

FIRE AND EMERGENCY PROCEDURES MANUAL

FOR

SJP Properties Company

200 Wood Avenue South - Iselin, NJ

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ORGANIZATION

Fire Safety Team at 200 Wood Avenue South

The individuals responsible for carrying out the prescribed instructions and procedures in the Fire and Emergency Safety Program set forth in this Manual are as follows:

1. Building Fire Safety Director (Ryan Klaasen – Chief Engineer)
 2. Assistant Building Fire Safety Director (Josh Ashcraft – Property Manager)
 3. Fire Wardens (Tenant Personnel)
 4. Assistant Fire Wardens (Tenant Personnel)
 5. Engineering and Maintenance Staff (Building Management Personnel)
 6. Floor Safety Helpers (Tenant Personnel)
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Notes: 1. All of the above Fire Safety Team titles refer to building occupants, be they tenants, building management, or employees. They are not to be confused with the actual municipal firefighters.

2. The terms “Fire Marshall” and “Fire Department Personnel” refer to the actual Fire Department, and affiliated professional firefighters.

3. In all cases where the municipal Fire Department responds to an emergency, they assume command of all activities upon arrival, and all of the individuals in the building Fire Safety Team provide assistance as directed.

A. Building Fire Safety Director or simply: Fire Safety Director (Ryan Klaasen – Chief Engineer)

The Building Fire Safety Director's primary responsibility is to coordinate and implement a Fire and Emergency Safety Program for the Building. The Director's other responsibilities include the following:

1. Organize and direct a training program for all members of the Engineering and Maintenance Staff.

When the existence of an emergency has been established, the Building Fire Safety Director will immediately proceed to the nearest **Fire Annunciator Panel**, (2 locations: Lobby Security Console and 1st Floor Fireman's Control Room.) He will then establish communications with the Fire Wardens or the Assistant Fire Wardens, if necessary, and SJP Properties Personnel and determine the nature and location of the emergency. He will then advise the Fire Wardens or Assistant Fire Wardens, if necessary, regarding the institution of evacuation procedures and other pertinent emergency measures until Fire Department Personnel arrive, at which time the Director will relinquish his duties to the Fire Department Personnel.

2. Provide fire equipment for each floor to the extent required by local codes.
3. Make periodic inspections, the number and frequency of which inspections shall be no less than as required by local codes, of all exit ways to be sure they are clear for emergency passage and of storage areas, closets and the basement which are within the reasonable control of SJP Properties to keep them clear of any apparent and visible fire hazards.
4. Appoint for each floor at least one Fire Warden from the pool of Tenant Representatives, which Representatives have been appointed by each Tenant on that floor and to appoint the remainder of such Tenant Representatives as Assistant Fire Wardens. The Building Safety Director shall maintain up-to-date lists of all such persons involved. (Note: A Red Hard Hat or arm band is recommended for the Fire Warden, to immediately identify him/her to all in sight.)
6. Conduct building drills to comply with or exceed the frequency and type dictated by all applicable laws. Institute provisions to accommodate tenants whose internal company procedures require more drills than the amount required by law.
7. Arrange for each new tenant to be provided with building evacuation and emergency plans. Provide for SJP presence, when requested, at any tenant review of evacuation or emergency plans. Distribute to all tenants new copies of evacuation plans when significant changes are made to equipment, building structure, or procedures. Brief all affected Fire Wardens on the significance of such changes.

B. Assistant Building Fire Safety Director (Josh Ashcraft – SJP Property Manager)
Responsibilities:

1. To act in full capacity of the Building Fire Safety Director in his absence.
2. To designate members of the Engineering and Maintenance Staff to go to the floor of alarm to investigate the problem in as thorough a manner as is reasonable under the circumstances and make a quick report to the Building Fire Safety Director for relaying pertinent information to the Fire Department Personnel.
3. To assist the Building Fire Safety Director in establishing and directing training programs.
4. In cases of building evacuation, to direct individuals from the engineering and maintenance staff to obtain information from tenant organizations on the status of their company's evacuation, for relay to fire department and/or Fire Safety Director and staff.

C. Fire Warden – Tenant Individual(s)

The Fire Warden shall direct, enforce and have full charge of the evacuation of all personnel on his/her assigned area in the event of a fire or other emergency. The designated Assistant Fire Warden and/or others will assist him in his/her duties as may be required.

Responsibilities:

1. To make sure that all individuals who occupy his/her company's tenant space have been briefed on emergency procedures, and that they thoroughly understand:
 - A. The specific evacuation routes from their normal work areas.
 - B. The location where evacuation routes are publicly posted.

(200 Wood Ave evacuation routes are posted in on each floor
In the Elevator Lobbies. They may also
be posted in various locations in tenant premises.)
2. To make periodic inspections of his/her assigned area to ensure that all aisles, corridors and exit doors are free from obstructions.
3. To know the locations of fire extinguishers, fire hoses, and fire alarms in his/her area. To report any defects in such items to the SJP Property Management Office (telephone 732-635-7040) as soon as such defects become know to him/her.
4. To be aware of and make preparations to shut off all major power equipment, such as computers, copy machines, etc., in case of fire.
5. To appoint individuals, including Assistant Fire Wardens, and to assign specific areas of the premises to such individuals to be searched, including restrooms, storage and supply rooms as well as general working areas, to locate all persons in those areas to notify those persons of the emergency and the procedures which are to be followed.

6. In a fire emergency to make certain the fire alarm is pulled and to call the Property Management Office (telephone 732-635-7040) to report the emergency.
7. Prepare a plan to aid individuals with special needs.
 - A. Interview individuals who may have special needs to see if they desire that assistance be provided to them in cases of emergency.
 - B. Maintain a current list of all company individuals who will require assistance in times of building emergencies or evacuations. Provide this list to the Building Fire Safety Director via written correspondence to the SJP Property Management Office. This requirement can be satisfied via email to: jashcraft@SJPProperties.com
 - C. Include plans to provide assistance for individuals other than employees who may be on company premises, such as clients, customers, or visitors.
 - D. Assign qualified company individuals to serve needed functions during emergency situations. These individuals (Floor Safety Helpers) serve one or more functions, such as helping evacuate individuals with special needs, or other duties as described in Section F, below.
8. To be thoroughly familiar with the Fire and Emergency Safety Program and to pass this information along to each individual in their firm. Provide annual emergency training for all company employees. Conduct specific training or refresher courses at least once per year of all company personnel with specific emergency duties.
9. Determine assembly area for evacuated company personnel to report. This area must not conflict with responding emergency personnel, and may change depending on the nature and precise location of the emergency. Be prepared to direct change of assembly area if directed by responding emergency authorities.

Note: Two potential assembly areas which are unlikely to impede emergency vehicles are:

 1. the lower decks of the parking garage.
 2. the far ends of the open-air parking lots.
10. Conduct or assign a headcount of evacuated company personnel, and report the results to responding emergency authorities.
11. Monitor the availability of personnel tasked with emergency duties, and assign substitutes when tasked individuals are absent. Substitute information shall be forwarded to the Fire Safety Director.

D. Assistant Fire Wardens - Tenant Personnel

The Assistant Fire Warden(s) shall assist the Fire Warden in his/her duties and, if necessary, act on behalf of the Fire Warden in his/her absence.

E. Engineering and Maintenance Staff - SJP Personnel in Property Management Office

Upon the request of the Building Fire Safety Director, the Engineering and Maintenance Staff shall go to the floor of alarm to investigate the problem in as thorough of a manner as is reasonable under the circumstances and make a quick report to the Building Fire Safety Director for relaying pertinent information to the Fire Department Personnel.

Additionally, the Engineering and Maintenance staff shall go immediately to the scene of the fire with special equipment to handle each type of fire.

Upon the direction of the Building Fire Safety Director, Assistant Building Fire Safety Director or the Fire Department Personnel:

1. To shut down all fan units in a fire emergency of chemical leak.
2. To immediately communicate with the SJP Property Management Office (200 Wood Ave – Located in basement of the building C 732.635.7040) to assist the Building Fire Safety Director, Assistant Building Fire Safety Director and Fire Department Personnel.
3. To advise Fire Department Personnel of each utility disconnect shut-off location and do so at their request.
4. To make elevators with key-operated emergency manual override controls available for Fire Department Personnel and other emergency uses.

F. Floor Safety Helpers (Tenant Personnel)

This title refers to all individuals who have any of various duties assigned by the Fire Warden. Floor Safety Helpers are required only when the number of specific duties needs to be allocated to individuals beyond the Fire Warden and Assistant Fire Warden(s). The number of Floor Safety Helpers is directly related to the number of necessary tasks (such as how many individuals require assistance during evacuation), and may be affected by other factors, such as the size and layout of the tenant space, the number of company individuals onsite, or other factors related to individual company sensitivities. Floor Safety Helpers are sometimes referred to in individual company plans as searchers, helpers, etc.

As many individuals as required should be recruited from tenant personnel and trained in special duties. The nature of these duties depends on several factors, such as:

- How many individuals on that floor have special needs, requiring assistance during evacuations.
- The construction layout on each floor. For example are there extra restrooms, closets, segregated areas, safes, internal stairways, or other special areas that need to be searched.
- Whether visitors, clients, customers, or other outside individuals can be expected to be present, and what type of special assistance they may require.
- What type of company owned equipment is located onsite, and what type of attention must be given to it before shutdown or evacuation.

Clearly, the effectiveness of each helper will depend on how carefully pre-emergency plans were devised, assigned, and practiced. Floor Safety Helpers responsibilities are:

1. Perform the specific tasks assigned in advance by the Fire Warden on that floor.
2. Perform additional duties if tasked by Fire Warden or higher authority during emergency or evacuation situation.

3. Report back information, if tasked, to appropriate authority. Examples of such information may include number of persons evacuated from certain room or location, status of equipment shutdown, vacancy of specifically assigned location, current location of person(s) with special needs, etc.

FIRE EMERGENCY PROCEDURES

When a Fire Safety device is activated, the following action automatically occurs.

1. A signal sounds alerting the occupants to the emergency.
2. The location of the fire is identified at the Annunciator panel located at the Lobby Security Console or the 1st Floor Fireman's Control room.)
3. Elevators which have activated smoke detectors in shafts, pits or Immediate vestibule, will automatically returned to the main Floor for the exclusive use of the Fire Department.
4. If the Fire is hot enough, the automatic Fire Sprinkler System will activate and Spray water onto the fire and superheated places.

The Building does not have a full public address system. Exits are clearly marked, and signs are located throughout the building to guide personnel either out of the building or to a designated safe area.

FIRE EXTINGUISHMENT

Fire has a great destructive potential; even the smallest fire can extend to cause tragedy. Complete fire extinguishment is the valid function of the Fire Department. The Engineering and Maintenance Staff serve only as a first line of defense pending the arrival of the Fire Department.

The best way to protect life is to extinguish a fire at its first commencement. **DO NOT DELAY IN CALLING FOR HELP.** Do not attempt to fight a spreading fire. Focus on safe evacuation.

The designated members of the Building Engineering and Maintenance Staff will deploy to the emergency when the emergency alarm is sounded. If such emergency is a fire, they will further attempt to confine and contain the fire until the arrival of the Fire Department.

BUILDING EVACUATION

First and foremost, building occupants need to understand that when a fire alarm is heard, calm and immediate evacuation is required. Decisions to evacuate will generally be made by the Building Fire Safety Director or Assistant Director, in their absence, by a member of the Management Staff in the event of a fire. After hours, a member of the security or engineering staff will make such decision. In all other instances, Tenants will be advised of the nature of the emergency and each Tenant will be responsible for determining the necessity of evacuation and notifying its employees and visitors of the need to evacuate

METHOD OF EVACUATION:

No elevators will be used, if the evacuation is the result of a fire. Stairwells will be utilized in an orderly cooperative manner.

In the event an evacuation is ordered, Fire Wardens, Assistant Fire Wardens and other designated individuals should, at their discretion and to the extent time permits:

1. Check each room in their assigned area to be certain that all offices, restrooms and storage areas have been evacuated.
2. In the event of a fire, pay special attention that all evacuating persons are (a) not using the elevators and (b) using the closest stairway in an orderly fashion.
3. Once evacuated from the Building, verify that all of the individuals within your area of control are accounted for by meeting in a previously designated area.

Return after Evacuation:

Once the Building or a part thereof has been evacuated for any emergency, no one will be allowed to re-enter the evacuated area until an all-clear signal has been given by the appropriate authority, Fire Chief or Fire Department Personnel in charge.

WHAT NOT TO DO

1. Don't stay close to the Building after exit during an emergency. (Falling glass is a real possibility). All conversation should be carried on across the street or behind any properly designated barrier.
2. Don't remain in the lobby area, it should be kept as clear of people as possible to allow for an effective response to the emergency situation by the members of the Building Fire and Emergency Safety Organization and the appropriate Parsippany emergency department (e.g. the Fire Department).
3. Don't congregate on surrounding roadways. Do not block access to emergency equipment.

FIRE WARDENS

1. Each floor shall be under the control of a Fire Warden or a Deputy Warden who shall direct evacuation of occupants in the event of a fire.
2. In the event of a fire, or fire alarm, the Fire Warden shall ascertain the location of the fire, and direct the evacuation of the floor or area away from the fire and in accordance with directions received from the Woodbridge Township Fire Department, the Fire Safety Director, and the following guidelines:
 - a) The most critical areas for immediate evacuation are the fire floor and floors immediately above and below. Evacuation from all other floors shall be conducted when instructions are received from the Fire Department or Fire Safety Director, or conditions indicate that such action is appropriate.
 - b) The floor Fire Warden shall determine when to evacuate to other floors based on developing conditions and in accordance with Fire Department instructions.

- c) Fire Wardens and Deputies shall determine that all occupants are notified of the fire, and then proceed immediately to evacuate.
 - d) The Fire Warden on the fire floor shall, as soon as practicable, notify the Fire Safety Director of the situation.
3. Fire Wardens shall implement the plans to aid all occupants in need of special assistance, using their updated listing of all personnel on their floor who have physical disabilities and who cannot use stairs unaided.
 4. Fire Wardens shall assure that all persons on the floors are notified of the fire condition and are evacuated to a safe area. Conduct a search of the lavatories and all other areas to assure that all personnel are out; personnel assigned as Floor Safety Helpers must promptly and efficiently perform this duty.
 5. After evacuation, Fire Wardens shall assure that all regular occupants known to have occupied the floor have been evacuated. A Roll Call must be conducted immediately to assure all occupants are accounted for, and that information must be reported to the Fire Marshall.

FLOOR SAFETY HELPERS

Floor Safety Helpers will respond to emergencies by performing the tasks assigned by the Fire Warden. Upon exiting the building, Floor Safety Helpers shall report to the Fire Safety Director at the designated area, and report on the status of their assigned task. For example, they may report the number of persons in their group, whether or not the suite was completely evacuated or, if anyone was left behind and, if so, at what floor and area.

The Offices at Metropark
SUGGESTED EMERGENCY PROCEDURES

Problem:	Do:	Don't:
<u>Fire</u>	1. Pull Fire Alarm 2. Call Fire Department 911. 3. Call SJP Property Management (732) 635-7040 if time permits. 4. Shut all doors to fire area. 5. Proceed to stairwell.	1. Do not attempt to extinguish fire. 2. Do not use elevators.
<u>Smoke – Odor Detected</u>	1. Call SJP Property Management Office immediately. (732) 635-7040	1. Do not pull fire alarm station if you only smell smoke.
<u>Smoke - Visible</u>	1. Call SJP Property Management Office immediately (732) 635-7040. 2. Call Fire Department Dial 911	1. Do not use elevators. 2. Do not attempt to locate source of smoke.
<u>Power Failure</u>	1. Call SJP Management Office Immediately (732) 635-7040.	1. Do not leave your floor.
<u>Elevator Stops</u>	1. Push phone button Located on left panel inside Elevator. This will auto dial Central Control 24 hr monitor. They will know your location.	1. Don't panic. The worst part will be a short delay.
<u>Threat to Office</u>	1. If bomb threat, call 911 first. Next Call Management Office (732) 635-7040.	1. Don't panic. 2. Fill out enclosed "Bomb Threat Report Form" as best as you can.
<u>Medical</u>	1. Call 911 for ambulance.	

Then call Property Management Office
(732) 635-7040 so that arrangements
can be made for emergency
elevator use and for directions

FIRE PREVENTION TIPS

The Fire Safety Director will require a complete and current roster of personnel in each Fire Warden's assigned area, and further require that the roster identify the specific place and names of persons having any disability or any requirement for any special assistance in an evacuation or emergency. Additionally, the Fire Safety Director may require of each Fire Warden the name(s) of persons assigned to switch-off and or to disconnect electric appliances, and gas served appliances at the end of each business day, and or in the event of an emergency.

Often, common sense precautions are overlooked in day-to-day activities. Additional prevention measures include the following list of reasonably simple precautions which, if enforced at work or at home, will help prevent fires.

- Keep premises in a safe, clean condition with good housekeeping practices. The best fire protection is fire prevention.
- Know locations of fire extinguishers and fire hoses.
- Know the usable time limit of the fire extinguishers you have.
- Know the location of the fire alarm pull stations on your individual floor.
- Know the location of all stairwell exits.
- Know how to use a common ABC-Type Fire Extinguisher and how to report a fire.
- Be certain that all coffeepots, hot plates, etc., are turned off when office is unattended, especially when leaving at night.
- Never use immersion type heating devices.
- Avoid electrical overloading. Avoid octopus plugs (more than one plug per electrical outlet). Do not plug high-voltage items into electrical outlets without first checking with Building Management.
- Use surge protected power strips only per NJAC Uniform Fire Code.
- Never empty ashtrays into wastebaskets.
- Never throw matches, cigarettes, cigars or pipe ashes into wastebaskets.
- Report overheated fluorescent light units immediately. These are characterized by a pungent, burning odor.

- Flammable liquids used in office machines, especially in mimeograph and duplicating equipment should be stored in secure Fire Department approved metal cabinets.
- Store paper and wastepaper at least six to eight feet away from operating machinery.
- Keep flammable cleaning materials in a Fire Department approved metal cabinet and away from paper storage. Cleaning cloths, oily rags and cleaning liquids should be kept in fireproof OSHA-Approved metal containers.
- Never “force” office machinery that is not working properly. Report the problem to a supervisor and call a repairman.
- Do not use space heaters. Space heaters can overload electrical circuits or overheat and cause a definite fire hazard.
- Report all fire hazards (such as blocked stairwells, inoperative EXIT signs, and storage of flammable materials) to your Fire Warden. All corridors and passageways should be kept free of clutter, boxes and combustible storage.
- Provide additional fire extinguishers if specific tenant areas contain hazardous materials and/or operations requiring extra precautionary measures.

BOMBS AND BOMB THREATS

Although some bomb threats may turn out to be nothing but vicious pranks, at the time they occur they can never be regarded as unimportant. Every bomb threat should be taken seriously and alerted to the Property Manager for special handling.

Areas and Properties at Risk

The sort of people who make Bomb threats are not specific to any geographic area. Nor are they specific to any property type. Madmen can appear at virtually any time.

Preventing Human and Property Loss

To prevent human and property loss, and to be able to respond efficiently and effectively to bomb threats, routine training, regular practice, and periodical evaluation of the bomb threat team performance is required. Specifically, the Property Manager should conduct periodic bomb drills using dummy devices and staged realism to keep the members of the bomb emergency management team alert and aware.

Be Aware of all Deliveries

Although bomb threats usually are associated with telephone calls or letters announcing that a bomb has been placed on the property, bombs also are sent through the mail or by special delivery or messenger services. To avoid human and property loss, management, staff, tenants, employees, and all personnel should be alert for:

Packages that evidence unusual characteristics or oddities, such as

- Sender is unknown, or there is no return address
- Unusual restrictive instructions, such as “Personal”, “Private”. “Handle with care”

- Addressee is unknown, or Addressee does not normally get mail here
- Apparent or obvious inaccuracies in the Addressee's name, title, or address
- Distorted or unusual handwriting
- Oddities in packaging
- Odd shape, size, wrapping, or color
- Stains on the wrapper, particularly oil stains
- Odors
- Bulges
- Unbalanced or excessive weight
- Contents that slosh
- Any sound, particularly a ticking or buzzing
- Wires, tin foil, or strings protruding

During the Bomb Threat

The response procedure for a Bomb Threat will differ slightly according to how the threat was received.

Suggested sets of procedures follow for dealing with bomb threats received by telephone and those received by mail.

Responding to a bomb threat made by a telephone call:

- Never transfer the call.
- Never assume the threat is a hoax.
- Never shrug off the threat as a "bomb scare" that can be ignored.
- Never argue with or ridicule the caller.
- Let the caller know that the manager wants to save lives and urge him or her to help.
- Have a prearranged signal with others in the office so that someone can listen in without the caller's knowledge.
- Record the conversation, if possible.
- Have readily accessible a prepared form such as the one at the end of the chapter.

Responding to a bomb threat received by mail, post, or parcel:

- Do not handle the evidence except as absolutely necessary.
- Do not discard packaging, wrappings, strings, labels or other parts of threat.
- Save all parts of the threat together and apart from all persons.
- Notify your supervisor but tell no one else about the threat until you are told to do so.

The person who received the threat should immediately report it to supervisory personnel. At this point, no one else - either inside or outside the property - should be told about the threat. There are several reasons for this. First of all, persons who make bomb threats often do so to get attention. Outside attention to a threat - particularly media coverage of a bomb threat - may beget future threats. In addition, undue panic caused by a threat can be as dangerous as an actual bomb. The caller often knows this and counts on it, seeing the disruption of the property's normal operations as an end in itself.

The supervisor who is advised about the threat should immediately contact the property manager; whose responsibility it is to decide what action should be taken.

In every case, notify the police. If you believe the threat is credible notify the fire department as well. You may otherwise

- Inform the property's occupants and evacuate the property on a voluntary basis, or

- Search the property for the bomb without evacuating or informing occupants, or
- Evacuate the entire building or portions of it while searching for the bomb.

The emergency procedures plan provides options based on the information available. Factors that go into such a decision, assuming it is a bomb threat made by telephone, include whether the caller is known, what threats have been made against the property in the past, the amount and nature of detailed information provided by the caller, and the information that can be discerned by the person who spoke to the caller.

Because it must be assumed that every bomb threat is real, the emergency plan includes procedures for searching the property.

The search procedure requires that a Search – Team be formed, trained, and practiced in advance of such an incident. The search team shall be organized under the leadership of a Search Director and be constituted of persons able to sustain the rigors and discipline of conducting a thorough search.

The Property Manager shall be the designated Search Director and shall have command and control of the building until duly relieved by a superior civil authority.

Based on the available threat information, the Search Team shall conduct a thorough search. The Search Director will convene the Search Team, inform the members of the known facts and information, and dispatch the Search Team to

- Search the suite and the common areas on the floor that received the bomb threat.
- Search outdoor areas most accessible to bombers.
- Begin at the lowest level and search entrances, shrubbery, trash containers and dumpster, piles of leaves or refuse, patios and terraces, sitting or recreation areas, window ledges, air conditioning units and equipment, building ornaments, signs, parking lots, parked vehicles, and manholes.
- Move upward along the exterior of the building, searching fire escapes and roof areas.
- Extend the search 25 to 50 feet in all directions or to a natural boundary line (e.g., curb, wall, hedge, parking lot, property line).

Continue with an interior search.

- Start with the most accessible areas, such as areas open to the public, and search reception areas, restrooms, areas containing service equipment, and stairways. Move up through the building systematically, floor by floor
- It is possible that turning lights on or off may trigger the device.
- Search each room thoroughly.
- Listen for unusual sounds. Unplug all electrical equipment to quiet their ambient noise.
- Divide each room into equal parts, depending on how many items there are and how large an area there is to search. Assign a team member to each part. After the team members have searched their areas, rotate areas and search again.
- Search in sweeps from floor to waist, from waist to chin, from chin to ceiling, and finally the ceiling area (e.g., light fixtures, false ceiling, smoke alarms).

Candidates for the Search Team, and people whom the Search Team needs to be familiar with are

- The on-site management staff, and
- People who will be able to spot new, foreign, or unfamiliar objects in the search area
- Persons having access to locked doors, cabinets, lockers, or closets.
- Local authorities and their trained experts.
- Building occupants
- Site managers
- Security guards and/or guard services
- Maintenance crew members
- And able volunteers

The Bomb Threat Response procedure anticipates that the Bomb Threat is genuine; the procedure anticipates that a search team might actually discover a bomb; the procedure demands this response from you:

- Do not touch or disturb the bomb or suspicious article in any way unless it is a life

or death situation... because you may make it into a life and death situation!

- Evacuate the immediate area, premises, and the building according to standard operating procedure rules for a thorough Emergency Evacuation of all non-essential personnel
- Evacuate people to a distance safe from falling glass and debris, usually at least 300 feet away.
- Consider evacuating under false pretenses (such as a Fire Drill) to avoid panic.
- Do not allow anyone to return to the building for any reason until the Municipal Authorities grant specific approval to do so.
- Call in police explosive specialists and let them take over. Nobody else should ever attempt to defuse a bomb.
- Do not submerge the bomb in water; do not cover the bomb, hoping to diminish its blast. Do not handle the bomb.

Initiate damage control procedures.

- Assemble a 1st-aid team at a designated 1st Aid Station that is duly equipped with bandages, splints, airways, water, and communications.
- Open all windows and doors in a threat-area to vent the blast
- Shut off all utilities (e.g., gas, fuel oil) that might contribute to fire or compound the effects of an explosion.
- Remove any flammable materials, fuels, or combustibles.
- Construct protective bomb barriers that will not fragment (e.g., double row of sandbags, mattress, overturned furniture). Place these between the bomb and the nearest vulnerable wall with the barrier touching neither.

After a Bomb Threat

The Bomb Threat Incident is over when the Authorities have determined it to be over.

The Building and Premises can be reoccupied immediately after the Threat is over. The facts and matters of the Bomb Threat should be held close and confidential by the authorities at every level. Even the words “bomb threat” should be used most discretely in order to allay undue concerns and not to arouse the interest of vandals or copy-cats.

BOMB THREAT REPORT FORM

In the event of a telephoned “Bomb Threat” and any such threat of violence you **MUST** do this:

1. Do not hang-up or disconnect the phone call
2. If your phone has a “Memo” or recording feature, **RECORD** this call
3. Do not hang-up the phone, not even after the call is concluded.
4. Listen to the Caller: Do not interrupt the caller, Keep the caller talking
5. **WRITE OUT THE CALLER’S ENTIRE MESSAGE** _____

6. Ask the caller, where is the Bomb located? _____
7. Ask the Caller, What time will the bomb go off? _____
8. Asks the Caller, Is there time to evacuate the innocent and infirm? _____
9. Determine Caller’s Gender (Male – Female) and Approximate caller’s age (_____)

CIRCLE THE WORDS WHICH MIGHT BEST DESCRIBE THE CALLER:

VOICE: Loud High-pitched Raspy Soft Deep Pleasant Sober Intoxicated

ACCENT: Local Foreign Ethnic Regional

SPEECH: Fast Stutter Slurred Slow Distorted Nasal

MANNER: Calm Deliberate Coherent Angry Righteous Incoherent Laughing

LANGUAGE: Excellent Fair Good Poor Obscene

BACKGROUND NOISE: Machines Traffic Trains Planes Music Gaiety Animals

AFTER THE CALLER HANGS-UP OR DISCONNECTS THE CALL:

1. **DO NOT HANG UP YOUR PHONE** – preserve the “re-call” function and call-trace capabilities for the police and or other investigators.
2. **DO NOT USE YOUR PHONE TO MAKE A CALL** - preserve the “re-call” function and call-trace capabilities for the police and or other investigators.
3. If you have not done so yet, and **WITHOUT USING YOUR PHONE** immediately notify your supervisor of the Bomb Threat Event.
4. **DO NOT HANG-UP** until the Police or Building Management tell you to do so.

REPORT MADE BY _____ DATE _____

Submit Copies of this report to 1) Building Management 2) Security Manager 3) your supervisor.

MICROBIOLOGICAL/CHEMICAL ATTACK

This section does not address hoaxes, which are by far the most prevalent situation. Overreacting to hoaxes encourages more. Thoughtful, deliberate action protects best, and discourages hoaxes.

In today's environment, anything can happen, but a realistic assessment of the microbiological or chemical threat suggests the following: Disgruntled employees or individuals acting alone seldom have the knowledge or capacity for even a small scale microbiological or chemical attack. On the other hand, those most likely to carry out an actual microbiological or chemical attack are invariably attracted to targets other than your building, even if for some reason they were actually present in the Parsippany area.

Real Cases: Understand The Basic Facts:

Microbiological or Chemical Attacks of any type are extremely unlikely. Neither this property nor its tenants are priority targets. (Think about it - a terrorist attack in your area would have many targets more attractive than your building.) If an attack does occur, understanding the following facts will greatly decrease your exposure and risk:

1. Remain calm. Don't help the attacker by making yourself a victim.
2. Your best action may be to stay put - or it may be to evacuate. Read below to find out which you must do when, and why.
3. Move away from areas known to be contaminated. To prevent exposing yourself needlessly, calmly attempt to determine:
 - Is the source of contamination known?
 - Is the agent localized or dispersed?
4. Microbiological agents do not act immediately. You can be treated. Take action to isolate and not spread the agent! Leaving the scene after exposure will not help you – it will only expose others.
5. Chemical agents can be invisible and carried by wind – it may be best to stay where you are rather than expose yourself to drifting airborne contaminants. If exposure is inevitable, protect eyes and skin. Breathe through wet cloth.

I. ATTACKS by CHEMICAL AGENTS.

1. If a Chemical Attack does occur, it can be best defeated by a rational response.
 - A. Remain calm. The attack is unlikely to have been directed at this property.
 - B. Keep others calm. The "best response" requires cooperation.
2. Determine the proximity of the contaminant. The proper response changes depending on the location of the dangerous material. Is the chemical agent:
 - A. Outside the Building? The attack may be unrelated to anything inside the building. If so, you may be better protected inside, where you have some protection against drifting airborne chemical agents.

- 1) The Building Manager will take all available steps to minimize inhalation of outside air.
- 2) Stay inside to minimize exposure to yourself.
Notify tenants in building via all available means:
 - a. To stay on their floors until further notice.
 - b. Share enclosed perimeter offices if the façade has non-operable windows
 - c. Stay at the interior offices if the façade has operable windows
 - d. Seal space on bottom of office doors with plastic sheeting and tape
 - e. No one should be permitted to enter or leave the building (Except Emergency Response Team) until the all clear is received.
 - f. Airborne chemical agents do disperse with time.

B. Internal to the Building? Take immediate steps to contain (localize) the attack.

- 1) Do not expose yourself to contamination by moving without thinking.
- 2) Calmly evacuate areas known to be exposed to chemical agent. Close doors behind you.
- 3) Isolate the contaminated area to the degree possible.
- 4) Notify the Building Manager who will take immediate steps to minimize spreading, such as:
 - Close all fresh air dampers
 - Shut down toilet exhaust(s)
 - Shut down kitchen exhaust fan (s)
 - Shut down all exhaust and fresh air ventilation fans
 - Shut Return and Supply air fans
 - Close all floor by floor smoke and fire dampers
 - Shut fire doors where existing

II. ATTACKS by MICROBIOLOGICAL AGENTS.

Note: For suspicious packages, see page 14.

Microbiological agents don't act as fast as chemical agents. Infected individuals CAN be treated. To prevent enlarging the area subject to contamination, exposed people must remain to be decontaminated.

Attempt to isolate the area where agent is present. Evacuate the area, but keep already exposed people nearby to be treated, and to prevent further contamination. If any agent is on clothing, remove clothing and triple-bag it. Stay away from any contaminated material.

Notify the Building Manager who will take immediate steps to minimize spreading, such as:

- Close all fresh air dampers
- Shut down toilet exhaust(s)
- Shut down kitchen exhaust fan (s)
- Shut down all exhaust and fresh air ventilation fans
- Shut Return and Supply air fans
- Close all floor by floor smoke and fire dampers
- Shut fire doors where existing
- Stop all elevators from running after opening up on closest floor
- Shut close lobby doors
- Shut close loading dock doors

Arrange for wash down shower facilities

PROCEDURES FOR RECEIVING ENVELOPES/PACKAGES SUSPECTED OF CONTAINING MICROBIOLOGICAL AGENT (ANTHRAX)

1. The first person to possess and/or recognize a sealed or opened suspicious envelope or package should **IMMEDIATELY PLACE THE ENVELOPE OR PACKAGE DOWN AND MOVE TO ANOTHER ROOM.**
2. If there are other personnel in the room, they should be alerted as to the presence of the envelope/package and they too should leave the room. The individuals should leave the room in a calm and orderly manner, but they should not leave the building. Ensure that the door to the room is closed.
3. Inform your supervisor. Ensure that no other employees enter into the room until the arrival of Police/Law Enforcement.
4. Do not move the envelope or package to anywhere else in the building.
5. Call the Police (911) immediately and inform the operator of the situation and ask for the response of the Emergency Services (Police, Fire, Emergency Management).
6. When calling 911, be prepared to provide the following minimum information:
 - A. Your name, building address, floor and suite number, telephone number, number of personnel in the room at the time, etc.
 - B. Nature of the suspicious package (description, return address, etc.)
 - C. Actions that were taken to clear and secure the room, where are the people that were in the room, etc.
7. Persons that were possibly exposed to the contents of the envelope or package should be isolated or they should isolate themselves in a room away from others.
8. Persons that handled the closed and/or opened and/or damaged envelope or package of suspicious material should immediately wash their hands with soap and hot water.
9. Have someone call the Property Management Office at 732-635-7040.
10. **Await instructions of Police/Law Enforcement.**

Remember that there is a very high probability that this is a hoax. If by chance this is real, anthrax and other biological agents do not act immediately. You can and will be treated.

THE KEY IS NOT TO PANIC.

LIFE SAFETY SYSTEMS

Modern Life Safety Systems are designed to detect, report, and in some cases, extinguish the fire completely.

Sprinkler System

The Fire sprinkler system is activated by a rise in temperature sufficiently high to trigger a sprinkler-head. The affected sprinkler will discharge water onto a limited area. If the fire is not controlled, other sprinkler heads will be triggered as the heat demands. Any flow of water from a sprinkler head will activate the fire alarm system.

Smoke Detectors

Smoke detectors are located in the electrical closets, mechanical spaces, in the elevator shafts, and other places.

Fire Extinguishers

Fire extinguishers are located on all floors in the hallways, Tenant Spaces, and in all mechanical spaces. Fire Extinguishers are also located in the parking garage on all levels.

MEDICAL EMERGENCY

In case of a medical emergency, call the emergency telephone number **911** and give the following information:

1. Nature of Emergency
2. Building Address: 200 Wood Ave South Iselin NJ 08830
3. Floor Number
4. Location or Suite Number
5. Your Name
6. Your Telephone Number

THEN

1. Call SJP Building Management Office. – (732) 635-7040

As soon as you are able to, send a person to the front door of the building to meet the Response Unit and to accompany them to the patient's location.

Hospital location and phone numbers are on the last page of this manual.

POWER FAILURE

If the building or any area of the building should experience a genuine power-failure, emergency lights will turn ON automatically and provide enough illumination for you to see your way to safety.

BE CALM - Sit tight and wait for instructions. A power failure may be merely a momentary power interruption. Do not automatically evacuate your workstation. Wait for instructions.

ELEVATORS - Do not get into or attempt to use an elevator until Normal Electric Power Service is restored.

EVACUATION - If evacuation becomes necessary, you will be given instructions, you will use the **STAIRS** to Exit your floor and, leave the building, and assemble at the designated area. At the designated assembly area a Roll Call will be conducted to assure the safety and welfare of all personnel.

In case of total or partial power failure, stay in your office until you receive instructions from the Building Management or from Jersey Central Power & Light officials, or other municipal officials.

UTILITY SHUT OFF

During an emergency, it may be necessary that utilities be shut off. The Building has four utilities service systems:

1. Gas
2. Electricity
3. Water / Wastewater
4. Communications

Shutdown locations are:

The Main Switch Gear room is located in the Basement of 200 Wood Ave.

The Main Domestic Water and Sprinkler valves are located in the Basement of 200 Wood Ave.

The Main Gas shut off is located outside by the Boiler room entrance.

The Main Telephone Room is located in the Basement of 200 Wood Ave.

CIVIL DISTURBANCES / DEMONSTRATIONS

If a riot or demonstration takes place on or around the Building's premises, do not become a spectator and do not become involved. Rather, remain in your office, close your blinds and stay away from any window areas.

Only in the event of extreme necessity should you attempt to leave the Building. If such a necessity exists, ask any police officer present on duty for assistance leaving the Building.

During any such disturbance, the Building's outside doors may be locked. Elevators may be removed from automatic service, placed under manual control, and reserved for the exclusive use of the police. Under this circumstance, elevators will not respond to call buttons. Therefore, if it is necessary for you to leave the floor you are on, use the stairway.

EARTHQUAKE

If an earthquake occurs,

1. Remain calm.
2. Do not panic or run.
3. Stay where you are.

If you are inside when the earthquake happens, *stay* inside. Do not attempt to leave the Building. Take shelter under a desk or table. Do not go near windows, outside doors, or any furnishings or fixtures that could fall on you.

If you are outside, *stay* outside. Stand clear of utility poles and overhead power lines. Do not stand close to buildings, since there is a danger of windows or building fragments falling.

Stay in a sheltered area until you are told it is safe to leave. After-shocks may occur following the initial earthquake. Although often not as intense as the primary quake, aftershocks can cause severe damage to already weakened structures.

After an earthquake, observe these rules:

1. Be very careful about entering or leaving buildings or work areas.
2. Do not use fire in any form (Lanterns, matches, cigarettes) until you are certain that there is no fuel-gas hazard or other fire danger in the area.
3. Stay clear of downed wires, and open windows, and damaged structures.
4. Avoid the parking deck until a safety inspection has been completed to examine whether the deck has sustained earthquake damage.
5. In the ensuing conditions following an Earthquake, stay calm. Wait for instructions. If you cannot rely on instructions, you must rely on yourself – all the more reason, Stay Calm. Make your way to an Exit. Do not use elevators. Do not light a match, or Lighter or cigarette. Call for help. Listen for others who may be calling for help
6. Call the fire department emergency telephone number 911 if the Building's sprinkler system has been set off. Also, report any leaks in the Building's water supply system.
7. Drive only if it is necessary and then use extreme caution. Report any Hazards that you encounter to the fire department or police department

WATER FLOW & FLOOD IN BUILDINGS

1. In the event of a bona fide flood or in the more common occurrence of a large spill of unwanted water – such as a pipe leak – the most important consideration is the protection of life and limb. Be prepared to evacuate yourself without any consideration to mere property.
2. If there is sufficient forewarning to allow, then switch Off all electrical sources in flood area. If the power switch is accessible, away from the water, switch it off.
3. If possible, remove all documents and portable equipment from the premises or to a higher location and close file drawers to limit damage. Evacuate the immediate area.
4. Do not use fire in any form (Lanterns, matches, cigarettes) until you are certain that there is no fuel- gas hazard or other fire danger in the flood area.
5. Stay clear of downed wires, and open windows, and damaged structures.
6. Call the fire department emergency telephone number 911 if the Building's sprinkler system has been set off. Also, report any leaks in the Building's water supply system.

Drive only if it is necessary and then use extreme caution. Report any hazards you encounter to the fire department or police department.

TORNADOS

A “tornado watch” means that weather conditions may produce a tornado.

Store all small office equipment and loose papers in locked cabinets in the interior of the suite if possible.

A “tornado warning” means there is a tornado imminent.

- (a) Stay away from windows, doors, and outside walls.
- (b) If an underground shelter is not available, go to the interior small rooms or into hallways on as low a floor as possible.

Building Management should follow these instructions as soon as a tornado Watch or Warning is called:

- (a) Advise the tenants of possible, imminent, or immediate danger and remind them of procedures to follow (see tenant instructions above).
- (b) Assemble a reentry team, including the building owner or manager, to assess the damage, following established safety criteria for reentry.

EMERGENCY TELEPHONE LIST

EMERGENCY

911

PROPERTY MANAGEMENT OFFICE

732-635-7040

Woodbridge Township Police Department

732-634-7700

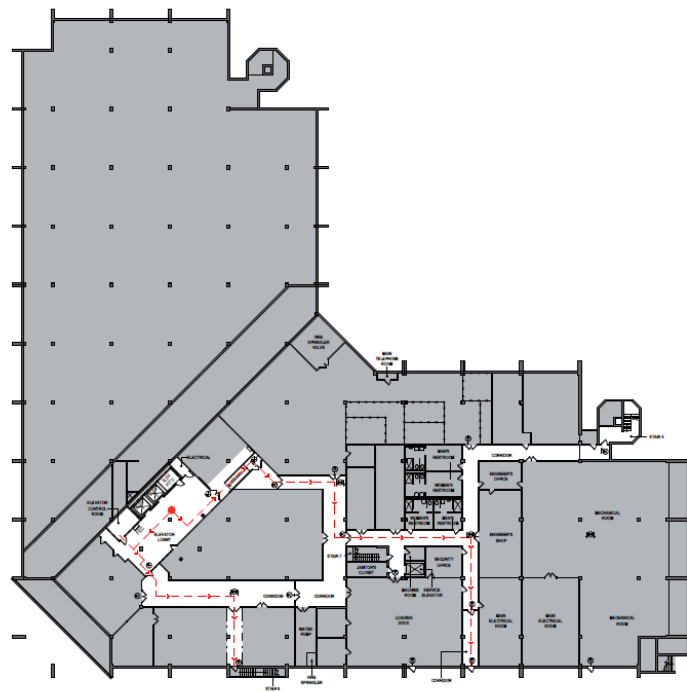
Woodbridge Township Fire Department

732-738-7000

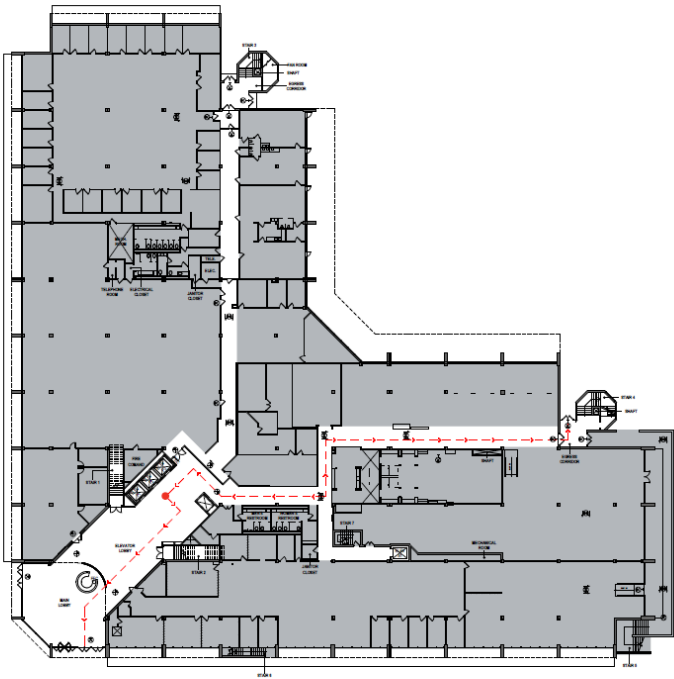
JFK HOSPITAL
65 James Street
Edison NJ 08818

732-321-7000

Exhibit A: Floor Evacuation Plan



EVACUATION PLAN
LOWER LEVEL



EVACUATION PLAN
LEVEL 01

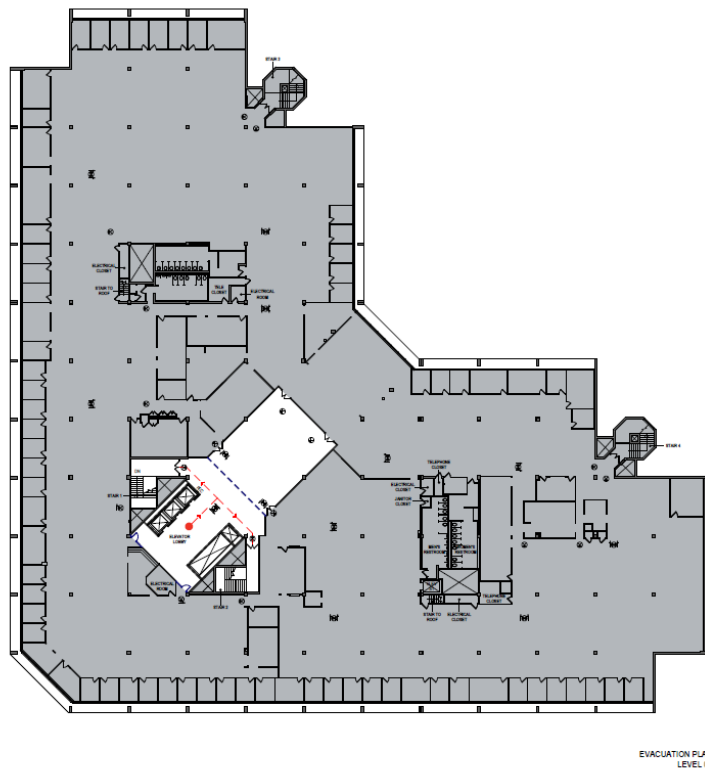
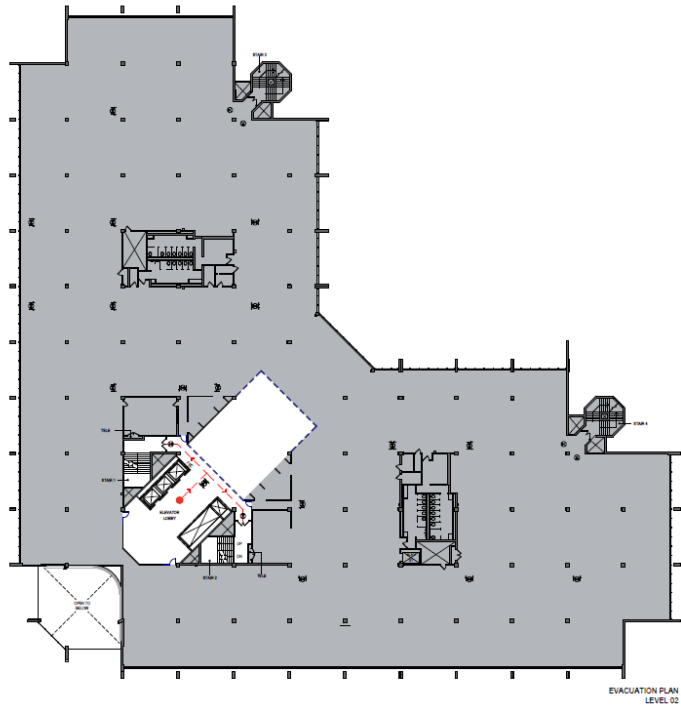


Exhibit B: Floor Outside Assembly Area

