

EMERGENCY PROCEDURES PLAN

Bridgeside Point

Emergency - 911

Police Department 911

Fire Department 911

Ambulance 911

Hospital UPMC MERCY-(866) 325-1422

Larry A. Wolber, RPA
Senior Property Manager
Newmark Grubb Knight Frank
100 Technology Drive
412.350.0288: 412.350.0290:
lwolberl@ngkf.com



CONTENTS

OVERVIEW..... 3
EMERGENCY PHONE NUMBERS..... 3
FIRE ALARM SYSTEM 3
FLOOR RESPONSE TEAM 4
FLOOR WARDEN RESPONSIBILITIES 4
STAIRWELL MONITOR RESPONSIBILITIES 5
ELEVATOR MONITOR..... 5
SEARCHER..... 6
ASSISTANT TO THE PHYSICALLY IMPAIRED..... 6
FIRE..... 7
FIRE SAFETY REMINDERS..... 8
FIRE PREVENTION TIPS 9
FIRE PREVENTION TIPS (continues) **Error! Bookmark not defined.**
FIRE EXTINGUISHER LOCATION & BASIC OPERATION 11
EARTHQUAKES..... 12
HURRICANES 15
TORNADOS 16
EXPLOSIONS..... 18
NATURAL GAS EMERGENCY 18
MEDICAL EMERGENCIES 19
BOMB THREATS 19
EVACUATION 22
EMERGENCY EVACUATION ASSEMBLY AREAS 23
HVAC RECALL..... 23
ELEVATOR RECALL..... 23
CIVIL DISTURBANCES 23
POWER FAILURE 24
FLOOR RESPONSE TEAM FORM..... 27
PHYSICALLY IMPAIRED INDIVIDUALS 29
BUILDING EMERGENCY PROCEDURES ACKNOWLEDGEMENT FORM 31

APPENDIX

U.S. DEPARTMENT OF HOMELAND SECURITY - ACTIVE SHOOTER.....33



EMERGENCY PROCEDURES

OVERVIEW

The Ownership and Management of Bridgeside Point take Fire and Life Safety very seriously. Our objective is to provide our tenants with a safe and comfortable working environment. With this in mind, this Emergency Procedures Handbook was developed by building management and accepted by the Pittsburgh Fire Bureau-City of Pittsburgh Department.

While the Fire and Life Safety Systems in the building are engineered to ensure the safety of all occupants in the building in the event of an emergency, it is important that all individuals working in the building understand the building's emergency procedures. However, each emergency is unique and sometimes the recommended procedures may not be suitable for all conditions that arise. Therefore, common sense should always be the primary element of any emergency procedure.

Please take the time to familiarize your entire staff with these procedures. If you have any questions regarding these procedures or any of the Fire and Life Safety systems in place at Bridgeside Point, please contact the Management Office at 412.350.0288.

EMERGENCY PHONE NUMBERS

Emergency: 911

Fire Department: 911

Police Department: 911

Management Office: 412.350.0288

After-Hours Emergencies: Facility Manager->Chief Engineer->Local Response Department->Tenant Contact

Poison Control Center: (800) 222-1222

FIRE ALARM SYSTEM

If a smoke detector, sprinkler head, or pull station is activated the horns and strobes will sound and blink only on the fire floor, one floor above, one floor below and the first floor only. All stairwells will sound also.

All elevators will go to the first floor and remain there until the fire system has been reset. There may be residual sound coming for the system between floors. If you do not see the strobes blinking and hear the horns, you do not need to evacuate but stand by.

FLOOR RESPONSE TEAM

At the time of move-in, each tenant is asked to complete the **Floor Response Team Form** (found in at the end this handbook) designating personnel that will be responsible for taking charge in the event of an emergency. It is up to each tenant to assure that this form is updated when designated personnel leave employment of the firm or for other reasons is no longer able to perform the outlined duties of emergency personnel.

While the Management Office may periodically host Floor Response Team training, the general responsibilities are outlined here. It is the responsibility of all Floor Response Team personnel to familiarize themselves with these guidelines as well as all of the building's Emergency Procedures.

There are six primary Floor Response Team positions. They are:

- ◆ **Floor Warden** – Responsible for controlling staff in event of emergency and explaining/overseeing all emergency actions.
- ◆ **Alternate Floor Warden** - Each tenant must designate an Alternate Floor Warden in case the Floor Warden is out of the office when an emergency occurs.
- ◆ **Stairwell Monitor** – At direction of Floor Warden, leads employees to exit stairwells and monitors the safe and efficient evacuation via stairwells.
- ◆ **Elevator Monitor** – Is positioned at elevator banks and ensures that no one uses the elevators during an emergency.
- ◆ **Searcher** – After all personnel have evacuated the suite, the searcher returns to the office suite to ensure that all have in fact evacuated and that there are no injured persons left behind.
- ◆ **Assistant to the Physically Impaired** – Assists any physically impaired individuals during an emergency and/or building evacuation.

FLOOR WARDEN RESPONSIBILITIES

Each member of the building's Floor Response Team has an extremely important job to perform in the event of an emergency. Each Floor Response Team designee should become familiar with the following duties.

- ◆ Appoints personnel to the emergency team and fills all vacant positions.
- ◆ Maintains an updated roster of Floor Response Team personnel.



- ◆ Keeps Management Office updated on any changes in Floor Response Team personnel.
- ◆ Alerts Floor Response Team designees of potential emergencies.
- ◆ Supervises the activities and training of Floor Response Team.
- ◆ Responsible for informing and training Floor Response Team in emergency procedures.
- ◆ Ensures that Floor Response Team knows their assigned duties and locations in case of an emergency.
- ◆ Pre-plans the handling of physically impaired personnel during evacuation.
- ◆ Responsible for the evacuation of Floor Response Team.
- ◆ Responsible for notifying Elevator Monitor to evacuate.

STAIRWELL MONITOR RESPONSIBILITIES

- ◆ Takes position at assigned exits and assists in the evacuation of all personnel.
- ◆ Feels stairwell door with back of hand for heat. If no heat is detected, opens door slowly to inspect stairwell for possible heat and smoke conditions before evacuation.
- ◆ Instructs personnel to form single file lines in stairwell and directs personnel to exit along the right side of the stairwell.
- ◆ Supervises and monitors evacuation flow while remaining calm and encouraging others to remain calm and orderly during evacuation.
- ◆ Remains at exit until Searchers have cleared all personnel for the floor.
- ◆ Instructs personnel to not bring food or drink down stairs. These are refuge areas and must be free of obstacles or spillage.

ELEVATOR MONITOR

- ◆ Under the supervision of the Floor Warden, Elevator Monitors are responsible for ensuring that no one uses the elevators during an emergency.
- ◆ Is positioned at the elevators and directs employees to the nearest stairway.
- ◆ Must be familiar with the building's emergency procedures and the location of all stairwells.



- ◆ Remains at designated post until instructed to evacuate by the Floor Warden.

SEARCHER

- ◆ Under the supervision of the Floor Warden, Searchers are responsible for finding and evacuating all personnel from the floor, specifically from remote areas such as storage rooms, file rooms, coffee/break areas, restrooms, etc.
- ◆ Check all rooms including restrooms, conference rooms, reception areas, offices and remote areas.
- ◆ Close, but do not lock, all doors after you have determined that the room has been evacuated. This is a critical component in assisting to contain the fire.
- ◆ Place a “searched” sticker or note on doors at knee height to indicate a room has been searched and evacuated. (In the event of an actual fire, the floor may be filled with smoke by the time firemen reach it and the lower the “searched” sticker is placed the easier it will be for them to see it.)
- ◆ Advises any remaining personnel on the floor of the emergency and insists on their evacuation.
- ◆ Evacuates non-employees found on the floor.
- ◆ Must be familiar with the building’s Emergency Procedures and the location of all stairwells.

ASSISTANT TO THE PHYSICALLY IMPAIRED

- ◆ Under the supervision of the Floor Warden, the Assistant to the Physically Impaired is responsible for the safe evacuation of any physically impaired personnel.
- ◆ Maintains an up-to-date list of impaired employees and provides to building management. The list must include persons name, disability and specific location (floor and area).
- ◆ Moves all wheelchair bound personnel to the stairwell area and waits with them until emergency personnel arrive.
- ◆ Examples of physical impairments (temporary or permanent):
 - Pregnancy
 - Crutches, Walkers, Wheelchairs
 - Injury



FIRE

IF A FIRE IS DISCOVERED INSIDE YOUR SUITE

1. Advise others and move everyone away from the fire.
2. Confine the fire by closing all doors in the area.
3. Notify the Fire Department (911) and provide the following information:
 - ♦ Building Name – Bridgeside Point
 - ♦ Building Address – 100 Technology Drive Pittsburgh Pa 15219
 - ♦ Nearest Cross Street – 2nd Avenue at Bates Street
 - ♦ Suite Number or Exact Location of Fire
 - ♦ Your call back number

NOTE: Do not hang up until the Emergency Operator does so.

4. Notify the Management Office at 412.350.0288.
5. Attempt to extinguish the fire only under the following conditions:
 - ♦ If the fire is small and can easily be extinguished.
 - ♦ You are familiar with the operation of an extinguisher and it can be done safely.
 - ♦ You have someone with you.
 - ♦ You have your back facing and exit.
6. Proceed to the nearest exit to evacuate. Exit via stairwells; do not use the elevators.
7. Once outside the building, move to a safe refuge area away from the building and Fire Department operations.

NOTE: FIRES NEED FUEL, HEAT AND OXYGEN TO SURVIVE. YOU CAN REDUCE OR EXTINGUISH FIRE BY REMOVING ANY ONE OF THESE ELEMENTS. FOR EXAMPLE, CLOSE DOORS AND USE EXTINGUISHER TO REDUCE OXYGEN, THROW WATER ON THE FIRE TO REDUCE HEAT, AND ELIMINATE FUEL SOURCES BY REMOVING NEARBY PAPER, PLASTICS, AND OTHER FLAMMABLES.

FIRE (CONTINUES)

IF A FIRE IS DISCOVERED OUTSIDE OF YOUR SUITE:

If you are in your suite, smoke or heat is evident in the corridor, and you are not able to exit, proceed as follows:

1. Call 911 and provide the following information:
 - ♦ Building Name –Bridgeside Point
 - ♦ Building Address –100 Technology Drive Pittsburgh Pa 15219
 - ♦ Nearest Cross Street –2nd Avenue at Bates Street
 - ♦ Suite Number or Exact Location of Fire
 - ♦ Your call back number

NOTE: Do not hang up until the Emergency Operator does so.

2. Call the Management Office at 412.350.0288
 - ♦ Report your building number, floor and suite number.
3. **FEEL THE DOOR.** If it is hot or warm, **DO NOT OPEN IT!**
4. **CLOSE AS MANY DOORS AS POSSIBLE BETWEEN YOU AND THE FIRE.**
5. **IF SMOKE ENTERS YOUR SUITE FROM BENEATH THE DOOR**, seal the area with a fire blanket, wet towel or other moist material.
6. **IF SMOKE IN YOUR SUITE BECOMES UNBEARABLE**, break a window for additional oxygen.
7. **IF YOUR TELEPHONE STOPS WORKING**, display brightly colored material from the window. Wave it to make it more visible to rescuers.
8. **DO NOT JUMP!**

FIRE SAFETY REMINDERS

1. Post emergency phone numbers for all employees.
2. Make sure all employees are aware of the location of fire extinguishers and are familiar with how an extinguisher operates.
3. In a fire or other emergency, follow the instruction of your designated Floor Warden and other Emergency Personnel.
4. Never use the elevators.
5. While it is usually advised to go downward in a building during a fire, there are occasions when it may be necessary to go to an upper floor or the roof. For example, if smoke enters the stairwell, you may be driven upwards toward cleaner air.
6. If you encounter smoke, get down on your hands and knees. Air is cleaner and cooler near the floor. Crawl to the nearest stairwell and exit if it is safe to do so.
7. Few people are burned to death in fires. Most fire-related deaths are the result of smoke inhalation, poisonous gas or panic. Panic can be avoided by being well prepared for an emergency. Learn all the emergency procedures as if they were second nature.

FIRE PREVENTION TIPS

EXTENSION CORDS

Extension cords and flexible cords shall not be a substitute for permanent wiring. Extension cords and flexible cords shall not be affixed to structures, extended through walls, ceilings or floors, or under floor coverings, nor shall such cords be subject to environmental damage or physical impact. Extension cords shall be used only with portable appliances. Section 605.5, 2006 International Fire Code.

RE: PORTABLE ELECTRONIC HEATERS (SPACE HEATERS)

Pittsburgh Fire Bureau-City of Pittsburgh Fire Department Code grants the Fire Department the authority to prohibit use of portable heaters in occupancies or situations where such use or operation would present an undue danger to life or property. They are prohibited for several occupancy uses (i.e., health care, ambulatory health care, detention and corrections). However, for office occupancies, the management of an office building can apply for a permit to allow portable electronic heaters, thereby assuming responsibility for inspecting this equipment. The hazards associated with the use of portable electric heaters necessitate the issuance of this permit, which can be revoked if the conditions of the permit are not adhered to. Concerns with portable electronic heaters include:

Every heater has a minimum allowable clearance distance to combustible material that must be strictly adhered to. For ceramic disk and fan-type heaters, this is typically three (3) feet in front of the heater and 1.5 feet on the other three sides and above. Refer to your operator's manual for exact requirements. Heaters can easily ignite paper, cloth and other lightweight material. Heaters that are too close to heavier material, such as wood, carpet and plastic, can reduce their ignition points (temperatures) until a fire occurs after days or even weeks of heater use.

One common location for smaller portable electric heaters is under desks. This is a potentially hazardous place for them. It is difficult to maintain proper clearances. Paper and other highly combustible material can accidentally fall or be kicked into the clearance area around the heater. Also, many of these heaters are not approved for use on carpet.

Even one portable electric heater (typically using more than 1500 watts of electricity) will load a typical office electrical circuit to near capacity. If other electrical devices are on the circuit, a heater can easily overload it. If they do, there is a risk of an electrical wiring fire. The building engineer or a qualified electrician must be consulted to verify that a circuit can handle a portable electric heater.

The use of extension cords with portable electric heaters is discouraged, since the high amount of current they require could melt the cord and start a fire if the extension cord is not of adequate size (gauge).

FIRE PREVENTION TIPS (CONTINUES)

General safety guidelines for portable electronic heaters include:

- ◆ Use of portable heaters that burn fossil fuels or Liquefied Petroleum Gas (LPG) is prohibited.
- ◆ Portable heaters must be tested and approved by FM, UL or any other nationally recognized testing laboratory. At a minimum the heater must be equipped with:
 - A working thermostat designed into it.
 - A tip-over shutdown feature.
 - An overheat-thermal cutoff feature.
- ◆ The heater must be electronically powered and must not take more than 115 volts of electricity to operate.
- ◆ Never leave portable heaters on when you leave the room.
- ◆ NO spliced wire or taped connections.
- ◆ A dirty heater can overheat, resulting in fire.
- ◆ Place the portable electric heater away from paths of egress.
- ◆ Portable heaters with exposed heating elements are prohibited.
- ◆ Each portable electric heater use must be pre-approved by building management/engineering.

We also recommend that the user of a portable electric heater make sure that their heater hasn't been the subject of a safety recall. Many heaters are recalled each year. Check the consumer Product Safety Commission web site at:

<http://www.cpsc.gov/cpscpub/prerel/prerel.html>

ADDITIONAL FIRE PREVENTION TIPS:

1. Replace any electrical cord that has cracked insulation or a broken connector.
2. Do not pinch electrical cords under or behind furniture.
3. Do not run electrical extension cords under chair mats or across doorways where they can be stepped on or chaffed.
4. Leave space for air to circulate around heaters and other heat-producing equipment such as copiers and computer terminals.
5. Turn off or unplug all appliances, including coffee makers and hot plates at the end of each workday.
6. Keep exits, storage areas and stairways free from waste paper, empty boxes, dirty rags and other fire hazards.
7. Know the locations of fire extinguishers in the building and your work area.
8. Remove trash on a regular basis.
9. Close all doors after working hours.
10. Discard all flammable liquids.

11. Observe the building's NO SMOKING policies. Never throw matches or cigarette butts into waste containers (inside or outside of building).

FIRE EXTINGUISHER LOCATION & BASIC OPERATION

Fire extinguishers are located:

- One at each stairwell on every floor (North and South).
- There should also be fire extinguishers in your suite.

All extinguishers in the buildings may be used on fires originating from wood, paper, plastic, grease, oil and electricity.

Please make yourself aware of the location of fire extinguishers on your floor.

OPERATING A FIRE EXTINGUISHER:

- ♦ To open the cabinet, pull the handle to open.
- ♦ Remember the "P-A-S-S" method for effective fire extinguisher use:

P – Pull the safety pin. This is usually the pin with a string attached.

A – Aim the hose, nozzle or horn at the base of the fire.

S – Squeeze the trigger handle

S – Sweep from side to side and watch for the re-flash of the fire.

NOTE: ALWAYS MAINTAIN A THREE-FOOT CLEARANCE AREA AROUND FIRE EQUIPMENT. ONCE THE EQUIPMENT HAS BEEN USED, DO NOT TRY TO RE-HANG IT, EVEN FOR A FEW SECONDS. USED EXTINGUISHER'S SHOULD BE SERVICED IMMEDIATELY!

EARTHQUAKES

Earthquake Preparedness

While the office building is structurally designed to minimize earthquake damage, it is wise for all occupants to be well prepared as well as keenly aware of the earthquake emergency procedures.

The following **SUPPLIES** will be necessary to protect and sustain your employees in the event of an earthquake:

- Food** – stock your office with non-perishable and easy-to-store food products such as dehydrated foods and food bars.
- Water** – keep at least a three-day supply of purified water. It is recommended that you stock two quarts of water per day, per employee.
- Emergency Lighting** – flashlights, flares, light sticks.
- Batteries** – keep a fresh supply.
- Medical** – keep a well-stocked First Aid Kit. Choose kits designed to treat earthquake-related injuries such as heavy bleeding, shock and broken bones.
- Blankets** – lightweight fire and shock retardant emergency blankets.
- Radios** – portable transistor radios with extra batteries and two-way radios.
- Fire Extinguisher**
- Medications** – persons on medication should keep a 72-hour supply in their desk.

Additional Supplies to Consider

- Heavy work gloves
- Hard Hats & Goggles
- Work shoes
- Generator
- Shovels, crowbars
- Catalytic heater
- Dust masks
- Chemical toilets, waste bags, lime
- Water purification tablets
- Sleeping bags & Cots
- Portable stove
- Eating utensils
- Instant ice pack
- Pre-moistened towelettes

During An Earthquake

I. While Earthquake Emergency Procedures are similar to those of a fire, one specific difference should be communicated to all building occupants: Evacuation during fire is highly probable, whereas EVACUATION DURING AN EARTHQUAKE IS NOT PROBABLE.

II. Please adhere to the following safety procedures during an earthquake:

1. Take shelter away from windows and seek protection under tables, desks, or other objects that offer shelter from flying glass and debris.
2. Do not leave the sheltered area or exit the building until the quake is over. Seek safety where you are and leave calmly afterward if evacuation is necessary.
3. Do not dash for exits – stairwells may be unsafe.
4. Never attempt to use elevators during an earthquake. Afterwards, do not use elevators until they are checked for safety.
5. Stay clear of bookcases, file cabinets, windows and other heavy objects.
6. Turn off electrical equipment. Do not be surprised if electricity goes off or alarm systems are activated.
7. Do not smoke or use matches in case of gas leaks. If power fails, use battery operated lights.

III. If you are outside of the building when an earthquake occurs:

1. Move away from buildings, utility wires and poles, debris and areas subject to falling glass.
2. If you are unable to reach a clear area, stand in a doorway or archway.
3. If threatened by falling debris, cover face with one forearm and the back of the head with the other.
4. The most dangerous place to be is on a sidewalk subject to falling debris such as glass and masonry.

After an Earthquake

1. Check for injured persons. **DO NOT** attempt to move a seriously injured person unless they are in immediate danger.
2. **DO NOT** use matches, candles or other open flames.
3. **DO NOT** turn on electrical switches or appliances.
4. Inspect your area for damage. Check for fire. Check utilities for gas and water leaks or electrical shorts. Stay clear of wires that are shorting out.
5. If you smell gas, open all windows. Evacuate the building if possible and report the leak to the Fire Department first, if possible, and then Building Management.
6. Clean up any dangerous spills.
7. Replace telephone receivers to restore communications. However, do not use telephones, except to reach Management Office or the Fire Department.
8. Listen to the radio for emergency reports.



9. **DO NOT** spread false rumors regarding the condition of the building or anything else that may cause panic.
10. Cooperate with Management personnel and Fire Department representatives.
11. Be prepared and stay alert for aftershocks

IV. Checklist for Business Survival following an Earthquake

Businesses face many hurdles in recovering from earthquakes. A key to survival is looking ahead and planning for recovery before an earthquake strikes. The following checklist identifies areas that can reduce the impact of an earthquake by enabling your company to continue normal business operations.

- Make agreements with vendors and suppliers to assure continued business or identify alternate sources in the event your normal vendors are unable to function after an earthquake.
- Develop and maintain inventories for critical supplies, equipment and employee skills.
- Develop a plan for informing clients, the general public and the media about company operations following an earthquake.
- Store duplicates of vital company records and important documents off-site.
- Take steps to “quake proof” your computer facility and equipment.
- Establish contracts with engineers and suppliers to survey damage and perform clean up following an earthquake.
- Develop a plan for business restoration including securing alternate work sites for personnel, restoring damaged utility systems, and controlling access to company facilities.
- Develop alternate marketing strategies for your products or for moving into other markets under post earthquake conditions.
- Create post-earthquake financing and investment strategies to protect corporate assets.
- Make sure your bank is informed about your disaster contingency planning to assure quick response to your post-earthquake needs.
- Review existing inter-company mutual aid agreements to establish what needs might be following an earthquake.

HURRICANES

****IF your building uses another answering service please edit this info**** The Newmark Grubb Knight Frank has a nationwide, 24/7 call center. The NGKF call center can act as a centralized communication center to receive and disseminate building status information during hurricanes. A database of employee and vendor contact information is set up at the call center. The Property Manager will provide the updated status of the property.

In the event a hurricane warning is issued, we have developed the following outline of what steps will be taken at the building to ensure adequate preparation for such a storm. Please review and telephone the management office at 412.350.0288 with any questions.

Upon receipt of a **Hurricane Warning** from the National Hurricane Center, the following procedures shall apply for all tenants.

1. **Evacuation of the building will become effective immediately.**
2. **All building entrances will be closed and secured for the storm. No entry shall be permitted once secure.**

It is the intent of management to have the building completely evacuated within 2 hours after the hurricane warning is issued. Please take the necessary steps to allow for a timely and orderly evacuation.

3. **All vehicles must be removed from the parking garage. We will not be responsible for any damage caused to vehicles left in the parking garage after an evacuation has been ordered.**
4. **Property damage during a hurricane is usually a result of window breakage and flooding from rain or rising water. The greatest threat to an office space will be if a window breaks.**

Tenants are recommended to take the following precautionary measures to protect their property if a window should break in their office space.

All valuables, records, equipment, loose articles, pictures and wall hangings should be removed from perimeter offices having windows and be stored in office areas near the core of the building. All doors leading to the secure area should be closed and locked if possible.

5. Within each office, all electric office machines, telephone equipment, and any copying equipment should be unplugged and moved to a secure area for best possible protection.
6. Furniture should be moved away from the windows. If this is not practical, it should be covered with plastic sheeting tied in place.
7. All blinds should be drawn and closed and all office doors shut and locked.

8. DO NOT PUT TAPE ON THE WINDOWS

No candles or flammable energized lamps are permitted inside the building.

9. As stated in your lease, damage to personal property and business interruption losses are the responsibility of the tenant. Consult your insurance carrier to ensure you are adequately covered and the current deductible is acceptable.

10. Make arrangements for a temporary alternative office site. An alternative office may be necessary in the event the building is closed for an extended period after the storm for safety purposes.

11. **Glass Breakage** – If a glass panel is broken or cracked, please advise the Building Management Office immediately. If the glass cannot be replaced immediately, the building staff will board-up the window with plywood.

12. Tenants should anticipate the building could be closed for extended periods and therefore remove important files and computers.

13. **The building will remain closed until the storm passes, power is restored, and it is safe to return to the building. Please call to obtain the status of the building reopening.**

TORNADOS

Tornado Preparedness

The following **SUPPLIES** will be necessary to protect and sustain your employees in the event that a tornado leaves you temporarily stranded in the office building:

- ❑ **Food** – stock your office with non-perishable and easy-to-store food products such as dehydrated foods and food bars.
- ❑ **Water** – keep at least a three-day supply of purified water. It is recommended that you stock two quarts of water per day, per employee.
- ❑ **Emergency Lighting** – flashlights, flares, light sticks.
- ❑ **Batteries** – keep a fresh supply.
- ❑ **Medical** – keep a well-stocked First Aid Kit. Choose kits designed to treat earthquake-related injuries such as heavy bleeding, shock and broken bones.
- ❑ **Blankets** – lightweight fire and shock retardant emergency blankets.
- ❑ **Radios** – portable transistor radios with extra batteries and two-way radios.
- ❑ **Fire Extinguisher**
- ❑ **Medications** – persons on medication should keep a 72-hour supply in their desk.

Additional Supplies to Consider

- ❑ Heavy work gloves

- ❑ Hard Hats & Goggles
- ❑ Work shoes
- ❑ Generator
- ❑ Shovels, crowbars
- ❑ Catalytic heater
- ❑ Dust masks
- ❑ Chemical toilets, waste bags, lime
- ❑ Water purification tablets
- ❑ Sleeping bags & Cots
- ❑ Portable stove
- ❑ Eating utensils
- ❑ Instant ice pack
- ❑ Pre-moistened towelettes

There are two designations placed on a Tornado: a **WATCH** and a **WARNING**. A Tornado **WATCH** indicates weather conditions are right for a tornado. A Tornado **WARNING** indicates that a tornado has been sighted in the immediate area.

IN THE EVENT OF A TORNADO WATCH

1. Whoever is made aware of the threatening weather should notify the Floor Warden and the Management Office.
2. Floor Warden should alert all staff of the watch.
3. Once you have been notified of the watch, please do the following:
 - ◆ Immediately close the blinds in your office.
 - ◆ Once this is accomplished, stay away from the windows.
 - ◆ Remain at your normal work station.
 - ◆ Tune in any battery operated radios to a station with weather updates.
 - ◆ If possible, you should remain in the building until the weather has cleared.

IN THE EVENT OF A TORNADO WARNING

1. Move away from the perimeter of the building (windowed areas) toward the center of the building and close the doors behind you.
2. Floor Wardens and emergency personnel will direct you towards corridors, stairwells and elevator lobbies.
3. Do not exit these designated areas or use elevators.
4. Protect yourself by placing your head close to your knees and covering your neck with your hands.
5. If you cannot reach a corridor or lobby in time, the next safest place is under a desk, table or chair.
6. Remain in the designated area until an announcement has been made by designated emergency personnel or building management that it is safe to return to your work station.
7. Once everyone has returned to their workstation, Floor Wardens should assist Building Management in accounting for all employees.



8. If anyone has been injured, designated emergency personnel should assist where possible and follow the Medical Emergency Procedures outlined in this Handbook.
9. If any portion of your offices or surrounding building areas has been damaged, please notify Building Management immediately.

EXPLOSIONS

If an explosion occurs, please adhere to the following procedures:

1. **IMMEDIATELY** report the explosion to the Management Office at 412.350.0288. Remain calm and provide the following information:
 - ◆ Your name, location (building and suite number) and phone number.
 - ◆ Your company name.
 - ◆ Exact location of explosion.
 - ◆ Cause (if known) of explosion.
 - ◆ Extent of casualties, and number and type of injuries.
 - ◆ Whether explosion caused fire and if so, location of fire.
2. Evacuate all persons from the area if necessary.
The Management Office will immediately contact the Fire and Police Departments and will dispatch emergency personnel to the scene.

NATURAL GAS EMERGENCY

Please adhere to the following if a natural gas odor is present in the building:

1. Leave the area immediately.
2. Do not stop to turn anything on or off, do not open or close anything. Have all smoking cease immediately, and evacuate out and away from the building as quickly as possible.
3. From a safe area, notify the South Metro Fire Department by dialing 911.
4. Contact Equitable Gas/Peoples, Natural Gas Division at 800.654.6335 and notify them of the situation.
5. Contact the Building Management at 412.350.0288 to have the odor investigated.
6. The individual who discovered the gas leak should identify him/herself to the Fire Department once they are outside the building.
7. Under no circumstances is anyone to return to the building for any reason until the “all clear” is given by the Fire Department.

MEDICAL EMERGENCIES

Should a medical emergency situation develop which requires immediate intervention by trained personnel, proceed as follows:

1. Call 911. Reassure the injured person that help is on the way. Remain calm and provide the following information:
 - ♦ Nature of medical emergency.
 - ♦ Building name and address.
 - ♦ Exact location and name of sick or injured person.

NOTE: Do not hang up until the emergency operator does so.
2. Direct any on-lookers away from the area of the injured person. Clear the area of any objects that might impede the rescue or interfere with emergency personnel.
3. Remain with the victim. **DO NOT** move the victim unless there is immediate danger of further injury. Keep the victim comfortable and warm.
4. Designate a responsible person to do the following:
 - ♦ Wait at the building's main entrance for medical personnel. When they arrive, direct them to the injured person.
 - ♦ Whenever possible, have an elevator standing for the rescue team.

NOTE: CPR training and first aid courses are available through your local American Red Cross and are sometimes offered through the Management Office. All occupants are encouraged to participate.

BOMB THREATS

Bomb threats should always be taken seriously. Do not assume that a bomb threat is a prank call or that they are only made to the Management Office. Anyone can receive a bomb threat and all building occupants should be prepared.

Telephone Bomb Threats

1. The person receiving the call should try to get as much information as possible from the caller and should **WRITE OUT THE MESSAGE EXACTLY AS RECEIVED FROM THE CALLER.**
2. **LISTEN CAREFULLY.** You may be able to help authorities identify the caller, his location, or the location of the explosive by his comments, vocal characteristics and any background noise.
3. Keep the caller on the phone for as long as possible. Ask the caller to repeat the message. Obtain as much information from the caller as possible such as location of bomb, time of detonation, appearance of bomb, and callers' reason for planting the bomb (please see the **Bomb Threat Questionnaire** found at the end of this handbook).
4. Remind the caller that the building is occupied and that the bomb might cause the deaths of innocent people.

5. Once the caller has hung up, immediately contact 911 and provide the following information:
 - ◆ Your name
 - ◆ Your location (building and suite number)
 - ◆ Your phone number
 - ◆ Name of any other person who heard the threat
 - ◆ Name of any employee threatened by the caller and his/her work location
 - ◆ Time the bomb is to detonate if known
 - ◆ Location and description of the bomb if known
 - ◆ Any reason given for planting the bomb
 - ◆ Any other information received from the bomb threat perpetrator
6. Complete the Bomb Threat Questionnaire and provide it to management personnel as soon as possible after the call was received.

Written Bomb Threats

Upon receipt of a written bomb threat:

1. Immediately notify the Management Office.
2. Do not destroy the note.
3. Do not let others handle the note.
4. Turn the note over to building management or emergency personnel.

Personal Receipt of Bomb Threats

When a bomb threat is directed to a specific individual, he/she should immediately search his/her own workstation or office for unidentifiable or suspicious items. Please remember the following:

- ◆ Look for anything out of the ordinary or out of place.
- ◆ Look high and low – not just at eye level.
- ◆ Methodically search from one end of your work area to the other.

Searching Your Suite for a Suspected Bomb

Once a telephone or written bomb threat has been reported to the Management Office, occupants should search their suites for any suspicious packages. Following are some search guidelines:

- ◆ Do not rely on random searches in logical places.
- ◆ Explosives are concealed most easily in areas that have the easiest access
- ◆ Be aware of out of the ordinary articles that are foreign to the area.
- ◆ The bomb is likely to be packaged in a common container such as a shoebox, cigar box, book, grocery bag, athletic bag, airline bag, suitcase or briefcase.
- ◆ Anything that does not belong, such as a book in the restroom, should be considered a suspicious object.

- ◆ When searching individual rooms/offices, start at the outside walls and move towards the center of the room.

NOTE: If a suspicious object is found, **DO NOT TOUCH IT**. Report the finding immediately to your designated emergency personnel and to building management.

Suspicious Packages

Upon the delivery of all packages always be aware and:

- ◆ Do not accept the contents of any container as bona fide simply because it was delivered in a routine manner.
- ◆ Do not assume that container marking and/or appearance is sole evidence of its content, identification or legitimacy.
- ◆ Be aware of packages with incorrect titles or those marked “Confidential” or “Personal”.
- ◆ Do not open any suspicious package. Do not cut any cord, rope or wire on a suspicious package.

Be aware of the following signs that a package may include a bomb:

- ◆ Excessive postage
- ◆ No return address
- ◆ Excessive weight
- ◆ Incorrect titles
- ◆ Restrictive markings (such as “Confidential” or “Personal”)
- ◆ Oily stains or discoloration

Upon Receipt of a Suspicious Package

1. Do not allow anyone to handle the package.
2. Immediately call the Management Office.

SUSPECTED BOMB SAFETY PRECAUTIONS

The following safety precautions will acquaint all occupants with the dangers inherent in a bomb threat, bomb search, discovery and handling of all suspected bombs, or if you have any other reason to suspect a bomb is in the building.

While some of the precautions may seem elementary, do not dismiss them as unimportant. Adequate knowledge of these precautions may save your life as well as the lives of other persons working in or visiting the building.

1. If it is suspected that a bomb is in the building:
 - ◆ Do not use radio equipment to transmit messages.
 - ◆ Do not change lighting conditions.

- ♦ Remove all flammables.
2. Please make only necessary phone calls. Open phone lines are essential to effectively controlling the emergency.
 3. If a suspected bomb is identified:
 - ♦ Do not touch it.
 - ♦ Do not attempt to move or carry it.
 - ♦ Remove all flammable from the area.
 4. During a bomb threat emergency, cooperate with all fire department instructions, including building evacuation.

EVACUATION

In the event of an emergency, it may become necessary to evacuate the office building. All Floor Response Team personnel as well as general personnel should be completely familiar with the following evacuation procedures.

- ♦ In an emergency situation, wait until Building Management or designated Floor Response Team personnel indicated that it is safe and appropriate to evacuate the building.
- ♦ If you are directed to evacuate, closely follow the instructions of all Floor Response Team personnel including Floor Wardens, Elevator Monitors, Searchers and Stairwell Monitors.
- ♦ Do not exit via the elevators.
- ♦ Exit via stairwells only after a Stairwell Monitor has deemed it safe to do so.
- ♦ Familiarize yourself with the location of all stairwell exits; in the event a stairwell is blocked, proceed to an alternate stairwell.
- ♦ Use safe stairwell exit procedures including:
 - Remain calm and quiet.
 - Remove high heeled shoes.
 - Exit in a single file and keep to the right using hand rails.
 - Move quickly, but do not run.
 - Assist those who may have trouble on the stairs or who have been injured.
 - Treat injuries on stairwell landings only and only when safe to do so.
 - Do not bring food or drink with you.

EVACUATING THE INJURED

If you are alone with an injured person who is unable to leave the area unassisted, you may find that a “blanket drag” will provide you with the means to remove the person from the hazardous area. The “drag” can also be accomplished with a coat. If you are unable to carry the person, the “blanket drag” may be your only means of moving the person out of danger.

To get the person onto the blanket, turn the person on his/her side and roll the blanket up, lengthwise, so that when you roll them over to the other side, you can open the blanket. Grasp the corners nearest the head of the injured and pull the person out of the area.

EMERGENCY EVACUATION ASSEMBLY AREAS

The building is equipped with two exit stairwells (South and North). In the event of a building emergency, tenants are encouraged to exit through the nearest stairwell door and should utilize the stairs to exit the building. All persons should evacuate the building through one of the stairwell exits and proceed to the assembly point on the East side of the building structure. In the event of a full building evacuation, a representative from each tenant shall be responsible to report to building management that all people are accounted for. .

HVAC RECALL

All HVAC shuts off with any alarm device activated.

ELEVATOR RECALL

The building's elevator is equipped with elevator recall. Elevator emergency controls are activated in the event of a building alarm. Upon receiving an alarm, all elevators will return to the ground floor and discharge all passengers. The elevator doors will then remain open for use by the South Metro Fire Department. However, if there is a fire in the electrical room and the elevator wires are affected, elevators will become inoperable. If you hear a fire alarm go off, DO NOT use the elevators. If you are in an elevator and an alarm goes off get out of the elevator immediately, if possible.

CIVIL DISTURBANCES

Although riots and civil disturbances are rare, there is still a need for a planned course of action in the event a civil disturbance erupts. Should a disturbance start outside the building, the Management Office will:

- ◆ Secure all building entrances.
- ◆ Notify the police.



- ◆ Notify the tenants.
- ◆ Prevent access to all suites.

In the event that a civil disturbance initiates inside the building:

- ◆ Make sure all occupants are in your office and lock your suite doors including the main entrance. Assign a responsible individual to stand by the entrance door with a key allowing authorized personnel only to enter and leave.
- ◆ Immediately notify the Management Office and provide the following information:
 - Exact location of the disturbance, demonstrators and/or rioters
 - Approximate number of demonstrators or rioters
 - Your name, company name and call back number

POWER FAILURE

In the event of a power Bridgeside Point is equipped with emergency systems which will provide power for emergency lighting, selected elevator service, life and safety security systems and water for the restrooms.

If you experience loss of power in your suite, immediately contact the Management Office. An engineer will be dispatched to assist in restoring power, if the entire building is affected, the Electric Utility Company will be contacted for assistance and building personnel will keep all tenants advised.

If the power failure occurs during daylight hours, open the blinds to utilize available sunlight. This should be avoided, however, in emergency situations where procedures call for closed blinds.

Following is a list of items that all tenants should keep on hand in case an emergency of any kind causes the loss of power:

- ❑ **Emergency Lighting** – flashlights, flares, light sticks.
- ❑ **Batteries** – keep a fresh supply
- ❑ **Blankets** – lightweight fire and shock retardant emergency blankets.
- ❑ **Radios** – portable transistor radios with extra batteries and two-way radios



FLOOR RESPONSE TEAM FORM

Bridgeside Point

SINGLE-TENANT FLOORS

Tenant: _____ Floor #: _____

Phone#: _____

Position

Name

Floor Warden: _____

& Alternate: _____

Stairwell Monitor #1: _____

& Alternate: _____

Stairwell Monitor #2: _____

& Alternate: _____

Elevator Monitor #1: _____



& Alternate: _____

Elevator Monitor #2: _____

& Alternate: _____

Searcher #1: _____

& Alternate: _____

Searcher #2: _____

& Alternate: _____

Assistant to the
Physically Impaired #1 _____

& Alternate: _____

Assistant to the
Physically Impaired #2 _____

& Alternate: _____

Note: *For your safety and the safety of all building tenants, please keep your Floor Response Team list updated.*



FLOOR RESPONSE TEAM FORM

Bridgeside Point

MULTI-TENANT FLOOR

Tenant: _____

Floor # & Suite # _____

Phone#: _____

<u>Position</u>	<u>Name</u>
Floor Warden:	_____
& Alternate:	_____
Stairwell Monitor #1:	_____
& Alternate:	_____
Stairwell Monitor #2:	_____
& Alternate:	_____
Elevator Monitor #1:	_____
& Alternate:	_____



Elevator Monitor #2: _____

& Alternate: _____

Searcher #1: _____

& Alternate: _____

Searcher #2: _____

& Alternate: _____

Assistant to the

Physically Impaired (#1) _____

& Alternate: _____

Assistant to the

Physically Impaired (#2) _____

& Alternate: _____

Note: *For your safety and the safety of all building tenants, please keep your Floor Response Team list updated.*



PHYSICALLY IMPAIRED INDIVIDUALS

Bridgeside Point

Please provide the following information regarding individuals in your office who will require special assistance in case of an emergency.

Tenant Company Name _____

<u>Suite #</u>	<u>Individual</u>	<u>Assigned Assistants</u>	<u>Phone #</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



BUILDING EMERGENCY PROCEDURES ACKNOWLEDGEMENT FORM

Each tenant is required by law to observe and cooperate with the Bridgeside Point Office Building Procedures and to enforce occupant participation in all related training and drills. It is tenant's responsibility to review the Emergency Procedures with all employees and to ensure that the handbook is available for immediate reference in the event of an emergency.

By signing this form, tenant acknowledges the receipt of Bridgeside Point Office Building Emergency Handbook; acknowledges that the information provided is clear; and acknowledges the responsibility to share the contents of the handbook with tenant's entire staff and any new employees that join the company.

Tenant Company Name _____

Authorized Individual

Authorized Signature

Date

Please return this form to the Building Management Office within 30 days of tenancy. Retain one copy for your records.



BOMB THREAT CHECKLIST

Bridgeside Point

CALL 911 IMMEDIATELY: *(If possible, have someone else call 911 during the call.) After calling 911, immediately contact the Building Management Office at 412.350.0288.*

All employees, especially those answering phones, should keep a copy of this checklist on their desk or near their phone at all times in the event a bomb threat is received.

Tenant Company Name: _____

Name of Person Taking Call: _____ **Title:** _____

Date: _____ **Phone number call came in on:** _____

Time call was received: _____

IF POSSIBLE, ASK THE CALLER THE FOLLOWING QUESTIONS:

1. When is the bomb going to explode? _____
2. Where is it right now? _____
3. What will cause the bomb to explode? _____
4. Did you place the bomb? _____
5. Why did you place the bomb? _____
6. Sex of caller: _____
7. Approximate length of call: _____

PLEASE CHECK THE ADJECTIVES THAT APPLY TO THE SOUND OF THE CALLER'S VOICE:

- Calm
- Laughing
- Lisp
- Disguised
- Angry
- Crying
- Raspy
- Accent
- Excited
- Normal
- Deep
- Familiar (if so, who did it sound like?) _____
- Slow



- Cracking Voice
- Slurred Voice
- Loud
- Nasal
- Rapid
- Clearing Throat
- Stutter
- Deep Breathing
- Soft

Describe Threat Language:

- Well spoken
- Educated
- Foul
- Irrational
- Incoherent Taped

Describe Any Background Sounds Heard:

- Street Noises
- Crockery
- Voices
- PA System
- Static
- House Noises
- Motor
- Factory or Machinery
- Local
- Long Distance
- Telephone Booth
- Clear
- Cell Phone
- Music
- Animals
- Office
- Other

REMARKS:



APPENDIX

U.S. Department of Homeland Security

Please click on the links below to obtain the following documents:

[Active Shooter – How to respond](#)

[DHS Active Shooter Poster](#)