

PERSEUS
REALTY

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DC OFFICE OF ZONING
APR 30 2015

April 30, 2015

D C. Board of Zoning Adjustment
441 4th Street, N.W
Suite 200/210-S
Washington, DC 20001

Re Application No 18453 of 1728 14th Street LLC (the "Applicant")

To Whom It May Concern

Pursuant to the Summary Order for Application No 18453, zoning relief was granted by the Board of Zoning Administration subject to certain conditions. The purpose of this letter is to demonstrate, as presented below, that each of those conditions has been satisfied at 1728 14th Street by Perseus Realty (the manager)

BZA Conditions

- 1) A member of the property management team will be designated as the Transportation Management Coordinator (TMC). The TMC will be responsible for ensuring that information is disseminated to tenants of the building. The position may be part of the other duties assigned to the individual.

APPLICANT RESPONSE Perseus Realty has assigned one of its team members as the TMC for the property. This contact is stated on page 4 of the enclosed Tenant Handbook, which has been disbursed to each tenant at the building, and followed by an explanation on page 12.

- 2) The TMC will prepare a package of information identifying programs and incentives for encouraging retail and office tenants to use alternative modes of transportation. Packages will include information regarding the following:
 - Capital Bikeshare,
 - Zipcar,
 - Commuter Connections Rideshare Program,
 - Commuter Connections Guaranteed Ride Home, and
 - Commuter Connections Pools Program

APPLICANT RESPONSE The enclosed Tenant Handbook, which has been disbursed to each tenant of the building, includes information regarding the alternative modes of transportation on Page 12-13.

- 3) Links to Commuter Connections and goDCgo.com will be provided on the property management websites

APPLICANT RESPONSE: Perseus Realty has links on its website to Commuter Connections and goDCgo.com. The commuter benefits sites are also stated on page 13 of the enclosed Tenant Handbook.

- 4) In each tenant's staff room or pantry within the premises of each tenant's space, the Applicant proposes to provide informational boards, and the TMC will provide public transit information suitable for posting on those boards such as nearby Metrorail stations, Metrobus stops, Zipcar, and Capital BikeShare locations as well as information about WMATA and Zipcar smartphone applications.

APPLICANT RESPONSE: Perseus Realty has provided informational boards to each tenant and the TMC will update those boards when necessary.

- 5) Convenient and covered secure bike parking facilities will be provided.

APPLICANT RESPONSE: The building includes an internal bicycle storage area adjacent to the elevator in the lower level of the property. The enclosed Tenant Handbook includes this building feature on page 12.

- 6) The loading management plan (LMP) will designate a loading coordinator (duties may be part of other duties assigned to the individual). He or she will coordinate loading activities of the building (including non-FedEx/UPS deliveries, trash disposal, retail deliveries, and office deliveries). The loading coordinator will be responsible for informing tenants of the guidelines and procedures for loading and delivery operations.

APPLICANT RESPONSE: Perseus Realty has delivery procedures in place as outlined on page 7-8 of the enclosed Tenant Handbook. It has also assigned one of its team members as the loading coordinator for the property. This contact is stated on page 4 of the enclosed Tenant Handbook.

- 7) The LMP will designate an on-site individual to schedule and coordinate with the loading coordinator and other tenants' on-site coordinators.

APPLICANT RESPONSE: This is included within the Delivery Procedures outlined on page 7-8 of the enclosed Tenant Handbook.

- 8) The loading coordinator will require all non-FedEx/UPS deliveries to use only the on-site loading berth for deliveries.

APPLICANT RESPONSE: As stated on page 7-8 of the enclosed Tenant Handbook, deliveries will occur only using the loading dock.

- 9) Using signage in the loading zone, trucks longer than 30 feet will be prohibited

APPLICANT RESPONSE. The loading area has signage that prohibits trucks longer than 30 feet

- 10) The retail and office tenant(s) will be required to notify the loading coordinator of all regularly scheduled deliveries and of any occasional deliveries so that the loading coordinator can seek to avoid conflicting loading activities. The retail and office tenant(s) shall provide the loading coordinator the following information: time and date that trucks are anticipated to arrive each day of the week, size of trucks being used, and the name of the delivery company.

APPLICANT RESPONSE. This is included within the Delivery Procedures outlined on page 7-8 of the enclosed Tenant Handbook.

- 11) No truck idling shall be permitted in the loading zone.

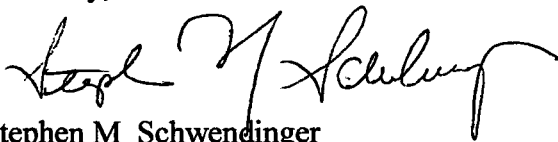
APPLICANT RESPONSE: Perseus Realty will prohibit truck idling in the loading area. This regulation is included within the Delivery Procedures outlined on page 7-8 of the enclosed Tenant Handbook.

- 12) Upon issuance of Certificates of Occupancy and initial tenant occupancy of the retail space and the office space in the building, the Applicant will make available at that time to each tenant employee who requests it a \$100 SmartTrip card, or a \$50 car-sharing membership, or a \$75 Capital Bikeshare membership, depending upon their method of commuting to and from work..

APPLICANT RESPONSE. Upon issuance of Certificate of Occupancy and tenant move-in Perseus Realty will make available the aforementioned benefits to its tenants. This is included within the Transportation section of the Tenant Handbook (see page 12).

Thank you for your time in reviewing this letter and the enclosures. Please don't hesitate to call if you have any questions or comments on the foregoing.

Sincerely,



Stephen M. Schwendinger
Vice President, Asset Management
Perseus Realty, LLC

Enclosures: 1

1728 14TH STREET, NW
WASHINGTON, DC 20009



TENANT HANDBOOK

TABLE OF CONTENTS

Building Information	4
Important Contacts and Telephone Numbers	4
Hours of Operation & Holidays	4
Building Rules & Regulations	5
Delivery Procedures	7
Moving Procedures	8
Rent and Other Payments	8
Building Services	10
Mail and Courier Services	10
Elevator	10
Engineering	10
Janitorial	10
Heating Ventilation and Air Conditioning (HVAC)	11
Emergency Lighting and Generator Backup	11
Service Areas	11
Keys and Hardware	11
Tenant Improvements and Alterations	11
Transportation	12
Building Amenities	14
Area Amenities & Services	14
Recommended Emergency Procedures	15
Overview	15
Emergency Phone Numbers	15
Floor Response Team	15
Fire	17
Earthquakes	20

Tornados	22
Hurricanes	24
Explosions	25
Medical Emergencies	26
Bomb Threats	26
Evacuation	29
Civil Disturbances	30
Power Failure	30
Exhibits	31
Tenant Move-in Day Information	32
Floor Response Team Form	33

Building Information

Important Contacts and Telephone Numbers

Building Address

1728 14th Street, NW
Washington, DC 20009

Property Management

Perseus Realty - Stephen Schwendinger	(202) 741-1890
Transportation Management Coordinator – Stephen Schwendinger	(202) 741-1890
Loading Coordinator – Stephen Schwendinger	(202) 741-1890

Police and Fire

Emergency	911
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In the event of a fire or serious police matter, please notify Property Management at (202) 741-1890

Medical and Ambulance

Howard University Hospital – 2041 Georgia Avenue, NW	(202) 865-6100
Ambulance	911

Utilities

PEPCO	(202) 833-7500
Washington Gas	(202) 624-6049
DC Water & Sewer	(202) 442-8000
Verizon (Fios)	(855) 343-1470

Hours of Operation & Holidays

Building Hours

8 00 a m – 6 00 p m	Monday – Friday
9 00 a m – 2 00 p m	Saturday

Building Holidays

New Year's Day
President's Day
Memorial Day

Independence Day
Labor Day
Thanksgiving Day
Christmas Day

Building Rules & Regulations

The following rules and regulations have been formulated for the safety and well-being of all the tenants of 1728 14th Street. Adherence to these rules and regulations by each and every tenant contributes to safe occupancy and quiet enjoyment of the building.

- 1 The common areas in the building shall not be obstructed by tenant or used for any purpose other than ingress and egress to and from such tenant's premises. The Landlord shall have the right to control and operate the common areas and the facilities furnished for the common use of the tenants in such manner as the Landlord, in its sole and absolute discretion, deems best for the benefit of the tenants generally. No tenant shall permit the visit to its premises of persons in such number or under such conditions as to interfere with the use and enjoyment by other tenants of the common areas. No tenant shall place any mats, trash or other objects in the common areas.
 - 2 No awnings or other projections shall be attached to the outside walls of the building. No drapes, blinds, shades or screens shall be attached to or hung in, or used in connection with, any window or door of a Tenant's premises without prior consent from the Landlord.
 - 3 The water and wash closets and other plumbing fixtures shall not be used for any purposes other than those for which they were constructed, and no sweepings, rubbish, rags or other substances shall be thrown or placed therein. The cost for repairing all damage resulting from any misuse of the plumbing fixtures shall be borne by the Tenant causing same.
 - 4 There shall be no marking, painting, drilling into or other form of defacing or damage of any part of the shell or core of the building.
 - 5 Each tenant, before closing and leaving its premises at any time, shall see that all windows are closed and all lights turned off.
 - 6 All machines and equipment must be installed and maintained with proper insulation or padding to prevent vibration or noise from such machines and equipment damaging the building or annoying other occupants.
 - 7 No tenant shall make, or permit to be made, any disturbing noises or disturb or interfere with the occupants of the building or neighboring buildings or premises or those having business with them, whether by the use of any musical instrument, radio, tape recorder, loud speaker or other sound system.
 - 8 No bicycles, vehicles or animals (other than those assisting the disabled), birds or pets of any kind shall be brought into or kept in or about a tenant's premises. Bicycles, Segways and similar personal electric transportation devices shall be kept in areas designated by Landlord.
 - 9 No cooking shall be done or permitted by any tenant in or on its premises, except that, with the Landlord's prior written approval, a Tenant may install and operate for the convenience of its employees a lounge or coffee room with stove, sink, refrigerator, microwave oven and/or coffee makers. No tenant shall cause or permit any unusual or objectionable odors to originate from its premises. Each tenant shall be obligated to maintain sanitary conditions in any area approved by the Landlord for food and beverage preparation and consumption.
 - 10 No space in or about the Building shall be used by any tenant for the manufacture of merchandise, goods or property of any kind nor, in the case of non-retail tenants, for the storage or sale or auction of the same.
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- 11 No flammable, combustible, explosive, hazardous or toxic fluid, chemical or substance or firearms shall be brought into or generated in or kept in or upon a tenant's premises
 - 12 No additional locks or bolts of any kind shall be placed upon any of the doors or windows by any tenant, nor shall any changes be made in existing locks or the mechanism thereof. The doors leading to the common areas shall be kept closed during business hours except as they may be used for ingress and egress. Each tenant shall, upon the expiration or termination of its tenancy, return to the Landlord all keys used in connection with its premises, including any keys to the premises, to rooms and offices within the premises, to storage rooms and closets, to cabinets and other built-in furniture, and to toilet rooms, whether such keys were furnished by the Landlord or procured by the tenant, and in the event of the loss of any such keys, such tenant shall pay to the Landlord the cost of replacing the locks. On the expiration or termination of the tenant's lease, the tenant shall disclose to the Landlord the combination of all locks for safes, safe cabinets and vault doors, if any, remaining on the premises
 - 13 All deliveries and removals, or the carrying in or out of any safes, freight, furniture or bulky matter or material of any description, must take place in such manner and during such hours as the Landlord may require. The Landlord reserves the right to inspect all freight, furniture or bulky matter or materials to be brought into the building and to exclude from the building anything which violates any of these Rules and Regulations
 - 14 Any person employed by any tenant to do janitorial work within the tenant's premises must obtain the Landlord's written consent prior to commencing such work, and such person shall, while in the building and outside of said premises, comply with all instructions issued by the Management Office. The Landlord reserves the right to withdraw such consent, in its reasonable discretion, at any time. No tenant shall engage or pay any employees of the tenant's premises, except those actually working for such tenant on said premises
 - 15 No tenant shall purchase spring water, ice, coffee, soft drinks, towels or other like merchandise or service from any company or person whose repeated violations of building Regulations have caused, in the Landlord's sole opinion, a hazard or nuisance to the building or its occupants
 - 16 The Landlord reserves the right to exclude from the building at all times, any person who is not known or does not properly identify himself to the building Management or its agents. The Landlord may at its option require all persons admitted to or leaving the Building to register after hours. Each tenant shall be responsible for all persons for whom it authorizes entry into the building, and shall be liable to the Landlord for all acts of such person
 - 17 Canvassing, soliciting and peddling in the building are prohibited, and each tenant shall cooperate to prevent the same
 - 18 No water cooler, plumbing or electrical fixtures shall be installed by a tenant without the Landlord's prior written consent.
 - 19 There shall not be used in any space, or in the common areas of the building, either by any tenant or others in the delivery or receipt of merchandise, any hand trucks, except those equipped with rubber tires and side guards
 - 20 No space leased to any tenant shall be used, or permitted to be used, for lodging or sleeping, or for any immoral or illegal purpose
 - 21 Employees of the Landlord other than those expressly authorized are prohibited from receiving any packages or other articles delivered to the building for any tenant and, should any such employee receive any such package or article, he or she in so doing shall be the agent of such tenant and not the Landlord
 - 22 No tenant shall affix any floor covering to any floor of the premises or Building with adhesive or glue of any kind without obtaining the Landlord's prior written consent
 - 23 The Landlord's employees shall not perform any work or do anything outside of their regular duties for tenants, unless under special instructions from Property Management. The requirement of the tenants will be attended to only upon application to the Landlord, and any special requirements shall be billed to the tenant (and paid with the next installment of rent due) at the schedule of charges maintained by the Landlord or at such charge is agreed upon in advance by the Landlord and the tenant
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- 24 Each tenant shall comply with all present and future laws, orders and regulations of all local and Federal governmental agencies concerning the collection, sorting, separation and recycling of waste products, chemicals, garbage, refuse, trash, newspapers and other materials (collectively, "Waste Materials") used in such tenant's operations. Each tenant shall sort and separate the Waste Materials into such categories as provided by law. Each separately sorted category of Waste Materials shall be placed in separate receptacles approved by the Landlord. The Landlord reserves the right to refuse to collect or accept from the tenant any Waste Materials that are not separated and sorted as required by law, and to require the tenant to arrange for such collection at the tenant's sole cost and expense, with a contractor acceptable to the Landlord. Each tenant shall pay all costs, expenses, fines, penalties or damages that may be imposed on the Landlord or such tenant by reason of the tenant's failure to comply with this Regulation, and such tenant shall indemnify the Landlord (including attorney's fees and expenses) from and against any actions or claims arising from the noncompliance.
- 25 No sign, advertisement, notice or other lettering or material(s) shall be exhibited, inscribed, painted or affixed by any tenant on any part of the outside or inside of the tenant's premises, the building or elevators. In the event of a violation of the foregoing by any tenant, the Landlord may remove same without any liability, and may charge the expense incurred by such removal to the tenant(s) violating this rule.
- 26 No showcases or other articles shall be put in front of or affixed to any part of the exterior of the building or placed in the common areas of the building.
- 27 No tenant shall install or permit or allow installation of a television antenna on the roof, in the windows or upon the exterior of its premises or the building without prior written consent of the building Management.
- 28 No tenant shall tie in, or permit others to tie in, to the electrical or water supply on the premises without prior written consent of the building Management.
- 29 No vending machines shall be permitted to be placed or installed in any part of the building by any tenant. The tenant may place vending machines within its premises solely for its use only.
- 30 No tenant shall place, or permit to be placed, on any part of the floor or floors of the space demised to such tenant a load exceeding the floor load per square foot which such floor was designed to carry and which is allowed by law.

Delivery Procedures

In order to make deliveries convenient, safe and damage free the building has put in place a loading management plan (LMP) where a "loading coordinator" (see Building Information, page 4) has been designated by Property Management and will coordinate as well as inform tenants of the guidelines and procedures for loading and delivery operations. Please observe the following guidelines:

- 1 All tenants are required to notify the loading coordinator of all regularly scheduled deliveries and of any occasional deliveries so that the loading coordinator can seek to avoid conflicting loading activities. Such notification shall include time and date that trucks are anticipated to arrive each day of the week, size of trucks being used (note: trucks longer than 30 feet are prohibited), and the name of the delivery company. Please schedule your delivery in writing with the loading coordinator at least 1 or 2 days in advance of the delivery. All non-FedEx/UPS deliveries shall use the loading dock.
 - 2 No truck idling is permitted in the loading area.
 - 3 Large deliveries (over 8 pieces of furniture) must be delivered before 8:00 a.m., or after 6:00 p.m. on weekdays, or anytime on weekends.
 - 4 Tenants and delivery contractors assume full responsibility for the repair of any and all damage to walls, doors, frames, carpeting, or any other part of the building, which is damaged during the course of the delivery. The determination of damage caused during the delivery shall be at the sole discretion of Property Management. It
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is suggested that the Tenant and delivery contractor walk through the leased premises and all related building common areas with Property Management prior to the move to note any existing damage

- 5 All delivery personnel must be clearly identified by means of caps, t-shirts or other obvious means
- 6 All common corridor floors, marble/tile floors and elevator floors must be covered with masonite and secured to prevent the boards from separating when being used. It is further recommended to protect inside the leased premises
- 7 Load limits of 3500 pounds must be observed in the elevator
- 8 Any tight corners in the leased premises or common areas of the building should be padded
- 9 All corridors, common areas, lobbies and stairwells must be kept as passable as possible during the delivery and must be left clean, vacuumed, free of debris and ready to use by other tenants
- 10 At the completion of the delivery, delivery personnel must remove all trash, empty boxes, packing materials, pallets, etc., from the building

Moving Procedures

In order to make your move more convenient, safe and damage free please observe the following guidelines

- 1 Tenant shall schedule their move in writing with Property Management at least one (1) week in advance. Start time and approximate finish time should be indicated. Please also complete the "Tenant Move-In Day Information" form included in the exhibits of this Tenant Handbook, and return it to Property Management
- 2 The move must be scheduled for weekends or after 6:00 p.m. on weekdays unless it is clear that a move during regular building hours (8:00 a.m. – 6:00 p.m.) would pose no inconvenience to other tenants or to the normal operation of the building
- 3 A certificate of insurance from the moving contractor showing coverage of not less than \$1,000,000 naming Landlord as additional insured must be submitted to Property Management prior to the start of the move
- 4 Tenants and moving contractors assume full responsibility for the repair of any and all damages to the walls, doors, frames, carpeting, or any other part of the building, which is damaged during the course of the move. The determination of damage caused during the move shall be at the sole discretion of Property Management. It is suggested that the Tenant and moving contractor walk through the leased premises and all related building common areas with Property Management prior to the move to note any existing damage
- 5 All moving personnel must be clearly identified by means of caps, t-shirts or other obvious means
- 6 All common corridor floors, marble/tile floors and elevator floors must be covered with masonite and secured to prevent the boards from separating when being used. It is further recommended to protect inside the leased premises
- 7 Load limits of 3500 pounds must be observed in the elevator
- 8 Any tight corners in the leased premises or common areas of the building should be padded
- 9 All corridors, common areas, lobbies and stairwells must be kept as passable as possible during the move and must be left clean, vacuumed, free of debris and ready to use by other tenants
- 10 At the completion of the move, delivery personnel must remove all trash, empty boxes, packing materials, pallets, etc., from the building

Rent and Other Payments

Pursuant to the terms of each lease, all rent payments are due and payable on or before the first of each month. Invoices reflecting other charges will be sent to each tenant and due with 30 days. Checks should be made payable to 1728 14th Street LLC and directed to

1728 14th Street LLC
c/o Perseus Realty LLC
1850 M Street, NW
Suite 820
Washington, DC 20036

Building Services

Mail and Courier Services

For your convenience, a US postal employee distributes the US mail to you mailbox on the main floor

Nearest US Post Office

2000 14th Street, NW, Suite 104 (202) 636-1259

Elevator

One passenger elevator serves the office tenants of the building The elevator can be used as a freight elevator

The elevator is equipped with a telephone If the elevator stalls, press the alarm button and then press the telephone button to signal the elevator service company

Please remain in the elevator until you are notified that it is completely safe to exit

Engineering

We have qualified personnel to ensure the efficient operation of our air conditioning, plumbing, electrical and other mechanical equipment Should you need assistance in these areas, please contact Property Management

Janitorial

Janitorial service is provided Monday through Friday after normal business hours Routine office cleaning includes vacuuming, dusting and emptying wastebaskets Service to your suite will commence on the first regular service day after your move-in unless you have requested otherwise

As a reminder, please do not place any object near or against trash receptacles if the material is not to be thrown away

Please note that the janitorial crew will NOT dust any computer equipment, including terminals, hard drives or keyboards, nor will they vacuum or dust near computer cables or wires This is for your protection to avoid disrupting any sensitive computer equipment

If you have any special requests or require emergency janitorial assistance, please contact Property Management

Recycling

1728 14th Street participates in a recycling program with KmG Hauling Inc , the waste removal/recycling contractor

Cardboard boxes should be broken down by the tenant and then placed in a centralized location with trash/basura signs for the night janitorial crew to pick up

For more information about recycling please call Property Management

Heating Ventilation and Air Conditioning (HVAC)

The HVAC system for 1728 14th Street is a multiple Split System. The HVAC units (with electric heaters) are hung on the ceiling within the tenant premises and connected via refrigerant piping to a remote Condensing Unit located on the roof. The standard building hours are 8:00 a.m. to 6:00 p.m., Monday to Friday, and 8:00 a.m. to 2:00 p.m., Saturdays. All thermostats are to remain at the standard building temperature and should only be adjusted by the building engineer.

Emergency Lighting and Generator Backup

1728 14th Street is designed with emergency battery backup to all building emergency lighting fixtures.

Base building emergency lighting consists of fixtures strategically placed in the main lobby, stairwells, and loading area. All exit lights are on the emergency lighting system and are energized 24-hours a day to ensure that emergency egress routes are marked.

Tenant office spaces have emergency light fixtures placed throughout the suites to provide lighting in corridors, kitchens and workrooms.

Service Areas

All electricians, telecommunications and repair personnel requiring access for repair or installation in the building telephone closets, electrical rooms/closets or other service areas must contact Property Management prior to commencing work.

Major installation, especially those involving telephone or electrical contractors who have not previously performed work in the building or require access outside your premises, must coordinate with Property Management in advance. In all cases, Certificates of Insurance are required of the contractor engaged in such repair, maintenance and/or installation work.

Keys and Hardware

Controlling the distribution of office keys (or keycards) is an integral part of overall building security. We encourage each tenant to maintain their keying system in a proactive manner, and to ensure that access to their space is not compromised. Each tenant needs to have a system in place to keep track of individual doors and locks in that respective tenant's space.

Tenant Improvements and Alterations

All tenant improvements at 1728 14th Street are subject to approval by Property Management prior to construction. Property Management will arrange to meet with you to discuss your request, and will obtain the required architectural, engineering and consultant assistance, get the necessary cost estimates and coordinate the changes desired.

Transportation

There are many transportation options available to the tenants of 1728 14th Street, including bus, Metrorail, bicycle, car sharing, and carpooling. The Property Management team has assigned a Transportation Management Coordinator (TMC) for 1728 14th Street to inform tenants of the alternate modes of transportation available. The TMC will supply information boards for your staff room or pantry that includes the options available. Additionally, upon request tenant employees may receive a \$100 SmartTrip card, or a \$50 car-sharing membership, or a \$75 Capital Bikeshare membership, depending upon their method of commuting to and from work.

Should you have any questions or need further information, beyond what is outlined below, please contact the TMC at (202) 741-1890.

Bus and Rail

The building is located along both a Metrobus Major route and a DC Circulator route. Additionally, U Street/African-American Civil War Memorial/Cardozo Metrorail station (Green/Yellow line) is located at 1240 U Street, a short 3 blocks from 1728 14th Street.

Bicycle Parking

1728 14th Street offers indoor secure bicycle parking within the basement level of the building.

Capital Bikeshare

Capital Bikeshare puts over 2500 bicycles at your fingertips. You can choose any of the over 300 stations across Washington, D.C., Arlington and Alexandria, VA and Montgomery County, MD and return it to any station near your destination. Check out a bike for your trip to work, Metro, run errands, go shopping, or visit friends and family. Join Capital Bikeshare for a day, 3 days, a month, a year or try our new daily key option, and have access to our fleet of bikes 24 hours a day, 365 days a year. The first 30 minutes of each trip are free. Each additional 30 minutes incurs an additional fee.

Capital Bikeshare has a location across the street from our building on the northeast corner of 14th and R St.

For more information, please visit the Capital Bikeshare website at www.capitalbikeshare.com

Zipcar

Zipcar is a car sharing service where users drive by the hour or day, with gas and insurance included in the cost. A member can choose from sedans, hybrids, vans, more and save hundreds over car ownership. Membership starts at \$6 per month.

There are Zipcar locations within a block of the building at 14th and Corcoran St.

To sign up and get further information on Zipcar, please visit the website at www.zipcar.com/dc

Commuter Connections

Among their many services, Commuter Connections offer ride-matching for carpools and vanpools and administer the Guaranteed Ride Home program. Commuter Connections can provide you with the best commute options to get to work,

and can get you home in an unexpected emergency too. Commuter Connections also helps employers establish commuter benefit and assistance programs for their employees. If you live or work in the Metropolitan Washington D C region, Commuter Connections can provide you with information on all your commute options, so you can make a smart choice about how you travel to work.

- **Commuter Connections Rideshare Program** Ridesharing means two or more persons traveling together in an automobile or van. Ridesharing benefits include fuel cost savings, wear and tear on roads, reducing traffic congestion, HOV lane access, overall expense saving by minimized driving, reduced pollution and greenhouse gas emissions. Ridesharing services enable commuters to find other individuals who share similar commute routes and work hours. Ridesharing promotes alternative ways for commuters to get to work such as carpooling, vanpooling.
- **Commuter Connections Guaranteed Ride Home** Guaranteed Ride Home (otherwise known as GRH) provides commuters who regularly (twice a week) carpool, vanpool, bike, walk or take transit to work with a FREE and reliable ride home when one of life's unexpected emergencies arise. Commuters may take advantage of GRH up to four times per year to get home for unexpected emergencies such as a personal illness or a sick child. GRH can also be used for unscheduled overtime when your employer mandates that you must stay late. GRH is designed to rescue commuters who are worried about how they'll get home when an emergency arises. Knowing there's a guaranteed ride home allows one to use commuting options like transit and carpools with peace of mind and confidence.
- **Commuter Connections Pools Program** Pool Rewards is an example of the programs available at Commuter Connections. It is a special incentive program available through Commuter Connections designed to encourage current drive alone commuters to start ridesharing in the Washington Metropolitan region. If you drive alone to work and get at least seven people together (including yourself) who wish to form a new vanpool, you may qualify for a \$200 monthly 'Pool Rewards' subsidy for your new vanpool. Vans are available to accommodate between 7 and 15 passengers. Commuters who currently drive alone to work may be eligible for a cash payment through 'Pool Rewards' when they start or join a new carpool. If eligible, each carpool member can earn \$2 per day (\$1 each way) for each day they carpool to work over a consecutive 90-day period. The maximum incentive for the 90-day trial period is \$130. Carpools may consist of two or more people.

For more information on commuter benefits, please visit www.commuterconnections.org or www.goDCgo.com

Building Amenities

Area Amenities & Services

Coffee

Peregrine Espresso

Restaurants

Bar Pilar
Café Saint-Ex
Cork
Doi Moi
El Centro D F
Food for Thought Café
Garden District
Le Diplomate
Lupo Verde
Manny & Olga's Pizza
Masa 14
Matchbox
Passion Fin Asian Bistro
Pearl Dive Oyster Palace
Policy
Rice
Ted's Bulletin

Furniture

Home Rule
Room & Board
West Elm
Vastu

Hardware

Logan Hardware

Shopping

Crown Pawnbrokers
Current Boutique
Lou Lou
Redeem
Rue 14

Recommended Emergency Procedures

Overview

The Ownership and Management of 1728 14th Street take Fire and Life Safety very seriously. Our objective is to provide our tenants with a safe and comfortable working environment.

While the Fire/Life Safety Systems in the building are engineered to ensure the safety of all occupants in the building in the event of a fire, it is important that each tenant follows its emergency procedures. However, each emergency is unique and sometimes the procedures may not be suitable for all conditions that arise. Therefore, common sense should always be the primary element of any emergency procedure.

Please take the time to familiarize your entire staff with these recommended procedures. If you have any questions regarding these procedures or any of the Fire & Life Safety systems in place in 1728 14th Street, please contact Property Management.

Emergency Phone Numbers

Emergency	911
Fire Department	(202) 462-1762
Police Department	(202) 727-1000
Management Office	(202) 741-1890
After-Hours Emergencies	(301) 996-2943

Floor Response Team

Each tenant should complete the **Floor Response Team Form** (found in the exhibits of this Manual) designating personnel that will be responsible for taking charge in the event of an emergency. It is up to each tenant to assure that this form is updated when designated personnel leave employment of the firm or for other reasons is no longer able to perform the outlined duties of emergency personnel.

It is the responsibility of all Floor Response Team personnel to familiarize themselves with these recommended guidelines as well as all of the building's Emergency Procedures.

There are five primary Floor Response Team positions. They are:

- **Floor Warden** – Responsible for controlling staff in event of emergency and explaining/overseeing all emergency actions. Each tenant should designate an alternate Floor Warden in case the Floor Warden is out of the office when an emergency occurs.
 - **Stairwell Monitor** – At direction of Floor Warden, leads employees to exit stairwells and monitors the safe and efficient evacuation via stairwells.
-

- **Elevator Monitor** – Is positioned at elevator banks and ensures that no one uses the elevators during an emergency
- **Searcher** – After all personnel have evacuated the suite, the searcher returns to the office suite to ensure that all have in fact evacuated and that there are no injured persons left behind
- **Assistant to the Physically Impaired** – Assists any handicapped individuals during an emergency and/or building evacuation

Each member of the building's Floor Response Team has an extremely important job to perform in the event of an emergency. Each Floor Response Team designee should become familiar with the following duties:

Floor Warden

- Appoints personnel to the emergency team and fills all vacant positions
- Maintains an updated roster of Floor Response Team personnel
- Alerts Floor Response Team designees of potential emergencies
- Supervises the activities and training of Floor Response Team
- Responsible for informing and training Floor Response Team in emergency procedures
- Ensures that Floor Response Team know their assigned duties and locations in case of an emergency
- Pre-plans the handling of physically impaired personnel during evacuation
- Responsible for the evacuation of Floor Response Team
- Responsible for notifying Elevator Monitor to evacuate

Stairwell Monitor

- Takes position at assigned exits and assists in the evacuation of all personnel
- Feels stairwell door with back of hand for heat. If no heat is detected, opens door slowly to inspect stairwell for possible heat and smoke conditions before evacuation
- Instructs personnel to form single file lines in stairwell and directs personnel to exit along the right side of the stairwell
- Supervises and monitors evacuation flow while remaining calm and encouraging others to remain calm and orderly during evacuation
- Remains at exit until Searchers have cleared all personnel from the floor

Elevator Monitor

- Under the supervision of the Floor Warden, Elevator Monitors are responsible for ensuring that no one uses the elevators during an emergency
- Is positioned at the elevators and directs employees to the nearest stairway
- Must be familiar with the building's emergency procedures and the location of all stairwells
- Remains at designated post until instructed to evacuate by the Floor Warden

Searcher

- Under the supervision of the Floor Warden, Searchers are responsible for finding and evacuating all personnel from the floor, specifically from remote areas such as storage rooms, file rooms, coffee/break areas, restrooms, etc
- Check all rooms including restrooms, conference rooms, reception areas, offices and remote areas
- Close, but do not lock, all doors after you have determined that the room has been evacuated
- Place a "searched" sticker or note on doors at knee height to indicate a room has been searched and evacuated (In the event of an actual fire, the floor may be filled with smoke by the time firemen reach it and the lower the "searched" sticker is placed the easier it will be for them to see it)
- Advises any remaining personnel on the floor of the emergency and insists on their evacuation
- Evacuates non-employees found on the floor
- Must be familiar with the building's emergency procedures and the location of all stairwells

Assistant to the Physically Impaired

- Under the supervision of the Floor Warden, the Assistant to the Physically Impaired is responsible for the safe evacuation of any physically impaired personnel
- Maintains an up-to-date list of impaired employees
- Moves all wheelchair bound personnel to a designated area and waits with them until emergency personnel arrive

Fire

IF A FIRE IS DISCOVERED INSIDE YOUR SUITE

1 Notify the Fire Department (911) and provide the following information

- Building Name
- Building Address
- Nearest Cross Street
- Suite Number or Exact Location of Fire
- Your call back number

NOTE Do not hang up until the Emergency Operator does so

2 Advise others and move everyone away from the fire

3 Confine the fire by closing all doors in the area

4 Notify Property Management (202) 741-1890

5 Attempt to extinguish the fire only under the following conditions

- If the fire is small and can easily be extinguished
- You are familiar with the operation of an extinguisher and it can be done safely
- You have someone with you
- You have your back facing an exit

6 Proceed to the nearest exit to evacuate Exit via stairwells, do not use the elevators

- 7 Once outside the building, move to a safe refuge area away from the building and Fire Department operations

NOTE• FIRES NEED FUEL, HEAT AND OXYGEN TO SURVIVE YOU CAN REDUCE OR EXTINGUISH FIRE BY REMOVING ANY ONE OF THESE ELEMENTS FOR EXAMPLE, CLOSE DOORS AND USE EXTINGUISHER TO REDUCE OXYGEN, THROW WATER ON THE FIRE TO REDUCE HEAT, AND ELIMINATE FUEL SOURCES BY REMOVING NEARBY PAPER, PLASTICS, AND OTHER FLAMMABLES

IF A FIRE IS DISCOVERED OUTSIDE OF YOUR SUITE:

If you are in your suite, smoke or heat is evident in the corridor, and you are not able to exit, proceed as follows

- 1 Call 911 and provide the following information

- Building Name
- Building Address
- Nearest Cross Street
- Suite Number or Exact Location of Fire
- Your call back number

NOTE Do not hang up until the Emergency Operator does so

- 2 Call Property Management at (202) 741-1890

- Report your building number, floor and suite number

- 3 FEEL THE DOOR If it is hot or warm, DO NOT OPEN IT!

- 4 CLOSE AS MANY DOORS AS POSSIBLE BETWEEN YOU AND THE FIRE

- 5 IF SMOKE ENTERS YOUR SUITE FROM BENEATH THE DOOR, seal the area with a fire blanket, wet towel or other mist material

- 6 IF SMOKE IN YOUR SUITE BECOMES UNBEARABLE, break a window for additional oxygen

- 7 IF YOUR TELEPHONE STOPS WORKING, display brightly colored material from the window Wave it to make it more visible to rescuers

- 8 DO NOT JUMP!

FIRE SAFETY REMINDERS

- 1 Post Emergency Phone Numbers for all employees
 - 2 Make sure all employees are aware of the location of fire extinguishers and are familiar with how an extinguisher operates
 - 3 In a fire or other emergency, follow the instruction of your designated Floor Warden and other Emergency Personnel
 - 4 Never use the elevators
-

- 5 While it is usually advised to go downward in a building during a fire, there are occasions when it may be necessary to go to an upper floor or the roof. For example, if smoke enters the stairwell, you may be driven upwards toward cleaner air.
- 6 If you encounter smoke, get down on your hands and knees. Air is cleaner and cooler near the floor. Crawl to the nearest stairwell and exit if it is safe to do so.
- 7 Few people are burned to death in fires. Most fire-related deaths are the result of smoke inhalation, poisonous gas or panic. Panic can be avoided by being well prepared for an emergency. Learn all the emergency procedures as if they were second nature.

FIRE PREVENTION TIPS

- 1 Replace any electrical cord that has cracked insulation or a broken connector.
- 2 Do not pinch electrical cords under or behind furniture.
- 3 Do not run electrical extension cords under chair mats or across doorways where they can be stepped on or chaffed.
- 4 Leave space for air to circulate around heaters and other heat-producing equipment such as copiers and computer terminals.
- 5 Turn off or unplug all appliances, including coffee makers and hot plates at the end of each workday.
- 6 Keep exits, storage areas and stairways free from waste paper, empty boxes, dirty rags and other fire hazards.
- 7 Know the locations of fire extinguishers in the building and your work area.
- 8 Remove trash on a regular basis.
- 9 Close all doors after working hours.
- 10 Discard all flammable liquids.
- 11 Observe the building's NO SMOKING policies. Never throw matches or cigarette butts into waste containers (inside or outside of building).

FIRE EXTINGUISHER LOCATION & BASIC OPERATION

Following is a list of fire extinguisher locations in the building.

Next to the back stairwell exit (Stairwell #2)

All extinguishers in the buildings may be used on fires originating from wood, paper, plastic, grease, oil and electricity.

Operating A Fire Extinguisher.

- To open the cabinet, and pull open
 - Remember the "P-A-S-S" method for effective fire extinguisher use
 - P – Pull the safety pin. This is usually the pin with a string attached.
 - A – Aim the hose, nozzle or horn at the base of the fire.
 - S – Squeeze the trigger handle.
-

S – Sweep from side to side and watch for the re-flash of the fire

NOTE• ALWAYS MAINTAIN A THREE-FOOT CLEARANCE AREA AROUND FIRE EQUIPMENT. ONCE THE EQUIPMENT HAS BEEN USED, DO NOT TRY TO RE-HANG IT, EVEN FOR A FEW SECONDS. USED EXTINGUISHER'S SHOULD BE SERVICED IMMEDIATELY!

Earthquakes

Earthquake Preparedness

While earthquakes are not a common occurrence in this area, it is wise for all occupants to be well prepared as well as keenly aware of the earthquake emergency procedures

The following **SUPPLIES** will be necessary to protect and sustain your employees in the event of an earthquake

- **Food** – stock your office with non-perishable and easy-to-store food products such as dehydrated foods and food bars
- **Water** – keep at least a three-day supply of purified water. It is recommended that you stock two quarts of water per day, per employee
- **Emergency Lighting** – flashlights, flares, light sticks
- **Batteries** – keep a fresh supply
- **Medical** – keep a well-stocked First Aid Kit. Choose kits designed to treat earthquake-related injuries such as heavy bleeding, shock and broken bones
- **Blankets** – lightweight fire and shock retardant emergency blankets
- **Radios** – portable transistor radios with extra batteries and two-way radios
- **Fire Extinguisher**
- **Medications** – persons on medication should keep a 72-hour supply in their desk

Additional Supplies to Consider

- Heavy work gloves
 - Hard hats & goggles
 - Work shoes
 - Generator
 - Shovels, crowbars
 - Catalytic heater
 - Dust masks
 - Chemical toilets, waste bags, lime
 - Water purification tablets
 - Sleeping bags & cots
 - Portable stove
 - Eating utensils
 - Instant ice pack
 - Pre-moistened towelettes
-

During An Earthquake

While Earthquake Emergency Procedures are similar to those of a fire, one specific difference should be communicated to all building occupants. Evacuation during fire is highly probable, whereas **EVACUATION DURING AN EARTHQUAKE IS NOT PROBABLE**

Please adhere to the following safety procedures during an earthquake

- 1 Take shelter away from windows and seek protection under tables, desks, or other objects that offer shelter from flying glass and debris
- 2 Do not leave the sheltered area or exit the building until the quake is over. Seek safety where you are and leave calmly afterward if evacuation is necessary
- 3 Do not dash for exits – stairwells may be unsafe
- 4 Never attempt to use elevators during an earthquake. Afterwards, do not use elevators until they are checked for safety
- 5 Stay clear of bookcases, file cabinets, windows and other heavy objects
- 6 Turn off electrical equipment. Do not be surprised if electricity goes off or alarm systems are activated
- 7 Do not smoke or use matches in case of gas leaks. If power fails, use battery operated lights

If You Are Outside of the Building When An Earthquake Occurs

- 1 Move away from buildings, utility wires and poles, debris and areas subject to falling glass
- 2 If you are unable to reach a clear area, stand in a doorway or archway
- 3 If threatened by falling debris, cover face with one forearm and the back of the head with the other
- 4 The most dangerous place to be is on a sidewalk subject to falling debris such as glass and masonry

After an Earthquake

- 1 Check for injured persons. DO NOT attempt to move a seriously injured person unless they are in immediate danger
 - 2 DO NOT use matches, candles or other open flames
 - 3 DO NOT turn on electrical switches or appliances
 - 4 Inspect your area for damage. Check for fire. Check utilities for gas and water leaks or electrical shorts. Stay clear of wires that are shorting out
 - 5 If you smell gas, evacuate the building if possible and report the leak to the Fire Department first, if possible, and then Building Management
 - 6 Clean up any dangerous spills
 - 7 Replace telephone receivers to restore communications. However, do not use telephones, except to reach Property Management or the Fire Department
-

- 8 Listen to the radio for emergency reports
- 9 DO NOT spread false rumors regarding the condition of the building or anything else that may cause panic
- 10 Cooperate with Management personnel and Fire Department representatives
- 11 Be prepared and stay alert for aftershocks

Checklist for Business Survival following an Earthquake

Businesses face many hurdles in recovering from earthquakes. A key to survival is looking ahead and planning for recovery before an earthquake strikes. The following checklist identifies areas that can reduce the impact of an earthquake by enabling your company to continue normal business operations.

- Make agreements with vendors and suppliers to assure continued business or identify alternate sources in the event your normal vendors are unable to function after an earthquake
- Develop and maintain inventories for critical supplies, equipment and employee skills
- Develop a plan for informing clients, the general public and the media about company operations following an earthquake
- Store duplicates of vital company records and important documents off-site
- Take steps to “quake proof” your computer facility and equipment
- Establish contracts with engineers and suppliers to survey damage and perform clean up following an earthquake
- Develop a plan for business restoration including securing alternate work sites for personnel, restoring damaged utility systems, and controlling access to company facilities
- Develop alternate marketing strategies for your products or for moving into other markets under post earthquake conditions
- Create post-earthquake financing and investment strategies to protect corporate assets
- Make sure your bank is informed about your disaster contingency planning to assure quick response to your post-earthquake needs
- Review existing inter-company mutual aid agreements to establish what needs might be following an earthquake

Tornados

Tornado Preparedness

The following **SUPPLIES** will be necessary to protect and sustain your employees in the event that a tornado leaves you temporarily stranded in the office building.

- Food – stock your office with non-perishable and easy-to-store food products such as dehydrated foods and food bars
 - Water – keep at least a three-day supply of purified water. It is recommended that you stock two quarts of water per day, per employee.
 - Emergency Lighting – flashlights, flares, light sticks
 - Batteries – keep a fresh supply
 - Medical – keep a well-stocked First Aid Kit. Choose kits designed to treat earthquake-related injuries such as heavy bleeding, shock and broken bones
-

- Blankets – lightweight fire and shock retardant emergency blankets
- Radios – portable transistor radios with extra batteries and two-way radios
- Fire Extinguisher
- Medications – persons on medication should keep a 72-hour supply in their desk

Additional Supplies to Consider

- Heavy work gloves
- Hard hats & goggles
- Work shoes
- Generator
- Shovels, crowbars
- Catalytic heater
- Dust masks
- Chemical toilets, waste bags, lime
- Water purification tablets
- Sleeping bags & cots
- Portable stove
- Eating utensils
- Instant ice pack
- Pre-moistened towelettes

There are two designations placed on a Tornado – a **WATCH** and a **WARNING**. A Tornado **WATCH** indicates weather conditions are right for a tornado. A Tornado **WARNING** indicates that a tornado has been sighted in the immediate area.

IN THE EVENT OF A TORNADO WATCH

1. Whoever is made aware of the threatening weather should notify the office manager, designated Floor Warden and the Management Office.
2. Floor Warden or office managers should alert all staff of the watch.
3. Once you have been notified of the watch, please do the following:
 - Immediately close the blinds in your office
 - Once this is accomplished, stay away from the windows
 - Remain at your normal work station
 - Tune in any battery operated radios to a station with weather updates
 - If possible, you should remain in the building until the weather has cleared

IN THE EVENT OF A TORNADO WARNING

1. Move away from the perimeter of the building (windowed areas) toward the center of the building and close the doors behind you.
 2. Floor Wardens and other emergency personnel will direct you towards corridors, stairwells and elevator lobbies.
 3. Do not exit these designated areas or use elevators.
 4. Protect yourself by placing your head close to your knees and covering your neck with your hands.
-

- 5 If you cannot reach a corridor or lobby in time, the next safest place is under a desk, table or chair
- 6 Remain in the designated area until an announcement has been made by designated emergency personnel or building management that it is safe to return to your work station
- 7 Once everyone has returned to their workstation, emergency personnel should assist Building Management in accounting for all employees
- 8 If anyone has been injured, designated emergency personnel should assist where possible and follow the Medical Emergency Procedures outlined in this Manual
- 9 If any portion of your offices or surrounding building areas has been damaged, please notify building management immediately

Hurricanes

Hurricane Preparedness

The following **SUPPLIES** will be necessary to protect and sustain your employees in the event that a hurricane leaves you temporarily stranded in the office building

- Food – stock your office with non-perishable and easy-to-store food products such as dehydrated foods and food bars
- Water – keep at least a three-day supply of purified water It is recommended that you stock two quarts of water per day, per employee
- Emergency Lighting – flashlights, flares, light sticks
- Batteries – keep a fresh supply
- Medical – keep a well-stocked First Aid Kit Choose kits designed to treat earthquake-related injuries such as heavy bleeding, shock and broken bones
- Blankets – lightweight fire and shock retardant emergency blankets
- Radios – portable transistor radios with extra batteries and two-way radios
- Fire Extinguisher
- Medications – persons on medication should keep a 72-hour supply in their desk

Additional Supplies to Consider

- Heavy work gloves
 - Hard hats & goggles
 - Work shoes
 - Generator
 - Shovels, crowbars
 - Catalytic heater
 - Dust masks
 - Chemical toilets, waste bags, lime
 - Water purification tablets
 - Sleeping bags & cots
 - Portable stove
 - Eating utensils
-

- Instant ice pack
- Pre-moistened towelettes

There are two designations placed on a Hurricane a **WATCH** and a **WARNING**. A Hurricane **WATCH** indicates weather conditions are right for a hurricane. A Hurricane **WARNING** indicates that a hurricane has been sighted in the immediate area.

IN THE EVENT OF A HURRICANE WATCH

1. Whoever is made aware of the threatening weather should notify the office manager, designated Floor Warden and the Management Office.
2. Floor Warden or office managers should alert all staff of the watch.
3. Once you have been notified of the watch, please do the following:
 - Immediately close the blinds in your office.
 - Once this is accomplished, stay away from the windows.
 - Remain at your normal work station.
 - Tune in any battery operated radios to a station with weather updates.
 - If possible, you should remain in the building until the weather has cleared.

IN THE EVENT OF A HURRICANE WARNING

1. Move away from the perimeter of the building (windowed areas) toward the center of the building and close the doors behind you.
2. Floor Wardens and other emergency personnel will direct you towards corridors, stairwells and elevator lobbies.
3. Do not exit these designated areas or use elevators.
4. Protect yourself by placing your head close to your knees and covering your neck with your hands.
5. If you cannot reach a corridor or lobby in time, the next safest place is under a desk, table or chair.
6. Remain in the designated area until an announcement has been made by designated emergency personnel or building management that it is safe to return to your work station.
7. Once everyone has returned to their workstation, emergency personnel should assist Building Management in accounting for all employees.
8. If anyone has been injured, designated emergency personnel should assist where possible and follow the Medical Emergency Procedures outlined in this Manual.
9. If any portion of your offices or surrounding building areas has been damaged, please notify building management immediately.

Explosions

If an explosion occurs, please adhere to the following procedures:

1. IMMEDIATELY report the explosion to the Management Office. Remain calm and provide the following information:
-

- Your name, location (building and suite number) and phone number
- Your company name
- Exact location of explosion
- Cause (if known) of explosion
- Extent of casualties, and number and type of injuries
- Whether explosion caused fire and if so, location of fire

2 Evacuate all persons from the area if necessary

The Management Office will immediately contact the Fire and Police Departments and will dispatch emergency personnel to the scene

Medical Emergencies

Should a medical emergency situation develop which requires immediate intervention by trained personnel, proceed as follows

1 Call 911 Reassure the injured person that help is on the way Remain calm and provide the following information

- Nature of medical emergency
- Building name and address
- Exact location and name of sick or injured person

NOTE: Do not hang up until the emergency operator does so

2 Call the Management Office at 202 741 1890 Provide the following information

- Your name and company name
- Nature of medical emergency
- Exact location and name of sick or injured person
- Whether or not you have called for trained assistance
- A number where you can be reached

3 Direct any on-lookers away from the area of the injured person Clear the area of any objects that might impede the rescue or interfere with emergency personnel

4 Remain with the victim DO NOT move the victim unless there is immediate danger of further injury Keep the victim comfortable and warm

5 Designate a responsible person to do the following

- Wait at the building's main entrance for medical personnel When they arrive, direct them to the injured person
- Whenever possible, have an elevator standing for the rescue team

NOTE: CPR training and first aid courses are available through your local American Red Cross

Bomb Threats

Bomb threats should always be taken seriously. Do not assume that a bomb threat is a prank call or that they are only made to Property Management. Anyone can receive a bomb threat and all building occupants should be prepared.

Telephone Bomb Threats

- 1 The person receiving the call should try to get as much information as possible from the caller and should **WRITE OUT THE MESSAGE EXACTLY AS RECEIVED FROM THE CALLER**
- 2 **LISTEN CAREFULLY**. You may be able to help authorities identify the caller, his location, or the location of the explosive by his comments, vocal characteristics and any background noise
- 3 Keep the caller on the phone for as long as possible. Ask the caller to repeat the message
- 4 Obtain as much information from the caller as possible such as location of bomb, time of detonation, appearance of bomb, and callers' reason for planting the bomb
- 5 Remind the caller that the building is occupied and that the bomb might cause the deaths of innocent people
- 6 Once the caller has hung up, immediately contact Property Management at (202) 741-1890 and provide the following information:
 - Your name
 - Your location (building and suite number)
 - Your phone number
 - Name of any other person who heard the threat
 - Name of any employee threatened by the caller and his/her work location
 - Time the bomb is to detonate if known
 - Location and description of the bomb if known
 - Any reason given for planting the bomb
 - Any other information received from the bomb threat perpetrator

Written Bomb Threats

Upon receipt of a written bomb threat

- 1 Immediately notify the Management Office
- 2 Do not destroy the note
- 3 Do not let others handle the note
- 4 Turn the note over to building management or emergency personnel

Personal Receipt Of Bomb Threats

When a bomb threat is directed to a specific individual, he/she should immediately search his/her own workstation or office for unidentifiable or suspicious items. Please remember the following:

- Look for anything out of the ordinary or out of place
 - Look high and low – not just at eye level
-

- Methodically search from one end of your work area to the other

Searching Your Suite For A Suspected Bomb

Once a telephone or written bomb threat has been reported to Property Management, occupants should search their suites for any suspicious packages. Following are some search guidelines:

- Do not rely on random searches in logical places
- Explosives are concealed most easily in areas that have the easiest access
- Be aware of out of the ordinary articles that are foreign to the area
- The bomb is likely to be packaged in a common container such as a shoe box, cigar box, a book, a grocery bag, an athletic bag, an airline bag, a suitcase or briefcase
- Anything that does not belong, such as a book in the restroom, should be considered a suspicious object
- When searching individual rooms/offices, start at the outside walls and move towards the center of the room

NOTE: If a suspicious object is found, **DO NOT TOUCH IT**. Report the finding immediately to your designated emergency personnel and to Property Management.

Suspicious Packages

Upon the delivery of all packages always be aware and

- Do not accept the contents of any container as bona fide simply because it was delivered in a routine manner
- Do not assume that container marking and/or appearance is sole evidence of its content, identification or legitimacy
- Be aware of packages with incorrect titles or those marked "Confidential" or "Personal"
- Do not open any suspicious package. Do not cut any cord, rope or wire on a suspicious package.

Be aware of the following signs that a package may include a bomb:

- Excessive postage
- No return address
- Excessive weight
- Incorrect titles
- Restrictive markings (such as "Confidential" or "Personal")
- Only stains or discoloration

Upon Receipt Of A Suspicious Package

- 1 Do not allow anyone to handle the package
- 2 Immediately call Property Management

SUSPECTED BOMB SAFETY PRECAUTIONS

The following safety precautions will acquaint all occupants with the dangers inherent in a bomb threat, bomb search, discovery and handling of all suspected bombs, or if you have any other reason to suspect a bomb is in the building

While some of the precautions may seem elementary, do not dismiss them as unimportant. Adequate knowledge of these precautions may save your life as well as the lives of other persons working in or visiting the building

- 1 If it is suspected that a bomb is in the building
 - Do not use radio equipment to transmit messages
 - Do not change lighting conditions
 - Remove all flammables
- 2 Please make only necessary phone calls. Open phone lines are essential to effectively controlling the emergency
- 3 If a suspected bomb is identified
 - Do not touch it
 - Do not attempt to move or carry it
 - Remove all flammable items from the area
- 4 During a bomb threat emergency, cooperate with all fire department instructions, including building evacuation

Evacuation

In the event of an emergency, it may become necessary to evacuate the office building. All Floor Response Team personnel as well as general personnel should be completely familiar with the following evacuation procedures:

- In an emergency situation, wait until Property Management or designated Floor Response Team personnel indicated that it is safe and appropriate to evacuate the building
- If you are directed to evacuate, closely follow the instructions of all Floor Response Team personnel including Floor Wardens, Elevator Monitors, Searchers and Stairwell Monitors
- Do not exit via the elevators
- Exit via stairwells only after a Stairwell Monitor has deemed it safe to do so
- Familiarize yourself with the location of all stairwell exits, in the event a stairwell is blocked, proceed to an alternate stairwell
- Use safe stairwell exit procedures including
 - Remain calm and quiet
 - Remove high heeled shoes
 - Exit in a single file and keep to the right using hand rails
 - Move quickly, but do not run
 - Assist those who may have trouble on the stairs or who have been injured
 - Treat injuries on stairwell landings only and only when safe to do so

Evacuating the Injured

If you are alone with an injured person who is unable to leave the area unassisted, you may find that a “blanket drag” will provide you with the means to remove the person from the hazardous area. The drag can also be accomplished with a coat. If you are unable to carry the person, the “blanket drag” may be your only means of moving the person out of danger.

To get the person onto the blanket, turn the person on his/her side and roll the blanket up, lengthwise, so that when you roll them over to the other side, you can open the blanket. Grasp the corners nearest the head of the injured and pull the person out of the area.

Civil Disturbances

Although riots and civil disturbances are rare, there is still a need for a planned course of action in the event a civil disturbance erupts. Should a disturbance start outside the building, Property Management will

- Secure all building entrances
- Notify the police
- Notify the tenants
- Prevent access to all suites

In the event that a civil disturbance initiates inside the building

- Make sure all occupants are in your office and lock your suite doors including the main entrance. Assign a responsible individual to stand by the entrance door with a key allowing authorized personnel only to enter and leave.
- Immediately notify Property Management and provide the following information
 - Exact location of the disturbance, demonstrators and/or rioters
 - Approximate number of demonstrators or rioters
 - Your name, company name and call back number

Power Failure

In the event of a power failure, 1728 14th Street is equipped with emergency systems which will provide power for emergency lighting, selected elevator service and life and safety security systems.

If you experience loss of power in your suite, immediately contact Property Management. An engineer will be dispatched to assist in restoring power. If the entire building is affected, the Electric Utility Company will be contacted for assistance and building personnel will keep all tenants advised.

If the power failure occurs during daylight hours, open the blinds to utilize available sunlight. This should be avoided, however, in emergency situations where procedures call for closed blinds.

Following is a list of items that all tenants should keep on hand in case an emergency of any kind causes the loss of power.

- Emergency Lighting – flashlights, flares, light sticks
 - Batteries – keep a fresh supply
 - Blankets – lightweight fire and shock retardant emergency blankets
 - Radios – portable transistor radios with extra batteries and two-way radios
-

Exhibits

Tenant Move-in Day Information

Tenant Name _____

Tenant Move-In Coordinator _____

Current Address _____

Current Phone Number _____

Moving Date _____

Moving Time Start _____ Completion _____

Moving Company _____

Moving Company Telephone _____

Moving Company Supervisor _____

Moving Company Contacted for Certificate of Insurance? Yes ____ No ____

Number of Movers _____ Oversized Furniture or Equipment _____

Special Move-In Cleaning Requirements _____

Additional Security Requirements _____

Emergency Tenant Names and Phone Numbers During Move

Name _____ Telephone # _____

Name _____ Telephone # _____

Floor Response Team Form

Tenant _____ Floor # _____

Phone# _____

Position**Name**

Floor Warden

& Alternate

Stairwell Monitor #1

& Alternate

Stairwell Monitor #2

& Alternate

Elevator Monitor #1

& Alternate

Elevator Monitor #2

& Alternate

Searcher #1

& Alternate

Searcher #2

& Alternate

Assistant to the Physically Impaired #1

& Alternate

Assistant to the Physically Impaired #2

& Alternate