

Attachment 4

**LEXINGTON GREEN
OFFICE BUILDINGS I AND II**

EMERGENCY BUILDING INFORMATION

BUILDING MANAGEMENT:

**LEXINGTON GREEN PARTNERS, LLC
859/271-1436, OFFICE
859/312-8168, BUILDING ENGINEER
859/621-9661, PROPERTY MANAGER**

EMERGENCY OVERVIEW:

Even if we are not in a disaster prone area, there are potential events or disasters that could affect us at Lexington Green.

The Emergency Building Information is not meant to provide every scenario of an emergency situation; however, it is a guide to use in the event of an emergency and a tool for each employer to use to train employees in some “what if” situations. Trying to remain calm and reassuring others is important in all emergency situations. Hopefully, we will not be faced with a need for most of this information and yet we wish to provide you with some safety procedures.

Following are some actions your company *may* wish to take to avert major problems should an emergency situation affect us:

- Keep a phone list of key employees and customers with you and other key staff members.
- Be sure several key employees have necessary company keys and access numbers.
- If you have a voice mail system, designate one remote number on which you can record a message to all employees.
- Get programmable call forwarding for your main business line(s). If you cannot get to the office, you can reprogram the phones to ring elsewhere.
- Back up computer data frequently; keep back up off-site.
- Use UL listed surge protectors and battery back up systems.
- Purchase a NOAA Weather Radio with a tone alert feature.
- Stock minimum supply of goods, materials and equipment you would need for business continuity.
- Keep emergency supplies available for employees including flashlights with extra batteries, first aid kit, tools, nonperishable food and bottled water.

BOMB SCARE:

- Ask caller if you can transfer him/her to supervisor; however, if caller refuses to be transferred to another party, employee should obtain appropriate information.
- Caller should be kept on line as long as possible. Ask him/her to repeat the message.
- Employee should immediately request nearest person by note or signal, so that another employee is made aware of situation.
- Employee should try to obtain exact location of bomb, time of detonation and description of the bomb.
- Employee should try to remember distinguishing characteristics of the caller and should take notes on time call received, if caller sounds old or young, tone of voice, etc. If possible, have a second person listen in on the call. Pay attention to peculiar background noises, such as motors running, sirens, background music and any other noises which may provide clues.
- Immediately after the caller hangs up, call the police at 911 and then call building management. Building management will make notification to the other tenants in the building. If building maintenance is on duty, they will assist in search of the public areas, including restrooms and lobbies.
- All employees in the suite should be notified immediately and should make a quick search of their immediate area before evacuation.

- Bombs and explosives have not standard appearance. Be alert of cans, boxes, suitcases, sections of pipe or other items which seem out of place. Never touch, move, or in any way disturb unidentified or suspicious objects.
- If suspicious object is found, open all doors in the area to minimize structural damage in the event of an explosion.

CRIME:

Tenants noticing activity that is suspicious should report it to the police and also alert building management. Employees with window offices have reported suspicious activity seen from office windows.

In an effort to decrease the possibility of automobile crimes, note the following suggestions/information:

- Lock your vehicle.
- Do not leave vehicle running with engine on while you enter the building.
- Do not leave CDs, tapes, GPS devices, loose change, etc. visible through vehicle windows; lock such items in glove compartment or in trunk.
- The upper deck of the parking garage has ample parking and can be seen from office building windows.
- Parking garage lights are lit 24 hours a day so that we have ample lighting underneath the parking garage at all times.
- Lexington Green has an extremely low crime rate. See additional information under SECURITY.

EARTHQUAKE:

When an earthquake occurs, the ground will shake perceptibly for a relatively short time. Earthquakes generally last for a few seconds but great earthquakes can last up to a minute. It is possible to feel more than one shock. After the first motion is felt, there may be a temporary decrease in the motion, followed by another shock. This phenomenon is merely the arrival of different seismic waves from the same earthquake. Aftershocks may occur; these are separate quakes which follow the main shock. They may occur minutes, hours or even days afterwards. They can cause damage or collapse structures already weakened by the main earthquake.

Procedures and guidelines:

- Move immediately to a safe place. Get under a desk or table or stand in an interior doorway or in the corner of a room. Stay away from windows and heavy objects (such as a refrigerator or tall furniture) that may topple or slide across a floor.
- Seek safety where you are at the time of the incident. Then, if evacuation is necessary, leave calmly. Power for elevators may fail. Stairways may be broken or jammed with people.
- Do not use the telephone except to call for help or to report serious emergencies. Listen to radio for information.
- Seek medical help for those in need and check for fires and put out if you can.

- The electricity may go out, elevator, fire and burglar alarms may start ringing and/or the sprinkler system may activate. Expect to hear noise from breaking glass, cracks in walls and falling objects.
- Shut off electricity if any change of damage to wiring. Do not touch power lines, electric wiring or objects in contact with them.
- Be certain sewer lines not broken before resuming use of toilets. Building maintenance may need to shut off water main if breakage occurred.
- If outdoors, get into an open area away from the building, parking garage and power lines.

ELEVATOR ENTRAPMENT:

ThyssenKrupp Elevator Company is called automatically from the elevator telephones. They will respond immediately.

Additionally, elevator problems may be reported to building management.

FIRE:

In case of fire:

- Activate fire pull alarm located on the wall at each stairwell exit door. Call fire department.
- Leave. Evacuate immediately if fire is in open area. Close doors behind you as you leave to help contain spread of smoke and flames.
- Confine fire. If possible, close the door, cover fire with a lid, move any material that might burn and do everything possible to contain the fire.
- Extinguish. Use fire extinguishers in suite or ones located at stairwell doors.

The above sequence of events may be done by several people at once and good judgment should prevail for maximum safety.

When a fire alarm is sounded, it may not be necessary to evacuate the entire building. Moving occupants off the emergency floor, one floor above and one floor below, may be the first consideration unless circumstances dictate otherwise.

Activation of the fire alarm:

- Will automatically notify the fire department.
- Will alert occupants on the floor where the alarm was pulled in addition to one floor above and one floor below with a fire alarm signal (a slow whoop ten seconds) and a taped message to evacuate only those three floors.

To exit the building:

- Exit through the nearest stairway.
- If occupants fully exit the building, gather away from the building with other building occupants so that once everyone has evacuated, a head count can be taken.

- Each handicapped person shall be assigned a buddy/buddies that will assist in escorting the disable person to the nearest stairway and down the stairs.
- Never use the elevators in any fire emergency.

LOSS OF POWER:

Kentucky Utilities restores power in level of importance. Hospitals, fire and police stations are restored first.

During office hours:

Call building management to advise of situation and to find out if power loss is throughout the building or isolated to a particular suite or floor. Building management will contact Kentucky Utilities.

After office hours:

If the Lexington area is experiencing loss of power due to inclement weather, you may call building management to find out if Lexington Green is affected.

The buildings emergency generators allows the building to have power supplied to emergency exit lighting, the fire sprinkler system and the main entry door lock system. Building management performs routine checks on this backup system to assure its availability when needed in this type situation.

Guidelines:

- Have radio and flashlights (with working batteries) readily available. Suggest that each employee keep same in office desk drawer.
- If necessary to exit the building, follow the lighted exit signs to the nearest stairway. **DO NOT USE ELEVATORS.**
- Once outside, stay clear of downed power lines, trees or limbs.

MEDICAL EMERGENCY:

Immediately call 911 in the event of a medical emergency. Provide the street address, the floor and suite number, your name, the number you are calling from and the nature of the emergency. Stay on the telephone if at all possible or have someone relay messages to you from the 911 operator. Have someone contact building management.

Avoid moving the patient. Evaluate the patient, getting as much information as possible from the patient or if the patient is unresponsive, from anyone that saw the actions leading up to or preceding the emergency. Provide all information to the 911 operator and wait for directions. It may be necessary to contact a family member if patient is unresponsive as family member may be able to provide helpful information.

Have another employee or building management meet emergency personnel at building entrance with elevator locked off to bring to location of patient.

SECURITY:**Building Access:**

Lexington Green Office Building I is open from 7:00 a.m. – 7:00 p.m. Monday through Friday and 8:00 a.m. – 1:00 p.m. on Saturday. Lexington Green Office Building II is open from 7:00 a.m. – 7:00 p.m. Monday through Friday and 8:00 a.m. – 3:00 p.m. on Saturday. Access may be obtained after hours and on holidays via security access cards. Entry must be via the front, main entrances facing the parking lots. Tenants should not allow other persons to follow them into the building. Additionally, doors are not to be propped open during times that the building is “closed”.

Security Guard:

The Mall at Lexington Green provides a roving security guard Monday through Sunday from 5:00 p.m. – 1:00 a.m. During summer months, the security guard drives a golf cart to monitor all of the properties. During winter months a marked vehicle is used. The security guard can be reached at 859/983-3809 for any safety concerns you have during the hours listed above.

TORNADO/SEVERE WEATHER:

In the event of threatening weather, tenants are encouraged to listen to television and radio. In the event a tornado is sighted or a tornado bulletin is issued for Lexington, building management will notify all occupants in the building.

Guidelines:

- Close all window blinds/drapes on outside windows.
- Close all doors to outside offices.
- Move to safe area on your floor (toward center of building), such as restrooms, fire stairwells or interior rooms with no glass.
- Do not attempt to go to the first floor lobby.
- If outdoors go to low lying area (under parking garage) and remain there until storm passes.