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850 Third Ave., New York, N.Y. 10022

LL26

Emergency Action Plan

850 Third Ave.

New York, NY 10022

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, radiological, or nuclear incident or release, natural disaster, or other emergency condition in or proximate to the building, or the threat thereof.

Owner's Signature

6/8/11
Date

2. Building Information:

2.1 Address: 850 Third Avenue, New York, NY 10036
AKA: 838-852 Third Avenue
161-175 East 51st Street
160-164 East 52nd Street
Building Name: N/A
BIN Number: 1036462
Tax Block: 1306
Lot Number: 33
Business Hours: Monday – Friday, 9:00 a.m. – 5:00 p.m.
This building is partially occupied 24 hours – seven days a week.

2.2 Building Owner's Name and Complete Contact Information:
Shorenstein Realty Services

2.2.1 Mailing Address: 850 Third Avenue, New York, NY 10022

2.2.2 Telephone Number: 212-593-5278

2.2.3 Cellular Phone Number: 646-489-4672

2.2.4 Fax Number: 212-826-6187

2.2.5 E-mail Address: lmicceri@shorenstein.com

2.3 Height of Building and Number of Stories: 21 stories, 231' and 1 level below grade.

2.4 Occupancy Type and Occupancy Load for each Floor:

- **See attached copy of Certificate of Occupancy and Appendix A Table 6**

Revised 2/11

3. EAP Staff Designations, Duties and Responsibilities:

3.1 Fire Safety/EAP Director:

3.1.1 Individuals Designated:
- **See Appendix A, Attachment 1**

3.1.2 Additional Duties or Responsibilities:
- **See Appendix A, Attachment 1**

3.2 Deputy Fire Safety/Fire Safety/EAP Directors:

3.2.1 Individuals Designated:
- **See Appendix A, Attachment 1**

3.2.2 Additional Duties or Responsibilities:
- **See Appendix A, Attachment 1**

3.3 EAP Building Evacuation Supervisors:

3.3.1 Individuals Designated:
- **See Appendix A, Attachment 1**

3.3.2 Additional Duties or Responsibilities:
- **See Appendix A, Attachment 1**

3.4 EAP Wardens:

3.4.1 Individuals Designated:
- **See Appendix A, Attachment 1, Table 1**

3.4.2 Floor and Assignment Locations:
- **See Appendix A, Attachment 1, Table 1**

3.4.3 Additional Duties or Responsibilities: N/A

3.5 Deputy EAP Wardens:

3.5.1 Individuals Designated:
- **See Appendix A, Attachment 1, Table 2**

3.5.2 Floor and Assignment Locations:
- **See Appendix A, Attachment 1, Table 2**

3.5.3 Additional Duties or Responsibilities: N/A

3.6 EAP Brigade:

3.6.1 Individuals Designated:

- **See Appendix A, Attachment 1, Table 3**

3.6.2 Additional Duties and Responsibilities: N/A

4. Critical Operations Staff:

4.1 Building Personnel:

4.1.1 Number of Building Personnel Designated as Critical Operations Staff and the Specific Duties and Responsibilities to be performed by Each Such Building Personnel:

4.1.2 Individuals Designated:

- **See Appendix A, Attachment 2, Table 4**

4.1.2.1 Work Location:

- **See Appendix A, Attachment 2, Table 4**

4.1.2.2 Telephone Number:

- **See Appendix A, Attachment 2, Table 4**

4.2 Office Employees:

4.2.1 Number of Office Personnel Designated as Critical Operations Staff and the Specific Duties and Responsibilities to be performed by Each Such Office Personnel:

4.2.2 Individuals designated:

- **See Appendix A, Attachment 2, Table 5**

4.2.2.1 Employer:

- **See Appendix A, Attachment 2, Table 5**

4.2.2.2 Work location:

- **See Appendix A, Attachment 2, Table 5**

4.2.2.3 Telephone number:

- **See Appendix A, Attachment 2, Table 5**

5. Emergency Action Plan: Explosion:

5.1 Set forth below is 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.

The EAP Director, upon notification that an explosion has occurred in or on the perimeter of building shall take the following actions:

- Report to the Lobby Fire Command Station or designated alternate location for communication and control of incident (**See Appendix A, Table 7**). Have EAP Staff don the uniform Vest.
- Immediately initiate Emergency Action Plan and have the EAP Staff don their vests.
- Call 911 to report incident to the Police, EMS and the Fire Department.
- Avoid the use of cell phones, radios or other transmitters in the area around a suspected explosive device.
- Notify Building Engineering, Building Security and Building Management.
- Shut-off HVAC system, window air conditioners, package units, outside air intakes and mixers if outside conditions are unknown or suspected to be dangerous, or if directed by competent Legal Authority or Official Announcement. **See Appendix A, Table 7.**
- Make information announcement to building occupants as soon as possible to prevent mass evacuation.
- The announcement shall include the following information:

1. What has occurred
2. Where it has occurred
3. What provisions of the Emergency Action Plan will be implemented
4. Why is it necessary to implement this provision of the Emergency Action Plan

- Direct occupants to keep away from all windows.
- The EAP Director shall choose an evacuation route that will lead the occupants away from the incident.
- Recall all elevators to: limit movement of occupants until safe use is determined, to account for safety of any occupants of the elevators, and to prevent air movement within the building.
- If the lobby is the location of the incident, use caution not to expose occupants on elevators at the time of recall.
- Determine if Shelter-In-Place, In-Building Relocation, Partial Evacuation or Full Evacuation will best keep the occupants safe.
- When available, manually activate fail-safe to facilitate use of re-entry floors.

- If immediate evacuation is necessary, determine best route away from the incident or use all available exits. Communicate this information to occupants as soon as possible.
- Ascertain extent of any injuries and request EMS response from 911.
- Have engineering staff survey area of damage if consistent with safety.
- Have engineering staff survey all utility entry points for damage.
- Monitor the fire alarm panel for the possibility of fire as the result of any explosion.
- Follow corporate emergency notifications procedures.

Additional Information:

- The location and severity of incident will determine the immediate steps to be taken with shelter in place procedures, evacuation procedures, evacuation routes or elevator use.
- Any event occurring in the building lobby may render the lobby Fire Command Station unusable thus necessitating the use of the alternate communication plan.
- Continue to monitor available information about the incident, and take appropriate action.
- The EAP Director and staff must take into account any official orders and instructions from authorities in charge of the incident.
- There is always the possibility of a secondary event.
- For an event occurring outside of the building, wind direction may impact evacuation routes and the use of assembly areas.

5.1.1 Shelter in Place - Explosion

5.1.1.1 General Procedures:

- Use shelter in place procedure when the safety of occupants would be best served by having them remain at their work location.
- Make proper announcement from PA system at Fire Command Station followed by frequent updates of status of emergency.
- If the lobby Fire Command Station is affected by the incident it will be necessary to institute the alternate communication plan. **See Appendix A, Table 7.**
- "Shelter in Place" would be called for when an event occurs in a location -
    1. That poses no immediate threat to your building.
    2. That is directly outside your building contaminating the immediate area.
    3. Occurs in an area of your building (lobby incident) that prevents evacuation.
- Continue to monitor available information about the incident, and take appropriate action.

5.1.1.2 Building Components or Systems:

5.1.1.2.1 Access To and Egress from the Building:

- Consider limiting access to building unless persons are cleared by security.
- Discourage or limit egress from building until exterior is declared safe by a Competent Legal Authority, Official Announcement, or by the EAP Director and/or EAP Brigade.

5.1.1.2.2 Elevator Operation:

- Recall all elevators to: limit movement of occupants until safe use is determined, to account for safety of any occupants of the elevators, and to prevent air movement within the building.
- If the lobby is the location of the incident, use caution not to expose occupants on elevators at the time of recall.
- Make announcement to occupants on elevator status.
- Prepare to staff the "H" bank elevator for relocation of occupants needing assistance.

5.1.1.2.3 Ventilation System Operation:

- Shut-off HVAC system, window air conditioners, package units, outside air intakes and mixers if outside conditions are unknown or suspected to be dangerous, or if directed by Competent Legal Authority or Official Announcement. **See Appendix A, Table 7.**

5.1.1.2.4 Openable Windows:

- As a general rule, keep all windows in closed position.
- EAP Director should make an announcement over the public address system advising all occupants to keep away from windows and, if safety permits, have deputy wardens/ searchers close any open windows.
- Window glass can pose a serious hazard in an escalating incident.

5.1.1.2.5 Interior Doors & Fire Doors:

- Maintain doors in the closed and unlocked position.
- When available, manually activate fail-safe to facilitate use of re-entry floors.

5.1.1.2.6 Utilities

- If conditions permit, the Engineering Staff will survey conditions at utility entry points.
- Section valves and shut off valves can be used to limit any known or suspected damage.
- **See Appendix A, Table 7.**

5.1.1.2.7 Fuel Oil Storage Tanks and Piping

- If conditions permit, the Engineering Staff will survey conditions at Emergency Generator room.
- Section valves and shut-off valves located can be used to limit any known or suspected damage.
- **See Appendix A, Table 7**.

5.1.2 In - Building Relocation - Explosion:

5.1.2.1 General Procedures:

- Institute the "In Building Relocation" procedures when analysis of the circumstances of the emergency requires occupants to be relocated from one area of the building to another more secure area.
- "In Building Relocation" is used when it is determined by the EAP Director and /or the EAP Brigade or by a Competent Legal Authority or Official Announcement that exterior or interior conditions are unknown or suspected to be dangerous or contaminated.
- Call 911 to report incident to the Police, EMS and the Fire Department
- When available, manually activate fail-safe to facilitate use of re-entry floors.
- Relocate occupants from most severely exposed side or areas of the building first.
- Relocate a minimum of five floors above and below any suspected explosive device.
- To identify people who require assistance to evacuate, EAP Director should refer to **Addendum 1.**
- Shut-off HVAC system, window air conditioners, package units, outside air intakes and mixers if outside conditions are unknown or suspected to be dangerous, or if directed by competent Legal Authority or Official Announcement. **See Appendix A, Table 7.**
- The size of the device can range from a letter bomb to a truck bomb or larger, and may require full building evacuation.
- Isolate incident area whether it is inside or outside the building.
- Establish a safety zone and deny entry.
- The location of the incident will determine the course of action to be followed.
- Continue to monitor available information and institute actions as required.
- Make proper announcement from PA system at Fire Command Station followed by frequent updates of status of the emergency.

- If the lobby Fire Command Station is affected by the incident it will be necessary to institute the alternate communication plan. **See Appendix A, Table 7.**

- Relocation within the building shall be undertaken in such a way as to minimize the overcrowding of floors and in-building relocation areas through the use of multiple stairways, floors and in-building relocation areas when safety permits.

5.1.2.2 Specific In-Building Relocation Requirements:

5.1.2.2.1 Designated Relocation Areas:

- **See Appendix A, Table 8**.

5.1.2.2.2 Designated Routes to Relocation Areas:

- **See Appendix A, Table 9.**

- The "H" bank elevator under operator control will be used for persons needing assistance.

- Always select an escape route that is most remote from the incident.

- Avoid the use of the "A" fire tower for an event or threat that is located outside of the building.

5.1.2.2.3 Procedures to Account for Occupants**:**

- EAP Deputy Wardens and Searchers conduct floor search.

- Roll call by EAP Wardens following relocation.

- Warden phone message to the EAP Director.

- Cell phones, radios or other transmitters should not be used in the vicinity of suspected explosive devices.

5.1.2.3 Building Components:

5.1.2.3.1 Access to and Egress from the Building:

- Consider limiting access to the building unless persons are cleared by security.

- Consider limiting or Discourage egress from the building until outside area is declared safe by the EAP director or competent legal authority or official announcement.

5.1.2.3.2 Elevator Operation:

- Recall all elevators to: limit movement of occupants until safe use is determined, to account for safety of any occupants of the elevators, and to prevent air movement within the building.

- If the lobby is the location of the incident, use caution not to expose occupants on elevators at the time of recall.

- Prepare to staff the "H" bank elevator for relocation of occupants needing assistance.

5.1.2.3.3 Ventilation System Operation:

- Shut-off HVAC system, window air conditioners, package units, outside air intakes and mixers if outside conditions are unknown or suspected to be dangerous, or if directed by competent Legal Authority or Official Announcement. **See Appendix A, Table 7.**

5.1.2.3.4 Openable Windows:

- As a general rule, keep all windows in closed position.

- EAP Director should make an announcement over the public address system advising all occupants to keep away from windows and, if safety permits, have deputy wardens/ searchers close any open windows.

- Window glass can pose a serious hazard in an escalating incident.

5.1.2.3.5 Interior Doors & Fire Doors:

- Maintain doors in the closed and unlocked position.

- Do not chock any doors in the open position.

- When available, manually activate fail-safe to facilitate use of re-entry floors.

5.1.2.3.6 Utilities:

- If conditions permit, the Engineering Staff will survey conditions at utility entry points.

- Section valves and shut off valves can be used to limit any known or suspected damage.

- **See Appendix A, Table 7.**

5.1.2.3.7 Fuel Oil Storage Tanks and Piping:

- If conditions permit, the Engineering Staff will survey conditions at Emergency Generator room.

- Section valves and shut off valves can be used to limit any known or suspected damage.

- **See Appendix A, Table 7.**

5.1.3 Partial Evacuation - Explosion:

5.1.3.1 General Procedures:

- Institute the "Partial "Evacuation" procedures when analysis of the circumstances of the emergency requires occupants to be evacuated from one area of the building to an assembly site out of the building.
- Partial "Evacuation" is used when it is determined by the EAP Director and /or the EAP Brigade or by a Competent Legal Authority or Official Announcement that conditions exist in or around the building that are suspected to be dangerous or contaminated.
- Consider partial evacuation of floors directly affected by the incident, for example, ground floor, lower floors, and below grade floors for a device at the street level or affecting one street front.
- When available, manually activate fail-safe to facilitate use of re-entry floors.
- To identify people who require assistance to evacuate, EAP Director should refer to **Addendum 1.**
- Call 911 to report incident to the Police, EMS and the Fire Department.
- Shut-off HVAC system, window air conditioners, package units, outside air intakes and mixers if outside conditions are unknown or suspected to be dangerous, or if directed by competent Legal Authority or Official Announcement. **See Appendix A, Table 7.**
- For an event occurring outside of the building, wind direction may impact evacuation routes and the use of assembly areas.
- The size of the device can range from a letter bomb to a truck bomb or larger, and may require full building evacuation.
- Isolate incident area whether it is inside or outside the building.
- Establish a safety zone and deny entry.
- Continue to monitor available information and institute actions as required.
- Make proper announcement from PA system at Fire Command Station followed by frequent updates of status of the emergency.
- If the lobby Fire Command Station is affected by the incident it will be necessary to institute the alternate communication plan. **See Appendix A, Table 7.**
- The location of the explosion or threat of explosion and any resulting structural damage will determine the course of action to be followed.
- The EAP Director shall choose an evacuation route that will lead the occupants away from the incident.

5.1.3.2 Specific Partial Evacuation Requirements:

5.1.3.2.1 Location of Exits, Stairwells and Elevators:

- **See Appendix A, Table 7.**

5.1.3.2.2 Primary and Alternate Exit Routes**:**

- The "B" stairways are designated as the primary exit routes dependent upon stairway terminus location and location of incident. See Appendix A, Table 9.
- The "F" and "G" bank elevators are designated as the alternate or additional exit routes once evaluated and deemed safe by the EAP Director. See Appendix A, Table 9.
- Actual routes will be dependent on the location of emergency.
- Actual routes will be announced by the EAP director over PA system.
- For an event that prevents evacuation through the lobby, use stairway "A".
- Use all available routes if conditions allow safe use.
- The "H" bank elevator under operator control will be used for persons needing assistance.

5.1.3.2.3 Assembly Areas**:**

- **See Appendix A, Table 10.**

5.1.3.2.4 Procedures to Account for Occupants**:**

- EAP Deputy Wardens and Searchers conduct floor search.
- Roll call by EAP Wardens at the assembly area.
- Runner/Warden notification to EAP Director.
- Cell phones, radios or other transmitters should not be used in the vicinity of suspected explosive devices.

5.1.3.3 Building Components:

5.1.3.3.1 Access to and Egress from the Building:

- Consider denying access into building under conditions requiring evacuation.
- Evacuate most severely exposed floors first.
- EAP Director will use the Public Address System to:

    1. Provide information on the safest egress route
    2. Prevent use of unsafe stairways
    3. Restrict or allow elevator use
    4. Redirect the building's occupants between stairways and elevator banks to prevent overcrowding.

- Monitor emergency for changing conditions.

5.1.3.3.2 Elevator Operation:

- Recall all elevators to: limit movement of occupants until safe use is determined, to account for safety of any occupants of the elevators, and to prevent air movement within the building.
- If the lobby is the location of the incident, use caution not to expose occupants on elevators at the time of recall.
- Make announcement to occupants regarding status of elevators.
- Prepare to staff the "H" bank elevator for evacuation of occupants needing assistance.
- Alternate communication plan may be necessary.

5.1.3.3.3 Ventilation System Operation:

- Shut-off HVAC system, window air conditioners, package units, outside air intakes and mixers if outside conditions are unknown or suspected to be dangerous, or if directed by competent Legal Authority or Official Announcement. **See Appendix A, Table 7.**

5.1.3.3.4 Openable Windows:

- As a general rule, keep all windows in the closed position.
- EAP Director should make an announcement over the public address system advising all occupants to keep away from windows and, if safety permits, have deputy wardens/ searchers close any open windows.
- Window glass can pose a serious hazard in an explosive incident.

5.1.3.3.5 Interior Doors & Fire Doors:

- Maintain doors in the closed and unlocked position.
- When available, manually activate fail-safe to facilitate use of re-entry floors.

5.1.3.3.6 Utilities:

- If conditions permit, the Engineering Staff will survey conditions at utility entry points.
- Section valves and shut off valves can be used to limit any known or suspected damage.
- **See Appendix A, Table 7.**

5.1.3.3.7 Fuel Oil Storage Tanks and Piping:

- If conditions permit, the Engineering Staff will survey conditions at the Emergency Generator room.

- Isolation valves and shut off valves can be used to limit any known or suspected damage.

- **See Appendix A, Table 7.**

5.1.4 Evacuation - Explosion:

5.1.4.1 General Procedures:

- Institute the ""Evacuation" procedures when analysis of the circumstances of the emergency requires occupants to be evacuated from the building to an assembly site out of the building.

- "Evacuation" is used when it is determined by the EAP Director and /or the EAP Brigade or by a Competent Legal Authority or Official Announcement that conditions exist in or around the building that are suspected to be dangerous or contaminated.

- Consider evacuation of floors most affected by the incident first, for example, ground floor, lower floors, and below grade floors for a device at the street level or affecting one street front.

- When available, manually activate fail-safe to facilitate use of re-entry floors.

- To identify people who require assistance to evacuate, EAP Director should refer to **Addendum 1.**

- Call 911 to report incident to the Police, EMS and the Fire Department.

- Shut-off HVAC system, window air conditioners, package units, outside air intakes and mixers if outside conditions are unknown or suspected to be dangerous, or if directed by competent Legal Authority or Official Announcement. **See Appendix A, Table 7.**

- For an event outside of the building, wind direction may impact evacuation routes and use of assembly areas.

- The size of the device can range from a letter bomb to a truck bomb or larger, and may require full building evacuation.

- Isolate incident area whether it is inside or outside the building.

- Establish a safety zone and deny entry.

- Continue to monitor available information and institute actions as required.

- Make proper announcement from PA system at Fire Command Station followed by frequent updates of status of the emergency.

- If the lobby Fire Command Station is affected by the incident it will be necessary to institute the alternate communication plan. **See Appendix A, Table 7.**

- The location of the explosion or threat of explosion and any resulting structural damage will determine the course of action to be followed.

5.1.4.2 Specific Evacuation Requirements:

5.1.4.2.1 Location of exits, stairwells and elevators**:**

- **See Appendix A, Table 7.**

5.1.4.2.2 Primary and Alternate Exit Routes**:**

- The "B" stairways are designated as the primary exit routes dependent upon stairway terminus location and location of incident. **See Appendix A, Table 9.**
- The "F" and "G" bank elevators are designated as the alternate or additional exit routes once evaluated and deemed safe by the EAP Director. **See Appendix A, Table 9.**
- Actual routes will be dependent on the location of emergency.
- Actual routes will be announced by the EAP director over PA system.
- For an event that prevents evacuation through the lobby, use stairway "A".
- Use all available routes if conditions allow safe use.
- The "H" bank elevator under operator control will be used for persons needing assistance.

5.1.4.2.3 Assembly Areas**:**

- **See Appendix A, Table 10.**

5.1.4.2.4 Procedures to Account for Occupants**:**

- EAP Deputy Wardens and Searchers conduct floor search.
- Roll call by EAP Wardens at the assembly area.
- Runner/Warden notification to EAP Director.
- Cell phones, radios or other transmitters should not be used in the vicinity of suspected explosive devices.

5.1.4.3 Building Components:

5.1.4.3.1 Access to and Egress from the Building:

- Consider denying access into building under conditions requiring evacuation.
- Evacuate most severely exposed floors first.
- EAP Director will use the Public Address System to:

    1. Provide information on the safest egress route
    2. Prevent use of unsafe stairways
    3. Restrict or allow elevator use

4. Redirect the building's occupants between stairways and elevator banks to prevent overcrowding.

- Monitor emergency for changing conditions.

5.1.4.3.2 Elevator Operation :

- Recall all elevators to: limit movement of occupants until safe use is determined, to account for safety of any occupants of the elevators, and to prevent air movement within the building.

- If the lobby is the location of the incident, use caution not to expose occupants on elevators at the time of recall.

- Make announcement to occupants regarding status of elevators.

- Prepare to staff the "H" bank elevator for evacuation of occupants needing assistance.

5.1.4.3.3 Ventilation System Operation:

- Shut-off HVAC system, window air conditioners, package units, outside air intakes and mixers if outside conditions are unknown or suspected to be dangerous, or if directed by competent Legal Authority or Official Announcement. **See Appendix A, Table 7.**

5.1.4.3.4 Openable Windows:

- As a general rule, keep all windows in closed position.

- EAP Director should make an announcement over the public address system advising all occupants to keep away from windows and, if safety permits, have deputy wardens/ searchers close any open windows.

- Window glass can pose a serious hazard in an escalating incident

5.1.4.3.5 Interior Doors & Fire Doors:

- Maintain doors in the closed and unlocked position.

- When available, manually activate fail-safe to facilitate use of re-entry floors.

5.1.4.3.6 Utilities:

- If conditions permit, the Engineering Staff will survey conditions at utility entry points.

- Section valves and shut off valves can be used to limit any known or suspected damage.

- **See Appendix A, Table 10.**

5.1.4.3.7 Fuel Oil Storage Tanks and Piping:

- If conditions permit, the Engineering Staff will survey conditions at the Emergency Generator room.

- Isolation valves and shut off valves can be used to limit any known or suspected damage.

- **See Appendix A, Table 7.**

5.2 Non-Business Hour Procedures:

- During non-business hours when a Fire Safety/EAP Director is not required to be on duty but there are occupants in the building, the building is staffed by a Fire Safety/EAP Building Evacuation Supervisor who will staff the Fire Command Station. Occupants shall report their destination to the Building Evacuation Supervisor for accountability and notification in the event of an emergency. In the absence of available brigade personnel, the Fire Safety/EAP Building Evacuation Supervisor will implement applicable parts of the EAP and make proper notifications to 911 and informative announcements when necessary.

6. Biological Incident or Release:

Set forth 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..

The EAP Director, upon notification that a suspected Biological Incident has occurred in or on the perimeter of building shall take the following actions:

- Report to the Lobby Fire Command Station or designated alternate location for communication and control of incident. **See Appendix A, Table 7.**
- Immediately initiate Emergency Action Plan and have the EAP Staff don the uniform Vest.
- Call 911 to report incident to the Police, EMS and the Fire Department.
- Notify Building Engineering, Building Security and Building Management.
- Shut-off HVAC system, window air conditioners, package units, outside air intakes and mixers if outside conditions are unknown or suspected to be dangerous, or if directed by Competent Legal Authority or Official Announcement. **See Appendix A, Table 7.**
- Make information announcement to building occupants as soon as possible to prevent mass evacuation.
- The announcement shall include the following information:

    1. What has occurred
    2. Where it has occurred
    3. What provisions of the Emergency Action Plan will be implemented
    4. Why is it necessary to implement this provision of the Emergency Action Plan

- Recall all elevators to limit movement of occupants until safe use is determined, and to prevent air movement within the building.
- If the lobby is the location of the incident, use caution not to expose occupants on elevators at the time of recall.
- Determine if Shelter-In-Place, In-Building Relocation, Partial Evacuation or Full Evacuation will best keep the occupants safe.
- When available, manually activate fail-safe to facilitate use of re-entry floors.
- Aid occupants needing assistance with evacuation by use of the “H” bank elevator under operator control, if consistent with safety.
- If immediate evacuation is necessary, determine best route away from the incident or use all available exits. Communicate this information to occupants as soon as possible.
- The “B” stairs lead to the lobby, and the “A” stairs lead to the outside of the building. The EAP Director shall choose an evacuation route that will lead occupants away from the incident.

- If the lobby Fire Command Station is affected by the incident it will be necessary to institute the alternate communication plan.
- Ascertain extent of any injuries and request EMS response from 911.
- Have the security staff conduct survey of area of incident if consistent with safety.
- Follow corporate emergency notifications procedure.
- Isolate incident area whether it is inside or outside the building.
- Establish a safety zone and deny entry.
- Keep exposed people and victims isolated from uncontaminated people.

Additional Information:

- If people become sick for no apparent reason, a biological attack may be in progress.
- Deny entry if exposed people are in the building.
- Deny exit if people who are sick and exposed are outside the building.
- Covering your mouth or nose with layers of fabric may help to filter the air.
- Those exposed should immediately wash with soap and water.
- Exposure to Biological Agents can occur via:

    a. Inhalation as a result of aerosol dispersion
    b. Ingestion
    c. Dermal exposure

- The location and severity of incident will determine the immediate steps to be taken with shelter in place procedures, evacuation procedures, evacuation routes or elevator use.
- For an event occurring outside of the building, wind direction may impact evacuation routes and the use of assembly areas.
- Any event occurring in the building lobby may render the lobby fire Command Station unusable.
- The EAP Director and staff must take into account any official orders and instructions from authorities in charge of the incident.
- Continue to monitor available information about the incident, and take appropriate action.
- There is always the possibility of a secondary event.

6.1 **Shelter in Place - Biological Incident or Release:**

6.1.1 General Procedures:

- Use shelter in place procedure when the safety of occupants would be best served by having them remain at their work location.
- Make proper announcement from PA system at Fire Command Station followed by frequent updates of status of emergency.
- If the lobby Fire Command Station is affected by the incident it will be necessary to institute the alternate communication plan. **See Appendix A, Table 7.**
- "Shelter in Place" would be called for when an event occurs in a location -
    1. That poses no immediate threat to your building.
    2. That is directly outside your building contaminating the immediate area.
    3. Occurs in an area of your building (e.g. lobby contamination) that prevents evacuation.
- Continue to monitor available information about the incident, and take appropriate action.

6.1.1.2 Building Components or Systems:

6.1.1.2.1 Access to and Egress from the Building:

- Consider limiting access to building unless persons are cleared by security.
- Consider denying access if ill or exposed people are in the building.
- Discourage or limit egress from building until exterior is declared safe by a Competent Legal Authority, Official Announcement, or by the EAP Director and/or EAP Brigade.
- Consider denying egress if sick or exposed people are outside the building.

6.1.1.2.2 Elevator Operation:

- Recall all elevators to limit movement of occupants until elevators are determined safe to use, and to prevent air movement in building.
- If the lobby is the location of the incident, use caution not to expose occupants on elevators at time of recall.
- Make announcement to occupants on elevator status.

6.1.1.2.3 Ventilation System Operation:

- Shut-off HVAC system, window air conditioners, package units, outside air intakes and mixers if outside conditions are unknown or suspected to be dangerous, or if directed by Competent Legal Authority or Official Announcement. **See Appendix A, Table 7.**

6.1.1.2.4 Openable Windows:

- As a general rule, keep all windows in closed position.
- EAP Director should make an announcement over the public address system advising all occupants to keep away from windows and, if safety permits, have deputy wardens/ searchers close any open windows.

6.1.1.2.5 Interior Doors & Fire Doors:

- Maintain doors in the closed and unlocked position.
- When available, manually activate fail-safe to facilitate use of re-entry floors.

6.1.1.2.6 Utilities:

- Gas: N/A
- Steam: N/A
- Water: N/A
- Electric: N/A

6.1.1.2.7 Fuel Oil Storage Tanks & Piping:

- N/A

6.1.2 **In - Building Relocation -Biological Incident or Release:**

6.1.2.1 General Procedures:

- "In Building Relocation" is used when it is determined by the EAP Director and or the EAP Brigade or by a Competent Legal Authority or Official Announcement that the circumstances of the emergency requires occupants to be relocated from one area of the building to another more secure area due to an event inside or outside of the building.
- When available, manually activate fail-safe to facilitate use of re-entry floors.
- To identify people who require assistance to evacuate, EAP Director should refer to **Addendum 1.**
- Call 911 to report incident to the Police, EMS and the Fire Department.
- Shut-off HVAC system, window air conditioners, package units, outside air intakes and mixers if outside conditions are unknown or suspected to be dangerous, or if directed by Competent Legal Authority or Official Announcement. **See Appendix A, Table 7.**
- For an event occurring outside of the building, wind direction may impact evacuation routes and the use of assembly areas.
- Relocate occupants from most severely exposed side or area of the building first.

- Isolate incident area whether it is inside or outside the building.
- Establish a safety zone and deny entry.
- Keep exposed people and victims isolated from uncontaminated people.
- The location of the incident will determine the course of action to be followed.
- If the lobby Fire Command Station is affected by the incident it will be necessary to institute the alternate communication plan. **See Appendix A, Table 7.**
- Relocation within the building shall be undertaken in such a way as to minimize the overcrowding of floors and in-building relocation areas through the use of multiple stairways, floors and in-building relocation areas when safety permits.

6.1.2.2 Specific In-Building Relocation Requirements:

6.1.2.2.1 Designated In- Building Relocation Areas:

- **See Appendix A, Table 8.**

6.1.2.2.2 Designated Routes to Relocation Areas:

- **See Appendix A, Table 9.**
- The "H" bank elevator under operator control will be used for persons needing assistance.
- Always select an escape route that is most remote from the incident.
- Avoid the use of the "A" fire tower for an event or threat that is located outside of the building.

6.1.2.2.3 Procedures to Account for Occupants:

- EAP Deputy Wardens and Searchers conduct floor search.
- Roll call by EAP Wardens following relocation.
- Warden Phone message to EAP Director

6.1.2.3 Building Components:

6.1.2.3.1 Access to and Egress from the Building:

- Consider limiting access to the building unless persons are cleared by security.
- Deny access if exposed people are inside the building.
- Consider limiting or Discourage egress from the building until outside area is declared safe by the EAP director or competent legal authority or official announcement.
- Deny egress if exposed people are outside the building to prevent further contamination.

6.1.2.3.2 Elevator Operation:

- Recall all elevators to limit movement of occupants until elevators are determined safe to use, and to prevent air movement within the building.
- If the lobby is the location of the incident, use caution not to expose occupants on elevators at time of recall.
- Make announcement to occupants regarding elevator status.
- Prepare to staff the "H" bank elevator for relocation of occupants needing assistance.

6.1.2.3.3 Ventilation System Operation:

- Shut-off HVAC system, window air conditioners, package units, outside air intakes and mixers if outside conditions are unknown or suspected to be dangerous, or if directed by Competent Legal Authority or Official Announcement. **See Appendix A, Table 7.**

6.1.2.3.4 Openable Windows:

- As a general rule, keep all windows in closed position.
- EAP Director should make an announcement over the public address system advising all occupants to keep away from windows and, if safety permits, have deputy wardens/ searchers close any open windows.

6.1.2.3.5 Interior Doors & Fire Doors

- Maintain doors in the closed and unlocked position.
- When available, manually activate fail-safe to facilitate use of re-entry floors.

6.1.2.3.6 Utilities:

- Gas :N/A
- Steam N/A
- Water: N/A
- Electric: N/A

6.1.2.3.7 Fuel Oil Storage Tanks & Piping:

- N/A

6.1.3 Partial Evacuation Procedures - Biological Incident or Release:

6.1.3.1 General Procedures:

- Institute the "Partial "Evacuation" procedures when analysis of the circumstances of the emergency requires occupants to be evacuated from one area of the building to an assembly site out of the building.

- Partial "Evacuation" is used when it is determined by the EAP Director and /or the EAP Brigade or by a Competent Legal Authority or Official Announcement that conditions exist in or around the building that are suspected to be dangerous or contaminated.

- Consider partial evacuation of floors directly affected by the incident, for example, ground floor, lower floors, and below grade floors for an incident at the street level or affecting one street front.

- When available, manually activate fail-safe to facilitate use of re-entry floors.

- To identify people who require assistance to evacuate, EAP Director should refer to **Addendum 1.**

- The location of the incident will determine the course of action to be followed.

- Call 911 to report incident to the Police, EMS and the Fire Department.

- Shut-off HVAC system, window air conditioners, package units, outside air intakes and mixers if outside conditions are unknown or suspected to be dangerous, or if directed by Competent Legal Authority or Official Announcement. **See Appendix A, Table 7.**

- The "B" stairs lead to the lobby and the "A" stairs lead to the outside of the building. The EAP Director shall choose an evacuation route that will lead occupants away from the incident.

- If the lobby Fire Command Station is affected by the incident it will be necessary to institute the alternate communication plan. **See Appendix A, Table 7.**

- If consistent with safety, isolate the area, establish a safety zone and deny entry.

- For an event occurring outside of the building, wind direction may impact evacuation routes and the use of assembly areas.

6.1.3.2 Specific Partial Evacuation Requirements:

6.1.3.2.1 Location of Exits, Stairwells and Elevators:

- **See Appendix A, Table 7.**

6.1.3.2.2 Primary and Alternate Exit Routes:

- The "B" stairways are designated as the primary exit routes dependent upon stairway terminus location and location of incident. **See Appendix A, Table 9.**

- The "F" and "G" bank elevators are designated as the alternate or additional exit routes once evaluated and deemed safe by the EAP Director. **See Appendix A, Table 9.**

- Actual routes will be dependent on the location of emergency.

- Actual routes will be announced by the EAP director over PA system.

- For an event that prevents evacuation through the lobby, use stairway "A".

- Use all available routes if conditions allow safe use.
- The "H" bank elevator under operator control will be used for persons needing assistance.

6.1.3.2.3 Assembly Area:

- **See Appendix A, Table 10.**

6.1.3.2.4 Procedures to Account for Occupants:

- EAP Deputy Wardens and Searchers conduct floor search.
- Roll call by EAP Wardens at assembly area.
- Runner/Warden message to EAP Director.

6.1.3.3 Building Components:

6.1.3.3.1 Access to and Egress from the Building:

- Consider denying access into building under conditions requiring evacuation.
- Evacuate most severely exposed floors first.
- EAP Director will use the Public Address System to:

    1. Provide information on the safest egress route
    2. Prevent use of unsafe stairways
    3. Restrict or allow elevator use
    4. Redirect the building's occupants between stairways and elevator banks to prevent overcrowding.

- Monitor emergency for changing conditions.

6.1.3.3.2 Elevator Operation:

- Recall all elevators to limit movement of occupants until elevator use is determined safe, and to prevent air movement in the building.
- If the lobby is the location of the incident, use caution not to expose occupants on elevators at time of recall.
- Make announcement to occupants regarding the status of elevators.
- Prepare to staff the "H" bank elevator for evacuation of occupants needing assistance.
- Use alternate communication plan if the lobby Fire Command Station affected.
- Use elevators to remove people away from the affected area if stairwells are unusable.

6.1.3.3.3 Ventilation System Operation:

- Shut-off HVAC system, window air conditioners, package units, outside air intakes and mixers if outside conditions are unknown or suspected to be dangerous, or if directed by Competent Legal Authority or Official Announcement. **See Appendix A, Table 7.**

6.1.3.3.4 Openable Windows:

- As a general rule, keep all windows in closed position.

- EAP Director should make an announcement over the public address system advising all occupants to keep away from windows and, if safety permits, have deputy wardens/ searchers close any open windows.

6.1.3.3.5 Interior Doors & Fire Doors:

- Maintain doors in the closed and unlocked position.

- When available, manually activate fail-safe to facilitate use of re-entry floors.

6.1.3.3.6 Utilities:

- Gas-N/A
- Steam- N/A
- Water-N/A
- Electric-N/A

6.1.3.3.7 Fuel Oil Storage Tanks & Piping: N/A

6.1.4 Evacuation - Biological Incident or Release:

6.1.4.1 General Procedures:

- Institute the ""Evacuation" procedures when analysis of the circumstances of the emergency requires occupants to be evacuated from the building to an assembly site out of the building.

- "Evacuation" is used when it is determined by the EAP Director and /or the EAP Brigade or by a Competent Legal Authority or Official Announcement that conditions exist in or around the building that are suspected to be dangerous or contaminated.

- Consider evacuation of floors most affected by the incident first, for example, ground floor, lower floors, and below grade floors for an incident at the street level or affecting one street front.

- When available, manually activate fail-safe to facilitate use of re-entry floors.

- To identify people who require assistance to evacuate, EAP Director should refer to **Addendum 1.**

- The location of the incident will determine the course of action to be followed.

- Call 911 to report incident to the Police, EMS and the Fire Department.
- Shut-off HVAC system, window air conditioners, package units, outside air intakes and mixers if outside conditions are unknown or suspected to be dangerous, or if directed by Competent Legal Authority or Official Announcement. **See Appendix A, Table 7.**
- The "B" stairs lead to the lobby and the "A" stairs lead to the outside of the building. The EAP Director shall choose an evacuation route that will lead occupants away from the incident.
- If the lobby Fire Command Station is affected by the incident it will be necessary to institute the alternate communication plan. **See Appendix A, Table 7.**
- If consistent with safety, Isolate the area of incident, establish a safety zone and deny entry.

6.1.4.3 Specific Evacuation Requirements:

6.1.4.2.1 Location of Exits, Stairwells and Elevators:

- **See Appendix A, Table 7**.

6.1.4.2.2 Primary and Alternate Exit Routes:

- The "B" stairways are designated as the primary exit routes dependent upon stairway terminus location and location of incident. **See Appendix A, Table 9.**
- The "F" and "G" bank elevators are designated as the alternate or additional exit routes once evaluated and deemed safe by the EAP Director. **See Appendix A, Table 9.**
- Actual routes will be dependent on the location of emergency.
- Actual routes will be announced by the EAP director over PA system.
- For an event that prevents evacuation through the lobby, use stairway "A".
- Use all available routes if conditions allow safe use.
- The "H" bank elevator under operator control will be used for persons needing assistance.

6.1.4.2.3 Assembly Area:

- **See Appendix A, Table 10.**

6.1.4.2.4 Procedures to Account for Occupants:

- EAP Deputy Wardens and Searchers conduct floor search.
- Roll call by EAP Wardens at the assembly areas.
- Runner/Warden message to EAP Director.

6.1.4.3 Building Components:

6.1.4.3.1 Access to and Egress from the Building:

- Consider denying access into building under conditions requiring evacuation.
- Evacuate most severely exposed floors first.
- EAP Director will use the Public Address System to:

    1. Provide information on the safest egress route
    2. Prevent use of unsafe stairways
    3. Restrict or allow elevator use
    4. Redirect the building's occupants between stairways and elevator banks to prevent overcrowding.

- Monitor emergency for changing conditions.

6.1.4.3.2 Elevator Operation:

- Recall all elevators to limit movement of occupants until elevators are determined safe to use, and prevent air movement within the building.
- If the lobby is the location of the incident use caution not to expose occupants on elevators at the time of recall.
- Make announcement to occupants regarding the status of elevators.
- Prepare to staff the "H" bank elevator for evacuation of occupants needing assistance.
- Use Alternate communication plan if the lobby Fire Command Station affected.
- Use elevators to remove people away from the affected area if stairwells are unusable.

6.1.4.3.3 Ventilation System Operation:

- Shut-off HVAC system, window air conditioners, package units, outside air intakes and mixers if outside conditions are unknown or suspected to be dangerous, or if directed by Competent Legal Authority or Official Announcement. **See Appendix A, Table 7.**

6.1.4.3.4 Openable Windows:

- As a general rule, keep all windows in closed position.
- EAP Director should make an announcement over the public address system advising all occupants to keep away from windows and, if safety permits, have deputy wardens/ searchers close any open windows.

6.1.4.3.5 Interior Doors & Fire Doors:

- Maintain in closed and unlocked position.

- When available, manually activate fail-safe to facilitate use of re-entry floors.

6.1.4.5.6 Utilities:

- Gas-N/A
- Steam- N/A
- Water-N/A
- Electric-N/A

6.1.4.3.7 Fuel Oil Storage Tanks & Piping:

- N/A

6.2 Non-Business Hour Procedures:

- During non-business hours when a Fire Safety/EAP Director is not required to be on duty but there are occupants in the building, the building is staffed by a Fire Safety/EAP Building Evacuation Supervisor who will staff the Fire Command Station. Occupants shall report their destination to the Building Evacuation Supervisor for accountability and notification in the event of an emergency. In the absence of available brigade personnel, the Fire Safety/EAP Building Evacuation Supervisor will implement applicable parts of the EAP and make proper notifications to 911 and informative announcements when necessary.

7. Chemical Incident or Release:

The EAP Director, upon notification that a suspected Chemical attack has occurred in or on the perimeter of building shall take the following actions:

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.

- Report to the Lobby Fire Command Station or designated alternate location for communication and control of incident. **See Appendix A, Table 7.**
- Immediately initiate Emergency Action Plan and have the EAP Staff don the uniform Vest.
- Call 911 to report incident to the Police, EMS and the Fire Department.
- Notify Building Engineering, Building Security and Building Management.
- Shut-off HVAC system, window air conditioners, package units, outside air intakes and mixers if outside conditions are unknown or suspected to be dangerous, or if directed by Competent Legal Authority or Official Announcement. **See Appendix A, Table 7.**
- Make information announcement to building occupants as soon as possible to prevent mass evacuation.
- The announcement shall include the following information:

    1. What has occurred
    2. Where it has occurred
    3. What provisions of the Emergency Action Plan will be implemented
    4. Why is it necessary to implement this provision of the Emergency Action Plan

- Recall all elevators to limit movement of occupants until safe use is determined, and to prevent air movement within the building.
- If the lobby is the location of the incident, use caution not to expose occupants on elevators at the time of recall.
- Determine if Shelter-In-Place, In-Building Relocation, Partial Evacuation or Full Evacuation will best keep the occupants safe.
- When available, manually activate fail-safe to facilitate use of re-entry floors.
- Aid occupants needing assistance with evacuation by use of the “H” bank, operator run elevator, if consistent with safety.
- If immediate evacuation is necessary, determine best route away from the incident or use all available exits. Communicate this information to occupants as soon as possible.

- The "B" stairs lead to the lobby and the "A" stairs lead to the outside of the building. The EAP Director shall choose an evacuation route that will lead occupants away from the incident.
- If the lobby Fire Command Station is affected by the incident it will be necessary to institute the alternate communication plan.
- Ascertain extent of any injuries and request EMS response from 911.
- Have security staff conduct survey of area of incident if consistent with safety.
- Follow corporate emergency notifications procedures.
- Isolate the incident area whether it is located inside or outside the building.
- Establish a safety zone and deny entry.
- Keep exposed people and victims remote from uncontaminated people.
- Competent medical authorities must be called in to treat ill people.
- Decontamination procedures, such as stripping off clothing and using water showers may be necessary for exposed people.
- Activating a sprinkler head in a controlled area may be necessary for mass decontamination.

Additional Information:

- Chemical agents are substances which can injure or kill through a variety of means.
- Spraying an area with chemicals can cause thousands of casualties through inhalation, ingestion, and skin absorption.
- Early recognition of incident hazards and potential risk is essential.
- The EAP Director and staff must take into account any official orders and instructions from Authorities in charge of the incident.
- Continue to monitor available information about the incident, and take appropriate action.
- There is always the possibility of a secondary event.
- An event occurring in the lobby may render the lobby Fire Command Station unusable.
- For an event occurring outside of the building, wind direction may impact evacuation routes and the use of assembly areas.

THE FOLLOWING SITUATIONS SHOULD BE AVOIDED BY EVERYONE:

- Visible vapor clouds.

- Areas where biological indicators such as "unconscious persons," dead animals or vegetation are located.

7.1.1 Shelter in Place - Chemical Attack:

7.1.1.1 General Procedures:

- Use shelter in place procedure when the safety of occupants would be best served by having them remain at their work location.

- Make proper announcement from PA system at Fire Command Station followed by frequent updates of status of emergency.

- If the lobby Fire Command Station is affected by the incident it will be necessary to institute the alternate communication plan. **See Appendix A, Table 7.**

- "Shelter in Place" would be called for when an event occurs in a location-
    1. That poses no immediate threat to your building.
    2. That is directly outside your building contaminating the immediate area.
    3. Occurs in an area of your building (e.g. lobby contamination) that prevents evacuation.

- Continue to monitor available information about the incident, and take appropriate action.

7.1.1.2 Building Components:

7.1.1.2.1 Access to and Egress from the Building:

- Consider limiting access to building unless persons are cleared by security.

- Consider denying access if ill or exposed people are in the building. Admit Emergency personnel only.

- Discourage or limit egress from building until exterior is declared safe by a Competent Legal Authority, Official Announcement, or by the EAP Director and/or EAP Brigade.

- Consider denying egress if sick or exposed people are outside the building.

7.1.1.2.2 Elevator Operation:

- Recall all elevators to limit movement of occupants until elevators are determined safe to use, and to prevent air movement in the building.

- If the lobby is the location of the incident, use caution not to expose occupants on elevators at the time of recall.

- Make announcement to occupants on elevator status.

7.1.1.2.3 Ventilation System Operation:

- Shut-off HVAC system, window air conditioners, package units, outside air intakes and mixers if outside conditions are unknown or suspected to be dangerous, or if directed by Competent Legal Authority or Official Announcement. **See Appendix A, Table 7.**

7.1.1.2.4 Openable Windows:

- As a general rule, keep all windows in closed position.

- EAP Director should make an announcement over the public address system advising all occupants to keep away from windows and, if safety permits, have deputy wardens/ searchers close any open windows.

7.1.1.2.5 Interior Doors & Fire Doors:

- Maintain doors in the closed and unlocked position.

- When available, manually activate fail-safe to facilitate use of re-entry floors.

7.1.1.2.6 Utilities:

- Gas: N/A
- Steam: N/A
- Water: N/A
- Electric: N/A

7.1.1.2.7 Fuel Oil Storage Tanks & Piping:

- N/A

7.1.2 In - Building Relocation: Chemical Attack:

General Procedures:

- "In Building Relocation" is used when it is determined by the EAP Director and or the EAP Brigade or by a Competent Legal Authority or Official Announcement that the circumstances of the emergency requires occupants to be relocated from one area of the building to another more secure area.

- Relocate occupants from most severely exposed side or area of the building first.

- Chemicals tend to be heavier then air. People may have to be sheltered on the upper floors of the building or in the upper sections of the stairwells.

- When available, manually activate fail-safe to facilitate use of re-entry floors.

- To identify people who require assistance to evacuate, EAP Director should refer to **Addendum 1.**

- Isolate incident area whether it is inside or outside the building.

- Call 911 to report incident to the Police, EMS and Fire Department.
- Shut-off HVAC system, window air conditioners, package units, outside air intakes and mixers if outside conditions are unknown or suspected to be dangerous, or if directed by Competent Legal Authority or Official Announcement. **See Appendix A, Table 7.**
- Establish a safety zone and deny entry.
- Keep exposed people and victims remote from uncontaminated people.
- The location of the incident will determine the course of action to be followed.
- Competent medical authorities must be called in to treat ill people.
- Decontamination procedures, such as stripping off clothing and using water showers may be necessary for exposed people.
- Activating a sprinkler head in a controlled area may be necessary for mass decontamination.
- If the lobby Fire Command Station is affected by the incident it will be necessary to institute the alternate communication plan. **See Appendix A, Table 7.**
- Relocation within the building shall be undertaken in such a way as to minimize the overcrowding of floors and in-building relocation areas through the use of multiple stairways, floors and in-building relocation areas when safety permits.

7.1.2.2 Specific In-Building Relocation Requirements:

7.1.2.2.1 Designated in Building Relocation Areas:

- **See Appendix A, Table 8.**
- Chemicals tend to be heavier then air. People may have to be sheltered on the upper floors.

7.1.2.2.2 Designated Routes to Relocation Areas:

- **See Appendix A, Table 9.**
- The “H” bank elevator under operator control will be used for persons needing assistance.
- Always select an escape route that is most remote from the incident.
- Avoid the use of the “A” fire tower for an event or threat that is located outside of the building.

7.1.2.2.3 Procedures to Account for Occupants:

- EAP Deputy Wardens and Searchers conduct floor search.

- Roll call by EAP Wardens following relocation.
- Warden phone message to EAP Director

7.1.2.3 Building Components:

7.1.2.3.1 Access and Egress to Building:

- Limit access to the building to persons that are cleared by security.
- Deny access if exposed people are inside the building.
- Discourage egress from the building until outside area is declared safe by the EAP director or competent legal authority or by official announcement.
- Deny egress if exposed people are outside the building to prevent further contamination.

7.1.2.3.2 Elevator Operation:

- Recall all elevators to limit movement of occupants until elevators are determined safe to use, and to prevent air movement within the building.
- If the lobby is the location of the incident use caution not to expose occupants on elevators at the time of recall.
- Make announcement to occupants regarding the status of elevators.
- Prepare to staff the "H" bank elevator for evacuation of occupants needing assistance.
- Use Alternate communication plan if the lobby Fire Command Station affected.
- Use elevators to remove people away from the affected area if stairwells are unusable.

7.1.2.3.3 Ventilation System Operation:

- Shut-off HVAC system, window air conditioners, package units, outside air intakes and mixers if outside conditions are unknown or suspected to be dangerous, or if directed by Competent Legal Authority or Official Announcement. **See Appendix A, Table 7.**

7.1.2.3.4 Openable Windows:

- As a general rule, keep all windows in closed position.
- EAP Director should make an announcement over the public address system advising all occupants to keep away from windows and, if safety permits, have deputy wardens/ searchers close any open windows.

7.1.2.3.5 Interior Doors & Fire Doors:

- Maintain doors in the closed and unlocked position.
- When available, manually activate fail-safe to facilitate use of re-entry floors.

7.1.2.3.6 Utilities:

- Gas :N/A
- Steam N/A
- Water: N/A
- Electric: N/A

7.1.2.3.7 Fuel Oil Storage Tanks and Piping:

- N/A

7.1.3 Partial Evacuation - Chemical Attack:

7.1.3.1 General Procedures:

- Institute the "Partial "Evacuation" procedures when analysis of the circumstances of the emergency requires occupants to be evacuated from one area of the building to an assembly site out of the building.

- Partial "Evacuation" is used when it is determined by the EAP Director and /or the Brigade or by a Competent Legal Authority or Official Announcement that conditions exist in or around the building that are suspected to be dangerous or contaminated.

- Consider partial evacuation of floors directly affected by the incident, for example, ground floor, lower floors, and below grade floors for an incident at the street level or affecting one street front.

- When available, manually activate fail-safe to facilitate use of re-entry floors.

- To identify people who require assistance to evacuate, EAP Director should refer to **Addendum 1.**

- The location of the incident will determine the course of action to be followed.

- Call 911 to report incident to the Police, EMS and the Fire Department.

- Shut-off HVAC system, window air conditioners, package units, outside air intakes and mixers if outside conditions are unknown or suspected to be dangerous, or if directed by Competent Legal Authority or Official Announcement. **See Appendix A, Table 7.**

- For an event occurring outside of the building, wind direction may impact evacuation routes and the use of assembly areas.

- Chemicals tend to be heavier then air. People may have to be evacuated from the lower floors first.

- The "B" stairs lead to the lobby and the "A" stairs lead to the outside of the building. The EAP Director shall choose an evacuation route that will lead occupants away from the incident.

- The "A" stairway is open to the outer air. The "B" stairs may serve as an alternate route area if outside air is contaminated.

- An incident occurring in the Lobby may affect all areas opening onto this space.
- If the lobby Fire Command Station is affected by the incident it will be necessary to institute the alternate communication plan. **See Appendix A, Table 7.**
- If consistent with safety, isolate the incident area, establish a safety zone and deny entry.
- Competent medical authorities must be called in to treat ill people.
- Decontamination procedures, such as stripping off clothing and using water showers may be necessary for exposed people.
- Activating a sprinkler head in a controlled area may be necessary for mass decontamination.

7.1.3.2 Specific Partial Evacuation Requirements:

7.1.3.2.1 Location of Exits, Stairwells and Elevators:

- **See Appendix A, Table 7.**

7.1.3.2.2 Primary and Alternate Exit Routes:

- The "B" stairways are designated as the primary exit routes dependent upon stairway terminus location and location of incident. **See Appendix A, Table 9.**
- The "F" and "G" bank elevators are designated as the alternate or additional exit routes once evaluated and deemed safe by the EAP Director. **See Appendix A, Table 9.**
- Actual routes will be dependent on the location of emergency.
- Actual routes will be announced by the EAP director over PA system.
- For an event that prevents evacuation through the lobby, use stairway "A".
- Use all available routes if conditions allow safe use.
- The "H" bank elevator under operator control will be used for persons needing assistance.

7.1.3.2.3 Assembly Area:

- **See Appendix A, Table 10.**

7.1.3.2.4 Procedures to Account for Occupants:

- EAP Deputy Wardens and Searchers conduct floor search.
- Roll call by EAP Wardens at assembly area.
- Runner/Warden message to EAP Director.

7.1.3.3 Building Components:

7.1.3.3.1 Access and Egress to Building:

- Consider denying access into building under conditions requiring evacuation.
- Evacuate most severely exposed floors first.
- EAP Director will use the Public Address System to:

    1. Provide information on the safest egress route
    2. Prevent use of unsafe stairways
    3. Restrict or allow elevator use
    4. Redirect the building's occupants between stairways and elevator banks to prevent overcrowding.

- Monitor emergency for changing conditions.
- Consider denying access into building under conditions requiring evacuation.
- Evacuate most severely exposed floors first.
- EAP Director will use the Public Address System to:

    1. Provide information on the safest egress route
    2. Prevent use of unsafe stairways
    3. Restrict or allow elevator use

- Monitor emergency and redirect occupants as necessary to prevent overcrowding.

7.1.3.3.2 Elevator Operation:

- Recall all elevators to limit movement of occupants until elevator use is determined safe, and to prevent air movement in the building.
- If the lobby is the location of the incident use caution not to expose occupants on elevators at the time of recall.
- Make announcement to occupants regarding the status of elevators.
- Prepare to staff the "H" bank elevator for evacuation of occupants needing assistance.
- Use Alternate communication plan if the lobby Fire Command Station affected.
- Use elevators to remove people away from the affected area if stairwells are unusable.

7.1.3.3.3 Ventilation System Operation:

- Shut-off HVAC system, window air conditioners, package units, outside air intakes and mixers if outside conditions are unknown or suspected to be dangerous, or if directed by Competent Legal Authority or Official Announcement. **See Appendix A, Table 7.**

7.1.3.3.4 Openable Windows:

- As a general rule, keep all windows in closed position.
- EAP Director should make an announcement over the public address system advising all occupants to keep away from windows and, if safety permits, have deputy wardens/ searchers close any open windows.

7.1.3.3.5 Interior Doors & Fire Doors:

- Maintain doors in closed and unlocked position.
- When available, manually activate fail-safe to facilitate use of re-entry floors.

7.1.3.3.6 Utilities:

- Gas-N/A
- Steam- N/A
- Water-N/A
- Electric-N/A

7.1.3.3.7 Fuel Oil Storage Tanks & Piping:

- N/A

7.1.4 Evacuation - Chemical Attack:

7.1.4.1 General Procedures:

- Institute the ""Evacuation" procedures when analysis of the circumstances of the emergency requires occupants to be evacuated from the building to an assembly site out of the building.
- "Evacuation" is used when it is determined by the EAP Director and /or the EAP Brigade or by a Competent Legal Authority or Official Announcement that conditions exist in or around the building that are suspected to be dangerous or contaminated.
- Consider evacuation of floors most affected by the incident first, for example, ground floor, lower floors, and below grade floors for an incident at the street level or affecting one street front.
- Call 911 to report incident to the Police, EMS and Fire Department
- Shut-off HVAC system, window air conditioners, package units, outside air intakes and mixers if outside conditions are unknown or suspected to be dangerous, or if directed by Competent Legal Authority or Official Announcement. **See Appendix A, Table 7.**
- When available, manually activate fail-safe to facilitate use of re-entry floors.
- To identify people who require assistance to evacuate, EAP Director should refer to **Addendum 1.**

- The location of the incident will determine the course of action to be followed.
- Chemicals tend to be heavier then air. People may have to be evacuated from the lower floors first.
- For an event occurring outside of the building, wind direction may impact evacuation routes and the use of assembly areas.
- The "B" stairs lead to the lobby and the "A" stairs lead to the outside of the building. The EAP Director shall choose an evacuation route that will lead occupants away from the incident.
- The "A" stairway is open to the outer air. The "B" stairs may serve as an alternate route area if outside air is contaminated.
- An incident occurring in the Lobby may affect all areas opening onto this space.
- If the lobby Fire Command Station is affected by the incident it will be necessary to institute the alternate communication plan. **See Appendix A, Table 7.**
- If consistent with safety, isolate the incident area, establish a safety zone and deny entry.
- Competent medical authorities must be called in to treat ill people.
- Decontamination procedures, such as stripping off clothing and using water showers may be necessary for exposed people.
- Activating a sprinkler head in a controlled area away from the building may be necessary for mass decontamination.

7.1.4.2 Specific Evacuation Requirements:

7.1.4.2.1 Location of Exits, Stairwells and Elevators:

- **See Appendix A, Table 7.**

7.1.4.2.2 Primary and Alternate Exit Route:

- The "B" stairways are designated as the primary exit routes dependent upon stairway terminus location and location of incident. **See Appendix A, Table 9.**
- The "F" and "G" bank elevators are designated as the alternate or additional exit routes once evaluated and deemed safe by the EAP Director. **See Appendix A, Table 9.**
- Actual routes will be dependent on the location of emergency.
- Actual routes will be announced by the EAP director over PA system.
- For an event that prevents evacuation through the lobby, use stairway "A".
- Use all available routes if conditions allow safe use.

- The "H" bank elevator under operator control will be used for persons needing assistance.

7.1.4.2.3 Assembly Areas:

- **See Appendix A, Table 10.**

7.1.4.2.4 Procedures to Account for Occupants

- EAP Deputy Wardens and Searchers conduct floor search.
- Roll call by EAP Wardens at the assembly areas.
- Runner/Warden message to the EAP Director.

7.1.4.3 Building Components:

7.1.4.3.1 Access and Egress To Building:

- Consider denying access into building under conditions requiring evacuation.
- Evacuate most severely exposed floors first.
- EAP Director will use the Public Address System to:

    1. Provide information on the safest egress route
    2. Prevent use of unsafe stairways
    3. Restrict or allow elevator use
    4. Redirect the building's occupants between stairways and elevator banks to prevent overcrowding.

- Monitor emergency for changing conditions.

7.1.4.3.2 Elevator Operation:

- If the lobby is the location of the incident use caution not to expose occupants on elevators at the time of recall.
- Make announcement to occupants regarding the status of elevators.
- Use Alternate communication plan if the lobby Fire Command Station affected.
- Use elevators to remove people away from the affected area if stairwells are unusable.
- Prepare to staff the "H" bank elevator for evacuation of occupants needing assistance.

7.1.4.3.3 Ventilation System Operation:

- Shut-off HVAC system, window air conditioners, package units, outside air intakes and mixers if outside conditions are unknown or suspected to be dangerous, or if directed by Competent Legal Authority or Official Announcement. **See Appendix A, Table 7.**

7.1.4.3.4 Openable Windows:

- As a general rule, keep all windows in closed position.
- EAP Director should make an announcement over the public address system advising all occupants to keep away from windows and, if safety permits, have deputy wardens/ searchers close any open windows.
- Window glass can pose a serious hazard in an escalating incident.

7.1.4.3.5 Interior doors & fire doors:

- Maintain in closed and unlocked position.
- When available, manually activate fail-safe to facilitate use of re-entry floors.

7.1.4.3.6 Utilities:

- Gas-N/A
- Steam- N/A
- Water-N/A
- Electric-N/A

7.1.4.3.7 Fuel Oil Storage Tanks & Piping:

- N/A

7.2 Non-Business Hour Procedures:

- During non-business hours when a Fire Safety/EAP Director is not required to be on duty but there are occupants in the building, the building is staffed by a Fire Safety/EAP Building Evacuation Supervisor who will staff the Fire Command Station. Occupants shall report their destination to the Building Evacuation Supervisor for accountability and notification in the event of an emergency. In the absence of available brigade personnel, the Fire Safety/EAP Building Evacuation Supervisor will implement applicable parts of the EAP and make proper notifications to 911 and informative announcements when necessary.

8. 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.

The EAP Director, upon notification that a suspected Nuclear Incident or release has occurred in or on the perimeter of building shall take the following actions:

- Report to the Lobby Fire Command Station or designated alternate location for communication and control of incident. **See Appendix A, Table 7.**
- Immediately initiate Emergency Action Plan and have the EAP Staff don the uniform Vest.
- Call 911 to report incident to the Police, EMS and the Fire Department.
- Notify Building Engineering, Building Security and Building Management.
- Shut-off HVAC system, window air conditioners, package units, outside air intakes and mixers if outside conditions are unknown or suspected to be dangerous, or if directed by Competent Legal Authority or Official Announcement. **See Appendix A, Table 7.**
- For an event occurring outside of the building, wind direction may impact evacuation routes and use of assembly areas.
- Make information announcement to building occupants as soon as possible to prevent mass evacuation.
- The announcement shall include the following information:

1. What has occurred
2. Where it has occurred
3. What provisions of the Emergency Action Plan will be implemented
4. Why is it necessary to implement this provision of the Emergency Action Plan

- Recall all elevators to limit movement of occupants until safe use is determined, and to prevent air movement in the building.
- If the lobby is the location of the incident, use caution not to expose occupants on elevators at the time of recall.
- Determine if Shelter-In-Place, In-Building Relocation, Partial Evacuation or Full Evacuation will best keep the occupants safe.
- When available, manually activate fail-safe to facilitate use of re-entry floors.
- Aid occupants needing assistance with evacuation by use of the “H” bank, operator run elevator, if consistent with safety.
- If immediate evacuation is necessary, determine best route away from the incident or use all available exits. Communicate this information to occupants as soon as possible.

- The "B" stairs lead to the lobby and the "A" stairs lead to the outside of the building. The EAP Director shall choose an evacuation route that will lead occupants away from the incident.

- If the lobby Fire Command Station is affected by the incident it will be necessary to institute the alternate communication plan.

- Have security staff conduct survey of area of incident if consistent with safety.

- Follow corporate emergency notifications procedures.

- Isolate the incident area whether it is inside or outside the building.

- If the radiation release is close to the building, it is safer to have people moved from the upper floors to the basement or garage.

- Keep exposed people and victims remote from uncontaminated people.

- Ascertain extent of any injuries and request EMS response from 911.

- Competent medical authorities must be called in to treat ill people.

- Decontamination procedures, such as stripping off clothing and using water showers may be necessary for exposed people.

- Activating a sprinkler head in a controlled area may be necessary for mass decontamination.

- Continue to monitor available information about the incident, and take appropriate action.

Additional Information:

- If available, check the atmosphere with radiation detectors.

- Radiation travels in straight lines. Have occupants seek shelter below grade.

- Use Time, Distance and Shielding to protect people**.**

  Time: Radioactive materials become less radioactive over time. Keep occupants inside until authorities alert EAP Director that the threat has passed.

  Distance: The greater the distance between the occupants and the source of the radiation the safer they will be. Evacuation may be ordered by authorities for buildings close to the release incident.

  Shielding: Put as much heavy dense material between the occupants and the source of the radiation as possible. Occupants may be ordered to stay indoors or to relocate underground for this reason. Keep windows closed and turn off HVAC system. **See Appendix A, Table 7.**

8.1.1 Shelter in Place - Nuclear Incident or Release:

8.1.1.1 General Procedures:

- Use shelter in place procedure when the safety of occupants would be best served by having them remain at their work location.
- Make proper announcement from PA system at Fire Command Station followed by frequent updates of status of emergency.
- If the lobby Fire Command Station is affected by the incident it will be necessary to institute the alternate communication plan. **See Appendix A, Table 7.**
- "Shelter in Place" would be called for when an event occurs in a location -
  1. That poses no immediate threat to your building.
  2. That is directly outside your building contaminating the immediate area.
  3. Occurs in an area of your building (e.g. lobby contamination) that prevents evacuation.
- Continue to monitor available information about the incident, and take appropriate action.

8.1.1.2 Building Components or Systems:

8.1.1.2.1 Access to and Egress from the Building:

- Consider limiting access to building unless persons are cleared by security.
- Consider denying access if ill or exposed people are in the building.
- Discourage or limit egress from building until exterior is declared safe by a Competent Legal Authority, Official Announcement, or by the EAP Director and/or EAP Brigade.
- Consider denying egress if sick or exposed people are outside the building.

8.1.1.2.2 Elevator Operation:

- Recall all elevators to limit movement of occupants until safe use is determined, and to prevent air movement in the building.
- If the lobby is the location of the incident, use caution not to expose occupants on elevators at the time of recall.
- Make announcement to occupants on elevator status.

8.1.1.2.3 Ventilation System Operation:

- Shut-off HVAC system, window air conditioners, package units, outside air intakes and mixers if outside conditions are unknown or suspected to be dangerous, or if directed by Competent Legal Authority or Official Announcement. **See Appendix A, Table 7.**

8.1.1.2.4 Openable Windows:

- As a general rule, keep all windows in closed position.
- EAP Director should make an announcement over the public address system advising all occupants to keep away from windows and, if safety permits, have deputy wardens/ searchers close any open windows.

8.1.1.2.5 Interior & Fire Doors:

- Maintain doors in the closed and unlocked position.
- When available, manually activate fail-safe to facilitate use of re-entry floors.

8.1.1.2.6 Utilities:

- Gas: N/A
- Steam: N/A
- Water: N/A
- Electric: N/A

8.1.1.2.7 Fuel Oil Storage Tanks and Piping:

- N/A

8.1.2 In - Building Relocation - Nuclear Incident or Release:

8.1.2.1 General Procedures:

- Institute the "In Building Relocation" procedures when analysis of the circumstances of the emergency requires occupants to be relocated from one area of the building to another more secure area.
- "In Building Relocation" is used when it is determined by the EAP Director and or the EAP Brigade or by a Competent Legal Authority or Official Announcement that the exterior conditions are unknown or suspected to be dangerous or contaminated.
- When available, manually activate fail-safe to facilitate use of re-entry floors.
- To identify people who require assistance to evacuate, EAP Director should refer to **Addendum 1.**
- Shut-off HVAC system, window air conditioners, package units, outside air intakes and mixers if outside conditions are unknown or suspected to be dangerous, or if directed by Competent Legal Authority or Official Announcement. **See Appendix A, Table 7.**
- Call 911 to report incident to the Police, EMS and the Fire Department.
- Relocate occupants from most severely exposed side or area of the building first.

- If the radiation release is close to the building, it is safer to have people moved from the upper floors to the basement or garage.
- The "A" stairway is open to the outer air and should not be used for an event outside of the building. The "B" stairs may serve as an alternate route if outside air is contaminated.
- An incident occurring in the Lobby may affect all areas opening onto this space.
- Isolate incident area whether it is inside or outside the building.
- Establish a safety zone and deny entry.
- Keep exposed people and victims remote from uncontaminated people.
- The location of the incident will determine the course of action to be followed.
- Competent medical authorities must be called in to treat ill people.
- Decontamination procedures, such as stripping off clothing and using water showers may be necessary for exposed people.
- Activating a sprinkler head in controlled area may be necessary for mass decontamination.
- If the lobby Fire Command Station is affected by the incident it will be necessary to institute the alternate communication plan. **See Appendix A, Table 7.**
- Relocation within the building shall be undertaken in such a way as to minimize the overcrowding of floors and in-building relocation areas through the use of multiple stairways, floors and in-building relocation areas when safety permits.

8.1.2.2 Specific In-Building Relocation Requirements:

8.1.2.2.1 Designated In-Building Relocation Areas:

- **See Appendix A, Table 8.**

8.1.2.2.2 Designated Routes to Relocation Areas:

- **See Appendix A, Table 9.**
- The "H" bank elevator under operator control will be used for persons needing assistance
- Always select an escape route that is most remote from the incident.
- Avoid the use of the "A" fire tower for an event or threat that is located outside of the building.

8.1.2.2.3 Procedures to Account for Occupants:

- EAP Deputy Wardens and Searchers conduct floor search.
- Roll call by EAP wardens following relocation.
- Warden phone message to EAP Director.

8.1.2.3 Building Components:

8.1.2.3.1 Access to and Egress from the Building:

- Consider limiting access to the building unless persons are cleared by security.
- Deny access if exposed people are inside the building.
- Discourage egress from the building until outside area is declared safe by the EAP director or competent legal authority or official announcement.
- Deny egress if exposed people are outside the building to prevent further contamination.

8.1.2.3.2 Elevator Operation:

- Recall all elevators to limit movement of occupants until safe use is determined, and to prevent air movement in the building.
- If the lobby is the location of the incident use caution not to expose occupants on elevators at the time of recall.
- Make announcement to occupants regarding the status of elevators.
- Prepare to staff the "H" bank elevator for evacuation of occupants needing assistance.
- Use Alternate communication plan if the lobby Fire Command Station affected.
- Use elevators to remove people away from the affected area if stairwells are unusable.

8.1.2.3.3 Ventilation System Operation:

- Shut-off HVAC system, window air conditioners, package units, outside air intakes and mixers if outside conditions are unknown or suspected to be dangerous, or if directed by Competent Legal Authority or Official Announcement. **See Appendix A, Table 7.**

8.1.2.3.4 Openable Windows:

- As a general rule, keep all windows in closed position.

- EAP Director should make an announcement over the public address system advising all occupants to keep away from windows and, if safety permits, have deputy wardens/ searchers close any open windows.

8.1.2.3.5 Interior Doors & Fire Doors:

- Maintain doors in the closed and unlocked position.
- When available, manually activate fail-safe to facilitate use of re-entry floors.

8.1.2.3.6 Utilities:

- Gas: N/A
- Steam: N/A
- Water: N/A
- Electric: N/A

8.1.2.3.7 Fuel Oil Storage Tanks and Piping:

- N/A

8.1.3 Partial Evacuation - Nuclear Incident:

8.1.3.1 General Procedures:

- Institute the "Partial "Evacuation" procedures when analysis of the circumstances of the emergency requires occupants to be evacuated from one area of the building to an assembly site out of the building.
- Partial "Evacuation" is used when it is determined by the EAP Director and /or the EAP Brigade or by a Competent Legal Authority or Official Announcement that conditions exist in or around the building that are suspected to be dangerous or contaminated.
- Consider partial evacuation of floors directly affected by the incident, for example, ground floor, lower floors, and below grade floors for an incident at the street level or affecting one street front.
- When available, manually activate fail-safe to facilitate use of re-entry floors.
- To identify people who require assistance to evacuate, EAP Director should refer to **Addendum 1.**
- Shut-off HVAC system, window air conditioners, package units, outside air intakes and mixers if outside conditions are unknown or suspected to be dangerous, or if directed by Competent Legal Authority or Official Announcement. **See Appendix A, Table 7.**
- Call 911 to report incident to the Police, EMS and the Fire Department.
- The location of the incident will determine the course of action to be followed.

- For an event occurring outside of the building, wind direction may impact evacuation routes and use of assembly areas.

- If the radiation release is close to the building, it is safer to have people moved from the upper floors to the basement or garage.

- The "B" stairs lead to the lobby and the "A" stairs lead to the outside of the building. The EAP Director shall choose an evacuation route that will lead occupants away from the incident.

- The "A" stairway is open to the outer air and should not be used for an event occurring outside of the building. The "B" stairs may serve as an alternate route area if outside air is contaminated.

- An incident occurring in the Lobby may affect all areas opening onto this space.

- If the lobby Fire Command Station is affected by the incident it will be necessary to institute the alternate communication plan. **See Appendix A, Table 7.**

- If consistent with safety, Isolate the incident area, establish a safety zone and deny entry.

- Competent medical authorities must be called in to treat ill people.

- Decontamination procedures, such as stripping off clothing and using water showers may be necessary for exposed people.

- Activating a sprinkler head in a controlled area may be necessary for mass decontamination. Exterior dry pipe sprinkler should be considered.

8.1.3.2 Specific Partial Evacuation Requirements:

8.1.3.2.1 Location of Exits, Stairwells and Elevators:

- **See Appendix A, Table 7.**

8.1.3.2.2 Primary and Alternate Exit Routes:

- The "B" stairways are designated as the primary exit routes dependent upon stairway terminus location and location of incident. **See Appendix A, Table 9.**

- The "F" and "G" bank elevators are designated as the alternate or additional exit routes once evaluated and deemed safe by the EAP Director. **See Appendix A, Table 9.**

- Actual routes will be dependent on the location of emergency.

- Actual routes will be announced by the EAP director over PA system.

- For an event that prevents evacuation through the lobby, use stairways "A".

- Use all available routes if conditions allow safe use.
- The "H" bank elevator under operator control will be used for persons needing assistance.

8.1.3.2.3 Assembly Areas:

- **See Appendix A, Table 10.**

8.1.3.2.4 Procedures to Account for Occupants:

- EAP Deputy Wardens and Searchers conduct floor search.
- Roll call by EAP Wardens at assembly area.
- Runner/Warden message to EAP Director

8.1.3.3 Building Components:

8.1.3.3.1 Access to and Egress from the Building:

- Consider denying access into building under conditions requiring evacuation.
- Evacuate most severely exposed floors first.
- EAP Director will use the Public Address System to:

    1. Provide information on the safest egress route
    2. Prevent use of unsafe stairways
    3. Restrict or allow elevator use
    4. Redirect the building's occupants between stairways and elevator banks to prevent overcrowding.

- Monitor emergency for changing conditions.

8.1.3.3.2 Elevator Operation:

- Recall all elevators to limit movement of occupants until safe use is determined, and to prevent air movement in the building.
- If the lobby is the location of the incident use caution not to expose occupants on elevators at the time of recall.
- Make announcement to occupants regarding the status of elevators.
- Prepare to staff the "H" bank elevator for evacuation of occupants needing assistance.
- Use Alternate communication plan if the lobby Fire Command Station affected.
- Use elevators to remove people away from the affected area if stairwells are unusable.

8.1.3.3.3 Ventilation System Operation:

- Shut-off HVAC system, window air conditioners, package units, outside air intakes and mixers if outside conditions are unknown or suspected to be dangerous, or if directed by Competent Legal Authority or Official Announcement. **See Appendix A, Table 7.**

8.1.3.3.4 Openable Windows:

- As a general rule, keep all windows in closed position.
- EAP Director should make an announcement over the public address system advising all occupants to keep away from windows and, if safety permits, have deputy wardens/ searchers close any open windows.

8.1.3.3.5 Interior Doors & Fire Doors:

- Maintain in closed and unlocked position.
- When available, manually activate fail-safe to facilitate use of re-entry floors.

8.1.3.3.6 Utilities:

- Gas: N/A
- Steam: N/A
- Water: N/A
- Electric: N/A

8.1.3.3.7 Fuel Oil Storage Tanks and Piping:

- N/A

8.1.4 Evacuation - Nuclear Incident:

8.1.4.1 General Procedures:

- Institute the ""Evacuation" procedures when analysis of the circumstances of the emergency requires occupants to be evacuated from the building to an assembly site out of the building.
- "Evacuation" is used when it is determined by the EAP Director and /or the EAP Brigade or by a Competent Legal Authority or Official Announcement that conditions exist in or around the building that are suspected to be dangerous or contaminated.
- Consider evacuation of floors directly affected by the incident first, for example, ground floor, lower floors, and below grade floors for an incident at the street level or affecting one street front.
- When available, manually activate fail-safe to facilitate use of re-entry floors.

- To identify people who require assistance to evacuate, EAP Director should refer to **Addendum 1**.

- Shut-off HVAC system, window air conditioners, package units, outside air intakes and mixers if outside conditions are unknown or suspected to be dangerous, or if directed by Competent Legal Authority or Official Announcement. **See Appendix A, Table 7.**

- Call 911 to report incident to the Police, EMS and the Fire Department.

- The location of the incident will determine the course of action to be followed.

- For an event occurring outside of the building, wind direction may impact evacuation routes and use of assembly areas.

- The "B" stairs lead to the lobby and the "A" stairs lead to the outside of the building. The EAP Director shall choose an evacuation route that will lead occupants away from the incident.

- The "A" stairway is open to the outer air and should not be used for an event occurring outside of the building. The "B" stairs may serve as an alternate route area if outside air is contaminated.

- An incident occurring in the Lobby may affect all areas opening onto this space.

- If the lobby Fire Command Station is affected by the incident it will be necessary to institute the alternate communication plan. **See Appendix A, Table 7.**

- If consistent with safety, Isolate the incident area, establish a safety zone and deny entry.

- Competent medical authorities must be called in to treat ill people.

- Decontamination procedures, such as stripping off clothing and using water showers may be necessary for exposed people.

- Activating a sprinkler head in a controlled area away from the building may be necessary for mass decontamination.

8.1.4.2 Specific Evacuation Requirements:

8.1.4.2.1 Location of Exits, Stairwells and Elevators:

- **See Appendix A, Table 7.**

8.1.4.2.2 Primary and Alternate Exit Routes:

- The "B" stairways are designated as the primary exit routes dependent upon stairway terminus location and location of incident. **See Appendix A, Table 9.**

- The "F" and "G" bank elevators are designated as the alternate or additional exit routes once evaluated and deemed safe by the EAP Director**. See Appendix A, Table 9.**

- Actual routes will be dependent on the location of emergency.
- Actual routes will be announced by the EAP director over PA system.
- For an event that prevents evacuation through the lobby, use stairway "A".
- Use all available routes if conditions allow safe use.
- The "H" bank elevator under operator control will be used for persons needing assistance.

8.1.4.2.3 Assembly Areas:

- **See Appendix A, Table 10.**

8.1.4.2.4 Procedures to Account for Occupants:

- EAP Deputy Wardens and Searchers conduct floor search.
- Roll call by EAP Wardens at assembly area.
- Runner/Warden message to EAP Director

8.1.4.3 Building Components:

8.1.4.3.1 Access to and Egress from the Building:

- Consider denying access into building under conditions requiring evacuation.
- Evacuate most severely exposed floors first.
- EAP Director will use the Public Address System to:

  1. Provide information on the safest egress route
  2. Prevent use of unsafe stairways
  3. Restrict or allow elevator use
  4. Redirect the building's occupants between stairways and elevator banks to prevent overcrowding.

- Monitor emergency for changing conditions.

8.1.4.3.2 Elevator Operation:

- Recall all elevators to limit movement of occupants until safe use is determined, and to prevent air movement in the building.
- If the lobby is the location of the incident use caution not to expose occupants on elevators at the time of recall.
- Make announcement to occupants regarding the status of elevators.
- Prepare to staff the "H" bank elevator for evacuation of occupants needing assistance.

- Use Alternate communication plan if the lobby Fire Command Station affected.

- Use elevators to remove people away from the affected area if stairwells are unusable.

8.1.4.3.3 Ventilation System Operation:

- Shut-off HVAC system, window air conditioners, package units, outside air intakes and mixers if outside conditions are unknown or suspected to be dangerous, or if directed by Competent Legal Authority or Official Announcement. **See Appendix A, Table 7.**

8.1.4.3.4 Openable Windows:

- As a general rule, keep all windows in closed position.

- EAP Director should make an announcement over the public address system advising all occupants to keep away from windows and, if safety permits, have deputy wardens/ searchers close any open windows.

8.1.4.3.5 Interior doors & fire doors:

- Maintain in closed and unlocked position.

- When available, manually activate fail-safe to facilitate use of re-entry floors.

8.1.4.3.6 Utilities:

- Gas: N/A
- Steam: N/A
- Water: N/A
- Electric: N/A

8.1.4.3.7 Fuel Oil Storage Tanks and Piping:

- N/A

8.2 Non-Business Hour Procedures:

- During non-business hours when a Fire Safety/EAP Director is not required to be on duty but there are occupants in the building, the building is staffed by a Fire Safety/EAP Building Evacuation Supervisor who will staff the Fire Command Station. Occupants shall report their destination to the Building Evacuation Supervisor for accountability and notification in the event of an emergency. In the absence of available brigade personnel, the Fire Safety/EAP Building Evacuation Supervisor will implement applicable parts of the EAP and make proper notifications to 911 and informative announcements when necessary.

9. Emergency Action Plan - Natural Disaster:

Set forth below are the procedures that will be implemented during regular business hours in the event of a natural disaster.
The EAP Director, upon notification that a Natural Disaster has occurred affecting the building, the perimeter of building or the immediate geographical area shall take the following actions:

- Report to the Lobby Fire Command Station or designated alternate location for communication and control of incident. **See Appendix A, Table 7.**
- Immediately initiate Emergency Action Plan and have the EAP Staff don uniform Vest.
- Call 911 to report incident to the Police, EMS and the Fire Department if the occurrence is local to the building.
- Notify Building Engineering, Building Security and Building Management.
- Make information announcement to building occupants as soon as possible to prevent mass evacuation.
- The announcement shall include the following information:

    1. What has occurred
    2. Where it has occurred
    3. What provisions of the Emergency Action Plan will be implemented
    4. Why is it necessary to implement this provision of the Emergency Action Plan

- Recall all elevators to limit movement of occupants until safe use is determined.
- If the lobby is the location of the incident, use caution not to expose occupants on elevators at the time of recall.
- Determine if Shelter-In-Place, In-Building Relocation, Partial Evacuation or Full Evacuation will best keep the occupants safe.
- When available, manually activate fail-safe to facilitate use of re-entry floors.
- Aid occupants needing assistance with evacuation by use of the “H” bank, operator run elevator, if consistent with safety.
- If immediate evacuation is necessary, determine best route away from the incident or use all available exits. Communicate this information to occupants as soon as possible.
- The “B” stairs lead to the lobby and the “A” stairs lead to the outside of the building. The EAP Director shall choose an evacuation route that will lead occupants away from the incident.
- If the lobby Fire Command Station is affected by the incident it will be necessary to institute the alternate communication plan.
- Ascertain extent of any injuries and request EMS response from 911.
- Have engineering staff conduct survey of area of incident if consistent with safety.

- If building damage occurs, isolate incident area whether it is inside or outside the building.

- Establish a safety zone around the area of damage.

- Follow corporate emergency notifications procedures.

Additional Information:

Weather Disasters:

- Severe Weather can be dangerous and harm people and property.
- A category 3 or 4 hurricane can cause severe wind and water damage to buildings as well as broken windows.
- Thunderstorms and lightning can cause injuries and electrical equipment damage.
- Flash flooding will affect below grade areas and mechanical and electrical equipment.
- Severe heat or cold will tax utility and transportation services.

Action Steps:

- Monitor available broadcast information when weather "Warning or Watch" is in effect.
- Secure outdoor objects around building and on the roof that may cause glass breakage or injury.
- Advise occupants to shelter away from windows.
- Maintain emergency supply of fuel, water and non-perishable food.

Earthquakes:

- Although earthquakes are uncommon in the New York City area, tremors occasionally occur.
- Earthquakes strike suddenly, without warning.
- Earthquakes can occur any time of the year and at any time of the day or night.
- Expect utilities to be disrupted after an earthquake or severe tremor.

Action Steps:

- At the first sign of a tremor building occupants should:
    1. Get away from windows or objects that can fall.
    2. Take cover in a doorway or under a solid piece of furniture
    3. Protect your head and neck with your arms.
    4. Cover your nose and mouth to avoid breathing toxic dust.
- Survey building utilities for possible disruptions or broken pipes.
- Check for possible fire due to broken pipes and severed electric service lines.
- Evacuate or relocate occupants if building structure is severely damaged.

9.1.1 Shelter in Place - Natural Disaster:

9.1.1.1 General Procedures:

- Use shelter in place procedure when the safety of occupants would be best served by having them remain at their work location.

- Make proper announcement from PA system at Fire Command Station followed by frequent updates of status of emergency.

- If the lobby Fire Command Station is affected by the incident it will be necessary to institute the alternate communication plan. **See Appendix A, Table 7.**

- "Shelter in Place" would be called for when an event occurs in a location -
    1. That poses no immediate threat to your building.
    2. That is directly outside your building contaminating the immediate area.
    3. Occurs in an area of your building (e.g. lobby damage) that prevents evacuation.

- Continue to monitor available information about the incident, and take appropriate action.

9.1.1.2 Building Components or Systems:

9.1.1.2.1 Access to and Egress from the Building:

- Access can be normal if the emergency is not affecting the building and visitors are cleared by security.

- Consider limiting access to building if there is a possibility of exposing visitors to the emergency.

- Discourage or limit egress from building until exterior is declared safe by a Competent. Legal Authority, Official Announcement, or by the EAP Director and/or EAP Brigade.

9.1.1.2.2 Elevator Operation:

- Recall all elevators to limit movement of occupants until safe use is determined.

- If the lobby is the location of the incident, use caution not to expose occupants on elevators at the time of recall.

- Make announcement to occupants on elevator status.

- Prepare to staff the "H" bank elevator for relocation of occupants needing assistance.

9.1.1.2.3 Ventilation System Operation:

- N/A

9.1.1.2.4 Openable windows:

- As a general rule, keep all windows in closed position.

- EAP Director should make an announcement over the public address system advising all occupants to keep away from windows and, if safety permits, have deputy wardens/ searchers close any open windows.

- Window glass can pose a serious hazard in an escalating incident.

9.1.1.2.5 Interior Doors & Fire Doors:

- Maintain doors in the closed and unlocked position.
- When available, manually activate fail-safe to facilitate use of re-entry floors.

9.1.1.2.6 Utilities:

- If conditions permit, the Engineering Staff will survey conditions at utility entry points.
- Section valves and shut off valves can be used to limit any known or suspected damage.
- **See Appendix A, Table 7.**

9.1.1.2.7 Fuel Oil Storage Tanks and Piping:

- If conditions permit, the Engineering Staff will survey conditions at Emergency Generator room.
- Section valves and shut-off valves located can be used to limit any known or suspected damage.
- **See Appendix A, Table 7**.

9.1.2 In - Building Relocation - Natural Disaster:

9.1.2.1 General Procedures:

- Institute the "In Building Relocation" procedures when analysis of the circumstances of the emergency requires occupants to be relocated from one area of the building to another more secure area.
- "In Building Relocation" is used when it is determined by the EAP Director and or the EAP Brigade or by a Competent Legal Authority or Official Announcement that the exterior conditions are unknown or suspected to be dangerous or contaminated.
- Relocate occupants from most severely exposed side or area of the building first.
- When available, manually activate fail-safe to facilitate use of re-entry floors.
- To identify people who require assistance to evacuate, EAP Director should refer to **Addendum 1**.
- If building damage occurs, isolate incident area whether it is inside or outside the building.
- Establish a safety zone around the area of damage.
- The location of the incident will determine the course of action to be followed.

- Call 911 to report incident to the Police, EMS and the Fire Department if the occurrence is local to the building.

- If the lobby Fire Command Station is affected by the incident it will be necessary to institute the alternate communication plan. **See Appendix A, Table 7.**

- Relocation within the building shall be undertaken in such a way as to minimize the overcrowding of floors and in-building relocation areas through the use of multiple stairways, floors and in-building relocation areas when safety permits.

9.1.2.2 Specific In-Building Relocation Requirements:

9.1.2.2.1 Designated In-Building Relocation Areas:

- **See Appendix A, Table 8.**

9.1.2.2.2 Designated Routes to Relocation Areas:

- **See Appendix A, Table 9.**

- The "H" bank elevator under operator control will be used for persons needing assistance.

- Always select the route most remote from the incident or hazards.

- Avoid the use of the "A" fire tower for an event or threat that is located outside of the building.

9.1.2.2.3 Procedures to Account for Occupants:

- EAP Deputy Wardens and Searchers conduct floor search.

- Warden Phone message to EAP Director following relocation.

- Warden phone message to EAP.

9.1.2.3 Building Components:

9.1.2.3.1 Access to and Egress from the Building:

- Consider limiting access to the building unless persons are cleared by security.

- Deny access if incident is directly affecting the building.

- Consider limiting or Discourage egress from the building until outside area is declared safe by the EAP director or competent legal authority or official announcement.

9.1.2.3.2 Elevator Operation:

- Recall all elevators to limit movement of occupants until safe use is determined.

- Make announcement to occupants regarding elevator status.

- If the lobby is the location of the incident, use caution not to expose occupants on elevators at the time of recall.

- Prepare to staff the "H" bank elevator for relocation of occupants needing assistance.

9.1.2.3.3 Ventilation System Operation:

- N/A

9.1.2.3.4 Openable Windows:

- As a general rule, keep all windows in closed position.

- EAP Director should make an announcement over the public address system advising all occupants to keep away from windows and, if safety permits, have deputy wardens/ searchers close any open windows.

- Window glass can pose a serious hazard in an explosive incident.

9.1.2.3.5 Interior Doors & Fire Doors:

- Keep all fire doors in the closed and unlocked in the closed.

- When available, manually activate fail-safe to facilitate use of re-entry floors.

9.1.2.3.6 Utilities:

- If conditions permit, the Engineering Staff will survey conditions at utility entry points.

- Section valves and shut off valves can be used to limit any known or suspected damage.

- **See Appendix A, Table 7.**

9.1.2.3.7 Fuel Oil Storage Tanks Piping:

- If conditions permit, the Engineering Staff will survey conditions at Emergency Generator room.

- Section valves and shut-off valves located can be used to limit any known or suspected damage.

- **See Appendix A, Table 7**.

9.1.3 Partial Evacuation - Natural Disaster:

9.1.3.1 General Procedures:

- Institute the "Partial "Evacuation" procedures when analysis of the circumstances of the emergency requires occupants to be evacuated from one area of the building to an assembly site out of the building.

- Partial "Evacuation" is used when it is determined by the EAP Director and /or the EAP Brigade or by a Competent Legal Authority or Official Announcement that conditions exist in or around the building that are suspected to be dangerous or contaminated.

- Consider partial evacuation of floors directly affected by the emergency, for example, lower floors for flooding or upper floors for a hurricane.

- When available, manually activate fail-safe to facilitate use of re-entry floors.

- To identify people who require assistance to evacuate, EAP Director should refer to **Addendum 1.**

- The location of the incident and any resulting structural damage will determine the course of action to be followed.

- Call 911 to report incident to the Police, EMS and the Fire Department if the occurrence is local to the building.

- Relocate occupants from most severely exposed side or area of the building first.

- If building damage occurs, isolate incident area whether it is inside or outside the building.

- Establish a safety zone around the area of damage.

- The "B" stairs lead to the lobby and the "A" stairs lead to the outside of the building. The EAP Director shall choose an evacuation route that will lead occupants away from the incident.

- The "A" stairway is open to the outer air. The "B" stairs may serve as an alternate route area if outside air is contaminated.

- An incident occurring in the Lobby may affect all areas opening onto this space.

- If the lobby Fire Command Station is affected by the incident it will be necessary to institute the alternate communication plan. **See Appendix A, Table 7.**

9.1.3.2 Specific Partial Evacuation Requirements:

9.1.3.2.1 Location of Exits, Stairwells and Elevators:

- **See Appendix A, Table 7.**

9.1.3.2.2 Primary and Alternate Exit Routes**:**

- The "B" stairways are designated as the primary exit routes dependent upon stairway terminus location and location of incident. **See Appendix A, Table 9.**

- The "F" and "G" bank elevators are designated as the alternate or additional exit routes once evaluated and deemed safe by the EAP Director. **See Appendix A, Table 9.**

- Actual routes will be dependent on the location of emergency.

- Actual routes will be announced by the EAP director over PA system.
- For an event that prevents evacuation through the lobby, use stairway "A".
- Use all available routes if conditions allow safe use.
- The "H" bank elevator under operator control will be used for persons needing assistance.

9.1.3.2.3 Assembly Areas**:**

- Use as necessary dependent on incident.
- **See Appendix A, Table 10.**

9.1.3.2.4 Procedures to Account for Occupants:

- EAP Deputy Wardens and Searchers conduct floor search.
- Roll call by EAP Wardens at assembly area.
- Runner/Warden message to EAP Director.

9.1.3.3 Building Components:

9.1.3.3.1 Access to and Egress from the Building:

- Consider denying access into building under conditions requiring evacuation.
- Evacuate most severely exposed floors first.
- EAP Director will use the Public Address System to:

    1. Provide information on the safest egress route
    2. Prevent use of unsafe stairways
    3. Restrict or allow elevator use
    4. Redirect the building's occupants between stairways and elevator banks to prevent overcrowding.

- Monitor emergency for changing conditions.

9.1.3.3.2 Elevator Operation:

- Recall all elevators to limit movement of occupants until safe use is determined.
- If the lobby is the location of the incident, use caution not to expose occupants on elevators at the time of recall.
- Make announcement to occupants regarding status of elevators.
- Prepare to staff the "H" bank elevator for evacuation of occupants needing assistance.

9.1.3.3.3 Ventilation System Operation:

- N/A

9.1.3.3.4 Openable Windows:

- As a general rule, keep all windows in closed position.
- EAP Director should make an announcement over the public address system advising all occupants to keep away from windows and, if safety permits, have deputy wardens/ searchers close any open windows.
- Window glass can pose a serious hazard in an explosive incident.

9.1.3.3.5 Interior Doors & Fire Doors:

- Keep all fire doors in the closed and unlocked position.
- When available, manually activate fail-safe to facilitate use of re-entry floors.

9.1.3.3.6 Utilities:

- If conditions permit, the Engineering Staff will survey conditions at utility entry points.
- Section valves and shut off valves can be used to limit any known or suspected damage.
- **See Appendix A, Table 7.**

9.1.3.3.7 Fuel Oil Storage Tanks Piping:

- If conditions permit, the Engineering Staff will survey conditions at Emergency Generator room.
- Section valves and shut-off valves located can be used to limit any known or suspected damage.
- **See Appendix A, Table 7**.

9.1.4 Evacuation - Natural Disaster:

9.1.4.1 General Procedures:

- Institute the ""Evacuation" procedures when analysis of the circumstances of the emergency requires occupants to be evacuated from the building.
- "Evacuation" is used when it is determined by the EAP Director and /or the EAP Brigade or by a Competent Legal Authority or Official Announcement that conditions exist in or around the building that are suspected to be dangerous or contaminated.
- Consider evacuation of floors most affected by the incident first, for example, ground floor, lower floors for a flooding condition, or upper floors for a hurricane.

- When available, manually activate fail-safe to facilitate use of re-entry floors.
- To identify people who require assistance to evacuate, EAP Director should refer to **Addendum 1.**
- The location of the incident will determine the course of action to be followed.
- If the lobby Fire Command Station is affected by the incident it will be necessary to institute the alternate communication plan. **See Appendix A, Table 7.**
- If consistent with safety, isolate the incident area, establish a safety zone and deny entry.
- The "B" stairs lead to the lobby and the "A" stairs lead to the outside of the building. The EAP Director shall choose an evacuation route that will lead occupants away from the incident.
- The "A" stairway is open to the outer air. The "B" stairs may serve as an alternate route area if outside air is contaminated.
- An incident occurring in the Lobby may affect all areas opening onto this space.

9.1.4.2 Specific Evacuation Requirements:

9.1.4.2.1 Location of Exits, Stairwells and Elevators:

- **See Appendix A, Table 7.**

9.1.4.2.2 Primary and Alternate Exit Routes:

- The "B" stairways are designated as the primary exit routes dependent upon stairway terminus location and location of incident. **See Appendix A, Table 9.**
- The "F" and "G" bank elevators are designated as the alternate or additional exit routes once evaluated and deemed safe by the EAP Director. **See Appendix A, Table 9.**
- Actual routes will be dependent on the location of emergency.
- Actual routes will be announced by the EAP director over PA system.
- For an event that prevents evacuation through the lobby, use stairway "A".
- Use all available routes if conditions allow safe use.
- The "H" bank elevator under operator control will be used for persons needing assistance.

9.1.4.2.3 Assembly Areas:

- Use as necessary dependent on incident.
- **See Appendix A, Table 10.**

9.1.4.2.4 Procedures to Account for Occupants:

- EAP Deputy Wardens and Searchers conduct floor search.
- Roll call by EAP Wardens at assembly area.
- Runner/Warden message to EAP Director.

9.1.4.3 Building Components**:**

9.1.4.3.1 Access to and Egress from the Building:

- Consider denying access into building under conditions requiring evacuation.
- Evacuate most severely exposed floors first.
- EAP Director will use the Public Address System to:

    1. Provide information on the safest egress route
    2. Prevent use of unsafe stairways
    3. Restrict or allow elevator use
    4. Redirect the building's occupants between stairways and elevator banks to prevent overcrowding.

- Monitor emergency for changing conditions.

9.1.4.3.2 Elevator Operation:

- Recall all elevators to limit movement of occupants until elevator use is determined safe.
- If the lobby is the location of the incident use caution not to expose occupants on elevators at the time of recall.
- Make announcement to occupants regarding the status of elevators.
- Prepare to staff the "H" bank elevator for evacuation of occupants needing assistance.
- Use Alternate communication plan if the lobby Fire Command Station affected.
- Use elevators to remove people away from the affected area if stairwells are unusable.

9.1.4.3.3 Ventilation System Operation:

- N/A

9.1.4.3.4 Openable Windows:

- As a general rule, keep all windows in closed position.
- EAP Director should make an announcement over the public address system advising all occupants to keep away from windows and, if safety permits, have deputy wardens/ searchers close any open windows.

- Window glass can pose a serious hazard in an escalating incident.

9.1.4.3.5 Interior Doors & Fire Doors:

- Keep all doors in the closed and unlocked position.
- When available, manually activate fail-safe to facilitate use of re-entry floors.

9.1.4.3.6 Utilities:

- If conditions permit, the Engineering Staff will survey conditions at utility entry points.
- Section valves and shut off valves can be used to limit any known or suspected damage.
- **See Appendix A, Table 7.**

9.1.4.3.7 Fuel Oil Storage Tanks and Piping:

- If conditions permit, the Engineering Staff will survey conditions at Emergency Generator room.
- Section valves and shut-off valves located can be used to limit any known or suspected damage.
- **See Appendix A, Table 7**.

9.2 Non-Business Hour Procedures:

- During non-business hours when a Fire Safety/EAP Director is not required to be on duty but there are occupants in the building, the building is staffed by a Fire Safety/EAP Building Evacuation Supervisor who will staff the Fire Command Station. Occupants shall report their destination to the Building Evacuation Supervisor for accountability and notification in the event of an emergency. In the absence of available brigade personnel, the Fire Safety/EAP Building Evacuation Supervisor will implement applicable parts of the EAP and make proper notifications to 911 and informative announcements when necessary.

10. Emergency Action Plan for Other Emergency:

The EAP Director, upon notification that a Power Loss or Blackout has occurred affecting the building or the immediate geographical area shall take the following actions:

- Report to the Lobby Fire Command Station or designated alternate location for communication and control of incident. **See Appendix A, Table 7.**
- Immediately initiate the Emergency Action Plan and have the EAP Staff don uniform Vest.
- Follow corporate emergency notifications procedures.
- Notify Building Engineering, Building Security and Building Management.
- Make information announcement to building occupants to prevent mass evacuation.
- The announcement shall include the following information:

    1. What has occurred
    2. Where it has occurred
    3. What provisions of the Emergency Action Plan will be implemented
    4. Why is it necessary to implement this provision of the Emergency Action Plan

- The Safety of building occupants is the main concern and comfort a secondary concern
- Recall all elevators using emergency generator power until safe use is determined.
- Check all elevators for possible entrapments.
- Call 911 operator for elevator entrapments with injuries or panicked occupants.
- For a non-emergency entrapment, notify elevator service contractor for response.
- Ensure proper operation of emergency generator, life safety systems, class E system, emergency lighting and all associated equipment.
- Ensure operation of emergency communication phones and data centers.
- Determine if Shelter-In-Place, In-Building Relocation, Partial Evacuation or Full Evacuation will best keep the occupants safe.
- When available, manually activate fail-safe to facilitate use of re-entry floors.
- Ability to Shelter in Place for extended period of time will depend on emergency supplies.
- Aid occupants needing assistance with evacuation by use of the “H” bank, operator run elevator, on emergency power.
- If immediate evacuation is necessary, determine best route away from the incident or use all available exits. Communicate this information to occupants as soon as possible.

- Have engineering staff conduct survey of area of incident if consistent with safety.
- Survey outside perimeter for smoke emitting from sidewalk/street transformer vaults or street manholes in proximity to the building.
- Be aware that a fire or explosion can occur in these vaults or manholes that result in shattered windows or other building damage.
- Have building occupants keep away from windows (depending on cause of incident) to prevent injuries.
- Alert Fire Department to any Class "E" system failure: (212) 570-4300.
- Engineers to follow electrical control disconnect protocols.
- If incident area is directly outside the building, isolate the area to prevent injuries to pedestrians if consistent with safety.
- Monitor broadcast information about the incident paying attention to any "Official Announcements".

Additional Information:

- Emergency Generator located on Cellar level.
- Main Electric Equipment Switchgear Room is on the Cellar Level.
- Approximate duration of emergency generator 24 hours.
- The Emergency Generator will operate:
    - Stairway lighting
    - Exit Signs
    - Class "E" fire alarm system
    - Public address system and warden phones.
    - Emergency phones and PBX
    - Fire and house pumps
    - Elevators, one at a time only per each bank.
    - Security Equipment

10.1.1 Shelter in Place:

10.1.1.1 General Procedures:

- Use shelter in place procedure when the safety of occupants would be best served by having them remain at their work location.
- Make proper announcement from PA system at Fire Command Station followed by frequent updates of status of emergency.
- If the lobby Fire Command Station is affected by the incident it will be necessary to institute the alternate communication plan. **See Appendix A, Table 7.**
- "Shelter in Place" would be called for when an event occurs in a location -
    1. That poses no immediate threat to your building.
    2. That is directly outside your building contaminating the immediate area.
    3. Occurs in an area of your building (lobby damage) that prevents evacuation.
- Continue to monitor available information about the incident, and take appropriate action.

10.1.1.2 Building Components:

10.1.1.2.1 Access and Egress to Building:

- As a general rule, admit only emergency personnel until power is restored.
- Access can be normal if the emergency is minor, expected to be of short duration and visitors are cleared by security.
- Consider limiting access to building if there is a possibility of exposing visitors to the emergency incident area.
- Discourage or limit egress from building until exterior is declared safe by a Competent Legal Authority, Official Announcement, or by the EAP Director and/or EAP Brigade.

10.1.1.2.2 Elevator Operation:

- Recall all elevators using emergency generator power until safe use is determined.
- Check all elevators for possible entrapments.
- Make announcement to occupants regarding elevator status.
- Prepare to staff the "H" bank elevator and operate under emergency generator power for relocation of occupants needing assistance.
- Call 911 operator for elevator entrapments with injuries or panicked occupants.
- For a non-emergency entrapment, notify elevator service contractor for response

10.1.1.2.3 Ventilation System Operation:

- Operate/Shut down building HVAC system according to building engineering protocol. **See Appendix A, Table 7.**

10.1.1.2.4 Openable Windows:

- EAP Director should make an announcement over the public address system advising all occupants to keep away from windows for a sidewalk/street transformer vault or manhole incident and, if safety permits, have deputy wardens/ searchers close any open windows.

- Window glass can pose a serious hazard in an escalating incident.

10.1.1.2.5 Interior Doors & Fire Doors:

- Maintain doors in the closed and unlocked position.

- When available, manually activate fail-safe to facilitate use of re-entry floors.

10.1.1.2.6 Utilities:

- Turn off electric control switches at the Cellar Level Main Switchgear Room. (follow building engineering protocol)

- Engineering staff to monitor emergency generator operation and fuel supply.

- Engineering staff will verify operation of all emergency equipment.

- EAP Director should make an announcement over the public address system advising all occupants to keep away from windows.

- **See Appendix A, Table 7.**

10.1.1.2.7 Fuel Oil Storage Tanks & Piping:

- Engineering Staff to check and monitor diesel fuel tank level.

- **See Appendix A, Table 7.**

10.1.2 In - Building Relocation:

10.1.2.1 General Procedures:

- Institute the "In Building Relocation" procedures when analysis of the circumstances of the emergency requires occupants to be relocated from one area of the building to another more secure area.

- "In Building Relocation" is used when it is determined by the EAP Director and or the EAP Brigade or by a Competent Legal Authority or Official Announcement that the exterior conditions are unknown or suspected to be dangerous or contaminated.

- Relocate occupants from most severely exposed side or area of the building first (sidewalk/street transformer vault or manhole incidents)
- When available, manually activate fail-safe to facilitate use of re-entry floors.
- To identify people who require assistance to evacuate, EAP Director should refer to **Addendum 1.**
- EAP/Director shall make PA announcement to prevent mass evacuation.
- EAP/Director shall determine the best route and announce it over PA system.
- The location and severity of the incident will determine the course of action to be followed. Safety of the occupants is the primary concern, comfort a secondary concern.
- Relocate occupants away from below grade areas that are in the vicinity of Electrical Equipment Rooms.
- Have engineering staff conduct survey of area of incident if consistent with safety.
- Survey outside perimeter for smoke emitting from sidewalk/street transformer vaults or street manholes in proximity to the building.
- Be aware that a fire or explosion can occur in these vaults or manholes that result in shattered windows or other building damage.
- The "B" stairs lead to the lobby and the "A" stairs lead to the outside of the building. The EAP Director shall choose an evacuation route that will lead occupants away from the incident.
- The "A" stairway is open to the outer air. The "B" stairs may serve as an alternate route if outside air is contaminated.
- An incident occurring in the Lobby may affect all areas opening onto this space.
- If the lobby Fire Command Station is affected by the incident it will be necessary to institute the alternate communication plan. **See Appendix A, Table 7.**
- Relocation within the building shall be undertaken in such a way as to minimize the overcrowding of floors and in-building relocation areas through the use of multiple stairways, floors and in-building relocation areas when safety permits.

10.1.2.2 Specific In-Building Relocation Requirements:

10.1.2.2.1 Designated Relocation Areas:

- **See Appendix A, Table 8.**

10.1.2.2.2 Designated Routes to Relocation Areas:

- **See Appendix A, Table 9.**

- The "H" bank elevator under operator control and powered by emergency generator power will be used for persons needing assistance.
- Select the safest, most remote route from the incident.
- Avoid the use of the "A" fire tower for an event or threat that is located outside of the building.

10.1.2.2.3 Procedures to Account for Occupants:

- EAP Deputy Wardens and Searchers conduct floor search.
- Roll call by EAP Wardens following relocating.
- Warden phone message to EAP Director.

10.1.2.3 Building Components:

10.1.2.3.1 Access and Egress to Building:

- Consider limiting access to the building unless persons are cleared by security.
- Deny access if incident is directly affecting the building.
- Consider limiting or Discourage egress from the building until outside area is declared safe by the EAP director or competent legal authority or official announcement.

10.1.2.3.2 Elevator Operation:

- Recall all elevators using emergency generator power until safe use is determined.
- Check all elevators for possible entrapments.
- Make announcement to occupants regarding elevator status.
- Prepare to staff the "H" bank elevator and operate using emergency generator power for relocation of occupants needing assistance.
- Call 911 operator for elevator entrapments with injuries or panicked occupants.
- For a non-emergency entrapment, notify elevator service contractor for response.

10.1.2.3.3 Ventilation System Operation:

- Operate/Shut down building HVAC system according to building engineering protocol. **See Appendix A, Table 7.**

10.1.2.3.4 Openable Windows:

- As a general rule, keep all windows in closed position.

- EAP Director should make an announcement over the public address system advising all occupants to keep away from windows for a sidewalk/street transformer vault or manhole incident and, if safety permits, have deputy wardens/ searchers close any open windows.

- Window glass can pose a serious hazard in an escalating incident.

10.1.2.3.5 Interior Doors & Fire Doors:

- Keep all doors in the closed and unlocked position.

- When available, manually activate fail-safe to facilitate use of re-entry floors.

10.1.2.3.6 Utilities:

- Turn off electric control switches at the Cellar Level Main Switchgear Room. (follow building engineering protocol).

- Engineering Staff to monitor emergency generator operation and fuel supply.

- Engineering staff will verify operation of all emergency equipment.

- Engineering Staff to check conditions at all utility service entry points.

- **See Appendix A, Table 7.**

10.1.2.3.7 Fuel Oil Storage Tanks & Piping:

- Engineering Staff to check and monitor diesel fuel tank level.

- **See Appendix A, Table 7.**

10.1.3 Partial Evacuation:

10.1.3.1 General Procedures:

- Institute the "Partial "Evacuation" procedures when analysis of the circumstances of the emergency requires occupants to be evacuated from one area of the building to an assembly site out of the building.

- Partial "Evacuation" is used when it is determined by the EAP Director and /or the EAP Brigade or by a Competent Legal Authority or Official Announcement that conditions exist in or around the building that are suspected to be dangerous or contaminated.

- Consider partial evacuation of floors directly affected by the emergency, for example, lower floors in the area near the electrical utility rooms on "C" level.

- When available, manually activate fail-safe to facilitate use of re-entry floors.

- To identify people who require assistance to evacuate, EAP Director should refer to **Addendum 1**.

- The location and severity of the incident and any resulting structural damage will determine the course of action to be followed.

- The "B" stairs lead to the lobby and the "A" stairs lead to the outside of the building. The EAP Director shall choose an evacuation route that will lead occupants away from the incident.

- The "A" stairway is open to the outer air. The "B" stairs may serve as an alternate route area if outside air is contaminated.

- An incident occurring in the Lobby may affect all areas opening onto this space.

- If the lobby Fire Command Station is affected by the incident it will be necessary to institute the alternate communication plan. **See Appendix A, Table 7.**

10.1.3.2 Specific Partial Evacuation Requirements:

10.1.3.2.1 Location of Exits, Stairwells, and Elevators:

- **See Appendix A, Table 7.**

10.1.3.2.2 Primary and Alternate Exit Route:

- The "B" stairways are designated as the primary exit routes dependent upon stairway terminus location and location of incident. **See Appendix A, Table 9.**

- The "F" and "G" bank elevators are designated as the alternate or additional exit routes once evaluated and deemed safe by the EAP Director. **See Appendix A, Table 9.**

- Actual routes will be dependent on the location of emergency.

- Actual routes will be announced by the EAP director over PA system.

- For an event that prevents evacuation through the lobby, use stairway "A".

- Use all available routes if conditions allow safe use.

- The "H" bank elevator under operator control and using emergency generator power will be used for persons needing assistance.

10.1.3.2.3 Assembly Areas**:**

- Use as necessary dependent on incident.

- **See Appendix A, Table 10.**

10.1.3.2.4 Procedures to Account for Occupants:

- EAP Deputy Wardens and Searchers conduct floor search.

- Roll call by EAP Wardens at assembly area.

- Runner/Warden message to EAP Director.

10.1.3.3 Building Components:

10.1.3.3.1 Access and Egress to Building:

- Consider denying access into building under conditions requiring evacuation.
- Evacuate most severely exposed floors first.
- EAP Director will use the Public Address System to:

  1. Provide information on the safest egress route
  2. Prevent use of unsafe stairways
  3. Restrict or allow elevator use
  4. Redirect the building's occupants between stairways and elevator banks to prevent overcrowding.

- Monitor emergency for changing conditions.

10.1.3.3.2 Elevator Operation:

- Recall all elevators using emergency generator power until safe use is determined.
- Check all elevators for possible entrapments.
- Make announcement to occupants regarding elevator status.
- Prepare to staff the "H" bank elevator and operate using emergency generator power for relocation of occupants needing assistance.
- Call 911 operator for elevator entrapments with injuries or panicked occupants.
- For a non-emergency entrapment, notify elevator service contractor for response

10.1.3.3.3 Ventilation System Operation:

- Operate/Shut down building HVAC system according to building engineering protocol. **See Appendix A, Table 7.**

10.1.3.3.4 Openable Windows:

- As a general rule, keep all windows in closed position.
- EAP Director should make an announcement over the public address system advising all occupants to keep away from windows and, if safety permits, have deputy wardens/ searchers close any open windows.
- Window glass can pose a serious hazard in an escalating incident.

10.1.3.3.5 Interior Doors & Fire Doors:

- Keep all fire doors unlocked in the closed position.
- As a general rule, maintain interior doors closed.
- Do not chock any doors in the open position.
- When available, manually activate fail-safe to facilitate use of re-entry floors.

10.1.3.3.6 Utilities:

- Turn off electric control switches at the Cellar Level Main Switchgear Room. (follow building engineering protocol).
- Engineering staff to monitor emergency generator operation and fuel supply.
- Engineering staff will verify operation of all emergency equipment.
- Engineering staff to check conditions at all utility service entry points.
- **See Appendix A, Table 7.**

10.1.3.3.7 Fuel Oil Storage Tanks & Piping:

- Engineering Staff to check and monitor diesel fuel tank level.
- **See Appendix A, Table 7.**

10.1.4 Evacuation:

10.1.4.1 General Procedures:

- Institute the ""Evacuation" procedures when analysis of the circumstances of the emergency requires occupants to be evacuated from the building to an assembly site out of the building.
- "Evacuation" is used when it is determined by the EAP Director and /or the EAP Brigade or by a Competent Legal Authority or Official Announcement that conditions exist in or around the building that are suspected to be dangerous or contaminated.
- Consider evacuation of floors most affected by the incident first, for example, ground floor, lower floors in the Electric Main Switchgear Room on "C" level.
- When available, manually activate fail-safe to facilitate use of re-entry floors.
- To identify people who require assistance to evacuate, EAP Director should refer to **Addendum 1**.
- The location of the incident will determine the course of action to be followed.

- The "B" stairs lead to the lobby and the "A" stairs lead to the outside of the building. The EAP Director shall choose an evacuation route that will lead occupants away from the incident.

- The "A" stairway is open to the outer air. The "B" stairs may serve as an alternate route area if outside air is contaminated.

- If the lobby Fire Command Station is affected by the incident it will be necessary to institute the alternate communication plan. **See Appendix A, Table 7.**

- If consistent with safety, isolate the incident area, establish a safety zone and deny entry.

10.1.4.2 Specific Evacuation Requirements:

10.1.4.2.1 Location of Exits, Stairwells, and Elevators:

- **See Appendix A, Table 7.**

10.1.4.2.2 Primary and Alternate Exit Route:

- The "B" stairways are designated as the primary exit routes dependent upon stairway terminus location and location of incident. **See Appendix A, Table 9.**

- The "F" and "G" bank elevators are designated as the alternate or additional exit routes once evaluated and deemed safe by the EAP Director. **See Appendix A, Table 9.**

- Actual routes will be dependent on the location of emergency.

- Actual routes will be announced by the EAP director over PA system.

- For an event that prevents evacuation through the lobby, use stairway "A".

- Use all available routes if conditions allow safe use.

- The "H" bank elevator under operator control and using emergency generator power will be used for persons needing assistance.

10.1.4.2.3 Assembly Areas**:**

- Use as necessary dependent on incident.

- **See Appendix A, Table 10.**

10.1.4.2.4 Procedures to Account for Occupants:

- EAP Deputy Wardens and Searchers conduct floor search.

- Roll call by EAP Wardens at assembly area.

- Runner/Warden message to EAP Director.

10.1.4.3 Building Components:

10.1.4.3.1 Access and Egress to Building:

- Consider denying access into building under conditions requiring evacuation.
- Evacuate most severely exposed floors first.
- EAP Director will use the Public Address System to:

    1. Provide information on the safest egress route
    2. Prevent use of unsafe stairways
    3. Restrict or allow elevator use
    4. Redirect the building's occupants between stairways and elevator banks to prevent overcrowding.

- Monitor emergency for changing conditions.

10.1.4.3.2 Elevator Operation:

- Recall all elevators, and turn off emergency generator power to all but "H" as per building protocol.
- Check for any trapped occupants.
- Make announcement to occupants regarding elevator status.
- Prepare to staff the "H" bank elevator and operate using emergency generator power for relocation of occupants needing assistance.

10.1.4.3.3 Ventilation System Operation:

- Follow Engineering protocol to Shut-down HVAC system. **See Appendix A, Table 7.**

10.1.4.3.4 Openable Windows:

- As a general rule, keep all windows in closed position.
- EAP Director should make an announcement over the public address system advising all occupants to keep away from windows for a sidewalk/street transformer incident and, if safety permits, have deputy wardens/ searchers close any open windows.
- Window glass can pose a serious hazard in an escalating incident.

10.1.4.3.5 Interior Doors & Fire Doors:

- Keep all fire doors in the closed and unlocked position.
- When available, manually activate fail-safe to facilitate use of re-entry floors.

10.1.4.3.6 Utilities:

- Turn off electric control switches at the Cellar Level Main Switchgear Room. (follow building engineering protocol).
- Engineering staff to monitor emergency generator operation and fuel supply.
- Engineering staff will verify operation of all emergency equipment.
- Engineering Staff to check conditions at all utility service entry points.
- **See Appendix A, Table 7.**

10.1.4.3.7 Fuel Oil Storage Tanks and Piping:

- Engineering staff to check and monitor diesel fuel tank level.
- **See Appendix A, Table 7.**

10.2 Non-Business Hour Procedures:

- During non-business hours when a Fire Safety/EAP Director is not required to be on duty but there are occupants in the building, the building is staffed by a Fire Safety/EAP Building Evacuation Supervisor who will staff the Fire Command Station. Occupants shall report their destination to the Building Evacuation Supervisor for accountability and notification in the event of an emergency. In the absence of available brigade personnel, the Fire Safety/EAP Building Evacuation Supervisor will implement applicable parts of the EAP and make proper notifications to 911 and informative announcements when necessary.

11. Building Information Card:

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

12. Consultation with Neighboring Buildings:

12.1 Neighboring buildings consulted:
See Addendum 2

12.1.1 Address:
See Addendum 2

12.1.2 Owner:
See Addendum 2

12.2 Agreements reached with neighboring building regarding EAP:
See Addendum 2

Prepared By
Quality Fire Protection
Consultants
14 Penn Plaza, Suite 2202
New York, New York 20122
212-695-0890

Appendix A

Attachment 1

EAP Staff Designation Form

Building Address: 850 Third Ave., New York, N.Y. 10022

Fire Safety/EAP Director

Name: George Piniella

FDNY Certificate of Fitness No. F25 or F58 85646370
F59 85970820

Regular work location: Basement office

Regular work hours: 8am-5pm M-F

Telephone: 212-752-9071

Cellular Telephone: 646-210-7614

Fax: 212-826-6187

E-mail Address: jpiniella@shorenstein.com

Other Contact Information: Radio, Nextel

_____ _____
Owner or Authorized Representative Date

(Complete separate sheet for each Fire Safety/EAP Director)

Revised 7/2011

Appendix A

Attachment 1

EAP Staff Designation Form

Building Address: 850 Third Ave., New York, N.Y. 10022

Deputy Fire Safety/EAP Director

Name: Chris Ragsdale

FDNY Certificate of Fitness No. F25 or F58 82599010
F59

Regular work location: Throughout building

Regular work hours: 10am-6pm Monday-Friday

Telephone: 212-752-9071

Cellular Telephone: 646-201-1212

Fax: 212-826-6187

E-mail Address: N/A

Other Contact Information: Radio, Nextel

_____ _____
Owner or Authorized Representative Date

(Complete separate sheet for each Deputy Fire Safety/EAP Director

Revised 6/2011

Appendix A

Attachment 1

EAP Staff Designation Form

Building Address: 850 Third Ave., New York, N.Y. 10022

Deputy Fire Safety/EAP Director

Name: Joel D'Alessio

FDNY Certificate of Fitness No. F25 or F58 85845923
F59

Regular work location: Throughout building

Regular work hours: 8am-5pm Monday-Friday

Telephone: 212-752-9071

Cellular Telephone: 646-201-1212

Fax: 212-826-6187

E-mail Address: N/A

Other Contact Information: Radio, Nextel

_____ _____
Owner or Authorized Representative Date

(Complete separate sheet for each Deputy Fire Safety/EAP Director

Revised 6/2011

Appendix A

Attachment 1

EAP Staff Designation Form

Building Address: 850 Third Avenue, New York, NY 10022

Fire Safety/EAP Building Evacuation Supervisor

Name: Stephen Scales

FDNY Certificate of Fitness No. N/A

Regular work location: Lobby

Regular work hours: 4pm-12am M-F

Telephone: 212 752 9071

Cellular Telephone: N/A

Fax: N/A

E-mail Address: N/A

Other Contact Information: Radio, Nextel

_____ _____

Owner or Authorized Representative Date

(Complete separate sheet for each Fire Safety/EAP Building evacuation Supervisor)

Revised 6/2011

Appendix A

Attachment 1

EAP Staff Designation Form

Building Address: 850 Third Avenue, New York, NY 10022

Fire Safety/EAP Building Evacuation Supervisor

Name: Arthur McCall

FDNY Certificate of Fitness No. N/A

Regular work location: Lobby

Regular work hours: 12am-8am (Mon-Fri)

Telephone: 212 752 9071

Cellular Telephone: N/A

Fax: N/A

E-mail Address: N/A

Other Contact Information: Radio, Nextel

_____ _____

Owner or Authorized Representative Date

(Complete separate sheet for each Fire Safety/EAP Building evacuation Supervisor)

Revised 5/20/10

Appendix A

Attachment 1

EAP Staff Designation Form

Building Address: 850 Third Avenue, New York, NY 10022

Fire Safety/EAP Building Evacuation Supervisor

Name: Chris Ragsdale Jr.

FDNY Certificate of Fitness No N/A

Regular work location: Lobby

Regular work hours: 12am-12pm (Sat-Sun)

Telephone: 212 752 9071

Cellular Telephone: N/A

Fax: 212-826-6187

E-mail Address: N/A

Other Contact Information: Radio, Nextel

_____ _____

Owner or Authorized Representative Date

(Complete separate sheet for each Fire Safety/EAP Building evacuation Supervisor)

Revised 6/2011

Appendix A

Attachment 1

EAP Staff Designation Form

Building Address: 850 Third Avenue, New York, NY 10022

Fire Safety/EAP Building Evacuation Supervisor

Name: Ivan Delgado

FDNY Certificate of Fitness No. N/A

Regular work location: Lobby

Regular work hours: 12pm-12am Saturday and Sunday

Telephone: 212 752-9071

Cellular Telephone: N/A

Fax: 212-826-6187

E-mail Address: N/A

Other Contact Information: Radio, Nextel

_____ _____

Owner or Authorized Representative Date

(Complete separate sheet for each Fire Safety/EAP Building evacuation Supervisor)

Revised 6/2011

Appendix A
Attachment 1
Table 1
FIRE SAFETY/EAP WARDENS DESIGNATIONS FORM

Floor	Assignment Location	Name	Regular Workdays & Hours	Telephone	Other Contact Information
B	Warden Phone	VACANT	Mon-Fri - 9AM - 5PM		
2	Warden Phone	Sara Fitzpatrick	Mon-Fri - 9AM - 5PM	644-6200	Titan
3	Warden Phone	VACANT	Mon-Fri - 9AM - 5PM		
4	Warden Phone	Louis Moccia	Mon-Fri - 9AM - 5PM	848-8342	Shearman & Sterling
5	Warden Phone	Lai Tsang	Mon-Fri - 9AM - 5PM	548-5132	Discovery
6	Warden Phone	Declan O'Connor	Mon-Fri - 9AM - 5PM	548-5313	Discovery
7	Warden Phone	Josh Trager	Mon-Fri - 9AM - 5PM	548-5237	Discovery
8	Warden Phone	Roxi Nino	Mon-Fri - 9AM - 5PM	548-4967	Discovery
9	Warden Phone	Holly Pugh	Mon-Fri - 9AM - 5PM	984-8503	Gerson group
10	Warden Phone	Mannix Morales	Mon-Fri - 9AM - 5PM	548-5326	Discovery
11	Warden Phone	Matt Frederick	Mon-Fri - 9AM - 5PM	651-7408	Segal
12	Warden Phone	VACANT	Mon-Fri - 9AM - 5PM		
13	Warden Phone	VACANT	Mon-Fri - 9AM - 5PM		
14	Warden Phone	Christine Fox	Mon-Fri - 9AM - 5PM	687-1980	Kaplan Fox
15	Warden Phone	VACANT	Mon-Fri - 9AM - 5PM		
16	Warden Phone	Nicole Cemelli	Mon-Fri - 9AM - 5PM	201-240-9360	Silar
17	Warden Phone	VACANT	Mon-Fri - 9AM - 5PM		
18	Warden Phone	Gary Hemphill	Mon-Fri - 9AM - 5PM	688-7640	Beverage Marveting
19	Warden Phone	VACANT	Mon-Fri - 9AM - 5PM		
20	Warden Phone	Glen Goldstein	Mon-Fri - 9AM - 5PM	537-9000	Cohen Goldstein
21	Warden Phone	Verena Ramos	Mon-Fri - 9AM - 5PM	588-0065	Westimmo

Revised 7/27/10

850 Third Avenue, New York, NY
Building Address

Signature of Owner or Authorized Representative

Date

Appendix A
Attachment 1
Table 2
DEPUTY FIRE SAFETY/EAP WARDENS DESIGNATIONS FORM

Floor	Assignment Location	Name	Regular Workdays & Hours	Telephone	Other Contact Information
B	Exit Stairwell	VACANT	Mon-Fri - 9AM - 5PM		
2	Exit Stairwell	Paula Lieberman	Mon-Fri - 9AM - 5PM	753-3332	Logistics
2	Exit Stairwell	Cynthia Cerezo	Mon-Fri - 9AM - 5PM	644-6200	Titan
3	Exit Stairwell	VACANT	Mon-Fri - 9AM - 5PM		
4	Exit Stairwell	Cindy Salvaterra	Mon-Fri - 9AM - 5PM		
5	Exit Stairwell	Gail Mishler	Mon-Fri - 9AM - 5PM	548-5164	Discovery
6	Exit Stairwell	Nick Alexander	Mon-Fri - 9AM - 5PM	548-5877	Discovery
7	Exit Stairwell	Bill Carney	Mon-Fri - 9AM - 5PM	548-5141	Discovery
8	Exit Stairwell	Sheila Cullen	Mon-Fri - 9AM - 5PM	548-5206	Discovery
9	Exit Stairwell	Steve Larson	Mon-Fri - 9AM - 5PM	984-8500	Gerson Group
10	Exit Stairwell	Jessica Parrott	Mon-Fri - 9AM - 5PM	593-5469	Shorenstein
10	Exit Stairwell	Frank Rodriguez	Mon-Fri - 9AM - 5PM	548-5034	Discovery
11	Exit Stairwell	Stephanie Lekowsky	Mon-Fri - 9AM - 5PM	651-7418	Segal
11	Exit Stairwell	Gabriel Cubero	Mon-Fri - 9AM - 5PM	651-7457	Segal
12	Exit Stairwell	VACANT	Mon-Fri - 9AM - 5PM		
13	Exit Stairwell	VACANT	Mon-Fri - 9AM - 5PM		
13	Exit Stairwell	VACANT	Mon-Fri - 9AM - 5PM		
14	Exit Stairwell	Kenneth Adam	Mon-Fri - 9AM - 5PM	687-1980	Kaplan Fox
15	Exit Stairwell	VACANT	Mon-Fri - 9AM - 5PM		
16	Exit Stairwell	Camille Norrell	Mon-Fri - 9AM - 5PM	751-5259	Rialto
16	Exit Stairwell	Lauren Roiland	Mon-Fri - 9AM - 5PM	974-9870	Southridge
17	Exit Stairwell	VACANT	Mon-Fri - 9AM - 5PM		
18	Exit Stairwell	Eva Goldbard	Mon-Fri - 9AM - 5PM	646-218-1407	Harbor View

Floor	Assignment Location	Name	Regular Workdays & Hours	Telephone	Other Contact Information
19	Exit Stairwell	VACANT	Mon-Fri - 9AM - 5PM		
19	Exit Stairwell	VACANT	Mon-Fri - 9AM - 5PM		
20	Exit Stairwell	Mary Ellen Reilly	Mon-Fri - 9AM - 5PM	537-9000	Cohen Goldstein
20	Exit Stairwell	Melinda Hudson	Mon-Fri - 9AM - 5PM	537-9000	Cohen Goldstein
21	Exit Stairwell	Emanuel Tabbi	Mon-Fri - 9AM - 5PM	588-0065	Westimmo

Revised 7/27/10

850 Third Avenue, New York, NY

Building Address

Signature of Owner or Authorized Representative

Date

Appendix A
Attachment 1
Table 3
FIRE SAFETY/EAP BRIGADE MEMBER DESIGNATION FORM

EAP Assignment	Name	Title	Regular Workdays & Hours	Telephone	Other Contact Information
Communications/Fire Command Station	Leo Micceri	Building Manager	(Mon-Fri) 8am-6pm	212 752 9071	2 way radio, Nextel
Elevators/ HVAC/Utilities	Ed Doering	Chief Engineer	(Mon-Fri) 8am-5pm	212 752 9071	2 way radio, Nextel
Stairs and Exits	Darrell Thomas	Director of Security	(Mon-Fri) 8am-5pm	212 752 9071	2 way radio, Nextel

Revised 6/2011

Building Address: 850 Third Avenue, New York, NY 10022

APPENDIX A

ATTACHMENT 2

TABLE 4

BUILDING PERSONNEL CRITICAL OPERATIONS STAFF DESIGNATION FORM

Name	Title	Employer	Critical Operation	Regular Work Hours	Regular Work Location	Telephone	Other Contact Information
James Morris	Engineer	Shorenstein	Elevators	12am-8am M-F	Throughout	212-752-9071	DFSD #80101033
Kevin Hodel	Engineer	Shorenstein	Elevators	9am-5pm M-F	Throughout	212-752-9071	DFSD #82599010
Mitch Simola	Security	QPS	Stairs and Exits	9am-5pm M-F	Loading Dock	212-752-9071	Radio
Alfred Singleton	Security/ Housekeeper	QPS	Stairs and Exits	9am-5pm M-F	Lobby	212-752-9071	Radio

Revised 6/2011

Building Address: 850 Third Avenue, New York, NY

APPENDIX A

ATTACHMENT 2

TABLE 5

OFFICE EMPLOYEES CRITICAL OPERATIONS STAFF DESIGNATION FORM

Name	Title	Employer	Critical Operation	Regular Work Hours	Regular Work Location	Telephone	Other Contact Information
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Building Address: 850 Third Avenue, New York, NY

Appendix A
Table 6

As per 3 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	Floor	# Occupants	Floor	# Occupants
Cellar	25				
1	10				
2	65				
3	95				
4	95				
5	110				
6	90				
7	90				
8	75				
9	110				
10	85				
11	70				
12	95				
13	95				
14	Vacant				
15	85				
16	85				
17	20				
18	60				
19	60				
20	40				
21	25				

Total 1485

Building Address: 850 Third Ave., New York, N.Y. 10022

Appendix A
Table 7

Complete this table to indicate, in the event of an emergency, what actions may be taken with regard to specific building components, and those individuals, identified by title, that will be responsible to take such actions and communicate their findings back to the EAP Director. If procedures for one type of emergency are identical (in whole or in part) to those for another emergency, a statement to that effect is sufficient and the information need not be repeated. Add additional sheets as needed.

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

Building entrances/exits

Location/designation	EAP or other title
3rd Ave./ Main entrance	EAPD
52nd St./ Freight area	Security
51st St./ Stairway "A"	Director of Security

Stairways

Letter designation	EAP or other title
Stairway "A"	Director of Security
Stairway "B"	Director of Security
Stairway "C"	Security
Stairway "D"	Security

2. Elevator operations:

Elevator bank and car numbers *(i.e. Bank A, Cars 1 through 6)*	EAP or other title
Bank E - Cars 1,4 and 5	Engineer assesses
Bank F - Cars 2,3,6 and 7	Engineer assesses
Bank G - Cars 8,9 and 10	Chief Engineer assesses
Bank H - Car 11	Chief Engineer assesses and operates for people needing assistance

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	Chief Engineer
Electrical	Chief Engineer
Natural gas	N/A
Steam	Chief Engineer
Other utility	Chief Engineer

Building Address 850 Third Ave., New York, N.Y. 10022

Appendix A
Table 7

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

Zone # Upper and Lower	EAP or other title
HVAC equipment	Chief Engineer
Smoke management systems	Chief Engineer

5. **Communication**: List the primary and alternate means available for communicating within the building to EAP staff, building occupants and critical operations staff (*i.e. class E-PA system, two way radios, cell phones, etc):*

	EAP Staff	Building Occupants	Critical operations staff
Primary	Walkie-Talkie	PA system	Walkie-Talkie
Secondary	PA system	Bullhorns	PA system
Additional			
Additional			

In the event the lobby fire command station has been compromised the Superintendent's office in the basement will be used as an alternate location for communication and control of the incident.

Building Address: 850 Third Avenue, New York, N.Y. 10022

Appendix A, Table 8
In-Building Relocation Areas

Location	Protection	Occupants	Essentials
Basement – Main Corridor - Throughout	Windowless Y☒ N☐ Doors Y☒ N☐ Other	150	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒
Basement - Bathrooms	Windowless Y☒ N☐ Doors Y☒ N☐ Other	10	Water Y☒ N☐ Equipment Y☐ N☒ Lavatories Y☒ N☐ Supplies Y☐ N☒
1st floor – Fire Tower Passage - Core	Windowless Y☒ N☐ Doors Y☒ N☐ Other	50	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒
2nd floor – Main Corridor - Core	Windowless Y☒ N☐ Doors Y☒ N☐ Other	30	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒
2nd floor – Elevator Lobby - Core	Windowless Y☒ N☐ Doors Y☒ N☐ Other	50	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒
3rd floor – Main Corridor - Core	Windowless Y☒ N☐ Doors Y☒ N☐ Other	20	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒
3rd floor – Elevator Lobby - Core	Windowless Y☒ N☐ Doors Y☒ N☐ Other	40	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒

Building address: 850 Third Ave., New York, N.Y. 10022

Location: Indicate floor and type of area (i.e. 3rd Fl stairwell, 2nd Fl conference room, etc.) Also, designate the route the occupants will use to get the relocation area if such area is on a different floor than the occupants.
Protection: Indicate if location has windows, closable doors or a drop ceiling
Occupants: Estimate the maximum number of occupants that the location can accommodate
Essentials: Indicate whether location has access to water, lavatories, other facilities, equipment or supplies.

Appendix A, Table 8
In-Building Relocation Areas

Location	Protection	Occupants	Essentials
3rd floor – Interior Office Space – 3rd Ave. East Side	Windowless Y☒ N☐ Doors Y☒ N☐ Other	30	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒
3rd floor - Bathrooms	Windowless Y☒ N☐ Doors Y☒ N☐ Other	10	Water Y☒ N☐ Equipment Y☐ N☒ Lavatories Y☒ N☐ Supplies Y☐ N☒
4th floor – Main Corridor - Core	Windowless Y☒ N☐ Doors Y☒ N☐ Other	20	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒
4th floor – Elevator Lobby - Core	Windowless Y☒ N☐ Doors Y☒ N☐ Other	40	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒
4th floor – Interior Office Space – 3rd Ave. East Side	Windowless Y☒ N☐ Doors Y☒ N☐ Other	30	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒
4th floor - Bathrooms	Windowless Y☒ N☐ Doors Y☒ N☐ Other	10	Water Y☒ N☐ Equipment Y☐ N☒ Lavatories Y☒ N☐ Supplies Y☐ N☒
5th floor – Main Corridor - Core	Windowless Y☒ N☐ Doors Y☒ N☐ Other	50	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒

Building address: 850 Third Ave., New York, N.Y. 10022

Location: Indicate floor and type of area (i.e. 3rd Fl stairwell, 2nd Fl conference room, etc.) Also, designate the route the occupants will use to get the relocation area if such area is on a different floor than the occupants.
Protection: Indicate if location has windows, closable doors or a drop ceiling
Occupants: Estimate the maximum number of occupants that the location can accommodate
Essentials: Indicate whether location has access to water, lavatories, other facilities, equipment or supplies.

Appendix A, Table 8
In-Building Relocation Areas

Location	Protection	Occupants	Essentials
5th floor – Elevator Lobby - Core	Windowless Y☒ N☐ Doors Y☒ N☐ Other	40	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒
5th floor – Interior Office Space – North of Core	Windowless Y☒ N☐ Doors Y☒ N☐ Other	10	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒
5th floor - Bathrooms	Windowless Y☒ N☐ Doors Y☒ N☐ Other	10	Water Y☒ N☐ Equipment Y☐ N☒ Lavatories Y☒ N☐ Supplies Y☐ N☒
6th floor – Main Corridor - Core	Windowless Y☒ N☐ Doors Y☒ N☐ Other	50	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒
6th floor – Elevator Lobby - Core	Windowless Y☒ N☐ Doors Y☒ N☐ Other	40	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒
6th floor – Interior Office Space – South of Core	Windowless Y☒ N☐ Doors Y☒ N☐ Other	20	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒
6th floor - Bathrooms	Windowless Y☒ N☐ Doors Y☒ N☐ Other	10	Water Y☒ N☐ Equipment Y☐ N☒ Lavatories Y☒ N☐ Supplies Y☐ N☒

Building address: 850 Third Ave., New York, N.Y. 10022

Location: Indicate floor and type of area (i.e. 3rd Fl stairwell, 2nd Fl conference room, etc.) Also, designate the route the occupants will use to get the relocation area if such area is on a different floor than the occupants.
Protection: Indicate if location has windows, closable doors or a drop ceiling
Occupants: Estimate the maximum number of occupants that the location can accommodate
Essentials: Indicate whether location has access to water, lavatories, other facilities, equipment or supplies.

Appendix A, Table 8
In-Building Relocation Areas

Location	Protection	Occupants	Essentials
7th floor – Main Corridor - Core	Windowless Y☒ N☐ Doors Y☒ N☐ Other	50	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒
7th floor – Elevator Lobby - Core	Windowless Y☒ N☐ Doors Y☒ N☐ Other	40	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒
7th floor - Bathrooms	Windowless Y☒ N☐ Doors Y☒ N☐ Other	10	Water Y☒ N☐ Equipment Y☐ N☒ Lavatories Y☒ N☐ Supplies Y☐ N☒
8th floor – Main Corridor - Core	Windowless Y☒ N☐ Doors Y☒ N☐ Other	75	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒
8th floor – Elevator Lobby - Core	Windowless Y☒ N☐ Doors Y☒ N☐ Other	40	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒
8th floor – Interior Office Space – North of Core	Windowless Y☒ N☐ Doors Y☒ N☐ Other	30	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒
8th floor - Bathrooms	Windowless Y☒ N☐ Doors Y☒ N☐ Other	10	Water Y☒ N☐ Equipment Y☐ N☒ Lavatories Y☒ N☐ Supplies Y☐ N☒

Building address: 850 Third Ave., New York, N.Y. 10022

Location: Indicate floor and type of area (i.e. 3rd Fl stairwell, 2nd Fl conference room, etc.) Also, designate the route the occupants will use to get the relocation area if such area is on a different floor than the occupants.
Protection: Indicate if location has windows, closable doors or a drop ceiling
Occupants: Estimate the maximum number of occupants that the location can accommodate
Essentials: Indicate whether location has access to water, lavatories, other facilities, equipment or supplies.

Appendix A, Table 8
In-Building Relocation Areas

Location	Protection	Occupants	Essentials
9th floor – Main Corridor - Core	Windowless Y☒ N☐ Doors Y☒ N☐ Other	60	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒
9th floor – Elevator Lobby - Core	Windowless Y☒ N☐ Doors Y☒ N☐ Other	40	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒
9th floor – Interior Office Space – NE of Core	Windowless Y☒ N☐ Doors Y☒ N☐ Other	20	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒
9th floor - Bathrooms	Windowless Y☒ N☐ Doors Y☒ N☐ Other	10	Water Y☒ N☐ Equipment Y☐ N☒ Lavatories Y☒ N☐ Supplies Y☐ N☒
10th floor – Main Corridor – Throughout floor	Windowless Y☒ N☐ Doors Y☒ N☐ Other	100	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒
10th floor – Elevator Lobby - Core	Windowless Y☒ N☐ Doors Y☒ N☐ Other	40	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒
10th floor – Interior Office Space – South and West of Core	Windowless Y☒ N☐ Doors Y☒ N☐ Other	150	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒

Building address: 850 Third Ave., New York, N.Y. 10022

Location: Indicate floor and type of area (i.e. 3rd Fl stairwell, 2nd Fl conference room, etc.) Also, designate the route the occupants will use to get the relocation area if such area is on a different floor than the occupants.
Protection: Indicate if location has windows, closable doors or a drop ceiling
Occupants: Estimate the maximum number of occupants that the location can accommodate
Essentials: Indicate whether location has access to water, lavatories, other facilities, equipment or supplies.

Appendix A, Table 8
In-Building Relocation Areas

Location	Protection	Occupants	Essentials
10th floor - Bathrooms	Windowless Y☒ N☐ Doors Y☒ N☐ Other	10	Water Y☒ N☐ Equipment Y☐ N☒ Lavatories Y☒ N☐ Supplies Y☐ N☒
11th floor – Main Corridor – Throughout floor	Windowless Y☒ N☐ Doors Y☒ N☐ Other	115	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒
11th floor – Elevator Lobby - Core	Windowless Y☒ N☐ Doors Y☒ N☐ Other	40	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒
11th floor – Interior Office Space – Throughout floor	Windowless Y☒ N☐ Doors Y☒ N☐ Other	150	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒
11th floor - Bathrooms	Windowless Y☒ N☐ Doors Y☒ N☐ Other	10	Water Y☒ N☐ Equipment Y☐ N☒ Lavatories Y☒ N☐ Supplies Y☐ N☒
12th floor – Main Corridor – Throughout floor	Windowless Y☒ N☐ Doors Y☒ N☐ Other	100	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒
12th floor – Elevator Lobby - Core	Windowless Y☒ N☐ Doors Y☒ N☐ Other	40	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒

Building address: 850 Third Ave., New York, N.Y. 10022

Location: Indicate floor and type of area (i.e. 3rd Fl stairwell, 2nd Fl conference room, etc.) Also, designate the route the occupants will use to get the relocation area if such area is on a different floor than the occupants.
Protection: Indicate if location has windows, closable doors or a drop ceiling
Occupants: Estimate the maximum number of occupants that the location can accommodate
Essentials: Indicate whether location has access to water, lavatories, other facilities, equipment or supplies.

Appendix A, Table 8
In-Building Relocation Areas

Location	Protection	Occupants	Essentials
12th floor - Bathrooms	Windowless Y☒ N☐ Doors Y☒ N☐ Other	10	Water Y☒ N☐ Equipment Y☐ N☒ Lavatories Y☒ N☐ Supplies Y☐ N☒
13th floor – Main Corridor - Core	Windowless Y☒ N☐ Doors Y☒ N☐ Other	35	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒
13th floor – Elevator Lobby - Core	Windowless Y☒ N☐ Doors Y☒ N☐ Other	40	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒
13th floor – Interior Office Space – Throughout	Windowless Y☒ N☐ Doors Y☒ N☐ Other	75	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒
13th floor - Bathrooms	Windowless Y☒ N☐ Doors Y☒ N☐ Other	10	Water Y☒ N☐ Equipment Y☐ N☒ Lavatories Y☒ N☐ Supplies Y☐ N☒
14th floor – Main Corridor – N & S of Core	Windowless Y☒ N☐ Doors Y☒ N☐ Other	50	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒
14th floor – Elevator Lobby - Core	Windowless Y☒ N☐ Doors Y☒ N☐ Other	40	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒

Building address: 850 Third Ave., New York, N.Y. 10022

Location: Indicate floor and type of area (i.e. 3rd Fl stairwell, 2nd Fl conference room, etc.) Also, designate the route the occupants will use to get the relocation area if such area is on a different floor than the occupants.
Protection: Indicate if location has windows, closable doors or a drop ceiling
Occupants: Estimate the maximum number of occupants that the location can accommodate
Essentials: Indicate whether location has access to water, lavatories, other facilities, equipment or supplies.

Appendix A, Table 8
In-Building Relocation Areas

Location	Protection	Occupants	Essentials
14th floor - Bathrooms	Windowless Y☒ N☐ Doors Y☒ N☐ Other	10	Water Y☒ N☐ Equipment Y☐ N☒ Lavatories Y☒ N☐ Supplies Y☐ N☒
15th floor – Main Corridor - Core	Windowless Y☒ N☐ Doors Y☒ N☐ Other	35	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒
15th floor – Elevator Lobby - Core	Windowless Y☒ N☐ Doors Y☒ N☐ Other	40	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒
15th floor - Bathrooms	Windowless Y☒ N☐ Doors Y☒ N☐ Other	10	Water Y☒ N☐ Equipment Y☐ N☒ Lavatories Y☒ N☐ Supplies Y☐ N☒
16th floor – Main Corridor – Throughout floor	Windowless Y☒ N☐ Doors Y☒ N☐ Other	150	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒
16th floor – Elevator Lobby - Core	Windowless Y☒ N☐ Doors Y☒ N☐ Other	40	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒
16th floor - Bathrooms	Windowless Y☒ N☐ Doors Y☒ N☐ Other	10	Water Y☒ N☐ Equipment Y☐ N☒ Lavatories Y☒ N☐ Supplies Y☐ N☒

Building address: 850 Third Ave., New York, N.Y. 10022

Location: Indicate floor and type of area (i.e. 3rd Fl stairwell, 2nd Fl conference room, etc.) Also, designate the route the occupants will use to get the relocation area if such area is on a different floor than the occupants.
Protection: Indicate if location has windows, closable doors or a drop ceiling
Occupants: Estimate the maximum number of occupants that the location can accommodate
Essentials: Indicate whether location has access to water, lavatories, other facilities, equipment or supplies.

Appendix A, Table 8
In-Building Relocation Areas

Location	Protection	Occupants	Essentials
17th floor – Main Corridor – Throughout floor	Windowless Y☒ N☐ Doors Y☒ N☐ Other	50	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒
17th floor – Elevator Lobby - Core	Windowless Y☒ N☐ Doors Y☒ N☐ Other	40	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒
17th floor - Bathrooms	Windowless Y☒ N☐ Doors Y☒ N☐ Other	10	Water Y☒ N☐ Equipment Y☐ N☒ Lavatories Y☒ N☐ Supplies Y☐ N☒
18th floor – Main Corridor – West of Core	Windowless Y☒ N☐ Doors Y☒ N☐ Other	50	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒
18th floor – Elevator Lobby - Core	Windowless Y☒ N☐ Doors Y☒ N☐ Other	20	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒
18th floor - Bathrooms	Windowless Y☒ N☐ Doors Y☒ N☐ Other	10	Water Y☒ N☐ Equipment Y☐ N☒ Lavatories Y☒ N☐ Supplies Y☐ N☒
19th floor – Interior Office Space – Core	Windowless Y☒ N☐ Doors Y☒ N☐ Other	75	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒

Building address: 850 Third Ave., New York, N.Y. 10022

Location: Indicate floor and type of area (i.e. 3rd Fl stairwell, 2nd Fl conference room, etc.) Also, designate the route the occupants will use to get the relocation area if such area is on a different floor than the occupants.
Protection: Indicate if location has windows, closable doors or a drop ceiling
Occupants: Estimate the maximum number of occupants that the location can accommodate
Essentials: Indicate whether location has access to water, lavatories, other facilities, equipment or supplies.

Appendix A, Table 8
In-Building Relocation Areas

Location	Protection	Occupants	Essentials
19th floor - Bathrooms	Windowless Y☒ N☐ Doors Y☒ N☐ Other	10	Water Y☒ N☐ Equipment Y☐ N☒ Lavatories Y☒ N☐ Supplies Y☐ N☒
20th floor – Main Corridor - Core	Windowless Y☒ N☐ Doors Y☒ N☐ Other	30	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒
20th floor - Bathrooms	Windowless Y☒ N☐ Doors Y☒ N☐ Other	10	Water Y☒ N☐ Equipment Y☐ N☒ Lavatories Y☒ N☐ Supplies Y☐ N☒
21st floor – Main Corridor - Core	Windowless Y☒ N☐ Doors Y☒ N☐ Other	50	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒
21st floor – Elevator Lobby - Core	Windowless Y☒ N☐ Doors Y☒ N☐ Other	20	Water Y☐ N☒ Equipment Y☐ N☒ Lavatories Y☐ N☒ Supplies Y☐ N☒
21st floor - Bathrooms	Windowless Y☒ N☐ Doors Y☒ N☐ Other	10	Water Y☒ N☐ Equipment Y☐ N☒ Lavatories Y☒ N☐ Supplies Y☐ N☒
	Windowless Y☐ N☐ Doors Y☐ N☐ Other		Water Y☐ N☐ Equipment Y☐ N☐ Lavatories Y☐ N☐ Supplies Y☐ N☐

Building address: 850 Third Ave., New York, N.Y. 10022

Location: Indicate floor and type of area (i.e. 3rd Fl stairwell, 2nd Fl conference room, etc.) Also, designate the route the occupants will use to get the relocation area if such area is on a different floor than the occupants.
Protection: Indicate if location has windows, closable doors or a drop ceiling
Occupants: Estimate the maximum number of occupants that the location can accommodate
Essentials: Indicate whether location has access to water, lavatories, other facilities, equipment or supplies.

Appendix A
Table 9

SPECIFIC EVACUATION REQUIREMENTS

	Floor No	Exit Routes	Stairway Letter/ Terminus	Elevator Bank/ Terminus
Primary	Cellar	See floor plan	"C"/Lobby	N/A
Alternate	Cellar	See floor plan	"D"/Lobby	"H"/Lobby
Primary	1	See floor plan	"B"/Lobby	N/A
Alternate	1	See floor plan	"A"/51st Street	N/A
Primary	2	See floor plan	"B"/Lobby	N/A
Alternate	2	See floor plan	"A"/51st Street	"F"/Lobby
Primary	3	See floor plan	"B"/Lobby	N/A
Alternate	3	See floor plan	"A"/51st Street	"F"/Lobby
Primary	4	See floor plan	"B"/Lobby	N/A
Alternate	4	See floor plan	"A"/51st Street	"F"/Lobby
Primary	5	See floor plan	"B"/Lobby	N/A
Alternate	5	See floor plan	"A"/51st Street	"F"/Lobby
Primary	6	See floor plan	"B"/Lobby	N/A
Alternate	6	See floor plan	"A"/51st Street	"F"/Lobby

	Floor No	Exit Routes	Stairway Letter/ Terminus	Elevator Bank/ Terminus
Primary	7	See floor plan	"B"/Lobby	N/A
Alternate	7	See floor plan	"A"/51st Street	"F"/Lobby
Primary	8	See floor plan	"B"/Lobby	N/A
Alternate	8	See floor plan	"A"/51st Street	"F"/Lobby
Primary	9	See floor plan	"B"/Lobby	N/A
Alternate	9	See floor plan	"A"/51st Street	"F"/Lobby
Primary	10	See floor plan	"B"/Lobby	N/A
Alternate	10	See floor plan	"A"/51st Street	"F"/Lobby
Primary	11	See floor plan	"B"/Lobby	N/A
Alternate	11	See floor plan	"A"/51st Street	"F"/Lobby
Primary	12	See floor plan	"B"/Lobby	N/A
Alternate	12	See floor plan	"A"/51st Street	"G"/Lobby
Primary	13	See floor plan	"B"/Lobby	N/A
Alternate	13	See floor plan	"A"/51st Street	"G"/Lobby
Primary	14	See floor plan	"B"/Lobby	N/A
Alternate	14	See floor plan	"A"/51st Street	"G"/Lobby
Primary	15	See floor plan	"B"/Lobby	N/A
Alternate	15	See floor plan	"A"/51st Street	"G"/Lobby

	Floor No	Exit Routes	Stairway Letter/ Terminus	Elevator Bank/ Terminus
Primary	16	See floor plan	"B"/Lobby	N/A
Alternate	16	See floor plan	"A"/51st Street	"G"/Lobby
Primary	17	See floor plan	"B"/Lobby	N/A
Alternate	17	See floor plan	"A"/51st Street	"G"/Lobby
Primary	18	See floor plan	"B"/Lobby	N/A
Alternate	18	See floor plan	"A"/51st Street	"G"/Lobby
Primary	19	See floor plan	"B"/Lobby	N/A
Alternate	19	See floor plan	"A"/51st Street	"G"/Lobby
Primary	20	See floor plan	"B"/Lobby	N/A
Alternate	20	See floor plan	"A"/51st Street	"G"/Lobby
Primary	21	See floor plan	"B"/Lobby	N/A
Alternate	21	See floor plan	"A"/51st Street	"G"/Lobby

Building address: 850 Third Ave., New York, N.Y. 10022

Appendix A
Table 10

Assembly Areas

Location: If assembly area is a building provide address, if outdoors give location
Distance: Indicate approximate distance of assembly area from building in feet
Capacity: Indicate the maximum number of occupants that the assembly area can accommodate
Employer (s) : The titles of those responsible to account for employees after being evacuated

Assembly area # 1

Location- U.N. Park at 1st Avenue and 51st St.
Distance- 400'
Capacity- 3,000
Employer(s) Floor wardens and deputy floor wardens

Assembly area # 2

Location- Central Park - Sheppard's Field
Distance- 2400'
Capacity- 3,000
Employer(s) Floor wardens and deputy floor wardens

Building address: **850 Third Ave., New York, N.Y. 10022**

ce Floors: 21
dential/Hotel Floors: N/A
ic Assembly: N/A
il Floors: 1st Fl
ation of Day Care Center: N/A
g. Population: Day 1485 Night 85 Wknd. 75

ding Statistics:

ies 21 Height 231' Width 200' X 190' 1 floor below grade
-Consecutive Floors: N/A
e of Construction: Steel and concrete with a glass curtain wall
s Construction: Roof: No
zontal Connections Locations:
ty Pipe Chase Locations:

f Setback Levels: 12, 14, 17

rways:

gnation	Floors Served	Pressurized	Standpipe
"A"	1st Fl - Roof	No	Yes
"B"	1st Fl - Roof	Yes	Yes
"C"	Cellar - 16th Fl.	Yes	Yes
"D"	Cellar - 11th Fl.	Yes	Yes

ntry Floors: 5, 8, 10, 13, 16, 19

ess/ Convenience Stair Located Between Floors:

f Access Provided by Stairway: A & B
Tower:

ators:

k Designation	Car Numbers	Floors Served
"E"	1,4,5	Lobby - 8,10
"F"	2,3,6,7	Lobby - 11
"G"	8	Lobby and 12-20
"G"	9 and 10	Lobby and 12-21
"H"	11	C, L, 3-21

ght Elevator Bank: H
Lobby Locations: N/A

tilation

AC Zones: 21-12 and 2-11

g. Mgmt. System (BMS): YES
Site Location: YES Cellar
Site emergency number: 212-339-5100
ke Management System: N/A
e Capability: Manual:
ation of Mechanical Rooms: Cellar, 21 & 5th Floors
dows: (Openable)

Partially Sprinklered Floors: Cellar and Ground Fl.
Non Sprinklered Floors: 19, 17, 13
PRV valve floor locations: N/A
Fire Pump Locations: N/A

Chemical Suppression Systems: Type Location
N/A

Hazardous Materials & Locations:

Name of Product	Quantity	Location

Special Notes:

Communications:

Repeater Available for FD use and location of on/off switch
Number of Radios for FDNY Use:
24 hr Location:

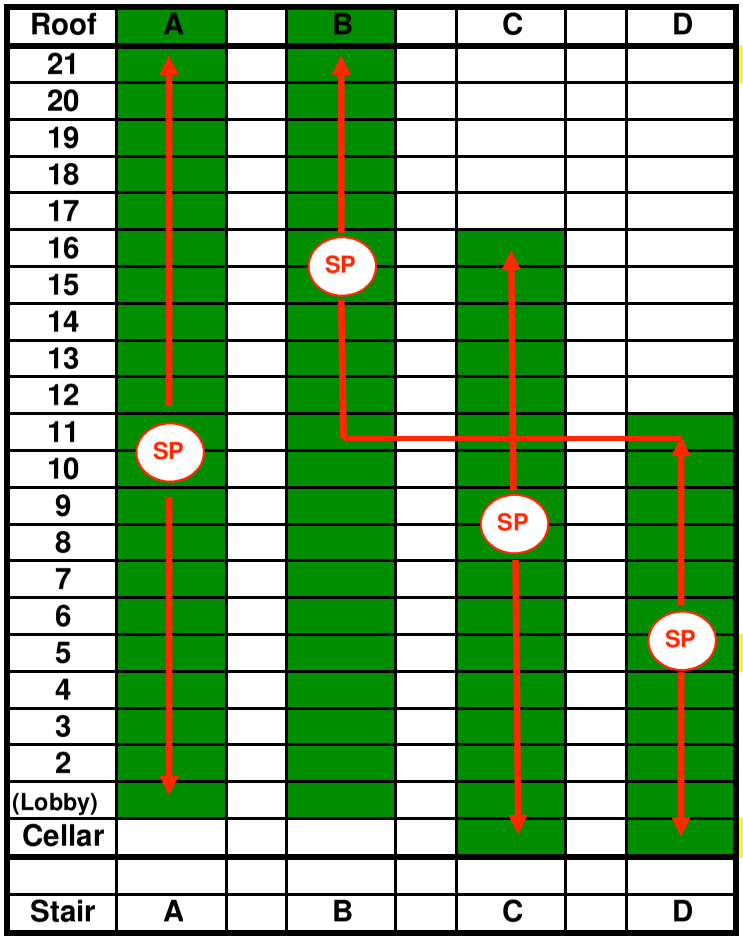
Temporary Considerations:

(To be filled in with erasable Markings)
i.e. Construction Projects, water tank out of service
any out of service systems etc.

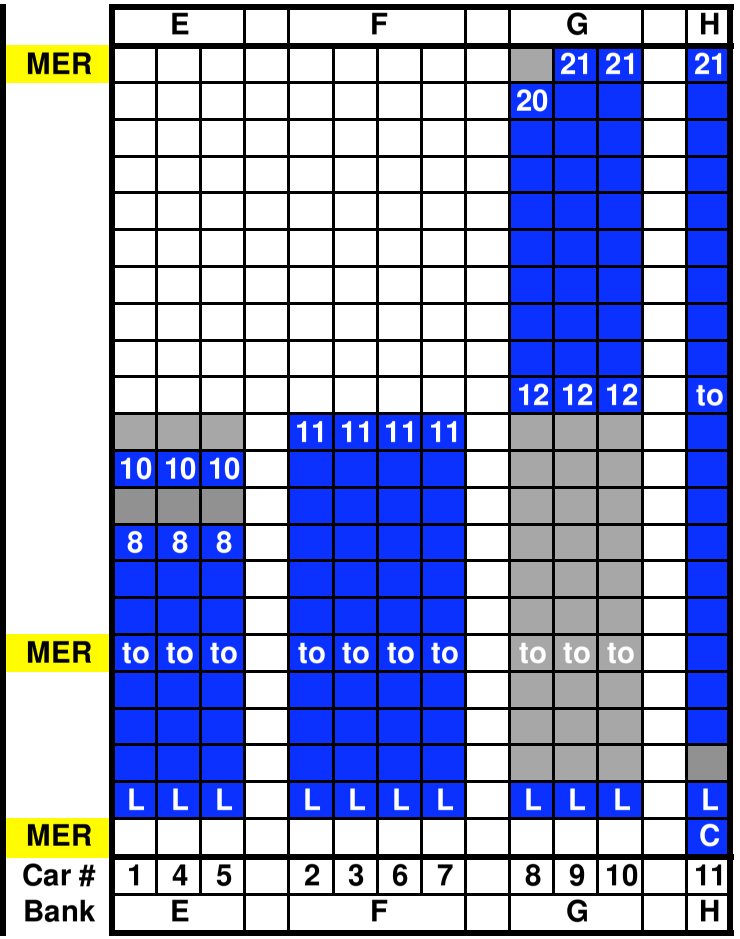
Building Fire Safety Information:

Appendix B
Building Information Card
Fire Department, City of New York
850 Third Avenue, New York, NY 10022

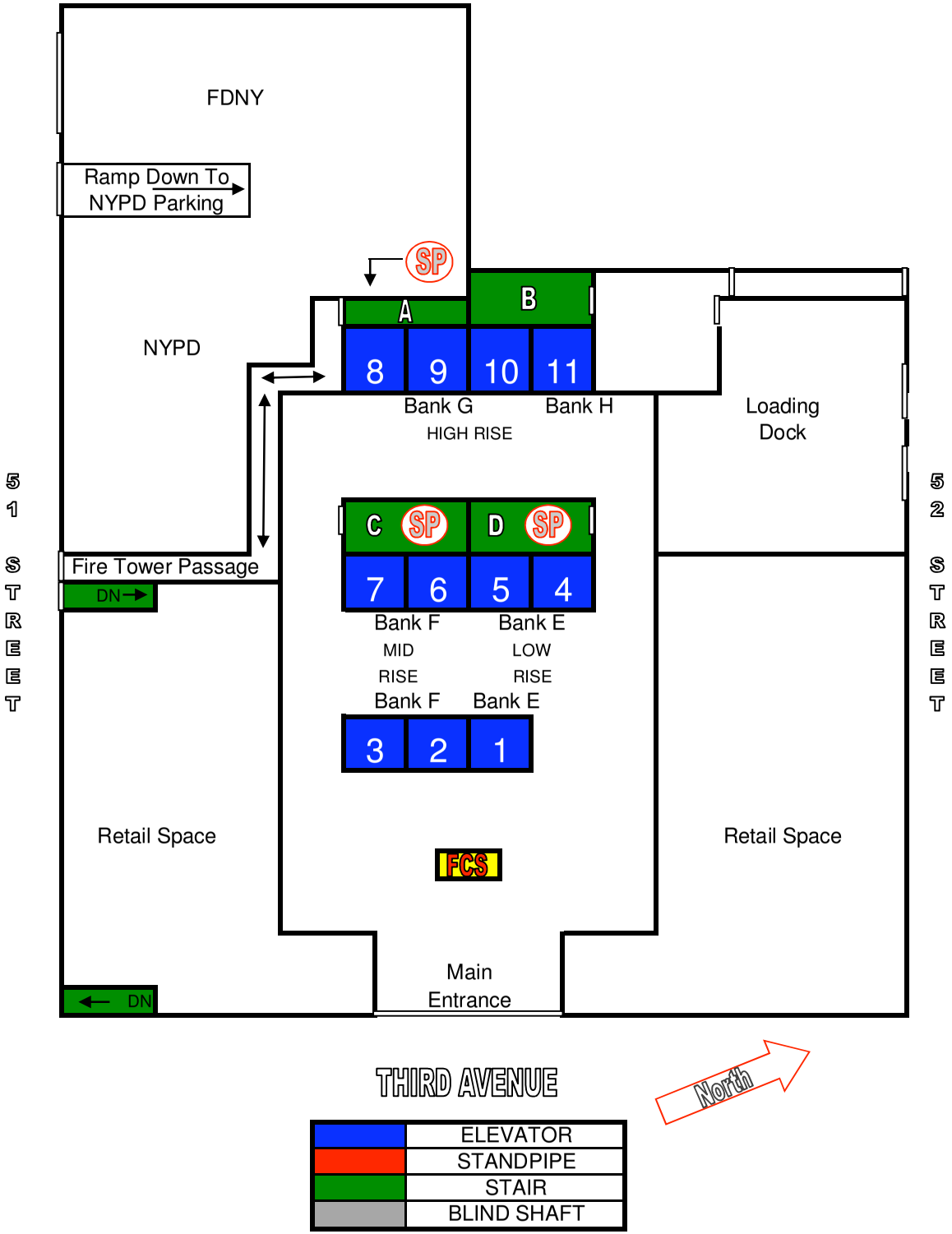
Stairwell Diagram



Elevator Diagram



NOTE: Standpipe Riser switches over on 11th floor between B and D Stair


FDNY
Ramp Down To
NYPD Parking
SP
A
B
NYPD
8
9
10
11
Bank G
Bank H
HIGH RISE
Loading
Dock
51
STREET
52
STREET
C
SP
D
SP
Fire Tower Passage
DN
7
6
5
4
Bank F
Bank E
MID
RISE
LOW
RISE
Bank F
Bank E
3
2
1
Retail Space
FCS
Retail Space
Main
Entrance
DN
THIRD AVENUE
North
ELEVATOR
STANDPIPE
STAIR
BLIND SHAFT

Form 54-155M-705777(60) — 114

DEPARTMENT OF BUILDINGS

BOROUGH OF MANHATTAN, THE CITY OF NEW YORK

No. 54412

Date August 17, 1961

CERTIFICATE OF OCCUPANCY

(Standard form adopted by the Board of Standards and Appeals and issued pursuant to Section 646 of the New York Charter, and Sections C.26-181.0 to C26-187.0 inclusive Administrative Code 2.1.3.1. to 2.1.3.7. Building Code.)

This certificate supersedes C. O. No. 54128

To the owner or owners of the building or premises:

THIS CERTIFIES that the new ~~[illegible]~~ building—premises located at

838-852 Third Avenue, 161-175 East 51st Street
160-166 East 52nd Street

Block 1306 Lot 30,33,41

, conforms substantially to the approved plans and specifications, and to the requirements of the building code and all other laws and ordinances, and of the rules and regulations of the Board of Standards and Appeals, applicable to a building of its class and kind at the time the permit was issued; and

CERTIFIES FURTHER that, any provisions of Section 646F of the New York Charter have been complied with as certified by a report of the Fire Commissioner to the Borough Superintendent.

N.B. ~~[illegible]~~ No.— 63-1957 Construction classification— Class 1 Fireproof

Occupancy classification— Commercial and Public Building . Height 20 stories, 231'10" feet.

Date of completion— August 15, 1961 . Located in Retail Use District.

B Area 1½ . Height Zone at time of issuance of permit 305-1961; 2367-1959; 223-1960

This certificate is issued subject to the limitations hereinafter specified and to the following resolutions of the Board of Standards and Appeals: (Calendar numbers to be inserted here)

PERMISSIBLE USE AND OCCUPANCY Cal. 606-57-BZ

STORY	LIVE LOADS Lbs. per Sq. Ft.	PERSONS ACCOMMODATED MALE	FEMALE	TOTAL	USE
Cellar	On ground	150	25	175	Police Dept., Tenant storage, superintendent's workshop, superintendent's office, mechanical equipment room, mens' and womens' lockers, bank space, and building utilities.
1st Story	100 175 (loading berths)	200	175	375	Police and Fire Departments, bank area and stores, loading berths and loading office.
2nd Story	50	130	130	260	Offices and Police and Fire Depts.
3rd & 4th Story	50 each	130	130	260 each	Offices on each story.
5th & 6th Story	50 each	130	130	260 each	Offices and A.C. Fan Room, on each story.
7th to 11th Story, Incl.	50 each	130	130	260 each	Offices, on each story.
12th to 16th Story, Incl.	50 each	100	95	195 each	Offices, on each story.
17th to 20th Story, Incl.	50 each	70	50	120 each	Offices, on each.
Tower	50	40	40	80	House tank, storage, offices, elevator machine room, A.C. Fan room and cooling tower.

FIRE DEPARTMENT APPROVALS
Standpipe System - March 16, 1961.
Sprinkler System - August 15, 1961.

THIS CERTIFICATE SHALL ALSO BE CONSIDERED A COMPLIANCE OR OCCUPANCY UNDER SECTION 301 OF THE MULTIPLE DWELLING LAW.

Borough Superintendent

CERTIFICATE WILL BE NULL AND VOID IF ALTERED IN ANY MANNER OR ADDITIONS ARE MADE THERETO.

Sec. 6123 sub-4 Building Code, C26-273.0 Adm. Code

"Prior to the occupancy of a structure erected or altered after January

NO CHANGES OF USE OR OCCUPANCY NOT CONSISTENT WITH THIS CERTIFICATE SHALL BE MADE UNLESS FIRST APPROVED BY THE BOROUGH SUPERINTENDENT

Unless an approval for the same has been obtained from the Borough Superintendent, no change or rearrangement in the structural parts of the building, or affecting the light and ventilation of any part thereof, or in the exit facilities, shall be made; no enlargement, whether by extending on any side or by increasing in height shall be made; nor shall the building be moved from one location or position to another; nor shall there be any reduction or diminution of the area of the lot or plot on which the building is located.

The building or any part thereof shall not be used for any purpose other than that for which it is certified.

The superimposed, uniformly distributed loads, or concentrated loads producing the same stresses in the construction in any story shall not exceed the live loads specified on reverse side; the number of persons of either sex in any story shall not exceed that specified when sex is indicated, nor shall the aggregate number of persons in any story exceed the specified total; and the use to which any story may be put shall be restricted to that fixed by this certificate except as specifically stated.

This certificate does not in any way relieve the owner or owners or any other person or persons in possession or control of the building, or any part thereof from obtaining such other permits, licenses or approvals as may be prescribed by law for the uses or purposes for which the building is designed or intended; nor from obtaining the special certificates required for the use and operation of elevators; nor from the installation of fire alarm systems where required by law; nor from complying with any lawful order for additional fire extinguishing appliances under the discretionary powers of the fire commissioner; nor from complying with any lawful order issued with the object of maintaining the building in a safe or lawful condition; nor from complying with any authorized direction to remove encroachments into a public highway or other public place, whether attached to or part of the building or not.

If this certificate is marked "Temporary", it is applicable only to those parts of the building indicated on its face, and certifies to the legal use and occupancy of only such parts of the building; it is subject to all the provisions and conditions applying to a final or permanent certificate; it is not applicable to any building under the jurisdiction of the Housing Division unless it is also approved and endorsed by them, and it must be replaced by a full certificate at the date of expiration.

If this certificate is for an existing building, erected prior to March 14, 1916, it has been duly inspected and it has been found to have been occupied or arranged to be occupied prior to March 14, 1916, as noted on the reverse side, and that on information and belief, since that date there has been no alteration or conversion to a use that changed its classification as defined in the Building Code, or that would necessitate compliance with some special requirement or with the State Labor Law or any other law or ordinance; that there are no notices of violations or orders pending in the Department of Buildings at this time; that Section 646F of the New York City Charter has been complied with as certified by a report of the Fire Commissioner to the Borough Superintendent, and that, so long as the building is not altered, except by permission of the Borough Superintendent, the existing use and occupancy may be continued.

"§ 646 F. No certificate of occupancy shall be issued for any building, structure, enclosure, place or premises wherein containers for combustibles, chemicals, explosives, inflammables and other dangerous substances, articles, compounds or mixtures are stored, or wherein automatic or other fire alarm systems or fire extinguishing equipment are required by law to be or are installed, until the fire commissioner has tested and inspected and has certified his approval in writing of the installation of such containers, systems or equipment to the Borough Superintendent of the borough in which the installation has been made. Such approval shall be recorded on the certificate of occupancy."

Additional copies of this certificate will be furnished to persons having an interest in the building or premises, upon payment of a fee of fifty cents per copy.

APPENDIX C
FIRE DRILL AND EVACUATION /EMERGENCY ACTION PLAN (EAP) STAFFING CHARTS

BUILDING ADDRESS: 850 Third Avenue, New York, NY 10022

Sam Lahlali
FIRE SAFETY/EAP DIRECTOR

212-752-9071
Phone Number

Tim Kelly
DEPUTY FIRE SAFETY/EAP DIRECTOR

212-752-0971
Phone Number

DEPUTY FIRE SAFETY/EAP DIRECTOR

Phone Number

2nd
FLOOR NO.

FIRE SAFETY/EAP WARDEN

Name	Phone Number
Rochelle Rachelson	212-753-3332
Name	Phone Number

DEPUTY FIRE SAFETY/EAP WARDENS

Name	Phone	Name	Phone
Pam Grassi	212-753-3332	Roger Vitelli	
Name	Phone	Name	Phone
Name	Phone	Name	Phone
Name	Phone	Name	Phone

SEARCHERS

• MALE	• FEMALE
Lonny Goodman	Paula Lieberman

Any person discovering fire, smoke or other emergency condition should without delay cause the transmission of a fire alarm by calling 911 or activating a fire alarm box. Notify the Fire Safety/EAP Director or Fire Safety/ EAP Warden that an alarm has benn transmitted.

In the event that it becomes necessary to implement the building's Fire Safety or Emergency Action Plan, listen for and allow the directions given by the Fire Safety/EAP Director/staff and emergency response personnel. Elevators should never be used in a fire.In all other circumstances, use the elevators only if and or emergency when directed to do so by the Fire Safety/EAP Director/staff response personnel.

Date prepared: _____

Addendum 1: Persons Needing Special Assistance
To Evacuate at 850 Third Ave., New York, NY 10022

Note - The EAP/Fire Safety Director shall maintain this list accurate at all times. In the event of an emergency requiring relocation within the building, partial evacuation, or an actual full building evacuation, the EAP/Fire Safety Director will place the pre-designated elevator into service (*If safety permits - see Appendix A, Table 7)* for movement or removal of people requiring assistance. These people shall be accompanied and assisted during the event by the assigned co-workers noted below and by members of the floor EAP Staff. Those assisting shall ensure that contact is made with the Fire Command Station via the Warden phone or via any other useable phone to notify as to the number and location of persons requiring removal. **The operator of the elevator car assigned to remove people requiring assistance will make stops on the floors listed below as well as on floors from which assistance is requested through the Fire Command Station.**

If the nature of an event prevents the use of the pre-designated elevator car for relocation or removal, people requiring assistance shall be accompanied into a safe stairway to await removal by other means. Again, those assisting shall contact the Fire Command Station to provide information on the number and location of persons requiring assistance.

NAME	LOCATION	PHONE #	HOURS OF EMPLOYMENT	NATURE OF ASSISTANCE REQUIRED	NAMES OF 2 CO-WORKERS ASSIGNED TO ASSIST
An active list of people needing assistance will be kept at the FCS					

Addendum 2
EAP for 850 Third Avenue, New York, NY 10022
Neighboring Building Consultation List

Address	Date Information Sent
575 Lexington Avenue	12/18/2006
150 52nd Street	12/18/2006
845 3rd Avenue	12/18/2006

Notification has been made to the above noted neighboring buildings with respect to the terms of the proposed Emergency Action Plan. Consultation included designation of evacuation routes and assembly areas, and coordination and notification of EAP Drills involving evacuation of building occupants.

_____

Name, Title