

Emergency Procedures

Bomb Threat

If there is a bomb threat in the building or surrounding area, you will be notified by the Building Management Office.

If you receive a bomb threat:

1. Stay calm. Do not panic.
2. Keep the caller talking. Ask questions like:
 - Who is calling?
 - What does the bomb look like?
 - Where is the bomb located?
 - When is the bomb going to explode?
 - What is the bomb made of?
 - Why are you trying to harm us?
3. Do not put the caller on hold.
4. Attract the attention of a nearby person to call 911 (This message can be written down on a piece of paper.)
5. Write down as much as you can of what the caller is saying.
6. Note any background noises or identifying characteristics of the voice.
7. Notify Building Management at 202-388-0110.

Suspicious Packages or Mail Bombs

Letter bombs are usually sent through the mail addressed to a specific individual in the company, usually disguised to look like some sort of gift or a small package. Letter bombs have the power to kill or seriously maim anyone in close proximity. Letter bombs are usually contained within a large size manila envelope

1/4" to 1/2" thick and are fairly rigid.

However, the technology used in letter bombs has become increasingly sophisticated, and can be difficult to detect visually. Letter bombs have been mailed from cities or small towns in the United States, as well as from foreign countries. Be especially wary of letters that are mailed to titles -- Chairman, President, Manager, Security Officer, etc. - rather than directly to named individuals.

If you suspect a parcel contains a letter bomb:

- Clear everyone out of the immediate area; establish at least a 25 foot radius around the package.
- Notify the police at 911 and Building Management.
- DO NOT HANDLE IT UNDER ANY CIRCUMSTANCES.
- DO NOT ATTEMPT TO DEACTIVATE IT YOURSELF.

Civil Disturbance

Should a riot or civil disturbance start outside the Building, the security guards will immediately lock all entrances to the building. The police will be notified. We will keep you informed.

If a disturbance should occur in the main lobby, all elevators will be turned off at the first floor and the police will be summoned.

Earthquake

Earthquakes tend to happen where they have occurred in the past, and Washington has a history of earthquakes. The actual movement of the ground is seldom the direct cause of any emergency that may arise; most casualties result from falling

objects and debris because the shocks can shake, damage, or demolish buildings. Because earthquakes are not predictable, they are often felt before any warning signal can be sounded.

During an earthquake:

- Find some kind of covering.
- Place your hands over your head and neck for protection.
- Kneel down in a hunched position next to an inside wall or under a table or desk.
- If you are inside the building, stay inside.
- Stay away from any dangerous area, such as under heavy objects that may fall, or near windows and other large pieces of glass.

After an earthquake:

- Be prepared for aftershocks.
- Administer first aid as necessary.
- Stay calm and try to calm others.
- Check your area for fires, cracked walls or ceilings, broken windows, jammed doors, ruptured gas lines or the smell of gas, or broken water lines.
- Use a battery powered radio or television to get information and instructions.
- Locate any flashlights and batteries in your area.

Elevator Malfunction

If you are in the elevator and it stops for no apparent reason, remember to remain calm. Pressing the emergency button within the cab will alert Building Management that the elevator is malfunctioning. The cab number will be identified, and so too, the specific floor on which it is stuck. The Guard will establish

two-way communication with elevators occupants until help has arrived.

In the event of a power outage, elevators will continue to operate using our emergency power generator. Should an outage occur, elevator lights will remain on, but the car itself will temporarily cease moving. Each elevator will automatically return to the lobby, their doors will open, and they will remain inoperable until the power has been restored.

IN THE EVENT OF A FIRE, ELEVATORS MUST NOT BE USED FOR EVACUATION. USE THE STAIRWELLS.

Emergency Numbers

| | |
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| Fire/Rescue/Police | 911 |
| Building Management Office | 202-388-0110 |
| Building Security/After Hours Emergencies | 202-347-2818 |
| Fire Department (non Emergency) | 311 |
| DC Police Department (non Emergency) | 311 |
| Hospital (George Washington University Hospital) | 202-715-4000 |

Important Notes:

If you call 911 as a result of a medical emergency, please be sure also to notify the Building Management Office with your name, callback number, and location so that security may swiftly guide the paramedics to your exact location.

If the audible alarm within the building sounds, please do not call the Building Management Office, unless you have something specific to report. Building Management is aware of the alarm, as well as the source of the alarm, whether it's a false or legitimate emergency. Please keep the telephone lines clear so that

Building Management may attend to the situation as quickly and efficiently as possible.

Fire

In the event of a fire, the fire alarm will sound and strobes will flash on your floor. If you discover a fire in your suite, call 9-1-1. For your use, there are two fire extinguishers located in the stairwells on each floor; however, even if you are successful in extinguishing the fire, the fire department must be notified so they can inspect the area and make sure the fire is completely extinguished.

When you hear a fire alarm:

1. Leave the floor by the closest stairwell. Do not use an elevator. Walk down the outside of the stairwell because the fire department will need to use the inside. As you leave your office, shut doors behind you to help stop the fire from spreading.
2. Go four floors down and check the door to re-enter the building. If there is smoke coming from under the door, if the door is hot, or if the alarm is still sounding on this floor, proceed down another four floors and check again.
3. Go to the elevator lobby of the safe floor and wait for instructions.
4. Stay calm. Follow instructions given over the building's speaker system by Fire Department or Building Management personnel.

Homeland Security

Hamilton Square recommends that each tenant have an

emergency action plan in place to help their employees prepare for, and react quickly to, a regional emergency, including terrorist attacks. Click on the links below to access a variety of resources that aid in preparing for a regional emergency.

Department of Homeland Security

<http://www.dhs.gov/dhspublic>

Federal Emergency Management Association

<http://fema.gov/>

American Red Cross

<http://www.redcross.org/>

Center for Diseases Control and Prevention Emergency Preparedness and Response

<http://www.bt.cdc.gov/>

Local media outlets will provide important information during an emergency situation.

Tenant Floor Warden

Tenants are required to maintain a minimum of two floor wardens per suite. Floor wardens receive special training related to fire and life safety. In the event of an emergency, they will play a key role in ensuring an orderly and complete evacuation of affected floors. To comply, please register two (or more) floor wardens.