



synergy
EXECUTIVE PARK

TENANT HANDBOOK

Managed By:
Dominion Realty Partners, LLC.
100 Executive Center Dr.
Suite A-13
Columbia, SC 29210
803.764.3145



Synergy Executive Partnership Statement

Synergy Executive is committed to providing an environment that is safe for all tenants and their clients or visitors. In the area of life safety, however, the landlord-tenant relationship is one of mutual dependence and responsibility. The following information will provide you with instructions regarding responding to a fire, bomb threat, natural disaster, medical or other emergency situation. Please familiarize yourself with this information and disperse as necessary.

The Tenant Emergency Information Guideline will help prepare you in the event of an emergency situation. Duties should be assigned to employees within your company should an evacuation be necessary. If you have any questions regarding this information, please contact the Property Management Office at 803-764-3145.

TABLE OF CONTENTS

I. CONTACT INFORMATION

A. General Information

1. Management & Leasing Office	6
--	---

B. Emergency Personnel Information	6
--	---

II. PROPERTY INFORMATION

A. Park Map	6
-----------------------	---

B. Management Office Hours	6
--------------------------------------	---

C. Elevators	6
------------------------	---

D. Engineering/Maintenance	7
--------------------------------------	---

E. Heating/Cooling (HVAC)	7
-------------------------------------	---

F. Building Directory and Tenant Signage.	7
---	---

G. Move-In/Move-Out Policy	7
--------------------------------------	---

H. Emergency Notification	8
-------------------------------------	---

I. Building and Suite Keys.	8
-------------------------------------	---

J. Parking	8
----------------------	---

K. Tenant Alterations	8
---------------------------------	---

L. Non-Smoking Building	9
-----------------------------------	---

M. Conference Room	9
------------------------------	---

N. Janitorial Policies	9
----------------------------------	---

O. Window Cleaning	9
------------------------------	---

P. US Postal Service	10
--------------------------------	----

Q. Express Mail	10
---------------------------	----

R. Vending Area	10
---------------------------	----

S. Rent Payments	10
----------------------------	----

T. Holiday Schedule	10
-------------------------------	----

III. FIRE/LIFE/SAFETY INFORMATION

A. Building Construction Profile	11
B. Fire Alarm System	11
C. Fire Extinguishers/Pull Stations	11
D. Stairwells	11
E. Security/Property Rules.	11

IV. EMERGENCY PROCEDURES

A. Tenant Emergency Personnel Duties	
1. Safety Warden Definition	13
2. General Duties of the Safety Warden	13
B. Evacuation	
1. Tenant Evacuation Procedures	14
2. Safety Warden's Checklist	16
C. Fire Protection Duties	
1. Safety Warden on Fire Floor	16
2. Property Manager/Building Engineer Responsibilities	16
3. Smoke/Fire Emergency Procedures	17
4. Types of Fires	17
5. Fire Extinguisher Operation	17
6. Fire Prevention Tips	18

V. BOMB THREAT INFORMATION

A. Reasons Callers Report Bomb Threats	19
B. Suspicious Items	19
C. Do Not's	19
D. Bomb Threats Received by a Tenant	19
E. Bomb Threats Received by the Management Office	20
F. Tenant Evacuation	20

VI. BUILDING SECURITY	
A. Tenant Security Responsibilities	
1. Building Thefts/Suspicious Activities	21
2. Building Response to a Theft	21
3. Security Tips for Deterring Theft in Your Suite	21
B. Lost and Found	22
VII. BIOLOGICAL HAZARD RESPONSE PROCESS	23
VIII. MEDICAL EMERGENCIES	23
IX. POWER FAILURES	24
X. SEVERE WEATHER	
A. Types of Weather Conditions	25
B. Basic Instruction for Storm Emergencies	25
XI. EARTHQUAKE SAFETY PROCEDURES	
A. Precautions to take during the Earthquake	26
B. Precautions to take after the Earthquake	26
XII. ENVIROMENTAL SPILL OR LEAK	27

EXHIBITS

- A Park Map***
- B Incident Report***
- C Bomb Threat/Nuisance Call Check List***
- D Severe Weather Procedures***
- E Evacuation – What to Do & What Not to Do***
- F If You Discover A Fire . . .***
- G Suspicious Packages***

I. CONTACT INFORMATION

A. General Information

1. Management Office
 - a. Main Office Number 803-764-3145
 - b. After-Hours Emergency Number 803-764-3145
 - c. Fax Number 803-708-1643
 - d. Synergy Executive Website. <http://synergy.angus-systems.com>
 - e. Online Tenant Request Service Angus portal on Synergy website
 - f. Leasing Team (Colliers International) 803-401-4283
2. Emergency Personnel Information
 - a. Police/Sheriff/Fire Department. 911
 - b. Poison Control 800-222-1222

B. Non-Emergency Numbers

1. Lexington County Police. 803-785-8230
2. Irmo Fire Department 803-798-4979

C. Hospital Information

1. Lexington Medical Center. 803-791-2000
2. Palmetto Health - Baptist 803-296-5010
3. Palmetto Health - Richland 803-434-7000
4. Palmetto Health - Parkridge 803-907-7000

II. PROPERTY INFORMATION

A. Park Map – see Exhibit A

B. Management Office Hours

1. Office Hours - Monday-Friday (8:00 am – 5:00 pm), excluding holidays
2. On-Site Building Engineers - Monday-Friday (8:00 am - 5:00 pm)

D. Elevators

Each elevator cab is equipped with an emergency phone that is monitored twenty-four hours per day, seven days per week. Do not use the red emergency button to hold the elevator. Should the elevator stop between floors, please check to be certain the emergency button hasn't been pressed accidentally. Please report any minor elevator problems to the Management Office.

The elevators may be used for large deliveries and those requiring the use of handcarts or dollies. However, the Management Office must be contacted in advance, so the elevator can be padded in order to prevent damage to the elevator.

Please Note - If a building emergency alarm is sounded, the elevator cabs will immediately travel to the first floor and cannot be used until the emergency situation is rectified.

E. Engineering/Maintenance

On-site maintenance technicians are located at the property to handle all maintenance requests. Should this service be required, please call the Management Office at 803-764-3145 during regular business hours. For emergency calls after normal business hours, please call the Management Office. You will be transferred to our 24-hour answering service.

Certain above-standard requests may be charged back to a tenant directly including but are not limited to: hanging pictures or whiteboards, repairs to tenant property, plumbing in tenant premises, lock changes, additional keys, after hour lock outs, and signage changes. Please contact the Management Office if you have questions about whether a specific service will be a direct charge.

Service requests may also be submitted through our web-based tenant request system provided by Angus Systems at <http://www.ng1.angusanywhere.com/tenant/600000370/Main/default.aspx> by your authorized representative(s). This is a user-friendly application that will enable you to efficiently enter and track the status of service and maintenance requests. A link to this website can also be found on our [Synergy Website](#). Please contact the Management Office if you have any questions.

F. Heating and Cooling

Heating and air-conditioning is provided during the following hours:

Monday – Friday (excluding holidays) 7:00 a.m. - 6:00 p.m.

HVAC requirements outside of these hours must be scheduled a minimum of 24 hours in advance. The current charge for after-hours HVAC usage is \$60.00 per hour

Programmable thermostats are set and calibrated to maintain a reasonable comfort level in all areas of the building. Tenant adjustment of individual thermostats will result in inconsistent temperature control in the adjusted area as well as the adjoining areas. Blinds have also been installed in your suite as a building standard item for your convenience.

G. Building Directory & Tenant Signage

Upon move-in, each tenant is provided with one suite entry sign and one lobby directory sign. Both signs identify the company name and suite number. It may be necessary to limit the number of directory listings per tenant. Additional listings beyond those provided at move-in, if available, would be at tenant's expense.

Please contact the Building Management office to make signage changes. The cost of any changes to tenant signage will be the responsibility of the tenant. All signage must conform to building standards. Any variation from the building standard must be approved by Building Management, including signage that may be proposed on a sidelight adjacent to the tenant's entrance.

H. Move-In/Move-Out Policy

Please notify Building Management at least forty-eight (48) hours in advance if you plan to move furniture or equipment in or out of the building. Upon notification, arrangements will be made to pad the elevators and provide any other assistance that may be necessary. All major tenant moves are

restricted to 5:30 p.m or later (weekdays) or during the weekend. Please limit large deliveries to the hours of 9:00-11:00 a.m. and 1:00-4:30 p.m.

Please do not put excessive trash in the building's dumpster. Boxes must be broken down prior to placement in the dumpster. Additional trash pickup charges will be the responsibility of the tenant.

Any moving company working with the tenant must provide a certificate of insurance evidencing General Liability Insurance (\$2 Million limit) as well as statutory Workers' Compensation and Auto Liability coverage to the Building Management office. Please contact the Building Management office to coordinate with the vendor.

I. Emergency Notification

Tenants are asked to provide Building Management with the name and home phone number of the responsible individual(s) who are to be contacted in the event of an emergency. Please notify the Building Management Office of any contact information change.

J. Building and Suite Keys

Tenants are prohibited from installing additional locks or changing any locks on doors leading to the leased premises without the prior consent of Building Management. To order additional keys or to have locks installed or changed, please have your company's authorized representative contact the Management Office. This procedure **must** be followed to assure Fire Department and Building Management access to all areas in case of an emergency.

Telephone and Electrical room keys are not distributed to tenants. Please contact the Management Office in advance to gain access.

K. Parking

Tenants may park in the building's parking facilities, subject to changes in layout as may be established by the landlord. Please observe all restricted zones accordingly:

- No Parking
- Handicapped Parking
- Visitor Parking, as specified
- Red Zone Parking
- Marked Fire Zones
- Yellow/Loading Zones
- Reserved Parking

Parking violations may result in towing of the vehicle, at the vehicle owner's expense.

L. Tenant Alterations

All tenant improvements/construction, remodeling or electrical work performed after move-in must be completed by a Landlord-approved contractor and coordinated by the Management Office. This is to ensure the appropriate insurance certificates are on file and that all work meets building, safety and fire code requirements. If improvements to your space are contemplated, please notify Building Management as early as possible to prevent any unnecessary delays.

All work must have the necessary State/Local permits.

M. Non-Smoking Building

Smoking is not permitted in any area, including stairwells, restrooms or other building facilities including individual suites. Ash/trash containers have been placed at various entrances to accommodate smoking outside of the building. All smokers must stand no closer than 30 feet from any entrance and keep the exterior doors closed while smoking to prevent smoke from entering the building. If you are unsure of your building's designated smoking areas, please contact the Management Office

N. Conference Rooms

There are two conference rooms available for tenant use at Synergy. The Conference Rooms are located at 121 Executive Center Dr. (Congaree Building) Suite 200 on the second floor and 100 Executive Center Dr. (Santee Building) Suite 105 on the first floor. Detailed information is as follows:

Conference Rooms

121 Executive Center Dr.

<i>Size</i>	Approximately 650 square feet
<i>Seating Capacity</i>	20, maximum
<i>Amenities</i>	3 Tables/20 Chairs
<i>Phone Number</i>	803-764-3145
<i>Price</i>	Free

100 Executive Center Dr.

<i>Size</i>	Approximately 1830 square feet
<i>Seating Capacity</i>	45, maximum
<i>Amenities</i>	10 Tables/45 Chairs
<i>Phone Number</i>	803-764-3145
<i>Price</i>	Free

To reserve the Conference Rooms, please contact the Management Office (803-764-3145). The Rooms are available on a first come, first served basis. Tenants are responsible for arranging tables and chairs in the conference rooms. Please remove all trash and other materials after usage.

O. Janitorial Policies

Janitorial services are provided Monday through Friday, except nationally recognized holidays. Routine office includes vacuuming, dusting and emptying wastebaskets. Service to your suite will commence on the first regular service day after your move-in unless you have requested otherwise. Should you experience any problems concerning the nightly janitorial service in your suite, please contact Building Management.

As a reminder, please do not place any object near or against trash receptacles if the material is not to be thrown away. Please break down all cardboard boxes and leave in a centralized location for janitorial to recycle.

Please note that the janitorial crew will NOT dust any computer equipment, including terminals, hard drives or keyboards; nor will they vacuum or dust near computer cables or wires. This is for your protection to avoid disrupting any sensitive computer equipment.

The building's janitorial contractor offers preferred rates to tenants for carpet cleaning. Please contact the Management Office to obtain current pricing.

P. Window Cleaning

All exterior and interior windows are cleaned on a regular basis throughout the year.

Q. US Postal Service

Mail is delivered by the US Postal Service to the locked mailboxes located on the ground floor in the vending alcove (Monday-Saturday). The Postal Service will not deliver mail to tenant suites except for special deliveries, certified mail, large packages, etc. Please contact the Post Office if you have questions regarding mail delivery and to coordinate ordering replacement mailbox keys.

Mail is picked up by the Postal Service at approximately 11am (Monday-Saturday) from the outgoing mail slot within the building. An additional pickup occurs at 4:00pm in the drop-box located by the UPS and FedEx boxes on Executive Center Dr.

R. Express Mail Services

For your convenience, drop-boxes for United Parcel Service (UPS), and Federal Express are located within the park. The stated pick-up times are as follows:

- | | | |
|-------------------------|-----------|-----------------|
| ➤ United Parcel Service | 7:00 p.m. | Monday – Friday |
| ➤ Federal Express | 7:00 p.m. | Monday – Friday |

Overnight supplies are located in the drop-boxes or by calling the express mail carriers directly:

S. Vending Areas

Vending machines are located on the 1st floor in the vending alcove. Machines accept cash and debit cards.

T. Rent Payments

Checks can be mailed to the following address:

DRP, LLC
100 Executive Center Dr. Suite A-13
Columbia, SC 29210

Should you have any questions regarding your account, please contact Building Management.

U. Holiday Schedule

Building Management observes the following official holidays:

1. New Year's Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day
6. Day After Thanksgiving
7. Christmas Eve
8. Christmas Day

III. FIRE/LIFE/SAFETY INFORMATION

A. *Building Construction Profile*

The building is constructed of steel and precast concrete columns. Fire proofing products that prohibit the spread of fire/smoke and minimize the effect a fire may have on the building's structure, have been used throughout. The stairwells are fire-proofed, well insulated and offer maximum protection from smoke and extreme temperatures. The stairwells provide a safe exit for building occupants in the event of a building emergency. There are, virtually, no combustible or flammable components in the stairwells.

B. *Fire Alarm System*

The fire alarm system is a Notifier panel which monitors all smoke detectors, duct smoke detectors and pull stations in the building. Activation of any of these devices will put the system into alarm. The system is monitored, remotely, 24 hours a day, 7 days a week. In the event the fire alarm system is activated, an electronic signal is sent, automatically, to the monitoring company. The monitoring company has been instructed to call the fire department and inform them of the emergency.

C. *Fire Extinguishers/Pull Stations*

Fire extinguishers are located on the east and west corridor walls on each floor. Pull stations are located in the hallway next to each stairwell. All tenants should be familiar with both the location and the operations of the pull stations and the fire extinguishers.

D. *Elevator System*

In the event the building's fire alarm system is activated, all of the building's elevators automatically lockout and immediately "home" to the 1st floor lobby. Thereafter, all elevators will reside on the first floor until the alarm is cleared. Only the Lawrence Township fire department has a key that allows one or more of the elevators to be put into the fireman's service mode. This enables the fire department to travel in an elevator to any floor during a fire.

In the event of a fire, do not attempt to evacuate the building via an elevator. As previously indicated, all elevators lockout automatically and will not respond to the hall call buttons. All occupants are to evacuate the building utilizing the building's stairwells.

E. *Stairwells*

There are exit stairwells on each floor. **Although the stairwell doors are fire rated, it is extremely important to never prop open a stairwell door.** This is a violation of Building Fire Code Regulations. These doors should remain closed at all times, except during normal egress or evacuation. Tenants should become familiar with the location of ALL exit stairwells.

F. *Building Security*

In the event of an actual crime or other crisis, the local police and/or fire department should be called to deal with the situation first.

Please contact the Building Management office for all security related issues during normal business hours. For emergencies during non-business hours, please call the Building Management number (803-764-3145) and it sends you to our 24 hour answering service.

G. Security/Property Rules

All Tenants and visitors are asked to help protect life and property and prevent property loss due to crime by upholding the law and respecting the rights of others. In an effort to protect the rights of each tenant, the following security/property rules have been implemented.

1. No electrical device or equipment greater than 110-volt power may be used without Building Management's prior written approval.
2. No animals of any kind are allowed in the building, except seeing-eye or hearing-impaired dogs.
3. No hand trucks or carts are allowed in the building except those equipped with rubber tires.
4. Loitering is not permitted in any public building places.
5. No one is to be admitted to Tenant suites by building personnel unless they are included on the authorized access list provided by Tenant. This includes employees of the tenant and sub-contractors working in the Tenant's suite.
6. No Tenant or visitor shall cause or permit any unusual or objectionable odor or smoke to be produced or permeated from the Premises.
7. No bicycles are permitted in the building without Building Management's prior written approval.
8. Please keep all personal items (laptops, purses, headsets, small recorders, etc.) in a drawer or file cabinet that is locked or not easily accessed.
9. Please ensure all coffee makers are turned off and suite entry doors are locked when the last employee leaves the suite each day.

IV. EMERGENCY PROCEDURES

Protecting your employees and the building is of primary concern to property management.

This section provides valuable information to ensure maximum protection for you and your employees. It should be read carefully by key managers and designated Tenant Safety Wardens so that, in the event of an emergency, these procedures are completely understood and can be easily administered.

In the event of an emergency, the safe and rapid evacuation of the affected areas is the joint responsibility of Building Management and individual employees. It is imperative each employee become familiar with the procedures described on the following pages. If there are any questions, please call Building Management (803-764-3145) before an emergency arises.

A. Tenant Emergency Personnel Duties

In emergency situations, all tenants should have employees immediately available who are trained and knowledgeable in the event of a building emergency. Listed below are descriptions of various duties that will be helpful during an emergency situation in the building. Depending on the number of employees and the number of floors your company occupies, each tenant should decide the type of assistance needed to evacuate your personnel safely and quickly.

1. Safety Warden

The Safety Warden directs the evacuation of all personnel on his/her assigned floor during any emergency. Therefore, the appointed Safety Warden should be an employee who is readily available in the office and whose duties do not cause them to be absent from the office on a routine basis. The number of Safety Wardens to perform these duties will depend on the number of floors your company occupies in the building. There should be a minimum of one (1) Safety Warden per floor for each tenant on the floor.

2. General Duties Of The Safety Warden

- a. Identify Assistant Safety Wardens as a backup should the Safety Warden be absent during an emergency.
- b. Assign a Searcher to any physically challenged individuals and know their location on the floor. The Safety Warden should also supply the Management Office with the names of handicapped personnel located in the building.
- c. Ensure all employees are knowledgeable of the evacuation procedures for their floor or area. Should there be a total evacuation required, the Safety Warden is to ensure all employees know their evacuation designated meeting area.
- d. Check all aisles, corridors and exit doors to ensure these areas are kept free of any obstructions.
- e. Report any defective fire extinguishers within their Premises. Although Building Management personnel check these items, the Safety Warden should be aware of these items as well.
- f. Provide the Assistant Safety Warden with all updated information regarding current building guidelines, as provided by Building Management.
- g. In the event of a fire in the tenant's space, the Safety Warden and other designated employees are to initiate the following emergency procedures.
 1. Close all doors leading to the fire.
 2. Immediately activate the alarm by pulling the pull station (located next to each stairwell).
 3. Call 911 and the Management Office (803-764-3145) and report the fire's exact location and what is burning. A member of the Management Team will also notify the Fire Department and take necessary action.
 4. Coordinate his/her activities with those of other Safety Wardens on the fire floor.
 5. Give the "Order to Evacuate" in accordance with the procedures outlined in the next section. The Safety Warden should notify the Management Office immediately of this action.
 6. When members of the Fire Department arrive on the fire floor, they are in charge and all tenants must respond to any orders issued.
 7. Ensure the Searcher assists any physically challenged individuals to a designated safe room during an evacuation. This pre-designated room should preferably be close to the elevator lobby and have a telephone. The Searcher should notify the Management Office (803-764-3145) to advise them of their location. Fire Department personnel will meet them in this area and assist in their evacuation.
 8. Remember - Elevators will be recalled to the 1st floor and will not be available for use.

B. EVACUATION (See Highlights on Exhibit D)

Once the floors have gone into alarm, evacuation is necessary and all tenants must exit the building utilizing the nearest stairwell. Completely exit the building and go to a pre-designated assembly area. DO NOT remain in the building lobby.

Pre-designed assembly areas are located away from the building and help to ensure everyone's safety. This also provides unobstructed access for responding emergency personnel. Once you have exited the building, go to the parking lot, away from the building, leaving a path for the fire crew. An employee

from the Building Management Team will be in the vicinity to keep you informed and answer any questions.

When the alarmed floor is the 1st floor, tenants are to exercise common sense and evacuate utilizing the safest route out of the building.

1. Tenant Evacuation Procedures

In order to ensure a clear, unobstructed entry for the Fire Department, it is extremely important all tenants evacuate in the precise manner and to the exact areas designated by a member of the Building Management Team, Safety Warden or Fire Marshall. The following evacuation procedures are to be observed.

- a. Before opening any door to the corridor, check the door and doorknob for heat. If it is warm, stay in your office. **DO NOT OPEN THE DOOR!** Find another exit to the corridor.
- b. If both the door and doorknob are cool, check for smoke in the corridor.
- c. If smoke is present, cover your mouth and nose with a wet handkerchief or cloth and stay low. Crawling is recommended since clean air is closest to the floor.
- d. Everyone is to proceed quickly, but calmly, to the nearest stairwell. **DO NOT RUN!** All stairwells are constructed with fire-resistant materials and provide a safe evacuation for building occupants.
- e. **DO NOT PANIC!** Panic is the most harmful and difficult element to control in an emergency. The following steps will help to avoid an emergency situation.
 1. Understand and implement evacuation procedures.
 2. Have confidence in the personnel who are responsible for making decisions in an emergency.
 3. Try to remain calm – others will mimic your actions.
- f. **DO NOT ATTEMPT TO USE THE ELEVATORS!** They will remain in the lobby (or on the 2nd floor if the 1st floor is affected) until the emergency is over.
- g. Check the stairwells for smoke.
- h. If the stairwell is full of smoke, exit through the opposite stairwell. Immediately after evacuation, please report any areas of smoke to a member of the Building Management Team. If you cannot evacuate because of smoke, retreat to the point farthest away from the area, call 911 and the Management Office (803-764-3145).
- i. If the corridor and/or stairwells are not smoke-filled, evacuate to the assembly area as designated by a member of the Building Management Team, Safety Warden or Fire Marshall.
- j. Your designated assembly area is **OUTSIDE** of the building. Once you have exited the building, go to the parking lot, away from the building, leaving a path for the fire crew.
- k. The Alternate Safety Warden should walk the suite to assist employees and make sure everyone is aware of the evacuation order.
- l. The last person leaving any enclosed office area should **close the office door, without locking it.** This will help to confine any fire until the Fire Department arrives.
- m. Form a single-file line at the stairwell exit doors and proceed, calmly and carefully, down the staircase to the lobby level, then outside to your designated assembly area. Do not open any

door without first checking to see if it is hot. If the door is hot, there may be a fire on the other side. Keep conversation to a minimum. Stay in a single-file line on the right side of the staircase.

- n. ONCE THE EVACUATION HAS BEGUN, NO ONE SHOULD ATTEMPT TO RE-ENTER THE EVACUATED AREA UNTIL IT HAS BEEN DECLARED SAFE BY FIRE DEPARTMENT OFFICIALS.
- o. Assist any physically challenged individuals to a designated safe room during an evacuation. This pre-designated room should preferably be close to the elevator lobby and have a telephone. The Safety Warden or Searcher should notify the Management Office (803-764-3145) to advise them of their location. Fire Department personnel will meet them in this area and assist in their evacuation.
- p. After exiting the building, the Safety Warden or Alternate should take a head count to determine if anyone is missing. This information should be relayed to the Building Management Team member who is in an assembly area outside of the building.
- q. If evacuation of an area is not possible because escape routes are blocked by fire or thick smoke, the following procedures should be observed.
 - 1. Move as far away from the fire as possible. Close all doors behind you as you go. Every closed door between you and the fire provides a barrier against smoke.
 - 2. If a phone is accessible, call the Fire Department (911) and the Building Management Office (803-764-3145) with your precise location and the fire/smoke's location, if possible.
 - 3. Stuff clothing or other material around ventilation ducts and cracks in the doors to prevent smoke-filled air from penetrating the area.
 - 4. Hang a cloth or other signal in the window to attract the attention of the Fire Department.
 - 5. **DO NOT BREAK THE GLASS.** Under certain conditions, an open window may draw smoke into the area. If the glass has been broken, there will be no way to stop the smoke from entering the room.

2. Safety Warden's Checklist

- a. Have employees in your safety zone been familiarized with all stairwells on your floor?
- b. Is the Building Management phone number (803-764-3145) posted where it can be easily seen?
- c. Have you identified all physically challenged employees to a member of the Building Management Team?
- d. Have you participated in a fire drill?
- e. Have all of your questions regarding emergency procedures been answered?
- f. Is each employee familiar with their assigned evacuation station?
- g. Can you answer "YES" confidently to this checklist of questions?

C. FIRE PROTECTION DUTIES

1. Safety Warden On Fire Floor

- a. Call Fire Department (911).
- b. Notify the Management Office (803-764-3145) of a fire emergency.
- c. Give the order to evacuate if necessary prior to manager's arrival.

2. Property Manager/Building Engineer Responsibilities

- a. Man the fire control center.
- b. Verify Fire Department has been notified.
- c. Greet Fire Department upon their arrival.
- d. Building Engineer to ensure fire pump has started and operates throughout the emergency.
- e. Building Engineer to ensure affected sprinkler control valves are fully open and remain so throughout the fire emergency.

3. Smoke/Fire Emergency Procedures

- a. If you see fire and/or smoke
 1. Put floor into alarm by pulling pull station (located next to each stairwell).
 2. Close all doors leading to the fire.
 3. Notify your designated Safety Warden.
 4. Call the Fire Department (911). Report the fire's exact location and any other available details.
- b. Evacuation
 1. Follow the evacuation instructions precisely.
 2. DO NOT use the elevators. Use stairwells only.

4. Types of Fires

The two most common types of fires in office spaces and buildings are accidental fires caused by carelessness or equipment malfunctions and incendiary or arson fires.

- | | |
|------------|--|
| a. CLASS A | Fires of ordinary combustible such as paper, wood, cloth, rubber, textiles, and many plastics. |
| b. CLASS B | Fires of flammable liquids such as grease, oil, paint and gasoline. |
| c. CLASS C | Fires involving energized electrical equipment where there is a risk of shock. (When electrical equipment is de-energized, extinguisher 1 for Class A fires may be used safely). |
| d. CLASS D | Fires of combustible metals, such as magnesium, titanium, zirconium, etc. |

A multi-purpose "ABC" extinguisher can be purchased to handle all classes of office fires. It is the tenant's responsibility to supply an adequate number of fire extinguishers for your Premises. Arrangements can be coordinated through Building Management to protect areas such as computer rooms, mail rooms, duplicating and storage areas with fire related enclosures, fire extinguishers, smoke detectors or automatic extinguishing systems.

5. Fire Extinguisher Operation

TO OPERATE	If you use a fire extinguisher, remember the word <u>PASS</u> .
<u>P</u> PULL	Pull the pin. Some extinguishers require releasing a latch or pressing a puncture lever.
<u>A</u> IM	Aim low, pointing the extinguisher nozzle (or its horn or hose) at the base of the fire.
<u>S</u> QUEEZE	Squeeze the handle. This releases the extinguisher agent.
<u>S</u> WEEP	Sweep from side to side at the base of the fire until it appears to be out. Watch the fire area in case fire breaks out again and repeat the use of the extinguisher if necessary.

Most portable extinguishers work according to these directions, but some do not. Be prepared by making sure you read the directions on your fire extinguisher before a fire emergency happens.

6. Fire Prevention Tips

- a. Make certain all cigarettes and cigars are thoroughly extinguished before discarding into appropriate containers. Do not leave lit cigarettes and cigars unattended.
- b. Unplug electrical appliances, including coffee pots or water heaters, when not in use.
- c. Arrange for proper use and storage of adhesives, cleaning fluids and other flammable liquids and, where possible, substitute less flammable products.
- d. Eliminate all extension cords by providing more power outlets or relocating some electrical equipment. It is recommended 6 foot, UL approved extension cords be utilized. **LAMP EXTENSION CORDS AND MULTI-JACK OUTLETS ARE PROHIBITED.** Extension cords should **NEVER** be placed in travel paths.
- e. Make certain the power is shut off to all office equipment at the close of the business day (i.e. typewriters, copy machines, calculators, computers, etc.).
- f. Provide adequate ventilation for all office equipment (i.e. copy machines, printers, computers, etc.).
- g. Space heaters **ARE PROHIBITED**. Space heaters can overload electrical circuits and pose a significant fire hazard.
- h. Do not hold suite doors or lobby doors open with doorstops or other items.

V. **BOMB THREAT INFORMATION**

Most bomb threats are made by telephone calls to a particular company or the Police Department. However, some threatening calls are made to third parties such as television studios and newspaper offices.

A. *Reasons callers report bomb threats*

1. The caller knows that an explosive or incendiary device has been or will be placed in the building and wants to minimize personal injury. The caller may be the person who planted the device or someone who is aware of such information.
2. The caller wants to create an atmosphere that spread panic and disrupts normal business activity. This could be the ultimate goal of the caller.

B. Suspicious Items

1. Letters that are unusually bulky or weighty.
2. Parcels or envelopes with chemical or oil stains.
3. Parcels or envelopes without a return address.
4. Parcels or envelopes with foreign postmarks.
5. Parcels or envelopes with excessive postage
6. Parcels or envelopes with excessive security material such as masking tape, string, etc.
7. Parcels or envelopes that simply do not look or feel ordinary.

C. DO NOT'S

1. DO NOT handle the item.
2. DO NOT attempt to open the parcel.
3. DO NOT place the parcel in water.
4. DO NOT remove any binding material.
5. DO NOT pull or cut any material that protrudes.

D. Bomb Threat Received By A Tenant

Should a bomb threat be received by a tenant, use the following guidelines.

1. Follow the checklist on Exhibit B. Try to obtain as much information as possible. Be prepared to relate this information to the police when they arrive.
2. You should immediately call the Fire Department (911) and then call the Management Office (803-764-3145). A member of the Building Management Team will call the police for you. If possible, have a second individual call the Management Office while the bomb threat call is still in progress.
3. A Building Management Team member will give the "Order to Evacuate" if necessary.
4. Be alert for any unfamiliar people and/or objects to point out to police or building staff upon the arrival. DO NOT touch or handle any suspected object.
5. The Safety Warden and building staff will make a complete search of the suspected areas. If they identify any suspicious items or packages, the police will then investigate the object.

E. Bomb Threats Received By The Management Office

If a bomb threat is received by the Management Office, these guidelines will be observed.

1. The Police Department will be notified immediately.
2. The Safety Warden in the affected area will be informed of the situation. The Management Office will give the order to evacuate if necessary.
3. Tenants should be alert for any unfamiliar people or objects to point out to the police or building staff upon their arrival. DO NOT touch or handle any suspected object.
4. The Safety Warden, accompanied by the police and building staff, will make a complete search of the suspected areas. It will be the responsibility of the Safety Warden to identify any suspicious items or packages that do not belong in the space.

5. If a bomb threat is received against the building (not a specific floor) all public access areas, beginning with the most accessible, will be searched.

F. Tenant Evacuation

The Building Management Office will have the responsibility of deciding whether a tenant space should be evacuated. If you are ordered to evacuate, please follow these steps.

1. The Safety Warden will be given the “Order to Evacuate.” This person will communicate the order to your office personnel.
2. Everyone should proceed quickly, but calmly, to the nearest stairway exit. **DO NOT RUN!!**
3. The Safety Warden or Alternate should walk through the suite to assist employees and ensure everyone is aware of the evacuation order.
4. Evacuation, depending upon the size/type of explosive device, is normally one floor below and two floors above the bomb. Once the evacuation has begun, no one should attempt to re-enter the evacuated area until it has been declared safe by the Police Department.
5. Upon arrival at the assembly area outside the building, everyone should remain there.
6. The Safety Warden or Alternate should proceed to take a head count to determine if anyone from their office is missing. This information should be relayed to the Building Management Team member who is at the assembly area outside of the building.

VI. BUILDING SECURITY

A. Tenant Security Responsibilities

Remember that the best way to improve security is for each tenant in the building to take an active role—just as you would in the neighborhood where you live.

1. Building Theft/Suspicious Activities

- a. In the event that an object is believed to have been stolen from your space (or in the event that you witness a theft in your space), you should call 911 immediately and inform the Building Management Office thereafter. A police report should be filed by the person whose item was stolen with a copy (if available) forwarded to the Management Office.
- b. Solicitors are not allowed in the building. In the event that a solicitor approaches your office, please contact the Building Management Office.

2. Building Response to the Theft

- a. In the event that you report a suspicious person in the building to Building Management, we will call 911 and will immediately search for the individual to question him on why he is in the building. If the individual has no logical reason for being in the building, he will be escorted out of the building.
- b. In the event that a theft is reported to the Management Office (and the theft took place sometime prior to the call, but not contemporaneously with the call), Building Management will follow up to obtain any pertinent information. We will also cooperate with the police to the fullest extent possible. Building Management will also assist the tenant with making physical changes to their space such as repairing or re-keying a lock set, repairing a door, etc.

3. Security Tips for Deterring Theft in Your Suite

- a. Keep the back door to your suite locked at all times.
- b. Keep the front door to your suite locked at all times when there is no receptionist in place in the reception area. If there is frequently no receptionist in the reception area, consider installing a door bell at the front entrance to your suite. The Management Office will be pleased to solicit pricing for the work on behalf of your firm.
- c. Instruct your employees to be aggressive in questioning people that are in your suite at any time but that are not employees.
- d. Call the Management Office any time a solicitor comes to your suite. Advise them that no solicitors are allowed in the building at any time.
- e. Keep wallets & purses locked in a file drawer or in your desk any time you leave your desk temporarily during the work day. Do not leave wallets & purses or other personal valuables out in plain view in your office when you are not in your office.
- f. Be sensitive to the persons that enter your space between 4:30 pm and 6:00 pm Monday through Friday that say they are with the cleaning contractor. The building cleaning contractor is Interstate Contract Cleaning Services, Inc. (ICCS). If you question an unfamiliar person in your space that claims to be with the cleaning contractor but does not have appropriate identification, call the Building Management office and explain the circumstances.
- g. Anytime a person claiming to be a contractor for the Landlord comes to your space (and they are unfamiliar to you) and Building Management has not forewarned you of their visit, call the Building Management Office.
- h. Do not leave packages or other personal valuables in plain view in your office overnight. Lock them up in a file drawer or in a desk drawer.
- i. Anytime an employee is terminated or leaves your firm's employ, make sure that the employee returns his hard key to the suite prior to physically leaving the premises for the last time.
- j. If a large number of employees have left the employ of your firm for any reason, you should consider having the suite entry door re-keyed. At your request, Building Management will be pleased to solicit a price quote for the work on behalf of your firm.

B. Lost and Found

Any individual finding lost item(s) or who has lost any item(s) should call the Management Office.

VII. BIOLOGICAL HAZARD RESPONSE PROCESS

All employees of your firm that accept mail should be made sensitive to the very remote possibility that incoming mail could be contaminated with a biological hazard. Any mail that has a questionable appearance should not be accepted from the US Postal Service or from the various overnight mail carriers. If you accept incoming mail that later becomes a concern (after you have accepted delivery), consider taking the following steps.

- A. Do not open the envelope until the steps listed below have been taken.
- B. Make sure that as few people as possible handle it and that the envelope comes in contact with as little of its surroundings as possible. Put the envelope in question in a box or another envelope until the authorities listed below have had an opportunity to inspect it.
- C. Call the firm from which the envelope came and determine whether there is a cause for concern.

- D. Call the mail carrier that delivered the envelope and express your concern – see if they can provide any information regarding the cause of the appearance of the envelope. For example was the letter stored in a dusty truck or warehouse before being delivered, etc.
- E. Call 911 and advise them of your concerns. It is likely that the police department, fire department, and County health department will be dispatched. Thereafter, call the Management Office and advise them of the same concerns.
- F. Upon their arrival at the building, Building Management will escort the police, fire and health departments to your suite.
- G. The fire and health departments will likely immediately quarantine your suite (temporarily). Thereafter, they will inspect the envelope and interview you regarding the envelope, its contents, its source, etc. In the event that the envelope (based on its appearance) is likely to not be hazardous, the police department will likely cancel the quarantine of your suite. Thereafter, it is likely that they will take custody of the envelope and submit it to their lab for testing. Building Management will lock off an elevator for the fire and health departments to use in removing the envelope from the building. Test results will likely take one to seven days. The lab results will be reported back to your office and to Building Management by the health department.
- H. Building Management Building Management will cooperate fully with and will defer to the fire and health departments for direction during the above referenced process.

VIII. MEDICAL EMERGENCIES

Call the Fire Department (911). Give them your name, the nature of the problem, the location of the person requiring medical attention and instruct them to proceed to the building. Be sure to give them the correct address for the building, your company name and your suite number.

IX. POWER FAILURES

- A. The building is designed to minimize the risk of a general power failure resulting from causes within the building. Typically a power failure will affect either an isolated area of the building or some larger portion of the surrounding geographic area.
- B. In the event your office suffers a *limited* power outage where a portion of your lights or wall receptacles lose power, please contact the management office at your earliest opportunity. The building engineer will investigate the cause and re-set any circuit breakers, etc. to rectify the problem.
- C. In the event all power on your floor is lost, employees should be instructed to stay in their offices or at their desks and move around as little as possible. It is less likely someone in your office will be hurt if they remain in their office until information from Building Management is received. The only exception would be if power to the building was lost in a severe storm or earthquake. Under these circumstances, please review the information included in those specific sections of this Handbook.
- D. If power is lost to all or a portion of the building, Building Management will immediately contact SCE&G. If appropriate, Building Management will also contact the building's electrical contractor for assistance. It may take an hour or longer before Building Management has a complete understanding of the problem and a forecast of when power will be restored. Information on the situation will be disseminated to all building tenants as it becomes available.
- E. In the event of an extended power outage (with no other extenuating circumstances - severe weather, earthquake, etc.), it is likely Building Management will *recommend* all tenants evacuate the building in an orderly manner utilizing the building's stairwells. Although evacuation is recommended, each tenant must decide whether or not to evacuate their suite. Please remember, there is an elevated risk of personal injury in a building that has no power for lighting. Please advise the management office if you choose to close your office early.

- F. For power outages that occur during normal business hours, it is likely the building will remain open. Incoming tenants and visitors, will be advised of the situation and that they are entering the building at their own risk.
- G. Should your office choose to evacuate the building, please lock all suite doors and turn off all lights in the office. Office equipment should also be turned off prior to evacuating the suite. All precautions should be taken to protect office equipment from damage in the event power to the building is restored before re-entry into the suite.
- H. If you are trapped in an elevator, DO NOT PANIC!!!! Use the telephone in the elevator cab to contact the answering service and explain your circumstance. The Building Management office and the elevator contractor will be immediately contacted and an elevator mechanic will be dispatched to the building. Thereafter, the building engineer or security officer will locate your elevator and confirm help is on the way. The elevator mechanic will safely remove you from the elevator shortly after his arrival to the building. Do not attempt to get out of the elevator on your own – the cab could shift and cause you great harm!

X. SEVERE WEATHER

A. *Types of Weather Conditions*

In general, there are two types of unusual weather conditions which may occur and for which extraordinary precautions should be taken.

1. SEVERE THUNDERSTORM DEFINITION

The local weather service will issue advisories predicting areas of probable severe thunderstorm activity and the estimated duration of such activity.

2. TORNADO WARNING DEFINITION

An alert by the National Weather Service confirming a tornado sighting and location. The weather service will announce the approximate time of detection and direction of movement. Wind speeds will be 75 mph or greater.

B. *Basic Instructions For Storm Emergencies (See Exhibit C)*

- 1. If a damaging storm occurs.
 - a. Move away from the exterior of the building to an elevator lobby or an interior room without windows.
 - b. Report any damage or storm related leaks to the Management Office.
- 2. If a Tornado Warning is issued.
 - a. Assemble in the stairwells or an interior portion of the floor not exposed to windows (restrooms, elevator lobbies in center of building that are free from glass, interior conference rooms, storage rooms, corridors & closets)
 - b. Leave exterior offices and close the door behind you
 - c. DO NOT TAKE THE ELEVATORS!
 - d. DO NOT LEAVE THE BUILDING!
 - e. Remain in the holding area until the “all clear” is given by Building Management or the National Weather Service

XI. EARTHQUAKE SAFETY PROCEDURES

Earthquakes are one of the nation's most frightening natural phenomena. When an earthquake occurs, the ground will shake perceptibly for a relatively short time, perhaps only for a few seconds or for as much as a minute in a great earthquake.

A. Precautions To Take During The Earthquake

1. Try to remain calm and reassure others.
2. If you are indoors, move immediately to a safe place. Get under a desk, table, or work bench if possible. Stand in an interior doorway or in the corner of a room. Watch for falling debris or tall furniture. Stay away from windows and heavy objects (i.e. refrigerators, machinery, bookcases, file cabinets, etc) that may topple or slide across the floor.
3. Do not run for exits, stairways may be broken or jammed with people. Power for elevators may fail to operate. Seek safety where you are at the time of the incident and then leave calmly if evacuation is necessary.
4. Do not be surprised if the electricity goes out, or if the elevator, fire and burglar alarms begin to ring, or if the sprinkler systems are activated. Turn off all electrical equipment. Expect to hear noise from breaking glass, cracks in the walls and falling objects.
5. If you are outdoors, try to get into an open area, away from building and power lines.
6. Do not be surprised if you feel more than one shock. After the first motion is felt, there may be a temporary decrease in motion followed by another shock (this phenomenon is merely the arrival of a different seismic wave from the same earthquake). Also, aftershocks may occur several minutes, several hours, or even several days afterward. Sometimes aftershocks will cause damage or the collapse of structures that were already weakened by the main earthquake.

B. Precautions To Take After The Earthquake

When the shaking stops, there may be considerable damage and people may be injured. It is particularly important everyone remain calm and begin the task of taking care of one another. The first concern is for those who are hurt and the next concern is to prevent fires. After that, damage can be assessed and remedial measures begun.

1. Remain calm and take time to assess your situation.
2. Help anyone who is hurt, and administer emergency first aid when necessary. Cover injured persons with blankets to keep them warm. Seek medical help for those who need it.
3. Check for fires and fire hazards. Put out fires immediately if you can.
4. Check for damage to utilities and appliances. Shut off.
5. Shut off water mains if breakage has occurred. When time and conditions permit, report utility damage to the utility companies and follow their instructions.
6. Do not light matches or use open flames of any type. Do not turn on electrical switches or appliances until you are certain there are no gas leaks.
7. Do not touch power lines, electric wiring or objects that are in contact with them.

8. Do not use the telephone except to call for help or to report serious emergencies (medical, fire, or criminal) or to perform some essential service. Jammed telephone lines interfere with emergency services and it is thoughtless to use the phone for personal reasons or to satisfy curiosity. When the emergency is clearly over, contact relatives and friends so they will know you are safe and where you are located.
9. Be certain sewer lines are not broken before resuming regular use of toilets.
10. Clean up and warn others of any spilled materials that are dangerous (i.e. chemicals, gasoline, etc.).
11. Listen to the radio for information about the earthquake and disaster procedures.
12. Be prepared to experience aftershocks. They often do additional damage to buildings already weakened by the main shock.
13. Use great caution when entering or moving about in a damaged building. Collapses can occur without much warning and there may be danger from gas leaks, electrical wiring, broken glass, etc.

There are no rules which can eliminate all earthquake danger. However, damage and injury can be greatly reduced by following the simple rules contained in these procedures.

XII. ENVIRONMENTAL SPILL OR LEAK

It is the responsibility of each handler of hazardous materials to know all regulations affecting the handling, storage or transportation of those materials. If you have any questions regarding what materials may be covered, contact the Federal Environmental Protection Agency or local authorities. Notify the Management Office of any materials stored or handled on your premises. Material Safety Data Sheets (MSDS) should be maintained and be readily available in case of an emergency.

EXHIBIT A

Synergy Executive - Site Map



***Tenant Event Areas are highlighted**

EXHIBIT B

Please see below next page.

	Date of Incident	Day of the week
	Time of Incident	Shift
	Date Reported	Post
	Time Reported	IR Number

Type of Report: Check Appropriate Box Incident Report <input type="checkbox"/> Safety/Hazard Report <input type="checkbox"/> Vehicle Accident <input type="checkbox"/> Medical Emergency <input type="checkbox"/>									
Account Information									
Account/Site		Address			State	Zip	Phone		
Describe Incident:									
Reporting Officer:				How Report Received: In Person <input type="checkbox"/> By Phone <input type="checkbox"/> Responded To <input type="checkbox"/>					
Notifications									
Supervisor/ Manager	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Name			Time Arrived		Time Departed	
Management	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Name			Time Arrived		Time Departed	
Client	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Name			Time Arrived		Time Departed	
Description of Property / Equipment / Vehicle									
Make or Brand		Model		Color	Year	License or Serial Number			
Person Reporting: Check One		Complainant <input type="checkbox"/> Victim <input type="checkbox"/> Witness <input type="checkbox"/> Client Employee <input type="checkbox"/> Tenant <input type="checkbox"/> Visitor <input type="checkbox"/> Vendor <input type="checkbox"/>							
1. Name		Work Phone		Cell Phone		Home		Sex	Male <input type="checkbox"/> Female <input type="checkbox"/>
Home Address				Company Name & Address					
2. Name		Work Phone		Cell Phone		Home		Sex	Male <input type="checkbox"/> Female <input type="checkbox"/>
Home Address				Company Name & Address					
Narrative Section (Include all details - WHO, WHAT, WHEN, WHERE, WHY and HOW) Use additional pages if needed.									
Officer Signature:					Date Completed:				
Reviewing Supervisor:					Signature:			Date: / /	
								Page of	

Exhibit C

Bomb Threat/Nuisance Call Check List

At _____ a.m./p.m., a telephone call was received at telephone number _____, extension _____.

The following message was received

1. **Get the caller to repeat the message** (“ . . . I’m sorry, would you say that again, please . . . “).

2. **Do not interrupt the called while he/she is talking.**

3. **Try to keep the caller talking!** (Use your imagination; try not to sound concerned).

4. **Questions to ask the caller**

What does the bomb look like?

When is the bomb going to explode?

Where is it right now?

What kind of bomb is it?

What is your address?

What is your name?

5. **Call Description**

Sex of Caller _____ Race _____ Age _____ Length of Call _____

6. **Caller's Voice Description**

_____ Normal	_____ Well Spoken	_____ Calm	_____ Taped
_____ Crackling Voice	_____ Deep	_____ Excited	_____ Message
_____ Disguised Voice	_____ High	_____ Laughter	_____ Read by Caller
_____ Stutter	_____ Slow	_____ Irrational	
_____ Lisp	_____ Fast	_____ Incoherent	
_____ Raspy	_____ Soft	_____ Familiar Voice	
_____ Accent	_____ Loud		
_____ Nasal	_____ Slurred		
_____ Heavy Breathing			

Other Description _____

7. **Background Noises**

_____ Street traffic	_____ Factory Noises	_____ Animals
_____ Office Machines	_____ Household Noises	_____ Voices
_____ PA System	_____ Phone Booth	_____ Motor Running
_____ Music	_____ Static	

Other Description _____

This Report Was Prepared By _____

EXHIBIT D

Severe Weather Procedures

Please visit The South Carolina Emergency Management Division website for additional information.

A. *Types of Severe Weather Warnings*

1. Tornado Watch
 - a. Conditions are favorable for a tornado.
 - b. Precautionary Alert - Listen to radio or television.
2. Tornado Warning
 - a. Tornado has been spotted in the area.
 - b. Seek Shelter.

B. *Activation of Weather Related Procedures*

If a Tornado is sighted in the area and the Emergency Management Division activates and alert, Floor Wardens should direct personnel to move to safe areas on their floor. Safety measures that should be taken in the event of a Tornado Warning are as follows:

1. Close blinds in all exterior offices.
2. Close all doors of offices that lead to the outside or have exterior windows or glass.
3. Move to a safe area on your floor. (See Below)
4. Move quickly and calmly – Do not stop to look out windows.
5. In the event of severe weather, no one should leave the building.
6. All elevators will be brought to the 1st floor until the “All Clear” signal is given by Building personnel.
7. Your emergency plan should not be to evacuate to the 1st floor lobby. Due to large amounts of glass, this area is not one of the safest areas in the building.
8. When the severe weather condition is no longer a threat, Building Management will give an “All Clear” signal.
9. After the “All Clear” is given, inspect your office area for any damage. If no damage is found, you may return to your work area. Report any emergencies (i.e. fires, leaks, structural damage, etc.) to building personnel.

C. *Tornado Warning Safe Areas*

1. Interior rooms with no glass (conference rooms, storage rooms, corridors, closets)
2. Restrooms
3. Stairwells without windows
4. Elevator lobbies in the center of the building that are free of glass
5. Never leave the building and never evacuate to the 1st floor.

EXHIBIT E

Evacuation - What to Do & What Not to Do

What to Do

- ❖ KEEP CALM!!
- ❖ Know at least two evacuation routes out of the building.
- ❖ Close doors behind you after rooms have been evacuated.
- ❖ Check all doors to see if they are hot before opening. If hot to the touch, do not open. You should proceed to the nearest alternate stairwell evacuation route on your floor. If you have proceeded down three floors to enter your designated meeting area and you find that stairwell door is hot to the touch, continue down to the next floor below.
- ❖ Remove high heels.
- ❖ Form a single file in the stairwell and keep right. Hold handrails.
- ❖ Obey instructions given by emergency personnel.
- ❖ Assist anyone in distress.
- ❖ Be ready to merge with other people evacuating the building.
- ❖ When moving to the emergency stairwell, stay low, crawl along floor if necessary.
- ❖ If necessary, clear the way for the Fire Department, coming up the stairwell.

What Not to Do

- ❖ Do not panic!
- ❖ Do not run!
- ❖ Do not use elevators.
- ❖ Do not go back for personal or business items.
- ❖ Do not go into stairwells filled with smoke.
- ❖ Do not shout or talk loudly.
- ❖ Do not smoke.
- ❖ Do not congregate by stairwell doors or on landings. Go to designated meeting area.
- ❖ Do not attempt to go to the roof. There is no provision for roof evacuations.

EXHIBIT F

If You Discover a Fire . . .

- ❖ *Walk calmly to the nearest stairwell exit and activate the pull station.*
- ❖ *Assist any person in distress.*
- ❖ *If the stairwell is clear of smoke, use the stairwell to exit the building.*
- ❖ *Proceed to your designated meeting area and wait for further instructions from your safety warden.*
- ❖ *Do not return to your floor until you have received an “all clear sign” from Building Management or the local fire officials.*
- ❖ *Know the location of fire extinguishers and how to use them.*
- ❖ *Refer to “Exhibit D”, Evacuation – What to Do & What Not to Do, for specific evacuation instructions.*

EXHIBIT G

Suspicious Packages

FBI

Advisory

If you receive a suspicious letter or package

What should you do?

- 1

Handle with care

Don't shake or bump
- 2

Isolate and look for indicators
- 3

Don't Open, Smell or Taste
- 4

Treat it as Suspect!

Call 911

If parcel is open and/or a threat is identified...

<p>For a Bomb</p> <p>Evacuate immediately</p> <p>Call 911 (Police)</p> <p>Contact local FBI</p>	<p>For Radiological</p> <p>Limit Exposure - Don't Handle</p> <p>Distance (Evacuate area)</p> <p>Shield yourself from object</p> <p>Call 911 (Police)</p> <p>Contact local FBI</p>	<p>For Biological or Chemical</p> <p>Isolate - Don't Handle</p> <p>Call 911 (Police)</p> <p>Wash your hands with soap and warm water</p> <p>Contact local FBI</p>
--	--	--

Police Department _____

Fire Department _____

Local FBI Office _____




(Ask for the Duty Agent, Special Agent Bomb Technician, or Weapons of Mass Destruction Coordinator)

REPRODUCED BY THE FBI/DOJ OFFICE OF COMMUNICATIONS
 REPRODUCED BY: 8-1000-1000-0000

EMERGENCY PROCEDURES

FIRE EXTINGUISHER

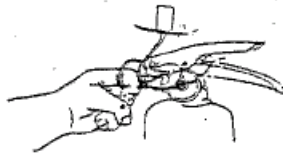
**YOUR
FIRE EXTINGUISHER**

LETTER SYMBOL	TYPES OF FIRES	PICTURE SYMBOL
A	FOR WOOD, PAPER, CLOTH, TRASH, AND OTHER ORDINARY MATERIALS.	
B	FOR GASOLINE, GREASE, OIL, PAINT AND OTHER FLAMMABLE LIQUIDS.	
C	FOR LIVE ELECTRICAL EQUIPMENT.	

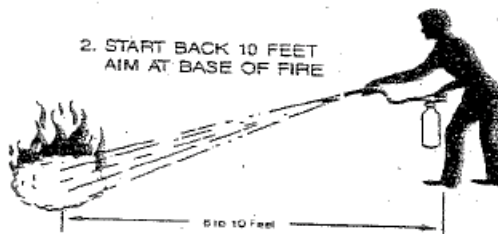
Your extinguisher is rated ABC and will extinguish all of the above type fires.

HOW TO USE

1. HOLD UPRIGHT—PULL RING PIN (TO SNAP SAFETY SEAL)



2. START BACK 10 FEET
AIM AT BASE OF FIRE



3. SQUEEZE LEVER
SWEEP SIDE
TO SIDE

