

# **B+labs Emergency Action Plan**

## **SECURITY/LIFE SAFETY**

To assure your safety as a Tenant, the following Emergency Action Plan has been created. We trust that you will read it and become familiar with its procedures and recommendations. B+labs personnel are available to answer any questions you may have regarding the program. Fire Evacuation Procedures and Emergency Plans for the building have been specifically designed and approved by the Fire Department.

### **TENANT GUIDE TO SECURITY/LIFE SAFETY**

#### **AUTOMATIC VOICE MESSAGES**

Upon receipt of an alarm signal from a fire alarm indicating appliance (water/sprinkler flow, pull stations, smoke detector, etc.) the fire alarm system will automatically activate the Voice Alarm System. The following messages will be automatically transmitted throughout the building.

#### **EVACUATION TONE AND MESSAGES**

\*\*\*\*\* Evacuation tone followed by one of the following messages:

Message will be repeated giving three (3) rounds of three, with one-minute intervals of alarm sound, (TONE, WHOOP).

##### **1. ALARM MESSAGE (to floor of alarm, floor above, and floor below)**

**“ATTENTION, ATTENTION. AN EMERGENCY HAS BEEN REPORTED IN THIS BUILDING. WHILE THIS REPORT IS BEING VERIFIED, PLEASE PROCEED INTO THE NEAREST FIRE EXIT STAIRWAY AND AWAIT FURTHER INSTRUCTIONS. REMAIN IN THE FIRE EXIT STAIRWAY. DO NOT USE ELEVATORS. REPEAT, DO NOT USE ELEVATORS. USE EXIT STAIRS ONLY.**

##### **2. ALERT OR CHASER MESSAGE (to all other floors):**

\*\*\*\*\* Alert tone followed by a voice message, which states:

**“ATTENTION, ATTENTION. AN EMERGENCY HAS BEEN REPORTED IN THIS BUILDING. WHILE THIS REPORT IS BEING VERIFIED, PLEASE STAND BY FOR FURTHER INSTRUCTIONS. DO NOT ENTER THE FIRE EXIT. DO NOT USE ELEVATORS.”**

In the event that the emergency condition requires total building evacuation, an additional message will be provided and activated manually by a switch at the fire control panel. Upon activation of the “evacuation” switch at the fire control panel, the following will be transmitted throughout the building.

Message #3 will be repeated with intervals of alarm sound, continuously until silenced.

3. EVACUATION MESSAGE (PRECEDED BY ALARM SIGNAL)

**ATTENTION, ATTENTION. AN EMERGENCY HAS BEEN REPORTED IN THIS BUILDING. PLEASE CEASE OPERATIONS AND LEAVE THE BUILDING, UTILIZING THE NEAREST EXIT OR FIRE EXIT STAIRWAY. DO NOT USE ELEVATORS. REPEAT, DO NOT USE ELEVATORS.**

This sequence of tones and voice message will sound continuously until silenced at the fire control panel.

**ALARM FLOOR**

**MESSAGES**

Basement: Initiating devices; smoke detector, flow switch, pull station, heat detector	Basement through 1 <sup>st</sup> Floor <b>“evacuation”</b> message. 2 <sup>nd</sup> through 29 <sup>th</sup> floors <b>“alert”</b> message
Ground Floor: Initiating devices; smoke detector, flow switch, pull station, heat detector	Basement through 2 <sup>nd</sup> Floor <b>“evacuation”</b> message. 3 <sup>rd</sup> through 29 <sup>th</sup> floors <b>“alert”</b> message
2 <sup>nd</sup> Floor: Initiating devices; smoke detector, flow switch, pull station, heat detector	Ground through 3 <sup>rd</sup> Floor <b>“evacuation”</b> message. 4 <sup>th</sup> through 29 <sup>th</sup> floors <b>“alert”</b> message
3 <sup>rd</sup> Floor: Initiating devices; smoke detector, flow switch, pull station, heat detector	2 <sup>nd</sup> through 4 <sup>th</sup> Floor <b>“evacuation”</b> message. 5 <sup>th</sup> through 29 <sup>th</sup> floors <b>“alert”</b> message
4 <sup>th</sup> Floor: Initiating devices; smoke detector, flow switch, pull station, heat detector	3 <sup>rd</sup> through 5 <sup>th</sup> Floor <b>“evacuation”</b> message. 6 <sup>th</sup> through 29 <sup>th</sup> floors <b>“alert”</b> message
5 <sup>th</sup> through 29 <sup>th</sup> Floors: any initiating device	Fire floor, floor below, floor above <b>“alarm”</b> message. All other floors <b>“alert”</b> message

## FIRE DRILLS

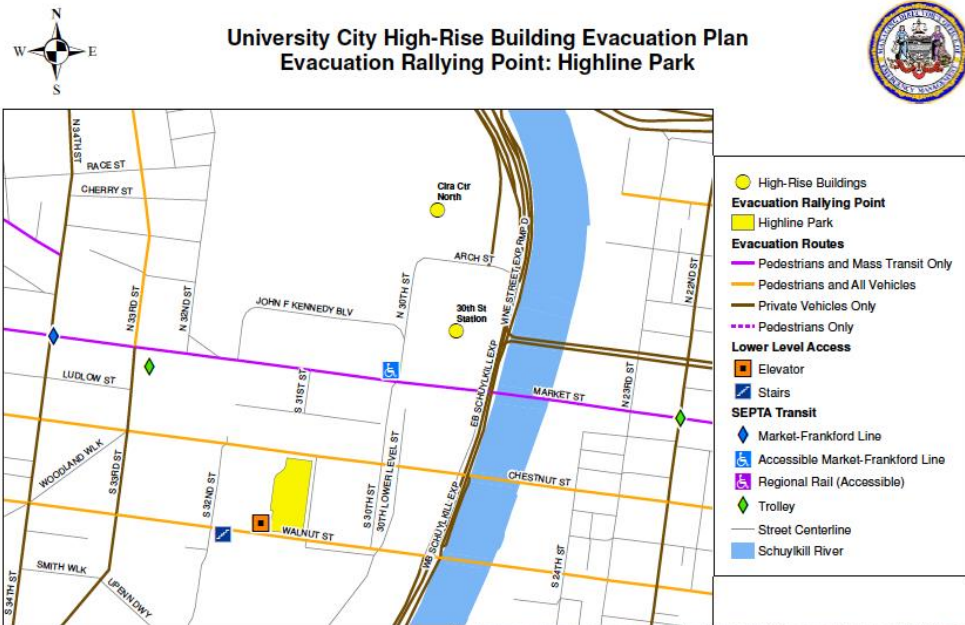
In accordance with the Philadelphia Fire Prevention Code (Chapter 7, Section F-708-1) for High Rise Buildings, fire drills shall be conducted twice a year on each work shift. (See Exhibit F for the Fire Drill Schedules)

We are to follow the foregoing fire evacuations. There will be an "all clear" issued, via the public address system to advise persons in the fire drill exits to return to their floor upon completion of the drill. The date and time of fire drills will always be announced in advance. If you hear a fire alarm and there has been no prior notification, you must assume that there is a real fire emergency.

## FIRE EVACUATION PROCEDURES

1. If you discover a fire or smoke, sound the building fire alarm. Know the location of the alarm signal stations and how they operate.
2. The person at the lobby desk will notify the Fire Department by dialing 9-1-1 when an alarm is transmitted.
3. **WHEN THE FIRE ALARM SOUNDS**, leave at once. Close the doors behind you and proceed into the fire exit (stairwell) and remain there until the Fire Department or Building Fire Marshal gives you instructions. Fire exits are safe areas of refuge, since they are enclosed with doors and walls that are fire rated to keep smoke and heat from entering the stairs.
4. **WHEN THE ALERT TONE SOUNDS**, please stand by for verbal instructions from the building emergency control center by the way of voice control system. Do not enter fire exits, do not evacuate.
5. **DO NOT USE ELEVATORS**: If the power fails, the elevators will stop, causing the occupants to become trapped. Since elevator shaft ways are like chimneys, smoke could enter the elevator shaft thereby asphyxiating the occupants who are trying to evacuate the building.
6. Feel the door that leads from your office to the corridor before opening it. If it is hot or smoke is seeping in, do not open. If you cannot reach the fire exit, keep the door closed and seal off any cracks. Use the telephone to call the Fire Department by dialing 9-1-1 and give the address of the building, the floor you are on, and the office/suite number.
7. If the door feels cool, open cautiously. Be prepared to close it quickly if the corridor is filled with smoke or if you feel heat pressure against the door. If the corridor is clear, precede with the building evacuation instructions.

8. **DISABLED PERSONS:** A responsible person or persons that work in the same area as the disabled should be assigned to assist in the event of fire. The disabled are to be taken to the fire exit and remain on the landing until assisted by the Fire Department.
9. If caught in smoke or heat, stay low where the air is better. Take short breaths through your nose until you reach an area of refuge.
10. If directed, proceed to Highline Park – Shown Below.



Building Information	
Name	Address
Cira Center North	2929 Arch St
30th Street Station	3001 Market St



1. **Call paramedics dial 911.** Tell them the nature of the emergency, your floor and suite number. Direct the response team to the front entrance (Cira Centre, 2929 Arch Street)
2. **Call the Lobby Security Station 215-397-1550.** They will hold an elevator ready for the paramedic team. If a private physician has been called, let the guard know and he/she will escort the doctor to your office.
3. **Post one person at the elevator** to lead the medical team to the person in distress.
4. **Contact B-labs Personnel**

### **BOMB THREAT EMERGENCIES**

If you have received a bomb threat:

1. Remain calm, while keeping the caller on the line. At the same time, signal to someone that you are receiving a bomb threat so that they can notify the proper authorities.
2. Listen to all details while using a conversation tone.
3. Write everything down on the following Bomb Threat Checklist. (See Exhibit B)
4. Signal someone to notify the Building Management at 215-397-1566.

Make every effort to obtain as much information about the bomb and its location as possible. Legitimate threat callers usually want to avoid injury or death. Request information and data by expressing your sincere desire to save lives. In the event it becomes necessary, the Building Management will advise other tenants that a bomb threat has been made and give appropriate emergency instructions by telephone or in person. Unless instructed to evacuate by the Police, Fire Department or Building Management, it is up to each tenant to make the decision to evacuate. If you are asked to evacuate, please take purses and brief cases with you to speed up search procedures. Any tenant observing suspicious individuals or behavior should contact Building Management at 215-397-1566.

***DO NOT TOUCH ANY PACKAGE OR OTHER OBJECT THAT APPEARS ODD, UNUSUAL OR OUT OF PLACE. CALL THE POLICE DEPARTMENT.***

## ENVIRONMENTAL EMERGENCIES

By definition, a hurricane/tornado warning is an alert by the National Weather Service confirming a tornado sighting or hurricane location. The weather service will announce the appropriate time of detection and direction of movement. Wind will be 50 MPH or greater.

1. Move away from the perimeter of the building and exterior glass.
2. Leave your exterior office – “in closed door status”.
3. Go to the center corridor of the building – this is the main corridor.
4. Sit down in corridor and protect yourself by putting your head as close to your lap as possible, or kneel protecting your head. Make every effort to remain calm and encourage those around you to do likewise.
5. Do not attempt to evacuate the building unless you are instructed to do so.
6. If you are in transit in the building, take stairwell to 1<sup>st</sup> floor for shelter. Do not use the elevators.
7. If you are caught in an outside office, seek protection under a desk as far away from the glass as possible.

## THIRD LEVEL Floor Plan



## FOURTH LEVEL Floor Plan



### ELEVATOR FAILURES

Elevators are one of the safest modes of Tenant transportation that exist; however, they do malfunction. What to do in an emergency:

1. Remain calm.
2. Do not force doors open.
3. Elevators have a hands-free ADA approved emergency system that will dispatch the Lobby Security desk in case of emergency 24 hours per day, 7 days per week.
4. You can also use your cell phone to call your office so they may notify the Security: 215-397-1550 or Management Office, 215-397-1566.

### CIVIL DISTURBANCE PROCEDURE

In the event of a disturbance (such as riot, fight or protest) in or near your office, please follow directions below:

1. Call Police @ 9-1-1.
2. Call Security: 215-397-1550 or Management Office, 215-397-1566.
3. Remain in your present location until further notice from Police or the Building's Property Manager.