



BANK OF AMERICA 
Winter Village
at Bryant Park®

EMERGENCY ACTION PLAN



EMERGENCY PHONE NUMBERS

FIRE DEPARTMENT: 911

PARAMEDICS: 911

AMBULANCE: 911

POLICE: 911

SECURITY (If applicable): Brian McGinn (917-438-5124)

BUILDING MANAGER (If applicable): _____

UTILITY COMPANY EMERGENCY CONTACTS

(Specify name of the company, phone number and point of contact)

ELECTRIC: Con Ed/Aggreko (800-752-6633/800-861-1001)

WATER: NYC Environmental Protection (212-639-9675)

GAS (if applicable): N/A

TELEPHONE COMPANY: Verizon (800-922-0204)

EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by site personnel are:

- Medical
- Fire
- Extended Power Loss
- Chemical Spill
- Active Shooter
- Bomb Threat
- Severe Weather

MEDICAL EMERGENCY

- Call medical emergency phone number (check applicable):
 - Paramedics
 - Ambulance
 - Fire Department
 - Other

- Provide the following information to 911:
 - Nature of medical emergency,
 - Location of the emergency (address, building, room number),
 - c. Your name and phone number from which you are calling.
- Do not move victim unless necessary or victim is in danger.
- Get any CPR and FIRST AID certified associates to help if onsite.
- If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
 - Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
 - Clear the air passages using the Heimlich Maneuver in case of choking.
- In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

FIRE EMERGENCY

When fire is discovered:

- Activate the nearest fire alarm (if installed)
- Notify the local Fire Department by calling 911.
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means (check applicable):
 - Voice Communication
 - Phone Paging

- Radio
- Other

Fight the fire ONLY if:

- You or a group is trapped, and the fire is spreading
- The fire is small, not spreading to other areas and can be put out with a fire extinguisher.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- All associates must go to the rally point (specify location):
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

Designated Official, Manager or supervisors must (underline one):

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures

Area/Floor Monitors must:

- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Manager at the assembly area.

Assistants to Physically Challenged should:

- Assist all physically challenged employees in emergency evacuation.

EXTENDED POWER LOSS

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off if power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long-term power loss.
 - Fire sprinkler system
 - Standpipes
 - Potable water lines
 - Toilets

- Add propylene-glycol to drains to prevent traps from freezing
- Equipment that contain fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

CHEMICAL SPILL

The following are the locations of:

Spill Containment and Security Equipment: _____

Personal Protective Equipment (PPE): _____

MSDS: _____

When a Large Chemical Spill has occurred:

- Immediately notify the designated official and Manager.
- Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.).
- Secure the area and alert other site personnel.
- Do not attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medical emergency number, if required.
- Call a local spill cleanup company or the Fire Department (if arrangement has been made) to perform a large chemical (e.g., mercury) spill cleanup.

Name of Spill Cleanup Company: _____

Phone Number: _____

- Evacuate building as necessary

When a Small Chemical Spill has occurred:

- Notify the Manager.
- If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.
- Deal with the spill in accordance with the instructions described in the MSDS.
- Small spills must be handled in a safe manner, while wearing the proper PPE.
- Review the general spill cleanup procedures.

**ACTIVE SHOOTER
STANDARD OPERATING PROCEDURE**

- Take note of the two nearest exits

- If you are in an office/room, stay there and secure the door (door should open in)
- If you're in a hallway, get into a room and secure the door (door should open in)
- Call 911 when it is safe to do so and alert police to the shooter's location. If you cannot speak, leave the line open and allow the dispatcher to listen
- If active shooter is nearby: lock the door, silence your cell phone, turn off any source of noise, hide behind large items and remain quiet
- Evacuate: (if escape route is accessible)
 - Have an escape route in mind
 - Evacuate regardless of whether others agree to follow
 - Leave your belongings behind
 - Help other escape, if possible
 - Prevent individuals from entering an area where the active shooter may be
 - Keep your hands visible
 - Follow the instructions of any police officers
 - Do not attempt to move wounded people
 - Call 911 when you are safe
- Hide Out: (if evacuation is not possible)
 - Hiding place should be out of shooter's view
 - Provide protection if shots are fired in your direction
 - Do not trap yourself or restrict your options for movement
 - Lock the door
 - Blockade the door with heavy furniture (door should open in)
- Taking Action: (Last Resort, imminent danger)
 - As a last resort, attempt to take the active shooter down. When the shooter is close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her
 - Attempt to disrupt and/or incapacitate the active shooter
 - Act as aggressively as possible against him/her
 - Throwing items and improvising weapons
 - Yelling
 - Commit to your actions

TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: _____ TIME: _____ DATE: _____
 CALLER'S IDENTITY SEX: Male _____ Female _____ Adult _____ Juvenile _____ APPROXIMATE AGE: _____
 ORIGIN OF CALL: Local _____ Long Distance _____ Telephone Booth _____

<p style="text-align: center; margin: 0;">VOICE CHARACTERISTICS</p> <p>___ Loud ___ Soft ___ High Pitch ___ Deep ___ Raspy ___ Pleasant ___ Intoxicated _____ Other</p> <p style="text-align: center; margin: 10px 0 0 0;">ACCENT</p> <p>___ Local ___ Not Local ___ Foreign ___ Region ___ Race</p>	<p style="text-align: center; margin: 0;">SPEECH</p> <p>___ Fast ___ Slow ___ Distinct ___ Distorted ___ Stutter ___ Nasal ___ Slurred _____ Other</p> <p style="text-align: center; margin: 10px 0 0 0;">MANNER</p> <p>___ Calm ___ Angry ___ Rational ___ Irrational ___ Coherent ___ Incoherent ___ Deliberate ___ Emotional ___ Righteous ___ Laughing</p>	<p style="text-align: center; margin: 0;">LANGUAGE</p> <p>___ Excellent ___ Good ___ Fair ___ Poor ___ Foul _____ Other</p> <p style="text-align: center; margin: 10px 0 0 0;">BACKGROUND NOISES</p> <p>___ Factory ___ Trains ___ Machines ___ Animals ___ Music ___ Quiet ___ Office ___ Voices ___ Machines ___ Airplanes ___ Street ___ Party ___ Traffic ___ Atmosphere</p>
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BOMB FACTS

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour _____ Time Remaining _____
 Where is it located? Building _____ Area _____
 What kind of bomb? _____
 What kind of package? _____
 How do you know so much about the bomb? _____
 What is your name and address? _____

If building is occupied, inform caller that detonation could cause injury or death.

Activate malicious call trace: Hang up phone and do not answer another line. Choose same line and dial *57 (if your phone system has this capability). Listen for the confirmation announcement and hang up.

Call Security at _____ and relay information about call.

Did the caller appear familiar with facility or building (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.
 Notify your supervisor immediately.

SEVERE WEATHER AND NATURAL DISASTERS

Tornado:

- When a warning is issued by sirens or other means, seek inside shelter. Consider the following:
 - Small interior rooms on the lowest floor and without windows,
 - Hallways on the lowest floor away from doors and windows, and
 - Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

Earthquake:

- Stay calm and await instructions from the Manager or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Manager and/or the designated official.

Flood:

If indoors:

- Be ready to evacuate as directed by the Manager and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

If outdoors:

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

Hurricane:

- The nature of a hurricane provides for more warning than other natural and weather disasters. A hurricane watch is issued when a hurricane becomes a threat to a coastal area. A hurricane warning is issued when hurricane winds of 74 mph or higher, or a combination of dangerously high water and rough seas, are expected in the area within 24 hours.

Once a hurricane watch has been issued:

- Stay calm and await instructions from the Manager.
- Continue to monitor local TV and radio stations for instructions.
- Move early out of low-lying areas or from the coast, at the request of officials.

- If you are on high ground, away from the coast and plan to stay, secure the building, moving all loose items indoors and boarding up windows and openings
- Collect drinking water in appropriate containers.

Once a hurricane warning has been issued:

- Be ready to evacuate as directed by the Manager and/or the designated official.
- Leave areas that might be affected by storm tide or stream flooding.

During a hurricane:

- Remain indoors and consider the following:
 - Small interior rooms on the lowest floor and without windows,
 - Hallways on the lowest floor away from doors and windows, and
 - Rooms constructed with reinforced concrete, brick, or block with no windows.

Blizzard:

If indoors:

- Stay calm and await instructions from the Manager or the designated official.
- Stay indoors!
- If there is no heat:
 - Close off unneeded rooms or areas.
 - 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, if available.

If outdoors:

- 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.

If stranded in a car or truck:

- Stay in the vehicle!
- Run the motor about ten 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