

EMERGENCY PROCEDURES MANUAL



Centre Square
1500 MARKET STREET, PHILADELPHIA

CENTRE SQUARE
1500 MARKET STREET, PHILADELPHIA

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EMERGENCY TELEPHONE NUMBERS

BUILDING MANAGEMENT OFFICE.....215-665-9797
(24-hour emergency line)

FIRE DEPARTMENT 911
POLICE DEPARTMENT 911
FIRE RESCUE SQUAD 911
POISON EMERGENCY..... 215-686-4420
SUICIDE PREVENTION.....215-686-4420
FBI.....215-418-4000
United States Secret Service.....215-597-0600
Environmental Protection Agency..... 215-814-9016
Department of Homeland Security..... 202-282-8000

Utilities

Water Department.....215-685-6300
Philadelphia Electric Company.....215-841-4141
Philadelphia Gas Works.....215-235-1212
Veolia Energy Corporation (steam)..... 215-875-6900

Hospitals (Center City)

Hahnemann (Broad & Race Streets)..... 215-762-7000
Jefferson (11th & Walnut Streets).....215-955-6000
Pennsylvania (8th & Spruce Streets)..... 215-829-3000
Wills Eye (9th & Walnut Streets).....215-928-3000

INTRODUCTION

Emergencies, unfortunately, are becoming a common occurrence in our everyday lives. To protect ourselves, it is important that we take the time, beforehand, to become familiar with and understand the emergency procedures for the building.

It is our commitment to provide a safe environment for all building occupants, visitors and customers. It is our policy to comply with applicable codes and laws and take other reasonable steps that circumstances may dictate. Safety, as in any high-rise building, depends on everyone becoming involved with these procedures. A safe evacuation can become second nature if we are aware of our surroundings, participate in drills and accept suggestions for improvement. It is our intent that this manual will serve as your guide to safe emergency procedures.

It is our hope that the procedures outlined in this manual will provide easily understood guidelines for a course of action to be taken in the event of an emergency situation.

We appreciate your cooperation and anticipate working with you as a team to create a safe and secure environment for everyone.

Centre Square Management

SHOULD YOU DISCOVER A FIRE

If you should ever discover FIRE OR SMOKE, do the following:

SOUND THE ALARM

There is a fire alarm pull station located in each of the corridors alongside the entrance to the fire tower stairway. When the handle is pulled down firmly, to the handle's full length of travel, it will activate the building's fire alarm.

Then call "911" and the building management office at 215-665-9797.

WHEN YOU HEAR THE FIRE ALARM

Please do not call the lobby console, or the building management office for instructions. Prepare to evacuate your area and listen to any announcements via the building's public address system.

FOLLOW THE INSTRUCTIONS OF THE SAFETY WARDENS

Each safety warden and alternate has received instructions on the building's emergency procedures and is qualified to assist you.

LISTEN CAREFULLY

Listen to the instructions of your safety wardens and the announcements from the building fire command center. Please remember that the safety wardens are there to help you through a potentially serious situation.

BUILDING EVACUATION OVERVIEW

Building Evacuation

It is important to understand that a building evacuation is an extremely rare occurrence and there are many types of emergencies where it is safer for building occupants to “Shelter in Place” rather than evacuate the building. Evacuating building occupants can expose individuals to a greater risk and it is not a decision to be made lightly. Police and Fire Department Personnel responding to a building emergency will typically decide whether or not to evacuate the building.

Should local Police or Fire Department personnel determine that it is necessary to evacuate, the building’s Safety Wardens will play an integral role in the evacuation process. Police Department Personnel will seek out the building’s Safety Wardens, and provide them with evacuation instructions. To facilitate this communication, safety wardens should be provided with orange safety vests or orange arm bands marked “Safety Warden”.

Once it is determined that a building evacuation is required, police or fire officials will direct building occupants to proceed to the designated rallying location and await further instructions. The City of Philadelphia Managing Director’s Office of Emergency Management has assigned Logan Square as the rallying point for Centre Square East and West building occupants (see appendix for evacuation map). It is important to note that the rallying locations for all center city high rises were coordinated to ensure that there was an adequate area for the building population as well as ensuring that there was no overlap of locations between the various buildings.

In addition to rallying locations for center city high rise buildings, the City of Philadelphia’s Office of Emergency Management also has planned evacuation routes for pedestrians, mass transit, private vehicles, and emergency vehicles. Additional information, as well as the complete book of evacuation plans for the city, can be obtained at the following websites:

<http://oem.readyphiladelphia.org/RelId/606683/ISvars/default/Home.htm>

www.readyphiladelphia.org

www.readynotifypa.org

The following pages describe the evacuation procedures during emergencies such as a fire, bomb-threat, or active shooter. These procedures can also be used to evacuate the building during other emergencies.

BUILDING EVACUATION OVERVIEW

Actions To Take In A Fire Emergency

To avoid having the entire building population empty into the fire towers at one time, the initial evacuation is set up for three (3) floors. This plan requires the floor where the alarm was initiated as well as the floor directly above and below it to be evacuated first. An automated message with instructions to leave the floor will play on

On Floors Where The Alarm Is An ALARM Message

At the first sound of the Fire Alarm, a slow whooping tone, stop what you are doing and proceed as follows:

- Assemble quickly and orderly into a single file line moving into the nearest fire tower door. You will hear a message on the public address system stating: **“Attention, Attention. An emergency has been reported in this building. While this report is being verified, please proceed into the nearest fire exit stairway, descend two floors and await further instructions. Remain in the fire exit stairway. Do not use elevators. Repeat, do not use elevators. Use exit stairs only”**.
- DO NOT go down to the street level unless you are instructed to do so.
- Keep the fire tower landings clear for those persons that may require assistance.
- The last person to enter the fire tower must close the door.
- Remain on the stairs until you are given further instructions. You may be instructed to exit the fire tower on a floor above or below where you entered or to return to your designated floor.
- Smoking is prohibited at all times during evacuation procedures.
- THE EVACUATION OF PHYSICALLY HANDICAPPED INDIVIDUALS FROM FIRE TOWER LANDINGS WILL BE ACCOMPLISHED BY THE FIRE DEPARTMENT.
- Disabled persons should only use the following stairways: #3 and #4 in the East Tower (the stairways on the north side of the floors); and #13 and #14 in the West Tower (the stairways on the south side of the floors).

Actions To Take In A Fire Emergency (Cont'd.)

On Floors Where The Alarm Is A CHASER Message

At the sound of the Fire Alarm, stop what your are doing and listen for the following message over the public address system: **“Attention, Attention, an emergency has been reported in this building. While this report is being verified, please standby for further instructions; do not enter the fire exit. Do not use elevators.”**

An alarm on the Upper Mezzanine and Floors Below

At the sound of the Fire Alarm, the “Evacuation” Message will be heard over the public address system stating: **“Attention, Attention, an emergency has been reported in this building. Please cease operations and leave the building, utilizing the nearest exit or fire exit stairway. Do not use the elevators. Repeat. Do not use elevators”.**

If you are in the building during NON-BUSINESS HOURS, SATURDAYS, SUNDAYS OR HOLIDAYS you should follow the same general procedures and also:

- Listen for the instructions on the public address system.
- If you are directed to enter the fire tower remain on the stairs and wait for further instructions.
- **DO NOT EVACUATE THE BUILDING UNLESS YOU ARE INSTRUCTED TO DO SO. DO NOT USE ELEVATORS.**

Actions To Take In A Fire Emergency (Cont'd.)

The Dangers of the “FIRE ATTACK STAIR”

Although extremely rare, in the event of an actual fire emergency the Philadelphia Fire Department will designate one or more of the fire exit stairways as the “Fire Attack Stair”. This is the stairwell where firefighters advance their hose onto the fire floor. The door must be propped open to protect the hose line (which is stretched from the floor below), thus compromising the stair shaft as it rapidly fills with smoke and fire gases. As a result, this stairwell cannot be used to evacuate building tenants due to smoke conditions. Tenants descending from the building's upper floors suddenly will find themselves in a potentially life-threatening situation, if they remain in this stairwell.

IT IS THEREFORE EXTREMELY IMPORTANT THAT TENANTS FOLLOW THE INSTRUCTIONS THAT ARE PROVIDED OVER THE PUBLIC ADDRESS SYSTEM DURING THE COURSE OF AN EMERGENCY. BUILDING STAFF, WORKING UNDER THE DIRECTION OF THE PHILADELPHIA FIRE DEPARTMENT WILL INSTRUCT TENANTS WHICH FIRE EXIT STAIRWAY IS SAFE FOR USE TO EVACUATE THE BUILDING.



Key Concepts:

- In a major fire, smoke will migrate for at least several floors. It will rise until it cools, stratifies and levels off, or it may rise to the top of the shaft by way of the building's natural vertical draft.
- The most common gases in any fire are carbon dioxide (CO₂) and carbon monoxide (CO). CO is the gas that causes most fatalities in fires. It is colorless, odorless, tasteless, flammable, toxic and also is lighter than air. There are numerous other toxic gases given off by burning plastics and foams that are even more deadly, but CO is the most common killer.
- In addition to smoke impeding the evacuation of building tenants, there also is a significant amount of congestion at the stair landing where the fire is being attacked. Firefighters, their tools and long hoses make that area nearly impassible. Tenants will be re-routed to the opposite stair for safe evacuation or relocation.

EVACUATION PROCEDURES (Cont'd.)

Actions To Take In Case of A Bomb Threat

NO OBJECT FOUND

During a bomb threat, your company's management team may elect to evacuate during the course of the search or even if after the search no suspicious object was discovered. If this decision is made, the following procedures are to be observed:

1. Safety Wardens will conduct the evacuation in accordance with their detailed plan.
2. The building management office must be notified that your floor has elected to evacuate.
3. There are two means of evacuation:
 - a. Fire Tower Stairs - instruct everyone to proceed calmly, in an unhurried manner, down the stairwells. Exit at the ground floor and proceed out of the building away from the entrance.
 - b. Elevators - Instruct everyone in the elevator lobby to load each elevator that stops at the floor in response to the hall button being pushed. No more than 16 people should get on any one elevator. Everyone must be patient and wait for the next elevator responding to the hall call. Only one elevator will respond to a registered hall call.
4. Physically disabled persons may exit by way of a freight elevator. Please notify the building management office if you have persons in need of this means of evacuation.

Actions To Take In Case of A Bomb Threat (Cont'd.)

UNIDENTIFIED OBJECT FOUND - DANGER ZONE FLOORS

If an object is found, the floor on which the object is located, the floor below and the floor above will be evacuated. These three floors are defined as the Danger Zone. The following procedures are to be observed:

1. Safety Wardens will conduct the evacuation in accordance with their detailed plan.
2. Evacuation will be by either the fire tower stairs or elevators.
3. The floor on which the object is located will be evacuated first, then the floor below and then the floor above.
4. Persons using the stairs will proceed calmly in an unhurried manner down the fire tower, exit at the ground floor and proceed out of the building away from the entrance.
5. All elevators in the bank servicing the Danger Zone will be put on independent service with an operator. The operators will bring the elevators to the floor where the object is located and take everyone to the ground floor. Everyone will exit the elevators and proceed out of the building away from the entrance.

The operators will then bring the elevators to the floor below where the object is located and evacuate that floor. Operators will then bring the elevators to the floor above where the object is located and evacuate that floor.

6. Safety Wardens should be alert to any announcements made over the Public Address System.

Actions To Take In Case of A Bomb Threat (Cont'd.)

UNIDENTIFIED OBJECT FOUND - FLOORS OUT OF THE DANGER ZONE

1. Floors out of the Danger Zone will be notified by the building management office to prepare for evacuation.
2. Safety Wardens will conduct the evacuation in accordance with their detailed plans.
3. Evacuation may be by stairs in the fire tower (step 4 in the previous section) or by elevators.

At some point in time all elevators servicing your floor may be recalled to the ground floor lobby to be placed in independent service. Elevators will then be placed back in service with an operator and assigned to go to a specific floor.

4. All elevators will be used first to evacuate the Danger Zone and then re-assigned to evacuate other floors. Floors above the Danger Zone will be evacuated next, in order, proceeding up from the Danger Zone. Then floors below the Danger Zone will be evacuated, in order, proceeding down from the Danger Zone.
5. The control of the assignment of elevators will be through the Control Center.
6. Safety Wardens should be alert to announcements made over the P.A. System.
7. Instruct individuals waiting for elevators to be patient and reassure them that an orderly, floor-by-floor evacuation is underway.

EVACUATION PROCEDURES (Cont'd.)

Actions to Take In Case of An Active Shooter

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

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

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

Steps to Take When an Active Shooter is in Your Vicinity

CALL 911 WHEN IT IS SAFE TO DO SO

After calling 911, call Centre Square Security when it is safe to do so (215) 665-9026

1. Evacuate
 - a. Have an escape route and plan in mind.
 - b. Leave your belongings behind.
 - c. Keep your hands visible.
2. Hide Out
 - a. Hide in an area out of the active shooter’s view.
 - b. Block entry to your hiding place and lock the doors.
3. Take Action
 - a. As a last resort and only when your life is in danger.
 - b. Attempt to incapacitate the active shooter.
 - c. Act with physical aggression and throw items at the active shooter.

How to Respond When Law Enforcement Arrives

1. Remain calm and follow officers’ directions.
2. Immediately raise hands and spread fingers.
3. Keep hands visible at all times.
4. Avoid making quick movements towards officers such as attempting to hold onto them for safety.
5. Avoid pointing, screaming and or yelling.
6. Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

Actions to Take In Case of An Active Shooter (Cont'd)

Information You Should Provide to Law Enforcement or 911 Operator

- Location of Active Shooter
- Number of shooters if more than one.
- Physical description of shooters.
- Number and type of weapons held by shooter(s).
- Number of potential victims at the location.

Building Personnel Response to Active Shooter

1. Centre Square Security will re-dial 911 and confirm that the incident has been reported to the police.
2. Public address announcements as appropriate – “Attention, Attention. A serious emergency has been reported (the location of the incident, floor and tower, may be given if known). Safety Wardens – Direct all people to safe areas. Repeat, All people to safe areas.”
3. Limit elevator access as appropriate.
4. Provide support and building information to emergency responders.
5. Make “All Clear” announcement when threat has been neutralized.

Recognizing Signs of Workplace Violence

An active shooter may be a current or former employee. Alert your human resources department if you believe an employee exhibits potentially violent behavior. Indicators of potentially violent behavior may include one or more of the following:

1. Increased use of alcohol and/or illegal drugs.
2. Unexplained increase in absenteeism, and /or vague physical complaints.
3. Increased severe mood swings, and noticeably unstable or emotional responses.
4. Increasingly talks of problems at home.
5. Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes.

For additional information and resources visit the Department of Homeland Security's website at www.dhs.gov.

EVACUATION PROCEDURES (Cont'd.)

Physically Disabled Personnel - Fire Alarm

- Provide the building management office with names and locations of each of your physically disabled employees. (Please fill in Exhibit II and return a copy to the building management office.)
- Assign an Assistant Warden(s) to each person who will require assistance during any type of building emergency.
- Immediately notify the building management office, in writing, of any changes in your list of physically disabled employees.
- Procedures for evacuation of physically disabled person - Fire Emergency:
 - Designated Assistant will go to the person and assist the individual in getting to the Fire Tower.
 - Disabled persons should only use the following stairways: #3 and #4 in the East Tower (the stairways on the north side of the floors); and #13 and #14 in the West Tower (the stairways on the south side of the floors).
 - Proceed with the disabled person to the first available landing within the Fire Tower.
 - Remain with the individual until further instructions are received.
 - In the event of the evacuation of the building - remain at the landing and await the assistance of the Fire Department personnel who are trained in evacuation procedures.
 - DO NOT:
 - Attempt to assist a physically disabled person down numerous flights of steps - stop at the first available landing.
 - Block the general flow of the evacuation, but wait until others have proceeded into the Fire Tower before assisting the physically disabled to the first landing.

Physically Disabled Personnel - Bomb Threat

- Procedures for evacuation of physically disabled person - Bomb Threat:
 - Designated Assistants will go to the person and assist the individual in getting to the freight elevator lobby.
 - Remain in freight elevator lobby until the freight arrives for evacuation.
 - Accompany the disabled person onto the elevator and assist the individual in exiting the building.
- Keep your list of physically disabled personnel up-to-date and assign only those individuals as Assistants who recognize the serious responsibility associated with this task.

EVACUATION (FIRE) DRILLS

The City of Philadelphia Fire Code requires all high-rise office buildings to conduct regularly scheduled fire drills. These drills are very important in developing the correct habits to be used in case of a real emergency. We seek your cooperation and encourage you to urge those with a less than serious attitude to fully participate in all drills.

Fire Drills will be held six times per year. You will be notified, in advance, of the date and time of the scheduled drill. On the day of the drill, signs will be posted in the ground floor lobby indicating "FIRE DRILL WILL BE HELD TODAY" and the time the drill will be held.

A fire alarm sounding without prior notification should be assumed to be a real fire emergency. Do not call the building management office, lobby console or other building staff to "confirm" the alarm.

One floor will be designated the alarm floor for purposes of the drill. The alarm floor and the floors both immediately above and below it will enter the nearest fire tower. All other floors will line up in the corridors next to the fire tower doors and remain there during the drill. The designated alarm floor will be rotated through various occupied floors for each drill. The designated floor will not be announced prior to the drill.

During a Fire Drill observe the following:

- Assemble quickly in an orderly single file line moving into the nearest fire tower (exit) door.
- Enter the fire tower and proceed in a quiet, orderly manner down the stairs far enough to accommodate others following behind you.
- The last person to enter the fire tower must close the fire tower door.
- Occupants of the floors not instructed to enter the fire tower shall remain in the corridor.
- Smoking is prohibited, at all times, during fire drills.
- Upon conclusion of the drill (announced over the public address system) return to your offices.
- Report any difficulties or problems experienced during the drill to the building management office.

BUILDING LIFE SAFETY EQUIPMENT AND SYSTEMS

The Building Life Safety Systems are designed to operate in a specific way in the event of an emergency and to offer a safe means of evacuation. The Life Safety Systems are inter-related and provide the following:

- Detect possible fire situations.
- Alert building occupants of potential fire situations.
- Provide a building-wide communications system.
- Automatically activate and/or adjust mechanical equipment to control smoke and suppress a fire.

The following describes the principle Life Safety systems and their protective features.

Alarm System Description - Sequence of Events

All alarms transmitted to the Fire Command Center will be automatically sent to a central agency, which in turns notifies the Philadelphia Fire Department.

Activation of a manual fire alarm pull station or any other alarm-initiating device will cause the following to occur:

- The alarm device will send a signal to the Control Center where there will be an audible and visual signal. The location of the alarm point in the building will be indicated.
- Door locks on fire tower “re-entry” doors will be electronically released to allow access to and from the stairwell. Please note that this only applies on every third floor which has been designated as a re-entry floor. See markings in fire towers to determine whether or not your floor is a re-entry floor.
- The speakers on the floor of the alarm initiation as well as the floors above and below it will sound a slow whooping tone.
- All other speakers throughout the building will concurrently sound a whooping tone to alert everyone that an alarm condition exists in the building.
- Air conditioning units on the floor where the alarm was initiated will shut down.

BUILDING LIFE SAFETY EQUIPMENT AND SYSTEMS (Cont.)

Alarm System Description – Alarm Messages

The fire alarm system contains four (4) pre-recorded automated messages (three alarm messages, and one all-clear message). The alarm messages are broadcast according to the location of the fire device in alarm.

The first automated message is played on the entire floor where the alarm is located, as well as on the floor directly above and the floor directly below. This message is called the **alarm** message:

“Attention, Attention. An emergency has been reported in this building. While this report is being verified, please proceed into the nearest fire exit stairway, descend two floors and await further instructions. Remain in the fire exit stairway. Do not use elevators. Repeat, do not use elevators. Use exit stairs only”.

The second automated message is played on all other floors, in both the East Tower and West Tower. This message is called the **chaser** message:

“Attention, Attention, an emergency has been reported in this building. While this report is being verified, please standby for further instructions; do not enter the fire exit. Do not use elevators.

The third automated message is played on the atrium floors (upper mezzanine and below) for all alarms originating from any atrium floor.* This message is called the **evacuation** message:

“Attention, Attention, an emergency has been reported in this building. Please cease operations and leave the building, utilizing the nearest exit or fire exit stairway. Do not use the elevators. Repeat. Do not use elevators”.

*NOTE: The evacuation message can also be manually activated to play on all floors in the entire building, if so directed by the fire department.

The fourth and final automated message is only played when the fire department has determined there is no fire or danger to the building’s occupants. This message is played throughout the building, and is activated manually from the control center. This message is called the **all-clear** message:

BUILDING LIFE SAFETY EQUIPMENT AND SYSTEMS (Cont.)

Elevators

Each elevator cab is equipped with an intercom communication system between each individual cab and the building's ground floor lobby console. By talking into the speaker, you will be in direct communication with the control center.

The lighting system in each cab of the elevators is inter-connected to our emergency generators. During a power failure the elevator lighting will remain on. In addition, our emergency generators have the capacity to return each elevator cab to the ground floor in the event of a power failure.

During fire drills or a fire emergency do not use the elevators. The building's elevators are designed to return to and remain on the ground floor whenever the device in alarm is associated with the associated elevator bank. This would include smoke detectors in the elevator machine rooms, elevator shafts and elevator lobby banks, and sprinkler heads in the elevator machine rooms and lobby banks.

Elevator Service – Fire Alarm

Should the building's fire detection equipment initiate an alarm while you are inside an elevator cab, the elevator will drop you off at one of three locations: your original destination, the lobby floor (primary recall), or an alternate floor (alternate recall).

Primary recall is activated anytime the alarm originates from that elevator's machine room, elevator shaft, or associated floors above/below the lobby level. During primary recall, the elevator will return non-stop to the main lobby, open its doors, and remain unusable. Alternate recall is activated anytime the alarm originates from the elevator bank in the main lobby. During alternate recall, the elevator will return non-stop to the designated alternate level, open its doors, and remain unusable. If the alarm originates from a device not associated with the elevator or its equipment, then the elevator will continue to operate normally (and will drop you off at your selected destination).

Fire Tower Stairs

The Fire Tower stairs are designed to be safe areas of refuge and meet all the existing fire codes established by the City of Philadelphia. The Fire Tower stairs' lighting circuits are connected to the building's emergency generators and will remain lit in the event of a power failure.

The Fire Towers have a two (2) hour fire rating (flame resistant for two hours) throughout. Because the infiltration of smoke during a fire emergency is unsafe

BUILDING LIFE SAFETY EQUIPMENT AND SYSTEMS (Cont.)

and life threatening, it is very important to remember at all times to keep the Fire Tower doors closed after entering.

During fire drills or a fire emergency the locks on the Fire Tower stair doors automatically release (every third floor only). This feature permits those persons inside the Fire Tower to leave or be evacuated from any floor, or to easily return to their floor of origin (or neighboring floor).

Each of the Fire Towers has been provided with a public address system. This system permits the building staff, or the Fire Department, to communicate with those inside the Fire Towers. In addition, there are telephone jacks located on each floor, and telephone stations for the Fire Department's use on various levels inside the Fire Tower.

NOTE: Disabled persons should only use the following stairways: #3 and #4 in the East Tower (the stairways on the north side of the floors); and #13 and #14 in the West Tower (the stairways on the south side of the floors). Stairways #3 and #4 in the East Tower provide the accessibility for the fire department (both stairways open out onto the plaza). Stairways #13 and #14 in the West Tower were constructed with wider dimensions, providing more room at each floor landing.

Communications Systems

The building is equipped with a public address system with speakers located throughout the building. This is the system used to give evacuation instructions and permits voice announcements by Building management and Fire Department personnel from the Control Center. Speakers are located on all floors and in the fire towers.

Smoke Detectors

There are smoke detectors in strategic locations on each floor. Additional smoke detectors are located in the garage, P-1 & P-2 levels, lobby, and all mechanical equipment areas. Upon activation, a smoke detector will initiate the fire alarm throughout the building.

The Sprinkler System

Centre Square has been provided with a sprinkler system on each floor and in the electrical and mechanical areas. Should the sprinkler system become activated, for any reason, it would initiate a fire alarm throughout the building.

BUILDING LIFE SAFETY EQUIPMENT AND SYSTEMS (Cont.)

Fire Alarm Pull Stations

There are fire alarm pull stations on each floor located next to the Fire Tower entrance doors with additional stations located on the ground floor, and all levels below the ground floor. To announce a fire condition in any area, pull the fire station handle down its full length of travel then release the handle. This will initiate an alarm throughout the building.

Emergency Lighting

On each floor there are a number of lighting fixtures located throughout the floor (including the rest rooms), which are designated for emergency lighting. These lights are wired to an emergency lighting circuit, which is activated, in the event of a power failure, by diesel-fueled generators. Lights in the elevator cabs and in all stairwells are also wired to an emergency lighting circuit.

ELEVATOR INTERRUPTION

Although elevators are properly maintained and routinely inspected by state and local authorities, elevator malfunctions may occur. Elevators are designed to stop at the slightest indication of an unsafe situation. Should the occasion arise when you find yourself "stuck" in an elevator, remain calm and do the following.

Press either the Emergency Call button in the cab (labeled "Push to Call") or the "Alarm" button. Both buttons ("Push to Call" and "Alarm") will establish immediate communication between you and the Security Control Center. The "Alarm" button will also sound a local bell alarm when pressed. You will hear the following automated announcement: "Emergency call has been activated."

The control center officer has been provided with instructions and training pertaining to such an incident. The officer will immediately call for an elevator technician, and remain in communication with you until you are released.

Remember – if you are stuck inside an elevator, remain calm and patient. Do not attempt to exit the elevator on your own.

LOSS OF ELECTRICAL POWER

The building has been provided with two (2) emergency generators (one for the East Tower, and one for the West Tower). Each generator is powered with a diesel engine, and designed with enough electrical capacity to return each elevator to the ground floor (one at a time) and keep the following equipment functioning:

- Emergency light fixtures in office areas, fire tower stairwells, elevators and lobby areas.
- Fire alarm system
- Fire pumps
- Smoke exhaust fans

Note: the smoke detector system is backed up by battery power. The batteries will operate the smoke detector system until the building's electrical power is restored.

CIVIL DISTURBANCES

If a civil disturbance develops in or around Centre Square, the building management office will rely on the judgment of the police department and take required actions, as it deems necessary. Should such a situation develop you are advised to:

1. Close your office drapes and stay away from your office windows.
2. Remain in your office, or on your assigned floor of the building.
3. If the disturbance is in the lobby and you are coming into the building, remain outside until it is over.
4. If the disturbance is in the lobby and you were attempting to leave the building, either, continue leaving if you can safely pass the disturbance, or return to your office until the disturbance is over. Check with the building management office or the Control Center before leaving your office.
5. If it becomes necessary to evacuate the building, the building management office will issue the necessary instructions.
6. The building management office will notify all tenants when the disturbance is over.

ACCIDENT OR ILLNESS

In the event of an accident or illness, take the following actions:

1. Call 911 first.
2. Give the 911 operator the following information:
 - Company name and building address
 - **Floor location**
 - Type of injury, illness or symptoms
3. Do not move the victim. Try to make them comfortable.
4. Call the management office immediately. Security staff will direct emergency response to the victim, and prepare an elevator for quick access to the victim.

WEATHER EMERGENCIES

Hurricane Procedures

In most cases, the weather bureau informs the public well in advance of an approaching hurricane. Building management will take the appropriate precautions to secure the building.

In the event of an approaching hurricane, tenant employees should take these precautions as well:

1. Move all valuables from the perimeter office(s) to inner areas.
2. Draw all blinds closed (if available).
3. Close the doors to all perimeter offices.

Tenants will be contacted regarding any official closing of the building when the hurricane is predicted to arrive in the Philadelphia area.

Should the building be ordered closed by city officials, all tenants and personnel will be instructed to leave. The building will remain closed until the building has been deemed safe and all utilities have been restored.

Tornado Procedures

A tornado warning is an alert by the National Weather Service confirming the location of a tornado sighting. The weather service will announce the approximate time of detection and the direction in which it is moving. The wind speeds will be 75 MPH or greater. A public warning will be broadcast over TV and radio stations.

Take the following actions in the event of an oncoming tornado:

1. Stay away from the perimeter of the building and any exterior glass.
2. Leave your exterior office and close the door.
3. Go to the central corridor of the floor.
4. Sit down in the corridor. Protect yourself by putting your head as close to your lap as possible or kneel protecting your head.
5. If you are in transit in the building, take an enclosed stairwell to the lowest floor for shelter (if applicable).
6. If you are caught in a perimeter office, seek protection under a desk.

EARTHQUAKE SAFETY

Earthquakes are rare in Philadelphia; however, tremors do occasionally occur. The following information was provided by Ready Philadelphia and will help you and your employees prepare in the rare event that an earthquake does occur.

During an Earthquake

If Indoors:

1. DROP to the ground.
2. Take COVER under a sturdy table or other piece of furniture.
3. HOLD ON until the shaking stops.

If there is no table or desk near you:

1. Cover your face and head with your arms.
2. Crouch in an inside corner of the building.

Do:

1. Stay inside until the shaking stops and it is safe to go outside.
2. Stay away from glass, windows, outside doors, walls, and anything that could fall, such as lighting fixtures or furniture.
3. Be aware that electricity may go out and sprinkler systems or fire alarms may turn on.

Warning! Do Not:

- Exit a building during the shaking.
- Use the elevators.

Why Most Injuries Happen: Most injuries happen when people inside buildings try to move to a different location inside or try to leave the building.

If Outdoors:

1. STAY outdoors.
2. MOVE AWAY from buildings, streetlights, and utility wires.
3. Once in the open, STAY there until the shaking stops.

If you are in a moving vehicle:

1. Stop as quickly as safety permits.
2. Stay in vehicle.
3. Avoid stopping near or under buildings, trees, overpasses, utility wires.

Where are the greatest dangers?

1. Directly outside buildings;
2. At exits;
3. Alongside exterior walls.

EARTHQUAKE SAFETY (cont'd)

Why Most Casualties Happen: Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects. Ground movement during an earthquake is seldom the direct cause of death or injury.

Lessons Learned: Many of the 120 fatalities from the 1933 Long Beach Earthquake occurred when people ran outside of buildings only to be killed by falling debris from collapsing walls.

After an Earthquake

1. When the shaking stops, look around to make sure it is safe to move.
2. Listen for instructions from building management or your supervisors.
3. Building management will coordinate with officials to determine if evacuation is warranted.
4. Sheltering in place (remaining in your building) is often the safest response to an emergency situation.
5. If an evacuation is recommended, proceed to your pre-designated Rallying Point, if your High-Rise Office Building has one. A Rallying Point is typically a park or other public space nearby where further instruction will be given or where further evacuation steps will be taken.
6. Expect aftershocks. These secondary shockwaves are often less violent than the main quake but may cause additional damage to weakened structures.
7. Look for and extinguish small fires. Fire is the most common hazard after an earthquake.
8. Listen to a battery-operated or wind up radio or television, sign up for emergency text or email alerts from ReadyNotifyPA, follow Philadelphia Office of Emergency Management on its social networking sites for the latest emergency information.
9. Telephone lines may be overloaded. Use the telephone ONLY when there is an imminent threat to health and safety for emergency calls to 911.

To Help You Prepare

FEMA

- Additional tips on earthquake safety: <http://www.ready.gov/earthquakes>

Philadelphia Office of Emergency Management

- Personal and Family Preparedness: <http://oem.readyphiladelphia.org/Ready>
- Sign up for emergency text or email alerts from ReadyNotifyPA: <http://oem.readyphiladelphia.org/Ready> Click on the ReadyNotifyPA logo.
- Philadelphia's High-Rise Office Building Rallying Points: <http://oem.readyphiladelphia.org/highrise>

BOMB THREATS

Receiving A Bomb Threat

Every employee should be familiar with the following procedures:

IN THE EVENT OF A CALLED-IN BOMB THREAT:

1. It is very important to remain calm and courteous. Keep the caller talking and get as much information as possible.
2. Write down everything the caller tells you, ask for details. Try to obtain the following information:
 - Location of the bomb.
 - Time of detonation.
 - Outside appearance or description of the bomb.
 - Reason for planting the bomb.
 - Caller's name.

See the attached check list for the type of information which is helpful.

3. At the conclusion of the call, do the following:
 - DO NOT HANG-UP. If possible, keep the line open. Go to the nearest phone and contact the appropriate people.
4. Immediately notify the building management office (BMO) at 215-665-9797 and report the following information:
 - Your name, your Company and location.
 - You received a bomb threat.
 - Any information concerning the location of bomb and time of detonation.
 - Any other important information you obtained.

Don't throw away the notes you made while talking to the caller.

5. Notify the person responsible for responding to emergency situations within your company.
6. As soon as possible, come to the ground floor Control Center to provide additional information to the Police Department concerning the caller. Bring your written notes with you.

Receiving A Bomb Threat (Cont'd.)

7. The building management office will take the appropriate steps from this point, so remain calm and wait for further instructions from your Safety Wardens or from the Public Address System.

IN THE EVENT OF A WRITTEN BOMB THREAT:

1. Save all materials, including envelope or container.
2. Avoid unnecessary handling, once recognized as a bomb threat, in order to retain evidence such a fingerprints, handwriting, typewriting, paper type and postal marks.
3. Notify the building management office and read everything written in the threat to the person taking your call.
4. Notify the person responsible for responding to emergency situations within your Company.
5. All materials are to be turned over to the Police Department.

General Procedures

1. Upon notification of a bomb threat, the building management office (BMO) will call 911 and report the threat information.
2. Simultaneously, the BMO will contact all tenant contacts and appraise them of the situation.
3. The Safety Wardens on your floor will be instructed to patrol their area and ask all employees to visually inspect their offices or workstations for suspicious or unusual objects. This inspection should be done immediately, prior to leaving the floor. **DO NOT PHYSICALLY HANDLE ANYTHING, WHICH IS UNFAMILIAR.**
4. Report any suspicious or unusual objects directly to the floor Safety Warden.
5. Should evacuation become necessary, listen to the Safety Warden for instructions.

SHELTER-IN-PLACE PLAN

Purpose of the Plan

The Philadelphia Fire Code requires various buildings to develop a plan to shelter occupants inside the building in the event of a hazardous material, biological, or other emergency outside the building. The purpose of the shelter-in-place plan is to safeguard occupants during an emergency outside the building by preventing or limiting the infiltration of hazardous materials into the building by closing doors, shutting off air handling/HVAC systems, and moving occupants away from perimeter windows and doors to safer locations in the building. Where possible these locations will be near restrooms. Please see Exhibit V for recommended procedures for tenant organizations.

Once a year there will be a shelter-in-place drill conducted to ensure occupants know what to do and where to go in an emergency. In addition to the building staff, tenant safety wardens will be responsible for performing duties and shall be provided with training.

Procedures

1. Building management will announce when a shelter-in-place emergency is occurring. When an emergency is announced Tenant Safety Wardens will ensure that all building occupants on their floor go to their designated shelter locations.
2. Security will recall the elevators to the lobby level by manually initiating a fire recall sequence via the keyed override switches in the lobby. They will also close and lock all outside doors at the lobby, loading dock, and concourse levels. Please note that in accordance with city fire code, fire exit doors will not be locked from the inside.
3. Fire tower doors will be unlocked during the emergency to allow for intra-floor travel. In some types of emergencies, occupants in the lower levels will be directed to the upper floors to avoid possible exposure to outside contaminants that are heavier than air. Note that all fire towers except for #13 through #16 (West Tower) exit outside the building on the ground level and should not be used for accessing the lobby from the lower levels.
4. The building engineers will shut down all air handling equipment and close all outside air dampers. Building management will monitor the emergency via the city's emergency broadcast network, local news radio, and cable TV emergency broadcast system. Updates will be provided to the building occupants via the buildings public address system.

SHELTER-IN-PLACE PLAN (continued)

Shelter Locations

Wherever possible, this should be an interior room away from perimeter windows with access to building restrooms.

Physically Disabled Persons

As with fire emergency procedures, the Tenant Safety Wardens shall ensure that those with a physical disability be assisted to their shelter location.

All Clear

When notified that the emergency is over, building management will direct all occupants via the public address system to evacuate the building until the building air handling systems are operated to remove any contaminants.

Annual Shelter-in Place Drill

The annual shelter-in-place drill will be scheduled through the building management office. Please note that a full building evacuation is not required during the annual drill.

SHELTER-IN-PLACE PLAN – BUILDING STAFF PROCEDURES

Building Management Office

During normal office hours the building management office will announce over the two-way radio that the Shelter in Place Plan has been activated by the City of Philadelphia. All building personnel are to report to their designated areas. After normal business hours, the control room security officer will make the two-way radio announcement.

Building management will monitor the emergency via the city's emergency broadcast network, local news radio, and cable TV emergency broadcast system. Updates will be provided to the building occupants via the buildings public address system.

Engineering

During normal business hours one building engineer will report to the mechanical room in the West Tower and secure all hvac and ventilation equipment via the BAS System.

After normal business hours, when only one building engineer is available, the engineer will immediately report to the mechanical room. Any hvac and ventilation equipment that is on will be secured via the BAS computer.

Security

Security will recall all elevators to the lobby level by manually initiating a fire recall sequence via the keyed override switches in the lobby.

The control room operator will make the following announcement over the fire alarm system:

MAY I HAVE YOUR ATTENTION, MAY I HAVE YOUR
ATTENTION.

DUE TO AN EMERGENCY OUTSIDE THE BUILDING THE CITY OF
PHILADELPHIA HAS ORDERED ALL BUILDING OCCUPANTS TO
SHELTER IN PLACE.

I REPEAT – DUE TO AN EMERGENCY OUTSIDE THE BUILDING,
THE CITY OF PHILADELPHIA HAS ORDERED ALL BUILDING
OCCUPANTS TO SHELTER-IN-PLACE.

WE WILL BE TURNING OFF ALL ELEVATORS IN THREE
MINUTES.

**SHELTER-IN-PLACE PLAN –
BUILDING STAFF PROCEDURES (Cont.)**

PLEASE PROCEED TO YOUR DESIGNATED SHELTER-IN-PLACE LOCATION AND ACTIVATE YOUR ORGANIZATIONAL SHELTER-IN-PLACE PROCEDURES. PLEASE WAIT FOR FURTHER UPDATES.

(REPEAT THE MESSAGE TWICE)

Building fire tower doors will be unlocked via the keyed override switch in the control room.

Security will lock all outside doors not designated as fire exits at the ground floor lobby, loading dock, and concourse level. A security officer will be stationed at any entrance that is designated as a fire exit to control access. In accordance with city fire code, fire exit doors will not be locked from the inside.

Once all elevators have turned off, and all entrances secured, the control room operator will broadcast the following message over the fire alarm system:

MAY I HAVE YOUR ATTENTION, MAY I HAVE YOUR ATTENTION.

DUE TO AN EMERGENCY OUTSIDE THE BUILDING THE CITY OF PHILADELPHIA HAS ORDERED ALL BUILDING OCCUPANTS TO SHELTER IN PLACE.

I REPEAT – DUE TO AN EMERGENCY OUTSIDE THE BUILDING, THE CITY OF PHILADELPHIA HAS ORDERED ALL BUILDING OCCUPANTS TO SHELTER-IN-PLACE.

ALL ELEVATORS HAVE BEEN TURNED OFF.

PLEASE REMAIN IN YOUR DESIGNATED SHELTER-IN-PLACE LOCATION AND FOLLOW YOUR ORGANIZATIONAL SHELTER-IN-PLACE PROCEDURES. PLEASE WAIT FOR FURTHER UPDATES AND INSTRUCTIONS.

Security will also check to ensure that the doors to fire towers #13 and #14 are unlocked from the lobby side. Parking garage, concourse and lobby occupants will be directed up into the fire towers and onto the upper mezzanine as needed for safety. All other fire towers exit outside the building and should not be used for accessing the lobby from the lower levels.

**SHELTER-IN-PLACE PLAN –
BUILDING STAFF PROCEDURES (Cont.)**

Freight Elevator Operators

Freight elevator #1 and freight elevator #4 will immediately be placed in independent service by their respective operators. Freight elevator #4 will report to the lobby, and freight elevator #1 will report to the P2 level of the parking garage. They will stand by and await further instructions from the BMO, Security, or Engineering.

“ALL CLEAR”

Building Engineers

When notified that the emergency is over, the building engineer will inform security and will start the building hvac and ventilation systems in order to flush any contaminants from the building.

Security

Once directed by building management or the engineer on duty, the control room operator will make the following announcement:

MAY I HAVE YOUR ATTENTION, MAY I HAVE YOUR
ATTENTION PLEASE.

THE CITY OF PHILADELPHIA HAS TERMINATED THE SHELTER-
IN-PLACE EMERGENCY FOR ALL BUILDING OCCUPANTS.

I REPEAT – THE CITY OF PHILADELPHIA HAS TERMINATED THE
SHELTER-IN-PLACE EMERGENCY FOR ALL BUILDING
OCCUPANTS.

ALL ELEVATORS HAVE BEEN TURNED BACK ON.

ALL PERSONS MUST NOW EXIT THE BUILDING.

I REPEAT – ALL PERSONS MUST NOW EXIT THE BUILDING.

REPEAT

All fire tower doors will be locked via the keyed override switch in the control center.

**SHELTER-IN-PLACE PLAN –
BUILDING STAFF PROCEDURES (Cont.)**

Security will restore all elevators to normal service in order to assist with the building evacuation.

Security officers will ensure that no one is allowed back into the building until the building management office grants approval.

Security will assist with the orderly evacuation of the building.

Freight Elevator Operators

Freight Elevator Operators will stand by and remain in independent service until receiving approval from the building management office to begin normal freight service.

SHELTER-IN-PLACE PLAN – ANNUAL DRILL

Freight Elevator Operators

30 minutes prior to drill – Freight elevators #1 and #4 will report to the P2 level of the parking garage and meet with their supervisor to review shelter in place procedures.

10:00 a.m. – Upon hearing the announcement, freight elevators #1 and #4 will immediately be placed in independent service by their respective operators. Freight elevator #1 will remain on the P2 level, and freight elevator #4 will report to the lobby. They will stand by and await further instructions from building management, building engineers, or security.

10:10 a.m. – Immediately following the “All Clear” announcement, the freight elevators will return to normal service .

Engineering

30 minutes prior to the drill – All engineers meet on M2-West and review assignments.

15 minutes prior to drill – One engineer stationed in the MAC room and ready to secure the HVAC systems at the start of the drill. Another engineer will be stationed in the control room.

1-2 minutes prior to testing – Shut down HVAC systems. NOTE: Condenser water system will remain on line and tenant computer room systems will not be shut down during the drill.

10:15 a.m. – Engineer in the control room will make an entry in the Fire Drill Log Book to record the shelter in place drill. Building Systems will be restored to their normal state.

Security

Night Before the Drill – Place out “Shelter in Place” signs in the lobby and concourse.

30 minutes prior to the drill – Security supervisor will meet with each officer at their post to review their assigned role in the shelter in place procedures.

**SHELTER-IN-PLACE PLAN –
ANNUAL DRILL (Continued)**

15 minutes prior to drill – The building will be taken “off line” with the central monitoring station and Fire Department prior to the testing just as a precaution.

10:00 a.m. – The control room operator will make the following announcement over the fire alarm system (when instructed by building engineer or building management):

MAY I HAVE YOUR ATTENTION, MAY I HAVE YOUR ATTENTION.

DUE TO AN EMERGENCY OUTSIDE THE BUILDING THE CITY OF PHILADELPHIA HAS ORDERED ALL BUILDING OCCUPANTS TO SHELTER IN PLACE.

I REPEAT – DUE TO AN EMERGENCY OUTSIDE THE BUILDING, THE CITY OF PHILADELPHIA HAS ORDERED ALL BUILDING OCCUPANTS TO SHELTER-IN-PLACE.

WE WILL BE TURNING OFF ALL ELEVATORS IN THREE MINUTES.

PLEASE PROCEED TO YOUR DESIGNATED SHELTER-IN-PLACE LOCATION AND ACTIVATE YOUR ORGANIZATIONAL SHELTER-IN-PLACE PROCEDURES. PLEASE WAIT FOR FURTHER UPDATES.

Upon the implementation of the shelter in place plan, security will recall all elevators to the lobby level by manually initiating a fire recall sequence via the keyed override switches in the control center. After the elevators are grounded, security will direct all personnel out of the elevator lobby behind the East and West Tower desks.

Security will lock all outside doors not designated as fire exits on the ground floor and concourse level. A security officer will be stationed at any entrance that is designated as a fire exit to control access. In accordance with city fire code, fire exit doors will not be locked from the inside.

Security will check to ensure that the doors to fire towers #13 and #14 are unlocked from the lobby side. They will inform anyone standing by in the lobby that if this had been an actual emergency they would have been directed up into the stair towers and onto the upper mezzanine for safety.

Once all elevators have been turned off, and all entrances secured, the control room operator will broadcast the following message over the fire alarm system:

SHELTER-IN-PLACE PLAN –
ANNUAL DRILL (Continued)

MAY I HAVE YOUR ATTENTION, MAY I HAVE YOUR ATTENTION.

DUE TO AN EMERGENCY OUTSIDE THE BUILDING THE CITY OF PHILADELPHIA HAS ORDERED ALL BUILDING OCCUPANTS TO SHELTER IN PLACE.

I REPEAT – DUE TO AN EMERGENCY OUTSIDE THE BUILDING, THE CITY OF PHILADELPHIA HAS ORDERED ALL BUILDING OCCUPANTS TO SHELTER-IN-PLACE.

ALL ELEVATORS HAVE BEEN TURNED OFF.

PLEASE REMAIN IN YOUR DESIGNATED SHELTER-IN-PLACE LOCATION AND FOLLOW YOUR ORGANIZATIONAL SHELTER-IN-PLACE PROCEDURES. PLEASE WAIT FOR FURTHER UPDATES AND INSTRUCTIONS.

10:05 a.m. – The control room operator will reset the PA system to silence the tone.

10:15 a.m. – building management will issue directive to terminate shelter-in-place procedures.

10:15 a.m. – Upon hearing the all clear, security will unlock all outside doors, re-secure fire towers #13 and #14, assume their regular posts, and return the elevators to normal operation.

The control room operator will make the following announcement:

MAY I HAVE YOUR ATTENTION, MAY I HAVE YOUR ATTENTION PLEASE.

THIS CONCLUDES OUR SHELTER IN PLACE DRILL. YOU MAY NOW RETURN TO YOUR RESPECTIVE OFFICES AND WORKSTATIONS.

IF THIS HAD BEEN A REAL EMERGENCY, YOU WOULD HAVE BEEN DIRECTED TO EVACUATE THE BUILDING WHEN THE “ALL CLEAR” WAS RECEIVED BY THE CITY’S EMERGENCY PERSONNEL.

REPEAT

IDENTIFYING AND HANDLING SUSPICIOUS LETTERS/PACKAGES

Identifying a Suspicious Letter or Package

A suspicious letter or parcel might have some of the following indicators:

- Origin - Postmark or name of sender is unusual, unknown, or no further address is given.
- Postage - Excessive or inadequate postage.
- Balance - The letter is lopsided or unusually thick.
- Weight - The letter or package seems heavy for its size.
- Contents - Stiffness or springiness of contents; protruding wires or components; oily outer wrapping or envelope; feels like it contains powdery substance (When checking, do not bend excessively.)
- Smell - Particularly almond or other suspicious odors.
- Writing - Handwriting of sender is not familiar or indicates a foreign style not normally received by recipient. Common words or names are misspelled.
- Rub-on block lettering.

Handling a Suspicious Package

- Do not excessively handle or open a suspicious package.
- Immediately segregate it in an unused room or space.
- Attempt to verify the sender and/or the legitimacy of the package (i.e. ask the recipient if he/she was expecting a package that matches the suspect package's size and shape.)
- If the letter or parcel remains suspect, call the police.

Incident Response Protocol for Suspect Biological Release

- REMAIN CALM. Most biological agents have an incubation period of 1-10 days, and there is no immediate risk of injury following exposure.
- Contain the material to minimize the impacted area.
- Contain the material to minimize the number of individuals exposed.
- Contain the potentially impacted individuals to ensure that they receive proper medical attention.
- Potentially impacted individuals should wash their hands with soap and water.
- Remove non-impacted individuals from the area as quickly as possible.
- Maintain control of all potentially affected materials.

IDENTIFYING AND HANDLING SUSPICIOUS LETTERS/PACKAGES (Cont'd.)

NOTIFICATION:

- Contact the Police by dialing 911.
- Contact the building management office at (215) 665-9797.
- Notify Floor Safety Wardens so that they are prepared to assist with isolating affected areas.

CONTAINMENT:

- If material is released, impacted or potentially impacted individuals should move from immediate area to adjacent control area. Minimize activities until appropriate emergency response staff arrives on the scene. If absolutely necessary, move impacted individuals into nearest bathroom facility on floor.
- Non-impacted individuals on the impacted floor should be evacuated, and await further instructions from response team.
- The building's engineering staff will shut down HVAC systems (heating, ventilation, & air conditioning systems) for the impacted and adjacent areas, and bathrooms.
- Isolate impacted area(s), e.g. shut door during exit. Do not allow any unprotected personnel into the impacted area.
- Retain all impacted material for emergency response team.

EXHIBIT I

TENANT SAFETY WARDENS/ASSISTANTS/ALTERNATES

Company: _____ Floor/Suite No.: _____

Company Contact: _____ Telephone No.: _____

Date: _____

Safety Warden

Name: _____ Alternate: _____

Telephone Nos.: _____

Assistant Safety Wardens

Name: _____ Alternate: _____

Telephone Nos.: _____

Name: _____ Alternate: _____

Telephone Nos.: _____

Name: _____ Alternate: _____

Telephone Nos.: _____

Name: _____ Alternate: _____

Telephone Nos.: _____

NOTE: Each floor should have four (4) Safety Warden and a minimum of three (3) Assistants. If you are a multi-floor tenant, use one (1) sheet for each floor. Please make a copy of this form, complete the information and return it to the building management office. Should changes occur, please furnish the Management Office with an updated form.

EXHIBIT II
Centre Square
Fire / Safety Warden Responsibilities

- Shall be familiar with the building Fire Safety Plan and Evacuation Procedures.
- In the event of a fire alarm activation, listen to instructions received over the Fire Alarm Paging System and ensure all employees in their assigned area follow proper procedures
- In the event that a floor evacuation is required the Fire Warden shall check all rooms, closets, restrooms, etc. to assure complete evacuation of the floor.
- Shall see that the evacuation from rooms and exiting into stairways is orderly, without crowding, and at a uniform speed; especially watchful to prevent stumbling, trampling or conditions that would impede a safe evacuation.
- Shall ensure that disabled persons are assisted in following the instructions given over the paging system. If instructed to enter the Fire Exit stairway, ensure the correct stairways are chosen, and then remain there until assisted by Philadelphia Fire Department Personnel.
- Disabled persons should only use the following stairways: #3 and #4 in the East Tower (the stairways on the north side of the floors); and #13 and #14 in the West Tower (the stairways on the south side of the floors). See attached diagram.
- Ensure that the Fire Exit stairway doors are closed once everyone has entered the stair tower (in the event of an alarm message). Doing so will prevent smoke from entering the stairway.
- Shall notify the building management office at (215) 665-9797 with any changes or additions to the list of those individuals on their floor who would require assistance evacuating the floor in the event of an emergency.
- Know the locations of all fire extinguishers in their office and how they operate. Ensure that they are inspected and properly charged.
- Shall ensure that all storage on the floor is orderly and not within two feet of the ceiling and shall be located so as not to obstruct egress from the building.
- Ensure that all sprinkler heads on the floor have a minimum clearance of 18”.
- Inform the building management office of any defective fire alarm device (speaker, strobe, etc.). Ensure proper functioning of each device during fire drills.
- Be familiar with the building’s shelter-in-place procedures.
- Implement the shelter-in-place procedures for the floor. Account for all persons on the floor.
- Participate in annual shelter-in-place drills.

**EXHIBIT III
PHYSICALLY DISABLED EMPLOYEES**

Company: _____ Floor/Suite No.: _____

Company Contact: _____ Telephone No.: _____

Date: _____

THE FOLLOWING EMPLOYEES ARE PHYSICALLY DISABLED OR UNABLE TO TRAVEL UP OR DOWN TWO (2) OR MORE FLIGHTS OF STAIRS.

	<u>Name</u>	<u>Location</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____

PLEASE MAKE A COPY OF THIS FORM, COMPLETE THE INFORMATION AND RETURN IT TO THE BUILDING MANAGEMENT OFFICE. IF CHANGES OCCUR IN YOUR OFFICE PLEASE FURNISH THE MANAGEMENT OFFICE WITH AN UPDATED FORM.

**EXHIBIT IV
BOMB THREAT CHECKLIST**

Date of call: _____ Time of call: _____

Be calm, courteous and listen. Do not interrupt caller:

Exact message received: _____

Questions to ask:

Where is the bomb located? _____

What time will it detonate? _____

What does the bomb look like? _____

Caller Identification:

Male _____ Female _____

Adult _____ Child _____

Estimated Age: _____ Race _____

Speech:

Slow _____ Excited _____ Disgruntled _____

Rapid _____ Loud _____ Broken _____

Normal _____ Sincere _____ Angry _____

Accent: _____

Background Noises: _____

Name of person receiving the call: _____

EXHIBIT V

Recommended Shelter-in-Place Procedures for Tenant Organizations

1. Go to pre-determined sheltering room(s); if possible, rooms without windows or with the fewest windows.
2. Shut all doors and windows / seal doors, windows, electrical outlets, phone jacks, cable TV boxes, and any other openings to the exterior if required by the Philadelphia city officials.

Note: if ordered to seal by Philadelphia city officials:

- Seal doors, windows, vents, and any other openings with plastic sheathing and duct tape.
 - Consider precutting plastic sheathing to seal doors, windows, and air vents. Each should be several inches larger than the space you want to cover so that it lies flat against the wall. Label each piece with the location of where it fits.
 - Alternate procedure for doors: seal the door with duct tape around top and side; place wet towels, clothing, etc. at the bottom of the door.
 - Alternate procedure for windows: seal the window around the window frame with duct tape.
3. Write down the names of everyone in the room, and call your business designated emergency contact to report who is in the room with you, and their affiliation with your business (employee, visitor, client, customer).
 4. Avoid using the building phone system except for emergency use. Building managers or emergency response personnel may be trying to contact you with further information or procedures.
 5. Avoid the use of public water until notified it is safe.
 6. Monitor the circumstances of the shelter-in-place emergency.
 - document information as it comes to you.
 7. In the event of hazardous material contamination (chemical, biological, radiological), it is very important to separate those individuals who have been exposed. If possible, select a room in which those contaminated individuals can stay in until emergency assistance and decontamination can take place.
 8. Remain in your designated shelter-in-place until Philadelphia's emergency services or Centre Square's building manager makes an announcement of "All Clear".
 9. When the "all clear" is announced, remove all plastic sheathing and tape if used, open doors, windows if possible, and prepare personnel to evacuate the building for fresh air exchange.
 - Philadelphia's emergency services will determine how long the fresh air exchange will last and when it is safe to re-enter the building.
 10. It is important to always remain calm and follow the orders and recommendations of Philadelphia's emergency services.
 11. Philadelphia fire code requires designated shelter-in-place locations to have restroom facilities for personnel.

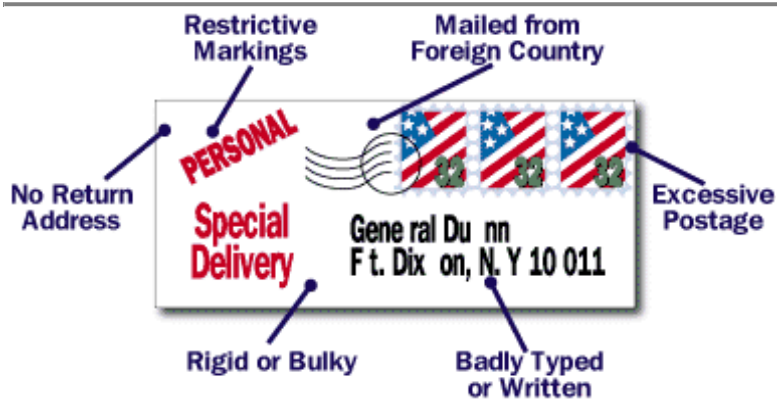
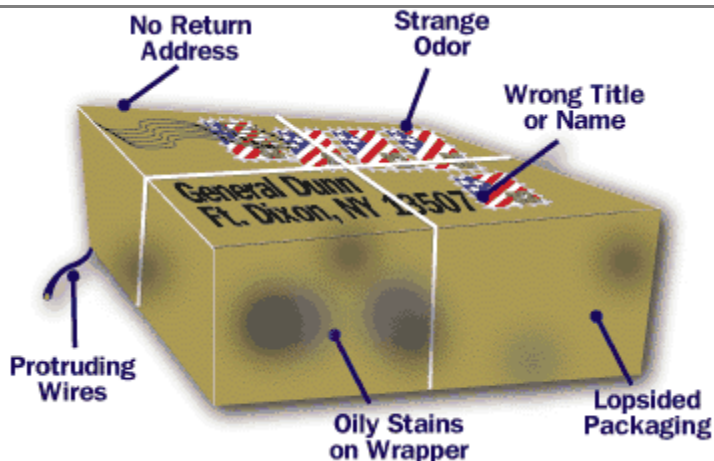
EXHIBIT VI

Letter and Package Bomb Indicators

Source: From FBI Files

RECOGNITION POINTS

- Excessive Postage
- Incorrect Titles
- Titles but no Names
- Misspellings of Common Words
- Oily Stains or Discolorations
- No Return Address
- Excessive Weight
- Rigid Envelope
- Lopsided or Uneven Envelope
- Protruding Wires or Tin Foil
- Visual Distractions
- Foreign Mail, Air Mail and Special Delivery
- Restrictive Markings such as Confidential, Personal, etc.
- Handwritten or Poorly Typed Addresses
- Excessive Securing Material such as Masking Tape, String, etc.

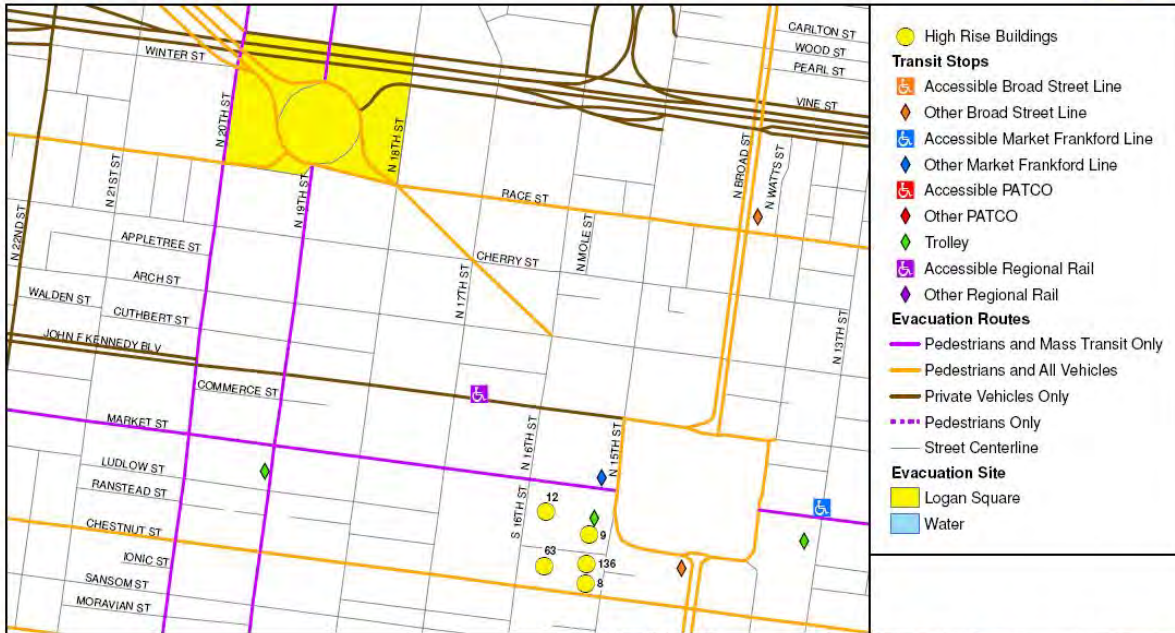


PRECAUTIONS

- Never accept mail, especially packages, at your home in a foreign country.
- Make sure family members and clerical staff know to refuse all unexpected mail at home or office.
- Remember: **It May Be A Bomb.** Treat it as suspect.

EXHIBIT VII

High Rise Building Evacuation Plan Evacuation Rallying Point: Logan Square



Building Information		
ID	Name	Address
8	Chestnut Place/Robinson Bldg	42 S 15th St
9	Centre Square East	1500 Market St
12	Centre Square West	1500 Market St
63		1517 Chestnut St
136	Graham Bldg	1 Penn Square West




This map was created for planning purposes only.
City of Philadelphia, Office of Emergency Management
Version Date: April 2008

FOR PUBLIC DISTRIBUTION

EXHIBIT VIII

Active Shooter Pocket Card

Side 1

COPING	PROFILE		
<p data-bbox="406 394 808 424">WITH AN ACTIVE SHOOTER SITUATION</p> <ul data-bbox="406 445 808 676" style="list-style-type: none">• Be aware of your environment and any possible dangers• Take note of the two nearest exits in any facility you visit• If you are in an office, stay there and secure the door• Attempt to take the active shooter down as a last resort <p data-bbox="406 814 808 907"><i>Contact your building management or human resources department for more information and training on active shooter response in your workplace.</i></p>	<p data-bbox="844 394 1242 424">OF AN ACTIVE SHOOTER</p> <p data-bbox="844 445 1242 562">An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.</p> <th data-bbox="808 592 1242 634">CHARACTERISTICS</th> <td data-bbox="808 634 1242 940"><p data-bbox="844 634 1242 663">OF AN ACTIVE SHOOTER SITUATION</p><ul data-bbox="844 684 1242 835" style="list-style-type: none">• Victims are selected at random• The event is unpredictable and evolves quickly• Law enforcement is usually required to end an active shooter situation</td>	CHARACTERISTICS	<p data-bbox="844 634 1242 663">OF AN ACTIVE SHOOTER SITUATION</p> <ul data-bbox="844 684 1242 835" style="list-style-type: none">• Victims are selected at random• The event is unpredictable and evolves quickly• Law enforcement is usually required to end an active shooter situation
<p data-bbox="467 961 711 1012">CALL 911 WHEN IT IS SAFE TO DO SO</p> 			

Side 2

HOW TO RESPOND	HOW TO RESPOND		
<p data-bbox="406 1155 808 1184">WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY</p> <p data-bbox="532 1222 646 1251">1. EVACUATE</p> <ul data-bbox="406 1264 808 1348" style="list-style-type: none">• Have an escape route and plan in mind• Leave your belongings behind• Keep your hands visible <p data-bbox="532 1369 646 1398">2. HIDE OUT</p> <ul data-bbox="406 1411 808 1516" style="list-style-type: none">• Hide in an area out of the shooter's view• Block entry to your hiding place and lock the doors• Silence your cell phone and/or pager <p data-bbox="532 1537 662 1566">3. TAKE ACTION</p> <ul data-bbox="406 1579 808 1705" style="list-style-type: none">• As a last resort and only when your life is in imminent danger• Attempt to incapacitate the shooter• Act with physical aggression and throw items at the active shooter	<p data-bbox="844 1155 1242 1184">WHEN LAW ENFORCEMENT ARRIVES</p> <ul data-bbox="844 1201 1242 1474" style="list-style-type: none">• Remain calm and follow instructions• Put down any items in your hands (i.e., bags, jackets)• Raise hands and spread fingers• Keep hands visible at all times• Avoid quick movements toward officers such as holding on to them for safety• Avoid pointing, screaming or yelling• Do not stop to ask officers for help or direction when evacuating		
<p data-bbox="467 1738 711 1789">CALL 911 WHEN IT IS SAFE TO DO SO</p>	<th data-bbox="808 1516 1242 1558">INFORMATION</th> <td data-bbox="808 1558 1242 1787"><p data-bbox="844 1558 1242 1587">YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR</p><ul data-bbox="844 1621 1242 1787" style="list-style-type: none">• Location of the active shooter• Number of shooters• Physical description of shooters• Number and type of weapons held by shooters• Number of potential victims at the location</td>	INFORMATION	<p data-bbox="844 1558 1242 1587">YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR</p> <ul data-bbox="844 1621 1242 1787" style="list-style-type: none">• Location of the active shooter• Number of shooters• Physical description of shooters• Number and type of weapons held by shooters• Number of potential victims at the location