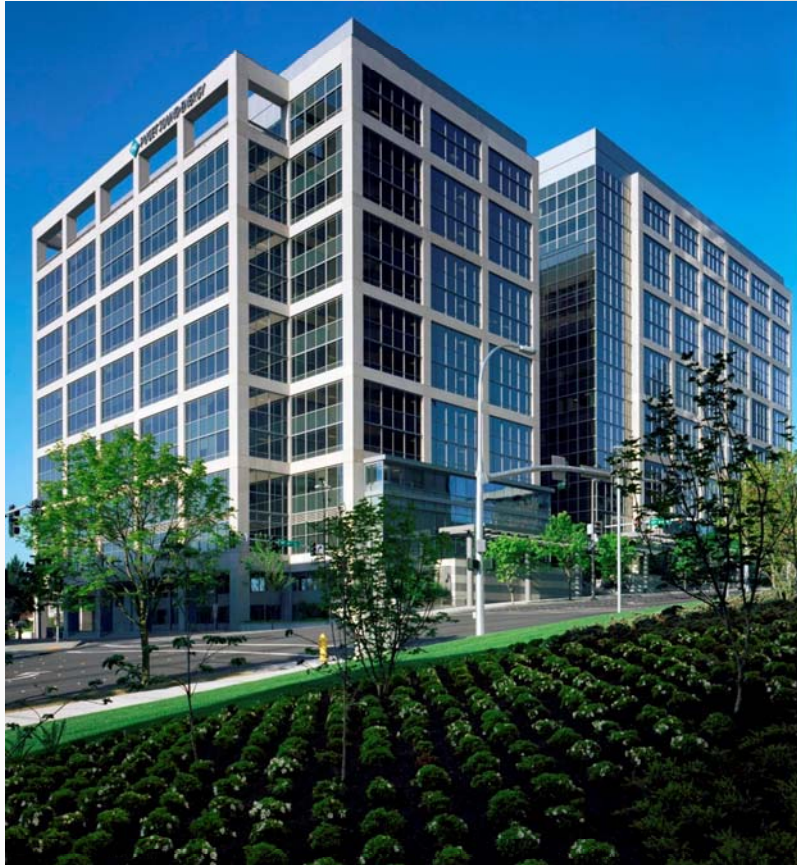


**EMERGENCY
INFORMATION**

The Summit



Puget Sound Energy East Building

355 110th Avenue N.E.
Bellevue, WA 98004

Puget Sound Energy Building

10885 NE 4th Street
Bellevue, WA 98004

Property Management: (425) 467-8181

Security Office: (425) 453-4343

thesummitadmin@hines.com

SECTION I

FIRE AND LIFE SAFETY

The Summit buildings are “state-of-the-art” and are equipped with the latest in high rise fire detection equipment that meets or exceeds the criteria of the fire code. The fire detection system is automatic with smoke detectors located on every floor in the elevator lobby areas. If triggered by smoke, a signal is sent to the central fire control panel. This indicates the location of the fire, contacts the fire department, and sounds the fire horns and strobes on the floor on which the fire is located and the floor directly above. Additionally, the Building is equipped with a fully automatic heat-sensitive sprinkler system which, if activated, will accomplish the same three functions as previously described for the smoke detectors, plus spray the affected area. The building has a fully automatic smoke exhaust system that will exhaust the floor in alarm and pressurizes the floors above and below with outside air.

When a fire alarm has been sounded, all elevators within the building go on phase one fire fighter service and are automatically recalled to the first floor lobby. If the fire alarm originates from floor 1, elevators will proceed to the alternate recall floor (floor 2 for tower cars, level P2 for garage cars). If heading in an upward direction, the elevators will first proceed to the next floor, stop without the doors opening, and then proceed to the recall floor. The elevator shafts are immediately pressurized with fresh air to prevent fire and smoke from entering. If an individual happens to be on an elevator when the building goes into alarm, they will feel the rush of air caused by the pressurization fans. Please be assured, however, that this in no way affects the operation of the elevators; they will continue to travel at the same rate of speed as during normal operations.

All of the stairwells within the building are also pressurized with outside air to insure evacuation of the Building in a smoke-free environment. The stairwell doors will be unlocked during the alarm.

In case of a power failure, the Building is equipped with an emergency back-up generator. This provides power for all emergency exit corridor lighting, elevators, and life safety related equipment. The back-up generator will only operate one elevator in each bank at any one time. During a power failure, all elevators will immediately stop with the doors closed and will proceed one at a time to the first floor lobby.

During a fire alarm, Tenants will be notified via the alarm/voice speakers located on each floor on how to exit the affected floors. Designated Floor Wardens will insure orderly evacuation if this is necessary. **Two stairwell exits are located on each floor.** All employees should familiarize themselves with these exits as well as the location of the fire extinguishers on their floor, which are by each stairwell door.

SECTION II

TENANT FLOOR WARDEN DUTIES

The primary role of floor wardens is to facilitate the evacuation of occupants from the floor during a fire alarm. Floor wardens are on the front lines of emergency response when a fire occurs. Their quick actions, clear thinking, and calm leadership are vital to ensuring the safety of building occupants during a fire emergency. The Building staff will conduct Floor Warden training semi-annually.

The Floor Warden's responsibilities are as follows:

1. ASSIGN ASSISTANTS TO THOSE PERSONS WHO CANNOT USE STAIRS

Two persons (and alternates) should be assigned to each individual whose limited mobility would prevent their evacuation by way of the stairwells. This should be done before a fire emergency so that all three persons will have time to determine their course of action. At the end of the floor evacuation, all three people should then wait in the smoke free vestibule before entering the stairwell.

2. ALERT OCCUPANTS & FACILITATE EVACUATION

Upon activation of the alarm, floor wardens should quickly tour the floor and alert all occupants that a fire alarm has sounded and evacuation is required. Particular attention should be paid to isolated offices and individuals that may be deaf or hard of hearing. An assertive manner and authoritative voice will help motivate those who are hesitant about evacuating. Instruct occupants to use the stairwells, not the elevators, to evacuate the floor.

3. CLOSE DOORS

While checking the floor and alerting occupants, the floor wardens should also be closing the doors to all rooms. Closing doors helps prevent fire spread as well as limit the spread of smoke and toxic gasses.

4. REMIND EVACUATING OCCUPANTS OF THEIR MEETING PLACE

As Tenants exit the floor, floor wardens should remind them to stay to the right of the stairwell and where their destination is (i.e. exit on floor XX). It is also a good idea to remind people not to enter a floor where the alarm is sounding and to remain at the meeting place until notified.

5. INFORM SECURITY STAFF OR FIRE DEPARTMENT OF ANY PROBLEMS.

Persons remaining on the floor or in the stairwell vestibule should be reported to the building's staff including engineering, property management, security officers or a Fire Department representative. They will then ensure that firefighters are sent to assist those in need if evacuation is required. Use cell phones or ask someone to use the phones in the stairwell (every fifth floor).

6. ELIMINATE FIRE HAZARDS

Coffee pots, oven units, portable heaters, etc., are potential sources for fire. Insure they are in the off position when not in use. (In office and retail spaces, someone should be appointed to insure all sources of heating units are turned off prior to leaving.)

Please note: Portable Heaters are a violation of building rules, and are subject to confiscation by Building Staff.

SECTION III
FIRE EMERGENCIES

In the event of a fire on your floor and the alarm is not sounding, remain calm and follow these instructions:

1. Instruct someone to pull the pull station by the south stairwell or by the main lobby doors.
2. Call the Fire Department at **911**.
 - a. Give the building's name: The Summit
 - b. Give the street address: 10885 NE 4th St
 - c. Give the street intersection: Located on NE 4th between 108th NE and 110th
 - d. Give your office name, floor number, telephone number, the location and extent of the fire, and your name.
 - e. Remain on the line with the Fire Department until told to hang up.
 - f. Evacuate the building via the stairwells
3. Report the fire to the Building Management (**425-467-8181**), giving your firm's name, office number, and floor number.
4. If the fire is minor and located in your leased premises, attempt to extinguish the fire if you can do so without endangering yourself or anyone else. Learn the location of fire extinguishers on your floor.
5. If the fire cannot be immediately brought under control without personal risk, isolate or contain it by closing doors to the fire area.

If there is a fire elsewhere in the building, but an alarm is not ringing on your floor, stay where you are and await instructions from the Fire Department or Building Management.

Elevators will be removed from automatic service, placed under manual control, and reserved for the exclusive use of the Fire Department. Under these circumstances, elevators will not respond to call buttons. If you are told to evacuate your floor, use the stairway.

IF TRAPPED BY FLAME OR HEAT

- 1) Immediately call **911**. If possible, call **Building Management at (425) 467-8181**.

- 2) Close all doors separating you from the smoke, heat, or flames.
- 3) Signal from window areas, (i.e., tape several pieces of paper to the window areas).
- 4) Remember that heat rises; air near the floor will be clearer and cooler.
- 5) Open (or break) windows for ventilation. This should be used as a last resort, as fresh air may aid breathing but can additionally fuel the fire.

SECTION IV

EARTHQUAKE EMERGENCIES

If an earthquake occurs:

1. Remain calm
2. Do not panic
3. Stay where you are

If you are inside when the earthquake happens, stay inside. Do not attempt to leave the building. Take shelter under a desk or table, in an elevator lobby or a stairwell. Do not go near windows, outside doors, or any furnishings or fixtures that could fall on your head.

If you are outside, stay outside. Stand clear of utility poles and overhead power lines. Do not stand too close to buildings since there is a danger of windows or building fragments falling. Stay in a sheltered area until you are told it is safe to leave. Aftershocks may occur following the initial earthquake; although not as intense as the primary quake, they can cause severe damage to already weakened structures.

After an earthquake, observe these rules:

1. Be very careful about entering or leaving buildings or work areas
2. Do not use fire in any form (lanterns, matches, cigarettes) until you are certain that there is no fire danger in the area
3. Stay clear of downed wires, broken windows, and damaged structures
4. Do not use the telephones, neither landline nor cellular. Reserve the telephone lines for Response Personnel. Survey your work area. Hang up any phones that are off the hook in order to open additional lines

SECTION V

POWER FAILURE

In case of total or partial power failure, stay in your office until you receive instruction from the Building Management. The Summit Building has an emergency generator that will supply electrical power to all emergency systems.

If it becomes necessary to evacuate the building, leave the building by way of the stairwells.

If there is a fire on your floor, stay calm and lead everyone on the floor down five stories and re-enter that floor, wait for instructions from the Fire Department or Building Management. Always exit the building at ground level.

If there is a fire in the building and an alarm does not sound on your floor, stay where you are and wait for instructions from the Fire Department or Building Management.

SECTION VI

MEDICAL EMERGENCIES

In case of a medical emergency, call the Fire Department (911) and give the following information:

- **The Summit located at 10885 NE 4th St and 355 110th Avenue NE**
- **Patient location**
- **Brief description of the problem**
- **Your name**

Then

- Call Property Management at **(425) 467-8181**.

As soon as you can, send a person to the front door of your suite to greet the Medic One team and accompany them to the patient.

SECTION VII

CIVIL DISTURBANCES / DEMONSTRATIONS

If a riot or demonstration takes place on or around The Summit Building's premises, do not become a spectator. Remain in your office, close your blinds and stay away from any window areas.

Only in the event of extreme necessity should you attempt to leave The Summit Building. If such a necessity exists, ask the Building Management office or any Police Officer on duty in the lobby for assistance in leaving the Building.

During any such disturbance, The Summit Building's outside doors will be locked. Elevators may be removed from automatic service, placed under manual control, and reserved for the exclusive use of the police. Under these circumstances, elevators will not respond to call buttons. Therefore, if it is absolutely necessary for you to leave the floor you are on, use the stairway. ****KEEP AN UPDATED LIST OF ALL EMPLOYEES****

SECTION VIII

BOMB THREATS

In the event of a bomb threat, **the most important decision management must make is whether to evacuate or to not evacuate.** Management's first consideration must be for the safety of the Building Tenants and their guests. The cost of interruption of work operations and the reduction of productivity during this period must also be considered; however, the cost of human lives is immeasurable.

To assure that proper response to the threat is made, many things must be taken into consideration. Some of these are:

A. Credibility of threat:

1. Time of threat
2. Specificity of threat (place, time of explosion, etc.)
3. Identity of caller (child, sex, age, etc.)
4. Characteristics of caller's voice (loud, soft, anger, accent, etc.)

B. Options after a threat:

1. Conduct limited search of specific area
2. Conduct limited search
3. Conduct general search
4. Order limited evacuation with limited search
5. Order general evacuation with a general search
6. Ignore the threat/warning

WHAT TO DO IF A THREAT IS RECEIVED

It is very important for the person who receives the call to be the person who continues to handle the call. Do not transfer the call to anyone. Persons making bomb threats are usually very egotistical - sympathize with them. Keep them talking as long as possible. If there is time, get someone else to listen in. Use the Bomb Threat Report form provided by the Police Department for questioning the caller, or use the orange bomb threat form in your emergency flip chart.

Although it is impossible to determine whether a bomb threat is real or a hoax, the recommendation of the Police Department to management will be to handle all calls as a highly credible threat. The decision to evacuate must be made by management of either the building or the company threatened after careful consideration of the situation in its entirety.

Read and become familiar with the form provided at the end of this section. If you receive a threat, keep the caller on the line as long as possible. Ask him/her to repeat the message. Record every word spoken by the person calling. This will be of utmost importance to the Police Bomb Squad. Remember no detail is too small. If the caller does not indicate the location of the bomb or time it is to detonate, you should ask for this information. Inform the caller the building is occupied and a lot of innocent people could be hurt or killed. Record the reaction to this. Pay particular attention to any and all background noise that may assist the Police in finding the location of the caller. Report a bomb threat immediately to 911 and

Building Management. A great deal of information is needed by the Police Department in the apprehension of persons making bomb threats, it is very important that the person taking the call complete the form. The list should be immediately taken to the Management Office. Persons who normally screen and route incoming calls should be provided with and become familiar with the Bomb Threat Form.

Management will then decide on the option to utilize, and follow a prepared plan for proceeding. All Building Tenants should be given training in each area of search and evacuation. Those persons whose job it is to take incoming calls should be trained in screening and evaluation of bomb threats. The best method of eliminating panic is with education of bomb threat procedures.

CHECK LIST FOR A BOMB THREAT

Time & Date Reported: _____

How Reported: _____

Exact Words of Caller: _____

Questions to Ask:

1. When is bomb going to explode? _____
2. Where is the bomb right now? _____
3. What kind of bomb is it? _____
4. What does it look like? _____
5. Why did you place the bomb? _____
6. Where are you calling from? _____

Description of caller's voice:

Male _____ Female _____ Young _____ Middle Age _____ Old _____

Accent _____ Tone of Voice _____

Is Voice Familiar? _____ If so, whom does it sound like? _____

Other Voice Characteristics: _____

Background noises _____

Time Caller Hung Up: _____ Remarks: _____

Name, Address, Telephone # of Recipient: _____

Other Remarks: _____

- **Call 911 Immediately**
- **Inform Management at (425) 467-8181 or Building Security at (425) 451-4343**