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INTRODUCTION

- Metropolitan Square is a 43-story office tower located at 211 North Broadway in St. Louis Central Business District.
- Metropolitan Square was designed to provide maximum safety to building occupants.
- Metropolitan Square is fully equipped with a sprinkler system throughout the building.
- Fire alarm pull stations are located on every floor by each stairwell.
- The building is equipped with an automated and manual communications system that provides instructions to occupants of the building in an emergency situation. In the event of a fire, occupants on an affected floor will be instructed to evacuate their space while occupants of floors not affected will be advised to stay where they are and wait further instructions.
- The elevators are designed to cancel all calls and return to the ground floor. **DO NOT USE ELEVATOR DURING AN EMERGENCY.**
- A monthly test of the building voice communication system is performed to ensure it is working.
- A diesel-powered emergency generator provides for emergency lighting, life safety functions, and limited elevator usage in the event of a power failure.
- Stairwells are pressurized to assist with the prevention of smoke entering stairwell. Stairwell doors will automatically unlock in the event of an emergency.
- Smoke detectors are located in the elevator lobby, freight vestibule, electric/telephone rooms, and return air plenums.
- Building personnel including management, maintenance, security, and cleaning are equipped with a cellular phone so everyone is alerted, in the event, of an emergency.
- The Fire Department has a copy of the building's Disaster Plan that outlines all of the features, operations, and floor plans of the building to enable them to more readily handle an emergency situation.

INTRODUCTION

(continued)

PURPOSE

1. To make known the method and practice that will ensure the systematic and orderly evacuation of any part of this building by the nearest safe means of exit in the least possible time in case of an emergency.
2. To encourage the use of provided emergency appliance as deemed necessary during an emergency for the safeguarding of human life and the extinguishing or retarding of fire.
3. To familiarize all tenants with the methods of emergency evacuation to most effectively avoid panic and irrational behavior, which is closely associated with people caught unprepared in emergency situations.
4. To provide written instructions to the tenants of Metropolitan Square Building so that they can read and become familiar with the procedures to follow in case of an emergency.

SCOPE

The provisions of the Handbook are applicable to all tenants, visitors, department, divisions, and personnel who work in or may be visiting Metropolitan Square Building at 211 N. Broadway during the time of an emergency.

PROGRAM

The purpose of an EMERGENCY PROGRAM is the protection of life. The evacuation of any area that becomes involved in an emergency situation must begin immediately. The method and direction of evacuation will be governed by the construction of the building and the location of the emergency. Evacuation is to be executed by the nearest available exit, down the stairwell to the designated floor, as directed by the Voice Communication System, Floor Warden, or Monitor.

NO ELEVATORS ARE TO BE USED FOR THE EMERGENCY EVACUATION OF PERSONNEL.

After an area has been completely cleared of personnel, no one should return to the area until it has been declared safe by responsible authorities. Each tenant should establish a meeting place outside the building and a means of accounting for all personnel. The incident Commander on site from the Fire Department should be informed of any missing persons.

EMERGENCY NUMBERS

Jones Lang LaSalle/Management Office	314-436-1212
St. Louis Police Department	911
St. Louis Fire Department	911
Metropolitan Square Security	314-436-7496
Building Manager/Larry Hunkins	314-220-1491
Chief Engineer/Mark Keim	314-220-1497
Asst. Chief Engineer/Chris Roberts	314-220-1499

EMERGENCY ORGANIZATION
Building Emergency Team

BUILDING MANAGER	Building Safety Director
CHIEF ENGINEER	Deputy Building Safety Director
ASST. BUILDING MGR	Alternate
ASST. CHIEF ENGINEER	Alternate
SECURITY MANAGER	Deputy Building Safety Director
ENGINEERING (1, 2 & 3)	Assist where needed
ADMIN SUPPORT (1 & 2)	Assist where needed
CONSOLE OPERATOR	Alternate
SECURITY (1, 2 & 3)	Assist where needed

EMERGENCY ORGANIZATION

Building Emergency Team Duties

Following are the duties of the **Building Emergency Team**.

Building Safety Director – The Building Safety Director is the Building Manager. After hours the Building Safety Director will be the Console Operator.

At the moment the Building Safety Director is notified of an emergency they will go to the 1st Floor Command Post (Security Office 1st floor) and discern the action to be taken. The Building Safety Director will be in overall charge for operating management of all related activities during an emergency until the Fire Department arrives and assumes control.

The Safety Director will assist the St. Louis Fire Chief. The Fire Chief will be informed of the location of the Fire Plan Handbook, Voice Communication System, and location of any other vital building information.

The Building Safety Director will make a written report noting time, date, place, and other vital information as soon as possible after the emergency is terminated.

Deputy Building Safety Director - The Deputy Building Safety Director is the Chief Engineer and/or Security Manager. After hours the Deputy Building Safety Director will be the Console Operator and/or Shift Engineer.

The Deputy Building Safety Director will proceed to the affected floor and will be in constant communication with the Building Safety Director proceeding as the situation indicates. They will determine if the emergency system is operating properly and will be prepared to take manual control of all mechanical equipment. They will make a written report as soon as the emergency is terminated.

Engineering - They will either proceed to the 17th floor Control Center or assist the Deputy Building Safety Director to the affected floor depending on their location at time of emergency. They will stand by to receive instructions from the Building Safety Director or Deputy Building Safety Director.

Security #1 – All Times. The Security officer will go to the 1st Floor Command Post. They will direct people in the lobby area to the proper exits. They will make certain that the entrance doors are unlocked for entry by the Fire Department. They will stand by to assist the Building Safety Director or the Deputy Building Safety Director.

EMERGENCY TEAM DUTIES

Building Emergency Team Duties

(Continued)

Security #2 – All Times. Will proceed to 1st Floor Command Post and stand by to receive instructions from the Building Safety Director or the Director Building Safety Director.

Security #3 - Will remain at their post and stand by to receive instructions from the Building Safety Directory or Deputy Building Safety Director.

Console Operators – All times. They will monitor the Fire panel and inform the building office immediately of the location of the alarm. They will monitor the alarm sequences and make certain the system is functioning properly. They will await communication with Building Safety Directory or Deputy Building Safety Director.

Admin Support – Will remain in the Building Office unless called upon by Building Director or Deputy Building Safety Director.

EMERGENCY ORGANIZATION

Tenant Emergency Team

To provide the most simple and effective method in handling a building emergency, the following organization will be for each other.

The responsibilities for each member of the emergency organization are outlined below.

Each Tenant will appoint:

One Tenant Safety Coordinator

The Tenant Safety Coordinator
Will appoint, for each Floor:

One Floor Warden
Two Deputy Floor Wardens
One Male Searcher
One Female Searcher
One North Exit Monitor
One South Exit Monitor

- For floors having regular evening and night shifts for personnel, in addition to the day shift, appoint similar people to the emergency organization relative to the number of personnel involved.
- Each floor is responsible for posting on their bulletin boards a copy of their Tenant emergency organizational chart.
- A copy of your emergency organizational team must also be sent to the Building Management office.

EMERGENCY TEAM DUTIES

Tenant Emergency Team

Following are the duties of the Tenant Emergency Team.

Floor Warden

1. To conduct a training program for all personnel within their assigned areas.
2. To Place on the company's bulletin board a copy of the TENANT EMERGENCY ORGANIZATION form and floor plan of their area.
3. To know the location of all stairwells and fire fighting equipment within their assigned areas.
4. During an emergency, to direct, enforce, and have charge of the evacuation of all personnel within their assigned areas.
5. To see that all personnel within their assigned areas are notified that there is an emergency.
6. To have searchers check the assigned areas and their respective restrooms and notify all individuals of the emergency.
7. To utilize the Deputy Floor Warden to verify that all instructions are immediately carried out.
8. To appoint companions for anyone who is sick, disabled, or injured.
9. To carry out orders from the Building Safety Director, the St. Louis Fire Department Chief, or other designated individuals.
10. To designate a meeting place outside the building. Seek an open area. Refrain from gathering under or near structures.
11. Report back to command center to inform that everyone is accounted for and if not, provide list of missing employees. Command Center's telephone number is (314) 436-7496.

Deputy Floor Warden

1. To stand by and assist the Floor Warden.
2. To verify that all instructions and orders are carried out.
3. To ascertain that the Searchers are on duty.
4. To close all office doors.

Searchers

1. To report to the Floor Warden and Deputy Floor Warden.
2. To make their assigned rounds of the floor and restrooms and notify all individuals of the emergency.
3. When completed, to report back to the Floor Warden and stand by.

Exit Monitors

1. To ascertain that the stairwells doors are open and the stairwell is clear.
2. To make sure that all personnel exit the floor/department in an orderly manner using only the right-hand side of the stairwell.

3. To assist anyone having a problem in the stairwell.

DISASTER PLANS FIRE DRILL PROCEDURES

Fire drill exercises at Metropolitan Square are performed once each year. During a fire drill, the alarm will sound and an immediate evacuation is to begin. A member of the security staff will complete a voice announcement as follows:

“This is an emergency drill. This is a drill. This is a drill. All occupants must report to the nearest stairway exit door and proceed three (3) levels down and await further instructions. This is a drill.”

The following procedure should be followed:

- Upon declaration of a fire drill or an emergency situation, an evacuation message is given; the Floor Warden will start the immediate evacuation of all personnel. This evacuation will be through the two emergency exits in the north and south stairwells. Personnel will be instructed to proceed down three levels and remain in the stairwell until further instructions.
- The Floor Warden will station him/herself at one of the two stairwells and dispatch the Deputy Floor Warden to the remaining stairwell to assist traffic flow.
- The Floor Warden will dispatch the male and female searcher to check all the restrooms and break areas for evacuation compliance.
- The Floor Warden will dispatch the remaining Deputy Floor Warden to check office areas for evacuation compliance.
- When it is determined by the searchers and deputies that evacuation has been complete, they will report their findings to the Floor Warden.
- The Floor Warden, using the issued red fire phone, will plug into the fire phone jack in the stairwell and report the following information to the Security Console: Floor Warden’s name, company and floor number. He/she will report that the evacuation has been completed and the floor is cleared. (NOTE: In the event of a full building evacuation, the red fire phone should **NOT** be used unless there is a problem. Because of the number of people in the building when the entire building is evacuated, it is impossible to handle all the calls unless they are restricted to only requests for help).
- The Floor Warden will standby with the evacuees awaiting further instructions from the Security Console. Upon hearing an all clear signal via the Public Address System, the Floor Warden will dispatch a Deputy Floor Warden to the remaining stairwell to inform the evacuees and to assist in the return to the floor. The all clear message will be the following:

“This concludes the drill. Please report to your floor via the stairway.”
(Repeating twice)

Floor Wardens have been issued orange safety vests to assist in quick identification of these individuals and should wear these items during a drill. When a person leaves his/her office to participate in an emergency drill, it is requested that they pull their office doors closed (and locked, if possible) and bring valuables with them or lock them away. When everyone has exited the office suite, be sure to pull the main doors closed and lock them.

Please Note: During a drill, lock all entry doors, but during a real emergency, do not lock your doors – just close them.

DISASTER PLANS

Fire or Explosion

NOTE: Always be aware of your proximity to emergency exits.

Discovery of Smoke or Emergency – Any person discovering smoke or an emergency should without delay cause the transmission of an emergency alarm by the following means:

1. **Pull building alarm.** There are red fire pull stations located near every stairwell. When a pull station is activated (pulled), an alarm will be sent directly to the security console's fire alarm panel which alerts the building's Security personnel of the potential emergency. The deputy building safety director will immediately investigate the floor of the emergency to identify the scope of the emergency and will react accordingly. A secondary pull station on the same floor needs to be pulled or a smoke detector (located in every elevator lobby) needs to be activated by smoke before the building's horns, strobes, emergency tape messages and emergency mechanical systems will engage.
2. Notify the Building Management Office of the emergency and its location by calling 314-436-1212.

When Emergency Voice Communication System is Activated

1. Wait for instructions from the Emergency Voice Communication System.
2. Follow instructions of the Floor Warden and/or the Voice Communications System.
3. Keep calm. Keep silent.

If Evacuation is Necessary

1. Use the stairwell. Never use the elevators.
2. Line up in columns of two. Keep to the right. Keep calm.
3. Use the stairwell nearest your location to exit.
4. Go down three floors as instructed by the Voice Communication System, Floor Warden, or Floor Monitor and re-enter tenant space, assembling in the elevator lobby. Remember to listen to the Voice Communication System. If the floor has been declared unsafe by responsible authorities or if ever in question, take stairwell to the ground level and exit the building.
5. Do not re-enter the emergency floor areas affected until it has been declared safe by responsible authority.

DISASTER PLANS

Medical Emergency

In the event of a medical emergency when there is a need to call an ambulance to remove a person from the building, the following procedures will be used.

1. Call an ambulance by dialing 911.
2. Call the Building Management Office at 314-436-1212 and inform the office that an ambulance is on the way and the nature of the emergency.
3. The Building Management Office will coordinate with the EMS personnel on which entrance to use. (This will enable fast transportation of the ambulance personnel to and away from the building).

Once the Building Management Office has been informed of the emergency, a security escort will meet the ambulance and stay with the personnel until they are removed from the building.

The Console Operator will control the elevator during the emergency.

DISASTER PLANS

Tornado or Windstorm

Tornados can occur at any time of the year. The great majority of tornadoes occur between early-April and mid-July each year. In our area 85% of tornadoes occur during these dates.

Nearly all tornadoes move from the Southwest to Northeast, but tornadoes have been known to move in any direction. Tornadoes are most likely to occur between 3 PM and 9 PM but have been known to occur at all hours of the day and night.

The National Weather Service keeps very careful watch for threatening weather. The building is notified of severe weather by a NOAA Weather Radio.

1. **Tornado Watch** – Service thunderstorm conditions in the area present the possibility of tornado formation.
2. **Tornado Warning** – Issued to specific counties only when a tornado has been sighted or radar has detected a tornado in the area.

If a Tornado Warning is issued for our area, Security will announce the details over the Building Voice Communication System. All tenants should immediately evacuate perimeter areas where flying glass could be dangerous. Employees should move to the elevator lobby, restrooms, and hallways around the core of the building.

Security will announce over the Building Voice Communication System when the warning has expired.

DISASTER PLANS

Bomb Threat

The most common threats are made by direct telephone calls to the Police Department. However, some threatening calls are made to third parties, such as television studios and newspaper offices. There are two reasons for a caller to report that a bomb is to go off at a particular location. (1) The caller knows that an explosive or incendiary device has been or will be placed in the building and wants to minimize personal injury. The caller may be the person who planted the device, or just some one who is aware of such information. (2) The caller wants to create an atmosphere that spreads panic and disrupts normal business activity. This could be the ultimate goal of the caller.

In the event of a bomb threat, that person receiving the call should ask the following questions and complete a Bomb Threat Report Form attached.

1. Remain Calm. Do not panic.
2. If you receive a call by telephone, try to attract a co-worker's attention. Be sure to keep listening while the caller is talking.
3. Keep the caller on the line as long as possible. Ask the caller to repeat the message. Try to record every word spoken by the person making the call. Ask the caller about the following items.
 - The location of the bomb?
 - Time of detonation?
 - Has the bomb been placed outside or inside the building?
 - What does it look like?
 - Is it inflammatory or highly explosive?
 - How did it get into the building?
 - Where is the caller calling from?
 - Identification of the caller?
 - Why was the bomb put there?
4. Try to recall every statement made by the caller and find out as much as possible about the caller, For example:
 - Sex.
 - Age.
 - Voice characteristics (loud, high or low pitched).
 - Accent (local, foreign).
 - Speech (fast, Slow, slurred).
 - Manner (calm, angry, irrational).
 - Background Noise (road traffic, music, airplanes).
 - Any unusual words used.

DISASTER PLANS

Bomb Threat

(continued)

5. Upon receiving a communication that a bomb has been placed within or near the building.
 - Call the Police at 911 and report the incident.
 - Contact the Building Management office at 314-436-1212.
6. Building Management and Police will conduct a check of the building. Tenants familiar with the building are more apt to identify something or someone out of place or suspicious than Police who are not familiar with the building. Tenants should be alert for any unfamiliar people or objects to point out to the police or building staff upon their arrival. If requested, the Tenant Safety Coordinator should be available to conduct a search with the Police and Building Staff.
7. **DO NOT** handle or touch any unfamiliar object. Notify the authorities immediately.

**DISASTER PLANS
BOMB THREATS REPORT FORM**

At _____ am/pm a telephone call was received at telephone number _____

Ext. _____ The following message was received.

Exact words of caller:

Sex: _____ M _____ F _____ Approx. Age: _____ Call Length: _____

Ask the caller questions for example:

- The location of the bomb? _____
- Time of detonation? _____
- Has the bomb been placed outside or inside the building? _____
- What does it look like? _____
- Is it inflammatory or highly explosive? _____
- How did it get into the building (i.e. mail or hand carried)? _____
- Where is the caller calling from? _____
- Identification of the caller? _____
- Why was the bomb put there? _____

Description of Callers Voice:

VOICE	SPEECH	MANNER	BACKGROUND NOISE
___ Loud	___ Fast	___ Calm	___ Road Traffic
___ High Pitch	___ Slow	___ Angry	___ Machinery
___ Raspy	___ Nervous	___ Irrational	___ Airplanes
___ Deep	___ Accent	___ Rational	___ Animals
___ Soft	___ Slurred	___ Excited	___ Music
___ Normal	___ Stutter	___ Incoherent	___ Voices

Report Taken By: _____ Date: _____

DISASTER PLANS

Earthquake

When an earthquake occurs, the ground will shake perceptibly for a relatively short time, perhaps for a few seconds. Though the quake itself will not last long, the damage can be devastating. Ground movement is seldom the actual cause of death or injury in an earthquake. Rather, it is the nonstructural items such as flying glass and falling furniture, wall hangers, and ceiling that cause most injury.

Your response to an earthquake will depend on where you are when it strikes. Listed below are some safety procedures to follow depending on your location.

If you are in your suite

- Remain Calm.
- Move away from exterior windows and heavy or tall objects. Locate a sturdy desk or table and crouch under the desk or table, tucking your head to your knees and protecting your head with your arms.
- If the furniture moves, move with it.
- Watch for falling objects, broken glass and swinging doors.

If you are in the hallway

- Remain Calm.
- Kneel against the nearest interior wall or doorway.
- Tuck your head to your knees.
- Cover your head with your arms.

If you are in the elevator

- Remain Calm.
- Be prepared for the elevator's power to shut down and the lights to go off. The elevator may become jammed in the shaft, it will not fall. And the shaft should be safe from falling objects.
- Wait for an emergency team when the quake is over. Be patient. It may take some time for help to arrive.

If you are outdoors

- Move far away from the buildings as quickly as possible.
- If you cannot move to an open area, position yourself in a building doorway to avoid falling objects.

DISASTER PLANS

Earthquake

(continued)

After the earthquake has stopped, do not attempt to leave your location. Panicked crowds pushing down stairwells are as dangerous as the earthquake itself. Moreover, aftershocks may follow.

- Remain Calm. Take time to evaluate your situation.
- Give assistance to the injured; however do not move seriously injured persons unless it is a matter of life or death.

The building's Emergency Team will begin immediate inspections to assess the damage and to coordinate relief efforts. This procedure may be time consuming, and all individuals are requested to remain calm and on their floor until contacted. Further instructions will be given over the Voice Communication System (if operable) or by direct contact with a representative of the building's Emergency Team.

DISASTER PLANS

Power Failures

Metropolitan Square is designed to minimize the risk of a general power failure resulting from causes within the building. Two primary electrical feeds supplied from AmerenUE and one reserve feed are utilized. In the event of loss of one primary feed, the building is equipped with an automatic transfer switch to utilize the reserve feed. In the event of a total loss of power to the building (i.e. all three feeds), Metropolitan Square is also equipped with a 1500 KW life safety generator. This generator will maintain emergency egress lighting as well as all fire/life safety systems in the building.

Typically, should a power failure occur, it will affect either an isolated area of building or some larger portion of the Downtown area. In the event of an electrical failure, the following guidelines should be observed.

1. Call the Building Management Office at 314-436-1212. The power failure may be localized to your floor, so do not assume building management is already aware of the failure. If your telephone system is not operating due to the power outage, try to use a cellular phone to call the Management Office. **DO NOT TAKE THE ELEVATORS** to get to the Management Office.
2. Open draperies and raise blinds to let in outside light. If there is adequate lighting from windows, continue performing assignments as well as possible.
3. Do not start an evacuation unless you are instructed to do so. If you are instructed to evacuate, lock all areas as you leave.
4. Do not congregate in lobby areas or in the street.
5. If you are trapped in an elevator during a power failure, wait for assistance. Your elevator will cease operation, but **WILL NOT FALL**. Do not force open the doors or try to escape through the roof hatch. **DO NOT PANIC**. The elevators can be retrieved one at a time with power from the life safety generator.
6. The Management Office will attempt to advise you regarding the length and cause of the power failure as soon as possible.

Power Failure: Evacuation Procedures

1. The Floor Warden will make sure all employees are notified.
2. Everyone should proceed calmly to the nearest exit stairwell. **DO NOT RUN**.
3. The stairwells and evacuation routes are equipped with emergency lighting.
4. The Floor Warden or Deputy Floor warden should walk the suite to assist employees and make sure everyone is aware of the evacuation.

REFERENCE
Tenant Emergency Checklist

- Tenant should keep premises in a safe and clean condition with good housekeeping practices.
- DO NOT BLOCK FREIGHT ELEVATOR WITH EMPTY BOXES AND TRASH.
- Inform all employees of the location of the alarm, extinguishers, and exits.
- Inform the Building Manager if you have second and third shift operations.
- Appoint Floor Warden, Deputy Warden, Male and Female Searchers, and North and South monitors.
- Request volunteer personnel to assist any handicap co-workers.
- Any person who notices any strange, unknown, or unrelated object with in the building or their suite should notify the Building Manager at 314-436-1212.
- Provide the Property Manager Office with updated Tenant Emergency Organization Forms.
- Provide Property Management Office with your company's outside meeting location in the event of full building evacuation.

REFERENCE

Building Communication System

The building is equipped with a Voice Communication System.

When a fire alarm pull station is activated on any floor, a series of tape messages are automatically relayed throughout the building. These taped messages are played simultaneously.

1. **For the Emergency floor above and floor below:** Informs the tenant that an emergency has been reported on the floor and to mobilize the Emergency Team and evacuate the floors.
2. **For all Other Floors:** Informs the tenant that there is a emergency condition in the building and to wait for further instructions.

Each Tenant Safety Coordinator is responsible for being the sole communication contact with the Building Safety Director.

The Emergency Voice Communication System has speakers throughout the building. Any instructions will be issued through all speakers.

When the emergency has been abated, an all-clear message will be issued throughout the building by responsible authorities.

REFERENCE

Building Stairwell Locations

- There are (3) three stairwells in the building and each is marked with an **Exit Sign**.
 - A. Stairwell #1 (South end of the building): Serves all floors of the **Office Tower** and exits directly outside onto Pine St., by the Parking Office.
 - B. Stairwell #2 (North end of the building): Serves all floors of the **Office Tower** and exits into the Main Lobby.
 - C. Stairwell #3 (West side of the building): Serves Garage levels P7 through P1, Tenant floors (6) six and (7) seven, and (8) eight floor Mechanical and exits out onto Pine St.

- Stairwell doors have electromagnetic locks that automatically disengages whenever there is an alarm situation in the building. Each stairwell has a two-way communication (intercom) system on every (3rd) third floor. There is a **Fire Phone** jack on every floor, which is compatible with the red **Fire Phones**. The Fire Phone jacks are located on the West wall of the freight elevator lobbies, in the elevator lobbies on the call button (the side where the four (4) elevators are located), in both the stairwells right inside the door and in the garage elevator lobbies. Each company's floor warden should have a **Fire Phone**. The Fire Phone, when plugged into the jacks, will call directly down to the security office.



METROPOLITAN SQUARE

211 North Broadway
St. Louis, Missouri 63102

(314) 436-1212 (phone)
(314) 436-7391 (fax)

EMERGENCY ORGANIZATIONAL TEAM

COMPANY NAME: _____

TENANT SAFETY COORDINATOR: _____

EMERGENCY CELL#: _____ FLOOR: _____ DATE: _____

OFF SITE EMERGENCY MEETING LOCATION: _____

Please provide the name of your company's floor warden. This is the person who makes sure everyone is out of your suite in case of an evacuation.

FLOOR WARDEN NAME: _____

TELEPHONE NUMBER: _____

If you occupy a Full Floor, please fill out the lines below.

DEPUTY FLOOR WARDEN NAME: _____

TELEPHONE NUMBER: _____

MALE SEARCHER NAME: _____

TELEPHONE NUMBER: _____

FEMALE SEARCHER NAME: _____

TELEPHONE NUMBER: _____

NOTE: If you occupy more than one floor, please complete this form for each floor.

TENANT AUTHORIZATION, EMERGENCY CONTACT & BUSINESS CONTACT INFORMATION SHEET

The information provided in this form will enable us to coordinate building activities and share information with appropriate parties in the day to day operations of the property or in the event of an emergency. Once you have filled out this information sheet, kindly fax it to 314.436.7391, or email it to Melissa Walker at: melissa.walker@jll.com. If you have any questions, do not hesitate to call the JLL Management Office at 314.436.1212.

Name of Firm: _____

Suite No.: _____ Phone No.: _____ Fax No.: _____

Company Business Hours: _____

EXECUTIVE CONTACTS: Please list below all executive contacts.

Name & Title	Main Phone	Direct Phone	e-mail address

EMERGENCY: Please list below persons to be contacted in case of an emergency or to authorize admittance to the suite listed above:

Name & Title	Direct Phone	Home Phone	Mobile Phone	e-mail address

After normal business hours, please admit individuals not possessing keys to our office on the following basis (check one):

- Anyone presenting reasonable identification
- Only persons cleared by phone with any of the above persons
- No one without our written authorization

DAY TO DAY BUSINESS OPERATIONS:

Please list below persons to be contacted for day-to-day business operations:

Name & Title	Main Phone	Direct Phone	e-mail address

WORK ORDER, SERVICE AND PROPERTY REMOVAL REQUESTS:

Please list below persons authorized to request and sign for work, service the removal of material or equipment from building:

Name & Title	Main Phone	Direct Phone	e-mail address

