

**FIRE SAFETY AND EVACUATION /
EMERGENCY ACTION PLAN
FOR
229 WEST 43 STREET
NEW YORK, NY 10036-3913**



Some of the information contained in this plan has been obtained
from the following agencies:

American Red Cross
Federal Emergency Management Agency
Office of Homeland Security
National Fire Protection Association

Appendix A: Combined Fire Safety and Evacuation Plan /
Emergency Action Plan Format

OFFICE BUILDINGS (B) OCCUPANCIES

1. Owner's Certification

I hereby certify that this plan is in compliance with the requirements of FC 404.2.1 and 404.2.2, and R 404-01 and 404-02. This plan sets forth the circumstances and procedures for the sheltering in place, in-building relocation, partial evacuation or evacuation of building occupants in response to a fire, and to a non-fire-related emergency involving an explosion, biological, chemical, radiological, or nuclear incident or release, natural disaster, or other emergency condition in or proximate to the building, or the threat thereof.

Owner's Signature: _____ Date: _____
(Owner or lessee of the building, or other person or entity having charge thereof)

Information contained within this combined Fire Safety and Evacuation Plan / Emergency Action Plan was assembled in conjunction with building management to meet the compliance requirements set forth in FC 404.2.1, FC 404.2.2, R 404-01 and R 404-02 by:

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OVERVIEW:

This Fire Safety and Evacuation / Emergency Action Plan is written as a guide to emergency situations. It is not intended to be an in depth manual covering every scenario or possibility, rather a comprehensive useable guide to help manage a major emergency.

It would be impossible to provide instructions, procedures or definitive information for every conceivable situation that might occur. If one were able to produce such a document it would be voluminous and too detailed to be a true value in an emergency situation.

Let it suffice to say, that training is the key to handling any emergency effectively. Repetition and practice of varied scenarios not only adds dimension to the learning process, but also provides growth for the participants and the ability to think outside the box. This concept, “Thinking Outside The Box”, is perhaps the most effective tool in any one’s arsenal when it comes to managing a true emergency. The ability to see beyond the immediate, during times of crisis and to react accordingly distinguishes the effective Fire Safety/EAP Director from the truly outstanding one.

This plan is a working document, meant to be changed, modified and tailored to the needs of the facility and to the changing conditions in our daily environment. We live in dangerous times. The threat of terrorism looms ever present. In addition, man-made mishaps though non-intentional acts can cause the same effects as any act of terrorism.

Synergy is defined as two or more parts working together to produce or achieve an effect greater than each, as an individual is capable of producing on their own. With this concept of synergy, all Fire Safety/EAP Staff working together can and will produce desired results quicker and faster than a single individual on their own. This can and often does make the difference between successfully resolving an emergency, and succumbing to it.

PREPARING FOR THE UNEXPECTED:

Devastating acts, such as the terrorist attacks on the World Trade Center and the Pentagon in 2001, have left many concerned about the possibility of future incidents in the United States and their potential impact. They have raised uncertainty about what might happen next, increasing stress levels. Nevertheless, there are things that can be done to prepare for the unexpected and reduce the stress that may be felt now and later, should another emergency arise. Taking preparatory action can reassure all building occupants that a measure of control can be exerted even in the face of such events.

The purpose of this plan is to provide instructions in the proper procedures to be followed in the event of fire and non-fire emergencies. The elements of this plan are designed to effectively achieve occupant safety in the event of an emergency. Knowing what to do before, during and after emergencies is essential in order to reduce panic and confusion and helps reduce the possibility of personal injuries and property loss.

Disasters can and do happen and they can occur with little or no warning. A wide variety of emergencies can occur both man-made and natural. These emergencies may include explosions, biological, chemical, nuclear and natural disasters. It is important to note that while all emergencies cannot be predicted, specific responses to different types of emergencies can be anticipated and planned. High-Rise buildings can and do cope with disasters by preparing in advance. It is unrealistic to prepare for every type of emergency, so we must assess the risks. It is important to assess potential problems and to plan for these anticipated emergencies.

Many variables must be considered – the height of the building, the number of people on each floor, the number and travel distance to exit stairs, type of stairs, and accessibility of the exit stairs. This plan establishes safe and orderly methods when responding to an emergency. All building employees and occupants are urged to review this plan periodically and seek explanation of any section, which may be unclear.

Be prepared to adapt this information to individual circumstances and make every effort to follow instructions received from authorities on the scene. Above all, stay calm, be patient and think before acting. With these simple preparations, this building and the occupants within can be ready for the unexpected.

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2. Building Information

2.1 Complete building address. *229 West 43 Street
New York, NY 10036*

Building Name: "The Times Square Building"

NYC Department Of Buildings		
BIN #	<i>1080840</i>	
Tax Block	<i>1015</i>	
Tax Lot	<i>12</i>	
Low Number	High Number	Street Name
<i>217</i>	<i>239</i>	<i>West 43 Street</i>
<i>216</i>	<i>232</i>	<i>West 44 Street</i>

2.2 Building owner information.

2.2.1 Name. *Columbia Property Trust*

2.2.1.1 Contact Name. *Corrine Barnett*

2.2.2 Mailing address. *229 West 43 Street, LL3
New York, NY 10036*

2.2.3. Building Identification Number. *1080840*

2.2.4 Telephone number(s). *(212) 659-8467*

2.2.5 Cellular telephone number(s). *(347) 260-4808*

2.2.6 Fax number(s). *N/A*

2.2.7 E-mailaddress. *Corrine.barnett@columbiapropertytrust.com*

2.3 Height of building and number of stories above and below grade.

Building Statistics	
Height	<i>273 Feet</i>
Above Grade	<i>16 Stories</i>
Below Grade	<i>3 Levels</i>

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- 2.4 Lawful use and occupancy.
Class "E" Occupancy (As per 1968 Building Code)
Class "B" Occupancy (As per 2008 Building Code)
- 2.5 Indicate individual floor occupancy loading in Appendix A-2, Table 6.
See Appendix A-2, Table 6
- 2.6 Fire Command Center.
- 2.6.1 Location.
The Fire Command Station is located in the building lobby (street level) most accessible from West 43rd Street.
- 2.6.2 Building Communications.
The Fire Command Station has two-way voice communication capabilities with all floors and elevator cars. Two-way voice communication is also available from the Fire Command Station with the elevator control and machine rooms (via Fire Warden Phones).
- 2.7 Signage.
- 2.7.1 Elevator Lobbies.
Elevator identification is posted in the elevator lobbies. Signs with floor diagrams are also posted accordingly at elevator landings.
- 2.7.2 Stairwell.
Stairwell signage is posted accordingly. Floor numbering and re-entry signage is posted in stair enclosure. Stairway identification is posted on the occupancy side of the stair door.
- 2.8 Times of day and days of week when building is occupied.
- 2.8.1 Regular Business Hours.
8AM – 5PM (Monday - Friday)
- 2.8.2 Times of day and days of week other than regular business hours when the building is occupied.
Building is accessible 24 hours a day / 7 days a week

3. FS/EAP Staff Designations, Duties and Responsibilities

3.1 Fire Safety/EAP Director.

The Fire Safety/EAP Director shall implement the plan whenever he/she becomes aware of the need to do so and direct occupants to do so accordingly. The Fire Safety/EAP Director shall not unduly delay implementation of the plan unless specifically directed by the Fire Department or other emergency response agency.

The Fire Safety/EAP Director shall determine the safest and most efficient course of action consistent with this plan. Every situation is unique and is dependent upon many variables and must be assessed individually. Each condition will require the Fire Safety/EAP Director to make important decisions based on his/her knowledge of the situation and dependant on the nature of the emergency.

The National Fire Protection Association (NFPA) Task Force Group had resolved that the action of staying or going was an extremely dynamic action and decision. It is never the same for two buildings, and even within the same building, it is unlikely that any two events will give the exact same outcome. The task group settled on the acronym RED. RED is an easy to remember expression for Read, Evaluate, and Decide.

For purposes of this plan, the principles of the RED model may be used as follows:

- **React** - Take any potentially threatening situation seriously.
- **Evaluate** - Judge the level of threat.
- **Decide** - Which option is appropriate for this situation at hand.
(Shelter-In-Place, In-Building Relocate, Partial Evacuate, Evacuate)

*The authority of the Fire Safety/EAP Director shall **not** be subordinated to the authority of any other person, nor shall the Fire Safety/EAP Director be required to obtain the approval of any other person, or comply with any procedure that would prevent the Fire Safety/EAP Director from taking timely action to implement the plan, except in the following circumstances:*

- *In the circumstance of an indeterminate threat, nothing shall preclude the Fire Safety/EAP Director from taking direction from the owner, or any responsible representative of the owner, as designated in this plan for such purpose.*
- *In all circumstances, the Fire Safety/EAP Director shall comply with the orders, official announcements and/or directions of the Mayor of the City of New York or other lawful authorities.*

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- 3.1.1 Identify and provide required information on Appendix A-2, Attachment 1, regarding the individual designated as Fire Safety / EAP Director.
See Appendix A-2, Attachment 1
- 3.1.2 Detail the duties and responsibilities of the Fire Safety / EAP Director.
- *Be present and on duty in the building during regular business hours.*
 - *Be fully familiar with the provisions of the plan documents.*
 - *Supervise and train the Deputy Fire Safety/EAP Directors, Building Evacuation Supervisors, Fire Safety/EAP Wardens, Deputy Fire Safety/EAP Wardens, Searchers and other EAP Staff, including conducting providing initial and refresher training to maintain the state of readiness of such staff. Critical Operations Staff exempt from participating in EAP Drills, shall receive training in evacuation procedures and other matters addressed during the EAP Drill, and such other information as an individual would need to know by reason of their delayed participation in any evacuation or other implementation of the Emergency Action Plan.*
 - *Select qualified personnel for the Fire Safety/EAP Brigade; organize, train and supervise the Fire Safety/EAP Brigade; and be responsible for the state of readiness of the Fire Safety/EAP Brigade.*
 - *Be responsible for daily check of the availability of Fire Safety/EAP Wardens and Deputy Fire Safety/EAP Wardens, and make such notifications or temporary assignments as are necessary to ensure adequate Fire Safety/EAP staffing.*
 - *Immediately report to 911 any emergency and any determination to implement the Emergency Action Plan.*
 - *In the event of an emergency in or affecting the building, report to the Fire Command Station or designated alternative location, and, if appropriate, implement the Emergency Action Plan in accordance with its terms and provisions, and notifying arriving response personnel and incident commander of the emergency and building response thereto.*
 - *Be responsible for communicating all information and directions to building occupants as may be required by the plan documents.*
 - *Conduct required Fire Safety and EAP Drills.*
 - *Approve the content of the Emergency Action Plan educational materials and educational and training sessions provided to the building occupants.*
 - *Ensure that the required notices are posted on the floors and that the required recordkeeping is maintained.*
 - *Review and approve the procedures established by employers of building occupants to account for building occupants after an evacuation, partial evacuation, in-building relocation, or sheltering in place.*
 - *With respect to implementation of the Fire Safety Plan and the conduct of the fire evacuations and fire drills, comply with the requirement, rules and provisions of the Fire Prevention Code.*
- 3.1.3 Indicate how the Fire Safety/EAP Director will be identifiable during drills and emergencies. *Fire Safety/EAP Directors shall be identified by armbands, which shall be worn at all times when the plan is implemented and during drills.*

3.2 Deputy Fire Safety/EAP Director.

3.2.1 Identify and provide required information on Appendix A-2, Attachment 2, regarding the individual designated as Deputy Fire Safety/EAP Director.

See Appendix A-2, Attachment 2

3.2.2 Detail the duties and responsibilities of the Deputy Fire Safety/EAP Director.

- *In the absence of the Fire Safety/EAP Director, perform the duties of the Fire Safety/ EAP Director, as circumstances warrant.*
- *In the presence of the Fire Safety/EAP Director, assist the Fire Safety/EAP Director in carrying out the requirements of the plan, as circumstances warrant.*

3.2.3 Indicate how the Deputy Fire Safety/EAP Director will be identifiable during drills and emergencies. *Deputy Fire Safety/EAP Directors shall be identified by armbands, which shall be worn at all times when the plan is implemented and during drills.*

3.3 Fire Safety and EAP Building Evacuation Supervisor.

At least one (1) person as a Fire Safety/EAP Building Evacuation Supervisor, and qualified to serve in such position, shall be present and on duty in the building at all times when a Fire Safety/EAP Director is not required to be on duty, but there are occupants in the building. The Fire Safety/EAP Building Evacuation Supervisor at such times shall exercise the authority and responsibility of the Fire Safety/EAP Director to implement the plan.

3.3.1 Identify and provide required information on Appendix A-2, Attachment 3, regarding the individual designated as Fire Safety and EAP Building Evacuation Supervisor. *See Appendix A-2, Attachment 3*

3.3.2 Detail the duties and responsibilities for each Fire Safety and EAP Building Evacuation Supervisor.

- *In the absence of the Fire Safety/EAP Director and Deputy Fire Safety/EAP Director, perform the duties of the Fire Safety/ EAP Director, as circumstances warrant.*
- *In the presence of the Fire Safety/EAP Director, assist the Fire Safety/EAP Director in carrying out the requirements of the plan, as circumstances warrant.*

3.3.3 Indicate how the Fire Safety and EAP Building Evacuation Supervisor will be identifiable during drills and emergencies. *Building Evacuation Supervisors shall be identified by armbands, which shall be worn at all times when the plan is implemented and during drills.*

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3.4 Fire Safety and EAP Warden.

At least one (1) Fire Safety/EAP Warden is required for each floor of the building. Fire Safety/EAP Wardens shall be on duty on each floor during regular business hours for such floor.

3.4.1 Identify and provide required information on Appendix A-2, Table 1, regarding the individuals designated as Fire Safety and EAP Warden.

See Appendix A-2, Table 1

3.4.2 Detail the duties and responsibilities for each Fire Safety and EAP Warden.

- *Be familiar with the plan documents, including general sheltering in place, in-building relocation, partial evacuation and evacuation procedures, the exit and in-building relocation routes to be utilized for the floor, the location of in-building relocation areas and assembly areas and the means of communicating with the Fire Safety/EAP Director.*
- *In the event of an emergency on the floor or immediately affecting building occupants on the floor, notify the Fire Safety/EAP Director and building occupants on the floor of the emergency, and initiate appropriate action.*
- *In the event of an emergency not on the floor or not immediately affecting building occupants on the floor, establish communication with the Fire Safety/EAP Director and, if possible, await direction from the Fire Safety/EAP Director.*
- *Keep the Fire Safety/EAP Director informed of his or her location and the progress of the implementation of the plan measures.*
- *Confirm the in-building relocation or evacuation of the floor or portion thereof by directing Deputy Fire Safety/EAP Wardens and/or other EAP Staff designated as searchers to search all areas of the floor to be relocated or evacuated; to do so by visual inspection, not merely by the lack of a voice response; and to notify any remaining building occupants that they must immediately comply with the applicable plan procedures.*
- *Determine whether the stairwells are safe to enter before directing building occupants to use them, and, if unsafe, notify the Fire Safety/EAP Director. Do not direct building occupants to use elevators unless and until the Fire Safety/EAP Director authorizes their use.*
- *Perform such other duties as set forth in this plan documents, or as directed to do so by the Fire Safety/EAP Director.*
- *Assist **each employer** with accounting for all floor employees (including visitors, suppliers and customers), during an in-building relocation and/or evacuation. A list of all occupants not accounted for including names and last known locations shall immediately be provided to the Fire Safety/EAP Director or official in charge (See sections 5.1.2.2.3, 5.1.3.2.4, 5.1.4.2.4 and subsequent sections throughout the Emergency Action Plan).*
- *Fire Safety/EAP Wardens on all floors not designated as a re-entry floor shall direct one person for **each** exit stair on their respective floor to proceed to that stair and open door when necessary to allow occupants from other floors to re-enter. (See Table 8).*
- *Periodically review and be aware of any occupants on the floor requiring special assistance in an emergency situation and understand the nature of*

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how to assist those individuals (See Appendix F – Attachment 3).

3.4.3 Indicate how the Fire Safety and EAP Wardens will be identifiable during drills and emergencies. *Fire Safety/EAP Wardens shall be identified by armbands, which shall be worn at all times when the plan is implemented and during drills.*

3.5 Deputy Fire Safety and EAP Warden.

At least one (1) Deputy Fire Safety/EAP Warden is required for each employer of building occupants on a floor. If the floor area occupied by an employer of building occupants on a single floor exceeds 7500 square feet, a Deputy Fire Safety/EAP Warden shall be designated for each 7500 square feet or portion thereof. At least the minimum required number of Deputy Fire Safety/EAP Wardens, with the training required for the position, shall be on duty on each floor during the regular business hours of such employer.

3.5.1 Identify and provide required information on Appendix A-2, Table 2, regarding the individuals designated as Deputy Fire Safety and EAP Warden.
See Appendix A-2, Table 2

3.5.2 Detail the duties and responsibilities for each Deputy Fire Safety and EAP Warden.

- *In the absence of the Fire Safety/EAP Warden, perform the duties of the Fire Safety/EAP Warden, as circumstances warrant.*
- *In the presence of the Fire Safety/EAP Warden, assist the Fire Safety/EAP Warden in carrying out the requirements of the plan, by searching all areas of the floor to be in-building relocated or evacuated, and notifying any remaining building occupants that they must immediately comply with the applicable plan procedures, and by performing such other duties as assigned by this plan or directed by the Fire Safety/EAP Warden.*

3.5.3 Indicate how the Deputy Fire Safety and EAP Wardens will be identifiable during drills and emergencies. *Deputy Fire Safety/EAP Wardens shall be identified by armbands, which shall be worn at all times when the plan is implemented and during drills.*

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3.6 Fire Safety and EAP Searchers.

At least one (1) male and one (1) female Fire Safety/EAP Searcher is required for each employer of building occupants on a floor. Such searchers shall be on duty on each floor during the regular business hours of such employer.

3.6.1 Identify and provide required information on Appendix A-2, Table 2A, regarding the individuals designated as Fire Safety and EAP Searchers.

See Appendix A-2, Table 2A

3.6.2 Detail the duties and responsibilities for each Fire Safety and EAP Searcher.

- *In the absence of the Deputy Fire Safety/EAP Warden, perform the duties of the Deputy Fire Safety/EAP Warden.*
- *In the presence of the Fire Safety/EAP Warden, assist the Fire Safety/EAP Warden in carrying out the requirements of the plan, by searching all areas of the floor to be relocated in building or evacuated, notifying any remaining building occupants that they must immediately comply with the plan procedures, and performing such other duties as assigned by the plan or directed by the Fire Safety/EAP Warden.*

3.6.3 Indicate how the Fire Safety and EAP Searchers will be identifiable during drills and emergencies. *Fire Safety/EAP Searchers shall be identified by armbands, which shall be worn at all times when the plan is implemented and during drills.*

3.7 Fire Safety and EAP Brigade.

The Fire Safety/EAP Brigade shall consist of building personnel, office employees or other building occupants designated to assist in the implementation of the plan documents, including persons assigned to assist building occupants that require assistance to participate in the plan. Fire Safety/EAP Brigade members shall be on duty during regular business hours. The Fire Safety/EAP Director and Deputy Fire Safety/EAP Director(s) shall not be designated as Fire Safety/EAP Brigade members.

3.7.1 Identify and provide required information on Appendix A-2, Table 3, regarding the individuals designated as Fire Safety and EAP Brigade members.

See Appendix A-2, Table 3

3.7.2 Detail the duties and responsibilities for each Fire Safety and EAP Brigade member.

- *Perform their designated assignments, as set forth in this plan or as directed by Fire Safety/EAP Director.*
- *In the event of an emergency, immediately report to the designated locations, as set forth in this plan, or directed by the Fire Safety/EAP Director, to be ready to undertake their designated assignments.*

3.7.3 Indicate how the Fire Safety and EAP Brigade members will be identifiable during drills and emergencies. *Fire Safety/EAP Brigade members shall be identified by armbands, which shall be worn at all times when the plan is implemented and during drills.*

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3.8 Critical Operations Staff (Building Personnel).

3.8.1 Identify and provide required information on Appendix A-2, Table 4, regarding the individuals designated as Critical Operations Staff (Building Personnel).

See Appendix A-2, Table 4

3.8.2 Detail the duties and responsibilities for each member of the Critical Operations Staff (Building Personnel).

- *Perform their designated assignments, as set forth in the plan (See Appendix A-2, Table 4) or as directed by the Fire Safety/EAP Director.*
- *In the event of an emergency, immediately report to their designated locations, as set forth in the plan or directed by the Fire Safety/EAP Director, and undertake their designated assignments.*

3.8.3 Indicate how the Critical Operations Staff (Building Personnel) will be identifiable during drills and emergencies. Critical Operations Staff shall be identified by armbands, which shall be worn at all times when the plan is implemented and during drills.

3.9 Critical Operations Staff (Office Employees).

3.9.1 Identify and provide required information on Appendix A-2, Table 5, regarding the individuals designated as Critical Operations Staff (Office Employees).

See Appendix A-2, Table 5

4. Fire Safety and Evacuation Instructions

4.1 General Statement.

The following factors shall be expeditiously determined and considered in implementing the fire safety and evacuation plan in the event of a fire in the building:

4.1.1 Location of the fire (floors and areas on floors).

4.1.2 Severity of the fire.

4.1.3 Floors affected by smoke conditions.

4.1.4 Stairwells affected by smoke conditions.

4.1.5 Floors occupied at the time of the fire and the number of building occupants in such areas.

4.2 Implementation of Fire Safety and Evacuation Plan.

4.2.1 Call 911 and report fire and (if known) fire location.

4.2.2 Mobilize FSP safety brigade.

4.2.3 Identify stairwell(s) for evacuation of building occupants and stairwell(s) for use by responding firefighting personnel.

4.2.4 Make announcement to building occupants informing them of the fire condition and its location. Instruct them not to use the elevators unless directed to do so by firefighting personnel.

4.2.5 Instruct building occupants on the fire floor and the floor above the fire floor to immediately leave these floors, and evacuate the building or relocate to another safe location within the building below at least three (3) floors below their present location. Identify the stairwells(s) or other routes of egress for their use and direct them to use only those stairwells(s) or routes of egress. Instruct building occupants to close office doors and stairwell doors behind them.

See Appendix A-2, Tables 6

4.2.6 Buildings with approved fire alarms that ring on the floor below the fire shall have building occupants on the floor below the fire instructed to immediately leave the floor, and evacuate the building or relocate to another safe location within the building at least three (3) floors below their present location. Identify the stairwell(s) or other routes of egress for their use and direct them to use only those stairwell(s) or routes of egress. Instruct building occupants to close office doors and stairwell doors behind them.

See Appendix A-2, Table 6

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- 4.2.7 Building occupants may be instructed to exit the stairwell at a designated floor if the stairwell is needed for responding firefighting personnel.
- 4.2.8 Instruct fire safety brigade to assist building occupants with special needs who are unable to use the stairwells or other designated route of egress without assistance.
- 4.2.9 Unless fire and smoke conditions warrant otherwise, instruct building occupants on other floors to *shelter in place* and not move around the building, pending further direction from the fire safety director or firefighting personnel.
- 4.2.10 Monitor the progress of the fire and smoke conditions by monitoring the fire alarm control panel and maintaining regular communication with FSP brigade.
- 4.3 Use of Elevators. Elevators shall not be used to implement the fire safety and evacuation plan, except under the following circumstances:
- 4.3.1 Where such use is conducted or authorized by firefighting personnel.
- 4.3.2 Where such use is made necessary by fire, heat or smoke conditions in stairwells, preventing or hindering the evacuation or in-building relocation of building occupants, and the fire safety/EAP director or deputy fire safety/EAP director determines that the elevators can be safely used, subject to the following provisions:
- 4.3.2.1 Elevators which operate in a shaft that does not serve (stop at) the fire floor or have openings on the fire floor, may be used. Elevators serving (stopping at) the fire floor or having openings on the fire floor shall not be used under any circumstances.
- 4.3.2.2 Only elevators provided with two-way voice communication to the *fire command center* in accordance with Building Code requirements may be used for these purposes.
- 4.3.2.3 Movement of elevators shall be controlled either by operation in manual mode by an FSP staff member or at the elevator control panel in the lobby, under the direct supervision of the *fire safety/EAP director*.
- 4.4 Procedures for accounting for building occupants after completing in-building relocation, partial or full evacuation. **Each employer** shall be responsible to establish and maintain a system which assigns the responsibility of accounting for employees present in the building and taking a head count at the in-building relocation area or predetermined assembly area. Upon relocation of all persons, for any occupant not accounted for, a list of the names and last known locations shall immediately be provided to the Fire Safety/EAP Warden or Deputy Fire Safety/EAP Warden who will contact the Fire Safety/EAP Director or official in charge via the nearest Warden Phone (upon in-building relocation) or via cell phone (upon evacuation). All visitors, including suppliers and customers, will also be accounted for during the head count. **IN AN EVACUATION, DO NOT RETURN TO THE BUILDING.** All building occupants shall remain with their

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group unless otherwise instructed.

4.5 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance.

Regardless of the type of disability, certain individuals may require assistance during a fire or non-fire emergency. The Fire Safety/EAP Director shall prepare and maintain an up-to-date listing of names of all occupants, guests and visitors of both permanent and temporary infirmity and/or disability to be logged accordingly at the Fire Command Station. It should be understood the nature of how to assist these individuals if shelter in-place, in-building relocation and/or an evacuation is deemed necessary.

Fire Safety/EAP Brigade members and/or Critical Operations Staff members will be designated to assist such occupants (See Tables 3 and 5).

The following procedures should be followed:

- *The Fire Safety/EAP Director will notify all Brigade members and Critical Operations Staff of the emergency condition.*
- *The Brigade members and/or Critical Operations Staff assigned to assist the infirmed and/or disabled individuals will subsequently report to the locations of these building occupants.*
- *The Brigade members and/or Critical Operations Staff shall remain with these individuals at all times and await further instructions from the Fire Safety/EAP Director (and/or responding authorities).*
- *If instructions to evacuate are received (or if the Brigade member or Critical Operations Staff deems it is necessary to evacuate due to imminent danger) the infirmed and/or disabled individual will be assisted into the stairwell.*
- *Brigade members and Critical Operations Staff shall be prepared to carry or assist the individual down the stairs (if need be). Always ask others to assist, if necessary.*
- *Do not leave wheel chairs or crutches inside the stairwell.*

Note: Elevators shall not be utilized and/or designated as a procedure for movement of such building occupants in a fire emergency.

5. Emergency Action Plan for Explosions

- 5.1 General Statement. *An explosion is an accidental or deliberate detonation of a device that will cause a sudden increase in volume and release of energy in a violent manner, usually with the generation of high temperature and the release of gases.*

In the event of an explosion in the building, the Fire Safety/EAP Director shall immediately implement the building's Emergency Action Plan. In the event of an explosion with an ensuing fire, the approved Fire Safety Plan for the building should be implemented. In the event of an explosion proximate to the building, or threat thereof, the Fire Safety/EAP Director shall decide if the building's Emergency Action Plan will be implemented.

Set forth below are the procedures that will be implemented during regular business hours in the event of an explosion in or proximate to the building, or the threat thereof. *If a decision is made to implement the plan, the Fire Safety/EAP Director shall proceed with the following course of action: (1) Remain calm and immediately notify 911. (2) Proceed to the Fire Command Station. (3) Activate the fire alarm alert tone throughout the building. (4) An announcement shall be made notifying all building occupants what has occurred, where it has occurred, what provisions of the Emergency Action Plan will be implemented (Shelter-In-Place, In-Building Relocation, Partial Evacuation, or Full Evacuation) and why it is necessary to implement this provision of the EAP. These announcements shall be repeated or updated on a frequent basis (See Appendix N for alarm announcement guidelines). In the event that the building's Fire Command Station is inaccessible or inoperable, please reference Appendix E for further instructions.*

NOTE: Be prepared for possible recurring or additional explosions. Fire Safety/EAP Brigade members shall assist any injured building occupants if possible. DO NOT MOVE seriously injured persons unless they're in obvious, immediate danger from such threats as fire, etc. Building occupants should be instructed to open doors carefully and watch for falling objects. ELEVATORS ARE NOT TO BE USED AFTER AN EXPLOSION. Do not smoke or use matches or lighters. Avoid telephones. Do not spread rumors. The use of cell phones and two-way radios should be avoided for any event involving an explosion.

- 5.1.1 Shelter in Place. *The precaution of directing building occupants to remain inside the building, at their work locations, in response to an emergency. There are circumstances where staying put and creating a barrier between occupants and potentially contaminated air outside can be a matter of survival.*

- 5.1.1.1 General Procedures. *In the event of an explosion in or proximate to the building, or threat thereof, and a decision has been made to shelter in place, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. Remain at your work location and do not leave the building until authorities advise it is safe to leave. Advise any visitors to stay and not to leave. Close any windows and doors, close blinds/curtains on exterior windows and be prepared to shut down all air conditioners. All building occupants should avoid the use of cell phones*

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and two-way radios in the event of an explosion.

The Fire Safety/EAP Director immediately upon arrival at the Fire Command Station will recall all elevators. The EAP Staff and Critical Operations Staff will communicate with the Fire Safety/EAP Director using the nearest floor warden phones.

5.1.1.2 Building Components or Systems.

See Appendix A-2, Table 7

5.1.1.2.1. Access to and egress from the building, including entrances, exits and stairwells.

- Access to and egress from the building at 43rd Street (South Side) and 44th Street (North Side)*
- Main lobby located at 43rd Street*
- Loading Docks located at 43rd Street and 44th Street*
- Egress to 1st floor mezzanine via Stairway "A"
(Then egress building via Stairway "A1")*
- Egress to loading dock (at 43rd Street) via Stairway "A1"*
- Egress to 11th floor mezzanine via Stairway "B"
(Passageway leads to Stairway "C" on 11th floor mezzanine)*
- Egress to lobby (at 43rd Street) via Stairway "B1"*
- Egress to cellar mezzanine via Stairways "C" and "H"
(Then egress building via passageway directly to 44th Street)*
- Egress to loading dock (at 44th Street) via Stairway "D"*
- Egress to 43rd Street via Stairways "E" and "G"*
- Egress to cellar mezzanine via Stairway "F"
(Then egress building via Stairway "A1")*

5.1.1.2.2 Elevator operation.

*All elevator cars are equipped with firemen service and can be operated manually. All elevator cars are equipped with two-way voice communication. During an emergency, all elevator cars will be recalled by Fire Safety/EAP Director to the lobby or lowest level served. Designated cars in each elevator bank will be operated manually and utilized by Fire Safety/EAP Brigade for the possible removal of occupants **if necessary**. (See Appendix F - Attachment 1 and Appendix G for more information.) All other cars will be available for Fire Department use.*

5.1.1.2.3 Ventilation system operation.

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5.1.1.2.4 Openable windows.

Operable windows are located throughout the building. No keys are required. Upon implementation of the Emergency Action Plan (for a non-fire emergency) the Fire Safety/EAP Director will make an announcement for tenants to close all operable windows on their floor including any windows leading from the common areas to their tenant space.

5.1.1.2.5 Interior doors, including fire doors.

Fireproof self-closing doors are located on all stairways, utility closets, MER rooms, exit corridors and all other areas as required by code. All fail-safe (electro-magnetic door release) devices should be utilized manually when the Emergency Action Plan is initiated to ensure all re-entry doors are unlocked.

5.1.1.2.6 Electrical, natural gas, steam and other utility operations.

5.1.1.2.7 Fuel oil storage systems and associated pumps and piping.

5.1.2 In-Building Relocation. *Controlled movement of building occupants from an endangered area of a building to an in-building relocation area within the same building in response to an emergency.*

5.1.2.1 General Procedures. *In the event of an explosion in or proximate to the building, or threat thereof, and a decision has been made to in-building relocate, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. When considering movement to a safe area inside the building, priority should be given to building occupants on floors or other areas of the building most at risk of harm, which may include the floors immediately above and below. Building occupants and all visitors will be directed to an interior room or rooms within the building, or ones with no or few windows, and take refuge. All building occupants should avoid the use of cell phones and two-way radios in the event of an explosion.*

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The Fire Safety/EAP Director immediately upon arrival at the Fire Command Station will recall all elevators. The EAP Staff and Critical Operations Staff will communicate with the Fire Safety/EAP Director using the nearest floor warden phones.

5.1.2.2 Specific In-Building Relocation Requirements.

5.1.2.2.1 Designated in-building relocation areas.

See Appendix A-2 – Table 8

5.1.2.2.2 Designated routes by which building occupants would be directed to in-building relocation areas.

See Appendix A-2, Table 8

5.1.2.2.3 Procedures of accounting for building occupants after completing in-building relocation. *Each employer shall be responsible to establish and maintain a system which assigns the responsibility of accounting for employees present in the building and taking a head count at the in-building relocation area. Upon relocation of all persons, for any occupant not accounted for, a list of the names and last known locations shall immediately be provided to the Fire Safety/EAP Warden or Deputy Fire Safety/EAP Warden who will contact the Fire Safety/EAP Director or official in charge via the nearest Warden Phone. All visitors, including suppliers and customers, will also be accounted for during the head count.*

5.1.2.2.4 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance.

See Appendix F – Attachments 1, 2 and 3

5.1.2.3 Building Components. (See Section 5.1.1.2)

5.1.2.3.1 Access to and egress from the building, including entrances, exits and stairwells.

5.1.2.3.2 Elevator operation.

5.1.2.3.3 Ventilation system operation.

5.1.2.3.4 Openable windows.

5.1.2.3.5 Interior doors, including fire doors.

5.1.2.3.6 Electrical, natural gas, steam and other utility operations.

5.1.2.3.7 Fuel oil storage systems and associated pumps and piping.

5.1.3 Partial Evacuation. *The emptying of a building of some but not all building occupants in response to an emergency.*

5.1.3.1 General Procedures. *In the event of an explosion in or proximate to the building, or threat thereof, and a decision has been made to partially*

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evacuate the building, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. When considering movement to a safe area outside the building, priority should be given to building occupants on floors or other areas of the building most at risk of harm, which may include the floors immediately above and below. All building occupants should avoid the use of cell phones and two-way radios in the event of an explosion.

The Fire Safety/EAP Director immediately upon arrival at the Fire Command Station will recall all elevators. The EAP Staff and Critical Operations Staff will communicate with the Fire Safety/EAP Director using the nearest floor warden phones.

*Once an incident has been evaluated, and an evacuation is deemed necessary, an announcement shall instruct EAP Staff and building occupants as follows: (1) Remain calm. (2) Immediately shut down all hazardous equipment. (3) Move quickly and in an orderly manner to the designated **exit** stairwell (unless instructed towards an alternate stairway); do not use elevators. (4) Take no more than car/office keys, purses and coats (only if nearby). Do not take large or heavy objects or equipment. (5) Shut all doors behind, but do not lock these doors. (6) Occupants shall assist and accompany infirmed or disabled individuals or any person who appears to need assistance to the stairwell or stairwell vestibule. (See Appendix F – Attachment 2) (7) Fire Safety/EAP Wardens are responsible for making sure all occupants have left the floor by visually inspecting all areas of the floor, not merely by the lack of voice response. (8) Continue down the stairs and stay to the right allowing the left side of the stairwell to be utilized by emergency personnel. (9) Exit building and proceed to the designated outside assembly area where a head count will be taken. Remain at the assembly area until authorized to leave. (10) Fire Safety/EAP Wardens will report to the Fire Safety/EAP Director the status of the floor (all evacuated, someone trapped and where, etc.) once building occupants are out of the building.*

5.1.3.2 Specific Partial Evacuation Requirements.

5.1.3.2.1 Location of exits, stairwells and elevators.

- Building exits at 43rd Street (South) and 44th Street (North)
- Stairway "A" (West Side)
- Stairway "A1" (Southwest Corner)
- Stairway "B" (South Side)
- Stairway "B1" (South Core)
- Stairway "C" (Center Core)
- Stairway "D" (North Core)
- Stairway "E" (East Core)
- Stairway "F" (Southwest Corner)

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- Stairway "G" (Southeast Corner)
- Stairway "H" (Center Core)
- Elevator Bank "Q" (North Core)
- Elevator Bank "R" (East Side)
- Elevator Bank "S" (East Side)
- Elevator Bank "T" (Northeast Core)
- Elevator Bank "U" (Center Core)
- Elevator Bank "V" (West Side)
- Elevator Bank "W" (Northeast Core)
- Elevator Bank "X" (Southwest Corner)
- Elevator Bank "Y" (South Core)
- Elevator Bank "Z" (North Core)

5.1.3.2.2 Primary and alternate exit routes. All building occupants will evacuate through the designated stairways (See Appendix A-2, Table 9) or as directed by Fire Safety/EAP Director or Fire Safety/EAP Warden (See Appendix H and Appendix I). A drill consisting of stairwell familiarization will be conducted regularly for all building occupants.

5.1.3.2.3 Assembly areas.
See Appendix A-2, Table 10

Primary - On West 43rd Street
(Between Broadway & Sixth Avenue)

Alternate - On Broadway
(Between 45th Street & 46th Street)

(Note: An alternate assembly area has been designated in the event that the primary assembly area is deemed not safe or accessible.)

5.1.3.2.4 Procedures for accounting for building occupants after completing a partial evacuation. Once building occupants are at the assembly area, **DO NOT LET ANYONE RETURN TO THE BUILDING, FOR ANY REASON.** **Each employer** shall be responsible to establish and maintain a system which assigns the responsibility of accounting for employees present in the building and taking a head count at the predetermined assembly area as noted above. For any occupant not accounted for, a list of the names and last known locations shall immediately be provided to the Fire Safety/EAP Warden or Deputy Fire Safety/EAP Warden who will notify the Fire Safety/EAP Director or official in charge via cell phone. **DO NOT RETURN TO THE BUILDING.** All building occupants shall remain with their group unless otherwise instructed.

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5.1.3.2.5 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance.
See Appendix F – Attachments 1, 2 and 3

5.1.3.3 Building Components. (See Section 5.1.1.2)

5.1.3.3.1 Access to and egress from the building, including entrances, exits and stairwells.

5.1.3.3.2 Elevator operation.

5.1.3.3.3 Ventilation system operation.

5.1.3.3.4 Openable windows.

5.1.3.3.5 Interior doors, including fire doors.

5.1.3.3.6 Electrical, natural gas, steam and other utility operations.

5.1.3.3.7 Fuel oil storage systems and associated pumps and piping.

5.1.4 Evacuation. *The emptying of a building of all building occupants in response to an emergency.*

5.1.4.1 General Procedures. *In the event of an explosion in or proximate to the building, or threat thereof, and a decision has been made to evacuate the building, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. When considering movement to a safe area outside the building, priority should be given to building occupants on floors or other areas of the building most at risk of harm, which may include the floors immediately above and below. All building occupants should avoid the use of cell phones and two-way radios in the event of an explosion.*

The Fire Safety/EAP Director immediately upon arrival at the Fire Command Station will recall all elevators. The EAP Staff and Critical Operations Staff will communicate with the Fire Safety/EAP Director using the nearest floor warden phones.

*Once an incident has been evaluated, and an evacuation is deemed necessary, an announcement shall instruct EAP Staff and building occupants as follows: (1) Remain calm. (2) Immediately shut down all hazardous equipment. (3) Move quickly and in an orderly manner to the designated **exit** stairwell (unless instructed towards an alternate stairway); do not use elevators. (4) Take no more than car/office keys, purses and coats (only if nearby). Do not take large or heavy objects or equipment. (5) Shut all doors behind, but do not lock these doors. (6) Occupants shall assist and accompany infirmed or disabled individuals or any person who appears to need assistance to the stairwell or stairwell vestibule. (See Appendix F – Attachment 2) (7) Fire Safety/EAP Wardens are responsible for making sure all occupants have left the floor by visually inspecting all areas of the floor, not merely by the lack of voice response. (8) Continue down the stairs and stay to the right*

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allowing the left side of the stairwell to be utilized by emergency personnel. (9) Exit building and proceed to the designated outside assembly area where a head count will be taken. Remain at the assembly area until authorized to leave. (10) Fire Safety/EAP Wardens will report to the Fire Safety/EAP Director the status of the floor (all evacuated, someone trapped and where, etc.) once building occupants are out of the building.

5.1.4.2 Specific Evacuation Requirements.

5.1.4.2.1 Location of exits, stairwells and elevators.

- Building exits at 43rd Street (South) and 44th Street (North)
- Stairway "A" (West Side)
- Stairway "A1" (Southwest Corner)
- Stairway "B" (South Side)
- Stairway "B1" (South Core)
- Stairway "C" (Center Core)
- Stairway "D" (North Core)
- Stairway "E" (East Core)
- Stairway "F" (Southwest Corner)
- Stairway "G" (Southeast Corner)
- Stairway "H" (Center Core)
- Elevator Bank "Q" (North Core)
- Elevator Bank "R" (East Side)
- Elevator Bank "S" (East Side)
- Elevator Bank "T" (Northeast Core)
- Elevator Bank "U" (Center Core)
- Elevator Bank "V" (West Side)
- Elevator Bank "W" (Northeast Core)
- Elevator Bank "X" (Southwest Corner)
- Elevator Bank "Y" (South Core)
- Elevator Bank "Z" (North Core)

5.1.4.2.2 Primary and alternate exit routes. All building occupants will evacuate through the designated stairways (See Appendix A-2, Table 9) or as directed by Fire Safety/EAP Director or Fire Safety/EAP Warden (See Appendix H and Appendix I). A drill consisting of stairwell familiarization will be conducted regularly for all building occupants.

5.1.4.2.3 Assembly areas.

See Appendix A-2, Table 10

Primary - On West 43rd Street
(Between Broadway & Sixth Avenue)

Alternate - On Broadway
(Between 45th Street & 46th Street)

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(Note: An alternate assembly area has been designated in the event that the primary assembly area is deemed not safe or accessible.)

5.1.4.2.4 Procedures for accounting for building occupants after completing an evacuation. *Once building occupants are at the assembly area, DO NOT LET ANYONE RETURN TO THE BUILDING, FOR ANY REASON. Each employer shall be responsible to establish and maintain a system which assigns the responsibility of accounting for employees present in the building and taking a head count at the predetermined assembly area as noted above. For any occupant not accounted for, a list of the names and last known locations shall immediately be provided to the Fire Safety/EAP Warden or Deputy Fire Safety/EAP Warden who will notify the Fire Safety/EAP Director or official in charge via cell phone. DO NOT RETURN TO THE BUILDING. All building occupants shall remain with their group unless otherwise instructed.*

5.1.4.2.5 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance.
See Appendix F – Attachments 1, 2 and 3

5.1.4.3 Building Components. *(See Section 5.1.1.2)*

5.1.4.3.1 Access to and egress from the building, including entrances, exits and stairwells.

5.1.4.3.2 Elevator operations.

5.1.4.3.3 Ventilation system operation.

5.1.4.3.4 Openable windows.

5.1.4.3.5 Interior doors, including fire doors.

5.1.4.3.6 Electrical, natural gas, steam and other utility operations.

5.1.4.3.7 Fuel oil storage systems and associated pumps and piping.

5.2 Set forth the procedures that will be implemented at times other than regular business hours, if different from those set forth above. *A Building Evacuation Supervisor will be on duty during times other than regular business hours when there are occupants present in the building. He/she shall assume the duties of the Fire Safety/EAP Director including (but not limited to) 911 notification upon implementation of the Emergency Action Plan and all necessary announcements to building occupants. (See the beginning of this section for more detailed information.) At this time, there may be no Fire Safety/EAP Brigade members on duty or any Critical Operations Staff on site within the building.*

(The remainder of this page is left intentionally blank if revisions/updates are needed)

6. Emergency Action Plan for a Biological Incident or Release

- 6.1 General Statement. *A biological incident or release is germs or other substances that can cause illness. Many agents must be inhaled, enter through a cut in the skin or eaten to make an individual sick. Some biological agents, such as anthrax (see Appendix K), do not cause contagious diseases. Others, like the smallpox virus, can result in diseases that can be caught from other people.*

Unlike an explosion, a biological attack may or may not be immediately obvious. While it is possible that signs may be seen of a biological incident or release, as was sometimes the case with the anthrax mailings, it is perhaps more likely that the local health care workers will report a pattern of unusual illness or there will be a wave of sick people seeking emergency medical attention. This danger may be learned through an emergency radio or TV broadcast, the building may get a telephone call or emergency response workers may come to the building.

In the event of a biological attack, public health officials may not immediately be able to provide information on what to do. It will take time to determine exactly what the illness is, how it should be treated, and who is in danger. However, watch TV, listen to the radio, or check the Internet for official news including the following:

- *Is the building in the group or area authorities consider in danger?*
- *What are the signs and symptoms of the disease?*
- *Are medications or vaccines being distributed?*
- *Where?*
- *Who should get them?*
- *Where should emergency medical care be sought if a building occupant becomes sick?*

Occupant Health: *If an unusual and suspicious release of an unknown substance is nearby, occupants should be instructed to quickly get away, cover their mouth and nose with layers of fabric that can filter the air but still allow breathing. Examples include two to three layers of cotton such as a t-shirt, handkerchief or towel. Otherwise, several layers of tissue or paper towels may help. Wash with soap and water and contact authorities.*

Symptoms And Hygiene: *At the time of the declared biological emergency, if a building occupant becomes sick, it is important to be suspicious. Do not automatically assume, however, that an individual should go to a hospital emergency room or that any illness is the result of the biological attack. Symptoms of many common illnesses may overlap. Use common sense, practice good hygiene and cleanliness to avoid spreading of germs, and seek medical advice.*

Set forth below are the procedures that will be implemented during regular business hours in the event of a biological incident or release in or proximate to the building, or the threat thereof. *In the event of a biological incident or release in the building, the Fire Safety/EAP Director shall immediately implement the building's Emergency Action Plan. In the event of a biological incident or release proximate to the building, or threat thereof, the Fire Safety/EAP Director shall decide if the building's Emergency Action Plan will be*

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implemented (See Appendix J – Attachment 1).

If a decision is made to implement the plan, the Fire Safety/EAP Director shall proceed with the following course of action: (1) Remain calm and immediately notify 911. (2) Proceed to the Fire Command Station. (3) Activate the fire alarm alert tone throughout the building. (4) An announcement shall be made notifying all building occupants what has occurred, where it has occurred, what provisions of the Emergency Action Plan will be implemented (Shelter-In-Place, In-Building Relocation, Partial Evacuation, or Full Evacuation)(See Appendix J – Attachment 2) and why it is necessary to implement this provision of the EAP. These announcements shall be repeated or updated on a frequent basis (See Appendix N for alarm announcement guidelines). In the event that the building's Fire Command Station is inaccessible or inoperable, please reference Appendix E for further instructions.

6.1.1 Shelter in Place. *The precaution of directing building occupants to remain inside the building, at their work locations, in response to an emergency. There are circumstances where staying put and creating a barrier between occupants and potentially contaminated air outside can be a matter of survival.*

6.1.1.1 General Procedures. *Sheltering-In-Place is a viable option **if** the biological incident or release is proximate to the building or threat thereof.*

In the event of a biological incident or release in or proximate to the building, or threat thereof, and a decision has been made to shelter in place, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. Remain at your work location and do not leave the building until authorities advise it is safe to leave. Advise any visitors to stay and not to leave. Close any windows and doors, close blinds/curtains on exterior windows and be prepared to shut down all air conditioners.

The Fire Safety/EAP Director immediately upon arrival at the Fire Command Station will recall all elevators. The EAP Staff and Critical Operations Staff will communicate with the Fire Safety/EAP Director using two-way radios and/or the nearest floor warden phones.

6.1.1.2 Building Components or Systems. *(See Section 5.1.1.2)*

6.1.1.2.1 Access to and egress from the building, including entrances, exits and stairwells.

6.1.1.2.2 Elevator operation.

6.1.1.2.3 Ventilation system operation.

6.1.1.2.4 Openable windows.

6.1.1.2.5 Interior doors, including fire doors.

6.1.1.2.6 Electrical, natural gas, steam and other utility operations.

6.1.1.2.7 Fuel oil storage systems and associated pumps and piping.

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6.1.2 In-Building Relocation. *Controlled movement of building occupants from an endangered area of a building to an in-building relocation area within the same building in response to an emergency.*

6.1.2.1 General Procedures. *In the event of a biological incident or release in or proximate to the building, or threat thereof, and a decision has been made to in-building relocate, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. When considering movement of building occupants to a safe area inside the building, priority should be given to the floors immediately affected by the incident, which may include the floors immediately above and below. Building occupants and all visitors will be directed to an interior room or rooms within the building, or ones with no or few windows, and take refuge.*

The Fire Safety/EAP Director immediately upon arrival at the Fire Command Station will recall all elevators. The EAP Staff and Critical Operations Staff will communicate with the Fire Safety/EAP Director using two-way radios and/or the nearest floor warden phones.

6.1.2.2 Specific in-building relocation Requirements.

6.1.2.2.1 Designated in-building relocation areas.

See Appendix A-2 – Table 8

6.1.2.2.2 Designated routes by which building occupants would be directed to in-building relocation areas.

See Appendix A-2, Table 8

6.1.2.2.3 Procedures for accounting for building occupants after completing in-building relocation. **Each employer** shall be

responsible to establish and maintain a system which assigns the responsibility of accounting for employees present in the building and taking a head count at the in-building relocation area. Upon relocation of all persons, for any occupant not accounted for, a list of the names and last known locations shall immediately be provided to the Fire Safety/EAP Warden or Deputy Fire Safety/EAP Warden who will contact the Fire Safety/EAP Director or official in charge via the nearest Warden Phone. All visitors, including suppliers and customers, will also be accounted for during the head count.

6.1.2.2.4 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance.

See Appendix F – Attachments 1, 2 and 3

6.1.2.3 Building Components. *(See Section 5.1.1.2)*

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- 6.1.2.3.1 Access to and egress from the building including entrances, exits and stairwells.
- 6.1.2.3.2 Elevator operation.
- 6.1.2.3.3 Ventilation system operation.
- 6.1.2.3.4 Openable windows.
- 6.1.2.3.5 Interior doors, including fire doors.
- 6.1.2.3.6 Electrical, natural gas, steam and other utility operations.
- 6.1.2.3.7 Fuel oil storage systems and associated pumps and piping.

6.1.3 Partial Evacuation. *The emptying of a building of some but not all building occupants in response to an emergency.*

6.1.3.1 General Procedures. *In the event of a biological incident or release in or proximate to the building, or threat thereof, and a decision has been made to partially evacuate the building, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. When considering movement to a safe area outside the building, priority should be given to building occupants on floors or other areas of the building most at risk of harm, which may include the floors immediately above and below.*

The Fire Safety/EAP Director immediately upon arrival at the Fire Command Station will recall all elevators. The EAP Staff and Critical Operations Staff will communicate with the Fire Safety/EAP Director using two-way radios and/or the nearest floor warden phones.

*Once an incident has been evaluated, and an evacuation is deemed necessary, an announcement shall instruct EAP Staff and building occupants as follows: (1) Remain calm. (2) Immediately shut down all hazardous equipment. (3) Move quickly and in an orderly manner to the designated **exit** stairwell (unless instructed towards an alternate stairway); elevators should be used only if instructed to do so by the Fire Safety/EAP Director or authorities. (4) Take no more than car/office keys, purses and coats (only if nearby). Do not take large or heavy objects or equipment. (5) Shut all doors behind, but do not lock these doors. (6) Occupants shall assist and accompany infirmed or disabled individuals or any person who appears to need assistance to the stairwell or stairwell vestibule. (See Appendix F – Attachment 2) (7) Fire Safety/EAP Wardens are responsible for making sure all occupants have left the floor by visually inspecting all areas of the floor, not merely by the lack of voice response. (8) Continue down the stairs and stay to the right allowing the left side of the stairwell to be utilized by emergency personnel. (9) Exit building and proceed to the designated outside assembly area where a head count will be taken. Remain at the assembly area until authorized to leave. (10) Fire Safety/EAP Wardens will report to the Fire Safety/EAP Director the status of the floor (all evacuated, someone trapped and where, etc.) once building occupants are out of the building.*

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6.1.3.2 Specific Partial Evacuation Requirements.

6.1.3.2.1 Location of exits, stairwells and elevators.

- *Building exits at 43rd Street (South) and 44th Street (North)*
- *Stairway "A" (West Side)*
- *Stairway "A1" (Southwest Corner)*
- *Stairway "B" (South Side)*
- *Stairway "B1" (South Core)*
- *Stairway "C" (Center Core)*
- *Stairway "D" (North Core)*
- *Stairway "E" (East Core)*
- *Stairway "F" (Southwest Corner)*
- *Stairway "G" (Southeast Corner)*
- *Stairway "H" (Center Core)*
- *Elevator Bank "Q" (North Core)*
- *Elevator Bank "R" (East Side)*
- *Elevator Bank "S" (East Side)*
- *Elevator Bank "T" (Northeast Core)*
- *Elevator Bank "U" (Center Core)*
- *Elevator Bank "V" (West Side)*
- *Elevator Bank "W" (Northeast Core)*
- *Elevator Bank "X" (Southwest Corner)*
- *Elevator Bank "Y" (South Core)*
- *Elevator Bank "Z" (North Core)*

6.1.3.2.2 Primary and alternate exit routes. *All building occupants will evacuate through the designated stairways (See Appendix A-2, Table 9) or as directed by Fire Safety/EAP Director or Fire Safety/EAP Warden (See Appendix H and Appendix I). A drill consisting of stairwell familiarization will be conducted regularly for all building occupants.*

6.1.3.2.3 Assembly areas.

See Appendix A-2, Table 10

*Primary - On West 43rd Street
(Between Broadway & Sixth Avenue)*

*Alternate - On Broadway
(Between 45th Street & 46th Street)*

(Note: An alternate assembly area has been designated in the event that the primary assembly area is deemed not safe or accessible.)

6.1.3.2.4 Procedures of accounting for building occupants after completing a partial evacuation. *Once building occupants are*

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at the assembly area, DO NOT LET ANYONE RETURN TO THE BUILDING, FOR ANY REASON. Each employer shall be responsible to establish and maintain a system which assigns the responsibility of accounting for employees present in the building and taking a head count at the predetermined assembly area as noted above. For any occupant not accounted for, a list of the names and last known locations shall immediately be provided to the Fire Safety/EAP Warden or Deputy Fire Safety/EAP Warden who will notify the Fire Safety/EAP Director or official in charge via cell phone. DO NOT RETURN TO THE BUILDING. All building occupants shall remain with their group unless otherwise instructed.

6.1.3.2.5 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance.
See Appendix F – Attachments 1, 2 and 3

6.1.3.3 Building Components. *(See Section 5.1.1.2)*

6.1.3.3.1 Access to and egress from the building, including entrances, exits and stairwells.

6.1.3.3.2 Elevator operation.

6.1.3.3.3 Ventilation system operation.

6.1.3.3.4 Openable windows.

6.1.3.3.5 Interior doors, including fire doors.

6.1.3.3.6 Electrical, natural gas, steam and other utility operations.

6.1.3.3.7 Fuel oil storage systems and associated pumps and piping.

6.1.4 Evacuation. *The emptying of a building of all building occupants in response to an emergency.*

6.1.4.1 General Procedures. *In the event of a biological incident or release in or proximate to the building, or threat thereof, and a decision has been made to evacuate the building, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. When considering movement to a safe area outside the building, priority should be given to building occupants on floors or other areas of the building most at risk of harm, which may include the floors immediately above and below.*

The Fire Safety/EAP Director immediately upon arrival at the Fire Command Station will recall all elevators. The EAP Staff and Critical Operations Staff will communicate with the Fire Safety/EAP Director using two-way radios and/or the nearest floor warden phones.

Once an incident has been evaluated, and an evacuation is deemed necessary, an announcement shall instruct EAP Staff and building occupants as follows: (1) Remain calm. (2) Immediately shut down all

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*hazardous equipment. (3) Move quickly and in an orderly manner to the designated **exit** stairwell (unless instructed towards an alternate stairway); elevators should be used only if instructed to do so by the Fire Safety/EAP Director or authorities. (4) Take no more than car/office keys, purses and coats (only if nearby). Do not take large or heavy objects or equipment. (5) Shut all doors behind, but do not lock these doors. (6) Occupants shall assist and accompany infirmed or disabled individuals or any person who appears to need assistance to the stairwell or stairwell vestibule. (See Appendix F – Attachment 2) (7) Fire Safety/EAP Wardens are responsible for making sure all occupants have left the floor by visually inspecting all areas of the floor, not merely by the lack of voice response. (8) Continue down the stairs and stay to the right allowing the left side of the stairwell to be utilized by emergency personnel. (9) Exit building and proceed to the designated outside assembly area where a head count will be taken. Remain at the assembly area until authorized to leave. (10) Fire Safety/EAP Wardens will report to the Fire Safety/EAP Director the status of the floor (all evacuated, someone trapped and where, etc.) once building occupants are out of the building.*

6.1.4.2 Specific Evacuation Requirements.

6.1.4.2.1 Location of exits, stairwells and elevators.

- Building exits at 43rd Street (South) and 44th Street (North)
- Stairway "A" (West Side)
- Stairway "A1" (Southwest Corner)
- Stairway "B" (South Side)
- Stairway "B1" (South Core)
- Stairway "C" (Center Core)
- Stairway "D" (North Core)
- Stairway "E" (East Core)
- Stairway "F" (Southwest Corner)
- Stairway "G" (Southeast Corner)
- Stairway "H" (Center Core)
- Elevator Bank "Q" (North Core)
- Elevator Bank "R" (East Side)
- Elevator Bank "S" (East Side)
- Elevator Bank "T" (Northeast Core)
- Elevator Bank "U" (Center Core)
- Elevator Bank "V" (West Side)
- Elevator Bank "W" (Northeast Core)
- Elevator Bank "X" (Southwest Corner)
- Elevator Bank "Y" (South Core)
- Elevator Bank "Z" (North Core)

6.1.4.2.2 Primary and alternate exit routes. *All building occupants will evacuate through the designated stairways (See Appendix A-2, Table 9) or as directed by Fire Safety/EAP Director or Fire*

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Safety/EAP Warden (See Appendix H and Appendix I). A drill consisting of stairwell familiarization will be conducted regularly for all building occupants.

6.1.4.2.3 Assembly areas.

See Appendix A-2, Table 10

*Primary - On West 43rd Street
(Between Broadway & Sixth Avenue)*

*Alternate - On Broadway
(Between 45th Street & 46th Street)*

(Note: An alternate assembly area has been designated in the event that the primary assembly area is deemed not safe or accessible.)

6.1.4.2.4 Procedures for accounting for building occupants after completing an evacuation. *Once building occupants are at the assembly area, DO NOT LET ANYONE RETURN TO THE BUILDING, FOR ANY REASON. Each employer shall be responsible to establish and maintain a system which assigns the responsibility of accounting for employees present in the building and taking a head count at the predetermined assembly area as noted above. For any occupant not accounted for, a list of the names and last known locations shall immediately be provided to the Fire Safety/EAP Warden or Deputy Fire Safety/EAP Warden who will notify the Fire Safety/EAP Director or official in charge via cell phone. DO NOT RETURN TO THE BUILDING. All building occupants shall remain with their group unless otherwise instructed.*

6.1.4.2.5 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance.

See Appendix F – Attachments 1, 2 and 3

6.1.4.3 Building Components. (See Section 5.1.1.2)

6.1.4.3.1 Access to and egress from the building, including entrances, exits and stairwells.

6.1.4.3.2 Elevator operations.

6.1.4.3.3 Ventilation system operation.

6.1.4.3.4 Openable windows.

6.1.4.3.5 Interior doors, including fire doors.

6.1.4.3.6 Electrical, natural gas, steam and other utility operations.

6.1.4.3.7 Fuel oil storage systems and associated pumps and piping.

6.2 Set forth the procedures that will be implemented at times other than regular business

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hours, if different from those set forth above. *A Building Evacuation Supervisor will be on duty during times other than regular business hours when there are occupants present in the building. He/she shall assume the duties of the Fire Safety/EAP Director including (but not limited to) 911 notification upon implementation of the Emergency Action Plan and all necessary announcements to building occupants. (See the beginning of this section for more detailed information.) At this time, there may be no Fire Safety/EAP Brigade members on duty or any Critical Operations Staff on site within the building.*

(The remainder of this page is left intentionally blank if revisions/updates are needed)

7. **Emergency Action Plan for a Chemical Incident or Release**

7.1 General Statement. *A chemical incident is the deliberate release of a toxic gas, liquid or solid that can poison people and the environment.*

Possible Signs Of Chemical Threat:

- *Many people suffering from watery eyes, twitching, choking, having trouble breathing or losing coordination.*
- *Many sick or dead birds, fish or small animals are also cause for suspicion.*

If There Is A Visual Sign Of A Chemical Attack:

- *Quickly try to **define the impacted area** or where the chemical is coming from, if possible.*
- *Take immediate action to **get away**.*
- *If the chemical is inside the building, get out without passing through the contaminated area, if possible.*
- *Otherwise, it may be better to move as far away from where the suspected chemical release is and “in-building relocate.”*

If An Occupant Thinks They Have Been Exposed To A Chemical:

- *If their eyes are watering, their skin is stinging, and they are having trouble breathing they may have been exposed to a chemical.*
- *If a building occupant thinks they may have been **exposed to a chemical, they should remove their exposed clothing immediately and wash.***
- *Look for a hose, fountain, or any source of **water**, and wash with **soap** if possible, as they should be sure not to scrub the chemical into their skin.*
- *Seek emergency **medical attention**.*

Set forth below are the procedures that will be implemented during regular business hours in the event of a chemical incident or release in or proximate to the building, or the threat thereof. *In the event of a chemical incident or release in the building, the Fire Safety/EAP Director shall immediately implement the building’s Emergency Action Plan. In the event of a chemical incident or release proximate to the building, or threat thereof, the Fire Safety/EAP Director shall decide if the building’s Emergency Action Plan will be implemented (See Appendix J – Attachment 1).*

If a decision is made to implement the plan, the Fire Safety/EAP Director shall proceed with the following course of action: (1) Remain calm and immediately notify 911. (2) Proceed to the Fire Command Station. (3) Activate the fire alarm alert tone throughout the building. (4) An announcement shall be made notifying all building occupants what has occurred, where it has occurred, what provisions of the Emergency Action Plan will be implemented (Shelter-In-Place, In-Building Relocation, Partial Evacuation, or Full Evacuation) (See Appendix J – Attachment 2) and why it is necessary to implement this provision of the EAP. These announcements shall be repeated or updated on a frequent basis (See Appendix N for alarm announcement guidelines). In the event that the building’s Fire Command Station is inaccessible or inoperable, please reference Appendix E for further instructions.

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7.1.1 Shelter in Place. *The precaution of directing building occupants to remain inside the building, at their work locations, in response to an emergency. There are circumstances where staying put and creating a barrier between occupants and potentially contaminated air outside can be a matter of survival.*

7.1.1.1 General Procedures. *In the event of a chemical incident or release in or proximate to the building, or threat thereof, and a decision has been made to shelter in place, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. Remain at your work location and do not leave the building until authorities advise it is safe to leave. Advise any visitors to stay and not to leave. Close any windows and doors, close blinds/curtains on exterior windows and be prepared to shut down all air conditioners.*

The Fire Safety/EAP Director immediately upon arrival at the Fire Command Station will recall all elevators. The EAP Staff and Critical Operations Staff will communicate with the Fire Safety/EAP Director using two-way radios and/or the nearest floor warden phones.

7.1.1.2 Building Components or Systems. *(See Section 5.1.1.2)*

7.1.1.2.1 Access to and egress from the building, including entrances, exits and stairwells.

7.1.1.2.2 Elevator operation.

7.1.1.2.3 Ventilation system operation.

7.1.1.2.4 Openable windows.

7.1.1.2.5 Interior doors, including fire doors.

7.1.1.2.6 Electrical, natural gas, steam and other utility operations.

7.1.1.2.7 Fuel oil storage systems and associated pumps and piping.

7.1.2 In-Building Relocation. *Controlled movement of building occupants from an endangered area of a building to an in-building relocation area within the same building in response to an emergency.*

7.1.2.1 General Procedures. *In the event of a chemical incident or release in or proximate to the building, or threat thereof, and a decision has been made to in-building relocate, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. When considering movement of building occupants to a safe area inside the building, priority should be given to the floors immediately affected by the incident, which may include the floors immediately above and below. Building occupants and all visitors will be directed to an interior room or rooms within the building, or ones with no or few windows, and take refuge.*

The Fire Safety/EAP Director immediately upon arrival at the Fire Command Station will recall all elevators. The EAP Staff and Critical

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Operations Staff will communicate with the Fire Safety/EAP Director using two-way radios and/or the nearest floor warden phones.

7.1.2.2 Specific In-Building Relocation Requirements.

7.1.2.2.1 Designated in-building relocation areas.

See Appendix A-2 – Table 8

7.1.2.2.2 Designated routes by which building occupants would be directed to in-building relocation areas.

See Appendix A-2, Table 8

7.1.2.2.3 Procedures for accounting for building occupants after completing in-building relocation. *Each employer shall be responsible to establish and maintain a system which assigns the responsibility of accounting for employees present in the building and taking a head count at the in-building relocation area. Upon relocation of all persons, for any occupant not accounted for, a list of the names and last known locations shall immediately be provided to the Fire Safety/EAP Warden or Deputy Fire Safety/EAP Warden who will contact the Fire Safety/EAP Director or official in charge via the nearest Warden Phone. All visitors, including suppliers and customers, will also be accounted for during the head count.*

7.1.2.2.4 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance.

See Appendix F – Attachments 1, 2 and 3

7.1.2.3 Building Components. (See Section 5.1.1.2)

7.1.2.3.1 Access to and egress from the building, including entrances, exits and stairwells.

7.1.2.3.2 Elevator operation.

7.1.2.3.3 Ventilation system operation.

7.1.2.3.4 Openable windows.

7.1.2.3.5 Interior doors, including fire doors.

7.1.2.3.6 Electrical, natural gas, steam and other utility operations.

7.1.2.3.7 Fuel oil storage systems and associated pumps and piping.

7.1.3 Partial Evacuation. *The emptying of a building of some but not all building occupants in response to an emergency.*

7.1.3.1 General Procedures. *In the event of a chemical incident or release in or proximate to the building, or threat thereof, and a decision has been made to partially evacuate the building, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. When considering*

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movement to a safe area outside the building, priority should be given to building occupants on floors or other areas of the building most at risk of harm, which may include the floors immediately above and below.

The Fire Safety/EAP Director immediately upon arrival at the Fire Command Station will recall all elevators. The EAP Staff and Critical Operations Staff will communicate with the Fire Safety/EAP Director using two-way radios and/or the nearest floor warden phones.

*Once an incident has been evaluated, and an evacuation is deemed necessary, an announcement shall instruct EAP Staff and building occupants as follows: (1) Remain calm. (2) Immediately shut down all hazardous equipment. (3) Move quickly and in an orderly manner to the designated **exit** stairwell (unless instructed towards an alternate stairway); elevators should be used only if instructed to do so by the Fire Safety/EAP Director or authorities. (4) Take no more than car/office keys, purses and coats (only if nearby). Do not take large or heavy objects or equipment. (5) Shut all doors behind, but do not lock these doors. (6) Occupants shall assist and accompany infirmed or disabled individuals or any person who appears to need assistance to the stairwell or stairwell vestibule. (See Appendix F – Attachment 2) (7) Fire Safety/EAP Wardens are responsible for making sure all occupants have left the floor by visually inspecting all areas of the floor, not merely by the lack of voice response. (8) Continue down the stairs and stay to the right allowing the left side of the stairwell to be utilized by emergency personnel. (9) Exit building and proceed to the designated outside assembly area where a head count will be taken. Remain at the assembly area until authorized to leave. (10) Fire Safety/EAP Wardens will report to the Fire Safety/EAP Director the status of the floor (all evacuated, someone trapped and where, etc.) once building occupants are out of the building.*

7.1.3.2 Specific Partial Evacuation Requirements.

7.1.3.2.1 Location of exits, stairwells and elevators.

- Building exits at 43rd Street (South) and 44th Street (North)
- Stairway "A" (West Side)
- Stairway "AI" (Southwest Corner)
- Stairway "B" (South Side)
- Stairway "BI" (South Core)
- Stairway "C" (Center Core)
- Stairway "D" (North Core)
- Stairway "E" (East Core)
- Stairway "F" (Southwest Corner)
- Stairway "G" (Southeast Corner)
- Stairway "H" (Center Core)
- Elevator Bank "Q" (North Core)
- Elevator Bank "R" (East Side)

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- Elevator Bank "S" (East Side)
- Elevator Bank "T" (Northeast Core)
- Elevator Bank "U" (Center Core)
- Elevator Bank "V" (West Side)
- Elevator Bank "W" (Northeast Core)
- Elevator Bank "X" (Southwest Corner)
- Elevator Bank "Y" (South Core)
- Elevator Bank "Z" (North Core)

7.1.3.2.2 Primary and alternate exit routes. *All building occupants will evacuate through the designated stairways (See Appendix A-2, Table 9) or as directed by Fire Safety/EAP Director or Fire Safety/EAP Warden (See Appendix H and Appendix I). A drill consisting of stairwell familiarization will be conducted regularly for all building occupants.*

7.1.3.2.3 Assembly areas.
See Appendix A-2, Table 10

*Primary - On West 43rd Street
(Between Broadway & Sixth Avenue)*

*Alternate - On Broadway
(Between 45th Street & 46th Street)*

(Note: An alternate assembly area has been designated in the event that the primary assembly area is deemed not safe or accessible.)

7.1.3.2.4 Procedures of accounting for building occupants after completing a partial evacuation. *Once building occupants are at the assembly area, DO NOT LET ANYONE RETURN TO THE BUILDING, FOR ANY REASON. Each employer shall be responsible to establish and maintain a system which assigns the responsibility of accounting for employees present in the building and taking a head count at the predetermined assembly area as noted above. For any occupant not accounted for, a list of the names and last known locations shall immediately be provided to the Fire Safety/EAP Warden or Deputy Fire Safety/EAP Warden who will notify the Fire Safety/EAP Director or official in charge via cell phone. DO NOT RETURN TO THE BUILDING. All building occupants shall remain with their group unless otherwise instructed.*

7.1.3.2.5 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance.
See Appendix F – Attachments 1, 2 and 3

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7.1.3.3 Building Components. (See Section 5.1.1.2)

- 7.1.3.3.1 Access to and egress from the building, including entrances, exits and stairwells.
- 7.1.3.3.2 Elevator operation.
- 7.1.3.3.3 Ventilation system operation.
- 7.1.3.3.4 Openable windows.
- 7.1.3.3.5 Interior doors, including fire doors.
- 7.1.3.3.6 Electrical, natural gas, steam and other utility operations.
- 7.1.3.3.7 Fuel oil storage systems and associated pumps and piping.

7.1.4 Evacuation. *The emptying of a building of all building occupants in response to an emergency.*

7.1.4.1 General Procedures. *In the event of a chemical incident or release in or proximate to the building, or threat thereof, and a decision has been made to evacuate the building, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. When considering movement to a safe area outside the building, priority should be given to building occupants on floors or other areas of the building most at risk of harm, which may include the floors immediately above and below.*

The Fire Safety/EAP Director immediately upon arrival at the Fire Command Station will recall all elevators. The EAP Staff and Critical Operations Staff will communicate with the Fire Safety/EAP Director using two-way radios and/or the nearest floor warden phones.

*Once an incident has been evaluated, and an evacuation is deemed necessary, an announcement shall instruct EAP Staff and building occupants as follows: (1) Remain calm. (2) Immediately shut down all hazardous equipment. (3) Move quickly and in an orderly manner to the designated **exit** stairwell (unless instructed towards an alternate stairway); elevators should be used only if instructed to do so by the Fire Safety/EAP Director or authorities. (4) Take no more than car/office keys, purses and coats (only if nearby). Do not take large or heavy objects or equipment. (5) Shut all doors behind, but do not lock these doors. (6) Occupants shall assist and accompany infirmed or disabled individuals or any person who appears to need assistance to the stairwell or stairwell vestibule. (See Appendix F – Attachment 2) (7) Fire Safety/EAP Wardens are responsible for making sure all occupants have left the floor by visually inspecting all areas of the floor, not merely by the lack of voice response. (8) Continue down the stairs and stay to the right allowing the left side of the stairwell to be utilized by emergency personnel. (9) Exit building and proceed to the designated outside assembly area where a head count will be taken. Remain at the assembly area until authorized to leave. (10) Fire Safety/EAP Wardens will report to the Fire Safety/EAP Director the status of the floor (all evacuated,*

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someone trapped and where, etc.) once building occupants are out of the building.

7.1.4.2 Specific Evacuation Requirements.

7.1.4.2.1 Location of exits, stairwells and elevators.

- Building exits at 43rd Street (South) and 44th Street (North)*
- Stairway "A" (West Side)*
- Stairway "A1" (Southwest Corner)*
- Stairway "B" (South Side)*
- Stairway "B1" (South Core)*
- Stairway "C" (Center Core)*
- Stairway "D" (North Core)*
- Stairway "E" (East Core)*
- Stairway "F" (Southwest Corner)*
- Stairway "G" (Southeast Corner)*
- Stairway "H" (Center Core)*
- Elevator Bank "Q" (North Core)*
- Elevator Bank "R" (East Side)*
- Elevator Bank "S" (East Side)*
- Elevator Bank "T" (Northeast Core)*
- Elevator Bank "U" (Center Core)*
- Elevator Bank "V" (West Side)*
- Elevator Bank "W" (Northeast Core)*
- Elevator Bank "X" (Southwest Corner)*
- Elevator Bank "Y" (South Core)*
- Elevator Bank "Z" (North Core)*

7.1.4.2.2 Primary and alternate exit routes. *All building occupants will evacuate through the designated stairways (See Appendix A-2, Table 9) or as directed by Fire Safety/EAP Director or Fire Safety/EAP Warden (See Appendix H and Appendix I). A drill consisting of stairwell familiarization will be conducted regularly for all building occupants.*

7.1.4.2.3 Assembly areas.

See Appendix A-2, Table 10

*Primary - On West 43rd Street
(Between Broadway & Sixth Avenue)*

*Alternate - On Broadway
(Between 45th Street & 46th Street)*

(Note: An alternate assembly area has been designated in the event that the primary assembly area is deemed not safe or accessible.)

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7.1.4.2.4 Procedures for accounting for building occupants after completing an evacuation. *Once building occupants are at the assembly area, DO NOT LET ANYONE RETURN TO THE BUILDING, FOR ANY REASON. Each employer shall be responsible to establish and maintain a system which assigns the responsibility of accounting for employees present in the building and taking a head count at the predetermined assembly area as noted above. For any occupant not accounted for, a list of the names and last known locations shall immediately be provided to the Fire Safety/EAP Warden or Deputy Fire Safety/EAP Warden who will notify the Fire Safety/EAP Director or official in charge via cell phone. DO NOT RETURN TO THE BUILDING. All building occupants shall remain with their group unless otherwise instructed.*

7.1.4.2.5 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance.
See Appendix F – Attachments 1, 2 and 3

7.1.4.3 Building Components. *(See Section 5.1.1.2)*

7.1.4.3.1 Access to and egress from the building, including entrances, exits and stairwells.

7.1.4.3.2 Elevator operation.

7.1.4.3.3 Ventilation system operation.

7.1.4.3.4 Openable windows.

7.1.4.3.5 Interior doors, including fire doors.

7.1.4.3.6 Electrical, natural gas, steam and other utility operations.

7.1.4.3.7 Fuel oil storage systems and associated pumps and piping.

7.2 Set forth the procedures that will be implemented at times other than regular business hours, if different from those set forth above. *A Building Evacuation Supervisor will be on duty during times other than regular business hours when there are occupants present in the building. He/she shall assume the duties of the Fire Safety/EAP Director including (but not limited to) 911 notification upon implementation of the Emergency Action Plan and all necessary announcements to building occupants. (See the beginning of this section for more detailed information.) At this time, there may be no Fire Safety/EAP Brigade members on duty or any Critical Operations Staff on site within the building.*

(The remainder of this page is left intentionally blank if revisions/updates are needed)

8. Emergency Action Plan Procedures for a Nuclear Incident or Release

8.1 General Statement. *A nuclear incident may be an explosion with intense light and heat, a damaging pressure wave and widespread radioactive material that can contaminate the air, water and ground surfaces for miles around.*

If There Is A Nuclear Blast:

- **Take cover** immediately, below ground if possible, though any shield or shelter will help protect an individual from the immediate effects of the blast and the pressure wave.
- **Quickly assess the situation.**
- In order to **limit the amount of exposed radiation**, think about “shielding”, “distance” and “time”.
 - **Shielding:** If there is a thick shield between an individual and the radioactive materials, more of the radiation will be absorbed and less exposed.
 - **Distance:** The farther away from the blast and the fallout, the lower the exposure.
 - **Time:** Minimizing time spent exposed will also reduce an individual’s risk.

*Use available information to assess the situation. If there is a significant radiation threat, health care authorities may or may not advise to take **potassium iodide**. Potassium iodide is the same stuff added to table salt to make it iodized. It may or may not protect thyroid glands, which is particularly vulnerable, from radioactive iodine exposure. Occupants should plan to **speak to a health care provider in advance** about what makes sense.*

Set forth below are the procedures that will be implemented during regular business hours in the event of a nuclear incident or release in or proximate to the building, or the threat thereof. In the event of a nuclear incident or release in the building, the Fire Safety/EAP Director shall immediately implement the building’s Emergency Action Plan. In the event of a nuclear incident or release proximate to the building, or threat thereof, the Fire Safety/EAP Director shall decide if the building’s Emergency Action Plan will be implemented.

If a decision is made to implement the plan, the Fire Safety/EAP Director shall proceed with the following course of action: (1) Remain calm and immediately notify 911. (2) Proceed to the Fire Command Station. (3) Activate the fire alarm alert tone throughout the building. (4) An announcement shall be made notifying all building occupants what has occurred, where it has occurred, what provisions of the Emergency Action Plan will be implemented (Shelter-In-Place, In-Building Relocation, Partial Evacuation, or Full Evacuation) and why it is necessary to implement this provision of the EAP. These announcements shall be repeated or updated on a frequent basis (See Appendix N for alarm announcement guidelines). In the event that the building’s Fire Command Station is inaccessible or inoperable, please reference Appendix E for further instructions.

8.1.1 Shelter in Place. *The precaution of directing building occupants to remain inside the building, at their work locations, in response to an emergency. There are circumstances where staying put and creating a barrier between occupants and potentially contaminated air outside can be a matter of survival.*

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8.1.1.1 General Procedures. *In the event of a nuclear incident or release in or proximate to the building, or threat thereof, and a decision has been made to shelter in place, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. Remain at your work location and do not leave the building until authorities advise it is safe to leave. Advise any visitors to stay and not to leave. Close any windows and doors, close blinds/curtains on exterior windows and be prepared to shut down all air conditioners.*

The Fire Safety/EAP Director immediately upon arrival at the Fire Command Station will recall all elevators. The EAP Staff and Critical Operations Staff will communicate with the Fire Safety/EAP Director using two-way radios and/or the nearest floor warden phones.

8.1.1.2 Building Components or Systems. *(See Section 5.1.1.2)*

8.1.1.2.1 Access to and egress from the building, including entrances, exits and stairwells.

8.1.1.2.2 Elevator operation.

8.1.1.2.3 Ventilation system operation.

8.1.1.2.4 Openable windows.

8.1.1.2.5 Interior doors, including fire doors.

8.1.1.2.6 Electrical, natural gas, steam and other utility operations.

8.1.1.2.7 Fuel oil storage systems and associated pumps and piping.

8.1.2 In-Building Relocation. *Controlled movement of building occupants from an endangered area of a building to an in-building relocation area within the same building in response to an emergency.*

8.1.2.1 General Procedures. *In the event of a nuclear incident or release in or proximate to the building, or threat thereof, and a decision has been made to in-building relocate, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. When considering movement of building occupants to a safe area inside the building, priority should be given to the floors immediately affected by the incident, which may include the floors immediately above and below. Building occupants and all visitors will be directed to an interior room or rooms within the building, or ones with no or few windows, and take refuge.*

The Fire Safety/EAP Director immediately upon arrival at the Fire Command Station will recall all elevators. The EAP Staff and Critical Operations Staff will communicate with the Fire Safety/EAP Director using two-way radios and/or the nearest floor warden phones.

8.1.2.2 Specific In-Building Relocation Requirements.

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- 8.1.2.2.1 Designated in-building relocation areas.
See Appendix A-2 – Table 8
- 8.1.2.2.2 Designated routes by which building occupants would be directed to in-building relocation areas.
See Appendix A-2, Table 8
- 8.1.2.2.3 Procedures for accounting for building occupants after completing in-building relocation. *Each employer shall be responsible to establish and maintain a system which assigns the responsibility of accounting for employees present in the building and taking a head count at the in-building relocation area. Upon relocation of all persons, for any occupant not accounted for, a list of the names and last known locations shall immediately be provided to the Fire Safety/EAP Warden or Deputy Fire Safety/EAP Warden who will contact the Fire Safety/EAP Director or official in charge via the nearest Warden Phone. All visitors, including suppliers and customers, will also be accounted for during the head count.*
- 8.1.2.2.4 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance.
See Appendix F – Attachments 1, 2 and 3

8.1.2.3 Building Components. (See Section 5.1.1.2)

- 8.1.2.3.1 Access to and egress from the building, including entrances, exits and stairwells.
- 8.1.2.3.2 Elevator operation.
- 8.1.2.3.3 Ventilation system operation.
- 8.1.2.3.4 Openable windows.
- 8.1.2.3.5 Interior doors, including fire doors.
- 8.1.2.3.6 Electrical, natural gas, steam and other utility operations.
- 8.1.2.3.7 Fuel oil storage systems and associated pumps and piping.

8.1.3 Partial Evacuation. *The emptying of a building of some but not all building occupants in response to an emergency.*

- 8.1.3.1 General Procedures. *In the event of a nuclear incident or release in or proximate to the building, or threat thereof, and a decision has been made to partially evacuate the building, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. When considering movement to a safe area outside the building, priority should be given to building occupants on floors or other areas of the building most at risk of harm, which may include the floors immediately above and below.*

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The Fire Safety/EAP Director immediately upon arrival at the Fire Command Station will recall all elevators. The EAP Staff and Critical Operations Staff will communicate with the Fire Safety/EAP Director using two-way radios and/or the nearest floor warden phones.

*Once an incident has been evaluated, and an evacuation is deemed necessary, an announcement shall instruct EAP Staff and building occupants as follows: (1) Remain calm. (2) Immediately shut down all hazardous equipment. (3) Move quickly and in an orderly manner to the designated **exit** stairwell (unless instructed towards an alternate stairway); elevators should be used only if instructed to do so by the Fire Safety/EAP Director or authorities. (4) Take no more than car/office keys, purses and coats (only if nearby). Do not take large or heavy objects or equipment. (5) Shut all doors behind, but do not lock these doors. (6) Occupants shall assist and accompany infirmed or disabled individuals or any person who appears to need assistance to the stairwell or stairwell vestibule. (See Appendix F – Attachment 2) (7) Fire Safety/EAP Wardens are responsible for making sure all occupants have left the floor by visually inspecting all areas of the floor, not merely by the lack of voice response. (8) Continue down the stairs and stay to the right allowing the left side of the stairwell to be utilized by emergency personnel. (9) Exit building and proceed to the designated outside assembly area where a head count will be taken. Remain at the assembly area until authorized to leave. (10) Fire Safety/EAP Wardens will report to the Fire Safety/EAP Director the status of the floor (all evacuated, someone trapped and where, etc.) once building occupants are out of the building.*

8.1.3.2 Specific Partial Evacuation Requirements.

8.1.3.2.1 Location of exits, stairwells and elevators.

- Building exits at 43rd Street (South) and 44th Street (North)
- Stairway "A" (West Side)
- Stairway "A1" (Southwest Corner)
- Stairway "B" (South Side)
- Stairway "B1" (South Core)
- Stairway "C" (Center Core)
- Stairway "D" (North Core)
- Stairway "E" (East Core)
- Stairway "F" (Southwest Corner)
- Stairway "G" (Southeast Corner)
- Stairway "H" (Center Core)
- Elevator Bank "Q" (North Core)
- Elevator Bank "R" (East Side)
- Elevator Bank "S" (East Side)
- Elevator Bank "T" (Northeast Core)
- Elevator Bank "U" (Center Core)
- Elevator Bank "V" (West Side)

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- Elevator Bank "W" (Northeast Core)
- Elevator Bank "X" (Southwest Corner)
- Elevator Bank "Y" (South Core)
- Elevator Bank "Z" (North Core)

8.1.3.2.2 Primary and alternate exit routes. *All building occupants will evacuate through the designated stairways (See Appendix A-2, Table 9) or as directed by Fire Safety/EAP Director or Fire Safety/EAP Warden (See Appendix H and Appendix I). A drill consisting of stairwell familiarization will be conducted regularly for all building occupants.*

8.1.3.2.3 Assembly areas.
See Appendix A-2, Table 10

*Primary - On West 43rd Street
(Between Broadway & Sixth Avenue)*

*Alternate - On Broadway
(Between 45th Street & 46th Street)*

(Note: An alternate assembly area has been designated in the event that the primary assembly area is deemed not safe or accessible.)

8.1.3.2.4 Procedures of accounting for building occupants after completing a partial evacuation. *Once building occupants are at the assembly area, DO NOT LET ANYONE RETURN TO THE BUILDING, FOR ANY REASON. Each employer shall be responsible to establish and maintain a system which assigns the responsibility of accounting for employees present in the building and taking a head count at the predetermined assembly area as noted above. For any occupant not accounted for, a list of the names and last known locations shall immediately be provided to the Fire Safety/EAP Warden or Deputy Fire Safety/EAP Warden who will notify the Fire Safety/EAP Director or official in charge via cell phone. DO NOT RETURN TO THE BUILDING. All building occupants shall remain with their group unless otherwise instructed.*

8.1.3.2.5 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance.
See Appendix F – Attachments 1, 2 and 3

8.1.3.3 Building Components. *(See Section 5.1.1.2)*

8.1.3.3.1 Access to and egress from the building, including entrances, exits and stairwells.

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- 8.1.3.3.2 Elevator operation.
- 8.1.3.3.3 Ventilation system operation.
- 8.1.3.3.4 Openable windows.
- 8.1.3.3.5 Interior doors, including fire doors.
- 8.1.3.3.6 Electrical, natural gas, steam and other utility operations.
- 8.1.3.3.7 Fuel oil storage systems and associated pumps and piping.

8.1.4 Evacuation. *The emptying of a building of all building occupants in response to an emergency.*

8.1.4.1 General Procedures. *In the event of a nuclear incident or release in or proximate to the building, or threat thereof, and a decision has been made to evacuate the building, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. When considering movement to a safe area outside the building, priority should be given to building occupants on floors or other areas of the building most at risk of harm, which may include the floors immediately above and below.*

The Fire Safety/EAP Director immediately upon arrival at the Fire Command Station will recall all elevators. The EAP Staff and Critical Operations Staff will communicate with the Fire Safety/EAP Director using two-way radios and/or the nearest floor warden phones.

*Once an incident has been evaluated, and an evacuation is deemed necessary, an announcement shall instruct EAP Staff and building occupants as follows: (1) Remain calm. (2) Immediately shut down all hazardous equipment. (3) Move quickly and in an orderly manner to the designated **exit** stairwell (unless instructed towards an alternate stairway); elevators should be used only if instructed to do so by the Fire Safety/EAP Director or authorities. (4) Take no more than car/office keys, purses and coats (only if nearby). Do not take large or heavy objects or equipment. (5) Shut all doors behind, but do not lock these doors. (6) Occupants shall assist and accompany infirmed or disabled individuals or any person who appears to need assistance to the stairwell or stairwell vestibule. (See Appendix F – Attachment 2) (7) Fire Safety/EAP Wardens are responsible for making sure all occupants have left the floor by visually inspecting all areas of the floor, not merely by the lack of voice response. (8) Continue down the stairs and stay to the right allowing the left side of the stairwell to be utilized by emergency personnel. (9) Exit building and proceed to the designated outside assembly area where a head count will be taken. Remain at the assembly area until authorized to leave. (10) Fire Safety/EAP Wardens will report to the Fire Safety/EAP Director the status of the floor (all evacuated, someone trapped and where, etc.) once building occupants are out of the building.*

8.1.4.2 Specific Evacuation Requirements.

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8.1.4.2.1 Location of exits, stairwells and elevators.

- *Building exits at 43rd Street (South) and 44th Street (North)*
- *Stairway "A" (West Side)*
- *Stairway "A1" (Southwest Corner)*
- *Stairway "B" (South Side)*
- *Stairway "B1" (South Core)*
- *Stairway "C" (Center Core)*
- *Stairway "D" (North Core)*
- *Stairway "E" (East Core)*
- *Stairway "F" (Southwest Corner)*
- *Stairway "G" (Southeast Corner)*
- *Stairway "H" (Center Core)*
- *Elevator Bank "Q" (North Core)*
- *Elevator Bank "R" (East Side)*
- *Elevator Bank "S" (East Side)*
- *Elevator Bank "T" (Northeast Core)*
- *Elevator Bank "U" (Center Core)*
- *Elevator Bank "V" (West Side)*
- *Elevator Bank "W" (Northeast Core)*
- *Elevator Bank "X" (Southwest Corner)*
- *Elevator Bank "Y" (South Core)*
- *Elevator Bank "Z" (North Core)*

8.1.4.2.2 Primary and alternate exit routes. *All building occupants will evacuate through the designated stairways (See Appendix A-2, Table 9) or as directed by Fire Safety/EAP Director or Fire Safety/EAP Warden (See Appendix H and Appendix I). A drill consisting of stairwell familiarization will be conducted regularly for all building occupants.*

8.1.4.2.3 Assembly areas.

See Appendix A-2, Table 10

*Primary - On West 43rd Street
(Between Broadway & Sixth Avenue)*

*Alternate - On Broadway
(Between 45th Street & 46th Street)*

(Note: An alternate assembly area has been designated in the event that the primary assembly area is deemed not safe or accessible.)

8.1.4.2.4 Procedures for accounting for building occupants after completing an evacuation. *Once building occupants are at the assembly area, DO NOT LET ANYONE RETURN TO THE BUILDING, FOR ANY REASON. **Each employer** shall be*

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responsible to establish and maintain a system which assigns the responsibility of accounting for employees present in the building and taking a head count at the predetermined assembly area as noted above. For any occupant not accounted for, a list of the names and last known locations shall immediately be provided to the Fire Safety/EAP Warden or Deputy Fire Safety/EAP Warden who will notify the Fire Safety/EAP Director or official in charge via cell phone. DO NOT RETURN TO THE BUILDING. All building occupants shall remain with their group unless otherwise instructed.

8.1.4.2.5 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance.
See Appendix F – Attachments 1, 2 and 3

8.1.4.3 Building Components. *(See Section 5.1.1.2)*

8.1.4.3.1 Access to and egress from the building, including entrances, exits and stairwells.

8.1.4.3.2 Elevator operation.

8.1.4.3.3 Ventilation system operation.

8.1.4.3.4 Openable windows.

8.1.4.3.5 Interior doors, including fire doors.

8.1.4.3.6 Electrical, natural gas, steam and other utility operations.

8.1.4.3.7 Fuel oil storage systems and associated pumps and piping.

8.2 Set forth the procedures that will be implemented at times other than regular business hours, if different from those set forth above. *A Building Evacuation Supervisor will be on duty during times other than regular business hours when there are occupants present in the building. He/she shall assume the duties of the Fire Safety/EAP Director including (but not limited to) 911 notification upon implementation of the Emergency Action Plan and all necessary announcements to building occupants. (See the beginning of this section for more detailed information.) At this time, there may be no Fire Safety/EAP Brigade members on duty or any Critical Operations Staff on site within the building.*

(The remainder of this page is left intentionally blank if revisions/updates are needed)

9. Emergency Action Plan for a Natural Disaster

9.1 General Statement. *A natural disaster is any terrible event, not caused by human activity, that could result in deaths, injuries, or damage to property. Some natural disasters that can occur include earthquakes (See Appendix L – Attachment 1), hurricanes/flooding (See Appendix L – Attachment 2) and tornadoes (See Appendix L – Attachment 3). Additional types of natural disasters include (but are not limited to) blizzards, winter storms, wind chill, extreme heat, drought, heat disorders, hail, thunderstorms and lightening. While severe weather conditions are closely monitored in the New York Metro area, these conditions can occur with little or no warning. While it is unrealistic to prepare for every natural disaster and the potential devastation that can occur as a result (See Appendix L – Attachment 4), it is imperative to assess the situation before a decision is made on whether or not to implement the building’s Emergency Action Plan.*

Set forth below are the procedures that will be implemented during regular business hours in the event of a natural disaster. *If a decision is made to implement the plan, the Fire Safety/EAP Director shall proceed with the following course of action: (1) Proceed to the Fire Command Station. (2) Activate the fire alarm alert tone throughout the building. (3) An announcement shall be made notifying all building occupants what has occurred, where it has occurred, what provisions of the Emergency Action Plan will be implemented (Shelter-In-Place, In-Building Relocation, Partial Evacuation, or Full Evacuation) and why it is necessary to implement this provision of the EAP. These announcements shall be repeated or updated on a frequent basis (See Appendix N for alarm announcement guidelines). In the event that the building’s Fire Command Station is inaccessible or inoperable, please reference Appendix E for further instructions.*

9.1.1 Shelter in Place. *The precaution of directing building occupants to remain inside the building, at their work locations, in response to an emergency. There are circumstances where staying put and creating a barrier between occupants and potentially contaminated air outside can be a matter of survival.*

9.1.1.1 General Procedures. *In the event of a natural disaster, and a decision has been made to shelter in place, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. Remain at your work location and do not leave the building until authorities advise it is safe to leave. Advise any visitors to stay and not to leave. Close any windows and doors, close blinds/curtains on exterior windows and be prepared to shut down all air conditioners.*

The Fire Safety/EAP Director immediately upon arrival at the Fire Command Station will recall all elevators. The EAP Staff and Critical Operations Staff will communicate with the Fire Safety/EAP Director using two-way radios and/or the nearest floor warden phones.

9.1.1.2 Building Components or Systems. *(See Section 5.1.1.2)*

9.1.1.2.1 Access to and egress from the building, including entrances,

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exits and stairwells.

9.1.1.2.2 Elevator operation.

9.1.1.2.3 Ventilation system operation.

9.1.1.2.4 Openable windows.

9.1.1.2.5 Interior doors, including fire doors.

9.1.1.2.6 Electrical, natural gas, steam and other utility operations.

9.1.1.2.7 Fuel oil storage systems and associated pumps.

9.1.2 In-Building Relocation. *Controlled movement of building occupants from an endangered area of a building to an in-building relocation area within the same building in response to an emergency.*

9.1.2.1 General Procedures. *In the event of a natural disaster, and a decision has been made to in-building relocate, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. When considering movement of building occupants to a safe area inside the building, priority should be given to the floors immediately affected by the incident, which may include the floors immediately above and below. Building occupants and all visitors will be directed to an interior room or rooms within the building, or ones with no or few windows, and take refuge.*

The Fire Safety/EAP Director immediately upon arrival at the Fire Command Station will recall all elevators. The EAP Staff and Critical Operations Staff will communicate with the Fire Safety/EAP Director using two-way radios and/or the nearest floor warden phones.

9.1.2.2 Specific In-Building Relocation Requirements.

9.1.2.2.1 Designated in-building relocation areas.

See Appendix A-2 – Table 8

9.1.2.2.2 Designated routes by which building occupants would be directed to in-building relocation areas.

See Appendix A-2, Table 8

9.1.2.2.3 Procedures for accounting for building occupants after completing in-building relocation. **Each employer shall be responsible to establish and maintain a system which assigns the responsibility of accounting for employees present in the building and taking a head count at the in-building relocation area. Upon relocation of all persons, for any occupant not accounted for, a list of the names and last known locations shall immediately be provided to the Fire Safety/EAP Warden or Deputy Fire Safety/EAP Warden who will contact the Fire Safety/EAP Director or official in charge via the nearest Warden Phone. All visitors, including suppliers and customers, will also be accounted for during the head count.**

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9.1.2.2.4 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance.
See Appendix F – Attachments 1, 2 and 3

9.1.2.3 Building Components. *(See Section 5.1.1.2)*

9.1.2.3.1 Access to and egress from the building, including entrances, exits and stairwells.

9.1.2.3.2 Elevator operation.

9.1.2.3.3 Ventilation system operation.

9.1.2.3.4 Openable windows.

9.1.2.3.5 Interior doors, including fire doors.

9.1.2.3.6 Electrical, natural gas, steam and other utility operations.

9.1.2.3.7 Fuel oil storage systems and associated pumps and piping.

9.1.3 Partial Evacuation. *The emptying of a building of some but not all building occupants in response to an emergency.*

9.1.3.1 General Procedures. *In the event of a natural disaster, and a decision has been made to partially evacuate the building, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. When considering movement to a safe area outside the building, priority should be given to building occupants on floors or other areas of the building most at risk of harm, which may include the floors immediately above and below.*

The Fire Safety/EAP Director immediately upon arrival at the Fire Command Station will recall all elevators. The EAP Staff and Critical Operations Staff will communicate with the Fire Safety/EAP Director using two-way radios and/or the nearest floor warden phones.

*Once an incident has been evaluated, and an evacuation is deemed necessary, an announcement shall instruct EAP Staff and building occupants as follows: (1) Remain calm. (2) Immediately shut down all hazardous equipment. (3) Move quickly and in an orderly manner to the designated **exit** stairwell (unless instructed towards an alternate stairway); elevators should be used only if instructed to do so by the Fire Safety/EAP Director or authorities. (4) Take no more than car/office keys, purses and coats (only if nearby). Do not take large or heavy objects or equipment. (5) Shut all doors behind, but do not lock these doors. (6) Occupants shall assist and accompany infirmed or disabled individuals or any person who appears to need assistance to the stairwell or stairwell vestibule. (See Appendix F – Attachment 2) (7) Fire Safety/EAP Wardens are responsible for making sure all occupants have left the floor by visually inspecting all areas of the floor, not merely by the lack of voice response. (8) Continue down the stairs and stay to the right allowing the left side of the stairwell to be utilized by emergency personnel. (9) Exit building and proceed to the*

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designated outside assembly area where a head count will be taken. Remain at the assembly area until authorized to leave. (10) Fire Safety/EAP Wardens will report to the Fire Safety/EAP Director the status of the floor (all evacuated, someone trapped and where, etc.) once building occupants are out of the building.

9.1.3.2 Specific Partial Evacuation Requirements.

9.1.3.2.1 Location of exits, stairwells and elevators.

- *Building exits at 43rd Street (South) and 44th Street (North)*
- *Stairway "A" (West Side)*
- *Stairway "A1" (Southwest Corner)*
- *Stairway "B" (South Side)*
- *Stairway "B1" (South Core)*
- *Stairway "C" (Center Core)*
- *Stairway "D" (North Core)*
- *Stairway "E" (East Core)*
- *Stairway "F" (Southwest Corner)*
- *Stairway "G" (Southeast Corner)*
- *Stairway "H" (Center Core)*
- *Elevator Bank "Q" (North Core)*
- *Elevator Bank "R" (East Side)*
- *Elevator Bank "S" (East Side)*
- *Elevator Bank "T" (Northeast Core)*
- *Elevator Bank "U" (Center Core)*
- *Elevator Bank "V" (West Side)*
- *Elevator Bank "W" (Northeast Core)*
- *Elevator Bank "X" (Southwest Corner)*
- *Elevator Bank "Y" (South Core)*
- *Elevator Bank "Z" (North Core)*

9.1.3.2.2 Primary and alternate exit routes. *All building occupants will evacuate through the designated stairways (See Appendix A-2, Table 9) or as directed by Fire Safety/EAP Director or Fire Safety/EAP Warden (See Appendix H and Appendix I). A drill consisting of stairwell familiarization will be conducted regularly for all building occupants.*

9.1.3.2.3 Assembly areas.

See Appendix A-2, Table 10

*Primary - On West 43rd Street
(Between Broadway & Sixth Avenue)*

*Alternate - On Broadway
(Between 45th Street & 46th Street)*

(Note: An alternate assembly area has been designated in the

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event that the primary assembly area is deemed not safe or accessible.)

9.1.3.2.4 Procedures of accounting for building occupants after completing a partial evacuation. *Once building occupants are at the assembly area, DO NOT LET ANYONE RETURN TO THE BUILDING, FOR ANY REASON. Each employer shall be responsible to establish and maintain a system which assigns the responsibility of accounting for employees present in the building and taking a head count at the predetermined assembly area as noted above. For any occupant not accounted for, a list of the names and last known locations shall immediately be provided to the Fire Safety/EAP Warden or Deputy Fire Safety/EAP Warden who will notify the Fire Safety/EAP Director or official in charge via cell phone. DO NOT RETURN TO THE BUILDING. All building occupants shall remain with their group unless otherwise instructed.*

9.1.3.2.5 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance. *See Appendix F – Attachments 1, 2 and 3*

9.1.3.3 Building Components. *(See Section 5.1.1.2)*

9.1.3.3.1 Access to and egress from the building, including entrances, exits and stairwells.

9.1.3.3.2 Elevator operation.

9.1.3.3.3 Ventilation system operation.

9.1.3.3.4 Openable windows.

9.1.3.3.5 Interior doors, including fire doors.

9.1.3.3.6 Electrical, natural gas, steam and other utility operations.

9.1.3.3.7 Fuel oil storage systems and associated pumps and piping.

9.1.4 Evacuation. *The emptying of a building of all building occupants in response to an emergency.*

9.1.4.1 General Procedures. *In the event of a natural disaster, and a decision has been made to evacuate the building, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. When considering movement to a safe area outside the building, priority should be given to building occupants on floors or other areas of the building most at risk of harm, which may include the floors immediately above and below.*

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Once an incident has been evaluated, and an evacuation is deemed necessary, an announcement shall instruct EAP Staff and building occupants as follows: (1) Remain calm. (2) Immediately shut down all hazardous equipment. (3) Move quickly and in an orderly manner to the designated **exit** stairwell (unless instructed towards an alternate stairway); elevators should be used only if instructed to do so by the Fire Safety/EAP Director or authorities. (4) Take no more than car/office keys, purses and coats (only if nearby). Do not take large or heavy objects or equipment. (5) Shut all doors behind, but do not lock these doors. (6) Occupants shall assist and accompany infirmed or disabled individuals or any person who appears to need assistance to the stairwell or stairwell vestibule. (See Appendix F – Attachment 2) (7) Fire Safety/EAP Wardens are responsible for making sure all occupants have left the floor by visually inspecting all areas of the floor, not merely by the lack of voice response. (8) Continue down the stairs and stay to the right allowing the left side of the stairwell to be utilized by emergency personnel. (9) Exit building and proceed to the designated outside assembly area where a head count will be taken. Remain at the assembly area until authorized to leave. (10) Fire Safety/EAP Wardens will report to the Fire Safety/EAP Director the status of the floor (all evacuated, someone trapped and where, etc.) once building occupants are out of the building.

9.1.4.2 Specific Evacuation Requirements.

9.1.4.2.1 Location of exits, stairwells and elevators.

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- Stairway "B1" (South Core)
- Stairway "C" (Center Core)
- Stairway "D" (North Core)
- Stairway "E" (East Core)
- Stairway "F" (Southwest Corner)
- Stairway "G" (Southeast Corner)
- Stairway "H" (Center Core)
- Elevator Bank "Q" (North Core)
- Elevator Bank "R" (East Side)
- Elevator Bank "S" (East Side)
- Elevator Bank "T" (Northeast Core)
- Elevator Bank "U" (Center Core)
- Elevator Bank "V" (West Side)
- Elevator Bank "W" (Northeast Core)
- Elevator Bank "X" (Southwest Corner)
- Elevator Bank "Y" (South Core)
- Elevator Bank "Z" (North Core)

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9.1.4.2.2 Primary and alternate exit routes. *All building occupants will evacuate through the designated stairways (See Appendix A-2, Table 9) or as directed by Fire Safety/EAP Director or Fire Safety/EAP Warden (See Appendix H and Appendix I). A drill consisting of stairwell familiarization will be conducted regularly for all building occupants.*

9.1.4.2.3 Assembly areas.
See Appendix A-2, Table 10

*Primary - On West 43rd Street
(Between Broadway & Sixth Avenue)*

*Alternate - On Broadway
(Between 45th Street & 46th Street)*

(Note: An alternate assembly area has been designated in the event that the primary assembly area is deemed not safe or accessible.)

9.1.4.2.4 Procedures for accounting for building occupants after completing an evacuation. *Once building occupants are at the assembly area, DO NOT LET ANYONE RETURN TO THE BUILDING, FOR ANY REASON. Each employer shall be responsible to establish and maintain a system which assigns the responsibility of accounting for employees present in the building and taking a head count at the predetermined assembly area as noted above. For any occupant not accounted for, a list of the names and last known locations shall immediately be provided to the Fire Safety/EAP Warden or Deputy Fire Safety/EAP Warden who will notify the Fire Safety/EAP Director or official in charge via cell phone. DO NOT RETURN TO THE BUILDING. All building occupants shall remain with their group unless otherwise instructed.*

9.1.4.2.5 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance.
See Appendix F – Attachments 1, 2 and 3

9.1.4.3 Building Components. *(See Section 5.1.1.2)*

9.1.4.3.1 Access to and egress from the building, including entrances, exits and stairwells.

9.1.4.3.2 Elevator operation.

9.1.4.3.3 Ventilation system operation.

9.1.4.3.4 Openable windows.

9.1.4.3.5 Interior doors, including fire doors.

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- 9.1.4.3.6 Electrical, natural gas, steam and other utility operations.
- 9.1.4.3.7 Fuel oil storage systems and associated pumps and piping.

- 9.2 Set forth the procedures that will be implemented at times other than regular business hours, if different from those set forth above. A Building Evacuation Supervisor will be on duty during times other than regular business hours when there are occupants present in the building. He/she shall assume the duties of the Fire Safety/EAP Director including (but not limited to) 911 notification upon implementation of the Emergency Action Plan and all necessary announcements to building occupants. (See the beginning of this section for more detailed information.) At this time, there may be no Fire Safety/EAP Brigade members on duty or any Critical Operations Staff on site within the building.

(The remainder of this page is left intentionally blank if revisions/updates are needed)

10. **Emergency Action Plan for Other Emergency – Bomb Threat Or Suspicious Package**

10.1 General Statement. *A bomb threat or suspicious package is a form of terrorism, which may include the detonation of an explosive. Often, such a threat is made via a telephone call. Although 98% of all bomb threats turn out to be false, and are considered crank calls, they should be treated as real until proven otherwise.*

Set forth below are the procedures that will be implemented during regular business hours in the event of a bomb threat or suspicious package in or proximate to the building. *In the event of a bomb threat or suspicious package in the building, the Fire Safety/EAP Director shall immediately implement the building's Emergency Action Plan. In the event of a bomb threat or suspicious package proximate to the building, the Fire Safety/EAP Director shall decide if the building's Emergency Action Plan will be implemented.*

An evacuation of the building should not be administered spontaneously as the building perimeter and the building's main lobby, are the two most likely targets in a bomb situation. Therefore, unless a suspicious object is discovered, building occupants are usually safer inside their occupancy. However, it is the decision of the Fire Safety/EAP Director whether to evacuate if a threat is received.

Note: *It is a normal procedure for police to send patrol officers to take a report upon initial receipt of a bomb threat. The Bomb Squad is not normally sent unless a suspicious object is found.*

*If a **bomb threat** is received:*

- *Use the attached Telephone Bomb Threat Checklist (Appendix M – Attachment 1) to record details.*
- *The Fire Safety/EAP Director shall keep calm and immediately notify 911.*
- *Alert the Fire Safety/EAP Brigade members to report to the Fire Command Station.*
- *Recall all elevators to lowest level served.*
- *Keep lobby area clear and do not allow any more visitors to enter the building.*
- *Do not evacuate unless ordered to by authorities.*
- *Be guided by the instructions of the responding authorities.*
- *(See Appendix M – Attachment 2 for additional information.)*

*If a **suspicious package** is found:*

- *DO NOT touch or disturb it.*
- *DO NOT use two-way radios for communication when reporting the suspicious object.*
- *The Fire Safety/EAP Director shall keep calm and immediately notify 911.*
- *Alert the Fire Safety/EAP Brigade members to report to the Fire Command Station.*
- *Building occupants in the immediate area of the suspicious package shall be directed to in-building relocate to a safe location away from the endangered area, unless otherwise instructed by authorities.*
- *Security personnel shall keep the area segregated until the arrival of authorities.*
- *Keep lobby area clear and do not allow any more visitors to enter the building.*

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- *Recall all elevators to lowest level served.*
- *Do not evacuate unless ordered to by authorities.*
- *If tenants/occupants choose to evacuate, make sure they leave the Lobby area and surrounding sidewalks.*
- *Be guided by the instructions of the responding authorities.*
- *(See Appendix M – Attachment 2 for additional information.)*

10.1.1 Shelter in Place. *The precaution of directing building occupants to remain inside the building, at their work locations, in response to an emergency. There are circumstances where staying put and creating a barrier between occupants and potentially contaminated air outside can be a matter of survival.*

10.1.1.1 General Procedures. *If the responding authorities decide it is necessary to shelter-in-place, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. Remain at your work location and do not leave the building until authorities advise it is safe to leave. Advise any visitors to stay and not to leave. Close any windows and doors, close blinds/curtains on exterior windows and be prepared to shut down all air conditioners.*

The Fire Safety/EAP Director immediately upon arrival at the Fire Command Station will recall all elevators. The EAP Staff and Critical Operations Staff will communicate with the Fire Safety/EAP Director using the nearest floor warden phones.

10.1.1.2 Building Components or Systems. *(See Section 5.1.1.2)*

10.1.1.2.1 Access to and egress from the building, including entrances, exits and stairwells.

10.1.1.2.2 Elevator operation.

10.1.1.2.3 Ventilation system operation.

10.1.1.2.4 Openable windows.

10.1.1.2.5 Interior doors, including fire doors.

10.1.1.2.6 Electrical, natural gas, steam and other utility operations.

10.1.1.2.7 Fuel oil storage systems and associated pumps.

10.1.2 In-Building Relocation. *Controlled movement of building occupants from an endangered area of a building to an in-building relocation area within the same building in response to an emergency.*

10.1.2.1 General Procedures. *If the responding authorities decide it is necessary to in-building relocate, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. When considering movement of building occupants to a safe area inside the building, priority should be given to the floors immediately affected by the incident, which may include the floors immediately above and below. Building occupants and*

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all visitors will be directed to an interior room or rooms within the building, or ones with no or few windows, and take refuge.

The Fire Safety/EAP Director immediately upon arrival at the Fire Command Station will recall all elevators. The EAP Staff and Critical Operations Staff will communicate with the Fire Safety/EAP Director using the nearest floor warden phones.

10.1.2.2 Specific In-Building Relocation Requirements.

10.1.2.2.1 Designated in-building relocation areas.

See Appendix A-2 – Table 8

10.1.2.2.2 Designated routes by which building occupants would be directed to in-building relocation areas.

See Appendix A-2, Table 8

10.1.2.2.3 Procedures for accounting for building occupants after completing in-building relocation. *Each employer shall be responsible to establish and maintain a system which assigns the responsibility of accounting for employees present in the building and taking a head count at the in-building relocation area. Upon relocation of all persons, for any occupant not accounted for, a list of the names and last known locations shall immediately be provided to the Fire Safety/EAP Warden or Deputy Fire Safety/EAP Warden who will contact the Fire Safety/EAP Director or official in charge via the nearest Warden Phone. All visitors, including suppliers and customers, will also be accounted for during the head count.*

10.1.2.2.4 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance.

See Appendix F – Attachments 1, 2 and 3

10.1.2.3 Building Components. (See Section 5.1.1.2)

10.1.2.3.1 Access to and egress from the building, including entrances, exits and stairwells.

10.1.2.3.2 Elevator operation.

10.1.2.3.3 Ventilation system operation.

10.1.2.3.4 Openable windows.

10.1.2.3.5 Interior doors, including fire doors.

10.1.2.3.6 Electrical, natural gas, steam and other utility operations.

10.1.2.3.7 Fuel oil storage systems and associated pumps and piping.

10.1.3 Partial Evacuation. *The emptying of a building of some but not all building occupants in response to an emergency.*

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- 10.1.3.1 General Procedures. *If the responding authorities decide it is necessary to partially evacuate the building, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. When considering movement to a safe area outside the building, priority should be given to building occupants on floors or other areas of the building most at risk of harm, which may include the floors immediately above and below.*

The Fire Safety/EAP Director immediately upon arrival at the Fire Command Station will recall all elevators. The EAP Staff and Critical Operations Staff will communicate with the Fire Safety/EAP Director using the nearest floor warden phones.

*Once an incident has been evaluated, and an evacuation is deemed necessary, an announcement shall instruct EAP Staff and building occupants as follows: (1) Remain calm. (2) Immediately shut down all hazardous equipment. (3) Move quickly and in an orderly manner to the designated **exit** stairwell (unless instructed towards an alternate stairway); elevators should be used only if instructed to do so by the Fire Safety/EAP Director or authorities. (4) Take no more than car/office keys, purses and coats (only if nearby). Do not take large or heavy objects or equipment. (5) Shut all doors behind, but do not lock these doors. (6) Occupants shall assist and accompany infirmed or disabled individuals or any person who appears to need assistance to the stairwell or stairwell vestibule. (See Appendix F – Attachment 2) (7) Fire Safety/EAP Wardens are responsible for making sure all occupants have left the floor by visually inspecting all areas of the floor, not merely by the lack of voice response. (8) Continue down the stairs and stay to the right allowing the left side of the stairwell to be utilized by emergency personnel. (9) Exit building and proceed to the designated outside assembly area where a head count will be taken. Remain at the assembly area until authorized to leave. (10) Fire Safety/EAP Wardens will report to the Fire Safety/EAP Director the status of the floor (all evacuated, someone trapped and where, etc.) once building occupants are out of the building.*

- 10.1.3.2 Specific Partial Evacuation Requirements.

10.1.3.2.1 Location of exits, stairwells and elevators.

- Building exits at 43rd Street (South) and 44th Street (North)
- Stairway "A" (West Side)
- Stairway "A1" (Southwest Corner)
- Stairway "B" (South Side)
- Stairway "B1" (South Core)
- Stairway "C" (Center Core)
- Stairway "D" (North Core)
- Stairway "E" (East Core)
- Stairway "F" (Southwest Corner)

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- Stairway "G" (Southeast Corner)
- Stairway "H" (Center Core)
- Elevator Bank "Q" (North Core)
- Elevator Bank "R" (East Side)
- Elevator Bank "S" (East Side)
- Elevator Bank "T" (Northeast Core)
- Elevator Bank "U" (Center Core)
- Elevator Bank "V" (West Side)
- Elevator Bank "W" (Northeast Core)
- Elevator Bank "X" (Southwest Corner)
- Elevator Bank "Y" (South Core)
- Elevator Bank "Z" (North Core)

10.1.3.2.2 Primary and alternate exit routes. All building occupants will evacuate through the designated stairways (See Appendix A-2, Table 9) or as directed by Fire Safety/EAP Director or Fire Safety/EAP Warden (See Appendix H and Appendix I). A drill consisting of stairwell familiarization will be conducted regularly for all building occupants.

10.1.3.2.3 Assembly areas.
See Appendix A-2, Table 10

Primary - On West 43rd Street
(Between Broadway & Sixth Avenue)

Alternate - On Broadway
(Between 45th Street & 46th Street)

(Note: An alternate assembly area has been designated in the event that the primary assembly area is deemed not safe or accessible.)

10.1.3.2.4 Procedures of accounting for building occupants after completing a partial evacuation. Once building occupants are at the assembly area, **DO NOT LET ANYONE RETURN TO THE BUILDING, FOR ANY REASON.** Each employer shall be responsible to establish and maintain a system which assigns the responsibility of accounting for employees present in the building and taking a head count at the predetermined assembly area as noted above. For any occupant not accounted for, a list of the names and last known locations shall immediately be provided to the Fire Safety/EAP Warden or Deputy Fire Safety/EAP Warden who will notify the Fire Safety/EAP Director or official in charge via cell phone. **DO NOT RETURN TO THE BUILDING.** All building occupants shall remain with their group unless otherwise instructed.

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10.1.3.2.5 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance.
See Appendix F – Attachments 1, 2 and 3

10.1.3.3 Building Components. *(See Section 5.1.1.2)*

10.1.3.3.1 Access to and egress from the building, including entrances, exits and stairwells.

10.1.3.3.2 Elevator operation.

10.1.3.3.3 Ventilation system operation.

10.1.3.3.4 Openable windows.

10.1.3.3.5 Interior doors, including fire doors.

10.1.3.3.6 Electrical, natural gas, steam and other utility operations.

10.1.3.3.7 Fuel oil storage systems and associated pumps and piping.

10.1.4 Evacuation. *The emptying of a building of all building occupants in response to an emergency.*

10.1.4.1 General Procedures. *If the responding authorities decide it is necessary to evacuate the building, all building occupants will discontinue conducting business immediately and listen for instructions from Fire Safety/EAP Director and/or authorities. When considering movement to a safe area outside the building, priority should be given to building occupants on floors or other areas of the building most at risk of harm, which may include the floors immediately above and below.*

The Fire Safety/EAP Director immediately upon arrival at the Fire Command Station will recall all elevators. The EAP Staff and Critical Operations Staff will communicate with the Fire Safety/EAP Director using the nearest floor warden phones.

*Once an incident has been evaluated, and an evacuation is deemed necessary, an announcement shall instruct EAP Staff and building occupants as follows: (1) Remain calm. (2) Immediately shut down all hazardous equipment. (3) Move quickly and in an orderly manner to the designated **exit** stairwell (unless instructed towards an alternate stairway); elevators should be used only if instructed to do so by the Fire Safety/EAP Director or authorities. (4) Take no more than car/office keys, purses and coats (only if nearby). Do not take large or heavy objects or equipment. (5) Shut all doors behind, but do not lock these doors. (6) Occupants shall assist and accompany infirmed or disabled individuals or any person who appears to need assistance to the stairwell or stairwell vestibule. (See Appendix F – Attachment 2) (7) Fire Safety/EAP Wardens are responsible for making sure all occupants have left the floor by visually inspecting all areas of the floor, not merely by the lack of voice response. (8) Continue down the stairs and stay to the right allowing the left side of the stairwell to be utilized by emergency personnel. (9) Exit building and proceed to the designated outside*

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assembly area where a head count will be taken. Remain at the assembly area until authorized to leave. (10) Fire Safety/EAP Wardens will report to the Fire Safety/EAP Director the status of the floor (all evacuated, someone trapped and where, etc.) once building occupants are out of the building.

10.1.4.2 Specific Evacuation Requirements.

10.1.4.2.1 Location of exits, stairwells and elevators.

- *Building exits at 43rd Street (South) and 44th Street (North)*
- *Stairway "A" (West Side)*
- *Stairway "A1" (Southwest Corner)*
- *Stairway "B" (South Side)*
- *Stairway "B1" (South Core)*
- *Stairway "C" (Center Core)*
- *Stairway "D" (North Core)*
- *Stairway "E" (East Core)*
- *Stairway "F" (Southwest Corner)*
- *Stairway "G" (Southeast Corner)*
- *Stairway "H" (Center Core)*
- *Elevator Bank "Q" (North Core)*
- *Elevator Bank "R" (East Side)*
- *Elevator Bank "S" (East Side)*
- *Elevator Bank "T" (Northeast Core)*
- *Elevator Bank "U" (Center Core)*
- *Elevator Bank "V" (West Side)*
- *Elevator Bank "W" (Northeast Core)*
- *Elevator Bank "X" (Southwest Corner)*
- *Elevator Bank "Y" (South Core)*
- *Elevator Bank "Z" (North Core)*

10.1.4.2.2 Primary and alternate exit routes. *All building occupants will evacuate through the designated stairways (See Appendix A-2, Table 9) or as directed by Fire Safety/EAP Director or Fire Safety/EAP Warden (See Appendix H and Appendix I). A drill consisting of stairwell familiarization will be conducted regularly for all building occupants.*

10.1.4.2.3 Assembly areas.

See Appendix A-2, Table 10

*Primary - On West 43rd Street
(Between Broadway & Sixth Avenue)*

*Alternate - On Broadway
(Between 45th Street & 46th Street)*

(Note: An alternate assembly area has been designated in the

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event that the primary assembly area is deemed not safe or accessible.)

10.1.4.2.4 Procedures for accounting for building occupants after completing an evacuation. *Once building occupants are at the assembly area, DO NOT LET ANYONE RETURN TO THE BUILDING, FOR ANY REASON. Each employer shall be responsible to establish and maintain a system which assigns the responsibility of accounting for employees present in the building and taking a head count at the predetermined assembly area as noted above. For any occupant not accounted for, a list of the names and last known locations shall immediately be provided to the Fire Safety/EAP Warden or Deputy Fire Safety/EAP Warden who will notify the Fire Safety/EAP Director or official in charge via cell phone. DO NOT RETURN TO THE BUILDING. All building occupants shall remain with their group unless otherwise instructed.*

10.1.4.2.5 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance.
See Appendix F – Attachments 1, 2 and 3

10.1.4.3 Building Components. *(See Section 5.1.1.2)*

10.1.4.3.1 Access to and egress from the building, including entrances, exits and stairwells.

10.1.4.3.2 Elevator operation.

10.1.4.3.3 Ventilation system operation.

10.1.4.3.4 Openable windows.

10.1.4.3.5 Interior doors, including fire doors.

10.1.4.3.6 Electrical, natural gas, steam and other utility operations.

10.1.4.3.7 Fuel oil storage systems and associated pumps and piping.

10.2 Set forth the procedures that will be implemented at times other than regular business hours, if different from those set forth above. *A Building Evacuation Supervisor will be on duty during times other than regular business hours when there are occupants present in the building. He/she shall assume the duties of the Fire Safety/EAP Director including (but not limited to) 911 notification upon implementation of the Emergency Action Plan and all necessary announcements to building occupants. (See the beginning of this section for more detailed information.) At this time, there may be no Fire Safety/EAP Brigade members on duty or any Critical Operations Staff on site within the building.*

(The remainder of this page is left intentionally blank if revisions/updates are needed)

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11. Consultation with Neighboring Buildings

11.1 Identify all Neighboring Buildings consulted.

11.1.1 Complete Address of Neighboring Building. (See Below)

11.1.2 Owner of Neighboring Building. (See Below)

Neighboring Buildings	
ZAPCO 1500 INVESTMENT, LP C/O CB RICHARD ELLIS, INC TIMES SQUARE PLAZA 1500 BROADWAY NEW YORK, NY 10036 (212) 944-0663	WALGREEN EASTERN CO., INC. 1 TIMES SQUARE (AKA: 1475 BROADWAY) NEW YORK, NY 10036 (212) 730-1560
PARAMOUNT LEASEHOLD, LP C/O NEWMARK KNIGHT FRANK PARAMOUNT BUILDING 1501 BROADWAY NEW YORK, NY 10036	3 TIMES SQUARE ASSOCIATES, LLC C/O RUDIN MANAGEMENT CO, INC THE REUTERS BUILDING 3 TIMES SQUARE NEW YORK, NY 10036 (212) 840-4200
SL GREEN REALTY CORP 1515 BROADWAY NEW YORK, NY 10036 (212) 869-3110	SHUBERT ORGANIZATION, INC. THE SARDI BUILDING 234 WEST 44 TH STREET NEW YORK, NY 10036 (212) 944-3777

Management of the above-referenced buildings have been contacted (via certified mail) to communicate any/all agreements as to the designation of the assembly areas used in the event of an emergency. Also any means of notification prior to conducting any planned Full Building Evacuation Drill have been addressed accordingly within this letter.

12. Building Maintenance Program

A building maintenance program including fire prevention initiatives is the first and most important means for reducing fire losses. Fires that never happen cause no loss. Hazardous areas for office buildings are generally recognized to be the following: Boiler and heater rooms and rooms or spaces used for storage of combustible supplies and equipment. Fire prevention is the responsibility of every employee. Although it cannot provide absolute insurance against fires, it will minimize avoidable risks by following these practices:

It is incumbent on all building service employees to maintain a safe and healthful place and to be cognizant of the importance of good housekeeping practices; this means the care and maintenance of the property. Poor housekeeping is a fire breeder and contributes to loss potential by increasing fire and explosion hazards in several ways:

- 1. It provides more places for a fire to start.*
- 2. It creates a greater continuity of combustibles, which makes it easier for fire to spread.*
- 3. It provides a greater combustible loading for the initial fire to feed upon.*
- 4. It creates the potential for flash fires or dust explosions.*
- 5. It allows spills or drips of flammable or combustible liquids to accumulate, which could catch fire.*
- 6. When not properly addressed, friction, static or electrical connections can be sources of ignition.*
- 7. Poorly controlled smoking policies can lead to a source of ignition.*

12.1 Sprinkler and Standpipe Systems

12.1.1 Maintenance required – Sprinkler System

- *Shall comply with FC 901.6 (referencing National Fire Protection Association Standard 25), and 3 RCNY Chapter 9 (including maintenance of sprinkler system pressure tanks and periodic testing of fire department connections).*

12.1.2 Responsible personnel – Sprinkler System

- *Must possess FDNY issued citywide S-12 Certificate of Fitness or a premise related FDNY F-96, F-97, F-98 or F-99 Certificate of Fitness (F-96, F-97, F-98 and F-99 Certificate of Fitness valid through 12/31/11 at that time only the S-12 will be accepted).*

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES NO N/A

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12.1.3 Maintenance required – **Standpipe System**

- *Shall comply with FC 901.6 (referencing National Fire Protection Association Standard 25), and 3 RCNY Chapter 9 (including maintenance of standpipe system pressure reducing devices and periodic testing of fire department connections).*

12.1.4 Responsible personnel – **Standpipe System**

- *Must possess an FDNY issued related F-96, F-97, F-98 or F-99 Certificate of Fitness (valid through 12/31/11). As of 01/01/12, a Certificate of Fitness (# to be determined) will be required. For testing purposes this Certificate of Fitness (# to be determined) must be held by a Master Fire Suppression Contractor and/or a Master Plumber. Standpipe Systems that are multi-zoned will also require the Certificate of Fitness (# to be determined) to be premise related.*

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES NO N/A

12.2 Fire Alarm Systems

12.2.1 Maintenance required.

- *Comply with FC 901.6 (referencing National Fire Protection Association Standard 72), and 3 RCNY Chapter 9 (including fire alarm recordkeeping and smoke detector maintenance, testing and recordkeeping).*

12.2.2 Smoke Detector Maintenance.

Responsible personnel must possess all of the following:

- *Company Certification Number issued by the FDNY.*
- *Authorization from Fire Alarm System manufacturer stating that they are authorized to service fire alarm system -or- responsible personnel must be trained to NICET Level II.*
- *W-26 Citywide Certificate of Fitness. The F-57 Certificate of Fitness (premise related) will be acceptable until 01/01/13, at that time it will no longer be valid.*

12.2.3 Fire Alarm Systems.

Responsible personnel must have:

- *Authorization from Fire Alarm System manufacturer stating that they are authorized to service the fire alarm system -or- responsible personnel must be trained to NICET Level II, in order to perform any service or test.*

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES NO N/A

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12.3 Commercial Cooking Equipment Systems

12.3.1 Maintenance required.

- *Comply with FC 904.11.*

12.3.2 Responsible personnel.

- *Responsible personnel must possess an F-64 Certificate of Fitness (premise related) -or- a W-64 if Certificate of Fitness is Citywide. If Certificate of Fitness is W-64, responsible personnel must possess Company Certification Number issued by the FDNY.*

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES NO N/A

12.4 Decorations / Draperies and Curtains in Public Areas

12.4.1 Maintenance required.

- *Comply with FC805 and 3 RCNY 805-01 (flame-resistant decorations).*

12.4.2 Responsible personnel.

- *Must possess a C-15 Certificate of Fitness*

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES NO N/A

12.5 Portable Fire Extinguishers

12.5.1 Maintenance required.

- *Comply with FC906 (referencing National Fire Protection Association Standard 10).*

12.5.2 Responsible personnel.

- *Must have Company Certification Number issued by the FDNY along with a W-96 Certificate of Fitness for annual servicing.*

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES NO N/A

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12.6 Emergency Power Systems

12.6.1 Maintenance required.

- *Comply with FC 604.3 and 604.4 (referencing National Fire Protection Association Standards 110 and 111).*

12.6.2 Responsible personnel.

- *Fire Safety Director*

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES NO N/A

12.7 Phase I and Phase II Elevator Operations

12.7.1 Maintenance required.

- *Comply with FC 607.5*

12.7.2 Responsible personnel.

- *Fire Safety Director*

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES NO N/A

12.8 Smoke Control Systems

12.8.1 Maintenance required.

- *Comply with FC 909.1*

12.8.2 Responsible personnel.

- *Fire Safety Director*

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES NO N/A

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12.9 Means of Egress

12.9.1 Maintenance required.

- *Comply with FC 1027.3 and 1027.4*

12.9.2 Responsible personnel.

- *Fire Safety Director*

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES NO N/A

12.10 Hot Work Operations

12.10.1 Maintenance required.

- *Comply with FC Chapter 26 and 3 RCNY 2605-01
(Use of a flammable gas in citywide hot work operations)*

12.10.2 Responsible personnel.

- *Fire Safety Director*

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES NO N/A

12.11 Accumulation of Rubbish and Combustible Waste

12.11.1 Maintenance required.

- *Comply with FC 304*

12.11.2 Responsible personnel.

- *Fire Safety Director*

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES NO N/A

13. Floor Plans

Annexed to this plan are floor plans complying with the requirements of R404-01(d)(7).

14. Sprinkler and Standpipe System Riser Diagram

Annexed to this plan is a single sprinkler and standpipe system riser diagram complying with the requirements of R404-01(d)(7)(C).

15. Building Information Card

Annexed to this Fire Safety and Evacuation / Emergency Action Plan, as Appendix B-2, is the Building Information Card complying with the requirements of R404-01(n)(1)(A).

16. Building Profile

Annexed to this Fire Safety and Evacuation Plan, as Appendix D, is the Building Profile complying with the requirements of R404-01(n)(1)(B).

17. EAP Floor Staffing Charts

Annexed to this Fire Safety / Emergency Action Plan, as Appendix C-2, is a single (typical and accurate for the building) FS/EAP Staffing Chart complying with the requirements of R-404-02(d)(9).

Comprehensive Fire Safety / Emergency Action Plan (Appendix A-2)

Attachment 1: Fire Safety / EAP Director

A copy of the Fire Safety/EAP Director form is kept at the Fire Command Station readily available for FDNY inspection.

Attachment 2: Deputy Fire Safety / EAP Directors

A copy of the Deputy Fire Safety/EAP Director form is kept at the Fire Command Station readily available for FDNY inspection.

Attachment 3: Fire Safety / EAP Building Evacuation Supervisors

A copy of the Fire Safety/EAP Building Evacuation Supervisors form is kept at the Fire Command Station (if applicable).

Table 1: Fire Safety / EAP Wardens

A copy of the Fire Safety/EAP Wardens form is kept at the Fire Command Station readily available for FDNY inspection.

Table 2: Deputy Fire Safety / EAP Wardens

A copy of the Deputy Fire Safety/EAP Wardens form is kept at the Fire Command Station readily available for FDNY inspection.

Table 2A: Fire Safety / EAP Searchers

A copy of the Fire Safety/EAP Searchers form is kept at the Fire Command Station readily available for FDNY inspection.

Table 3: Fire Safety / EAP Brigade Members

A copy of the Fire Safety/EAP Brigade Member Designation form is kept at the Fire Command Station readily available for FDNY inspection.

Table 4: Critical Operations Staff Designation (Building Personnel)

A copy of the Building Personnel Critical Operations Staff Designation form is kept at the Fire Command Station readily available for FDNY inspection.

Table 5: Critical Operations Staff Designation (Office Employees)

A copy of the Office Employees Critical Operations Staff Designation form is kept at the Fire Command Station readily available for FDNY inspection.

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Comprehensive Fire Safety / Emergency Action Plan (Appendix A-2)

**Table 6: Number of Building Occupants, Fire Safety
In-Building Relocation Areas & Routes**

- A - APPROVED FIRE ALARM RINGS ON FIRE FLOOR & FLOOR ABOVE
 B - APPROVED FIRE ALARM RINGS ON FIRE FLOOR, FLOOR ABOVE & FLOOR BELOW

Floor # (Highlight the re-entry floors) (Column #1)	#of Occupants (Include Visitors)	When an alarm is heard on the floor listed in column #1, relocate to the area listed below & designated as the Fire Safety IBRA **	Route to Fire Safety IBRA <i>Use Corridor to:</i>	
			Primary	Alternate
17	--	11 th Floor	Stairway "A"	N/A
16 Mezz	--	11 th Floor	Stairway "A"	N/A
16	--	11 th Floor	Stairway "A"	N/A
15	--	11 th Floor	Stairway "A"	N/A
14	--	11 th Floor	Stairway "A"	N/A
12	--	10 th Floor	Stairway "A"	Stairway "B"
11 Mezz	--	9 th Floor	Stairway "C"	Stairway "D"
11 <i>(Re-Entry)</i>	35	8 th Floor	Stairway "C"	Stairway "D"
10 <i>(Re-Entry)</i>	35	7 th Floor	Stairway "C"	Stairway "D"
9 <i>(Re-Entry)</i>	--	6 th Floor	Stairway "C"	Stairway "D"
8 <i>(Re-Entry)</i>	--	5 th Floor	Stairway "C"	Stairway "D"
7 <i>(Re-Entry)</i>	--	4 th Floor	Stairway "C"	Stairway "D"
6 <i>(Re-Entry)</i>	25	3 rd Floor	Stairway "C"	Stairway "D"
5 <i>(Re-Entry)</i>	--	2 nd Floor	Stairway "C"	Stairway "D"
4 <i>(Re-Entry)</i>	--	Evacuate	Stairway "C"	Stairway "D"
3 <i>(Re-Entry)</i>	25	Evacuate	Stairway "C"	Stairway "D"

****Note:** Area must be, at minimum, three (3) or more floors below floor in column #1 and must be an accessible re-entry floor. Upon alarm transmission, building occupants shall immediately proceed to the designated Fire Safety In-Building Relocation Area ("IBRA") as noted above. Upon relocation, if supplementary Fire Safety IBRA's are deemed necessary to provide adequate space, building occupants shall further proceed to the next re-entry floor(s) or evacuate the building utilizing the primary or alternate designated stairway. While utilizing stairwells, building occupants shall stay to the right to allow emergency personnel to proceed up the stairs.



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Table 6 (Continued)

Floor # (Highlight the re-entry floors) (Column #1)	#of Occupants (Include Visitors)	When an alarm is heard on the floor listed in column #1, relocate to the area listed below & designated as the Fire Safety IBRA**	Route to Fire Safety IBRA <i>Use Corridor to:</i>	
			Primary	Alternate
2 <i>(Re-Entry)</i>	--	Evacuate	Stairway "C"	Stairway "D"
1 Mezz	5	Evacuate	Stairway "C"	Stairway "D"
1	10	Evacuate	<i>Egress to Nearest Exit</i>	
Cellar Mezz	--	Evacuate	Stairway "A1"	Stairway "A1"
Cellar	15-100*	Evacuate	Stairway "A1"	Stairway "D"
Sub-Cellar	15-100*	Evacuate	Stairway "A1"	Stairway "D"
Sub-Cellar 2	--	Evacuate	Stairway "D"	N/A

**Note: Museum is located on the sub-cellar and cellar levels.
Occupancy will vary throughout the day depending on the number of visitors.*

***Note: Area must be, at minimum, three (3) or more floors below floor in column #1 and must be an accessible re-entry floor. Upon alarm transmission, building occupants shall immediately proceed to the designated Fire Safety In-Building Relocation Area ("IBRA") as noted above. Upon relocation, if supplementary Fire Safety IBRA's are deemed necessary to provide adequate space, building occupants shall further proceed to the next re-entry floor(s) or evacuate the building utilizing the primary or alternate designated stairway. While utilizing stairwells, building occupants shall stay to the right to allow emergency personnel to proceed up the stairs.*

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Comprehensive Fire Safety / Emergency Action Plan (Appendix A-2)

Table 7: Building Components/Communication

1. Access to and egress from entrances/exits and stairways:

Building Entrances/Exits

Location/Designation	EAP or Other Title
West 43 rd Street	Security
West 44 th Street	Chief Engineer / Assistant Engineer(s)
Loading Docks	Security (<i>Building Manager Designee</i>)

Stairways

Letter Designation	EAP or Other Title
Stairways "A" and "A1"	Security
Stairways "B" and "B1"	Security
Stairway "C"	Security
Stairway "D"	Security
Stairway "E"	Security
Stairway "F"	Security
Stairway "G"	Security
Stairway "H"	Security

2. Elevator operations:

Elevator Bank and Car Numbers	Capacity	EAP or Other Title
Bank "Q"	-	Security
Bank "R"	-	Security
Bank "S"	-	Security
Bank "T"	-	Security
Bank "U"	-	Security
Bank "V"	-	Security
Bank "W"	-	Security
Bank "X" (Cars K, L)	8000 lbs.	Security
Bank "Y" (Cars A-J)	2500 lbs.	Security
Bank "Z" (#12, 15)	-	Security

3. Fuel oil storage systems and associated pumps and piping, and electrical, natural gas, steam and other utility operations:

	EAP or Other Title
Fuel Oil	Chief Engineer / Assistant Engineer(s)
Electrical	Chief Engineer / Assistant Engineer(s)
Natural Gas	Chief Engineer / Assistant Engineer(s)
Steam	N/A

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- 4. Ventilation System Operations:** (including heating, ventilation and air conditioning equipment and smoke management systems)

	EAP or Other Title
HVAC Equipment	Chief Engineer / Assistant Engineer(s)
Smoke Management Systems	N/A

- 5. Communication:** The primary and alternate means available for communicating within the building to Fire Safety / EAP Staff, building occupants and Critical Operations Staff.

	EAP Staff	Building Occupants	Critical Operations Staff
Primary	Two Way Radios*	Class "E" System	N/A
Secondary	Class "E" System	Telephones	N/A
Additional	Telephones		

**The use of cell phones and two-way radios should be avoided for any event involving an explosion.*

Alternate location for communication and control of incident in the event the lobby Fire Command Station has been compromised. _____ Building Management Office (10th Floor)

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Comprehensive Fire Safety / Emergency Action Plan (Appendix A-2)

Table 8: In-Building Relocation Areas for EAP

The following in-building relocation areas will be accessed through the nearest corridor or as directed by the Fire Safety/EAP Director, Fire Safety/EAP Warden and/or authorities. When the Emergency Action Plan is enacted and in-building relocation areas are deemed necessary, these locations will be used unless otherwise instructed by the Fire Safety/EAP Director and/or by authorities (see chart below).

If occupants do not have sufficient in-building relocation space on their floor to accommodate the total number of occupants for that floor, these individuals will be directed by the Fire Safety/EAP Director, Fire Safety/EAP Warden and/or authorities either up or down to the nearest in-building relocation area that will adequately accommodate them.

If occupants are instructed to in-building relocate to a floor that is not designated as a re-entry floor, the following actions shall be taken. (1) In buildings equipped with a fail-safe locking system on all or selected floors, the EAP Director shall manually release all such locks. (2) EAP Wardens on all floors not designated as a re-entry floor shall direct one person for each exit stair on their respective floor to proceed to that stair and open door when necessary to allow occupants from other floors to re-enter.

Location <i>(e.g. 2nd Floor Conference Room)</i>	Protection <i>(Check Appropriate Boxes)</i>	Max Occupant Capacity <i>(Estimated)</i>	Essentials <i>(Check Appropriate Boxes)</i>
Sub-Cellar 2 (Vestibule)	Windowless Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Doors Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Other N/A	5	Water Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Lavatories Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Equipment Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Supplies Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
Sub-Cellar (Vestibules / Corridor) <i>In Sub-Cellar & On Cellar Mezz Via Stairway "B1"</i>	Windowless Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Doors Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Other N/A	60	Water Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Lavatories Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Equipment Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Supplies Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
Cellar (Vestibules / Corridor) <i>In Cellar & On 1st Floor Via Stairways "B1" and "D"</i>	Windowless Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Doors Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Other N/A	45	Water Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Lavatories Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Equipment Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Supplies Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
Cellar Mezzanine (Vestibules / Corridor)	Windowless Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Doors Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Other N/A	50	Water Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Lavatories Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Equipment Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Supplies Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
1 st Floor (Vestibules / Corridor)	Windowless Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Doors Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Other N/A	70	Water Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Lavatories Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Equipment Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Supplies Y <input type="checkbox"/> N <input checked="" type="checkbox"/>



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Table 8 (Continued)

Location <i>(e.g. 2nd Floor Conference Room)</i>	Protection <i>(Check Appropriate Boxes)</i>	Max Occupant Capacity <i>(Estimated)</i>	Essentials <i>Check Appropriate Boxes</i>
1 Mezzanine (Vestibule / Corridor / Break Room / Locker Rooms)	Windowless Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Doors Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Other N/A	50	Water Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Lavatories Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Equipment Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Supplies Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
2 nd Floor (Vestibules / Corridor / Bathrooms)	Windowless Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Doors Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Other N/A	140	Water Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Lavatories Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Equipment Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Supplies Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
3 rd Floor (Vestibules / Corridor / Bathrooms)	Windowless Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Doors Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Other N/A	140	Water Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Lavatories Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Equipment Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Supplies Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
4 th Floor (Vestibules / Corridor / Bathrooms)	Windowless Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Doors Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Other N/A	140	Water Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Lavatories Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Equipment Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Supplies Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
5 th Floor (Vestibules / Corridor / Bathrooms)	Windowless Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Doors Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Other N/A	140	Water Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Lavatories Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Equipment Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Supplies Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
6 th Floor (Vestibules / Corridor / Bathrooms)	Windowless Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Doors Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Other N/A	140	Water Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Lavatories Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Equipment Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Supplies Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
7 th Floor (Vestibules / Corridor / Bathrooms)	Windowless Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Doors Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Other N/A	140	Water Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Lavatories Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Equipment Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Supplies Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
8 th Floor (Vestibules / Corridor / Bathrooms)	Windowless Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Doors Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Other N/A	140	Water Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Lavatories Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Equipment Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Supplies Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
10 th Floor (Vestibules / Corridor / Bathrooms)	Windowless Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Doors Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Other N/A	140	Water Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Lavatories Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Equipment Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Supplies Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
11 th Floor (Vestibules / Corridor / Bathrooms)	Windowless Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Doors Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Other N/A	125	Water Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Lavatories Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Equipment Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Supplies Y <input type="checkbox"/> N <input checked="" type="checkbox"/>

229 WEST 43 STREET

Table 8 (Continued)

Location <i>(e.g. 2nd Floor Conference Room)</i>	Protection <i>(Check Appropriate Boxes)</i>	Max Occupant Capacity <i>(Estimated)</i>	Essentials <i>(Check Appropriate Boxes)</i>
11 Mezzanine (Corridor)	Windowless Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Doors Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Other N/A	30	Water Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Lavatories Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Equipment Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Supplies Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
12 th Floor (Vestibules / Bathrooms)	Windowless Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Doors Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Other N/A	40	Water Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Lavatories Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Equipment Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Supplies Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
14 th Floor (Vestibules / Bathrooms)	Windowless Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Doors Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Other N/A	40	Water Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Lavatories Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Equipment Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Supplies Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
15 th Floor (Vestibules / Corridor / Bathrooms)	Windowless Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Doors Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Other N/A	50	Water Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Lavatories Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Equipment Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Supplies Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
16 th Floor (Vestibule / Corridor)	Windowless Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Doors Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Other N/A	25	Water Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Lavatories Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Equipment Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Supplies Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
16 Mezzanine	Windowless Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Doors Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Other N/A	--	Water Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Lavatories Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Equipment Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Supplies Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
17 th Floor	Windowless Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Doors Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Other N/A	--	Water Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Lavatories Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Equipment Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Supplies Y <input type="checkbox"/> N <input checked="" type="checkbox"/>

229 WEST 43 STREET

Comprehensive Fire Safety / Emergency Action Plan (Appendix A-2)

Table 9: Specific Evacuation Routes for EAP

	Floor Number	Exit Routes	Stairway Letter / Terminus	Elevator Bank / Terminus
Primary	18	Exit Corridor	B / 11 th Floor Mezzanine <i>(Then C / Cellar Mezzanine)</i> <i>(Then Passageway / 44th St)</i>	N/A
Alternate	18	Exit Corridor	N/A	N/A
Primary	17	Exit Corridor	A / 1 st Floor Mezzanine <i>(Then A1 / 43rd Street)</i>	N/A
Alternate	17	Exit Corridor	B / 11 th Floor Mezzanine <i>(Then C / Cellar Mezzanine)</i> <i>(Then Passageway / 44th St)</i>	N/A
Primary	16 Mezz	Exit Corridor	A / 1 st Floor Mezzanine <i>(Then A1 / 43rd Street)</i>	N/A
Alternate	16 Mezz	Exit Corridor	N/A	N/A
Primary	16	Exit Corridor	B / 11 th Floor Mezzanine <i>(Then C / Cellar Mezzanine)</i> <i>(Then Passageway / 44th St)</i>	X / Loading Dock <i>(At 43rd Street)</i>
Alternate	16	Exit Corridor	A / 1 st Floor Mezzanine <i>(Then A1 / 43rd Street)</i>	N/A
Primary	15	Exit Corridor	A / 1 st Floor Mezzanine <i>(Then A1 / 43rd Street)</i>	Y / Lobby <i>(At 43rd Street)</i>
Alternate	15	Exit Corridor	B / 11 th Floor Mezzanine <i>(Then C / Cellar Mezzanine)</i> <i>(Then Passageway / 44th St)</i>	X / Loading Dock <i>(At 43rd Street)</i>
Primary	14	Exit Corridor	B / 11 th Floor Mezzanine <i>(Then C / Cellar Mezzanine)</i> <i>(Then Passageway / 44th St)</i>	Y / Lobby <i>(At 43rd Street)</i>
Alternate	14	Exit Corridor	A / 1 st Floor Mezzanine <i>(Then A1 / 43rd Street)</i>	X / Loading Dock <i>(At 43rd Street)</i>
Primary	12	Exit Corridor	A / 1 st Floor Mezzanine <i>(Then A1 / 43rd Street)</i>	Y / Lobby <i>(At 43rd Street)</i>
Alternate	12	Exit Corridor	B / 11 th Floor Mezzanine <i>(Then C / Cellar Mezzanine)</i> <i>(Then Passageway / 44th St)</i>	X / Loading Dock <i>(At 43rd Street)</i>

229 WEST 43 STREET

Table 9 (Continued)

	Floor Number	Exit Routes	Stairway Letter / Terminus	Elevator Bank / Terminus
Primary	11 Mezz	Exit Corridor	C / Cellar Mezzanine (Then Passageway / 44 th St)	N/A
Alternate	11 Mezz	Exit Corridor	N/A	N/A
Primary	11	Exit Corridor	D / 44 th Street	Y / Lobby (At 43 rd Street)
Alternate	11	Exit Corridor	A / 1 st Floor Mezzanine (Then A1 / 43 rd Street)	X / Loading Dock (At 43 rd Street) -or- Z / Loading Dock (At 44 th Street)
Primary	10	Exit Corridor	A / 1 st Floor Mezzanine (Then A1 / 43 rd Street)	Y / Lobby (At 43 rd Street)
Alternate	10	Exit Corridor	C / Cellar Mezzanine (Then Passageway / 44 th St)	X / Loading Dock (At 43 rd Street) -or- Z / Loading Dock (At 44 th Street)
Primary	9	Exit Corridor	C / Cellar Mezzanine (Then Passageway / 44 th St)	Y / Lobby (At 43 rd Street)
Alternate	9	Exit Corridor	D / 44 th Street	X / Loading Dock (At 43 rd Street) -or- Z / Loading Dock (At 44 th Street)
Primary	8	Exit Corridor	D / 44 th Street	Y / Lobby (At 43 rd Street)
Alternate	8	Exit Corridor	A / 1 st Floor Mezzanine (Then A1 / 43 rd Street)	X / Loading Dock (At 43 rd Street) -or- Z / Loading Dock (At 44 th Street)
Primary	7	Exit Corridor	A / 1 st Floor Mezzanine (Then A1 / 43 rd Street)	Y / Lobby (At 43 rd Street)
Alternate	7	Exit Corridor	C / Cellar Mezzanine (Then Passageway / 44 th St)	X / Loading Dock (At 43 rd Street) -or- Z / Loading Dock (At 44 th Street)
Primary	6	Exit Corridor	C / Cellar Mezzanine (Then Passageway / 44 th St)	Y / Lobby (At 43 rd Street)
Alternate	6	Exit Corridor	D / 44 th Street	X / Loading Dock (At 43 rd Street) -or- Z / Loading Dock (At 44 th Street)

229 WEST 43 STREET

Table 9 (Continued)

	Floor Number	Exit Routes	Stairway Letter / Terminus	Elevator Bank / Terminus
Primary	5	Exit Corridor	D / 44 th Street	Y / Lobby (At 43 rd Street)
Alternate	5	Exit Corridor	E / 43 rd Street	X / Loading Dock (At 43 rd Street) -or- Z / Loading Dock (At 44 th Street)
Primary	4	Exit Corridor	E / 43 rd Street	Y / Lobby (At 43 rd Street)
Alternate	4	Exit Corridor	A / 1 st Floor Mezzanine (Then A1 / 43 rd Street)	X / Loading Dock (At 43 rd Street) -or- Z / Loading Dock (At 44 th Street)
Primary	3	Exit Corridor	A / 1 st Floor Mezzanine (Then A1 / 43 rd Street)	Y / Lobby (At 43 rd Street)
Alternate	3	Exit Corridor	C / Cellar Mezzanine (Then Passageway / 44 th St)	X / Loading Dock (At 43 rd Street) -or- Z / Loading Dock (At 44 th Street)
Primary	2	Exit Corridor	C / Cellar Mezzanine (Then Passageway / 44 th St)	Y / Lobby (At 43 rd Street)
Alternate	2	Exit Corridor	D / 44 th Street	X / Loading Dock (At 43 rd Street) -or- Z / Loading Dock (At 44 th Street)
Primary	1 Mezz	Exit Corridor	D / 44 th Street	X / Loading Dock (At 43 rd Street)
Alternate	1 Mezz	Exit Corridor	A1 / 43 rd Street	Z / Loading Dock (At 44 th Street)
Primary	1	Exit Corridor	<i>Egress to West 43rd Street -or- West 44th Street</i>	
Alternate	1	Exit Corridor		
Primary	Cellar Mezz	Exit Corridor	B1 / Lobby (at 43 rd St) -or- Passageway / 44 th Street	Y / Lobby (At 43 rd Street)
Alternate	Cellar Mezz	Exit Corridor	A1 / 43 rd Street D / 44 th Street	N/A

229 WEST 43 STREET

Table 9 (Continued)

	Floor Number	Exit Routes	Stairway Letter / Terminus	Elevator Bank / Terminus
Primary	Cellar	Exit Corridor	B1 / Lobby (at 43 rd St) -or- F / Cellar Mezzanine (Then A1 / 43 rd Street) -or- G / 43 rd Street -or- H / Cellar Mezzanine (Then Passageway / 44 th St)	U / 1 st Floor (At 44 th Street) -or- V / 1 st Floor -or- W / 1 st Floor (At 44 th Street)
Alternate	Cellar	Exit Corridor	A1 / 43 rd Street -or- E / 43 rd Street	X / Loading Dock (At 43 rd Street) -or- Y / Lobby (At 43 rd Street) -or- Z / Loading Dock (At 44 th Street)
Primary	Sub-Cellar	Exit Corridor	B1 / Lobby (at 43 rd St) -or- F / Cellar Mezzanine (Then A1 / 43 rd Street) -or- G / 43 rd Street -or- H / Cellar Mezzanine (Then Passageway / 44 th St)	U / 1 st Floor (At 44 th Street) -or- V / 1 st Floor -or- W / 1 st Floor (At 44 th Street)
Alternate	Sub-Cellar	Exit Corridor	A1 / 43 rd Street -or- E / 43 rd Street	X / Loading Dock (At 43 rd Street) -or- Y / Lobby (At 43 rd Street) -or- Z / Loading Dock (At 44 th Street)
Primary	2 nd Sub-Cellar	Exit Corridor	D / 44 th Street	Z / Loading Dock (At 44 th Street)
Alternate	2 nd Sub-Cellar	Exit Corridor	N/A	N/A

229 WEST 43 STREET

Comprehensive Fire Safety / Emergency Action Plan (Appendix A-2)

Table 10: Assembly Areas for EAP

Primary Assembly Area:

Location: ON WEST 43RD STREET
(BETWEEN BROADWAY & SIXTH AVENUE)

Distance: 400 FEET – EAST OF BUILDING

Capacity: ALL BUILDING OCCUPANTS

Secondary Assembly Area:

Location: ON BROADWAY
(BETWEEN 45TH STREET & 46TH STREET)

Distance: 400 FEET – NORTHEAST OF BUILDING

Capacity: ALL BUILDING OCCUPANTS

Each employer shall be responsible to establish and maintain a system which assigns the responsibility of accounting for employees present in the building and taking a head count at the assembly area as noted above. For any occupant not accounted for, a list of the names and last known locations shall immediately be provided to the Fire Safety/EAP Warden or Deputy Fire Safety/EAP Warden who will notify the Fire Safety/EAP Director or official in charge via cell phone. DO NOT RETURN TO THE BUILDING. All building occupants shall remain with their group unless otherwise instructed.

229 WEST 43 STREET

Appendix B: Building Information Card

A copy of the laminated Building Information Card is kept at Fire Command Station readily available for FDNY inspection.

Appendix C: Fire Safety / Emergency Action Plan Staffing Chart

EAP Staffing Charts are updated regularly, posted on each floor, and kept at the Fire Command Station readily available for FDNY inspection.

229 WEST 43 STREET

Appendix D: Building Profile

Building Address: 229 WEST 43RD STREET Zip Code: 10036

1. Owner or person in charge of the building.
 Company: COLUMBIA PROPERTY TRUST Name of Representative: CORRINE BARNETT
 Address (including ZIP Code): 229 WEST 43RD STREET, LL3, NEW YORK, NY 10036
 Business Telephone No.: 212-659-8467

2. Fire Safety Director (FSD) and Deputy Fire Safety Director (DFSD).

	Name	Work Location Phone / Cell Number
FSD:	<u>ROBERTO MARTIN</u>	<u>212-354-6261 / 917-849-9509</u>
DFSD:	<u>MARK BROWN</u>	<u>212-354-6261</u>
DFSD:	<u>JIM WHELAN</u>	<u>212-354-6261</u>
DFSD:	<u>TODD FRANCIS</u>	<u>212-354-6261</u>
DFSD:	<u>HEYLEY JOB</u>	<u>212-354-6261</u>

3. Attach copy of: Current DOB Certificate of Occupancy (C of O), Temporary Certificate of Occupancy, Letter of No Objection or Affidavit of No Certificate of Occupancy. If under construction attach copy of Schedule A.
 Location where C of O is posted in the building: CELLAR OFFICE & MANAGEMENT OFFICE

4. General description of the building:
 Building Height in Feet: 273' No. of Stories: 18 (NO 13TH FL) No. of Basements: 3
 Area (Length x Width) at ground level: 318' x 201' = 63,918 (sq ft)
 Class of construction as listed on current C of O: CLASS 1 - FIREPROOF

5a. Stairwells, fire towers, fire escapes and access/convenience stairs.
 (Include alphabetical letter identification, location, and floors served).

Letter Designation	Type	Location	Levels (Floors) Served	Floor Number of Any Horizontal Exit Passageway
<u>"A1"</u>	<u>RETURN</u>	<u>SOUTHWEST</u>	<u>SUB-CELLAR – 1ST FLOOR</u>	<u>N/A</u>
<u>"A"</u>	<u>RETURN</u>	<u>WEST SIDE</u>	<u>1ST - 11TH, 12TH - 17TH FLOOR</u>	<u>N/A</u>
<u>"B1"</u>	<u>RETURN</u>	<u>SOUTH SIDE</u>	<u>SUB-CELLAR - 1ST FLOOR</u>	<u>N/A</u>
<u>"B"</u>	<u>RETURN</u>	<u>SOUTH SIDE</u>	<u>11TH MEZZ – 16TH, 17TH – 18TH FLOOR</u>	<u>N/A</u>
<u>"C"</u>	<u>RETURN</u>	<u>CENTER CORE</u>	<u>44TH STREET, 2ND - 12TH FLOOR</u>	<u>N/A</u>
<u>"D"</u>	<u>RETURN</u>	<u>NORTH SIDE</u>	<u>2ND SUB-CLR – CELLAR, 1ST - 11TH, 12TH FL</u>	<u>N/A</u>
<u>"E"</u>	<u>RETURN</u>	<u>EAST SIDE</u>	<u>SUB-CELLAR – CELLAR, 1ST, 2ND - 5TH FL</u>	<u>N/A</u>
<u>"F"</u>	<u>RETURN</u>	<u>SOUTHWEST</u>	<u>SUB-CELLAR – CELLAR</u>	<u>N/A</u>
<u>"G"</u>	<u>RETURN</u>	<u>SOUTHEAST</u>	<u>SUB-CELLAR, CELLAR, 1ST FLOOR</u>	<u>N/A</u>
<u>"H"</u>	<u>RETURN</u>	<u>CENTER CORE</u>	<u>SUB-CELLAR – CELLAR</u>	<u>N/A</u>
	<u>ACCESS</u>	<u>WEST SIDE</u>	<u>SUB-CELLAR - CELLAR</u>	<u>N/A</u>
	<u>ACCESS</u>	<u>CENTER CORE</u>	<u>SUB-CELLAR - CELLAR</u>	<u>N/A</u>
	<u>ACCESS</u>	<u>EAST SIDE</u>	<u>SUB-CELLAR - CELLAR</u>	<u>N/A</u>

(Continued on Next Page)



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ACCESS	EAST SIDE	CELLAR – 1 ST FL (N/A ON MEZZ)	N/A
(2) ACCESS	CENTER CORE	CELLAR – 1 ST FL (N/A ON MEZZ)	N/A
ACCESS	NORTHEAST	CELLAR – 1 ST FL (N/A ON MEZZ)	N/A
ACCESS	NORTHEAST	CELLAR – 1 ST FLOOR	N/A
ACCESS	EAST SIDE	1 ST FLOOR – 2 ND FLOOR	N/A
(2) ACCESS	CENTER CORE	3 RD FLOOR – 4 TH FLOOR	N/A
ACCESS	CENTER CORE	15 TH FLOOR – 16 TH FLOOR	N/A
ACCESS	CENTER CORE	16 TH FLOOR - 17 TH FLOOR	N/A
ACCESS	CENTER CORE	18 TH FLOOR – ROOF	N/A

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Building Information Form cont'd

5b. List stairwell re-entry floors and indicate if fail-safe door lock release is installed on re-entry floor:

RE-ENTRY ON 2ND, 6TH, 8TH, 11TH & 16TH FLOOR

FAIL-SAFE INSTALLED IN RE-ENTRY FLOORS AND TURNSTILES IN LOBBY

6. Elevator and/or escalator information:

(Complete for each elevator bank and each elevator car in such bank.)

Elevator Bank Designation	Elevator Car Number	Passenger or Freight	Operation (Manual/Auto)	Levels (Floors) Served	Phase I Recall / Phase II Service (Yes/No)	Elevator Machine Room Location	2 Way Voice to Fire Command Center (Yes/No)	In Common Shaft with Other Cars? (Yes/No)
"Q"	(1,2)	PASS	AUTO	1 ST , 3 RD & 4 TH FLOOR	YES	5 TH FLOOR	YES	YES
"R"	--	PASS	AUTO	1 ST & 2 ND FLOOR	YES	1 ST FLOOR	YES	NO
"S"	--	PASS	AUTO	1 ST & 2 ND FLOOR	YES	1 ST FLOOR	YES	NO
"T"	--	PASS	AUTO	CELLAR, 1 ST FLOOR	YES	CELLAR	YES	NO
"U"	(#1)	PASS / FREIGHT	MAN/AUTO	SUB-CELLAR, CELLAR, 1 ST FLOOR	YES	SUB-CELLAR	YES	NO
"V"	(#1)	PASS	MAN/AUTO	SUB-CELLAR, CELLAR, 1 ST FLOOR	YES	SUB-CELLAR	YES	NO
"W"	--	PASS / FREIGHT	HYDRO	SUB-CELLAR, 1 ST FLOOR	YES	SUB-CELLAR	YES	NO
"X"	(K)	FREIGHT	MAN/AUTO	SUB-CELLAR, CELLAR, 1 ST - 11 TH , 12 TH , 14 TH , 16 TH FLOOR	YES	17 TH FL	YES	NO
"X"	(L)	PASS	MAN/AUTO	SUB-CELLAR, CELLAR, 1 ST - 11 TH , 12 TH - 16 TH FLOOR	YES	17 TH FL	YES	NO
"Y"	(A,B)	PASS	MAN/AUTO	1 ST , 2 ND - 11 TH , 12 TH - 15 TH FLOOR	YES	10 TH & 16 TH FL	YES	YES
"Y"	(C)	PASS	MAN/AUTO	SUB-CELLAR - 1 ST , 2 ND - 11 TH , 12 TH - 15 TH FLOOR	YES	10 TH & 16 TH FL	YES	NO
"Y"	(D)	PASS	MAN/AUTO	CELLAR - 1 ST , 2 ND - 11 TH , 12 TH - 15 TH FLOOR	YES	10 TH & 16 TH FL	YES	NO
"Y"	(E,F)	PASS	MAN/AUTO	1 ST , 2 ND - 8 TH FLOOR	YES	10 TH & 16 TH FL	YES	YES
"Y"	(G)	PASS	MAN/AUTO	1 ST , 2 ND - 11 TH , 12 TH - 15 TH FLOOR	YES	10 TH & 16 TH FL	YES	NO
"Y"	(H,I,J)	PASS	MAN/AUTO	1 ST , 2 ND - 11 TH , 12 TH - 15 TH FLOOR	YES	10 TH & 16 TH FL	YES	YES
"Z"	(#12)	PASS	MAN/AUTO	2 ND SUB CELLAR - CELLAR, 1 ST - 11 TH FLOOR	YES	12 TH FL	YES	NO
"Z"	(#15)	FREIGHT	MAN/AUTO	SUB-CELLAR, CELLAR, 1 ST FLOOR	YES	SUB-CELLAR	YES	NO

Elevator cars in common shafts (Identify all elevators by bank designation and car numbers that are installed in a common shaft.)

BANK "Q" (2 CARS)

BANK "X" (K, L)

BANK "Y" (A, B)

BANK "Y" (C, D, E)

BANK "Y" (F, G, H, I, J)

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Number of Escalators: THREE (3)

Escalator	Levels (Floors) Served
<u>#1</u>	<u>SUB-CELLAR - CELLAR</u>
<u>#2</u>	<u>SUB-CELLAR – GROUND (NO ACCESS CELLAR MEZZANINE)</u>
<u>#3</u>	<u>CELLAR – GROUND (NO ACCESS CELLAR MEZZANINE)</u>

7. Interior fire alarms, or alarms to central stations. Type of fire alarm/communications (*Brand and Model No.*) and name of central station monitoring company.

CLASS "E" SYSTEM EDWARD EST-3
DISTRICT CENTRAL STATION

8. Communications systems other than required building fire alarm system (*e.g. walkie-talkies, cellular telephones, etc*)

WALKIE TALKIES / TELEPHONES / CELL PHONES

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Building Information Form cont'd

9.

10.

11. Special Fire Extinguishing Systems (e.g. Halon, Pre-Action, Commercial Cooking, Deluge, Clean Agent).

Indicate location(s) and connection (Yes/No) to building alarm system.

LOADING DOCK ON 43RD STREET & 44TH STREET TO BE PROTECTED BY A DRY SYSTEM

FOUR (4) ANSUL SYSTEMS ("BOWLMOR" & (2) "GUYS AMERICAN KITCHEN" & "JEKYLL & HYDE")

NOT TIED INTO THE BUILDING'S CLASS "E" SYSTEM

12. Average number of employees and guests normally in building.

Employees: Daytime: 200 Nighttime: 25

Guests: Daytime: 135 Nighttime: 0



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Building Information Form cont'd

13. Average number and location of persons with special needs in building. Keep list readily available for FDNY inspection at Fire Command Center.

Daytime: NONE

Location(s) / Number of: N/A

Nighttime: NONE

Location(s) / Number of: N/A

14. Number of Persons normally visiting building.

Daytime: 135

Nighttime: 0

**Note: Museum is located on the sub-cellar and cellar levels. Occupancy will vary throughout the day depending on the number of visitors.*

15. Service Equipment:

(a)

(b)

(c)

(d)

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(e)



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Building Information Form cont'd

Location of Supply Fan

Area Served

Package units on each floor (Yes/No): _____

Compressor HP or Tonnage	Location	Area Served

(f) Refuse storage and disposal (Yes/No): YES
 If Yes, list type and location: COLLECTED & STORED ON 1ST FLOOR MEZZANINE
 REMOVED NIGHTLY FOR PICK – UP

(g) Firefighting equipment and appliances, OTHER than standpipe and sprinkler systems.
 ABC FIRE EXTINGUISHERS IN ALL MER'S & OCCUPIED FLOORS

(h) Roof set-backs, utility shafts, cross bridges, passageway between buildings (interconnected buildings), tunnels, linen chutes, refuse chutes and other pertinent building information (*indicate type and location*).
 SET-BACKS: 2ND, 6TH, 9TH, 12TH & 17TH FLOOR

16. Storage and use of flammable and combustible liquids and flammable gases (including fuel oil storage tanks)
(Indicate type quantity and location).

17. Special Occupancies in the building: *(Examples include places of assembly, studios, cafeterias, auditoriums, theaters and mercantile occupancies (indicate type and location))*
 SUB-CELLAR, CELLAR & 1ST FLOOR (EXHIBITION SPACE)
 CELLAR, 1ST & 2ND FLOOR (RESTAURANTS) / 3RD & 4TH FLOOR (BOWLING ALLEY)

18. Number and location of electrical transformers containing polychlorinated biphenyles (PCB).



Appendix E: Alternate Means Of Communication

During a Non-Fire Emergency

The Fire Alarm System shall be used for communication with building occupants. In the event that the building's Fire Command Station is inaccessible or inoperable, members of the Fire Safety/EAP Brigade shall be notified via telephone and/or two-way radios and be directed to take the following actions:

- Fire Safety/EAP Brigade members shall be equipped with bullhorns, two-way radios and flashlights.
- All Fire Safety/EAP Brigade members will be directed via two-way radios to report to the ground floor at the Fire Command Station (or alternate location).
- One (1) member shall be designated to manually operate Car "L" in Elevator Bank "X".
 - Three (3) Fire Safety/EAP Brigade members will be designated to make announcements.
 - One (1) from the 18th floor to the 11th floor;
 - One (1) from the 10th floor to the 4th floor;
 - One (1) from the 3rd floor to the 2nd sub-cellar.
- Fire Safety/EAP Director will advise the Fire Safety/EAP Brigade on what announcements are to be made.
- Fire Safety/EAP Brigade members will proceed to the uppermost floor via the elevator.*
- Each Fire Safety/EAP Brigade member will be dropped off on their highest designated floor.
- Fire Safety/EAP Brigade members will make necessary announcements on their assigned floors and then proceed down the stairwell.
- Upon completion of notifying each of their required floors, all Fire Safety/EAP Brigade Members shall proceed to ground floor via stairwells and report back to Fire Safety/EAP Director.

** In the event that the elevators are out of service, unusable or inaccessible Fire Safety/EAP Brigade members will use stairways.*

**Appendix F (Attachment 1): Use Of Elevators For
Removal Of Infirm Or Disabled Individuals
During a Non-Fire Emergency**



All building occupants will be notified during drills that if an individual has an infirmity or disability they should notify the Fire Safety/EAP Director in advance of any special or additional needs for evacuating the premise in an emergency situation. The Fire Safety/EAP Director will keep an updated list of names of all building occupants of both permanent and temporary infirmity and/or disability logged at the Fire Command Station. Each Fire Safety/EAP Warden shall be aware of any persons on their floor requiring special assistance in an emergency situation.

The Fire Safety/EAP Director shall proceed by taking the following steps:

- Assess the situation and determine if the use of elevators are a safe means of egress. Many factors have to be considered and evaluated quickly:
 - What does the overall damage consist of?
 - What condition are the elevators in, their shafts and motors?
 - What is the condition of the electrical power?
 - **During a chemical, biological, or nuclear event, once elevators are recalled to the lobby or terminal floor, elevators are NOT be used unless directed by authorities. This will limit the air circulation in the elevator shaft, which can potentially spread contaminated air to unaffected areas of the building.**
- If elevators are deemed safe or if directed by authorities, then one (1) Fire Safety/EAP Brigade member, equipped with two-way radio will operate the designated car in manual/independent mode for evacuation purposes.
- Car “L” in Elevator Bank “X” will be designated for evacuation of those in need of special assistance. Those occupants will be instructed to proceed to the elevator lobby on their respective floors and wait for the elevator to arrive.
- Fire Safety/EAP Brigade members will begin on the uppermost floor and proceed down to each floor.
- Upon completion of their duties, the Fire Safety/EAP Brigade members shall report back to the Fire Command Station.

According to a Federal Emergency Management Agency (FEMA) publication: *“One of the lessons learned from interviews of people with disabilities following the 1993 World Trade Center bombing was that, prior to the incident, some of the people with disabilities said that, in the interest of privacy or because they felt that they did not need special assistance, they had opted not to identify themselves to be among those listed as disabled in the emergency management plan. They realized after the incident that they **did** need assistance and that they had not realized how vulnerable they were outside of normal working hours when there were few co-workers around to provide such assistance.”*

Therefore the Fire Safety/EAP Brigade will be designated to stop on every floor to provide such people with assistance.

**Appendix F (Attachment 2): Use Of Stairwells For
Removal Of Infirm Or Disabled Individuals
During An Emergency**



Some high-rise buildings have occupants who are infirmed or disabled, either due to age or physical disabilities, such as blind, hearing impaired or wheelchair bound. The disability may only be temporary, such as a person on crutches. Regardless of the type of disability, certain persons will require assistance during evacuation. Occupants will be made aware during drills to request special arrangements if they have a temporary or permanent disability affecting their ability to evacuate on their own.

People who may have difficulty evacuating via the stairwells should be identified and listed accordingly. It is recommended that these people pre-select a co-worker (“safety buddy”) and an alternate to also help them in an emergency (All “Safety Buddies” are to be listed accordingly in Table 5). This co-worker should understand the nature of the disability. In the event that any building occupant in need of assistance is unsuccessful in obtaining a co-worker (“safety buddy”), please notify ownership immediately and/or the Fire Safety/EAP Director so that one can be designated accordingly. Infirm and/or disabled individuals should instruct their safety buddy on how to provide assistance. The Fire Safety/EAP Brigade staff (Table 3) will also help evacuate infirmed and/or disabled persons.

The following procedures should be followed:

- The Fire Safety/EAP Director will notify all Brigade members and Critical Operations Staff of the emergency condition.
- The Brigade members and/or Critical Operations Staff assigned to assist the infirmed and/or disabled individuals will subsequently report to the locations of these building occupants.
- The Brigade members and/or Critical Operations Staff shall remain with these individuals at all times and await further instructions from the Fire Safety/EAP Director (and/or responding authorities).
- If instructions to evacuate are received (or if the Brigade member or Critical Operations Staff deems it is necessary to evacuate due to imminent danger) the infirmed and/or disabled individual will be assisted into the stairwell.
- Brigade members and Critical Operations Staff shall be prepared to carry or assist the individual down the stairs (if need be). Always ask others to assist, if necessary.
- Do not leave wheel chairs or crutches inside the stairwell.

Note: Elevators shall not be utilized and/or designated as a procedure for movement of such building occupants in a fire emergency.

Appendix F (Attachment 3): List Of Infirm Or Disabled

Building Occupants



All building occupants with an infirmity or disability should notify the Fire Safety/EAP Director in advance of any special or additional needs for evacuating the premise in an emergency situation. People who may have difficulty evacuating via the stairwells should also be identified and listed accordingly. The Fire Safety/EAP Director will keep an updated list of names of all building occupants of both permanent and temporary infirmity and/or disability logged at the Fire Command Station.

Each Fire Safety/EAP Warden shall periodically review and be aware of any persons on their floor requiring special assistance in an emergency situation. They should understand the nature of how to assist the person. However, anyone who requires aid during an emergency evacuation should not hesitate to recruit helpers. Physically impaired individuals should instruct their "safety buddies" on how to best provide assistance.

Full Name: _____ Date Notified: _____
 Floor: _____ Work Phone: _____
 Room/Location: _____ Cell Phone: _____
 Condition or Special Assistance Needed (Optional): _____
 Temporary Condition -- If so, date that individual no longer requires assistance _____
 Permanent Condition
 Safety Buddies: (1) _____ (2) _____

Full Name: _____ Date Notified: _____
 Floor: _____ Work Phone: _____
 Room/Location: _____ Cell Phone: _____
 Condition or Special Assistance Needed (Optional): _____
 Temporary Condition -- If so, date that individual no longer requires assistance _____
 Permanent Condition
 Safety Buddies: (1) _____ (2) _____

Full Name: _____ Date Notified: _____
 Floor: _____ Work Phone: _____
 Room/Location: _____ Cell Phone: _____
 Condition or Special Assistance Needed (Optional): _____
 Temporary Condition -- If so, date that individual no longer requires assistance _____
 Permanent Condition
 Safety Buddies: (1) _____ (2) _____

(Print Additional Copies Of This Form As Needed)



Appendix G: Use Of Elevators For A Full Building

Evacuation Or Partial Evacuation

During a Non-Fire Emergency

Evacuating multiple floors in a high-rise building requires a great number of people to travel great vertical distances. However, in order to reduce the possibility of panic and confusion, a controlled, supervised evacuation is needed for a rapid orderly evacuation. Where a full building evacuation or partial evacuation is deemed necessary, the Fire Safety/EAP Director shall proceed by taking the following steps:

- Assess the situation and determine if the use of elevators are a safe means of egress. Many factors have to be considered and evaluated quickly:
 - What does the overall damage consist of?
 - What condition are the elevators in, their shafts and motors?
 - What is the condition of the electrical power?
 - **During a chemical, biological, or nuclear event, once elevators are recalled to the lobby or terminal floor, elevators are NOT be used unless directed by authorities. This will limit the air circulation in the elevator shaft, which can potentially spread contaminated air to unaffected areas of the building.**
- If elevators are deemed safe or if directed by authorities, then Fire Safety/EAP Brigade members may operate one elevator car in each elevator bank in manual/independent mode for evacuation purposes. The remaining cars in each bank are designated for use by the Fire Department. Upon responding to the building, if authorities approve, additional undamaged elevator cars can be used if necessary. (Note: Fire Safety/EAP Brigade members shall report back to the Fire Command Station upon completion of their duties.)
- An announcement shall be made to all floors notifying all building occupants of the emergency situation.
- All building occupants shall be notified to proceed to the designated stairwell for evacuation, however those occupants who opt to use the elevators in lieu of the stairways shall be directed to elevator lobbies of the nearest re-entry floors for evacuation by elevators unless one of these designated floors are directly affected by the incident. The Fire Safety/EAP Director will make an announcement informing building occupants of elevator operation and designated floors for removal in a partial or full building evacuation.

Stairwells should be checked prior to use if there is time. If damage is reported to a certain segment of one particular stairwell, the Fire Safety/EAP Director will detour occupants around the problem and back into the same stairwell to reduce congestion.

- The end result of this type of evacuation is greater speed. Using undamaged elevators accelerates the evacuation process, especially for the upper floors. Evacuating at the same time utilizing the stairwells keeps congestion down in the stairwells as well.

**Appendix H: Use Of Stairwells For A Full Building Evacuation
Or Partial Evacuation**

STAIRWELL SAFETY INSTRUCTIONS

When evacuation is required:

- Move quickly, but do not run.
- Go to the designated stairwell or exit.
- Remove high heels to prevent injuries (carry them).
- Allow room for others to enter in an orderly flow of traffic but do not hold up traffic unnecessarily.
- Get assistance for those who are slower moving or physically impaired.
- Dispel any false information, rumors, etc. (to reduce the possibility of panic, do not use words such as FIRE, etc...)
- Treat injuries incurred in the stairwell, at the nearest floor landing when required and if practical.
- Complete the evacuation; do not congregate in the stairwell.

Note: As per Local Law 26, office buildings in New York City seventy-five feet or greater in height have installed photoluminescent markings in exit stairwells, which in the event of a power failure will aid occupants in a safer evacuation of the building.

Note: When a locked re-entry door is provided with an automatic fail-safe system, such door will open in the event of the activation of any automatic fire-detecting device or when "fireman service" operates or power failure occurs. These doors shall be deemed as openable from the stair side. In a non-fire emergency, these doors shall be opened either manually or by the activation of "fireman service". The Fire Command Station is equipped to monitor the activation of any fail-safe system.

Appendix I: Evacuating Selected Floors During An Emergency

Existing stairways are not designed to evacuate an entire building at the same time, therefore it is suggested that selected floors be evacuated in intervals to minimize the possibility of overcrowding, injury, and panic.

If the Fire Safety/EAP Director has decided to evacuate selected floors, those floors in immediate danger or threat shall be evacuated first. Such as in the event of a bomb scare or threat thereof, the floor involved or threatened and the floors immediately above and below shall be evacuated first.

An announcement shall be made to building occupants of those affected floors to proceed to the designated exit stairway, not to use elevators (unless instructed), and to stay to the right while in stairwells to allow emergency personnel to proceed up the stairs.

Appendix J (Attachment 1): Biological/Chemical Threat Scenarios

Scenario A: External Threat to the Building

Upon notification by the authorities that a **credible** chemical/environmental threat has occurred outside the building, perform the following:

- Step 1 – Immediately secure the building, seal off openings to the outside and stop the air circulation. Inform the building management/owner.
- A. Close and seal-off all building entrances (including closing the lobby, loading dock, garage doors, etc.). As a preventative measure, inspect the integrity of the door seals and repair as appropriate.
 - B. Close all outside air intakes. As a preventative measure, inspect outside air (OA) dampers to ensure proper operation. Adjust or repair dampers as appropriate. Repair or seal-off any unnecessary openings.
 - C. Shut down the Ventilation Systems (including supply & return fans, miscellaneous circulating fans, and all AC units).
 - D. Recall the elevators to the lobby. (This will prevent unnecessary air circulation.)

There are various ways to accomplish these tasks. Some of the alternatives are (in order of preference):

1. Utilize the Fire Command System to enable fan shutdown and the fireman's recall features. Once the fans shutdown, the outside air (OA) dampers normally close. Fireman recall will bring the elevators to lowest level served.

Note: Although this function appears to simulate a water flow or a lobby smoke condition, the use of strobes, tones and central station alarms are not recommended. This will send the wrong message to the building occupants regarding assembly and evacuation.

2. Utilize the Building Management System (BMS) (if applicable) to shut down the fan systems. The fewer the number of operations, the better. This alternative will also require an operation at the Fire Command Station to recall the elevators (fireman's recall switch).
3. If neither of these alternatives can be accomplished, the fan systems will have to be shut-off manually. Enable the fireman recall switch to bring the elevators to the lobby.
4. As a last alternative, and probably in worst-case scenarios, the power of the building can be shut down (in the main switch room). This will stop the fans and eliminate air distribution, as well as stop the elevators. There may be other considerations (entrapment in elevators, associated safety egress lighting issues). If the previous alternatives cannot be utilized, this alternative shall only be enacted as a last resort and only by the order of proper authorities.

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Step 2 – The Fire Safety/EAP Director should report to the Fire Command Station. The Fire Command Station will be used as a command, communication and control center. The Fire Safety/EAP Director (or a designee) shall monitor public announcements via the television, radio and Internet for updates from local Authorities/the Mayor’s office.

Step 3 – Utilizing the PA System (or alternate means of communication), make announcements to building occupants. Make sure to include what has occurred, where it has occurred, what provisions of the Emergency Action Plan will be implemented and why it is necessary to implement this provision of the Emergency Action Plan.

The Fire Safety/EAP Director should consider shelter in place or in-building relocation based on all facts available. (Note: An in-building relocation area is an area such as an internal office, stairwell, or conference room away from windows or a place with limited air movement.)

Caution, people may not react well to the news of a biological/chemical situation. Panic may result. With a building sealed to prevent contaminants from entering, there may be scores of tenants wanting to get out of the building no matter what the circumstances. Someone exiting the building will breach the containment field, thus risking contamination to the building’s remaining occupants. With various exits, stairwells and doors, there are not enough building personnel and security officers on duty at any one time to man each possible exit.

Step 4 – Try to maintain communication with building occupants. Even if their responses cannot be heard, continue to provide information to them, even if it’s redundant.

Step 5 – The “all clear” can only be given once building management receives word from the Authorities that the environmental threat has passed. Once the “all clear” is given, an announcement can be made advising occupants that “the building management has been notified by the authorities that the environmental condition has passed.”

Don’t offer information that the authorities should express and don’t speculate to the building occupants. Follow building procedures as if there was a smoke condition in the area (delay the opening of the OA dampers for a period of time).

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Scenario B: Internal Threat to the Building

Upon notification by the authorities that there is a **credible** chemical/environmental threat within the building, follow the directions of the public agency in authority.

Step 1 – The Fire Safety/EAP Director should report to the Fire Command Station. The Fire Command Station will be used as a command, communication and control center.

Step 2 – The Fire Safety/EAP Director should immediately shut down all the air circulating systems. Recall all elevators to the lowest level served. (This will prevent the unnecessary movement of air within the building.)

Step 3 – Utilizing the PA System (or alternate means of communication), make announcements to building occupants. Make sure to include what has occurred, where it has occurred, what provisions of the Emergency Action Plan will be implemented and why it is necessary to implement this provision of the Emergency Action Plan.

The Fire Safety/EAP Director should consider partial evacuation or full building evacuation based on all facts available.

Step 4 - Try to maintain communication with building occupants. Even if their responses cannot be heard, continue to provide information to them, even if it's redundant.

Scenario C: Non-Preventable Measures

This scenario addresses biological threats in which very little preventive measure can be taken. Bio-terrorism is a covert action and not apparent until after the act has been perpetrated. Notification will come from the authorities after an investigative process. At that point proper authorities will be in control and will direct the Fire Safety/EAP Director, property managers and building owners on what to do.

Scenario D: Non-Specific Threat

This scenario addresses call-in messages indicating that a toxic environment or biological agent has been placed in the building. If this situation occurs, immediately call 911. The authorities will possibly refer these types of reports to specialized departments.

Track all Indoor Air Quality (IAQ) complaints and record the areas of the building and symptoms expressed by those individuals complaining.

Immediately report the situation to the building management/ownership.

The Emergency Action Plan will be implemented if/when it is determined that this threat is credible. At that point, authorities will direct the Fire Safety/EAP Director on what actions to take.

Appendix J (Attachment 2): Biological/Chemical Threat
Evacuation/Stay General Guidelines

Listed below are some general guidelines for the Fire Safety/EAP Director (decision-maker of the actions) that should be taken under different biological/chemical threat scenarios. However, specific evacuation/stay decisions need to be based on the actual facts of the incident.

This document is for exclusive use by the Fire Safety/EAP Director, who is trained and knowledgeable of the building, and is capable of making the necessary and proper decisions in the event of an emergency.

Scenario	Evacuate Immediately	Stay and Then Evacuate (if necessary)	Stay	Comments
Biological / Chemical agent observed being disbursed (e.g. actually see person or thing releasing the agent)	X			
Biological / Chemical agent actually released into ventilation system (i.e., confirmed by building operator)	X			If cannot make it to the outside assembly location, seek shelter in a designated “in-building relocation” area
Biological / Chemical telephone call threat – “a particular floor has been contaminated”	X			Management may choose to stay if there is evidence that this is a repeated “hoax”
Potential Biological / Chemical agent observed in the air	X			
Potential Biological / Chemical telephone call threat – “a particular floor has been contaminated”		X		Search floor, go to in a designated “in-building relocation” area and only evacuate if suspicious object found
Biological / Chemical released outside of building (e.g. crop duster scenario)			X	Seek shelter in a designated “in-building relocation” area
Suspicious powdery substance found			X	Cover item and move a safe distance away
Biological / Chemical agent released in stairwells			X	Seek shelter in a designated “in-building relocation” area
Biological / Chemical agent disbursed and an individual cannot make it to the stairwell because people are quickly passing out			X	Seek shelter in a designated “in-building relocation” area

Appendix K: How To Handle Anthrax And Other Biological Agent Threats

Many facilities in communities around the country have received anthrax threat letters. Most were empty envelopes; some contained powdery substances. The purpose of these guidelines is to recommend procedures for handling such incidents.

DO NOT PANIC

1. Anthrax organisms can cause infection in the skin, gastrointestinal system or the lungs. To do so, the organism must be rubbed into abraded skin, swallowed or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with appropriate antibiotics. Anthrax is not spread from one person to another person.
2. For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is difficult and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life-threatening lung infection can occur, but prompt recognition and treatment are effective.

SUSPICIOUS UNOPENED LETTER OR PACKAGE MARKED WITH THREATENING MESSAGE SUCH AS “ANTHRAX”.

1. Do not shake or empty the contents of any suspicious envelope or package.
2. PLACE the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.

If a container is not available, COVER the envelope or package with anything (e.g., clothing, paper, trashcan, etc.) and do not remove the cover.

Appendix L (Attachment 1): Natural Disaster (Earthquakes)

New York is not likely to experience an earthquake. However, there are geological faults close enough to the city to cause tremors. The city has weathered minor tremors in the past. This appendix is solely designed to make an individual aware of some methods necessary for protection in the event of an earthquake. The suggested procedures listed here are taken from California's experiences with earthquakes.

It is a general earthquake procedure not to spontaneously evacuate. However, sometimes it may be required. The Fire Safety/EAP Director will decide if it is necessary to evacuate and security shall inform individual floors of the procedures to follow.

As a result of earthquakes, roads may be impassable and there may be a loss of the mass transit systems. This has made people remain in their locations for up to 72 hours.

If inside when an earthquake strikes, follow these procedures:

1. Remain inside. Do not spontaneously evacuate the building. Remember, there will be falling debris.
2. Drop to the ground and take cover by getting under a sturdy desk, table or other piece of furniture. Hold on until the shaking stops and watch out for falling objects.
3. Be aware that the windows and mirrors may break; overhead fixtures may collapse and fall; unsecured furniture may move around; and electrical equipment may short out. Therefore, avoid these items as much as possible.
4. Prepare for after-shocks. The earthquake will be followed by after-shocks. Some of these after-shocks can be as strong as the initial earthquake.
5. Unless in immediate danger, stay on the floor and wait for instructions from the Fire Safety/EAP Director. Instructions will be given over the public address system, if it is still operational or by messenger, if necessary. Phone lines will quickly become overburdened with calls, so do not use the phones.

If outside when an earthquake strikes, find safety by following these procedures:

1. Try to get inside or move to an open area away from buildings, trees, power lines and layered streets.
2. The greatest danger outside will be from falling debris from the buildings.

Appendix L (Attachment 2): Natural Disaster (Hurricanes / Flooding)

HURRICANES

It is possible for New York to be hit by a hurricane. However, unlike the other emergencies covered in this Emergency Action Plan, hurricanes are not likely to strike suddenly or without warning.

As with other emergencies, it is pertinent that personnel take all necessary precautions to avoid being injured by a hurricane. Since advance notice should be available if a hurricane is going to hit New York, the building will follow the advice given by local authorities. If an evacuation of the immediate area is ordered, the building and its occupants will do so accordingly as outlined in this plan.

The Fire Safety/EAP Director (or site manager) will decide how many persons will be kept at the site to protect the property in case of a hurricane. The decision will be based on the advice of local authorities. The Fire Safety/EAP Director will also decide if the building is going to be declared “closed” due to the emergency.

If the building has been declared “closed” by the Fire Safety/EAP Director, no one will be allowed back into the building until after the emergency. The building will be inspected to detect what damage, if any, has resulted from the hurricane. Tenant representatives are requested to call building management before returning for normal business. When the building has been inspected and is determined safe to return to normal operations, the Fire Safety/EAP Director will reopen the building. Tenant representatives will be notified when the building is open for normal business.

FLOODING AND WATER DAMAGE

Serious water damage or flooding can occur from severe weather conditions, burst pipes or clogged drains. If a water leak occurs, follow these procedures:

1. Notify the Fire Safety/EAP Director. Advise him/her of the exact location and severity of the leak.
2. If there are electrical appliances or outlets near the leak, there may be possible hazards from electrical shock. If there is any possible danger, evacuate the area immediately.
3. If the source of the leak is known and an individual is confident in stopping it by turning off a faucet or unclogging the drain, do so.
4. Be prepared to assist in protecting property as needed.

Appendix L (Attachment 3): Natural Disaster (Tornadoes)

New York is not in an area prone to tornadoes. However, some major storms during the spring and summer may produce dangerous conditions that may create high winds and/or spawn tornadoes. The total damage to the area could be severe. Therefore, although there are places in these instructions for the Fire Safety/EAP Director to call the Fire Department, the building may be on their own for several hours (or possibly even days). Emergency services will become over taxed if this type of disaster strikes.

There are two conditions for a possible tornado. The first is a *Tornado Watch*. A Tornado Watch is an alert from the National Weather Service, which indicates that the conditions are favorable for the possible development of a tornado. The second is a *Tornado Warning*. A Tornado Warning is an alert from the National Weather Service confirming that a tornado has been sighted in the area. The weather service will announce the approximate time the tornado was sighted, and the direction and speed it was moving.

A public warning will be broadcast over local radio and television. There may also be steady blasts of sirens from the Municipal Defense Warning System if the tornado was sighted in the vicinity.

Although high-rise buildings are designed to withstand high winds, there still remains a remote possibility that a building may receive damage from high winds. If a tornado warning is received take the following actions:

If inside the building:

1. Do not spontaneously evacuate the building. There will be danger of falling debris on the streets and sidewalks.
2. Get away from windows, mirrors and overhead fixtures. Get to the core of the building.
3. If the windows in the immediate space are damaged, leave the suite and close the door to help protect the rest of the floor.
4. Unless in imminent danger, wait on the floor for further instructions from the Fire Safety/EAP Director.
5. Do not attempt to use the telephone, as the phone lines will quickly become overburdened with calls.
6. If the Fire Safety/EAP Director orders an evacuation, follow his/her instructions. Do not use the elevators.

If outside the building:

1. Try to get inside.
2. If unable to get inside, get as low as possible. Lie in a ditch or other low spot on the ground. Do not seek shelter under trees or inside of automobiles.
3. Be especially alert for falling objects and debris.

Appendix L (Attachment 4): Natural Disaster (Power Failure)

If a power failure is experienced, follow these procedures:

1. Remain calm.
2. Notify the Fire Safety/EAP Director. Inform him/her of the exact floor and/or suite that has lost power. The Fire Safety/EAP Director may already know if the power failure is building-wide or if it is a local problem.
3. Turn off power equipment to avoid possible damage from a surge when power is restored.
4. If informed that the problem is building-wide, follow any directions given.
5. If it becomes necessary to evacuate the building, the Fire Safety/EAP Director will inform occupants of the procedures to follow during the evacuation.
6. Once building occupants evacuate the building, no one will be allowed to reenter the building until full power has been restored and the Fire Safety/EAP Director (or site manager) has reopened the building.

229 WEST 43 STREET

Appendix M (Attachment 1): Telephone Bomb Threat Checklist

REMEMBER: KEEP CALM. DO NOT GET EXCITED OR EXCITE OTHERS.
KEEP CALLER ON THE PHONE AS LONG AS POSSIBLE. DO NOT HANG UP FIRST!

EXACT TIME: Call Received Terminated

EXACT WORDS OF CALLER: (Delay-Ask caller to repeat)

QUESTIONS TO BE ASKED:

- A. Time Bomb is going to Explode?
B. Where Located: Floor? Area?
C. Kind of Bomb:
D. What does it look like/Description?
E. What will cause it to explode?
F. Did you place the bomb? Why?
G. Where are you calling from?
H. What is your address?
I. What is your name?

DESCRIPTION OF VOICE: (Check All That Apply)

- SEX: Male Female
AGE: Young Middle Aged Old
VOICE: Deep Soft Loud Disguised
Rough Pleasant Intoxicated Sincere
SPEECH: Fast Slow Slurred Distinct Distorted
Impediment Stutter Lisp Squeaky Nasal
LANGUAGE: Fair Good Poor Foul
MANNER: Calm Nervous Deliberate Coherent Incoherent
Angry Rational Irrational Crying Giggling

Speech Impediment (Describe):

Unusual Phrases:

If voice is familiar, whom did it sound like?:

BACKGROUND NOISE: (Check All That Apply)

- Music Running Motor (type) Street/Traffic
Whistles Bells Horns
Aircraft Tape Recorder Machinery
Other/Remarks:

ADDITIONAL INFORMATION:

- A. Did the caller indicate knowledge of the facility? If so, how?
B. Telephone number call received at? What line?
C. Is this a listed or unlisted number?
D. Is this a night number? If so, whose?

Signature:

Date:

Department:



Appendix M (Attachment 2): Bomb Threats And Suspicious Packages

If a suspicious package or a suspected bomb is detected, immediately call 911, then the Fire Safety/EAP Director and building management. DO NOT LET ANYMORE PERSONS ENTER THE BUILDING.

BOMB THREATS

Bomb threats are usually made by telephone. Anyone receiving a bomb threat call shall proceed as follows:

- Remain calm and courteous. Do not interrupt the caller.
- Keep the caller on line as long as possible. Obtain as much information as possible.
- If possible, write a note to somebody nearby to call the police. If not, after the caller hangs up, immediately call 911, and then notify the Fire Safety/EAP Director and building management. However, do not discuss the threat with co-workers.
- All communication must be via telephone or messenger. Do not use two-way radios.
- Await the arrival of authorities and be guided by their instructions.

SUSPICIOUS PACKAGES

What To Look For:

- Letters that are unusually bulky, weighty, lopsided, or rigid.
- Parcels or envelopes with oily stains or discolorations.
- Parcels or envelopes without return addresses.
- Handwritten or poorly typed addresses.
- Foreign mail, airmail, or special deliveries.
- Restrictive markings, such as “confidential,” “personal,” etc.
- Use of titles but no names.
- Excessive postage.
- Parcels or envelopes that simply do not look or feel ordinary.

Handling Instructions:

- DO NOT handle the item.
- DO NOT attempt to open the parcel.
- DO NOT place the parcel in water.
- DO NOT remove any binding material.
- DO NOT pull or cut any material that protrudes.

Appendix N: Alarm Announcement Guidelines

*NOTE: The Fire Safety/EAP Director should use these announcements strictly **as a guide** when enacting the Fire Safety and/or Emergency Action Plan and addressing building occupants. Changes to these announcements may be required based on the emergency scenario. It is required for an announcement to include what has occurred, where it has occurred, what provisions of the Plan will be implemented and why it is necessary to implement this provision of the Plan. Announcements shall be repeated or updated on a frequent basis, to inform and reassure building occupants.*

SHELTER-IN-PLACE

MAY I HAVE YOUR ATTENTION PLEASE... **(REPEAT 2 TIMES)** THIS IS THE BUILDING FIRE SAFETY AND EMERGENCY ACTION PLAN DIRECTOR...WE ARE INVESTIGATING A POSSIBLE _____ INCIDENT WITHIN THE BUILDING (OR PROXIMATE TO THE BUILDING)...FOR YOUR SAFETY, WE ARE IMPLEMENTING THE EMERGENCY ACTION PLAN. ALL OCCUPANTS ON THE _____, _____, _____, _____, _____ AND _____ FLOORS (OR ENTIRE BUILDING), PLEASE REMAIN AT YOUR WORK LOCATIONS, SHELTER-IN-PLACE AND WAIT FOR FURTHER INSTRUCTIONS... **(REPEAT 2 TIMES)**

IN-BUILDING RELOCATION

MAY I HAVE YOUR ATTENTION PLEASE... **(REPEAT 2 TIMES)** THIS IS THE BUILDING FIRE SAFETY AND EMERGENCY ACTION PLAN DIRECTOR...WE ARE INVESTIGATING A POSSIBLE _____ INCIDENT WITHIN THE BUILDING (OR PROXIMATE TO THE BUILDING)...FOR YOUR SAFETY WE ARE IMPLEMENTING THE EMERGENCY ACTION PLAN. ALL OCCUPANTS ON THE _____, _____, _____, _____, _____ AND _____ FLOORS (INCLUDING IMMEDIATE FLOORS ABOVE AND BELOW AFFECTED FLOORS), PLEASE PROCEED TO THE (DESIGNATED SAFE) STAIRWELL...REMAIN CALM...WALK TO THE NEAREST RE-ENTRY FLOOR (OR IN-BUILDING RELOCATION AREA -- SPECIFY THE AREA)...AND WAIT FOR FURTHER INSTRUCTIONS... **(REPEAT 2 TIMES)**

PARTIAL BUILDING EVACUATION

MAY I HAVE YOUR ATTENTION PLEASE... **(REPEAT 2 TIMES)** THIS IS THE BUILDING FIRE SAFETY AND EMERGENCY ACTION PLAN DIRECTOR...WE ARE INVESTIGATING A POSSIBLE _____ INCIDENT WITHIN THE BUILDING...FOR YOUR SAFETY, WE ARE IMPLEMENTING THE EMERGENCY ACTION PLAN AND ARE PARTIALLY EVACUATING THE BUILDING. ALL OCCUPANTS ON THE _____, _____, _____, _____, _____ AND _____ FLOORS (INCLUDING IMMEDIATE FLOORS ABOVE AND BELOW AFFECTED FLOORS), PLEASE PROCEED TO THE (DESIGNATED SAFE) STAIRWELL...REMAIN CALM... WALK DOWN TO THE GROUND FLOOR, EVACUATE THE BUILDING, AND REPORT TO THE ASSEMBLY AREA LOCATED AT _____ ... **(REPEAT 2 TIMES)**

FULL BUILDING EVACUATION

MAY I HAVE YOUR ATTENTION PLEASE... **(REPEAT 2 TIMES)** THIS IS THE BUILDING FIRE SAFETY AND EMERGENCY ACTION PLAN DIRECTOR...WE ARE INVESTIGATING A POSSIBLE _____ INCIDENT WITHIN THE BUILDING...FOR YOUR SAFETY, WE ARE IMPLEMENTING THE EMERGENCY ACTION PLAN AND EVACUATING THE ENTIRE BUILDING. ALL OCCUPANTS IN THE BUILDING, PLEASE PROCEED TO THE (DESIGNATED SAFE) STAIRWELL...REMAIN CALM...WALK DOWN TO THE GROUND FLOOR, EVACUATE THE BUILDING, AND REPORT TO THE ASSEMBLY AREA LOCATED AT _____ ... **(REPEAT 2 TIMES)**

ALL CLEAR ANNOUNCEMENT

MAY I HAVE YOUR ATTENTION PLEASE... **(REPEAT 2 TIMES)** THIS IS THE BUILDING FIRE SAFETY AND EMERGENCY ACTION PLAN DIRECTOR...THE EMERGENCY CONDITION HAS ENDED...IT IS NOW SAFE TO RETURN TO YOUR DESIGNATED WORK LOCATIONS. THANK YOU. **(REPEAT 2 TIMES)**

