

SouthBridge Office Building

Emergency Preparedness Master Plan

**Carter & Associates, L.L.C. (Building Management)
As Managing Agent**

Birmingham, AL 35209

Effective as of October, 2000

**Edited October 2, 2002,
February 26, 2003, August 24, 2004 & August 3, 2005**

Designed by:
Business Experts Incorporated
2983 Canterbury Drive

Moody, Alabama 35004-0939
Copyright Protected

Table of Contents

Plan Section	Topic	Page Number
Section I	Emergency Plan Introduction and Core Elements	3
Section II	Emergency Plan Core Elements	7
	Emergency Response Planning Guidelines	8
	Carter & Associates, L.L.C., Emergency Action Plan	16
	Fire Prevention Plan	18
Emergency Operating Procedures		19
	Emergency Response Team Notification	20
	External Notification	21
	Corporate Notification	22
	Emergency Evacuation	24
	Tornado and High Winds	26
	Fire & Explosion	28
	Bomb (Terrorist) Threats	29
	Hazardous Chemical/Biological Release –Terrorism or Accidental	33
	Medical Emergency	35
Emergency Assembly Areas		36
Appendix A	Severe Weather Guides	37
Appendix B	SouthBridge Chemical Storage	47
Appendix C	Emergency Evacuation Master Diagrams	49

Section I. Emergency Plan Introduction and Core Elements

I. Purpose and Scope

This Emergency Preparedness Plan has been developed for **Carter & Associates, L.L.C.** This plan provides core guidance on actions necessary for emergency situations that could cause hazards to life or property from accidental or natural causes. The building covered in this plan is a six story multi-tenant office complex located in the SouthBridge Office Park in Birmingham, Alabama.

Potential hazard areas addressed by this plan include:

- Planning Guidelines
- Fire Protection Plan
- Notification Procedures
- Emergency Evacuation
- Tornado and High Winds
- Fire / Explosion
- Hazardous Chemical Release
- Medical Emergencies
- Bomb Threat
- Emergency Response Team Standard Operating Procedures

This Emergency Preparedness Plan will be designed based upon regulatory requirements found from the following sources:

1. General Industry Emergency Response (29CFR1910 pub. 3122)
2. Emergency Action Plan (29CFR1910.38)
3. Chemical Process Safety Management (29CFR1910.119)

4. Risk Management Program (EPA 40CFR, Part 68)

II. Plan Overview

A. Emergency Response Planning Guidelines

- Responsibilities
- Training
- Emergency Response Planning
- Emergency Response Progression and Priorities
- Fire Fighting Restrictions
- Areas of Planning and Development

B. Emergency Action Plan

- Background
- Responsibilities
- References
- Priorities
- Fire Prevention Plan
- Standard Operating Procedures
 1. Management Notification
 2. Notification of Emergency Response Team
 3. Notification of Employees
 4. Notification of Local Emergency Groups
 5. Corporate Notification
 6. Emergency Evacuation
 7. Emergency Assembly Areas
 8. Evacuation Routes
 9. Tornado and High Winds

10. Fire / Explosion
11. Hazardous Chemical Release
12. Medical Emergencies
13. Bomb Threat

C. Emergency Response Team Standard Operating Procedure

- ERT Staffing
- Description of Duties
- Training for ERT
- Assignment of Positions
- Checklists

Incident Commander

Operations Manager

Safety Officer

III. Current Plan Revision Date: August 2005

IV. General Facility Information

Southern Boulevard Corporation, Owner

Carter & Associates, L.L.C., Managing Agent

2100A SouthBridge Parkway, Suite 385

Birmingham, AL 35209

Telephone: (205) 871-5223

Fax: (205) 879-2563

Electronic Mail: gglaze@carterusa.com

Grayson Glaze, General Manager of SouthBridge

Section II. Emergency Plan Core Elements

I. Discovery

Those initial actions taken by a person discovering an incident are detailed in the **Standard Operating Procedure** (SOP) for Notification and the attached SOPs for various events covered by this plan.

II. Initial Response

- Procedures for internal and external notification are contained in the **Notification SOP**.
- Objectives and Protocols for establishing goals, planning, are contained throughout the plan as it addresses various events. Planning and priorities are outlined in the section titled **Emergency Response Planning Guidelines**.

Emergency Response Planning Guidelines

I. General

Carter & Associates, L.L.C. has developed an Emergency Action Plan and Emergency Response Team Standard Operating Procedures in order to:

1. protect life and property
2. minimize severity of emergency situations
3. comply with OSHA PSM Standard 29CFR 1910.119
4. comply with EPA RMP regulation 40CFR , Part 68

Carter & Associates, L.L.C. has chosen to have an **Emergency Response Team** (ERT) to control and abate accidental releases of hazardous material. The ERT will coordinate efforts with the local emergency agencies (City of Birmingham Fire Department, Jefferson County EMA, and the state of Alabama EPA) and organizations to mitigate peripheral emergency issues within and beyond the property lines of Carter & Associates, L.L.C. at SouthBridge.

II. References

The information and guides of this plan have been developed from the following sources:

- General Industry Emergency Response (29CFR 1910 pub.3122)
- Emergency Management Guide - ARC (FEMA)
- Accident Prevention for Industrial Operations (NSC)
- Emergency Action Plan (29CFR 1910.38)
- Medical Services and First Aid (29 CFR 1910. 151)
- Chemical Process Safety Management (29CFR 1910.119)
- Risk Management Program (EPA: 40 CFR, part 68)

III. Responsibilities

A. Carter & Associates, L.L.C. will:

- evaluate the number and types of hazards expected based on past experience and general knowledge to plan and develop Emergency Response Plan specifics.
- provide training to all employees for their roles in all emergency plans.
- conduct necessary drills to exercise the emergency response plans.
- annually conduct emergency rescue from confined space drill
- conduct all other actions required in this planning guide to implement, develop, and maintain an effective Emergency Response Plan.
- make assignments for all Emergency Response Team positions.

B. Chief Engineer shall:

- maintain sufficient inventory of equipment for ERT.
- provide maintenance and inspection of ERT response equipment.
- participate in training of the ERT.

C. Safety Manager:

- provide technical assistance in development and execution of emergency response plans.

IV. Training

All Emergency Response Plans must be written in concise terms and made available to all employees of Carter & Associates, L.L.C. and building tenants of SouthBridge through additions to personnel handbooks, operations manuals, and posting on tenant bulletin boards. Training and annual re-training programs should be conducted to assure an adequate level of knowledge.

V. Carter & Associates, L.L.C. Training will cover

- Reporting Emergencies
- Evacuation routes and meeting places
- Alarm or warning systems
- Specific assigned actions

Periodic drills are required to assure that Carter & Associate employees and building tenants know what to do in case of an emergency. Persons with specific duties require additional training and frequent exercise drills. Security must not be over-looked in the Emergency Response Plan. It may be necessary to control access of unauthorized personnel, media, and onlookers; direct outside Emergency Response vehicles and control looting. Local Emergency Services should be contacted and invited to train in conjunction with company drills.

VI. Emergency Response Planning:

When Carter & Associates, L.L.C. plans for emergencies, the following areas should be considered for each hazard:

1. How will that hazard affect employees, operations, and facilities?
2. How can this hazard be avoided?
3. If the hazard can not be avoided, how can the hazard be minimized?

VII. Staffing of Emergency Teams

Carter & Associates, L.L.C. will provide an adequate number of trained employees to staff the Emergency Response Team.

VIII. Equipment Requirements for the Emergency Response Team

- Personal Protective Equipment
- Spill Containment Materials
- Associated Emergency Response Equipment such as but not limited to :
 1. Explosion proof lights
 2. Disposable coveralls
 3. Hand tools

IX. Development of Standard Operating Procedures

Carter & Associates, L.L.C. will develop SOPs to address the following areas of concern:

- Emergency escape procedures and escape route assignments
- Procedures for accounting for employees after evacuation
- Rescue and Medical Duties for assigned Employees
- Procedures for Employees who operate critical equipment prior to evacuation
- Preferred means of reporting fires and other emergencies
- Job Titles of persons to be contacted for information about the plan procedures

X. Emergency Response Progression and Priorities

Carter & Associates, L.L.C. considers the following to be our Emergency Response Priorities in order of importance:

1. Evacuation and an accounting of all employees, building tenants and visitors.
2. Contact local Emergency Services to report the emergency.
3. Assemble the Emergency Response Team, access the emergency, implement response plan, and provide for Emergency Responder Team safety.
4. Notify Regulatory Agencies (OSHA, EPA, Local EMS, etc.) where applicable to file initial report.
5. Control the emergency through planned responses when safe; such as conduct search and rescue, turn off utilities, control hazardous chemical spills or releases, provide primary fire extinguishment, shut off critical equipment, or back up computer operations.
6. Protect property from further damage by removal or physical protection.
7. Initiate clean up and salvage operations.
8. Conduct post-emergency evacuation and critique.
9. File written reports to Regulatory Agencies where applicable.

XI. Fire Fighting Restrictions

Because of the danger associated, equipment required, and personnel training required, Carter & Associate's ERT will not include fighting a fire beyond the incipient stage (able to put the fire out with a single fire extinguisher), entering a building on fire to conduct search and rescue or providing advanced medical care or treatment as part of this Emergency Preparedness Plan. Those areas are left to Emergency Response Professionals who have the skill, knowledge, training and equipment required to control those events safely. Before implementing the Emergency Action Plan, a sufficient number of persons are to be designated and trained to assist in the safe and orderly emergency evacuation of employees.

Additionally, a review of the plan will be conducted:

- for all employees and building tenant representatives initially when the plan is developed.
- whenever a designated associate's responsibilities or designated actions under the plan change.
- Whenever the plan is changed.
- for all new Carter & Associate employees as part of the New Hire Safety Training.

Carter & Associates, L.L.C.'s ERP shall be maintained at their SouthBridge Office located at:

2100A SouthBridge Parkway, Suite 385

Birmingham, AL 35209

Telephone: (205) 871-5223

Fax: (205) 879-2563

The ERP will be made available for all new Carter & Associate employees and new building tenants for review upon request

XII. Maintenance

Carter & Associates, L.L.C. has developed written procedures to properly maintain equipment and systems installed on heat producing equipment to prevent accidental ignition of combustible materials.

XIII. Areas of Planning and Development

Carter & Associates, L.L.C. believes the following information is required to adequately plan for a hazardous situation.

A. Detailed current floor plans that indicate:

- Evacuation routes and meeting areas
- Location of utility shut-off
- Location of hazardous chemical storage
- Location of emergency response equipment
- Location of water supplies, electrical supplies, and communication equipment.

B. Resource materials available for quick reference:

- MSDSs, emergency response resource materials, etc.
- Emergency response check lists and appropriate contacts / telephone numbers.

- Vendor / Contractor lists for :
 1. Emergency power generation
 2. Emergency response equipment
 3. Environmental abatement
 4. Heavy equipment rentals and operators
 5. Construction and building materials

C. List of major fire hazards, handling and storage procedures, potential ignition sources (such as gas-fired equipment, welding, smoking, and other) and their control procedures, and the type of fire protection equipment or systems to prevent or control ignitions or fires.

D. List of Job Positions of those personnel responsible for control of fuel source hazards.

E. Housekeeping procedures to prevent and control accumulations of flammable and combustible waste material and residues so that they do not contribute to a fire emergency.

Carter & Associates, L.L.C. Emergency Action Plan

I. Background

The Carter & Associates, L.L.C. Emergency Action Plan provides the actions and assignments for different types of possible emergencies. The plan is divided by category of emergency with a separate section for evacuation procedures. Specific actions are assigned by building management. This plan has been developed to meet the requirements of OSHA 1910.38 *Employee Emergency Plans and Fire Prevention Plans* and the requirements of the Company Risk Management Programs.

Facility floor plans with evacuation routes have been posted throughout the SouthBridge building. Additionally, all tenants have been assigned specific areas of assembly if an evacuation is necessary.

II. Responsibilities

A. Carter & Associates, L.L.C. Management

- provide training to all employees and building tenant representatives for their roles in all emergency plans.
- conduct necessary drills to exercise the emergency response plans.
- conduct all other actions required in this planning guide to implement, develop, and maintain an effective ERP.

B. Carter & Associates, L.L.C. Chief Engineer

- Ensure maintenance personnel are trained in the proper procedures for handling and storage of potential ignition sources and their control

procedures, and the type of fire protection equipment to prevent or control ignitions or fires.

- Ensure ERT personnel are properly trained and equipped to carry out emergency plans.
- assigned responsibility for maintenance of equipment and systems installed to prevent or control ignitions or fires, and control fuel source hazards.

III. Priorities

Carter & Associates, L.L.C. considers the following for all emergency action is listed in order of priority. Building tenants will ensure that all actions to combat and control an emergency situation are addressed to these priorities:

1. Protection of People
2. Prevention from increased scope of the emergency
3. Protection of Environment
4. Protection of Structures and Equipment

Fire Prevention Plan (Elements required by OSHA 29CFR 1910.38)

I. Workplace Fire Hazards / Sources and Protection

- A. Welding: Carter & Associates, L.L.C.' fire protection plan is located in the Carter & Associates, L.L.C. Safety Manual.

- B. Smoking Policy: Carter & Associates, L.L.C. is a smoke-free environment. However, designated smoking areas and regulations are located on bulletin boards throughout all buildings.

II. Alarm Systems

Building Management maintains alarm systems. Each alarm is tested annually. Building tenants shall be notified before the test to alert their assigned employees test is taking place.

III. Housekeeping Requirements

Carter & Associates, L.L.C. shall maintain a workplace free from clutter. Material storage and waste disposal requirements are located in the Carter & Associates, L.L.C.'s Operations Manual.

IV. Fire Prevention and Control

The Chief Engineer is assigned responsibility for maintenance of equipment and systems installed to prevent or control ignitions or fires, and control of fuel source hazards. The written maintenance procedures are located in the Building Management Office and are considered a part of this plan.

Emergency Operating Procedures

EOP: Management Notification

In the event of an emergency or a situation that could evolve into an emergency, building management must be informed immediately. The following individuals shall be notified for events concerning SouthBridge.

Carter & Associates, L.L.C. (Building Management) maintains an updated Emergency Notification List and Procedure.

Grayson Glaze, General Manager- SouthBridge – Home Telephone: 205-758-4446

Office Telephone: 205-871-5223

Mobile: 205-281-9946

Nextel ID: 154*27*15423

On Duty Security Supervisor is in charge until a member of Senior Management arrives on scene.

EOP: Emergency Response Team Notification

This procedure applies to situations that require implementing the Emergency Response Plan for hazardous substances or immediate notification of management team of a significant emergency event.

<u>Grayson Glaze</u>	Emergency Response Team Captain
<u>Terry Bowden</u>	Emergency Response Team Member
<u>Michael Foster</u>	Emergency Response Team Member
<u>Mary Ann Ward</u>	Emergency Response Team Member

Carter & Associates, L.L.C. Management will be notified of any emergency event or situation.

EOP: External Notification

The preferred method for contacting local Emergency Response Assistance is to call 911; this will provide initial notification to Law Enforcement, Fire Department, and the County EMA .

However, a central direct number for the Birmingham Fire Department is: **250-7575** .

Remember, when placing this call to remain calm, speak clearly, and give the 911 operator your name, your location, and the nature of the emergency situation. Be prepared to remain on the line with the 911 operator to answer any questions he/she may have about the emergency. You may be asked to remain on the line with the 911 operator until Emergency Response Personnel arrive on scene.

EOP: Corporate Notification

If any media interest is expected, Carter & Associates, L.L.C.' Public Relations Department should be contacted immediately.

Carter & Associates, L.L.C. Public Relations Department

Atlanta, GA

Telephone: 404-888-3000

All statements issued to the media concerning any incident involving Carter & Associates, L.L.C. will be made by the Public Relations Department. No other employee of Carter & Associates, L.L.C. should make statements to the media.

EOP: Reporting Situations

In the following cases, Carter & Associates, L.L.C. corporate offices will be contacted immediately:

- Fire / Explosion Damage
- Flood Damage
- Tornado / High Wind Damage
- Theft

The following Carter & Associates, L.L.C. and Southern Boulevard Corporation management representatives should be contacted:

Grayson Glaze, General Manager- SouthBridge – Home Telephone: 205-758-4446

Office Telephone: 205-871-5223

Moblie: 205-281-9946

Nextel ID: 154*27*15423

Mike Burson, Carter & Associates, L.L.C., Vice President-

Office Telephone: 404-888-3083

Mobile: 404-202-1253

On Duty Security Supervisor is in charge until a member of Senior Management arrives on scene.

EOP: Emergency Evacuation

Carter & Associates, L.L.C. realizes that the needs for evacuation can be for many reasons. Because of this, Carter & Associates, L.L.C. feels there are several keys to a successful and safe evacuation. These include:

1. Building manager coordination and control.
2. Pre-determined routes and assembly areas.

Carter & Associates, L.L.C. has taken great care in the development of this EOP to assure the safety of our employees, visitors, and building tenants.

A. Building Management

1. After the Building Management of Carter & Associates, L.L.C. determines the need for an emergency evacuation exists, the evacuation alarm will be activated.
2. Building Management will immediately start actions, taking into consideration the nature and extent of the emergency.

B. Specific Responsibilities and Assigned Actions of Tenants

1. Building tenants – Emergency Warden shall be responsible for:
 - Lead Employees from the work area when evacuation alarm is sounded.
 - Provide necessary assistance to any employee or visitor with disabilities.
 - Escort employees or visitor to the designated areas of refuge.
 - Account for employees or visitors at the designated areas of assembly.
 - Notify Building Management of ANY employees or visitors that are not

accounted for at the assembly area.

- Provide control of employees or visitors at the assembly area.
- Tenant is to maintain in the leased premises an emergency weather radio for early notification of severe weather by the National Weather Service.

C. Chief Engineer's Actions

- Secure all heat producing operations.

EOP: Tornado and High Winds

Tornadoes develop from powerful thunderstorms. They are incredibly violent local storms that extend to the ground with winds that can reach speeds of 300 mph. They can uproot trees, destroy buildings, and turn harmless objects into deadly missiles in a matter of seconds.

Damage paths can exceed one mile wide and 50 miles long.

1. Definitions to know

- Tornado Watch - *Be ready to take shelter!* Tornadoes are likely.
- Tornado Warning - *Take shelter immediately.* A tornado has been sighted in the area.

2. Types of Shelter Areas

The best protection in a tornado is usually an underground area. The best above ground areas in a building are:

- Small interior rooms on the lowest floor without windows.
- Hallways on lowest floor away from outside doors and windows.
- Rooms constructed of reinforced concrete, brick or block with no windows and a heavy concrete floor or roof system. Buildings with flat, wide-span roofs are not considered safe.

3. Building Management Pre- Action

- During thunderstorm season ensure NOAA Weather Radio (with warning alarms and battery backup) is functioning properly. During Tornado Watches assign a specific person to monitor the radio.
- During high probability or during Tornado Watches, consider placing spotters to warn of approaching systems.
- Pre-alert building tenants concerning the possibility of the need for

directing employees and visitors to emergency shelter.

- During Tornado Watches, place a sign at the main entrance and exit to notify people of the potential hazardous conditions.

4. Building Management Immediate Action

- After the need to take shelter has been established, announcements shall be made to take shelter if time permits after a warning has been issued by the National Weather Service..
- Immediately initiate sheltering action.
- Direct all tenants and visitors to move from their workstation to along the nearest interior wall.
- Assume the lowest position possible and protect the head area with the arms.
- After the threat has passed, initiate a head count and return to work or as directed by Building Management.

EOP: Fire / Explosion

Carter & Associates, L.L.C. realizes that fires can have several causes and sources of fuel. Most deaths in a fire are caused by smoke inhalation. It is important to remember that the normal evacuation path could be towards the fire. In these cases, alternate routes, away from the fire are to be used. **At no time will Carter & Associates, L.L.C. Employees attempt to contain a fire that has progressed past the initial small stage.** Explosions can have numerous causes. The results of explosions can range from fires to weakened or collapsed structures.

A. Building Management Actions

- After it is confirmed that there is a fire or explosion on the premises, the Building Management of Carter & Associates, L.L.C. will be notified immediately and the fire alarm sounded.
- Building Management will immediately initiate action, taking into consideration changes that might become necessary according to the situation.
- Building Management will establish a command post as close as safely possible to the incident scene.
- Act as a liaison with emergency response units.
- Initiate the 911 call to emergency response units and provide details of the fire or explosion to the emergency response units.

EOP: Bomb Threats / Threat or Act of Terrorist

Carter & Associates, L.L.C. realizes that bombing and the threat of being bombed are primary methods utilized by **terrorists** in today's harsh world. Bombs can be constructed to look like almost anything and can be placed or delivered in any number of ways. The probability of finding a bomb that looks like the stereotypical bomb is almost nonexistent. Most bombs are homemade and are limited in their design only by the imagination of, and resources available to, the bomber.

Bomb threats are delivered in a variety of ways. The majority of threats are called in to the target. Occasionally, these calls are through a third party. Sometimes a threat is communicated in writing or by a recording. Two logical explanations for reporting a bomb threat are:

1. The caller has definite knowledge or believes that an explosion or incendiary bomb has been or will be placed and he/she wants to minimize injury or property damage. The caller may be the person who has placed the device or someone who has become aware of such information.
2. The caller wants to create an atmosphere of anxiety and panic will result a disruption of the normal activities at Carter & Associates, L.L.C. where the device is purportedly placed.

Carter & Associates, L.L.C. believes in the need to be prepared for such an emergency.

Therefore the person receiving a bomb threat should use the following guide.

- If the bomb threat is written, do not destroy the letter. The letter should be given to Building Management who will then notify local

authorities and initiate Carter & Associates, L.L.C. Emergency Response Plan.

- If the bomb threat is received by telephone, use the following guide :
 1. Do Not hang up the phone.
 2. Get all information: location, size, appearance, time the bomb will explode, etc.
 3. Alert another staff member to call the phone company to attempt a trace on the call. (Dial "O" for Operator).
 4. Get the caller to talk as long as possible.
 5. Notify Building Management of the threat.
 6. Building Management shall :
 - Call the Police Department and request assistance.
 - Make decision concerning evacuation.

If Evacuation has been decided, NO ONE shall enter the SouthBridge building until the Police Department has given an "ALL CLEAR" to Building Management.

Bomb Threat/Terrorist Threat Checklist

Your Name: _____ **Date :** _____ **Time:** _____

Caller's Identity: (M) Male (F) Female

Estimate the caller's age: (T) Teen (20 - 30) (30 - 40) (40 - 50) (S) Senior

Caller's Voice is: (Circle the BEST description)

Slow	Fast	Loud	Foreign	Calm
High Pitch	Distant	Raspy	Stutter	Foul
Drunk	Slurred	Deliberate	Deep	Distorted
Angry	Nasal	Irrational	Laughing	Emotional

Background Noise: (Circle the BEST description)

Office	Factory	Animals	Traffic	Music
Airplanes	Party	Quiet	Train	Other Voices

Bomb Facts: Keep the caller talking ! If the caller seems agreeable to further conversation, ask questions like:

1. When is the bomb going to explode? What hour: _____ Time Remaining: _____
2. Where is the bomb? Which building: _____ Area: _____
3. What kind of bomb is it?
4. What does it look like?
5. Do you know who placed the bomb?
6. Where are you now?
7. What is your name and address:

8. Did the caller appear familiar with Carter & Associates, L.L.C.' buildings by their description of the bomb location?

Call the following Carter & Associates, L.L.C. Senior Management Team after the bomb threat call:

Grayson Glaze, General Manager- SouthBridge – Home Telephone: 205-758-4446

Office Telephone: 205-871-5223

Mobile: 205-281-9946

Nextel ID: 154*27*15423

On Duty Security Supervisor is in charge until a member of Senior Management arrives on scene.

EOP: Hazardous Chemical/Biological Release - Act of Terrorism or Accidental

In the event of intentional (terrorism) or accidental release of hazardous chemicals/biological, an “evacuation” or “shelter-in-place”(i.e. staying put) may be required if the release is in a significant amount to cause, or have potential to cause, harm to employees.

Building Management (Carter & Associates) will make every possible attempt permitted under the existing emergency circumstances to notify the tenants via the intercom (which is connected to the emergency generator if we experience power failure) of the crisis situation and inform you of the building’s course of action (i.e. whether to evacuate the building or utilize “shelter in place”) and update you throughout the duration of the crisis.

If the “evacuation” procedure is initiated - the building fire alarm system will be activated, **ALL EMPLOYEES MUST LEAVE THE PREMISES OF SOUTHBRIDGE** and proceed to each tenants designated parking lot meeting areas.

Under “shelter-in-place”, all employees are suggested to stay in your office and if possible, begin to implement your individual office plan (www.ready.gov). Unless it is unavailable, the Building Management Emergency Command Post will be the current location of the onsite management office.

Under both scenarios, Building Management will immediately shutdown all building ventilation systems and close all outside air dampers.

EOP: Hazardous Chemical/Biological Release - (continued)

**NO ONE MAY ENTER THE RELEASE / SPILL / AFFECTED AREAS
WITHOUT PROPER PERSONAL PROTECTIVE EQUIPMENT AND
BUILDING MANAGEMENT PERMISSION.**

**All unqualified employees should remain clear of any spill or release
of any hazardous material.**

IF POSSIBLE:

... Building Management will proceed directly to the emergency area to determine if evacuation or outside emergency response units are necessary.

... Building Management will activate the Emergency Response Team if required.

... Building Management will implement our ***Emergency Spill Procedures or the Spill Prevention Control and Countermeasures Plan*** if any hazardous material is released.

- Notification of State Department of Environmental Monitoring and EPA is required if spilled oil material discharges or threatens to discharge into a waterway of the State causing a visible sheen on or a discoloration of the surface water or shorelines, or if a reportable quantity for a hazardous substance is discharged or may unavoidably be discharged to a waterway of the State.

EOP: Medical Emergency

Carter & Associates, L.L.C.' guidelines for handling medical emergencies includes the following steps:

1. After a medical emergency has been identified, Carter & Associates, L.L.C. Building Management or the Security Supervisor on Duty should be notified immediately.
2. Call Professional Emergency Responders as quickly using 911.
3. Carter & Associates, L.L.C. personnel should provide emergency first aid only as trained, including CPR.
4. All Carter & Associates, L.L.C. first responders will use Personal Protective Equipment as outlined in the Carter & Associates, L.L.C. Safety Manual, Control of Blood Borne Pathogens Program and will follow first aid standards of care.
5. All injured or ill building tenants and visitors requiring emergency medical care for life / death medical emergencies will be transported by local Emergency Medical Services to the nearest local hospital.
6. All non-life / death medical emergencies will be recommended to the nearest local hospital.
7. All Employees who are involved in an injury or accident shall be screened for drugs and alcohol as prescribed by Carter & Associates, L.L.C.' Drug Free Workplace Policy.
8. During any emergency, Carter & Associates, L.L.C. Building Management will make any effort to set up an emergency care station at a location deemed safe depending on the nature of the emergency and relevant conditions.

Emergency Assembly Areas

All building tenants will be directed to individually located emergency assembly areas in the event of an emergency evacuation of the SouthBridge building. The Carter & Associates, L.L.C. designated emergency assembly areas are located next to the numbered light poles in the tenant parking areas around the perimeter of the SouthBridge building. These locations have been chosen to provide all Carter & Associates, L.L.C. tenants with the safest area possible should an emergency evacuation become necessary. Carter & Associates, L.L.C. Building Management will establish an evacuation command post. All building tenants are responsible for providing to the Building Management information about any employees who are unaccounted for in the assembly area. Building Management will in turn notify any emergency response personnel who are on the scene.

Building tenants are to utilize the designated emergency exit stairways conveniently located on each floor. Tenants should proceed into the exit closest to their leased space and proceed in an orderly fashion in the direction of exit pathway through the exit discharge to their assigned meeting space. Once at the assembly area, tenants should conduct a **roll call** to ensure all tenant workers were evacuated successfully and notify the Building Management.

Building tenants should elect a **Emergency Warden** to be in charge of their operations in the event the Building Management should deem it necessary to sound an evacuation alarm. **In addition, building tenants should develop an emergency preparedness plan of their own to compliment this Master Plan.**

Appendix A

Severe Weather Guide

I. Tornadoes

Tornadoes are the most violent atmospheric phenomenon on the planet. Winds of 200 - 300 mph can occur with the most violent tornadoes. In case of tornadoes, proceed to the interior hallways and follow the instructions listed below. The Following are instructions on what to do when a tornado warning has been issued by the National Weather Service.

Homes and Small Buildings: Go to the basement (if available) or to an interior room on the lowest floor. Wrap yourself in overcoats or blankets to protect yourself from flying debris.

In Schools, Hospitals, Factories, or Shopping Centers: Go to interior rooms or hallways on the lowest floor. Stay away from glass enclosed places or areas with wide-span roofs such as a warehouse. Crouch down in a kneeling position, bend forward as far as possible, and cover your head with your hands.

If No Suitable Structure is Nearby: Lie flat in the nearest ditch or depression and use your hands to cover your head.

II. Flash Flood

Flash floods and floods are the #1 weather related killer with around 140 deaths in the U.S. each year.

Flash Flood Safety Rules

- When Inside
 - If ordered to evacuate or if rising water is threatening leave immediately and get to higher ground.
- If Caught Outdoors
 - Go to higher ground immediately! Avoid small rivers or streams, low spaces, canyons, dry river beds, etc..
 - Do not try to walk through flowing water more than ankle deep!
 - Do not allow children to play around streams, drainage ditches or viaducts, storm drains, or other flooded areas.
- If in a vehicle
 - DO NOT DRIVE THROUGH FLOODED AREAS!** Even if it looks shallow enough to cross. The largest number of deaths due to flash flooding is due to people driving through flooded areas. Water only one foot deep can move 1500 lbs! Two feet of water can easily carry most automobiles !

III. Lightning Safety

Lightening causes around 100 deaths in the U.S. annually. General lightening safety rules:

1. When Inside :

- Avoid using the telephone (except for emergencies) or other electrical appliances.
- Do not take a bath or shower.

2. If Caught Outdoors:

- Go to a safe shelter immediately! Such as inside a sturdy building. A hardtop automobile with the windows up also offers fair protection.
- If you are boating or swimming, get out of the water immediately and move to a safe shelter away from the water.
- If you are in a wooded area, seek shelter under a thick growth of relatively small trees.
- If you feel your hair standing on end, squat as low to the ground as you can with your head between your knees. **DO NOT LIE FLAT!**
- Avoid isolated trees or other tall objects, bodies of water, sheds, fences, convertible automobiles, tractors, and motorcycles.

IV. Storm / Blizzard Preparedness and Safety

If a **Winter Storm Watch** has been issued for your area, that means that hazardous winter condition with snow greater than 6 inches in 24 hours, wind gusting over 35 pmh, or visibility less than 1/4 mile are expected in 12 to 36 hours. You should prepare for the worst now “

1. At Home or Work Make Sure You Have :

- a working flash light
- battery powered NOAA weather radio, radio, or TV
- extra food, water, medicine, and baby items
- first aid supplies
- heating fuel (propane, kerosene, fuel oil, etc.)
- emergency heating source
- fire extinguisher and smoke detector

2. In Cars and Trucks :

- fully check and winterize your vehicle
- keep your fuel tank near full
- try not to travel alone
- let a friend or relative know your timetable for travel
- carry a WINTER STORM SURVIVAL KIT which contains :
 - blankets / sleeping bags
 - flashlight with extra batteries
 - knife
 - high calorie, non-perishable food
 - a small can and water-proof matches to melt snow for drinking water
 - sand or cat litter

- shovel
- windshield scraper
- tool kit
- tow rope
- jumper cables
- water container
- compass
- road maps

3. On the Farm

- Move animals to sheltered areas
- Haul extra feed to nearby feeding areas
- Have a water supply available (most animal deaths in winter storms is from dehydration.)

If a **Winter Storm Warning** has been issued for your area, that means that hazardous winter conditions with snow greater than 6 inches in 24 hours, winds gusting over 35 mph, or visibility less than 1/4 mile are expected within 12 hours or are already occurring.

1. If Caught Outside :

- Find a dry shelter. Cover all exposed parts of the body.
- If shelter is NOT available :
 - Prepare a lean-to, wind break, or snow cave for protection from the wind.
 - Build a fire for heat and to attract attention, Place rocks around the fire to absorb and reflect heat.

- Do NOT eat snow. It will lower your body temperature. Melt it first.

2. If Stranded In A Car Or Truck :

- Stay in your car or truck!
- Run the motor about 10 minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers :
 - Turn on the dome light at night when running the engine.
 - Tie a colored cloth to your antenna or door.
 - Raise the hood after the snow stops falling.
 - Exercise to keep blood circulating and to keep warm.

3. At Home Or In A Building :

- Stay inside!
- If there is no heat :
 - Close off all unneeded rooms.
 - Stuff Towels or rags in cracks under doors.
 - Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light-weight, warm clothing.

V. Hurricane Preparedness and Safety

Hurricanes can be dangerous killers. Learning the hurricane warning messages and planning ahead can reduce the chances of injury or major property damage.

1. Before the Hurricane :

- Plan an evacuation route.
- Contact the local EMA (Emergency Management Agency) or American Red Cross for the community hurricane preparedness plan. This plan should include information on the safest evacuation routes and nearby shelters.
- Learn safe routes inland. Be ready to drive 20 to 50 miles inland to locate a safe place.
- Have disaster supplies on hand :
 - Flashlight with extra batteries
 - Portable, battery-operated radio and extra batteries
 - First aid kit and manual
 - Emergency food and water
 - Non-electric can opener
 - Essential medicines
 - Cash and credit cards
 - Sturdy shoes
- Make arrangements for pets. Remember that for health and space reasons your pet may not be allowed inside a shelter. Contact the local humane society for information.

- Make sure that all family members know how to respond after a hurricane. Teach family members how and when to turn off gas, electricity, and water.
- Teach children how and when to call 9-1-1, police, or fire departments and which radio station to tune for emergency information.
- Protect your windows
- Permanent shutters are the best protection or put up plywood panels cut to fit each window. Use screws to secure the plywood to each window.
- Trim back dead or weak branches from trees.
- Check into flood insurance through the National Flood Insurance Program or your local insurance agent.
- Develop an emergency communication plan for family members in case you become separated from each other.
- Ask an out-of-state relative or friend to serve as the “family contact”. After a disaster, it’s often easier to call long distance. make sure everyone in the family knows the name, address, and phone number of the contact person.

Hurricane Watches and Warnings

A hurricane watch is issued when there is a threat of hurricane conditions within 24-36 hours. A hurricane warning is issued when hurricane conditions (winds of 74 mph or greater, or dangerously high water and rough seas) are expected in 24 hours or less.

1. During a Hurricane Watch

- Listen to a battery-operated radio or television for hurricane progress reports.
- Check emergency supplies.
- Fuel your vehicles.
- Bring in outdoor objects such as lawn furniture, toys, and garden tools and anchor objects that cannot be brought inside.
- Secure buildings by closing and boarding up windows.
- Remove outside antennas.
- Turn refrigerator and freezer to coldest settings. Open only when absolutely necessary and close quickly.
- Store drinking water in clean bathtubs, jugs, bottles, and cooking utensils.
- Review evacuation plan.
- Moor boat securely or move it to a designated safe place. Use rope or chain to secure boat to trailer. Use tie-downs to anchor trailer to the ground or house.

2. During a Hurricane Warning

- Listen constantly to a battery-operated radio or television for official instructions.
- If in a mobile home, check tie-downs, and evacuated immediately.
- Store valuables and personal papers in a waterproof container on the highest level of your home.
- Avoid Elevators.

3. After

- Stay tuned to local radio for information.
- Help injured or trapped persons.
- Return home only after authorities advise that it is safe to do so.

Appendix B

SouthBridge Chemical Storage

Most chemicals used by SouthBridge are stored in their original shipping containers and are typically not in quantities greater than those found in the average home when in use by SouthBridge workers.

Chemical Name	Container Size	Location	Average Quantity
Propane	14.1 oz	Penthouse	2
Paint Thinner	32 oz	Penthouse	1
WD-40	11 oz	Penthouse	1
Spray Belt Dressing	13.75 oz	Penthouse	2
Virg. Blast-A-Coil	18 oz	Penthouse	1
Brass Brite Cleaner	14 oz	Penthouse	3
Painter's Hand Cleaner	14 oz	Penthouse	1
Compressor Lube	1 gal	Penthouse	1
Rector Seal	8 oz	Penthouse	1
Compressor Oil	32 oz	Penthouse	7
Curve Ball Degreaser	1 gal	Penthouse	4
HCL Lacid	1 gal	Chiller Room	1
Latex Paint	1 gal	1 st Floor Storage	16
Refrigeration Oil	2.5 gal	Chiller Room	1
#168 Tower Treatment	5 gal	Chiller Room	7
Glass Cleaner	1.5 gal	2 nd Floor Jan. Closet	2
Acid-free Cleaner	1.5 gal	2 nd Floor Jan. Closet	2
Lancer Gen. Clnr	1.5 gal	2 nd Floor Jan Closet	2

Blue Sky Disinf.	1.5 gal	2 nd Floor Jan. Closet	2
------------------	---------	-----------------------------------	---

Insecticides / Herbicides

Chemical Name	Container Size	Location	Average Quantity
#83 Algaecide	5 gal	Chiller Rm Penthouse	2
#94 Microbiocide	5 gal	Chiller Rm Penthouse	1

Appendix C

Emergency Evacuation Master Diagrams

**Please see your Emergency Warden for the SouthBridge Master Emergency Evacuation
Diagram**