

**FDNY ACCEPTED
COMBINED
FIRE SAFETY AND EVACUATION PLAN
AND EMERGENCY ACTION PLAN
TENANT VERSION
FOR**

**3 World Financial Center
200 Vesey Street
New York, NY 10285**

February 2022



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* The following sections and tables have been intentionally omitted from this tenant version of the Combined Fire Safety and Evacuation Plan and Emergency Action Plan because of confidential information: Sections 2, 11 and 12 and Tables 1- 5 and 7.

1. Overview

1.1 Scope

This plan sets forth the circumstances and procedures for the sheltering in place, in- building relocation, partial evacuation or evacuation of building occupants in response to a fire, and to a non-fire-related emergency involving an explosion, biological, chemical, radiological, or nuclear incident or release, natural disaster, or other emergency condition in or proximate to the building, of the threat thereof.

The information contained herein will serve as guide for emergency responders, building staff and tenants to follow should an emergency require an evacuation, in-building relocation or shelter-in-place be implemented to ensure the safety of building occupants.

1.2 Purpose

This plan is designed to provide guidelines and directions for building staff and occupants to follow in the event of a fire and a non fire emergency. Creating a written Combined Fire Safety and Evacuation Plan and Emergency Action Plan and familiarizing all building occupants with its contents will allow for:

- Quick and efficient response to an emergency situation (fire or non-fire).
- Consistent emergency response to an incident regardless of the time of day or the number of persons present.
- Developing situations to be addressed before they progress to the emergency or crisis level.
- The Fire Safety/EAP Director to implement a response in the event of a fire in the building or whenever he/she becomes aware of a threat to the health and safety of building occupants.
- Involvement of wardens and deputy wardens and searchers to assist building personnel to address a fire and non-fire emergency situation.

2. Building Information

(Confidential Contact Information Intentionally Omitted)

3. FS/EAP Staff Designations, Duties and Responsibilities

3.1 Fire Safety/EAP Director

3.1.1 Identify and provide required information on Appendix A-2, Attachment 1, regarding the individual designated as Fire Safety/EAP Director.

3.1.2 Detail the duties and responsibilities of the Fire Safety/EAP Director.

- a) Immediately report an emergency to 911.
- b) Immediately report to 911 a determination to implement the Fire Safety and Evacuation Plan and Emergency Action Plan.
- c) Immediately implement Fire Safety and Evacuation Plan and Emergency Action Plan and direct building occupants to shelter in place, relocate, partially evacuate or evacuate, whenever such action is deemed necessary to ensure the safety of building occupants.
- d) Be present and on duty in the building during regular business hours.
- e) Upon becoming aware of a fire or non-fire emergency presenting an immediate danger to building occupants, the Fire Safety/ EAP Director shall not delay implementation of the Fire Safety and Evacuation Plan and Emergency Action Plan to obtain direction from lawful authorities, the owner or the owner's designated representative if such delay would likely result in harm to building occupants.
- f) Comply with the orders of the Fire Department or other incident commander or emergency response personnel should such incident commander or emergency response personnel be present at the building.
- g) In the absence of any direction from an emergency response agency, incident commander or emergency response personnel, comply with the official announcements or directions of the Mayor of the City of New York or other lawful authority.
- h) Whenever possible the Fire Command Center will be the location from which the Fire Safety/EAP Director shall coordinate implementation of the Fire Safety and Evacuation Plan and Emergency Action Plan or conduct an FS and EAP Drill.
- i) Communicate information and directions to building occupants whenever the Fire Safety and Evacuation Plan and Emergency Action Plan is implemented, or an FS and EAP Drill conducted.
- j) Be fully familiar with the provisions of the Fire Safety and Evacuation Plan and Emergency Action Plan.
- k) Supervise and train the Deputy Fire Safety/EAP Directors, Fire Safety/EAP Wardens, Deputy Fire Safety/EAP Wardens, Searchers and other FS/ EAP Staff, including conducting initial and refresher training to maintain the state of readiness of such staff.
- l) Be responsible for a daily check for the availability of the Fire Safety / EAP Warden and Deputy Fire Safety/ EAP Wardens, and see that up-to-date organization charts are posted.

NOTE: If the number of Fire Safety/ EAP Wardens and Deputy Fire Safety/ EAP Wardens in the building is such that it is impractical to individually contact each one daily, a suggested method to satisfy the requirement is to make provisions for the Fire Warden, or a Deputy Fire Safety/ EAP Warden in the absence of the Fire Safety/ EAP Warden, to notify the Fire

Safety/ EAP Director when the Fire Safety/ EAP Warden, or required number of Deputy Fire Safety/ EAP Wardens are not available. In order to determine the compliance by the Fire Safety/ EAP Warden and Deputy Fire Safety/ EAP Warden when this method is used, the Fire Safety/ EAP Director shall make a spot check of several floors each day

- m) Select qualified building personnel for the Fire Safety/EAP Brigade, organize, train and supervise the Fire Safety/ EAP Brigade in accordance with the provisions of 3 RCNY §6-02.
- n) Responsible for the availability and state of readiness of the Fire Brigade
- o) In the event of an emergency requiring sheltering in place, in-building relocation, partial evacuation or evacuation, report to the fire command center or designated alternative location, and, if appropriate, implement the Fire Safety and Evacuation Plan and Emergency Action Plan in accordance with its terms and provisions and notify arriving emergency response personnel and incident commander of the emergency and the building response thereto;
- p) Notify the owner or other person having charge of the building when any designated individual is neglecting his responsibilities contained in the Fire Safety and Evacuation Plan and Emergency Action Plan. The owner or other person in charge of the building shall bring the matter to attention of the firm employing the individual. If the firm fails to correct the condition, the owner or person in charge of the building shall notify the Fire Department.
- q) Conduct the FS and EAP Drills required by 3 RCNY §6-02
- r) Approve the content of the Fire Safety and Evacuation Plan and Emergency Action Plan educational materials and the FS and EAP Drills provided to building occupants.
- s) Ensure that the required notices are posted on the floors and that the required recordkeeping is maintained;
- t) Review and approve the procedures established by employers of building occupants to account for building occupants after an evacuation, partial evacuation, in-building relocation or sheltering in place.
- u) With respect to the implementation of Fire Safety and Evacuation Plan and Emergency Action Plan and the conduct of fire evacuations and fire drills, comply with the provisions of the Fire Prevention Code and 3 RCNY §6-01.
- v) Ensure that list of persons requiring assistance is maintained at the Fire Command Center and in the Property Management Office.
 - Each employer will be reminded at both Fire and EAP drills to provide any updates or changes.
- w) The Fire Safety/ EAP Director will immediately provide list of persons needing assistance to emergency responders if FS/ EAP Staff has not yet
- x) Ensure all members of the FS/ EAP Staff don apparel which will identify him or herself as a member of the FS/ EAP Staff.

3.1.3 Indicate how the Fire Safety/EAP Director will be identifiable during drills and emergencies.

Upon implementation of this plan, don hat and/or vest identifying him or herself as the Fire Safety / Emergency Action Plan Director

- Hats and/or vests will be kept at the fire command center, the Property Management Office and in each MER.

3.2 Deputy Fire Safety/EAP Director

3.2.1 Identify and provide required information on Appendix A-2, Attachment 2 regarding the individuals designated as Deputy Fire Safety/EAP Director.

See Appendix A-2, Attachment 2

3.2.2 Detail the duties and responsibilities for each Deputy Fire Safety/EAP Director.

- a) Be present and on duty at all times that a Fire Safety/EAP Director is required to be on duty, but is absent.
- b) In the absence of the Fire Safety/EAP Director, perform the duties of the Fire Safety/EAP Director, as circumstances warrant.
- c) In the presence of the Fire Safety/EAP Director, assist the Fire Safety/EAP Director in carrying out the requirements of the Fire Safety and Evacuation Plan and Emergency Action Plan and this section, as circumstances warrant.

3.2.3 Indicate how the Deputy Fire Safety/EAP Director will be identifiable during drills and emergencies.

All Deputy Fire Safety/ EAP Directors of the FS/ EAP Staff don hats and/or vests which will identify him or herself as a member of the FS/ EAP Staff

3.3 Fire Safety and EAP Building Evacuation Supervisor

3.3.1 Identify and provide required information on Appendix A-2, Attachment 3 regarding the individuals designated as Fire Safety and EAP Building Evacuation Supervisor.

See Appendix A-2, Attachment 3

3.3.2 Detail the duties and responsibilities for each Fire Safety and EAP Building Evacuation Supervisor.

The Fire Safety and EAP Building Evacuation Supervisor must be present and on duty in the building at all times when a Fire Safety/ EAP Director is not required to be on duty, but there are occupants in the building. The Fire Safety/ EAP Building Evacuation Supervisor at such times shall exercise the authority and responsibility of the Fire Safety/ EAP Director to implement the Emergency Action Plan.

- a) In the absence of the Fire Safety/ EAP Director and Deputy Fire Safety/ EAP Director, perform the duties of the Fire Safety/EAP Director, as circumstances warrant.
- b) In the presence of the Fire Safety/ EAP Director, assist the Fire Safety/ EAP Director in carrying out the requirements of the Fire Safety and Evacuation Plan and Emergency Action Plan and this section, as circumstances warrant.

- c) He/ she must be capable of directing the evacuation of the occupants as provided by the Fire Safety and Evacuation and Emergency Action Plan
- d) During a fire emergency, the primary responsibility of the Building Evacuation Supervisor shall be to man the Fire Command Center, and the direction and execution of the evacuation as provided in the Fire Safety and Evacuation and Emergency Action Plan.
 - The Building Evacuation Supervisor's training and related activities shall be under the direction of the Fire Safety/ EAP Director in accordance with these rules, and the Fire Safety and Evacuation and Emergency Action Plan. Such activities shall be subject to Fire Department control.

3.3.3 Indicate how the Fire Safety and EAP Building Evacuation Supervisor will be identifiable during drills and emergencies.

Fire Safety and EAP Building Evacuation Supervisor will don hat and/or vest identifying him or herself as a member of the FS/ EAP staff during drills and whenever this plan is implemented.

3.4 Fire Safety and EAP Warden

3.4.1 Identify and provide required information on Appendix A-2, Table 1, regarding the individuals designated as EAP Warden.

See Appendix A-2, Table 1

3.4.2 Detail the duties and responsibilities for each Fire Safety and EAP Warden.

- a) Perform their designated assignments, as set forth in the Fire Safety and Evacuation Plan and Emergency Action Plan or as directed by the Fire Safety/EAP Director
- b) Be familiar with the Fire Safety and Evacuation Plan and Emergency Action Plan including general sheltering in place, in-building relocation, partial evacuation and evacuation procedures, the exit and in-building relocation routes to be utilized for the floor, the location of in-building relocation areas and assembly areas and the means of communicating with the Fire Safety/ EAP Director.
- c) Direct building occupants to use primary exit route for their floor in the event of an evacuation unless that exit is unavailable or otherwise instructed by the Fire Safety/EAP Director.
- d) Immediately inform the Fire Safety/ Emergency Action Plan Director of any stairwells or exits that are inaccessible for any reason and direct occupants to alternate route.
- e) In the event of an emergency (fire or non-fire related) on the floor or immediately affecting building occupants on the floor, notify the Fire Safety/ EAP Director and building occupants on the floor of the emergency, and initiate appropriate action.
- f) In the event of an emergency (fire or non-fire related) not on the floor or not immediately affecting building occupants on the floor, establish communication with the Fire Safety/ EAP Director and, if possible, await direction from the Fire Safety/ EAP Director.

- g) Keep the Fire Safety/ EAP Director informed of his or her location and the progress of the implementation of Fire Safety and Evacuation Plan and Emergency Action Plan measures.
- h) Confirm the in-building relocation or evacuation of the floor or portion thereof by directing Deputy Fire Safety/ EAP Wardens and/or other FS/ EAP Staff designated as searchers to search all areas of the floor to be relocated or evacuated; to do so by visual inspection, not merely by the lack of a voice response; and to notify any remaining building occupants that they must immediately comply with the applicable Fire Safety and Evacuation Plan and Emergency Action Plan procedures.
- i) Determine whether the stairwells are safe to enter before directing building occupants to use them, and, if unsafe, notify the Fire Safety/ EAP Director.
- j) Instruct building occupants not to use elevators unless and until the Fire Safety/ EAP Director authorizes their use
- k) Ensure that any openable windows are closed and locked upon notification that evacuation, in-building relocation or shelter-in-place procedures have been implemented.
- l) Alert their employer of the need to turn off tenant controlled air conditioning or air handling systems upon notification of an airborne hazard resulting from a chemical, biological or radiological incident or release.
- m) Account for company employees, unless another individual has been specifically designated for this task, upon completion of an evacuation or in-building relocation.

3.4.3 Indicate how the Fire Safety and EAP Wardens will be identifiable during drills and emergencies.

Fire Safety and EAP Wardens will don hat and/or vest identifying him or herself as a member of the FS/ EAP staff during drills and whenever this plan is implemented.

3.5 Deputy Fire Safety and EAP Warden

3.5.1 Identify and provide required information on Appendix A-2, Table 2, regarding the individuals designated as Deputy Fire Safety and EAP Warden.

See Appendix A-2, Table 2

3.5.2 Detail the duties and responsibilities for each Deputy Fire Safety and EAP Warden.

- a) In the absence of the Fire Safety/ EAP Warden, perform the duties of the Fire Safety/ EAP Warden, as circumstances warrant.
- b) In the presence of the Fire Safety/EAP Warden, assist the Fire Safety/EAP Warden in carrying out the requirements of the Fire Safety and Evacuation Plan and Emergency Action Plan and this section by:
 - searching all areas of the floor to be relocated or evacuated
 - notifying any remaining building occupants that they must immediately comply with the applicable Fire Safety and Evacuation Plan and Emergency Action Plan procedures

- Performing other duties as set forth in the Fire Safety and Evacuation Plan and Emergency Action Plan or as directed by the Fire Safety/ EAP Warden.

3.5.3 Indicate how the Deputy Fire Safety and EAP Wardens will be identifiable during drills and emergencies.

Deputy Fire Safety and EAP Wardens will don hat and/or vest identifying him or herself as a member of the FS/ EAP staff during drills and whenever this plan is implemented.

3.6 Fire Safety and EAP Searchers

3.6.1 Identify and provide required information on Appendix A-2, Table 2A, regarding the individuals designated as Fire Safety and EAP Searchers.

See Appendix A-2, Table 2A

3.6.2 Detail the duties and responsibilities for each Fire Safety and EAP Searcher.

- a) In the absence of the Fire Safety and EAP Warden, perform the duties of the Deputy Fire Safety and EAP Warden
- b) In the presence of the Fire Safety and EAP Warden, assist Fire Safety and EAP Warden in carrying out the requirements of the fire safety and evacuation plan and emergency action plan, by:
 - searching all areas of the floor to be relocated in building or evacuated
 - notifying any remaining building occupants that they must immediately comply with the applicable fire safety and evacuation plan and emergency action plan procedures
 - performing other duties as set forth in the Fire Safety and Evacuation Plan and Emergency Action Plan or as directed by the Fire Safety and EAP Warden.

3.6.3 Indicate how the Fire Safety and EAP Searchers will be identifiable during drills and emergencies.

Fire Safety and EAP Searchers will don hat and/or vest identifying him or herself as a member of the EAP staff during drills and whenever this plan is implemented.

3.7 Fire Safety and EAP Brigade

3.7.1 Identify and provide required information on Appendix A-2, Table 3, regarding the individuals designated as Fire Safety and EAP Brigade members.

See Appendix A-2, Table 3

3.7.2 Detail the duties and responsibilities for each Fire Safety and EAP Brigade member.

- a) Perform their designated assignments, as set forth in the Fire Safety and Evacuation Plan and Emergency Action Plan or as directed by the Fire Safety/EAP Director.
- b) In the event of a fire or non-fire related emergency, immediately report to the designated locations as set forth in the Fire Safety and Evacuation Plan and Emergency Action Plan or directed by the Fire Safety/EAP Director, ready to undertake designated assignments.

Incase of fire:

- c) Report to the floor below the fire to assist in evacuation and provide information to the Fire Command Center.
- d) After evacuation of fire floor, endeavor to control spread of fire by closing doors etc.
- e) Attempt to control the fire until arrival of the Fire Department, if the fire is small and conditions do not pose a personal threat.
- f) Leave one member on the floor below the fire to direct the Fire Department to the fire location and to inform them of conditions.
- g) On arrival of the Fire Department the Fire Brigade shall report to the Fire Command Station for additional instructions.
- h) Have a member designated as Alarm Box Runner, who shall know the location of the nearest street Fire Alarm Box, and be instructed in its use. Such member shall immediately, upon receipt of information that there is a fire or evidence of fire, go to the street alarm box, transmit an alarm and await the arrival of the Fire Department and direct such department to the fire.

3.7.3 Indicate how the Fire Safety and EAP Brigade members will be identifiable during drills and emergencies.

The Fire Safety and EAP Brigade members will don hat and/or vest identifying him or herself as a member of the FS/ EAP staff during drills and whenever this plan is implemented.

3.8 Critical Operations Staff (Building Personnel)

3.8.1 Identify and provide required information on Appendix A-2, Table 4, regarding the individuals designated as Critical Operations Staff (Building Personnel).

See Appendix A-2, Table 4.

3.8.2 Detail the duties and responsibilities of each member of the Critical Operations Staff (Building Personnel).

Critical Operations Staff will take action regarding building systems and utilities as required by an emergency situation. This includes but is not limited to ensuring proper functioning of backup systems and any generators, if any as well as securing HVAC systems, elevators and utilities.

- In the event of a full building evacuation, Engineering Department Personnel assigned to Critical Operations Staff will automatically shutdown all HVAC equipment.

The decision to shut down any other building systems will be made by the Fire Safety / EAP Director with the Critical Operations Staff based upon the circumstances of the emergency situation.

Security Staff will control all access and egress points of the building during any implementation of the plan.

Porters and Elevator operators will assist with possibly operating elevators and checking building Stairways.

***Critical Operations Staff personnel should not normally be used for any other EAP function when the EAP is implemented.*

3.8.3 Indicate how the Critical Operations Staff (Building Personnel) will be identifiable during drills and emergencies.

All Critical Operations Staff will don their vest when the EAP is implemented and also during any EAP drills.

3.9 Critical Operations Staff (Office Employees)

3.9.1 Identify and provide required information on Appendix A-2, Table 5, regarding the individuals designated as Critical Operations Staff (Office Employees).

See Appendix A-2, Table 5.

4. Fire Safety and Evacuation Instructions

4.1 General Statement. The following factors shall be expeditiously determined and considered in implementing the fire safety and evacuation plan in the event of a fire in the building:

4.1.1 Location of the fire (floors and areas on floors).

4.1.2 Severity of the fire.

4.1.3 Floors affected by smoke conditions.

4.1.4 Stairwells affected by smoke conditions.

4.1.5 Floors occupied at the time of the fire and the number of building occupants in such areas.

4.2 Implementation of Fire Safety and Evacuation Plan

4.2.1 Call 911 and report fire and (if known) fire location.

4.2.2 Mobilize FSP safety brigade.

4.2.3 Identify stairwell(s) for evacuation of building occupants and stairwell(s) for use by responding firefighting personnel.

4.2.4 Make announcement to building occupants informing them of the fire condition and its location. Instruct them not to use the elevators unless directed to do so by firefighting personnel.

4.2.5 Instruct building occupants on the fire floor and the floor above the fire floor to immediately leave these floors, and evacuate the building or relocate to another safe location within the building below at least three (3) floors below the present location. Identify the stairwells(s) or other routes of egress for their use and direct them to use only those stairwells(s) or routes of egress. Instruct building occupants to close stairwell doors behind them.

See Appendix A-2, Table 6.

4.2.6 Buildings with approved fire alarms that ring on the floor below the fire shall have building occupants on the floor below the fire instructed to immediately leave the floor, and evacuate the building or relocate to another safe location within the building at least three (3) floors below their present location. Identify the stairwell(s) or other routes of egress for their use and direct them to use only those stairwell(s) or routes of egress. Instruct building occupants to close office doors and stairwell doors behind them.

See Appendix A-2, Table 6.

- 4.2.7 Building occupants may be instructed to exit the stairwell at a designated floor if the stairwell is needed for responding firefighting personnel.
- 4.2.8 Instruct fire safety brigade to assist building occupants with special needs who are unable to use the stairwells or other designated route of egress without assistance.
- 4.2.9 Unless fire and smoke conditions warrant otherwise, instruct building occupants on other floors to *shelter in place* and not move around the building, pending further direction from the fire safety director or firefighting personnel.
- 4.2.10 Monitor the progress of the fire and smoke conditions by monitoring the fire alarm control panel and maintaining regular communication with FSP brigade.
- 4.3 Use of Elevators. Elevators shall not be used to implement the fire safety and evacuation plan, except under the following circumstances:
 - 4.3.1 Where such use is conducted or authorized by firefighting personnel.
 - 4.3.2 Where such use is made necessary by fire, heat or smoke conditions in stairwells, preventing or hindering the evacuation or in-building relocation of building occupants, and the fire safety/EAP director or deputy fire safety/EAP director determines that the elevators can be safely used, subject to the following provisions:
 - 4.3.2.1 Elevators which operate in a shaft that does not serve (stop at) the fire floor or have openings on the fire floor, may be used. Elevators serving (stopping at) the fire floor or having openings on the fire floor shall not be used under any circumstances.
 - 4.3.2.2 Only elevators provided with two-way voice communication to the *fire command center* in accordance with Building Code requirements may be used for these purposes.
 - 4.3.2.3 Movement of elevators shall be controlled either by operation in manual mode by an FSP staff member or at the elevator control panel in the lobby, under the direct supervision of the *fire safety/EAP director*.
- 4.4 Procedures for accounting for building occupants after completing in-building relocation, partial or full evacuation

Fire Safety / Emergency Action Plan Wardens and Deputy Wardens should relay information regarding unaccounted for personnel to the Fire Safety / Emergency Action Plan Director via Warden Phone from the in-building relocation or by way of cell phone or a runner during a partial or full building evacuation from the outside assembly area.
- 4.5 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance

During Fire Drills all occupants will be advised that they can volunteer themselves to go on a list of people that need assistance in an emergency/fire. Fire brigade members will be designated to assist these occupants along with any office employees providing assistance. Elevators will not be used during a fire to move these people. These people will be assisted down the stairs to their FS IBRA (refer to table 6). For the list of any Fire brigade or Critical operation staff (office employees/buddies) members designated for such purpose : (See Appendix A-2, Table 3, 4 or Table 5)

5. Emergency Action Plan for Explosions

5.1 Set forth below is the procedures that will be implemented during regular business hours in the event of an explosion in or proximate to the building, or the threat thereof

5.1.1 Shelter-In-Place

5.1.1.1 General Procedures

In the event of an explosion or the threat thereof in or proximate to the building, the Fire Safety / Emergency Action Plan Director must make an assessment of the situation and determine when it would be best to order occupants to shelter-in-place to ensure their safety. This assessment must consider the nature of the explosion or threat (i.e. intentional, accidental or mechanical failure) and the location and / or the likelihood of any additional explosions. A key consideration in the event of any intentional bombing or explosion is the very real potential for secondary devices planted in or near the building. Shelter-in-place should be implemented when circumstances involve an explosion or threat thereof in one or more corridors or common areas of the building that occupants will be exposed to should they evacuate or relocate. Shelter-in-place will protect occupants when the locations of all threats within or proximate to the building are unknown or may be in doubt and movement throughout the building may inadvertently expose persons to danger.

Whenever this plan is put into effect;

- The FS/EAP Director will ensure notification is made to 911.
- Implementation of shelter-in-place procedures will be signaled by an alert tone followed by an announcement instructing persons to remain in the building at their work locations.
 - Occupants will be informed of what has occurred, the location of occurrence, the response the Fire Safety / Emergency Action Plan Director is implementing and why this action is necessary.
- EAP Staff members will don vests and / or hats identifying him / herself as a member of the EAP Staff.
- Fire Safety/Emergency Action Plan Wardens and Deputy Wardens will advise all occupants within their company's facility that they should remain where they are until otherwise instructed unless a threat to their safety should develop.
- When advised to shelter-in-place building occupants should:
 - Follow directions from the Fire Safety/Emergency Action Plan Director, Fire Safety/Emergency Action Plan Wardens and Deputy Wardens.
 - Check their work area for any unusual or suspicious items.
 - Advise visitors and guests within their facility remain there.
 - Keep conversation and noise to a minimum to ensure that announcements and instructions can be heard.
 - Make sure they are accounted for by their company if they are in another area of the building when shelter-in-place is implemented.
 - Remain within their work area until it is safe to leave or a threat to their safety develops in that area.
- Fire Safety / Emergency Action Plan Wardens or Deputy Wardens will inform the Fire Safety/Emergency Action Plan Director immediately of any hazard(s) within shelter-in-place locations.
- This procedure will remain in effect until the immediate threat has been

addressed or it becomes necessary to implement in-building relocation or evacuation procedures.

5.1.1.2 Building Components or Systems

5.1.1.2.1 Access to and egress from the building, including entrances, exits and stairwells

See Appendix A-2, Table 7, Section 2.

- Building occupants will be advised to stay out of stairwells and not attempt to leave until it is safe to do so.
- Persons may be prevented from entering the building during a shelter-in-place if entry will expose them to danger or interfere with implementing shelter-in-place procedures.
- Egress from the building will be limited during a shelter-in-place when such action is necessary to ensure occupant safety.
 - Decision made by EAP Director based on observations and all current information from authorities as well as Input from EAP Brigade and Staff.
 - Directed action taken by Security personnel on post near entrance
- Available stairwells and exits will be decided based upon the type of explosion or nature of the threat and the location in or proximate to the building.
 - Announcements will be made informing all building occupants as to which stairwells and exits are available for use.
 - Stairwell and exit information may be provided by warden phone, telephone, e-mail or Emergency Action Plan Staff posted near stairwells and exits.

Stairwell and exit information may be provided by warden phone, telephone, e-mail or Emergency Action Plan Staff posted near stairwells and exits.

5.1.1.2.2 Elevator operation

See Appendix A-2, Table 7, Section 3.

- All elevator cars will be recalled to the lobby or the lowest safe floor if the lobby were affected by an explosion or the threat thereof.
- After recall elevator cars will remain at their lowest terminal floor.
 - EAP Staff assigned to elevators or Security personnel at Fire Command Console will carry out directed actions.
 - Elevators will primarily be used for egress or relocation of any persons requiring assistance and to quickly reach occupants who may need medical assistance.

**Elevator cars will NOT operate in automatic mode. Elevators must be operated in manual mode either by a Fire Safety/Emergency Action Plan Staff member on board or from the fire command console in the lobby under the personal supervision of the Fire Safety/Emergency Action Plan Director.*

5.1.1.2.3 Ventilation system operation

See Appendix A-2, Table 7, Section 5

When there exists a threat of explosion the Fire Safety / Emergency Action Plan Director and Critical Operations staff will assess the need to shut down any Heating Ventilation and Air Conditioning (HVAC) systems based upon the nature and location of the emergency.

When an explosion occurs in or proximate to the building:

- Building fan and air handling systems will be shut down to lessen the intake and circulation of any dust or debris throughout the building.
- Fire Safety/Emergency Action Plan Wardens and Deputy Wardens or tenant facility managers will be made aware of any airborne hazard resulting from an explosion.
- Tenants will be advised to turn off any supplemental air conditioning or air handling systems under their control.
 - This is particularly important regarding HVAC systems that draw air from outside the building.
- EAP Director and engineering staff will assess circumstances and determine if and when HVAC systems can be safely restarted.

5.1.1.2.4 Openable window

- Occupants will be advised to close any openable windows.

5.1.1.2.5 Interior doors, including fire doors

- EAP staff will close any interior doors.
- Occupants will be advised to close doors leading from common areas to their tenant space.

5.1.1.2.6 Electrical, natural gas, steam and other utility operations

See Appendix A-2, Table 7, Section 4.

- Decision to shut down or secure any electrical, natural gas, steam and other utility operations will be made by the chief engineer or engineering staff member present based upon the nature of the explosion or threat thereof and damage to the building and building systems.

5.1.1.2.7 Fuel oil storage systems and associated pumps and piping

See Appendix A-2, Table 7, Section 4.

- Decision to shut down or secure any fuel systems or pumps will be made by the chief engineer or engineering staff member present based upon the nature of the explosion or threat thereof and damage to the building and building systems.

5.1.2 In-Building Relocation

5.1.2.1 General Procedures

In the event of an explosion or the threat thereof in or proximate to the building the Fire Safety / Emergency Action Plan Director must make an assessment of the situation and determine when it would be best to order occupants to in-building-relocate to ensure their safety. This assessment must consider the nature of the explosion or threat (i.e. intentional, accidental or mechanical failure) the location and the likelihood of any additional explosions. A key consideration in the event

of any intentional bombing or explosion is the very real potential for secondary devices planted in or near the building. In-building relocation should be implemented when occupants are endangered in their work locations but may face a greater threat to their health and safety should they exit the building. Circumstances may involve an explosion or threat thereof proximate to the exterior of the building. In the event of an explosion occupants would likely be injured by shattered and flying glass and debris if they stayed near windows and an evacuation could expose persons directly to the blast area. Relocation to internal areas addresses a threat to any external section(s) of the building, provides shielding by the reinforced concrete core of the building and moves persons away from windows.

- The FS/EAP Director will ensure notification is made to 911.
- Implementation of an in-building relocation will be signaled by an alert tone followed by an announcement instructing persons to move to the designated in-building relocation areas for their floor.
- Occupants will be informed of what has occurred, the location of occurrence, the response the Fire Safety / Emergency Action Plan Director is implementing and why this action is necessary.
- Information will be provided by way of an announcement from the fire command console.
 - Occupants may also be informed by telephone, warden phone, e-mail or in person by a member of the Fire Safety / Emergency Action Plan Staff.
- In the event of an explosion or threat thereof, handheld radios and cell phones will not be used.
- The Fire Safety/ EAP Director will control the incident and communicate with staff and occupants from the Property Management Office if the Fire Command Console were compromised.
- EAP Staff members will don vests and / or hats identifying him / herself as a member of the EAP Staff.
 - Hats and / or vests will be stored at the Fire Command Console.
- Fire Safety/Emergency Action Plan Wardens and Deputy Wardens will direct occupants to the designated in-building relocation area for the floor they are on.
- Fire Safety/Emergency Action Plan Wardens and Deputy Wardens will direct occupants to use designated routes if relocation is to another floor.
- Upon being advised to in-building-relocate building occupants should:
 - Follow directions from the Fire Safety/Emergency Action Plan Director, Fire Safety/Emergency Action Plan Wardens and Deputy Wardens.
 - Remain calm and move quickly without running.
 - Ensure that visitors and guests within their facility are directed to proper in-building relocation area.
 - Keep conversation and noise to a minimum to ensure that announcements and instructions can be heard.
 - Ensure they are accounted for by their company after they have relocated.
 - Remain at the in-building relocation area until being informed it is safe to leave or a threat to their safety develops in that area.

- Fire Safety / Emergency Action Plan Wardens or Deputy Wardens will inform the Fire Safety / Emergency Action Plan Director immediately of any hazard(s) at in-building relocation area.
- This procedure will remain in effect until the immediate threat has been addressed or it becomes necessary for occupants to evacuate.
- For information regarding building occupants who require assistance, see Appendix A, Table 11.

5.1.2.2 Specific In-Building Relocation Requirements

5.1.2.2.1 Designated in-building relocation areas.
See Appendix A Table 8

5.1.2.2.2 Designated routes by which building occupants would be directed to in-building relocation areas.

<u>FLOOR NO.</u>	<u>DESIGNATED IN-BUILDING RELOCATION ROUTE</u>
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This information only required when occupants must be relocated to another floor

5.1.2.2.3 Procedures of accounting for building occupants after completing in-building relocation
(also refer to Appendix A – table 11)

- Upon relocation of all persons within the building, Fire Safety/Emergency Action Plan Wardens, Deputy Wardens or other person so designated by the employer, will conduct a head count or roll call of all employees in their company present that day.
- Fire Safety/EAP Wardens and Deputy Wardens should make the Fire Safety/Emergency Action Plan Director aware of any unaccounted for persons.

5.1.2.2.4 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance.

During any Drills all occupants will be advised that they can volunteer themselves to go on a list of people that need assistance in an emergency/fire. This list will be kept at the Fire Command Center. If the EAP Director deems the elevators safe to use and it is needed to move these occupants:

See Appendix A-2, table 3 or 4 for the person to operate the elevator.

See Appendix A-2, table 7 or 9 for the designated elevator(s) to be used.

If the Elevators are not being used and it is needed to move

these people then they be assisted down the stairs to a safe area. For the list of any EAP brigade or Critical operation staff (office employees/buddies) members designated for such purpose : (See Appendix A-2, Table 3, 4 or Table 5)

- Fire Safety / Emergency Action Plan Wardens and Deputy Wardens should relay information regarding unaccounted for personnel to the Fire Safety / Emergency Action Plan Director via Warden Phone from the in-building relocation or by way of cell phone or a runner during a partial or full building evacuation from the outside assembly area. .

5.1.2.3 Building Components: (refer to Table 7)

5.1.2.3.1 Access to and egress from the building, including entrances, exits and stairwells.

- During in-building relocation access to the building may be limited or denied if entry to the building will expose persons to danger or interfere with implementing in-building relocation procedures.
- Egress points as well as all stairwells will remain open and accessible if possible.
- Occupants will be informed of any stairwells or exits damaged or inaccessible as a result of an explosion or the threat thereof.
 - Information will be provided by way of an announcement from the fire command console.
 - Occupants may also be informed by telephone, warden phone, e-mail or in person by a member of the Fire Safety / Emergency Action Plan Staff.

5.1.2.3.2 Elevator operation.

- Persons requiring assistance to relocate to another floor should respond or be assisted to the elevator area.
- Elevators will primarily be used for relocation to another floor of any persons requiring assistance to do so and to quickly reach occupants who may need medical assistance.

**Elevator cars will NOT operate in automatic mode. Elevators must be operated in manual mode either by a Fire Safety/Emergency Action Plan Staff member on board or from the fire command console in the lobby under the personal supervision of the Fire Safety/Emergency Action Plan Director.*

5.1.2.3.3 Ventilation system operation.

See section 5.1.1.2.3

5.1.2.3.4 Openable windows.

See section 5.1.1.2.4

5.1.2.3.5 Interior doors, including fire doors.

- The Fire Safety/Emergency Action Plan Director will manually unlock all fire and interior doors tied to the class E system. This consists of all stairwell and security doors that would unlock in the event of a fire alarm or loss of power.
- Manual unlock will be done to facilitate movement of persons throughout the building and prevent any possibility of entrapment in stairwells or other sections of the building.
- This can be accomplished from the fire command console by hitting switch marked “door release”.
- Occupants should close and secure doors leading to their work area upon exiting.

5.1.2.3.6 Electrical, natural gas, steam and other utility operations.

See section 5.1.1.2.6

5.1.2.3.7 Fuel oil storage systems and associated pumps and piping.
See section 5.1.1.2.7

5.1.3 Partial Evacuation

5.1.3.1 General Procedures.

In the event of an explosion or the threat thereof in or proximate to the building the Fire Safety / Emergency Action Plan Director must make an assessment of the situation and determine when it would be best to order a partial evacuation of the building to ensure occupant safety. This assessment must consider the nature of the explosion or threat (i.e. intentional, accidental or mechanical failure) the location and the likelihood of any additional explosions. A key consideration in the event of any intentional bombing or explosion is the very real potential for secondary devices planted in or near the building. Partial evacuation will be ordered when occupants in a limited or specific area of the building would not be afforded adequate protection from a shelter-in-place or an in-building relocation.

- The FS/EAP Director will ensure notification is made to 911.
- Implementation of a partial evacuation will be signaled by an alert tone followed by an announcement indicating the floor(s) or area of the building to be evacuated
- Occupants will be informed of what has occurred, the location of occurrence, the response the Fire Safety / Emergency Action Plan Director is implementing and why this action is necessary.
- Information will be provided by way of an announcement from the fire command console.
 - Occupants may also be informed by telephone, e-mail or in person by a member of the Fire Safety / Emergency Action Plan Staff.
- In the event of an explosion or threat thereof, handheld radios and cell phones will not be used.
- EAP Staff members will don vests and / or hats identifying him / herself as a member of the EAP Staff.
 - Hats and / or vests will be stored at the Fire Command Console.
- Fire Safety/Emergency Action Plan Wardens and Deputy Wardens will direct occupants on affected floors to the primary exit route for that floor.
- Evacuation will commence with floor(s) directly affected by the explosion and expanded to endangered floors above and below as necessary.
- When instructed to evacuate the building occupants should:
 - Follow directions from the Fire Safety/Emergency Action Plan Director, Fire Safety/Emergency Action Plan Wardens and Deputy Wardens.
 - Remain calm and move quickly without running.
 - Only take essential items such as a coat, medication or items required for travel home.
 - Ensure that visitors and guests within their facility are directed to proper exit routes.
 - Keep conversation and noise to a minimum to ensure that announcements and instructions can be heard
 - Not re-enter the building until being informed it is safe to do so by the Fire Safety/Emergency Action Plan Director.
 - Ensure they are accounted for by their company after they have evacuated the building.

- Fire Safety/Emergency Action Plan Staff members will be posted at each exit point and at the bottom of stairwells emptying into the lobby.
- Staff members will facilitate evacuation by flattening revolving doors and directing persons away from the building to allow for continuous movement of occupants out exit doors.
- Evacuation will be out and away from the building.
- Upon exiting the building occupants will normally be directed to the primary assembly area for the building
- Occupants will not be allowed to return to the building until the Fire Safety/Emergency Action Plan Director deems it safe for them to do so.
- For information regarding building occupants who require assistance, see Appendix A, Table 11.

5.1.3.2 Specific Partial Evacuation Requirements

5.1.3.2.1 Location of exits, stairwells and elevators. See Appendix A Table 7

5.1.3.2.2 Primary and alternate exit routes. See Appendix A Table 9

- Each floor of the building has an assigned primary and alternate exit route in an attempt to avoid congestion in stairwells and speed egress from the building.
- Exit routes have been designated in a manner that will evenly distribute persons throughout the building during an evacuation and ensure utilization of all available stairwells and exits.
- Should any stairwell or exit be unavailable the Fire Safety / Emergency Action Plan Director will immediately make an announcement relaying such information and directing occupants to exit routes that are safe for use.
 - Exit and stairwell availability may also be conveyed by warden phone, e-mail, telephone or Fire Safety / Emergency Action Plan Staff posted in stairwells and near exit doors.

In the event of a partial evacuation:

- Fire Safety / Emergency Action Plan Wardens and Deputy Wardens will check to ensure that the primary exit route for their floor is clear and safe for use.
 - Occupants will be advised to use the primary exit route for their floor if it is safe and the Fire Safety / Emergency Action Plan Director has not instructed otherwise.

In the event the primary exit route is found to be unavailable for any reason, Fire Safety / Emergency Action Plan Wardens and Deputy Wardens must direct occupants to the alternate exit route for the floor and immediately inform the Fire Safety / Emergency Action Plan Director of such fact via warden phone.

5.1.3.2.3 Assembly areas. See Appendix A Table 10

Assembly areas are intended to provide a meeting point for occupants after they have evacuated the building. Assembly areas are of a size and sufficient distance from the building to:

- Allow the continuous flow of persons exiting the building.
- Accommodate the population of the building.
- Provide protection from the emergency situation which necessitated the evacuation
- Facilitate accounting for persons who have evacuated affected areas of the building.
- When a partial or full evacuation has been ordered, an available Fire Safety/Emergency Action Plan Staff member should be sent to the primary and alternate assembly areas as soon as possible if it is safe to do so.
 - The staff members will advise the Fire Safety / Emergency Action Plan Director as to the condition of the assembly areas and serve as a point of contact for evacuees.
- Upon exiting the building, occupants should respond to the primary assembly area for the building.
 - In the event the primary area were unavailable, ex. Overcrowding, scheduled event at location or threat to area, evacuees would be directed to the alternate area or instructed to leave the area by any safe means if the alternate area were also unavailable.

5.1.3.2.4 Procedures for accounting for building occupants after completing a partial evacuation.

Employers of occupants ordered to evacuate must account for all of their employees present at the time the order was given. This accounting procedure is critical to ensure that everyone has exited the building safely and to prevent emergency responders from entering a hazardous situation in search of individuals who have already exited the building.

- Accounting for occupants should be done by a roll call or a head count taken at the assembly area.
- In the event that circumstances prevent a roll call or headcount from being conducted companies can use a number of other methods to account for their personnel including;
 - Call trees - where key employees call and check on other employees after evacuating.
 - Central notification number that all employees are required to call upon an evacuation.
 - Commercially available emergency notification systems.
- Fire Safety /Emergency Action Plan Wardens and Deputy Wardens should relay information regarding unaccounted for personnel to the Fire Safety/ Emergency Action Plan Director by way of cell phone or runner

5.1.3.2.5 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance.

Same instructions as section 5.1.2.2.4

5.1.3.3 Building Components: (refer to Table 7)

5.1.3.3.1 Access to and egress from the building, including entrances, exits and stairwells.

- All exits and stairwells will remain open and available for use unless circumstances render areas off limits.

- Announcements will be made regarding the status of all exits and stairwells and their availability for use.
- Exit and stairwell availability may also be conveyed by warden phone, e-mail, telephone or Fire Safety / Emergency Action Plan Staff posted in stairwells and near exit doors

5.1.3.3.2 Elevator operation.
See section 5.1.2.3.2

5.1.3.3.3 Ventilation system operation.
See Section 5.1.1.2.3

5.1.3.3.4 Openable windows.
See section 5.1.1.2.4

5.1.3.3.5 Interior doors, including fire doors.

- The Fire Safety/Emergency Action Plan Director will manually unlock all fire and interior doors tied to the class E system. This consists of all stairwell and security doors that would unlock in the event of a fire alarm or loss of power.
- Manual unlock will be done to facilitate movement of persons throughout the building and prevent any possibility of entrapment in stairwells or other sections of the building.
- This can be accomplished from the fire command console by hitting switch marked “door release”.
- Occupants should close and secure doors leading to their work area upon exiting.

5.1.3.3.6 Electrical, natural gas, steam and other utility operations.
See section 5.1.1.2.6

5.1.3.3.7 Fuel oil storage systems and associated pumps and piping.
See section 5.1.1.2.7

5.1.4 Evacuation

5.1.4.1 General Procedures.

In the event of an explosion or the threat thereof in or proximate to the building the Fire Safety / Emergency Action Plan Director must make an assessment of the situation and determine when it would be best to order an evacuation of the building to ensure occupant safety. This assessment must consider the nature of the explosion or threat (i.e. intentional, accidental or mechanical failure) the location and the likelihood of any additional explosions. A key consideration in the event of any intentional bombing or explosion is the very real potential for secondary devices planted in or near the building. Evacuation will be ordered in situations involving an explosion or threat thereof, in or proximate to the building, of such a nature that occupants who remained would likely not be afforded adequate protection from a shelter-in-place or an in-building relocation. This could potentially involve a threat or multiple threats to the building, the location (s) of which may or may not be known, or circumstances indicating a high potential for a secondary explosion. Full evacuation will be ordered in response to an intentional bombing occurring within the building provided there is no obvious threat to occupant safety outside the building.

- The FS/EAP Director will ensure notification is made to 911.
- An evacuation order will be signaled by an alert tone followed by an announcement instructing all persons to leave the building.
- Occupants will be informed of what has occurred, the location of occurrence, the response the Fire Safety / Emergency Action Plan Director is implementing and why this action is necessary.
- Information will be provided by way of an announcement from the fire command console.
 - Occupants may also be informed by telephone, e-mail or in person by a member of the Fire Safety / Emergency Action Plan Staff.
- In the event of an explosion or threat thereof, handheld radios and cell phones will not be used.
- EAP Staff members will don vests and / or hats identifying him / herself as a member of the EAP Staff.
 - Hats and / or vests will be stored at the Fire Command Console, the property management office and MERs.
- Fire Safety/Emergency Action Plan Wardens and Deputy Wardens will direct occupants on affected floors to the primary exit route for that floor.
- Evacuation will commence with floor(s) directly affected by the explosion or threat thereof and be expanded to all other floors of the building.
- When ordered to evacuate building occupants must:
 - Follow directions from the Fire Safety/Emergency Action Plan Director, Fire Safety/Emergency Action Plan Wardens and Deputy Wardens.
 - Remain calm and move quickly without running.
 - Only take essential items such as a coat, medication or items required for travel home.
 - Ensure that visitors and guests within their facility are directed to proper exit routes.
 - Keep conversation and noise to a minimum to ensure that announcements and instructions can be heard.
 - Not re-enter the building until being informed it is safe to do so by the Fire Safety/Emergency Action Plan Director.
 - Ensure they are accounted for by their company after they have evacuated the building.
- Fire Safety/Emergency Action Plan Staff members will be posted at each exit point, at the bottom of stairwells emptying into the lobby and street level.
- Staff members will facilitate evacuation by flattening revolving doors and directing persons away from the building to allow for continuous movement of occupants out exit doors.
- EAP Staff members posted on the sidewalk should be equipped with bullhorns.
- Evacuation will be out and away from the building.
- Upon exiting the building, occupants will normally be directed to the primary assembly area for the building.
- Occupants will not be allowed to return to the building until the Fire Safety/Emergency Action Plan Director deems it safe for them to do so.
- For information regarding building occupants who require assistance, see Appendix A, Table 11.

5.1.4.2 Specific Evacuation Requirements

- 5.1.4.2.1 Location of exits, stairwells and elevators.
See section 5.1.3.2.1
- 5.1.4.2.2 Primary and alternate exit routes.
See section 5.1.3.2.2
- 5.1.4.2.3 Assembly areas.
See section 5.1.3.2.3
- 5.1.4.2.4 Procedures for accounting for building occupants after completing an evacuation.
See section 5.1.3.2.4
- 5.1.4.2.5 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance.
Same instructions as section 5.1.2.2.4

5.1.4.3 Building Components: (refer to Table 7)

- 5.1.4.3.1 Access to and egress from the building, including entrances, exits and stairwells.
See section 5.1.3.3.1
- 5.1.4.3.2 Elevator operations.
See section 5.1.2.3.2
- 5.1.4.3.3 Ventilation system operation.
See section 5.1.3.3.3
- 5.1.4.3.4 Openable windows.
See section 5.1.1.2.4
- 5.1.4.3.5 Interior doors, including fire doors.
 - The Fire Safety/Emergency Action Plan Director will manually unlock all fire and interior doors tied to the class E system. This consists of all stairwell and security doors that would unlock in the event of a fire alarm or loss of power.
 - Manual unlock will be done to facilitate movement of persons throughout the building and prevent any possibility of entrapment in stairwells or other sections of the building.
 - This can be accomplished from the fire command console by hitting switch marked “door release”.
 - Occupants should close and secure doors leading to their work area upon exiting.
- 5.1.4.3.6 Electrical, natural gas, steam and other utility operations.
See section 5.1.1.2.6
- 5.1.4.3.7 Fuel oil storage systems and associated pumps and piping.
See section 5.1.1.2.7

5.2 Set forth the procedures that will be implemented at times other than regular business hours, if different from those set forth above.

Building will be covered by a FS/EAP Director or a Deputy FS/EAP Director at all times. In the event of an emergency the FS/EAP Director or a Deputy FS/EAP Director will implement the EAP, make building wide announcements, recall all elevators and notify 911.

6. Emergency Action Plan for a Biological Incident or Release

6.1 Set forth below are the procedures that will be implemented during regular business hours in the event of a biological incident or release in or proximate to the building, or the threat thereof.

6.1.1 Shelter-In-Place.

6.1.1.1 General Procedures.

In the event of a biological incident or release or the threat thereof in or proximate to the building the Fire Safety / Emergency Action Plan Director must make an assessment of the situation and determine when it would be best to order occupants to shelter-in-place to ensure their safety. This assessment must consider the nature of the incident or threat, ex. Intentional or accidental, the location the type of biological substance if known, the potential for dissipation and the need for decontamination of occupants. Shelter-in-place will normally provide the greatest degree of protection to occupants against a biological incident or release in the halls and common areas of the building where an evacuation or in-building relocation would expose occupants to contamination. Situations may involve information received from law enforcement or health officials regarding a biological incident or release proximate to the building, dispersal of suspicious powdery substances or letters purporting to contain anthrax.

- The FS/EAP Director will ensure notification is made to 911.
- Implementation of shelter-in-place procedures will be signaled by an alert tone followed by an announcement instructing persons to remain in the building at their work locations.
- Occupants will be informed of what has occurred, the location of occurrence, the response the Fire Safety / Emergency Action Plan Director is implementing and why this action is necessary.
- Information will be provided by way of an announcement from the fire command console.
 - Occupants may also be informed by telephone, warden phone, e-mail or in person by a member of the Fire Safety / Emergency Action Plan Staff.
- EAP Staff members will don vests and / or hats identifying him / herself as a member of the EAP Staff.
 - Hats and / or vests will be stored at the Fire Command Console.
- Fire Safety/Emergency Action Plan Wardens and Deputy Wardens will inform all occupants within their company's facility to remain where they are until otherwise instructed.

- When ordered to shelter-in-place building occupants must:
 - Follow directions from the Fire Safety/Emergency Action Plan Director, Fire Safety/Emergency Action Plan Wardens and Deputy Wardens.
 - Ensure that visitors and guests within their facility remain there.
 - Keep conversation and noise to a minimum to ensure that announcements and instructions can be heard.
 - Ensure they are accounted for by their company if they are in another area of the building when shelter-in-place is implemented.

- Remain within their work area until it is safe to leave or a threat to their safety develops in that area.
 - Fire Safety / Emergency Action Plan Wardens or Deputy Wardens will inform the Fire Safety / Emergency Action Plan Director immediately of any hazard(s) within shelter-in-place locations.
- This procedure will remain in effect until the immediate threat has been addressed or it becomes necessary to implement in-building relocation or evacuation procedures.
- For information regarding building occupants who require assistance, see Appendix A, Table 11.

6.1.1.2 Building Components or Systems: (refer to Table 7)

6.1.1.2.1 Access to and egress from the building, including entrances, exits and stairwells.

- Shelter-in-place is designed to provide and maintain the building as a safe area to prevent occupants from being exposed to harmful substances.
- For a biological incident or release occurring outside the building, persons will not be allowed entry to the building once a shelter-in-place has been implemented.
- Based upon their design and location, these exits were identified as providing the greatest degree of protection against contamination in the building as individuals are let out.
- For a biological incident or release occurring inside the building, persons will not be allowed entry to the building once a shelter-in-place has been implemented.
- Egress points may be changed based upon the nature and location of the incident or release so as not to expose occupants to harmful substances.

6.1.1.2.2 Elevator operation. See section 5.1.1.2.2

6.1.1.2.3 Ventilation system operation.

When a biological incident or release occurs in or proximate to the building:

- Building fan and air handling systems will be shut down when there is the potential for intake or circulation of harmful substances.
- Fire Safety/Emergency Action Plan Wardens and Deputy Wardens or tenant facility managers will be made aware of any airborne hazard and advised to consider shutting off any supplemental air conditioning or air handling systems under their control.
 - This is particularly important regarding HVAC systems that draw air from outside the building.
- The EAP Director and Brigade will assess circumstances and determine if and when HVAC systems can be safely restarted.

6.1.1.2.4 Openable windows. See section 5.1.1.2.4

- 6.1.1.2.5 Interior doors, including fire doors.
See section 5.1.1.2.5
- 6.1.1.2.6 Electrical, natural gas, steam and other utility operations
See section 5.1.1.2.6
- 6.1.1.2.7 Fuel oil storage systems and associated pumps and piping
See section 5.1.1.2.7

6.1.2 In-Building Relocation

6.1.2.1 General Procedures.

In the event of a biological incident or release in or proximate to the building the Fire Safety / Emergency Action Plan Director must make an assessment of the situation and determine when it would be best to order occupants to in-building-relocate to ensure their safety. This assessment must consider the nature of the incident or threat, ex. Intentional or accidental, the location, the type of biological substance if known, the potential for dissipation and the need for decontamination of occupants. In-building relocation will be ordered when occupants are endangered in their work locations but would face a greater threat to their health and safety should they exit the building. In-building relocation normally should not be implemented after any occupants have been exposed to a biological agent. This procedure will usually result in a large number of persons together in a confined and enclosed area providing the potential for persons who have not been exposed to come into contact with contaminated individuals.

- The FS/EAP Director will ensure notification is made to 911.
- Implementation of an in-building relocation will be signaled by an alert tone followed by an announcement instructing persons to move to the designated in-building relocation areas for their floor.
- Occupants will be informed of what has occurred, the location of occurrence, the response the Fire Safety / Emergency Action Plan Director is implementing and why this action is necessary.
- Information will be provided by way of an announcement from the fire command console.
 - Occupants may also be informed by telephone, warden phone, e-mail or in person by a member of the Fire Safety / Emergency Action Plan Staff.
- EAP Staff members will don vests and / or hats identifying him / herself as a member of the EAP Staff.
 - Hats and / or vests will be stored at the Fire Command Console.
- Fire Safety/Emergency Action Plan Wardens and Deputy Wardens will direct occupants to the designated in-building relocation area for the floor they are on.
- Upon being ordered to in-building-relocate building occupants must:
 - Follow directions from the Fire Safety/Emergency Action Plan Director, Fire Safety/Emergency Action Plan Wardens and Deputy Wardens.
 - Remain calm and move quickly without running.
 - Ensure that visitors and guests within their facility are directed to proper in-building relocation area
 - Close doors to their work area as they leave.

- Keep conversation and noise to a minimum to ensure that announcements and instructions can be heard.
- Ensure they are accounted for by their company after they have relocated.
- Remain at the in-building relocation area until being informed it is safe to leave or a threat to their safety develops in that area.
 - Fire Safety / Emergency Action Plan Wardens or Deputy Wardens will inform the Fire Safety / Emergency Action Plan Director immediately of any hazard(s) at in-building relocation area.
- This procedure will remain in effect until the immediate threat has been addressed or it becomes necessary to implement evacuation procedures.
- For information regarding building occupants who require assistance, see Appendix A, Table 11.

6.1.2.2 Specific In-Building Relocation Requirements

6.1.2.2.1 Designated in-building relocation areas.
See section 5.1.2.2.1

6.1.2.2.2 Designated routes by which building occupants would be directed to in-building relocation areas.
See section 5.1.2.2.2

6.1.2.2.3 Procedures for accounting for building occupants after completing in-building relocation.
See section 5.1.2.2.3

6.1.2.3 Building Components: (refer to Table 7)

6.1.2.3.1 Access to and egress from the building, including entrances, exits and stairwells.

- Access to the building may be limited or denied entirely if such access interferes with in-building relocation procedures.
- Egress points as well as all stairwells will remain open and accessible as long as they are still safe to use.
- Occupants will be alerted as to any stairwells or exits that are unavailable as a result of a release of harmful substances.
 - Occupants will be informed by PA announcement, telephone, warden phone, e-mail or in person by a member of the Fire Safety / Emergency Action Plan Staff.

6.1.2.3.2 Elevator operation.
See section 5.1.1.2.2

6.1.2.3.3 Ventilation system operation.
See section 6.1.1.2.3

6.1.2.3.4 Openable windows.
See section 5.1.1.2.4

- 6.1.2.3.5 Interior doors, including fire doors.
See section 5.1.2.3.5
- 6.1.2.3.6 Electrical, natural gas, steam and other utility operations.
See section 6.1.1.2.6
- 6.1.2.3.7 Fuel oil storage systems and associated pumps and piping
See section 5.1.1.2.7

6.1.3 Partial Evacuation

6.1.3.1 General Procedures.

In the event of a biological incident or release in or proximate to the building the Fire Safety / Emergency Action Plan Director must make an assessment of the situation and determine when it would be best to order a partial evacuation of the building to ensure occupant safety. This assessment must consider the nature of the incident or threat, ex. Intentional or accidental, the location the type of biological substance if known, the potential for dissipation and the need for decontamination of occupants. Partial evacuation will be ordered when occupants in a limited or specific area of the building would be endangered if they remained in the building. Circumstances may involve a biological incident or release within a limited area of the building where occupants in that area have already been exposed to a biological agent or will be if they remain.

- The FS/EAP Director will ensure notification is made to 911.
- Implementation of a partial evacuation will be signaled by an alert tone followed by an announcement indicating the floor(s) or area of the building to be evacuated
- Occupants will be informed of what has occurred, the location of occurrence, the response the Fire Safety / Emergency Action Plan Director is implementing and why this action is necessary.
- Information will be provided by way of an announcement from the fire command console.
 - Occupants may also be informed by telephone, e-mail or in person by a member of the Fire Safety / Emergency Action Plan Staff.
- EAP Staff members will don vests and / or hats identifying him / herself as a member of the EAP Staff.
 - Hats and / or vests will be stored at the Fire Command Console.
- Fire Safety/Emergency Action Plan Wardens and Deputy Wardens will direct occupants on affected floors to the primary exit route for that floor.
 - Evacuation will commence with floor(s) directly affected by the explosion and expanded to endangered floors above and below as necessary.
- When ordered to evacuate building occupants must:
 - Follow directions from the Fire Safety/Emergency Action Plan Director, Fire Safety/Emergency Action Plan Wardens and Deputy Wardens.
 - Remain calm and move quickly without running.
 - Only take essential items such as a coat, medication or items required for travel home.
 - Ensure that visitors and guests within their facility are directed to proper exit routes.
 - Keep conversation and noise to a minimum to ensure that announcements and instructions can be heard.
 - Not re-enter the building until being informed it is safe to do so by the

- Fire Safety/Emergency Action Plan Director.
 - Make sure they are accounted for by their company after they have evacuated the building.
 - Follow directions from emergency response personnel.
- Fire Safety/Emergency Action Plan Staff members should be posted at each exit point, at the bottom of stairwells emptying into the lobby and street level.
- Staff members will facilitate evacuation by flattening revolving doors and directing persons away from the building to allow for continuous movement of occupants out exit doors.
- EAP Staff members posted on the sidewalk should be equipped with bullhorns.
- Evacuation will be out and away from the building.
- Upon exiting the building occupants will normally be directed to the primary assembly area for the building.
- Occupants will not be allowed to return to the building until the Fire Safety/Emergency Action Plan Director deems it safe for them to do so.
- For information regarding building occupants who require assistance, see Appendix A, Table 11.

6.1.3.2 Specific Partial Evacuation Requirements

6.1.3.2.1 Location of exits, stairwells and elevators.
See section 5.1.3.2.1

6.1.3.2.2 Primary and alternate exit routes.
See section 5.1.3.2.2

6.1.3.2.3 Assembly areas.
See Appendix A Table 10

Assembly areas are of a size and a sufficient distance from the building to: allow for the continuous flow of persons exiting the building, provide protection from the emergency situation which necessitated the evacuation and facilitate accounting for persons who have evacuated affected areas of the building. These areas will allow for decontamination and medical treatment that evacuees may require.

The Fire Safety / Action Plan Director must consider the exposure of persons involved.

- Should the evacuation involve both contaminated and non contaminated areas of the building then, evacuees who have been, or were likely to have been, exposed to a biological agent will be directed to the primary assembly area.
 - Evacuees who have not been exposed will be directed to leave the area by any safe means.
- When doubt exists as to exposure, or persons are similarly exposed, all evacuees will be directed to the primary assembly area.
- When a partial evacuation has been ordered an available Fire Safety / Emergency Action Plan Staff member should be sent to the primary and alternate assembly areas as soon as possible if it is safe to do so.
 - The staff members will advise the Fire Safety / Emergency Action Plan Director as to the condition of the assembly areas, the staff should avoid direct contact with evacuees.

- In the event the primary area were unavailable, ex. Overcrowding, scheduled event at location, threat to area or closed by authorities evacuees will be directed to the alternate assembly area or instructed to leave the area by any safe means if the alternate area were also unavailable.

6.1.3.2.4 Procedures of accounting for building occupants after completing a partial evacuation.
See section 5.1.3.2.4

6.1.3.3 Building Components: (refer to Table 7)

6.1.3.3.1 Access to and egress from the building, including entrances, exits and stairwells.
See section 5.1.3.3.1

6.1.3.3.2 Elevator operation.
See section 5.1.2.3.2

6.1.3.3.3 Ventilation system operation.
See section 5.1.3.3.3.

6.1.3.3.4 Openable windows.
See section 5.1.1.2.4

6.1.3.3.5 Interior doors, including fire doors.
See section 5.1.2.3.5

6.1.3.3.6 Electrical, natural gas, steam and other utility operations.
See section 6.1.1.2.6

6.1.3.3.7 Fuel oil storage systems and associated pumps and piping
See section 5.1.1.2.7

6.1.4 Evacuation

6.1.4.1 General Procedures.

In the event of a biological incident or release in or proximate to the building the Fire Safety / Emergency Action Plan Director must make an assessment of the situation and determine when it would be best to order an evacuation of the building to ensure occupant safety. This assessment must consider the nature of the incident or threat, ex. Intentional or accidental, the location and the type of biological substance if known. Evacuation will be ordered when necessary to prevent or minimize exposure of occupants to harmful substances in the building. Circumstances may involve a release or incident involving a large area of the building or one which cannot be contained. Numerous threats throughout the building or an incident the origin of which is unknown would likely require an evacuation.

- The FS/EAP Director will ensure notification is made to 911.

- An evacuation order will be signaled by an alert tone followed by an announcement instructing all persons to leave the building.
- Occupants will be informed of what has occurred, the location of occurrence, the response the Fire Safety / Emergency Action Plan Director is implementing and why this action is necessary. Information will be provided by way of an announcement from the fire command console.
 - Occupants may also be informed by telephone, e-mail or in person by a member of the Fire Safety / Emergency Action Plan Staff.
- EAP Staff members will don vests and / or hats identifying him / herself as a member of the EAP Staff.
 - Hats and / or vests will be stored at the Fire Command Console.
- Fire Safety/Emergency Action Plan Wardens and Deputy Wardens will direct occupants on affected floors to the primary exit route for that floor. Evacuation will commence with floor(s) directly affected by the biological incident or release and expanded to all other floors of the building.
- When ordered to evacuate building occupants must:
 - Follow directions from the Fire Safety/Emergency Action Plan Director, Fire Safety/Emergency Action Plan Wardens and Deputy Wardens.
 - Remain calm and move quickly without running.
 - Only take essential items such as a coat, medication or items required for travel home.
 - Ensure that visitors and guests within their facility are directed to proper exit routes.
 - Keep conversation and noise to a minimum to ensure that announcements and instructions can be heard.
 - Not re-enter the building until being informed it is safe to do so by the Fire Safety/Emergency Action Plan Director.
 - Make sure they are accounted for by their company after they have evacuated the building.
- Fire Safety/Emergency Action Plan Staff members will be posted at each exit point, at the bottom of stairwells emptying into the lobby and street level.
- Staff members will facilitate evacuation by flattening revolving doors and directing persons away from the building to allow for continuous movement of occupants out exit doors.
- EAP Staff members posted on the sidewalk should be equipped with bullhorns.
- Evacuation will be out and away from the building.
- Upon exiting the building occupants will normally be directed to the primary assembly area for the building
- Occupants will not be allowed to return to the building until the Fire Safety/Emergency Action Plan Director deems it safe for them to do so.
- For information regarding building occupants who require assistance, see Appendix A, Table 11.

6.1.4.2 Specific Evacuation Requirements

- 6.1.4.2.1 Location of exits, stairwells and elevators.
See section 5.1.3.2.1

- 6.1.4.2.2 Primary and alternate exit routes.
See section 5.1.3.2.2
- 6.1.4.2.3 Assembly areas.
See section 5.1.3.2.3.
- 6.1.4.2.4 Procedures for accounting for building occupants after completing an evacuation.
See section 5.1.3.2.4

6.1.4.3 Building Components: (refer to Table 7)

- 6.1.4.3.1 Access to and egress from the building, including entrances, exits and stairwells.
See section 5.1.3.3.1
- 6.1.4.3.2 Elevator operations.
See section 5.1.2.3.2
- 6.1.4.3.3 Ventilation system operation.
See section 5.1.3.3.3
- 6.1.4.3.4 Openable windows.
See section 5.1.1.2.4
- 6.1.4.3.5 Interior doors, including fire doors.
See section 5.1.2.3.5
- 6.1.4.3.6 Electrical, natural gas, steam and other utility operations.
See section 6.1.1.2.6
- 6.1.4.3.7 Fuel oil storage systems and associated pumps and piping.
See section 5.1.1.2.7

6.2 Set forth the procedures that will be implemented at times other than regular business hours, if different from those set forth above.

See section 5.2

7. Emergency Action Plan for a Chemical Incident or Release

7.1.1 Shelter-In-Place

7.1.1.1 General Procedures.

In the event of a chemical incident or release or the threat thereof in or proximate to the building the Fire Safety / Emergency Action Plan Director must make an assessment of the situation and determine when it would be best to order occupants to shelter-in-place to ensure their safety. This assessment must consider the nature of the incident or threat, ex. Intentional or accidental, the location and the type of chemical if known and the fact that movement of persons throughout the building can easily serve to dissipate harmful chemicals or fumes. Shelter-in-place will be instituted in response a chemical incident or release in the halls and common areas of the building where an evacuation or in-building relocation would likely expose occupants to contamination.

- Indications of a chemical incident or release may include:
 - Unusual or unpleasant odors combined with physical effects such as dizziness, nausea, itching, difficulty breathing or a burning feeling of the skin or eyes.
 - More than one individual unconscious with no sign of physical injury.
 - Downwind pattern of injuries.
 - Explosions that only damage the package or container that held them.
- Implementation of shelter-in-place procedures will be signaled by an alert tone followed by an announcement instructing persons to remain in the building at their work locations.
- The FS/EAP Director will ensure notification is made to 911.
- Occupants will be informed of what has occurred, the location of occurrence, the response the Fire Safety / Emergency Action Plan Director is implementing and why this action is necessary.
- Information will be provided by way of an announcement from the fire command console.
 - Occupants may also be informed by telephone, warden phone, e-mail or in person by a member of the Fire Safety / Emergency Action Plan Staff.
- EAP Staff members will don vests and / or hats identifying him / herself as a member of the EAP Staff.
 - Hats and / or vests will be stored at the Fire Command Console.
- Fire Safety/Emergency Action Plan Wardens and Deputy Wardens will inform all occupants within their company's facility to remain where they are until otherwise instructed.
- When ordered to shelter-in-place building occupants must:
 - Follow directions from the Fire Safety/Emergency Action Plan Director, Fire Safety/Emergency Action Plan Wardens and Deputy Wardens.
 - Remain within their work area until it is safe to leave or until an evacuation or in-building relocation is ordered.
 - Ensure that visitors and guests within their facility remain there.
 - Keep conversation and noise to a minimum to ensure that announcements and instructions can be heard.
 - Ensure they are accounted for by their company if they are in another area of the building when shelter-in-place is implemented.

- Remain within their work area until it is safe to leave or a threat to their safety develops in that area.
 - Fire Safety / Emergency Action Plan Wardens or Deputy Wardens will inform the Fire Safety / Emergency Action Plan Director immediately of any hazard(s) within shelter-in-place locations.
- This procedure will remain in effect until the immediate threat has been addressed or it becomes necessary to implement in-building relocation or evacuation procedures.

7.1.1.2 Building Components or Systems: (refer to Table 7)

- 7.1.1.2.1 Access to and egress from the building, including entrances, exits and stairwells.
See section 6.1.1.2.1
- 7.1.1.2.2 Elevator operations.
See section 5.1.2.3.2
- 7.1.1.2.3 Ventilation system operation.
See section 6.1.1.2.3
- 7.1.1.2.4 Openable windows.
See section 5.1.1.2.4
- 7.1.1.2.5 Interior doors, including fire doors.
See section 5.1.1.2.5
- 7.1.1.2.6 Electrical, natural gas, steam and other utility operations.
See section 6.1.1.2.6
- 7.1.1.2.7 Fuel oil storage systems and associated pumps and piping.
See section 5.1.1.2.7

7.1.2 In-Building Relocation

7.1.2.1 General Procedures.

In the event of a chemical incident or release in or proximate to the building the Fire Safety / Emergency Action Plan Director must make an assessment of the situation and determine when it would be best to order occupants to in-building-relocate to ensure their safety. This assessment must consider the nature of the incident or threat, ex. Intentional or accidental, the location, the type of chemical if known, the potential for dissipation and the need for decontamination of occupants. In-building relocation will be ordered when occupants are endangered in their work locations but would face a greater threat to their health and safety should they exit the building.

In-building relocation normally should not be implemented after any occupants have been exposed to a chemical agent. This procedure will usually result in a large number of persons together in a confined and enclosed area providing the potential for persons who have not been exposed to come into contact with contaminated individuals. Additionally, placing a number of contaminated

persons together in an enclosed area may create a high concentration of harmful chemicals.

- The FS/EAP Director will ensure notification is made to 911.
- Implementation of an in-building relocation will be signaled by an alert tone followed by an announcement instructing persons to move to the designated in-building relocation areas for their floor.
- Occupants will be informed of what has occurred, the location of occurrence, the response the Fire Safety / Emergency Action Plan Director is implementing and why this action is necessary.
- Information will be provided by way of an announcement from the fire command console.
 - Occupants may also be informed by telephone, warden phone, e-mail or in person by a member of the Fire Safety / Emergency Action Plan Staff.
- EAP Staff members will don vests and / or hats identifying him / herself as a member of the EAP Staff.
 - Hats and / or vests will be stored at the Fire Command Console.
- Fire Safety/Emergency Action Plan Wardens and Deputy Wardens will direct occupants to the designated in-building relocation area for the floor they are on.
- Upon being ordered to in-building-relocate building occupants must:
 - Follow directions from the Fire Safety/Emergency Action Plan Director, Fire Safety/Emergency Action Plan Wardens and Deputy Wardens.
 - Remain calm and move quickly without running.
 - Ensure that visitors and guests within their facility are directed to proper in-building relocation area
 - Close doors to their work area as they leave.
 - Keep conversation and noise to a minimum to ensure that announcements and instructions can be heard.
 - Ensure they are accounted for by their company after they have relocated.
 - Remain at the in-building relocation area until being informed it is safe to leave or a threat to their safety develops in that area.
 - Fire Safety / Emergency Action Plan Wardens or Deputy Wardens will inform the Fire Safety / Emergency Action Plan Director immediately of any hazard(s) at in-building relocation area.
- This procedure will remain in effect until the immediate threat has been addressed or it becomes necessary to implement evacuation procedures.
- For information regarding building occupants who require assistance, see Appendix A, Table 11.

7.1.2.2 Specific In-Building Relocation Requirements

7.1.2.2.1 Designated in-building relocation areas.
See section 5.1.2.2.1

7.1.2.2.2 Designated routes by which building occupants would be directed to in-building relocation areas.
See section 5.1.2.2.2

7.1.2.2.3 Procedures for accounting for building occupants after completing in-building relocation.
See section 5.1.2.2.3

7.1.2.3 Building Components: (refer to Table 7)

7.1.2.3.1 Access to and egress from the building, including entrances, exits and stairwells.
See section 6.1.2.3.1

7.1.2.3.2 Elevator operations.
See section 5.1.1.2.2

7.1.2.3.3 Ventilation system operation.
See section 6.1.1.2.3

7.1.2.3.4 Openable windows.
See section 5.1.1.2.4

7.1.2.3.5 Interior doors, including fire doors.
See section 5.1.2.3.5

7.1.2.3.6 Electrical, natural gas, steam and other utility operations.
See section 5.1.1.2.6

7.1.2.3.7 Fuel oil storage systems and associated pumps and piping.
See section 5.1.1.2.7

7.1.3 Partial Evacuation.

7.1.3.1 General Procedures.

In the event of a chemical incident or release in or proximate to the building the Fire Safety / Emergency Action Plan Director must make an assessment of the situation and determine when it would be best to order a partial evacuation of the building to ensure occupant safety. This assessment must consider the nature of the incident or threat, ex. Intentional or accidental, the location the type of chemical substance if known, the potential for dissipation and the need for decontamination of occupants. Partial evacuation will be ordered circumstances involve a chemical incident or release within a limited area of the building where occupants in that area have already been exposed to a chemical agent or will be if they remain. When deciding on partial evacuation the Fire Safety/Emergency Action Plan Director should be certain that occupants in other areas of the building are not at risk

- The FS/EAP Director will ensure notification is made to 911.
- Implementation of a partial evacuation will be signaled by an alert tone followed by an announcement indicating the floor(s) or area of the building to be evacuated
- Occupants will be informed of what has occurred, the location of occurrence, the response the Fire Safety/ Emergency Action Plan Director is implementing and why this action is necessary.
- Information will be provided by way of an announcement from the fire command console.

- Occupants may also be informed by telephone, e-mail or in person by a member of the Fire Safety / Emergency Action Plan Staff.
- EAP Staff members will don vests and / or hats identifying him / herself as a member of the EAP Staff.
 - Hats and / or vests will be stored at the Fire Command Console.
- Fire Safety/Emergency Action Plan Wardens and Deputy Wardens will direct occupants on affected floors to the primary exit route for that floor.
 - Evacuation will commence with floor(s) directly affected by the explosion and expanded to endangered floors above and below.
- When ordered to evacuate building occupants must:
 - Follow directions from the Fire Safety/Emergency Action Plan Director, Fire Safety/Emergency Action Plan Wardens and Deputy Wardens.
 - Remain calm and move quickly without running.
 - Only take essential items such as a coat, medication or items required for travel home.
 - Ensure that visitors and guests within their facility are directed to proper exit routes.
 - Keep conversation and noise to a minimum to ensure that announcements and instructions can be heard.
 - Not re-enter the building until being informed it is safe to do so by the Fire Safety/Emergency Action Plan Director.
 - Make sure they are accounted for by their company after they have evacuated the building.
 - Follow directions from emergency response personnel.
- Fire Safety/Emergency Action Plan Staff members will be posted at each exit point, at the bottom of stairwells emptying into the lobby and street level.
- Staff members will facilitate evacuation by flattening revolving doors and directing persons away from the building to allow for continuous movement of occupants out exit doors.
- EAP Staff members posted on the sidewalk should be equipped with bullhorns.
- Evacuation will be out and away from the building.
- Upon exiting the building occupants will normally be directed to the primary assembly area for the building
- Occupants will not be allowed to return to the building until the Fire Safety/Emergency Action Plan Director deems it safe for them to do so.
- For information regarding building occupants who require assistance, see Appendix A, Table 11.

7.1.3.2 Specific Partial Evacuation Requirements

7.1.3.2.1 Location of exits, stairwells and elevators.
See section 5.1.3.2.1

7.1.3.2.2 Primary and alternate exit routes.
See section 5.1.3.2.2

7.1.3.2.3 Assembly areas.
See section 6.1.3.2.3

7.1.3.2.4 Procedures of accounting for building occupants after completing a partial evacuation.
See section 5.1.3.2.4

7.1.3.3 Building Components: (refer to Table 7)

7.1.3.3.1 Access to and egress from the building, including entrances, exits and stairwells.
See section 5.1.3.3.1

7.1.3.3.2 Elevator operations.
See section 5.1.2.3.2

7.1.3.3.3 Ventilation system operation.
See section 5.1.3.3.3

7.1.3.3.4 Openable windows.
See section 5.1.1.2.4

7.1.3.3.5 Interior doors, including fire doors.
See section 5.1.2.3.5

7.1.3.3.6 Electrical, natural gas, steam and other utility operations.
See section 5.1.1.2.6

7.1.3.3.7 Fuel oil storage systems and associated pumps and piping.
See section 5.1.1.2.7

7.1.4 Evacuation

7.1.4.1 General Procedures.

In the event of a chemical incident or release in or proximate to the building the Fire Safety / Emergency Action Plan Director must make an assessment of the situation and determine when it would be best to order an evacuation of the building to ensure occupant safety. This assessment must consider the nature of the incident or threat, ex. Intentional or accidental, the location of occurrence and potential for fumes to spread throughout the building and the type of chemical if known. Evacuation will be ordered when necessary to prevent or minimize exposure of occupants to harmful substances in the building. Circumstances may involve a release or incident involving a large area of the building or one which cannot be contained. Numerous threats throughout the building or a large incident, the origin of which is unknown, would likely require an evacuation.

- The FS/EAP Director will ensure notification is made to 911.
- An evacuation order will be signaled by an alert tone followed by an announcement instructing all persons to leave the building.
- Occupants will be informed of what has occurred, the location of occurrence, the response the Fire Safety / Emergency Action Plan Director is implementing and why this action is necessary. Information will be provided by way of an announcement from the fire command console.
 - Occupants may also be informed by telephone, e-mail or in person by a member of the Fire Safety / Emergency Action Plan Staff.

- EAP Staff members will don vests and / or hats identifying him / herself as a member of the EAP Staff.
 - Hats and / or vests will be stored at the Fire Command Console.
- Fire Safety/Emergency Action Plan Wardens and Deputy Wardens will direct occupants on affected floors to the primary exit route for that floor. Evacuation will commence with floor(s) directly affected by the chemical incident or release and expanded to all other floors of the building.
- When ordered to evacuate building occupants must:
 - Follow directions from the Fire Safety/Emergency Action Plan Director, Fire Safety/Emergency Action Plan Wardens and Deputy Wardens.
 - Remain calm and move quickly without running.
 - Only take essential items such as a coat, medication or items required for travel home.
 - Ensure that visitors and guests within their facility are directed to proper exit routes.
 - Keep conversation and noise to a minimum to ensure that announcements and instructions can be heard.
 - Not re-enter the building until being informed it is safe to do so by the Fire Safety/Emergency Action Plan Director.
 - Make sure they are accounted for by their company after they have evacuated the building.
- Fire Safety/Emergency Action Plan Staff members will be posted at each exit point, at the bottom of stairwells emptying into the lobby and street level.
- Staff members will facilitate evacuation by flattening revolving doors and directing persons away from the building to allow for continuous movement of occupants out exit doors.
- EAP Staff members posted on the sidewalk should be equipped with bullhorns.
- Evacuation will be out and away from the building.
- Upon exiting the building occupants will normally be directed to the primary assembly area for the building
- Occupants will not be allowed to return to the building until the Fire Safety/Emergency Action Plan Director deems it safe for them to do so.
- For information regarding building occupants who require assistance, see Appendix A, Table 11.

7.1.4.2 Specific Evacuation Requirements

7.1.4.2.1 Location of exits, stairwells and elevators.
See section 5.1.3.2.1

7.1.4.2.2 Primary and alternate exit routes.
See section 5.1.3.2.2

7.1.4.2.3 Assembly areas.
See section 6.1.3.2.3

7.1.4.2.4 Procedures of accounting for building occupants after completing an evacuation.
See section 5.1.3.2.4

7.1.4.3 Building Components: (refer to Table 7)

7.1.4.3.1 Access to and egress from the building, including entrances, exits and stairwells.
See section 5.1.3.3.1

7.1.4.3.2 Elevator operations.
See section 5.1.2.3.2

7.1.4.3.3 Ventilation system operation.
See section 5.1.3.3.3

7.1.4.3.4 Openable windows.
See section 5.1.1.2.4

7.1.4.3.5 Interior doors, including fire doors.
See section 5.1.2.3.5

7.1.4.3.6 Electrical, natural gas, steam and other utility operations.
See section 6.1.1.2.6

7.1.4.3.7 Fuel oil storage systems and associated pumps and piping.
See section 5.1.1.2.7

7.2 Set forth the procedures that will be implemented at times other than regular business hours, if different from those set forth above.

See section 5.2

8. Emergency Action Plan Procedures for a Nuclear Incident or Release

8.1 Set forth below are the procedures that will be implemented during regular business hours in the event of a nuclear incident or release in or proximate to the building, or the threat thereof.

8.1.1 Shelter-In-Place.

8.1.1.1 General Procedures.

In the event of a nuclear incident or release or the threat thereof in or proximate to the building the Fire Safety / Emergency Action Plan Director must make an assessment of the situation and determine when it would be best to order occupants to shelter-in-place to ensure their safety. Determining the nature and extent of a nuclear incident or release may be difficult or impossible without radiation detection equipment and assistance from emergency responders. Shelter-in-place should be implemented to protect occupants against contact with and contamination from radioactive dust or materials; this is important in the initial stages of an incident occurring in the building and the location and type of nuclear material is not known.

- The FS/EAP Director will ensure notification is made to 911.
- Implementation of shelter-in-place procedures will be signaled by an alert tone followed by an announcement instructing persons to remain in the building at their work locations.
- Occupants will be informed of what has occurred, the location of occurrence, the response the Fire Safety / Emergency Action Plan Director is implementing and why this action is necessary.
- Information will be provided by way of an announcement from the fire command console.
 - Occupants may also be informed by telephone, warden phone, e-mail or in person by a member of the Fire Safety / Emergency Action Plan Staff.
- EAP Staff members will don vests and / or hats identifying him / herself as a member of the EAP Staff.
 - Hats and / or vests will be stored at the Fire Command Console.
- Fire Safety/Emergency Action Plan Wardens and Deputy Wardens will inform all occupants within their company's facility to remain where they are until otherwise instructed or a threat to their safety develops in their work area.
- Fire Safety / Emergency Action Plan Wardens or Deputy Wardens will inform the Fire Safety / Emergency Action Plan Director immediately of any hazard(s) within shelter-in-place locations
- When ordered to shelter-in-place building occupants must:
 - Follow directions from the Fire Safety/Emergency Action Plan Director, Fire Safety/Emergency Action Plan Wardens and Deputy Wardens.
 - Ensure that visitors and guests within their facility remain there.
 - Keep conversation and noise to a minimum to ensure that announcements and instructions can be heard.
 - Ensure they are accounted for by their company if they are in another area of the building when shelter-in-place is implemented.
 - Remain within their work area until it is safe to leave or a threat to their safety develops in that area.

- This procedure will remain in effect until the immediate threat has been addressed or it becomes necessary to implement in-building relocation or evacuation procedures.
- For information regarding building occupants who require assistance, see Appendix A, Table 11.

8.1.1.2 Building Components or Systems: (refer to Table 7)

8.1.1.2.1 Access to and egress from the building, including entrances, exits and stairwells.
See section 6.1.1.2.1

8.1.1.2.2 Elevator operations.
See section 6.1.1.2.2

8.1.1.2.3 Ventilation system operation.
See section 5.1.1.2.3

8.1.1.2.4 Openable windows.
See section 5.1.1.2.4

8.1.1.2.5 Interior doors, including fire doors.
See section 6.1.1.2.5

8.1.1.2.6 Electrical, natural gas, steam and other utility operations.
See section 6.1.1.2.6

8.1.1.2.7 Fuel oil storage systems and associated pumps and piping.
See section 5.1.1.2.7

8.1.2 In-Building Relocation

8.1.2.1 General Procedures

In the event of a nuclear incident or release in or proximate to the building the Fire Safety / Emergency Action Plan Director must make an assessment of the situation and determine when it would be best to order occupants to in-building-relocate to ensure their safety. Determining the nature and extent of a nuclear incident or release may be difficult or impossible without radiation detection equipment and assistance from emergency responders. In-building relocation will be ordered when there is a need to protect occupants from a nuclear incident or release which has occurred outside of the building. Moving occupants to interior areas will provide additional shielding from radiation energy until authorities are able to determine the location and amount of radioactive material released.

In-building relocation normally should not be implemented after any occupants have come in contact with radioactive dust or materials. This procedure will usually result in a large number of persons together in a confined and enclosed area providing the potential for persons who have not been exposed to come into contact with contaminated individuals. Additionally, placing a number of contaminated persons together in an enclosed area may create high levels of radiation.

- The FS/EAP Director will ensure notification is made to 911.
- Implementation of an in-building relocation will be signaled by an alert tone followed by an announcement instructing persons to move to the designated in-building relocation areas for their floor.
- Occupants will be informed of what has occurred, the location of occurrence, the response the Fire Safety / Emergency Action Plan Director is implementing and why this action is necessary.
- Information will be provided by way of an announcement from the fire command console.
 - Occupants may also be informed by telephone, warden phone, e-mail or in person by a member of the Fire Safety / Emergency Action Plan Staff.
- EAP Staff members will don vests and / or hats identifying him / herself as a member of the EAP Staff.
 - Hats and / or vests will be stored at the Fire Command Console.
- Fire Safety/Emergency Action Plan Wardens and Deputy Wardens will direct occupants to the designated in-building relocation area for the floor they are on.
- Upon being ordered to in-building-relocate building occupants must:
 - Follow directions from the Fire Safety/Emergency Action Plan Director, Fire Safety/Emergency Action Plan Wardens and Deputy Wardens.
 - Remain calm and move quickly without running.
 - Ensure that visitors and guests within their facility are directed to proper in-building relocation area
 - Close doors to their work area as they leave.
 - Keep conversation and noise to a minimum to ensure that announcements and instructions can be heard.
 - Ensure they are accounted for by their company after they have relocated.
 - Remain at the in-building relocation area until being informed it is safe to leave or a threat to their safety develops in that area.
 - Fire Safety / Emergency Action Plan Wardens or Deputy Wardens will inform the Fire Safety / Emergency Action Plan Director immediately of any hazard(s) at in-building relocation area.
- This procedure will remain in effect until the immediate threat has been addressed or it becomes necessary to implement evacuation procedures.

8.1.2.2 Specific In-Building Relocation Requirements

8.1.2.2.1 Designated in-building relocation areas.
See section 5.1.2.2.1

8.1.2.2.2 Designated routes by which building occupants would be directed to in-building relocation areas.
See section 5.1.2.2.2

8.1.2.2.3 Procedures for accounting for building occupants after completing in-building relocation.
See section 5.1.2.2.3

8.1.2.3 Building Components: (refer to Table 7)

- 8.1. 2.3.1 Access to and egress from the building, including entrances, exits and stairwells.
See section 6.1.2.3.1
- 8.1. 2.3.2 Elevator operations.
See section 6.1.1.2.2
- 8.1. 2.3.3 Ventilation system operation.
See section 8.1.1.2.3
- 8.1. 2.3.4 Openable windows.
See section 5.1.1.2.4
- 8.1. 2.3.5 Interior doors, including fire doors.
See section 5.1.2.3.5
- 8.1. 2.3.6 Electrical, natural gas, steam and other utility operations.
See section 6.1.1.2.6
- 8.1. 2.3.7 Fuel oil storage systems and associated pumps and piping.
See section 5.1.1.2.7

8.1.3 Partial Evacuation

8.1.3.1 General Procedures.

In the event of a nuclear incident or release in or proximate to the building the Fire Safety / Emergency Action Plan Director must make an assessment of the situation and determine when it would be best to order a partial evacuation of the building to ensure occupant safety. Determining the nature and extent of a nuclear incident or release may be difficult or impossible without radiation detection equipment and assistance from emergency responders. In the event of a nuclear incident or release the location and size of which is apparent and confined, evacuation may be safely limited to affected areas. When deciding on partial evacuation the Fire Safety / Emergency Action Plan Director should be certain that occupants in other areas of the building are not at risk.

- The FS/EAP Director will ensure notification is made to 911.
- Implementation of a partial evacuation will be signaled by an alert tone followed by an announcement indicating the floor(s) or area of the building to be evacuated
- Occupants will be informed of what has occurred, the location of occurrence, the response the Fire Safety / Emergency Action Plan Director is implementing and why this action is necessary.
- Information will be provided by way of an announcement from the fire command console.
 - Occupants may also be informed by telephone, e-mail or in person by a member of the Fire Safety / Emergency Action Plan Staff.
- EAP Staff members will don vests and / or hats identifying him / herself as a member of the EAP Staff.
 - Hats and / or vests will be stored at the Fire Command Console.

- Fire Safety/Emergency Action Plan Wardens and Deputy Wardens will direct occupants on affected floors to the primary exit route for that floor.
 - Evacuation will commence with floor(s) directly affected by the explosion and expanded to endangered floors above and below.
- When ordered to evacuate building occupants must:
 - Follow directions from the Fire Safety/Emergency Action Plan Director, Fire Safety/Emergency Action Plan Wardens and Deputy Wardens.
 - Remain calm and move quickly without running.
 - Only take essential items such as a coat, medication or items required for travel home.
 - Ensure that visitors and guests within their facility are directed to proper exit routes.
 - Keep conversation and noise to a minimum to ensure that announcements and instructions can be heard.
 - Not re-enter the building until being informed it is safe to do so by the Fire Safety/Emergency Action Plan Director.
 - Make sure they are accounted for by their company after they have evacuated the building.
 - Follow directions from emergency response personnel.
- Fire Safety/Emergency Action Plan Staff members will be posted at each exit point, at the bottom of stairwells emptying into the lobby and street level.
- Staff members will facilitate evacuation by flattening revolving doors and directing persons away from the building to allow for continuous movement of occupants out exit doors.
- EAP Staff members posted on the sidewalk should be equipped with bullhorns.
- Evacuation will be out and away from the building.
- Upon exiting the building occupants will normally be directed to the primary assembly area for the building
- Occupants will not be allowed to return to the building until the Fire Safety/Emergency Action Plan Director deems it safe for them to do so.
- For information regarding building occupants who require assistance, see Appendix A, Table 11.

8.1.3.2 Specific Partial Evacuation Requirements

8.1.3.2.1 Location of exits, stairwells and elevators.
See section 5.1.3.2.1

8.1.3.2.2 Primary and alternate exit routes.
See section 5.1.3.2.2

8.1.3.2.3 Assembly areas.
See section 6.1.3.2.3

8.1.3.2.4 Procedures of accounting for building occupants after completing a partial evacuation.
See section 5.1.3.2.4

8.1.3.3 Building Components: (refer to Table 7)

- 8.1.3.3.1 Access to and egress from the building, including entrances, exits and stairwells.
See section 5.1.3.3.1
- 8.1.3.3.2 Elevator operations.
See section 5.1.2.3.2
- 8.1.3.3.3 Ventilation system operation.
See section 5.1.3.3.3
- 8.1.3.3.4 Openable windows.
See section 5.1.1.2.4
- 8.1.3.3.5 Interior doors, including fire doors.
See section 5.1.2.3.5
- 8.1.3.3.6 Electrical, natural gas, steam and other utility operations.
See section 6.1.1.2.6
- 8.1.3.3.7 Fuel oil storage systems and associated pumps and piping.
See section 5.1.1.2.7

8.1.4 Evacuation

8.1.4.1 General Procedures.

In the event of a nuclear incident or release in or proximate to the building the Fire Safety / Emergency Action Plan Director must make an assessment of the situation and determine when it would be best to order an evacuation of the building to ensure occupant safety. Determining the nature and extent of a nuclear incident or release may be difficult or impossible without radiation detection equipment and assistance from emergency responders. Evacuation may be required in response to a nuclear incident or release that affects several areas or a large portion of the building. Information may be received from emergency personnel or news reports indicating radiation levels are such that occupants must leave the building to ensure their safety and health.

- The FS/EAP Director will ensure notification is made to 911.
- An evacuation order will be signaled by an alert tone followed by an announcement instructing all persons to leave the building.
- Occupants will be informed of what has occurred, the location of occurrence, the response the Fire Safety / Emergency Action Plan Director is implementing and why this action is necessary. Information will be provided by way of an announcement from the fire command console.
 - Occupants may also be informed by telephone, e-mail or in person by a member of the Fire Safety / Emergency Action Plan Staff.
- Fire Safety/Emergency Action Plan Wardens and Deputy Wardens will direct occupants on affected floors to the primary exit route for that floor. Evacuation will commence with floor(s) directly affected by the nuclear incident or release and expanded to all other floors of the building.

- When ordered to evacuate building occupants must:
 - Follow directions from the Fire Safety/Emergency Action Plan Director, Fire Safety/Emergency Action Plan Wardens and Deputy Wardens.
 - Remain calm and move quickly without running.
 - Only take essential items such as a coat, medication or items required for travel home.
 - Ensure that visitors and guests within their facility are directed to proper exit routes.
 - Keep conversation and noise to a minimum to ensure that announcements and instructions can be heard.
 - Not re-enter the building until being informed it is safe to do so by the Fire Safety/Emergency Action Plan Director.
 - Make sure they are accounted for by their company after they have evacuated the building.
- Fire Safety/Emergency Action Plan Staff members will be posted at each exit point, at the bottom of stairwells emptying into the lobby and street level.
- Staff members will facilitate evacuation by flattening revolving doors and directing persons away from the building to allow for continuous movement of occupants out exit doors.
- EAP Staff members posted on the sidewalk should be equipped with bullhorns.
- Evacuation will be out and away from the building.
- Upon exiting the building occupants will normally be directed to the primary assembly area for the building
- Occupants will not be allowed to return to the building until the Fire Safety/Emergency Action Plan Director deems it safe for them to do so.

8.1.4.2 Specific Evacuation Requirements.

8.1.4.2.1 Location of exits, stairwells and elevators.
See section 5.1.3.2.1

8.1.4.2.2 Primary and alternate exit routes.
See section 5.1.3.2.2

8.1.4.2.3 Assembly areas.
See section 6.1.3.2.3

8.1.4.2.4 Procedures of accounting for building occupants after completing an evacuation.
See section 5.1.3.2.4

8.1.4.3 Building Components: (refer to Table 7)

8.1.4.3.1 Access to and egress from the building, including entrances, exits and stairwells.
See section 5.1.3.3.1

8.1.4.3.2 Elevator operations.
See section 5.1.2.3.2

- 8.1.4.3.3 Ventilation system operation.
See section 5.1.3.3.3
- 8.1.4.3.4 Openable windows.
See section 5.1.1.2.4
- 8.1.4.3.5 Interior doors, including fire doors.
See section 5.1.2.3.5
- 8.1.4.3.6 Electrical, natural gas, steam and other utility operations.
See section 6.1.1.2.6
- 8.1.4.3.7 Fuel oil storage systems and associated pumps and piping.
See section 5.1.1.2.7

8.2 Set forth the procedures that will be implemented at times other than regular business hours, if different from those set forth above.

See section 5.2

9. Emergency Action Plan for a Natural Disaster

9.1 Set forth below are the procedures that will be implemented during regular business hours in the event of a natural disaster.

9.1.1 Shelter-In-Place

9.1.1.1 General Procedures.

Determining a response to a natural disaster will depend primarily upon the amount of forewarning. The Fire Safety / Emergency Action Plan Director must also consider the extent and nature of the incident as well as damage to the building. It is anticipated that shelter-in-place will be the response to sudden and severe flooding affecting the building. Occupants will be directed to remain in their work locations until waters have receded to safe levels or evacuation by boat or other means can be arranged. All occupants below grade and on the lobby level will have to move to upper floors. Depending on the severity of the flooding the building may lose power, HVAC systems and the use of the fire command console.

- The FS/EAP Director will ensure notification is made to 911.
- Implementation of shelter-in-place procedures will be signaled by an alert tone followed by an announcement instructing persons to remain in the building at their work locations.
- Occupants will be informed of what has occurred, the location of occurrence, the response the Fire Safety / Emergency Action Plan Director is implementing and why this action is necessary.
- Information will be provided by way of an announcement from the fire command console.
 - Occupants may also be informed by telephone, warden phone, e-mail or in person by a member of the Fire Safety / Emergency Action Plan Staff.
- EAP Staff members will don vests and / or hats identifying him / herself as a member of the EAP Staff.
 - Hats and / or vests will be stored at the Fire Command Console.
- Fire Safety/Emergency Action Plan Wardens and Deputy Wardens will inform all occupants within their company's facility to remain where they are until otherwise instructed.
- When ordered to shelter-in-place building occupants must:
 - Follow directions from the Fire Safety/Emergency Action Plan Director, Fire Safety/Emergency Action Plan Wardens and Deputy Wardens.
 - Ensure that visitors and guests within their facility remain there.
 - Keep conversation and noise to a minimum to ensure that announcements and instructions can be heard.
 - Ensure they are accounted for by their company if they are in another area of the building when shelter-in-place is implemented.
 - Remain within their work area until it is safe to leave or a threat to their safety develops in that area
 - Fire Safety / Emergency Action Plan Wardens or Deputy Wardens will inform the Fire Safety / Emergency Action Plan Director immediately of any hazard(s) within shelter-in-place locations

- This procedure will remain in effect until the immediate threat has been addressed or it becomes necessary to implement in-building relocation or evacuation procedures.
- For information regarding building occupants who require assistance, see Appendix A, Table 11.

9.1.1.2 Building Components or Systems: (refer to Table 7)

9.1.1.2.1 Access to and egress from the building, including entrances, exits and stairwells

- During a flood it is possible that all access and egress points may be unavailable.
- Occupants will be alerted as to the condition of exits and stairwells.
- In the event of a flooding condition involving the lobby Fire Safety / Emergency Action Plan Staff will be placed as necessary to prevent occupants from descending to the lobby level

9.1.1.2.2 Elevator operation:

- Elevators will be stopped above the lobby level in the event of flooding conditions

9.1.1.2.3 Ventilation system operation.

- The Fire Safety / Emergency Action Plan Director and engineering staff will determine the need to shut down any HVAC systems.

9.1.1.2.4 Openable windows

See section 5.1.1.2.4

9.1.1.2.5 Interior doors, including fire doors.

- The Fire Safety / Emergency Action Plan Director will assess the need to shut or unlock any interior or fire doors.

9.1.1.2.6 Electrical, natural gas, steam and other utility operations.

See section 5.1.1.2.6

9.1.1.2.7 Fuel oil storage systems and associated pumps and piping.

See section 5.1.1.2.7

9.1.2 In-Building Relocation

9.1.2.1 General Procedures.

Determining a response to a natural disaster will depend primarily upon the amount of forewarning. The Fire Safety / Emergency Action Plan Director must also consider the extent and nature of the incident as well as damage to the building. In-building relocation will primarily be used to address sudden and severe weather involving high winds. In such a situation occupants need to move to interior sections of the building for protection from rapidly developing storms that can cause damage to windows and perimeter areas of the building.

- The FS/EAP Director will ensure notification is made to 911.
- Implementation of an in-building relocation will be signaled by an alert tone followed by an announcement instructing persons to move to the designated in-building relocation areas for their floor.

- Occupants will be informed of what has occurred, the location of occurrence, the response the Fire Safety / Emergency Action Plan Director is implementing and why this action is necessary.
- Information will be provided by way of an announcement from the fire command console.
- Occupants may also be informed by telephone, warden phone, e-mail or in person by a member of the Fire Safety / Emergency Action Plan Staff.
- EAP Staff members will don vests and / or hats identifying him / herself as a member of the EAP Staff.
 - Hats and / or vests will be stored at the Fire Command Console.
- Fire Safety/Emergency Action Plan Wardens and Deputy Wardens will direct occupants to the designated in-building relocation area for the floor they are on.
- Upon being ordered to in-building-relocate building occupants must:
 - Follow directions from the Fire Safety/Emergency Action Plan Director, Fire Safety/Emergency Action Plan Wardens and Deputy Wardens.
 - Remain calm and move quickly without running.
 - Ensure that visitors and guests within their facility are directed to proper in-building relocation area
 - Close doors to their work area as they leave.
 - Keep conversation and noise to a minimum to ensure that announcements and instructions can be heard.
 - Ensure they are accounted for by their company after they have relocated.
 - Remain at the in-building relocation area until being informed it is safe to leave or a threat to their safety develops in that area.
 - Fire Safety / Emergency Action Plan Wardens or Deputy Wardens will inform the Fire Safety / Emergency Action Plan Director immediately of any hazard(s) at in-building relocation area.
- This procedure will remain in effect until the immediate threat has been addressed or it becomes necessary to implement evacuation procedures.
- For information regarding building occupants who require assistance, see Appendix A, Table 11.

9.1.2.2 Specific In-Building Relocation Requirements:

9.1.2.2.1 Designated in-building relocation areas.
See section 5.1.2.2.1

9.1.2.2.2 Designated routes by which building occupants would be directed to in-building relocation areas.
See section 5.1.2.2.2

9.1.2.2.3 Procedures for accounting for building occupants after completing in-building relocation.
See section 5.1.2.2.3

9.1.2.3 Building Components: (refer to Table 7)

9.1.2.3.1 Access to and egress from the building, including entrances, exits and stairwells.

- During a hurricane or tornado all access to and egress from the building may be temporarily suspended.
- Occupants will be advised of the availability of stairwells and exit doors.

9.1.2.3.2 Elevator operation See section 5.1.2.3.2

9.1.2.3.3 Ventilation system operation.

The Fire Safety / Emergency Action Plan Director and Critical Operations staff will assess need to shut down any Heating Ventilation and Air Conditioning (HVAC) systems based upon the nature of the emergency situation.

In the event of a hurricane or tornado HVAC systems may be shut down.

- Fire Safety/Emergency Action Plan Wardens and Deputy Wardens will ensure shut down of HVAC systems, within their tenant space, that are not under the building's control when so ordered by the Fire Safety/Emergency Action Plan Director.
- The Fire Safety/Emergency Action Plan Director will assess the circumstances and determine if and when HVAC systems can be safely restarted.

9.1.2.3.4 Openable windows. See section 6.1.1.2.4

9.1.2.3.5 Interior doors, including fire doors. See section 5.1.2.3.5

9.1.2.3.6 Electrical, natural gas, steam and other utility operations. See section 6.1.1.2.6

9.1.2.3.7 Fuel oil storage systems and associated pumps and piping. See section 5.1.1.2.7

9.1.3 Partial Evacuation.

9.1.3.1 General Procedures.

A partial evacuation normally will be ordered of damage to, or hazardous conditions in a limited area of the building as a result of a natural disaster. The Fire Safety / Emergency Action Plan Director must consider the extent and nature of the incident, the extent of damage to the building and conditions outside of the building. Damage to upper floors of the building from high winds or flooding which affects floors below grade are circumstances that may initiate a partial evacuation.

If a limited area the building were damaged as a result of high winds, flooding or other natural disaster:

- The FS/EAP Director will ensure notification is made to 911.

- Implementation of a partial evacuation will be signaled by an alert tone followed by an announcement indicating the floor(s) or area of the building to be evacuated
- Occupants will be informed of what has occurred, the location of occurrence, the response the Fire Safety / Emergency Action Plan Director is implementing and why this action is necessary.
- Information will be provided by way of an announcement from the fire command console.
 - Occupants may also be informed by telephone, e-mail or in person by a member of the Fire Safety / Emergency Action Plan Staff.
- EAP Staff members will don vests and / or hats identifying him / herself as a member of the EAP Staff.
 - Hats and / or vests will be stored at the Fire Command Console.
- Fire Safety/Emergency Action Plan Wardens and Deputy Wardens will direct occupants on affected floors to the primary exit route for that floor.
 - Evacuation will commence with floor(s) directly affected by the incident and expanded to endangered floors above and below.
- When ordered to evacuate building occupants must:
 - Follow directions from the Fire Safety/Emergency Action Plan Director, Fire Safety/Emergency Action Plan Wardens and Deputy Wardens.
 - Remain calm and move quickly without running.
 - Only take essential items such as a coat, medication or items required for travel home.
 - Ensure that visitors and guests within their facility are directed to proper exit routes.
 - Keep conversation and noise to a minimum to ensure that announcements and instructions can be heard.
 - Not re-enter the building until being informed it is safe to do so by the Fire Safety/Emergency Action Plan Director.
 - Make sure they are accounted for by their company after they have evacuated the building.
 - Follow directions from emergency response personnel.
- Fire Safety/Emergency Action Plan Staff members will be posted at each exit point, at the bottom of stairwells emptying into the lobby and street level.
- Staff members will facilitate evacuation by flattening revolving doors and directing persons away from the building to allow for continuous movement of occupants out exit doors.
- EAP Staff members posted on the sidewalk should be equipped with bullhorns.
- Evacuation will be out and away from the building.
- Upon exiting the building occupants will normally be directed to the primary assembly area for the building
- Occupants will not be allowed to return to the building until the Fire Safety/Emergency Action Plan Director deems it safe for them to do so.
- For information regarding building occupants who require assistance, see Appendix A, Table 11.

9.1.3.2 Specific Partial Evacuation Requirements.

9.1.3.2.1 Location of exits, stairwells and elevators. See section 5.1.3.2.1

9.1.3.2.2 Primary and alternate exit routes.

See section 5.1.3.2.2

9.1.3.2.3 Assembly areas.

- A natural disaster can affect a large number of other buildings in the area and assembly areas are likely to be unavailable due to the disaster which has occurred and crowd conditions from the evacuation of neighboring buildings.
 - Occupants will normally be instructed to leave the area by any safe means.
- See section 5.1.3.2.3 should circumstances require occupants to be directed to assembly areas.

9.1.3.2.4 Procedures of accounting for building occupants after completing a partial evacuation.

See section 5.1.3.2.4

9.1.3.3 Building Components: (refer to Table 7)

9.1.3.3.1 Access to and egress from the building, including entrances, exits and stairwells.

See section 5.1.3.3.1

9.1.3.3.2 Elevator operations.

See section 5.1.3.3.2

9.1.3.3.3 Ventilation system operation.

See section 5.1.3.3.3

9.1.3.3.4 Openable windows.

See section 5.1.1.2.4

9.1.3.3.5 Interior doors, including fire doors.

See section 5.1.2.3.5

9.1.3.3.6 Electrical, natural gas, steam and other utility operations.

See section 6.1.1.2.6

9.1.3.3.7 Fuel oil storage systems and associated pumps and piping.

See section 5.1.1.2.7

9.1.4 Evacuation.

9.1.4.1 General Procedures.

An evacuation may be ordered in advance of a natural disaster to move occupants out of harms way or after the fact as a result of damage to or hazardous conditions in a limited area of the building. In ordering an evacuation before a potential emergency situation, such as a hurricane or flood warning, consideration must be given to the amount of forewarning and the time required for persons to clear the area safely.

In the event of an earthquake powerful enough to cause structural damage to the building, evacuation should be implemented. There exists a high probability for strong aftershocks that may pose further danger to occupants. Engineering staff will assess damage to the building and building systems and advise the Fire Safety / Emergency Action Plan Director of any stairwells or exits that are inaccessible or unsafe for use. Crowd control positions will be activated immediately as it is likely occupants will begin to self-evacuate in this situation.

- The FS/EAP Director will ensure notification is made to 911.
- An evacuation order will be signaled by an alert tone followed by an announcement instructing all persons to leave the building.
- Occupants will be informed of what has occurred, the location of occurrence, the response the Fire Safety / Emergency Action Plan Director is implementing and why this action is necessary. Information will be provided by way of an announcement from the fire command console.
 - Occupants may also be informed by telephone, e-mail or in person by a member of the Fire Safety / Emergency Action Plan Staff.
- EAP Staff members will don vests and / or hats identifying him / herself as a member of the EAP Staff.
 - Hats and / or vests will be stored at the Fire Command Console.
- Fire Safety/Emergency Action Plan Wardens and Deputy Wardens will direct occupants on affected floors to the primary exit route for that floor.
 - Evacuation will commence with floor(s) directly affected by the incident and expanded to all other floors of the building.
- When ordered to evacuate building occupants must:
 - Follow directions from the Fire Safety/Emergency Action Plan Director, Fire Safety/Emergency Action Plan Wardens and Deputy Wardens.
 - Remain calm and move quickly without running.
 - Only take essential items such as a coat, medication or items required for travel home.
 - Ensure that visitors and guests within their facility are directed to proper exit routes.
 - Keep conversation and noise to a minimum to ensure that announcements and instructions can be heard.
 - Not re-enter the building until being informed it is safe to do so by the Fire Safety/Emergency Action Plan Director.
 - Make sure they are accounted for by their company after they have evacuated the building.
- Fire Safety/Emergency Action Plan Staff members will be posted at each exit point, at the bottom of stairwells emptying into the lobby and street level.
- Staff members will facilitate evacuation by flattening revolving doors and directing persons away from the building to allow for continuous movement of occupants out exit doors.
- EAP Staff members posted on the sidewalk should be equipped with bullhorns.
- Evacuation will be out and away from the building.
- Upon exiting the building occupants will normally be directed to the primary assembly area for the building
 - In the event of a large scale emergency such as widespread flooding or an earthquake, which causes evacuation of numerous buildings in the area, occupants should be directed to leave the area as assembly areas will likely be unavailable.

- Occupants will not be allowed to return to the building until the Fire Safety/Emergency Action Plan Director deems it safe for them to do so.
- For information regarding building occupants who require assistance, see Appendix A, Table 11.

9.1.4.2 Specific Evacuation Requirements:

9.1.4.2.1 Location of exits, stairwells and elevators.
See section 5.1.3.2.1

9.1.4.2.2 Primary and alternate exit routes.
See section 5.1.3.2.2

9.1.4.2.3 Assembly areas.
See section 9.1.3.2.3

9.1.4.2.4 Procedures of accounting for building occupants after completing an evacuation.
See section 5.1.3.2.4

9.1.4.3 Building Components: (refer to Table 7)

9.1.4.3.1 Access to and egress from the building, including entrances, exits and stairwells.
See section 5.1.3.3.1

9.1.4.3.2 Elevator operations.
See section 5.1.2.3.2

9.1.4.3.3 Ventilation system operation.
See section 5.1.3.3.3

9.1.4.3.4 Openable windows.
See section 5.1.1.2.4

9.1.4.3.5 Interior doors, including fire doors.
See section 5.1.2.3.5

9.1.4.3.6 Electrical, natural gas, steam and other utility operations.
See section 6.1.1.2.6

9.1.4.3.7 Fuel oil storage systems and associated pumps and piping.
See section 5.1.1.2.7

9.2 Set forth the procedures that will be implemented at times other than regular business hours, if different from those set forth above.

See section 5.2

10. Emergency Action Plan for Other Emergency

10.1 Set forth below are the procedures that will be implemented during regular business hours in the event of a natural disaster.

10.1.1 Shelter-In-Place

10.1.1.1 General Procedures

There are literally dozens of serious incidents that may be included in the EAP. Critical incidents may be caused by dangerous or disgruntled individuals, structural failure, HAZMAT spills, vehicular accidents, pestilence, and many others. However, despite the large number of potential incidents, the only possible responses to these and others emergencies are evacuation (full/partial), relocation and shelter in place. The EAPD and building staff have been trained to assess all emergency situations and apply the appropriate EAP response to that emergency. It is therefore unnecessary to layout those responses to a series of listed “other” emergencies. Each of the required responses has been detailed in the preceding sections of this plan.

In the event that an emergency, other than those previously covered, occurs the EAPD will do the following:

- Verify the incident.
- Call 911.
- Alert key EAP personnel of emergency situation and to don their identifying Apparel.
- Inform and provide direction to building occupants.
- Assess the situation and apply the appropriate EAP provision to the situation.

The following sections will note type of emergency and any additional actions required that are not covered in previous sections.

10.1.1.2 Building Components or Systems: (refer to Table 7)

10.1.1.2.1 Access to and egress from the building, including entrances, exits and stairwells

- In the event of a dangerous individual or group in or near the building, security personnel will be utilized to secure entrances and exits and direct occupants away from areas of danger.
- Announcements will advise occupants of areas to avoid if they have not yet sheltered in place.
- Occupants sheltering in place in response to a dangerous individual or group will be instructed to secure the access to their work areas.

10.1.1.2.2 Elevator operation

- Elevator usage will be assessed by the EAP Director. Recall or manual operation will be directed as the situation requires.
- Elevators may be stopped or recalled to impede access of a dangerous individual or group.

10.1.1.2.3 Ventilation system operation

- The Fire Safety / Emergency Action Plan Director and engineering staff will determine the need to shut down any HVAC systems.

10.1.1.2.4 Openable windows

See section 5.1.1.2.4

10.1.1.2.5 Interior doors, including fire doors

See section 5.1.1.2.5

10.1.1.2.6 Electrical, natural gas, steam and other utility operations

See section 5.1.1.2.6

10.1.1.2.7 Fuel oil storage systems and associated pumps and piping

See section 5.1.1.2.7

10.1.2 In-Building Relocation

10.1.2.1 General Procedures

In the event of an individual outside the building discharging a firearm or other weapon capable of endangering occupants within in the building, persons should be encouraged to use the stairwell in-building relocation areas. These areas are encased in reinforced concrete and provide a greater degree of protection from external threats.

See previous In-building relocation general procedure.

10.1.2.2 Specific In-Building Relocation Requirements:

10.1.2.2.1 Designated in-building relocation areas

See section 5.1.2.2.1

10.1.2.2.2 Designated routes by which building occupants would be directed to in-building relocation areas

See section 5.1.2.2.2

10.1.2.2.3 Procedures for accounting for building occupants after completing in-building relocation

See section 5.1.2.2.3

10.1.2.3 Building Components: (refer to Table 7)

10.1.2.3.1 Access to and egress from the building, including entrances, exits and stairwells

- The Fire Safety / Emergency Action Plan Director will access the need to secure doors.
- Occupants will be advised of the availability of stairwells and exit doors.

10.1.2.3.2 Elevator operation

See section 5.1.2.3.2

10.1.2.3.3 Ventilation system operation

- The Fire Safety / Emergency Action Plan Director and Critical Operations staff will assess need to shut down any Heating Ventilation and Air Conditioning (HVAC) systems based upon the nature of the emergency situation.

10.1.2.3.4 Openable windows
See section 6.1.1.2.4

10.1.2.3.5 Interior doors, including fire doors
See section 5.1.2.3.5

10.1.2.3.6 Electrical, natural gas, steam and other utility operations
See section 6.1.1.2.6

10.1.2.3.7 Fuel oil storage systems and associated pumps and piping
See section 5.1.1.2.7

10.1.3 Partial Evacuation

10.1.3.1 General Procedures

- In the event of long term power loss to part of the building, evacuation of affected areas may be necessary.
- In determining the need for a partial evacuation, the EAP Director should consider the cause and extent of the power loss, the length of time to restoration of power as well as the impact upon occupants who remain in the building.
- EAP Staff members will be equipped with flashlights to assist occupants.

10.1.3.2 Specific Partial Evacuation Requirements

10.1.3.2.1 Location of exits, stairwells and elevators
See section 5.1.3.2.1

10.1.3.2.2 Primary and alternate exit routes
See section 5.1.3.2.2

10.1.3.2.3 Assembly areas

- Occupants should leave the area by any safe means if the power loss is likely to be prolonged or affects a number of other buildings in the area.

10.1.3.2.4 Procedures of accounting for building occupants after completing a partial evacuation
See section 5.1.3.2.4

10.1.3.3 Building Components: (refer to Table 7)

10.1.3.3.1 Access to and egress from the building, including entrances, exits and stairwells

- Access to the building may be limited to those individuals who work in non- affected areas of the building.

- Egress will be maintained from all exits if possible.

10.1.3.3.2 Elevator operations

- EAP Director at the Fire Command Station will communicate with any elevator cars stopped between floors.
- A member of the EAP staff will respond to floors where elevators are stopped and attempt to make contact with persons trapped if intercom system is not functioning.
- Emergency responders and or elevator service company will be notified of condition and location of persons trapped.
- Priority will be given to persons indicating a need for medical attention or severe distress as a result of being stuck.

10.1.3.3.3 Ventilation system operation

See section 5.1.3.3.3

10.1.3.3.4 Openable windows

See section 5.1.1.2.4

10.1.3.3.5 Interior doors, including fire doors

See section 5.1.1.2.5

10.1.3.3.6 Electrical, natural gas, steam and other utility operations

- Engineering staff will attempt to determine the cause of power loss and coordinate with Con Edison in an attempt to determine the duration of the outage.
 - Con Edison phone # 1-800 – 752 – 6633.

10.1.3.3.7 Fuel oil storage systems and associated pumps and piping

See section 5.1.1.2.7

10.1.4 Evacuation

10.1.4.1 General Procedures

In the event of total power loss for a prolonged or indeterminate period of time, a full evacuation will likely be instituted to ensure occupant safety and building security.

10.1.4.2 Specific Evacuation Requirements:

10.1.4.2.1 Location of exits, stairwells and elevators

See section 5.1.3.2.1

10.1.4.2.2 Primary and alternate exit routes

See section 5.1.3.2.2

10.1.4.2.3 Assembly areas

See section 10.1.3.2.3

10.1.4.2.4 Procedures of accounting for building occupants after completing an evacuation

See section 5.1.3.2.4

10.1.4.3 Building Components: (refer to Table 7)

10.1.4.3.1 Access to and egress from the building, including entrances, exits and stairwells

- Access to the building will normally be denied to non EAP Staff member. Egress will be maintained through all exits if possible.

10.1.4.3.2 Elevator operations
See section 10.1.3.3.2

10.1.4.3.3 Ventilation system operation
See section 5.1.3.3.3

10.1.4.3.4 Openable windows
See section 5.1.1.2.4

10.1.4.3.5 Interior doors, including fire doors
See section 10.1.3.3.5

10.1.4.3.6 Electrical, natural gas, steam and other utility operations
See section 10.1.3.3.6

10.1.4.3.7 Fuel oil storage systems and associated pumps and piping
See section 10.1.3.3.7

10.2 Set forth the procedures that will be implemented at times other than regular business hours, if different from those set forth above.

See section 5.2

Description for the Following Tables:

Table 1 thru Table 5 - Confidential Information Intentionally Omitted

Table 6 - Number of Building Occupants, Fire Safety In- Building Relocation Areas & Routes

Table 7 - Confidential Information Intentionally Omitted

Table 8 - In- Building Relocation Areas for EAP

Table 9 - Specific Evacuation Routes for EAP

Table 10 - Assembly Areas for EAP

Table 11 - Occupants Requiring Assistance

Combined Fire Safety/Emergency Action Plan (Appendix A-2)

Combined Table 6

NUMBER OF BUILDING OCCUPANTS, FIRE SAFETY IN-BUILDING RELOCATION AREAS & ROUTES

NUMBER OF BUILDING OCCUPANTS, FIRE SAFETY IN-BUILDING RELOCATION AREAS & ROUTES

Approved Fire Alarm System Rings: FIRE FLOOR & FLOOR ABOVE

Floor <i>(highlight Re-entry floors)</i>	Number of Occupants	When an alarm is heard on the floor, re-locate to the area listed below and designate as the Fire Safety IBRA (In-Building Relocation Area) area must be 3 or more floors below floor alarm floor and be an accessible re-entry floor.	Primary Route e.g. Stair A	Alternate Route e.g. Stair B
PH/ MER	0	Relocate to 50th floor	Stair R	Stair Q
52	0	Relocate to 49th floor	Stair Q	Stair R
51	30	Relocate to 45th floor	Stair R	Stair Q
50 (re-entry)	22	Relocate to 45th floor	Stair Q	Stair R
49 (re-entry)	133	Relocate to 45th floor	Stair R	Stair Q
48	129	Relocate to 45th floor	Stair Q	Stair R
47	176	Relocate to 41st floor	Stair R	Stair Q
46	182	Relocate to 41st floor	Stair Q	Stair R
45 (re-entry)	184	Relocate to 41st floor	Stair R	Stair Q
44	152	Relocate to 41st floor	Stair Q	Stair R
43	98	Relocate to 37th floor	Stair R	Stair Q
42	160	Relocate to 37th floor	Stair Q	Stair R
41 (re-entry)	182	Relocate to 37th floor	Stair R	Stair Q
40	0	Relocate to 37th floor	Stair Q	Stair R
39	0	Relocate to 33rd floor	Stair R	Stair Q
38	53	Relocate to 33rd floor	Stair Q	Stair R
37 (re-entry)	151	Relocate to 33rd floor	Stair R	Stair Q
36	162	Relocate to 33rd floor	Stair Q	Stair R
35	168	Relocate to 33rd floor	Stair R	Stair Q
34	182	Relocate to 29th floor	Stair Q	Stair R
33 (re-entry)	166	Relocate to 29th floor	Stair R	Stair Q
32	175	Relocate to 29th floor	Stair Q	Stair R
31	170	Relocate to 29th floor	Stair R	Stair Q
30	170	Relocate to 26th floor	Stair Q	Stair R

Floor <i>(highlight Re-entry floors)</i>	Number of Occupants	When an alarm is heard on the floor, re-locate to the area listed below and designate as the Fire Safety IBRA (In-Building Relocation Area) area must be 3 or more floors below floor alarm floor and be an accessible re-entry floor.	Primary Route e.g. Stair A	Alternate Route e.g. Stair B
29 (re-entry)	198	Relocate to 26th floor	Stair R	Stair Q
28	175	Relocate to 23rd floor	Stair Q	Stair R
27	160	Relocate to 23rd floor	Stair R	Stair Q
26 (re-entry)	10	Relocate to 23rd floor	Stair Q	Stair R
25	126	Relocate to 19th floor	Stair R	Stair Q
24	210	Relocate to 19th floor	Stair Q	Stair R
23 (re-entry)	228	Relocate to 19th floor	Stair R	Stair Q
22	195	Relocate to 19th floor	Stair Q	Stair R
21	110	Relocate to 15th floor	Stair R	Stair Q
20	110	Relocate to 15th floor	Stair Q	Stair R
19 (re-entry)	0	Relocate to 15th floor	Stair R	Stair Q
18	100	Relocate to 15th floor	Stair Q	Stair R
17	100	Relocate to 10th floor	Stair R	Stair Q
16	100	Relocate to 10th floor	Stair Q	Stair R
15 (re-entry)	100	Relocate to 10th floor	Stair R	Stair Q
14	200	Relocate to 10th floor	Stair Q	Stair R
12	162	Relocate to 6th floor	Stair R	Stair Q
11	150	Relocate to 6th floor	Stair Q	Stair R
10 (re-entry)	150	Relocate to 6th floor	Stair R	Stair Q
9	148	Relocate to 6th floor	Stair S	Stair R
8	664	Relocate to 4th floor	Stair S	Stair Q
7	112	Relocate to 4th floor	Stair S	Stair R
6 (re-entry)	80	Relocate to 4th floor	Stair S	Stair Q
5	85	Relocate to 2nd floor	Stair S	Stair R
4 (re-entry)	120	Evacuate to designated outside assembly area	Stair S	Stair Q
3	100	Evacuate to designated outside assembly area	Stair S	Stair R
2 (re-entry)	100	Evacuate to designated outside assembly area	Stair T	Stair R
1	30	Evacuate to designated outside assembly area	N/A	N/A
P Level	0	Evacuate to designated outside assembly area	Stair U	Stair S
P1 Level	0	Evacuate to designated outside assembly area	Stair U	Stair S
P2 Level	0	Evacuate to designated outside assembly area	Stair U	Stair S
P3 Level	0	Evacuate to designated outside assembly area	Stair U	Stair S
P4 Level	0	Evacuate to designated outside assembly area	Stair U	Stair S

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Table 8

IN-BUILDING RELOCATION AREAS OF EAP

	Location (e.g. 2nd Floor Conference Room)	Protection (check appropriate boxes)	Max occupant capacity (estimated)	Essentials (check appropriate boxes)
	P4 Level Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	P3 Level Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	P2 Level Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	P1 Level Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	P Level Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	1st floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No

	Location (e.g. 2nd Floor Conference Room)	Protection (check appropriate boxes)	Max occupant capacity (estimated)	Essentials (check appropriate boxes)
	2nd floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	3rd floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	4th floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	5th floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	6th floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	7th floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	8th floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	800	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No

	Location (e.g. 2nd Floor Conference Room)	Protection (check appropriate boxes)	Max occupant capacity (estimated)	Essentials (check appropriate boxes)
	9th floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	10th floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	11th floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	12th floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	14th floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	15th floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	16th floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No

	Location (e.g. 2nd Floor Conference Room)	Protection (check appropriate boxes)	Max occupant capacity (estimated)	Essentials (check appropriate boxes)
	17th floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	18th floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	19th floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	280	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	20th floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	21st floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	22nd floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	23rd floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No

	Location (e.g. 2nd Floor Conference Room)	Protection (check appropriate boxes)	Max occupant capacity (estimated)	Essentials (check appropriate boxes)
	24th floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	260	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	25th floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	26th floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	27th floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	28th floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	29th floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	30th floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No

	Location (e.g. 2nd Floor Conference Room)	Protection (check appropriate boxes)	Max occupant capacity (estimated)	Essentials (check appropriate boxes)
	31st floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	32nd floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	33rd floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	34th floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	35th floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	36th floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	37th floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No

	Location (e.g. 2nd Floor Conference Room)	Protection (check appropriate boxes)	Max occupant capacity (estimated)	Essentials (check appropriate boxes)
	38th floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	39th floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	40th floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	41st floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	42nd floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	43rd floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	44th floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No

	Location (e.g. 2nd Floor Conference Room)	Protection (check appropriate boxes)	Max occupant capacity (estimated)	Essentials (check appropriate boxes)
	45th floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	46th floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	47th floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	48th floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	49th floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	50th floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	51st floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No

	Location (e.g. 2nd Floor Conference Room)	Protection (check appropriate boxes)	Max occupant capacity (estimated)	Essentials (check appropriate boxes)
	52nd floor Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No
	PH/MER Elevator Lobby and Adjoining hallway	Windowless Yes No Doors Yes No Other: _____	200	Water Yes No Equipment Yes No Lavatories Yes No Supplies Yes No

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Table 9

SPECIFIC EVACUATION ROUTES FOR EAP

	Floor Number	Exit Routes (e.g. Hallways)	Stairwell Letter / Terminus	Elevator Bank / Terminus
Primary	P4	Normal exit path to stairwells	Stair U /1st floor	N/A
Alternate	P4	Normal exit path to stairwells	Stair S /1st floor	Bank P / Lobby
Primary	P3	Normal exit path to stairwells	Stair U /1st floor	N/A
Alternate	P3	Normal exit path to stairwells	Stair S /1st floor	Bank P / Lobby
Primary	P2	Normal exit path to stairwells	Stair U /1st floor	N/A
Alternate	P2	Normal exit path to stairwells	Stair S /1st floor	Bank P / Lobby
Primary	P1	Normal exit path to stairwells	Stair U /1st floor	N/A
Alternate	P1	Normal exit path to stairwells	Stair S /1st floor	Bank P / Lobby

	Floor Number	Exit Routes (e.g. Hallways)	Stairwell Letter / Terminus	Elevator Bank / Terminus
Primary	P	Normal exit path to stairwells	Stair U /1st floor	N/A
Alternate	P	Normal exit path to stairwells	Stair S /1st floor	Bank P / Lobby
Primary	1 (Street)	Exit to designated outside assembly area(s)	N/A	N/A
Alternate	1 (Street)	Exit to designated outside assembly area(s)	N/A	N/A
Primary	2 (lobby)	Normal exit path to stairwells	Stair T /1st floor	N/A
Alternate	2 (lobby)	Normal exit path to stairwells	Stair R /1st floor	Bank P / Lobby
Primary	3	Normal exit path to stairwells	Stair S /1st floor	N/A
Alternate	3	Normal exit path to stairwells	Stair R /1st floor	Bank A/ 1st floor
Primary	4	Normal exit path to stairwells	Stair S /1st floor	N/A
Alternate	4	Normal exit path to stairwells	Stair Q /1st floor	Bank A/ 1st floor
Primary	5	Normal exit path to stairwells	Stair S /1st floor	N/A

	Floor Number	Exit Routes (e.g. Hallways)	Stairwell Letter / Terminus	Elevator Bank / Terminus
Alternate	5	Normal exit path to stairwells	Stair R /1st floor	Bank A/ 1st floor
Primary	6	Normal exit path to stairwells	Stair S /1st floor	N/A
Alternate	6	Normal exit path to stairwells	Stair Q /1st floor	Bank A/ 1st floor
Primary	7	Normal exit path to stairwells	Stair S /1st floor	N/A
Alternate	7	Normal exit path to stairwells	Stair R /1st floor	Bank A/ 1st floor
Primary	8	Normal exit path to stairwells	Stair S /1st floor	N/A
Alternate	8	Normal exit path to stairwells	Stair Q /1st floor	Bank A/ 1st floor
Primary	9	Normal exit path to stairwells	Stair S /1st floor	N/A
Alternate	9	Normal exit path to stairwells	Stair R /1st floor	Bank A/ 1st floor
Primary	10	Normal exit path to stairwells	Stair R /1st floor	N/A
Alternate	10	Normal exit path to stairwells	Stair Q /1st floor	Bank A/ 1st floor

	Floor Number	Exit Routes (e.g. Hallways)	Stairwell Letter / Terminus	Elevator Bank / Terminus
Primary	11	Normal exit path to stairwells	Stair Q /1st floor	N/A
Alternate	11	Normal exit path to stairwells	Stair R /1st floor	Bank A/ 1st floor
Primary	12	Normal exit path to stairwells	Stair R /1st floor	N/A
Alternate	12	Normal exit path to stairwells	Stair Q /1st floor	Bank A/ 1st floor
Primary	14	Normal exit path to stairwells	Stair Q /1st floor	N/A
Alternate	14	Normal exit path to stairwells	Stair R /1st floor	Bank A/ 1st floor
Primary	15	Normal exit path to stairwells	Stair R /1st floor	N/A
Alternate	15	Normal exit path to stairwells	Stair Q /1st floor	Bank B/ Lobby
Primary	16	Normal exit path to stairwells	Stair Q /1st floor	N/A
Alternate	16	Normal exit path to stairwells	Stair R /1st floor	Bank B/ Lobby
Primary	17	Normal exit path to stairwells	Stair R /1st floor	N/A

	Floor Number	Exit Routes (e.g. Hallways)	Stairwell Letter / Terminus	Elevator Bank / Terminus
Alternate	17	Normal exit path to stairwells	Stair Q /1st floor	Bank B/ Lobby
Primary	18	Normal exit path to stairwells	Stair Q /1st floor	N/A
Alternate	18	Normal exit path to stairwells	Stair R /1st floor	Bank B/ Lobby
Primary	19	Normal exit path to stairwells	Stair R /1st floor	N/A
Alternate	19	Normal exit path to stairwells	Stair Q /1st floor	Bank B/ Lobby
Primary	20	Normal exit path to stairwells	Stair Q /1st floor	N/A
Alternate	20	Normal exit path to stairwells	Stair R /1st floor	Bank B/ Lobby
Primary	21	Normal exit path to stairwells	Stair R /1st floor	N/A
Alternate	21	Normal exit path to stairwells	Stair Q /1st floor	Bank B/ Lobby
Primary	22	Normal exit path to stairwells	Stair Q /1st floor	N/A
Alternate	22	Normal exit path to stairwells	Stair R /1st floor	Bank B/ Lobby

	Floor Number	Exit Routes (e.g. Hallways)	Stairwell Letter / Terminus	Elevator Bank / Terminus
Primary	23	Normal exit path to stairwells	Stair R /1st floor	N/A
Alternate	23	Normal exit path to stairwells	Stair Q /1st floor	Bank B/ Lobby
Primary	24	Normal exit path to stairwells	Stair Q /1st floor	N/A
Alternate	24	Normal exit path to stairwells	Stair R /1st floor	Bank B/ Lobby
Primary	25	Normal exit path to stairwells	Stair R /1st floor	N/A
Alternate	25	Normal exit path to stairwells	Stair Q /1st floor	Bank B/ Lobby
Primary	26	Normal exit path to stairwells	Stair Q /1st floor	N/A
Alternate	26	Normal exit path to stairwells	Stair R /1st floor	Bank B/ Lobby
Primary	27	Normal exit path to stairwells	Stair R /1st floor	N/A
Alternate	27	Normal exit path to stairwells	Stair Q /1st floor	Bank C/ Lobby
Primary	28	Normal exit path to stairwells	Stair Q /1st floor	N/A

	Floor Number	Exit Routes (e.g. Hallways)	Stairwell Letter / Terminus	Elevator Bank / Terminus
Alternate	28	Normal exit path to stairwells	Stair R /1st floor	Bank C/ Lobby
Primary	29	Normal exit path to stairwells	Stair R /1st floor	N/A
Alternate	29	Normal exit path to stairwells	Stair Q /1st floor	Bank C/ Lobby
Primary	30	Normal exit path to stairwells	Stair Q /1st floor	N/A
Alternate	30	Normal exit path to stairwells	Stair R /1st floor	Bank C/ Lobby
Primary	31	Normal exit path to stairwells	Stair R /1st floor	N/A
Alternate	31	Normal exit path to stairwells	Stair Q /1st floor	Bank C/ Lobby
Primary	32	Normal exit path to stairwells	Stair Q /1st floor	N/A
Alternate	32	Normal exit path to stairwells	Stair R /1st floor	Bank C/ Lobby
Primary	33	Normal exit path to stairwells	Stair R /1st floor	N/A
Alternate	33	Normal exit path to stairwells	Stair Q /1st floor	Bank C/ Lobby

	Floor Number	Exit Routes (e.g. Hallways)	Stairwell Letter / Terminus	Elevator Bank / Terminus
Primary	34	Normal exit path to stairwells	Stair Q /1st floor	N/A
Alternate	34	Normal exit path to stairwells	Stair R /1st floor	Bank C/ Lobby
Primary	35	Normal exit path to stairwells	Stair R /1st floor	N/A
Alternate	35	Normal exit path to stairwells	Stair Q /1st floor	Bank C/ Lobby
Primary	36	Normal exit path to stairwells	Stair Q /1st floor	N/A
Alternate	36	Normal exit path to stairwells	Stair R /1st floor	Bank C/ Lobby
Primary	37	Normal exit path to stairwells	Stair R /1st floor	N/A
Alternate	37	Normal exit path to stairwells	Stair Q /1st floor	Bank C/ Lobby
Primary	38	Normal exit path to stairwells	Stair Q /1st floor	N/A
Alternate	38	Normal exit path to stairwells	Stair R /1st floor	Bank C/ Lobby
Primary	39	Normal exit path to stairwells	Stair R /1st floor	N/A

	Floor Number	Exit Routes (e.g. Hallways)	Stairwell Letter / Terminus	Elevator Bank / Terminus
Alternate	39	Normal exit path to stairwells	Stair Q /1st floor	Bank D/ Lobby
Primary	40	Normal exit path to stairwells	Stair Q /1st floor	N/A
Alternate	40	Normal exit path to stairwells	Stair R /1st floor	Bank D/ Lobby
Primary	41	Normal exit path to stairwells	Stair R /1st floor	N/A
Alternate	41	Normal exit path to stairwells	Stair Q /1st floor	Bank D/ Lobby
Primary	42	Normal exit path to stairwells	Stair Q /1st floor	N/A
Alternate	42	Normal exit path to stairwells	Stair R /1st floor	Bank D/ Lobby
Primary	43	Normal exit path to stairwells	Stair R /1st floor	N/A
Alternate	43	Normal exit path to stairwells	Stair Q /1st floor	Bank D/ Lobby
Primary	44	Normal exit path to stairwells	Stair Q /1st floor	N/A
Alternate	44	Normal exit path to stairwells	Stair R /1st floor	Bank D/ Lobby

	Floor Number	Exit Routes (e.g. Hallways)	Stairwell Letter / Terminus	Elevator Bank / Terminus
Primary	45	Normal exit path to stairwells	Stair R /1st floor	N/A
Alternate	45	Normal exit path to stairwells	Stair Q /1st floor	Bank D/ Lobby
Primary	46	Normal exit path to stairwells	Stair Q /1st floor	N/A
Alternate	46	Normal exit path to stairwells	Stair R /1st floor	Bank D/ Lobby
Primary	47	Normal exit path to stairwells	Stair R /1st floor	N/A
Alternate	47	Normal exit path to stairwells	Stair Q /1st floor	Bank D/ Lobby
Primary	48	Normal exit path to stairwells	Stair Q /1st floor	N/A
Alternate	48	Normal exit path to stairwells	Stair R /1st floor	Bank D/ Lobby
Primary	49	Normal exit path to stairwells	Stair R /1st floor	N/A
Alternate	49	Normal exit path to stairwells	Stair Q /1st floor	Bank D/ Lobby
Primary	50	Normal exit path to stairwells	Stair Q /1st floor	N/A

	Floor Number	Exit Routes (e.g. Hallways)	Stairwell Letter / Terminus	Elevator Bank / Terminus
Alternate	50	Normal exit path to stairwells	Stair R /1st floor	Bank D/ Lobby
Primary	51	Normal exit path to stairwells	Stair R /1st floor	N/A
Alternate	51	Normal exit path to stairwells	Stair Q /1st floor	Bank D/ Lobby
Primary	52 (Mech.)	Normal exit path to stairwells	Stair Q /1st floor	N/A
Alternate	52 (Mech.)	Normal exit path to stairwells	Stair R /1st floor	Bank H/ 51st floor

Combined Fire Safety/Emergency Action Plan (Appendix A-2)

Table 10

OUTSIDE ASSEMBLY AREAS FOR EAP

Assembly Area #	1
Location	Rockefeller Park @ Warren St & River Terrace.
Distance from building to assembly area [ft]	1600
Maximum number of persons that assembly area accommodates	5,000
Employers(s)	Wardens & Deputy Wardens from Tenants
Employer(s) procedures to account for building occupants and how such information will be communicated back to the fire command center.	Upon Arriving at the assembly area, floor wardens, with the assistance of the Deputy Wardens shall separate evacuees according to the floors on which the personnel work. Wardens shall hold a roll call for each floor. The Wardens from each floor will transmit this information in-person to the Fire Safety Director or his designee
Assembly Area #	2
Location	Battery Park City Promenade South of the North Cove Marina.
Distance from building to assembly area [ft]	800
Maximum number of persons that assembly area accommodates	5,000
Employers(s)	Wardens & Deputy Wardens from Tenants

Employer(s) procedures to account for building occupants and how such information will be communicated back to the fire command center.

Upon Arriving at the assembly area, floor wardens, with the assistance of the Deputy Wardens shall separate evacuees according to the floors on which the personnel work. Wardens shall hold a roll call for each floor. The Wardens from each floor will transmit this information in-person to the Fire Safety Director or his designee

Combined Fire Safety/Emergency Action Plan (Appendix A-2)

Table 11

Occupants Requiring Assistance

1. The FLS Director will inform any tenant companies with employees requiring assistance of the need to have two co-workers of this individual assigned as buddies.
 - a. Buddies or an FLS Staff member will assist these individuals in an emergency situation.
2. A list of occupants requiring assistance will be prepared and maintained at the fire command console.
3. Elevators will be utilized to evacuate or relocate individuals requiring assistance in a non-fire emergency.
 - a. The freight elevator will be the primary car used in an emergency.
 - b. Floor wardens and deputy floor wardens should direct persons requiring assistance, with any assigned buddies, to the freight elevator area.
 - c. FLS Staff member operating freight elevator will utilize the list of persons requiring assistance and respond to floors with individuals listed.
 - d. Freight elevator will also respond to floors as needed based upon the circumstances.
 - i. Freight elevator will respond by going to the highest listed floor first and then lower floors during descent to lobby.

4. Should elevators be unsafe or unavailable (such as a fire) for use the FLS Director will inform all occupants via the building's public address system.
 - a. Buddies or an FLS Staff member will aid this individual to evacuate (by way of stairways) or in-building relocate.
 - b. Wardens and deputy wardens should inform the FLS Director and assist buddies if additional help is needed.
 - c. The FLS Director will have FLS Staff members respond to help with persons requiring assistance if personnel is available.
 - d. If buddies and/or FLS Staff are unable to provide assistance to any individuals, the FLS Director will make such fact known to the first emergency responders or to 911.
 - i. List of persons requiring assistance will be provided to emergency responders.

Telephone Bomb Threat Checklist

REMEMBER: KEEP CALM. DO NOT GET EXCITED OR EXCITE OTHERS.
KEEP CALLER ON THE PHONE AS LONG AS POSSIBLE. DO NOT HANG UP FIRST!

EXACT TIME: Call Received _____ Terminated _____
TELEPHONE CALL WAS RECEIVED AT: _____

EXACT WORDS OF THE THREAT: _____

QUESTIONS TO ASK CALLER:

- A. When will the bomb explode? _____
- B. Where Located: _____ Floor? _____ Area? _____
- C. What kind of Bomb is it: _____
- D. What does it look like (description)? _____
- E. What will cause it to explode? _____
- F. Did you place the bomb? Why? _____
- G. What is your name and what organization do you represent? _____
- H. Where are you calling from? _____
- I. What is your address? _____

DESCRIPTION OF CALLER: (Check All That Apply)

SEX: Male Female

AGE (Estimated): _____

VOICE: Deep Soft Loud Disguised
 Rough Pleasant Intoxicated Sincere

SPEECH: Rapid Slow Slurred Distinct Distorted
 Impediment Excited Lisp Squeaky Nasal

LANGUAGE: Accent Well Spoken Fair Poor

MANNER: Calm Nervous Deliberate Coherent Incoherent
 Angry Rational Irrational Crying Laughing

Unusual Phrases: _____

Is voice familiar, who did it sound like? _____

BACKGROUND NOISE: (Check All That Apply)

- | | | | |
|--|---------------------------------------|--|---|
| <input type="checkbox"/> Animal Noises | <input type="checkbox"/> House Noises | <input type="checkbox"/> Running Engine | <input type="checkbox"/> Street Noises |
| <input type="checkbox"/> Factory Machinery | <input type="checkbox"/> Airport | <input type="checkbox"/> Background Conversation | <input type="checkbox"/> Office Machinery |
| <input type="checkbox"/> Music | <input type="checkbox"/> Static | <input type="checkbox"/> Horns | <input type="checkbox"/> Traffic |

Other Noises/Remarks: _____

OTHER INFORMATION:

- A. Did the caller indicate knowledge of the facility? If so, how? _____
- B. Is this a listed or unlisted number? _____
- C. Is this a night number? If so, whose? _____

Your Name: _____ Date: _____

Department: _____

GLOSSARY

Assembly area:

A designated area outside of a building to which *building occupants* are directed to report upon implementation of a *partial evacuation* or *evacuation* in accordance with a *fire safety and evacuation plan* or an *emergency action plan*.

Building:

A building subject to the provisions of this section.

Building occupants:

All persons in the building, including office employees, building personnel and visitors.

Critical Operations Staff:

Building personnel or other building occupants designated to remain after the Emergency Action Plan is implemented to perform or shut down critical operations, or perform essential services, before they shelter in place, relocate or evacuate.

Deputy Fire Safety/EAP Director:

One or more employees designated by the owner as qualified and trained to perform the duties of such position in accordance with the requirements of this section.

EAP:

Emergency Action Plan

EAP Drill:

A training exercise by which building occupants are familiarized with and/or practice the procedures for sheltering in place, in-building relocation, partial evacuation or evacuation, in accordance with an Emergency Action Plan.

Fire Safety/ EAP Staff:

The individuals identified in an Emergency Action Plan as responsible for the implementation of such plan, including but not limited to the Fire Safety/EAP Director, Deputy Fire Safety/EAP Director, Fire Safety/EAP Building Evacuation Supervisor, Fire Safety/EAP Wardens, Deputy Fire Safety/EAP Wardens, Fire Safety/ EAP Searchers and members of the Fire Safety/EAP Brigade.

Emergency (Fire or Non-Fire):

An incident involving a fire, an explosion, a biological, chemical, radiological, nuclear or other chemical incident or release, natural disaster, or the threat thereof, or a declaration of emergency by a lawful authority, that requires implementation of a building's *Combined Fire Safety and Evacuation Plan and Emergency Action Plan* to help ensure the safety of the building occupants.

Combined Fire Safety and Evacuation Plan and Emergency Action Plan:

A written plan which sets forth the circumstances and procedures for the sheltering in place, in-building relocation, partial evacuation or evacuation of building occupants in response to an emergency (fire and non-fire).

Evacuation:

The emptying of a building of *all building occupants* in response to a *fire* or an *emergency*.

Fire Drill:

A training exercise by which building occupants evacuate the building or are given instructions on what to do if there is a fire in the building.

Fire Safety/EAP Director:

The employee designated by the owner to perform duties of such position, and who possesses the requisite training and qualifications, as set forth in this section.

In-building relocation:

The controlled movement of *building occupants* from an endangered area of a building to an *in-building relocation area* within the same building in response to a *fire* or an *emergency*.

In-building relocation area:

A designated indoor area within a building to which *building occupants* may be relocated in accordance with a *fire safety and evacuation plan* or an *emergency action plan*.

Neighboring buildings:

Buildings subject to the provisions of this section that are located on either side of a city street, up to a distance of 200 feet apart, unless separated by a barrier to movement, such as a restricted access roadway or railway.

Owner:

The fee owner or lessee of the building, or other person or entity having charge thereof.

Partial evacuation:

The emptying of a building of some but not all *building occupants* in response to a *fire* or an *emergency*.

Regular business hours:

Times of the day and days of the week during which a building will normally be occupied and business conducted, and in all circumstances when the building is occupied by more than one hundred persons above or below the street level or more than a total of five hundred persons in the entire building.

Shelter-In-Place:

The precaution of directing *building occupants* to remain inside the building, at their present locations, in response to a *fire* or an *emergency*.