter is present. Code words, intercom capabilities and instant messaging can help ensure people are aware of the situation and stay out of harm's way.
- Include evacuation and lock-down procedures.
- Discuss how employees can observe details of the shooter in case the perpetrator leaves the premises.
- Train people to take accurate head counts and to check others for injuries.
- Account for mock shooter drills.

The response to an active shooter situation will be determined by the particular circumstances. It is important to assess the situation and make the best choices for the individual event.

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If an active shooter enters your workspace, call the police and give the location and description of the shooter if possible, and attempt to negotiate with the shooter, but do not attempt to overpower them with force — that should be the last resort.

When possible, evacuate the building if it appears safe to do so. This may need to be through a window or back door. The safest exits in an emergency may not be the main hallways or doors—well-marked exits could be targets for potential shooters. It is crucial not to assume help will quickly come to evacuate the location as active shooter incidents are the most chaotic, confusing and difficult scenes to manage. The first responders' priority will be to contain the shooter. If you are able to and decide to flee the building, have an escape route in mind, bring a cell phone, keep your hands visible and do not stop to assist wounded victims or move them. Instead, tell the police where they are located.

If there are no safe escape routes a lock down might be a better choice. Immediately notify the police of where you are and conceal yourself in a room that can be locked or barricaded. Turn off the lights and stay away from doors and windows to create the impression that no one is there. When the police arrive, move slowly, keep your hands visible and follow all instructions.

Active Shooter: an individual whose activity is immediately causing death or serious injury and such threat is not contained. An active shooter will continue to move throughout the building until stopped by law enforcement, suicide or other intervention.

PROCEDURE:

I. General Considerations:

A. Active shooters generally move from door to door until they find one that is open and unlocked. Locking doors and placing barriers/barricades of stacked and interlocked furniture/items in front of doors so that they can't be opened may slow the shooter down.

B. Once sheltered in an area, do not unlock or open doors. Stay where you are until law enforcement evacuates you from the area. Remain silent. If you hear banging on the door yelling for help, consider that it may be the shooter enticing you to open the door. Unfamiliar voices may be an active shooter trying to lure you from safety. Do not respond to voice commands unless you can verify with certainty that they are being issued by law enforcement.

C. Active shooters may use diversionary tactics such as fire alarms to bring people out of their shelter. Once you are aware that an active shooter is in the building, do not respond to fire alarms unless you have first hand knowledge that there is a fire in the building or you have been instructed to evacuate by a known law enforcement officer.

D. Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.

E. Depending on circumstances, consideration may also be given to exiting ground floor doors and windows as safely and quietly as possible.

II. If an Active Shooter is Inside or Outside your Building:

A. Remain calm and quiet.

B. Try to warn others to flee or take immediate shelter.

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C. If you are in a location with a “panic button” (Main Lobby Desk), push the recessed panic button which will send an electronic signal to the monitoring service who then contacts 911 to notify them that a panic button was activated and the location.

D. Have one person quietly call 911. Be aware that the 911 system may be overwhelmed. Provide the following information:

1. Identify your specific location by department/area or closest room.
2. If you were able to see the active shooter(s), give a description of the person(s) sex, race, clothing, type of weapon(s), location last seen, direction of travel, and identity (if known).
3. If you observed any victims, give a description of the location and number of victims.
4. If you observed any suspicious devices (such as explosive devices), provide the location seen and a description.
5. If you heard any gunshots or explosions, provide a description and location.

E. If flight is impossible, move quickly to a room that can be locked or barricaded. Lock all doors to the room. Build a barricade in front of the door by placing tables, chairs, desks, etc in front of the door so that it can't be opened.

F. Turn off all light sources including computer monitors.

G. Block windows by closing curtains/blinds, placing objects in front of them, etc.

H. Turn off radios or other devices that emit sound. Silence cell phones.

I. Remain silent. Wait patiently until a uniformed law enforcement officer arrives.

J. If there is no possibility of escape or hiding and only as a last resort when your life is in imminent danger, should you make a personal choice to attempt to negotiate with or overpower the active shooter(s).

V. What to Expect from Responding Police Officers:

A. Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard in order to stop the shooting as quickly as possible. The first responding officers may be in teams; they may be dressed in normal patrol uniforms or they may be wearing tactical gear. The officers may be armed with rifles, shotguns or handguns. Do exactly as the officers instruct including keeping your hands on your head, dropping any backpacks or bags, getting down on the ground, etc. The first responding officers will be focused on stopping the active shooter and creating a safe environment for medical assistance to aid the injured. **They will not be assisting the injured or escaping employees. Other arriving teams will perform that task.**

VI. What To Do If Taken Hostage:

A. Be patient. Avoid drastic action. Be alert and follow instructions.

B. Don't speak unless spoken to and then only when necessary. Avoid arguments or appearing hostile. Treat the active shooter with respect.

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C. Be observant. You may be released or able to escape and may be able to provide helpful information to law enforcement.

Appendix follows:

Appendix I

In this Appendix:

- Responsibility List
- Safety Monitors and Alternates
- Primary and Secondary Emergency Evacuation Routes
- Designated Meeting Sites
- Training attendance records
- OSHA Regulations

Responsibility List:

SWEDESFORD PARK

1255-1265-1275-1285 Drummers Lane
Wayne, PA 19087

EMERGENCY COORDINATOR

Anthony Russo, Manager

302-650-3741

arusso@bpg360.com

Alternate Emergency Coordinator

Paul Pashley, Chief Engineer

484-866-2573

ppashley@bpg360.com

Safety Monitors

Fred Reigel, site engineer

610-334-0008

freigel@bpg360.com

Other Emergency Contacts:

Ralph Rossi: 302-563-9609

John Snyder: 302-420-9258

Personnel Assigned to Critical Operations

Paul Pashley, 484-866-2573

Area Evacuation Plan

(post and update annually)

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(1.) Each area should establish, in advance, a primary and a secondary evacuation route (in case the primary route is blocked) in the event of fire, flood, blackout, earthquake, etc. **Do not use elevators to evacuate. Do not block open stairwell doors.**

Primary Evacuation Route: **Posted in Rooms and Hallways**

Secondary Evacuation Route: **Posted in Rooms and Hallways**

(2.) Establish an outdoor meeting place where evacuees, out of harm's way, can account for all staff and visitors. A short distance from the building, on the same block, should suffice.

Designated Meeting Site: Various sites set by each tenant

(3.) Designate a position/alternate who will take charge in the event of fire or another emergency.

Safety Monitor: Paul Pashley, chief engineer, 484-866-2573

Alternate Safety Monitor: Fred Reigel, 610-334-0008

Emergency Coordinator for the building: Anthony Russo, manager, 302-650-3741

Check list of Responsibilities for the Safety Monitor:

1. Ensure that **R.A.C.E.** is followed if smoke or flame are discovered in your work area:
 - o rescue,
 - o alarm,
 - o close all doors,
 - o evacuate.
2. "Sweep" every room in your area to make sure that everyone has evacuated.
3. Ensure that people follow the appropriate evacuation route, and that they are directed to a safe, post-evacuation meeting place.
4. Account for all staff and visitors at the Designated Meeting Site.
5. Notify Emergency Coordinator and emergency responders of any personnel who remain trapped in the building, are performing critical operations shutdown, or are unaccounted for.

Special Needs

- Be aware of impaired staff and visitors who may need to be alerted or assisted.
- National emergency evacuation standards recommend that special needs people standby until all others leave.
- Special needs people should be accompanied by two volunteers during the evacuation process. After the special needs person is safely set in the area of refuge, one volunteer will respond to the command center and advise the fire department or emergency coordinator that a special needs person and partner are standing by in stairway #_____ on floor #_____.

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- The incident commander will then assess whether the situation calls for that person to be evacuated and, if necessary, will assign personnel to that location.
- While awaiting rescue, minutes seem to go by like hours. It may take 20-30 minutes for fire personnel to arrive, assess, and address the cause of the alarm activation. Try to be patient.
 - Wait for "Buddy" to respond back with help or information
 - Use cell phone to call 911
- We have instituted the following ways by which the Fire Department is made aware of the location of person(s) which special needs.
 - Knoxbox
 - CAD System
 - Buddy System

TRAINING ATTENDANCE RECORD

Training Program: _____

Instructor(s): _____

Date: ____/____/____ Location: _____

Name (Printed)	Signature
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____

OSHA REGULATIONS**OSHA 29 CFR 1910.38 - Employee emergency plans and fire prevention plans****(a) Emergency action plan -- (1) Scope and application.**

This paragraph (a) applies to all emergency action plans required by a particular OSHA standard. The emergency action plan shall be in writing (except as provided in the last sentence of paragraph (a)(5)(iii) of this section) and shall cover those designated actions employers and employees must take to ensure employee safety from fire and other emergencies.

(a)(2) Elements. The following elements, at a minimum, shall be included in the plan:

- (a)(2)(i) Emergency escape procedures and emergency escape route assignments;
- (a)(2)(ii) Procedures to be followed by employees who remain to operate critical plant operations before they evacuate;
- (a)(2)(iii) Procedures to account for all employees after emergency evacuation has been completed;

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- (a)(2)(iv) Rescue and medical duties for those employees who are to perform them;
- (a)(2)(v) The preferred means of reporting fires and other emergencies; and
- (a)(2)(vi) Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan.

(a)(3) Alarm system.

- (a)(3)(i) The employer shall establish an employee alarm system which complies with 1910.165.
- (a)(3)(ii) If the employee alarm system is used for alerting fire brigade members, or for other purposes, a distinctive signal for each purpose shall be used.

(a)(4) Evacuation. The employer shall establish in the emergency action plan the types of evacuation to be used in emergency circumstances.

(a)(5) Training.

- (a)(5)(i) Before implementing the emergency action plan, the employer shall designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees.
- (a)(5)(ii) The employer shall review the plan with each employee covered by the plan at the following times:
 - (a)(5)(ii)(A) Initially when the plan is developed,
 - (a)(5)(ii)(B) Whenever the employee's responsibilities or designated actions under the plan change, and
 - (a)(5)(ii)(C) Whenever the plan is changed.
- (a)(5)(iii) The employer shall review with each employee upon initial assignment those parts of the plan which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept at the workplace and made available for employee review. For those employers with 10 or fewer employees the plan may be communicated orally to employees and the employer need not maintain a written plan.

(b) Fire prevention plan -- (1) Scope and application.

This paragraph (b) applies to all fire prevention plans required by a particular OSHA standard. The fire prevention plan shall be in writing, except as provided in the last sentence of paragraph (b)(4)(ii) of this section.

(b)(2) Elements. The following elements, at a minimum, shall be included in the fire prevention plan:

- (b)(2)(i) A list of the major workplace fire hazards and their proper handling and storage procedures, potential ignition sources (such as welding, smoking and others) and their control procedures, and the type of fire protection equipment or systems which can control a fire involving them;
- (b)(2)(ii) Names or regular job titles of those personnel responsible for maintenance of equipment and systems installed to prevent or control ignitions or fires; and
- (b)(2)(iii) Names or regular job titles of those personnel responsible for control of fuel source hazards.

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(b)(3) Housekeeping. The employer shall control accumulations of flammable and combustible waste materials and residues so that they do not contribute to a fire emergency. The housekeeping procedures shall be included in the written fire prevention plan.

(b)(4) Training.

- (b)(4)(i) The employer shall apprise employees of the fire hazards of the materials and processes to which they are exposed.
- (b)(4)(ii) The employer shall review with each employee upon initial assignment those parts of the fire prevention plan which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept in the workplace and made available for employee review. For those employers with 10 or fewer employees, the plan may be communicated orally to employees and the employer need not maintain a written plan.

(b)(5) Maintenance. The employer shall regularly and properly maintain, according to established procedures, equipment and systems installed on heat producing equipment to prevent accidental ignition of combustible materials. The maintenance procedures shall be included in the written fire prevention plan.

BOMB THREAT / SUSPICIOUS MAIL

This section is intended to give tenants a clear strategy for dealing with such emergencies.

Fortunately, the vast majority of bomb threats are false alarms. Unfortunately, it is difficult to differentiate false alarms from genuine threats. As little publicity as possible should be given to the incident, since the objective of the caller is usually to disrupt normal business functions by causing the building to be evacuated.

In the event that a threat is made to your office, there are certain procedures you may follow that will be helpful to the police in determining the appropriate course of action. Set forth is a checklist that may be followed if your office receives a bomb threat. Remember, every detail is important. The more information you may obtain from a caller the greater assistance the police can provide.

In all situations, remain available, as law enforcement personnel will want to interview you.

Telephone Threat Procedures (Bomb Threat Checklist – attached)

- Keep the caller on the line as long as possible. Try to signal for help without caller knowing.
- A calm response to the caller could result in obtaining additional information.
- Pay particular attention to background noises; such as, motors running, music playing and any other clues.
- Listen closely to the voice (male/female), voice quality (calm/excited), accent, speech impediments.
- Immediately, after caller hangs up, notify building personnel.

Correspondence Threat Procedures

- Do not allow anyone else to handle the letter, note or card
- Place the item into a plastic or paper bag to protect evidence of fingerprints

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- Make note of the time, date and place of its delivery and recipient
- Immediately notify building personnel

Suspicious Package Threat Procedures – DO NOT OPEN

- Do not handle any further. Keep anyone from going near it.
- Calmly document details:
 - Postmark
 - Postage (effective letter bombs will weight more than 2 ounces, needing more postage)
 - Weight (excessive for its size)
 - Balance (heavier on one end)
 - Wires
 - Pinholes
 - Grease marks or “sweating”
 - Smell of almonds or marzipan
- Leave the area.
- Immediately notify building personnel.

If you are unable to reach building personnel, contact 9-1-1 directly.

REFERENCE CHECK LIST FOR BOMB THREATS

Time call received: _____ Date: _____

Exact wording of threat:

BUILDING THREATENED:

1. Where is the device? _____
2. When is the device going to explode? _____
3. What type of bomb is it? _____
4. When did you plant the bomb? _____
5. Why did you plant the bomb? _____

EMERGENCY PROCEDURES

VOICE: Male Female Accent _____

Nationality _____

Intoxicated _____

Speech impediment _____

Approximate age _____

Background noise _____

Familiar with building/Used street #'s _____

Mentioned personnel by name _____

Name (if obtained) _____

Person receiving call

_____**CHEMICAL/HAZARDOUS MATERIALS**

In the event of a chemical or hazardous material spill, immediate activation of the EAP will take place. Call 911 with complete description of material involved. Should the site of the spill be in an evacuation path, BPG employees should close off that route and direct evacuees to an alternate exit. The detour should take place as far away from the spill as possible to ensure no, or minimal exposure, to the spill area.

Once outside of the building, the evacuees should be gathered in a location, no less than 300 feet and upwind from the building. This location may need to be adjusted due to wind direction changes, or the strength of the wind that day.

Facilities engineer will take appropriate actions with environmental systems as defined in Section V of this document.

Anyone exposed to or complaining of symptoms that may be related to a chemical exposure such as eye irritation or burning, breathing problems, skin irritation or burning, etc. should be isolated from the designated meeting location so not to expose others. This will also allow emergency personnel to quickly identify those in need of attention.

Due to the length of time needed to clean up a chemical or hazardous material spill, employees would probably be dismissed from work following a head count and instructed to seek medical treatment should any symptoms occur while at home.

CHEMICAL/HAZARDOUS MATERIALS IN MAIL

In the event of an incident where a piece of mail is opened and found to contain a threatening letter/note and an accompanying unknown substance, the above procedures will be followed.

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The letter/package should not be handled any further so as to preserve any evidence and reduce exposure. The area will be evacuated.

EARTHQUAKE

To prepare for the rare occurrence of an earthquake, consider keeping a preparedness kit on hand. Include the following:

- Food and water – at minimum, a 3-day supply (a 7-day supply is ideal)
- First Aid kit and First Aid manual
- Large and small heavy-duty plastic bags, duct tape and scissors
- Extra prescriptions and eyewear
- Heavy-duty shoes and gloves
- Rescue tools
- Portable TV and/or radio with extra batteries
- Flashlights and extra batteries
- Cash (ATMs and credit cards may not work)
- Emergency Phone List, including family at work, school, daycare, etc.
- Cell phone

During an Earthquake

Most earthquake-induced injuries are caused by falling objects or debris that has become dislodged by the quake.

During an earthquake, please observe the following:

- Remain calm, do not panic
- Stay in the office area
- Take cover under tables, desks, or strong doorways
- Keep away from windows and glass doors
- Keep clear of filing cabinets, shelves and tall stacks of materials
- Check for any injured personnel and administer first aid where necessary
- Fire/Floor Wardens should assess damage and injuries and be prepared to expedite evacuation of serious cases
- In the event of a fire resulting from an earthquake, follow the fire emergency procedures

Following an Earthquake

- Be prepared for aftershocks. While aftershocks are generally smaller than the earthquake that generates them, they can cause additional damage.
- If you smell gas, notify Building Management immediately
- Check immediate location – make sure you are safe
- Check for injuries and apply first aid as needed. Be prepared for an absence of immediate emergency services and be prepared to help yourself and others.
- Extinguish any fires. Do not light matches. Do not smoke.
- Listen for news or pertinent instructions on the radio or television
- Do not use the telephone unless you have a dire emergency
- Conserve, and responsibly ration food and water

ELEVATOR ENTRAPMENT

Now and then, an elevator may unexpectedly stop due to a mechanical failure. If you are in an elevator when this occurs, follow these important steps:

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- Remain Calm
- Push the emergency button to notify the monitoring company
- Follow the instructions given by the monitoring company. Immediately, they will notify 9-1-1, the elevator company, building management and building engineers. Together, all these resources will work collaboratively to release the entrapped persons.
- The monitoring company will maintain voice contact with you until the malfunction is corrected and you are released

While being temporarily trapped in an elevator may not be pleasant, the elevator is designed with safety systems that ensure your physical safety. Therefore, please remain calm and await assistance.

CIVIL DISTURBANCE

Should a riot or civil disturbance start outside the building, the building personnel will immediately lock all entrances to the building.

- The police will be notified
- We will keep you informed

If a disturbance should occur in the main lobby, all elevators will be recalled and turned off at the ground levels. The police will be summoned.

HURRICANE

It is possible for any building to be hit by a hurricane. However, unlike the other emergencies covered in this manual, hurricanes are not likely to strike suddenly or without warning.

As with other emergencies, it is our intention that building occupants take all necessary precautions to avoid being injured by a hurricane. Since we will have advanced notice if a hurricane is going to hit, we will follow the advice given by local authorities. If an evacuation of the immediate area is ordered by local authorities, we will comply with those orders. If an evacuation is not ordered, we will follow the guidelines for Tornado listed in this manual.

Building Management will decide how many persons will be kept at the site to protect the property in case of a hurricane. This decision will be based on the advice of local authorities. Building Management will also decide if the building is going to be declared closed due to the emergency.

If the building has been declared closed, no one will be allowed back into the building until after the emergency. The building will be inspected to detect what damage, if any, has resulted from the hurricane. When the building has been inspected and is determined safe to return to normal operations, Building Management will contact the tenant emergency contacts and reopen the building.

MEDICAL EMERGENCY

When an emergency occurs, quick action is critical. Each tenant should recognize the signs of a medical emergency, contact 9-1-1 and provide as much care as possible until professional help arrives.

- **CALL 9-1-1**
- **CALL building personnel**
- **CARE** for the conditions you find until professional help arrives.

EMERGENCY PROCEDURES

Relay the following information to building personnel:

- Confirm that 9-1-1 was contacted
- Your name and room number or location
- Exact location of victim
- Symptoms and status of victim

Building personnel will place an elevator on Independent Service, guard that elevator and redirect traffic. Once help arrives, building personnel will escort the emergency response to the floor of emergency. **Building personnel must remain by that elevator.**

Someone should meet the emergency response team in the elevator area and direct them to the scene. If you are alone, building personnel will point the emergency response team to the direction of the emergency.

Building personnel will wait for the emergency team to return with the victim(s). Building personnel will then recall the elevator to the ground floor for the team to evacuate the building.

Time is of the essence!

POWER FAILURE

Power outages occur when there are storms, extreme high winds, and lightning. In the event the building sustains a power failure, supplemental emergency lighting is available in the stairwells and exit signs, powered by batteries with an approximate two (2) hour battery life. All HVAC equipment, elevators, most lights, receptacles, and most telephone equipment will not be operational.

- Switch all electrical equipment, machines, and lights to the off position.
- If the power fails during the day, blinds and drapes should be opened to utilize available sunlight.
- Maintenance and/or Management personnel will contact the electric company to find out the duration of the power outage.
- The building engineers will check the elevators on their floors to see if people are trapped inside.

Management and Engineers will keep Facility Managers/Tenant Representatives informed as updates are received.

TORNADO

Wayne, Pennsylvania is not in an area prone to tornadoes. However, some major storms during the spring and summer may produce dangerous conditions that may create high winds and/or spawn tornadoes. The total damage to the area could be severe. Keep in mind, depending on the severity we may be on our own for several hours or even days. Emergency services will become overtaxed if this type of disaster strikes.

Although high rise buildings are designed to withstand high winds, there remains a remote possibility that a building may receive damage from high winds. If you receive a tornado warning, take the following actions:

EMERGENCY PROCEDURES**Inside**

- Do not spontaneously evacuate the building. There will be danger of falling debris on the streets and sidewalks.
- Get away from windows, mirrors, and overhead fixtures. Get to the core of the building.
- If the windows in your space are damaged, leave your suite and close the door to help protect the rest of the floor.
- Unless you are in imminent danger, wait on your floor for further instructions from Building Management.
- Do not attempt to use the telephone as the phone lines will quickly become overburdened with calls.
- If an evacuation is ordered by Building Management, follow the instructions. Remember: do not use the elevators during an evacuation.

Outside

- Try to get inside.
- If you are unable to get inside, get as low as possible. Lie in a ditch or a low spot on the ground. Do not seek shelter under trees or inside of automobiles.
- Be especially alert for falling objects and debris.