

2015
**Emergency Preparedness/
Floor Warden
Training Guide**



VORNADO
CHARLES E. SMITH

1666 K Street has been designed and constructed to meet or exceed applicable building code requirements for the safety of tenants and visitors. Nevertheless, certain situations may occur that require the prompt response, complete cooperation and swift action of tenants for both their personal security and welfare as well as the protection of their premises.

It is important to note that the life safety and property protection systems in place at 1666 K Street will only provide the designed security benefit if people respond accordingly.

Floor wardens are the front lines in an emergency. Quick actions, clear thinking and calm leadership are keys to effective emergency response.

This manual will provide a summary of the life safety systems in the building followed by actions steps to be taken in the event of the following emergencies:

- Fire / Evacuation
- Medical Emergency
- Bomb Threat
- Hazardous Materials Spill
- Workplace Violence
- Tornadoes
- Power Failure
- Elevator Entrapment
- Shelter in Place
- Active Shooter
- Earthquake

This manual should be:

- Read
- Understood
- Reviewed periodically
- Followed by everyone in the tenant's organization

The property management staff is always available to answer any questions regarding its content or any other life safety issues.

Each tenant is required to appoint at least two individuals within their organization to serve as Floor Warden and Deputy Warden. Each should receive a copy of the Warden Training Guide.

It will be their responsibility to:

1. Ensure that all employees thoroughly understand the procedures. The floor warden team leader should review the training videos available on the Electronic Tenant Handbook, take the accompanying tests and ensure other team members do the same.
2. Personally execute certain procedures and direct the actions of the tenant's employees during an emergency.
3. Act as the communications contact between the tenant's employees and public security organizations such as the Fire and Police Departments or the Property Management Office in the event of an emergency.

FLOOR WARDEN TEAM ROSTER

The Property Management Staff would appreciate receiving the following information from your organization. Please complete this electronic form and email it to the Property Manager. For questions about the form, please contact your Property Manager, [insert name], or Property Administrator, [insert name], at [insert telephone number].

FLOOR WARDEN CONTACT – Stairwell Monitor⁴

Name:			
Email Address:			
Telephone #:		Other #:	

FLOOR WARDEN CONTACT – Stairwell Monitor

Name:			
Email Address:			
Telephone #:		Other #:	

FLOOR WARDEN CONTACT – Stairwell Monitor

Name:			
Email Address:			
Telephone #:		Other #:	

FLOOR WARDEN CONTACT – Elevator Monitor⁵

Name:			
Email Address:			
Telephone #:		Other #:	

FLOOR WARDEN CONTACT – Elevator Monitor

Name:			
Email Address:			
Telephone #:		Other #:	

FLOOR WARDEN CONTACT – Elevator Monitor

Name:			
Email Address:			
Telephone #:		Other #:	

FLOOR WARDEN CONTACT – Mobility Impaired Assistant⁶

Name:			
Email Address:			
Telephone #:		Other #:	

⁴ Stairwell Monitor – checks stairwells for smoke, holds stairwell doors open, and directs the safe and efficient flow of traffic in the stairwells

⁵ Elevator Monitor – directs people away from the elevators and to the nearest safe exit stairwell

⁶ Mobility Impaired Assistant – help those with either permanent or temporary mobility challenges.

FLOOR WARDEN TEAM ROSTER

The Property Management Staff would appreciate receiving the following information from your organization. Please complete this electronic form and email it to the Property Manager. For questions about the form, please contact your Property Manager, [insert name], or Property Administrator, [insert name], at [insert telephone number].

FLOOR WARDEN CONTACT – Mobility Impaired Assistant

Name:			
Email Address:			
Telephone #:		Other #:	

FLOOR WARDEN CONTACT – Mobility Impaired Assistant

Name:			
Email Address:			
Telephone #:		Other #:	

Tenant Assembly Area	
Alternate Assembly Area:	

VORNADO

CHARLES E. SMITH

Fire Warden Checklist

Date: _____

Name: _____

Floor/Area of responsibility: _____

1. Please Identify those Individuals who did not evacuate the building

Name

Location

2. Please Identify any handicapped individuals remaining in the building

Name

Location

Fire/Evacuation

LIFE SAFETY SYSTEMS

The building's major systems are:

1. Fire detection and location of systems for each floor
 - Smoke detectors
 - Water flow alarms
 - Pull stations
2. Emergency alarm
 - A very audible alarm
 - Activates on floor of incident and floors immediately above and below in buildings with high rise systems / or general evacuation (building specific)
3. Communications
 - Fireman's phones in the stairwell on each floor
 - Emergency "hands free" phones in each elevator, which are tied directly to the Kastle Systems monitoring center
4. Fire suppression
 - Automatic sprinklers
 - Standpipe system (in each stairwell to provide a dedicated, high volume fire fighting water source)
 - Fire pump system (specially designed pump to maintain water pressure for sprinklers and standpipe system)
5. Stairwell enclosures
 - Doors and walls have a 2 hour fire safety rating
6. Elevator recall
 - Returns all elevator to Lobby of non-fire floor when smoke is detected in the building
7. Stairwell lock release
 - Stairwell doors with Kastle readers automatically release locks when a fire alarm is activated

8. Emergency power generator
 - Automatically starts when power failure occurs
 - Provides over 6 hours of power for:
 - ✓ Life safety system
 - ✓ Fire pump
 - ✓ Stairwell and exit lights
 - ✓ Emergency lighting
 - ✓ Security system
 - ✓ Limited elevator usage
9. Fire control room
 - Strategically located adjacent to the main lobby,(usually) accessible from the exterior
 - Controls and monitors above mechanical and electrical systems
 - Communications and command center for Fire Department during emergency
10. Electronic Security
 - Monitors detection and alarm systems 24 hours per day, 7 days per week
 - Contacts fire department, or police as appropriate, and property management staff immediately upon receipt of any emergency signal
 - Monitors emergency phones in elevator cabs 24/7 and contacts Kastle and property management staff immediately upon notification of an entrapment or other emergency
 - Releases locks on main entrance door immediately upon receipt of emergency signal and when power failure occurs to permit entry by Fire, Police and other emergency teams

Definitions

Assembly Area

- The area outside the building where occupants will gather and take roll call in an evacuation.
- Assembly areas should be at least 300 feet from the building, offer sufficient space for all evacuees, and be in a safe location.
- Coordinate with adjacent building tenants, managers and/or owners.
- There should be a primary and secondary/or alternate assembly area located in opposite directions from the building.

Persons Requiring Assistance

- Any occupant who would have trouble evacuating the building via the stairwells without assistance. Impairments may be permanent (wheelchair) or temporary (pregnancy, injury, post-surgical, etc.).

Area of Refuge

- The place where mobility impaired occupants and their warden team assistant (buddy) will wait during an evacuation. Areas of Refuge in DC and Arlington must meet certain requirements.
- Should be:
 - Street side window
 - Adjacent to a stairwell
 - Accessibility to a hardline phone
 - Closeable door
 - Signage

Shelter in Place

- The response used when it is safer inside the building than out.
 - Occupants either remain at their work area if the intent is to “seal” the building to mitigate the effects of potentially harmful substances located outside.
- OR**
- Occupants gather near the core of the building in pre-defined shelter areas on each floor if the intent is to use the building structure to protect its occupants.

Emergency Team Roles and Duties

The Emergency Team is comprised of building staff and floor wardens on each tenant floor. The roles include:

- Property Manager
- Engineering
- Security
- Porters
- Floor Warden Teams

Floor Warden Teams

The floor warden team in each tenant space consists of:

- **Floor Warden.** The warden leads the response on his or her space. Responsibilities include:
 - Ensuring evacuation routes are clearly identified and are not obstructed.
 - Ensuring that floor team members receive proper training.
 - Notifying Property Manager of any Persons Requiring Assistance (name, work location, phone and e-mail, type of disability, mobility needs) during an emergency. A list should be maintained in the Fire Control Room and updated throughout the year.
 - Maintaining a current list of all team members with phone numbers and email addresses and updating Property Manager on changes to floor warden team members.
 - Leading emergency response for tenant, including remaining in communication with Property Manager and accounting for all employees.
- **Deputy Warden.** The deputy warden assists the floor warden as needed and assumes floor warden duties when the floor warden is away.
 - Search floor to ensure everyone has heard the announcement and responds to instructions. If possible should designate male/female to assist in search.
 - If SIP situation, close operable windows, interior doors, and shut down supplemental air (HVAC) if applicable.
 - If evacuation situation, lead evacuees down stairwell to assembly area.
- **Stairwell Warden**
 - Report to assigned stairwell.
 - Inspects stairwells for smoke or obstructions prior to allowing evacuees to enter and descend.
 - Once stairwell has evacuated, evacuate yourself.
 - If SIP situation, report to stairwell and ensure doors to stairwell are closed.
 - In SIP situation, if any occupants desire to evacuate, direct them to the designated evacuation stairwell. Take their name and inform they will not be permitted to reenter until situation has been cleared by authorities.
- **Helper Warden**
 - Assist Persons Requiring Assistance to floor's designated Area of Refuge. Identify all in room who require assistance.
 - Notify Arlington Fire of location and number of people and type of impairments.
 - Notify Floor Warden of number of people and type of impairments.
 - Remain in area of refuge until fire department arrives, or if they do not arrive and it's safer to evacuate do so assisting Person's Requiring Assistance.

As staffing allows, fill these additional warden team roles:

- **Elevator Monitor.** Upon direction to shelter in place or evacuate, the elevator monitor takes up position at the floor's elevator lobby and directs occupants to the shelter in place area or the stairwells.
- **Assembly Area Monitor.** This person assists the floor warden in taking roll call at the assembly area.

General Evacuation Procedures

Used when it is safer outside the building than in, evacuations can be:

- Partial - only those on certain floors leave
- Full - everyone in the building leaves

Only stairwells may be used in fire evacuations, however during fire evacuations elevators are not to be used for evacuations. During a non-fire evacuation as directed by the Fire Department elevators “may” be used depending on circumstances.

Warden Team Response

- The warden team will wear an identifiable vest, hat and armband which are supplied by the tenant.
- Stairwell monitors inspect stairwell for presence of smoke or other hazards prior to entering.
- Direct floor occupants to nearest safe exit stairwell.
- Searchers inspect all areas of floor after areas have been vacated. Close but do not lock doors when areas are “all clear”.
- Instruct occupants on where to go (exit building and head to assembly area). Remind occupants:
 - Do not carry beverages, laptops, purses, or other objects
 - Stay to their right in the stairwell to make room for firefighters who may be coming up
 - Remain quiet and listen for instructions
- Helper Wardens move Persons Requiring Assistance to designated Area of Refuge and await emergency personnel. Do not block stairwells. The Helper Warden should communicate with a Floor Warden who will then report to the Property Manager.
- Upon arrival at assembly area, confirm all floor occupants are accounted for.

ABC's of Assembly Areas

- A** nearby location beyond 300 feet from the building
- B** nearby location with another structure between the assembly point and your building
- C** outside the immediate area (several blocks away)

An alternate location in an opposite direction should also be identified as a backup assembly area

Before an Emergency

- Know the location of their nearest (primary) stairwell exit and an alternate (secondary), and how to move between the two. Also know where those stairwells terminate.
- Know the location of their external assembly areas. Establish one primary and two alternate in different locations.
- Know the identity of their floor warden(s).
- Read and understand any emergency response instructions provided by the building, their employer, or their warden team.
- Participate in all fire and emergency evacuation drills.
- Notify their floor warden of any permanent or temporary condition that would make it difficult to evacuate the building via the stairwells.
- Maintain personal emergency supplies, including water and a 72-hour supply of critical medicines.

During an Evacuation

- Follow the directions provided by the floor warden team, Property Manager or emergency responder.
- Under the direction of the floor warden team, evacuate the building if so directed and proceed to the assembly area.
- Remain calm and quiet and listen for instructions.
- Do not use elevators in a fire evacuation.
- Do not take anything into the stairwell that could pose a hazard to fellow evacuees, such as beverages, laptops, boxes, etc.
- Feel door handles before entering a stairwell. If hot, find another stairwell. If smoke is present, move to an alternate stairwell.
- If smoke is present, stay low.
- No one shall reenter the building without permission from the proper authority.

If an Occupant Discovers Fire or Smoke

- Pull the fire alarm at the nearest exit stairwell.
- Call 911 with additional information such as:
 - Building address
 - Exact location of the fire (floor and location on the floor)
 - Source and severity of fire if known
- Alert those around you.
- Notify the floor warden.
- Confine the fire by closing doors, but do not lock them.
- Relay relevant information to the Property Manager.
- Evacuate immediately if safety is jeopardized or the fire alarm is sounded, and proceed to your external assembly area.
- Report all fires to the Property Manager, even if they are extinguished quickly.

If an Occupant is Trapped by Fire and Cannot Evacuate

- Barricade self in a closed office space, preferably one on the perimeter of the building far from the fire. Close all doors between self and the fire on the way.
- Place jackets, cloth, or paper under the door to prevent smoke from entering.
- Call 911 and provide your exact location. Stay on the line until the dispatcher ends the call.
- If the room has a window, place a large “HELP” sign so that it is visible from the street
- Do not break windows unless smoke is filling the room and you are having trouble breathing.

Emergency Evacuation of Persons Requiring Assistance

The Property Manager must maintain a list of all permanently or temporarily Persons Requiring Assistance who would need assistance in an evacuation. This list will include:

- Their suite location
- Telephone number(s)
- The name of their assigned emergency floor team assistant, and will be posted in the Fire Control Room.

This listing should be updated when a tenant moves in or out of the building, or at least semi-annually, when fire drills are conducted. The Floor Warden should assist in keeping this up-to-date.

Area of Refuge

In an evacuation, Persons Requiring Assistance will remain on their floor and await help from firefighters or other emergency responders. On any floor with a person needing assistance in an evacuation, the floor warden team shall identify an area of refuge where the person can wait for help to arrive.

This Area of Refuge may be the stairwell landing only if the stairwell landing is sufficiently large to accommodate the mobility impaired person and their assistant and allow full, unrestricted passage by other evacuees.

If the stairwell landing is not large enough, the floor warden team will identify an area of refuge with the following characteristics:

- Street side window.
- As close to a stairwell as possible.
- Large enough to accommodate a wheelchair.
- Either separated from the remainder of the floor by a smoke barrier or protected by sprinklers
- Equipped with 2-way communication provided by the tenant.
- Containing posted instructions near the communication system providing:
 - Instructions on how to use the communications device
 - Directions to other means of egress
 - Information on the planned availability of assistance in the use of the stairs
 - Instructions for those able to exit via the stairwell to do so, unless they are remaining to assist someone
- Identified with signage including “Area of Refuge” and the international symbol of accessibility on all doors leading into the refuge area.



Area of Refuge

Persons Requiring Assistance Evacuation Procedures

In the event of an emergency requiring evacuation:

- A Persons Requiring Assistance assistant (buddy) proceed to their assigned person and help them prepare to evacuate
- Proceed to the Area of Refuge
- Report exact location to the floor warden team
- Await help from firefighters or emergency responders
- If conditions become unsafe, alert emergency responders that evacuation will be attempted, and by which route. Proceed into and down the nearest safe stairwell using assisted evacuation devices (if available) or assisted carry techniques.

Medical Emergency

Occupants, wardens, and staff should administer first aid only if trained and if there is no risk of injury. Be particularly careful of contamination by blood-borne pathogens.

Do not administer first aid, CPR or use an AED unless specifically trained.

Warden Team Response

- Do not move the person. Administer first aid only if you are trained to do so.
- Call 911 and provide the address, floor, and suite number.
- Call the Property Manager and building security if there is a lobby guard present.
- Alert your floor warden, who will post a team member at the elevator lobby to meet emergency responders and lead them to the person.
- If medical emergency is inside the building, engineering or building staff will provide elevator independent service and hold an elevator at lobby level for use by emergency responders.

Bomb Threat

All bomb threats should be taken seriously. Never touch a suspicious object. If you receive a call:

- Keep the caller on the line as long as possible
- If you can, signal to a co-worker to call 911
- Ask specific questions
 - Where is the bomb?
 - When will it detonate?
 - What's it made of?
 - Why did you plant it? etc.
- Write down all details (use the bomb threat checklist provided at the end of this document.)
 - Caller's age, gender, accent
 - Background noises
 - Was the caller agitated, calm, etc.
- Upon completion of the call, immediately complete a bomb threat checklist

Warden Response - Bomb Threat

- Keep a bomb-threat checklist; keep copies near telephones and reception areas. (See Bomb Threat Checklist)
- Be familiar with caller ID procedures.
- If a bomb threat is received by telephone:
 - Do not hang up. Get as much information as possible about the bomb's location, type and 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.

Warden Response – Suspicious Package

- When a suspicious package or item is found, do not touch it. Clear the immediate area and notify police and the property management office; call security if appropriate.
- Turn off and do not use cell phones, pagers, or other personal electronic devices.

Bomb Threat Checklist

Follow these guidelines if you receive a telephone bomb threat:

- Keep the caller on the line as long as possible
- Ask him/her to repeat the message
- If possible, record every word spoken by the caller
- Inform the caller that the building is occupied
- Pay particular attention to background noises

Ask the caller the following questions, if possible:

When is the bomb going to explode? _____

Where is it right now? _____

What does it look like? _____

What kind of bomb is it? _____

What will cause it to explode? _____

Did you place the bomb? _____

Why? _____

What is your address? _____

What is your name? _____

Record the exact wording of the threat:

Gender of caller: _____ Local or foreign accent: _____ Approximate age: _____

Threat Language

- | | | | |
|--------------------------------------|-------------------------------------|---|--------------------------------|
| <input type="checkbox"/> Well-spoken | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Educated | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Irrational | <input type="checkbox"/> Scripted Message | |

Voice of Caller:

- | | | | | |
|--|------------------------------------|---|--|------------------------------------|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal | <input type="checkbox"/> Angry | <input type="checkbox"/> Stutter | <input type="checkbox"/> Excited |
| <input type="checkbox"/> Lisp | <input type="checkbox"/> Rapid | <input type="checkbox"/> Raspy | <input type="checkbox"/> Soft | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Ragged | <input type="checkbox"/> Laughter | <input type="checkbox"/> Clearing Throat | <input type="checkbox"/> Crying |
| <input type="checkbox"/> Deep Breathing | <input type="checkbox"/> Normal | <input type="checkbox"/> Cracking Voice | <input type="checkbox"/> Distinct | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Whispered | <input type="checkbox"/> Accent | | |
| <input type="checkbox"/> Familiar; if voice is familiar, whom did it sound like? _____ | | | | |

Background Sounds:

- | | | | | |
|---|---|--|--|------------------------------------|
| <input type="checkbox"/> Street Noises | <input type="checkbox"/> Factory Machines | <input type="checkbox"/> Voices | <input type="checkbox"/> House Noises | <input type="checkbox"/> PA System |
| <input type="checkbox"/> Static | <input type="checkbox"/> Music | <input type="checkbox"/> Office Noises | <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Motor |
| <input type="checkbox"/> Other, describe: _____ | | | | |

Date and time of threat:	
Name and position of person who took the threat:	
Number at which threat was received:	

Hazardous Materials Spill

Hazardous materials include many common items, such as paint thinners, solvents, hydraulic fluid, etc.

Do not attempt to clean up a hazardous material spill unless specifically trained to do so.

Warden Response

- Alert the Property Management office and, if appropriate, call security.
- If someone is overcome by fumes or has injuries, call 911. Apply first aid only if the nature of the threat is known and there is no risk of personal injury. Otherwise, wait for emergency responders to provide aid.
- Evacuate part or the entire floor as necessary. Prevent people from approaching the substance.
- If safe to do so, determine the quantity of released material and whether the spill is contained or spreading.

Workplace Violence

Should you feel threatened by an angry or suspicious person, remove yourself from the situation and call 911.

General Response

- Quickly and quietly remove yourself from a situation where someone becomes excessively angry and you are concerned for your safety. Alert your supervisor and the property management office and, if appropriate, call security.
- If you cannot remove yourself from the situation, listen quietly and do not argue.
- Remain observant but do not stare.
- In a hostage situation:
 - Remain calm and non-threatening
 - Move slowly
 - Comply with demands.
 - Engage in conversation so long as it does not provoke the hostage taker; do not engage in political or ideological discussions
 - Stay low if possible
 - Do not attempt to escape unless there is an extremely safe opportunity highly likely to succeed
- In a rescue situation, you may be mistaken for a hostage taker. Do not argue or resist. Wait until the chaos subsides.

Warden Response

- If a violent encounter occurs on Occupant floor, immediately alert 911.
- Provide assistance if safe to do so.
- Move occupants to positions of safety away from the event.

Tornadoes

Although tornadoes in the region are rare, they do occur.

Warden Response

- Move occupants away from the perimeter of the building to a “safe area” near the core of the building.
- Close the door to all exterior offices.
- Do not evacuate the building.
- Do not use elevators.
- Wait for further instructions from the Property Management Office.

Power Failure

If the building power supply is interrupted, the emergency generator will activate within a matter of seconds. **The generator will provide sufficient electricity to operate Life Safety systems, including fire and smoke detection systems, the building emergency communication system, limited elevator operation and all emergency lighting.**

Tenants do not have to close their business for the day or evacuate the building unless instructed to do so by the Property Management office through the designated tenant contact.

If a power interruption occurs after business hours, the Property Management office will notify the designated tenant contact.

Elevator Malfunction or Entrapment

Should an elevator malfunction prevent you from reaching the floor you have selected follow these procedures:

General Response

- Remain Calm.
- Do NOT attempt to force the elevator doors.
- Use the communication intercom located in each cab to communicate with **Kastle Systems/ Datawatch [select one]** at any time, 24 hours per day, 7 days per week, including Holidays. When you are IN the elevator cab and facing the doors to exit, the phone button is located under the Floor Selection and Control Panel on the LEFT side, identified by a phone receiver symbol, and is activated by pushing the button. Press and release the button and wait for a **Kastle Systems/ Datawatch [select one]** operator to respond. Please note that it may take a few moments for the connection to be established.
- Provide the Kastle operator with the following information:
 - ***You are in Elevator # ____ (the cab number is on the RIGHT side above the Floor Selection and Control Panel)***
 - ***You are located at Floor # ____ (the floor number is shown in the Floor Indicator display above the Floor Selector and Control Panel near the top of the cab)***
 - ***Your name and company***
- **Kastle Systems/ Datawatch [select one]** will notify the Property Management office during normal business hours and the Tenant Service Center after hours. The elevator maintenance company will be promptly contacted for an emergency-priority dispatch of a mechanic to the building, regardless of the time of day.
- Assistance will reach you as rapidly as possible.
- You can communicate with **Kastle Systems/ Datawatch [select one]** personnel as frequently and as much as you need to during the time you are temporarily stopped by using the communication intercom.

Shelter in Place

Certain events will require building occupants to remain in the building. There are two reasons for Sheltering-in-Place.

- The intent is to “seal” the building to mitigate the effects of potentially harmful substances located outside.
- The intent is to use the building structure to protect its occupants.

General Response

- The intent is to “seal” the building to mitigate the effects of potentially harmful substances located outside.
 - Workers remain at their workstations.
 - Close all interior doors.
 - Close and secure all operable windows.
 - If floor has supplemental HVAC, turn off.
 - Elevators may not be available.
- The intent is to use the building structure to protect its occupants. Occupants move to designated “safe area” located in buildings core, either on their floor or on another floor.
- Be prepared by having any items needed to stay in place for an extended period of time. These might include:
 - Change of clothes
 - Pillow, blanket, etc
 - Food
 - Toiletries
 - Medications
 - Flashlight
 - Comfortable pair of walking shoes

We strongly recommend that each firm create an internal Shelter in Place program designating safe areas, a communication plan and other contingencies.

For additional information on creating Shelter in Place plans you may visit the following websites:

- www.Redcross.org/preparedness
- www.nationalterroralert.com

Active Shooter

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims.

General Response

Active shooter situations are unpredictable and can escalate quickly, often ending within 5 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. Circumstances may change and plans will need to be altered quickly as new information becomes available.

The following actions are recommended in an Active Shooter situation:

Get out – move away from the perpetrator or evacuate the building

Call out- when safe, call 911. Do not assume that someone else has called

Hide out – when it is not safe to evacuate

Keep out - seek shelter in a locked room, using heavy furniture to block the door

Take out - prepare an attack plan if the shooter tries to enter an occupant's hiding place.

For additional information about Active shooter you may visit the following websites:

- www.dhs.gov – “Active Shooter Pocket Card”; and “Active Shooter: How to Respond”

Earthquake

General Response

The safest place to be during an earthquake is underneath a protective object near the building's core. Do not try to exit the building, as areas immediately around tall buildings are among the most dangerous places to be. In the event of an earthquake:

- Drop to the floor.
- Take Cover under a desk, sturdy table or other piece of furniture that is away from windows. DO NOT get in a doorway.
- Hold on until the tremors have ceased.

When this is not possible:

- **Crouch against an interior wall away from windows (not in a doorway).**
- **Protect your head and neck.**
- **Stay clear from anything that could shatter or fall.**
- **Remain in-place until all tremors have ceased.**

If tenants elect to self-evacuate or if an evacuation is deemed necessary, follow evacuation procedures outlined earlier in this document.

Emergency Communication

Vornado/Charles E. Smith uses VornadoConnect for emergency notifications to building occupants. The system delivers mass notifications almost instantly via any or all of the following devices:

- cell phones
- text messaging
- email
- office and home phones

In the event of an emergency, the Property Manager will send out a message using either pre-scripted notifications or will create their own notification using Notify. Recipients can respond back following the directions and response options provided.

Using the url to access VornadoConnect, tenants may log-in and update their own profile.

Tenants may consider including contact information for other critical corporate contacts and Floor Warden Team members so that we can reach out to the entire team in the event of an emergency situation in the building.

Training

Occupants are encouraged to train their staff on emergency response procedures at new hire orientation and annually thereafter.

Floor warden team members will receive training annually on emergency procedures and team member roles and responsibilities.

Training for general employees should be held annually and should cover the entirety of this emergency plan including but not limited to fire and emergency alarm signals, evacuation routes and procedures, areas of refuge, and exterior assembly areas.

Preparedness

No one knows where he or she will be when a disaster strikes. Local officials and relief workers may not be able to reach everyone right away. It is important for individuals and companies to make plans in advance and work together as teams.

Each tenant should include the following steps in their emergency planning process, and encourage their employees to do the same where appropriate.

- Sign up for emergency alerts.
- Create a corporate emergency preparedness plan
- Create a personal response plan.
- Practice and maintain plans.
- Purchase or make disaster supply kits.
 - Office Kit to keep in a place for office staff to access easily and quickly.
 - Car Kit to keep in the trunk of a car.
 - Personal Go Kit to keep in the office and at home.

For additional information about Emergency Preparedness and Emergency Alert Systems you may visit the following websites:

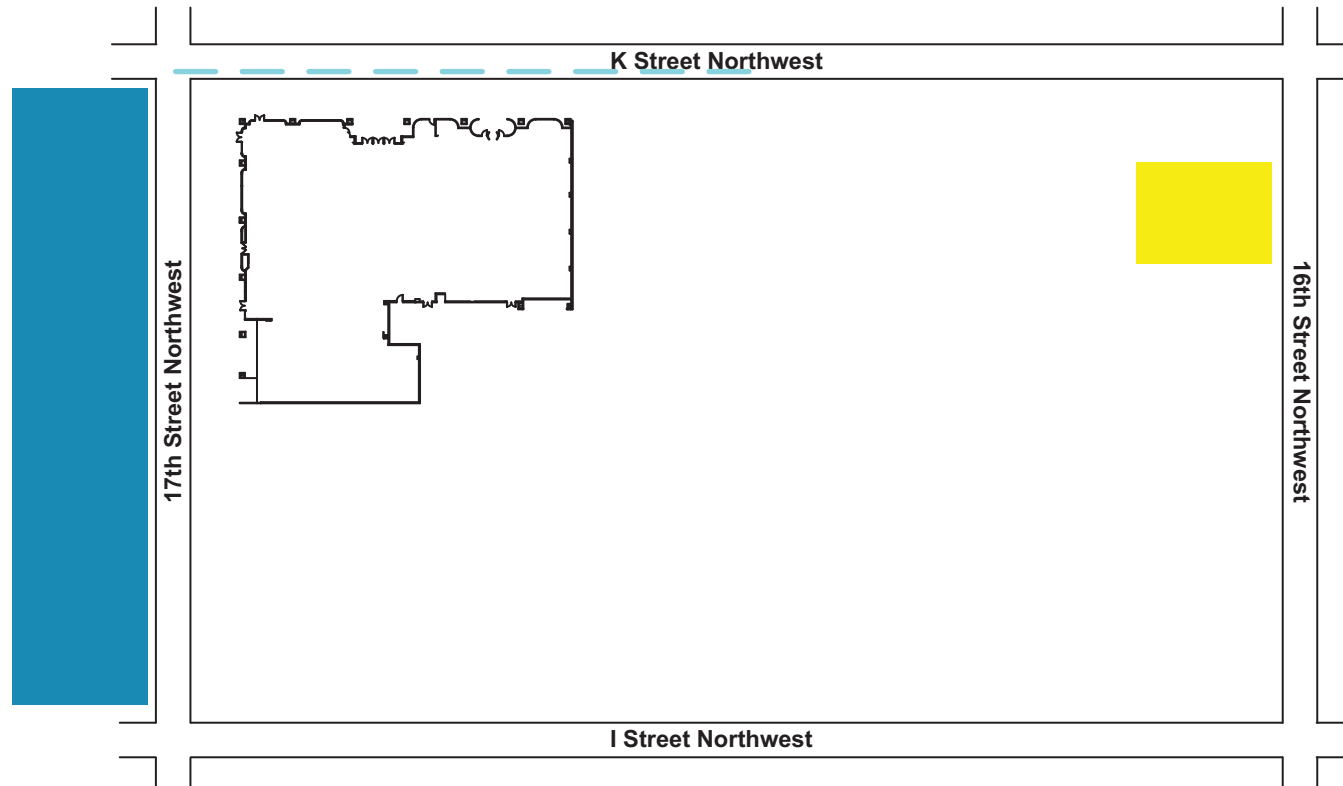
- www.fema.org
- www.readyrating.org (Red Cross membership program for preparedness)
- www.preparedness360.org (Developing a Shelter-in-Place Plan)
- www.arlingtonalert.com
- www.fairfaxcounty.gov/cean
- <https://textalert.ema.dc.gov>
- <https://alert.montgomerycountymd.gov>



1666 K Street Northwest

Emergency Plan Diagram

Site Plan
VORNADO
CHARLES E. SMITH



Tenant Assembly area located west of 17th Street NW in Farragut Square Park (area in blue) and on the west side of 16th Street NW in front of P.J. Clark's restaurant. Stairs A and B are scissor stairs.

Occupants using Stair A should exit the stair on the 1st floor, through the single door. Then through the loading dock double doors, exiting to the alley. Follow the alley left to K Street. Turn right on K Street and proceed (east) to 16th Street. Turn right at 16th street (south), proceed approximately 100 feet to the assembly area in front of P.J. Clark's restaurant. (area in yellow)

Occupants using Stair B should exit on the first floor through the main lobby doors and turn left (west) on K Street. Cross 17th street and proceed to the Farragut Square Park Assembly area (area in blue).

— Fire Department Vehicle Access



Fire Hydrant

Building Located in DC Ward #2

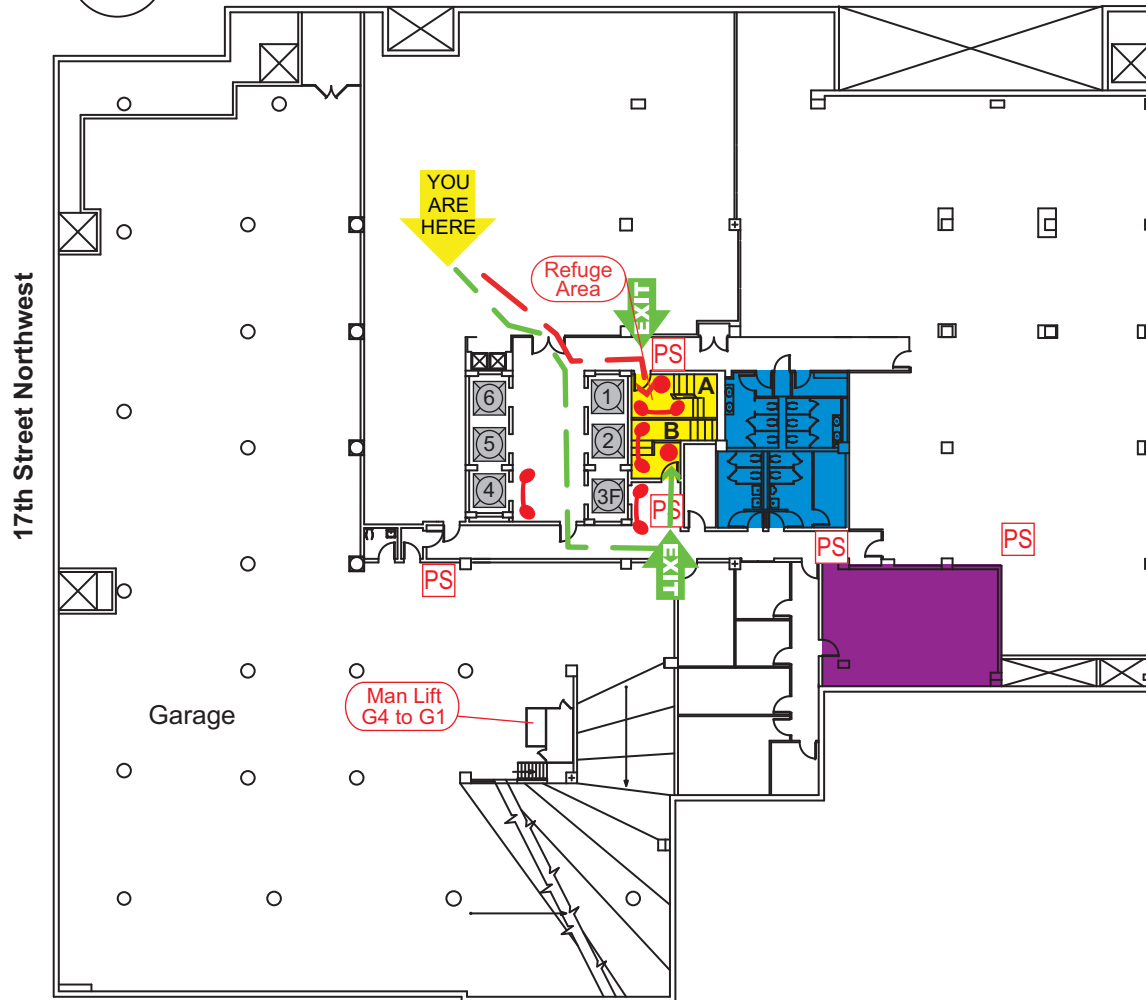


1666 K Street Northwest

K Street Northwest

Emergency Plan Diagram

Floor **G1**
VORNADO
CHARLES E. SMITH



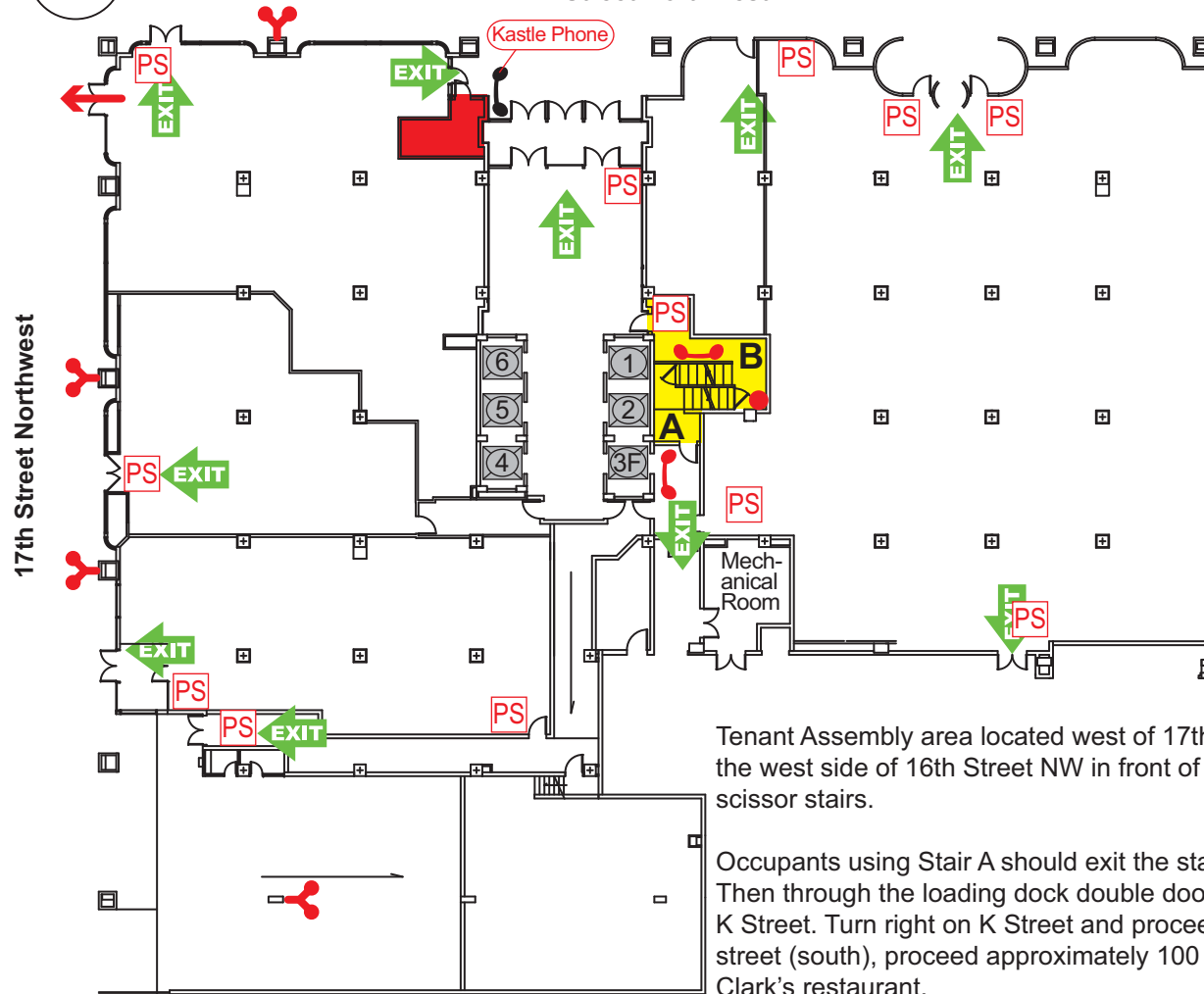
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Floor 01
(Street Level)



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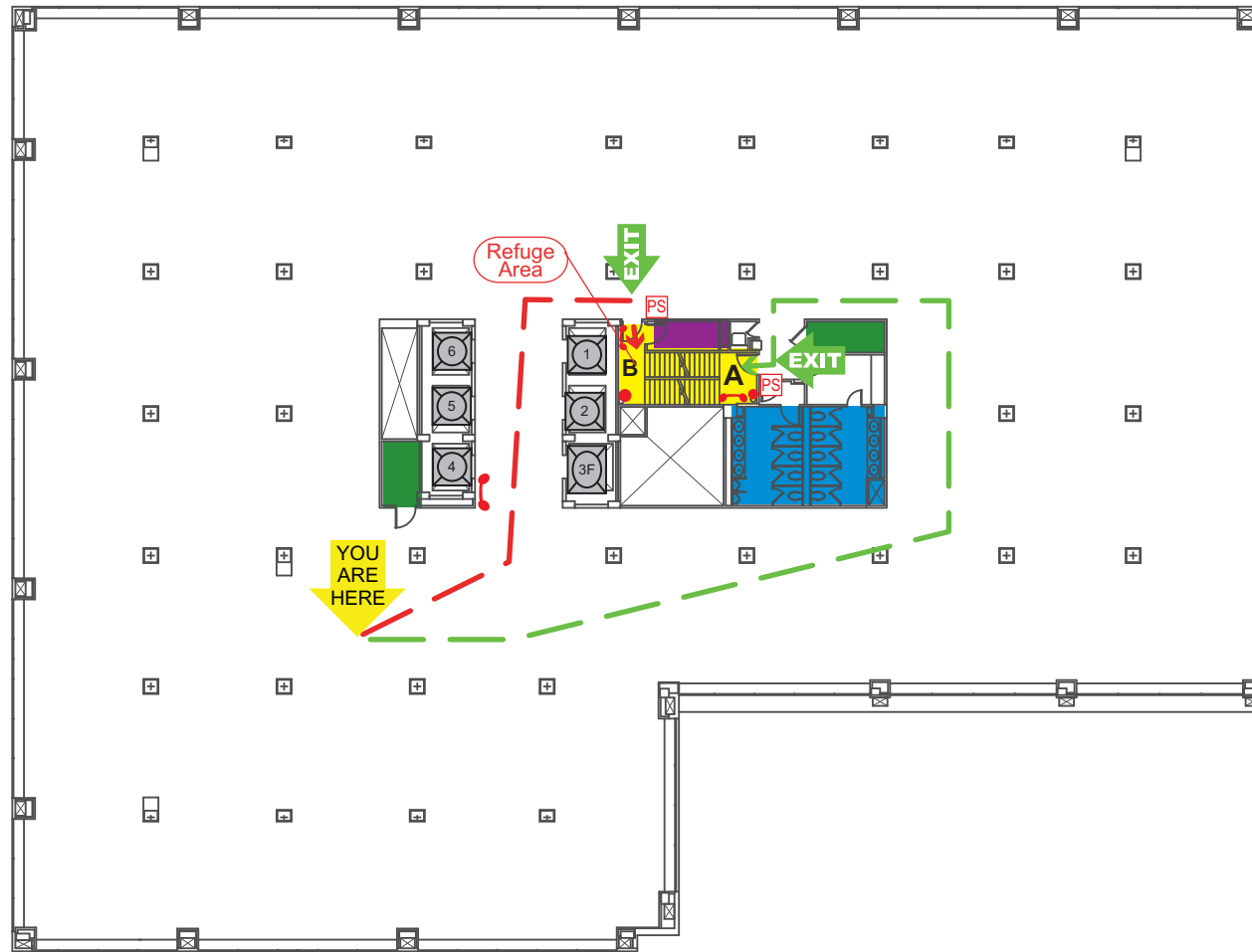
1666 K Street Northwest

Emergency Plan Diagram

Floor 11
VORNADO
CHARLES E. SMITH

K Street Northwest

17th Street Northwest

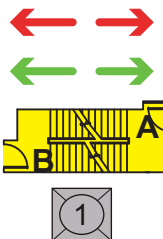


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Primary Exit Route

Secondary Exit Route

Exit Stairwell
with Designation

Elevator Car
with Designation



Fire Extinguisher



Pull Station



Firemen's Phone



Standpipe Outlet



Restroom



Telephone
Closet



Electrical
Closet