



BUILDING EMERGENCY MANUAL

1333 MAIN STREET
COLUMBIA, SC



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Section I WHAT TO DO IF YOU DISCOVER A FIRE

A. FIRE PROCEDURES

1. Pull the nearest fire alarm located outside each of the two Stairwells.
2. **IMMEDIATELY CALL 911** relaying the following information: Location of the fire, material burning (i.e. wood, wiring, paper, chemicals, etc.), severity and size of fire, your name, phone number and location.
3. Close doors around fire to contain and isolate the fire.
4. Floor Wardens and Deputy Floor Wardens initiate fire emergency procedures.
5. Evacuation process begins immediately on the floors affected (typically, source floors and two floors above and one floor below.) Floor Wardens and Deputy Floor Wardens ensure that their floors are properly evacuated. Floor Wardens on all other floors should make preparations in case evacuation is ordered.
6. Follow instructions from Fire Department, Public Safety, or Building Management.
7. If fire is discovered after hours, as soon as the situation will allow, notify the following people in the following order:

<u>NAME</u>	<u>BUSINESS PHONE</u>	<u>MOBILE PHONE</u>
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**EMERGENCY ACTION DIRECTOR/
PROPERTY MANAGER:**

Jonathan W. Harvey	Main (803) 779-7777	(803) 603-9913
	Direct (803) 744-6862	

**DEPUTY EMERGENCY ACTION DIRECTOR/
BUILDING ENGINEER:**

Jim Cross	Main (803) 779-7777	(803) 476-5075
	Direct (803) 744-6849	

B. HOW TO USE THE FIRE EXTINGUISHER

Fire extinguishers are located on each floor near each stairwell.

1. **P - Pull** ring pin while holding extinguisher upright.
2. **A - Aim** at base of the fire, standing back 8 ft. from fire.
3. **S - Squeeze** the trigger handle.
4. **S - Sweep** the extinguisher from side to side.
5. Instructions on how to use the extinguisher are provided on the sides of the unit.

NEVER FIGHT A FIRE ALONE.

C. FIRE DRILLS

1. The Emergency Action Director shall arrange regular fire drills annually, and shall coordinate with the Building Management and the Fire Department. Such testing will familiarize key personnel with their emergency duties and responsibilities, and will help evaluate the procedures of the Fire Safety and Evacuation Plan.
2. Those persons who will be expected to participate are the Floor Wardens, Deputy Floor Wardens, Tenant Contacts, Building Managers and Building Engineers.
3. Other employees in the building may continue work as usual unless otherwise requested.
4. Floor Wardens should write a brief report of the fire drill for future reference by the Building Management. Included should be any problems encountered, any equipment or procedures that did not work and who did or did not participate.

Section II**FIRE SAFETY DESCRIPTION****A. PURPOSE**

1. The purpose of this plan is to establish procedures for the systematic, safe and orderly evacuation of all occupants in the Building.

OSHA Subpart L (Fire Protection 1910.38) requires all covered employers to establish and maintain a written "Emergency Action Plan" in all Operating buildings where ten (10) or more employees are permanently assigned.

B. OBJECTIVE

1. The primary objective is to prevent and/or minimize personal injury and property damage.
2. In order to meet our primary objective, the plan includes procedures for training the Building occupants to insure the prompt reporting of fire, the proper response to fire alarms and the immediate initiation of fire safety procedures.

C. EQUIPMENT INFORMATION

1. The Building incorporates the following fire safety features:

a. BUILDING WIDE FIRE DETECTION SYSTEM:

A building wide fire detection system consisting of heat sensors, smoke detectors and manual pull stations each of which will activate enucicators on all floors. Information produced by this system, upon activation, is received at a central monitoring panel, located in the Maintenance Office located just off of Main Lobby, and by the 24-hour monitoring company who immediately dispatches the fire department. When an alarm is activated, alarms will sound throughout the entire building. There is **NO DELAY** in evacuating the building when an alarm sounds. People on the affected floors should begin evacuating the building **IMMEDIATELY**.

b. FIRE HOSE CONNECTIONS:

Fire hose connections are located on each floor near the stairwells **TO BE USED BY THE FIRE DEPARTMENT ONLY**.

c. STAIRWELL EXITS:

There are two stairwell exits on each floor, located in the common corridor – one each on the North and South ends of the Building. Both stairwell empty on the Basement floor and then out into the rear parking lot.

This parking lot will serve as the “assembly area” for our building. Please check in with your company’s appointed Floor Warden or Deputy Floor Warden. As personnel are accounted for, wardens should report to and update Building Management on their status. Do not leave the “assembly area” without alerting your Floor Warden or Deputy Floor Warden.

c. STAIRWELL EXITS:

Evacuees need to stay to the outside (right side) of the stairwell, allowing the fire department to travel along the inside of stairwells.

d. **HVAC SYSTEM:**

System is automatically shut-off if smoke is present in ducts.

e. **FIRE EXTINGUISHER:**

Two (2) Type ABC fire extinguishers are located on each floor: one by each of the two stairwells.

f. **ELEVATORS:**

All elevator cabs are equipped with automatic dialers located in the **emergency call box** below the right side control panel. Pushing the button denoted "Call" dials the Elevator Call Center and allows for two-way conversation.

g. **FIRE SPRINKLERS:**

All levels of the Building have a wet fire suppression sprinkler system. Control valves for each floor are located inside the South Stairwell.

D. **ORGANIZATIONAL CHART AND RESPONSIBILITIES OF EMERGENCY ACTION POSITIONS**

To effectively implement the provisions of this Fire Safety and Evacuation Plan, a Fire Safety Organization shall be established and structured as follows:

1. EMERGENCY ACTION DIRECTOR - provided by CB Richard Ellis | Columbia
2. DEPUTY EMERGENCY ACTION DIRECTOR - provided by CB Richard Ellis | Columbia
3. FLOOR WARDEN (two per floor or more if needed) - provided by Tenant
4. DEPUTY FLOOR WARDEN (two per floor or more if needed) - provided by Tenant

1. **EMERGENCY ACTION DIRECTOR:**

The Emergency Action Director shall be an individual who spends most of his/her working hours in the building and who is thoroughly familiar with the building. This individual will typically be the Property Manager.

a. **RESPONSIBILITIES IN THE EVENT OF FIRE OR OTHER EMERGENCIES:**

1. Responsible for insuring that the Fire Department has been notified.
2. Responsible for initiation and supervision of emergency procedures.
3. Responsible for coordination with the Fire Department and other emergency personnel.

b. **GENERAL RESPONSIBILITIES:**

1. Be thoroughly familiar with the Fire Safety and Emergency Evacuation Plan.
2. Periodically review the Plan and update it as changes become necessary.
3. Coordinate with Building's Tenants to insure the Floor Wardens and Deputy Floor Wardens are assigned to each floor at all times.
4. Coordinate with Building Management, tenant representatives and Fire Department representatives to conduct fire and evacuation drills.
5. Coordinate with Building Management, Floor Wardens, Deputy Floor Wardens, and representatives of the Fire Department for the orientation and training of fire detection, evacuation, and fire fighting procedures.
6. Responsible for designation of locations for regrouping outside of the building for each floor's occupants. Responsible for instructing Floor Wardens and Deputy Floor Wardens where their assembly areas are located.
7. Maintain a current list of all persons who may need assistance in evacuating the building. This list will include: Name, Floor, Location, Employer, and nature of assistance needed.

2. **DEPUTY EMERGENCY ACTION DIRECTOR:**

The Deputy Emergency Action Director shall also be an individual who spends most of his/her working hours in the building and who is thoroughly familiar with the building.

a. **RESPONSIBILITIES IN THE EVENT OF FIRE OR OTHER EMERGENCIES:**

1. Responsible for insuring that the Fire Department has been notified.
2. Responsible for initiation and supervision of emergency procedures.
3. Responsible for coordination with the Fire Department.

b. **GENERAL RESPONSIBILITIES:**

1. Be capable of assuming the responsibilities and duties of the Emergency Action Director in the event of his/her absence.
2. Assist the Emergency Action Director in his/her duties as may be necessary from time to time.
3. In the event of fire or other emergencies, be available to follow instructions of the Emergency Action Director.

3. **FLOOR WARDENS:**

The Floor Wardens are responsible for following instructions of the Emergency Action Director, to implement in an orderly manner an approved evacuation plan upon notification from Building Management.

The Floor Warden is appointed by the persons representing each tenant occupying each floor of the building. Each floor should have at least two Floor Wardens. Floor Wardens should be identified by **Traffic Vest** or **Emergency Tote Bags**.

a. **RESPONSIBILITIES IN THE EVENT OF FIRE OR OTHER EMERGENCIES:**

1. At the sound of the alarm, organize your emergency team.
2. Handout team assignments guides and emergency supplies.
3. Initiate Evacuation Plan.
4. Ensure that ALL evacuation procedures are conducted.
5. Provide information on the status of your area.
6. Report to your assembly area.

b. **GENERAL RESPONSIBILITIES:**

1. Familiarize co-workers with your Suite and the Building layouts, emergency evacuation routes and exits.
2. Attend fire safety training arranged by Building Management.
3. Review tenant responsibilities with co-workers.
4. Periodically examine stairwell doors to insure that they are maintained in the CLOSED position and that no doors are obstructed or inoperable. Stairwell doors should NOT be propped open for any reason.
5. Responsible for insuring that the Deputy Floor Wardens have received proper training and instruction.
6. Responsible for notifying the Emergency Action Director when any changes in office locations, employment status and/or replacement of Floor Wardens, Tenant Contacts, and assistants that may effect evacuation procedures.
7. Responsible for updating and maintaining a current written list of all persons needing assistance in evacuating their floor and for providing a copy of that list to the Emergency Action Director. The Floor Warden shall make arrangements for an "Assistance Monitor" to assist these persons until emergency personnel arrive.
8. Responsible for ensuring that the Deputy Floor Wardens and all floor personnel are knowledgeable of the locations of assembly areas outside the building.

4. DEPUTY FLOOR WARDENS (Searchers, Monitors, and Assistance Monitors):**a. RESPONSIBILITIES IN THE EVENT OF FIRE OR OTHER EMERGENCIES:**

1. At the sound of the alarm, immediately report to the Floor Warden for your assignment guides.
2. When the Evacuation Plan is implemented, your duties may be one or more of the following:

Searcher:

1. Conduct a survey of your area, including restrooms, breakrooms, and out-of-the way areas to ensure all personnel have been evacuated.
2. Close but do not lock doors. Check closed doors with the back of your hand. If hot, do not open.
3. If smoke is present - Crawl.
4. If conditions permit, turn off equipment.
5. Report to your assembly area.

Monitor:

1. Check stairwell to ensure it is clear of smoke or fire.
2. Direct personnel to the appropriate exit.
3. Advise personnel to remain calm and precede single file down the stairwell.
4. Check with searchers to ensure everyone has evacuated.
5. **Report to your Floor Warden, the names and locations of persons waiting for evacuation assistance.**
6. Report to your assembly area.

Assistance Monitor:

1. Stay with your assigned "person-needing-assistance" until emergency personnel arrive.
2. Wait just outside the stairwell. If smoke is present, wait just inside the stairwell.
3. Ensure that your location is given to your Floor Warden.
4. When emergency personnel arrive, report to the assembly area.
5. Report to the Floor Warden or designee, the name and location of person successfully evacuated.

4. **DEPUTY FLOOR WARDENS (Searchers, Monitors, and Assistance Monitors):** (continued)
 - b. **GENERAL RESPONSIBILITIES:**
 1. The Deputy Floor Warden assumes all duties of the Floor Warden Assistants in his/her absence.
 2. Responsible for calm, speedy, and thorough evacuation of their area through designated exits to designated assembly areas.
 3. Responsible for insuring that all persons needing assistance in their area have someone assigned to them.

5. **SECURITY OFFICER:**
 - a. **RESPONSIBILITIES IN THE EVENT OF FIRE OR OTHER EMERGENCIES DURING BUSINESS HOURS:**
 1. Notify Building Management of alarm condition.
 2. Monitor main lobby. Do not allow anyone to use elevators!
 3. Ensure that main entrance points are kept clear for emergency personnel.

 - b. **RESPONSIBILITIES IN THE EVENT OF FIRE OR OTHER EMERGENCIES AFTER BUSINESS HOURS:**
 1. At the sound of an alarm, use enunciator panel to determine location of alarm.
 2. Initiate **ALL FLOORS** evacuation procedures.
 3. Call Fire Department to confirm dispatch. Ask that Police Department be dispatched for additional security.
 4. Prevent anyone from entering building.
 5. Initiate Emergency Call List procedures.
 6. Ensure that night cleaning supervisor has accounted for all cleaning personnel.

 - c. **GENERAL RESPONSIBILITIES:**
 1. Be thoroughly familiar with the Fire Alarm Panel located at the security desk.
 2. Be thoroughly familiar with the Fire Safety and Emergency Evacuation Plan.
 3. Constantly monitor Fire Alarm Panel located at the security desk.
 4. Monitor all exits on first floor, and make sure they are secure and unobstructed.
 5. Security is responsible for maintaining control of the situation until Emergency personnel arrive.

E. TENANT RESPONSIBILITIES

1. Become familiar with building layout and emergency evacuation routes and exits.
2. Tenants should cooperate with the Floor Wardens, Deputy Floor Wardens, Emergency Action Director, Deputy Emergency Action Director, Building Management, and local authorities at all times to help prevent fire and other emergencies. Everyone is expected to participate in safety drills and evacuate calmly and quickly during any alarm.
3. Tenants should develop a safety-first attitude. Report any observed safety risk immediately. All fires should be taken seriously.

DO NOT PANIC OR TAKE UNNECESSARY RISKS!**F. MANAGEMENT RESPONSIBILITIES**

1. Responsible for training personnel in emergency procedures necessary to ensure:
 - a. Immediate disciplined initiation of emergency procedures in proper sequence.
 - b. Be able to make sound evaluations of the situation.
2. Responsible for the identification of the Management Agent.

CB Richard Ellis | Columbia
1333 Main Street
Suite 700
Columbia, SC 29201
(803) 779-7777
3. Responsible for updating the Fire Safety and Evacuation Plan.
 - a. The Building Fire Safety and Evacuation Plan is to be revised and updated by the Emergency Action Director.
 - b. Revisions must be issued promptly as conditions which may precede changes become known.
 - c. The Emergency Action Director shall regularly check with all Floor Wardens to insure that their knowledge of the Fire Safety and Evacuation Plan, assigned areas, and assigned evacuation exits are up-to-date and complete.
4. Responsible for the orientation and continued training of our Emergency Action Positions.
 - a. The Emergency Action Director is responsible for coordinating with the Management on training of Floor Wardens, Deputy Floor Wardens, and occupants in the Fire Safety and Evacuation Plan.
 - b. The Emergency Action Director will also arrange for a representative from the Fire Department to present their program at least once a year.

Section III**EVACUATIONS****A. EVACUATION PLAN**

1. When the decision to evacuate has been made by the Emergency Action Director, the Floor Warden(s) will notify the Tenants. Specific evacuation instructions will be given at this time.

B. EVACUATION PROCEDURES

1. After receiving the order for building evacuation by the Emergency Action Director or the Deputy Action Director, the following steps should be taken:
 - a. Upon notification of evacuation, use the exit plan applicable to the area you are in at that time. DO NOT return to your work area for any reason. EXIT the building IMMEDIATELY! Proceed to the assembly area in the rear parking lot.
 - b. Use stairwell exits ONLY. DO NOT USE elevators!
 - c. Follow the oral instructions given by the Floor Wardens.
 - d. Stay in a single file down stairways keeping to the outer wall (right side).
 - e. Keep calm!
 - f. DO NOT RUN!
 - g. Do not leave the exterior evacuation assembly area without informing your Floor Warden or Deputy Floor Warden that you are safely out of the building. Floor Wardens will conduct employee counts and report results to building management.
 - h. Inform your Floor Warden if you need assistance in evacuating. The Floor Warden will assign someone to stay with you. Wait just outside the stairwell; if smoke or other danger is present, wait just inside the stairwell. Emergency personnel will arrive soon to assist you.
2. IF FIRE LOCATION PREVENTS YOUR EVACUATION:
 - a. If possible, go to a window office.
 - b. Close and seal door with cloth (drapes or clothing, etc.)
 - c. Call 911 and report type of emergency, building address, floor and suite number.
 - d. Stay on line as long as possible.
 - e. Go to outside window and wave your arms to try to attract attention.
 - f. Do not break or open windows except as a last resort - due to heavy smoke, fire, etc.

C. EMERGENCY PROCEDURES FOR THE EVACUATION OF DISABLED TENANTS

1. Please advise Property Management and the Fire Department of any disabled employees. This information is kept on file for use in emergency situations.
2. The Fire Department requests that disabled employees develop a buddy system with another employee. The non-disabled employee will be responsible for assisting the disabled employee in an emergency situation.
3. The Fire Department advises the following steps for disabled employees:
 - a. Get the disabled person to the stairway. The disabled person should wait just outside the stairway in the corridor, while a runner is sent down the stairs to request assistance from the fire official in charge.
 - b. Disabled tenants should develop a buddy system with one or two employees in their office.
 - c. The non-disabled tenants will be responsible for assisting the disabled employee in an emergency situation.

Section IV**EMERGENCY MEDICAL PLAN****A. GUIDELINES FOR MEDICAL EMERGENCIES**

1. **Dial 911** and give building name, address, company name, floor/suite number, and type of emergency or nature of injury.
2. Stay on the telephone until they tell you to hang up.
3. Designate someone to stay with the injured parties until help arrives.
4. Designate someone to wait in the floor elevator lobby to direct emergency personnel to the scene.
5. Notify Building Management Office at (803) 779-7777 **immediately**.
6. Building Management will lock off service elevator, meet emergency personnel, and direct them to the scene.

B. RESPONSIBILITIES OF EMERGENCY ACTION DIRECTOR/SECURITY OFFICER

1. Notify Building Management.
2. Designate someone to wait in the lobby for emergency personnel.
3. Lock off service elevator for use by security personnel.
4. Notify Security.

Section V OTHER EMERGENCIES

A. NATURAL DISASTERS

In order to minimize injuries, loss of life and damage to property, it is necessary to outline responsibilities and actions covering natural disasters involving a hurricane, tornado, flood, thunderstorm, or earthquake. Therefore, this plan is developed to improve the building's emergency preparedness and response capability.

1. HURRICANE/TORNADOES/FLOODS

Hurricane/tornado/flood alerts are identified as:

- a. A **"Watch"** which is an alert that means conditions are extremely favorable to expect a hurricane/tornado/flood.
- b. A **"Warning"** indicates that a hurricane/tornado/flood has been sighted or has been indicated on radar.
- c. In the event of either alert, the National Weather Service interrupts local radio stations through the Civil Defense Emergency Broadcasting System to make the public aware of conditions. Building Management constantly monitors National Oceanic & Atmospheric Administration (NOAA) through tone-alert radio.

2. NATURAL DISASTER ACTION STEPS:

- a. Hurricanes - stay indoors, away from windows until storm has passed.
- b. Tornadoes - take shelter in small interior rooms or corridors **away** from outside walls and glass crouch down and cover your head with your arms.
- c. Thunderstorms - avoid objects that may attract lightning; do not use the telephone unless it is an emergency.
- d. Earthquakes - stay indoors away from windows and take cover under sturdy furniture or stand in an inside doorway.

In the event a hurricane, tornado or flood is forecast, the Emergency Action Director will monitor the storm advisories issued by the (NOAA), and will decide what action, if any, is necessary.

If the storm emergency is during normal business hours, and enough warning time is given, an evacuation of the building may be ordered. If the emergency is after business hours, the Emergency Action Director will notify tenants of any damage to the space. After the emergency has passed, the decision to have employees report to work is left up to the discretion of the tenant unless the local authority issues a mandate.

B. UTILITY OUTAGES/WATER SERVICES**1. WATER SERVICES:**

In the event the water to the building is interrupted, the following procedures will be initiated:

RESPONSIBILITIES OF THE EMERGENCY ACTION DIRECTOR:

- a. Notify the Fire Department.
- b. Notify all tenants and Building Management.
- c. Determine the length of the outage.
- d. Notify Security of the outage.
- e. Based on the length of the outage, determine the habitability of building with Building Management, ownership and tenants.
- f. After service is reestablished, have Building Management and Maintenance check all system operation, notify Fire Department, all building tenants, and Building Management.

2. ELECTRIC POWER OUTAGE

In the event the building loses electrical power, the building is equipped with an emergency generator that provides power for emergency lighting sufficient to evacuate the building and elevators.

RESPONSIBILITIES OF THE EMERGENCY ACTION DIRECTOR:

- a. Notify SCE&G of the outage and try to determine the duration of the outage.
- b. Cut off non-essential equipment to reduce the load on the generator.
- c. Notify tenants and Building Management.
- d. Arrange for security to secure the building.
- e. If the duration is expected to be lengthy, evacuate the building.
- f. Notify Fire Department.

C. BOMB THREATS**1. INDIVIDUAL RECEIVING BOMB THREAT:**

It has been clearly proven that the large majority of these calls are indeed false alarms, meant only to disturb or disrupt the normal work of a person or company. However, at no time should any call be regarded as just another false alarm. When a call is received, follow these procedures:

- a. Attempt to keep the caller on the line as long as possible and to obtain as much information as possible. (Location, time of detonation, description, and reason) Ask the caller to repeat the message and attempt to determine characteristics of caller (sex, age, race, accent, etc.)
- b. If a threat is received in written form, immediately notify Building Management and avoid further handling of any of the material once the threat has been identified.
- c. Tell the caller the building is occupied and it might cause the death of some innocent people.
- d. Listen for background noises that might help in determining where call was made.
- e. At the conclusion of the call, immediately report the call to the Building Management Office at (803) 779-7777 and give them as much information as possible and complete the attached "Bomb Threat Telephone Report" form.
- f. If evacuation is necessary, the Building Management Office will notify you as to the evacuation plan to use.
- g. If you determine that employees and visitors are in imminent danger and you cannot reach the Building Management Office in a reasonable length of time, you may determine it prudent to exercise your independent judgment and evacuate your personnel without being given specific routes to follow according to the Evacuation Plan.

2. SUSPECTED BOMB (SAFETY PRECAUTIONS):

The safety precautions enumerated below are designed to acquaint you with the dangers inherent in the search, discovery and handling of "Suspected Bombs".

While some of the following safety precautions may seem elementary, do not dismiss them as unimportant, nor take them for granted --- because adequate knowledge of their precautionary provisions may save your life, the lives of your fellow employees and tenants, and the lives of the individual customers and visitors who daily frequent the building.

- a. Do not use radio equipment to transmit messages.
- b. Do not "change the lighting conditions"!
- c. Do not smoke!
- d. Do not accept the contents of any container as "bona fide", simply because it was delivered by "routine means"!

SUSPECTED BOMB (SAFETY PRECAUTIONS): (continued)

- e. Do not accept container markings and/or appearance as sole evidence of their content's identification and legitimacy!
- f. Do not touch a "suspected bomb"!
- g. Do not shake, shock or jar a "suspected bomb"!
- h. Do not carry a "suspected bomb".
- i. Do not assume that a "suspected bomb" is of a specific (high explosive or incendiary) type!
- j. Do not open any "suspicious" container or object!
- k. Do not cut a string, cord or wire on a "suspicious" container or object!
- l. Do not cut or remove the wrapper on a "suspicious" container.
- m. Do not unscrew the cover of a "suspicious" container or object!
- n. Do not move the "latch" or "hook" on the cover of a "suspicious" container or object!
- o. Do not raise or remove the cover of a "suspicious" container!
- p. Do not change the position of a "suspicious" container!
- q. Do not place a "suspicious" container or object into water.

3. **RESPONSIBILITIES OF THE EMERGENCY ACTION DIRECTOR:**

- a. Notify appropriate Emergency Personnel
- b. Decision is made to evacuate or not evacuate.
- c. Notify tenants of decision.
- d. Set up a designated Command Post per local authority.
- e. The Fire Department will be in charge of the situation.
- f. Notify building ownership and all tenants.
- g. Follow the procedures in the building evacuation plan.

D. EXPLOSIONS

Upon receiving notification that an explosion has occurred, the Tenant contact should obtain the following facts:

1. Name of person calling
2. Location of person calling
3. Exact location of explosion
4. Cause (if known) of explosion
5. Extent of casualties
6. Did explosion cause fire, and if so, what location
7. Your name
8. Immediately report the explosion to the Management Office at (803) 779-7777.

If the explosion occurred during non-working hours, dial 911 and give the following information:

1. Your name, location and phone number
2. Your company's name
3. Exact location of explosion
4. Cause of explosion
5. Any reasons you have to believe explosion was caused by a bomb
6. Extent of casualties and number and type of injuries
7. Whether explosion caused fires, if so, location of fire

The following steps should also be taken:

1. Determine necessity of notifying other employees and visitors.
2. Move or evacuate employees and visitors, according to the Evacuation Plan, from your tenant area(s) if necessary.
3. Prepare a brief written report describing the emergency including any special problems or incidents.

E. STUCK ELEVATOR

There is rarely any danger to the occupants when an elevator is temporarily out of service. Elevators have mechanical brakes which operate in all situations even during power failures. A “stuck” elevator is one that has sensed a problem with the system, applied its brakes, and will not move again until the problem is corrected. A “stuck” elevator is a safety feature.

1. IF YOU ARE STUCK IN AN ELEVATOR:

- a. Press the “Call” button on the emergency panel within the elevator cab.

This will automatically call the **Schindler Elevator emergency line**; you will be able to speak and hear a Schindler emergency operator. Give the operator all the information you can; the operator will dispatch a service technician and notify Building Management.

- b. **REMAIN CALM.** If elevator doors are open, but the cab is between floors, do not attempt to climb out – wait for assistance.

F. CIVIL DISTURBANCES

Upon receiving notification that a civil disturbance threatens the building, contact the Management Office at (803) 779-7777 and give the following information:

1. Exact **LOCATION** of the demonstrators; approximate number of demonstrators; demonstrator’s current activity; and, your name and the time.
2. Inform your employees and visitors about the civil disturbance.
3. Contact your Floor Wardens and give them pertinent facts about the civil disturbance. Floor Wardens and assistants should execute the following emergency procedures for the safety and protection of your personnel and company assets:
 - a. Lock all doors except your main entrance door (unless fire regulations prohibit this).
 - b. Lock all “sensitive areas” as appropriate (office doors, equipment rooms, storerooms, mailrooms, desks, file cabinets, vaults, etc.), to protect Company assets, employees and visitors.
 - c. Notify all employees and visitors and warn them to avoid personal contact with the demonstrators; and to not make comments or statements that may further anger the demonstrators.
 - d. Advise all employees and visitors to avoid leaving the building, unless there is no danger that the demonstrators will harm them.
 - e. Elevator service will be reduced, or even “cut-off” during the emergency to prevent demonstrators from going up into the building.
 - f. Advise all employees and visitors to avoid walking through the Lobby areas while the demonstrators present a threat to break and shatter ground level windows.

If the Building Manager advises you that the demonstrators have entered the building and they are on your floor:

1. Immediately contact your assistants, employees and visitors, and advise them of the change of status of the emergency.
2. Warn them that movements within the building will be impeded, because the personnel elevators will probably be turned "off" to prevent the demonstrators from going through the building.
3. Assign your assistants to execute additional emergency procedures for the safety and protection of personnel and company assets:
 - a. Lock their main entrance door and have a responsible employee stand by at the entrance door with a key to allow authorized personnel only to enter.
 - b. If the demonstrators invade your floor and office, your employees should make notes of all rooms and or areas entered by the demonstrators to facilitate a later search for suspicious items.

When the demonstrators leave and the civil disturbance is no longer threatening the building, and if the demonstrators entered your floor and office:

1. Immediately contact the Building Management Office and give them a list of your floor and offices that were entered.
2. Initiate a quick search of your floor and office for any items that are unusual or foreign to the normal environment.
3. Look for suspicious items that were carried by the demonstrators. **Do not to touch, move, jar, disturb or turn over any items that are found.** If suspicious items are found, proceed with the Bomb Threat Procedures.

Section VI**EMERGENCY EVACUATION MAPS**

(See Addendum "D")

This manual contains an up-to-date emergency evacuation map of the typical building floor, and atypical floors. Although the stairwell locations are consistent throughout the building, wall configurations vary from floor to floor. Everyone should familiarize themselves with the evacuation maps and the physical characteristics of their particular floor.

Evacuation Maps are posted on all floors. Updating and posting is the responsibility of the Emergency Action Director, Deputy or Alternate.

The maps show:

- a. The nearest exit for each end of the building on each floor.
- b. Location of Alarm Monitor Panels if on that floor.
- c. Location of fire extinguishers cabinets and pull stations.
- d. Designated emergency exits. Typically, two stairwells, North & South, lead to exterior of building.

ADDENDUM "A"

1333 Main Street
Columbia, SC 29201

EMERGENCY CALL LIST**MUNICIPAL**

Columbia Fire Dept	911	(803) 545-3700
Columbia Police Dept	911	(803) 545-3500
Ambulance	911	
Sheriff's Dept (Richland)	911	(803) 576-3000
FBI		(803) 551-4200

UTILITIES

Electricity	SCE&G	(803) 799-9000
Water	City of Cola	(803) 545-3900
Sewer	City of Cola	(803) 545-3910

BUILDING MANAGEMENT**CB RICHARD ELLIS | COLUMBIA****PHONE#****EMERGENCY#**

Jonathan Harvey, Property Manager	Main	(803) 779-7777	Mobile (803) 603-9913
	Direct	(803) 744-6862	
Jim Cross, Building Engineer	Main	(803) 779-7777	Mobile (803) 476-5075
	Direct	(803) 744-6849	
On-Duty Security Officer	Direct	(803) 771-6930	Mobile (803) 518-9974

ADDENDUM "B"
BOMB THREAT PROCEDURES

1. Notify Building Management and Fire Department.
2. Ensure that call recipient is using the **BOMB THREAT TELEPHONE REPORT**.
3. Prepare to implement Evacuation Plan in case evacuation is ordered.
4. Ensure that personnel are conducting a visual search of their work area:
5. Look for suspicious objects: packages, briefcases, bags, etc.
 - a. **DO NOT TOUCH OR MOVE SUSPICIOUS OBJECTS.**
 - b. Report suspicious objects to Building Management and Police Department.
6. If evacuation is ordered, use of elevators shall be limited to only those persons needing assistance in evacuating.
7. Report status of your floor to Fire Department.

ADDENDUM "C"

BOMB THREAT TELEPHONE REPORT

Name of person receiving call: _____

Time received: _____

Time reported: _____

Name of supervisor notified: _____ Time: _____

Actual words used by caller (as close as possible): _____

Name of building or company call was directed to: _____

Location of Bomb (if given): _____

Time bomb is to explode (if given) _____

Reason for threat (if given) _____

Voice of caller: Male _____ Female _____ Child _____ Adult _____

Accent _____ Unknown _____ Familiar _____

Comment: _____

Caller appeared to be: Calm _____ Angry _____ Nervous _____

Serious _____ Drunk _____ Sober _____

Comments: _____

Background noise (describe): _____

Person making this report (signature): _____

Date: _____

ADDENDUM "D"
EMERGENCY EVACUATION MAPS

(ATTACHED HEREIN)

1333 Main Street

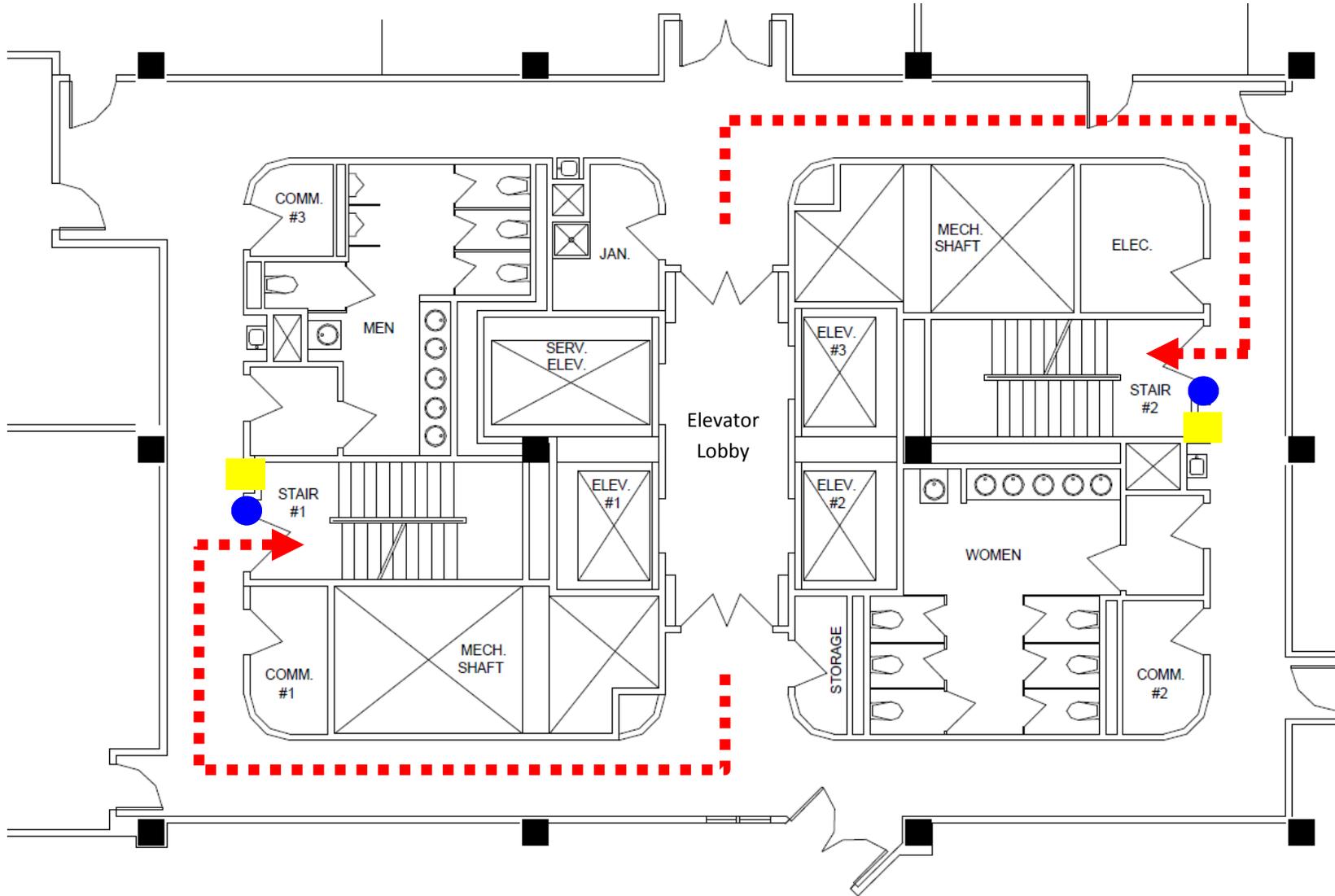
Emergency Evacuation Maps

	Fire Alarm Pull Stations
	Fire Extinguishers
	Primary Exit Routes



1333 Main Street

Emergency Evacuation Maps



-  Fire Alarm Pull Stations
-  Fire Extinguishers
-  Primary Exit Routes