

THE
ASSEMBLY
PITTSBURGH



**EMERGENCY PREPAREDNESS
MANUAL**

Cushman & Wakefield

Property Management for

Wexford Science & Technology, LLC

Management Office Phone: 412-307-8218

**THE ASSEMBLY
TENANT EMERGENCY PREPAREDNESS MANUAL**

DISCLAIMER

This manual is intended solely for information and guidance and is not to be the only source used to compile an Emergency Preparedness Manual. Information should be sought from and reliance placed upon life safety professionals when preparing and using any manual such as the one described herein. Any reliance on the contents of this manual is at the sole discretion of the user. The Assembly, Wexford Science & Technology, LLC, and Cushman & Wakefield along with any of its affiliates, assigns or successors, shall not be liable for any claims made against it by anyone in connection with the preparation or use of a manual based on these guidelines.

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This manual has been prepared to provide helpful information about The Assembly’s emergency procedures. If you have any questions regarding its contents, we welcome your call.

1. THE ASSEMBLY EMERGENCY CONTACT NUMBERS

Emergency Contact Information

- **After-Hours Maintenance Issues** 412-506-8375
- **Main Security Desk** 412-506-8375
- **Security Cell (available 24 hours a day)** 412-514-2988
- **Fire** 911
- **Police** 911
- **EMS / Medical** 911
- **PITT Police Department** 412-624-2121

Non-Emergency Contact Information

Point of Contacts	Cell	Office
▪ Building Management Office		412-307-8218
▪ Property Manager – William Hrach		412-226-0674
▪ Chief Operating Engineer – Neil Netz		412-526-1627
▪ PITT Police Department		412-624-2121
▪ Pittsburgh Fire Department Non-Emergency (Station 8)		412-255-2860
▪ Pittsburgh Police Non-Emergency (Zone 4)		412-422-6520
▪ City of Pittsburgh		412-255-2621
▪ Building Address		
The Assembly 5051 Centre Avenue Pittsburgh, PA. 15213		

2. LIFE/SAFETY SYSTEM REVIEW

2.1 WHAT CAUSES AN ALARM?

- A smoke or heat detector has detected smoke or heat
- A sprinkler head has been set off
- Water flow is detected in the sprinkler system pipes

2.2 WHAT HAPPENS WHEN AN ALARM SOUNDS?

- The floor where the “smoke” has been detected goes into alarm (Audible devices sounding and strobe lights blinking.)
- The floors immediately above the floor in alarm and immediately below the floor in alarm go into alarm also. (Horns sounding and strobe lights blinking.)
- If a water flow alarm is activated, every floor in the building will go into alarm. (Audible devices will sound and strobe lights will blink.)
- Any alarm will result in the automatic recall of elevators. Elevator fire service emergency operation. The elevators will be recalled to the primary or secondary landing zones in the event of a fire
- If you should be in an elevator going in the downward direction at the fire emergency recall, the elevator, having been preprogrammed, will not stop on the floor you may have selected, but in turn will carry you down non-stop to the first floor lobby. The doors will open and you should depart the building.
- If you should be on an elevator and are traveling upward at the time of a fire emergency recall, the elevator will continue upward to the next floor. When it reaches the floor, the elevator will stop; the doors will not open. There will be a momentary delay, the elevator will proceed in the downward direction, stopping only at the first floor, the doors will open and you should, in an orderly manner, depart the building.
- Remember, the elevators will not function again until a trained technician returns it to its normal operation.

2.3 SAFETY SYSTEMS OVERVIEW

Incorporated into The Assembly are various systems specifically designed to detect smoke, report fires, and if necessary, provide a means for safe exit of occupants.

A. Fire Alarm Control Panel (FACP)

1. In the event of an emergency fire situation, the **Fire Alarm Control Panel (FACP)**, located in the street level lobby of The Assembly is the Command Center.

2. The **FACP** is the Communication link to each floor of The Assembly, through the use of the **Public Address System**.
3. The **FACP** identifies all fire alarm devices.
4. Each floor is equipped with Rescue Assistance Panels, which advises life and safety personnel the location of the emergency alarm.

B. Public Address System

On every level, throughout each floor, including stairways, are speakers which allow information or audible alarms to be transmitted from the **FACP**.

1. The transmissions may be:
 - a. General in nature and broadcast to all building tenants; or,
 - b. Specific and broadcast to one or more floors.
2. The **Public Address System** can sound:
 - a. Automatic whooper or,
 - b. Verbal communications.
 - c. Pre Recorded Messages – Once a fire alarm is activated message will play on the applicable floors, the elevators and stairways.

C. Smoke Detection System

1. Upon detection of smoke, the *smoke detectors located in air handling units* will:
 - a. Automatically shut down the air handling units to prevent the spread of smoke.
 - b. Provide initial warning of smoke at the **FACP** located adjacent to the security console.
 - c. Activate audible and visual devices on the fire floor, the floor above, and the floor below.
2. Smoke detectors in all elevator corridors will:
 - a. Provide initial warning of smoke at the **FACP** located adjacent to the security console.
 - b. Activate audible and visual devices on the fire floor, the floor above, and the floor below.

c. Activate automatic recall of elevators. **Elevator fire service emergency operation.** The elevators will be recalled to the primary or secondary landing zones in the event of a fire. Do not attempt to use the elevators. They will be out of service to prevent them from being called to the fire floor. Firefighters will be able to take control of the elevators for firefighting operations.

3. Smoke detectors in the corridors near the exit stairways will:

- a. Provide initial warning of smoke at the **FACP** located adjacent to the security console.
- b. Activate audible and visual devices on the fire floor, the floor above, and the floor below.
- c. Activate the stairway pressurization fans. These fans provide fresh air into the stairways to prevent smoke from migrating into the stairs. It is extremely important to keep the stairway doors closed as much as possible to maintain the pressurization in the stairs.

D. Fire Extinguishers

1. All **Fire Extinguishers** in the common areas of The Assembly are ABC (multi-use).
2. Fire extinguishers should be used only as a last option. *Evacuate first.*
3. For additional **Fire Extinguisher** information, see the Fire Extinguisher Use document on page 31.

E. Sprinkler System

1. Sprinkler systems are installed on all floors of The Assembly.

F. Fire Exits

- Floors B1 & B2 exit via stairs 1 & 4 exiting onto Baum Blvd.
- Floor G exits via Center Ave (Lobby) exit & stair 4 onto Baum Blvd & stair 10 onto Moorewood Ave.
- Floors 2, 3, 4, 5 exit via stairs 2, 3 & 4 exiting onto Baum Blvd.

3. EMERGENCY EVACUATION PLAN

This plan provides instructions and methods to be used during emergency evacuations for the protection and safety of all tenants, visitors, and employees of The Assembly.

3.1 EMERGENCY RESPONSE TEAM MEMBERS

The emergency evacuation plan for this building is comprised of Emergency Response Team Members;

- Building Engineers
- Security
- PITT Police
- City of Pittsburgh Police
- Building Management

PLEASE NOTE:

FLOOR WARDEN:

PITT EH&S DOES NOT RECOMMEND THE USE OF FLOOR WARDENS.

PITT STAFF SHOULD STOP & SECURE WORK AND EXIT THE FACILITY TO THE DESIGNATED EVACUATION POINT (THE LUNA LOT)

SECURITY PERSONNEL:

- Upon notification of alarm signal, the Security Officer will position him/herself at the security desk in the lobby to ensure tenants vacate their floors/suite and to coordinate with fire or other emergency officials, upon their arrival.

3.2 FIRE SITUATION

Immediately upon the discovery of a fire, regardless of size, the individual should:

- a. Advise security as to the location of the fire on the way out of the building.
- b. Do not attempt to extinguish the fire on your own. Fire extinguishers should only be used as a last resort.

3.3 TRAINING AND DRILLS

- A tenant company is welcome to conduct an evacuation drill within their offices with the assistance of the Building Management or Security Supervisor. Periodic meetings will be held to inform them of the latest developments and policies affecting evacuation activities. The Assembly encourages regular evacuation drills.
- Property Management will conduct unannounced annual fire drills.
- Tenants who elect to have additional fire extinguishers within their space are responsible for training personnel on proper usage. They are also responsible for having a licensed contractor certify them and inspect them to comply with local and state laws.

3.4 EVACUATION

The notice to evacuate will be given by an automated alarm announcement designed to warn building personnel of danger and alert the building should be cleared of occupants.

EMERGENCY ASSEMBLY POINT (EAP)

The Assembly utilizes the UPMC Luna Parking Lot located at 5111 Baum Blvd, Pittsburgh, PA 15224 as its Emergency Assembly Point

Each tenant should consider having a secondary meeting area in the event that your primary assembly point is deemed unsafe.

3.5 INDIVIDUALS REQUIRING ASSISTANCE

- Individuals requiring assistance upon evacuating the building should be listed within your emergency information given to Property Management. Please fill out the document found in the Tenant Documents Packet. This list should be maintained throughout the year and updated or modified as needed.
- The Floor Wardens must identify and be familiar with individuals requiring assistance and in the event of an evacuation, direct them to the stairwells. They should stay on the floor just inside the stairwell door. The Floor Warden needs to give this information (number of people and exact location) to the Building Warden at the lobby desk.
- Transporting of disabled individuals up or down stairwells is not recommended until emergency response personnel have arrived.

3.6 ALL CLEAR ANNOUNCEMENT

- A system has been developed whereby all Floor Wardens report to the Building Warden that their areas are clear of occupants at an assigned check-in location. The Building Warden will give notice with a Prepara announcement when the drill has ended and /or the threat of danger no longer exists.

4. EVACUATION SAFETY RULES

1. When you hear the audible alarm and see the strobe lights flashing, remain calm and evacuate the building immediately. (A detection device on the floor you are on or the floor above or below you has gone into alarm.) Do not call the Property Management Office or Security.
2. If there is a fire on your floor, **DO NOT** attempt to put it out yourself. Evacuate and let those trained to deal with this type of situation put the fire out. Fire extinguishers should only be used as a last option for your survival.
3. Do not use the elevators; use the stairwell nearest your location.
4. All individuals needing assistance evacuating the building are to move to one of the stairwell doors. They should stay on the floor just inside the stairwell door. The Floor Warden needs to give this information (number of people and exact location) to the Building Warden at the lobby desk. This information will be relayed to the Fire Department as soon as they arrive.
5. Do not bring unnecessary items when you are evacuating (briefcases, laptops, etc.).
6. Do not carry drinks with you as you evacuate the building. Spilling or dropping drinks will create slipping hazards. Also, hot liquids may burn someone in front of you.
7. When entering a stairwell, open the door slowly – there may be someone on the other side of the door.
8. Follow all instructions issued by Floor Wardens, Office Wardens, Stairwell Monitors, Elevator Monitors and Security Personnel.
9. Do not hold a stairwell door open if no one is using it. Holding stairwell doors open allows smoke to get into the stairwell.
10. Stay to the right side of the stairwell when coming down the stairs. Do not attempt to go around people in front of you or run down the stairs.
11. Do not go back up a stairwell after an evacuation has begun. If an announcement has been made over the PA system go the rest of the way down the stairs to the building lobby.
12. There will be other tenants evacuating the building below you. **Remain calm and do not attempt to force the people in front of you to move (if they have stopped) or to go faster.** (The stairwells are the safest part of the building during a fire incident.)

When you have evacuated the building, move away from the entrances/exits. This will allow others to exit the building without delay and will allow rescue personnel to enter unimpeded. Be sure to move far enough away that you will not be hit by debris that may fall from the building. (The Fire Marshall's office advises that you should move as far away from the building as the building is tall.

5. ELEVATORS ENTRAPMENTS

Once inside The Assembly, the elevator system is the most common mode of transportation. The elevators are equipped with a computerized system of control. Each elevator is equipped with an intercom system allowing individuals trapped in an inoperative elevator to communicate with a Schindler Elevator Emergency Dispatcher or security officer on the first floor or in the main control room.

6. MEDICAL EMERGENCIES

It is important to immediately take action in treating or getting help for a person who has become injured or suddenly ill. Time is critical. Minutes or even seconds can determine the difference between life and death. Administering first aid quickly can save lives, prevent great injury and help relieve pain.

IN THE EVENT OF A MEDICAL EMERGENCY:

- **Keep calm and speak slow, clear and steady.**
- **DIAL 911 IMMEDIATELY** and request an ambulance.
- Give the emergency dispatcher the correct building name and address:
 - ◆ **The Assembly** – 5051 Centre Avenue, Pittsburgh, PA. 15213
- **REMEMBER:** Stay on the line and let the 911 Operator hang up first.
- Depending on the seriousness of the injury or medical situation see if there is anyone (i.e. CPR certified individuals, doctor, nurses, etc.) in the immediate area that can assist.
- Protect the individual from further injury. Remember, however, that whenever possible the individual should not be moved as this may cause further injury.
- Call the Security Desk at 412-506-8375 and report the following: building location, company name, type of emergency, and that a 911 call has been placed.
- Security will then be dispatched to respond to the emergency.
- Security staff will monitor for the arrival of First Responders/ambulance, and will direct emergency personnel to the correct location.
- An elevator will be put in manual operation and held for patient egress.

7. BOMB THREATS AND SUSPICIOUS PACKAGES

Most bomb threats come to light as the result of a telephone call. In most instances, the telephone operator will be the one to receive the threat, and should be prepared to get basic information and take certain steps after the call is received. (See the “Bomb Threat Report Form”).

- A. If a bomb threat is received by telephone, the person taking the call should:
- Get an accurate message – try to write it down word for word.
 - Try to get caller to repeat themselves. Do not get excited and fail to get the statement of the caller. Again, try to get the caller to repeat, even if you did get the message word for word the first time, for the following reasons:
 1. Identify the voice – male or female.
 2. Try to detect an accent or dialect.
 3. Note the caller’s speech and message – erratic or firm and emphatic.
 4. Note any background noises or conversations.
 5. Ask the caller where the bomb is located and when it is set to go off.
 6. Ask the name of the caller – oddly enough, there have been cases where correct name and address have been given.
 - Try to time the length of the call.
 - The person receiving the call should not announce the matter and cause panic.
 - Call emergency communications – 911 as soon as possible. If someone else is nearby try to write that person a note to call 911 and report that such a call is in progress and on what line.
 - **Call the Security Desk at 412-506-8375 and advise them of the situation.**
 - If you encounter a “suspicious package” on the property or in your suite, call the Security Desk at 412-506-8375 from a **LAND LINE**. Do **NOT** use your cell phone as the signal could potentially detonate explosives.
- B. After the bomb threat call is complete or if a bomb threat is received by any other means:
- Immediately call Security at 412-506-8375
 - Remain available, as law enforcement personnel may want to interview the person receiving the call.

7.1 BOMB THREAT REPORT FORM

INSTRUCTIONS: This form is to be filled out when talking to the person reporting a bomb threat. Be calm, be courteous, listen, and do not interrupt the caller. Notify your supervisor while caller is on the line.

Receiver of Call: _____ Date: _____ Exact Time of Call: _____

Length of Call: _____ Sex of Caller: _____ Race of Caller: _____

Age of Caller: _____

Exact words of caller: _____

Questions to ask:

1) When is the bomb going to explode? _____

2) Where is the bomb right now? _____

3) What kind of a bomb is it? _____

4) What does it look like? _____

5) Why did you place the bomb? _____

6) What would cause the bomb to explode? _____

7) Did you place the bomb? _____

8) Where are you calling from? _____

9) What is your address? _____

10) What is your name? _____

Try to Determine (circle)

Voice: Loud Soft High Pitch Deep Raspy Pleasant Other

Accent: Local Not Local Foreign Region _____

Speech: Fast Slow Distinct Distorted Stutter Nasal Slurred Lisp

Language: Well Spoken Educated Foul Irrational Incoherent

Manner: Calm Angry Rational Irrational Deliberate Emotional Righteous
Laughing Disguised Excited

If the voice is familiar, who does it sound like?

Were there any background noises? What kind?

Telephone number on which call was received:

8. WEATHER RELATED EMERGENCIES

8.1 SNOW STORM

- The Assembly Building will remain open during snowstorms. The building systems will continue to operate on a normal work schedule.
- The exception, however, is the doors may lock during high winds or snow drifting to prevent problems with doors or safety concerns.
- Property Management office may or may not be open depending on whether building personnel can reach the management office. Updates regarding inclement weather, building operations and management availability will be provided via email or a voicemail message on the Management office phone system.
- The building management will contract with an outside vendor to clear the sidewalks. Sand or snowmelt material will be applied during snow or icy conditions.
- It should be pointed out that these measures provide a limited and restricted level of mobility. Ice and snow can be treacherous and caution should be exercised at all time.
- We strongly suggest you follow the instructions of local authorities for safe usage of the roads during snowstorms. Care should be taken when traveling to and from the building.

8.2 TORNADOS

Steps to take if a warning is issued while you are working in an office building:

- Move immediately to the nearest stairwell or restroom in the building or floor you are on away from glass windows or doors.
- DO NOT use the elevators.
- If caught outside, hurry to the building or lie flat in a ditch or low lying area.
- If you are in a car get out and attempt to get to of the areas listed above.
- If you are trapped in your office:
 - ◆ Close the doors to all the offices with windows.
 - ◆ Seek shelter under a desk (in an office towards the core of the building if possible).
 - ◆ Once the tornado passes, report any damage to the building to security or building management

8.3 EARTHQUAKE

The following information provides some basic answers on the procedures to be taken in case of an earthquake. There are no rules which can eliminate all earthquake danger. However, damage and injury can be greatly reduced by following the simple rules contained in these procedures.

- Be calm, do not panic. An earthquake can come suddenly and may not last very long.
- Move away from windows, glass partitions, and from beneath light fixtures. An earthquake can shake these items loose and cause serious injury.
- Do not stand next to bookcases, large open files, or anything that might topple over in an earthquake.
- If possible, position yourself underneath a heavy desk or table and remain there until the earthquake has stopped.
- When the earthquake has stopped, occupants of the building should follow the same procedures as in the case of a fire or tornado.
- If the building is evacuated following an earthquake, stay away from objects that may topple (brick walls, power lines, etc.), designate a safe refuge area away from the building, if possible.

Other Items to Remember:

- **No Smoking! No open flames!** Gas leaks are not uncommon after an earthquake.
- Even after an earthquake has stopped, it is likely that aftershocks will occur. Be prepared.

9. EMERGENCY PREPAREDNESS KIT CHECKLIST

The Assembly recommends that each tenant put together an emergency kit with the following items to enhance their safety kit:

1. **Flashlight** – Ideally you should have two or three of these but one is a must.
2. **Extra Batteries** – At least one set of extra flashlight batteries for each flashlight in your kit.
3. **First Aid Kit** – A basic first aid kit with bandages, antibiotic ointment and basic pain killers.
4. **2-Way Radios** – These can be used to coordinate between the fire warden, office warden and stairwell/elevator monitors.
5. **Whistle** – The fire warden can use this to direct traffic out of the facility.
6. **Emergency Flags** – Red or Orange in color, these flags can assist the fire warden and office warden be seen during the evacuation.
7. **Clipboard** – For easy checking of the employee roster.
8. **Pen/Pencil** – To check employee's off while evacuating. Keep this with the emergency kit as it can be overlooked in an emergency.
9. **Employee Roster** – Containing names and phone numbers of all employee's working on that floor or suite. This should be re-checked on a regular basis and updated as necessary.
10. **Traveling Roster** – Update regularly (bi-weekly at a minimum) a roster of employees who are traveling or on vacation.

These items should be checked quarterly to ensure they are in proper working order with all contents intact and all batteries charged.

10. EMERGENCY ASSEMBLY POINT

SEE ATTACHED

11. OTHER EMERGENCIES

11.1 RESPONSE TO AN ACTIVE SHOOTER SITUATION

Initial Shots Heard

Quickly determine the direction the shot(s) came from. Call 911 and alert others without putting yourself in immediate danger. Determine the closest exit to your location. If able, quickly move to the exit and leave the building

Run – When an active shooter is in your vicinity.

- First and foremost if you can, get out.
- Escape or evacuate whether others agree to or not.
- Leave your belongings behind.
- Help others escape if possible.
- Prevent others from entering the area
- Call 911 when you are safe.

Hide - If evacuation is not possible, find a place to hide:

- Lock and/or blockade the door.
- Silence your cell phone.
- Hide behind large objects.
- Remain very quiet and turn off the lights.
- Be out of the shooter's view.
- Do not trap yourself or restrict your options for movement.

Fight - As a last resort, and only if your life is in danger:

- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Use improvised weapons or whatever you can get your hands on.
- Commit to your actions, your life depends on it.

Response by Law Enforcement

- **Remember**, when law enforcement arrives they are **NOT** there to help evacuate. They are there to **STOP** the **SHOOTER**.

11.2 CIVIL DISORDER

- If there is a potential for violence the Building Manager or his designate shall notify the City of Pittsburgh Police Department by dialing 911.
- Should it become advisable to lock the tenant areas, elevators, and stairway doors, occupants will be advised over the public address system.
- Any announcement shall be presented in a calm and professional manner to avoid panic and confusion.

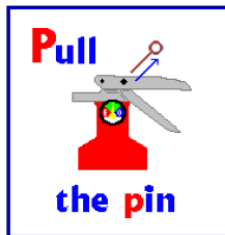
- All tenants will be asked to remain in their suites until the danger has passed.
- The Building Manager will coordinate with the City of Pittsburgh Police Department to determine when normal building operations may be resumed.

How to Use an Fire Extinguishers

- ◆ Know fire extinguisher locations
- ◆ Understand the basic functions of a fire extinguisher
- ◆ Remember: P.A.S.S.



PULL



AIM



SQUEEZE



SWEEP

