

Fire and Life Safety Information

LiveSafe – Incident Communications



Tishman Speyer transitioned to LiveSafe, which is an enhanced two-way mobile emergency communications system and a replacement for our previous Send Word Now (SWN) mass communications service provider.

The mass communications technology offered by LiveSafe is intended for use by Tishman Speyer's existing Key Tenant Contacts, but is also available to all Tishman Speyer tenants and guests at no cost.

All Tishman Speyer tenants are reminded and encouraged to download the LiveSafe mobile application. The Tishman Speyer LiveSafe mobile app is available now at the Apple App Store (iPhone) or Google Play Store (Android) at no charge to our tenants and their guests.

The smartphone based technology offered by LiveSafe provides the following:

- **If You See Something, Say Something:**
Users can send text messages, photos, videos and precise location information to report incidents ranging from medical emergencies to suspicious activity to safety threats or concerns.
- **Mass Notification Messaging:**
LiveSafe allows for precise location-targeted broadcast messages anywhere in the world.
- **LiveSafe's Check-In Feature:**
Allows Tishman Speyer's Corporate Security, or Property Management team to account for staff and tenants in a matter of minutes.
- **Safe Walk:**
Utilizing GPS-enabled location technology, the LiveSafe Safe Walk feature allows users to virtually walk family, friends or colleagues home or to another location.
- **Safety Map:**
Shows users in real time the location of nearby safety locations - Police stations, hospitals, fire stations, etc.

Watch the LiveSafe (<https://livesafe.wistia.com/medias/kp49sowozj>) tutorial video: [LiveSafe - Tutorial Video](#)

Fire Safety

Automatic systems include overhead sprinklers that provide immediate response to a significant fire. An automatic alarm is set off whenever water flows through the overhead sprinklers. Other devices such as manual pull stations, located in each hallway near the stairs, smoke detectors placed in strategic locations, duct detectors, and heat

detectors also set off alarms, notifying the Fire Command Station in the lobby of an incident. The system automatically sends a signal to an off-site monitoring company, which notifies the Fire Department to respond.

Automatic fire alarm devices in alarm will disable air-handling equipment and shut down automatically to prevent the spread of smoke. At the same time, elevators may be returned to the lobby and stairwell re-entry doors will unlock electrically to facilitate relocation and evacuation.

The Fire Command Station has direct communication with mechanical equipment rooms as well as with each floor, and stairwell via the Public Address System. This network of speakers can be used to give verbal instructions or information should the need arise. Property Management personnel carry cell phones and / or two-way radio when away from their posts and the building operations staff is trained to assist in an emergency. Fire warden phones may be utilized to provide two-way communication from the Fire Command Station to the tenants on every floor.

The total evacuation of the building is seldom required. In some cases, total evacuation may pose additional risk by causing an excessive number of people in the stairwell, and at the street level where emergency personnel and vehicles are operating. Relocation within the building is usually necessary only from the incident floor with the fire, the floor directly above, and the floor directly below the fire or incident, and alarms will usually sound only on these floors. If a fire were to spread beyond the initial floor, the building's fire alarm system would automatically initiate additional affected floors to go into alarm accordingly.

If You Discover a Fire

1. **In case of fire**, contact the Fire Department by telephone (call 911 or use the LiveSafe mobile app to contact 911) or by activating the manual pull stations and evacuate. Then call the Rockefeller Center Security and Operations Control Center (24 hours daily) – 212-332-6700. **Pull the Manual Station** and contact the Fire Safety Director via the Warden Phone.
2. **Dial 911 or use the LiveSafe mobile application to notify Emergency Services directly.** Tell the operator the address, the floor and the location of the fire, its severity and type. This information will be relayed to firefighters en route:
 - a. Class A Fire – Wood, paper, textiles, and ordinary combustibles
 - b. Class B Fire – Flammable liquids, oils, solvents, paints, grease, etc.
 - c. Class C Fire – Electrical: Live or energized electric wires or equipment
3. **Call the Rockefeller Center Security and Operations Control Center (24 hours daily) – 212-332-6700.** The Building Fire Brigade will take initial action and help firefighters when they arrive.
4. **Alert your Fire / Floor Warden.** Tenant Fire / Floor Wardens have been trained in emergency response. There should be a minimum of two (2) trained Floor Wardens per Tenant / Company, per floor. Follow the instructions of your Floor Warden and public address announcements.

If You Hear the Fire Alarm

1. **Remain Calm.** Listen for instructions over the public address system.
2. **Follow instructions from Fire Wardens.** You may be asked to inspect the area or to help others.

3. **Evacuation instructions, if required** will be broadcast via public address system. Calmly communicate, and organize people in your work area to exit the building in a safe, orderly manner.
4. **Close doors - but do NOT lock them.** Take only essential belongings with you, including your emergency back pack (go-bag), purse or jacket, vehicle keys, cell phone if readily available, in case you are not allowed to return to the building.
5. **Proceed down the stairs** as directed to the nearest re-entry floor at least three floors below the affected floor. Look for the "Re-entry Floor" signs located on the stairwell side of exit doors. Keep to the right while descending the stairs to avoid firefighters who may be ascending on your left.
6. **Do not attempt to use the elevators.** Elevators will automatically return to the lobby to discharge any passengers and await firefighters.
7. **Feel doors before opening them.** Do not open any door that feels hot.
8. **If you are a person with a disability, await help** from your assigned Aide, or wait near the stairwell doors. Unless there is immediate danger, wait outside the stairwell door until floors above have evacuated, for your safety and the safety of others, and then enter the stairwell with your assigned Aide(s). Someone should be specifically instructed to inform emergency personnel of your location so they can safely assist you, and you should not attempt to use the stairs without professional assistance unless there is immediate danger.

If You Encounter Smoke

1. **Stay low** – Crawl on hands and knees if necessary.
2. **Place wet cloth over nose and mouth** to filter smoke.
3. **Take short breaths;** breathe lightly through your nose.
4. Do not break windows.

Fire Life Safety Director

In an emergency, the buildings Fire Life Safety Director, Chief Engineer and / or Property Management staff have the primary responsibility of assisting firefighters and coordinating the response of the building staff and systems. He or she operates from a Fire Command Station located in the main lobby from which all mechanical, alarm and communication systems can be controlled.

The Fire Life Safety Director organizes and trains a Fire Brigade composed of building staff and is responsible for their equipment and state of readiness. He or she is also responsible for overseeing designation and training of a Warden for each floor and sufficient Deputy Wardens for each tenant to meet Fire Department and local code regulations. The Fire Life Safety Director maintains organization charts listing members of current tenant emergency teams.

The Fire Department takes the establishment, training and availability of Fire Wardens and Deputies very seriously. If the Fire Safety Director finds that an individual is neglecting the responsibilities outlined in the tenant's emergency plan, he or she is required to inform Property Management, which will in turn inform the tenant. If the tenant fails to correct the situation, the Fire Department will be notified.

Brigade

A Fire Brigade, consisting of building personnel, will usually be the first response team to arrive at the scene. If the fire is small and conditions do not pose an immediate personal threat, the Fire Brigade will confine or extinguish

the fire using equipment carried with them. Keep in mind the FDNY will arrive quickly after an alarm activation. Upon locating the fire, members of the Fire Brigade will move to the floor below the fire to communicate conditions to the Fire Command Station. Then, they will remain near the stairs to direct firefighters and inform them of conditions.

Tenant Responsibilities

Under NYC fire code, tenants of high-rise office buildings must participate in fire safety and emergency action plans and make responsible and dependable employees available for designation as Fire Safety/Emergency Action Plan Warden, Deputy Fire Safety/Emergency Action Plan Wardens, Searchers, and Aides to the Physically Challenged. An organization chart listing names, locations and telephone numbers of the people so designated is to be supplied to the Fire Life Safety Director and kept current.

Tenants are required to participate in periodic fire safety and emergency action plan drills as required by NYC code, and may be required to provide necessary equipment for fire drills and emergencies such as whistles, armbands, flashlights, etc. All employees should be instructed that these drills are not to be taken lightly and to cooperate with the instructions of Wardens assigned to their areas.

Employees should be instructed to report all unusual odors indicating a possible fire to their Warden or Deputy Warden and Property Management Office. Only activate the manual pull station when you detect an actual fire or smoke condition. All fires, no matter how small or quickly extinguished, must be reported.

Primary responsibilities for the safety of employees and guests rests with each tenant. It may be necessary to tailor emergency plans to suit your space and number of staff / employees.

Fire Drills

All occupants of the building are required to participate in semi-annual fire drills. A written record of fire drills will be kept in the Fire Safety Plan for the building and maintained as per NYC fire code.

Fire drills will be announced via the public address system.

Upon hearing the signal, all Deputy Wardens will alert their area occupants that a fire drill is in progress and advise them to proceed to their exit stairwells. Searchers will report to their Warden when their areas are clear.

Male and female searchers will proceed immediately to various restrooms and other isolated areas to assure that everyone had heard, understands, and responds to the signal. When all areas are clear, searchers will report to their Fire Warden. Aides to the physically challenged will assist physically challenged employees to the exit stairways and report to their Fire Warden.

The Fire Life Safety Director will observe the exercise and point out any deficiencies. The drill will end after the Fire Life Safety Director completes his/her safety orientation.

Wardens / Floor Wardens

Wardens, also called Floor Wardens, are responsible for coordinating the evacuation of the entire floor, working through assistants each is responsible for an assigned area. It is important that at least two Wardens are assigned at each company, per floor. It is helpful to include receptionists and other back up team members in Warden training so the position is covered during vacations and in the case of personnel changes.

Warden Duties include the following:

IN CASE OF FIRE:

1. Activate the manual pull stations and contact the Fire Department (Call 911 or use the LiveSafe mobile app to notify 911).
2. Contact the Fire Life Safety Director. Keep him or her informed of the status of the fire, smoke conditions, and progress of evacuation from your designated Fire Warden station.
3. Determine the location, severity and type of fire, and determine if total floor evacuation is required.
4. Initiate evacuation by notifying Deputy Fire Warden.
5. Verify that all areas have been evacuated by taking reports from each Deputy Fire Warden, Searcher, and Aide.
6. Re-assemble and account for all people in your work area on the prearranged re-entry floor.

IF THE ALARM SOUNDS:

1. Report to your Fire Warden Station.
2. Telephone the Fire Life Safety Director to determine the location of the fire.
3. If your floor is not involved, instruct the Deputy Fire Wardens to inform people in their areas that they are not in danger. If you hear the alarm only through the stairwell or elevator shaft, it affects other floors only and your floor does not need to respond, although you may have people from floors above yours evacuate to your elevator landing until the all clear is announced.
4. If your floor encounters heavy smoke, contact the Fire Life Safety Director and tell him or her of your intent to evacuate and the route you will take.

ADDITIONAL RESPONSIBILITIES:

1. Have an evacuation route clearly planned. Assist Deputy Fire Wardens in preparing evacuation plans for their individual areas.
2. Assign at least two people to assist each physically challenged or disabled employee. Keep the Fire Safety Director informed of all people requiring or providing assistance.
3. Identify weak points during fire drills. Discuss these with the Fire Life Safety Director and work with Deputy Fire Wardens to correct deficiencies.
4. Maintain up-to-date organization charts of Deputy Fire Wardens, Searchers, and Aides. Report changes to the Fire Life Safety Director.
5. Instruct new Deputies, Searchers, and Aides in their responsibilities during drills or actual evacuations.
6. Inspect your area periodically for safety. Make sure all flammable substances are stored in approved containers.

Deputy Warden

Firms occupying larger quarters will assign one Deputy Warden for each 7,500 square feet of area. The primary duties of Deputy Wardens are to be familiar with safety procedures and routes and to maintain order in the event of an evacuation. They are trained to assume Fire Warden Responsibilities if necessary. During an evacuation, Deputy Wardens will direct traffic away from elevators unless otherwise instructed by Fire Warden, Fire Safety Director, or Fire Department personnel. Prior to entering a stairwell, Deputy Wardens should feel the door for heat that would indicate a fire, and check for smoke. If the stairwell is unsafe, they will direct traffic to an alternate stairwell.

Aides to the Physically Challenged

Two (2) fellow employees are assigned to assist any physically challenged worker in relocating. Such Aides are officially assigned in advance and their names reported to the Fire Safety Director. Upon reaching their relocation destination, they will request that their Fire Warden notify the Fire Safety Director of the physically challenged person's presence.

Floor Searchers

Floor Searchers are assigned in pairs, male and female, and have responsibility for inspecting areas of the office and lobby space, which may contain people who cannot hear the alarm or may not be familiar with procedures. Upon hearing the fire alarm, Floor Searchers will inspect washrooms, storage areas, file rooms and other areas isolated from the main spaces of the office. They should make special note of persons with hearing impairments in their area and assure that they have relocated. Once their areas are clear, Floor Searchers report to their Fire Wardens and accept any further assignment requested, such as directing traffic away from elevators.

Emergency Action Plan (EAP)

The Emergency Action Plan is a written plan submitted by the building owner and approved by the New York City Fire Department. The plan outlines provisions for **non-fire emergencies** in most NYC buildings. Mandated by law, EAP is a direct result of the terrorist attacks on September 11, 2001. The Fire Life Safety Director trains the warden and brigade teams in the implementation of the Emergency Action Plan. EAP Provisions include:

- ▶ **Shelter in Place – Occupants are directed to remain inside the building, on their floor. Await further instructions, and be prepared to move, if directed**
- ▶ **In-Building Relocation – Occupants are moved to an EAP approved safe area on their floor or alternate floor**
- ▶ **Partial Evacuation – Occupants from one or more floors, but not the entire building are directed to leave the building and move to a designated external safe area**
- ▶ **Full Evacuation – All occupants are instructed to leave the building and move to a designated external safe area (Assembly area)**

If it becomes necessary to shelter in place, in building relocate, or evacuate due to a Non-Fire Emergency:

1. **Follow instructions** from your Warden Team and Fire Life Safety Director, which you will hear over the loud speakers. The announcement will include – what the incident is, where the incident occurred, and what provision(s) of the emergency action will be implemented.
2. **Walk**; do not run to the nearest exit stair. Close Doors as you leave the work area – do not lock them. You may receive specific direction to utilize the elevators, **only** if the Fire Life Safety Director deems usage safe.
3. **Take your cell phone**, jacket, vehicle keys, emergency back pack, and purse only if immediately available but leave your lap-top, briefcase, etc.

4. **Use handrails in stairwells.** Stay to the right. Assist staff members with disabilities.
5. If you have been instructed to remain in the building, but not to shelter in-place and to evacuate your floor for in-building relocation, you should **proceed to the floor, as instructed by the Fire Life Safety Director to a safe area of refuge.** Wait calmly in the elevator lobby for further instructions.
6. **If you have been instructed to evacuate the building,** take the fire stairs to the street level and exit carefully. Proceed to your company's pre-determined assembly area. Depending upon immediate hazards, stay with co-workers and / or make lists of co-workers who are accounted for. When exiting the building, watch for falling glass and debris.

Stairwell Evacuation Procedures

Stairwells are for emergency use and are not intended to accommodate daily travel between floors. Stairwells are lighted and marked according to local law. As a security measure, stairwells are equipped with door hardware, which can be opened from the hallway but not from the stairwell side. Please do not hold or block stairwell doors open. Doing so upsets the balance of the air control and defeats a major security and fire protection system. During a fire alarm or other emergency, stairwell doors on re-entry floors will unlock automatically to provide a safe relocation route.

You will become familiar with the stairwells during Fire and Emergency Action Plan Drills, which is another great reason to participate. If you should ever enter the stairwell when there is no alarm sounding, and find yourself locked in, you can either knock for someone to let you out, or proceed down to the ground or lobby levels which always remain unlocked.

Natural Disasters

In Case of Natural Disaster, Severe Weather, or Earthquakes

During severe weather and earthquakes the power may go off, fire alarms may sound, and the fire sprinkler system could discharge.

IF INSIDE:

1. **Get under heavy furniture**, such as a desk or table. If it moves about, hold on and move with it. Door frames in commercial office buildings DO NOT provide extra safety.
2. **Move away from windows** and glass partitions, tall file cabinets, and other things that could fall on you. Protect yourself from falling pictures, light fixtures, etc.
3. **If there is no desk or table** to hide beneath, sit with your back against a wall in the interior of the building and cover your head with your hands. Keep your face down and eyes closed to protect yourself from flying glass, dust or debris.

IF OUTSIDE:

1. Move away from buildings to avoid falling objects, glass, or electrical lines.

IF YOU ARE IN A CROWD:

1. Stay calm and urge others to stay calm.

2. Immediately seek shelter under tables, chairs, or other heavy furniture or crouch against a wall to minimize the risk of flying objects. Do not take time to move to exits.

Immediately Following Natural Disaster or Severe Weather Event

1. **STAY CALM.**
2. **DO NOT attempt to evacuate** office areas, as exits may be dangerous.
3. **DO NOT use elevators.**
4. **Carefully move toward interior** offices to limit exposure to further damage caused by aftershocks or broken glass.
5. **Do not flush toilets.**
6. **Put phones back** on cradles to help restore service.

SINCE HELP MAY BE DELAYED, PLEASE DO THE FOLLOWING:

1. Locate any people that are injured, trapped, or missing. Do not attempt to move injured persons unless a life-threatening situation exists.
2. Assess and begin to treat the injured. Survey the area for any life-threatening situations.
3. If fire exists, quickly evacuate the floor and assist injured persons in relocation to a central location two floors below or out of the building.

When possible, notify the Property Management Office of your floor's status. Tenants's can also use the LiveSafe application to notify Property Management and Security staff of any life-threatening situations.

Preparing for a Natural Disaster

The most important thing that any occupant can do is to make preparations. Forethought prevents panic and confusion. Please consider the following as you make your preparations:

- Identify hazards in places where you spend most of your time, such as heavy objects on high shelves, top-heavy furniture such as bookshelves or file cabinets, computer terminals and unsecured furniture. Move or secure these items.
- Know the location of stairwell exits should you be requested to evacuate. Elevators should not be used.
- Make sure all corridors and exit paths are kept clear of boxes, extra furniture or debris.
- Develop a personal disaster plan. Since you may not be able to immediately get home or use the telephone, it is important that other family members know what to do. Designate one or two out-of-state relatives for all local family members to report to in the event of an emergency.
- Put together an office emergency kit or go-kit (<http://www.ready.gov/kit>). Some suggested items are a portable radio, flashlights, spare batteries for both, walking shoes (with soles thick enough to resist broken glass), socks, towelettes, water, food items such as energy bars, latex gloves, heavy work gloves, dust masks, duct tape, safety glasses, bandages, extra medication, and extra prescription glasses or contacts. All items should be placed in a small plastic bag or back pack and labeled.

- Each tenant is encouraged to store their own emergency supplies on site, including water, food, blankets, portable battery operated radio, etc. In a serious earthquake it could take several days before you are able to return home, and the building is not able to stock food, water and medical supplies for tenants, so encourages tenants to prepare ahead.

• Power Failure

• In the Event of a Power Failure

- If normal power fails, an emergency generator will automatically provide electricity to stairwells, stairwell exits and elevators, as well as powering life safety and communication systems. After elevators have returned to the lobby in preprogrammed sequence, one elevator in each bank will remain in operation, powered by the emergency generator.
- If a power failure appears to be extended, tenants will be informed by LiveSafe or the public address system. Instructions will be issued by the Fire Safety Director.

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RESPONSE TO POWER FAILURE

The following outline contains important points relating to personal safety and response recommendations in the event of a power failure. The following tips for power failure safety and response are from the U.S. Department of Homeland Security, National Protection and Programs Directorate, Office of Infrastructure Protection. The following response best practices and should be considered a guide, understanding that these types of situations vary greatly in nature and severity and will change quickly.

IN THE EVENT OF POWER FAILURE:

- In case of a power outage, remain calm and use the LiveSafe app “Hazardous Conditions” tip-type icon or your cell phone to notify property management, security or call 911 if the power failure result in an emergency and it is safe to do so.
- If possible - move cautiously to a lighted area. Exits may be indicated by lighted signs.
- Most commercial high-rise facilities have emergency generator backup power which will power on automatically - generally within a few seconds of a power failure.
- Power failure or a momentary power “spike” or power “surge” may effect elevator / escalator operations, which may lead to temporary elevator entrapment.
 - Refer to the Response to Elevator Entrapment information located on the LiveSafe application –

Critical Information icon for specific information related to elevator entrapment.

- If electrical power lines are down, do not touch them. Treat all downed power transmission lines as if they are “live”. Stay clear of standing water when power lines are down. Report downed lines to security or property management using the LiveSafe app “Hazardous Conditions” tip-type icon.
- Only use flashlights, or the light available from a cell phone for emergency lighting – Do NOT use candles which may cause fires.
- Eliminate unnecessary travel, especially by motor vehicle. Traffic lights may be inoperable and roads will be congested. Electrically powered mass may be impacted due to extended power outage.
- Keep refrigerator and freezer doors closed. Most food requiring refrigeration can be kept safely in a closed refrigerator for several hours. An unopened refrigerator may keep food cold for about 4 hours. A full freezer may keep the temperature for up to 48 hours.
 - Throw away any food that has been exposed to temperatures 40° F (4° C) for 2 hours or more or that has an unusual odor, color or texture. When in doubt, throw it out!
 - If food in the freezer is colder than 40° F and has ice crystals on it, you can refreeze it.
- Take steps to remain cool if outside temperatures are excessively warm. In intense heat when the power may be off for a long time, consider relocating to an area with available “cooling shelter”. Stockpile available ice in coolers or freezer. If cold outside take steps to remain warm. Put on layers of warm clothing. Never burn charcoal or fossil fuels for heating or cooking indoors. Never use your oven as a source of heat. If power and heat is unavailable for a prolonged period, consider an alternative location with available “warming shelter”.
- Drink plenty of water, even if you do not feel thirsty.
- Turn off or disconnect appliances and other sensitive electronic equipment in case of a momentary power “surge” that can damage computers and other devices. Consider adding surge protectors or *Uninterruptible Power Supply (UPS)*, to further protect sensitive electronics.
- Contact your medical provider if you’re concerned about medications having spoiled.

Because every emergency situation is different, it is important for your safety that you follow the directives of federal, state and local law enforcement, firefighters and emergency medical personnel, as well as emergency management authorities. The information provided by Tishman Speyer are government and industry best practices, and are intended for general informational purposes only and is not an endorsement of any particular material or service.

Illness or Medical Emergency

If Someone Needs Immediate Medical Attention

1. **Do not move the person.** If necessary, administer first aid.
2. **Call Emergency Medical Services (EMS).** Dial 911 or use the LiveSafe mobile application to notify Emergency Services directly. Tell them your floor and suite number and direct the medical team to the **your location**.
3. **Call the Rockefeller Center Security and Operations Control Center (24 hours daily) – 212-332-6700.** We will hold an elevator ready for the emergency response team.
4. **Post one person at the elevator** to lead the medical team to the person in distress, especially if card access or other internal security is in place.

5. **Provide patient privacy.** Concerned co-workers may be inclined to gather around the patient and emergency responders. The patient may have clothing partially removed, or may be asked personal questions by the emergency responder concerning medical conditions or medications that they would prefer to remain private. Help protect your co-worker's privacy by keeping onlookers, including yourself, a respectful distance from the response area.

Elevators

Passenger and freight elevators are inspected and professionally maintained by a contracted specialized maintenance firm. In the event that an elevator stops with passengers in it, remember to remain calm. Elevators are constructed with multiple steel suspension cables, any one of which is sufficient to support the elevator.

In Case of an Elevator Malfunction

1. **Locate the emergency button or Use the LiveSafe application – “elevator entrapment” icon to report the issue.** to summon help. Fully depress the emergency call button. This will automatically dial building security and/or the elevator maintenance company call center and they will dispatch on-site security and an elevator technician.
2. **Identify the elevator number** located inside the elevator to the lower right. To enable the elevator mechanic to respond to the problem quickly, callers will be asked for the number and approximate floor location, if known.
3. **Stay in the car** if the elevator stops between floors and the doors open. Do not try to climb out or jump to the floor below, as this could result in very serious injury. Do not try to pry open the doors – it may cause other damage to the equipment and prolong the emergency.
4. **Stay calm and wait for help to arrive.** If the emergency lasts an extended period of time, sit on the floor and either look up or ahead so that you feel less confined.
5. **If there is a medical emergency** communicate this information using the elevator intercom, the LiveSafe app or cell phone to call 911.

Elevator equipment and performance are constantly monitored during regular business hours. Should you at any time experience any irregularity or difficulty with elevator service, please note the elevator car number and report it immediately to lobby personnel or the Property Management Office.

Building Security Notifications

In order to provide an efficient system in reporting security problems (i.e. intruders, solicitors, theft, need for an ambulance, disorderly persons, etc.) the following sequence should be used for reporting a problem.

On a 24/7 basis **Call the Rockefeller Center Security and Operations Control Center – 212-332-6700.**

A security officer will be sent to fill out a detailed incident report. Be prepared to provide the following information:

- Your Name,
- Your Company and suite number
- Report the problem, be brief but accurate

- If the call is in regard to a suspicious person or solicitor, give security a description of the person and the person's location.
- If the call is in regards to a suspicious odor, please state the exact location and type of smell

Unattended / Suspect Package or Item

Unattended Package – a package or item of unknown origin whose contents are unknown but there is a lack of any intelligence (bomb threat, history of associated threats, unusual markings, wires or lights attached, leakage of any liquid material, noise emanating from the package or unusual odor, etc.) that would upgrade it from being unattended to a suspect package or item.

Suspect Package – a package identified as potentially containing explosives, an improvised explosive device (IED), or other hazardous materials that requires bomb technician skills and equipment to investigate. Positive and expressible intelligence that will upgrade an unattended package to a suspect package would be an associated threat to the area that the package was found, history of associated threats, unusual markings, wires or lights attached, leakage of any liquid material, noise emanating from the package or unusual odor, etc.

If you consider a package or item as unattended or suspect, DO **NOT** OPEN OR MOVE IT. Move away from the item and immediately inform local law enforcement by dialing **911**, and then Rockefeller Center security at **212-332-6700**.

Bomb Threat

Telephone Bomb Threat

1. **Attract the attention of a co-worker** discretely and quietly while listening to the caller. Have the co-worker call 911 and request that the call be traced.
2. **Get as much information as possible** from the caller about the location and type of bomb, its detonation time and the reason for its placement. Ask about the bomb's appearance and who is placing it.
3. **Ask the caller to repeat parts** of the message and make notes of any clues that might help police: Is the caller male or female? Adult? Juvenile? Is the voice educated or coarse? Accented or otherwise distinguishable? Does the person seem angry, rational, or deliberate? Make note of background noises such as street noises, public address announcements, etc.
4. **Call the Police Bomb Squad via 911.** Describe in detail the information you received on the phone.
5. **Call the Rockefeller Center Security and Operations Control Center (24 hours daily) – 212-332-6700.**

The decision whether to inform other building occupants of the threat or to order an evacuation will be based on recommendations of local authorities and the judgment of senior company officials and the Property Manager.

Be prepared to assist authorities in search for the device BUT DO NOT TOUCH OR DISTURB ANY SUSPICIOUS OBJECT.

Suspicious Package

Explosive devices or letter bombs are designed to travel safely but to explode when opened, triggered by either mechanical (spring loaded) or electrical means. One common type of postal bomb consists of 2 to 5 ounces of

plastic explosive with a pencil-shaped metal fuse pressed in its center. Envelopes usually measure approximately 5-3/4" by 4" by 2/16" thick and weigh between 2 and 3 ounces.

SOME SIGNS TO LOOK FOR:

1. **Size.** Is this letter unusually thick?
2. **Weight.** Is it heavy? An effective letter bomb will weigh over two ounces. Few first class letters weigh as much.
3. **Balance.** Is it heavier on one end?
4. **Feel.** Is there any springiness in the sides of the letter? Does it flex, indicating it is filled with folded paper, or is it stiff?
5. **Appearance.** Are there grease marks on the envelope or wrapping caused by sweating of an explosive? Is the envelope sealed more tightly than usual or taped shut? Does it bear an unusual style of writing?
6. **Odor.** Is there a smell of almonds or marzipan?

If you consider a parcel or letter suspect, **DO NOT OPEN OR MOVE IT.** Move away from the suspect item and immediately inform local law enforcement by dialing **911**, then call the Rockefeller Center Security and Operations Control Center (24 hours daily) – 212-332-6700.

RESPONSE TO UNATTENDED ITEM, SUSPECT DEVICE OR "BOMB" THREAT

The following outline contains important points relating to personal safety and response recommendations in the event of an unattended item, suspect item or device, or explosive device "bomb" threat to Tishman Speyer commercial or residential properties. The following tips for safety and response to an unattended item, known or suspected explosive device threat are from the U.S. Department of Homeland Security, National Protection and Programs Directorate, Office of Infrastructure Protection. The following response best practices should be considered a guide, understanding that these types of situations vary greatly in nature and severity and will change quickly.

Not all unattended items are suspicious. An unattended item is an object (e.g., bag, package, bicycle, vehicle, etc.) of unknown origin and content where there are no obvious signs of it being suspicious. Unattended items do require notification to property management and security, however facility search or evacuation is not necessary unless further investigation determines the item to be suspicious or a potential explosive device or threat.

A suspicious item is any object (e.g., bag, package, vehicle, backpack, etc.) that is reasonably believed or potentially contains explosives, an improvised explosive device (IED), or other hazardous material that requires an explosive ordnance "bomb" technician and/or specialized equipment to further evaluate it.

Examples that could indicate a potential explosive device include unexplainable wires or electronics, other visible bomb-like components, unusual sounds, vapors, mists, or odors. Generally speaking, any object that is hidden or concealed, obviously suspicious, leaking, exposed wires, or warm to the touch can be deemed suspicious. In addition, potential indicators for an explosive device include intelligence, threats, placement, and proximity of the item to people and valuable assets.

You may encounter an unattended item or suspicious item unexpectedly. If an item appears to be

unattended or suspicious items follow these procedures:

- Remain calm. Do NOT touch, tamper with, or move the unattended / suspect package, bag, or item.
- Notify property management and security staff. Call 9-1-1 or your local law enforcement if no property management or security is available.
- Move well away from the unattended package or suspicious item and use the LiveSafe app “unattended package” tip-type icon or your cell phone to call 911 - when it is safe to do so.
- Do NOT use two-way radios or cellular phones in proximity to the unattended package or suspicious item. Radio signals have the potential to detonate an explosive device.
- Explain the exact location, description, and why the item appears unattended or suspicious.
- Follow instructions. Property Management, security, fire & life/safety staff or law enforcement will assess the situation and provide guidance regarding shelter-in-place or evacuation.
- If no guidance is provided and you feel you are in immediate danger, calmly evacuate the area. Distance and protective cover are the best ways to reduce injury from a bomb.
- Be aware. There could be other threats, devices or suspicious items in the area.
- Every situation is unique and should be handled in the context of the facility or environment in which it occurs. Property Management, security, fire & life/safety and law enforcement will be in the best position to determine if a real risk is posed and how to respond.

Most bomb threats are received by phone or email. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the following checklist.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line as long as possible. DO NOT HANG UP – even if the caller ends the call.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call authorities (or building management / security), or as soon as the caller hangs up, immediately make notification from another phone line – or use the LiveSafe app “unattended package” tip-type icon or your cell phone to call 911 - when it is safe to do so.
5. If your or phone has a display or caller identification, copy the numbers/letters on the display.
6. Complete the bomb threat checklist (following) immediately. Record as much detail as possible. Try to get exact words.

Source:

<https://www.dhs.gov/what-to-do-bomb-threat>

Because every emergency situation is different, it is important for your safety that you follow the directives of federal, state and local law enforcement, firefighters and emergency medical personnel, as well as emergency management authorities. The information provided by Tishman Speyer are government and industry best practices, and are intended for general informational purposes only and is not an endorsement of any particular material or service.

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

*** Refer to your local bomb threat emergency response plan for evacuation criteria**

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

WHO TO CONTACT (Select One)

- **911**
- **Follow your local guidelines**

For more information about this form contact the DHS Office for Bombing Prevention at OBP@dhs.gov



Homeland Security

2014

BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER

PHONE NUMBER WHERE

HUNG UP:

CALL RECEIVED:

Ask Caller:

- Where is the bomb located?
(building, floor, room, etc.)

- When will it go off?

- What does it look like?

- What kind of bomb is it?

- What will make it explode?

- Did you place the bomb? Yes No

- Why?

- What is your name?

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (background/level of noise)

- Estimated age:

- Is voice familiar? If so, who does it sound like?

- Other points:

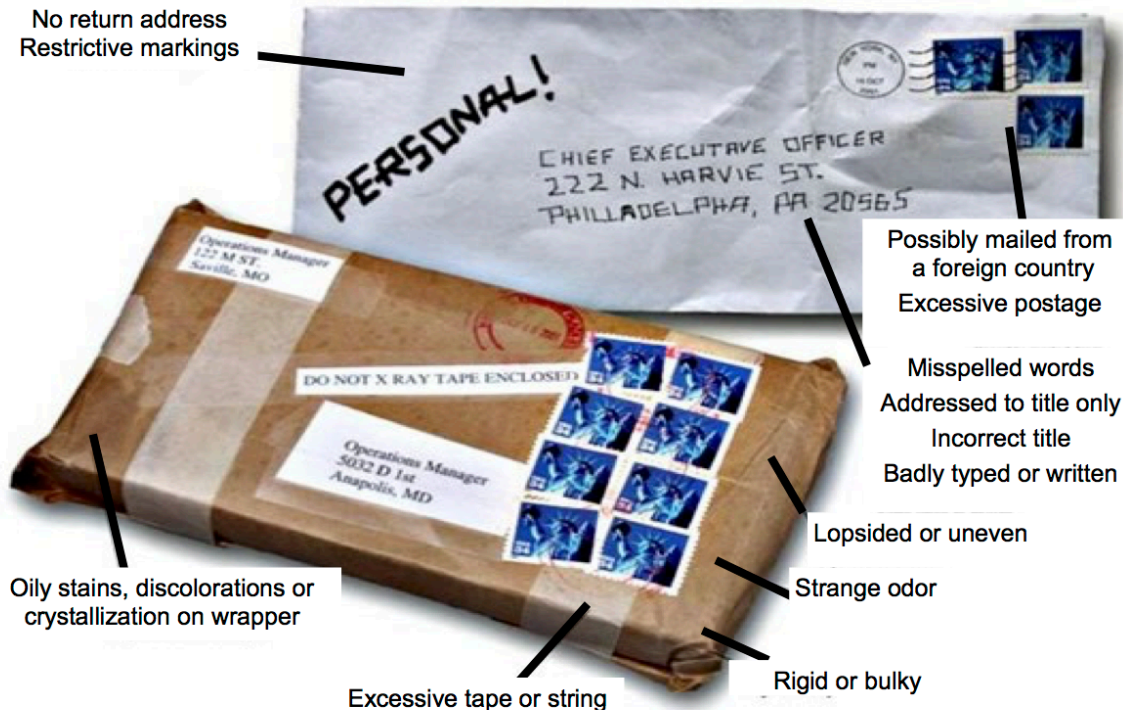
Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Cracking voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long Distance	
<input type="checkbox"/> Lisp		
<input type="checkbox"/> Loud		
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

Other Information:



SUSPICIOUS MAIL OR PACKAGES

- Leave the mail or package where it was found. Do not disturb. Do not try to clean the substance.
- Immediately call **911**
- Clear the immediate area of all persons and keep others away.
- Cordon off the immediate area.
- Instruct people to wash hands and other exposed skin with soap and water, if a wash station is in the immediate area
- Isolate exposed persons to a designated area away from the substance and await further instruction.
- List the names of the persons in the immediate area of the mail or package.
- Shut down all HVAC (heating, ventilation, air conditioning) systems.
- Document the location of mail or package.



Responding to a Civil Disturbance

We rely on local law enforcement authorities to advise us of protective actions that shall be taken during a local disturbance in or around the premises. Contact the Property Management Office and local police.

Dealing With Suspicious/Unauthorized People

Tishman Speyer maintains a policy that unregistered vendors, guests, and solicitors are not allowed in the building. It is necessary to re-emphasize this policy because unrequested or unexpected solicitation may be tactic to survey tenants' premises for possible theft.

Be aware of the presence of strangers on your floor or in your office suite, and politely question unfamiliar people with "May I help you find someone?" Escort the person to the receptionist or person identified, and if they are unable to satisfactorily answer your question, immediately report them to the Property Management Office or to Building Security with a full physical description (such as "white male, approximately 40 years of age, sandy blonde short hair, glasses, dark suit and tan briefcase").

The "no solicitation" policy is intended to protect tenants from exposure to theft and to prevent unwanted business interruptions. Please report solicitors to the Property Management Office.

RESPONSE TO SUSPICIOUS ACTIVITY, UNAUTHORIZED ACCESS OR CRIMINAL ACTIVITY

The following outline contains important points relating to personal safety and response recommendations in the event of a suspicious activity, unauthorized access, or criminal activity. The following tips for safety and response to are from the U.S. Department of Homeland Security and New York City Police Department. The following response best practices and should be considered a guide, understanding that these types of situations vary greatly in nature and severity and will change quickly.

"PEOPLE AREN'T SUSPICIOUS, BEHAVIOR IS". Although the term "suspicious person" is common, it is in fact their behavior that is suspicious.

Suspicious activity is any observed behavior that could indicate criminal or terrorism-related crime. This includes, but is not limited to:

- **Unusual items or situations:** A vehicle is parked in an odd location, a package/luggage is unattended, a window/door is open that is usually closed, or other out-of-the-ordinary situations occur.
- **Eliciting information:** A person questions individuals at a level beyond curiosity about a building's purpose, operations, security procedures and/or personnel, shift changes, etc.
- **Observation/surveillance:** Someone pays unusual attention to facilities or buildings beyond a casual or professional interest. This includes extended loitering without explanation (particularly in concealed locations); unusual, repeated, and/or prolonged observation of a building (e.g., with binoculars or video camera); taking notes or measurements; counting paces; sketching floor plans, etc.

Some of these activities could be innocent—it's up to security staff and law enforcement to determine whether the behavior warrants investigation. The activities above are not all-inclusive, but have been compiled based on studies of pre-operational aspects of both successful and thwarted terrorist events over several years.

HOW TO REPORT SUSPICIOUS ACTIVITY:

Public safety is everyone's responsibility. If you see suspicious activity, report it to property management, security staff, local law enforcement or a person of authority.

Describe specifically what you observed, including:

- Who or what you saw;
- When you saw it;
- Where it occurred; and
- Why it's suspicious.

Not all unusual activity is suspicious. You may encounter suspicious activity unexpectedly. If you witness suspicious activity, an unauthorized person(s), or criminal activity follow these procedures:

- Remain calm. If you see something, say something.
- Notify the Rockefeller Center Security and Operations Control Center at 212-332-6700 (24 hours daily).
- Use the LiveSafe applications "Suspicious Activity"; Unauthorized Access" or "Security Assistance" tip-type icon or your cell phone to notify security - when it is safe to do so.
- Explain the exact location, description, of the suspicious activity, unauthorized access, or criminal activity. Use the following description sheet to assist in providing a detailed description of the subject associated with the observed suspicious or criminal behavior.
- Property management, security, or law enforcement will assess the situation and provide guidance if required.
- If no guidance is provided and you feel you are in immediate danger, calmly evacuate the area.

Civil Rights & Civil Liberties - The "If You See Something, Say Something™" campaign respects citizens' privacy, civil rights, and civil liberties by emphasizing behavior, rather than appearance, in identifying suspicious activity. Factors such as race, ethnicity, and/or religious affiliation are NOT suspicious. Only reports that document behavior that is reasonably indicative of criminal activity or criminal activity which may be related to potential terrorism will be shared with local and federal law enforcement partners.

Source:

<https://www.dhs.gov/see-something-say-something/what-suspicious-activity>

Because every emergency situation is different, it is important for your safety that you follow the directives of federal, state and local law enforcement, firefighters and emergency medical personnel, as well as emergency management authorities. The information provided by Tishman Speyer are government and industry best practices, and are intended for general informational purposes only and is not an endorsement of any particular material or service.

How to Report Suspicious / Unusual Behavior or Direction of Interest:

In the most critical of situations, notifying local law enforcement and emergency services directly by dialing 911 is the most prudent action to take. Alternatively tenants can use the LiveSafe app to call 911. Tenants should notify their own corporate Human Resource professionals when dealing with questioned, unusual, or threatening employee, contractor, or guest behavior.

Tenants are requested to immediately notify Tishman Speyer Property Management at 212-664-5121, and/or building security 212-332-6700, when an employee is terminated / retires / or is deemed a DO NOT ADMIT for any reason.

Dealing With Workplace Violence / Active Shooter

RUN - HIDE - FIGHT - SURVIVE: Surviving and Active Shooter Event:

Workplace violence events are relatively uncommon, but can occur anywhere with significant impact. Extreme instances of workplace can include an “active shooter” which can be defined as someone who uses firearms to attempt to harm or kill a person(s) in a populated area. An active shooter can be methodical in their actions or methods when selecting their victims. An active shooter’s actions and methodology may also be random, and victims may be targets of opportunity, rather than by design. Because of the serious and dangerous nature of an active shooter incident, law enforcement needs to be notified immediately to stop the shooting and mitigate harm to the victims.

- (<https://www.fbi.gov/about-us/cirg/active-shooter-and-mass-casualty-incidents/run-hide-fight-video>)
- (<http://www.dhs.gov/active-shooter-preparedness>)

IF THE ACTIVE SHOOTER IS OUTSIDE THE BUILDING:

- Proceed to a room or office that can be locked and lock all windows/doors while turning off the lights.
- Get down on the floor and ensure that you are not visible from outside the room. Encourage others in the room to do the same.
- When it is safe to do so, call local law enforcement and emergency services (U.S. dial 911) and report the incident. Comply with all law enforcement requests.
- If a room or office is not available, move to a core area of the building and remain there until the proper authorities advise you that it is safe to leave.

IF THE ACTIVE SHOOTER IS IN THE SAME BUILDING:

- Determine if you can safely exit the building - do so if possible.
- If you cannot exit the building, proceed to a room or office that can be locked and lock, secure or block all windows/doors while turning off the lights.
- When it is safe to do so, call 911 and report the incident. Comply with all law enforcement requests.
- If it is not possible to escape the building and a securable location is not available, hide yourself from view until it is safe to move.

IF THE ACTIVE SHOOTER ENTERS THE OFFICE AREA:

- Call local emergency services and Law enforcement (U.S. dial 911), if possible, and leave the line open.
- Lock and/or barricade doors

- Silence your cell phones.

INFORMATION TO PROVIDE LAW ENFORCEMENT (U.S. dial 911):

- Location of the active shooter(s).
- Number of shooters, if more than one.
- Physical description of shooter(s) - Clothing, Sex/Race; Height/Weight; Age; Name etc.
- Number and type of weapons held by the shooter(s) (i.e. handguns; assault rifles; explosives etc.)
- Number, condition, and location of potential victims on scene.
- If there is no opportunity for immediate escape, seek cover or concealment immediately.

RUN:

IF YOU ARE ABLE TO FLEE, FOLLOW THESE GUIDELINES:

- Establish multiple egress (escape) routes.
- Move away from the shooter(s) direction. Move with purpose, but not haphazardly, as this could attract the active shooter's attention.
- Do not attempt to carry anything. Move quickly while keeping your hands visible and follow the instructions of any law enforcement you encounter.

HOW TO REACT WHEN LAW ENFORCEMENT ARRIVES:

- Remain calm and follow law enforcement and first responder instructions.
- Put down any items in your hands (i.e. bags, jackets, mobile devices)
- Immediately raise hands and spread fingers, keeping hands visible at all times.
- Avoid making quick movements toward officers.
- Avoid pointing, screaming and/or yelling.
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which the officers are entering the facility.

HIDE:

- Cover is moving behind a solid object that will provide protection from both line of sight and gunfire (i.e. behind a solid block concrete wall; structural steel column, concrete pillar, etc.).
- Concealment is moving behind an object that will offer protection from line of sight, but little protection from gunfire (i.e. behind curtains, furniture, under desks; inside closets; restrooms; inside offices).

FIGHT:

- Any attempt to overpower the shooter by force should be considered as last resort only, after all other options (run, or hide) have failed or are no longer an option; if physical harm is imminent, and inaction will likely result in serious injury or fatality.
- If your only recourse is to fight – then fight to win.....fight to SURVIVE.
- If a fight is your only recourse – there is strength in numbers, attempt to overwhelm the assailant with superior numbers (if available).
- There is no fair fight when you are trying to survive - Use anything available as a weapon or projectile (hot coffee; cleaning supplies; keys; fire extinguishers; scissors; pen; letter openers; furniture). Use anything that will give you an advantage over the assailant.

SURVIVE:

- The objective during an active shooter situation is SURVIVAL.
- There is no dishonor, shame, or disgrace in running or hiding from an assailant who is intent to do you harm.

Training Resources

- The Department of Homeland Security - Active Shooter Preparedness (<http://www.dhs.gov/active-shooter-preparedness>)
- The U.S. Federal Emergency Management Agency (FEMA) offers a free online course entitled “IS-907: Active Shooter: What You Can Do”
<https://training.fema.gov/is/courseoverview.aspx?code=IS-907>

Developed to provide the public with guidance on how to prepare for and respond to an active shooter. (<https://emilms.fema.gov/IS907/curriculum/1.html>). Completion of the course will allow users to:

1. Describe the actions to take when confronted with an active shooter and to assist responding law enforcement officials;
2. Recognize potential workplace violence indicators;
3. Describe actions to take to prevent and prepare for potential active shooter incidents;
4. Describe how to manage the consequences of an active shooter incident

The NYPD/FDNY ABC's of PERSONAL SAFETY RESPONSE TO AN ACTIVE SHOOTER INCIDENT

The following outline contains important points relating to personal safety and recommendations on response to a workplace violence (“active shooter”) event. These are best practices and should be considered a guide, understanding that these types of situations vary greatly in nature and will change quickly.

Notification of Incident:

1. Notification – Call 911 or use the Tishman Speyer LiveSafe App. or cell phone - When / if safe to do so.
2. Co-worker notification of event.
3. Fire & Life Safety Public Address Announcement
4. LiveSafe Notifications -TISHMAN SPEYER's Safety Application

Important Considerations:

1. Law Enforcement (Police) will respond to an active shooter incident aggressively, with large numbers within minutes. If you meet a responding officer, keep your hands out, open, above your head, and most importantly, EMPTY. Do not attempt to run towards or grab onto responding law enforcement officers. Obey all law enforcement instructions.
2. Situation Awareness - familiarize yourself with your immediate surroundings and options!
3. Elevators could be rendered inoperable by law enforcement in order to isolate the assailant.
4. Pay attention to available law enforcement, public address & LiveSafe notifications for information.
5. Available security cameras in the building will be used by the security and responding law enforcement to help guide occupants away from the problem, if possible.

WHAT TO DO: The ABC's of PERSONAL SAFETY

A

Avoid: (RUN)

- Evacuate the building immediately if it can be done in a safe manner
- When evacuating – insure your hands out, open, above your head, and EMPTY.
- Do NOT carry any personal belongings with you and avoid elevators and escalators if possible
- If you are located in a high-rise building and the shooter is below, ascend as many floors as possible. Once a safe area is reached, secure the location and move away from the entranceway to a more secure location. If the shooter is above you, move down and out of the building.
- When evacuating in the stairwell, stay pressed to the wall to allow responding officers' room to ascend quickly and safely.
- Exit through the nearest door/stairwell away from the problem.
- Use the LiveSafe app or cell phone (when/if possible) to call 911 when it is safe to do so.
- Be aware and obey responding Law Enforcement Officer's instructions & monitor LiveSafe notifications for updates.

B

Barricade: (HIDE)

- If it is possible to do safely, move to a central and secure area of the building.
- Locate an area with ballistic cover, not just visual concealment. Cover stops/slows bullets, Concealment does not. Think large-refrigerator, copy machines, etc.
- Block the door with large heavy objects to make entry as difficult as possible (desks, tables, file cabinets, furniture, etc.)
- If the only means available to barricade the door is with your body, stay low to avoid any shot

fired through the door.

- Shelter in the closest non-glass conference room & lock or barricade the door.
- Shut off all the lights, silence all mobile phones & stay away from the door.
- Use the LiveSafe app or cell phone (when/if possible) to call 911 when it is safe to do so.
- Be aware and obey responding Law Enforcement Officer's instructions & monitor LiveSafe notifications for updates.



Confront: (FIGHT)

- There is no single procedure that can be recommended in this situation.
- If hiding or flight (escape) is not possible, remain quiet or "play dead" to avoid detection.
- Last resort options if you come face to face with the shooter:
 1. Attempt to quickly overpower the shooter with force in the most violent manner possible. Use any implement available (scissors; fire extinguisher; throw a stapler or unopened soda can; etc.) to overpower the shooter.
 2. If you are with other people you should work together as a collective group to overpower the shooter.
- Remember, the attacker will continue to shoot victims until stopped.

Source:

<https://secure.nypdshield.org/RL%20Download%20Material/Active%20Shooter%20Brochure%202017.pdf>

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Safety is Everyone's Concern

The success of Emergency and Security Procedures is dependent in equal parts on the Landlord and the Tenant. Material in this manual is supplied as general information to help you meet your requirements. It is not management's intent to direct the tenant to adopt or use all or part of the given information, nor does management or ownership assume any liability in connection with all or part of the information which may be used or adopted by the tenant.

Any direction to evacuate will come from local governmental officials. Neither management nor ownership can assume responsibility for any consequences resulting from the decision to evacuate or not to evacuate.

