

EMERGENCY ACTION PLAN
FOR
395 HUDSON STREET
NEW YORK, NY 10014-3669

Some of the information contained in this plan has been obtained
from the following agencies:

American Red Cross
Federal Emergency Management Agency
Office of Homeland Security
National Fire Protection Association

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EMERGENCY ACTION PLAN

1. Certification

I hereby certify that this Emergency Action Plan is in compliance with the requirements of the New York City Administrative Code §27-4267.4 and of Fire Department Rule 3 RCNY §6-02. This Emergency Action Plan sets forth the circumstances and procedures for the sheltering in place, in-building relocation, partial evacuation or evacuation of building occupants in response to a non-fire-related emergency involving an explosion, biological, chemical, nuclear, natural disaster, and other emergency conditions in or proximate to the building, or the threat thereof.

Owners Signature: _____

Date: _____

Information contained within this Emergency Action Plan was assembled in conjunction with building management to meet the compliance requirements set forth in New York City Administrative Code §27-4267.4 and Fire Department Rule 3 RCNY §6-02 by:

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EMERGENCY ACTION PLAN

OVERVIEW:

This Emergency Action Plan is written as a guide to emergency situations. It is not intended to be an in depth manual covering every scenario or possibility, rather a comprehensive useable guide to help manage a major emergency.

It would be impossible to provide instructions, procedures or definitive information for every conceivable situation that might occur. If one were able to produce such a document it would be voluminous and too detailed to be a true value in an emergency situation.

Let it suffice to say, that training is the key to handling any emergency effectively. Repetition and practice of varied scenarios not only adds dimension to the learning process, but also provides growth for the participants and the ability to think outside the box. This concept, "Thinking Outside The Box", is perhaps the most effective tool in any ones arsenal when it comes to managing a true emergency. The ability to see beyond the immediate, during times of crisis and to react accordingly distinguishes the effective Fire Safety/EAP Director from the truly outstanding one.

This plan is a working document, meant to be changed, modified and tailored to the needs of the facility and to the changing conditions in our daily environment. We live in dangerous times. The threat of terrorism looms ever present. In addition, man-made mishaps though non-intentional acts can cause the same effects as any act of terrorism.

Synergy is defined as two or more parts working together to produce or achieve an effect greater than each, as an individual is capable of producing on their own. With this concept of synergy, all EAP Staff working together can and will produce desired results quicker and faster than a single individual on their own. This can and often does make the difference between successfully resolving an emergency, and succumbing to it.

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PREPARING FOR THE UNEXPECTED:

Devastating acts, such as the terrorist attacks on the World Trade Center and the Pentagon, have left many concerned about the possibility of future incidents in the United States and their potential impact. They have raised uncertainty about what might happen next, increasing stress levels. Nevertheless, there are things that can be done to prepare for the unexpected and reduce the stress that may be felt now and later, should another emergency arise. Taking preparatory action can reassure all building occupants that a measure of control can be exerted even in the face of such events.

The purpose of this plan is to provide instructions in the proper procedures to be followed in the event of an emergency. The elements of this plan are designed to effectively achieve occupant safety in the event of an emergency. Knowing what to do before, during and after emergencies is essential in order to reduce panic and confusion and helps reduce the possibility of personal injuries and property loss.

Disasters can and do happen and they can occur with little or no warning. A wide variety of emergencies can occur both man-made and natural. These emergencies may include explosions, biological, chemical, nuclear and natural disasters. It is important to note that while all emergencies cannot be predicted, specific responses to different types of emergencies can be anticipated and planned. High-Rise buildings can and do cope with disasters by preparing in advance. It is unrealistic to prepare for every type of emergency, so we must assess the risks. It is important to assess potential problems and to plan for these anticipated emergencies.

Many variables must be considered – the height of the building, the number of people on each floor, the number and travel distance to exit stairs, type of stairs, and accessibility of the exit stairs. This plan establishes safe and orderly methods when responding to an emergency. All building employees and occupants are urged to review this Emergency Action Plan periodically and seek explanation of any section, which may be unclear.

Be prepared to adapt this information to individual circumstances and make every effort to follow instructions received from authorities on the scene. Above all, stay calm, be patient and think before acting. With these simple preparations, this building and the occupants within can be ready for the unexpected.

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2. Building Information

- 2.1 Complete building address. *395 Hudson Street
New York, NY 10014*

Building Name: N/A

NYC Department Of Buildings		
BIN #	1010382	
Tax Block	600	
Tax Lot	7501	
Low Number	High Number	Street Name
387	403	Hudson Street
286	302	West Houston Street
30	48	Clarkson Street
585	601	Greenwich Street

- 2.2 Building owner's name and complete contact information.
Cushman & Wakefield, Inc.

- 2.2.1 Mailing address. *395 Hudson Street
New York, NY 10014*
- 2.2.2 Telephone number. *(212) 366-1379*
- 2.2.3 Cellular telephone number. *(917) 952-3579*
- 2.2.4 Fax number. *(212) 242-3294*
- 2.2.5 E-mail address. *engineers395hud@aol.com*

- 2.3 Height of building and number of stories in building.

- *Height – 137'*
- *9 Stories (Above Grade)*
- *1 Level (Below Grade)*

- 2.4 Occupancy type and occupancy load for each floor.

Class "E" Occupancy

Regular Business Hours: 8AM – 6PM (Monday - Friday)

Building is open 24-hours a day/7 days a week

Occupancy load for each floor (See Appendix A, Attachment 6)

- *Daytime Average: 1500*
- *Nighttime Average: 50*
- *Weekend Average: 25*

3. EAP Staff Designations, Duties and Responsibilities

- 3.1 Fire Safety/EAP Director.

*The authority of the Fire Safety/EAP Director shall **not** be subordinated to the authority of*

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any other person, nor shall the Fire Safety/EAP Director be required to obtain the approval of any other person, or comply with any procedure that would prevent the Fire Safety/EAP Director from taking timely action to implement the Emergency Action Plan, except in the following circumstances:

- *In the circumstance of an indeterminate threat, nothing shall preclude the Fire Safety/EAP Director from taking direction from the owner, or any responsible representative of the owner, as designated in this Emergency Action Plan for such purpose.*
- *In all circumstances, the Fire Safety/EAP Director shall comply with the orders, official announcements and/or directions of the Mayor of the City of New York or other lawful authorities.*

Duties and Responsibilities:

- *Be present and on duty in the building during regular business hours.*
- *Be fully familiar with the provisions of the Emergency Action Plan.*
- *Supervise and train the Deputy Fire Safety/EAP Directors, Building Evacuation Supervisors, Fire/EAP Wardens, Deputy Fire/EAP Wardens and other EAP Staff, including conducting providing initial and refresher training to maintain the state of readiness of such staff.*
- *Select qualified personnel for the Fire Safety/EAP Brigade; organize, train and supervise the Fire Safety/EAP Brigade; and be responsible for the state of readiness of the Fire Safety/EAP Brigade.*
- *In the event of an emergency requiring sheltering in place, in-building relocation, partial evacuation, report to the Fire Command Station or designated alternative location, and, if appropriate, implement the Emergency Action Plan, and notify arriving emergency response personnel and incident commander of the emergency and the building response thereto.*
- *Conduct EAP Drills.*
- *Approve the Emergency Action Plan educational materials and educational and training sessions provided to the building occupants.*
- *Ensure that the required notices are posted on the floors and that the required recordkeeping is maintained.*
- *Review and approve the procedures established by employers of building occupants to account for building occupants after an evacuation, partial evacuation, in-building relocation, or sheltering in place.*
- *With respect to implementation of the fire safety plans and the conduct of the fire evacuations and fire drills, comply with the provisions of the Fire Prevention Code 3 RCNY §6-01.*
- *Fire Safety/EAP Directors shall be identified by armbands, which shall be worn at all times when the Emergency Action Plan is implemented.*

3.1.1 Identify on “EAP Staff Designation Form” the individual designated as Fire Safety/EAP Director. See Appendix A - Attachment 1

3.1.2 Detail any additional duties or responsibilities not specified in FDNY Rule. The Fire Safety/EAP Director shall implement the plan whenever he/she becomes aware of the need to do so and direct occupants to do so accordingly. The Fire Safety/EAP Director shall not unduly delay implementation of the plan unless

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specifically directed by the Fire Department or other emergency response agency.

The Fire Safety/EAP Director shall determine the safest and most efficient course of action consistent with this plan. Every situation is unique and is dependant upon many variables and must be assessed individually. Each condition will require the Fire Safety/EAP Director to make important decisions based on his/her knowledge of the situation and dependant on the nature of the emergency.

The National Fire Protection Association (NFPA) Task Force Group had resolved that the action of staying or going was an extremely dynamic action and decision. It is never the same for two buildings, and even within the same building, it is unlikely that any two events will give the exact same outcome. The task group settled on the acronym RED. RED is an easy to remember expression for Read, Evaluate, and Decide.

For purposes of this Emergency Action Plan, the principles of the RED model may be used as follows:

- **React** - Take any potentially threatening situation seriously.
- **Evaluate** - Judge the level of threat.
- **Decide** – Which option is appropriate for this situation at hand.
(Shelter-In-Place, In-Building Relocate, Partial Evacuate, Evacuate)

3.2 Deputy Fire Safety/EAP Director.

Duties and Responsibilities:

- *In the absence of the Fire Safety/EAP Director, perform the duties of the Fire Safety/EAP Director, as circumstances warrant.*
- *In the presence of the Fire Safety/EAP Director, assist the Fire Safety/EAP Director in carrying out the requirements of the Emergency Action Plan, as circumstances warrant.*
- *Deputy Fire Safety/EAP Directors shall be identified by armbands, which shall be worn at all times when the Emergency Action Plan is implemented.*

3.2.1 Identify on “EAP Staff Designation Form” the individuals designated as Deputy Fire Safety/EAP Director. See Appendix A - Attachment 1

3.2.2 Detail any additional duties or responsibilities not specified in FDNY Rule. See (3.1.2)

3.3 Building Evacuation Supervisor.

Duties and Responsibilities:

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

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- 3.3.1 Identify on “EAP Staff Designation Form” the individuals designated as Building Evacuation Supervisor. See Appendix A - Attachment 1
- 3.3.2 Detail any additional duties or responsibilities not specified in FDNY Rule. See (3.1.2)

3.4 Fire Safety/EAP Warden.

Duties and Responsibilities:

- *Be familiar with the Emergency Action Plan, including general sheltering in place, in-building relocation, partial evacuation and evacuation procedures, the exit and in-building relocation routes to be utilized for the floor, the location of in-building relocation areas and assembly areas and the means of communicating with the Fire Safety/EAP Director.*
 - *In the event of an emergency on the floor or immediately affecting building occupants on the floor, notify the Fire Safety/EAP Director and building occupants on the floor of the emergency, and initiate appropriate action.*
 - *In the event of an emergency not on the floor or not immediately affecting building occupants on the floor, establish communication with the Fire Safety/EAP Director and, if possible, await direction from the Fire Safety/EAP Director.*
 - *Keep the Fire Safety/EAP Director informed of his or her location and the progress of the implementation of the Emergency Action Plan measures.*
 - *Confirm the in-building relocation or evacuation of the floor or portion thereof by directing Deputy Fire Safety/EAP Wardens and/or other EAP Staff designated as searchers to search all areas of the floor to be relocated or evacuated; to do so by visual inspection, not merely by the lack of a voice response; and to notify any remaining building occupants that they must immediately comply with the applicable Emergency Action Plan procedures.*
 - *Determine whether the stairwells are safe to enter before directing building occupants to use them, and, if unsafe, notify the Fire Safety/EAP Director. Do not direct building occupants to use elevators unless and until the Fire Safety/EAP Director authorizes their use.*
 - *Perform such other duties as set forth in this Emergency Action Plan, or as directed to do so by the Fire Safety/EAP Director.*
 - *Fire Safety/EAP Wardens shall be identified by armbands, which shall be worn at all times when the Emergency Action Plan is implemented.*
- 3.4.1 Identify on “EAP Staff Designation Form” the individuals designated as Fire Safety/EAP Warden. See Appendix A - Attachment 2
- 3.4.2 Indicate on “EAP Staff Designation Form” the floor and assignment location for each Fire Safety/EAP Warden. See Appendix A - Attachment 2
- 3.4.3 Detail any additional duties or responsibilities for each Fire Safety/EAP Warden identified on the “EAP Staff Designation Form” not specified in FDNY Rule. N/A

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3.5 Deputy Fire Safety/EAP Warden.

Duties and Responsibilities:

- *In the absence of the Fire Safety/EAP Warden, perform the duties of the Fire Safety/EAP Warden, as circumstances warrant.*
- *In the presence of the Fire Safety/EAP Warden, assist the Fire Safety/EAP Warden in carrying out the requirements of the Emergency Action Plan, by searching all areas of the floor to be in-building relocated or evacuated, and notifying any remaining building occupants that they must immediately comply with the applicable Emergency Action Plan procedures, and by performing such other duties as assigned by this Emergency Action Plan or directed by the Fire Safety/EAP Warden.*
- *Deputy Fire Safety/EAP Wardens shall be identified by armbands, which shall be worn at all times when the Emergency Action Plan is implemented.*

3.5.1 Identify on “EAP Staff Designation Form” the individuals designated as Deputy Fire Safety/EAP Warden. See Appendix A - Attachment 2

3.5.2 Indicate on “EAP Staff Designation Form” the floor and assignment location for each Deputy Fire Safety/EAP Warden. See Appendix A - Attachment 2

3.5.3 Detail any additional duties or responsibilities for each Deputy Fire Safety/EAP Warden identified on the “EAP Staff Designation Form” not specified in FDNY Rule. N/A

3.6 Fire Safety/EAP Brigade.

Duties and Responsibilities:

- *Perform their designated assignments, as set forth in this Emergency Action Plan or as directed by Fire Safety/EAP Director.*
- *In the event of an emergency, immediately report to the designated locations, as set forth in this Emergency Action Plan, or directed by the Fire Safety/EAP Director, to be ready to undertake their designated assignments.*
- *Fire Safety/EAP Brigade members shall be identified by armbands, which shall be worn at all times when the Emergency Action Plan is implemented.*

3.6.1 Identify on “EAP Staff Designation Form” the individuals designated as Fire Safety/EAP Brigade members. See Appendix A - Attachment 3

3.6.2 Detail the specific duties and responsibilities for each Fire Safety/EAP Brigade member identified on the “EAP Staff Designation Form”. See Appendix A - Attachment 3

4. **Critical Operations Staff**

4.1 Building Personnel.

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- *Critical Operations Staff shall be identified by armbands, which shall be worn at all times when the Emergency Action Plan is implemented.*
- 4.1.1 Set forth the number of building personnel designated as Critical Operations Staff, and describe the specific duties and responsibilities to be performed by each such building personnel. See Appendix A – Attachment 4
- 4.1.2 Identify on the “Critical Operations Staff Form” the building personnel designated as Critical Operations Staff and include the following information:
- 4.1.2.1 Each individual’s work location. See Appendix A – Attachment 4
 - 4.1.2.2 Each individual’s telephone number(s). See Appendix A – Attachment 4
- 4.2 Office Employees.
- *Critical Operations Staff shall be identified by armbands, which shall be worn at all times when the Emergency Action Plan is implemented.*
- 4.2.1 Set forth the number of office employees designated as Critical Operations Staff, and describe the specific duties and responsibilities to be performed by each such building personnel. See Appendix A – Attachment 5
- 4.2.2 Identify on the “Critical Operations Staff Form” the office employees designated as Critical Operations Staff and include the following information:
- 4.2.2.1 Each individual’s employer. See Appendix A – Attachment 5
 - 4.2.2.2 Each individual’s work location. See Appendix A – Attachment 5
 - 4.2.2.3 Each individual’s telephone number(s). See Appendix A – Attachment 5

5. Emergency Action Plan for Explosions

- 5.1 Set forth below are the procedures that will be implemented during regular business hours in the event of an explosion in or proximate to the building, or the threat thereof. An explosion is an accidental or deliberate detonation of a device that will cause a sudden increase in volume and release of energy in a violent manner, usually with the generation of high temperature and the release of gases.

In the event of an explosion in the building, the Fire Safety/EAP Director shall immediately implement the building’s Emergency Action Plan. In the event of an explosion with an ensuing fire, the approved Fire Safety Plan for the building should be implemented. In the event of an explosion proximate to the building, or threat thereof, the Fire Safety/EAP Director shall decide if the building’s Emergency Action Plan will be implemented.

Implementation of the EAP: If a decision is made to implement the plan, the Fire Safety/EAP Director shall proceed with the following course of action: (1) Remain calm and immediately notify 911. (2) Proceed to the Fire Command Station. (3) Activate the

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fire alarm alert tone throughout the building. (4) An announcement shall be made notifying all building occupants what has occurred, where it has occurred, what provisions of the Emergency Action Plan will be implemented (Shelter-In-Place, In-Building Relocation, Partial Evacuation, or Full Evacuation) and why it is necessary to implement this provision of the EAP. These announcements shall be repeated or updated on a frequent basis (See Appendix M for alarm announcement guidelines). In the event that the building's Fire Command Station is inaccessible or inoperable, please reference Appendix D for further instructions.

NOTE: Be prepared for possible recurring or additional explosions. Fire Safety/EAP Brigade members shall assist any injured building occupants if possible. DO NOT MOVE seriously injured persons unless they're in obvious, immediate danger from such threats as fire, etc. Building occupants should be instructed to open doors carefully and watch for falling objects. ELEVATORS ARE NOT TO BE USED AFTER AN EXPLOSION. Do not smoke or use matches or lighters. Avoid telephones. Do not spread rumors. The use of cell phones and two-way radios should be avoided for any event involving an explosion.

5.1.1 Shelter in Place. *The precaution of directing building occupants to remain inside the building, at their work locations, in response to an emergency. There are circumstances where staying put and creating a barrier between occupants and potentially contaminated air outside can be a matter of survival.*

5.1.1.1 General Procedures. *In the event of an explosion in or proximate to the building, or threat thereof, and a decision has been made to shelter in place, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. Remain at your work location and do not leave the building until authorities advise it is safe to leave. Advise any visitors to stay and not to leave. Close any windows and doors, close blinds/curtains on exterior windows and be prepared to shut down all air conditioners. All building occupants should avoid the use of cell phones and two-way radios in the event of an explosion.*

The Fire Safety/EAP Director immediately upon arrival at the Fire Command Station will recall all elevators. The EAP Staff and Critical Operations Staff will communicate with the Fire Safety/EAP Director using the nearest floor warden phones.

5.1.1.2 Building Components or Systems.
See Appendix A – Attachment 7

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

- Access to and egress from the building at Hudson St (East), Houston Street (South) and Clarkson Street (North)*
- Exit to Houston Street and Hudson Street via lobby*
- Exit to Clarkson Street via Loading Dock*
- Egress to lobby via Stairway "A"*

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- Egress to Houston Street via Stairways "B", "D" and "E"
- Egress to Clarkson Street via Stairway "C"

5.1.1.2.2 Elevator operation. *All elevator cars are equipped with firemen service and can be operated manually. All elevator cars are equipped with two-way voice communication. During an emergency, all elevator cars will be recalled by Fire Safety/EAP Director to the lobby or lowest level served. Designated cars in each elevator bank will be operated manually and utilized by Fire Safety/EAP Brigade for the possible removal of occupants **if necessary**. (See Appendix E - Attachment 1 and Appendix F for more information.) All other cars will be available for Fire Department use.*

5.1.1.2.3 Ventilation system operation. *Upon implementation of the Emergency Action Plan (for a non-fire emergency) a building engineer will manually shutdown the air handling system via the BMS (Building Management System) in the basement engineer's office. There are two (2) to three (3) water-cooled package units per floor.*

5.1.1.2.4 Openable windows. *Windows are operable throughout the building. Required keys are kept at the Fire Command Station.*

5.1.1.2.5 Interior doors, including fire doors. *Fireproof self-closing doors are located on all stairways, freight elevator lobbies, utility closets, MER rooms, exit corridors and all other areas as required by code. Fail-safe devices installed on the 9th, 4th and 3rd floors. All fail-safe (door release) devices should be utilized manually when the Emergency Action Plan is initiated to ensure all re-entry doors are unlocked.*

5.1.1.2.6 Electrical, natural gas, steam and other utility operations. *Con Ed electric vault located in the basement at Houston Street. Con Ed steam shut-off is located at the south side of the basement at Houston Street. Water shut-offs are located at Houston Street and Clarkson Street.*

5.1.1.2.7 Fuel oil storage systems and associated pumps and piping. *One (1) 3,000 gallon tank of #2 diesel fuel located in basement
One (1) 2,500 gallon tank of #2 diesel fuel located in basement
One (1) 4,000 gallon tank of #2 diesel fuel located in basement
One (1) 500 gallon tank of #2 diesel fuel located on 1st floor
One (1) 250 gallon tank of #2 diesel fuel located in penthouse
There are four (4) pumps in basement and two (2) on the 1st floor.*

5.1.2 In-Building Relocation. *Controlled movement of building occupants from an*

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endangered area of a building to an in-building relocation area within the same building in response to an emergency.

5.1.2.1 General Procedures. *In the event of an explosion in or proximate to the building, or threat thereof, and a decision has been made to in-building relocate, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. When considering movement to a safe area inside the building, priority should be given to building occupants on floors or other areas of the building most at risk of harm, which may include the floors immediately above and below. Building occupants and all visitors will be directed to an interior room or rooms within the building, or ones with no or few windows, and take refuge. All building occupants should avoid the use of cell phones and two-way radios in the event of an explosion.*

The Fire Safety/EAP Director immediately upon arrival at the Fire Command Station will recall all elevators. The EAP Staff and Critical Operations Staff will communicate with the Fire Safety/EAP Director using the nearest floor warden phones.

5.1.2.2 Specific In-Building Relocation Requirements.

5.1.2.2.1 Designated in-building relocation areas.

See Appendix A – Attachment 8

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

See Appendix A – Attachment 8

5.1.2.2.3 Procedures of accounting for building occupants after completing in-building relocation. *Each employer shall be responsible for establishing and maintaining a system of assigning responsibility for accounting for employees present in the building and taking a head count at the in-building relocation area. For any occupant not accounted for, a list of the names and last known locations will be provided to the official in charge. All visitors, including suppliers and customers, will also be accounted for during the head count.*

5.1.2.3 Building Components. *See (5.1.1.2)*

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

5.1.2.3.2 Elevator operation.

5.1.2.3.3 Ventilation system operation.

5.1.2.3.4 Openable windows.

5.1.2.3.5 Interior doors, including fire doors.

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

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5.1.2.3.7 Fuel oil storage systems and associated pumps and piping.

5.1.3 Partial Evacuation. *The emptying of a building of some but not all building occupants in response to an emergency.*

5.1.3.1 General Procedures. *In the event of an explosion in or proximate to the building, or threat thereof, and a decision has been made to partially evacuate the building, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. When considering movement to a safe area outside the building, priority should be given to building occupants on floors or other areas of the building most at risk of harm, which may include the floors immediately above and below. All building occupants should avoid the use of cell phones and two-way radios in the event of an explosion.*

The Fire Safety/EAP Director immediately upon arrival at the Fire Command Station will recall all elevators. The EAP Staff and Critical Operations Staff will communicate with the Fire Safety/EAP Director using the nearest floor warden phones.

*Once an incident has been evaluated, and an evacuation is deemed necessary, an announcement shall instruct EAP Staff and building occupants as follows: (1) Remain calm. (2) Immediately shut down all hazardous equipment. (3) Move quickly and in an orderly manner to the nearest **exit** stairwell (unless instructed towards an alternate stairway); do not use elevators. (4) Take no more than car/office keys, purses and coats (only if nearby). Do not take large or heavy objects or equipment. (5) Shut all doors behind, but do not lock these doors. (6) Occupants shall assist and accompany infirmed or disabled individuals or any person who appears to need assistance to the stairwell or stairwell vestibule. (See Appendix E – Attachment 2) (7) Fire Safety/EAP Wardens are responsible for making sure all occupants have left the floor by visually inspecting all areas of the floor, not merely by the lack of voice response. (8) Continue down the stairs and stay to the right allowing the left side of the stairwell to be utilized by emergency personnel. (9) Exit building and proceed to the designated outside assembly area where a head count will be taken. Remain at the assembly area until authorized to leave. (10) Fire Safety/EAP Wardens will report to the Fire Safety/EAP Director the status of the floor (all evacuated, someone trapped and where, etc.) once building occupants are out of the building.*

5.1.3.2 Specific Partial Evacuation Requirements.

5.1.3.2.1 Location of exits, stairwells and elevators.

*-- Exits at Hudson Street (East), Houston Street (South)
and Clarkson Street (North)*

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- Stairway "A" (Center Core)
- Stairway "B" (South Side)
- Stairway "C" (North Side)
- Stairway "D" (Center Core)
- Stairway "E" (South Side)
- Elevator Bank "X" (North Side)
- Elevator Bank "Y" (South Side)
- Elevator Bank "Z" (Northeast Corner)

5.1.3.2.2 Primary and alternate exit routes. *All building occupants will evacuate through the designated stairways (See Appendix A – Attachment 9) or as directed by Fire Safety/EAP Director or Fire Safety/EAP Warden (See Appendix G and Appendix H). A drill consisting of stairwell familiarization will be conducted regularly for all building occupants.*

5.1.3.2.3 Assembly areas.
See Appendix A – Attachment 10

*Primary - At Park
Location: Houston Street & Sixth Ave (Corner of)*

*Alternate - On Houston Street
Location: (Between West St & Washington St)*

(Note: An alternate assembly area has been designated in the event that the primary assembly area is deemed not safe or accessible.)

5.1.3.2.4 Procedures for accounting for building occupants after completing a partial evacuation. *Once building occupants are at the assembly area, DO NOT LET ANYONE RETURN TO THE BUILDING, FOR ANY REASON. Each employer shall be responsible for establishing and maintaining a system of assigning responsibility for accounting for employees present in the building and taking a head count at the predetermined assembly area as noted above. For any occupant not accounted for, a list of the names and last known locations shall immediately be provided to the official in charge. DO NOT RETURN TO THE BUILDING. All building occupants shall remain with their group unless otherwise instructed.*

5.1.3.3 Building Components. *See (5.1.1.2)*

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

5.1.3.3.2 Elevator operation.

5.1.3.3.3 Ventilation system operation.

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- 5.1.3.3.4 Openable windows.
- 5.1.3.3.5 Interior doors, including fire doors.
- 5.1.3.3.6 Electrical, natural gas, steam and other utility operations.
- 5.1.3.3.7 Fuel oil storage systems and associated pumps and piping.

5.1.4 Evacuation. *The emptying of a building of all building occupants in response to an emergency.*

5.1.4.1 General Procedures. *In the event of an explosion in or proximate to the building, or threat thereof, and a decision has been made to evacuate the building, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. When considering movement to a safe area outside the building, priority should be given to building occupants on floors or other areas of the building most at risk of harm, which may include the floors immediately above and below. All building occupants should avoid the use of cell phones and two-way radios in the event of an explosion.*

The Fire Safety/EAP Director immediately upon arrival at the Fire Command Station will recall all elevators. The EAP Staff and Critical Operations Staff will communicate with the Fire Safety/EAP Director using the nearest floor warden phones.

*Once an incident has been evaluated, and an evacuation is deemed necessary, an announcement shall instruct EAP Staff and building occupants as follows: (1) Remain calm. (2) Immediately shut down all hazardous equipment. (3) Move quickly and in an orderly manner to the nearest **exit** stairwell (unless instructed towards an alternate stairway); do not use elevators. (4) Take no more than car/office keys, purses and coats (only if nearby). Do not take large or heavy objects or equipment. (5) Shut all doors behind, but do not lock these doors. (6) Occupants shall assist and accompany infirmed or disabled individuals or any person who appears to need assistance to the stairwell or stairwell vestibule. (See Appendix E – Attachment 2) (7) Fire Safety/EAP Wardens are responsible for making sure all occupants have left the floor by visually inspecting all areas of the floor, not merely by the lack of voice response. (8) Continue down the stairs and stay to the right allowing the left side of the stairwell to be utilized by emergency personnel. (9) Exit building and proceed to the designated outside assembly area where a head count will be taken. Remain at the assembly area until authorized to leave. (10) Fire Safety/EAP Wardens will report to the Fire Safety/EAP Director the status of the floor (all evacuated, someone trapped and where, etc.) once building occupants are out of the building.*

5.1.4.2 Specific Evacuation Requirements.

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5.1.4.2.1 Location of exits, stairwells and elevators.

- Exits at Hudson Street (East), Houston Street (South) and Clarkson Street (North)
- Stairway "A" (Center Core)
- Stairway "B" (South Side)
- Stairway "C" (North Side)
- Stairway "D" (Center Core)
- Stairway "E" (South Side)
- Elevator Bank "X" (North Side)
- Elevator Bank "Y" (South Side)
- Elevator Bank "Z" (Northeast Corner)

5.1.4.2.2 Primary and alternate exit routes. All building occupants will evacuate through the designated stairways (See Appendix A – Attachment 9) or as directed by Fire Safety/EAP Director or Fire Safety/EAP Warden (See Appendix G and Appendix H). A drill consisting of stairwell familiarization will be conducted regularly for all building occupants.

5.1.4.2.3 Assembly areas.

See Appendix A – Attachment 10

Primary - At Park

Location: Houston Street & Sixth Ave (Corner of)

Alternate - On Houston Street

Location: (Between West St & Washington St)

(Note: An alternate assembly area has been designated in the event that the primary assembly area is deemed not safe or accessible.)

5.1.4.2.4 Procedures for accounting for building occupants after completing an evacuation. Once building occupants are at the assembly area, **DO NOT LET ANYONE RETURN TO THE BUILDING, FOR ANY REASON.** Each employer shall be responsible for establishing and maintaining a system of assigning responsibility for accounting for employees present in the building and taking a head count at the predetermined assembly area as noted above. For any occupant not accounted for, a list of the names and last known locations shall immediately be provided to the official in charge. **DO NOT RETURN TO THE BUILDING.** All building occupants shall remain with their group unless otherwise instructed.

5.1.4.3 Building Components. See (5.1.1.2)

5.1.4.3.1 Access to and egress from the building, including entrances,

6. Emergency Action Plan for a Biological Incident or Release

- 6.1 Set forth below are the procedures that will be implemented during regular business hours in the event of a biological incident or release in or proximate to the building, or the threat thereof. *A biological incident or release is germs or other substances that can cause illness. Many agents must be inhaled, enter through a cut in the skin or eaten to make an individual sick. Some biological agents, such as anthrax (see Appendix J), do not cause contagious diseases. Others, like the smallpox virus, can result in diseases that can be caught from other people.*

Unlike an explosion, a biological attack may or may not be immediately obvious. While it is possible that signs may be seen of a biological incident or release, as was sometimes the case with the anthrax mailings, it is perhaps more likely that the local health care workers will report a pattern of unusual illness or there will be a wave of sick people seeking emergency medical attention. This danger may be learned through an emergency radio or TV broadcast, the building may get a telephone call or emergency response workers may come to the building.

In the event of a biological attack, public health officials may not immediately be able to provide information on what to do. It will take time to determine exactly what the illness is, how it should be treated, and who is in danger. However, watch TV, listen to the radio, or check the Internet for official news including the following:

- *Is the building in the group or area authorities consider in danger?*
- *What are the signs and symptoms of the disease?*
- *Are medications or vaccines being distributed?*
- *Where?*
- *Who should get them?*
- *Where should emergency medical care be sought if a building occupant becomes sick?*

Occupant Health: If an unusual and suspicious release of an unknown substance is nearby, occupants should be instructed to quickly get away, cover their mouth and nose with layers of fabric that can filter the air but still allow breathing. Examples include two to three layers of cotton such as a t-shirt, handkerchief or towel. Otherwise, several layers of tissue or paper towels may help. Wash with soap and water and contact authorities.

Symptoms And Hygiene: At the time of the declared biological emergency, if a building occupant becomes sick, it is important to be suspicious. Do not automatically assume, however, that an individual should go to a hospital emergency room or that any illness is the result of the biological attack. Symptoms of many common illnesses may overlap. Use common sense, practice good hygiene and cleanliness to avoid spreading of germs, and seek medical advice.

Implementation of the EAP: In the event of a biological incident or release in the building, the Fire Safety/EAP Director shall immediately implement the building's Emergency Action Plan. In the event of a biological incident or release proximate to the building, or threat thereof, the Fire Safety/EAP Director shall decide if the building's Emergency

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Action Plan will be implemented (See Appendix I – Attachment 1).

If a decision is made to implement the plan, the Fire Safety/EAP Director shall proceed with the following course of action: (1) Remain calm and immediately notify 911. (2) Proceed to the Fire Command Station. (3) Activate the fire alarm alert tone throughout the building. (4) An announcement shall be made notifying all building occupants what has occurred, where it has occurred, what provisions of the Emergency Action Plan will be implemented (Shelter-In-Place, In-Building Relocation, Partial Evacuation, or Full Evacuation)(See Appendix I – Attachment 2) and why it is necessary to implement this provision of the EAP. These announcements shall be repeated or updated on a frequent basis (See Appendix M for alarm announcement guidelines). In the event that the building's Fire Command Station is inaccessible or inoperable, please reference Appendix D for further instructions.

6.1.1 Shelter in Place. *The precaution of directing building occupants to remain inside the building, at their work locations, in response to an emergency. There are circumstances where staying put and creating a barrier between occupants and potentially contaminated air outside can be a matter of survival.*

6.1.1.1 General Procedures. *Sheltering-In-Place is a viable option if the biological incident or release is proximate to the building or threat thereof.*

In the event of a biological incident or release in or proximate to the building, or threat thereof, and a decision has been made to shelter in place, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. Remain at your work location and do not leave the building until authorities advise it is safe to leave. Advise any visitors to stay and not to leave. Close any windows and doors, close blinds/curtains on exterior windows and be prepared to shut down all air conditioners.

The Fire Safety/EAP Director immediately upon arrival at the Fire Command Station will recall all elevators. The EAP Staff and Critical Operations Staff will communicate with the Fire Safety/EAP Director using two-way radios and/or the nearest floor warden phones.

6.1.1.2 Building Components or Systems. *See (5.1.1.2)*

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

6.1.1.2.2 Elevator operation.

6.1.1.2.3 Ventilation system operation.

6.1.1.2.4 Openable windows.

6.1.1.2.5 Interior doors, including fire doors.

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

6.1.1.2.7 Fuel oil storage systems and associated pumps and piping.

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6.1.2 In-Building Relocation. *Controlled movement of building occupants from an endangered area of a building to an in-building relocation area within the same building in response to an emergency.*

6.1.2.1 General Procedures. *In the event of a biological incident or release in or proximate to the building, or threat thereof, and a decision has been made to in-building relocate, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. When considering movement of building occupants to a safe area inside the building, priority should be given to the floors immediately affected by the incident, which may include the floors immediately above and below. Building occupants and all visitors will be directed to an interior room or rooms within the building, or ones with no or few windows, and take refuge.*

The Fire Safety/EAP Director immediately upon arrival at the Fire Command Station will recall all elevators. The EAP Staff and Critical Operations Staff will communicate with the Fire Safety/EAP Director using two-way radios and/or the nearest floor warden phones.

6.1.2.2 Specific in-building relocation Requirements.

6.1.2.2.1 Designated in-building relocation areas.

See Appendix A – Attachment 8

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

See Appendix A – Attachment 8

6.1.2.2.3 Procedures for accounting for building occupants after completing in-building relocation. *Each employer shall be responsible for establishing and maintaining a system of assigning responsibility for accounting for employees present in the building and taking a head count at the in-building relocation area. For any occupant not accounted for, a list of the names and last known locations will be provided to the official in charge. All visitors, including suppliers and customers, will also be accounted for during the head count.*

6.1.2.3 Building Components. *See (5.1.1.2)*

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

6.1.2.3.2 Elevator operation.

6.1.2.3.3 Ventilation system operation.

6.1.2.3.4 Openable windows.

6.1.2.3.5 Interior doors, including fire doors.

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

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6.1.2.3.7 Fuel oil storage systems and associated pumps and piping.

6.1.3 Partial Evacuation. *The emptying of a building of some but not all building occupants in response to an emergency.*

6.1.3.1 General Procedures. *In the event of a biological incident or release in or proximate to the building, or threat thereof, and a decision has been made to partially evacuate the building, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. When considering movement to a safe area outside the building, priority should be given to building occupants on floors or other areas of the building most at risk of harm, which may include the floors immediately above and below.*

The Fire Safety/EAP Director immediately upon arrival at the Fire Command Station will recall all elevators. The EAP Staff and Critical Operations Staff will communicate with the Fire Safety/EAP Director using two-way radios and/or the nearest floor warden phones.

*Once an incident has been evaluated, and an evacuation is deemed necessary, an announcement shall instruct EAP Staff and building occupants as follows: (1) Remain calm. (2) Immediately shut down all hazardous equipment. (3) Move quickly and in an orderly manner to the nearest **exit** stairwell (unless instructed towards an alternate stairway); elevators should be used only if instructed to do so by the Fire Safety/EAP Director or authorities. (4) Take no more than car/office keys, purses and coats (only if nearby). Do not take large or heavy objects or equipment. (5) Shut all doors behind, but do not lock these doors. (6) Occupants shall assist and accompany infirmed or disabled individuals or any person who appears to need assistance to the stairwell or stairwell vestibule. (See Appendix E – Attachment 2) (7) Fire Safety/EAP Wardens are responsible for making sure all occupants have left the floor by visually inspecting all areas of the floor, not merely by the lack of voice response. (8) Continue down the stairs and stay to the right allowing the left side of the stairwell to be utilized by emergency personnel. (9) Exit building and proceed to the designated outside assembly area where a head count will be taken. Remain at the assembly area until authorized to leave. (10) Fire Safety/EAP Wardens will report to the Fire Safety/EAP Director the status of the floor (all evacuated, someone trapped and where, etc.) once building occupants are out of the building.*

6.1.3.2 Specific Partial Evacuation Requirements.

6.1.3.2.1 Location of exits, stairwells and elevators.

- Exits at Hudson Street (East), Houston Street (South) and Clarkson Street (North)
- Stairway "A" (Center Core)

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- Stairway "B" (South Side)
- Stairway "C" (North Side)
- Stairway "D" (Center Core)
- Stairway "E" (South Side)
- Elevator Bank "X" (North Side)
- Elevator Bank "Y" (South Side)
- Elevator Bank "Z" (Northeast Corner)

6.1.3.2.2 Primary and alternate exit routes. *All building occupants will evacuate through the designated stairways (See Appendix A – Attachment 9) or as directed by Fire Safety/EAP Director or Fire Safety/EAP Warden (See Appendix G and Appendix H). A drill consisting of stairwell familiarization will be conducted regularly for all building occupants.*

6.1.3.2.3 Assembly areas.
See Appendix A – Attachment 10

*Primary - At Park
Location: Houston Street & Sixth Ave (Corner of)*

*Alternate - On Houston Street
Location: (Between West St & Washington St)*

(Note: An alternate assembly area has been designated in the event that the primary assembly area is deemed not safe or accessible.)

6.1.3.2.4 Procedures of accounting for building occupants after completing a partial evacuation. *Once building occupants are at the assembly area, DO NOT LET ANYONE RETURN TO THE BUILDING, FOR ANY REASON. Each employer shall be responsible for establishing and maintaining a system of assigning responsibility for accounting for employees present in the building and taking a head count at the predetermined assembly area as noted above. For any occupant not accounted for, a list of the names and last known locations shall immediately be provided to the official in charge. DO NOT RETURN TO THE BUILDING. All building occupants shall remain with their group unless otherwise instructed.*

6.1.3.3 Building Components. *See (5.1.1.2)*

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

6.1.3.3.2 Elevator operation.

6.1.3.3.3 Ventilation system operation.

6.1.3.3.4 Openable windows.

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- 6.1.3.3.5 Interior doors, including fire doors.
- 6.1.3.3.6 Electrical, natural gas, steam and other utility operations.
- 6.1.3.3.7 Fuel oil storage systems and associated pumps and piping.

6.1.4 Evacuation. *The emptying of a building of all building occupants in response to an emergency.*

6.1.4.1 General Procedures. *In the event of a biological incident or release in or proximate to the building, or threat thereof, and a decision has been made to evacuate the building, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. When considering movement to a safe area outside the building, priority should be given to building occupants on floors or other areas of the building most at risk of harm, which may include the floors immediately above and below.*

The Fire Safety/EAP Director immediately upon arrival at the Fire Command Station will recall all elevators. The EAP Staff and Critical Operations Staff will communicate with the Fire Safety/EAP Director using two-way radios and/or the nearest floor warden phones.

*Once an incident has been evaluated, and an evacuation is deemed necessary, an announcement shall instruct EAP Staff and building occupants as follows: (1) Remain calm. (2) Immediately shut down all hazardous equipment. (3) Move quickly and in an orderly manner to the nearest **exit** stairwell (unless instructed towards an alternate stairway); elevators should be used only if instructed to do so by the Fire Safety/EAP Director or authorities. (4) Take no more than car/office keys, purses and coats (only if nearby). Do not take large or heavy objects or equipment. (5) Shut all doors behind, but do not lock these doors. (6) Occupants shall assist and accompany infirmed or disabled individuals or any person who appears to need assistance to the stairwell or stairwell vestibule. (See Appendix E – Attachment 2) (7) Fire Safety/EAP Wardens are responsible for making sure all occupants have left the floor by visually inspecting all areas of the floor, not merely by the lack of voice response. (8) Continue down the stairs and stay to the right allowing the left side of the stairwell to be utilized by emergency personnel. (9) Exit building and proceed to the designated outside assembly area where a head count will be taken. Remain at the assembly area until authorized to leave. (10) Fire Safety/EAP Wardens will report to the Fire Safety/EAP Director the status of the floor (all evacuated, someone trapped and where, etc.) once building occupants are out of the building.*

6.1.4.2 Specific Evacuation Requirements.

6.1.4.2.1 Location of exits, stairwells and elevators.

-- Exits at Hudson Street (East), Houston Street (South)

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- and Clarkson Street (North)*
- Stairway "A" (Center Core)*
- Stairway "B" (South Side)*
- Stairway "C" (North Side)*
- Stairway "D" (Center Core)*
- Stairway "E" (South Side)*
- Elevator Bank "X" (North Side)*
- Elevator Bank "Y" (South Side)*
- Elevator Bank "Z" (Northeast Corner)*

6.1.4.2.2 Primary and alternate exit routes. *All building occupants will evacuate through the designated stairways (See Appendix A – Attachment 9) or as directed by Fire Safety/EAP Director or Fire Safety/EAP Warden (See Appendix G and Appendix H). A drill consisting of stairwell familiarization will be conducted regularly for all building occupants.*

6.1.4.2.3 Assembly areas.
See Appendix A – Attachment 10

*Primary - At Park
Location: Houston Street & Sixth Ave (Corner of)*

*Alternate - On Houston Street
Location: (Between West St & Washington St)*

(Note: An alternate assembly area has been designated in the event that the primary assembly area is deemed not safe or accessible.)

6.1.4.2.4 Procedures for accounting for building occupants after completing an evacuation. *Once building occupants are at the assembly area, DO NOT LET ANYONE RETURN TO THE BUILDING, FOR ANY REASON. Each employer shall be responsible for establishing and maintaining a system of assigning responsibility for accounting for employees present in the building and taking a head count at the predetermined assembly area as noted above. For any occupant not accounted for, a list of the names and last known locations shall immediately be provided to the official in charge. DO NOT RETURN TO THE BUILDING. All building occupants shall remain with their group unless otherwise instructed.*

6.1.4.3 Building Components. *See (5.1.1.2)*

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

6.1.4.3.2 Elevator operations.

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- 6.1.4.3.3 Ventilation system operation.
 - 6.1.4.3.4 Openable windows.
 - 6.1.4.3.5 Interior doors, including fire doors.
 - 6.1.4.3.6 Electrical, natural gas, steam and other utility operations.
 - 6.1.4.3.7 Fuel oil storage systems and associated pumps and piping.
- 6.2 Set forth the procedures that will be implemented at times other than regular business hours, if different from those set forth above. A Building Evacuation Supervisor will be on duty during times other than regular business hours when there are occupants present in the building. He/she shall assume the duties of the Fire Safety/EAP Director (See 5.1). At this time, there may be no Fire Safety/EAP Brigade members on duty or any Critical Operations Staff on site within the building.

(The remainder of this page is left intentionally blank if revisions/updates are needed)

7. Emergency Action Plan for a Chemical Incident or Release

- 7.1 Set forth below are the procedures that will be implemented during regular business hours in the event of a chemical incident or release in or proximate to the building, or the threat thereof. A chemical incident is the deliberate release of a toxic gas, liquid or solid that can poison people and the environment.

Possible Signs Of Chemical Threat:

- Many people suffering from watery eyes, twitching, choking, having trouble breathing or losing coordination.
- Many sick or dead birds, fish or small animals are also cause for suspicion.

If There Is A Visual Sign Of A Chemical Attack:

- Quickly try to **define the impacted area** or where the chemical is coming from, if possible.
- Take immediate action to **get away**.
- If the chemical is inside the building, get out without passing through the contaminated area, if possible.
- Otherwise, it may be better to move as far away from where the suspected chemical release is and “in-building relocate.”

If An Occupant Thinks They Have Been Exposed To A Chemical:

- If their eyes are watering, their skin is stinging, and they are having trouble breathing they may have been exposed to a chemical.
- If a building occupant thinks they may have been **exposed to a chemical, they should remove their exposed clothing immediately and wash.**
- Look for a hose, fountain, or any source of **water**, and wash with **soap** if possible, as they should be sure not to scrub the chemical into their skin.
- Seek emergency **medical attention**.

Implementation of the EAP: In the event of a chemical incident or release in the building, the Fire Safety/EAP Director shall immediately implement the building’s Emergency Action Plan. In the event of a chemical incident or release proximate to the building, or threat thereof, the Fire Safety/EAP Director shall decide if the building’s Emergency Action Plan will be implemented (See Appendix I – Attachment 1).

If a decision is made to implement the plan, the Fire Safety/EAP Director shall proceed with the following course of action: (1) Remain calm and immediately notify 911. (2) Proceed to the Fire Command Station. (3) Activate the fire alarm alert tone throughout the building. (4) An announcement shall be made notifying all building occupants what has occurred, where it has occurred, what provisions of the Emergency Action Plan will be implemented (Shelter-In-Place, In-Building Relocation, Partial Evacuation, or Full Evacuation) (See Appendix I – Attachment 2) and why it is necessary to implement this provision of the EAP. These announcements shall be repeated or updated on a frequent basis (See Appendix M for alarm announcement guidelines). In the event that the building’s Fire Command Station is inaccessible or inoperable, please reference Appendix D for further instructions.

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7.1.1 Shelter in Place. *The precaution of directing building occupants to remain inside the building, at their work locations, in response to an emergency. There are circumstances where staying put and creating a barrier between occupants and potentially contaminated air outside can be a matter of survival.*

7.1.1.1 General Procedures. *In the event of a chemical incident or release in or proximate to the building, or threat thereof, and a decision has been made to shelter in place, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. Remain at your work location and do not leave the building until authorities advise it is safe to leave. Advise any visitors to stay and not to leave. Close any windows and doors, close blinds/curtains on exterior windows and be prepared to shut down all air conditioners.*

The Fire Safety/EAP Director immediately upon arrival at the Fire Command Station will recall all elevators. The EAP Staff and Critical Operations Staff will communicate with the Fire Safety/EAP Director using two-way radios and/or the nearest floor warden phones.

7.1.1.2 Building Components or Systems. *See (5.1.1.2)*

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

7.1.1.2.2 Elevator operation.

7.1.1.2.3 Ventilation system operation.

7.1.1.2.4 Openable windows.

7.1.1.2.5 Interior doors, including fire doors.

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

7.1.1.2.7 Fuel oil storage systems and associated pumps and piping.

7.1.2 In-Building Relocation. *Controlled movement of building occupants from an endangered area of a building to an in-building relocation area within the same building in response to an emergency.*

7.1.2.1 General Procedures. *In the event of a chemical incident or release in or proximate to the building, or threat thereof, and a decision has been made to in-building relocate, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. When considering movement of building occupants to a safe area inside the building, priority should be given to the floors immediately affected by the incident, which may include the floors immediately above and below. Building occupants and all visitors will be directed to an interior room or rooms within the building, or ones with no or few windows, and take refuge.*

The Fire Safety/EAP Director immediately upon arrival at the Fire Command Station will recall all elevators. The EAP Staff and Critical

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Operations Staff will communicate with the Fire Safety/EAP Director using two-way radios and/or the nearest floor warden phones.

7.1.2.2 Specific In-Building Relocation Requirements.

7.1.2.2.1 Designated in-building relocation areas.

See Appendix A – Attachment 8

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

See Appendix A – Attachment 8

7.1.2.2.3 Procedures for accounting for building occupants after completing in-building relocation. ***Each employer shall be responsible for establishing and maintaining a system of assigning responsibility for accounting for employees present in the building and taking a head count at the in-building relocation area. For any occupant not accounted for, a list of the names and last known locations will be provided to the official in charge. All visitors, including suppliers and customers, will also be accounted for during the head count.***

7.1.2.3 Building Components. *See (5.1.1.2)*

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

7.1.2.3.2 Elevator operation.

7.1.2.3.3 Ventilation system operation.

7.1.2.3.4 Openable windows.

7.1.2.3.5 Interior doors, including fire doors.

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

7.1.2.3.7 Fuel oil storage systems and associated pumps and piping.

7.1.3 Partial Evacuation. *The emptying of a building of some but not all building occupants in response to an emergency.*

7.1.3.1 General Procedures. *In the event of a chemical incident or release in or proximate to the building, or threat thereof, and a decision has been made to partially evacuate the building, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. When considering movement to a safe area outside the building, priority should be given to building occupants on floors or other areas of the building most at risk of harm, which may include the floors immediately above and below.*

The Fire Safety/EAP Director immediately upon arrival at the Fire Command Station will recall all elevators. The EAP Staff and Critical Operations Staff will communicate with the Fire Safety/EAP Director

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using two-way radios and/or the nearest floor warden phones.

*Once an incident has been evaluated, and an evacuation is deemed necessary, an announcement shall instruct EAP Staff and building occupants as follows: (1) Remain calm. (2) Immediately shut down all hazardous equipment. (3) Move quickly and in an orderly manner to the nearest **exit** stairwell (unless instructed towards an alternate stairway); elevators should be used only if instructed to do so by the Fire Safety/EAP Director or authorities. (4) Take no more than car/office keys, purses and coats (only if nearby). Do not take large or heavy objects or equipment. (5) Shut all doors behind, but do not lock these doors. (6) Occupants shall assist and accompany infirmed or disabled individuals or any person who appears to need assistance to the stairwell or stairwell vestibule. (See Appendix E – Attachment 2) (7) Fire Safety/EAP Wardens are responsible for making sure all occupants have left the floor by visually inspecting all areas of the floor, not merely by the lack of voice response. (8) Continue down the stairs and stay to the right allowing the left side of the stairwell to be utilized by emergency personnel. (9) Exit building and proceed to the designated outside assembly area where a head count will be taken. Remain at the assembly area until authorized to leave. (10) Fire Safety/EAP Wardens will report to the Fire Safety/EAP Director the status of the floor (all evacuated, someone trapped and where, etc.) once building occupants are out of the building.*

7.1.3.2 Specific Partial Evacuation Requirements.

7.1.3.2.1 Location of exits, stairwells and elevators.

- Exits at Hudson Street (East), Houston Street (South) and Clarkson Street (North)*
- Stairway "A" (Center Core)*
- Stairway "B" (South Side)*
- Stairway "C" (North Side)*
- Stairway "D" (Center Core)*
- Stairway "E" (South Side)*
- Elevator Bank "X" (North Side)*
- Elevator Bank "Y" (South Side)*
- Elevator Bank "Z" (Northeast Corner)*

7.1.3.2.2 Primary and alternate exit routes. *All building occupants will evacuate through the designated stairways (See Appendix A – Attachment 9) or as directed by Fire Safety/EAP Director or Fire Safety/EAP Warden (See Appendix G and Appendix H). A drill consisting of stairwell familiarization will be conducted regularly for all building occupants.*

7.1.3.2.3 Assembly areas.

See Appendix A – Attachment 10

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*Primary - At Park
Location: Houston Street & Sixth Ave (Corner of)*

*Alternate - On Houston Street
Location: (Between West St & Washington St)*

(Note: An alternate assembly area has been designated in the event that the primary assembly area is deemed not safe or accessible.)

7.1.3.2.4 Procedures of accounting for building occupants after completing a partial evacuation. *Once building occupants are at the assembly area, DO NOT LET ANYONE RETURN TO THE BUILDING, FOR ANY REASON. Each employer shall be responsible for establishing and maintaining a system of assigning responsibility for accounting for employees present in the building and taking a head count at the predetermined assembly area as noted above. For any occupant not accounted for, a list of the names and last known locations shall immediately be provided to the official in charge. DO NOT RETURN TO THE BUILDING. All building occupants shall remain with their group unless otherwise instructed.*

7.1.3.3 Building Components. *See (5.1.1.2)*

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

7.1.3.3.2 Elevator operation.

7.1.3.3.3 Ventilation system operation.

7.1.3.3.4 Openable windows.

7.1.3.3.5 Interior doors, including fire doors.

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

7.1.3.3.7 Fuel oil storage systems and associated pumps and piping.

7.1.4 Evacuation. *The emptying of a building of all building occupants in response to an emergency.*

7.1.4.1 General Procedures. *In the event of a chemical incident or release in or proximate to the building, or threat thereof, and a decision has been made to evacuate the building, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. When considering movement to a safe area outside the building, priority should be given to building occupants on floors or other areas of the building most at risk of harm, which may include the floors immediately above and below.*

The Fire Safety/EAP Director immediately upon arrival at the Fire

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Command Station will recall all elevators. The EAP Staff and Critical Operations Staff will communicate with the Fire Safety/EAP Director using two-way radios and/or the nearest floor warden phones.

*Once an incident has been evaluated, and an evacuation is deemed necessary, an announcement shall instruct EAP Staff and building occupants as follows: (1) Remain calm. (2) Immediately shut down all hazardous equipment. (3) Move quickly and in an orderly manner to the nearest **exit** stairwell (unless instructed towards an alternate stairway); elevators should be used only if instructed to do so by the Fire Safety/EAP Director or authorities. (4) Take no more than car/office keys, purses and coats (only if nearby). Do not take large or heavy objects or equipment. (5) Shut all doors behind, but do not lock these doors. (6) Occupants shall assist and accompany infirmed or disabled individuals or any person who appears to need assistance to the stairwell or stairwell vestibule. (See Appendix E – Attachment 2) (7) Fire Safety/EAP Wardens are responsible for making sure all occupants have left the floor by visually inspecting all areas of the floor, not merely by the lack of voice response. (8) Continue down the stairs and stay to the right allowing the left side of the stairwell to be utilized by emergency personnel. (9) Exit building and proceed to the designated outside assembly area where a head count will be taken. Remain at the assembly area until authorized to leave. (10) Fire Safety/EAP Wardens will report to the Fire Safety/EAP Director the status of the floor (all evacuated, someone trapped and where, etc.) once building occupants are out of the building.*

7.1.4.2 Specific Evacuation Requirements.

7.1.4.2.1 Location of exits, stairwells and elevators.

- Exits at Hudson Street (East), Houston Street (South) and Clarkson Street (North)*
- Stairway "A" (Center Core)*
- Stairway "B" (South Side)*
- Stairway "C" (North Side)*
- Stairway "D" (Center Core)*
- Stairway "E" (South Side)*
- Elevator Bank "X" (North Side)*
- Elevator Bank "Y" (South Side)*
- Elevator Bank "Z" (Northeast Corner)*

7.1.4.2.2 Primary and alternate exit routes. *All building occupants will evacuate through the designated stairways (See Appendix A – Attachment 9) or as directed by Fire Safety/EAP Director or Fire Safety/EAP Warden (See Appendix G and Appendix H). A drill consisting of stairwell familiarization will be conducted regularly for all building occupants.*

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- 7.1.4.2.3 Assembly areas.
See Appendix A – Attachment 10

*Primary - At Park
Location: Houston Street & Sixth Ave (Corner of)*

*Alternate - On Houston Street
Location: (Between West St & Washington St)*

(Note: An alternate assembly area has been designated in the event that the primary assembly area is deemed not safe or accessible.)

- 7.1.4.2.4 Procedures for accounting for building occupants after completing an evacuation. *Once building occupants are at the assembly area, DO NOT LET ANYONE RETURN TO THE BUILDING, FOR ANY REASON. Each employer shall be responsible for establishing and maintaining a system of assigning responsibility for accounting for employees present in the building and taking a head count at the predetermined assembly area as noted above. For any occupant not accounted for, a list of the names and last known locations shall immediately be provided to the official in charge. DO NOT RETURN TO THE BUILDING. All building occupants shall remain with their group unless otherwise instructed.*

- 7.1.4.3 Building Components. *See (5.1.1.2)*

- 7.1.4.3.1 Access to and egress from the building, including entrances, exits and stairwells.
- 7.1.4.3.2 Elevator operation.
- 7.1.4.3.3 Ventilation system operation.
- 7.1.4.3.4 Openable windows.
- 7.1.4.3.5 Interior doors, including fire doors.
- 7.1.4.3.6 Electrical, natural gas, steam and other utility operations.
- 7.1.4.3.7 Fuel oil storage systems and associated pumps and piping.

- 7.2 Set forth the procedures that will be implemented at times other than regular business hours, if different from those set forth above. *A Building Evacuation Supervisor will be on duty during times other than regular business hours when there are occupants present in the building. He/she shall assume the duties of the Fire Safety/EAP Director (See 5.1). At this time, there may be no Fire Safety/EAP Brigade members on duty or any Critical Operations Staff on site within the building.*

(The remainder of this page is left intentionally blank if revisions/updates are needed)

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

8.1 Set forth below are the procedures that will be implemented during regular business hours in the event of a nuclear incident or release in or proximate to the building, or the threat thereof. *A nuclear incident may be an explosion with intense light and heat, a damaging pressure wave and widespread radioactive material that can contaminate the air, water and ground surfaces for miles around.*

If There Is A Nuclear Blast:

- **Take cover** immediately, below ground if possible, though any shield or shelter will help protect an individual from the immediate effects of the blast and the pressure wave.
- **Quickly assess the situation.**
- In order to **limit the amount of exposed radiation**, think about “shielding”, “distance” and “time”.
 - **Shielding:** If there is a thick shield between an individual and the radioactive materials, more of the radiation will be absorbed and less exposed.
 - **Distance:** The farther away from the blast and the fallout, the lower the exposure.
 - **Time:** Minimizing time spent exposed will also reduce an individual’s risk.

Use **available information** to **assess the situation**. If there is a significant radiation threat, health care authorities may or may not advise to take **potassium iodide**. Potassium iodide is the same stuff added to table salt to make it iodized. It may or may not protect thyroid glands, which is particularly vulnerable, from radioactive iodine exposure. Occupants should plan to **speak to a health care provider in advance** about what makes sense.

Implementation of the EAP: In the event of a nuclear incident or release in the building, the Fire Safety/EAP Director shall immediately implement the building’s Emergency Action Plan. In the event of a nuclear incident or release proximate to the building, or threat thereof, the Fire Safety/EAP Director shall decide if the building’s Emergency Action Plan will be implemented.

If a decision is made to implement the plan, the Fire Safety/EAP Director shall proceed with the following course of action: (1) Remain calm and immediately notify 911. (2) Proceed to the Fire Command Station. (3) Activate the fire alarm alert tone throughout the building. (4) An announcement shall be made notifying all building occupants what has occurred, where it has occurred, what provisions of the Emergency Action Plan will be implemented (Shelter-In-Place, In-Building Relocation, Partial Evacuation, or Full Evacuation) and why it is necessary to implement this provision of the EAP. These announcements shall be repeated or updated on a frequent basis (See Appendix M for alarm announcement guidelines). In the event that the building’s Fire Command Station is inaccessible or inoperable, please reference Appendix D for further instructions.

8.1.1 **Shelter in Place.** *The precaution of directing building occupants to remain inside the building, at their work locations, in response to an emergency. There are circumstances where staying put and creating a barrier between occupants and potentially contaminated air outside can be a matter of survival.*

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8.1.1.1 General Procedures. *In the event of a nuclear incident or release in or proximate to the building, or threat thereof, and a decision has been made to shelter in place, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. Remain at your work location and do not leave the building until authorities advise it is safe to leave. Advise any visitors to stay and not to leave. Close any windows and doors, close blinds/curtains on exterior windows and be prepared to shut down all air conditioners.*

The Fire Safety/EAP Director immediately upon arrival at the Fire Command Station will recall all elevators. The EAP Staff and Critical Operations Staff will communicate with the Fire Safety/EAP Director using two-way radios and/or the nearest floor warden phones.

8.1.1.2 Building Components or Systems. *See (5.1.1.2)*

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

8.1.1.2.2 Elevator operation.

8.1.1.2.3 Ventilation system operation.

8.1.1.2.4 Openable windows.

8.1.1.2.5 Interior doors, including fire doors.

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

8.1.1.2.7 Fuel oil storage systems and associated pumps and piping.

8.1.2 In-Building Relocation. *Controlled movement of building occupants from an endangered area of a building to an in-building relocation area within the same building in response to an emergency.*

8.1.2.1 General Procedures. *In the event of a nuclear incident or release in or proximate to the building, or threat thereof, and a decision has been made to in-building relocate, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. When considering movement of building occupants to a safe area inside the building, priority should be given to the floors immediately affected by the incident, which may include the floors immediately above and below. Building occupants and all visitors will be directed to an interior room or rooms within the building, or ones with no or few windows, and take refuge.*

The Fire Safety/EAP Director immediately upon arrival at the Fire Command Station will recall all elevators. The EAP Staff and Critical Operations Staff will communicate with the Fire Safety/EAP Director using two-way radios and/or the nearest floor warden phones.

8.1.2.2 Specific In-Building Relocation Requirements.

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8.1.2.2.1 Designated in-building relocation areas.
See Appendix A – Attachment 8

8.1.2.2.2 Designated routes by which building occupants would be directed to in-building relocation areas.
See Appendix A – Attachment 8

8.1.2.2.3 Procedures for accounting for building occupants after completing in-building relocation. *Each employer shall be responsible for establishing and maintaining a system of assigning responsibility for accounting for employees present in the building and taking a head count at the in-building relocation area. For any occupant not accounted for, a list of the names and last known locations will be provided to the official in charge. All visitors, including suppliers and customers, will also be accounted for during the head count.*

8.1.2.3 Building Components. *See (5.1.1.2)*

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

8.1.2.3.2 Elevator operation.

8.1.2.3.3 Ventilation system operation.

8.1.2.3.4 Openable windows.

8.1.2.3.5 Interior doors, including fire doors.

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

8.1.2.3.7 Fuel oil storage systems and associated pumps and piping.

8.1.3 Partial Evacuation. *The emptying of a building of some but not all building occupants in response to an emergency.*

8.1.3.1 General Procedures. *In the event of a nuclear incident or release in or proximate to the building, or threat thereof, and a decision has been made to partially evacuate the building, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. When considering movement to a safe area outside the building, priority should be given to building occupants on floors or other areas of the building most at risk of harm, which may include the floors immediately above and below.*

The Fire Safety/EAP Director immediately upon arrival at the Fire Command Station will recall all elevators. The EAP Staff and Critical Operations Staff will communicate with the Fire Safety/EAP Director using two-way radios and/or the nearest floor warden phones.

Once an incident has been evaluated, and an evacuation is deemed necessary, an announcement shall instruct EAP Staff and building

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*occupants as follows: (1) Remain calm. (2) Immediately shut down all hazardous equipment. (3) Move quickly and in an orderly manner to the nearest **exit** stairwell (unless instructed towards an alternate stairway); elevators should be used only if instructed to do so by the Fire Safety/EAP Director or authorities. (4) Take no more than car/office keys, purses and coats (only if nearby). Do not take large or heavy objects or equipment. (5) Shut all doors behind, but do not lock these doors. (6) Occupants shall assist and accompany infirmed or disabled individuals or any person who appears to need assistance to the stairwell or stairwell vestibule. (See Appendix E – Attachment 2) (7) Fire Safety/EAP Wardens are responsible for making sure all occupants have left the floor by visually inspecting all areas of the floor, not merely by the lack of voice response. (8) Continue down the stairs and stay to the right allowing the left side of the stairwell to be utilized by emergency personnel. (9) Exit building and proceed to the designated outside assembly area where a head count will be taken. Remain at the assembly area until authorized to leave. (10) Fire Safety/EAP Wardens will report to the Fire Safety/EAP Director the status of the floor (all evacuated, someone trapped and where, etc.) once building occupants are out of the building.*

8.1.3.2 Specific Partial Evacuation Requirements.

8.1.3.2.1 Location of exits, stairwells and elevators.

- Exits at Hudson Street (East), Houston Street (South) and Clarkson Street (North)*
- Stairway "A" (Center Core)*
- Stairway "B" (South Side)*
- Stairway "C" (North Side)*
- Stairway "D" (Center Core)*
- Stairway "E" (South Side)*
- Elevator Bank "X" (North Side)*
- Elevator Bank "Y" (South Side)*
- Elevator Bank "Z" (Northeast Corner)*

8.1.3.2.2 Primary and alternate exit routes. *All building occupants will evacuate through the designated stairways (See Appendix A – Attachment 9) or as directed by Fire Safety/EAP Director or Fire Safety/EAP Warden (See Appendix G and Appendix H). A drill consisting of stairwell familiarization will be conducted regularly for all building occupants.*

8.1.3.2.3 Assembly areas.

See Appendix A – Attachment 10

Primary - At Park

Location: Houston Street & Sixth Ave (Corner of)

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Alternate - On Houston Street

Location: (Between West St & Washington St)

(Note: An alternate assembly area has been designated in the event that the primary assembly area is deemed not safe or accessible.)

8.1.3.2.4 Procedures of accounting for building occupants after completing a partial evacuation. *Once building occupants are at the assembly area, DO NOT LET ANYONE RETURN TO THE BUILDING, FOR ANY REASON. Each employer shall be responsible for establishing and maintaining a system of assigning responsibility for accounting for employees present in the building and taking a head count at the predetermined assembly area as noted above. For any occupant not accounted for, a list of the names and last known locations shall immediately be provided to the official in charge. DO NOT RETURN TO THE BUILDING. All building occupants shall remain with their group unless otherwise instructed.*

8.1.3.3 Building Components. *See (5.1.1.2)*

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

8.1.3.3.2 Elevator operation.

8.1.3.3.3 Ventilation system operation.

8.1.3.3.4 Openable windows.

8.1.3.3.5 Interior doors, including fire doors.

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

8.1.3.3.7 Fuel oil storage systems and associated pumps and piping.

8.1.4 Evacuation. *The emptying of a building of all building occupants in response to an emergency.*

8.1.4.1 General Procedures. *In the event of a nuclear incident or release in or proximate to the building, or threat thereof, and a decision has been made to evacuate the building, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. When considering movement to a safe area outside the building, priority should be given to building occupants on floors or other areas of the building most at risk of harm, which may include the floors immediately above and below.*

The Fire Safety/EAP Director immediately upon arrival at the Fire Command Station will recall all elevators. The EAP Staff and Critical Operations Staff will communicate with the Fire Safety/EAP Director using two-way radios and/or the nearest floor warden phones.

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*Once an incident has been evaluated, and an evacuation is deemed necessary, an announcement shall instruct EAP Staff and building occupants as follows: (1) Remain calm. (2) Immediately shut down all hazardous equipment. (3) Move quickly and in an orderly manner to the nearest **exit** stairwell (unless instructed towards an alternate stairway); elevators should be used only if instructed to do so by the Fire Safety/EAP Director or authorities. (4) Take no more than car/office keys, purses and coats (only if nearby). Do not take large or heavy objects or equipment. (5) Shut all doors behind, but do not lock these doors. (6) Occupants shall assist and accompany infirmed or disabled individuals or any person who appears to need assistance to the stairwell or stairwell vestibule. (See Appendix E – Attachment 2) (7) Fire Safety/EAP Wardens are responsible for making sure all occupants have left the floor by visually inspecting all areas of the floor, not merely by the lack of voice response. (8) Continue down the stairs and stay to the right allowing the left side of the stairwell to be utilized by emergency personnel. (9) Exit building and proceed to the designated outside assembly area where a head count will be taken. Remain at the assembly area until authorized to leave. (10) Fire Safety/EAP Wardens will report to the Fire Safety/EAP Director the status of the floor (all evacuated, someone trapped and where, etc.) once building occupants are out of the building.*

8.1.4.2 Specific Evacuation Requirements.

8.1.4.2.1 Location of exits, stairwells and elevators.

- Exits at Hudson Street (East), Houston Street (South) and Clarkson Street (North)*
- Stairway "A" (Center Core)*
- Stairway "B" (South Side)*
- Stairway "C" (North Side)*
- Stairway "D" (Center Core)*
- Stairway "E" (South Side)*
- Elevator Bank "X" (North Side)*
- Elevator Bank "Y" (South Side)*
- Elevator Bank "Z" (Northeast Corner)*

8.1.4.2.2 Primary and alternate exit routes. *All building occupants will evacuate through the designated stairways (See Appendix A – Attachment 9) or as directed by Fire Safety/EAP Director or Fire Safety/EAP Warden (See Appendix G and Appendix H). A drill consisting of stairwell familiarization will be conducted regularly for all building occupants.*

8.1.4.2.3 Assembly areas.

See Appendix A – Attachment 10

Primary - At Park

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Location: Houston Street & Sixth Ave (Corner of)

Alternate - On Houston Street

Location: (Between West St & Washington St)

(Note: An alternate assembly area has been designated in the event that the primary assembly area is deemed not safe or accessible.)

8.1.4.2.4 Procedures for accounting for building occupants after completing an evacuation. *Once building occupants are at the assembly area, DO NOT LET ANYONE RETURN TO THE BUILDING, FOR ANY REASON. Each employer shall be responsible for establishing and maintaining a system of assigning responsibility for accounting for employees present in the building and taking a head count at the predetermined assembly area as noted above. For any occupant not accounted for, a list of the names and last known locations shall immediately be provided to the official in charge. DO NOT RETURN TO THE BUILDING. All building occupants shall remain with their group unless otherwise instructed.*

8.1.4.3 Building Components. *See (5.1.1.2)*

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

8.1.4.3.2 Elevator operation.

8.1.4.3.3 Ventilation system operation.

8.1.4.3.4 Openable windows.

8.1.4.3.5 Interior doors, including fire doors.

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

8.1.4.3.7 Fuel oil storage systems and associated pumps and piping.

8.2 Set forth the procedures that will be implemented at times other than regular business hours, if different from those set forth above. *A Building Evacuation Supervisor will be on duty during times other than regular business hours when there are occupants present in the building. He/she shall assume the duties of the Fire Safety/EAP Director (See 5.1). At this time, there may be no Fire Safety/EAP Brigade members on duty or any Critical Operations Staff on site within the building.*

(The remainder of this page is left intentionally blank if revisions/updates are needed)

9. **Emergency Action Plan for a Natural Disaster**

9.1 Set forth below are the procedures that will be implemented during regular business hours in the event of a natural disaster. *A natural disaster is any terrible event, not caused by human activity, that could result in deaths, injuries, or damage to property. Some natural disasters that can occur include earthquakes (See Appendix K – Attachment 1), hurricanes/flooding (See Appendix K – Attachment 2) and tornadoes (See Appendix K – Attachment 3). Additional types of natural disasters include (but are not limited to) blizzards, winter storms, wind chill, extreme heat, drought, heat disorders, hail, thunderstorms and lightning. While severe weather conditions are closely monitored in the New York Metro area, these conditions can occur with little or no warning. While it is unrealistic to prepare for every natural disaster and the potential devastation that can occur as a result (See Appendix K – Attachment 4), it is imperative to assess the situation before a decision is made on whether or not to implement the building’s Emergency Action Plan.*

Implementation of the EAP: *If a decision is made to implement the plan, the Fire Safety/EAP Director shall proceed with the following course of action: (1) Proceed to the Fire Command Station. (2) Activate the fire alarm alert tone throughout the building. (3) An announcement shall be made notifying all building occupants what has occurred, where it has occurred, what provisions of the Emergency Action Plan will be implemented (Shelter-In-Place, In-Building Relocation, Partial Evacuation, or Full Evacuation) and why it is necessary to implement this provision of the EAP. These announcements shall be repeated or updated on a frequent basis (See Appendix M for alarm announcement guidelines). In the event that the building’s Fire Command Station is inaccessible or inoperable, please reference Appendix D for further instructions.*

9.1.1 Shelter in Place. *The precaution of directing building occupants to remain inside the building, at their work locations, in response to an emergency. There are circumstances where staying put and creating a barrier between occupants and potentially contaminated air outside can be a matter of survival.*

9.1.1.1 General Procedures. *In the event of a natural disaster, and a decision has been made to shelter in place, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. Remain at your work location and do not leave the building until authorities advise it is safe to leave. Advise any visitors to stay and not to leave. Close any windows and doors, close blinds/curtains on exterior windows and be prepared to shut down all air conditioners.*

The Fire Safety/EAP Director immediately upon arrival at the Fire Command Station will recall all elevators. The EAP Staff and Critical Operations Staff will communicate with the Fire Safety/EAP Director using two-way radios and/or the nearest floor warden phones.

9.1.1.2 Building Components or Systems. *See (5.1.1.2)*

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- 10.1.1.2.1 Access to and egress from the building, including entrances, exits and stairwells.
- 10.1.1.2.2 Elevator operation.
- 10.1.1.2.3 Ventilation system operation.
- 10.1.1.2.4 Openable windows.
- 10.1.1.2.5 Interior doors, including fire doors.
- 10.1.1.2.6 Electrical, natural gas, steam and other utility operations.
- 10.1.1.2.7 Fuel oil storage systems and associated pumps.

9.1.2 In-Building Relocation. *Controlled movement of building occupants from an endangered area of a building to an in-building relocation area within the same building in response to an emergency.*

9.1.2.1 General Procedures. *In the event of a natural disaster, and a decision has been made to in-building relocate, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. When considering movement of building occupants to a safe area inside the building, priority should be given to the floors immediately affected by the incident, which may include the floors immediately above and below. Building occupants and all visitors will be directed to an interior room or rooms within the building, or ones with no or few windows, and take refuge.*

The Fire Safety/EAP Director immediately upon arrival at the Fire Command Station will recall all elevators. The EAP Staff and Critical Operations Staff will communicate with the Fire Safety/EAP Director using two-way radios and/or the nearest floor warden phones.

9.1.2.2 Specific In-Building Relocation Requirements.

9.1.2.2.1 Designated in-building relocation areas.
See Appendix A – Attachment 8

9.1.2.2.2 Designated routes by which building occupants would be directed to in-building relocation areas.
See Appendix A – Attachment 8

9.1.2.2.3 Procedures for accounting for building occupants after completing in-building relocation. *Each employer shall be responsible for establishing and maintaining a system of assigning responsibility for accounting for employees present in the building and taking a head count at the in-building relocation area. For any occupant not accounted for, a list of the names and last known locations will be provided to the official in charge. All visitors, including suppliers and customers, will also be accounted for during the head count.*

9.1.2.3 Building Components. *See (5.1.1.2)*

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- 9.1.2.3.1 Access to and egress from the building, including entrances, exits and stairwells.
- 9.1.2.3.2 Elevator operation.
- 9.1.2.3.3 Ventilation system operation.
- 9.1.2.3.4 Openable windows.
- 9.1.2.3.5 Interior doors, including fire doors.
- 9.1.2.3.6 Electrical, natural gas, steam and other utility operations.
- 9.1.2.3.7 Fuel oil storage systems and associated pumps and piping.

9.1.3 Partial Evacuation. *The emptying of a building of some but not all building occupants in response to an emergency.*

9.1.3.1 General Procedures. *In the event of a natural disaster, and a decision has been made to partially evacuate the building, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. When considering movement to a safe area outside the building, priority should be given to building occupants on floors or other areas of the building most at risk of harm, which may include the floors immediately above and below.*

The Fire Safety/EAP Director immediately upon arrival at the Fire Command Station will recall all elevators. The EAP Staff and Critical Operations Staff will communicate with the Fire Safety/EAP Director using two-way radios and/or the nearest floor warden phones.

*Once an incident has been evaluated, and an evacuation is deemed necessary, an announcement shall instruct EAP Staff and building occupants as follows: (1) Remain calm. (2) Immediately shut down all hazardous equipment. (3) Move quickly and in an orderly manner to the nearest **exit** stairwell (unless instructed towards an alternate stairway); elevators should be used only if instructed to do so by the Fire Safety/EAP Director or authorities. (4) Take no more than car/office keys, purses and coats (only if nearby). Do not take large or heavy objects or equipment. (5) Shut all doors behind, but do not lock these doors. (6) Occupants shall assist and accompany infirmed or disabled individuals or any person who appears to need assistance to the stairwell or stairwell vestibule. (See Appendix E – Attachment 2) (7) Fire Safety/EAP Wardens are responsible for making sure all occupants have left the floor by visually inspecting all areas of the floor, not merely by the lack of voice response. (8) Continue down the stairs and stay to the right allowing the left side of the stairwell to be utilized by emergency personnel. (9) Exit building and proceed to the designated outside assembly area where a head count will be taken. Remain at the assembly area until authorized to leave. (10) Fire Safety/EAP Wardens will report to the Fire Safety/EAP Director the status of the floor (all evacuated, someone trapped and where, etc.) once building occupants are out of the building.*

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9.1.3.2 Specific Partial Evacuation Requirements.

9.1.3.2.1 Location of exits, stairwells and elevators.

- Exits at Hudson Street (East), Houston Street (South) and Clarkson Street (North)
- Stairway "A" (Center Core)
- Stairway "B" (South Side)
- Stairway "C" (North Side)
- Stairway "D" (Center Core)
- Stairway "E" (South Side)
- Elevator Bank "X" (North Side)
- Elevator Bank "Y" (South Side)
- Elevator Bank "Z" (Northeast Corner)

9.1.3.2.2 Primary and alternate exit routes. All building occupants will evacuate through the designated stairways (See Appendix A – Attachment 9) or as directed by Fire Safety/EAP Director or Fire Safety/EAP Warden (See Appendix G and Appendix H). A drill consisting of stairwell familiarization will be conducted regularly for all building occupants.

9.1.3.2.3 Assembly areas.

See Appendix A – Attachment 10

Primary - At Park
Location: Houston Street & Sixth Ave (Corner of)

Alternate - On Houston Street
Location: (Between West St & Washington St)

(Note: An alternate assembly area has been designated in the event that the primary assembly area is deemed not safe or accessible.)

9.1.3.2.4 Procedures of accounting for building occupants after completing a partial evacuation. Once building occupants are at the assembly area, **DO NOT LET ANYONE RETURN TO THE BUILDING, FOR ANY REASON.** Each employer shall be responsible for establishing and maintaining a system of assigning responsibility for accounting for employees present in the building and taking a head count at the predetermined assembly area as noted above. For any occupant not accounted for, a list of the names and last known locations shall immediately be provided to the official in charge. **DO NOT RETURN TO THE BUILDING.** All building occupants shall remain with their group unless otherwise instructed.

9.1.3.3 Building Components. See (5.1.1.2)

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- 9.1.3.3.1 Access to and egress from the building, including entrances, exits and stairwells.
- 9.1.3.3.2 Elevator operation.
- 9.1.3.3.3 Ventilation system operation.
- 9.1.3.3.4 Openable windows.
- 9.1.3.3.5 Interior doors, including fire doors.
- 9.1.3.3.6 Electrical, natural gas, steam and other utility operations.
- 9.1.3.3.7 Fuel oil storage systems and associated pumps and piping.

9.1.4 Evacuation. *The emptying of a building of all building occupants in response to an emergency.*

9.1.4.1 General Procedures. *In the event of a natural disaster, and a decision has been made to evacuate the building, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. When considering movement to a safe area outside the building, priority should be given to building occupants on floors or other areas of the building most at risk of harm, which may include the floors immediately above and below.*

The Fire Safety/EAP Director immediately upon arrival at the Fire Command Station will recall all elevators. The EAP Staff and Critical Operations Staff will communicate with the Fire Safety/EAP Director using two-way radios and/or the nearest floor warden phones.

*Once an incident has been evaluated, and an evacuation is deemed necessary, an announcement shall instruct EAP Staff and building occupants as follows: (1) Remain calm. (2) Immediately shut down all hazardous equipment. (3) Move quickly and in an orderly manner to the nearest **exit** stairwell (unless instructed towards an alternate stairway); elevators should be used only if instructed to do so by the Fire Safety/EAP Director or authorities. (4) Take no more than car/office keys, purses and coats (only if nearby). Do not take large or heavy objects or equipment. (5) Shut all doors behind, but do not lock these doors. (6) Occupants shall assist and accompany infirmed or disabled individuals or any person who appears to need assistance to the stairwell or stairwell vestibule. (See Appendix E – Attachment 2) (7) Fire Safety/EAP Wardens are responsible for making sure all occupants have left the floor by visually inspecting all areas of the floor, not merely by the lack of voice response. (8) Continue down the stairs and stay to the right allowing the left side of the stairwell to be utilized by emergency personnel. (9) Exit building and proceed to the designated outside assembly area where a head count will be taken. Remain at the assembly area until authorized to leave. (10) Fire Safety/EAP Wardens will report to the Fire Safety/EAP Director the status of the floor (all evacuated, someone trapped and where, etc.) once building occupants are out of the building.*

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9.1.4.2 Specific Evacuation Requirements.

9.1.4.2.1 Location of exits, stairwells and elevators.

- Exits at Hudson Street (East), Houston Street (South) and Clarkson Street (North)
- Stairway "A" (Center Core)
- Stairway "B" (South Side)
- Stairway "C" (North Side)
- Stairway "D" (Center Core)
- Stairway "E" (South Side)
- Elevator Bank "X" (North Side)
- Elevator Bank "Y" (South Side)
- Elevator Bank "Z" (Northeast Corner)

9.1.4.2.2 Primary and alternate exit routes. All building occupants will evacuate through the designated stairways (See Appendix A – Attachment 9) or as directed by Fire Safety/EAP Director or Fire Safety/EAP Warden (See Appendix G and Appendix H). A drill consisting of stairwell familiarization will be conducted regularly for all building occupants.

9.1.4.2.3 Assembly areas.

See Appendix A – Attachment 10

Primary - At Park

Location: Houston Street & Sixth Ave (Corner of)

Alternate - On Houston Street

Location: (Between West St & Washington St)

(Note: An alternate assembly area has been designated in the event that the primary assembly area is deemed not safe or accessible.)

9.1.4.2.4 Procedures for accounting for building occupants after completing an evacuation. Once building occupants are at the assembly area, **DO NOT LET ANYONE RETURN TO THE BUILDING, FOR ANY REASON.** Each employer shall be responsible for establishing and maintaining a system of assigning responsibility for accounting for employees present in the building and taking a head count at the predetermined assembly area as noted above. For any occupant not accounted for, a list of the names and last known locations shall immediately be provided to the official in charge. **DO NOT RETURN TO THE BUILDING.** All building occupants shall remain with their group unless otherwise instructed.

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9.1.4.3 Building Components. *See (5.1.1.2)*

- 9.1.4.3.1 Access to and egress from the building, including entrances, exits and stairwells.
- 9.1.4.3.2 Elevator operation.
- 9.1.4.3.3 Ventilation system operation.
- 9.1.4.3.4 Openable windows.
- 9.1.4.3.5 Interior doors, including fire doors.
- 9.1.4.3.6 Electrical, natural gas, steam and other utility operations.
- 9.1.4.3.7 Fuel oil storage systems and associated pumps and piping.

- 9.2 Set forth the procedures that will be implemented at times other than regular business hours, if different from those set forth above. *A Building Evacuation Supervisor will be on duty during times other than regular business hours when there are occupants present in the building. He/she shall assume the duties of the Fire Safety/EAP Director (See 5.1). At this time, there may be no Fire Safety/EAP Brigade members on duty or any Critical Operations Staff on site within the building.*

(The remainder of this page is left intentionally blank if revisions/updates are needed)

10. **Emergency Action Plan for Other Emergency – Bomb Threat Or Suspicious Package**

10.1 Set forth below are the procedures that will be implemented during regular business hours in the event of a bomb threat or suspicious package in or proximate to the building. A bomb threat or suspicious package is a form of terrorism, which may include the detonation of an explosive. Often, such a threat is made via a telephone call. Although 98% of all bomb threats turn out to be false, and are considered crank calls, they should be treated as real until proven otherwise.

In the event of a bomb threat or suspicious package in the building, the Fire Safety/EAP Director shall immediately implement the building's Emergency Action Plan. In the event of a bomb threat or suspicious package proximate to the building, the Fire Safety/EAP Director shall decide if the building's Emergency Action Plan will be implemented.

An evacuation of the building should not be administered spontaneously as the building perimeter and the building's main lobby, are the two most likely targets in a bomb situation. Therefore, unless a suspicious object is discovered, building occupants are usually safer inside their occupancy. However, it is the decision of the Fire Safety/EAP Director whether to evacuate if a threat is received.

Note: It is a normal procedure for police to send patrol officers to take a report upon initial receipt of a bomb threat. The Bomb Squad is not normally sent unless a suspicious object is found.

*If a **bomb threat** is received:*

- *Use the attached Telephone Bomb Threat Checklist (Appendix L – Attachment1) to record details.*
- *The Fire Safety/EAP Director shall keep calm and immediately notify 911.*
- *Alert the Fire Safety/EAP Brigade members to report to the Fire Command Station.*
- *Recall all elevators to lowest level served.*
- *Keep lobby area clear and do not allow any more visitors to enter the building.*
- *Do not evacuate unless ordered to by authorities.*
- *Be guided by the instructions of the responding authorities.*
- *(See Appendix L – Attachment 2 for additional information.)*

*If a **suspicious package** is found:*

- *DO NOT touch or disturb it.*
- *DO NOT use two-way radios for communication when reporting the suspicious object.*
- *The Fire Safety/EAP Director shall keep calm and immediately notify 911.*
- *Alert the Fire Safety/EAP Brigade members to report to the Fire Command Station.*
- *Building occupants in the immediate area of the suspicious package shall be directed to in-building relocate to a safe location away from the endangered area, unless otherwise instructed by authorities.*
- *Security personnel shall keep the area segregated until the arrival of authorities.*
- *Keep lobby area clear and do not allow any more visitors to enter the building.*

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- *Recall all elevators to lowest level served.*
- *Do not evacuate unless ordered to by authorities.*
- *If tenants/occupants choose to evacuate, make sure they leave the Lobby area and surrounding sidewalks.*
- *Be guided by the instructions of the responding authorities.*
- *(See Appendix L – Attachment 2 for additional information.)*

10.1.1 Shelter in Place. *The precaution of directing building occupants to remain inside the building, at their work locations, in response to an emergency. There are circumstances where staying put and creating a barrier between occupants and potentially contaminated air outside can be a matter of survival.*

10.1.1.1 General Procedures. *If the responding authorities decide it is necessary to shelter-in-place, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. Remain at your work location and do not leave the building until authorities advise it is safe to leave. Advise any visitors to stay and not to leave. Close any windows and doors, close blinds/curtains on exterior windows and be prepared to shut down all air conditioners.*

The Fire Safety/EAP Director immediately upon arrival at the Fire Command Station will recall all elevators. The EAP Staff and Critical Operations Staff will communicate with the Fire Safety/EAP Director using the nearest floor warden phones.

10.1.1.2 Building Components or Systems. *See (5.1.1.2)*

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

10.1.1.2.2 Elevator operation.

10.1.1.2.3 Ventilation system operation.

10.1.1.2.4 Openable windows.

10.1.1.2.5 Interior doors, including fire doors.

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

10.1.1.2.7 Fuel oil storage systems and associated pumps.

10.1.2 In-Building Relocation. *Controlled movement of building occupants from an endangered area of a building to an in-building relocation area within the same building in response to an emergency.*

10.1.2.1 General Procedures. *If the responding authorities decide it is necessary to in-building relocate, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. When considering movement of building occupants to a safe area inside the building, priority should be given to the floors immediately affected by the incident, which may include the floors immediately above and below. Building occupants and*

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all visitors will be directed to an interior room or rooms within the building, or ones with no or few windows, and take refuge.

The Fire Safety/EAP Director immediately upon arrival at the Fire Command Station will recall all elevators. The EAP Staff and Critical Operations Staff will communicate with the Fire Safety/EAP Director using the nearest floor warden phones.

10.1.2.2 Specific In-Building Relocation Requirements.

10.1.2.2.1 Designated in-building relocation areas.

See Appendix A – Attachment 8

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

See Appendix A – Attachment 8

10.1.2.2.3 Procedures for accounting for building occupants after completing in-building relocation. *Each employer shall be responsible for establishing and maintaining a system of assigning responsibility for accounting for employees present in the building and taking a head count at the in-building relocation area. For any occupant not accounted for, a list of the names and last known locations will be provided to the official in charge. All visitors, including suppliers and customers, will also be accounted for during the head count.*

10.1.2.3 Building Components. *See (5.1.1.2)*

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

10.1.2.3.2 Elevator operation.

10.1.2.3.3 Ventilation system operation.

10.1.2.3.4 Openable windows.

10.1.2.3.5 Interior doors, including fire doors.

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

10.1.2.3.7 Fuel oil storage systems and associated pumps and piping.

10.1.3 Partial Evacuation. *The emptying of a building of some but not all building occupants in response to an emergency.*

10.1.3.1 General Procedures. *If the responding authorities decide it is necessary to partially evacuate the building, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. When considering movement to a safe area outside the building, priority should be given to building occupants on floors or other areas of the building most at risk of harm, which may include the floors immediately above and below.*

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The Fire Safety/EAP Director immediately upon arrival at the Fire Command Station will recall all elevators. The EAP Staff and Critical Operations Staff will communicate with the Fire Safety/EAP Director using the nearest floor warden phones.

*Once an incident has been evaluated, and an evacuation is deemed necessary, an announcement shall instruct EAP Staff and building occupants as follows: (1) Remain calm. (2) Immediately shut down all hazardous equipment. (3) Move quickly and in an orderly manner to the nearest **exit** stairwell (unless instructed towards an alternate stairway); elevators should be used only if instructed to do so by the Fire Safety/EAP Director or authorities. (4) Take no more than car/office keys, purses and coats (only if nearby). Do not take large or heavy objects or equipment. (5) Shut all doors behind, but do not lock these doors. (6) Occupants shall assist and accompany infirmed or disabled individuals or any person who appears to need assistance to the stairwell or stairwell vestibule. (See Appendix E – Attachment 2) (7) Fire Safety/EAP Wardens are responsible for making sure all occupants have left the floor by visually inspecting all areas of the floor, not merely by the lack of voice response. (8) Continue down the stairs and stay to the right allowing the left side of the stairwell to be utilized by emergency personnel. (9) Exit building and proceed to the designated outside assembly area where a head count will be taken. Remain at the assembly area until authorized to leave. (10) Fire Safety/EAP Wardens will report to the Fire Safety/EAP Director the status of the floor (all evacuated, someone trapped and where, etc.) once building occupants are out of the building.*

10.1.3.2 Specific Partial Evacuation Requirements.

10.1.3.2.1 Location of exits, stairwells and elevators.

- Exits at Hudson Street (East), Houston Street (South) and Clarkson Street (North)*
- Stairway "A" (Center Core)*
- Stairway "B" (South Side)*
- Stairway "C" (North Side)*
- Stairway "D" (Center Core)*
- Stairway "E" (South Side)*
- Elevator Bank "X" (North Side)*
- Elevator Bank "Y" (South Side)*
- Elevator Bank "Z" (Northeast Corner)*

10.1.3.2.2 Primary and alternate exit routes. *All building occupants will evacuate through the designated stairways (See Appendix A – Attachment 9) or as directed by Fire Safety/EAP Director or Fire Safety/EAP Warden (See Appendix G and Appendix H). A drill consisting of stairwell familiarization will be conducted*

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regularly for all building occupants.

10.1.3.2.3 Assembly areas.

See Appendix A – Attachment 10

Primary - At Park

Location: Houston Street & Sixth Ave (Corner of)

Alternate - On Houston Street

Location: (Between West St & Washington St)

(Note: An alternate assembly area has been designated in the event that the primary assembly area is deemed not safe or accessible.)

10.1.3.2.4 Procedures of accounting for building occupants after completing a partial evacuation. *Once building occupants are at the assembly area, DO NOT LET ANYONE RETURN TO THE BUILDING, FOR ANY REASON. Each employer shall be responsible for establishing and maintaining a system of assigning responsibility for accounting for employees present in the building and taking a head count at the predetermined assembly area as noted above. For any occupant not accounted for, a list of the names and last known locations shall immediately be provided to the official in charge. DO NOT RETURN TO THE BUILDING. All building occupants shall remain with their group unless otherwise instructed.*

10.1.3.3 Building Components. *See (5.1.1.2)*

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

10.1.3.3.2 Elevator operation.

10.1.3.3.3 Ventilation system operation.

10.1.3.3.4 Openable windows.

10.1.3.3.5 Interior doors, including fire doors.

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

10.1.3.3.7 Fuel oil storage systems and associated pumps and piping.

10.1.4 Evacuation. *The emptying of a building of all building occupants in response to an emergency.*

10.1.4.1 General Procedures. *If the responding authorities decide it is necessary to evacuate the building, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. When considering movement to a safe area outside the building, priority should be given to building occupants on floors or other areas of the building most at risk of harm,*

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which may include the floors immediately above and below.

The Fire Safety/EAP Director immediately upon arrival at the Fire Command Station will recall all elevators. The EAP Staff and Critical Operations Staff will communicate with the Fire Safety/EAP Director using the nearest floor warden phones.

*Once an incident has been evaluated, and an evacuation is deemed necessary, an announcement shall instruct EAP Staff and building occupants as follows: (1) Remain calm. (2) Immediately shut down all hazardous equipment. (3) Move quickly and in an orderly manner to the nearest **exit** stairwell (unless instructed towards an alternate stairway); elevators should be used only if instructed to do so by the Fire Safety/EAP Director or authorities. (4) Take no more than car/office keys, purses and coats (only if nearby). Do not take large or heavy objects or equipment. (5) Shut all doors behind, but do not lock these doors. (6) Occupants shall assist and accompany infirmed or disabled individuals or any person who appears to need assistance to the stairwell or stairwell vestibule. (See Appendix E – Attachment 2) (7) Fire Safety/EAP Wardens are responsible for making sure all occupants have left the floor by visually inspecting all areas of the floor, not merely by the lack of voice response. (8) Continue down the stairs and stay to the right allowing the left side of the stairwell to be utilized by emergency personnel. (9) Exit building and proceed to the designated outside assembly area where a head count will be taken. Remain at the assembly area until authorized to leave. (10) Fire Safety/EAP Wardens will report to the Fire Safety/EAP Director the status of the floor (all evacuated, someone trapped and where, etc.) once building occupants are out of the building.*

10.1.4.2 Specific Evacuation Requirements.

10.1.4.2.1 Location of exits, stairwells and elevators.

- Exits at Hudson Street (East), Houston Street (South) and Clarkson Street (North)*
- Stairway "A" (Center Core)*
- Stairway "B" (South Side)*
- Stairway "C" (North Side)*
- Stairway "D" (Center Core)*
- Stairway "E" (South Side)*
- Elevator Bank "X" (North Side)*
- Elevator Bank "Y" (South Side)*
- Elevator Bank "Z" (Northeast Corner)*

10.1.4.2.2 Primary and alternate exit routes. *All building occupants will evacuate through the designated stairways (See Appendix A – Attachment 9) or as directed by Fire Safety/EAP Director or Fire Safety/EAP Warden (See Appendix G and Appendix H). A*

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drill consisting of stairwell familiarization will be conducted regularly for all building occupants.

10.1.4.2.3 Assembly areas.

See Appendix A – Attachment 10

Primary - At Park

Location: Houston Street & Sixth Ave (Corner of)

Alternate - On Houston Street

Location: (Between West St & Washington St)

(Note: An alternate assembly area has been designated in the event that the primary assembly area is deemed not safe or accessible.)

10.1.4.2.4 Procedures for accounting for building occupants after completing an evacuation. *Once building occupants are at the assembly area, DO NOT LET ANYONE RETURN TO THE BUILDING, FOR ANY REASON. Each employer shall be responsible for establishing and maintaining a system of assigning responsibility for accounting for employees present in the building and taking a head count at the predetermined assembly area as noted above. For any occupant not accounted for, a list of the names and last known locations shall immediately be provided to the official in charge. DO NOT RETURN TO THE BUILDING. All building occupants shall remain with their group unless otherwise instructed.*

10.1.4.3 Building Components. *See (5.1.1.2)*

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

10.1.4.3.2 Elevator operation.

10.1.4.3.3 Ventilation system operation.

10.1.4.3.4 Openable windows.

10.1.4.3.5 Interior doors, including fire doors.

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

10.1.4.3.7 Fuel oil storage systems and associated pumps and piping.

10.2 Set forth the procedures that will be implemented at times other than regular business hours, if different from those set forth above. *A Building Evacuation Supervisor will be on duty during times other than regular business hours when there are occupants present in the building. He/she shall assume the duties of the Fire Safety/EAP Director (See 5.1). At this time, there may be no Fire Safety/EAP Brigade members on duty or any Critical Operations Staff on site within the building.*

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11. Building Information Card

- 11.1 Annexed to this Emergency Action Plan, is the building information card required by 3 RCNY §6-02 (d)(9). See Appendix B

12. Consultation with Neighboring Buildings

- 12.1 Identify all Neighboring Buildings consulted.

12.1.1 Complete Address of Neighboring Building. See Appendix A – Attachment 11

12.1.2 Owner of Neighboring Building. See Appendix A – Attachment 11

- 12.2 Indicate agreements with neighboring buildings with regard to the Emergency Action Plan. *Correspondence and phone communication has been established with neighboring buildings with respect to the terms of this Emergency Action Plan as it affects such neighboring buildings. As such, no additional arrangements have been made. Neighboring buildings will also be notified prior to conducting any planned Full Building Evacuation Drills.*

**Appendix A (Attachment 1): Fire Safety/EAP Director
and Deputy Fire Safety/EAP Directors**

A copy of the Fire Safety/EAP Director and Deputy Fire Safety/EAP Director form is kept at the Fire Command Station readily available for FDNY inspection. A copy of the Fire Safety/EAP Building Evacuation Supervisors form will also be kept at the Fire Command Station (if applicable).

**Appendix A (Attachment 2): Fire Safety/EAP Wardens
and Deputy Fire Safety/EAP Wardens**

A copy of the Fire Safety/EAP Wardens and Deputy Fire Safety/EAP Wardens form is kept at the Fire Command Station readily available for FDNY inspection.

**Appendix A (Attachment 3): Fire Safety/EAP
Brigade Member Designation**

A copy of the Fire Safety/EAP Brigade Member Designation form is kept at the Fire Command Station readily available for FDNY inspection.

**Appendix A (Attachment 4): Building Personnel
Critical Operations Staff Designation**

A copy of the Building Personnel Critical Operations Staff Designation form is kept at the Fire Command Station readily available for FDNY inspection.

**Appendix A (Attachment 5): Office Employees
Critical Operations Staff Designation**

A copy of the Office Employees Critical Operations Staff Designation form is kept at the Fire Command Station readily available for FDNY inspection.

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Appendix A (Attachment 6):
Number of Building Occupants

As per RCNY 6-02 (g)(3)(i), the number of building occupants on each floor (including visitors) on a typical day is as follows:

Floor	# Occupants
Basement	0
1	150
2	150
3	150
4	150
5	150
6	150
7	150
8	150
9	150
10	150

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Appendix A (Attachment 7): Building Components/Communication

1. Access to and egress from entrances/exits and stairways:

Building Entrances/Exits

Location/Designation	EAP or Other Title
Main Lobby	Security Staff
Loading Dock (Clarkson Street)	Security Staff

Stairways

Letter Designation	EAP or Other Title
Stairway "A"	Security Staff / Building Engineer(s)
Stairway "B"	Security Staff / Building Engineer(s)
Stairway "C"	Security Staff / Building Engineer(s)
Stairway "D"	Security Staff / Building Engineer(s)
Stairway "E"	Security Staff / Building Engineer(s)

2. Elevator operations:

Elevator Bank	Capacity	EAP or Other Title
Elevator Bank "X"	3500 lbs.	EAP Brigade Members
Elevator Bank "Y"	3500 lbs.	EAP Brigade Members
Elevator Bank "Z"	10,000 lbs.	EAP Brigade Members

3. Fuel oil storage systems and associated pumps and piping, and electrical, natural gas, steam and other utility operations:

	EAP or Other Title
Fuel Oil	Building Engineer(s)
Electrical	Building Engineer(s)
Natural Gas	N/A
Steam	Building Engineer(s)

4. Ventilation System Operations: (including heating, ventilation and air conditioning equipment and smoke management system)

	EAP or Other Title
HVAC Equipment	Building Engineer(s)
Smoke Management Systems	Building Engineer(s)

5. Communication: The primary and alternate means available for communicating within the building to EAP Staff, building occupants and Critical Operations Staff.

	EAP Staff	Building Occupants	Critical Operations Staff
Primary	Class "E" System	Class "E" System	Class "E" System
Secondary	Telephones	Telephones	Two Way Radios*
Additional	Two Way Radios*		Telephones

**The use of cell phones and two-way radios should be avoided for any event involving an explosion.*

Alternate location for communication and control of incident in the event the lobby Fire Command Station has been compromised. Building Managers Office

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Appendix A (Attachment 8): In-Building Relocation Areas

The following in-building relocation areas will be accessed through the nearest corridor or as directed by the Fire Safety/EAP Director, Fire Safety/EAP Warden and/or authorities. If occupants do not have sufficient in-building relocation space on their floor to accommodate the total number of occupants for that floor, these individuals will be directed by the Fire Safety/EAP Director, Fire Safety/EAP Warden and/or authorities either up or down to the nearest in-building relocation area that will adequately accommodate them (see chart below).

In-building relocation areas have been noted below with the number of occupants per location indicated in parenthesis. Locations that are protected by doors (D), windowless (W) or contain essentials including bathrooms, (B) and water (H₂O) may be indicated for specific locations.

Floor	Interior Corridors and Elevator Vestibules (W, B, H ₂ O)	Total Number of Occupants
Basement	Main Corridor (160)	160
1	-	-
2	Corridor / Vestibule (90)	90
3	Corridor / Vestibule (60)	60
4	Corridor / Vestibule (40)	40
5	Corridor / Vestibule (50)	50
6	Corridor / Vestibule (45)	45
7	Corridor / Vestibule (45)	45
8	Corridor / Vestibule (65)	65
9	Corridor / Vestibule (80)	80
10	Corridor / Vestibule (25)	25
Penthouse	-	-

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Appendix A (Attachment 9): Specific Evacuation Requirements

	Floor Number	Exit Routes	Stairway Letter / Terminus	Elevator Bank / Terminus
Primary	Penthouse	Exit Corridor	A / Lobby	X / Lobby
Alternate	Penthouse	Exit Corridor	B / Houston Street	N/A
Primary	10	Exit Corridor	B / Houston Street	X / Lobby
Alternate	10	Exit Corridor	C / Clarkson Street	N/A
Primary	9	Exit Corridor	C / Clarkson Street	X / Lobby
Alternate	9	Exit Corridor	A / Lobby	N/A
Primary	8	Exit Corridor	A / Lobby	X / Lobby
Alternate	8	Exit Corridor	B / Houston Street	Y / Lobby
Primary	7	Exit Corridor	B / Houston Street	Y / Lobby
Alternate	7	Exit Corridor	C / Clarkson Street	X / Lobby
Primary	6	Exit Corridor	C / Clarkson Street	Y / Lobby
Alternate	6	Exit Corridor	A / Lobby	X / Lobby
Primary	5	Exit Corridor	D / Houston Street	Y / Lobby
Alternate	5	Exit Corridor	A / Lobby	X / Lobby
Primary	4	Exit Corridor	B / Houston Street	Y / Lobby
Alternate	4	Exit Corridor	C / Clarkson Street	X / Lobby
Primary	3	Exit Corridor	C / Clarkson Street	Y / Lobby
Alternate	3	Exit Corridor	D / Houston Street	X / Lobby
Primary	2	Exit Corridor	D / Houston Street	Y / Lobby
Alternate	2	Exit Corridor	E / Houston Street	X / Lobby
Primary	1	Exit Corridor	-	-
Alternate	1	Exit Corridor	-	-
Primary	Basement	Exit Corridor	E / Houston Street	Z / Lobby
Alternate	Basement	Exit Corridor	A / Lobby	N/A

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Appendix A (Attachment 10): Assembly Areas

Primary Assembly Area:

Location: AT PARK
HOUSTON ST & SIXTH AVE (CORNER OF)
Distance: 750 FEET
Capacity: ALL BUILDING OCCUPANTS

Secondary Assembly Area:

Location: ON HOUSTON STREET
(BETWEEN WEST ST & WASHINGTON ST)
Distance: 250 FEET
Capacity: ALL BUILDING OCCUPANTS

Each employer shall be responsible for establishing and maintaining a system of assigning responsibility for accounting for employees present in the building and taking a head count at the in-building relocation area. For any occupant not accounted for, a list of the names and last known locations will be provided to the official in charge. All visitors, including suppliers and customers, will also be accounted for during the head count.

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Appendix A (Attachment 11): Neighboring Buildings

TST 375 HUDSON, LLC
C/O TISHMAN SPEYER
THE SAATCHI BUILDING
375 HUDSON STREET
NEW YORK, NY 10014
(212) 377-3150

376 HUDSON STREET
NEW YORK, NY 10014

ORB MANAGEMENT LTD.
421 HUDSON STREET
NEW YORK, NY 10014
(212) 243-1320

CITY AS SCHOOL
16 CLARKSON STREET
NEW YORK, NY 10014

315 GREENWICH STREET
NEW YORK, NY 10013

ST. JOHN'S TERMINAL
570 WASHINGTON STREET
NEW YORK, NY 10014

Management of the above-referenced buildings have been contacted (via certified mail) to communicate any/all agreements as to the designation of the assembly areas used in the event of an emergency. Also any means of notification prior to conducting any planned Full Building Evacuation Drill have been addressed accordingly within this letter.

Appendix B: Building Information Card

A copy of the Building Information Card is kept at Fire Command Station readily available for FDNY inspection.

Appendix C: EAP Staffing Chart

EAP Staffing Charts are updated regularly, posted on each floor, and kept at the Fire Command Station readily available for FDNY inspection.

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Appendix D: Alternate Means Of Communication

The Fire Alarm System shall be used for communication with building occupants. In the event that the building's Fire Command Station is inaccessible or inoperable, members of the Fire Safety/EAP Brigade shall be notified via two-way radios and be directed to take the following actions:

- Fire Safety/EAP Brigade members shall be equipped with bullhorns, two-way radios and flashlights.
- All Fire Safety/EAP Brigade members will be directed via two-way radios to report to the ground floor at the Fire Command Station.
- One (1) member shall be designated to manually operate Car "S1" in Elevator Bank "X".
 - Three (3) Fire Safety/EAP Brigade members will be designated to make announcements.
 - One (1) from the penthouse floor to 8th floor;
 - One (1) from the 7th floor to 4th floor;
 - One (1) from the 3rd floor to the basement.
- Fire Safety/EAP Director will advise the Fire Safety/EAP Brigade on what announcements are to be made.
- Fire Safety/EAP Brigade members will proceed to the uppermost floor via the elevator.*
- Each Fire Safety/EAP Brigade member will be dropped off on their highest designated floor.
- Fire Safety/EAP Brigade members will make necessary announcements and on their assigned floors and then proceed down the stairwell.
- Upon completion of notifying each of their required floors, all Fire Safety/EAP Brigade Members shall proceed to ground floor via stairwells and report back to Fire Safety/EAP Director.

** In the event that the elevators are out of service, unusable or inaccessible Fire Safety/EAP Brigade members will use stairways.*

**Appendix E (Attachment 1): Use Of Elevators For Removal Of
Infirm Or Disabled Individuals
During An Emergency**



All building occupants with an infirmity or disability are required to notify the Fire Safety/EAP Director in advance of any special or additional needs for evacuating the premise in an emergency situation. The Fire Safety/EAP Director will keep an updated list of names of all building occupants of both permanent and temporary infirmity and/or disability logged at the Fire Command Station. Each EAP Wardens shall be aware of any persons on their floor requiring special assistance in an emergency situation.

The Fire Safety/EAP Director shall proceed by taking the following steps:

- Assess the situation and determine if the use of elevators are a safe means of egress. Many factors have to be considered and evaluated quickly:
 - What does the overall damage consist of?
 - What condition are the elevators in, their shafts and motors?
 - What is the condition of the electrical power?
 - **During a chemical, biological, or nuclear event, once elevators are recalled to the lobby or terminal floor, elevators are NOT be used unless directed by authorities. This will limit the air circulation in the elevator shaft, which can potentially spread contaminated air to unaffected areas of the building.**
- If elevators are deemed safe or if directed by authorities, then two (2) Fire Safety/EAP Brigade members, trained in the use of “Fireman Service” elevators, and equipped with two-way radios will operate each designated car for evacuation purposes.
- Car “S1” in Elevator Bank “X” will be designated for evacuation of those in need of special assistance. Those occupants will be instructed to proceed to the elevator lobby on their respective floors and wait for the elevator to arrive.
- Fire Safety/EAP Brigade members will begin on the uppermost floor and proceed down to each floor.
- Upon completion of their duties, the Fire Safety/EAP Brigade members shall report back to the Fire Command Station.

According to a Federal Emergency Management Agency (FEMA) publication: *“One of the lessons learned from interviews of people with disabilities following the 1993 World Trade Center bombing was that, prior to the incident, some of the people with disabilities said that, in the interest of privacy or because they felt that they did not need special assistance, they had opted not to identify themselves to be among those listed as disabled in the emergency management plan. They realized after the incident that they **did** need assistance and that they had not realized how vulnerable they were outside of normal working hours when there were few co-workers around to provide such assistance.”*

Therefore the Fire Safety/EAP Brigade will be designated to stop on every floor to provide such people with assistance.

**Appendix E (Attachment 2): Use Of Stairwells For
Removal Of Infirm Or Disabled Individuals
During An Emergency**



Some high-rise buildings have occupants who are infirmed or disabled, either due to age or physical disabilities, such as blind, hearing impaired or wheelchair bound. The disability may only be temporary, such as a person on crutches. Regardless of the type of disability, certain persons will require assistance during evacuation. Occupants should be aware that it is their responsibility to request special arrangements if they have a temporary or permanent disability affecting their ability to evacuate on their own.

People who may have difficulty evacuating via the stairwells should be identified and listed accordingly. These people should pre-select a co-worker (“safety buddy”) and an alternate to help them in an emergency. This co-worker should understand the nature of the disability. Anyone who requires aid during an emergency evacuation should not hesitate to recruit helpers. Disabled people should instruct their safety buddy on how to provide assistance. The Fire Safety/EAP Brigade staff will also help evacuate disabled persons. Physically disabled persons should enter the evacuation lines last. This will avoid impeding foot traffic and the risk of injury to all. The following procedures should be followed:

- ***Initial Alarm (or Non-Critical Alarm)*** – The “safety buddies” will help infirmed or disabled individuals to the stairwell nearest their workstation and wait for the traffic to clear before starting down the stairwell. It may be possible for the Fire Department to evacuate the individual via an elevator. However, if this kind of aid is not foreseen, do not hesitate to use the stairwells to evacuate.
- ***Verified Critical Alarm*** – If instructions to evacuate are received, the infirmed or disabled individual should be helped into the stairwell last, and remain in the far corner of the landing. The Fire Department will be notified via messenger or by using a nearby warden phone (or telephone) of the person’s exact location. Ensure that these “safety buddies” remain with the persons until Fire Department personnel can complete the evacuation. If it becomes necessary to evacuate the individual before the Fire Department personnel can arrive on the scene, these safety buddies should do so.
- ***Life-Threatening Situation*** – Help the infirmed or disabled person into the nearest safe stairwell and be prepared to carry the individual down the stairs. Always ask others to help, if necessary.

NOTE: DO NOT LEAVE WHEEL CHAIRS OR CRUTCHES INSIDE THE STAIRWELL.

Appendix E (Attachment 3): List Of Infirm Or Disabled

Building Occupants



All building occupants with an infirmity or disability are required to notify the Fire Safety/EAP Director in advance of any special or additional needs for evacuating the premise in an emergency situation. People who may have difficulty evacuating via the stairwells should also be identified and listed accordingly. The Fire Safety/EAP Director will keep an updated list of names of all building occupants of both permanent and temporary infirmity and/or disability logged at the Fire Command Station.

Each Fire Safety/EAP Warden shall periodically review and be aware of any persons on their floor requiring special assistance in an emergency situation. They should understand the nature of how to assist the person. However, anyone who requires aid during an emergency evacuation should not hesitate to recruit helpers. Physically impaired individuals should instruct their assistant monitors on how to best provide assistance.

Full Name: _____ Date Notified: _____
 Floor: _____ Work Phone: _____
 Room/Location: _____ Cell Phone: _____
 Condition or Special Assistance Needed (Optional): _____
 Temporary Condition -- If so, date that individual no longer requires assistance _____
 Permanent Condition

Full Name: _____ Date Notified: _____
 Floor: _____ Work Phone: _____
 Room/Location: _____ Cell Phone: _____
 Condition or Special Assistance Needed (Optional): _____
 Temporary Condition -- If so, date that individual no longer requires assistance _____
 Permanent Condition

Full Name: _____ Date Notified: _____
 Floor: _____ Work Phone: _____
 Room/Location: _____ Cell Phone: _____
 Condition or Special Assistance Needed (Optional): _____
 Temporary Condition -- If so, date that individual no longer requires assistance _____
 Permanent Condition

(Print Additional Copies Of This Form As Needed)

Appendix F: Use Of Elevators For A Full Building

Evacuation Or Partial Evacuation

During An Emergency

Evacuating multiple floors in a high-rise building requires a great number of people to travel great vertical distances. However, in order to reduce the possibility of panic and confusion, a controlled, supervised evacuation is needed for a rapid orderly evacuation. Where a full building evacuation or partial evacuation is deemed necessary, the Fire Safety/EAP Director shall proceed by taking the following steps:

- Assess the situation and determine if the use of elevators are a safe means of egress. Many factors have to be considered and evaluated quickly:
 - What does the overall damage consist of?
 - What condition are the elevators in, their shafts and motors?
 - What is the condition of the electrical power?
 - **During a chemical, biological, or nuclear event, once elevators are recalled to the lobby or terminal floor, elevators are NOT be used unless directed by authorities. This will limit the air circulation in the elevator shaft, which can potentially spread contaminated air to unaffected areas of the building.**
- If elevators are deemed safe or if directed by authorities, then Fire Safety/EAP Brigade members, trained in the use of “Fireman Service” elevators, may operate one elevator car in each elevator bank for evacuation purposes. The remaining cars in each bank are designated for use by the Fire Department. Upon responding to the building, if authorities approve, additional undamaged elevator cars can be used if necessary. (Note: Fire Safety/EAP Brigade members shall report back to the Fire Command Station upon completion of their duties.)
- An announcement shall be made to all floors notifying all building occupants of the emergency situation.
- All building occupants shall be notified to proceed to the designated stairwell for evacuation, however those occupants who opt to use the elevators in lieu of the stairways shall be directed to elevator lobbies of the nearest re-entry floors for evacuation by elevators unless one of these designated floors are directly affected by the incident. The Fire Safety/EAP Director will make an announcement informing building occupants of elevator operation and designated floors for removal in a partial or full building evacuation.

Stairwells should be checked prior to use if there is time. If damage is reported to a certain segment of one particular stairwell, the Fire Safety/EAP Director will detour occupants around the problem and back into the same stairwell to reduce congestion.

- The end result of this type of evacuation is greater speed. Using undamaged elevators accelerates the evacuation process, especially for the upper floors. Evacuating at the same time utilizing the stairwells keeps congestion down in the stairwells as well.

**Appendix G: Use Of Stairwells For A Full Building Evacuation
Or Partial Evacuation**

STAIRWELL SAFETY INSTRUCTIONS

When evacuation is required:

- Move quickly, but do not run.
- Go to the designated stairwell or exit.
- Remove high heels to prevent injuries (carry them).
- Allow room for others to enter in an orderly flow of traffic but do not hold up traffic unnecessarily.
- Get assistance for those who are slower moving or physically impaired.
- Dispel any false information, rumors, etc. (to reduce the possibility of panic, do not use words such as FIRE, etc...)
- Treat injuries incurred in the stairwell, at the nearest floor landing when required and if practical.
- Complete the evacuation; do not congregate in the stairwell.

Note: As per Local Law 26, office buildings in New York City seventy-five feet or greater in height have installed photoluminescent markings in exit stairwells, which in the event of a power failure will aid occupants in a safer evacuation of the building.

Note: When a locked re-entry door is provided with an automatic fail-safe system, such door will open in the event of the activation of any automatic fire-detecting device or when “fireman service” operates or power failure occurs. These doors shall be deemed as openable from the stair side. In a non-fire emergency, these doors shall be opened either manually or by the activation of “fireman service”. The Fire Command Station is equipped to monitor the activation of the fail-safe system.

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Appendix H: Evacuating Selected Floors During An Emergency

Existing stairways are not designed to evacuate an entire building at the same time, therefore it is suggested that selected floors be evacuated in intervals to minimize the possibility of overcrowding, injury, and panic.

If the Fire Safety/EAP Director has decided to evacuate selected floors, those floors in immediate danger or threat shall be evacuated first. Such as in the event of a bomb scare or threat thereof, the floor involved or threatened and the floors immediately above and below shall be evacuated first.

An announcement shall be made to building occupants of those affected floors to proceed to the designated exit stairway, not to use elevators (unless instructed), and to stay to the right while in stairwells to allow emergency personnel to proceed up the stairs.

Appendix I (Attachment 1): Biological/Chemical Threat Scenarios

Scenario A: External Threat to the Building

Upon notification by the authorities that a **credible** chemical/environmental threat has occurred outside the building, perform the following:

- Step 1 – Immediately secure the building, seal off openings to the outside and stop the air circulation. Inform the building management/owner.
- A. Close and seal-off all building entrances (including closing the lobby, loading dock, garage doors, etc.). As a preventative measure, inspect the integrity of the door seals and repair as appropriate.
 - B. Close all outside air intakes. As a preventative measure, inspect outside air (OA) dampers to ensure proper operation. Adjust or repair dampers as appropriate. Repair or seal-off any unnecessary openings.
 - C. Shut down the Ventilation Systems (including supply & return fans, and miscellaneous circulating fans).
 - D. Recall the elevators to the lobby. (This prevents air circulation.)

There are various ways to accomplish these tasks. Some of the alternatives are (in order of preference):

1. Utilize the Fire Command System to enable fan shutdown and the fireman's recall features. Once the fans shutdown, the outside air (OA) dampers normally close. Fireman recall will bring the elevators to lowest level served.

Note: Although this function appears to simulate a water flow or a lobby smoke condition, the use of strobes, tones and central station alarms are not recommended. This will send the wrong message to the building occupants regarding assembly and evacuation.

2. Utilize the Building Management System (BMS) (if applicable) to shut down the fan systems. The fewer the number of operations, the better. This alternative will also require an operation at the Fire Command Station to recall the elevators (fireman's recall switch).
3. If neither of these alternatives can be accomplished, the fan systems will have to be shut-off manually. Enable the fireman recall switch to bring the elevators to the lobby.
4. As a last alternative, and probably in worst-case scenarios, the power of the building can be shut down (in the main switch room). This will stop the fans and eliminate air distribution, as well as stop the elevators. There may be other considerations (entrapment in elevators, associated safety egress lighting issues). If the previous alternatives cannot be utilized, this alternative shall only be enacted as a last resort and only by the order of proper authorities.

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Step 2 – The Fire Safety/EAP Director should report to the Fire Command Station. The Fire Command Station will be used as a command, communication and control center. The Fire Safety/EAP Director (or a designee) shall monitor public announcements via the television, radio and Internet for updates from local Authorities/the Mayor’s office.

Step 3 – Utilizing the PA System (or alternate means of communication), make announcements to building occupants. Make sure to include what has occurred, where it has occurred, what provisions of the Emergency Action Plan will be implemented and why it is necessary to implement this provision of the Emergency Action Plan.

The Fire Safety/EAP Director should consider shelter in place or in-building relocation based on all facts available. (Note: An in-building relocation area is an area such as an internal office, stairwell, or conference room away from windows or a place with limited air movement.)

Caution, people may not react well to the news of a biological/chemical situation. Panic may result. With a building sealed to prevent contaminants from entering, there may be scores of tenants wanting to get out of the building no matter what the circumstances. Someone exiting the building will breach the containment field, thus risking contamination to the building’s remaining occupants. With various exits, stairwells and doors, there are not enough building personnel and security officers on duty at any one time to man each possible exit.

Step 4 – Try to maintain communication with building occupants. Even if their responses cannot be heard, continue to provide information to them, even if it’s redundant.

Step 5 – The “all clear” can only be given once building management receives word from the Authorities that the environmental threat has passed. Once the “all clear” is given, an announcement can be made advising occupants that “the building management has been notified by the authorities that the environmental condition has passed.”

Don’t offer information that the authorities should express and don’t speculate to the building occupants. Follow building procedures as if there was a smoke condition in the area (delay the opening of the OA dampers for a period of time).

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Scenario B: Internal Threat to the Building

Upon notification by the authorities that there is a **credible** chemical/environmental threat within the building, follow the directions of the public agency in authority.

Step 1 – The Fire Safety/EAP Director should report to the Fire Command Station. The Fire Command Station will be used as a command, communication and control center.

Step 2 – The Fire Safety/EAP Director should immediately shut down all the air circulating systems. Recall all elevators to the lowest level served. (This will prevent the unnecessary movement of air within the building.)

Step 3 – Utilizing the PA System (or alternate means of communication), make announcements to building occupants. Make sure to include what has occurred, where it has occurred, what provisions of the Emergency Action Plan will be implemented and why it is necessary to implement this provision of the Emergency Action Plan.

The Fire Safety/EAP Director should consider partial evacuation or full building evacuation based on all facts available.

Step 4 - Try to maintain communication with building occupants. Even if their responses cannot be heard, continue to provide information to them, even if it's redundant.

Scenario C: Non-Preventable Measures

This scenario addresses biological threats in which very little preventive measure can be taken. Bio-terrorism is a covert action and not apparent until after the act has been perpetrated. Notification will come from the authorities after an investigative process. At that point proper authorities will be in control and will direct the Fire Safety/EAP Director, property managers and building owners on what to do.

Scenario D: Non-Specific Threat

This scenario addresses call-in messages indicating that a toxic environment or biological agent has been placed in the building. If this situation occurs, immediately call 911. The authorities will possibly refer these types of reports to specialized departments.

Track all Indoor Air Quality (IAQ) complaints and record the areas of the building and symptoms expressed by those individuals complaining.

Immediately report the situation to the building management/ownership.

The Emergency Action Plan will be implemented if/when it is determined that this threat is credible. At that point, authorities will direct the Fire Safety/EAP Director on what actions to take.

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Appendix I (Attachment 2): Biological/Chemical Threat Evacuation/Stay General Guidelines

Listed below are some general guidelines for the Fire Safety/EAP Director (decision-maker of the actions) that should be taken under different biological/chemical threat scenarios. However, specific evacuation/stay decisions need to be based on the actual facts of the incident.

This document is for exclusive use by the Fire Safety/EAP Director, who is trained and knowledgeable of the building, and is capable of making the necessary and proper decisions in the event of an emergency.

Scenario	Evacuate Immediately	Stay and Then Evacuate (if necessary)	Stay	Comments
Biological / Chemical agent observed being disbursed (e.g. actually see person or thing releasing the agent)	X			
Biological / Chemical agent actually released into ventilation system (i.e., confirmed by building operator)	X			If cannot make it to the outside assembly location, seek shelter in a designated “in-building relocation” area
Biological / Chemical telephone call threat – “a particular floor has been contaminated”	X			Management may choose to stay if there is evidence that this is a repeated “hoax”
Potential Biological / Chemical agent observed in the air	X			
Potential Biological / Chemical telephone call threat – “a particular floor has been contaminated”		X		Search floor, go to in a designated “in-building relocation” area and only evacuate if suspicious object found
Biological / Chemical released outside of building (e.g. crop duster scenario)			X	Seek shelter in a designated “in-building relocation” area
Suspicious powdery substance found			X	Cover item and move a safe distance away
Biological / Chemical agent released in stairwells			X	Seek shelter in a designated “in-building relocation” area
Biological / Chemical agent disbursed and an individual cannot make it to the stairwell because people are quickly passing out			X	Seek shelter in a designated “in-building relocation” area

Appendix J: How To Handle Anthrax And Other Biological Agent Threats

Many facilities in communities around the country have received anthrax threat letters. Most were empty envelopes; some contained powdery substances. The purpose of these guidelines is to recommend procedures for handling such incidents.

DO NOT PANIC

1. Anthrax organisms can cause infection in the skin, gastrointestinal system or the lungs. To do so, the organism must be rubbed into abraded skin, swallowed or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with appropriate antibiotics. Anthrax is not spread from one person to another person.
2. For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is difficult and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life-threatening lung infection can occur, but prompt recognition and treatment are effective.

SUSPICIOUS UNOPENED LETTER OR PACKAGE MARKED WITH THREATENING MESSAGE SUCH AS “ANTHRAX”.

1. Do not shake or empty the contents of any suspicious envelope or package.
2. PLACE the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.

If a container is not available, COVER the envelope or package with anything (e.g., clothing, paper, trashcan, etc.) and do not remove the cover.

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Appendix K (Attachment 1): **Natural Disaster (Earthquakes)**

New York is not likely to experience an earthquake. However, there are geological faults close enough to the city to cause tremors. The city has weathered minor tremors in the past. This appendix is solely designed to make an individual aware of some methods necessary for protection in the event of an earthquake. The suggested procedures listed here are taken from California's experiences with earthquakes.

It is a general earthquake procedure not to spontaneously evacuate. However, sometimes it may be required. The Fire Safety/EAP Director will decide if it is necessary to evacuate and security shall inform individual floors of the procedures to follow.

As a result of earthquakes, roads may be impassable and there may be a loss of the mass transit systems. This has made people remain in their locations for up to 72 hours.

If inside when an earthquake strikes, follow these procedures:

1. Remain inside. Do not spontaneously evacuate the building. Remember, there will be falling debris.
2. Get under a desk or a table and watch out for falling objects.
3. Be aware that the windows and mirrors may break; overhead fixtures may collapse and fall; unsecured furniture may move around; and electrical equipment may short out. Therefore, avoid these items as much as possible.
4. Prepare for after-shocks. The earthquake will be followed by after-shocks. Some of these after-shocks can be as strong as the initial earthquake.
5. Unless in immediate danger, stay on the floor and wait for instructions from the Fire Safety/EAP Director. Instructions will be given over the public address system, if it still operational or by messenger, if necessary. Phone lines will quickly become overburdened with calls, so do not use the phones.

If outside when an earthquake strikes, find safety by following these procedures:

1. Try to get inside or move to an open area away from buildings, trees, power lines and layered streets.
2. The biggest danger outside will be from falling debris from the buildings.

Appendix K (Attachment 2): Natural Disaster
(Hurricanes / Flooding)

HURRICANES

It is possible for New York to be hit by a hurricane. However, unlike the other emergencies covered in this Emergency Action Plan, hurricanes are not likely to strike suddenly or without warning.

As with other emergencies, it is pertinent that personnel take all necessary precautions to avoid being injured by a hurricane. Since advance notice should be available if a hurricane is going to hit New York, the building will follow the advice given by local authorities. If an evacuation of the immediate area is ordered, the building and its occupants will do so accordingly as outlined in this plan.

The Fire Safety/EAP Director (or site manager) will decide how many persons will be kept at the site to protect the property in case of a hurricane. The decision will be based on the advice of local authorities. The Fire Safety/EAP Director will also decide if the building is going to be declared “closed” due to the emergency.

If the building has been declared “closed” by the Fire Safety/EAP Director, no one will be allowed back into the building until after the emergency. The building will be inspected to detect what damage, if any, has resulted from the hurricane. Tenant representatives are requested to call building management before returning for normal business. When the building has been inspected and is determined safe to return to normal operations, the Fire Safety/EAP Director will reopen the building. Tenant representatives will be notified when the building is open for normal business.

FLOODING AND WATER DAMAGE

Serious water damage or flooding can occur from severe weather conditions, burst pipes or clogged drains. If a water leak occurs, follow these procedures:

1. Notify the Fire Safety/EAP Director. Advise him/her of the exact location and severity of the leak.
2. If there are electrical appliances or outlets near the leak, there may be possible hazards from electrical shock. If there is any possible danger, evacuate the area immediately.
3. If the source of the leak is known and an individual is confident in stopping it by turning off a faucet or unclogging the drain, do so.
4. Be prepared to assist in protecting property as needed.

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Appendix K (Attachment 3):

Natural Disaster (Tornadoes)

New York is not in an area prone to tornadoes. However, some major storms during the spring and summer may produce dangerous conditions that may create high winds and/or spawn tornadoes. The total damage to the area could be severe. Therefore, although there are places in these instructions for the Fire Safety/EAP Director to call the Fire Department, the building may be on their own for several hours (or possibly even days). Emergency services will become over taxed if this type of disaster strikes.

There are two conditions for a possible tornado. The first is a *Tornado Watch*. A Tornado Watch is an alert from the National Weather Service, which indicates that the conditions are favorable for the possible development of a tornado. The second is a *Tornado Warning*. A Tornado Warning is an alert from the National Weather Service confirming that a tornado has been sighted in the area. The weather service will announce the approximate time the tornado was sighted, and the direction and speed it was moving.

A public warning will be broadcast over local radio and television. There may also be steady blasts of sirens from the Municipal Defense Warning System if the tornado was sighted in the vicinity.

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

If inside the building:

1. Do not spontaneously evacuate the building. There will be danger of falling debris on the streets and sidewalks.
2. Get away from windows, mirrors and overhead fixtures. Get to the core of the building.
3. If the windows in the immediate space are damaged, leave the suite and close the door to help protect the rest of the floor.
4. Unless in imminent danger, wait on the floor for further instructions from the Fire Safety/EAP Director.
5. Do not attempt to use the telephone, as the phone lines will quickly become overburdened with calls.
6. If the Fire Safety/EAP Director orders an evacuation, follow his/her instructions. Do not use the elevators.

If outside the building:

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

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Appendix K (Attachment 4):
Natural Disaster (Power Failure)

If a power failure is experienced, follow these procedures:

1. Remain calm.
2. Notify the Fire Safety/EAP Director. Inform him/her of the exact floor and/or suite that has lost power. The Fire Safety/EAP Director may already know if the power failure is building-wide or if it is a local problem.
3. Turn off power equipment to avoid possible damage from a surge when power is restored.
4. If informed that the problem is building-wide, follow any directions given.
5. If it becomes necessary to evacuate the building, the Fire Safety/EAP Director will inform occupants of the procedures to follow during the evacuation.
6. Once building occupants evacuate the building, no one will be allowed to reenter the building until full power has been restored and the Fire Safety/EAP Director (or site manager) has reopened the building.

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Appendix L (Attachment 1):

Telephone Bomb Threat Checklist

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

EXACT TIME: Call Received _____ Terminated _____

EXACT WORDS OF CALLER: (Delay-Ask caller to repeat) _____

QUESTIONS TO BE ASKED:

- A. Time Bomb is going to Explode?
B. Where Located: Floor? Area?
C. Kind of Bomb:
D. What does it look like/Description?
E. What will cause it to explode?
F. Did you place the bomb? Why?
G. Where are you calling from?
H. What is your address?
I. What is your name?

DESCRIPTION OF VOICE: (Check All That Apply)

- SEX: Male Female
AGE: Young Middle Aged Old
VOICE: Deep Soft Loud Disguised
Rough Pleasant Intoxicated Sincere
SPEECH: Fast Slow Slurred Distinct Distorted
Impediment Stutter Lisp Squeaky Nasal
LANGUAGE: Fair Good Poor Foul
MANNER: Calm Nervous Deliberate Coherent Incoherent
Angry Rational Irrational Crying Giggling

Speech Impediment (Describe): _____

Unusual Phrases: _____

If voice is familiar, whom did it sound like? _____

BACKGROUND NOISE: (Check All That Apply)

- Music Running Motor (type) Street/Traffic
Whistles Bells Horns
Aircraft Tape Recorder Machinery
Other/Remarks:

ADDITIONAL INFORMATION:

- A. Did the caller indicate knowledge of the facility? If so, how?
B. Telephone number call received at? What line?
C. Is this a listed or unlisted number?
D. Is this a night number? If so, whose?

Signature: _____

Date: _____

Department: _____



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Appendix L (Attachment 2): Bomb Threats And Suspicious Packages

If a suspicious package or suspected a bomb is detected, immediately call 911, then the Fire Safety/EAP Director and building management. DO NOT LET ANYMORE PERSONS ENTER THE BUILDING.

BOMB THREATS

Bomb threats are usually made by telephone. Anyone receiving a bomb threat call shall proceed as follows:

- Remain calm and courteous. Do not interrupt the caller.
- Keep the caller on line as long as possible. Obtain as much information as possible.
- If possible, write a note to somebody nearby to call the police. If not, after the caller hangs up, immediately call 911, and then notify the Fire Safety/EAP Director and building management. However, do not discuss the threat with co-workers.
- All communication must be via telephone or messenger. Do not use two-way radios.
- Await the arrival of authorities and be guided by their instructions.

SUSPICIOUS PACKAGES

What To Look For:

- Letters that are unusually bulky, weighty, lopsided, or rigid.
- Parcels or envelopes with oily stains or discolorations.
- Parcels or envelopes without return addresses.
- Handwritten or poorly typed addresses.
- Foreign mail, airmail, or special deliveries.
- Restrictive markings, such as “confidential,” “personal,” etc.
- Use of titles but no names.
- Excessive postage.
- Parcels or envelopes that simply do not look or feel ordinary.

Handling Instructions:

- DO NOT handle the item.
- DO NOT attempt to open the parcel.
- DO NOT place the parcel in water.
- DO NOT remove any binding material.
- DO NOT pull or cut any material that protrudes.

Appendix M: Alarm Announcement Guidelines

*NOTE: The Fire Safety/EAP Director should use these announcements strictly **as a guide** when enacting the Emergency Action Plan and addressing building occupants. Changes to these announcements may be required based on the emergency scenario. It is required for an announcement to include what has occurred, where it has occurred, what provisions of the Emergency Action Plan will be implemented and why it is necessary to implement this provision of the Emergency Action Plan. Announcements shall be repeated or updated on a frequent basis, to inform and reassure building occupants.*

SHELTER-IN-PLACE

MAY I HAVE YOUR ATTENTION PLEASE... (**REPEAT 2 TIMES**) THIS IS THE BUILDING FIRE SAFETY AND EMERGENCY ACTION PLAN DIRECTOR...WE ARE INVESTIGATING A POSSIBLE _____ INCIDENT WITHIN THE BUILDING (OR PROXIMATE TO THE BUILDING)...FOR YOUR SAFETY, WE ARE IMPLEMENTING THE EMERGENCY ACTION PLAN. ALL OCCUPANTS ON THE _____, _____, _____, _____, _____ AND _____ FLOORS (OR ENTIRE BUILDING), PLEASE REMAIN AT YOUR WORK LOCATIONS, SHELTER-IN-PLACE AND WAIT FOR FURTHER INSTRUCTIONS... (**REPEAT 2 TIMES**)

IN-BUILDING RELOCATION

MAY I HAVE YOUR ATTENTION PLEASE... (**REPEAT 2 TIMES**) THIS IS THE BUILDING FIRE SAFETY AND EMERGENCY ACTION PLAN DIRECTOR...WE ARE INVESTIGATING A POSSIBLE _____ INCIDENT WITHIN THE BUILDING (OR PROXIMATE TO THE BUILDING)...FOR YOUR SAFETY WE ARE IMPLEMENTING THE EMERGENCY ACTION PLAN. ALL OCCUPANTS ON THE _____, _____, _____, _____, _____ AND _____ FLOORS (INCLUDING IMMEDIATE FLOORS ABOVE AND BELOW AFFECTED FLOORS), PLEASE PROCEED TO THE NEAREST SAFE STAIRWELL...REMAIN CALM...WALK TO THE NEAREST RE-ENTRY FLOOR (OR IN-BUILDING RELOCATION AREA -- SPECIFY THE AREA)...AND WAIT FOR FURTHER INSTRUCTIONS... (**REPEAT 2 TIMES**)

PARTIAL BUILDING EVACUATION

MAY I HAVE YOUR ATTENTION PLEASE... (**REPEAT 2 TIMES**) THIS IS THE BUILDING FIRE SAFETY AND EMERGENCY ACTION PLAN DIRECTOR...WE ARE INVESTIGATING A POSSIBLE _____ INCIDENT WITHIN THE BUILDING...FOR YOUR SAFETY, WE ARE IMPLEMENTING THE EMERGENCY ACTION PLAN AND ARE PARTIALLY EVACUATING THE BUILDING. ALL OCCUPANTS ON THE _____, _____, _____, _____, _____ AND _____ FLOORS (INCLUDING IMMEDIATE FLOORS ABOVE AND BELOW AFFECTED FLOORS), PLEASE PROCEED TO THE NEAREST SAFE STAIRWELL...REMAIN CALM... WALK DOWN TO THE GROUND FLOOR, EVACUATE THE BUILDING, AND REPORT TO THE ASSEMBLY AREA LOCATED AT _____... (**REPEAT 2 TIMES**)

FULL BUILDING EVACUATION

MAY I HAVE YOUR ATTENTION PLEASE... (**REPEAT 2 TIMES**) THIS IS THE BUILDING FIRE SAFETY AND EMERGENCY ACTION PLAN DIRECTOR...WE ARE INVESTIGATING A POSSIBLE _____ INCIDENT WITHIN THE BUILDING...FOR YOUR SAFETY, WE ARE IMPLEMENTING THE EMERGENCY ACTION PLAN AND EVACUATING THE ENTIRE BUILDING. ALL OCCUPANTS IN THE BUILDING, PLEASE PROCEED TO THE NEAREST SAFE STAIRWELL...REMAIN CALM...WALK DOWN TO THE GROUND FLOOR, EVACUATE THE BUILDING, AND REPORT TO THE ASSEMBLY AREA LOCATED AT _____... (**REPEAT 2 TIMES**)

ALL CLEAR ANNOUNCEMENT

MAY I HAVE YOUR ATTENTION PLEASE... (**REPEAT 2 TIMES**) THIS IS THE BUILDING FIRE SAFETY AND EMERGENCY ACTION PLAN DIRECTOR...THE EMERGENCY CONDITION HAS ENDED...IT IS NOW SAFE TO RETURN TO YOUR DESIGNATED WORK LOCATIONS. THANK YOU. (**REPEAT 2 TIMES**)