

EMERGENCY PROCEDURES

1200 New Hampshire Avenue has been designed and constructed to meet or exceed applicable Building Code Requirements for the safety of tenants and visitors. Nevertheless, certain situations may occur which require the prompt response, complete cooperation and swift action of tenants for both their personal security and welfare and the protection of their premises.

It is important to note that the Life Safety and Property Protection Systems in place at 1200 New Hampshire Avenue will only provide the designed security benefit if people respond accordingly.

In this section of the Tenant Information Manual we will provide a summary of the Life Safety Systems in the building followed by action steps to be taken in the event of the following emergencies:

- A. *Fire*
- B. *Bomb Threat*
- C. *Medical Emergency*
- D. *Tornadoes*
- E. *Power Failure*
- F. *Elevator Entrapment*
- G. *Civil Disturbance*
- H. *Terrorism*

**1200 NEW HAMPSHIRE AVENUE
BUILDING EMERGENCY SYSTEMS
AND PROCEDURES MANUAL**

This manual should be read, understood, reviewed periodically and followed by everyone in the tenant's organization. The property management staff is always available to answer any questions regarding its content or any other life safety issues.

Each tenant is required to appoint two individuals within their organization to serve as Fire Warden and Assistant Warden. Each should receive one copy of the Building Emergency Systems and Procedure Manual. It will be their responsibility to:

- 1. Ensure that all employees thoroughly understand the procedures.*
- 2. Personally execute certain procedures and direct the action of the tenant's employees during an emergency.*
- 3. Act as the communications contact between the tenant's employees and Public Security Organizations such as the Fire and Police Departments or the Property Management Office in the event of an emergency.*

Please fill out the attached Fire Warden Identification Form and return it to the Property Management Office.

LIFE SAFETY SYSTEMS

The building's major systems are:

1. Fire detection and location systems for each floor
 - Smoke detectors
 - Water flow alarms
 - Pull stations

2. Emergency Alarm
 - A very audible alarm
 - Prerecorded announcements via floor speakers

3. Communications
 - Public address system with speakers on each floor
 - "Fireman's" Phones in the stairwell on each floor
 - Emergency "hands-free" Phones in each elevator, which are tied directly to the Datawatch Systems monitoring center

4. Fire Suppression
 - Automatic sprinklers
 - Standpipe system (in each stairwell to provide a dedicated, high volume fire fighting water source)
 - Fire Pump System (specially designed pump to maintain water pressure for sprinklers and standpipe system)

5. Stairwell Enclosures
 - Doors and walls have a 2 hour Fire Safety Rating

6. Stairwell Pressurization fans
 - Fans which pressurize the stairwell to prevent smoke from entering

7. Floor Pressurization
 - Fans which pressurize the floors above and below the "Fire Floor"

8. Elevator Recall
 - Returns all elevators to Lobby or non Fire Floor when smoke is detected in the building

9. Emergency Power Generator
 - Automatically starts when power failure occurs
 - Provides over 6 hours of power for:
 - Life Safety System
 - Fire Pump

*Stairwell and Exit Lights
Emergency Lighting
Security System
Limited Elevator Usage*

10. *Fire Command Room*
 - *Strategically located in the main lobby*
 - *Controls and monitors above mechanical and electrical systems*
 - *Communications and command center for Fire Department during emergency*

11. *Electronic Security*
 - *Monitors detection and alarm systems 24 hours per day, 7 days per week*
 - *Contacts Fire Department or Police as appropriate, and Property Management staff, immediately upon receipt of any emergency signal*
 - *Monitors emergency phones in elevator cabs 24 hours per day, 7 days per week, and contacts elevator company and Property Management staff immediately upon notification of an entrapment or other emergency*
 - *Releases locks on main entrance door immediately upon receipt of emergency signal and when power failure occurs to permit entry by Fire, Police and other emergency teams*

SECTION A - FIRE EMERGENCY

There are 6 important groups of instructions for your safety:

- I. *What to do if you observe a fire in progress*
- II. *What happens when emergency alarm is sounded*
- III. *Life Safety System Features*
- IV. *Tenant Safety Warden*
- V. *Fire Prevention*
- VI. *Survival Guidelines*

I. WHAT TO DO IF YOU OBSERVE A FIRE IN PROGRESS

1. *Alert those in the immediate area (room) of a fire to vacate that location.*
2. *If possible, close door(s) to contain the fire, but do NOT lock the door(s).*
3. *Activate building alarm by pulling the nearest PULL STATION (see Floor Plan). PULL STATIONS are located next to each Stairwell door on each tenant floor and next to the entrances on the lobby level.*
4. *Call 911 and then notify the Property Management staff of the floor, location and type and size of fire by calling 202-223-5912.*
5. *Secure your personal valuables, take your wallet or handbag, and bring your KEYS with you.*
6. ***GO DIRECTLY TO THE NEAREST STAIRWELL. In stairwell #1, walk to the ground floor lobby area, exit the building and assemble at the meeting point designated by your safety warden. In stairwell #2, go to the loading dock level, exit through the loading dock and assemble at the meeting point designated by your safety warden.***
7. *Remain outside the building until you have received an announcement from the Property Management Staff that it is safe to enter the building and return to your suite.*

VITAL EMERGENCY EVACUATION TIPS

ALWAYS

1. Keep CALM
2. Close doors
3. Walk to exit
4. Use stairs, ***not elevators***
5. Stay to the right in stairs going down
6. Do not go back

SAFETY TIPS

1. If there is smoke, keep low to the floor where the air will be cleaner and cooler.
2. Feel doors before opening; if hot, do **NOT** open.
3. Close doors to contain the fire.

II. WHAT HAPPENS WHEN ALARM IS SOUNDED

1. The alarm is received simultaneously at the Fire Command Room and the Datawatch Systems monitoring station. The fire department will be summoned immediately.
2. An audible alarm will sound on the affected floor and the floors immediately above and below. A tape-recorded message will instruct you to evacuate the building.
3. All elevators will go directly to the ground floor upon activation of a smoke detector. **DO NOT USE THE ELEVATORS.** The HVAC system will immediately shut down on the fire floor only upon activation of a duct detector.
4. A member of the engineering staff will be sent to investigate the cause of the alarm.
5. When the fire department arrives the fire chief will go directly to the Fire Command Room where he will direct emergency operations.
6. In the event of a false alarm, a member of the Property Management Staff will make an announcement over the public address system only after the fire chief gives us an all clear.

III. LIFE SAFETY SYSTEM FEATURES

For your safety, 1200 New Hampshire Avenue is equipped with the following safety features:

Pull Stations - You will find a red pull station conveniently located by each stairwell entrance. When the pull station is activated, you will hear an audible alarm followed by a pre-recorded message instructing you to evacuate the building. The message is designed to be heard on the floor where the alarm originates, the floors above and below, elevator shafts, and stairwells. Should you hear this alarm and message sequence, do not hesitate to evacuate the building.

Fire Extinguisher - Each floor is equipped with two (2) "ABC" fire extinguishers located near the stairwells. We also recommend that you purchase an extinguisher for your office as well.

Stairwells - Your evacuation route will lead you to a fire rated stairwell. There are two (2) fire rated Stairwells, accessible from each floor, for protection while you evacuate the building (see floor plan). The stairwell doors are normally locked from the stairwell side for your security. However, when the building goes into an alarm condition, these doors automatically unlock. Take a few minutes to learn the location of the stairwell nearest to your normal working location, as well as the location of the second stairwell.

Sprinkler System - The sprinklers will automatically go off when the temperature rises above a safe limit. This will also initiate an emergency signal for additional action.

Smoke Detectors - A network of smoke detectors provides an early warning system for the core area of the building.

Fire Command Room - All alarms are displayed here. From this information, communications and control center, located off the Main Lobby, the Fire Chief can direct emergency operations.

IV. **TENANT FIRE WARDEN AND ASSISTANT FIRE WARDEN**

We require that two persons from each tenant suite be designated to act as Fire Warden and Assistant Fire Warden. Both of these individuals must thoroughly understand the Building Emergency Systems and Procedures Manual and be prepared to assume their responsibilities promptly, CALMLY, and purposefully in an emergency for the welfare of their co-workers.

The Fire Warden has the following responsibilities:

In preparation for a fire emergency

Maintain a current employee roster and provide it to the Property Management Office on a quarterly basis or sooner if necessary.

Identify those handicapped persons requiring special efforts and assistance in an emergency; establish plans for their evacuation, including assignment of helpers for those individuals if appropriate and highlight these handicapped individuals on the quarterly listing of employees provided to the Property Management Office.

Advise the Property Management Office immediately upon detection of any unsafe condition.

Inform Property Management Office of high security areas or storage locations of hazardous materials and any changes in these locations as they occur.

Disseminate emergency procedures to all co-workers in the tenant suite.

Confirm that all co-workers understand the emergency procedures, in particular, evacuation procedures and routes to the nearest and alternate stairwells.

Advise co-workers of the meeting point outside of the building where they will assemble after an evacuation.

Represent the tenant suite at Building Safety and Security meetings.

PROVIDE CALM, INTELLIGENT LEADERSHIP to co-workers during an emergency.

Check to see that no co-workers are in the restrooms.

Confirm that all handicapped persons, particularly those requiring assistance, have entered a fire rated stairwell and that wheelchairs are NOT brought into the stairwell.

Close all doors to contain the fire, if possible.

Leave the floor last.

Bring a current employee roster when leaving.

Provide names of handicapped individuals and their stairwell locations to Property Management personnel upon evacuation.

Confirm, by taking attendance with the current employee roster, that all co-workers are present at the meeting place OUTSIDE of the building or are otherwise accounted for (e.g., not at the office due to illness, travel, vacation, meetings).

Advise Property Management personnel of any missing or unaccounted for co-workers.

Communicate information and instructions from Property Management Staff and Public Safety officials to co-workers.

Cooperate in documenting fire circumstances and reviewing conduct of evacuation with the Property Management Staff and Public Safety officials after the emergency is over.

The Assistant Fire Warden has the following duties:

- 1. In the absence of the Fire Warden, discharge the responsibilities and provide the LEADERSHIP of the position of Fire Warden.*
- 2. Assist the Fire Warden in fulfilling the requirements of that position before and during an emergency.*

V. FIRE PREVENTION

Please follow the following precautionary steps:

- 1. Flammable or combustible supplies should be stored in metal cans or safety containers.*
- 2. Extension cords in lieu of permanent wiring are NOT allowed. Only three-prong surge protection devices are acceptable.*

3. *Appliances and cords should be kept in good repair.*
4. *Use caution when disposing of cigarettes, cigars and pipe ashes. NEVER empty warm ashes into trash cans.*
5. *Additional appliances, particularly space heaters, are NOT to be used in the building. The building was designed to carry a normal electrical load. Overloading can result in an electrical fire.*
6. *NEVER use water on electrical, oil or grease fires.*

VI. **SURVIVAL GUIDELINES**

In a life-threatening situation, your survival may depend on your knowledge of what to do. You should follow these tips:

1. *Thoroughly review and understand the emergency procedures.*
2. *Know the route to the nearest fire-rated stairwell and the other fire-rated stairwells from wherever you may be in the tenant suite or on the floor.*
3. *REMAIN CALM.*
4. *Think first before acting.*
5. *Follow emergency procedures immediately.*
6. *NEVER use an elevator.*
7. *Open all doors carefully. A warm door should NOT be opened.*
8. *Stay low in smoke-filled areas.*
9. *If trapped, seek safety in a room with a window. Close all doors to slow the spread of fire. Seal cracks around doors and vent openings with wet towels, clothing or other materials. Telephone the Property Management Office or the Security Guard on duty at 202-223-5912 to describe the situation and your location. Wait for rescue or instructions. REMAIN CALM.*

**SECTION B
BOMB THREAT**

******ALL BOMB THREATS MUST BE TAKEN SERIOUSLY******

A. TELEPHONE BOMB THREAT

1. Be CALM and courteous.
2. If possible, **WITHOUT** letting the caller know, enlist the aid of fellow employees to notify the D.C. Police Department at 911 and then the Property Management Office at 202-223-5912, and supply the following initial information:
 - a. Company Name
 - b. Suite Number/Floor
 - c. Name and telephone number of employee making the call
3. Obtain as much information as possible; refer to the Bomb Threat Information Form at the end of this section. At a minimum, try to find out:
 - a. Exact location of the device
 - b. Time set for the explosion
 - c. Description of the device
 - d. Reason the caller has placed the bomb
 - e. Exact words used by the caller
4. After getting as much key information as possible from the caller, you should provide this information to: **FIRST**, D.C. Police Department at 911; and **SECOND**, the Property Management Office at 202-223-5912.
5. **REMAIN CALM, DO NOT SCARE FELLOW EMPLOYEES AND WAIT FOR INSTRUCTIONS FROM YOUR MANAGER, FIRE/SAFETY WARDEN OR POLICE OFFICER.**

Once the Property Management Office has been notified of a bomb threat, it is our policy to notify each tenant contact. The decision to vacate is made at the discretion of each individual tenant, except when specifically ordered to do so by the Police.

*In the event that you are asked to evacuate the building: (a) take your most critical personal belongings (such as purses, handbags, wallets, keys, briefcases), lock your own desk and files and exit your suite promptly; (b) do **NOT** use the elevator; (c) when you emerge from the building, please move away from the entrances to allow access by emergency personnel. All employees should meet with the designated Fire/Safety Warden and/or Assistant Safety Warden.*

- 6.. Do **NOT** re-enter the building until clearance has been given by the Chief Engineer or the Property Manager.

B. IF YOU DISCOVER A SUSPICIOUS LOOKING PACKAGE OR ENVELOPE

1. DO **NOT** MOVE OR TOUCH THE QUESTIONABLE PACKAGE OR ENVELOPE.
2. REMAIN **CALM**.
3. Clear the immediate area where the package or envelope has been discovered.
4. Notify the D.C. Police Department at 911 with the following key information:
 - a. Company Name
 - b. Suite Number/Floor and building address
 - c. Name and telephone number of employee making this call
 - d. Details of the suspicious looking package or envelope
 - e. Location of the suspicious looking package or envelope
5. Notify the Property Management Office at (202) 223-5912 with the same information.
6. REMAIN **CALM**, DO **NOT** SCARE FELLOW EMPLOYEES, AND WAIT FOR INSTRUCTIONS FROM YOUR MANAGER, FIRE/SAFETY WARDEN, OR POLICE OFFICER.

The Property Management Office will notify your firm's tenant contact in addition to taking other steps. It is our policy that each tenant make their own decision as to whether it is appropriate to evacuate the office, except when specifically ordered to do so by the Police.

In the event that you are asked to evacuate the building, follow the procedures above.

C. WHAT NOT TO DO UPON RECEIVING A BOMB THREAT OR DISCOVERING A SUSPICIOUS LOOKING PACKAGE OR ENVELOPE: (from area Bomb Squad)

- DON'T ignore bomb threats.*
- DON'T touch suspected explosives.*
- DON'T move the object.*
- DON'T open the object.*
- DON'T place object in water.*
- DON'T shake the object.*

DON'T cut wires.
DON'T pull wires.
DON'T cut string.
DON'T pull fuses.
DON'T stamp out fuses.
DON'T open glued packages.
DON'T pass metallic tools near suspected bomb.
DON'T move switches.
DON'T release hooks.
DON'T smoke near suspected bombs.
DON'T carry bomb outside.
DON'T carry bombs period.
DON'T place near heat.
DON'T place near vital equipment.
DON'T investigate too closely.
DON'T use insulating materials (bomb blankets or sandbags).
DON'T move the bomb away from the people -- move the people
away from the bomb.
DON'T get near bomb.

STAY AWAY FROM BOMBS!

D. **BOMB THREAT INFORMATION FORM**

1. Questions to Ask:
 - a. When is the bomb going to explode?

- b. *Where is it right now?*
- c. *What does it look like?*
- d. *What kind of bomb is it?*
- e. *What will cause it to explode?*
- f. *Did you (the caller) place the bomb?*
- g. *Why did you place the bomb?*
- h. *What is your name?*
- i. *What is your address?*

2. *Exact Wording of the Threat:*

3. *Pertinent Data:*

- a. *Sex of caller*
- b. *Race*
- c. *Age (estimate)*
- d. *Length of call*
- e. *Number at which call is received*
- f. *Time of call*
- g. *Date of call*

4. *Caller's Voice:*

- | | |
|--------------------|--------------------|
| ___ <i>Calm</i> | ___ <i>Nasal</i> |
| ___ <i>Angry</i> | ___ <i>Stutter</i> |
| ___ <i>Excited</i> | ___ <i>Lisp</i> |
| ___ <i>Slow</i> | ___ <i>Raspy</i> |
| ___ <i>Rapid</i> | ___ <i>Deep</i> |

- | | |
|--|--|
| <input type="checkbox"/> <i>Soft</i> | <input type="checkbox"/> <i>Ragged</i> |
| <input type="checkbox"/> <i>Loud</i> | <input type="checkbox"/> <i>Clearing Throat</i> |
| <input type="checkbox"/> <i>Laughter</i> | <input type="checkbox"/> <i>Deep Breathing</i> |
| <input type="checkbox"/> <i>Crying</i> | <input type="checkbox"/> <i>Cracking Voice</i> |
| <input type="checkbox"/> <i>Normal</i> _____ | <i>Disguised</i> |
| <input type="checkbox"/> <i>Distinct</i> | <input type="checkbox"/> <i>Accent (English, French,
Spanish, Asian, etc.)</i> |

If voice is familiar, what did it sound like?

5. *Background Noises:*

- | | |
|--|---|
| <input type="checkbox"/> <i>Street Noises</i> | <input type="checkbox"/> <i>Factory Machinery</i> |
| <input type="checkbox"/> <i>Crockery</i> | <input type="checkbox"/> <i>Animal Noises</i> |
| <input type="checkbox"/> <i>Voices</i> | <input type="checkbox"/> <i>Clear</i> |
| <input type="checkbox"/> <i>PA System</i> | <input type="checkbox"/> <i>Static</i> |
| <input type="checkbox"/> <i>Music</i> | <input type="checkbox"/> <i>Local</i> |
| <input type="checkbox"/> <i>House Noises</i> | <input type="checkbox"/> <i>Long Distance</i> |
| <input type="checkbox"/> <i>Motor</i> | <input type="checkbox"/> <i>Booth</i> |
| <input type="checkbox"/> <i>Office Equipment</i> | <input type="checkbox"/> <i>Airplanes</i> |
| <input type="checkbox"/> <i>Railroads</i> | <input type="checkbox"/> <i>Other</i> |

6. *Threat Language:*

- | | |
|--|--|
| <input type="checkbox"/> <i>Well Spoken (educated)</i> | <input type="checkbox"/> <i>Incoherent</i> |
| <input type="checkbox"/> <i>Foul</i> | <input type="checkbox"/> <i>Taped</i> |
| <input type="checkbox"/> <i>Irrational</i> | <input type="checkbox"/> <i>Message read by threat maker</i> |

7. *Remarks:*

8. *Report Data:*

- a. *Date*
- b. *Name*
- c. *Position*
- d. *Company*
- e. *Phone Number*

***REPORT BOMB THREAT TO D.C. POLICE DEPARTMENT AT 911 AND TO THE
PROPERTY MANAGEMENT OFFICE AT 202-223-5912.***

SECTION C
HEART ATTACK/STROKE OR MEDICAL EMERGENCY

In the event that someone in your office should have a heart attack or stroke, do the following:

- 1. Call 911 and tell the emergency operator to send an ambulance to 1200 New Hampshire Avenue main entrance.*
- 2. Notify the Property Management Office at 202-223-5912.*

A member of the building staff will meet the ambulance crew and direct them to a waiting elevator. From there the crew will be taken to the victim's location.

SECTION D TORNADOES

Although the occurrence of tornadoes in the District of Columbia is rare, it can happen. Please follow the instructions given below:

1. *Move away from the perimeter of the building.*
2. *Close the door to all exterior offices.*
3. *Go to the center of the building.*
4. *Sit down and protect your head with your arms.*
5. *Do not evacuate the building.*
6. *Do not use the elevators.*
7. *If you are caught in an outside office, seek protection under a desk, as far away from the glass as possible.*
8. *REMAIN CALM, and encourage those around you to do the same.*
9. *Wait for further instructions from the Property Management Office or Security Personnel over the Building Communication System.*

SECTION E
POWER FAILURE

If the building power supply is interrupted, the emergency generator will activate within a matter of seconds. The generator will provide sufficient electricity to operate the Life Safety Systems, including Fire and Smoke detection systems, the Building Emergency Communications system, limited elevator operation, and all emergency lighting.

You do NOT have to close your business for the day or evacuate the building unless you are instructed to do so by the Property Management Staff through your designated tenant contact, Fire/Safety Warden or the Building Emergency Communication system.

If a power interruption occurs AFTER Business Hours, the Property Management Staff will notify your designated Tenant Contact.

SECTION F
ELEVATOR MALFUNCTION OR ENTRAPMENT

Should an elevator malfunction prevent you from reaching the floor you have selected, please follow the following procedures:

1. REMAIN CALM.
2. Do NOT attempt to force the elevator doors.
3. Use the communication intercom located in each cab to communicate with Datawatch Systems at any time, 24 hours per day, 7 days per week, including Holidays. When you are IN the elevator cab and facing the doors to exit, the phone button is located under the Floor Selection and Control Panel on the LEFT side, identified by a phone receiver symbol, and is activated by pushing the button. Press and release the button and wait for a Datawatch operator to respond. Please note that it may take a few moments for the connection to be established.
4. Provide the Datawatch operator with the following information:
 - a. You are in Elevator # ____ (the Cab number is on the RIGHT side above the Floor Selection and Control Panel)
 - b. You are located at Floor # ____ (the Floor number is shown in the Floor Indicator display above the Floor Selector and Control Panel near the top of the Cab)
 - c. Your name and company
5. Datawatch will notify the Property Management office during normal hours and building security after hours. The Elevator Maintenance company will be promptly contacted for an Emergency-Priority dispatch of a mechanic to the Building, regardless of the time of day.
6. Assistance will reach you as rapidly as possible.
7. You can communicate with the Datawatch personnel as frequently and as much as you need to during the time you are temporarily stopped by using the "EMERGENCY" intercom.

SECTION G
CIVIL DISTURBANCES

Should a riot or civil disturbance start outside the building, the Security staff will immediately secure all entrances to the building. The Police will be notified. We will keep you advised of the situation.

If a disturbance should occur in the Main Lobby, all elevators will be turned off at the First Floor and the Police will be summoned.

SECTION H TERRORISM

The response to a terrorism event will depend on the nature of the event. We will follow the direction of the authorities and will either evacuate or Shelter-in-Place.

Evacuation ~ in this situation, we will evacuate floor by floor to minimize congestion in the stairwells and expedite egress from the garage. Employees should be prepared for this option by keeping a comfortable pair of shoes and any other items they may need should they need to evacuate the District on foot.

Shelter-in-Place ~ in this situation, employees should exit exterior offices (closing window blinds and office doors behind them) and report to the suite's designated safe area. Employees should be prepared for this option by having an overnight bag with any items they may need to stay in place for an extended period of time. These would include:

- *Change of clothes*
- *Pillow, blanket, etc*
- *Food*
- *Toiletries*
- *Medications*
- *Flashlight*

Please note that in a Shelter-in-Place scenario, the building will be locked down and no one will be permitted to enter the building! Those employees who wish to leave will have to leave on foot – the garage will remain closed for everyone's safety – through a designated exit on the lower lobby level.

We strongly recommend that each firm create an internal Shelter-in-Place program designating safe areas, a communication plan and other contingencies in the event we must stay on site for an extended period of time.