

Emergency Action Plan

The purpose of this document is to provide you with procedures to be followed in the event of an emergency. The elements of this plan are designed to effectively protect your health and achieve your safety. Knowing what to do before, during and after emergencies is essential in order to reduce panic, confusion and the possibility of personal injury and property loss.

Responses to an Emergency:

- **Sheltering–In-Place:** The precaution of directing building occupants to remain inside the building, at their work locations, in response to an emergency. This is a precaution aimed to keep you safe while remaining indoors. Shelter-in-place means selecting a small, interior room, with no or few windows and taking refuge there.
- **In-Building Relocation:** The controlled movement of building occupants from an endangered area of a building to an in-building relocation area within the same building during an emergency to assemble at a safe place for roll call.
- **Partial Evacuation:** The emptying of a building of some but not all occupants during an emergency to assemble at a safe place for roll call.
- **Evacuation:** The emptying of a building of all occupants during an emergency to assemble at a safe place for roll call.

Fire

Fire Wardens: Melody Garcia and Sharon Denney (Fifteenth Floor), Ed Gruber (Concourse Level), Adam Asher and David Leedy (Lower Lobby), David Innes and Andi Pema and Josh Stanton (330 space).

If there is a fire in your office or on your floor, please follow these instructions:

- Evacuate the area immediately. You do not need to wait for instructions.
- Close the office door behind you to contain the fire.
- Get to the nearest exit staircase and pull the fire alarm box. This will notify the fire command station, the fire safety director, and the fire department.
- Feel the exit door using the back of your hand before opening. If it is hot, do not open it and go to a second exit door.

- Descend down the stairs to at least two floors below the fire at a re-entry floor. Re-entry floors are located on 1, 6, and 12. If on the lower lobby, ascend the stairs to the main lobby.

If the fire alarm sounds on your floor and there is no visible sign of fire or smoke:

Assemble at an entrance to a fire stairway and listen to the fire safety director over the public address system, or through your floor warden. Once the fire department arrives, they will give further instructions through the safety director.

General instructions

- Do not use elevators.
- Do not return for personal belongings.
- Smoke rises so keep low.

If asked to evacuate the Empire State Building, proceed directly to the Javits Center parking lot (36th street and 11th avenue).



Jacob K. Javits Center – 36th street and 11th Avenue

If the Javits Center is not accessible, go to the Soldier's and Sailor's Monument in Riverside Park (Riverside Drive and 89th).



Soldier's and Sailor's Monument in Riverside Park – Riverside Drive and 89th

Power Outage

- Call the Command Information Center at 212-736-3100.
- Locate emergency flashlights (each Fire Warden has a go-bag in their office)
- If the incident is localized, employees may be asked to wait in the corridors of some other lighted area until building maintenance can make a determination as to how quickly repairs can be made.
- If the incident is major, an evacuation may be ordered. If so, use the same procedures as you would during a fire.

TIP: Keep a working flashlight in your area for use during power outages.

Acts of Terror: (shooter, explosion or act of terror)

- If you receive word of terrorist activity, stay calm.
- Call 911.

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- Report what you know to the Command Information Center at 1-212-736-3100.
- If possible, evacuate.
- Follow instructions (e.g. Fire Wardens, Police Officers, ESB Intercom, etc.).

Bomb Threat

If you receive a bomb threat via phone or email

- Stay calm and try to determine
 - the location of the bomb
 - the time set for detonation
 - what the bomb looks like
- Try to remember to identify characteristics of the caller
 - accent
 - background noise
 - pitch of voice, etc.
- Call the Command Information Center at 212-736-3100 immediately. Follow instructions from the Command Information Center rather than what you may hear on the radio or television.
- If not able to make contact with the Command Center, phone 911.
- If the bomb is purportedly in your area, evacuate immediately.
- If you are notified that an evacuation has been ordered, evacuate yourself and all personnel immediately.
- Use the same evacuation procedures as you would during a fire.

If you receive a suspicious package

- DO NOT...
 - handle the item
 - attempt to open parcel
 - place parcel in water
 - remove any binding material

- pull or cut any material that protrudes
- Call the Command Information Center at 1-212-736-3100 immediately. If not able to make contact, phone 911.
- Do not use radios, do not use cellular phones.
- If you are notified that an evacuation has been ordered, evacuate yourself and all personnel immediately.
- Use the same evacuation procedures as you would during a fire.

Natural Disasters (Hurricane, Tornado, Earthquake)

Building-Wide Emergency:

- Establish communications:
 - Have the floor Fire Warden contact the Fire Command Station using the Warden Phone.
 - The Fire Alarm System speakers may be used to issue instructions.
 - Telephone lines may be overcrowded. Try to limit their use.
- Follow instructions (Fire Wardens, Police Officers, ESB Intercom, etc.).
- If a building evacuation is ordered, follow the same procedures that you would if there were a fire.

Localized Emergency:

- Call the Command Information Center at 212-736-3100.
- If evacuation is ordered, follow the same procedures that you would if there were a fire.
- In most cases there will be ample warning of impending natural disaster and the building operating personnel will have taken the appropriate actions and issued instructions to building occupants. These instructions should be followed.
- In the event of a natural disaster such as an earthquake, where no prior warning has been given, there will most likely be a period of confusion. Try to stay calm. The

telephone lines will probably be jammed due to everyone trying to use them at the same time. Follow instructions.

Hazardous Material

Spills:

- Identify the material.
- Call the Command Information Center at 212-736-3100.
- Warn personnel and other tenants in the vicinity.
- Coordinate your actions with the Building Maintenance and Security personnel.

Release of Vapors:

- Identify the material.
- Provide ventilation. If vapors are flammable don't use fans or other devices which may cause a spark. Opening windows may be all that is needed.
- Warn personnel and other tenants in the vicinity.

Biochemical Attack

- Limit the spread of vapors to other parts of the building by closing doors.
- Coordinate your actions with the Building Maintenance and Security personnel.

Plane Hitting the Building

- Call 911.
- Evacuate the building.

Tenant Medical Emergency

- Phone 911. Give them your location (i.e. “This is _____. We are located on the _____ floor of the Empire State Building.”)
- Describe the nature of the emergency and follow any instructions they may give you.
- Call the Command Information Center at 212-736-3100. Advise as to the type of emergency. Note that the Building has cardiac defibrillators and wheel chairs.
- If the person with the medical problem can’t be moved, have your most qualified first aid person stay with the person. Send someone to meet the medical response personnel at the elevator and direct them to the site.

Security:

Location: Security information desk and office are located on grade level (Lobby) near the Fifth Avenue entrance.

Notify Security of any emergency condition so they can take the appropriate action.

Phone Numbers:

- Empire State Building Command Information Center 212-736-3100 (ext. 3394)
- Empire State Building Tenant Service-Maintenance: 212-736-3100 (ext. 350)