

HUNTINGTON CENTER

EMERGENCY PLAN



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I. ADMINISTRATION

A. Purpose

This emergency plan is established as an integral part of the building's official response to emergencies.

The contents of this plan are designed as an operational guide for the behavior, safety, and protection of the tenants and visitors to the building.

B. Scope

As outlined on the following pages, this emergency plan establishes a sequential plan of response for initially recognizing, identifying and reporting the existence of specific emergency situations threatening the building and its inhabitants; and then provides for the safety and protection of endangered personnel and assets.

When implemented and supplemented with appropriate instructions from the building's Property Manager or representatives, this plan becomes an operational tool for effective and responsive action when occupants of the building are forced to cope with various emergency situations.

C. Qualifications, Duties and Responsibilities of the Tenant Wardens and Their Deputy Wardens to Control an Emergency

Tenant Wardens and their Deputy Wardens are selected on the basis of two (2) principle criteria:

1. They must be intelligent, alert and resourceful individuals who would be capable of performing in a leadership role during an emergency situation
2. They must generally be working in their respective company areas within the building, rather than having primary duties and responsibilities elsewhere.

Tenant Wardens are the connecting links between their respective employees and the Property Management Office. As such, Tenant Wardens have direct control and responsibility for all decisive matters relating to the safety of their employees during an emergency.

Tenant Wardens are responsible for selecting, identifying and training sufficient Deputy Wardens to effectively perform their emergency duties and responsibilities. Tenant Wardens and their Deputies are responsible for communicating appropriate pre-planned emergency procedures and data to all employees under their jurisdiction through personnel orientation and company bulletin boards.

Tenant Wardens and their Deputies must be knowledgeable about what is not commonplace; i.e., unusual or foreign to the normal environment of their respective company areas, so that in the event of a bomb threat, they will be qualified and instrumental in conducting a search, as well as assisting in the identification of any suspicious items.

Due to key positions they occupy, the Tenant Wardens and their Deputies must assure that during their absences from the building, other qualified associates are always familiar with and available to perform their emergency duties.

D. Method for Reporting Changes in Tenant Wardens and Their Deputy Wardens

Because the Tenant Wardens are a vital nerve in the response to an emergency in the building, and because they are the appointed connecting link between their respective area(s) and the Property Management Office, communication of emergency instructions and information must never be interrupted due to the transfer or loss of this key individual.

Changes in the employment status or replacement of any Tenant Warden or their officially designated back-up must be reported immediately (in writing) to the Property Management Office.

(Special efforts must also be made to adequately inform those company employees who look to the Tenant Warden for leadership during an emergency situation.)

E. Tenant Supervisor's Emergency Duties and Responsibilities

While all Tenant Supervisory Personnel and employees should have constructive knowledge of the operational aspects of the building, it must be recognized that it is essential for them to voluntarily subjugate themselves to emergency instructions given to them by the Tenant Wardens and their Deputies in order to insure a safe and orderly response to any emergency situation.

Each Tenant Supervisor has two (2) principal emergency duties and responsibilities.

1. They must be calm and responsive and able to help eliminate confusion, fear and panic among their subordinates; and
2. They must faithfully execute any emergency duties and responsibilities assigned by Tenant Wardens and Deputies during the existence of any emergency situation.

F. Tenant Employee's Emergency Duties and Responsibilities

All tenant employees must remain calm, attentive, responsive and most importantly quiet so they are able to hear all pertinent emergency instructions and orders. It is important for each individual not to add confusion or dangerous panic to the emergency procedures initiated for their personal safety.

All tenant employees must understand that they should respond to official emergency instructions with strict compliance because the Emergency Plan Procedures were established to save lives.

G. Testing of the Building's Emergency Plan Procedures

Various aspects of the building's Emergency Plan Procedures will be tested on a deliberate, systematic and periodic basis in accordance with instructions from the Property Manager and the Columbus Fire Department. Such testing will familiarize key personnel with their emergency duties and responsibilities and evaluate the Emergency Plan Procedures to determine their continuing feasibility, as well as to identify existing deficiencies and the need to make official corrections or adjustments.

H. Conduct with the News Media

Recent experience has proven that companies which make headlines frequently become targets for prank callers. Thus, for the protection and safety of all occupants of the building, tenant employees are requested to refer News Media inquiries to their respective company's Public Relations Representative or to the Property Manager.

I. Fire and Emergency Organizational Chart

Huntington Center

Safety Director

General Property Manager

Assistant Safety Directors

Assistant Property Managers

Engineering Manager

Courtesy Staff Manager

High Rise Safety Officer

Emergency Assistance Team

Engineering and Courtesy Staff

Tenant Wardens

Appointed by Tenant Contact on each floor

Deputy Wardens

Appointed by Tenant Warden on each floor

II. EMERGENCY PERSONNEL RESPONSIBILITIES

A. Safety Director ó Property Manager

Primary responsibility is to coordinate and implement an effective evacuation of the building's tenants in case of a serious fire or other situation that might require evacuation. Further responsibility begins with preparation, monitoring and implementation (with the approval and assistance of the Columbus Fire Department) of a training program for all members of the fire emergency team and emergency plans of action. The Safety Director proceeds to the Life Safety Office and is responsible for the implementation of the Emergency Plan by the Emergency Assistance Team prior to the arrival of the Columbus Fire Department. Upon arrival of the Columbus Fire Department, the Safety Director should assist the Fire Department Supervisor in briefing, as to seriousness, location and type of emergency while explaining actions taken prior to Columbus Fire Department's arrival.

B. Assistant Safety Director ó Assistant Property Managers / Chief Engineer / Courtesy Staff Manager/ High Rise Safety Officer

The Assistant Safety Directors are responsible for emergency and life safety training of all Tenant Wardens and Deputies and assume the Safety Director responsibilities in the Property Manager's absence. During an emergency, the Assistant Safety Director proceeds to the area of incident.

C. Emergency Assistance Team ó Engineering and Courtesy Staff

The Emergency Assistance Team is comprised of all building Engineering, Courtesy Staff and Management personnel. Their responsibilities are preliminary firefighting procedures and implementing emergency plans as directed by the Assistant or Safety Director in charge.

D. Tenant Wardens ó Tenant Representative

Tenant Wardens are responsible for following strict orders of the Tenant Contact, the Safety Director or liaison, and to implement in an orderly manner an approved evacuation plan upon notification from the Property Manager or the Columbus Fire Department.

The Tenant Warden is appointed by the Tenant Contact representing each firm occupying each floor of the building. Full floor tenants require a minimum of four (4) Tenant Wardens per floor. Those persons or their alternates (Deputy Wardens) must be present at all times while the building is occupied. These wardens must be familiar with the building evacuation plan, floor layout, location and use of firefighting equipment.

E. Deputy Wardens

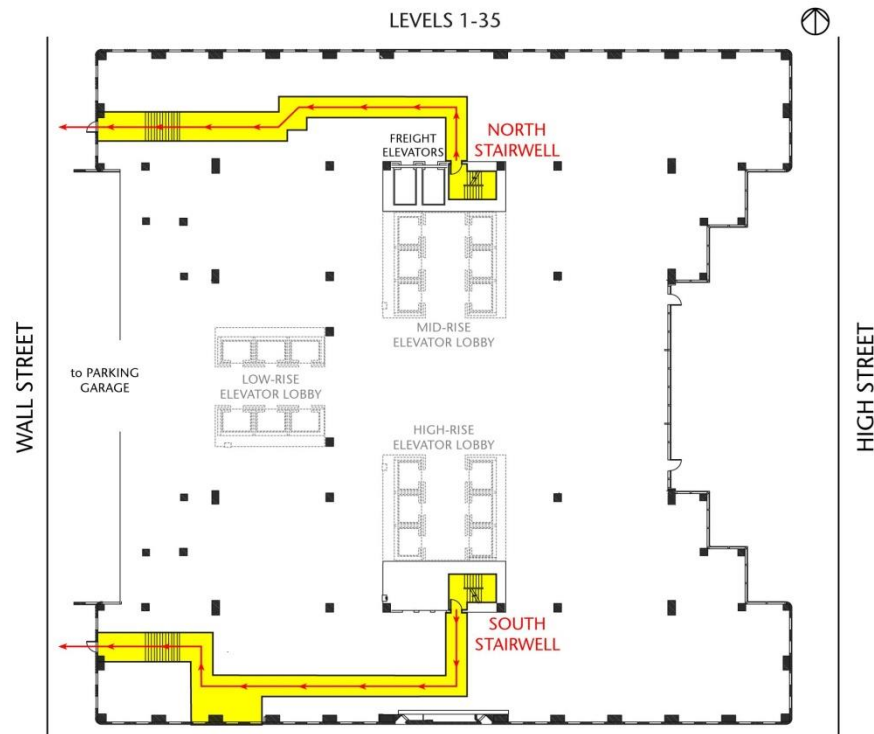
The Deputy Warden shall take direction from the Tenant Warden and shall perform as the Tenant Warden in the Tenant Warden's absence. Each Tenant Warden requires two to three (2-3) Deputy Wardens.

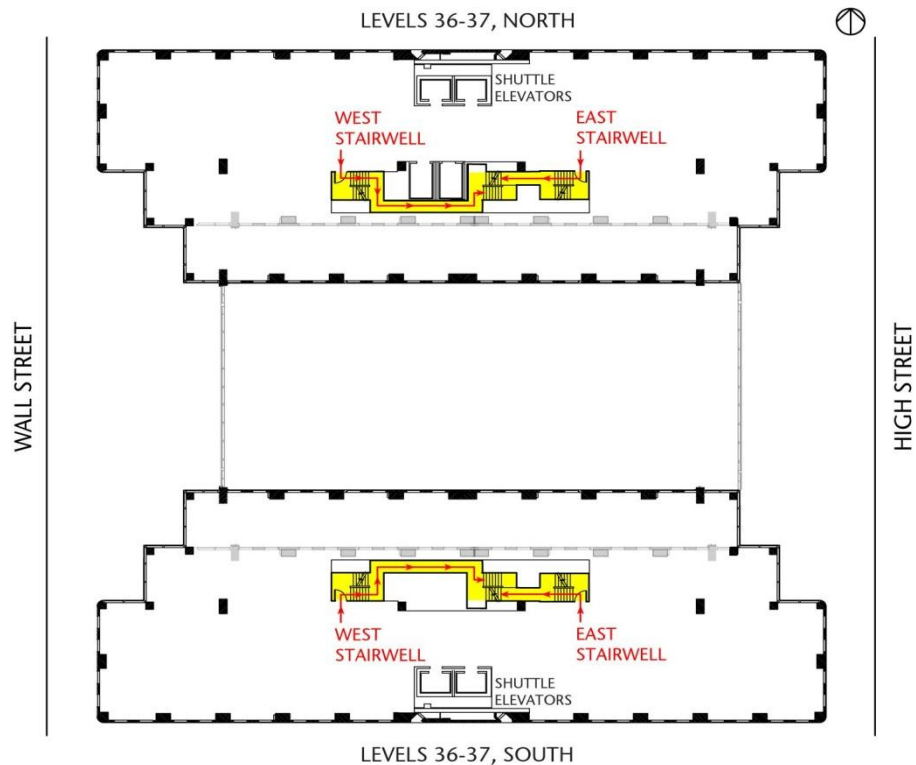
III. EVACUATIONS

A. Evacuation Plan

When the decision to evacuate has been made by the Safety Director or The Columbus Fire Department, the Life Safety Office will notify the tenants. Notification will come by telephone, e-mail, general alarm or voice communication in each lobby. The appropriate evacuation plan will be given at this time.

Stairwells are to be considered as the primary means of evacuation at all times. Elevators will be used for evacuation only by orders from the Columbus Fire Department or Safety Director.





B. Evacuation Procedure

1. When evacuation is necessary, use the route specified by announcement. Instructions will be given at that time as to which stairwell(s) to use. **LISTEN TO THE ANNOUNCEMENT.**
2. Refuge Floors 6 In the event that a total evacuation is deemed unnecessary, announcements will be made via intercom as to specific refuge floor (s).
3. The Tenant Warden or Deputy should reinforce to all personnel in their areas as to when and where to evacuate.
4. The Tenant warden or Deputy should be the last to evacuate to make sure all personnel have left the area.
5. **IMPORTANT** 6 Identify and give priority to the evacuation of disabled, sick, nervous or emotional personnel.
 - a. All Tenant Wardens must provide the Property Management Office with a list of disabled employees. The list should include the name, location, and nature of the employee's disability. The Columbus Fire Department will need this information in the event of an emergency.

- b. Please note that the new ADA requires strobe light fire alarms for areas constructed since January 1993. Certain disabled individuals may be affected by strobe light conditions.

C. Tenant Warden Assistants

1. Tenant Wardens should assign assistants (other than Deputy Wardens) for the following:
 - a. In two-person teams to assist the disabled. (One Assistant will stay with the disabled person while the other Assistant notifies the Fire Department as to what floor the disabled individual is on.
 - b. To take emergency flashlights or other portable lights in case of an electrical power failure.
 - c. To take the company First Aid Kit, if it is readily available and not too heavy.
 - d. To properly secure and safeguard special company records; i.e., documents, original contracts, negotiable instruments, etc., and to lock the appropriate files, vaults closets, desks, etc.
 - e. To unplug appropriate electrical equipment and machines, hot plates, coffee makers, etc.
 - f. To check for employee and visitor stragglers, turn OFF lights and close office doors, but do not lock if your office is involved in the fire.
2. In the event of evacuation, have a pre-designated employee meeting place for communication of emergency and re-entry information to the Property Management Office. Please specify this location to the Property Management Office.
3. If you evacuate via the stairwell, advise ladies wearing high-heeled shoes to remove them so they will have less difficulty walking.
4. Tell employees to take their essential personal possessions with them because they will not be permitted to re-enter during the emergency.
5. Remind everyone to be quiet during evacuation so they will be able to hear and understand all emergency instructions.
6. Give appropriate direction to visitors that may not have familiarity with the building.
7. Assemble and account for all personnel prior to leaving your floor(s). This can be done by using Deputy Wardens to keep a head count as their co-workers are using the stairs.

8. When an evacuation is complete, assemble and account for all your personnel:

a. Total number of employees moved or evacuated

b. Total number of visitors moved or evacuated:

c. Total number of personnel missing:

d. Names of missing persons:

9. IMPORTANT 6 IF YOU DETERMINE THAT YOUR EMPLOYEES AND VISITORS ARE IN DANGER, AND YOU CANNOT REACH THE PROPERTY MANAGEMENT OFFICE BY TELEPHONE IN A REASONABLE LENGTH OF TIME, YOU MAY DETERMINE IT PRUDENT TO EXERCISE YOUR INDEPENDENT JUDGMENT AND MOVE OR EVACUATE YOUR PERSONNEL WITHOUT BEING GIVEN SPECIFIC RULES TO FOLLOW.

10. For future reference by the Property Management Office, write a brief report covering your actions in response to the emergency, including any special problems or incidents that you encountered, and submit it as soon as possible to the Property Management Office.

REMEMBER: Tenant Contacts, Tenant Wardens and their Deputies must continuously demonstrate, by what they say and do, that they are capable of leading their employees and visitors to safety. Their lives and safety depend on you.

IV. FIRES

A. During Working Hours

1. Huntington Center is fully sprinklered with numerous fire detection and alarm devices throughout the building. When one of these devices is activated the Life Safety Office immediately receives a visual and audible alarm indicating the location. This sets into motion the emergency procedures described herein. If you discover a fire, however, and have received no notification, you should do the following: Call the Property Management Office at 614-461-5881 relaying the following information:

- a. Exact location of the fire.
- b. What is burning ó electrical equipment or wiring, liquids, paper or wood furnishings, etc.
- c. The severity or size of the fire.
- d. Your name.
- e. Your phone number.
- f. Your location.

The Property Management Office will then call the Columbus Fire Department, relaying the above information to them, and initiate firefighting procedures.

2. The on-site Emergency Assistance Team will proceed to the scene with the supervisor to evaluate the fire and begin the extinguishing process.
3. If the fire is serious, the building response team will be notified to activate the firemanø return, bringing all the elevators to the pre-programmed levels. This allows the Fire Department ready use of the elevators when they arrive.
4. All Tenant Wardens will be notified by emergency paging system to prepare for possible evacuation and to await further instructions. **LISTEN TO THE ANNOUNCEMENT.**
5. Tenant Wardens should then alert Deputy Wardens and Assistances of conditions and instruct accordingly.
6. Air handling units serving the affected floor will be automatically shut down to help contain the fire.

7. When the Columbus Fire Department arrives, they will be advised of the situation. The Fire Department will then determine the appropriate action to be taken.
 - a. If it is a serious emergency, they will order an evacuation. LISTEN TO THE ANNOUNCEMENT.
 - b. If it is an easily contained emergency and they deem it safe to do so, they will advise tenants to resume normal business operations.

B. During Non-Working Hours

1. Upon discovery of a fire, pull a Fire Pull Station located by each stairwell. Call Courtesy Staff at 614-461-5881 and please report the following
 - a. Exact location of fire by suite number.
 - b. What is burning ó electrical equipment or wiring, liquids, paper or wood, furnishings, etc.
 - c. The severity of and the size of the fire.
 - d. Your name and phone number.
 - e. Your location

C. Life Safety Office (LSO)

The Life Safety Office is located on the Gallery Level adjacent to the freight elevators and the north stairwell. Life safety systems are monitored from the Lobby Desk 24 hours per day.

D. Tenant Warden Training Program

1. The purpose of the total program for a Fire Emergency Program is to:
 - a. Provide building occupants with an environment which will be as safe as possible.
 - b. Comply with the Fire Codes and planned procedures which are in force and could be initiated in case of an emergency.
2. The responsibility of each Tenant Warden and Deputy is to:
 - a. Know the evacuation plans which could be used in an emergency.
 - b. Know the layout of each floor, including the exits and location of fire equipment.

- c. Be familiar with the personnel under their control, as to whether there are any occupants who have physical impairments which would require more than ordinary assistance if evacuation is necessary. This includes temporary impairments such as pregnancy or short term injuries.

V. MEDICAL EMERGENCIES

A. First Call 911, then Call the Property Management Office (614-461-5881) giving the following information:

1. Nature of the medical emergency,
2. Exact location and name of the sick or injured person,
 - a. If the sick or injured person requests that you call their doctor, please notify the Property Management Office so assistance can be given to the doctor or emergency squad paramedics when entering the building.
4. Assign one of your assistants to stand by on the floor where the sick or injured person is located to meet the doctor and/or ambulance attendants at the elevator and guide them to the sick or injured person.
5. If the sick or injured person is to be transported to the hospital, try and send a friend or fellow employee along to comfort the person and help him/her at the hospital until a relative arrives.
6. Following the conclusion of the medical emergency:
 - a. Consult with your assistants and determine if they encountered any special problems or incidents during the performance of their emergency.
 - b. For future reference by Property Management Office, prepare a brief written report of your efforts and actions in response to the emergency, including any special problems or incidents that you encountered, and submit the Tenant Reports to the Property Management Office as soon as possible.

VI. BOMB THREATS – STANDARD OPERATING PROCEDURES

Although a vast majority of bomb threats are indeed false alarms, meant only to disturb the normal work of a person or company, at no time should any call be disregarded as a false alarm. If a bomb threat call is received, there are several things to do.

- A. Keep the caller on the line as long as possible.
1. Ask the caller to repeat the message.
 2. Obtain as much information from the caller as possible:
 - a. Location of the bomb.
 - b. Time of potential detonation.
 - c. Outside appearance or description of bomb.
 - d. Reason for planting bomb.
 3. Tell the caller the building is occupied and it might cause the death of some innocent people.
 4. Listen for background noises that might help in determining where the call was made.
 5. At the conclusion of the call, during normal business hours, immediately report the call to the Property Management Office 614-461-5881 relaying as much information as possible:
 - a. Your name
 - b. Your location and phone number
 - c. Name of the initial recipient of the call
 - d. Name of anyone listening on the call
 - e. Name of employee threatened by the caller
 - f. Normal work location of any threatened employee
 - g. TIME the bomb is to detonate and TIME of threatening call
 - h. Exact LOCATION where bomb is supposed to be
 - i. OUTSIDE APPEARANCE or DESCRIPTION of the bomb
 - j. REASON given for the bomb
 6. After normal business hours, please contact Courtesy Staff at 614-461-5881. They will then contact the Property Manager and other appropriate parties.
- B. Notify your supervisor about the bomb threat call.
1. Have all written records or notes of the bomb threat call available for the Property Manager (or his/her representative).
 2. IMPORTANT Open phone lines are essential to effectively control the emergency! Please only make necessary phone calls.

C. Visual Search

1. Quickly and thoroughly perform a visual search in your company area for suspicious, unusual or foreign items (suspected bombs).

Do not touch, move, disturb or cover any suspicious items that are found. Report any findings to the Property Management Office.

D. If evacuation is necessary, the Property Management Office will notify you.

1. IMPORTANT ó IF YOU DETERMINE THAT YOUR EMPLOYEES AND VISITORS ARE IN IMMINENT DANGER ó AND YOU CANNOT REACH THE PROPERTY MANAGEMENT OFFICE BY TELEPHONE IN A REASONABLE LENGTH OF TIME ó YOU MAY DETERMINE IT PRUDENT TO EXERCISE YOUR INDEPENDENT JUDGEMENT AND MOVE OR EVACUATE YOUR PERSONNEL WITHOUT BEING GIVEN SPECIFIC ROUTES TO FOLLOW.
2. IMPORTANT ó Identify and give priority to the movement or evacuation of disabled, ill, nervous or emotional personnel.
3. If you evacuate, establish and announce a rendezvous point or employee meeting place for safety and control, roll call, communication and re-entry information.

E. Following the conclusion of the bomb threat call emergency:

1. Ask your employees if they encountered any special problems or incidents while performing their emergency duties. If so, tell them to prepare brief written reports as quickly as possible and give them to you for prompt submission to the Property Management Office.
2. As soon as possible, prepare a brief written report of your efforts and actions in response to the bomb threat call emergency, including any special problems or incidents that you experienced.
3. Promptly take all the reports about the emergency to the Property Management Office.

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BOMB THREAT TELEPHONE REPORT

Name of person receiving call: _____

Time call received: _____ Time call reported _____

Name of Supervisor notified: _____ Time _____

Actual words used by caller (as close as possible): _____

Name of building/company/individual call was directed to: _____

Location of bomb (if given): _____

Time bomb is to explode (if given): _____

Reason for threat (if given): _____

Voice of caller: Male _____ Female _____ Child _____ Adult _____ Accent _____

Unknown _____ Familiar _____ Comment _____

Caller appeared to be: Calm _____ Angry _____ Nervous _____ Serious _____

Drunk _____ Sober _____ Comment _____

Background noise (describe): _____

Person making this report (signature): _____

VII. SUSPECTED BOMB – SAFETY PRECAUTIONS

A. Look for Important Indicators:

1. The safety precautions enumerated below are designated to acquaint you with the dangers inherent in the search, discovery and handling of suspected bombs, upon notification of a bomb, or if you have any other reason to be suspect.
2. While some of the following safety precautions may seem elementary, do not dismiss them as unimportant, nor take them for granted.
3. Adequate knowledge of these precautionary provisions may save your life, the lives of your fellow employees and tenants and the lives of the individual customers and visitors who daily frequent the building.
 - a. Do not use radio equipment or cell phones to transmit messages.
 - b. Do not change the lighting.
 - c. Do not smoke.
 - d. Do not accept the contents of any container as legitimate simply because it was delivered by routine means.
 - e. Do not accept container markings and appearance as sole evidence of their content, identification and legitimacy.
 - f. Do not touch a suspected bomb.
 - g. Do not shake, move or carry a suspected bomb in any way.
 - h. Do not cover a suspected bomb.
 - i. Do not assume that a suspected bomb is of a specific (high explosive or incendiary) type.
 - j. Do not cut a string, cord or wire on a suspicious container or object.
 - k. Do not cut or remove the wrapper on a suspicious container.
 - l. Do not unscrew, raise or remove the cover of a suspicious container or object.
 - m. Do not move the latch or hook on the cover of a suspicious container or object.
 - n. Do not place a suspicious container or object into water.

VIII. EXPLOSIONS

- A. Call the Property Management Office providing the following information:
 - 1. Your name, location and phone number.
 - 2. Your company's name.
 - 3. Exact location of explosion.
 - 4. Cause of explosion (if known).
 - 5. Any reasons you have to believe explosion was caused by a bomb.
 - 6. Extent of casualties and number and type of injuries.
 - 7. Whether explosion caused a fire and if so, location of fire.
- B. The Property Management Office will contact the appropriate authorities:
 - 1. Columbus Fire Department
 - 2. Police Department
 - 3. As well as dispatching emergency personnel to the scene.
- C. You should move or evacuate personnel from your area as needed:
- D. Within 24 hours
 - 1. Prepare a brief written report describing the emergency, including any special problems or incidents experienced. Promptly take the report to the Property Management Office.

IX. CIVIL DISTURBANCE

- A. Call the Property Management Office giving the following information:
 - 1. Exact LOCATION of the demonstrators.
 - 2. Approximate number of demonstrators.

3. Current activity of demonstrators.
4. Your name and the time

The Property Management Office will direct the tenants on the appropriate actions and steps to follow.

B. Notify your employees and visitors about the civil disturbance.

C. Contact your Deputies and assign them specific emergency duties.

1. Give them pertinent facts about the civil disturbance.
2. Assign them to execute the following emergency procedures for safety and protection of your personnel and company assets.
 - a. Instruct them to leave perimeter offices and lock all doors. Your main entrance door should remain unlocked until further instructions are given.
 - b. Instruct them to lock, or have someone stand by to lock, all sensitive areas as appropriate; i.e., office doors, equipment rooms, storerooms, mail rooms, desks, file cabinets, vaults, etc., to protect company assets, employees and visitors.
 - c. Instruct them to notify all employees and visitors of the civil disturbance and warn them to avoid personal contact with the demonstrators and try not to make any comments or statements to further anger the demonstrators!
 - d. Instruct them to advise all employees and visitors to avoid leaving the building unless there is no danger that they will be harmed by the demonstrators.
 - e. Instruct them to advise all employees and visitors to avoid walking through the lobby areas if the demonstrators present a threat of breaking and shattering ground level windows.
 - f. IMPORTANT: Periodically advise all employees and visitors of the situation.

D. If the demonstrators have entered the building and they are on your floor, you should do the following:

1. Immediately contact the Property Management Office at 614-461-5881, your Deputies and assistants, employees and visitors:
 - a. Advise them of this change in status of the emergency.

- b. Warn them that their movements within the building will be impeded, because the elevators will probably be turned off to prevent the demonstrators from going up into or through the building.
- 2. Assign your assistants to execute the following additional emergency procedures for the safety and protection of your personnel and company assets:
 - a. Tell them to lock your main entrance door. Tell them to have a responsible employee stand by at the entrance door with a key to allow only authorized personnel to enter or leave.
 - b. Instruct them to lock all sensitive areas as appropriate.
 - c. Instruct them that if the demonstrators enter your floor(s) and office(s), your employees should make notes of all rooms and areas entered by demonstrators to facilitate a later search for suspicious items.
- E. When the demonstrators leave, or are removed by the police, and the civil disturbance is no longer a threat to the building:
 - 1. If the demonstrators entered your office:
 - a. Immediately contact the Property Management Office and give them a list of your areas that were entered.
 - b. Instruct your Deputies and assistants to initiate a quick search of your entered areas for any items that are unusual or foreign to the normal environment or any items which may have been removed.
 - c. **IMPORTANT:** Warn them to be alert for unattended and suspicious items that were carried by the demonstrators; i.e., clothing, knapsacks, bags, etc. Also, warn them not to touch, move, jar, disturb or cover any suspicious items that are found. Tell them to warn employees and visitors accordingly. Tell them to advise you immediately when they finish their search, whether or not they find any items so you can immediately relay the information to the Property Management Office.

X. ELEVATORS

A. Stops between floors.

- 1. In the event you are in an elevator, which stops between floors, or if the doors will not open, do not attempt to force the doors open. Pick up the Emergency Phone located inside the brass access panel in the lower left section of the elevator or press the alarm button*. The phone will ring automatically to the Life Safety Office, and the Courtesy Staff will immediately respond. Advise them of the nature of the problem and they will contact the elevator personnel to assist you.

2. The elevators are equipped with numerous safety devices, which prohibit them from falling under emergency conditions. Under no circumstances should you attempt to exit a car except through the doors, which have opened level with a floor. Do not try to climb out and jump to a floor below should the doors open between floors.
3. The only persons authorized and properly equipped to safely remove occupants from a malfunctioning elevator are the elevator Maintenance Company and the Columbus Fire Department. Property Management Staff and Courtesy Staff are prohibited from opening the doors of a malfunctioning elevator.

B. Primary Elevators

1. In the event of a power interruption to the building, the primary elevators will be automatically lowered to the Gallery Level, and the doors will open. Shuttle elevators will return to the Level 33 Lobby.

*NOTE: The intercom for the alarm button is located in the ceiling of each elevator cab. Look up and speak clearly in order for the Courtesy Staff to understand you.

XI. OTHER EMERGENCIES

A. Electric Power Outage

Huntington Center is equipped with an emergency generating system which will maintain certain building systems during a power outage. These systems include all alarm and life safety systems, emergency lighting on each floor and one elevator in each rise. All elevators will be automatically lowered to the lowest landing and the doors will open. The elevators, if available, may be used for egress. If you use the stairwells, please be aware that the stairwell doors will lock requiring you to travel to the Gallery Level before exiting.

B. Tornados or Funnel Clouds

In the event of a tornado or funnel cloud which threatens the building, you will be notified over the building paging system to move your co-workers to the core area rooms, such as the restrooms, freight and passenger elevator lobbies and stairwells of the building. The greatest danger will be that of flying glass and objects; therefore, attempt to locate an area where the maximum number of walls is between you and the exterior of the building. Should you see a tornado or funnel cloud without receiving notification, contact the Property Management Office immediately at 614-461-5881.