

ONE MAIN PLACE Tenant Emergency Response Guide

April 2020



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One Main Place 101 SW Main St. Portland Oregon at Main and Second

EMERGENCY TELEPHONE NUMBERS

All Emergencies	911
Non-Emergencies (Building Security Cell).....	503-348-0689
Fire Department	503-823-3700
Police Department	503-823-3333
Building After Hours or Building Emergency Number/Security	503-348-0689
Portland General Electric	503-228-6322
NW Natural Gas.....	800-422-4012
Portland Water Bureau.....	503-823-7404
Legacy Good Samaritan Hospital.....	503-413-7711

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EMERGENCIES

INTRODUCTION

Emergencies happen – 9/11, the Chicago Fire, the Oklahoma City bombing, the San Francisco earthquake, Katrina, are all evidence that emergencies can and do impact the workplace. Although they are unplanned and unwanted, it is everyone's responsibility to be prepared for them. These Emergency Procedures contain the information you need to be prepared for an emergency. Everyone who works in this building should read and be familiar with these procedures. We recommend that these procedures be distributed to all employees and posted in a lunchroom or other common area.

In some cities, local code requires specific fire life safety training, and may provide a time frame in which the training must be received. This guide does not supercede local code. Please adhere to local code requirements and in the absence of code, follow these guidelines.

If you have any questions about the procedures and plans in this Guide please contact your property manager.

INCIDENT COMMAND SYSTEM (ICS) AND EMERGENCY PERSON IN CHARGE (EPIC)

The Incident Command System (ICS) is designed to provide clear lines of authority, clear objectives and clear communication. It is widely used throughout the United States by fire agencies, and is increasingly used by law enforcement, first responders, and other public safety applications, as well as for emergency and event management.

JLL has incorporated the clear chain-of-command principle from the ICS in the role of the Emergency Person in Charge (EPIC). The EPIC provides a single point of contact for those handling the emergency. The Emergency Person in Charge is responsible for making decisions and issuing commands on behalf of JLL and One Main Place during the event.

The most senior member of the JLL team on site during the emergency is the Emergency Person in Charge. If there is no JLL team member on site, then the most senior contract security officer on site is temporarily the Emergency Person in Charge, until a JLL team member arrives on site.

The Emergency Person in Charge role is fluid and can (but does not have to) shift to more senior personnel as they arrive on the scene during the course of an emergency.

The EPIC is subordinate to any local authorities upon their arrival, but he or she remains in charge of all JLL and One Main Place building activities. Above all, the Emergency Person in Charge has the responsibility to protect life and property.

EVACUATION & SHELTER-IN-PLACE PLAN

In an emergency that requires building evacuation, time saves lives. Knowing and following the evacuation plan is one of the most important things you can do to ensure your own safety and that of your co-workers. It is your firm's responsibility to follow the Evacuation & Shelter-In-Place Plan as outlined below, assign reliable personnel to assist the property team, and to be in charge of controlling the movement of your employees and visitors during a full or partial evacuation of the building. JLL will adhere to Federal, State and local codes and statutes.

THE EVACUATION & SHELTER-IN-PLACE PLAN (Tenant Responsibilities)

- Emergency Response Team Positions and Responsibilities
- Predetermined Initial Assembly Area
- Tenant Designated Meeting Location
- JLL Partial Relocation and Full Evacuation Standards
- Emergency Response Team Training
- Evacuation Drills
- Shelter-In-Place
- Emergency Supplies

EMERGENCIES PROCEDURES

- Fire
- Medical Emergencies
- Power Failure
- Bomb Threats
- Chemical, Biological, or Radiological Unconventional Weapons
- Pandemic Flu
- Terrorist Activities
- Civil Disturbances
- Workplace Violence
- Earthquakes
- Hurricanes and Floods
- Tornado and Severe Weather

EMERGENCY RESPONSE TEAM POSITIONS AND RESPONSIBILITIES

Each tenant should establish an Emergency Response Team based on the positions described below. We understand that no two buildings or companies are alike, therefore, positions can be added to your Emergency Response Team, if necessary, to provide ample coverage. In some cases, tenants may want to share responsibilities in common areas on the floor. Additionally, each tenant is encouraged to establish an after hours calling tree for contacting its' employees in the event of an emergency.

The Emergency Response Team for each floor consists of Floor Wardens, Suite Wardens, Searchers, Special Assistants and Alternates. It is each Emergency Response Team member's responsibility to be familiar with the Plan, the emergency exits, and the location and operation of any available fire system equipment, and fire extinguishers.

The Plan outlines responsibilities for Emergency Response Team members. Specific roles and responsibilities include:

EMERGENCY PERSON IN CHARGE (JLL: manages the emergency)

- The most senior member of the property team ON-SITE during an emergency is the Emergency Person in Charge (EPIC). Reports to the local authorities.
- Overall management / supervision of the emergency and/or evacuation.
- Coordinates notification to the building occupants in an emergency, and directs the Emergency Response Team to relocate, evacuate or shelter-in-place, Alarm System, or by other means.

SUITE WARDENS (Tenants: manage the relocation, evacuation or shelter-in-place directive of their suite, and common areas on their floor)

- Appointed by the tenant.
- Suite Wardens have a dual role, Floor Warden and Suite Monitor. They are responsible for the common areas on their floor, and all areas in their suite. They direct occupants to evacuate or shelter-in place.
- Assemble responsible and dependable employees to implement emergency evacuation or shelter-in-place procedures. These roles include Searchers, Special Assistants, Stairwell and Elevator Monitors and Alternates. Each tenant must have their own Emergency Response Team.
- Direct the evacuation or shelter-in-place order of occupants in the event of an emergency.
- Follow direction provided by the Emergency Person in Charge (EPIC) and the local authorities during an emergency.
- Report the names and locations of all individuals waiting for assistance in relocating/evacuating to the local authorities to the security desk and/or the person in charge of the lobby.
- Inform the teams' Alternates and the office management team of any vacations, leaves of absence, transfers, or time off of anyone on the Emergency Response Team including Suite Warden in order to make necessary team adjustments.

ALTERNATE SUITE WARDENS (Tenants: manage the relocation, evacuation or shelter-in-place directive of the their suite, and common areas on their floor)

- Appointed by the tenant.
- In the absence of the Suite Warden, the alternate assumes the duties and responsibilities of that position, including that of Suite Monitor for their suite.
- Assist the Suite Warden during an emergency.

SUITE MONITORS (Tenants: manage the relocation, evacuation or shelter-in-place directive of the suite)

- Appointed by the tenant in each suite.
- Assemble responsible and dependable employees to implement emergency evacuation or shelter-in-place procedures for their suite. These roles include Searchers, Special Assistants, and Alternates.

- Keep a record of the names and locations of individuals in your suite that require special assistance to evacuate. Forms can be obtained from the management team. This form should be completed by each Suite Monitor, updated as necessary, and sent to the management team promptly following any revisions.
- Direct the Emergency Response Team and occupants in the event of an emergency.
- Follow direction provided by the Emergency Person in Charge (EPIC) and by the local authorities during an emergency.
- Evacuate the team from the floor or shelter-in-place.
- Report the names and locations of all individuals waiting for assistance in relocating/evacuating to the local authorities.
- Take attendance of suite occupants and visitors at the Predetermined Initial Assembly Area, or your suite's Designated Meeting Location to ensure that all individuals are accounted for. Report missing persons to the local authorities.
- Inform teams' Alternates and the management team of vacations, leaves of absence, transfers, or time off of anyone on the Emergency Response Team including Suite Monitor in order to make necessary team adjustments.

ALTERNATE SUITE MONITORS (Tenants: manage the relocation, evacuation or shelter-in-place directive of the suite)

- Appointed by the tenant for each suite.
- In the absence of the Suite Monitor, assume the duties and responsibilities of that position.
- Assist the Suite Monitor during an emergency.

SEARCHERS (Tenants: make sure no one is left behind)

- Appointed by the tenant for each suite.
- Appointed by the Floor Warden for common areas.
- Responsible for searching for and relocating or evacuating occupants from all rooms and common areas on each floor such as offices, restrooms, kitchens, reception areas, elevator lobbies, conference rooms, fitness centers, etc. Tenants may need several searchers depending on the size of the suite and the number of common areas to be searched. If the suite is large, divide it into quadrants and permanently assign a Searcher to a specific quadrant. If there are several common areas to be searched, assign Searchers to specific common areas.
- If time permits, close each door after the room is searched and place a Post-it® note on the lower third of the door saying "Searched". This alerts the fire fighters that the room has already been searched and gives them more time to fight the fire. It is recommended that searchers have the Post-it® notes pre-printed on white paper with large bold black lettering.
- Direct all remaining occupants on the floor to evacuate.

SPECIAL ASSISTANTS (Tenants: aid persons requiring special assistance)

- Appointed by the tenant for each suite.

- Make sure that all persons requiring special assistance are evacuated safely. Special attention must be given to individuals who have difficulty hearing, opening doors, or negotiating stairwells. Include individuals confined to a wheel chair, walk with the aid of a cane, walker, crutch, artificial limb, temporary cast, or who have limiting conditions such as arthritis, rheumatism, heart conditions, excessive weight, are pregnant, or have any other condition that prevents or impedes following emergency instructions.
- Two Special Assistants are required for every person requiring assistance.
- **Persons who do not require special assistance are to evacuate first.** The individuals requiring special assistance can then evacuate without slowing the evacuation. If there is evidence of fire, relocate the individual to the emergency stairwell farthest away from the fire or other emergency.
- Wheelchairs should be left behind when evacuating via the stairwells.
- Move into the stairwell or safe refuge area, close the door behind you, and remain on the landing. If floors above are evacuating, and the floor you are on is not affected by smoke or fire, move back onto the floor until the upper floors have evacuated so you don't slow the evacuation.
- If imminent danger exists, the Emergency Response Team may assist in evacuating the individual to a safe area.
- Report the names and locations of persons waiting for assistance to evacuate/relocate to the Suite Monitor and local authorities.

STAIRWELL MONITORS (Tenants: manage stairwell evacuation)

- Appointed by the Floor Warden for common area stairwells
- Appointed by the tenant for each suite for internal private stairwells.
- Report to the assigned stairwell and check the environment inside the stairwell before you allow anyone access.
- If the door is hot to the touch or if the stairwell is affected by smoke, direct individuals to an alternate emergency stairwell and inform the Floor Warden to ensure that the local authorities are notified.
- Do not allow evacuees to take food and beverages along when evacuating. Spilling of food and beverages will cause a slip and fall hazard that can slow the evacuation and possibly cause injuries. Hot beverages can also cause burn injuries if spilled directly on individuals. When evacuating time is of the essence, it can save lives.
- Two Stairwell Monitors are to be stationed at each stairwell. One at the stairwell door holding the stairwell door open, directing individuals to walk **quietly** in a **single line**, and the other at the first landing directing individuals to walk on the **right side** of the stairwell. Walking on the right side of the stairwell helps evacuees down the stairwell safely because stairwells generally have a continuous handrail on the right side that can guide individuals in the dark. Keeping to one side of the stairwell also allows the fire department to ascend freely on the left side of the stairwell.
- Tenants must remain calm and adhere to strict stairwell discipline. Evacuees must be silent to allow everyone in the stairwell to hear emergency announcements and commands.
- Evacuate individuals down the stairwell in a systematic and orderly manner.

ELEVATOR MONITORS (Tenants: prevent the use of elevators)

- Appointed by the Floor Warden for elevators in common areas.
- Appointed by the tenant for each suite for private or internal elevators.
- **DO NOT USE ELEVATORS IN A FIRE EMERGENCY.**
- Report to the elevator lobby and redirect individuals to the nearest emergency stairwell in a fire emergency, and maintain order in an elevator evacuation.

ALTERNATES (Tenants: fill open positions)

- Appointed by the tenant for each suite.
- Each tenant should assign a sufficient number of Alternates for each position specified above so that an Alternate is in the building at all times during working hours to ensure a safe evacuation.

PREDETERMINED INITIAL ASSEMBLY AREA

In the event of a full building evacuation, the property team will direct evacuees out of the building. This procedure accomplishes two goals: 1) Helps provide a safe direction of travel that does not interfere with the emergency, emergency equipment, and responding emergency vehicles. 2) Helps prevent a back up of evacuees in the building's lobby and stairwells. Your predetermined initial assembly area should be located far enough away from the building to allow all occupants to evacuate out of the building and relocate to an assembly area away from the emergency. Once the initial assembly area is reached, tenants may move to the tenant designated meeting location and wait for instructions from the Floor Warden or Suite Monitor.

TENANT DESIGNATED MEETING LOCATION

Each tenant is responsible for designating its own company meeting location for employees to congregate, in the event of a full building evacuation. The meeting place should be located well away from the building (300ft. minimum), and provide safe refuge. After the evacuation, the Suite Monitor is responsible for taking attendance to ensure that all of their company's suite occupants and visitors are accounted for, and should report missing individuals to the local authorities.

JLL PARTIAL RELOCATION AND FULL EVACUATION STANDARDS

JLL will adhere to Federal, State, and local codes and statutes.

EMERGENCY RESPONSE TEAM TRAINING

Each tenant must establish an Emergency Response Team based on the positions described above. The names of team members must be kept up to date and communicated to the property manager.

All members of the tenant's Emergency Response Team will be asked to attend training sessions conducted by the fire department, police department and JLL. Training is essential to the readiness of the Emergency Response Team, and will be scheduled by the property manager.

Cross training is recommended to enable knowledge and role sharing among team members. This is especially important if one or more team members are unexpectedly out of the office

when an emergency occurs. Cross training helps to ensure a seamless evacuation in a minimally staffed environment.

GENERAL POPULATION FIRE LIFE SAFETY TRAINING

In some jurisdictions, it is required by local fire code for all tenant employees to receive fire/life safety training. Where not required by code, JLL strongly encourages all tenants to participate in training. In addition, tenants should conduct their own in-house training in accordance with this Plan. JLL encourages tenants to call the property manager for assistance with presentations, and to review the tenant's company specific plan.

EVACUATION DRILLS

The property team, often with the assistance of the fire department, conducts periodic emergency evacuation drills, in accordance with the approved Plan.

JLL's evacuation drill standard includes following local code or in the absence of code at minimum, drill each tenant on each floor once per year as defined locally by fire department officials. Conducting drills will help tenants and property teams prepare for the unlikely event of a true emergency. Building occupants are urged to participate in drills and in Portland, participation is required by code.

Written records of the drills and compliance results are kept on the premises readily available for inspection by the fire department.

SHELTER-IN-PLACE

Shelter-in-place is the opposite of evacuation it means staying indoors and taking refuge in an interior room with few or no windows to serve as a shelter to protect you. When a shelter in place directive is ordered by the local authorities it means that you are safer inside than outside. In many cases, the local authorities will issue advice to "shelter-in-place" via TV, radio and the Internet.

A severe storm or snow blizzard may cause the local authorities to order a shelter-in place directive to keep you safe until the weather passes. Chemical, biological or radiological contaminants may be released into the environment in such quantity and/or proximity to a place of business that it is safer to remain indoors rather than to evacuate. Such releases may be either accidental or intentional.

Local officials are the best source of information for your particular situation. Following their instructions during and after emergencies regarding sheltering, food, water, and clean-up methods is your safest choice.

Discuss emergency procedures for a shelter-in-place directive with your employees before an emergency occurs. Employees, and customers cannot be forced to shelter-in-place, which is why it is important to discuss it in advance to maximize comprehension of the concept and to determine how many employees will cooperate.

HOW TO SHELTER-IN-PLACE

Act quickly and follow the instructions from the local authorities. In general, do the following:

- Go inside as quickly as possible.
- Stop outside air from coming into the building. Close and lock all windows, exterior doors, and any other openings to the outside.
- Listen to instructions given over the Building Public Address System.

- Close all interior doors to further compartmentalize the building.
- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, cell phones and laptop computers.
- Go to the pre-determined interior room(s), with the fewest windows or vents and a hard-wired telephone if possible.
- Bring communication equipment with you such as: Mobile telephones, laptops, and portable radios.
- Bring your team into the room(s). Shut and lock the door(s).
- Listen to the radio and television and access the Internet for further information and direction on how to respond to the emergency.

EMERGENCY SUPPLIES

It is recommended that you and your employees have the following items available:

- First aid kit
- Cell phone
- Flashlights and extra batteries
- Transistor radio and extra batteries
- Latex gloves for blood borne pathogen protection
- Heavy gloves in case of broken glass
- Emergency Analog Telephone to connect to a facsimile line that will operate in the case of a power failure.
- Whistles to get the attention of those around you
- Walking shoes
- Bottled water
- Light sticks (8 hour)

FIRE

GENERAL INFORMATION

The building may be fully or partially evacuated when a fire alarm signal is activated. An effective evacuation depends on the orderly 'phasing' of floor clearance, which means that the fire floor is evacuated first and immediately. Generally, the next floors to evacuate are the two floors directly above the fire floor, followed by the two floors directly below the fire floor. Each floor will evacuate down two floors accordingly. Specific evacuation procedures vary by location and code. The Emergency Person in Charge (EPIC) will be in charge of the evacuation until the fire department arrives, and at that time, the fire department takes control of the building, the emergency and the evacuation.

PROCEDURE

THE PERSON WHO DISCOVERS THE FIRE SHOULD:

1. Close the door nearest to the source of smoke, only if it is safe, and time permits.
2. Move everyone out of the area and instruct him or her to close doors behind them when exiting. This will help control the fire by limiting the oxygen supply and prevent the spread of smoke and fire. Searchers are responsible for checking offices/rooms outside of the immediate area.
3. Dial 911 or the local emergency number from a safe location, and provide the dispatcher with the following information:
 - Name
 - Type of Emergency
 - Location of the Fire
 - What is burning
 - Company Name
 - Physical Address [not building name]
 - Floor and Suite number
 - Telephone Number
 - Number of Injuries
 - Equipment or System Involved
4. Call the JLL management office (503-295-5555) and report the emergency.

EVACUATION PROCEDURES

1. Generally the Floor Warden will be notified of fire via the alarm system or by the property team to commence evacuation procedures. This floor will begin evacuating down to a specified floor or out of the building.
2. In some situations, the fire department may fight the fire from the stairwell because of the location of the fire, standpipes, and hose connections. If this is the case, be prepared to move evacuees to an alternate stairwell to prevent evacuees from walking down a smoke filled stairwell and/or interfering with the fire fighting process.
3. If fire or smoke exists and the alarm is not activated, the Emergency Response Team must implement the Plan on its own. Floor Wardens and Suite Monitors are to contact Searchers, Special Assistants, Stairwell and Elevator Monitors for their suite and common areas of the floor. Together the team will commence the evacuation and assume full control of the

implementation of the Plan on their floors. Do not panic, control and decorum must be observed for maximum effectiveness.

FLOOR WARDENS / ALTERNATES (Tenants: manage evacuation of tenant space)

- Direct the Emergency Response Team for their suite and common areas on the floor in the event of an alarm or fire.
- Floor Wardens have dual roles they are responsible for their suite and common areas on the floor.
- Ensure that their suite and common areas on their floor are evacuated.
- Follow direction provided by the Emergency Person in Charge and the fire department during an alarm or fire.
- Report the names and locations of all individuals waiting for assistance to evacuate/relocate to the local authorities.

SUITE MONITORS / ALTERNATES (Tenants: manage evacuation of a tenant suite)

- Direct the Emergency Response Team and occupants in the event of an alarm or fire.
- Follow direction provided by the Emergency Person in Charge and the fire department during an alarm or fire emergency.
- Take attendance of suite occupants and visitors at you're the Predetermined Initial Assembly Area or your suite's Designated Meeting Location to ensure that all individuals are accounted for. Report missing persons to the local authorities.

SEARCHERS (Tenants: make sure no one is left behind)

- Search for and evacuate occupants from all suites and common areas on the floor such as offices, restrooms, kitchens, reception areas, elevator lobbies, conference centers, fitness centers, etc. Tenants may need several Searchers depending on the size of the suite and the number of common areas to be searched. If the suite is large, divide it into quadrants and permanently assign a Searcher to a specific quadrant. If there are several common areas to be searched, assign Searchers to specific common areas.
- If time permits, close each door after the room is searched and place a Post-it® note on the lower third of the door saying "Searched". This alerts the fire fighters that the room has already been searched and gives them more time to fight the fire. It is recommended that Searchers have the Post-it® notes pre-printed on white paper with large bold black lettering.
- Direct all remaining occupants on the floor to evacuate.

SPECIAL ASSISTANTS (Tenants: aid persons requiring special assistance)

- Two individuals must be assigned to every person requiring assistance.
- Report to the assigned individual requiring aid.

- Commence relocating the individual requiring aid to the nearest safe location. If there is evidence of a fire, relocate the individual to the stairwell farthest away from the fire.
- **Persons who do not require special assistance are to evacuate first.** The individuals requiring special assistance can then evacuate without slowing the evacuation. Do not slow or impede the evacuation, this may cause panic.
- Wheelchairs should be left behind when evacuating via the stairwells.
- Move into the stairwell or safe refuge area, close the door behind you, and remain on the landing. If floors above are evacuating, and the floor you are on is not affected by smoke or fire, move back onto the floor until the upper floors have evacuated so you don't slow the evacuation.
- If imminent danger exists, the Emergency Response Team may assist in evacuating the individual to a safe area.
- Report the names and locations of persons waiting for assistance to evacuate/relocate to the local authorities and building staff in the lobby.

STAIRWELL MONITORS (Tenants: manage stairwell evacuation)

- Report to the assigned stairwell and check the environment inside the stairwell before you allow anyone access.
- If the door is hot to the touch or if the stairwell is affected by smoke, direct individuals to an alternate emergency stairwell and notify the Floor Warden to ensure that the local authorities are informed.
- Do not allow evacuees to take food or beverages along when evacuating. Spilling of food and beverages will cause a slip and fall hazard that can slow the evacuation and possibly cause injuries. Hot beverages can also cause burn injuries if spilled directly on individuals. When evacuating time is of the essence, it can save lives.
- Two Stairwell Monitors are to be stationed at each stairwell. One at the stairwell door holding the stairwell door open, directing individuals to walk **quietly** in a **single line**, and the other at the first landing directing individuals to walk on the **right side** of the stairwell. Walking on the right side of the stairwell helps evacuees down the stairwell safely because stairwells generally have a continuous handrail on the right side that can guide individuals in the dark. Keeping to one side of the stairwell also allows the fire department to ascend freely on the left side of the stairwell.
- Tenants must remain calm and adhere to strict stairwell discipline. Evacuees must be silent to allow everyone in the stairwell to hear all emergency announcements and commands.
- Evacuate individuals down the stairwell in a systematic and orderly manner.

ELEVATOR MONITORS (Tenants: prevent the use of elevators)

- **DO NOT USE ELEVATORS IN A FIRE EMERGENCY.**
- Report to the elevator lobby and redirect individuals to the nearest emergency stairwell in a fire emergency.

GENERAL CONDUCT DURING AN EVACUATION

- Remain calm and quiet, to ensure that everyone is able to hear emergency evacuation announcements and instructions.
- Walk quickly, do not run or push.
- Remove shoes that will slow the evacuation i.e. high heels, platforms...
- Use handrails on the right side of the stairwells to prevent trips and falls during the evacuation.
- Do not eat or drink during an evacuation, spills can occur that will cause slip and fall hazards, and hot beverages can injure if spilled directly on individuals.
- Assist slower moving individuals.
- Walk in a single file line on the right side of the stairwells using the handrails to guide you. Allow emergency personnel to ascend on the right without obstruction.
- All injured evacuees are to be treated on a stairwell landing and await rescue from the fire department.

Make sure all stairwell doors are closed after the last person evacuates the floor. This will prevent the spread of fire and smoke.

All evacuees must follow the direction of the Emergency Person in Charge and fire department and either remain on the floor that they were directed to relocate to, or to continue moving down the stairwell if directed to do so. If you ultimately evacuate out of the building, walk toward the Predetermined Initial Assembly Area as directed, then move to your company's Designated Meeting Location for further instructions from your Suite Monitor.

FIRE LIFE SAFETY TIPS IN A FIRE EMERGENCY

- Stay low to the ground; move on your hands and knees. Smoke is the number one killer in a fire. Smoke, heat and noxious gases rise, the temperature in a fire can easily reach 1300 degrees at the ceiling, 600 degrees at 6 feet, and only 95 degrees at floor level. Staying low can save your life.
- Know where all emergency stairwells are located. Practice exiting and count the number of doorways, and hallways between your location and the fire exits. It can be nearly impossible to see in a fire because of the smoke. Knowing the number of doorways, and hallways between you and the fire exits helps to ensure that you will find the exit and evacuate safely.
- Keep a flashlight at your desk to help see in a fire.
- Keep a pair of walking shoes at your desk to help you evacuate quickly.
- If your clothing catches fire **drop to the ground and roll.**

IF YOU ARE TRAPPED IN A BUILDING

- Move quickly away from the fire closing all doors between you and the fire.

- If all other options to escape have been unsuccessful, move to a room with a telephone and an outside window. ***This option is a last resort.***
- Call 911, give them your **exact location** and tell them you are **trapped**. Stay on the telephone with the dispatcher until help arrives.
- Keep smoke out of the room by using clothing, paper towels, newspapers, to seal the cracks around door and vents. Wet materials work the best because they create a tight seal.
- Wave something brightly colored in the window to attract attention and help rescuers find you. If possible, create a sign listing the floor you are on i.e. "HELP – 15th Floor".
- Do your best to remain calm.

FIRE PREVENTION TIPS

- Keep all hallways, and stairwells free of boxes, stored materials and trash. These areas must be kept open and unobstructed to provide a clear pathway in the event of an emergency evacuation. This is also a fire code requirement.
- Do not prop stairwell doors or any other fire doors open, such as a door from a suite, into a common area hallway. Stairwell and fire doors are designed to keep fire and smoke compartmentalized and out of your area.
- Remove all discarded files and paper trash from your office. An accumulation of these items can fuel a fire.
- Do not overload electrical outlets with extension power strips or multi-plugs.
- Turn off all electrical equipment at the end of the day including: coffee pots, printers, copiers, computers, etc.
- Inspect electrical cords and keep them in good condition. Replace those that are cut or frayed.
- Generally, sprinkler heads require a clearance of 18 inches from the bottom of the sprinkler head and the top of any object underneath in order to operate properly and extinguish a fire. Be careful to follow local codes and guidelines for clearance levels beneath sprinkler heads.
- Keep electrical rooms and areas with electrical panels clear and free from stored material.
- Flammable solvents are generally not permitted in the building. Remove all flammable solvents immediately or store in a locking/fire-rated cabinet

FIRE EXTINGUISHERS

When used properly, dry chemical fire extinguishers can save lives. They are useful in containing very small fires no larger than a small trash can while waiting for the fire department to arrive, always put yourself between the fire and an exit.

Fire extinguishers come in different classes to fight different types of fires. You need to know what material is burning in order to use the correct class of extinguisher. Using the wrong class of extinguisher can actually make a fire worse. Fire extinguishers come in four classes:

- Class A – Ordinary Combustibles – Wood, Paper, Plastics, Cloth.
- Class B – Flammable Liquids – Grease, Oil.
- Class C – Electrical Equipment – Computer, Printer, TV, VCR, etc.
- Class D – Flammable Metals – Magnesium.

Generally, office buildings use ABC rated extinguishers, which are acceptable to use on all A, B, and C class fires.

HOW TO USE A FIRE EXTINGUISHER

1. Hold the extinguisher upright.
2. Stand back 8 to 10 feet from the fire.
3. Cover your mouth and nose with a cloth if possible when you extinguish a fire, because a large amount of smoke may be generated.

REMEMBER - P A S S:

- **P**ull the retaining pin
- **A**im the nozzle at the base of the flames
- **S**queeze the handle completely
- **S**weep from side to side; go slightly beyond the fire with each sweep

OPERATING YOUR FIRE EXTINGUISHER



PULL THE PIN



AIM AT THE BASE



SQUEEZE TRIGGER



SWEEP

Remember:

- Test extinguisher before approaching the fire
- Keep low & approach with the wind at your back
- Back away, watching for rekindle

MEDICAL EMERGENCIES

GENERAL INFORMATION

Time is extremely important in the case of a medical emergency. JLL recommends that all tenants keep first aid kits, including emergency supplies, unlocked and fully stocked in their suites. It is the tenant's responsibility to make sure that employees are aware of its location and proper use of the supplies.

PROCEDURE

THE PERSON WHO DISCOVERS THE EMERGENCY SHOULD:

1. Dial 911
2. Provide the dispatcher with the following information:
 - Name
 - Type of Medical Emergency
 - Location of Medical Emergency
 - Company Name
 - Physical building address [not building name]
 - Floor and Suite Number
 - Telephone Number
3. Listen to the dispatcher for any additional instructions before hanging up.
4. Call Security then the JLL Management office to report the emergency. The property team will open doors, and hold elevators for the paramedics in order to expedite treatment.

NOTE: It is crucial that the injured person is not moved. Try to keep the injured person comfortable without moving, unless a life-threatening hazard exists.

FIRST AID/EMERGENCY SUPPLIES

The more supplies you have on hand when an emergency occurs, the better prepared you are to deal with injuries. It is recommended that, at a minimum, you have the following available in your tenant space:

- First aid kit
- Cell phone
- Flashlights and fresh batteries
- Transistor radio
- Latex gloves for blood borne pathogen protection
- Heavy gloves in case of broken glass
- Emergency Analog Telephone to connect to a facsimile line that will operate in the case of a power failure
- Whistles to get the attention of those around you
- Walking shoes to help you evacuate quickly
- Bottled water
- Light sticks (8 hour)

POWER FAILURE

GENERAL INFORMATION

In the event the building sustains a power failure, emergency lighting should be available in the stairwells. Stairwell emergency lighting is powered by either a battery-back up system or emergency generator. Generally, HVAC equipment, lights, outlets, most elevators and telephone equipment will not be operational, however, check with the property team to become familiar with the systems that are in place at your building.

PROCEDURE

1. The property team will contact the electric company to attempt to find out the cause of the outage and the anticipated duration of the outage.
2. Turn off all appliances, computers and other equipment. If equipment is turned on and a power surge occurs, the surge may damage the equipment.
3. Use flashlights and light sticks only when needed because you don't know how long the outage will last.
4. Floor Wardens and the Emergency Response Team meet in the elevator lobby to determine if any people are trapped in the elevators. If so, ask the occupants to remain calm and determine if anyone is injured. Let them know that you are requesting assistance. Floor Wardens should contact the JLL Management Office and inform them of the entrapment, status and location of the elevator car. See Medical Emergencies if individuals are injured or ill.
5. Elevator Monitors stay in contact with the trapped individuals until assistance arrives. Reassure them that assistance is on the way. **DO NOT ATTEMPT TO OPEN THE ELEVATOR DOORS TO RESCUE THE TRAPPED INDIVIDUALS.**
6. If the power outage becomes lengthy (an hour or more) and the electric company does not know how long the power will be out, the property team will provide information and direction to the tenants. The building may close for business. [See the Evacuation Section of this Guide].
7. The Emergency Response Team should take their positions and prepare to evacuate the floor according to the Evacuation Plan when notified by the Floor Warden.

BOMB THREATS

GENERAL INFORMATION

The success of the building's preventive strategy requires the full cooperation of all tenants. All suspicious individuals, activities, articles, packages or situations should be reported to the JLL Management Office immediately. We depend on your eyes and ears to help keep the building safe.

Generally most bomb threats are false, they are intended to disrupt operations and cause confusion. If a bomb is intended to kill, injure, and destroy there is typically no advance warning, as that would defeat the purpose. Regardless, every threat should be taken seriously until proven otherwise.

PROCEDURE

IF YOU RECEIVE A BOMB THREAT OVER THE TELEPHONE:

1. Keep the person talking as long as possible.
2. As you are speaking with the caller, record the information received on the attached Bomb Threat Report Form, located at the end of this section. Note the characteristics of the caller such as gender, tone of voice, age, accents, and background noises. Keep a copy of the report form in the main reception / telephone area for easy access. Review the form with your staff and ask them to use it, if necessary.
3. Discontinue use of mobile telephones, pagers, wireless radios or other wireless devices. Transmission energy can cause premature detonation of an electric initiator or blasting cap. Use land-line installed telephones to communicate.
4. At the end of the call, dial *69 and record any number provided by the service.
5. Call 911 or the local emergency number.
6. Provide the dispatcher with the following information:
 - Name
 - Type of Emergency
 - Company Name
 - Physical Building Address [not building name]
 - Floor and Suite Number
 - Telephone Number
 - Any information from the **Bomb Threat Report Form** (located at the end of this section)
7. Listen to the dispatcher for any additional instructions before hanging up.
8. Call the JLL Management Office.

CONDUCTING A SEARCH

1. If the caller states or implies that a bomb is in a particular suite, be aware that the individuals working in that suite will be called upon to conduct a search of their area. These individuals are the best people to determine whether something doesn't belong or if something has been moved, or is out of place.

2. Each tenant should develop and maintain a search plan for their office suite. There should be two Searchers per team. If the suite is large, divide it into quadrants and permanently assign searchers to a specific quadrant.
3. Conduct your search by assessing the room utilizing the following method:
 - Search from floor to waist level, then
 - Search from waist to chin level, then
 - Search from chin to ceiling level
4. Keep a written record of the rooms searched and the results.
5. If a device is found, do not touch it:
 - **ISOLATE** - the object
 - **EVACUATE** - the area
 - **NOTIFY** - the authorities
6. If the caller states or implies that a bomb is in a common area of the building, the property team will conduct the search.
7. If an unidentified or suspicious article is not found, the local authorities will generally respond to the building to simply take a report. In turn, if an article is found, it is likely that the police department will contact the bomb squad.

BOMB THREAT LEVELS

1. Bomb threats can be classified into two categories: Low Level Threat and High Level Threat as identified below:
 - **Low Level Threat** – Caller lacks details, no description of the bomb is given, no location identified, no detonation time provided, no device found.
 - **High Level Threat** – Caller provides specific details regarding the type of bomb, what it looks like, location, detonation time, or reason for wanting to bomb the building. A high level threat also goes into effect if a device or suspicious article is found.
2. If a Low Level Bomb Threat is received, the building may remain open for business. In a Low Level Threat, the JLL Management Office may call each tenant's primary contact, to inform him or her of the threat. If the building chooses to remain open for business, it is up to each individual tenant, to decide independently whether to evacuate the building or remain open for business. The property team will prepare to handle an evacuation once a desire is expressed by a tenant.
3. If a High Level Threat is received, a partial or full building evacuation should be considered if the threat is deemed credible, if a suspicious article is located, or if the local authorities mandate the evacuation. The JLL Management Office will call each tenant's primary contact to inform him or her of the threat. If the building chooses to remain open for business, it is up to each individual tenant, to decide independently whether to evacuate the building or remain open for business. The property team will prepare to handle an evacuation once a desire is expressed by a tenant.
4. If your company chooses to close and evacuate the building, please notify the JLL Management Office so we have a record that your suite is empty. This information will be important to have if the threat escalates.

EXPLOSIONS

In the event of an explosion, your main objective is to protect yourself.

- **DROP** to the floor.
- Take **COVER** under heavy furniture.
- **HOLD** your position and protect your head and body with your legs and arms.

Protect yourself from falling objects by staying away from windows, shelves, and other loose or unstable objects. Do not light matches or turn on electrical switches, evacuate the area as quickly as possible utilizing the emergency stairwells. Do not use the elevators; the explosion may have impaired the operation of the elevators, or may have caused a fire in another part of the building. Report injuries to the local authorities and the JLL Management Office.

MAIL BOMBS AND SUSPICIOUS PACKAGE

Mail bombs can arrive as parcels, padded envelopes, or any other type of envelope. If you encounter a suspicious package, **DO NOT TOUCH IT, HANDLE IT, SHAKE IT OR OPEN IT.** Call 911 and then contact the JLL Management Office.

- **ISOLATE** – the object
- **EVACUATE** – the area
- **NOTIFY** - the authorities

Suspect letter and package indicators:

- Excess postage
- Address or name misspelled, wrong name, wrong title, badly typed or written
- No return address or unusual return address
- Restrictive markings i.e. personal, confidential
- Parcel that is lopsided, lumpy, or has protrusions or protruding wires
- Oil stains on wrapper
- Parcel has an odor
- Package arriving before or after a phone call from an unknown person asking if it was received.

CHEMICAL, BIOLOGICAL, RADIOLOGICAL (CBR) OR HAZARDOUS MATERIAL EVENT

In today's world, we have a heightened awareness of the emerging threat of terrorism by unconventional weapons. The most dangerous forms of these weapons are often the most difficult to manufacture, transport and weaponize because they are volatile, difficult to produce and employ. The response to an incident involving chemical, biological or radiological (CBR) agents is similar to any other incident involving hazardous materials.

CUES FOR IDENTIFYING A CBR THREAT OR HAZMAT INCIDENT INCLUDE:

- Strange or pungent odor
- An explosion in or near the building
- Unusual noise, such as the release of gas under pressure near the building
- Irritation of the eyes or respiratory tract
- People exhibiting nausea, collapse, choking, or other signs of exposure to toxic chemicals
- Finding a spray device in or near the building, including pressurized cylinders, battery powered pump and nozzle, container of liquid, gas or powder
- Suspicious parcel left unattended in a building or near its intakes
- Smoke or an unnatural fog
- A spill of an unknown material in or near a building

The response to an incident involving CBR agents is the same as an incident involving hazardous materials. The movement of air can spread unconventional weapons and hazardous materials. The local authorities will direct our response. However, here are some general guidelines to consider. If an incident occurs **inside the building** the local authorities may isolate the area around the contaminant and evacuate occupants from the area. If the incident occurs **outside the building** the local authorities may order a "Shelter in Place" directive and ask you to stay indoors because they believe that the air outside is contaminated.

PROCEDURE

IF YOU DISCOVER A CBR INCIDENT:

1. Move away from the contaminant to a safe location and call 911.
2. Provide the dispatcher with the following information:
 - Name
 - Type of Emergency
 - Company Name
 - Physical Building Address [not building name]
 - Floor and Suite Number
 - Telephone Number
 - Location of Substance
 - Description of Substance
 - Amount of Substance and Size of Contaminated Area
 - Odor
 - Symptoms
 - Injuries
3. Listen to the dispatcher for any additional instructions before hanging up.

4. Call the JLL Management Office.
5. Remain calm.
 - **Isolate** the object, area and those exposed
 - **Evacuate** the area move occupants up wind at least 1,000 feet away from the contaminated site, closing doors as you move away.
 - **Notify** the local authorities and the JLL Management Office.
6. Control access to the contaminated area, keep others away from the contaminant.
7. Isolate individuals who came in contact with the contaminant.
8. Individuals who may have been exposed to the contaminated should undress and flush with water, and take a shower with soap and water as soon as possible.
9. A partial or full evacuation, or shelter in place directive may be ordered by the local authorities.
10. The JLL Management Office will call each tenant's primary contact to inform him or her of the incident.

If danger is unsubstantiated, and the local authorities do not recommend further action, the building may remain open for business, The JLL Management Office may call each tenant's primary contact to inform him or her of the incident. It is up to each individual tenant, to decide independently whether to evacuate the building or remain open for business. If the building remains open and your company chooses to close and evacuate the building, please notify the JLL Management Office so there is a record that your suite is empty. This information will be important if the incident escalates.

PANDEMIC INFLUENZA

A global outbreak that occurs when a new influenza A virus “emerges” in the human population, causes serious illness, and spreads worldwide. Vaccines and antiviral drugs are the two most important medical interventions for reducing the number of people who become ill. Vaccines are universally considered the first line of defense.

Based on past experience, pandemic influenza may not affect all countries or all parts of a country at the same time. If efforts to contain an emerging virus at the source fail, health authorities will likely have some opportunities to intervene to forestall the spread internationally, within a country, and within an affected community. Actions aimed at delaying the spread must, however, take place rapidly. The better hygiene, nutritional status, and drugs for treating the secondary complications of influenza, seen today in many parts of the world, may mitigate some of the health consequences of a pandemic.

WHAT TO DO IN THE EVENT OF A PANDEMIC?

Pandemics are unpredictable, and are difficult to control. However, you can take the following precautions:

- Stay informed. The Centers for Disease Control (CDC), World Health Organization (WHO), and National Institutes of Health (NIH) all issue regular updates on how the flu is progressing and the vaccine development process.
- Follow guidance provided by health authorities.
- Get vaccinated, this is the best defense.
- Stay in good health - your body has a better chance to fight the virus.
- Implement good hygiene - wash hands often with soap and water and stay away from people who are ill to prevent infection.
- Prevent the spread of germs by covering coughs and sneezes with a tissue, and stay home from work when sick.

Many characteristics of a pandemic that guide the selection of response measures will only become apparent after a new virus has emerged. JLL will rely on information and direction provided from health authorities to determine our course of action.

The websites below offer additional direction and options for both home and business. Stay informed and be prepared.

Centers for Disease Control - <https://www.cdc.gov/>

National Institutes of Health - <https://www.nih.gov/>

CDC Pandemic - www.pandemicflu.gov

World Health Organization - <http://www.who.int/en/>

TERRORIST ACTIVITIES

JLL has established a Situational Security Level Threat Level Matrix. This Matrix provides a list of actionable security options available at each security level related to operating procedures that would restrict free and open access to the building. Some of these options include restrictions on the use of the loading dock, the parking areas; lobby control for tenants and visitors, delivery services, etc. JLL trains its' staff and the various floor wardens to react to emergencies to help guide tenants to safe areas in the event of a terrorist incident.

CIVIL DISTURBANCE

Civil disturbances are visible actions designed to advocate a position on a particular issue. Most are peaceful and only occasionally cause an inconvenience; they become problematic when they obstruct business. We rely on the local authorities to advise us of protective actions that should be taken during a local disturbance in or around the property. It is important to avoid the area around the demonstration and not provoke the demonstrators.

Emergency procedures may include one or more of the following:

- Secure entry to the building
- Secure all stairwells
- Secure elevators on a given floor
- Restrict access to the building
- Partial building relocation
- Shelter-in-place directive

In the event of a civil disturbance, tenants may be asked to remain in the building and shelter-in-place, under the advisement of law enforcement agencies until the disturbance is under their control.

If your company chooses to close and evacuate the building, please notify the JLL Management Office so there is a record that your suite is empty. This information will be helpful if the situation escalates.

WORKPLACE VIOLENCE

Violence in the workplace is a serious safety and health issue. Its most extreme form, homicide, is the third-leading cause of fatal occupational injury in the United States. Workplace violence can strike anywhere. However, some workers are at increased risk, such as those who:

- Work with cash.
- Deliver passengers, goods, or services.
- Work alone or in small groups.
- Work during late night or early morning hours.
- Work in high-crime areas.
- Work in community settings and homes where they have extensive contact with the public.

If you observe an incident of workplace violence:

- Do not attempt to confront or stop the perpetrator.
- Quietly move out of the area and signal others to follow.
- Call 911 from a safe area.
- Call the JLL Management Office from a safe area.
- Alert supervisors and individuals working on the floor, and ask them to move out of the office to a safe location until the local authorities have the situation under control.

For more information on workplace violence, please reference the following web sites:

- <https://www.osha.gov/SLTC/workplaceviolence/>
- <https://www.cdc.gov/niosh/docs/96-100/>

EARTHQUAKES

GENERAL INFORMATION

In the event of an earthquake, **DO NOT ATTEMPT TO LEAVE THE BUILDING.** Experience indicates that you are safer within a building until the tremors subside to avoid falling debris and downed power lines. If evacuation is necessary, know where the locations of possible safe refuge areas are outside and away from the building. Have a plan for reuniting with your family. Have a predetermined out-of-state person for your family members to contact.

PROCEDURE

DURING

1. Remain calm. Do not exit the building. **DO NOT USE ELEVATORS.** If you are in an elevator, exit as soon as possible.
2. Move away from the perimeter of the building. Stay away from windows, bookcases, filing cabinets and any objects that may fall or shatter.
3. Take cover under a desk or another sturdy object, in a corner or against the wall in the core of the building. Protect your head and body with your arms and legs. **DROP, COVER and HOLD.**

AFTER

1. Be prepared for aftershocks.
2. Check for injured and assist if possible. Do not move a seriously injured person unless they are in immediate danger. Call 911 and notify the JLL Management Office of injuries. [See the Medical Emergencies section of this Guide].
3. Check for fires, gas and water leaks and electrical shorts. **DO NOT** use matches, cigarette lighters or turn on electrical switches or appliances. If you smell gas, call 911 immediately, and then call the JLL Management Office.
4. Open doors carefully. Watch for falling debris.
5. Stay away from windows/glassed areas.
6. Replace telephone receivers, in case the telephone system works. Use telephones for emergency calls **ONLY.**
7. Listen to the radio for emergency reports.
8. Keep calm, do not spread rumors regarding the building condition, extent of damage and injuries. This may cause a panic.
9. Cooperate with the local authorities.
10. Report all damage to the JLL Management Office as soon as possible.
11. Notify the JLL Management Office if your company chooses to close and leave the building.

SEVERE WEATHER

GENERAL INFORMATION

The U.S. Weather Service reports the movement of severe weather that may present a threat to metropolitan areas. Severe weather includes but is not limited to thunderstorms, tornados, windstorms, snowstorms, etc.

If an alert for severe weather is announced by the U.S. Weather Service:

1. Move quickly away from the perimeter of the building, and close perimeter doors when exiting.
2. Turn off and unplug electrical equipment.
3. Take a flash light and/or light sticks with you in case of a power outage.
4. Take cover in core areas of the building such as interior offices, hallways, corridors, or restrooms away from glass doors and windows. The immediate danger of high winds is from falling glass and falling objects.
5. Do not use elevators.
6. Listen to the radio for weather reports.
7. Wait for an "All Clear" announcement. The Emergency Response Team will direct employees to return to regularly scheduled duties.
8. Call 911 and notify the JLL Management Office of injuries. [See the Medical Emergencies section of this Guide]
9. Report any damage such as broken windows, leaks, or fire to the JLL Management Office.

EXHIBIT A - SECURITY AND LIFE SAFETY INFORMATION

- Pull Stations
 - Located on every floor in common areas, usually near a stairwell entrance.
- Strobe Lights
 - Part of the building alarm system, serves as the visual cue of an alarm condition.
- Stairwells
 - Two stairwells serve as emergency egress for the building.
 - **North** stairs (near the Men's restrooms) exits the building in an exterior hallway near the loading dock on the 2nd Avenue side. Serves floors 1-20.
 - **South** stairs (near the Women's restrooms) exits into a hallway in the main lobby between the elevators and Security desk. In an evacuation, tenants will need to cross the lobby and exit through either set of exterior doors. Serves floors 1-20.
 - Parking Levels;
 - When on a parking level, exit UP the stairs.
- Fire Extinguishers
 - Tenants are responsible for fire extinguishers within their suites.
 - Building fire extinguishers are located on each floor near the stairwell doors.
- Public Address System
 - Part of the Fire Panel / Fire Life Safety system which allows for live or recorded announcements to portions of, or the entire building.

EXHIBIT B – BOMB THREAT REPORT FORM

Property Name: **One Main Place**
 Address: **101 SW Main Street**
 City, State Zip Code: **Portland, Oregon, 97204**

Exact Wording of the Threat: _____

Information to record:

Dial *69 record number: _____

Gender of caller: _____ Accent/Type: _____

Age: _____ Length of call: _____

Number call received at: _____

Exact date and time of call: _____

Questions to ask:

1. When is the bomb going to explode? _____

2. Where is the bomb right now? _____

3. What does it look like? _____

4. What kind of bomb is it? _____

5. What will cause the bomb to explode? _____

6. Did you place the bomb? _____

7. Why? _____

8. Where are you calling from? _____

9. What is your name? _____

10. What is your address? _____

Caller's Voice:

- | | |
|--|----------------------------------|
| <input type="checkbox"/> Normal | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Whisper |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Crying |
| <input type="checkbox"/> Familiar (who?) | <input type="checkbox"/> Slurred |

Background Sound:

- | | |
|--|--|
| <input type="checkbox"/> Street Noises | <input type="checkbox"/> Animal Noises |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Static |
| <input type="checkbox"/> PA System | <input type="checkbox"/> Local |
| <input type="checkbox"/> Music | <input type="checkbox"/> Long Distance |
| <input type="checkbox"/> Motor Noises | <input type="checkbox"/> Cellular |
| <input type="checkbox"/> Children | |
| <input type="checkbox"/> Other: | |

Threat Language:

- | | |
|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Educated | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Irrational | <input type="checkbox"/> Message Read |

Name of person completing form: _____	Phone Number _____
Firm/Position: _____	Date and time form completed: _____