



**Bakery Square 1.0 Office
6425 Penn Ave,
Pittsburgh, PA 15206**

Building Emergency Plan






NEVER ENDANGER YOUR PERSONAL SAFETY

**Building evacuation is mandatory whenever a fire alarm sounds.
Every building occupant is responsible for knowing these procedures.**

Front Desk Phone: 412-361-5114
Front Desk Email: frontdesk@bakery-square.com
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Table of Contents

Key Words & Definitions	3
Chemical Spill Lab Evacuation Instructions.....	4
Active Shooter Instructions.....	4
Building Emergency Instructions.....	5
Elevator Malfunction / Entrapment.....	5
Medical Emergency Response	5
AED Locations 	5
Shelter Emergency Instructions	5
General Building Evacuation Procedure.....	6
Evacuation Instructions	6
Emergency Evacuation Personnel.....	6
Emergency Evacuation Personnel Duties	7
Procedure for Persons Needing Assistance to Evacuate.....	8
Building “Areas of Refuge”	8
Areas of Refuge  	8
Work Area Reps: (Tenant to Fill Out)	9
Floor Monitors: (Tenant to Fill Out).....	10
Emergency Coordinators:.....	10
Evacuation Assembly Points.....	11
Building Emergency Plan Committee Members: (Tenant to Fill Out).....	12

Scope

This plan has been prepared to ensure orderly and complete evacuation of Bakery Square 1.0 Office whenever an emergency occurs, or the alarm sounds.

The primary objectives of this building plan are to ensure:

1. Everyone evacuates the building safely.
2. There is a procedure in place to safely evacuate individuals who cannot negotiate stairs.
3. Building occupants are accounted for after an emergency evacuation.
4. Each tenant has identified designated personnel to assist in carrying out the objectives.

For the purpose of this plan, the following are identified as emergencies for which it will be necessary to evacuate the building:

- Fire
- Explosion
- Bomb threat(s)
- Release of hazardous chemical substances, in quantities or toxicity, which threaten human health (depends on chemical whether building tenants will need to evacuate or take shelter)
- Building air contamination

The following are emergencies for which it will be necessary to seek shelter in the building's designated shelter:

- Severe weather
- Release of hazardous chemical substances, in quantities or toxicity, which threaten human health (depends on chemical whether building tenants will need to evacuate or take shelter)

The plan will be updated annually by members of the building's property management team, which is comprised of staff who have volunteered to participate in the planning process.

Key Words & Definitions

Area of Refuge: regular room that is easily accessible to individuals with limited mobility, has closeable doors.

Designated Shelter: provides shelter in the building during severe weather or other emergency.

Evacuation Assembly Point: assigned meeting location outside of building in the event of evacuation.

Emergency Coordinator: collects information on who may still be in the building and who needs help in safe rooms. Communicates with emergency personnel.

Floor/Suite Monitor: monitors corridors on assigned floor and ensures personnel are moving toward exits; checks bathrooms, assists with safe rooms. Reports to Emergency Coordinator.

FM/PM: Facilities Management/Property Management

Work Area Rep: checks department rooms and informs all people in work area of evacuation. Reports to Floor Monitor.

Chemical Spill Lab Evacuation Instructions

- Notify other lab occupants in immediate area
- Everyone who can safely leave should leave
- While exiting, close double doors leading into other labs
- All lab occupants should immediately head to a safe area of refuge and call 911(if necessary)
- Notify operator of spill and location
- Operator can remotely activate fire alarm and send emergency personnel
- Evacuate building according to general evacuation procedures

Active Shooter Instructions

The guidelines below should be considered during this type of emergency, but your specific situation may require deviation from these suggestions.

If escape is possible:

- If it is safe to escape from the building, do so.
- Seek cover far away from the building, keeping solid objects, a car, a tree, another building, etc., between you and the gunman whenever possible.
- Dial 911 when you are a safe distance away.
- Be mindful of incoming emergency vehicles and obey all directions given to you by law enforcement personnel.

If you cannot escape:

- Upon learning of an active shooter in the building, immediately close and lock the door to the room you are in. If possible, barricade the door with furniture, desks, filing cabinets, etc.
- If you can do so safely, allow others to take shelter with you.
 - Rescue attempts should only be made if they do not endanger the lives of those already in a secured area.
 - The shooter may bang on the door and yell for help as a way to entice you to open the door. When in doubt, do NOT open the door.
 - **WITHOUT ENDANGERING PERSONAL SAFETY**, Bakery Square staff may utilize building intercom system to notify building occupants to seek shelter.
- Block interior windows and/or close interior blinds whenever possible.
- Turn off all radios/speakers and computer monitors and silence cell phones.
- Place signs in exterior windows to identify the location of injured persons.
- After securing the room all occupants should take cover where they cannot be seen from any windows.
 - Choose a location that may offer additional protection, behind desks, filing cabinets, or walls.
 - Occupants should NOT group together. Remain spread apart.
- Dial 911 if it is safe to do so. Give your location and a description of the shooter.
- Remember that responding law enforcement personnel will not know whether or not you are a threat.
 - Follow all directions from officers.
 - Remember that officers will not treat the injured nor evacuate civilians until they are sure the threat is neutralized. Remain calm and stay still until officers tell you to move.

Building Emergency Instructions

In the event of a loss of power, water leak or flood, elevator failure or other building emergency:

- Call the Security team at (412) 770-6789 & front desk (412) 361-5114 to notify them of the emergency.
- Notify staff who are located near the emergency, so they may take appropriate precautions.
- Follow evacuation instructions, if evacuation is necessary.

Elevator Malfunction / Entrapment

In the event of an elevator entrapment press the CALL button inside the elevator for assistance. Schindler's call center answers request 24/7/365. An elevator technician will be dispatched at that time. After speaking with Schindler if there is a personal phone available please call 412-770-6789 to alert Bakery Square Security.

Medical Emergency Response

In the event of a medical emergency, it is extremely important that everyone know how to properly respond.

1. Contact 911, then building security at 412 – 770 – 6789.
2. Advise of the patients' age, sex, and chief complaint.
3. Give the exact location of the patient.
4. If possible, have a co-worker meet security/paramedics at the freight elevator landing and escort them to the patient to further expedite response.

AED Locations

Automated External Defibrillators (AEDs) are for use when a person is having a cardiac event. AEDs are designed to be used by anyone, as the machine will guide users through the process of activating the unit.

AEDs are located in the following areas: Locations also identified on floor plans.

Floor #	Location
1 st Floor	Main lobby
4 th Floor	Elevator lobby

Shelter Emergency Instructions

- In the event of notification of severe weather, safely discontinue work and go to the nearest safe shelter location.
 - Basement.
 - Small interior rooms with no windows, such as locker rooms and rest rooms.
 - Hallways, away from doors and windows.
 - Any protected area away from doors and windows.

General Building Evacuation Procedure

At the sound of the emergency alarm, it is the responsibility of all building occupants to evacuate immediately and proceed to predetermined assembly points, away from the building.

Building occupants are also responsible for ensuring that any visitors or clients follow the evacuation procedure described herein and leave the building, along with all other occupants.

While an evacuation is underway, FM has designated essential personnel that are utilized to continue or shut down critical operations. These designated personnel are responsible for recognizing and/or determining when to abandon the operation and evacuate themselves.

Contract workers will be made familiar with the procedures outlined herein and are expected to leave the building when the alarm sounds.

Evacuation Instructions

Whenever you hear the building alarm or are informed of a general building emergency:

- Do not panic.
- Do not ignore the alarm.
- Meetings in session must be dismissed.
- Leave the building immediately, in an orderly fashion.
- Do not use elevators.
- Follow quickest evacuation route from where you are.
- Do not go back to your office area for any reason.
- Proceed to the designated emergency assembly point for your area.
- Report to your **Work Area Rep** at the assembly point; also report any knowledge you may have of missing persons.
- Return to the building only after emergency officials or **FM** give the all-clear signal. A silenced the alarm does not mean the emergency is over.

Emergency Evacuation Personnel

For the purpose of this plan, emergency evacuation personnel (and alternates) are regular employees who have been selected to ensure that building evacuation is carried out as planned, evacuated building occupants are directed to assigned assembly points where they will be accounted for, and persons needing assistance to evacuate are attended to.

Building emergency evacuation personnel and their alternates shall be selected among building occupants, and on a voluntary basis.

On the following page is a list of building emergency evacuation personnel, and their corresponding duties.

PLEASE NOTE: Assigned duties are to be carried out only if you are not putting yourself in danger or risking your personal safety.

Emergency Evacuation Personnel Duties

Personnel	Duties
Work Area Reps	<ul style="list-style-type: none"> • Have a general awareness of all current occupants in immediate work area. • Inform area occupants leave the building in cases where there is word of an emergency but building alarm didn't sound. • Inform occupants of their duty to report to your assembly point. • Assist and/or direct occupants with limited mobility either to safe rooms, or down stairs if able to negotiate stairway. • Leave the building as soon as possible and go to your assembly area. • Check off co-workers who safely reported to assembly point from occupant list. • Collect information on missing personnel known, or suspected to still be in the building, and report to floor monitor or emergency personnel.
Floor/Suite Monitors	<ul style="list-style-type: none"> • Monitor corridors on assigned floor and ensure personnel are moving toward exits. • Check restrooms on assigned floor to ensure they have been evacuated. • Make sure fire doors on enclosed stairways and exits are closed and not blocked open. • Assist and/or direct occupants with limited mobility, either to safe rooms, or down stairs if able to negotiate stairway. • Report presence of anyone still on your floor to Emergency Coordinator, or directly to Fire Dept. • Prevent re-entry into the building until emergency responders or the emergency coordinator announces the all-clear signal.
Emergency Coordinators & FM/PM	<ul style="list-style-type: none"> • Collect information on building occupants known or suspected to still be in building from Floor Monitors and/or Work Area Reps. • Meet emergency responders at building entrance. • Report information on occupants needing assistance to evacuate and other personnel suspected to still be in building to emergency responders or On Scene Commander. • Transmit the All-Clear signal to floor monitors or other building emergency evacuation personnel. • Conduct post emergency meeting if necessary.
On Scene Police Officers	<ul style="list-style-type: none"> • Assist emergency responders from the fire department in gaining access to building as needed. • Help secure building and prevent re-entry • Maintain communication between emergency responders and property management.

Procedure for Persons Needing Assistance to Evacuate

Any person unable to use stairs, or need assistance to evacuate, should proceed to the nearest designated “area of refuge” or remain in his/her office, if safe. Emergency evacuation personnel will check “area of refuge” and ensure rescue personnel are notified if someone has taken refuge there. They will also report any person taking refuge in offices in their areas.

Building “Areas of Refuge”

“Areas of refuge”, unless otherwise specified, are regular, designated (by the tenant) room that are easily accessible to individuals with limited mobility, are preferably equipped with a telephone and windows to the outside and are monitored by emergency personnel (**Work Areas Reps, Floor Monitors**).

One area per floor is designated by building management as an “area of refuge.” These areas are for use as a refuge by individuals who cannot negotiate stairs during evacuation, until trained emergency rescue personnel arrive to assist in their safe evacuation, if circumstances warrant. These are the stairwell landings and have emergency contact buttons that will inform emergency personnel of your specific need and location.

Areas of Refuge

The following are areas of refuge: Locations also identified on floor plans.

Floor #	Safe Areas
Basement	Stairwell 1 landing (west stairwell) Stairwell 2 landing (east stairwell)
1	N/A
2	Stairwell 1 landing (west stairwell) Stairwell 2 landing (east stairwell)
3	Stairwell 1 landing (west stairwell) Stairwell 2 landing (east stairwell)
4	Stairwell 1 landing (west stairwell) Stairwell 2 landing (east stairwell)
5	Stairwell 1 landing (west stairwell) Stairwell 2 landing (east stairwell)
6	Stairwell 1 landing (west stairwell) Stairwell 2 landing (east stairwell)
7	Stairwell 1 landing (west stairwell) Stairwell 2 landing (east stairwell)

Work Area Reps: (Tenant to Fill Out)

The following individuals have been selected as Work Area Reps and will carry out their duties as listed in this plan under “Work Area Reps duties.” Redundant Work Area Reps have been selected for each area in the event the primary Work Area Rep is unavailable at the time of an emergency.

List name.

Floor/Suite #	Work Area Reps
Suite B100	
Suite Basement	
1 st Floor - Premise A	
1 st Floor - Premise B	
2 nd Floor	
3 rd Floor	
Suite 400	
Suite 401/401A	
Suite 402	
Suite 403	
5 th Floor	
6 th Floor	
7 th Floor	

Floor Monitors: (Tenant to Fill Out)

Primary Floor Monitors and Alternates are listed below and will carry out their duties as described in this plan. In the event that the Primary Floor Monitor is not available at the time of the emergency, Alternate Monitors will assume those duties.

List name.

Floor #	Floor Monitors	
	Primary	Alternate
Suite B100		
Suite Basement		
1 st Floor - Premise A		
1 st Floor - Premise B		
2 nd Floor		
3 rd Floor		
Suite 400		
Suite 401/401A		
Suite 402		
Suite 403		
5 th Floor		
6 th Floor		
7 th Floor		

Emergency Coordinators:

The Primary Emergency Evacuation Coordinator and his /her alternates are listed below. In the event the primary coordinator is not available during an emergency, alternate coordinators will assume responsibility in the order in which they appear and carry out their duties as described in this plan.

List name, phone and/or cell phone, and email.

Primary: Bakery Square Front Desk – (412) 361 - 5114

1st Alternate: Jessica Canovali (412) 559-1674 – jcanovali@bakery-square.com

2nd Alternate: Ben Solari (412) 715-7182 – bsolari@bakery-square.com

Evacuation Assembly Points

When the alarm sounds, all occupants within the building must evacuate and report to an assigned evacuation assembly point. The evacuation assembly points for the building are **designated by floor** in the map below.



Building Emergency Plan Committee Members: (Tenant to Fill Out)

The following is a list of Building Emergency Plan Committee Members. Members are responsible for annually updating and revising the Building Emergency Plan, attending safety meetings and discussing building safety issues as a group. Members are selected on a volunteer basis.

List name, phone and/or cell phone, and email.

Building Emergency Plan Committee Members:

Member	Department	Email	Office Phone
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