



500 Mamaroneck Av., Harrison NY, 10528



EMERGENCY PROCEDURES

**500 Mamaroneck Av.
Harrison NY, 10528**



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I. EMERGENCY CONTACT INFORMATION



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I. EMERGENCY CONTACT INFORMATION

EMERGENCY PROCEDURES

The Ownership and Management of 500 Mamaroneck take Fire and Life Safety very seriously. Our objective is to provide our tenants with a safe and comfortable working environment. With this in mind, this Emergency Procedures Manual was developed.

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

Please take the time to familiarize your entire staff with these procedures. If you have any questions regarding these procedures or any of the Fire & Life Safety systems in place at 500 Mamaroneck, please contact the Management Office at 718-417-1616 Ext. 216 or **email at** info@500-mamaroneck.com

EMERGENCY PHONE NUMBERS

Emergency: 911

Fire Department: 911

Police Department: 911

Management Office:

Property Manager: Jeffrey Schon 718-417-1616 Ext. 216 / 917-570-4807

Lead Engineer: Norbert Ostaszewski 2039434989

Mechanic: Alexis Margarin – 347-835-3029

After-Hours Emergencies: (914) 698-8655



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II. EMERGENCY PROCEDURES



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II. EMERGENCY PROCEDURES

FIRE

IF A FIRE IS DISCOVERED INSIDE YOUR SUITE

1. Advise others and move everyone away from the fire
2. Confine the fire by closing all doors in the area
3. Notify the Fire Department (911) and provide the following information:
 - Building Name
 - Building Address
 - Nearest Cross Street
 - Suite Number or Exact Location of Fire
 - Your call back number

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

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

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



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IF A FIRE IS DISCOVERED OUTSIDE OF YOUR SUITE:

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

1. Call 911 and provide the following information:

- Building Name
- Building Address
- Nearest Cross Street
- Suite Number or Exact Location of Fire
- Your call back number

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

2. Call the Management Office

- Report your building number, floor and suite number.

3. FEEL THE DOOR. If it is hot or warm, DO NOT OPEN IT!

4. CLOSE AS MANY DOORS AS POSSIBLE BETWEEN YOU AND THE FIRE.

5. IF SMOKE ENTERS YOUR SUITE FROM BENEATH THE DOOR, seal the area with a fire blanket, wet towel or other misted material.

6. IF SMOKE IN YOUR SUITE BECOMES UNBEARABLE, break a window for additional oxygen.

7. IF YOUR TELEPHONE STOPS WORKING, display brightly colored material from the window. Wave it to make it more visible to rescuers.

8. DO NOT JUMP!

FIRE SAFETY REMINDERS

1. Post Emergency Phone Numbers for all employees.



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

FIRE PREVENTION TIPS

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



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

FIRE EXTINGUISHER LOCATION & BASIC OPERATION

Following is a list of fire extinguisher locations in the building:

Various common areas, kitchens and near stairwells

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

Operating A Fire Extinguisher:

- To open the cabinet, turn the handle and pull open.
- Remember the “P-A-S-S” method for effective fire extinguisher use:

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

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

S – Squeeze the trigger handle

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

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

FIRE DETECTION



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500 Mamaroneck Avenue has a state-of-the-art Fire Detection System comprised of the following components:

- Smoke Detectors on each elevator lobby
- Water flow and tamper switch on sprinkler systems
- Elevator recall
- Fan shutdown
- Central station notifications
- Power Failure
- Emergency Lighting
- Standpipe Sprinkler System

EMERGENCY LIGHTING

Strategically positioned on each floor in the building are emergency lights that allow Tenants to safely exit the building during a power failure.

STANDPIPE SPRINKLER SYSTEM

500 Mamaroneck Avenue has a combination standpipe/sprinkler system. The building is fully sprinkler on every floor in combination with a standpipe system in stairwell.

This system is equipped with supervisory alarms consisting of both water flow switches and tamper switches. These alarms are connected to the building's central fire alarm system and, if activated, will sound an alarm at the command center.

EARTHQUAKES

Earthquake Preparedness

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

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

- ❑ **Food** – stock your office with non-perishable and easy-to-store food products such as dehydrated foods and food bars.
- ❑ **Water** – keep at least a three-day supply of purified water. It is recommended that you stock two quarts of water per day, per employee.



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- ❑ **Emergency Lighting** – flashlights, flares, light sticks.
- ❑ **Batteries** – keep a fresh supply
- ❑ **Medical** – keep a well-stocked First Aid Kit. Choose kits designed to treat earthquake-related injuries such as heavy bleeding, shock and broken bones.
- ❑ **Blankets** – lightweight fire and shock retardant emergency blankets.
- ❑ **Radios** – portable transistor radios with extra batteries and two-way radios.
- ❑ **Fire Extinguisher**
- ❑ **Medications** – persons on medication should keep a 72-hour supply in their desk.

Additional Supplies to Consider

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

During An Earthquake

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

Please adhere to the following safety procedures during an earthquake:



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

If You Are Outside of the Building When an Earthquake Occurs

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

After an Earthquake

1. Check for injured persons. DO NOT attempt to move a seriously injured person unless they are in immediate danger.
2. DO NOT use matches, candles or other open flames.
3. DO NOT turn on electrical switches or appliances.
4. Inspect your area for damage. Check for fire. Check utilities for gas and water leaks or electrical shorts. Stay clear of wires that are shorting out.



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5. If you smell gas, open all windows. Evacuate the building if possible and report the leak to the Fire Department first, if possible, and then Building Management.
6. Clean up any dangerous spills.
7. Replace telephone receivers to restore communications. However, do not use telephones, except to reach the Management Office or the Fire Department.
8. Listen to the radio for emergency reports.
9. DO NOT spread false rumors regarding the condition of the building or anything else that may cause panic.
10. Cooperate with Management personnel and Fire Department representatives.
11. Be prepared and stay alert for aftershocks.

Checklist for Business Survival following an Earthquake

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

- Make agreements with vendors and suppliers to assure continued business or identify alternate sources in the event your normal vendors are unable to function after an earthquake.
- Develop and maintain inventories for critical supplies, equipment and employee skills.
- Develop a plan for informing clients, the general public and the media about company operations following an earthquake.
- Store duplicates of vital company records and important documents off-site.
- Take steps to “quake proof” your computer facility and equipment.
- Establish contracts with engineers and suppliers to survey damage and perform clean up following an earthquake.
- Develop a plan for business restoration including securing alternate work sites for personnel, restoring damaged utility systems, and controlling access to company facilities.



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- ❑ Develop alternate marketing strategies for your products or for moving into other markets under post-earthquake conditions.
- ❑ Create post-earthquake financing and investment strategies to protect corporate assets.
- ❑ Make sure your bank is informed about your disaster contingency planning to assure quick response to your post-earthquake needs.
- ❑ Review existing inter-company mutual aid agreements to establish what needs might be following an earthquake.

TORNADOS

Tornado Preparedness

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

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

Additional Supplies to Consider

- ❑ Heavy work gloves
- ❑ Hard Hats & Goggles



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

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

IN THE EVENT OF A TORNADO WATCH

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

IN THE EVENT OF A TORNADO WARNING

1. Move away from the perimeter of the building (windowed areas) toward the center of the building and close the doors behind you.
2. Floor Wardens and other emergency personnel will direct you towards corridors, stairwells and elevator lobbies.
3. Do not exit these designated areas or use elevators.



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4. Protect yourself by placing your head close to your knees and covering your neck with your hands.
5. If you cannot reach a corridor or lobby in time, the next safest place is under a desk, table or chair.
6. Remain in the designated area until an announcement has been made by designated emergency personnel or building management that it is safe to return to your work station.
7. Once everyone has returned to their workstation, emergency personnel should assist Building Management in accounting for all employees.
8. If anyone has been injured, designated emergency personnel should assist where possible and follow the Medical Emergency Procedures outlined in this Manual.
9. If any portion of your offices or surrounding building areas have been damaged, please notify building management immediately.

HURRICANES

Hurricane Preparedness

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

- Food** – stock your office with non-perishable and easy-to-store food products such as dehydrated foods and food bars.
- Water** – keep at least a three-day supply of purified water. It is recommended that you stock two quarts of water per day, per employee.
- Emergency Lighting** – flashlights, flares, light sticks.
- Batteries** – keep a fresh supply

- Medical** – keep a well-stocked First Aid Kit. Choose kits designed to treat injuries such as heavy bleeding, shock and broken bones.



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- ❑ **Blankets** – lightweight fire and shock retardant emergency blankets.
- ❑ **Radios** – portable transistor radios with extra batteries and two-way radios.
- ❑ **Fire Extinguisher**
- ❑ **Medications** – persons on medication should keep a 72-hour supply in their desk.

Additional Supplies to Consider

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

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

IN THE EVENT OF A HURRICANE WATCH

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



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- If possible, you should remain in the building until the weather has cleared

IN THE EVENT OF A HURRICANE WARNING

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

EXPLOSIONS

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

1. IMMEDIATELY report the explosion to the Management Office. Remain calm and provide the following information:
 - Your name, location (building and suite number) and phone number.
 - Your company name.
 - Exact location of explosion.
 - Cause (if known) of explosion.



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- Extent of casualties, and number and type of injuries.
- Whether explosion caused fire and if so, location of fire.

2. Evacuate all persons from the area if necessary.

The Management Office will immediately contact the Fire and Police Departments and will dispatch emergency personnel to the scene.

MEDICAL EMERGENCIES

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

1. Call 911. Reassure the injured person that help is on the way. Remain calm and provide the following information:

- Nature of medical emergency.
- Building name and address
- Exact location and name of sick or injured person.

NOTE: Do not hang up until the emergency operator does so.

2. Call the Management Office.

Provide the following information:

- Your name and company name
- Nature of medical emergency
- Exact location and name of sick or injured person
- Whether or not you have called for trained assistance
- A number where you can be reached

3. Direct any on-lookers away from the area of the injured person. Clear the area of any objects that might impede the rescue or interfere with emergency personnel.

4. Remain with the victim. DO NOT move the victim unless there is immediate danger of further injury. Keep the victim comfortable and warm.

5. Designate a responsible person to do the following:



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- Wait at the building's main entrance for medical personnel. When they arrive, direct them to the injured person.
- Whenever possible, have an elevator standing for the rescue team.

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

BOMB THREATS

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

Telephone Bomb Threats

1. The person receiving the call should try to get as much information as possible from the caller and should **WRITE OUT THE MESSAGE EXACTLY AS RECEIVED FROM THE CALLER.**
2. **LISTEN CAREFULLY.** You may be able to help authorities identify the caller, his location, or the location of the explosive by his comments, vocal characteristics and any background noise.
3. Keep the caller on the phone for as long as possible. Ask the caller to repeat the message.
4. Obtain as much information from the caller as possible such as location of bomb, time of detonation, appearance of bomb, and callers' reason for planting the bomb (please see the **Bomb Threat Questionnaire** found in section VII of this manual).
5. Remind the caller that the building is occupied and that the bomb might cause the deaths of innocent people.
6. Once the caller has hung up, immediately contact the Management Office and provide the following information:
 - Your name
 - Your location (building and suite number)
 - Your phone number
 - Name of any other person who heard the threat
 - Name of any employee threatened by the caller and his/her work location



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- Time the bomb is to detonate if known
 - Location and description of the bomb if known
 - Any reason given for planting the bomb
 - Any other information received from the bomb threat perpetrator
7. Complete the Bomb Threat Questionnaire and provide it to management personnel as soon as possible after the call was received.

Written Bomb Threats

Upon receipt of a written bomb threat:

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

Personal Receipt of Bomb Threats

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

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

Searching Your Suite for A Suspected Bomb

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

- Do not rely on random searches in logical places.
- Explosives are concealed most easily in areas that have the easiest access
- Be aware of out of the ordinary articles that are foreign to the area.
- The bomb is likely to be packaged in a common container such as a shoe box, cigar box, a book, a grocery bag, an athletic bag, and airline bag, a suitcase or briefcase.
- Anything that does not belong, such as a book in the restroom, should be considered a suspicious object.
- When searching individual rooms/offices, start at the outside walls and move towards the center of the room.



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

Suspicious Packages

Upon the delivery of all packages always be aware and:

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

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

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

Upon Receipt of a Suspicious Package

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

SUSPECTED BOMB SAFETY PRECAUTIONS

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

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



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

EVACUATION

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

- **Stairwell Locations and Points of Egress:**
500 Mamaroneck Avenue is equipped with Fire Stairwells, which service the entire building from the roof to the ground floor. They are located in the core area.
Please familiarize yourself with the location of these stairwells.
In the event of an emergency, and evacuation is required through these stairwells, occupants should walk down the nearest stairway and exit the building either on the 2nd Floor or the 3rd floor.
- In an emergency situation, wait until management or designated Floor Response Team personnel indicated that it is safe and appropriate to evacuate the building.
- If you are directed to evacuate, closely follow the instructions of all Floor Response Team personnel including Floor Wardens, Elevator Monitors, Searchers and Stairwell Monitors.
- Do not exit via the elevators.
- Exit via stairwells only after a Stairwell Monitor has deemed it safe to do so.



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- Familiarize yourself with the location of all stairwell exits; in the event a stairwell is blocked, proceed to an alternate stairwell.
- Use safe stairwell exit procedures including:
 - Remain calm and quiet
 - Remove high heeled shoes

 - Exit in a single file and keep to the right using hand rails
 - Move quickly, but do not run
 - Assist those who may have trouble on the stairs or who have been injured
 - Treat injuries on stairwell landings only and only when safe to do so

Evacuating the Injured

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

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

CIVIL DISTURBANCES

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

- Secure all building entrances.
- Notify the police.
- Notify the tenants.
- Prevent access to all suites.

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

- Make sure all occupants are in your office and lock your suite doors including the main entrance. Assign a responsible individual to stand by the entrance door with a key allowing authorized personnel only to enter and leave.



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- Immediately notify the Management Office and provide the following information:
 - Exact location of the disturbance, demonstrators and/or rioters
 - Approximate number of demonstrators or rioters
 - Your name, company name and call back number

POWER FAILURE

In the event of a power failure the 500 Mamaroneck is equipped with emergency systems which will provide power for emergency lighting, selected elevator service, life and safety security systems and water for the restrooms.

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

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

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

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

ELEVATOR MALFUNCTION

If you are in the elevator and it stops for no apparent reason, remember to remain calm. Pressing the emergency button within the cab will alert Building Management that the elevator is



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malfunctioning. The security officer will establish two-way communication with elevators occupants until help has arrived.

IN THE EVENT OF A FIRE, ELEVATORS MUST NOT BE USED FOR EVACUATION. USE THE STAIRWELLS.

FLOODING

If a flood or leak should occur, the Building Engineer should be notified immediately. While waiting for emergency personnel to respond, Tenants should safeguard and remove any valuable papers or documents from the affected area, and if possible, unplug electrical equipment in this affected area.

Emergency personnel will, upon arrival, isolate the source of water and proceed with the clean-up operation.

HOMELAND SECURITY

500 Mamaroneck Avenue recommends that each tenant have an emergency action plan in place to help their employees prepare for, and react quickly to, a regional emergency, including terrorist attacks. Click on the links below to access a variety of resources that aid in preparing for a regional emergency.

Department of Homeland Security

www.dhs.gov/dhspublic

Federal Emergency Management Association

fema.gov

American Red Cross

www.redcross.org

Center for Diseases Control and Prevention Emergency Preparedness and Response

www.bt.cdc.gov

Local media outlets will provide important information during an emergency situation.

MEDICAL EMERGENCY

In the event that an accident or illness befalls one of your employees, or a visitor to your office area, please:



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Call Emergency Services at 911. Provide the Emergency Dispatcher with the following information:

- Your name
- Your Building's name and address
- Your specific floor number, and the exact location of the emergency
- Any pertinent details of the accident or illness

Do not move the injured/ill person. Attempt to make them as comfortable as possible. If possible, send someone to meet the emergency unit upon its arrival in the lobby. Call the Management Office. Inform management that you have called 911 and briefly describe the nature of the emergency. The emergency unit will be with you shortly and will administer all necessary medical assistance. Determine, if possible:

- Name, address and age of injured/ill person
- The nature of the problem, as best you can surmise
- All known allergies and current medications taken by the individual
- A local doctor

The Management, Engineering and Security staff will do all we can to ensure the patient's comfort while awaiting the arrival of the medical rescue team. Although we assume no liability for our assistance, we strongly encourage Tenants and employees to become familiar with First Aid, as well as the contact information and protocol used to alert emergency services.

PANDEMIC PREPAREDNESS

What you need to know

An influenza (flu) pandemic is a worldwide outbreak of flu disease that occurs when a new type of influenza virus appears that people have not been exposed to before (or have not been exposed to in a long time). The pandemic virus can cause serious illness because people do not have immunity to the new virus.

Pandemics are different from seasonal outbreaks of influenza that we see every year. Seasonal influenza is caused by influenza virus types to which people have already been exposed. Its impact on society is less severe than a pandemic, and influenza vaccines (flu shots and nasal-spray vaccine) are available to help prevent widespread illness from seasonal flu.

Influenza pandemics are different from many of the other major public health and health care threats facing our country and the world. A pandemic will last much longer than most flu outbreaks and may include "waves" of influenza activity that last 6-8 weeks separated by months.



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The number of health care workers and first responders able to work may be reduced. Public health officials will not know how severe a pandemic will be until it begins.

Importance and Benefits of Being Prepared

The effects of a pandemic can be lessened if you prepare ahead of time. Preparing for a disaster will help bring peace of mind and confidence to deal with a pandemic. When a pandemic starts, everyone around the world could be at risk. The United States has been working closely with other countries and the World Health Organization (WHO) to strengthen systems to detect outbreaks of influenza that might cause a pandemic.

A pandemic would touch every aspect of society, so every part of society must begin to prepare. All have roles in the event of a pandemic. Federal, state, tribal, and local governments are developing, improving, and testing their plans for an influenza pandemic. Businesses, schools, universities, and other faith-based and community organizations are also preparing plans.

As you begin your individual or family planning, you may want to review your state's planning efforts and those of your local public health and emergency preparedness officials. State plans and other planning information can be found at www.pandemicflu.gov/plan/checklists.html.

The Department of Health and Human Services (HHS) and other federal agencies are providing funding, advice, and other support to your state. The federal government will provide up-to-date information and guidance to the public if an influenza pandemic unfolds.

Pandemic Flu Resources

There are many publicly available resources in place to help communities, companies, and individuals plan for a possible pandemic flu outbreak. A few of the most useful sites are linked below:

Pandemicflu.gov

This is the official U.S. Government site for information on pandemic and avian influenza. The material on this site is organized by topic for easy reference.

[Centers for Disease Control and Prevention \(CDC\)](http://Centers for Disease Control and Prevention (CDC))



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The CDC Web site is another primary source of information on pandemic influenza. They also have a hotline - 1-800-CDC-INFO (1-800-232-4636) - that is available in English and Spanish, 24 hours a day, 7 days a week (TTY: 1-888-232-6348). Or, if you prefer, questions can be e-mailed to inquiry@cdc.gov.

[Department of Homeland Security \(DHS\)](#)

DHS is working on a “Business Planning Guide,” which will be posted on the DHS home page and on Pandemicflu.gov as soon as it is completed. Also, for business-specific questions, the DHS has created an e-mailbox - DHSPandemic@dhs.gov.

BOMA Resources

[BOMA/Greater Toronto Pandemic Flu Report](#)

The report addresses the threat to commercial buildings from an avian flu pandemic.

The resources above will provide a lot of information, but we also encourage you to:

- Listen to local and national radio
- Watch news reports on television
- Read your newspaper and other sources of printed and Web-based information
- Look for information on your local and state government Web sites
- Consider talking to your local health care providers and public health officials.

SEVERE WEATHER

Building management constantly monitors weather conditions on a daily basis. If a hurricane or tornado an alert is in effect, the following will be performed:

- All Tenants will be notified
- Building personnel will secure all equipment and material on the roof, building exterior and sidewalk, which could move and cause damage to the building occupants and the public.
- Depending on the severity of the storm, it may require a shutdown to some or all HVAC equipment for safety. Tenants will be notified accordingly.
- All glass doors in the Lobby will be locked.
- All Tenants will be requested to close their blinds or shades to limit their exposure to glass breakage, should it occur. Where possible, Tenants should temporarily relocate their workstations away from the windows.



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- If any window should break, Tenants should close off area involved and notify the Building Engineer immediately.
- Tenants will be kept informed of weather status.

TOXIC HAZARDS

If there is a toxic spill or exposure, proceed immediately to an area where you are no longer exposed. Call 911. Provide the building's address, your floor and phone number, and also what type of spill has occurred.

Take appropriate action to contain the hazard; close doors behind you, and always follow all safety procedures when working with toxic materials.

III. IMPORTANT FORMS

- **AUTHORIZED INDIVIDUALS & AFTER HOURS EMERGENCY CONTACTS**
- **FIRE-LIFE SAFETY SINGLE AND MULTI TENANT**
- **PHYSICALLY IMPAIRED INDIVIDUALS**
- **EMERGENCY PROCEDURES ACKNOWLEDGEMENT FORM**
- **BOMB THREAT CHECKLIST**



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III. IMPORTANT FORMS

500 MAMARONECK AUTHORIZED INDIVIDUALS & AFTER HOURS EMERGENCY CONTACTS

For our files, please indicate the name and home phone number of three (3) individuals from your suite who will go on our records as authorized individuals. In the event of an after-hours emergency or security authorization, a member of the management staff will contact one of the individuals listed below.

Company: _____

Suite #: _____

In case of emergency or security authorization, please notify:

1) Name: _____

Title: _____ Phone #: _____
(Please Print)

2) Name: _____

Title: _____ Phone #: _____
(Please Print)

3) Name: _____

Title: _____ Phone #: _____
(Please Print)

Form Completed by: _____ Date: _____
Signature



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**500 MAMARONECK
FIRE-LIFE SAFETY**

**FLOOR RESPONSE TEAM
SINGLE-TENANT FLOORS**

Tenant: _____ Floor #: _____

Phone#: _____

Position

Name

Floor Warden: _____
& Alternate: _____

Stairwell Monitor #1: _____
& Alternate: _____

Stairwell Monitor #2: _____
& Alternate: _____

Elevator Monitor #1: _____
& Alternate: _____

Elevator Monitor #2: _____
& Alternate: _____

Searcher #1: _____
& Alternate: _____

Searcher #2: _____
& Alternate: _____

Assistant to the
Physically Impaired #1 _____
& Alternate: _____

Assistant to the
Physically Impaired #2 _____
& Alternate: _____



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



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**500 MAMARONECK
FIRE-LIFE SAFETY**

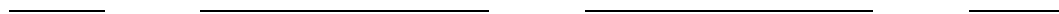
**FLOOR RESPONSE TEAM
MULTI-TENANT FLOOR**

Tenant: _____
Floor # & Suite # _____
Phone#: _____

<u>Position</u>	<u>Name</u>
Floor Warden: & Alternate:	_____ _____
Stairwell Monitor #1: & Alternate:	_____ _____
Stairwell Monitor #2: & Alternate:	_____ _____
Elevator Monitor #1: & Alternate:	_____ _____
Elevator Monitor #2: & Alternate:	_____ _____
Searcher #1: & Alternate:	_____ _____
Searcher #2: & Alternate:	_____ _____
Assistant to the Physically Impaired (#1) & Alternate:	_____ _____
Assistant to the Physically Impaired (#2) & Alternate:	_____ _____



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**500 MAMARONECK
EMERGENCY PROCEDURES ACKNOWLEDGEMENT FORM**

Each tenant is required by law to observe and cooperate with **500 MAMARONECK** Emergency Procedures and to enforce occupant participation in all related training and drills. It is tenant's responsibility to review the Emergency Procedures with all employees and to ensure that the manual is available for immediate reference in the event of an emergency.

By signing this form, tenant acknowledges the receipt of **500 MAMARONECK** Emergency Manual; acknowledges that the information provided is clear; and acknowledges the responsibility to share the contents of the manual with tenant's entire staff and any new employees that join the company.

Tenant Company Name _____

Authorized Individual _____

Authorized Signature _____

Date _____

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



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500 MAMARONECK BOMB THREAT CHECKLIST

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

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

Tenant Company Name: _____
Name of Person Taking Call: _____ **Title:** _____
Date: _____ **Phone number call came in on:** _____
Time call was received: _____

IF POSSIBLE, ASK THE CALLER THE FOLLOWING QUESTIONS:

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

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

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



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

Describe Threat Language:

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

Describe Any Background Sounds Heard:

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

REMARKS: