

Notification

- Depending on the emergency, the building staff will notify occupants using the most appropriate method of communication.
- Notification may be delivered through VornadoConnect, telephone calls, personal visits or via a public address system.
- VornadoConnect provides an emergency notification system to communicate with building occupants in the event of an emergency. VornadoConnect delivers mass notifications almost instantly via any or all of the following devices: cell phones, text messaging, email, office and home phones. A message is sent out in the event of an emergency, or as follow-up to an emergency situation, and recipients can respond back following the directions and response options provided.
- If the building has a public address system, this may be used for notification during business hours.
- If appropriate, building staff may activate the fire alarm to initiate evacuation.

Emergency Preparedness in the Workplace

In an emergency, it is important to act quickly and decisively. This guide provides information to help building staff and occupants work together when emergencies happen. Understanding your role will help create a safer environment for you and your colleagues.

The building's life safety systems are monitored through an off-site Central Monitoring Station. The Central Monitoring Station will dispatch the Fire Department and notify the Vornado/Charles E. Smith Tenant Service Center (TSC) upon receipt of an activated alarm.

In Case of Emergency

- ◆ Stay calm and help others.
- ◆ Listen for instructions.
- ◆ **Do not use the elevators.**

Emergency Preparedness Resources

www.ready.gov - Emergency preparedness plans and building a kit for any type of emergency

www.preparedness360.org - Information on sheltering-in-place

www.readynova.org - Online step-by-step preparedness planners for businesses and families

Emergency Phone Numbers

Fire, Police, Medical Emergency: **911**

Tenant Service Center (TSC): **(703) 769-1250**
(24-hour operational control and emergency center)

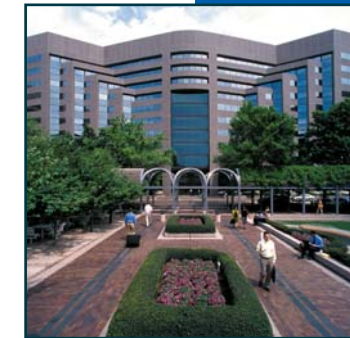
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TENANT EMERGENCY PROCEDURES



*Your quick
guide to
effectively
handling
emergencies*



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Evacuation Planning

- If you will require assistance during an evacuation, even for a temporary condition, notify the Property Manager of your location and contact number in advance.
- Participate in evacuation drills. Locate exit stairwells and know your company's exterior assembly area.
- Familiarize yourself with your company's evacuation plan. Know who your floor warden and other evacuation team members are.

Shelter-in-Place

Shelter-in-place is implemented when it is safer inside than outside the building. In case of a hazardous material or other threat outside the building, occupants may be directed to take refuge within the building until the threat has passed.

- Take time now to identify a windowless space with a minimal number of vents, and always maintain adequate emergency supplies.
- Local authorities will provide information for the Property Manager to relay to building occupants.
- Follow instructions and remain calm until the situation changes. You will be notified when it is safe to leave.

If You Hear the Fire Alarm or Evacuation Announcement

- Stay calm. Move quickly to the exit stairwell.
 - Remove and carry high-heeled shoes.
 - Leave nonessential items behind.
 - Close doors behind you, but do not lock them.
- In the case of fire: Feel doors with the back of your hand before opening them. Do not open any that are hot.
- Do not use elevators. If you are in an elevator when the alarm sounds, it will automatically return to the main lobby, or to an alternate floor if the alarm is activated on the lobby level.
- Move to the external assembly area identified in your company's evacuation plan. Once there, be sure to notify your designated representative, so that missing people can be accounted for.
- If you are in need of assistance in order to evacuate, wait in the designated area with an assigned aide.
- If you are unable to leave your floor, shut the door and seal the crack at the bottom of it with a damp cloth. Call 911 and report your exact location.

If You Discover Fire or Smoke

- Stay calm. If safe to do so, assist anyone in need of help.
- Confine the fire by closing doors, do not lock them.
- Pull the manual fire alarm at the nearest exit stairwell, which will alert occupants on your floor, the Central Monitoring Station, the Fire Department, and the Tenant Service Center.
- From a safe location, call the Fire Department at 911. Report the address, floor location, type, and severity of the fire. This information will be relayed to firefighters en route.
- Alert your floor warden. Follow instructions.

If You Receive a Bomb Threat

- Do not hang up. Get as much information as possible about the bomb's location, type, and planned time of detonation. Ask about the bomb's appearance and who placed it. Complete a bomb-threat checklist if possible.
- Call 911 or attract the attention of a coworker to place the call. Notify the Property Manager.
- If any suspicious object is found, do not touch it. Notify police and the property management office. Clear the area.
- Do not use any equipment that emits radio waves, such as handheld radios, cell phones, pagers, etc.
- The decision to evacuate or to remain in the building will be based on the recommendations of local authorities and is the responsibility of the senior officer of each company.

Earthquake

- Earthquakes pose a threat in the D.C. region. Remember that in urban areas, **you are generally safest inside the building, near the core.**
- DO NOT run out of the building; the ground is moving, and you can easily fall or be injured by falling glass, bricks, or other building materials.
 - DUCK under a desk or table, preferably away from windows.
 - HOLD on to the table leg until the shaking stops.
 - If you cannot get under a sturdy table or desk, crouch against an interior wall and cover your head and neck with your arms. DO NOT stand in a doorway.
- When the shaking stops, move to the interior core of the building and remain there while a building safety inspection is conducted.

Active Shooter/Workplace Violence

An "active shooter" is an individual actively engaged in killing or attempting to kill people with the use of firearms. Active shooter situations are unpredictable and can escalate quickly, often ending within five to 15 minutes, sometimes before emergency responders arrive.

- Responding quickly is critical, and **individuals need to make their own decisions as to how to react and protect themselves.**
 - GET OUT. Quickly move away from the perpetrator if it is safe to do so.
 - CALL OUT. Call 911 from a safe location.
 - HIDE OUT. If you cannot get away, hide. Silence phones, radios, and alarms. Barricade yourself in a room if possible. Turn off lights. If others are with you, do not huddle together.
 - TAKE OUT. As a last effort, look for objects that can be used as weapons to throw – phones, staplers, lamps, etc.
- When police arrive, remain quiet, avoid sudden movements, keep hands visible, and follow instructions.

If You Become Trapped in an Elevator

The building's elevator phones are monitored by the Central Monitoring Station. The Tenant Service Center (TSC) will be notified upon receipt of an entrapment call and dispatch the elevator contractor.

- Press the hands-free phone button or lift the elevator car's emergency phone to initiate a call to the Central Monitoring Station.
- Stay calm and notify responding staff of any medical issues or concerns that would require calling 911.
- **Make no attempt to force open elevator doors or move passengers from a car trapped between floors, as injuries may result.**

During a Medical Emergency

- Do not move the person. If you are trained, administer first aid.
- Call 911; report address, floor, and suite.
- Call the Tenant Service Center, (703) 769-1250. During business hours, building staff will arrange to have an elevator ready for emergency personnel.
- Post one person in the elevator lobby to lead the paramedics to the person in distress.