

# Vodafone Americas – 560 Lexington Avenue

Floors 8 & 9



## Building Emergency Evacuation Plan

## Introduction

Building 560 Lexington Avenue is situated in mid-town Manhattan on cross street 50. The main entrance is located on 50<sup>th</sup> street and visitors are subjected to control of entry check by the building security team.

The Vodafone Offices are located on floors 8 and 9 with the experience centre on 8.

## Floor Team Members

Vodafone works very closely with the building management team and has agreed to participate in the emergency response protocols in force within the building. This requires that Vodafone select and subject to training the following positions:

**Floor Wardens** – a person responsible for the following actions:

### ACE

#### A - Sound the Alarm

Activate the manual pull station  
Call 911 (if necessary)

#### C – Communicate

With all floor occupants  
With the FCS

#### E – Evacuate

Identify smoke-free stairway  
Evacuate to at least 3 floors below the alarm floor  
Do not allow the use of elevators unless instructed to do so by Fire Control Station (FCS)  
Do not allow personnel to stay in stairway, use re-entry floor  
Re-contact FCS once below the fire

**Deputy Wardens** – personnel responsible for assisting the Warden or for taking the role in the absence of the Warden

**Searchers** – personnel responsible for searching meeting and rest rooms in an emergency to ensure that they are empty of personnel.

The following personnel represent Vodafone in the building:

**Floor Warden (8 & 9<sup>th</sup> Floor) - Alexandra Bistimovich**

**Deputy Wardens - Terry Cairns, Victoriano Acosta, Armando Perez and Victor Cho**

**Searchers – Roberto Torres, Elliot Gilmore, Hany Attia, Shelika Baez, Julianne Ryan and Aleksandra Krasnopolski**

## **Fire Instructions**

In the event of a fire alarm activation on either the 8<sup>th</sup> or 9<sup>th</sup> floor the following action must be taken by all personnel regardless of role or position:

Fire alarm and evidence of a fire:

- Follow the instructions of the floor warden and calmly evacuate the floor by the fire escape stairwells situated either side of the main entrance and re-enter the main floors on the designated re-entry points if it is safe to do so. The re-entry points are indicated on the fire escape door (see photos below)
- Do not use the elevators
- Actions to ensure that personnel that require mobility assistance are provided for and move
  - Assemble by the freight elevator, if safe to do so
  - If FDNY is on-site, FDNY assists with evacuation
  - If FDNY is not on-site or unable to assist, "helpers" or "buddies" from same tenancy assist or stay with individual
  - In some cases, elevators may be available for use, but must be authorized by FS/EAP Director or FDNY
  - During evacuation, persons moving in the stairwells at a slower pace should move to the outside of the stairwell

Fire alarm but no smoke or other evidence of a fire:

- Gather around the fire exit on the floor and await the instructions of the floor warden
- Do not leave the office area until instructed to do so
- Do not attempt to use the elevators.

Fire Exits either side of the main floor entrance indicate the nearest re-entry floor



< EXIT

EXIT  
STANDPIPE

NO RE-ENTRY FROM THIS STAIR  
EXCEPT DURING FIRE EMERGENCY

NEAREST RE-ENTRY  
ON THE 5 AND 11  
FLOORS

STAIRWAY

Z

# EMERGENCY RESPONSE PROTOCOLS (Non-fire)

In the event of a non-fire incident such as a natural disaster, terrorist incident or other issue within the building the following actions should be considered:

- EVACUATION - either full or partial
- SHELTER-IN-PLACE or,
- IN-BUILDING RELOCATION

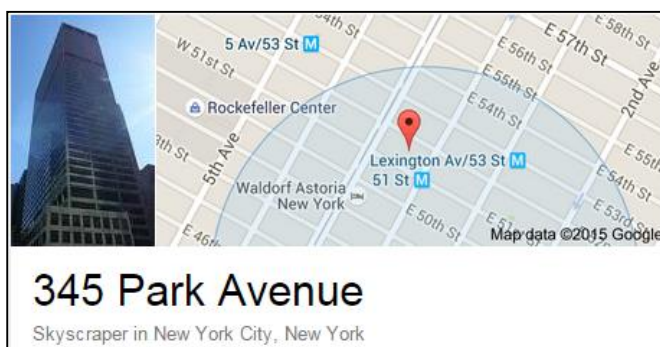
## Full or Partial Building Evacuations – Actions

- Elevators may be used for evacuation
- Ensure stairwells are clear
- Ensure doors to stairwells are open
- **Persons requiring assistance:** Relocate persons requiring assistance to freight elevator lobby. If elevators not available, helpers from same company will assist persons requiring assistance down stairs
- If a full evacuation is called personnel must proceed to either the primary emergency assembly area or the secondary assembly area – you will be told which one is in force by the floor warden at the time of the evacuation
- Conduct roll call of all evacuees.

## Emergency Assembly Areas

### Primary Assembly Area:

345 Park Avenue  
New York, NY 10154  
Tel. (212) 407-2481





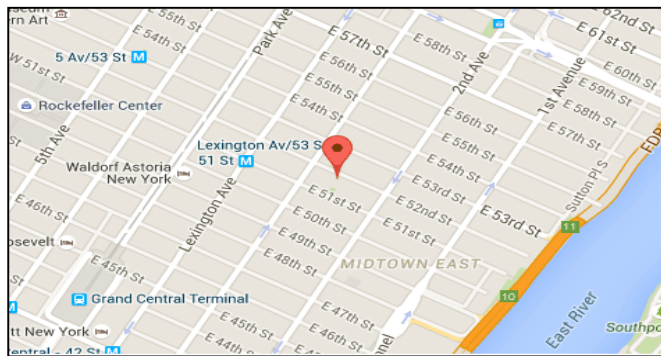
### Secondary Assembly Area:

Niall's Public House

218 East 52<sup>nd</sup> Street

New York, NY 10022

(212) 888-4648



**Shelter in Building** - Is the precaution of directing building occupants to remain inside the building, at their work locations, in response to an emergency. Actions required:

- Close and secure all open windows
- Ensure all interior doors are closed
- If floor has supplemental HVAC, turn off
- Do not impede any occupants that desire to evacuate – but inform them they will not be allowed back into the building
- Elevators will not be available
- **Persons requiring assistance:** Remain at their workstations

**In – Building Relocation** – Is the controlled movement of building occupants from an endangered area of the building to an in-building relocation area within the same building. Actions required:

- Ensure stairway access doors are accessible, if floor-to-floor relocation
- Close and secure open windows, time permitting
- Ensure routes to relocation areas are clear
- Upon relocation, close doors to relocation area
- Supervise accountability – number of personnel
- Provide accountability to FS/EAP Director via Fire Warden Phone or landline
- Elevators *maybe* available to assist with floor-to floor relocation
- **Persons requiring assistance:** Helpers assist to relocation area. If floor-to-floor relocation, move to freight elevator lobby. If no elevators available, helpers assist using stairwells to designated