

**Bank of America Plaza
Tampa, Florida**



Fire Warden Handbook



Emergency Information

Your building is equipped with one of the most advanced security and life safety systems available today. However, any system is only as good as the people who utilize it. When employees and tenants know what is expected of them, they can react calmly to unusual situations. It is important that you and those whom you designate to be your Fire Wardens read and thoroughly understand the contents of this section.

Remember...

**PRESERVATION OF LIFE AND PROPERTY
IS EVERYONE'S PERSONAL RESPONSIBILITY**

A. Fire Safety

a. If You Discover a Fire:

- Pull the fire pull station alarm nearest you located next to the stairwells marked "exit". There are at least two alarm pull stations on each floor of the building and three stations on each level of the parking garage located at each of the EXIT stairwells which are identified with "EXIT" signs. The pull stations are red, approximately 4" by 5" and are labeled FIRE ALARM
- Call the Fire Department by dialing 911.
 - a. Give the building name.....**Bank of America Plaza**
 - b. Give the street address. **101 East Kennedy Boulevard**
 - c. Give the street intersection. **Tampa Street and Kennedy Blvd**
 - d. Give the fire floor and suite number.
 - e. Give the location if possible (North, Southeast, etc.).
 - f. Give the kind of fire (wastebasket, electrical, etc.).
 - g. Give your firm name and suite number.
- Call Management Office at 221-7474.
- Give the location of the fire.
- Give your firm name and suite number.

b. If a fire is discovered in another location, the fire alarm siren will alert you followed by an announcement in all elevators and in each of the affected tenant suites via the Public Address System. You will be advised as to the proper evacuation procedures over the Public Address System.

c. Fire Wardens

The greatest danger in any emergency situation is that people will panic. When people panic it not only causes people to do foolish things but can be physically dangerous as well. Having someone designated to "take charge" in an emergency can help reduce the risk of panic. That is why each tenant is required to appoint Fire Wardens to act as directors in an emergency. The Wardens are trained by the building staff, in cooperation with the Fire Department, in emergency response procedures and will, in turn, provide training to all the rest of your employees. The Tenant Fire Wardens will represent the interests of your company in an emergency situation and are responsible for directing the evacuation of your company in the event of a fire or other evacuation situation. Because of their special training, all Fire Wardens will be equipped to give you the best possible directions in an emergency. Therefore: ALWAYS FOLLOW THE INSTRUCTIONS OF THE FIRE WARDENS!

An alternate should be appointed for each of your Fire Wardens, in the event a fire warden is not present in an actual emergency or during periodic training.

The chain of command in a fire emergency is as follows:

MUNICIPAL FIRE CHIEF or FIRE CAPTAIN

MUNICIPAL FIREMAN

BUILDING STAFF

TENANT FIRE WARDEN

EMPLOYEES

The Tenant Fire Wardens must familiarize themselves with their floor and office area and will have a predetermined method and passage for evacuation. ALWAYS FOLLOW THE INSTRUCTIONS OF THE FIRE RESPONSE PERSONNEL!

- Duties and Responsibilities - Fire Wardens must familiarize themselves with the floor plan of their respective floors to be able to execute the planned route of escape in case of emergency. They should also be familiar with the alternate plan if the situation is such that the original route is obstructed. Upon hearing a fire alarm, Fire Wardens must immediately assume full control of their floor areas. If the fire is nearby, they may decide on immediate evacuation without waiting for further instruction. They should have a floor plan

with the various exit ways marked. Each Tenant Office Manager or Supervisor must predetermine priorities for the safety of records, classified material or securities. The Fire Wardens will make sure that all personnel have been evacuated and will close all doors as they leave. As soon as possible after reaching the predetermined evacuation area outside the building, the Fire Wardens should conduct a roll call and report to the Security Team or Management Staff that their suite has been evacuated or report any irregularities.

If the alarm is of a general nature and it is not immediately apparent where the fire is, the Fire Warden will instruct all employees to prepare to evacuate in accordance with the instructions delivered by the Public-Address System.

Upon reaching the evacuation area, the Fire Warden will conduct a roll call and report to the Security Team or Management Staff in charge that the evacuation has been accomplished. At this time, they will wait for further instructions.

- In addition to their duties during an emergency, the Fire Wardens will be expected to attend periodic fire safety and evacuation training sessions. They will be expected to be alerted to fire hazards and report any they may observe to the Management Office. The Fire Wardens should know the whereabouts of all handicapped persons in their zones, so that in the event of an alarm, steps can be taken to assure their safety. In general, the Fire Wardens should be willing and responsible individuals.

d. Evacuations

The following is a step-by-step evacuation procedure:

Upon hearing an alarm, immediately...

- Follow the instructions of the Fire Wardens.
- Close all doors behind you.
- Walk, DO NOT RUN, to the stairway and exit via the stairway out of the building

- Upon receiving the order to evacuate, evacuate to the Ground Level unless instructed otherwise by the Public-Address Systems. **DO NOT USE THE ELEVATOR!**
- While in the stairway, stay to the right and use the handrail, proceed in single file.
- After reaching the assigned evacuation area, do not attempt to return to your area until the "all clear" signal has been given via the Public-Address System. If you have evacuated to the outside, the Building staff or Fire Department will notify you when to return to the building. Fire Wardens should conduct a roll call and report their findings to the Security Team or Management Staff.
- When the "all clear" is announced, the Fire Wardens will lead all employees back to their work places in an orderly fashion. If elevators are used, it will be the responsibility of the Fire Wardens to prevent overcrowding of the elevator cars.

i. Handicapped Evacuation:

The name, location and type of handicap should be given in writing to the Management Office. This information should be provided any time there is a change to an employees' status. The Management Office will request updates at least twice per year.

This information is kept in the Management Office, the Fire & Life Safety Office and at the loading dock. The Dockmaster will provide this information to be used by emergency personnel in case of fire or other emergency. If possible, an elevator will be dispatched by Fire Department personnel to evacuate handicapped persons. Handicapped is defined as any ailment that would prevent you from negotiating down the stairwell.

The evacuation of handicapped employees at Bank of America Plaza is as follows:

- Upon hearing or seeing the fire alarm system activated, all handicapped persons should use the north stairwell landing and, if the wheelchair bound, await in the corridor just outside of the landing. Remain in this area for evacuation or until the all clear is given.
- All handicapped persons should have one or more co-workers assigned to assist them in the event of an evacuation. Alternate persons should also be designated to help evacuate handicapped personnel.
- Preparations should be made to carry a handicapped person down the stairway to your predetermined evacuation area outside the building.

ii. Parking Garage Evacuation

If you are in the Parking Garage when you hear the fire alarms:

- Proceed on foot to the nearest fire exit and calmly proceed downstairs to the ground floor and exit from the garage.
- Do not try to use the elevators. They are automatically shut down on fire service and will not respond to call buttons.
- Do not try to exit the garage by automobile. If a fire exists, there may be fire department personnel or fire hoses blocking through traffic.
- There are (2) two clearly marked fire exit stairwells on each level of the garage from level 1 - 14.

B. Fire Drills

The Management Staff in cooperation with the Tampa Fire Department will schedule Fire Drills on a regular basis. Normally, a full evacuation "dry run" will only occur annually when scheduled with the proper authorities. However, fire drills consisting of all aspects of evacuation, but stopping short of actually leaving the floor, may occur more often. Please do your best to cooperate during these drills. Although statistics show that high-rise offices have one of the best safety records, there is no better safety prevention than preparedness. As mentioned before false alarms may occur ... **DO NOT ASSUME THAT AN ALARM IS FALSE UNLESS SO INSTRUCTED BY THE BUILDING MANAGEMENT!**

C. Natural Disasters

Floods

Upon finding water in their space, Tenants should immediately contact the Management Office at 221-7474, reporting the location of the leak. Other than removing sensitive materials and placing a can under a ceiling leak, Tenants should take no further corrective action. **Do not attempt to disconnect electrical equipment.** The Management Office will dispatch maintenance personnel to correct the problem.

Thunder Storm

Because of the geographic location of the city of Tampa and the building's proximity to the bay, we are susceptible to tropical weather systems of varying severity (i.e., Thunderstorms, Heavy Winds, Hurricanes, and Tornadoes). It is suggested that those tenants interested in monitoring these severe weather systems obtain a weather alert radio for their office. Building Management will not advise tenants of severe weather conditions unless it appears that a severe

weather system offers an immediate threat to the building and its tenants, such as a tornado on the ground or in the vicinity or hurricane warnings.

The building cannot protect tenants' electrical equipment during a thunderstorm. It is recommended that all non-essential electrical equipment be turned off during the storm. Frequently during these storms the building experiences brief power outages. These outages are caused from a loss of power from Tampa Electric. It is the tenants' option and responsibility to purchase and maintain battery back-up (UPS) systems for their sensitive electrical equipment.

Hurricane

It is suggested that those tenants interested in monitoring these severe weather systems obtain a weather alert radio for their office. Building Management will not advise tenants of severe weather conditions unless it appears that a severe weather system offers an immediate threat to the building and its tenants, such as a tornado on the ground or in the vicinity or hurricane warnings.

1. Upon receiving an alert, the Building Management will notify tenants of the nature of the threat through the Public Address System on all floors.
2. Depending on the situation, tenants will be given instructions on procedures to follow via the Public Address System.
3. These procedures will be for the protection of personnel only. Tenants are encouraged to develop contingency plans for securing their space, sensitive files and equipment.
4. In the event of damage to the building due to severe weather, evacuation will be carried out according to the instructions found elsewhere in this publication. Instructions will be via the Public Address System if possible.
5. If the severe weather passes without incident, an "All Clear" announcement will be made over the Public Address System.
6. If you become aware of a severe weather condition that would appear to pose a threat to the building and the tenants that has not already been acknowledged over the Public Address System, or notice storm damage to the building, please contact the Management Office at 221-7474.
7. The Building Manager reserves the right to close the building in the event of a hurricane. Please call for updated information on the building after the storm **844.415.1051.**

Tornado - Water Spout

Upon notification of approaching severe weather, tenants should proceed to secure their sensitive files and equipment. Perimeter offices should be vacated with the doors to these offices closed. Tenants in an open landscape setting should exit their space to the common corridor, restrooms or stairwell. The management office will notify the building when the severe weather has passed.

Earthquake

Information on the subject of earthquakes is not conclusive and opinions differ widely. Remember that evacuation of the building could under most circumstances be an unsafe course of action, according to the experts. In The Great Fire and Earthquake of 1906, extensive injuries were sustained by glass and masonry falling on people collected in the streets below and, of course, the subsequent fire caused far more damage than the earthquake itself.

In the event of an earthquake, you should follow these procedures: Remember that a serious earthquake will be very widely felt, fire and police department switchboards will be jammed or inoperative, telephone communications and utilities could be knocked out.

A. During the earthquake, tenants and employees:

1. Take cover under desks or tables or move to the elevator core if you are close enough.
2. Keep at least 15 feet away from windows to avoid flying glass.
3. Stay under cover until you learn that the immediate danger is over. Remain on your floor unless otherwise instructed.
4. Do not use elevators.
5. If evacuation of the building is necessary, follow the instructions of your Fire Wardens or the building's Public Address System. Do not use elevators until this operation has been checked by the maintenance personnel.

B. Immediately after an earthquake, tenants and employees:

1. Extinguish fires, if any. Do not light any matches or fires until danger from gas leakage is over.
2. Administer first aid and assist in rescue operation, as necessary. Carefully move the seriously injured to an emergency treatment center as soon as possible.
3. Use telephone for emergency calls only.
4. Turn on the radio for information. Keep a transistor radio ready for emergencies - in case electric power is disrupted.

C. Building Management

1. The office staff should remain in the office to answer telephones and provide information to visitors.
2. The Building Manager and Assistant Manager should proceed down the stairwells to the Fire & Life Safety Office immediately, checking the stairwells as they go.
3. Life Safety personnel will make an announcement to the building as follows:

**ATTENTION PLEASE - ATTENTION PLEASE. PLEASE
REMAIN CALM AND STAY ON YOUR FLOOR AS WE ASSESS**

**POSSIBLE DAMAGE TO THE BUILDING. PLEASE STAND BY
FOR FURTHER INSTRUCTIONS.**

D. Accidental Emergencies

Elevator Malfunction

If you are in a malfunctioning elevator, do not panic as elevators are equipped with multiple safety devices for your protection in an emergency. If the doors will not open, do not attempt to force the doors open. Under no circumstances should you attempt to exit a car except through the doors which have opened level with floor.

Press the yellow Help button located on a side panel in the car and you will be connected to a 24/7 emergency monitoring company. Advise them of the nature of your situation and answer any questions the dispatcher ask so they can provide the most accurate information to building security and management. You can also press the emergency button and an alarm will sound and a security officer will respond. The officer will gather information from you and contact the emergency line for the elevator repair service. Stay calm and wait for assistance.

If you notice an elevator that is malfunctioning, please notify the Management Office at 221-7474.

Power Failure

- a. If a power failure should occur and there is not another emergency, such as a fire, which may have occurred with the power failure, remain in your office and await information from building personnel via the Public Address System.
- b. The building is equipped with emergency lighting and power so that in the event of an extended power failure, it will be possible to safely leave the building.
- c. The elevators will stop and be restored to service one at a time by the emergency generator.
- d. All fire and life safety systems will continue to receive full power from the emergency generator.

Water/Sprinkler Line Breaks/Leaks

Upon finding water in their space, Tenant should immediately contact the Management Office at 221-7474, reporting the location of the leak. Other than removing sensitive materials and placing a can (trash cans are great) under a ceiling leak, Tenant should take no further corrective action. **Do not attempt to disconnect electrical equipment.** The Management Office will dispatch maintenance personnel to correct the problem.

Glass - Broken Windows

Upon finding cracked or broken glass, please notify building management at 221-7474. Tenants may be responsible for interior glass that is broken.

Loss of Water Supply

Tenants should immediately report loss of water to the Management Office at 221-7474.

Loss of Communications

Please come to the Management Office on the 8th floor. We will report the outage on your behalf.

Hazardous Materials, Chemical Spills

Tenant is to maintain record (MSDS) of all chemicals being used within the building. Tenant is to have these records available in the event of a spill. Tenant should contact Management Office immediately after any spill.

Explosions, Nuclear Attack

In the event of nuclear attack, Building Management will comply with local authority orders.

E. Medical Emergencies

If someone in or around your office has an accident or medical emergency:

- a) Call 911 to report the emergency. Give the building name, the building address, the floor and the suite number.
- b) Notify the Management Office at 221-7474. They will dispatch maintenance personnel to the streets to help and direct EMS personnel.
- c) Have someone standby at the service elevator to help direct the EMS personnel.
- d) Have the following information available:
 - (1) Person's name.
 - (2) Type of problem or injury.
 - (3) Individual's present condition and age (if available).
 - (4) Sequence of events leading to the emergency.
 - (5) If known, medical history of patient, medication, allergies, etc.
- e) A building staff member will stand by to lock off an elevator if needed.

A. Other Emergencies

Active Shooter

Response to Active Shooter- Quickly determine the most reasonable way to protect your own life.

CONTACTING AUTHORITIES- When you are safe:

Call Security of 9-1-1 and be prepared to give the following information concerning the incident:

- Your exact location (building, floor, room number)
- Specific location and direction of the assailant (s)
- Number of assailant (s)
- Sex, race and age of assailant (s)
- Clothing color and style
- Number injured, types of injuries

Run- If there is an accessible escape path, attempt to evacuate the premises.

Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow instructions of any police officers
- Do not attempt to move wounded people
- Call 9-1-1 when you are safe

Hide- if evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view

- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To Prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/ or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain silent

If evacuation and hiding out are not possible:

- Remain calm
- Dial 9-1-1, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

Fight – As a last resort and only when your life is in imminent danger, attempt to disrupt and/ or incapacitate the active shooter by:

- Acting as aggressively as possible against him/ her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

Bomb Threat

Information concerning the presence of a bomb usually will be received by telephone from an anonymous caller or on occasion, by a letter, note, or postcard. Generally, it is the intent of the caller to have the building evacuated, thereby causing a disruption of normal business as well as unnecessary expenses. However, every bomb threat must be considered as genuine when it is originally received. No bomb threat should be left uninvestigated because of the possibility of serious consequences.

Because most threats are received by telephone, the telephone operators should be trained in the handling of a bomb threat. They will be better equipped to

handle a bomb threat if they have been alerted in advance that they may receive such threats and are given detailed instructions as to the course of action they should follow. Furthermore, they should be instructed to give any information received only to those designated to receive it.

UPON RECEIVING A BOMB THREAT

1. Engage the caller in as lengthy a conversation as possible.
2. Determine the building where the bomb is located.
3. Determine the exact location within that building.
4. Determine the exact time the bomb is set to detonate.
5. Determine the type of bomb (incendiary, anti-personnel, concussion, etc.). Do not volunteer information on types of devices. Try to determine the caller's knowledge of such devices by asking what kind and then waiting for an answer.
6. Determine the reason for planting the bomb.
7. Determine what the bomb looks like.
8. Upon hanging up, call the police at 911.
9. Call the Management Office at 221-7474.
10. Fill out the enclosed Bomb Threat Checklist.

All information gathered by the operator will help to determine whether or not the threat is a hoax. For example, if a caller says that he planted a bomb on the fourth floor and the building only has two floors, it is an indication that the call may be a hoax.

In situations where a threat may be sent through the mail, the letter should be retained with the envelope and anything else accompanying it for later use as evidence. It should be protected from unnecessary handling.

Any information, no matter how it may be received, should be reported through a direct chain of authority that should be clear and expeditious, possibly avoiding usual channels to reduce the possibility of panic.

After the threat has been received, the Building Staff will begin a thorough search of all public areas within the building. They will not search the individual tenant areas unless a caller has specifically mentioned that tenant area. Tenants will be more familiar with their surroundings than someone who does not work there daily and will more likely notice irregularities. Unless a suspicious device is located, the decision to evacuate the building will be left to the individual tenants. In the event of a bomb threat, all Tenant Fire Wardens will be notified. Any further action will be left up to the tenant's discretion. If the decision is to evacuate, the evacuation should be performed in a quiet and orderly fashion.

If you decide to search your office, there are a few points to remember. Generally, the bomber will only have access to the public areas of an office.

These areas should be searched first. The search parties should look for the following:

- Freshly painted or plastered areas.
- Pictures or other hanging objects not hanging straight.
- Disturbed dirt in potted plants or potted plants moved.
- Broken cabinets or objects recently moved out of place.
- Torn furniture coverings.
- Ceiling tiles that have been disturbed.
- Doors that have been tampered with.
- Suspicious persons loitering about the area.
- Attaché cases that are unaccounted for.
- Any object that may look out of place with its surroundings.

IF A SUSPICIOUS OBJECT IS FOUND:

DO NOT HANDLE! Leave that to the professionals.

Immediately evacuate the area.

Notify the Police, Fire Department and Building Management.

Do not make contact with the device as any movement could set off an anti-tampering device.

The majority of bomb threats are false alarms. Nevertheless, it is necessary to take all threats seriously as there is always a possibility that it may be real.

Riot – Terrorism – Civil Disturbances

The possibility of civil disturbances varies from city to city. Because of the nature of the times in which we live, it is necessary to cover this topic as part of our Security measures.

In the event of a civil disturbance in the immediate area, several steps will need to be taken. As soon as it is perceived that there is a threat to the building, all building entrances, exits, and elevators will be locked. Any tenant wishing to enter the building will need positive identification as well as their security access card. Because of the destructive nature of disturbances of this kind, there is some question as to the effectiveness of locking the building to keep rioters out when they decide to enter the building. Therefore, if an event of this nature

seems likely, each tenant will need to take steps to secure any sensitive classified files, important papers, securities, etc. before leaving the building. Additionally, all doors, interior as well as exterior, will need to be locked. If it happens that you are in the building when a disturbance starts, stay in your office, take steps outlined above, stay away from any exterior glass windows and stay in touch with the building management. They will be in touch with the Police Department to help you determine the safest time and path by which to leave the premises. Until that has been determined, the safest area will be in your office.

Personal Disturbances

Contact Management Office at 221-7474. Building manager will work with the tenant office manager to resolve the issue.

Employee Related Disturbances

Contact Management Office at 221-7474. Building manager will work with the tenant office manager to resolve the issue.

Hostage – Kidnapping

If a hostage is being held inside the building notify the Police Department and then the Management Office. They will have jurisdiction and may likely evacuate the building and surrounding area to insure the safety of tenants and employees.

Robbery – Theft

As soon as you are aware a theft of property within your office has occurred, notify the Police Department and report the theft and then contact the Management Office.

Suspicious Persons

The building staff is well qualified to discharge their duties in a professional and efficient manner. They, however, cannot be at all places at all times. That is why we ask you, the tenant, to always be aware of any activities that you may feel are not normal concerning the building. This may include doors left unlocked or propped open, fire hazards, as well as any person whose presence in a particular location could be considered suspicious. This would include persons lurking in the parking garage, persons loitering in the public areas or persons in private offices where they are not authorized. Any time you may feel suspicious as to a person's motives for being in a particular location, please call the Life Safety Office at 221-7480.

Physical Attack

Contact 911 for medical assistance if necessary, contact police department. Inform Management Office of the attack. Maintenance and security personnel will search building common areas.

**Bank of America Plaza
Emergency Contact**

Tenant Name:			
Suite:		Office Phone:	

Contact #1:			
Phone:			
Cell:			
Home:			
E-mail:			

Contact #2:			
Phone:			
Cell:			
Home:			
E-mail:			

Contact #3:			
Phone:			
Cell:			
Home:			
E-mail:			

Additional Contact Names:

Contact:			
Phone:			
Cell:			
Home:			
E-mail:			

**Bank of America Plaza
Fire Warden Form**

Tenant Name:			
Suite:		Office Phone:	

Contact #1:			
Phone:			
Cell:			
Pager:			
E-mail:			

Contact #2:			
Phone:			
Cell:			
Pager:			
E-mail:			

Contact #3:			
Phone:			
Cell:			
Pager:			
E-mail:			

Additional Contact Names:

Contact:			
Phone:			
Cell:			
Pager:			
E-mail:			