



## TERRORISM AND NATIONAL DISASTERS

Terrorist acts are targeted to create fear among the public and to render the government of a nation powerless in the eyes of the citizens. During these events, the public must rely on information provided and follow the plans implemented by the local authorities and officials, as mandated by the government. However, with well informed and observant individuals in our community we can prevent many of these crimes or at least be prepared for such a crisis.

Acts of terrorism range from bombings, chemical, nuclear and biological weapons to cyber attacks, kidnappings or assassinations and intentional vandalism to personal property on a large scale. As it relates to an office building, all the above apply. Furthermore, as managers, we must uphold all policies and procedures in place. As tedious as this may be on certain occasions, it is ultimately our responsibility to safeguard the mechanical structures of the building and prevent any intentional damage to our systems that could possibly endanger human life.

The U.S. Department of Homeland Security has recommended additional security measures be observed during a National heightened level of alert. The information listed in this section was provided by the U.S. Department of Homeland Security and should be reviewed by all employees.

### Preparing for terrorism

- Wherever you are, be aware of your surroundings. The very nature of terrorism suggests there may be little or no warning.
- Take precautions when traveling. Be aware of conspicuous or unusual behavior. Do not accept packages from strangers. Do not leave luggage unattended. Unusual behavior, suspicious packages and strange devices should be promptly reported to the police or security personnel.
- Do not be afraid to move or leave if you feel uncomfortable or if something does not seem right.
- Learn where emergency exits are located in buildings you frequent. Notice where exits are, when you enter unfamiliar buildings. Plan how to get out of a building, subway or congested public area or traffic. Note where staircases are located. Notice heavy or breakable objects that could move, fall or break in an explosion.
- Assemble a disaster supply kit at home and learn first aid. Separate the supplies you would take if you had to evacuate quickly, and put them in a backpack or container, ready to go.
- Be familiar with different types of fire extinguishers and how to locate them.



## PREPARING FOR A BUILDING EXPLOSION

Explosions can collapse buildings and cause fires. People who live or work in a multi-level building can do the following:

- Review emergency evacuation procedures. Know where emergency exits are located.
- Keep fire extinguishers in working order. Know where they are located, and learn how to use them.

### What to do if there is an explosion

Leave the building as quickly as possible. Do not stop to retrieve personal possessions or make phone calls. If things are falling around you, get under a sturdy table or desk until they stop falling. Then leave quickly, watching for weakened floors and stairs and falling debris as you exit.

### If There is an Explosion

- **Take shelter** against your desk or a sturdy table.
- **Exit** the building ASAP.
- **Do not** use elevators.
- **Check** for fire and other hazards.
- **Take** your emergency supply kit if time allows.

### If There is a Fire

- **Exit** the building ASAP.
- **Crawl** low if there is smoke
- Use a wet cloth, if possible, to **cover** your nose and mouth.
- Use the back of your hand to **feel** the upper, lower, and middle parts of closed doors.
- If the door **is not hot**, brace yourself against it and open slowly.
- If the door **is hot**, do not open it. Look for another way out.
- **Do not use** elevators
- If you catch fire, do not run. **Stop-drop-and-roll** to put out the fire.
- If you are at home, go to a previously designated **meeting place**.
- Account for your **family** members and carefully **supervise** small children.
- **Never** go back into a burning building.

### If You Are Trapped in Debris

- If possible, **use a flashlight** to signal your location to rescuers.
- **Avoid** unnecessary movement so that you don't kick up dust.
- **Cover your nose and mouth** with anything you have on hand. (Dense-weave cotton material can act as a good filter. Try to breathe through the material.)



- **Tap** on a **pipe or wall** so that rescuers can hear where you are.
- If possible, **use a whistle** to signal rescuers.
- Shout **only as** a last resort. **Shouting can cause a person to inhale dangerous amounts of dust.**

### **Bomb threats**

If you receive a bomb threat, get as much information from the caller as possible. Keep the caller on the line and record everything that is said. Then notify the police by dialing 911 and the building security at (786) 364-6363.

Do not touch any suspicious packages. Clear the area around suspicious packages and notify the police immediately. In evacuating a building, don't stand in front of windows, glass doors or other potentially hazardous areas. Do not block sidewalk or streets to be used by emergency officials or others still exiting the building.

For your convenience we have provided both a checklist for bomb threats, scares, suspicious packages and suspicious vehicles along with carefully written instructions provided through the Miami-Dade Police Department on the forthcoming pages.



**MIAMI-DADE POLICE DEPARTMENT**  
Checklist for Bomb Threats, Scares, Suspicious Packages, and Suspicious  
Vehicles

**This information sheet is intended for quick information and is not a complete guide to handling a bomb threat or scare.**

**COMPLETE THE FOLLOWING INFORMATION AS THE CALL IS RECEIVED:**

Time/Date  
Reported: \_\_\_\_\_  
How Reported (phone, letter,  
etc.): \_\_\_\_\_  
Caller's Exact  
Words \_\_\_\_\_  
\_\_\_\_\_

**QUESTIONS TO ASK CALLER:**

When is the bomb going to explode? \_\_\_\_\_  
Where is the bomb right now? \_\_\_\_\_  
Is it in a vehicle? \_\_\_\_\_ A car or truck? \_\_\_\_\_ Is the vehicle itself a bomb? \_\_\_\_\_  
Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Tag  
#: \_\_\_\_\_  
Where is the vehicle  
parked? \_\_\_\_\_  
Did you place the bomb in any type of container? What type? \_\_\_\_\_  
What kind of bomb is  
it? \_\_\_\_\_  
What does it look  
like? \_\_\_\_\_  
Why did you place the bomb? \_\_\_\_\_  
Where are you calling  
from? \_\_\_\_\_

**DESCRIPTION OF CALLER'S VOICE:**

Male: \_\_\_\_\_ Female: \_\_\_\_\_ Young: \_\_\_\_\_ Middle Age: \_\_\_\_\_ Old: \_\_\_\_\_ Accent/Type: \_\_\_\_\_  
Tone of Voice: \_\_\_\_\_ Background Noise: \_\_\_\_\_ Is Voice Familiar: \_\_\_\_\_  
If so, who did it sound  
like? \_\_\_\_\_  
Other caller  
characteristics: \_\_\_\_\_  
Time caller hung up: \_\_\_\_\_  
Remarks: \_\_\_\_\_

Name/Address/Telephone of  
Recipient: \_\_\_\_\_

**Immediately notify your immediate supervisor or his designee of the threat.**



### **WHEN A CALL IS RECEIVED:**

Call POLICE – 911. Have the following information available:

You are reporting the threat but are not evacuating.

You are reporting the threat, are not evacuating, but are conducting a search for suspicious items by key personnel.

You are reporting the threat, evacuating, and searching for suspicious items by key personnel.

You are reporting the threat, evacuating, and have located a suspicious item.

### **EVACUATION PROCEDURES:**

1. If the building is being evacuated, ensure that all doors and windows are left open as employees evacuate. Do not close any open doors or windows.

**DO NOT “SAVE” ANY COMPUTER INFORMATION, TURN OFF ANY ELECTRICAL APPLIANCES, ACTIVATE ANY PAGERS, OR USE ANY TYPE OF PORTABLE RADIO, WALKIE-TALKIE, OR CELLULAR PHONES. ANY PHONE CONTACT MUST BE MADE ON LAND-LINE PHONES ONLY.**

2. Evacuate employees away from suspect items or vehicles. **DO NOT** walk past, around, or near suspect items.
3. All personnel must be evacuated **AT LEAST 300 FEET** away from and opposite the items. If in a building, the entire building must be evacuated.
4. Do not allow anyone to re -enter the building for any reason.

### **SEARCH PROCEDURES:**

A suspect item is defined as:

Any box, package, or container that is not recognized as belonging in the place in which it is found.

When searching for a suspect item:

1. Do not use any of the above telecommunications equipment for contact.
2. If a device is located, **DO NOT TOUCH, COVER, MOVE, OPEN, OR DISTURB THEM.**
3. Upon locating a suspect item, immediately evacuate the building if it has not been done. Note what the item look like and its location.



### **THREATS INVOLVING VEHICLE BOMBS:**

Any of the following signs should arouse greater suspicion that a vehicle is being used as a bomb delivery system:

- Vehicle is illegally or suspiciously parked
- Vehicle has lower than normal ground clearance
- Vehicle is a rental or in general disrepair
- Tag is improper in any way
- There are unusual odors, smoke, or liquid coming from the vehicle
- There is powered material of any kind around door sills of the tailgate

### **WHEN THE OFFICER ARRIVES:**

- a. Have the call check-list available for the officer.
- b. Have both the person receiving the call and the decision-maker for the business ready to speak to the officer.
- c. If a suspect item has not been located and the business decision-maker has not evacuated the building, the following statement will be read in front of a witness:  
**“Full responsibility for any injuries or death resulting from a subsequent explosion rests with the owner of responsible person.”** (S.O.P. 4-07)
- d. Depending on the circumstances, the officer will make the determination if a canine unit and/or bomb disposal unit is necessary.

The bomb-threat and evacuation procedures should be a part of your business comprehensive security plans and training should be conducted periodically. Contact your local police department for further information and/or presentations.

Information obtained through the Miami-Dade  
Police Department  
<http://www.miamidade.gov/mdpd/library/bombthreat>  
Miami-Dade Police Department



## Chemical and Biological Weapons

In case of a chemical or biological weapon attack near you, authorities will instruct you on the best course of action. This may be to evacuate the area immediately, to seek shelter at a designated location, or to take immediate shelter where you are and seal the premises. The best way to protect yourself is to take emergency preparedness measures ahead of time and to get medical attention as soon as possible, if needed.

### Chemical

Chemical warfare agents are poisonous vapors, aerosols, liquids or solids that have toxic effects on people, animals or plants. They can be released by bombs, sprayed from aircraft, boats, or vehicles, or used as a liquid to create a hazard to people and the environment. Some chemical agents may be odorless and tasteless. They can have an immediate effect (a few seconds to a few minutes) or a delayed effect (several hours to several days). While potentially lethal, chemical agents are difficult to deliver in lethal concentrations. Outdoors, the agents often dissipate rapidly. Chemical agents are also difficult to produce.

There are six types of agents:

- Lung-damaging (pulmonary) agents such as phosgene Cyanide, Vesicants or blister agents such as mustard,
- Nerve agents such as GA (tabun), GB (sarin), GD (soman), GF, and VX,
- Incapacitating agents such as BZ
- Riot-control agents (similar to MACE).

### Biological

Biological agents are organisms or toxins that can kill or incapacitate people, livestock and crops. The three basic groups of biological agents which would likely be used as weapons are bacteria, viruses, and toxins.

- Bacteria: Bacteria are small free-living organisms that reproduce by simple division and are easy to grow. The diseases they produce often respond to treatment with antibiotics.
- Viruses: Viruses are organisms which require living cells in which to reproduce and are intimately dependent upon the body they infect. Viruses produce diseases which generally do not respond to antibiotics. However, antiviral drugs are sometimes effective.
- Toxins: Toxins are poisonous substances found in, and extracted from, living plants, animals, or microorganisms; some toxins can be produced or altered by chemical means. Some toxins can be treated with specific antitoxins and selected drugs.



Most biological agents are difficult to grow and maintain. Many break down quickly when exposed to sunlight and other environmental factors, while others such as anthrax spores are very long lived. They can be dispersed by spraying them in the air, or infecting animals which carry the disease to humans as well through food and water contamination.

- Aerosols-Biological agents are dispersed into the air, forming a fine mist that may drift for miles. Inhaling the agent may cause disease in people or animals.
- Animals-Some diseases are spread by insects and animals, such as fleas, mice, flies, and mosquitoes. Deliberately spreading diseases through livestock is also referred to as agro terrorism.
- Food and water contamination-Some pathogenic organisms and toxins may persist in food and water supplies. Most microbes can be killed, and toxins deactivated, by cooking food and boiling water.

Anthrax spores formulated as a white powder were mailed to individuals in the government and media in the fall of 2001. Postal sorting machines and the opening of letters dispersed the spores as aerosols. Several deaths resulted. The effect was to disrupt mail service and to cause a widespread fear of handling delivered mail among the public.

Person-to-person spread of a few infectious agents is also possible. Humans have been the source of infection for smallpox, plague, and the Lassa viruses.

### **What to do to prepare for a chemical or biological attack**

Assemble a disaster supply kit (see the "Emergency Planning and Disaster Supplies" chapter for more information) and be sure to include:

- Battery-powered commercial radio with extra batteries.
- Non-perishable food and drinking water.
- Roll of duct tape and scissors.
- Plastic for doors, windows and vents for the room in which you will shelter in place- this should be an internal room where you can block out air that may contain hazardous chemical or biological agents. To save critical time during an emergency, sheeting should be pre-measured and cut for each opening.
- First aid kit.
- Sanitation supplies including soap, water and bleach.

### **What to do during a chemical or biological attack**

- Listen to your radio for instructions from authorities such as whether to remain inside or to evacuate.
- If you are instructed to remain in your home, the building where you are, or other shelter during a chemical or biological attack:





- Turn off all ventilation, including furnaces, air conditioners, vents and fans.
- Remain in protected areas where toxic vapors are reduced or eliminated, and be sure to take your battery-operated radio with you.

### **If you are caught in an unprotected area, you should**

- Attempt to get up-wind of the contaminated area.
- Attempt to find shelter as quickly as possible.
- Listen to your radio for official instructions.

### **What to do after a chemical attack**

Immediate symptoms of exposure to chemical agents may include blurred vision, eye irritation, difficulty breathing and nausea. A person affected by a chemical or biological agent requires immediate attention by professional medical personnel. If medical help is not immediately available, decontaminate yourself and assist in decontaminating others. Decontamination is needed within minutes of exposure to minimize health consequences. (However, you should not leave the safety of a shelter to go outdoors to help others until authorities announce it is safe to do so.)

- Use extreme caution when helping others who have been exposed to chemical agents
- Remove all clothing and other items in contact with the body. Contaminated clothing normally removed over the head should be cut off to avoid contact with the eyes, nose, and mouth. Put into a plastic bag if possible. Decontaminate hands using soap and water. Remove eyeglasses or contact lenses. Put glasses in a pan of household bleach to decontaminate.
- Remove all items in contact with the body.
- Flush eyes with lots of water.
- Gently wash face and hair with soap and water; then thoroughly rinse with water.
- Decontaminate other body areas likely to have been contaminated. Blot (do not swab or scrape) with a cloth soaked in soapy water and rinse with clear water.
- Change into uncontaminated clothes. Clothing stored in drawers or closets is likely to be uncontaminated.
- If possible, proceed to a medical facility for screening.

### **What to do after a biological attack**

In many biological attacks, people will not know they have been exposed to an agent. In such situations, the first evidence of an attack may be when you notice symptoms of the disease caused by an agent exposure, and you should seek immediate medical attention for treatment.

In some situations, like the anthrax letters sent in 2001, people may be alerted to a potential exposure. If this is the case, pay close attention to all official warnings and instructions on how



to proceed. The delivery of medical services for a biological event may be handled differently to respond to increased demand. Again, it will be important for you to pay attention to official instructions via radio, television, and emergency alert systems.

If your skin or clothing comes in contact with a visible, potentially infectious substance, you should remove and bag your clothes and personal items and wash yourself with warm soapy water immediately. Put on clean clothes and seek medical assistance.

For more information, visit the website for the Centers for Disease Control and Prevention, [www.bt.cdc.gov](http://www.bt.cdc.gov).

### **Electromagnetic pulse**

In addition to other effects, a nuclear weapon detonated in or above the earth's atmosphere can create an electromagnetic pulse (EMP), a high-density electrical field. EMP acts like a stroke of lightning but is stronger, faster and briefer. EMP can seriously damage electronic devices connected to power sources or antennas. This includes communication systems, computers, electrical appliances, and automobile or aircraft ignition systems. The damage could range from a minor interruption to actual burnout of components. Most electronic equipment within 1,000 miles of a high-altitude nuclear detonation could be affected. Battery powered radios with short antennas generally would not be affected.

Although EMP is unlikely to harm most people, it could harm those with pacemakers or other implanted electronic devices.

### **Nuclear and Radiological Attack**

Nuclear explosions can cause deadly effects-blinding light, intense heat (thermal radiation), initial nuclear radiation, blast, fires started by the heat pulse, and secondary fires caused by the destruction. They also produce radioactive particles called fallout that can be carried by wind for hundreds of miles.

Terrorist use of a radiological dispersion device (RDD)-often called "dirty nuke" or "dirty bomb"-is considered far more likely than use of a nuclear device. These radiological weapons are a combination of conventional explosives and radioactive material designed to scatter dangerous and sub-lethal amounts of radioactive material over a general area. Such radiological weapons appeal to terrorists because they require very little technical knowledge to build and deploy compared to that of a nuclear device. Also, these radioactive materials, used widely in medicine, agriculture, industry and research, are much more readily available and easy to obtain compared to weapons grade uranium or plutonium.

Terrorist use of a nuclear device would probably be limited to a single smaller "suitcase" weapon. The strength of such a weapon would be in the range of the bombs used during World War II. The nature of the effects would be the same as a weapon delivered by an inter-



continental missile, but the area and severity of the effects would be significantly more limited.

There is no way of knowing how much warning time there would be before an attack by a terrorist using a nuclear or radiological weapon. A surprise attack remains a possibility.

The danger of a massive strategic nuclear attack on the United States involving many weapons receded with the end of the Cold War. However, some terrorists have been supported by nations that have nuclear weapons programs.

If there were threat of an attack from a hostile nation, people living near potential targets could be advised to evacuate or they could decide on their own to evacuate to an area not considered a likely target. Protection from radioactive fallout would require taking shelter in an underground area, or in the middle of a large building.

In general, potential targets include:

- Strategic missile sites and military bases.
- Centers of government such as Washington, D.C., and state capitals.
- Important transportation and communication centers.
- Manufacturing, industrial, technology and financial centers.
- Petroleum refineries, electrical power plants and chemical plants.
- Major ports and airfields.

Taking shelter during a nuclear attack is absolutely necessary. There are two kinds of shelters—blast and fallout.

Blast shelters offer some protection against blast pressure, initial radiation, heat and fire, but even a blast shelter could not withstand a direct hit from a nuclear detonation.

Fallout shelters do not need to be specially constructed for that purpose. They can be any protected space, provided that the walls and roof are thick and dense enough to absorb the radiation given off by fallout particles. The three protective factors of a fallout shelter are shielding, distance, and time.

- Shielding: The heavier, dense materials—thick walls, concrete, bricks, books and earth—between you and the fallout particles, the better.
- Distance: The more distance between you and the fallout particles, the better. An underground area, such as a home or office building basement, offers more protection than the first floor of a building. A floor near the middle of a high-rise may be better, depending on what is nearby at that level on which significant fallout particles would collect. Flat roofs collect fallout particles so the top floor is not a good choice, nor is a floor adjacent to a neighboring flat roof.



- Time: Fallout radiation loses its intensity fairly rapidly. In time, you will be able to leave the fallout shelter. Radioactive fallout poses the greatest threat to people during the first two weeks, by which time it has declined to about 1% of its initial radiation level.

Remember that any protection, however temporary, is better than none at all, and the more shielding, distance and time you can take advantage of, the better.

### **What to do before a nuclear or radiological attack**

- Learn the warning signals and all sources of warning used in your community. Make sure you know what the signals are, what they mean, how they will be used, and what you should do if you hear them.
- Assemble and maintain a disaster supply kit with food, water, medications, fuel and personal items adequate for up to 2 weeks-the more the better.
- Find out what public buildings in your community may have been designated as fallout shelters. It may have been years ago, but start there, and learn which buildings are still in use and could be designated as shelters again.
  - Call the Miami-Dade Emergency Management Office for updated information.
    - Phone: 305-468-5400
    - Answer Center: 311
- If no noticeable or official designations have been made, make your own list of potential shelters near your home, workplace and school: basements, or the windowless center area of middle floors in high-rise buildings, as well as subways and tunnels.
- Learn about your community's evacuation plans. Such plans may include evacuation routes, relocation sites, how the public will be notified and transportation options for people who do not own cars and those who have special needs.
- Acquire other emergency preparedness booklets that you may need.

### **What to do during a nuclear or radiological attack**

Do not look at the flash or fireball-it can blind you.

If you hear an attack warning:

- Take cover as quickly as you can, BELOW GROUND IF POSSIBLE, and stay there unless instructed to do otherwise.
- If you are caught outside, unable to get inside immediately, take cover behind anything that might offer protection. Lie flat on the ground and cover your head.
- If the explosion is some distance away, it could take 30 seconds or more for the blast wave to hit.

Protect yourself from radioactive fallout. If you are close enough to see the brilliant flash of a nuclear explosion, the fallout will arrive in about 20 minutes. Take shelter, even if you are



many miles from ground zero-radioactive fallout can be carried by the winds for hundreds of miles. Remember the three protective factors: shielding, distance and time.

Keep a battery-powered radio with you, and listen for official information. Follow the instructions given. Local instructions should always take precedence: officials on the ground know the local situation best.

### **What to do after a nuclear or radiological attack**

In a public or home shelter:

Do not leave the shelter until officials say it is safe. Follow their instructions when leaving.

If in a fallout shelter, stay in your shelter until local authorities tell you it is permissible or advisable to leave. The length of your stay can range from a day or two to four weeks.

- Contamination from a radiological dispersion device could affect a wide area, depending on the amount of conventional explosives used, the quantity of radioactive material and atmospheric conditions.
- A "suitcase" terrorist nuclear device detonated at or near ground level would produce heavy fallout from the dirt and debris sucked up into the mushroom cloud.
- A missile-delivered nuclear weapon from a hostile nation would probably cause an explosion many times more powerful than a suitcase bomb, and provide a greater cloud of radioactive fallout.
- The decay rate of the radioactive fallout would be the same, making it necessary for those in the areas with highest radiation levels to remain in shelter for up to a month.
- The heaviest fallout would be limited to the area at or downwind from the explosion, and 80% of the fallout would occur during the first 24 hours.
- Because of these facts and the very limited number of weapons terrorists could detonate, most of the country would not be affected by fallout.
- People in most of the areas that would be affected could be allowed to come out of shelter and, if necessary, evacuate to unaffected areas within a few days.

Although it may be difficult, make every effort to maintain sanitary conditions in your shelter space.

Water and food may be scarce. Use them prudently but do not impose severe rationing, especially for children, the ill or elderly.

Cooperate with shelter managers. Living with many people in confined space can be difficult and unpleasant.



## Returning to your home

Keep listening to the radio for news about what to do, where to go, and places to avoid.

If your home was within the range of a bomb's shock wave, or you live in a high-rise or other apartment building that experienced a non-nuclear explosion, check first for any sign of collapse or damage, such as:

- Toppling chimneys, falling bricks, collapsing walls, plaster falling from ceilings.
- Fallen light fixtures, pictures and mirrors.
- Broken glass from windows.
- Overturned bookcases, wall units or other fixtures.
- Fires from broken chimneys.
- Ruptured gas and electric lines.

Immediately clean up spilled medicines, drugs, flammable liquids, and other potentially hazardous materials.

Listen to your battery-powered radio for instructions and information about community services.

Monitor the radio and your television for information on assistance that may be provided. Local, state and federal governments and other organizations will help meet emergency needs and help you recover from damage and losses.

The danger may be aggravated by broken water mains and fallen power lines.

If you turned gas, water and electricity off at the main valves and switch before you went to shelter:

- Do not turn the gas back on. The gas company will turn it back on for you or you will receive other instructions.
- Turn the water back on at the main valve only after you know the water system is working and water is not contaminated.
- Turn electricity back on at the main switch only after you know the wiring is undamaged in your home and the community electrical system is functioning.
- Check to see that sewage lines are intact before using sanitary facilities.

Stay away from damaged areas.

Stay away from areas marked "radiation hazard" or "HAZMAT."



## FIRE/LIFE SAFETY PROCEDURES

This section contains information on procedures to be used in an emergency situation. It has been developed so that you can respond quickly to such emergency. Familiarity with the emergency systems and procedures of the building is very important. Please, read this section carefully and review the information contained in it with your staff and employees.

Our safety program is designed to protect you and help building personnel control the causes of the emergency. To meet these objectives, the program combines electronic and mechanical devices including strobe lights, horns and a public address system. The plans and procedures, which are a part of this program, are designed to cover most types of emergencies our tenants may face. Your understanding of the emergency system plays a key role in the success of the program. Implementation of emergency procedures is a matter of people working together. In the event of a fire or smoke, the floors which will go into alarm include the floor the fire is on as well as the floor above it and the floor below it.

### EMERGENCY SYSTEMS

**Fire/Security Control Station:** The Fire/Security Control Station is located in the lobby of the building. It contains the fire control panel, which is the computerized fire system for the building. The equipment in this area receives signals from control points throughout the building in the event of an emergency. This is the location where the Building Fire Marshall, Assistant Fire Marshall, Property Manager, and Chief Engineer will station themselves during an emergency.

**Sprinklers:** Sprinklers are located throughout the entire building. The sprinkler heads in the ceiling are activated by heat. When a sprinkler head is activated, a signal is sent to the fire control panel which triggers what is called an "emergency sequence", which immediately creates a fire alarm and calls the fire department.

**Smoke and Heat Detectors:** Smoke detectors are located in every passenger elevator lobby, exterior corridor, air handler room, meter room and main passageways in tenant spaces. Detectors on each floor signal the fire control panel when smoke is present. Heat detectors are located in the mechanical room of the building and are activated when they sense high heat. The fire control panel is signaled when the heat detectors are activated. Both signals begin an emergency sequence at the fire/security station.

**Fire Alarm Pull Stations:** There are fire alarm pull stations located by each emergency exit stairwell door and the building exits. They provide a manual activation of the alarm system in the building. When activated, the fire control panel is signaled and the emergency sequence begins.



**Communications:** The building emergency speaker system, horns and strobes are designed to alert occupants of any building emergency and provide specific instructions and directions. Speakers are located on each floor in the public areas and in the tenant spaces. The speakers are capable of carrying an electronic alarm signal as well as voice communications. Horns and strobes are located throughout the building including common areas and tenant spaces.

When any of the safety system monitor points (smoke/heat detectors or pull stations) are activated, an electronic alarm will sound throughout the space. The alarm is then followed by an announcement and flashing strobe lights as well as information regarding the alarm. Specific instructions will be given in the event that the alarm represents an actual emergency.

**Fire Extinguishers:** Fire extinguishers are located by the emergency exit stairwells, inside mechanical rooms and in the tenant spaces. The fire extinguishers can be used to control a small fire; however, any fire can be a serious threat. The fire department should be called immediately by dialing 911, followed by a call to the security desk at (786) 364-6363.

**Emergency Power:** In case of a power failure, an emergency power system provides electricity for crucial building operations, including emergency lights, one elevator and the building's emergency life/safety system. It is important, however, that the elevators not be used in case of fire.

**Elevators:** For your safety, elevators will not be available for general use during fire emergencies. In such cases, the emergency stairwells must be used to exit the building.





## EVACUATION FIRE/LIFE SAFETY PROCEDURES

**Evacuation:** The emergency system is designed to identify and confine emergency conditions to a given area and thus reduce the need for a full evacuation. If it should ever become necessary to evacuate your floor, use the emergency exit stairwell nearest you. Remember, elevators will not operate during a fire emergency. The emergency exit stairwells are constructed to provide the safest means of egress in case of an emergency. Please become familiar with the location of the emergency exits. Evacuation route diagrams for the floors are attached. While crossing the street is an alternative, the safest location would be 150 feet away from the building to the parking lot area.

If any person in your office is not physically able to use the exit stairwells, several individuals should be assigned to assist that person. It is the responsibility of the Area Warden to provide assistance to disabled individuals as part of their emergency plan for their office space.

**Evacuation Assembly Area:** If it becomes necessary to evacuate the building all tenant personnel should use the nearest emergency exit stairwell and exit the building. A diagram of the exit stairwells has been provided under section 10 of the handbook. Tenants are encouraged to create their own pre-determined assembly area 150 feet away from the building. The Area Warden should take a roll call to insure all employees have in fact evacuated the building. Once all employees are accounted for, the Area Warden should report "all persons out" to the proper authorities.

**Fire Team:** The floor warden system is the backbone of the building's fire safety and emergency procedures. It requires the participation of the tenant as part of the emergency evacuation team. Tenants are requested to select personnel on a volunteer basis to serve as:

- Area Warden
- Assistant Area Warden
- Exit Monitor(s)
- Searcher(s)

The duties of each position are described below:

### **Area Wardens:**

- Using the guidelines contained herein, the area wardens must develop the emergency response procedures for their assigned area, including the handling of any sensitive material, the evacuation routes of their area and assignment of personnel to each emergency exit stairwell and the status of



any handicapped personnel. Select the appropriate personnel for the following positions:

- Assistant Area Wardens
  - Exit Monitors
  - Searchers (male and female)
- Maintain a list of the personnel in your area trained in CPR and first aid.
  - Implement the emergency response training for all the personnel in their assigned area, including the initial training of all new employees. In addition, they should conduct refresher and updating training for all personnel in their assigned area.
  - Conduct frequent inspections of their assigned area in order to ensure that all normal and emergency passageway exits are clear.
  - Initiate the evacuation/search procedures when it becomes necessary.
  - During an emergency, maintain communication with the appropriate authorities as to the status of the situation in their assigned area, including the reporting of “all personnel out”.
  - Area Wardens should report the “all clear” to the Fire Marshall or the Building Security as they exit the building. Both Building Security and the Fire Department will coordinate Tenant Information.
  - Assure that all personnel in their assigned area have arrived at the assigned meeting place. Report this to the Fire Department and Building Security.

**Assistant Area Wardens:**

- The number of assistant area wardens may vary according to the size/layout of the tenant space.
- Reports to the area warden and assumes responsibility if the area warden is not present. If more than one assistant area warden is needed for the tenant space, one should be assigned as chief assistant area warden. Said individual would be the one to assume the responsibilities of the area warden if the area warden is not present.
- Assists the area warden during the evacuation as the coordinator for the exit monitors and searchers in their assigned areas.



- Responsible for assuring the safe evacuation of handicap personnel in their assigned area for the security of any sensitive material.
- Keeps the area warden informed as to the status of the situation of the assigned area, including the reporting of “all personnel out”.
- Upon completion of the evacuation, reports to the area warden to assist with employees and await further instructions.

**Exit Monitors:**

- The number of exit monitors varies according to the size and layout of the tenant space. The monitors report to the assistant area warden.
- Upon activation of the emergency evacuation procedures, the exit monitors will proceed to their assigned exit. Exit stairwell doors shall remain closed (do not prop the doors open). If there is smoke, this will prevent smoke from entering the stairwells.
- Will direct all employees to their assigned emergency exits, keeping the traffic flowing constantly and calmly. Will remain at that point until evacuation is completed. Will make sure smoke does not enter exit stairwell.
- In case of fire, will automatically close the assigned exit door after evacuation is completed.
- Upon completion of evacuation, reports to the assistant area warden to assist with the employees and wait for further instructions.

**Searchers:**

- The number of searchers will vary according to the size and layout of the tenant space. Searchers must be familiar with the layout and occupants of their assigned area. Searchers report to the assistant area warden.
- Upon activation of the emergency evacuation procedures, the searchers will assure that all personnel in their area proceed as required, assisting any who may need help in this process.



- Conduct a search of all offices and rooms in their assigned area checking for stragglers and assisting them as needed. When completed, report status to the assistant area warden in their area.
- In case of a fire, searchers will automatically **close all doors** in their respective areas while the evacuation is being completed.

Your alertness in calling the Fire Department and the security desk immediately is very important. Do not assume that someone else has already called. Our safety program depends on you. If you see actual evidence of a fire, call the fire department immediately by dialing 911 and then call the security desk at (786) 364-6363.



## FIRE PROCEDURES

The following section outlines what you should know and do if you find yourself in a fire emergency. This section will also give you some safety tips on fire prevention.

### IF THERE IS A FIRE

- Pull the nearest Pull Station
- Evacuate the building
- Do not reenter building until all clear given by Fire Department

Every successful life/safety program needs the involvement of all participants if it is to be effective. Knowing what to do in the event of an emergency is crucial, but equally important is the prevention of a crisis situation. We urge all Tenants to become familiar with the Fire/Life Safety Evacuation Procedures previously addressed in this section.

### FIRE SAFETY TIPS:

- A clean orderly environment is the simplest and best way to prevent fires.
- Smoking is not permitted in the offices, common areas, restrooms or lobby of the building.
- Make sure coffee machines are always filled with water when turned on. Also, turn them and all electrical appliances and other office equipment off when leaving for the day, or if the equipment is going to be unattended for a prolonged period of time.
- Do not overload the electrical outlets. The circuits are designed for a certain load, and there is a danger of fire if this load is exceeded. If there is a need to use an extension cord, make sure it is rated to handle the load.
- Any defective electrical equipment, light fixture outlet or switch should be reported and repaired.
- All paperwork (blank forms, copy paper, envelopes, etc.) should be stored in a proper place. No heat sources should be close by for this could be a fire hazard. Waste baskets should also be kept away from heat sources.
- Any flammable materials, which are allowed for use in the building, should be stored in approved containers.



## OTHER EMERGENCY PROCEDURES

### MEDICAL EMERGENCY PROCEDURES

To summon emergency medical aid:

- Call the City of Miami Fire and Rescue Department by dialing 911. Then call Building Security at (786) 364-6363.
- Explain the location and nature of the medical emergency.
- Listen for directions.
- Wait with the patient for emergency medical aid to arrive.
- After summoning help, try to obtain information from the patient about the nature of the illness and if any medication has been taken. Give all this information to the paramedics when they arrive.

### CRIME OR SUSPICIOUS PERSON PROCEDURES

If you witness a crime or see any suspicious person around the premises of the building, the parking facilities or your office space:

- Call the City of Miami Police Department by dialing 911.
- Call the security desk at (786) 364-6363 and report the incident.
- Indicate if the problem is in progress or has already occurred.
- When reporting a crime, give exact location.
- When reporting a suspicious person, indicate physical characteristics, clothing and last known location.

The building staff along with the local police department will respond to any and all reports of a crime or suspicious persons. We urge all Tenants to immediately report all suspicious activities to the authorities.



## SEVERE WEATHER PROCEDURES

The purpose of these procedures is to assist in the preparation and protection of life and property should a severe weather situation arise. This plan will enable Management to react in an organized manner. A copy of these procedures should be distributed to all staff members within your suite.

### *General Information:*

Maximum precautionary measures are to be taken for the protection of life and property during periods of severe weather conditions.

In general, there are three (3) types of severe weather conditions which may occur and for which extraordinary precaution should be taken:

- A. **Severe Thunderstorms**
- B. **Tornadoes**
- C. **Hurricanes**



## PROCEDURES

### A. SEVERE THUNDERSTORM

Local weather service will issue advisories predicting areas of probable severe thunderstorm activity and the estimated duration of such activity via local radio and television stations. Internally, we will use emails and our public address system.

- The appropriate announcements will be made to alert the Tenants within the building by e-mail or through the public address system.
- Property Manager's staff will be directed to advise all individuals leaving the building of the warning.
- Announcements will be made once when the alert period has been terminated.

### B. TORNADOES

By definition, a tornado warning is an alert by the National Weather Service confirming a tornado sighting and location. The weather service will announce the approximate time of the detection and direction of movement. Winds will be 75 mph or greater. Internally, we will use emails and our public address system.

**Note: "Tornado Watch"** indicates the weather conditions are such that within a given time span a tornado could develop within a general geographical area.

**Note: "Tornado Alert"** indicates that a tornado has definitely been sighted, and people within that particular area should seek immediate protective cover.

- All building occupants must stay clear of glass windows and doors during a "Tornado Alert." Occupants should seek shelter near the core or interior corridors of the building.





## C. HURRICANE



**During hurricane season, June 1st through November 30th, weather conditions will be closely monitored by Taylor & Mathis Management Office and Security.**

When it becomes apparent that a hurricane poses a threat to our general area, the Building Management will provide continual updates as to hours of operation, mandated closures and building status.

During the hurricane season, the National Weather Service makes periodic reports over the radio and television stations on storm activity. The National Weather Service has developed specific terms to convey varying degrees of importance. It is wise to familiarize yourself with these terms.

**Advisory** - Message concerning tropical storms and hurricanes giving warning information along with details on where the storm is located, how intense it is, where it is moving to and what precautions should be taken.

**Bulletin** - A release between advisories giving the latest details.

**Tropical Disturbance** - An area of low atmospheric pressure originating over tropical waters with winds blowing counter clockwise around the center at speeds of 38 miles per hour or less.

**Tropical Storm** - A storm of tropical origin, with winds near its center greater than 38 miles per hour but less than 74 miles per hour.

**Gale Warning** - Associated with winds of 39-54 miles per hour.

**Storm Warning** - Associated with winds of 55-73 miles per hour. If a hurricane is expected to strike a coastal area, gale or storm warnings will usually precede hurricane warnings.

**Hurricane Force Winds** - Winds of 74 miles per hour or higher.



**Hurricane Watch** - An announcement to the public whenever a tropical storm or hurricane becomes a threat to coastal areas. This announcement is not a warning. It indicates that the hurricane is near enough so everyone in the area covered by the “watch” should listen for subsequent advisories and be prepared to take precautionary action in case hurricane warnings are issued.

**In general, once the National Weather Service announces a Hurricane Watch for this area, a hurricane is expected to strike the Coast within 24 to 36 hours. At this time, an emergency plan of action should be considered a priority. Taylor & Mathis, Inc. will begin making preparations to weather the storm. As a Tenant, you should be prepared to:**

- Implement your Tenant Emergency Plan, tailored to the needs of your business.
- By this time, a thorough review of the Tenant Emergency Plan has taken place to ensure that the Tenants plan does not conflict with the building plans.
- An Emergency Team designated by the Tenant should implement the Tenant's Emergency Plan. Constant communication with Taylor & Mathis Management is necessary. Said plan should include necessary supplies for Post-Storm.
- If the watch advisory is escalated to a Hurricane Warning, Taylor & Mathis Management will advise the exact time at which the building will be evacuated. All building services will be shutdown and the building locked unless critical operations are being conducted in those premises. If this becomes relevant to our building, the procedures will be updated.
- Provide Taylor & Mathis Management with emergency home telephone numbers of key contacts. Said information will be used by the Management Team to advise Tenants of the building status and hours of operation.
- Become familiar with the public policy regarding evacuation, which should include policies established by the Civil Defense, The National Weather Service and The American Red Cross.



**Hurricane Warning** - Warning indicating that hurricane winds of 74 miles per hour or greater or a combination of dangerously high water and very rough seas are expected in a specified coastal area. When a hurricane warning is announced, hurricane conditions are considered imminent and may be expected immediately or at least within 24 hours. Precautionary actions should be started immediately.

**When the National Weather Service issues a hurricane warning, the following actions should be initiated.**

- Taylor & Mathis will issue memos to all tenants as to the proposed time of evacuation of the building.
- Alert all office personnel of the “closing” time for the building in order to provide ample time to the staff to take appropriate actions as they pertain to their professional and/or personal needs.
- Upon receipt of instructions to close, see that the following is done prior to the last person leaving the Building:
  - Notify all office personnel to leave the building promptly. Delays put the building staff at risk in their efforts to close down and protect the property.
  - See that all cash and vital records are placed in a vault or that records are secured in appropriate files, safes, bookkeeping vaults etc.
  - Close doors and place sign on doors indicating that office is being closed due to hurricane.
  - Where possible, move all electrical equipment to a centralized location, affording the best possible protection against water damage. Cover equipment to minimize damage.
  - Where possible, move all items away from the windows to a more secure area.
  - Pass out “hurricane information” guides to office personnel.



- Send office personnel home as soon as it is reasonably possible to do so, advising them to listen to local radio/TV stations for instructions regarding their return to work.
- Prior to the last person leaving the office and/or Building, make sure no one is left in and that all electrical circuits have been turned off and secured.

## Hurricane Information

**Standard letters of instruction are prepared in advance. One is sent at the beginning of the hurricane season.** This letter explains in general what can be expected to happen at the building in the event of a hurricane "watch" or "warning". This letter also requests a copy of any contingency plan a Tenant may have for their own company.

**A second (2nd) letter will be sent at the time of the hurricane "watch".** This again will outline what will happen in the event of a "warning", suggest what can be done in the offices and what supplies are needed to have in the event the building is shutdown. This letter will also inform tenants how long they will have once a hurricane warning is posted to vacate the building and whom they should contact or who will be contacting them after the storm to advise them when they can return to the building.

**The third (3rd) letter will be delivered to the Tenants at the time a hurricane "warning" is posted.** This letter will also be posted in elevators, on bulletin boards, doors and other appropriate places throughout the building. This letter notifies the Tenants when the building will be locked and gives final instructions for the Tenants to secure their offices and vacate the building.



## SEVERE WEATHER CONDITIONS

### Actions to be taken:

- Get away from the perimeter of the building and exterior glass.
- Leave your office doors closed.
- Go to the center corridor, sit down, and protect yourself by putting head as close to your lap as possible, or kneel protecting your head.
- Stairwells are safe. If crowded, move down to a lower level for shelter. DO NOT USE THE ELEVATOR!
- DO NOT go to the first floor lobby or outside the building.

### If You Are Trapped In A Perimeter Office:

- Seek protection under a desk.
- Keep your radio or television set tuned to a local station for information.
- Information and directions will be broadcast via the building public address system.
- KEEP CALM.



## **ADDITIONAL INFORMATION- HURRICANES AND SEVERE STORMS**

The following is a list of suggestions to help you and your staff personally deal with the onslaught of a hurricane or severe storm:

- First of all you should become familiar with public policy regarding evacuation.
- Locate your property on the city map to ascertain the likelihood of the need to evacuate. Become familiar with evacuation routes and the location of shelters by actually making the drive to them.
- Make arrangements for and discuss with your spouse and children alternate transportation if you are unable to return home.

Consider the location of your property and how it will be affected in various scenarios. Your budget and public policies regarding evacuation will also drive the decisions as to which are applicable to you.

Review suggested supplies for your home:

- Have several flashlights with plenty of fresh batteries.
- Oil, alcohol or gas lamps and a supply of fuel for same are also recommended.
- Filled gasoline container. Keep all vehicles topped off well in advance of a storm.
- A reasonable inventory of canned goods.
- A manually operated can opener and bottle opener.
- Masking tape, rope, hammer, large nails, screwdriver, crowbar, knife, utility knife and saw.
- Rolls of clear plastic.
- Concrete or wood blocking.
- Sheets of plywood and masonry nails, if necessary to cover windows. As an alternative, you may wish to consider storm shutters.
- Sandbags.
- Plenty of large towels.
- Large bottles of liquid bleach.
- Containers for fresh water.
- Rain gear including boots, waders, slicker or raincoat, rain hat and waterproof gloves.



- Emergency telephone numbers list. This should include the hurricane manual, as well as an individual listing for your doctors, hospitals and ambulance.

## **DURING STORM**

In the "During Storm" phase the important factor is monitoring the storms' activity and path on your communication devices, i.e. portable radios, etc. As a general rule after preparations have been completed at the property pursuant to the issuance of a hurricane warning, employees will need to return to their homes to make preparations for their property and their family. Each employee should have in their possession a copy of the Hurricane Manual including current emergency contacts.

This manual will contain the names of the key contacts.

The Office Manager should meet with all employees before discharging them to review procedures for the return to work after the storm has cleared. At this time, the Manager will need to verify the listing of the address and telephone number of each employee and the same information for any alternate locations should the employee be forced to evacuate.

It is critical to review return to work procedures with all employees prior to their leaving the property.

It is recommended to have in your possession a portable battery-operated radio with spare batteries capable of monitoring news and weather bulletins during and just after the storm.

As a reminder you should maintain a full tank of gas in your vehicle(s). Further, you should locate your vehicle out of a flood area and away from objects that might be knocked over or thrown by heavy winds.



## POST-STORM EVALUATION

### Post-Storm Actions To Be Taken:

The period immediately following a Hurricane or Severe Storm can be very chaotic. Once notified by Property Management of re-entry to the property, please use the following suggestions:

- Secure your property.
- Perform thorough property inspections, survey and note all damaged areas and risk management concerns.
- Record property damage and risk management areas in priority list form.
- Report property damages and conditions to The Management office. The information will be recorded and we will be able to coordinate necessary labor, equipment and materials.
- Notify insurance agent or carrier of preliminary property damage and risk management concerns.
- Take pictures of property conditions.

Careless equipment use causes the greatest number of post-storm injuries. Remain indoors until the official "all clear" is given. Pay strict attention to instructions from official sources. If you have evacuated, do not return home or to your office until local officials announce your area is ready for re-entry. If your property has sustained structural damage, do not enter until it is checked by local officials or qualified engineers. You may be required to show proof that you are an "agent" for the Property Owner in order to re-enter the evacuation area, so be sure to carry your driver's license.

The utility companies ask that you not report individual service interruptions as they already have plans to restore service as quickly as possible after the storm clears the area. Report individual trouble only after service has been generally restored in the area. Call police or utility companies immediately to report hazards, such as a downed power line and broken gas or water mains.





It is possible that water supplies to your property could become contaminated during a hurricane. The Public Health Department will issue a boil-water order immediately after the hurricane passes. The boil water order should remain in effect for at least 72 hours if necessary. During this time, use only your pre-stored water for drinking.

Do not touch fallen or low hanging wires of any kind under any circumstances. Stay away from puddles with fallen wires in them.

If you begin to make temporary repairs, be sure to keep your receipts. Be sure all contractors are pre-qualified and carry proper insurance. Remember, many "fly by night" contractors appear after the storm has cleared to take advantage of emergency repairs. Be sure to take photographs of any damaged areas for owner and insurance purposes.

## Suggested Disaster Supply Check List

**Water** - at least 1 gallon daily per person for 3 to 7 days

- Food** - at least enough for 3 to 7 days
  - non-perishable packaged or canned food / juices
  - foods for infants or the elderly
  - snack foods
  - non-electric can opener
  - cooking tools / fuel
  - paper plates / plastic utensils
- Blankets / Pillows, etc.**
- Clothing** - seasonal / rain gear/ sturdy shoes
- First Aid Kit / Medicines / Prescription Drugs**
- Special Items** - for babies and the elderly
- Toiletries / Hygiene items / Moisture wipes**
- Flashlight / Batteries**
- Radio** - Battery operated and NOAA weather radio
- Telephones** - Fully charged cell phone with extra battery and a traditional (not cordless) telephone set
- Cash (with some small bills) and Credit Cards** - Banks and ATMs may not be available for extended periods
- Keys**
- Toys, Books and Games**
- Important documents** - in a waterproof container or watertight resealable plastic bag
  - insurance, medical records, bank account numbers, Social Security card, etc.
- Tools** - keep a set with you during the storm
- Vehicle fuel tanks filled**
- Pet care items**
  - proper identification / immunization records / medications
  - ample supply of food and water
  - a carrier or cage
  - muzzle and leash