

IMPORTANT – PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

Appointment of Tenant Floor Warden(s)

Each business owner and/or manager has a responsibility to its employees under the Occupational Safety and Health Administration (OSHA), Fire Code (authority having jurisdiction) and National Fire Protection Association (NFPA) 1600 Standard as it relates to life safety at the workplace.

We recommend that you fully support this role by designating or appointing a senior member of your staff to act as the Emergency Contact (EC) for your company. He or she will be responsible to the company for ensuring that active Tenant Floor Wardens and Assistance Monitors (if required) are appointed and that the required training is provided for them. The EC will also be responsible for provide a list of the Tenant Floor Wardens and Persons Requiring Assistance to the Building Emergency Director (ED) or Building Management and communicate any changes to this group should they occur.

TENANT FLOOR WARDEN

The appointed or designated Tenant Floor Warden is to be given full authority of the space or area he or she occupies upon a required evacuation of the premises. This person's role is to be understood and communicated to all staff or employees who occupy the space or area the Tenant Floor Warden is responsible for. In most instances we highly recommend that an alternate or Deputy Tenant Floor Warden be appointed as well as Assistance Monitors if required (to assist any persons requiring assistance).

The Tenant Floor Wardens should be provided with a manual (issued or to be provided by Building Management) to communicate and orientate all your employees to the building emergency procedures and life safety systems on the floor or area they occupy.

Tenant Floor Wardens will be asked to attend emergency response training seminars given from time to time by Building Management and WPS Disaster Management Solutions. These training seminars will include detailed information on various potential threats that may not be covered in the manual provided.

On behalf of the Property Management Company and WPS Disaster Management Solutions we congratulate your company and participating Tenant Floor Wardens for taking the necessary steps and effort to enhance the life safety of your people. If you have any questions regarding this material please contact the Building Property Management Company.

Regards,



Doug Araki
President and General Manager
WPS Disaster Management Solutions Inc.

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ACKNOWLEDGEMENT

I hereby accept this manual on behalf of our company and agree to share this letter with our president or senior management.

Accepted By: _____

Company: _____

Date: _____

Tenant Floor Warden

Warden Information Form

Notice to all Business Owners and/or Managers:

In order to ensure the safety of your employees during an emergency situation, we are asking your cooperation in providing participants to act as Tenant Floor Wardens on behalf of your department or company in the event that an evacuation of the building becomes necessary.

Please list participant names and contact information below. Ensure that this list is kept current at all times. Please immediately notify the Building Emergency Director (ED) of any Tenant Floor Warden or Emergency Contact (EC) changes.

Company Name:		
Building Address:		Suite No:
City: Portland	State: OR	Zip Code: 97204

Emergency Contact (EC):		
Position/Title:		Suite/Floor:
Telephone:	Ext.	E-mail:

Tenant Floor Warden Name:		
Position/Title:		Suite/Floor:
Telephone:	Ext.	E-mail:

Deputy Tenant Floor Warden Name:		
Position/Title:		Suite/Floor:
Telephone:	Ext.	E-mail:

Tenant Floor Warden Name:		
Position/Title:		Suite/Floor:
Telephone:	Ext.	E-mail:

Deputy Tenant Floor Warden Name:		
Position/Title:		Suite/Floor:
Telephone:	Ext.	E-mail:

Persons Requiring Assistance

Occupant Information Form

Notice to all Business Owners and/or Managers:

In order to enhance life safety of your employees during an emergency situation, we are asking your cooperation in providing the following information. Please indicate any person(s) residing in your department or office requiring assistance in the event that an evacuation of the building becomes necessary.

The information received will be given to emergency personnel upon arrival at the building.

Please return the completed form to the Building Emergency Director (ED) or Building Management. Occupants are to ensure this information is kept up to date and are to immediately advise the ED or Building Management of any changes in the future.

Company Name:		
Building Address:		Suite No:
City: Portland	State: OR	Zip Code: 97204

Name:		
Suite/Floor:		
Telephone:	Ext.	Email:
Reason assistance required:		

Name:		
Suite/Floor:		
Telephone:	Ext.	Email:
Reason assistance required:		

TENANT FLOOR WARDENS

Unico / U.S. Bancorp Tower & Plaza

111 SW Fifth Avenue
Portland, OR
97204

Presented By:

WPS Disaster Management Solutions
10900 NE 8th Street, Suite 900
Bellevue, WA 98004
Phone: 1-800-545-9028

Plan Completion Date: August 2008

Core Plan Creation Date:

Core Plan Version: n/a

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CRITICAL INFORMATION

Part 1.2 **Emergency Phone Numbers**

EMERGENCY AGENCIES

FIRE DEPARTMENT **911**

Non-Emergency..... **(503) 823-3700**

POLICE DEPARTMENT **911**

Non-Emergency..... **(503) 823-3333**

PARAMEDIC/AMBULANCE **911**

CITY OF PORTLAND EMERGENCY MANAGEMENT **(503) 823-3738**

EMERGENCY SUPPORT SERVICES

POISON CONTROL **1-800-222-1222**

BUILDING MANAGEMENT **(Unico Properties LLC) (503) 275-7461**

BUILDING SECURITY..... **(Securitas Security Services) (503) 275-4723**
..... **(Marsh) (206) 613-2221**

ENGINEERING, MAINTENANCE & PROPERTIES SERVICES**Engineering / Maintenance Support Staff****EMERGENCY ON-CALL PAGER.....(503) 818-4030**

<u>Contact</u>	<u>Pager</u>	<u>Home</u>	<u>Cellular</u>	<u>Office</u>
Bob Mansfield	(503) 818-6926	(503) 253-8721	(503) 869-9386	(503) 275-6716
Todd Murphy		(503) 234-0274	(503) 784-0900	(503) 275-7712

Additional Properties Staff

<u>Contact</u>	<u>Pager</u>	<u>Home</u>	<u>Cellular</u>	<u>Office</u>
Ty Barker		(503) 228-6973	(503) 860-7068	(503) 425-6705
Brian Pearce		(503) 723-3858	(503) 329-5839	(503) 425-6707
Wendy Hinojosa		(503) 762-0728	(503) 998-4262	(503) 425-6701
Emily Sanford			(503) 869-9137	(503) 425-6706
Krystal Emmons			(503) 407-9100	(503) 275-6437

Emergency Contact Numbers (US Bank Tenants Only)**SECURITY CONTROL.....1-800-685-5515**

<u>Contact</u>	<u>Pager</u>	<u>Home</u>	<u>Cellular</u>	<u>Office</u>
Tamera Canallas	(971) 404-4985 @vtext.com	(503) 252-1051	(971) 404-4985	(503) 275-3777
Dave Hammes	(503) 320-0077 @vtext.com	(503) 684-2828	(971) 320-0077	(503) 275-5089
Randy Aden	(503) 887-6839 @vtext.com	(503) 666-4066	(503) 887-6839	(503) 275-4149

Company Name	Address	Contact Name	Phone	Insurance Certification's information			
				Insurance Name	Insurance Type	Effective Date	Expiration Date
ADT Security Services	PO 371956, Pittsburgh, PA, 15250-7956		503-469-7100				
AGG Enterprises, Inc.	PO Box 17163, Portland, OR, 97217-0163		503-283-2015				
Advanced Entry	1904 SE Ochoco Str., Milwaukie, OR, 97222		503-462-6500				
Air Balancing Specialty, Inc.	3532 SE Milwaukie Ave., Portland, OR, 97202-2751		503-230-2332				
Air Filter Sales & Service	1138 SE Tenth Avenue, Portland, OR, 97214-3468		503-233-5101				
Alliant Systems, LLC	1600 NW 167th Place, Beaverton, OR, 97006		503-619-4000				
Americal Air Filter	1067 Solutions Center, Chigaco, IL, 60677-1000		503-637-0011				
American Building Maintenance	PO Box 4500, Portland, OR, 97208-4500		503-425-6754				
Apex Environmental	PO Box 14445, Wilsonville, OR, 97070		503-682-9737				
Architectural Signs Northwest	2121 NW York, Portland, OR, 97210		503-227-2121				
Associated Hose Company	6326 NE Columbia Blvd, Portland, OR, 97218		503-257-4673				
Batteries Plus - 213	4812 SE 82nd Avenue, Portland, OR, 97266		503-771-1377				
Bearcom Wireless	3605 SE 21st Avenue, Portland, OR, 9722		503-232-5600				
Benson Glass	1350 NW Raleigh, Portland, OR, 97209		503-226-7618				
Blue Sheild Security Systems	PO Box 14344, Portland, OR, 97293		503-228-5433				
Branom Instruments	8435 N Interstate Pl, Portland, OR, 97227		503-283-2555				
Builder's Hardware & Supply Co., Inc.	PO Box C 79005, Seattle, WA, 98119		206-281-3700				
CH Murphy, Clark-Ullman, Inc.	5565 North Dolphin Str, Portland, OR, 97217-7631		503-285-5030				

Company Name	Address	Contact Name	Phone	Insurance Certification's information			
				Insurance Name	Insurance Type	Effective Date	Expiration Date
Cash's Drapery	2366 SE Ochoco St., Milwaukie, OR, 97222		503-654-3939				
ChemAqua	2727 Chemsearch Blvd, Irving, TX, 75062		800-257-9921				
Chemsearch	2727 Chemsearch Blvd., Irving, TX, 75062		800-527-9921				
Chown Hardware	333 NW 16th Avenue, Portland, OR, 97209		503-243-6500				
Christenson Electrical Services, Inc.	111 SW Columbia, Ste 480, Portland, OR, 97201		503-419-3000				
Christenson Telecom	PO Box 4100 Mail Stop 19, Portland, OR, 97208-4100		503-419-3300				
Commercial Air Filtration	PO Box 1616, Oregon City, OR, 97045		503-659-6868				
Conrey Electric	1903 SE 7th Avenue, Portland, OR, 97214		503-232-9392				
Consolidated Electrical Distributors, Inc.	115 SE Yamhill Str., Portland, OR, 97214		503-232-3142				
Convergint Technologies	35257 Eagle Way, Chicago, IL, 60678-1352		847-585-8709				
Crescent Electric	PO Box 5547, Portland, OR, 97228-5547		503-222-4000				
Crescent Electric Supply Company	PO Box 5547, Portland, OR, 97228-5547		503-222-4000				
Cross Pest Control	2149 Se 139th Avenue, Portland, OR, 97233		503-252-7112				
D&R Masonry	10005 E. Burnside, Portland, OR, 97216		503-257-7965				
Diretory Solutions, Inc.	1196 Diamond Cr., Lafayette, CA, 80026		800-704-3458 x108				
DocuSource	PO Box 230759, Tigard, OR, 97281-0759		503-906-4046				
Don Rhyne Painting	19800 SE Damascus Lane, Boring, OR, 97009		503-658-8100				
EC Power Systems	2121 NW Thurman, Portland, OR, 97210		503-224-3623				

Company Name	Address	Contact Name	Phone	Insurance Certification's information			
				Insurance Name	Insurance Type	Effective Date	Expiration Date
EMCOR Facilities Services, Inc.	PO Box 31001-0919, Pasadena, CA, 91110-0919		503-784-0900				
EPSI	PO Box 23820, Phoenix, AZ, 85063		503-620-2466				
Earth Protection Services, Inc.	6024 SW Jean Road Bldg E, Suite 100, Lake Oswego, OR,		503-620-2466				
Electro Test Inc.	PO Box 100597, Pasadena, CA, 91189-0597		503-653-6781				
Environmental Control Corp.	15860 SW Upper Boones Ferry Rd, Lake Oswego, OR, 97035-4066		503-517-9142				
Ferguson Enterprises, Inc.	2121 North Columbia Blvd, Portland, OR, 97217-6957		503-283-3333				
Fire Systems West	219 Frontage Road N Suite B, Pacific, WA, 98047-1023		503-285-3006				
Fox Engineering Co.	12555 SW First Street, Beaverton, OR, 97005		503-644-5501				
Furrow Pump	PO Box 1849, Wilsonville, OR, 97070		503-682-4411				
GLM Services	18989 NE Marine Dr., #17, Portland, OR, 97230-7303		503-667-9957				
GRAINGER	201 11TH STREET, SAN FRANCISCO, CA, 94103						
GTS Interior Supply	PO Box 84166, Seattle, WA, 98124-5466		503-691-1020				
Goodway Technologies Corporation	Sept. 5453, PO Box 30000, Hartford, CT, 06150-5453		203-359-4708				
Grainger	Dept 856794391, Palatine, IL, 60038-0001		503-283-0366				
Green Building Services	133 SW 2nd Avenue Suite 201, Portland, OR, 97204		503-467-4710				
Griffith Roofing Co.	6815 SW 111th Avenue, Beaverton, OR, 97008		503-643-1596				
Hadco Supply	18755 SW Tetonave, Tualatin, OR, 97062		503-639-7900				
Hollywood Lighting	5251 SE McLoughlin Blvd., Portland, OR, 97202-4836		503-232-9001				

Company Name	Address	Contact Name	Phone	Insurance Certification's information			
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Hunt Painting	9122 SW Trail Court, Portland, OR, 97219		503-245-5149				
Hunter-Davisson, Inc.	1800 SE Pershing Street, Portland, OR, 97202		503-234-0477				
Huser Sales & Service, Inc.	231 N Tillamook Str., Portland, OR, 97227		503-248-1948				
Independent Electronic Inspection, Inc.	11384 Morningside Drive, Goodyear, AZ, 85338-9543		800-488-2884				
Johnson Air Products	232 NE Ninth Avenue, Portland, OR, 97232		503-234-5071				
Johnson Controls	PO Box 93107, Chicago, IL, 60673-3107		800-842-2778				
KPFF Consulting Engineers	111 SW Fifth Avenue Suite 2500, Portland, OR, 97204		503-227-3251				
Kennedy Restoration	615 SE 7th Avenue, Portland, OR, 97214-1233		503-234-0509				
Landa Northwest	PO Box 20037, Portland, 97294-0037		503-255-6508				
Lawson Products, Inc.	2689 Paysphere Circle, Chicago, IL, 60674-2689		503-640-8141				
MI Controls, Inc. (Industrial Controls)	PO Box 80686, Seattle, OR, 98108-0686		503-233-5501				
MacDonald Miller	PO Box 47983 7717 Detroit Ave SW, Seattle, WA, 98146-7983		206-767-7995				
Markman Inc.	9955 SE Ash Street, Portland, OR, 97216		503-255-9923				
McGuire Bearing Co.	947 SE Market Street, Portland, OR, 97214-3574		503-238-1570				
MechTronics Controls	8825 34th Avenue NE Suite L195, Marysville, WA, 98271		877-632-4876				
Meshier Supply Company	312 SE Stakr, Portland, OR, 97214		503-236-4148				
Metro Overhead Door	2525 NE Columbia Blvd, Portland, OR, 97211		503-285-7568				
Nalco Company	PO Box 70716, Chicago, IL, 60673-0716		800-288-0879				

Company Name	Address	Contact Name	Phone	Insurance Certification's information			
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National Builders Hardware	1019 SE 10th Avenue PO Box 14609, Portland, OR, 97293-0609		503-233-5381				
North Coast Electric	PO Box 34399, Seattle, WA, 98124-1399		503-281-8888				
Oregon Air Reps, Inc.	15860 Upper Boones Ferry Road, Portland, OR, 97035		503-620-4300				
Otis Elevator Company	13035 Gateway Drive Suite 157, Seattle, WA, 98168		800-233-6847				
Otty's Landscape Construction	PO Box 68311, Portland, OR, 97268		503-653-7987				
Pacific Insulation	6707 NE 59th Place, Portland, OR, 97218		503-287-9390				
Paramount Supply Company	PO Box 14096, Portland, OR, 97293		503-232-4137				
Parke Air Systems, Inc.	7110 SW Fir Loop Suite 170, Portland, OR, 97223		503-598-7909				
Paul Brong Machine Works Inc.	421 NE 12th Avenue, Portland, OR, 97232-2786		503-232-2171				
Peerless Pattern Works	2236 NW Reed Street, Portland, OR, 97210		503-227-6561				
Pioneer Masonry Restoration Co., Inc.	PO Box 70110 1100 NW 54th Street, Seattle, WA, 98107		206-782-4331				
Pioneer Waterproofing	1800 SE Water Avenue, Portland, OR, 97214		503-232-9020				
Portland Compressor	310 SE 12th Avenue, Portland, OR, 97214		503-235-0200				
Portland General Electric	PO Box 3340, Portland, OR, 97208-3340		503-464-7777				
Portland Mechanical Contractors, Inc.	2000 SE Hanna Harvester Drive, Milwaukie, OR, 97222		503-417-0323				
Precision Test & Balance	PO Box 23186, Tigard, OR, 97223		503-639-2538				
Quality Line Striping	2365 Dillow Drive, West Linn, OR, 97608		503-722-4488				
RMS Pump	PO Box 90906, Portland, OR, 97290-0906		503-788-9349				

Company Name	Address	Contact Name	Phone	Insurance Certification's information			
				Insurance Name	Insurance Type	Effective Date	Expiration Date
Refrigeration Supplies Distributor	26021 Atlantic Ocean Drive, Lake Forest, CA, 92630		503-234-4334				
Refuse Disposal Systems, LLC	211 NE Columbia Blvd., Portland, OR, 97211		503-289-2360				
Reitmeier Mechanical	7051 SW Sandburg Str. Suite 400, Tigard, OR, 97223-8011		503-603-0205				
River City Environmental, Inc.	PO Box 30087, Portland, OR, 97294		503-252-1644				
Roger's Machinery	14600 SW 72nd Ave, Portland, OR, 97224		503-639-6151				
Rose City Moving & Storage	5130 N Basin, Portland, OR, 97217		503-285-8100				
Roto Rooter	25599 SW 95th Avenue Suite B, Wilsonville, OR, 97070		503-682-9774				
Rubenstein's Contract Carpet, LLC	1800 SW First Avenue Suite 160, Portland, OR, 97201		503-224-1007				
Russell Construction	20915 SW 105th Avenue, Tualatin, OR, 97062		503-228-3413				
Safety Kleen	PO Box 11393, Columbia, SC, 29211-1393		503-655-5798				
Sanderson Safety Supply Co.	1101 SE 3rd Avenue, Portland, OR, 97214		503-665-2308				
Security Signs, Inc.	2424 SE Holgate Blvd, Portland, OR, 97202		503-232-4172				
Siemens BAU	3025 SW Corbett Ave, Suite B, Portland, OR, 97201		503-234-9995				
Sierra Springs	PO Box 660579, Dallas, TX, 75266-0579		503-233-9991				
Signs Northwest	4834 North Interstate Avenue, Portland, OR, 97217		503-226-3110				
Signtech LLC	6300 Merrill Creek Pkwy #A400, Everett, WA, 98203		425-775-7444				
Spider, a Division of Safeworks	PO Box 94257, Seattle, WA, 98124-6557		503-252-2186				
Standard Supply Company, Inc.	934 SE Sixth Avenue, Portland, OR, 97214		503-235-2167				

Company Name	Address	Contact Name	Phone	Insurance Certification's information			
				Insurance Name	Insurance Type	Effective Date	Expiration Date
Stark Street Lawn & Garden Inc.	11827 SE Stark Str., Portland, OR, 97216		503-255-5393				
Stark Vacuum Cleaner Sales & Service	107 NE Grand Avenue, Portland, OR, 97232		503-232-4101				
Steamers Steamcleaning, Inc.	PO Box 2437, Oregon City, OR, 97045		503-723-6994				
Sunbelt Rentals	PO Box 281961, Atlanta, GA, 30384-1961		503-256-9800				
Talco Industries, Inc.	5695 SE International Way Suite D, Milwaukie, OR, 97222-4608		503-653-8055				
Tarr, LLC	MSC 45579 PO Box 6989, Portland, OR, 97208-6869		503-288-5294				
Taylor Electric	1709 SE 3rd Avenue, Portland, OR, 97214		503-233-5321				
The Lynch Company	4709 SE 18th Avenue, Portland, OR, 97202-4789		503-236-3825				
Total Reclaim Inc	PO Box 24996, Seattle, WA, 98124		206-343-7443				
TraneOregon	PO Box 23579, Tigard, OR, 97281		503-620-8031				
US Bearings & Drives	3905 West Van Buren Suite 2 & 3, Phoenix, AZ, 85009		503-239-5021				
United Rentals	PO Box 55938, Portland, OR, 97218		503-224-2000				
W.C. Winks Hardware	200 SE Stark Str., Portland, OR, 97228-6055		503-227-5536				
Walter E. Nelson Co.	5937 N Cutter Circle, Portland, OR, 97217		503-285-3037				
Wessco, Inc.	211 NE Columbia Blvd., Portland, OR, 97211		503-289-2360				
Zee Medical Inc.	PO 781583, Indianapolis, IN, 46278-8583		503-636-2270				

PART 2**FIRE****Part 2.1 Tenant Floor Wardens – Fire Procedures****A) At the sound of a fire alarm, the Tenant Floor Wardens shall immediately:**

- 1) Put on your identification, if readily available.
- 2) If you hear a warning announcement from the Incident Commander, stand-by for further instructions over the emergency voice paging system. If there is a continuous alarm present and the exits are safe, then instruct the occupants to evacuate down ten floors unless you have been instructed otherwise. If you are on any level of the Plaza or any level on or below the 14th Floor of the Tower, then instruct your occupants to evacuate to the assembly area on Stark Street between 5th and 6th, one block south of the building.
- 3) Do a quick check of the offices and washrooms, then after the occupants have evacuated the floor vacate the floor area.
- 4) Respond via the nearest safe stairwell and report to the Assembly Area Coordinator (AAC), or in the event that an AAC is not available, report to the Incident Commander at the Tower Lobby Console (TLC) located on the main floor.

Note: The Assistance Monitors will be required to stay with their person requiring assistance in the stairwell (once it is clear of evacuees) until the Fire Department Rescue Teams arrive to assist, provided the person cannot negotiate the stairs (in a wheelchair for example).

If the person is mobile but slowed as result of their condition then the Assistance Monitors shall assist the person down the stairs and to at least two floors below the fire floor once the floor and stairwells are clear of evacuees.

If it is determined that remaining on the floor may endanger the disabled person, the Assistance Monitors shall assist the disabled person down the stairwell (after the floor is completely evacuated) to at least three floors below the fire floor. If the stairwell is dangerous to remain in, then the Assistance Monitors and their charge will defend in place on the floor.

The Tenant Floor Warden shall confirm with the Incident Commander that the senior fire officials are aware of your situation.

B) If you encounter fire or are informed of a fire on your floor:

- 1) Get everyone out of the room or area and close any doors behind you. This may help to control the fire by cutting off its oxygen supply, as well as limiting the spread of smoke to adjacent areas.
- 2) Evacuate the occupants of your floor area into the stairwells as quickly as possible. Use the nearest stairwell, unless that stairwell is close to the fire area.
- 3) Do a quick check of the offices and washrooms, then after the occupants have evacuated the floor area, vacate the floor area.
- 4) Respond via the nearest safe stairwell and report to the Assembly Area Coordinator (AAC), or in the event that an AAC is not available, report to the Incident Commander at the Tower Lobby Console (TLC) located on the main floor.

Note: If you ever have to open a closed door and you are suspicious that a fire condition may be present, feel the door first to see if it is hot. If it is hot to the touch, do not open that door.

C) Defend In Place:

In the event that the stairwells are inaccessible because of fire or smoke, follow these instructions:

- 1) Calmly get all the people into one area of the office building least affected by the fire.
- 2) Dial 911 on the nearest telephone and advise the Fire Department of your floor number and location, if you are in immediate danger, and anything else that may assist the Fire Department to effect a rescue.
- 3) Close any doors leading into the room or area, and then take cloth, paper, strips of clothing, etc. and wedge them into the cracks around the door(s) (and wherever else smoke may enter the room).
- 4) Stand by for rescue by the Fire Department.

EVACUATION DRILL REPORT

To be completed by Warden

Date: _____

Your Name: _____

Company: _____ Suite # _____

Building Name: _____

Building Address: _____

Floor(s) of Responsibility: _____

Time Bells Started: _____ Time Your Floor Cleared Building: _____

Time Reporting to Assembly Area Coordinator / Incident Commander: _____ **Circle**

Time Advised Safe to Return: _____

CRITIQUE OF DRILL:

The following points could be covered during the critique:

1. **The clarity and volume of the audible alarm.**
2. **Were any doors wedged open or blocked?**
3. **The hallways and exits were clear of obstructions.**
4. **Were any evacuation or suppression operations hindered?**
5. **Did all occupants know where the Assembly Area was?**
6. **Were everyone's duties understood? Is training / review required?**
7. **What was the attitude/compliance of tenants/occupants?**

DEFICIENCIES NOTED / ACTION TO BE TAKEN:

Please strike through empty areas and initial: >>>>>

Part 2.2 Assistance Monitors – Evacuation Procedures

At the sound of a fire alarm or upon receiving an evacuation order within the office building, the Assistance Monitors shall perform the following:

- 1) Proceed to your designated physically disabled individual and assist the individual to the exit.
- 2) If you are unable to locate your designated individual, report your findings to the Tenant Floor Warden and report your findings to the Incident Commander.
- 3) Wait until occupants from your floor and the higher floors have descended down the stairwells, and then move your physically disabled individual onto the stairwell landing. If the person is mobile but slowed as result of their condition then assist the person down the stairs and to the exterior of the building. If the person cannot negotiate the stairs (in a wheelchair for example) then wait in the stairwell for assistance from the Fire Department or Building Response Team. If it is dangerous to remain in the stairwells then defend in place as per instructions below.
- 4) Confirm that the Tenant Floor Warden has advised the Incident Commander and that assistance is on the way. If your floor becomes contaminated by heat or smoke, then manually assist the physically disabled individual down the stairs to at least three floors below the fire floor.

Defend In Place:

In the event that the stairwells are inaccessible because of fire or smoke, follow these instructions:

- 1) Calmly get the person requiring assistance into one area of the office building least affected by the fire.
- 2) Dial 911 on the nearest telephone and advise the Fire Department of your floor number and location, if you are in immediate danger, and anything else that may assist the Fire Department to effect a rescue.
- 3) Close any doors leading into the room or area, and then take cloth, paper, strips of clothing, etc. and wedge them into the cracks around the door(s) (and wherever else smoke may enter the room).
- 4) Stand by for rescue by the Fire Department.

PART 3

NATURAL DISASTERS

Part 3.1 Tenant Floor Wardens – Earthquake Procedures

In the event of an earthquake at Unico / U.S. Bancorp Tower & Plaza, Tenant Floor Wardens shall:

- 1) During the shaking, **DROP - COVER - HOLD**. Protect yourself by *dropping* to the floor and taking *cover* under a desk, sturdy table or other piece of furniture. **Hold** on to whatever you are under. If taking cover under a sturdy piece of furniture is not possible, get into a corner and facing out, bring your knees and hands up to protect yourself. Stay away (and face away) from windows (**do not stand in a doorway because you become a silhouette for a shrapnel hazard**). Stay away from anything that can shatter or fall on you. Count out loud (one-one thousand, two-one thousand, three-one thousand) to give yourself a time reference and to assure others around you that you are still in the equation. Encourage others to count with you so you know who is still safe and to give them something to focus on.
- 2) Do not leave cover for at least 10 seconds after the shaking has stopped. Make sure it is not dangerous for you to come out from under cover (dangling light fixtures, broken glass, live electrical circuits in close proximity).
- 3) Cautiously leave your protection and begin to do an injury assessment. Try to plot your course around your floor space so that you are no more than a few steps from another safe spot (in case of an aftershock).
- 4) Announce to the floor occupants not to evacuate until the integrity of the stairwells and exits has been checked, and then dispatch Fire Control Teams with fire extinguishers to patrol the floor and extinguish small fires.
- 5) Do a complete check of your floor area, looking for injured or trapped persons, dangerous or shorting electrical circuits, damaged and leaking water lines, and unstable walls, ceilings, or furniture. Return telephone receivers to their cradles if they have fallen off. Reassure everyone and ask them to remain calm while you check for injuries. Barricade off unsafe areas.
- 6) Upon finding injured occupants, render first aid, if qualified. If not qualified, assist those rendering/requiring first aid.
- 7) Any individuals who are trapped in rooms, because of doors shifting in jambs or being blocked by debris, can be removed, if possible, by going through the drywall beside the door to extricate trapped occupants from the room. (Drywall is soft and can be broken through with a hammer or similar object.)
- 8) Implement sanitation procedures by placing garbage cans in the washrooms with triple plastic garbage can liners to be used as temporary toilets until the integrity of the sewage systems is checked. (This is to ensure that raw sewage does not pour into the floor spaces below you, should the sewer lines be damaged.)
- 9) Check the integrity of the stairwells on your floor and prepare to evacuate if so ordered. An evacuation of your space will only be ordered if the building safety systems have been compromised, the structural integrity of the building has been compromised or the building is on fire. Exterior evacuation of the building onto the street should be discouraged as it is more dangerous outside of the building following an earthquake than within it because of potential falling debris.

- 10) Contact the Operations Section Chief in the building Incident Command Post located at the security desk in the main lobby and advise of the status of your floor then follow the I.C.'s instructions.
- 11) If ordered to evacuate, your primary evacuation assembly areas are on the lowest safe, accessible floor(s) in the building, unless full building collapse (unlikely) is imminent or the building is experiencing an uncontrollable fire on the lower floors, in which case a full evacuation to a safe area outside will be required. The exterior evacuation is a last resort only to be used if all options to remain in the building have been exhausted. If an evacuation is absolutely necessary, please proceed to a safe area outside of the building. Do not stand near a building due to falling debris and do not stand near any potential hazards (e.g. power lines). Tenants must determine on their own where a safe area is located.
- 12) Report any missing persons to the Incident Commander.

Note: The building operations staff will be actively checking critical building systems following an earthquake and may not be immediately available to assist you with any problems you are experiencing as a result of the earthquake. It is important that you stabilize your floors and deal with spot fires and injuries as best you can and report any problems to building staff as soon as possible. Just be aware that it may be some time before building staff are in a position to assist you and that your corporate emergency action plan should reflect that.

Part 3.2 Tenant Floor Wardens – Tornado Procedures

In the event of a Tornado Watch at Unico / U.S. Bancorp Tower & Plaza, Tenant Floor Wardens shall:

- 1) Put on your identification, if readily available.
- 2) If the WATCH has been upgraded to a WARNING, reassure occupants and relocate them to an area where they will be safest.
- 3) Assist the occupants into the nearest safe stairwell and instruct them to sit on a stair and hold onto a railing.
- 4) Do not leave cover until you are positive the tornado has passed and it is safe, or until instructed to do so by the Incident Commander.
- 5) Reassure everyone and ask them to remain calm while you check for injuries.
- 6) Do a complete check of your floor area, looking for injured or trapped persons, dangerous or shorting electrical circuits, damaged and leaking water lines, unstable walls, ceilings, or furniture.
- 7) Upon finding injured occupants, render first aid, if qualified. If not qualified, assist those rendering/requiring first aid.
- 8) Barricade off unsafe areas.
- 9) Implement sanitation procedures by placing garbage cans in the washrooms with triple plastic garbage can liners to be used as temporary toilets until the integrity of the sewage systems are checked. (This is to ensure that raw sewage does not pour into the floor spaces below you should the sewer lines be damaged.)
- 10) Contact the Operations Section Chief in the building Incident Command Post located at the Tower Lobby Console (TLC) and advise of the status of your floor, and then follow the Incident Commander's instructions.
- 11) If ordered to evacuate your floor area to the exterior of the office building by the Incident Commander (due to structural failure), then evacuate the occupants of your floor into the stairwells and proceed to the designated assembly area on the lowest safe floors unless full building evacuation is required then evacuate as directed by the Incident Commander in consultation with Building Response Team members upon conducting exterior reconnaissance, if it is safe to do so. Do not run outdoors. Watch for falling debris and electrical wires when leaving the office building.
- 12) If fire occurs, follow procedures outlined in the previous 'If you discover a fire' section.
- 13) Report any missing persons to the Incident Commander.

Note: The building operations staff will be actively checking critical building systems following a tornado and may not be immediately available to assist you with any problems you are experiencing as a result of the tornado. It is important that you stabilize your floors or areas and deal with spot fires and injuries as best you can and report any problems to building staff as soon as possible. Just be aware that it may be some time before building staff are in a position to assist you and that your corporate emergency action plan should reflect that.

PART 4**HUMAN INDUCED / TECHNOLOGY FAILURES****Part 4.1 Tenant Floor Wardens – Bomb Threat Procedures**

Upon being informed of a "code B" bomb threat at Unico / U.S. Bancorp Tower & Plaza, Tenant Floor Wardens shall:

- 1) Do not panic. Follow the directions of the Incident Commander.
- 2) Check exits and evacuation routes for suspicious packages, prior to an evacuation taking place.
- 3) If you have been ordered to search your area for suspicious objects, systematically search your area, concentrating first on areas accessible to the general public (Red Zones). These areas will include corridors, elevator lobbies, public washrooms, under stairwells, within extinguisher cabinets, within unlocked closets or utility rooms. When searching, systematically sweep the rooms in your area, starting with objects and furniture located waist height to ground, then from waist to head then from head to ceiling.
- 4) If a suspicious package is found, **DO NOT DISTURB IT** in any way. Leave the area, leaving doors to the area open then contact the Incident Commander via an appointed runner or telephone and follow instructions.
- 5) If ordered to evacuate the occupants from your floor, instruct the occupants to take their briefcases, lunch boxes, purses and small packages with them. This will decrease the number of packages to be examined by search teams, if a suspicious item has not already been found. Ensure that the doors to the area are left open to help vent the blast should the device activate.
- 6) Evacuate the occupants in your area to the nearest safe exit in the same manner as you would during a fire evacuation and send them to the assembly area which must be at least 300 meters/yards away from the building. Ensure that the assembly area is different from the assembly area used during the previous bomb threat.
- 7) Proceed to the Level 1 security desk and advise the Incident Commander of the status of your designated area, any concerns and the extent of your search.
- 8) Proceed to the designated emergency assembly point as above, if it is safe to do so. Do not run outdoors.

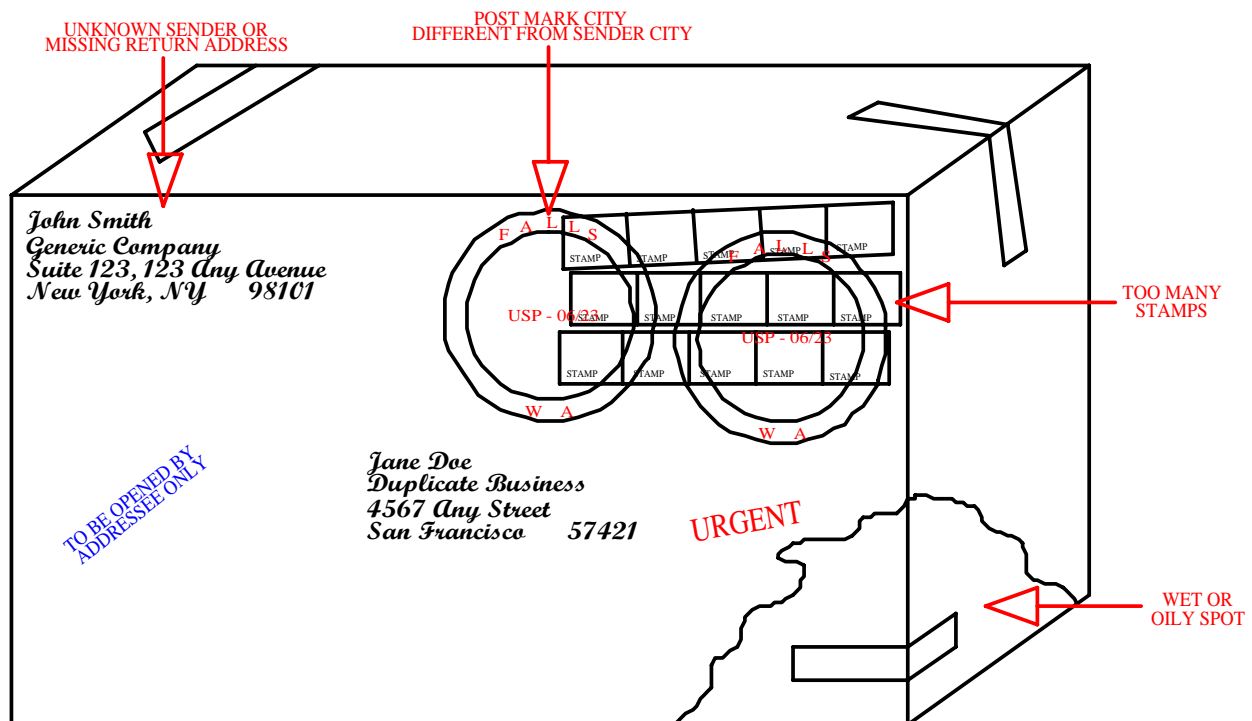
Identifying a Possible Package Bomb

Package and letter bombs often have clues to alert recipients to possible trouble.

Things to look for are:

- Excessive weight for the size of the package or heavy at one end.
- Too much postage, usually in the form of stamps.
- No return address, or an unknown sender.
- Mailed from a foreign country, or via airmail or special delivery.
- A rigid or lopsided envelope.
- Common words are misspelled.
- Restrictive markings, such as confidential, urgent, personal or open by addressee only.
- Incorrect title for the addressee, or a title without a person's name.
- Handwritten or poorly typed address.
- Protruding wires, string or tinfoil.
- Excessive securing material, such as tape or string.
- Oily stains or discoloration on the outside of the package.

If you're suspicious: Don't touch the package not even to move it out of the way.
IMMEDIATELY CALL 911 AND THEN BUILDING SECURITY.



Part 4.2 Tenant Floor Wardens – Shelter-In-Place Procedures

Upon being advised to initiate Shelter-In-Place procedures:

- 1) Put on your identification, if readily available.
- 2) If the exits are safe, instruct the occupants to evacuate into the nearest safe stairwell or exit to the shelter-in-place areas as directed by the Incident Commander.
- 3) Do a quick check of the offices and washrooms, and after the occupants have been evacuated, vacate the floor area.
- 4) Respond via the nearest safe stairwell or exit to the shelter room. Check in with the Incident Commander and report on the status of your floor area. Rejoin your group and follow the instructions of the Incident Commander.

Note: The Assistance Monitors will assist their physically disabled persons into the elevator and take them to the shelter-in-place areas.

Part 4.3 Assistance Monitors – Evacuation Procedures

At the sound of a fire alarm or upon receiving an evacuation order within the office building, the Assistance Monitors shall perform the following:

- 1) Proceed to your designated physically disabled individual and assist the individual to the exit.
- 2) If you are unable to locate your designated individual, report your findings to the Tenant Floor Warden and report your findings to the Incident Commander.
- 3) Wait until occupants from your floor and the higher floors have descended down the stairwells, and then move your physically disabled individual onto the stairwell landing. If the person is mobile but slowed as result of their condition then assist the person down the stairs and to the exterior of the building. If the person cannot negotiate the stairs (in a wheelchair for example) then wait in the stairwell for assistance from the Fire Department or Building Response Team. If it is dangerous to remain in the stairwells then defend in place as per instructions below.
- 4) Confirm that the Tenant Floor Warden has advised the Incident Commander and that assistance is on the way. If your floor becomes contaminated by heat or smoke, then manually assist the physically disabled individual down the stairs to at least three floors below the fire floor.

Defend In Place:

In the event that the stairwells are inaccessible because of fire or smoke, follow these instructions:

- 1) Calmly get the person requiring assistance into one area of the office building least affected by the fire.
- 2) Dial 911 on the nearest telephone and advise the Fire Department of your floor number and location, if you are in immediate danger, and anything else that may assist the Fire Department to effect a rescue.
- 3) Close any doors leading into the room or area, and then take cloth, paper, strips of clothing, etc. and wedge them into the cracks around the door(s) (and wherever else smoke may enter the room).
- 4) Stand by for rescue by the Fire Department.

PART 5

MEDICAL / FIRST AID

The following instructions deal only with the most likely injuries to occur after a disaster. The following does not include every type of injury, nor is it intended to substitute for a qualified first aid person.

1. THE ABCs OF RESUSCITATION**A) Airway (do not move neck if you suspect a neck injury):**

1. Place a hand on the victim's forehead to tilt head back and use fingers of the other hand under the chin to lift jaw.

B) Breathing (artificial respiration):

1. With ear by victim's mouth, look for chest movement.
2. Listen for breathing.
3. Feel breath on your cheek.
4. If victim not breathing, start artificial respiration immediately:
 - a) Keep head back.
 - b) Pinch victim's nostrils.
 - c) Position your mouth over victim's mouth.
 - d) Give 2 full (stacked) breaths.
 - e) Continue to give 1 breath every 5 seconds until victim breathes normally, or help arrives.
5. If when attempting artificial respiration and air does not enter the victim's chest:
 - a) Reposition victim's head and attempt artificial respiration again.
 - b) If successful, implement Section C (Circulation).
 - c) To clear the victim's airway place the heel of one hand on top of the heel of the other hand, just above the naval, but well below the tip of the breast bone. With 6 to 10 quick thrusts, press upwards into the upper abdomen.
 - d) If this attempt fails, open the victim's mouth by grasping tongue and lower jaw between thumb and fingers, then lift chin. Insert the index finger of your other hand deep into the victim's mouth and use finger sweep to dislodge and remove foreign body.
 - e) Attempt to ventilate once again.
 - f) If unsuccessful, repeat the above sequence of abdominal thrusts and finger sweeps with attempted ventilation until the obstruction is cleared.

C) Circulation (C.P.R.):

1. Feel neck for pulse (in the small of the neck).
2. If you feel a neck pulse, then continue the ventilations.
3. If neck pulse is not felt, do C.P.R. as follows:
 - a) Place the heel of your hand on the breastbone above its lower tip, between the victim's nipples. Place the heel of your other hand on your first hand.
 - b) Press straight down to compress the chest 1-1/2" to 2", 100 times per minute. Give 2 ventilations after every 15 compressions. Continue until qualified help arrives and you are relieved.

2. BLEEDING

Serious bleeding occurs with severed blood vessels and deep cuts.

A) Apply Direct Pressure to the Wound:

1. Remove clothing around the wound to expose the wound.
2. Cover the wound with sterile clean cloth.
3. Apply firm pressure directly over the wound with your hand. Use your bare hand if no dressing is available.

B) Continue Pressure Until Bleeding Stops:

(This may take 15 to 20 minutes)

1. Assist the victim to lie down.
2. Elevate bleeding extremity, unless the bone is broken.
3. When bleeding stops, apply a further dressing on top of the original dressing and bandage firmly.
4. Should blood soak through the initial dressings, apply additional dressings and bandage more firmly.

C) Broken Bone, Objects or Glass Protruding Through Skin:

1. Do not remove imbedded objects from the wound(s).
2. Apply pressure close to the wound, without pressing on the object or broken bone.
3. Place sterile dressing around the wound and cover.
4. Maintain pressure and prevent movement of the object by bandaging bulky pads in place around the object.

3. EYE INJURIES**A) Puncture Wounds:**

1. Puncture wounds are serious and require immediate medical attention.
2. Cover both eyes lightly and bandage.

B) Foreign Body in the Eye:

1. Do not try to remove imbedded foreign bodies (never rub the eye).
2. Cover both eyes lightly with bandages.

C) Chemicals in the Eye:

1. Wash the eye immediately with large amounts of cold running water for at least 15 minutes or longer, if the situation requires it.

4. SEVERE BURNS AND SCALDS:

1. Cool the burnt area with cold water to relieve pain.
2. Remove rings and bracelets from the affected area before the part starts to swell.
3. Cover the area with a clean cloth and secure lightly with bandages.
4. For burns and scalds with areas larger than a quarter, ensure the victim receives hospital treatment.
5. Never touch, breathe on, or cough on a burn.
6. Leave blisters alone.
7. Never remove clothing on or around a burn.
8. Never apply medications, ointments or greasy substances to a burn area.

5. BONE AND JOINT INJURIES:

1. Ensure that the victim's breathing is normal.
2. Control bleeding around a protruding bone by applying pressure close to the wound but not pressing directly upon the broken bone.
3. Suspect that the bone is broken if the injured limb is painful, swollen, or shows deformity.
4. When in doubt, treat joint and bone injuries as broken:
 - a) Immobilize the injured area:
 - i) Place pillows, sand bags or clothing on both sides of the injured limb, or hold it with your hands to keep it in position.
 - ii) For neck or back injuries, keep the victim still, supporting head and neck, until help arrives.
5. Relieve pain by applying cold (not heat) to the injured bones and joints.

6. HEART ATTACK:**A) Heart Attack Warning Signals May Include the Following:**

1. The feeling of squeezing pain or heavy pressure in the chest, jaws, or arms.
2. Shortness of breath, sweating, pale skin and weakness.
3. Vomiting or nausea.
4. Abdominal discomfort (with belching or indigestion).
5. Anxiety, apprehension, or fright.
6. The denial that the victim is experiencing a heart attack.

B) Action to be Taken When You Suspect a Heart Attack:

1. Help the victim to rest in a semi-sitting position.
2. If the victim requires medication for his condition, then assist the victim in taking it.
3. Ensure prompt medical attention, then reassure the victim that help is on the way.
4. Loosen belts, collars, or other tight clothing.
5. Keep the victim quiet.

7. STROKE:**A) Stroke Warning Signals May Include the Following:**

1. Sudden numbness or weakness of the face, arm or leg, especially on one side of the body.
2. Sudden confusion, trouble speaking or understanding.
3. Sudden trouble seeing in one or both eyes.
4. Sudden trouble walking, dizziness, loss of balance or coordination.
5. Sudden, severe headache with no known cause.

B) Action to be Taken When You Suspect a Stroke:

1. Ask the individual to smile.
2. Ask him or her to raise both arms.
3. Ask the person to speak a simple sentence.
4. If he or she has trouble with any of these tasks, call 911 immediately and describe the symptoms to the dispatcher.

PART 6**FACILITY DESCRIPTION****Part 6.1 General Description of the Office Building**

US Bancorp Tower & Plaza is a 42-story office building constructed in 1973 (Plaza) with additions in 1983 (Tower and Parkade) and is owned and managed by Unico Properties LLC.

The office building is located at 111 SW Fifth Avenue, on the block bordered by Fifth Avenue, Sixth Avenue, Oak Street, and Burnside Street.

There are 2 below-ground levels.

The office building is principally constructed of concrete, steel and glass. Interior rooms are primarily constructed of drywall on top of metal studs with T-bar or drywall ceilings.

This commercial office building consists of a 7-level Plaza and a 42-level Tower. Combined, the Tower & Plaza have 1,075,000 square feet of rentable space. Located east of the building across Fifth Avenue is a 13-level, 781-parking-space parkade. Information for the parkade is included in this plan.

The building has a designated Incident Command Post located at the security desk in the main lobby, from which a building response to an emergency may be coordinated by the Incident Commander, providing that the area is still safe.

Part 6.2 Fire Alarm System

The office building has a Cerberus Pyrotronics addressable, supervised fire alarm system, equipped with a central alarm and control facility.

The fire alarm has the following features incorporated within the system:

- Automatic detection
- Zone indication
- Sprinkler flow detection
- Communications interface
- Smoke control interface

There is one remote annunciator present within the security location on Plaza Level B-2.

Each floor within the office building has an average of the following:

- Multiple alarm signal appliances
- Multiple automatic detectors
- Multiple public address speakers

When activated an alarm will sound on the floor of activation, the floor above and the floor below along with annunciating at the Level 1 security console.

Because the fire alarm system is supervised, any abnormalities will cause a trouble in the system and a trouble alarm in the main panel.

The system uses self-contained batteries and the emergency generator for emergency backup power.

The system is not monitored by an outside agency. It is monitored 24 hours a day, 7 days a week by security personnel.

911 will not be called on alarm unless waterflow is detected. The parkade is protected by a separate fire alarm system. The panel for the parkade system is located in the vacant space of the parking structure at street level on the corner of 4th Avenue and Pine Street. The address is 129 SW 4th Avenue. This alarm is monitored by an outside agency.

Part 6.3 **Exit System**

There are 6 (2 in the Tower and 4 in the Plaza) above-grade exit stairwells located **on the east and west sides of the central core of the Tower and in the four corners of the Plaza**. Each stairwell has its own code to identify it from the other so that a reference may be made in the event that one stairwell is contaminated by smoke and is unusable. The stairs are designated as follows:

- Tower Stair 1 – exits into the Tower lobby
- Tower Stair 2 – exits to the west side of the Tower
- Plaza Stair 1 – exits to the east side of the Plaza
- Plaza Stair 2 – exits to the east side of the Plaza
- Plaza Stair 3 – exits to the west side of the Plaza
- Plaza Stair 4 – exits to the west side of the Plaza

Plaza and Tower Floors are numbered inside the stairwells. All floors have been designated as crossover floors, in that access can be gained from one stairwell to another on these floors. All Tower floors have been designated as crossover floors, in that access can be gained from one stairwell to another. In Plaza stairwells, the doors will be locked and the only way out is via the street level exit. Tenants cannot enter a floor from the Plaza stairwells.

Each exit door is clearly marked by an exit sign above the doorway. The locations of the stairwells are clearly marked on the attached Floor Plans.

Once the occupants have evacuated the office building, because of fire, they are required to respond to the assembly area located **on Stark Street between 5th and 6th, one block south of the building**. Should the occupants of the office building evacuate because of an **earthquake**, then the occupants shall respond to the assembly area located **on the lowest safe floors of the building unless full building evacuation is required then as directed by the Incident Commander in consultation with Building Response Team members upon conducting exterior reconnaissance**. If evacuation is required because of a bomb threat, then the assembly area will be dependant upon whether a device was found, how large it is and where it is located. The assembly area for an internal hazmat incident would be upwind. The assembly area for an external hazmat event would be in the building, with the location determined by the nature of the hazardous material. The assembly area for a civil disturbance would be on the occupant's floor.

The parkade has two above-grade exit stairwells.

Part 6.4 **Communications**

Voice Paging System

There is a voice paging system contained within the office building that is capable of addressing all areas of the office building. The communications equipment is housed within the central alarm and control. Individual floors may be addressed from this facility by activating the switches that correspond with the appropriate area.

The alarm signals are silenced by keying the microphone so that occupants are able to hear the announcements over the emergency voice paging system.

Telephone

The office building is equipped with a telephone system that can be used to notify the Fire Department and contact office building occupants.

2-Way Communications Devices

Security, Maintenance and Administration personnel are equipped with two-way communications devices that can be utilized in the event of a fire emergency.

Part 6.5 **Emergency Power**

In the event of a power failure, emergency power is provided by four **diesel**-powered generators, located **on the north and south sides of the Plaza penthouse level**. The generators are capable of a rated output of **2 X 750KW (Tower) and 2 X 250KW (Plaza)**.

Emergency Power is supplied to:

- All exit and stairwell lights
- Exit pathway corridor lights
- One passenger elevator in each rise of the Tower and Plaza
- Fire alarm systems
- Fire pumps
- Building exhaust fans and system
- Domestic water pumps
- Tower and Plaza freight elevators

Part 6.6 **Elevators**

The office building has **twenty-nine (six Tower low-rise, 6 Tower mid-rise, 5 Tower high-rise, 1 Tower freight, 1 Tower freight shuttle, 2 Tower shuttles, 6 Plaza, 1 Plaza freight and 1 Plaza service)** elevators to serve its occupants.

The parkade building has **three** elevators to serve its occupants.

The Tower low-rise elevator cars descend automatically upon alarm activation to **Tower level 1**, where they are locked out until either the alarm system is reset, or the automatic grounding is bypassed by a special Fire Department key.

In the event that the fire alarm was initiated on Tower level 1, the Tower low-rise elevators are programmed to recall to **Tower level 3** as an alternate destination, so those within the elevators at the time of an alarm are not brought to the fire floor.

The Tower low-rise elevator cars serve Tower levels 1 through 17 and are designated as Tower cars 1 through 6.

The Tower mid-rise elevator cars descend automatically upon alarm activation to **Tower level 1**, where they are locked out until either the alarm system is reset, or the automatic grounding is bypassed by a special Fire Department key.

In the event that the fire alarm was initiated on Tower level 1, the Tower mid-rise elevators are programmed to recall to **Tower level T-18** as an alternate destination, so those within the elevators at the time of an alarm are not brought to the fire floor.

The Tower mid-rise elevator cars serve Tower levels B-1, 1 and 18 through 30 and are designated as Tower cars 7 through 12.

The Tower high-rise elevator cars descend automatically upon alarm activation to **Tower level 1**, where they are locked out until either the alarm system is reset, or the automatic grounding is bypassed by a special Fire Department key.

In the event that the fire alarm was initiated on Tower level 1, the Tower high-rise elevators are programmed to recall to **Tower level 30** as an alternate destination, so those within the elevators at the time of an alarm are not brought to the fire floor.

The Tower high-rise elevator cars serve Tower levels 1 and 30 through 41 and are designated as Tower cars 13 through 17.

The Tower freight elevator car descends automatically upon alarm activation to **Tower level 1**, where it is locked out until either the alarm system is reset, or the automatic grounding is bypassed by a special Fire Department key.

In the event that the fire alarm was initiated on Tower level 1, the Tower freight elevator is programmed to recall to **Tower level B-1** as an alternate destination, so those within the elevator at the time of an alarm are not brought to the fire floor.

The Tower freight elevator car serves Tower levels B-1 through 41 and is designated as Tower car 18.

The Tower freight shuttle elevator car does not descend automatically to any floor and remains where it is.

The Tower freight shuttle elevator car serves Tower levels B-1 through B-2 and is designated as Tower car 19.

The Tower shuttle elevator cars descend automatically upon alarm activation to **Tower level 41**, where it is locked out until either the alarm system is reset, or the automatic grounding is bypassed by a special Fire Department key. These elevators do not have a secondary recall floor.

The Tower shuttle elevator cars serve Tower levels 41 through 43 and are designated as Tower cars 20 and 21.

Three of the Plaza elevator cars descend automatically upon alarm activation to **Plaza level 1**, where they are locked out until either the alarm system is reset, or the automatic grounding is bypassed by a special Fire Department key.

In the event that the fire alarm was initiated on Plaza level 1, these three Plaza elevators are programmed to recall to **Plaza level 4** as an alternate destination, so those within the elevators at the time of an alarm are not brought to the fire floor.

These three Plaza elevator cars serve Plaza levels 1 through 7 and are designated as Plaza cars 1 through 6.

The other three Plaza elevator cars descend automatically upon alarm activation to **Plaza level 1**, where they are locked out until either the alarm system is reset, or the automatic grounding is bypassed by a special Fire Department key.

In the event that the fire alarm was initiated on Plaza level 1, these three Plaza elevators are programmed to recall to **Plaza level B-2** as an alternate destination, so those within the elevators at the time of an alarm are not brought to the fire floor.

These three Plaza elevator cars serve Plaza levels B-2 through 7 (Car 6 also serve Plaza level 8) and are designated as Plaza cars 4 through 6.

The Plaza freight elevator car descends automatically upon alarm activation to **Plaza level 1**, where it is locked out until either the alarm system is reset, or the automatic grounding is bypassed by a special Fire Department key.

In the event that the fire alarm was initiated on Plaza level 1, the Plaza freight elevator is programmed to recall to **Plaza level B-2** as an alternate destination, so those within the elevator at the time of an alarm are not brought to the fire floor.

The Plaza freight elevator car serves Plaza levels B-2 through 7 and is designated as Plaza car 7.

The Plaza service elevator car descends automatically upon alarm activation to **Plaza level B-2**, where it is locked out until either the alarm system is reset, or the automatic grounding is bypassed by a special Fire Department key. This elevator does not have a secondary recall floor.

The Plaza service elevator car serves Plaza levels B-2 through 2 and is designated as Plaza car 8.

Part 6.7 **Fire Equipment**

Sprinklers

Wet sprinklers have been installed to provide automatic fire suppression within the **entire building, except the loading dock, the parking level under the tower and the parkade.**

Sprinkler control and shut-off valves for the Tower are located **in the Tower Level B-2 mechanical room (#B251).**

Sprinkler control and shut-off valves for the Plaza are located **in the Plaza loading dock Level B-2 main water and gas room.**

Sprinkler control and shut-off valves for the parkade are located **in the parking level basement trash room.**

The system will be activated when a sprinkler head is exposed to a consistent temperature above one hundred sixty degrees (160 degrees F). Flow detection devices tie the sprinkler system into the alarm system.

Dry sprinklers are used in the **loading dock, parking level under the tower and parkade** to ensure that the sprinklers will function in cold weather.

Shut-off valves for individual Plaza floors are located **in the closets at each end of the eastern hallway.** Both valves, north and south, must be shut off to stop flow.

Standpipes

Class I standpipes are located **in the stairwells of the Tower, Plaza, and parkade.**

Tower Stair 1 has a wet standpipe with hose connections. One pipe goes from the fire pump room on Tower Level B-2 through to Tower Level 22, and the other pipe from Tower Level B-2 through to the top of the building. If the pumps are offline then the fire department can hook up a pumper truck on the exterior of the building, as there are no sprinkler connections on this particular line.

Tower Stair 2 has a wet standpipe with hose connections for the sprinkler system. As with the pipe in stair 1, if the fire pumps are offline then the fire department can hook up a pumper truck to the exterior of the building.

The Plaza stairwells have a dry standpipe that can be charged by the fire department. In the closets at the north and south side restrooms, there are wet standpipes that supply water to the sprinklers for that section. There is a fire department hook-up for these standpipes, located on 5th Avenue, near the main entrance.

Fire Pump

The office building is equipped with 4 fire pumps, located in the Tower level B-2 fire pump room that supplies extra pressure to the standpipes and sprinklers. The fire pumps are activated automatically upon registering a water pressure drop in the system. The fire pumps have a rated output capacity of 750 G.P.M. for the high-rise and 1500 G.P.M. for the low-rise.

Parkade fire department connections are located on the east exterior wall of the parkade, just north of the east parkade entry ramp.

Fire Extinguishers

The sprinkler closet and at the east ends of the north and south corridors adjacent to Stair #1 on each floor along with some tenant spaces, mechanical and electrical rooms along with the parkade parking areas are equipped with **two ABC dry chemical** fire extinguishers. The extinguishers have labels with instructions describing how to use the extinguishers, their age, serial number and what type of fire they can be used against.

Part 6.8

Smoke Control

- Elevator lobby doors close
- Fire floor goes into exhaust
- The floors above and below the fire floor are pressurized
- High-rise stairwell pressurization fans start up
- High-rise stairwells are mechanically pressurized

PART 7
FLOOR PLANS

PART 8

PERSONS REQUIRING ASSISTANCE

In the event that a person requires assistance to evacuate, the Tenant Floor Wardens will be responsible for ensuring that assistance is provided by pre-assigned Assistance Monitors, or by assigning floor occupants to that individual should Assistance Monitors not be present. In most cases, the individual will have some means by which his or her evacuation may be facilitated. However, if that means becomes unavailable, or if the individual's condition is due to injury caused either directly or indirectly by the fire condition, occupants may have to manually assist the person to the nearest safe exit. The following are examples of some techniques that may be used to transport a person requiring assistance to the exits.

One-Person Carries**(1) Firefighter's Carry**

- a) Face the person requiring assistance to evacuate and grab his or her right wrist with your left hand.



- b) Bend over and put your right shoulder into the person's abdomen and embrace both of his or her legs.



- c) Stand upright with the person's weight distributed over your shoulder and back.



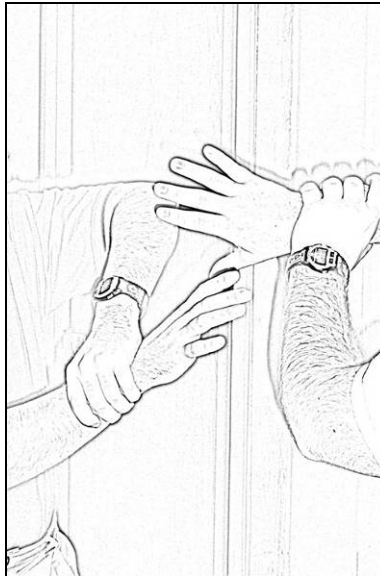
- d) Proceed to the exit.



Two-Person Carries

(1) Interlocking Wrist Carry

- a) Facing your fellow rescuer, grab your right wrist with your left hand.



- b) Grab your fellow rescuer's vacant wrist (wrist without a hand on it), forming a seat.



- c) Both rescuers slide the seat between the back of the chair and the back of the person requiring assistance and under his or her buttocks.



- d) Both rescuers then lift simultaneously and carry the person to safety.



(2) The Chair Lift

- a) Lay the person on his or her back and slide a chair under his or her buttocks, until the person is in a sitting position but still lying on the floor.



- b) Put the person's hands on his or her lap, and slowly raise the chair to a vertical position.



- c) Rescuers may then pick up the chair (either side-by-side, or front and back) and proceed to safety.



(3) Gravity Assist Method (Heavy Persons)

- a) Assist the person requiring assistance to a sitting position at the top of the stair.
- b) One rescuer gets below the person and holds the person's legs off the stair while the other rescuer reaches under the person's arms.
- c) Both rescuers then lower the person one step at a time until the person is safe.

