

315 Park Avenue South

Emergency Procedures & Evacuation Plan



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Introduction

At 315 Park Avenue South (PAS), providing a safe environment for our tenants and visitors is a top priority. The Emergency Procedure and Evacuation Plan enclosed is designed and constructed to meet or exceed the applicable building code requirements. In response to certain situations that may occur, we will require the complete cooperation from our tenants, for their personal security and welfare and for the protection of the premises.

Please allow us to introduce you to the measures we have implemented and what to expect at our property in the event of an emergency. Please note that the emergency procedures are of critical importance, and we encourage you to share this information with every employee in your office. For your convenience, we have included sets of Tenant Emergency Forms at the end of this guide that are to be completed and submitted the management office.

We strive to provide the best environment for our tenants and their guests. We ask that your cooperation is necessary to enhance your personal safety and security for all at 315 PAS.

Please feel free to contact the management office with any questions and concerns you may have at (212) 419-7082.

Thank you.

Contact Information

In the event of an Emergency	
Emergency	911
Near By Medical Facility/Hospital (General Number)	
NYC Health Bellevue Hospital Center	212-562-4141
Mount Sinai Beth Israel	212-420-2000
NYPD 13th Precinct (Non-Emergency)	
NYPD 13th Precinct (Non-Emergency)	212-477-7411
FDNY Engine 16/Ladder 7 (Non-Emergency)	
FDNY Engine 16/Ladder 7 (Non-Emergency)	718-999-2000
Poison Control	
Poison Control	800-222-1222
315 PAS Contact Numbers	
315 PAS Security	212-254-3060
315 PAS Management Office	212-419-7082

Emergency Procedures and Evacuation Plan

Life Safety Systems

- Alarm Initiation Devices such as smoke detectors, heat detectors and manual fire alarm pull stations automatically alert the New York Fire Department and 315 Park Avenue South Security when fire or smoke is detected. Sprinkler systems discharge water to contain a fire while simultaneously activating an alarm to summon the NYFD.
- Stairwell doors automatically unlock when an alarm activates to permit access onto any floor.
- Communication Systems
- Back-up Power for emergency lighting and life safety system components, if needed, are provided by generators and batteries.

Emergency Management Teams

- 315 Park Avenue South utilizes an Emergency Management Team approach to ensure that emergency situations are handled in a well-ordered manner. The Emergency management team consists of the property managers. When the emergency has been mitigated and the danger to life safety has subsided, the Emergency Management Team shifts its focus to recovery and clean up operations to enable the affected area to be re-occupied and restored to normal conditions.

Floor Team Organizations

- Tenant management should select employees on each floor to comprise an evacuation team. Each team includes a Fire Safety/EAP Warden, Deputy Fire Safety/EAP Wardens and Searchers. Each warden is assigned specific duties, which are described herein, to direct, guide or assist people in an orderly evacuation.

Evacuation Drills

- Evacuation Drills (Fire Drills) are offered twice each year to all tenants to provide familiarity with 315 Park Avenue South's life safety systems, exit routes and evacuation procedures. These training exercises are a critical component of our plan and we strongly encourage active participation by all tenant employees. 315 Park Avenue South Management will schedule the drills with our tenant representative contacts and/or the Floor Evacuation Directors.

Employee Awareness- Fire Life Safety Training

- Tenant management should conduct periodic training sessions and inform all their employees of the life safety policies and emergency procedures of 315 PAS.
- One of our greatest concerns is the safety of our tenants and their visitors. To ensure that we have an effective Life Safety Program, it is necessary that our annual and semi- annual

EAP training is to be participated by your office's fire brigade and employees. The success of this program is important as it provides an understanding of how building systems and personnel should respond during emergency events. The 315 PAS Management team will provide notice upon the scheduling of the training sessions.

Please refer to the below for the schedule of annual and semi-annual FSL Training Sessions

Training	Annually	Semi-Annually	Attendance Required for
Non-Fire Emergency Drill	•		All Building Occupants
Deputy FLS Director & Building Evacuation Supervisor Non-Emergency Staff Training		•	Required for All Fire Brigade Team Members-Fire Safety, EAP Wardens, & Searchers
Fire Drills		•	All Building Occupants
Fire Safety & EAP Staff Training	•		Required for All Fire Brigade Team Members-Fire Safety, EAP Wardens, & Searchers

How to Report an Emergency

Fire or Smoke

- Activate the nearest fire alarm pull station located next to the emergency stairwells by pulling the handle down. By activating this alarm, FDNY will automatically be summoned to that specific location.
- Contact 315 Park Avenue South Security and/or Management Office
- Walk to the nearest stairwell and begin evacuation procedures or await instructions from the FDNY or 315 Park Avenue South Management.

Other Emergencies

- For medical emergencies, bomb threats, suspected criminal activity, water leaks or other emergencies, immediately call 315 Park Avenue South Security at 212-254-3060, or notify the appropriate emergency agency directly by dialing 911.

Fire Alarms

Activation Sequence.

When the fire alarm system has been activated, the following sequence of events will occur:

- An alert signal, a series of four (4) “beep tones” repeated three times, is broadcast throughout the building over the voice communication system and the flashing strobe lights on the alarm notification devices will activate to gain the attention of building occupants.
- Building elevators may be automatically recalled to the lobby level during certain types of alarms.

What to do when the Fire Alarm/Evacuation System Activates

- Remain calm – do not panic.
- Look, listen, smell, and feel for smoke or fire in your office area or in the corridor.
- Do not use the elevators.
- Walk; do not run, to the nearest stairwell exit and leave the floor.
- Proceed down the stairwell to the designated relocation floor, generally three floors below, unless otherwise instructed.
- If the stairwell you are using appears impassable, cross over to the other stairwell and continue down. You should only proceed to a higher floor if specifically instructed by the voice communication system.
- Remain on your relocation floor until an “all clear” announcement is given over the voice communication system.
- Occupants with mobility impairments should wait in the corridor adjacent to the stairwell nearest the freight elevator lobby for assistance by the FDNY. If the corridor becomes untenable, then the occupants should enter the stairwell and wait at the landing area for assistance. If the occupant cannot physically descend the stairs, the stairwell is fire rated and offers refuge until emergency personnel arrive to provide evacuation assistance.

Emergency Evacuation Team

High Rise Evacuations

- High rise office buildings present special challenges in dealing with emergencies. Evacuations could be ordered for a variety of hazards including but not limited to: fire or smoke, explosion, power failure, flooding or hazardous chemical release.
- It is generally unnecessary and impractical to immediately commence the total evacuation of a high rise structure. The objective of this Plan is to immediately begin the movement of occupants within and directly adjacent to the floor in alarm condition to a lower location in the building, beneath the alarm floor. This is considered a preliminary step pending arrival of FDNY.
- Upon arrival, FDNY will take control of the building and will decide whether or not further evacuation is necessary, or if the occupants should remain where they are or return to their normal office locations.
- FDNY will also control the alarm system, requiring the alarm evacuation signals to continue sounding until FDNY official in charge at the scene is satisfied that no threat exists for the occupants and provides an “All Clear” command to 315 Park Avenue South Management.

Floor Evacuation Teams

- The success of any emergency plan relies heavily on the personnel assigned to coordinate the movement of occupants. Flexibility is a cornerstone of any emergency plan and can best be accomplished by having knowledgeable and experienced evacuation teams that will command respect and have the authority to make decisions.
- Each floor should have one or more evacuation teams. The number of wardens on each evacuation team may vary according to the layout and population of the floor as well as scheduled work shifts. Personnel designated as wardens may perform multiple warden tasks. Alternate wardens are appointed to provide direction in the absence of the primary wardens. All wardens should be issued a distinctive item such as a reflective armband or vest that will enable them to be identified as wardens by occupants and emergency response personnel.

Fire Safety/EAP Warden

- Fire Safety/EAP Warden appoint floor evacuation team members and ensure that the floor emergency evacuation team roster is continuously updated.
- Be familiar with the floor layout, including the location of all exits, manual fire alarm pull stations and fire extinguishers.
- Designate a meeting place at which all wardens should meet upon completion of their assigned duties. The Floor Evacuation Director and wardens should be the last occupants to leave the floor and should evacuate as a group.

Deputy Fire Safety Wardens

- Be familiar with the assigned stairwell location and designated relocation floor.
- Ensure the stairwell vestibule and landing is clear and free of obstructions.
- If an evacuation is necessary, hold open the stairwell door and direct personnel to use the handrail and keep to the right in order to allow passage on the left for the FDNY.
- Ensure an orderly exit flow is maintained to preclude pushing or over-crowding of people. After all people have been evacuated, close the stairwell door and proceed to the relocation floor, or to a location as otherwise instructed.
- Unless otherwise instructed, ensure all people are accounted for and have reached the designated relocation floor. If any person is missing, report this to the Floor Evacuation Director.

Searchers

- Search the assigned area and alert all people of the emergency situation on the floor. This includes areas such as conference and meeting rooms, private offices, file rooms, computer rooms and restrooms.
- In areas which cannot be entered, Search Wardens should knock on the door and make it known to potential occupants that an emergency situation is occurring.
- Be aware of both emergency stairwell locations on the floor and give direction as needed.

Aides to Disabled

- Two aides, in good physical condition, who are each able to be contacted immediately when an emergency arises, should be assigned to each disabled person.
- During an evacuation, the aides should assist the disabled person to the corridor adjacent to the stairwell door nearest the freight elevator lobby on the floor. If the corridor becomes filled with smoke or is otherwise untenable, then the disabled person and aides should enter the stairwell. The stairwell landing on each floor serves as the designated waiting area for disabled personnel and their aides to obtain assistance from the FDNY. While waiting in the corridor, or on the stairwell landing, all disabled personnel and their aides should remain off to the side as to not block others who may be using the stairwell.

Assembly Areas

- Each tenant company should establish an assembly area outside the building where all floor occupants will gather, should it be necessary to evacuate outside the building. The assembly area should be within walking distance, but remote enough from the complex to provide safety from hazards occurring at the affected building.
- In the event of an actual emergency where media coverage is probable, the Floor Evacuation Director should remind all floor occupants to contact family members to inform them of their status as soon as the situation allows.

Elevator Entrapment

During an Elevator Entrapment the initial notification frequently comes from a building occupant. Typically, no notification to additional individuals is warranted. However, property management has a procedure in place to respond to these events in several ways.

- The elevator contractor's emergency service line is called immediately to activate their response procedures. Building Engineers report to the scene to determine if we can resolve this situation internally.
- A security guard will communicate with the people in the elevator through the elevators speaker system. A second guard will go to the floor where the elevator is stopped and speak to the occupants through the doors.
- Once the elevator contractor reports to the site engineering and security assist as required. During an entrapment the power to the elevator car may need to be shut off during the exit process, this is done for the safety of the occupants. This will be communicated by security.

Types of Threats

Bomb threats can be delivered in a variety of ways. Most threats are telephone threats. Occasionally, a bomb threat is communicated in writing or via a voice mail recording.

Bomb Threats

Terrorist organizations and criminal bombers wishing to cause personal injury or property damage generally do not make bomb threats. They simply plant and detonate an explosive device without warning. They will sometimes claim responsibility for the incident after the fact.

Therefore, the two most common reasons a bomb threat is made are:

1. The caller has definite knowledge, or truly believes, that an explosive device has been, or will be, placed in the facility and wishes to minimize personal injury or property damage. This caller may be the actual person who placed the device, or someone who has become aware of it.
2. The caller wishes to create an atmosphere of anxiety or panic which in turn results in a disruption of business or a cessation of other activities in the receiving facility.

Almost all threats fall into the second category and are classified as hoaxes after a proper assessment. However, any bomb threat will certainly cause some sort of reaction. A primary objective of this Plan is to minimize any potentially uncontrollable reactions.

Threat Assessment

Evacuation will be ordered only if an assessment of the threat indicates a reasonable likelihood that an actual explosive or incendiary device is present.

315 PAS Management's decision to evacuate subsequent to a bomb threat is based on the amount of specific information obtained from the actual threat and consultation with the local police. An immediate evacuation is likely to be exactly what the perpetrator is expecting.

Telephone Threats

- Remain calm – do not panic.
- Take the caller seriously.
- Write down every word spoken.
- Ask the caller for specifics, such as bomb location and detonation time, why he or she has planted the device, etc.
- Listen closely to the background sounds. Is there music? Does it sound like an outdoor phone? Cars? Trains? Etc.
- Note the caller's mannerisms: accent, expressions, speech impediments.
- Keep the caller on the line as long as possible.
- Notify 315 PAS Security immediately at 212-254-3060
- If the threat is on voicemail, save the recording.

Written Threats

- The person receiving the threat should save all material including the note, envelope or package wrappings.
- After the written threat is identified, avoid unnecessary handling of the letter or package to preserve any latent fingerprints or other evidence.
- Do not move the letter or package from its current location.
- Notify 315 PAS Security immediately at 212-254-3060

315 Park Ave South Management Response

315 PAS Management will notify the NYPD Police Bomb Squad and assemble the Emergency Management Team.

In implementing the Emergency Procedures and Evacuation Plan, 315 PAS Management will:

- Gather information and perform a preliminary impact assessment.
- Determine whether evacuation is appropriate and/or to close 315 PAS.
- Notify tenant contacts.
- Install notification signage at the building entrances, where feasible.
- Begin conducting a search of the common areas, where appropriate, by on- site security and maintenance departments.
- Coordinate with the NYPD Bomb Squad.
- Continue to monitor the situation and assess any new information.
- Prepare and deliver media communications and updates as appropriate.
- Notify tenant contacts upon completion of search and Bomb Squad assessment.
- Remove notification signage from the building entrances.

Tenant Response

Upon receipt of a threat directly, or upon notification by 315 PAS Management:

- Remain calm – do not panic.
- Implement your company's internal procedures regarding notifications of the threat to your executive management and/or your employee population.
- Notify tenant evacuation team members to be prepared for a partial or full evacuation, if it is determined that an emergency evacuation is warranted.
- All inquiries by customers or media should be referred to 315 PAS Management.

Shelter In Place

Shelter in place is the terminology used by public safety officials and building managers to advise occupants within a building or facility to remain where they are and take temporary refuge during an actual emergency.

Shelter in place is typically used only when physical conditions outside an occupied building present a clear or immediate potential danger to the occupants of that facility. Shelter in place can also be ordered when physical conditions present a localized hazard within a building. In both cases, it may be safer for occupants to remain where they are rather than to attempt to exit the building.

Shelter In Place Emergencies

Emergencies for which shelter in place orders may be issued include both man-made and natural phenomena.

The following are examples of specific emergencies for which shelter in place may be used to protect life safety:

- Severe weather
- Major building system failure (power loss, internal flooding, etc.)
- Natural disasters (earthquake, external flooding, etc.)
- Violent criminal activity
- Civil unrest and disturbances
- Hazardous chemical, radiological or biological substance release

In commercial buildings, shelter in place orders are usually issued for durations of a few hours, not days or weeks. There is little chance that occupants will exhaust basic necessities (water, food, oxygen) to sustain life during a shelter in place emergency.

Orders to Shelter in Place

Public safety officials, building owners or managers, or other professionals who are directly and/or lawfully engaged in the emergency, are typically the only persons authorized to order occupants of a building or facility to shelter in place.

Shelter in place orders are issued on the premise that it may be safer for occupants to remain where they are rather than to attempt an evacuation or relocation from their present location.

Directions to Tenants & Building Occupants

When shelter in place orders are issued, it can be assumed that an immediate hazard exists other than that in which occupants are currently located.

Occupants should be directed to follow these basic principles during a shelter in place emergency:

- Remain calm, do not panic.

- Do not attempt to leave the building unless directed by authorized officials.
- Stay on your primary floor; do not travel from floor to floor in your building.
- Listen to live public address announcements from the building.

Follow instructions and directions given by public safety and/or building management.

Active Shooter

The possibility of being involved in an active shooter incident is very remote. However, these type incidents have occurred more frequently in society over the past several years and it is appropriate to provide some guidance. The following information was excerpted from a document developed by the U.S. Department of Homeland Security. This advice and guidance is provided by them and it is incorporated into this manual for your reference.

Profile of Active Shooter

An active shooter is an individual actively engaged in killing or attempting to kill people in a populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

How to Respond When an Active Shooter is in Your Vicinity

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

1. Evacuate: If there is an accessible escape path, attempt to evacuate the premises. Be sure

to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. Hide out: If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view

- Provide protection if shots are fired in your direction (an enclosed/locked room)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. Take action against the active shooter:

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

How to Respond When Law Enforcement Arrives

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

Officers usually arrive in teams of four (4)

- Officers may wear regular patrol uniforms or tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands and push people to the ground for their safety

How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)

- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers
- Do not attempt to hold on to officers for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating
- Proceed in the direction from which officers are entering the premises

Information to provide to law enforcement or 911 operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooters
- Number and type of weapons held by the shooters
- Number of potential victims at the location

Law enforcement and EMS procedures:

- The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.
- Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave the safe location or assembly point until law enforcement authorities have instructed you to do so.

Hazardous Materials/ CBR Agents

The use and misuse of chemical, biological or radiological (CBR) agents is an increasingly common concern for all buildings, whether a building handles hazardous materials itself or a neighbor handles them at a nearby site, they are transported on the roads surrounding the building, or they are intentionally released in an act of terrorism or other criminal activity. An accidental or intentional release of these agents could potentially result in fire, explosion, loss of life or personal illness, building damages, temporary or permanent closure.

Unlike an industrial setting, 315 PAS is relatively free of hazardous and toxic chemicals. Nevertheless, the possibility of an overexposure incident caused by a spill, release or intentional act such as delivery via mail or parcel within or outside of 315 PAS can not be discounted.

CBR materials as well as industrial agents can be dispersed in the air we breath, the water we drink, or on surfaces we physically contact.

- Chemical incidents are characterized by the rapid onset of medical symptoms (minutes to hours) and easily observed signatures (colored residue, dead foliage, pungent odor, and dead insect and animal life).
- In the case of a biological incident, the onset of symptoms requires days to weeks and there typically will be no characteristic signatures.
- In the case of a radiological incident, the onset of symptoms requires days to weeks and there typically will be no characteristic signatures. Radiological materials are not recognizable by the senses, and are colorless and odorless.

Indicators of a Possible CBR Incident

Visible Substances:

- Unusual powders or liquids/droplets/mists/clouds, especially found near air intake/HVAC systems, enclosed spaces, letters or parcels.

Physical Symptoms:

- Individuals experiencing unexplained water-like blisters, wheals (like bee stings), pinpointed pupils, choking, respiratory ailments and/or rashes.

Mass Casualties:

- Individuals exhibiting unexplained serious health problems ranging from nausea to disorientation to difficulty in breathing to convulsions to death.

Unexplained Odors:

- Smells may range from fruity to flowery to sharp/pungent to garlic/horseradish- like to bitter almonds/peach kernels to new mown hay. It is important to note that the particular odor is completely out of character with its surroundings.

Abandoned Spray Devices or Unusual/Unscheduled Spraying:

- Devices will have no distinct odors.

Precautions

If a CBR incident is suspected, or a hazardous spill is found, the location and all relevant information such as the approximate size of the spill, should be reported immediately to 315 PAS Security. When approaching a scene that may involve CBR materials, the most critical consideration is the safety of oneself. Be cognizant that the presence and identification of hazardous agents may not be immediately verifiable, especially in the case of biological and radiological agents. Personal safety is the primary concern.

If an area is suspected of being contaminated, do not enter it. Do not walk into or touch spilled materials. Do not try or allow anyone to attempt to clean up the substance. Carefully cover the spilled contents immediately with anything available. Avoid inhaling smoke and fumes. Remember that toxic gases may be invisible and odorless.

Most CBR threats represent an inhalation or contact hazard. To minimize further contamination, individuals who come in contact with an unusual substance should cover their nose and mouth with a cloth that can filter air but still allow breathing while leaving the area. They should avoid touching surfaces, and wash their hands thoroughly. Cuts in the skin are also susceptible and should be covered.

Management Response

Upon notification of a suspected hazardous material/CBR incident, 315 PAS Management will:

- Gather information and perform a preliminary assessment.
- Notify appropriate public emergency response agencies.
- Shutdown the HVAC system for the affected area or building.
- Coordinate with the appropriate public emergency response agencies.
- Determine whether to evacuate the affected area or building and/or to close 315 PAS.
- Determine whether HVAC systems should remain shutdown or be reactivated to pressurize or exhaust the affected area or building.
- Notify tenant contacts.
- Continue to monitor the situation and assess any new information.
- Prepare and deliver media communications and updates as appropriate.
- Notify tenant contacts with updates as appropriate and/or upon completion of incident.

Tenant Response

Upon notification by 315 PAS Management:

- Remain calm - do not panic.
- Implement your company's internal procedures regarding notifications of the threat to your executive management and/or your employee population.
- Begin preparations for an evacuation, but remain in place until an evacuation is ordered. It may be more prudent to stay inside (see Shelter in Place procedures).

- Tenants with their own internal HVAC systems may be requested to shutdown their systems. Restaurants/cafeterias may also be required to shutdown cooking operations to minimize cooking fumes and smoke while the HVAC systems are off.
- Do not discuss the situation with customers.
- All inquiries by customers or media should be referred to 315 PAS Management.

Building Closure & Evacuation

Public agency emergency response personnel will respond to the scene and will advise on the best course of action

In the event of a hazardous material/CBR spill or release, it may become necessary to temporarily close parts of 315 PAS to the general public.

Additionally, if the hazardous material/CBR spill or release is on the exterior, it may be necessary to close 315 PAS, but advise building occupants to remain in place and stay inside.

Signs provided by Management shall be placed at the entrance to inform the public to seek an alternate entrance into or out of 315 PAS.

Management may direct that public address announcements be made to provide notification and direction to tenants and building occupants of the closure and alternate route(s), or to remain in place. Management may also direct that calls be made to tenant contacts to inform their employees of the closure and external condition.

Remember, regardless of 315 PAS Management's position, it always remains the individual tenant management's decision as to whether to evacuate their own employees.

Civil Disturbances

Definition

Unlike Bomb Threats, those involved with Civil Disturbance are frequently intending merely bring peaceful attention to an issue they deem important and in need of focus. Often these events are planned in advance with the approval of the governing authorities. Unfortunately, however, these events frequently escalate into events with serious and violent implications to those in the area. Urban settings, with media presence are often targets because of the media attention they receive. Buildings with government agencies in urban settings are more often the target of Civil Disturbance than suburban sites. Since, however, there is always the possibility of Civil Disturbance, appropriate planning should also include this potential threat.

Responding to Civil Disturbances

Circumstances surrounding this type of event vary widely, and our response would be based upon the available information. In some cases a planned event is publicized days before it occurs and there is sufficient opportunity for appropriate planning. In these cases there is an opportunity to advise tenant representatives of the event so that their firm can make a decision based upon their particular business plan, e.g., will we plan to open or close the office. However, in the event it appeared that a legitimate immediate threat existed, we would immediately contact the East Hanover Police Department and notify occupants by way of the email or phone. Responses might include securing the building to prevent access by unauthorized individuals, and or preventing access to drive areas or parking decks. It is also possible that an evacuation would be necessary.

Other Emergency Procedures

Emergency Management and Notification

315 PAS has a comprehensive Emergency Management Program in place to facilitate efficient management of a crisis or an emergency situation. The 315 PAS evacuation procedures may be needed for a variety of other emergencies such as major water leaks, power failures, or natural disasters.

Because many emergencies may potentially impact multiple tenants or areas, such as a bomb threat or major water leak, each tenant must notify 315 PAS Security at 212-254-3060 of any emergency affecting their area. After an initial impact assessment, 315 PAS Management will forward information to other tenants as appropriate.

Major Water Leaks

Major water leaks are the most common emergency incident due to the number of sources of water in the building that can malfunction (i.e., kitchens, restrooms, heating and cooling systems, sprinkler systems, etc.). If a major water leak is observed:

- Notify 315 PAS Security at 212-254-3060
- Evacuate the affected area.
- Turn off all sources of electricity if the switch is accessible and away from the water.
- 315 PAS Management will turn off the water source and shut down electrical power as required.
- Depending upon the severity of the leak, 315 PAS Management will notify tenants whether evacuation of the area is necessary.

Power Failures

Power failures generally do not pose an immediate threat of personal injury. All critical life safety system components are supported by back-up emergency power. Sufficient back-up lighting is provided in tenant spaces, common areas and in the stairwells. Should a power failure occur:

- 315 PAS Management will notify tenant contacts regarding the expected duration of the outage and whether the area should be evacuated.
- Should evacuation be necessary, the emergency evacuation procedures detailed in this manual should be followed. Do not use elevators. Power consumption for the elevators will be limited and reserved for emergency response personnel.

Weather/Natural Disasters

Should a natural disaster strike while in the building, there are several generic safety precautions recommended for all occupants. It is important to note that falling objects and/or flying glass and debris are generally the greatest danger.

During an Incident

- Remain calm.
- Get under a sturdy table or desk, where feasible.
- Stay away from windows and the building's exterior walls.
- Move to an inside corridor and/or walls adjacent to the center core of the building, where possible.
- Stay on your floor, unless otherwise directed. Remaining in the building is generally considered safer than outdoors.
- Do not use elevators.

After an Incident

- Check for injuries to other occupants on the floor. Do not attempt to move seriously injured persons, unless there is immediate threat of further injury.
- Wear shoes for protection from debris and broken glass.
- Use a flashlight, if additional lighting is needed. Do not use matches, cigarette lighters or electric switches or appliances for lighting.
- Remain in place and listen for instructions. Remaining in place may initially be the safest location.
- Stay calm and be patient. It will take time to perform a damage assessment and research the most appropriate time and means of evacuation.
- If the floor becomes untenable, proceed to the nearest stairwell exit and relocate down at least three floors to a lower floor that is tenable.
- Avoid going all the way down to the building's lobby or outdoors unless otherwise directed.

Again, remaining in the building may be the safest temporary location. Until an assessment is complete, it may be more dangerous outdoors. Additionally, natural disasters are generally geographically widespread and initially there may be no other place to go to wait or to seek alternative shelter. Roads and public transportation may be temporarily closed. Priority will be placed on emergency services and dealing with injured persons.

It is recommended that all tenants have a thorough internal natural disaster preparedness plan, including a pre-incident survey and checklist, as well as internal business resumption plans for dealing with the aftermath of a natural disaster.

Emergency Tenant Forms & References

As part of our mission in providing a safe environment for our tenants and their visitors, we kindly ask that the series of forms to be completed and submitted to the 315 PAS Management office in a timely manner. In the event of any emergency personnel's information has changed, please submit a revised copy to the management.

Please see the following page referencing the list of forms and references.

Please feel free to contact the management office with any questions and concerns you may have at (212) 419-7082.

- [315 PAS Warden Chart](#)
- [Tenant Emergency Contact Form](#)
- [Special Assistance Registration Form](#)
- [Bomb Threat Checklist](#)
- [NYPD Suspicious Package Reference](#)

**FIRE DRILL AND EVACUATION /EMERGENCY ACTION PLAN (EAP)
STAFFING CHARTS**

BUILDING:

315 PARK AVENUE SOUTH

FIRE SAFETY/EAP DIRECTOR

JAMES ROMERO

212-254-3060

DEPUTY FIRE SAFETY/EAP DIRECTOR

JERRY ZAKARIAN

212-254-3060

FLOOR NO.

FIRE SAFETY/EAP WARDEN

DEPUTY FIRE SAFETY/EAP WARDENS

SEARCHERS

• **MALE**

• **FEMALE**

ALARM TRANSMISSION

Any person discovering fire, smoke or other emergency condition should without delay cause the transmission of a fire alarm by calling 911 or activating a fire alarm box. Notify the Fire Safety/EAP Director or Fire Safety/EAP Warden that an alarm has been transmitted.

In the event that it becomes necessary to implement the building's Fire Safety or Emergency Action Plan, listen for and follow the directions given by the Fire Safety/EAP Director/staff and emergency response personnel. Elevators should never be used in a fire. In all other circumstances, use the elevators only if and when directed to do so by the Fire Safety/EAP Director/staff response personnel.

Company:

Date Prepared:

Date Revised:

QUALITY FIRE PROTECTION CONSULTANTS INC.

14 Penn Plaza, New York, NY 10122 - Tel # (212) 695-0890 - Fax (212) 695-0797

Tenant Contact Form

Please complete the following below and submit to Jonathan Huynh at Jonathan.Huynh@columbia.reit

TENANT INFORMATION: Information is kept confidential and is for the Building Management's use only.

Business: _____ Business Phone: _____
 Fax Number: _____ Back Line Number: _____
 Address: 315 Park Ave South Floor Website: _____
 Owner/Manager: _____ Owner/Manager: _____
 Type of Business: _____ Number of Employees: _____
 Billing Address: (if different from above) _____

Office Liaison: _____ Business Phone: _____
 E-Mail Address: _____ Cell Phone: _____
 Office Liaison: _____ Business Phone: _____
 E-Mail Address: _____ Cell Phone: _____

EMERGENCY CONTACT: List persons to contact in case of an emergency. Calls are made in the order listed. Please list three contacts.

1. Name: _____ Home Phone: _____
 Cell Phone: _____ Alternate Phone: _____
 2. Name: _____ Home Phone: _____
 Cell Phone: _____ Alternate Phone: _____
 3. Name: _____ Home Phone: _____
 Cell Phone: _____ Alternate Phone: _____

SECURITY INFORMATION: (if applicable)

Alarm Company: _____ Code No: _____
 Contact Person: _____ Phone: _____

Special Instructions \ Additional Comments:

Authorized Signature: _____ Date: _____

SPECIAL ASSISTANCE REGISTRATION FORM

You have identified yourself to the company as having a need for special assistance in the event of an emergency. This form will be provided to authorities in the event of a potential building evacuation.

Please complete this form and return it to your property management office. All information received will be kept confidential within the property management office of the building in which you reside.

Name: _____ Date: _____

Company Name: _____ Floor/Office No.: _____

Email Address: _____ Telephone No.: _____

Please describe the nature of any physical, cognitive, or sensory impairment for which you will require assistance, and any other information which will facilitate your evacuation from the building in the event of an emergency:

Please advise your property management office if you relocate from one area to another or if there are any changes to your special assistance needs. Thank you for your cooperation.

BOMB THREAT CHECKLIST

Time: _____ Date: _____ Length of call: _____ #/Name Visible on Caller ID: _____

EXACT WORDING OF THREAT:

Questions to ask:

- | | |
|---|----------------------------------|
| 1. When is the bomb going to explode? _____ | 6. Did you place the bomb? _____ |
| 2. Where is it right now? _____ | 7. Why? _____ |
| 3. What does it look like? _____ | 8. What is your name? _____ |
| 4. What kind of bomb is it? _____ | 9. What is your address? _____ |
| 5. What will cause it to explode? _____ | |

Caller's Voice: Apparent Age: _____ Apparent Sex: _____

- | | | | |
|--|------------------------------------|-----------------------------------|---|
| <input type="checkbox"/> Slow | <input type="checkbox"/> Calm | <input type="checkbox"/> Rapid | <input type="checkbox"/> Distinct |
| <input type="checkbox"/> Lisp | <input type="checkbox"/> Crying | <input type="checkbox"/> Laughing | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Disguised | <input type="checkbox"/> Normal | <input type="checkbox"/> Loud |
| <input type="checkbox"/> Intoxicated | <input type="checkbox"/> Excited | <input type="checkbox"/> Stutter | <input type="checkbox"/> Voice Cracking |
| <input type="checkbox"/> Deep Breathing | <input type="checkbox"/> Nasal | <input type="checkbox"/> Angry | <input type="checkbox"/> Accent or Dialect: _____ |
| <input type="checkbox"/> Throat Clearing | | | |

Background Sounds: Local: _____ Distant: _____

- | | | |
|---|--------------------------------------|---|
| <input type="checkbox"/> Subway | <input type="checkbox"/> Static | <input type="checkbox"/> Street Noises |
| <input type="checkbox"/> Music | <input type="checkbox"/> House | <input type="checkbox"/> Animal Noises |
| <input type="checkbox"/> Office Machinery | <input type="checkbox"/> Motors | <input type="checkbox"/> Factory Machines |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Phone Booth | |
| <input type="checkbox"/> Clear | <input type="checkbox"/> Other _____ | |

Threat Language:

- | |
|---|
| <input type="checkbox"/> Obscene |
| <input type="checkbox"/> Well Spoken |
| <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Irrational |
| <input type="checkbox"/> Taped |
| <input type="checkbox"/> Message Read by Threat Maker |

If the voice was familiar, whom did it sound like? _____

Did you identify this location to the caller? _____

Number at which call was received: _____

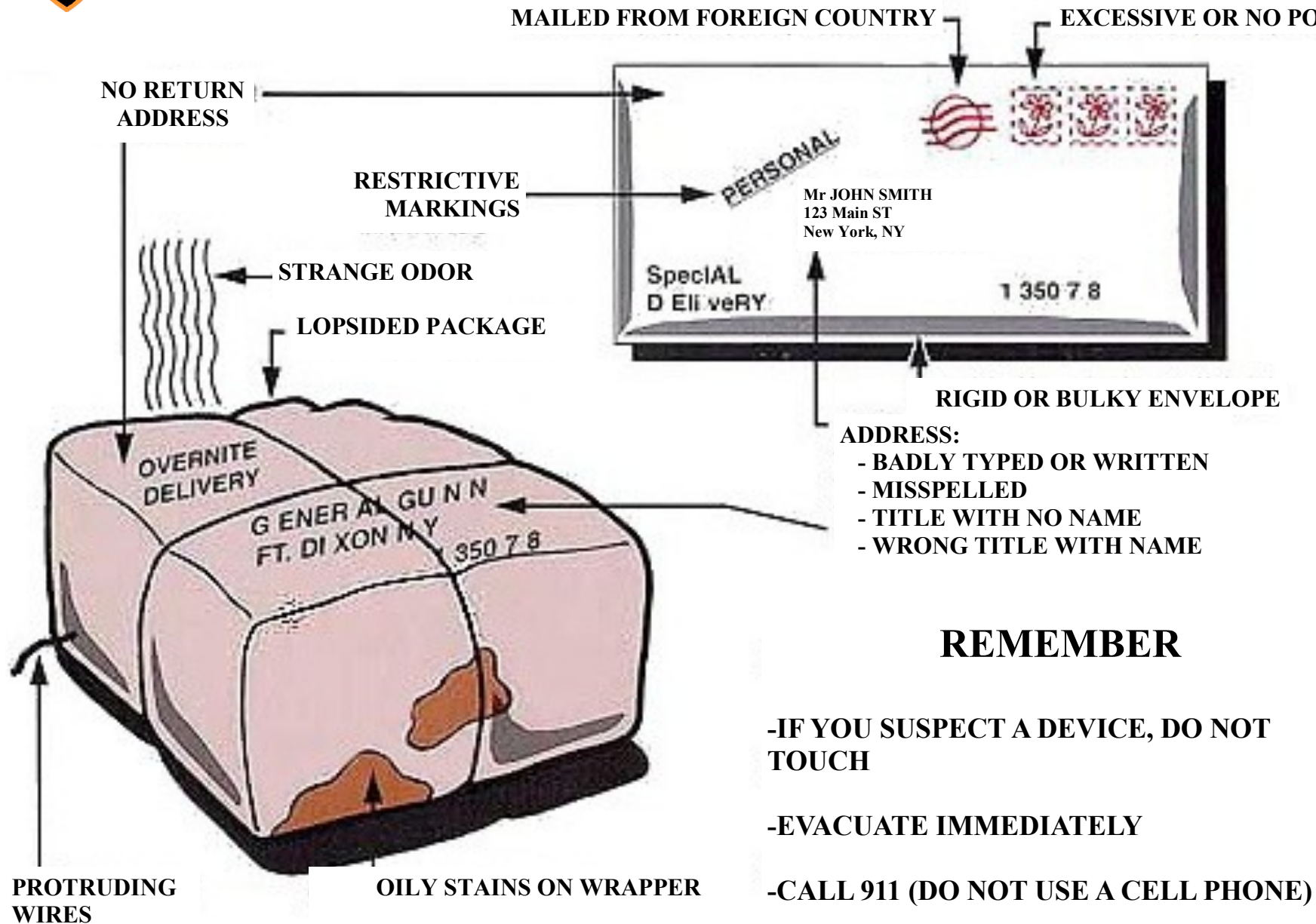
Your Name: _____ Company: _____

Your Position: _____ Phone: _____

REPORT THIS CALL IMMEDIATELY TO 315 PAS SECURITY
TELEPHONE: (212)-254-3060



SUSPICIOUS PACKAGE



REMEMBER

- IF YOU SUSPECT A DEVICE, DO NOT TOUCH
- EVACUATE IMMEDIATELY
- CALL 911 (DO NOT USE A CELL PHONE)