

**Oak Hill Commons -
Evacuation and
Emergency Action Plan
Procedure**

1. Purpose

This Emergency Action Plan (the Plan) outlines procedures to be followed by building occupants in the event of an emergency situation. The Plan describes the actions to be taken during a medical emergency, a fire/explosion, a hazardous material release, or other potentially unsafe environmental condition. The responsibilities of Emergency Coordinators are described herein and include emergency response action coordination, emergency equipment maintenance, and Plan updates.

The Plan has been prepared in accordance with United States Occupational Safety and Health Administration (OSHA) requirements under 29 CFR 1910.38 and 29 CFR 1910.39 to:

- be used as a reference guide during an emergency.
- present measures to minimize hazards to human health and the environment from fires, explosions, hazardous material releases, and other emergency situations.
- familiarize outside emergency response agencies (e.g., police, fire, rescue, hospital, etc.) with the internal emergency response procedures established for Corcoran Jennison sites.

The Plan is intended for use by all building occupants to prepare for and respond to emergency conditions. Emergency Coordinators are required to have a working knowledge of the procedures described in the Plan.

2. Scope

This procedure was prepared to comply with United States OSHA regulations.

This procedure defines the responsibility and authority for the handling and investigation of emergency accidents, incidents, and for taking action to mitigate any related consequences.

3. Emergency Phone Number

Occupants should call 911 in an emergency or follow the emergency procedures established by the property management.

Additional phone numbers include –

- On-Call Maintenance Emergency Phone – 412-728-6876
- Maintenance Supervisor – 412-883-2822
- Security – 412-496-9694

4. Responsibilities

Each of the following groups has responsibilities under this Plan and shall receive training to familiarize themselves with their respective responsibilities. This training will be coordinated by the Safety Department.

Emergency Coordinator

The Emergency Coordinator is responsible for directing Facility emergency response activities, as well as for notifying and coordinating public and private emergency support services. The Emergency Coordinator has the authority to commit necessary resources required to undertake the measures described by this Plan.

**Oak Hill Commons -
Evacuation and
Emergency Action Plan
Procedure**

The Emergency Coordinator is the sole person through whom response actions are coordinated, until a professional first responder (e.g., Fire or Police Department) assumes command. Unless otherwise directed by the professional first responder, the Emergency Coordinator will remain responsible for coordinating Corcoran Jennison's response actions. The Emergency Coordinator will seek assistance from the Safety Department where needed.

For the purpose of this Plan, the term Emergency Coordinator will refer to the person described below:

- Primary Emergency Coordinator: Property Manager.
- Alternate Emergency Coordinator: If the Property Manager is not immediately available, the term Emergency Coordinator will refer to the senior member of the Maintenance Department.

Independent of which of the above scenarios is in effect during an emergency, the Emergency Coordinator title may be transferred to a professional emergency responder once onsite. The Corcoran Jennison employee described above becomes the sole contact on behalf of the Facility with the professional emergency responder.

Emergency Coordinator's Responsibilities

The Emergency Coordinators and alternates shall be familiar with and knowledgeable of this plan, the operations and activities at the facility, the location and hazards of materials being handled, the location of Safety Data Sheets, and the location of emergency response and spill cleanup equipment.

Emergency Preparedness

The Primary Emergency Coordinator has the responsibility of preparing for and preventing emergency conditions. These duties include the following:

- Be familiar and knowledgeable of this Plan.
- Maintain, operate, and replace emergency response equipment as necessary. This responsibility includes the maintenance of the fire control equipment (alarm systems, sprinkler system, automated fire suppression systems, detectors, fire extinguishers) and spill control equipment.
- Fire Extinguishers shall be visually inspected monthly, inspected by an outside vendor every year, and hydrostatically tested every 5 years.
- Maintain an open line of communication with local emergency response services.

Emergency Conditions

In the event of an emergency, the Emergency Coordinator shall conduct the following immediate actions.

- Direct and coordinate response actions.
- Identify the cause of the emergency and refer to Section 5.0 for further instructions on the specific situation.
- If safe to do so, and with the assistance from Security where available, eliminate or reduce the immediate hazard then establish a perimeter around the hazard area to prevent unauthorized entry.
- Notify Facility personnel potentially affected by the situation and initiate building evacuation, if required.
- Notify the hazardous material spill contractor if such help is required.

**Oak Hill Commons -
Evacuation and
Emergency Action Plan
Procedure**

- Determine with the Safety and Regional Manager if whether or not notification of governmental regulatory agencies is required.

Post-Emergency Conditions

Once the emergency has been abated, the Emergency Coordinator will do the following:

- Confirm that all applicable internal and external reports have been completed. These may include accident report forms, claims reports, etc.
- Conduct investigation into emergency event and make necessary changes to prevent reoccurrence.
- Replace and restock necessary equipment.
- Supervise cleanup actions to ensure that any released material is properly contained, identified, and labeled for disposal/treatment.
- Review the response operations, emergency preparedness and response plans and procedures with the Safety Department, and provide recommendations to improve either the response effort or preventative measures. Modifications to the Emergency Action Plan could result from this review (see Section 8.0).

Safety Department

- Develop and manage this Plan and revise as needed.
- Receive notification of an emergency condition from Emergency Coordinator and provide assistance as necessary.
- Conduct periodic safety audits to check that facilities are appropriately prepared for emergencies by conducting safety inspections.
- Communicating Corcoran Jennison's emergency procedures through signs, posters, email notices, intranet, and employee training.

Security – if available

- Make notifications as appropriate to the Emergency Coordinator, Fire Department, Police Department, medical personnel, spill response contractors, and emergency response personnel.
- Act as the liaison with local response agencies (e.g. escorting medical personnel to an employee requiring medical attention is located).

Maintenance Department

- Supervisors on the Facilities staff shall be prepared to act as the Emergency Coordinator.
- Periodically inspect that emergency exit signs are clearly marked and functioning, and that emergency lighting systems are operational.
- Periodically inspect emergency egress routes, to ensure that they remain clear.
- Check fire extinguishers on a routine basis and arrange for inspections of fire extinguishers and fire suppression systems.
- Maintain other emergency-related equipment and systems such as building alarms and refrigeration monitors.

Supervisors

- Conduct Head Counts at Gathering Points following building evacuations.

**Oak Hill Commons -
Evacuation and
Emergency Action Plan
Procedure**

- Maintain communications with the Emergency Coordinator and/or Security during evacuations.
- Report missing persons to the Emergency Coordinator, Security and/or on-site professional responders.

Building Occupants

- Immediately notify management when an existing or potential emergency is observed.
- During an evacuation, follow the procedures described by Section 6.0 of this plan.
- Shall not respond to emergencies and shall remain clear of emergency areas, unless appropriate training has been received (e.g., First Aid/CPR training, First Responder training, fire extinguisher training, etc.).

5. Emergency Procedures

The following emergency procedures constitute the response actions that are to be carried out under the direction of the Emergency Coordinator. The following sections of this Emergency Action Plan detail the specific steps and response actions to be followed in the event of a medical emergency, fire/explosion, or hazardous material release. Evacuation procedures are outlined in Section 6.0 of this Plan.

Notifying the Emergency Coordinator

In the event of an emergency, the Emergency Coordinator will be notified, unless otherwise directed by the following procedures. Notification of the Emergency Coordinator will take place through Security or as directed in Section 4.0 of this Plan.

Medical Emergency

The response actions to be taken by facility personnel in the event of a medical emergency are detailed in this section.

Procedures:

- The employee identifying the emergency will call 911.
- Do not attempt to move the injured employee before help arrives but stay with the employee.
- In locations that have on-site security, Security will summon outside emergency aid services as necessary and escort such services to the employee requiring medical assistance.
- In locations that have on-site security, Security will contact the Emergency Coordinator (as necessary) and apprise him/her of the situation.
- If the injury is a result of an on-site accident, Security (where available) will gather information at the scene via interviews, photos, and a site reconnaissance. This information will be recorded on an Incident Report.
- In the event of a hazardous material exposure, the Emergency Coordinator and/or Environmental, Health and Safety Department upon request will forward the appropriate Safety Data Sheet (SDS) to on-site emergency response personnel and to the appropriate hospital, if needed.
- In the event of a serious injury or fatality, the Risk Management Department will notify the appropriate regulatory agencies as required.

Fire/Explosion Emergency

In the case of a fire or explosion, facility personnel will implement the following emergency response procedures.

Procedures:

- The employee identifying the fire will pull the nearest Fire Alarm and evacuate.

**Oak Hill Commons -
Evacuation and
Emergency Action Plan
Procedure**

NOTE: Although fire extinguishers are located throughout Corcoran Jennison Facilities, Corcoran Jennison employees are not to use the extinguishers unless they are specifically trained in the selection and use of fire extinguishers. (OSHA law)

- All personnel shall evacuate the area immediately via the nearest exit and assemble at the designated gathering points described in Section 6.0, Evacuation Plan.
- Once outside the building and after reporting to the appropriate Gathering Point, the employee that pulled the fire alarm shall notify their Supervisor of why the alarm was pulled. The Supervisor will relay this information to the Emergency Coordinator and/or Fire Department personnel.
- Supervisors will conduct a headcount of the employees working in their areas.
- The Fire Department, Security (where available), Emergency Coordinator and designees will ensure that unauthorized personnel are kept from entering evacuated areas. If safe to do so, employees are to remain at their assigned Gathering Point until instructed by the Fire Department to return to their work areas.
- The Fire Department will determine if and when it is safe to reenter the building and will notify the Emergency Coordinator and/or Security accordingly, who in turn will notify personnel.

Threat of Fire/Explosion

If a threat of a fire or explosion is identified, employees aware of the threat must contact Property Management. Security, where available, will contact the Emergency Coordinator and the Fire Department. If the Fire Department determines that an evacuation is necessary, the Emergency Coordinator or Security will signal the evacuation by activating the fire alarm. In buildings where security is not available, employees should call x911 and follow the instructions from the Fire Department.

Once an evacuation has been initiated, continue by following the procedures described in Section 5.

Fire Prevention Plan

- Potential fire hazards include:
 - Building materials (combustible materials such as wooden doors, framing, electric wiring)
 - Packing material and paper products
 - Flammable and combustible liquids (paints, solvents, and oils)
 - Flammable gases (welding)
 - Overloaded electrical circuits, unsafe wiring and defective extension cords.
- Fire prevention is the responsibility of all building occupants. Excess accumulation of paper and packaging products is discouraged as part of good housekeeping procedures. Good housekeeping is basic to fire safety and should be a goal in every department. The following general preventive measures apply.
- General work areas such as offices and shops must be kept orderly and clean.
- Discarded packing material or scrap should not be accumulated.
- Items cannot be stored in front of emergency exits or general entry/exit ways, nor are items allowed to be stored in main aisle ways or egress paths. Keep egress ways clear at all times.
- Employees are not allowed to bring certain items to the worksite, such as space heaters or candles. Check with the Safety Department with specific questions on what items may be prohibited.
- A sufficient number of waste baskets or trash receptacles (noncombustible containers) should be placed in each work area.

**Oak Hill Commons -
Evacuation and
Emergency Action Plan
Procedure**

- Store flammable and combustible liquids in designated storage cabinets or exterior storage sheds. This mainly applies to Maintenance personnel.
- Avoid using flammable cleaning solvents to clean floors, walls, furniture or equipment.
- Hazardous material spills must be cleaned up immediately. The Safety Department will assist as needed.
- Place oil- or chemical-soaked rags in metal or other suitable containers. Again, this applies mainly to Maintenance personnel.
- Smoking is not allowed in the presence of flammable or combustible liquids and gases. Smoking is only allowed in designated smoking areas, outside the building. Flammable and combustible liquids and gases are stored in accordance with applicable OSHA standards.
- Corcoran Jennison buildings are equipped with portable fire extinguishers and several types of automated fire suppression systems as described earlier in Section 5. It is the responsibility of the Property Manager to ensure that this equipment is inspected and maintained.

Hazardous Materials Emergency

Corcoran Jennison uses only limited amounts of hazardous materials in its operations. It is unlikely that an emergency release of a hazardous substance will occur at a Corcoran Jennison facility. Should such a release be identified, the response actions to be taken by employees are included in this section.

Hazardous Material Release

The employee identifying a hazardous material release should evacuate to a safe area and notify Emergency Coordinator or an outside emergency response agency. Emergency Coordinator will notify the Safety Department and the company remediation contractor.

If the material can be safely handled by facility employees and the release is classified as a controlled release, local maintenance and janitorial staff can perform the cleanup provided that they wear personal protective equipment (PPE) as stipulated by the product SDS or appropriate to the hazard presented by the material. Spill kits will be located at select facilities.

If the material cannot be safely handled, or if unsure, The Emergency Coordinator and/or Fire Department along with the Safety Department will contact a qualified outside response contractor or the local Haz-Mat Team to assist in handling the release.

The Emergency Coordinator will establish an emergency zone around the hazard area to prevent unauthorized entry until a trained hazardous materials team and/or local authorities arrive. If it is necessary to evacuate the building, refer to Section 6.0 Evacuation Plan.

Once they arrive, trained First Responders and/or Fire Department personnel will further identify and assess the character, source(s), amount, and extent of the released materials. These personnel may seek additional guidance or information from the Emergency Coordinator.

**Oak Hill Commons -
Evacuation and
Emergency Action Plan
Procedure**

If a flammable or combustible material is released, trained First Responders and/or the Fire Department shall, to the extent possible, eliminate sources of open flames and cease operation of other sources of ignition likely to cause sparks.

The Safety Department with the help of the company remediation contractor will determine whether or not the cleanup material is a hazardous waste. If the material is hazardous waste, or if it cannot be determined at the time of the cleanup, the Safety Department will give instruction on how to label the container accordingly and place it in a hazardous waste storage area.

The Safety Department and the company remediation contractor will ensure that notifications and reports related to the release have been completed as applicable. Note that notification requirements are dependent upon the quantity of material released (i.e., whether or not the amount released exceeds the "Reportable Quantity" as defined by EPA and DEP), or whether the spilled material has reached a sewer system or open waterway.

The Emergency Coordinator, along with the Maintenance Department and the Safety Department, will review the emergency response actions taken. Recommendations can be made to improve either the response effort or safety controls within the area that might prevent the accident from reoccurring in the future. Modifications to the Emergency Action Plan could result from this review.

6. Evacuation Plan

Section 6.0 applies only in the event that a facility evacuation is necessary. For guidance on determining when an evacuation is necessary, refer to the Section 5.0.

Evacuation Signal

The fire alarm system will be the primary method of informing personnel of a required evacuation, and should immediately be sounded if a fire is observed. The fire alarm systems at most Corcoran Jennison-owned facilities produce a loud pulsing sound and flashing strobe throughout. Employees must be familiar with their building's alarm signal.

Evacuation Procedures

If a building evacuation is deemed necessary, it will be signaled as described in this section. At that time, employees, contractors, customers, and visitors shall do the following.

- Immediately leave the facility in an orderly manner via the nearest exit.
- Leave personal belongings behind.
- Do not use the elevators.
- Walk quickly and quietly to the assigned gathering points. Remain at the gathering point until further instruction is provided.

**Oak Hill Commons -
Evacuation and
Emergency Action Plan
Procedure**

Note: It is extremely important that employees report to their assigned gathering point. Employees must not try to gather belongings, move their vehicles or leave the property to check on friends, coworkers, family etc. unless they first report to their assigned gathering point.

The Supervisor(s) will conduct head counts at the gathering points.

The Supervisors will report any possibly missing persons to the Emergency Coordinator or Security, who will communicate this information to the Fire Department, if the Fire Department is needed.

The decision to re-enter the building will be made by the Fire Department. The Emergency Coordinator may make this determination if Fire Department response was not required.

Handicapped or Disabled Employees

Employees that are unable to use the stairs will each be assigned a “buddy” by their Supervisor. The buddy will attempt to help the employee get outside of the building. If this is not possible, the “buddy” will assist the employee to a safe area within the building and alert the Emergency Coordinator as to the whereabouts of the employee. If necessary, the Fire Department will then further assist the handicapped employee to his/her designated Gathering Point.

7. Emergency Equipment

Emergency equipment refers to spill control equipment, firefighting equipment, first aid materials, communications equipment, and personal protective equipment. This section presents an overall inventory of the emergency equipment on-hand at Corcoran Jennison.

Communications Equipment

The Safety Manager, Emergency Coordinator and Maintenance staff carry mobile phones which can be used to coordinate response activity communications if needed. Fire alarm systems are audible throughout each facility. This is the primary method used to notify personnel of an emergency evacuation.

Fire Control Equipment

Automatic sprinkler systems are present at most locations. Fire extinguishers (Type ABC) are also located throughout Corcoran Jennison facilities. These types are capable of extinguishing common fires including electrical fires and fires involving flammable liquids. They are visually inspected monthly and undergo annual preventative maintenance. The extinguishers are supplied for use by trained personnel and fire department employees only.

**Oak Hill Commons -
Evacuation and
Emergency Action Plan
Procedure**

First Aid Equipment

First aid kits are located on the walls of common areas at most Corcoran Jennison-owned buildings.

8. Emergency Action Plan Updates

This Plan will be amended if one or more of the following occurs:

A post-emergency review of a response action indicates that a modification of the procedures would improve the response to future emergency situations.

There are changes in facility design, construction, operation, maintenance or other circumstances that would increase the potential for fires, explosions, or releases of hazardous materials.

There are changes in the amount or types of emergency equipment, such that response procedures described by this plan would be affected.

Applicable regulations are revised.

9. Records

Records include training, incident reports, maintenance, and correspondence with regulatory and interested parties are managed by the Property Manager and Safety Department

APPENDIX I

Site Specific Gathering Points

Gathering points used for evacuations and other emergencies must be identified at each location. For larger properties, several of these forms may be needed to ensure at least 2 points are identified within a few hundred yards from the building.

Location: _____Oak Hill Commons (504 Oak Hill Dr and 32 Oak Hill Court, Pittsburgh PA 15213)_____

Primary Gathering Point: _____End of the parking lot by the dumpsters_____

Secondary Gathering Point: _____Open field across Oak Hill Drive from the building_____