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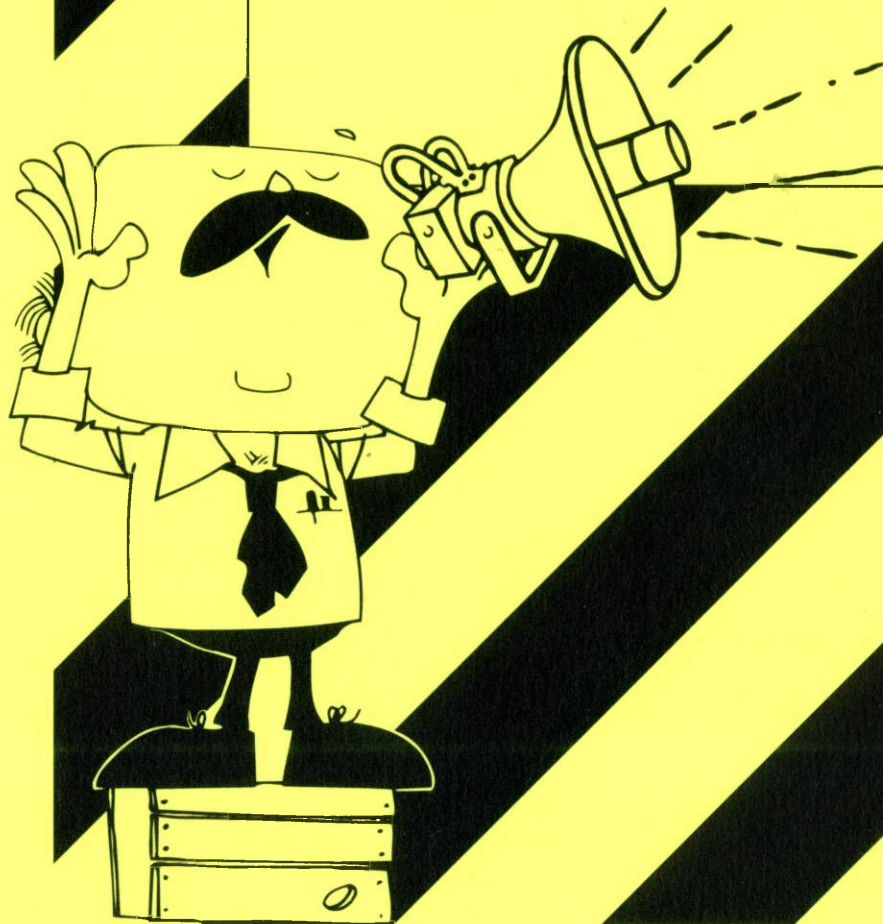
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AICPA

Emergency & Security Handbook

Ensuring the Safety
of AICPA Employees





**Harborside
Emergency/Security
Handbook**

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IMPORTANT TELEPHONE NUMBERS AND ON-LINE INFORMATION FOR HARBORSIDE STAFF

Emergency Phone Numbers

Fire	9-911
Police	9-911
Ambulance	9-911

Non-Emergency Phone Numbers

Police	(201) 547-5470
Fire	(201) 547-5408
Jersey City Medical Center	(201) 915-2000
St. Francis Hospital	(201) 418-1000
Christ Hospital	(201) 795-8200

Building Management

Mack-Cali Management Office	(201) 915-8500
Mack-Cali Operations 24hrs/7days per week	(201) 915-8550

Emergency Voicemail

AICPA Harborside Employees	(201) 938-3858
Exams Temporary Employees	(201) 938-3617
All Employees (This number is independent of our AICPA phone system)	(800) 424-2212

Facilities Management

Irene Kassimis	(201) 938-3888
Barbara Considine	(201) 938-3208

Transit Information

PATH Train Information	(800) 234-7284
New Jersey Transit Bus Information	(800) 772-2222
New York Waterways (ferry service)	(800) 533-3779
New York City Transit Authority (bus/subway NYC)	(718) 330-1234
LIRR	(718) 217-5477
Metro-North Commuter Railroad	(212) 532-4900

Online Emergency Information

www.cancellations.com

Organization: AICPA

State: NJ

Click on heading to see AICPA'S emergency announcement

TEAM CALLING TREE

Each team should establish an Emergency Contact List with home phone/cell/pager numbers to enable them to communicate with each other in the event of an emergency.

Please remove this page and insert your team's calling list here.

FIRE AND SMOKE PROCEDURES

What To Do When There is Fire/Smoke

DO NOT UNDERESTIMATE A FIRE. ALWAYS CALL THE FIRE DEPARTMENT (DIAL 9-911) NO MATTER HOW SMALL THE FIRE APPEARS. IT IS ALWAYS BEST TO HAVE TRAINED HELP ON THE WAY IN CASE THE FIRE GETS OUT OF HAND. FIRES ARE VERY DYNAMIC. THEY CAN SPREAD QUICKLY.

IF YOU DISCOVER A FIRE OR SMOKE CONDITION

- Activate the manual fire alarm located at the nearest emergency exit (see floor plans identifying emergency exits on pages 6, 7 and 8)
- If possible, close the doors to the office or space to contain the fire
- Notify the fire department by calling “9-911”
 - *Explain the fire situation*
 - *Give the operator your address, **Harborside Financial Center, 201 Plaza 3, Jersey City***
 - *State the company and floor, **AICPA, _____ floor***
 - *Answer all questions from the operator*
 - **DO NOT HANG UP UNTIL THE OPERATOR RELEASES YOU**
- Immediately proceed to the nearest emergency exit. See “Evacuation Procedures” on page 4

WHEN A FIRE ALARM SOUNDS

- See “Evacuation Procedures” on page 4
- **DO NOT USE ELEVATORS IN THE EVENT OF AN EVACUATION**

REMAIN CALM

STAY ALERT

EVACUATION PROCEDURES

The Fire Alarm

- When the fire alarm is tripped, you will hear a siren. Sirens are located throughout the building, and should be audible in all areas of each floor.
- If the alarm sounds, immediately proceed to your designated exit way and prepare to evacuate the building. Listen for instructions from the fire command station. Before opening stairwell doors, see **Stairwell Instructions** below. If you are instructed to evacuate, proceed down the emergency stairs to the first floor exits. You may need to look up to see the exit signs.
- Once outside the building proceed to the designated assembly area. The “Primary Assembly Area” is BJ’s Parking Lot. Should this location be unavailable (due to the nature of the emergency), the “Secondary Assembly Area” is Owen Grundy Park, by the Katyn Soldier statue. See map and directions on page 9. If you do not know this area, ask a member of the Evacuation Team before an emergency situation exists. See a listing of **Evacuation Team Members** on page 5.
- **Do not congregate at the front entrance of your building. It could hamper the access of emergency vehicles and personnel.**

Stairwell Instructions

- Stairwells extend down from the roof to the exits.
- Do **NOT** open doors that feel hot to the touch.
- Do **NOT** open doors if you see smoke coming through the doors.
- If a stairwell is contaminated with smoke or fire, leave that stairwell and cross over to another, or find refuge in an area designated by the Fire Department.

Elevators

- Elevators will be under the control of the Fire Department during an emergency.
- Elevators will **NOT** respond to the call button during an emergency.
- All elevators will be recalled to the first floor during an emergency.
- Should you be stranded in an elevator during an emergency, use the elevator phone or the emergency button in the elevator to contact Building Security.

REMAIN CALM

STAY ALERT

Harborside Evacuation Team

Ext.	Name	Fire Drill Positions	**Stairwell Location
3332	John, Stanley*	Fire Warden/Front Guard	1-1C
3874	Lyons, Marty	Alt Fire Warden/Alt Front Guard	1-1C
3881	DiMauro, Al	Front Guard	1 (Loading Dock)
3876	Frasier, Juanita	Rear Guard	1C
3993	Burns, Kevin	Alt Front Guard/Alt Rear Guard	1-1C
3771	Morales, Gary*	Fire Warden	2A/2C/2D/2E/2F
3174	Durk, George	Alternate Fire Warden	2A/2C/2D/2E/2F
3567	Dichter, Rachel	Front Guard	2A
3569	Ross, Alicia	Alt Front Guard	2A
3025	Williams, Teresa	Rear Guard	2A
3046	Roberts, Shaun	Alt Rear Guard	2A
3184	Hecht, Leonard	Primary Searcher	2A
3795	Cunningham, Nadine*	Primary Searcher	2A
3560	Nelson, Dow	Alt Searcher	2A
3266	Subrian, Zeata	Front Guard	2C
3148	White, Deborah	Alt Front Guard	2C
3262	Almonte, Walling*	Rear Guard	2C
3441	Hynek, Charles	Alt Rear Guard	2C
3260	Pieper, Jeff	Primary Searcher	2C
3102	Phillips, Brenda	Primary Searcher	2C
3113	Aiello, Vincent	Alt Searcher	2C
3094	Khaldeyeva, Zoya	Alt Searcher	2C
3065	Durak, Robert	Front Guard	2D
3062	Mrakovic, Andy	Alt Front Guard	2D
3552	Welcome, DJ	Alt Front Guard	2D
3073	Senior, Shirley	Rear Guard	2D
3797	Burns, Peggy*	Alt Rear Guard	2D
3768	Mason, Valrie	Alt Rear Guard	2D
3211	Maldonado, Xenia	Primary Searcher	2D
3382	DeJesus, Millie	Primary Searcher	2D
3354	Miller, Chris	Fire Warden	3A/3B/3C/3D/3E/3F
3373	Cook, James	Alternate Fire Warden	3A/3B/3C/3D/3E/3F
3425	Browne, Geraldine	Front Guard	3A
3370	Clements, Joan	Alt Front Guard	3A
3869	Williams, Garret*	Rear Guard/Alt Searcher	3A
3428	Walme, Steve	Alt Rear Guard	3A
3863	Providence, Daniel	Primary Searcher	3A
3861	Romney, Brigida	Primary Searcher	3A
3324	Santana, Genette*	Front Guard	3B
3168	Mendez, Wilma	Alt Front Guard	3B
3399	Mullin, Karen	Rear Guard	3B
3161	Barry, Michelle	Alt Rear Guard	3B
3423	Gehl, Ed	Primary Searcher	3B
3426	Koppelman, Joel	Alt Searcher	3B
3240	Ruggiero, Michele	Front Guard	3C
3380	Mascetti, J.P.	Alt Front Guard	3C
3225	Waterman, Lance	Rear Guard	3C
3321	Haller, Tom	Alt Rear Guard	3C
3322	Citro, Kim	Primary Searcher	3C
3626	Hoyt, Burt	Primary Searcher	3C
3481	Eisenberg, Stu	Front Guard	3D
3483	Kaplan, Allan*	Alt Front Guard	3D
3279	Nicholas, Sandra	Rear Guard	3D
3214	Mai, Lenny	Alt Rear Guard	3D
3868	Henry, Tim	Primary Searcher	3D
3478	Hynes, Gerry	Alt Searcher	3D

*Evacuation Phone

**See Floor Plans for Stairwell Locations

(as of 9/23/02)

Harborside Evacuation Team

Ext.	Name	Fire Drill Positions	**Stairwell Location
3332	John, Stanley*	Fire Warden/Front Guard	1-1C
3874	Lyons, Marty	Alt Fire Warden/Alt Front Guard	1-1C
3881	DiMauro, Al	Front Guard	1 (Loading Dock)
3876	Frasier, Juanita	Rear Guard	1C
3993	Burns, Kevin	Alt Front Guard/Alt Rear Guard	1-1C
3771	Morales, Gary*	Fire Warden	2A/2C/2D/2E/2F
3174	Durk, George	Alternate Fire Warden	2A/2C/2D/2E/2F
3567	Dichter, Rachel	Front Guard	2A
3569	Ross, Alicia	Alt Front Guard	2A
3025	Williams, Teresa	Rear Guard	2A
3046	Roberts, Shaun	Alt Rear Guard	2A
3184	Hecht, Leonard	Primary Searcher	2A
3795	Cunningham, Nadine*	Primary Searcher	2A
3190	Betances, Betty	Alt Searcher	2A
3266	Subrian, Zeata	Front Guard	2C
3148	White, Deborah	Alt Front Guard	2C
3262	Almonte, Walling*	Rear Guard	2C
3441	Hynek, Charles	Alt Rear Guard	2C
3260	Pieper, Jeff	Primary Searcher	2C
3102	Phillips, Brenda	Primary Searcher	2C
3113	Aiello, Vincent	Alt Searcher	2C
3094	Khaldeyeva, Zoya	Alt Searcher	2C
3065	Durak, Robert	Front Guard	2D
3062	Mrakovic, Andy	Alt Front Guard	2D
3552	Welcome, DJ	Alt Front Guard	2D
3073	Senior, Shirley	Rear Guard	2D
3797	Burns, Peggy*	Alt Rear Guard	2D
3768	Mason, Valrie	Alt Rear Guard	2D
3211	Maldonado, Xenia	Primary Searcher	2D
3382	DeJesus, Millie	Primary Searcher	2D
3354	Miller, Chris	Fire Warden	3A/3B/3C/3D/3E/3F
3373	Cook, James	Alternate Fire Warden	3A/3B/3C/3D/3E/3F
3425	Browne, Geraldine	Front Guard	3A
3370	Clements, Joan	Alt Front Guard	3A
3869	Williams, Garret*	Rear Guard/Alt Searcher	3A
3428	Walme, Steve	Alt Rear Guard	3A
3863	Providence, Daniel	Primary Searcher	3A
3861	Romney, Brigida	Primary Searcher	3A
3324	Santana, Genette*	Front Guard	3B
3168	Mendez, Wilma	Alt Front Guard	3B
3401	Scharf, Robert	Rear Guard	3B
3161	Barry, Michelle	Alt Rear Guard	3B
3423	Gehl, Ed	Primary Searcher	3B
3426	Koppelman, Joel	Alt Searcher	3B
3240	Ruggiero, Michele	Front Guard	3C
3380	Mascetti, J.P.	Alt Front Guard	3C
3225	Waterman, Lance	Rear Guard	3C
3321	Haller, Tom	Alt Rear Guard	3C
3322	Citro, Kim	Primary Searcher	3C
3626	Hoyt, Burt	Primary Searcher	3C
3481	Eisenberg, Stu	Front Guard	3D
3483	Kaplan, Allan*	Alt Front Guard	3D
3703	Mecca, Nick	Rear Guard	3D
3214	Mai, Lenny	Alt Rear Guard	3D
3868	Henry, Tim	Primary Searcher	3D
3217	Pasia, Perry	Alt Searcher	3D

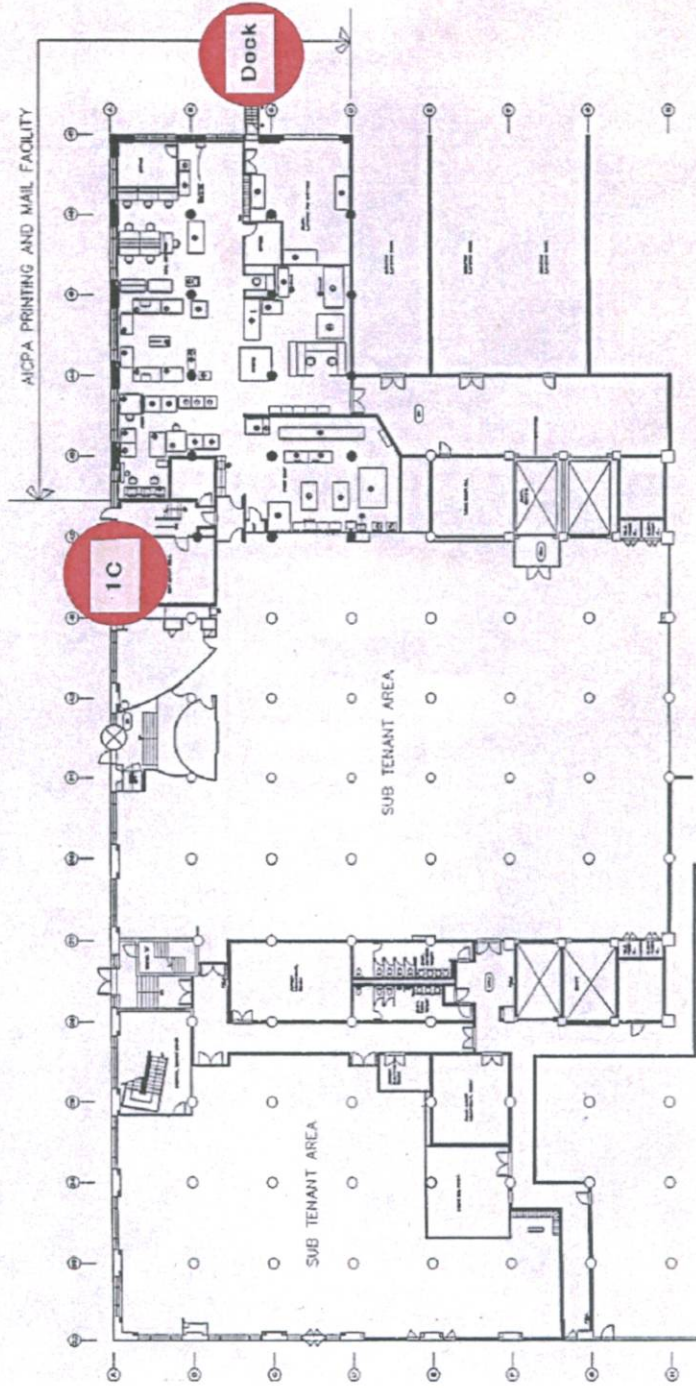
*Evacuation Phone

**See Floor Plans for Stairwell Locations

AICPA EMERGENCY EXITS



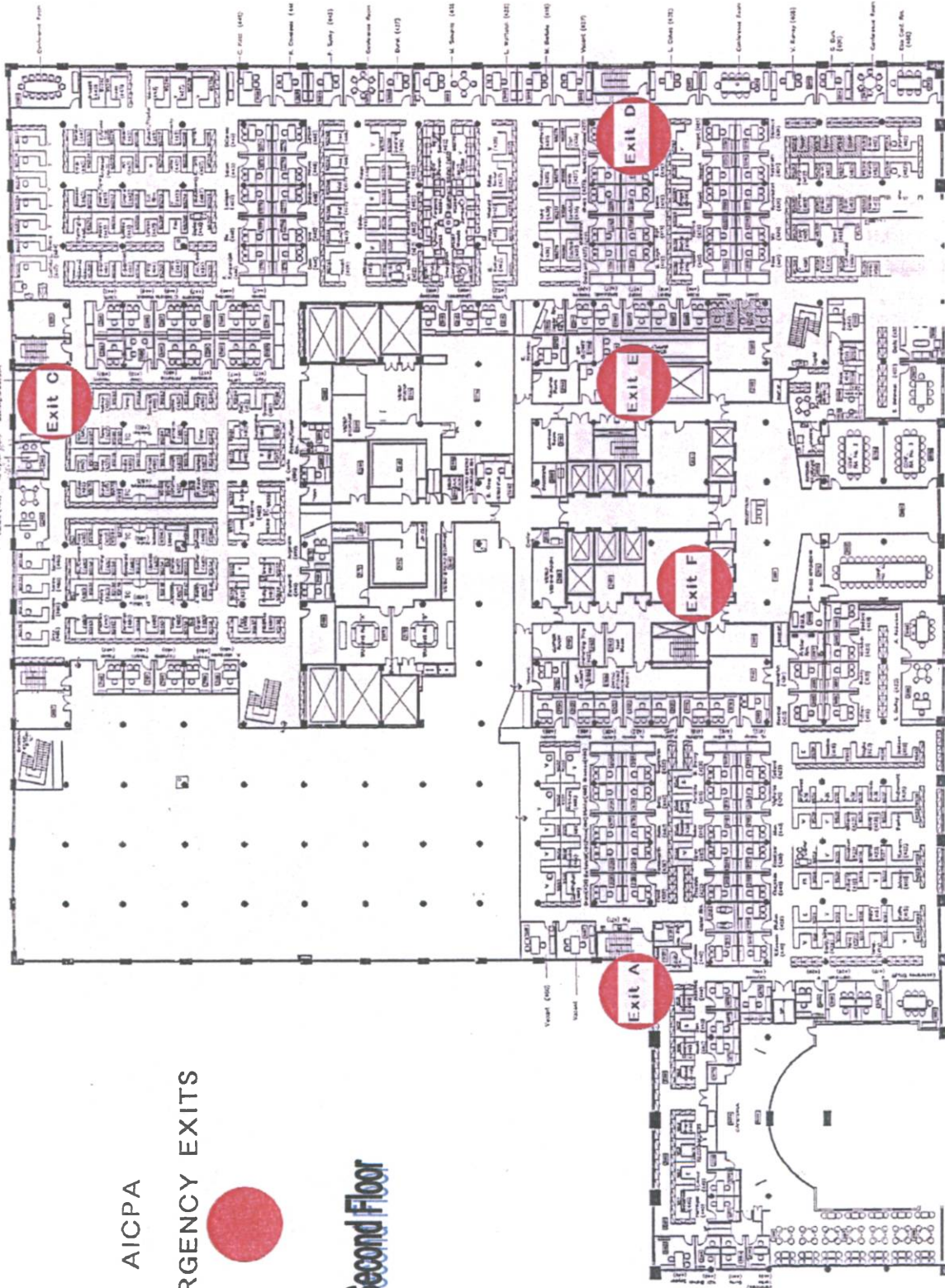
First Floor

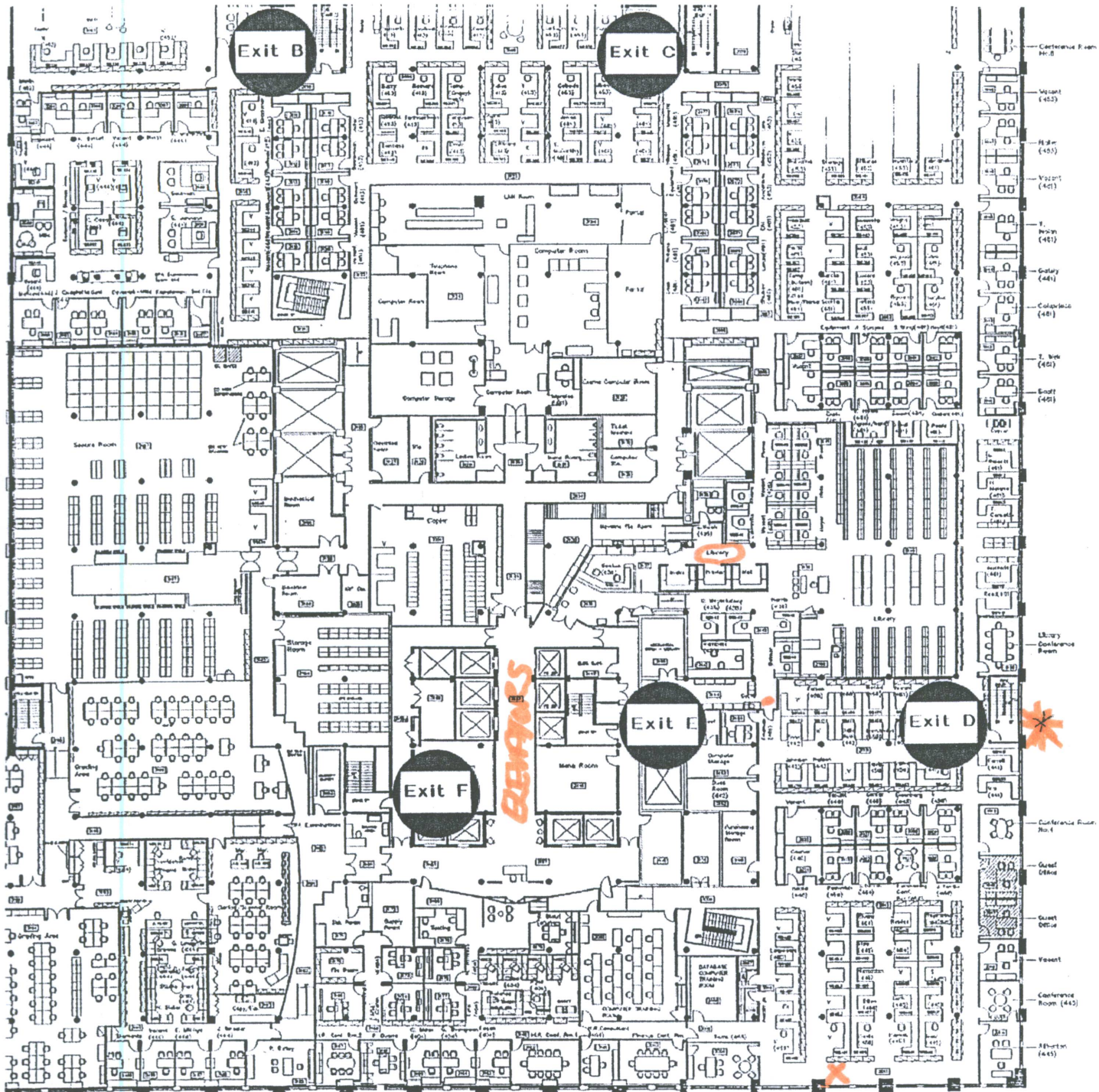


AICPA
EMERGENCY EXITS



Second Floor





THIRD FLOOR



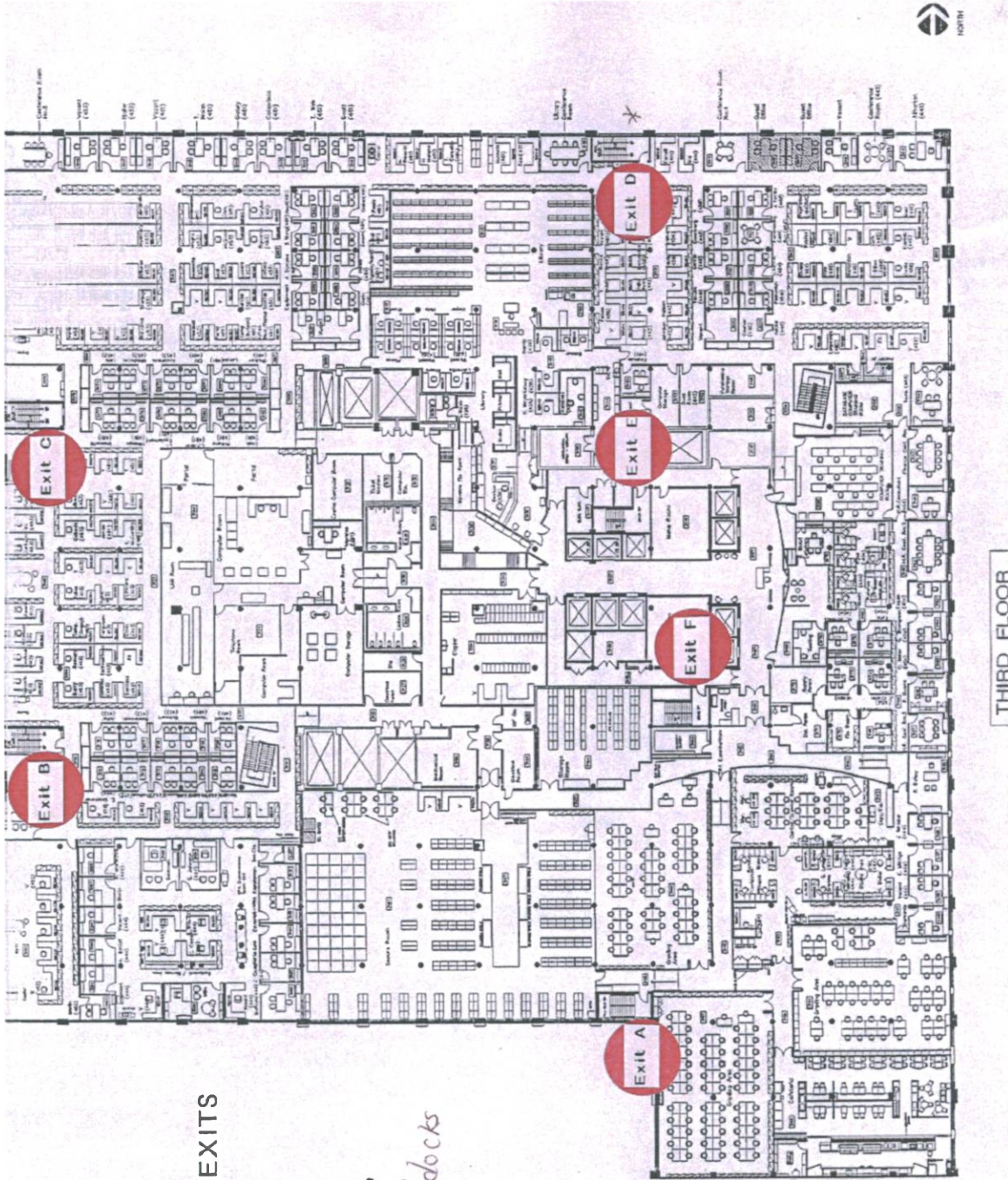
NORTH

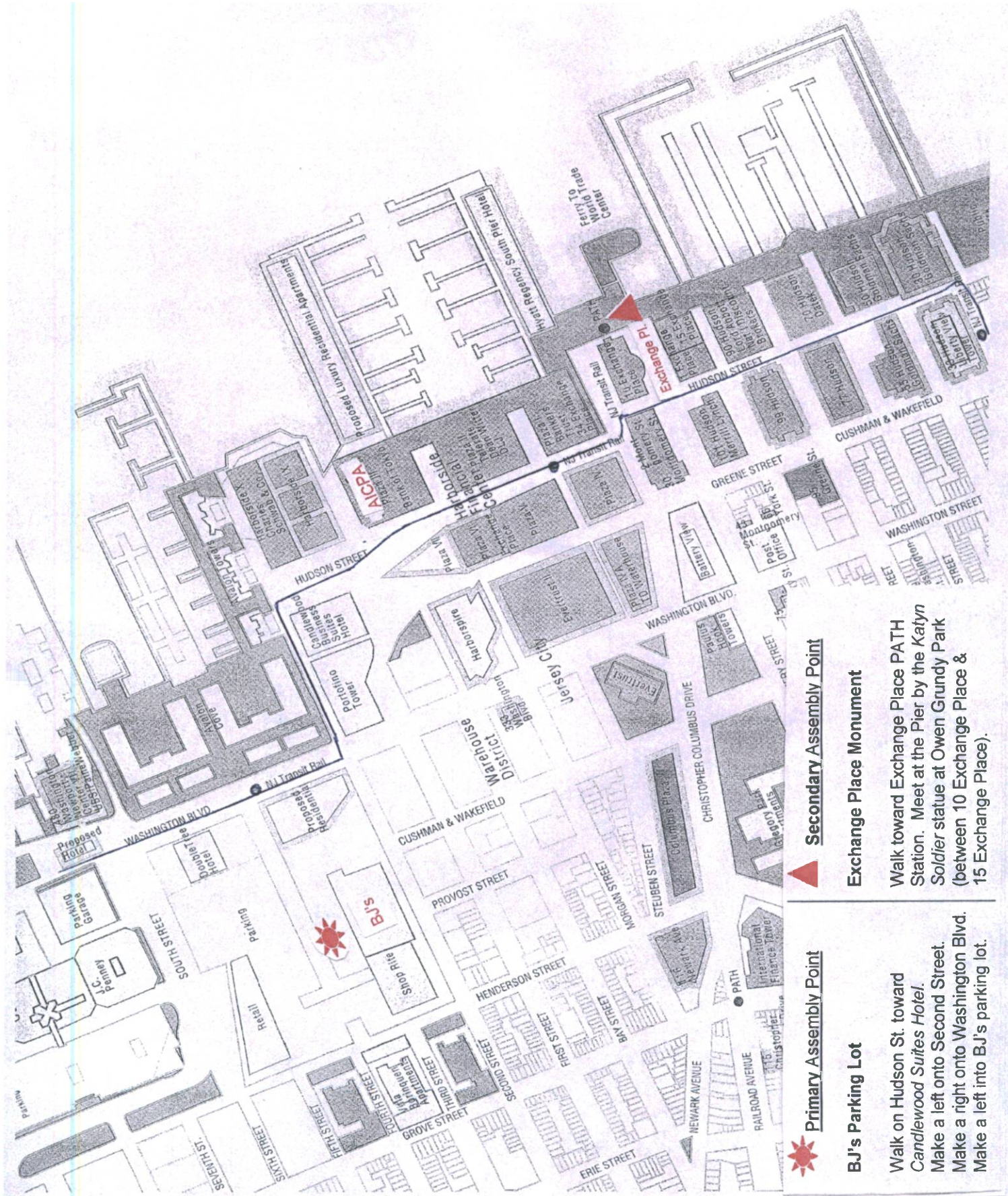
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AICPA
EMERGENCY EXITS



Third Floor
water/docks





Primary Assembly Point

BJ's Parking Lot
 Walk on Hudson St. toward Candlewood Suites Hotel.
 Make a left onto Second Street.
 Make a right onto Washington Blvd.
 Make a left into BJ's parking lot.

Secondary Assembly Point

Exchange Place Monument
 Walk toward Exchange Place PATH Station. Meet at the Pier by the Katyn Soldier statue at Owen Grundy Park (between 10 Exchange Place & 15 Exchange Place).

BOMB THREAT PROCEDURE

What To Do When There Is A Bomb Threat

If you receive a bomb threat

- Remain calm so you can get information from the caller.
- Ask the caller these questions:
 - *Where is the bomb located?*
 - *When will the bomb go off?*
 - *What does the bomb look like?*
 - *Why are you doing this?*
 - *Who are you?*
- Notice the following:
 - *Is the caller male or female?*
 - *Does the caller have an accent?*
 - *Are there background noises?*
 - *Does the voice sound familiar?*
- Record the exact time and the exact words the caller uses.
- Notify your supervisor
- Notify the police by dialing 9-911
 - *State that you have received a bomb threat*
 - *Give the operator your address **201 Plaza 3, Jersey City***
 - *State the company and floor **AICPA, _____ floor***
 - *Answer all questions from the operator*
 - **DO NOT HANG UP THE PHONE UNTIL THE OPERATOR RELEASES YOU**
- Notify building management and security at **(201) 915-8550**.
- Contact Facilities Management at **(201) 938-3888** or **(201) 938-3208**
Human Resources at **(201) 938-3362** or **(201) 938-3354** to apprise them of the situation.
- Follow the instructions of the Police when they arrive.
- **IN THE EVENT OF AN EVACUATION, SEE “EVACUATION PROCEDURES”** on page 4.

REMAIN CALM STAY ALERT

ATF BOMB THREAT CHECKLIST

Exact time of call _____

Exact words of caller _____

Questions to Ask

1. When is bomb going to explode? _____
2. Where is the bomb? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. Where are you calling from? _____
9. What is your address? _____
10. What is your name? _____

CALLER'S VOICE (circle)

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

If voice is familiar, whom did it sound like? _____

Were there any background noises? _____

Remarks: _____

Person receiving call: _____

Telephone number call received at: _____

Date: _____

Report call immediately to: _____

MEDICAL EMERGENCY PROCEDURES

What To Do During a Medical Emergency

If you encounter a medical emergency:

- Try to ascertain as much information about the injury as possible, either from the victim or the surroundings.
- Make the victim as comfortable as possible but do not attempt to move the victim if there is no immediate danger.
- Try to stop any significant bleeding by applying direct pressure on a wound.
- Remain with the victim and call out for help.
- You or a coworker must call 9-911:
 - *State the nature of the emergency*
 - *Give the operator your address and floor **201 Plaza 3, Jersey City, _____ floor***
 - *State your company and name **AICPA***
 - *State what is being done for the victim (i.e., CPR, etc.)*
 - ***Do not hang up the phone until the operator releases you***
- If the victim is not breathing and/or has no pulse, CPR must be administered. If you do not know CPR, seek the assistance of 2 CPR trained coworkers. A listing of CPR trained staff and their extensions is on the next page.
- Continue administering CPR until the emergency response team arrives or the victim is resuscitated or the heart begins to beat.
Maintain an open airway at all times.
- Have someone contact building management at **(201) 915-8500** and make them aware of the situation. Advise them of the nature of the medical emergency. If you suspect cardiac arrest, request a defibrillator.
- Contact Facilities Management at **(201) 938-3888** and **(201) 938-3208** and Human Resources at **(201) 938-3362** or **(201) 938-3354** and apprise them of the situation.
- Be prepared to give the emergency response team information about the injury and victim.

REMAIN CALM

Harborside CPR Trained Staff

<u>Name</u>	<u>Ext</u>	<u>Name</u>	<u>Ext</u>
Acevedo, Luis	3876	Lopez, Ivelise	3631
Allison, Ywanakee	3830	Maldonado, Gina	3180
Almonte, Walling	3262	Mays, Everett	3209
Beddow, Dean	3047	Mendez, Wilma	3168
Citro, Kim	3322	Mercado, Madelaine	3486
Coffey, Sue	3177	Mishkevich, Yelena	3564
Considine, Barbara	3208	Morales, Gary	3771
Cook, James	3373	Morales, Jose	3384
Dunn, Ronald	3907	Nieves, Jalecka	3911
Elias, Sharon	3178	Panebianco, Raylene	3764
Estrin, Melissa	3566	Parsons, Jeanne	3099
Freeman, David	3815	Reilly, Sharon	3031
Garcia, Dania	3037	Romney, Brigida	3861
Glynn, Michael	3176	Ryan, Susan	3355
Goldman, Ahava	3424	Sanchez, Ricardo	3660
Greenberg, Cathy	3080	Thompson, Grace	3362
Griffin, Audrei	3277	Tuohy, Peter	3448
Haller, Tom	3321	Vasquez, Helen	3789
Halse, Ron	3788	Williams, Nakia	3455
Jones, Wendy	3816	Williams, Teresa	3025
Kaestner, Beth	3378		
Kassimis, Irene	3888		
Kelsey, Hugh	3909		

(as of 7/30/02)

EARTHQUAKE PROCEDURES

What To Do If There Is An Earthquake

In the event of an earthquake:

- Take cover under a solid desk or doorway.
- Move away from windows, glass walls, bookcases and hanging objects.
- Do not attempt to leave the building until an “all-clear” signal is given by building management or your floor warden. A listing of the “**Harborside Evacuation Team**” can be found on page 5. **You are safer inside the building than outside.**
- If you are inside an elevator at the time of an earthquake, exit the car at the first opportunity and move to a doorway. If the elevator stops, use the emergency telephone or the emergency alarm button to alert building security officers that you are still in the elevator.
- Assist any injured coworkers. See the “**Medical Emergency**” on page 12.
- When the earthquake is over return to your normal workstation. The supervisors should take roll-call to account for the safety of all employees.
- If you notice any structural damage report it to Facilities Management immediately at **(201) 938-3888** or **(201) 938-3208**. They will report it to building management.
- **Be prepared for aftershocks.**
- If the earthquake is severe, stand by for instructions from building management or your fire warden.
- **In the event of an evacuation, see “Evacuation Procedures”** on page 4.

REMAIN CALM

STAY ALERT

TORNADO PROCEDURES

What To Do If There Is a Tornado

Tornado Watch:

(conditions are right for a tornado)

- Continue your normal work-day routine.
- Use radio and internet services to monitor weather conditions.
- Be prepared to take cover if necessary.
- The Facilities and Human Resources Teams will monitor weather conditions and notify staff if a warning is issued.

Tornado warning:

(a tornado has been sighted)

- Move away from the building perimeter and exterior glass. Close your office door behind you when you leave.
- The Fire Wardens should assist with the relocation of employees to interior corridors and stairwells, basement areas and bathrooms.
- If unable to reach the interior of the building, seek protection under a desk, heavy table, interior closet or bathroom.
- Protect yourself by putting your head close to your knees and covering your neck with your hands.
- When the “all-clear” is given, return to your workstation. The supervisor will take “roll call” to account for all employees.
- Assist any injured employees. See “**Medical Emergency Procedures**” on page 12.
- If you notice any structural damage, notify Facilities Management at **(201) 938-3888** or **(201) 938-3208**.
- If the building sustains damage follow evacuation procedures given by the Facilities Team, Building Management or your Fire Warden.

REMAIN CALM

STAY ALERT

MAIL HANDLING PROCEDURES

How to Handle Suspicious Mail

What constitutes a “suspicious parcel”?

Some typical characteristics Postal Inspectors have detected over the years, which ought to trigger suspicion, include parcels that:

- Are unexpected or from someone unfamiliar to you.
- Are addressed to someone no longer with your organization or are otherwise outdated.
- Have no return address, or have one that can't be verified as legitimate.
- Are of unusual weight, given their size, or are lopsided or oddly shaped.
- Are marked with restrictive endorsements, such as “Personal” or “Confidential”.
- Have protruding wires, strange odors or stains.
- Show a city or state in the postmark that doesn't match the return address.

SUSPICIOUS MAIL INSTRUCTIONS

- Do not try to open the parcel.
- Do not shake or bump the parcel.
- Isolate the parcel.
- Notify your supervisor.
- Evacuate the immediate area.
- Call 9-911.

OTHER EMERGENCY PROCEDURES

Explosions

1. Call 9-911
2. Relay as much of the following information as possible:
 - a. Your name and location
 - b. Your telephone number
 - c. Exact location of explosion
 - d. Cause of explosion, if known
 - e. Extent of any known casualties and type of injuries
 - f. Whether the explosion has caused any fires
3. Immediately report any explosion to Building Management at **(201) 915-8550**.
4. Notify Facilities Management at **(201) 938-3888** or **(201) 938-3208**
5. Move or evacuate employees and visitors from your immediate area. Most explosions will trigger the Fire Control Panel and, if triggered, evacuation procedures will be followed. See “**Evacuation Procedures**” on page 4.

Civil Disturbances

Report all disturbances immediately to Facilities Management at **(201) 938-3888** and **(201) 938-3208**.

During civil disturbances avoid personal contact with demonstrators. Do not make any comments or statements to further anger the demonstrators. Advise visitors to avoid leaving the building, unless there is no danger that the demonstrators will harm them. Elevator service could be restricted or even stopped during the emergency to prevent demonstrators from accessing individual floors/suites.

The following preplanned procedures are implemented to protect building occupants from confrontation with demonstrators.

If Building Management advises you, or if you determine that the demonstrators have entered the building:

- Advise receptionists, **(201) 938-3319** and **(201) 938-3318**, to lock main floor doors.
- Contact your fellow employees and visitors and let them know that there are demonstrators in the building.
- Advise them that their movements within the building may be impeded, because the passenger elevators may be turned off to prevent the demonstrators from accessing the floors.
- Lock all areas, as appropriate.

Hostage Situations

Report any situation involving hostages to:

Jersey City Police:	9-911
Mack-Cali Management Office:	(201) 915-8500
Mack-Cali Security Office:	(201) 915-8550
Facilities Management:	(201) 938-3888 or (201) 938-3208
Human Resources:	(201) 938-3362 or (201) 938-3354

Make note if any distinguishing characteristics of the persons involved and report them to the Police, Building Management and Security.

Natural Gas Emergencies

- If you are smoking, please extinguish your smoking material immediately.
- Leave the affected area and notify the Building Management Operations' office at **(201) 915-8550** of the location of the gas smell so that Management may investigate.
- Call Facilities Management at **(201) 938-3888** or **(201) 938-3208**.
- Follow instructions from Building Management. Prepare to evacuate. See "**Evacuation Procedures**" on page 4.

Water Interruption

Please report all water problems to Facilities Management at **(201) 938-3888** or **(201) 938-3208**. Extended, building wide, water interruption may result in the evacuation of the building. Without water we cannot maintain sanitary conditions or the building cooling systems. Additionally, water interrupts the ability of the Fire Department to extinguish fire.

Power Interruption

During a major power outage, Emergency exit lights illuminate exit signs throughout the building.

- Notify Facilities Management. If phones are operating, call **(201) 938-3888** or **(201) 938-3208** to report a power outage.
- If building evacuation is needed, **use the stairwells – do not use elevators**. Follow instructions under “**Evacuation Procedures**” on page 4.

Recommended Precautions

While everyone needs to know how to respond in an emergency, it is just as important to take steps to prevent these emergency situations. The following precautions are recommended:

- Certain flammable materials may be stored in the building only after approval by Facilities Management and proper precautions are put in place. Flammable or combustible supplies must be properly stored in metal cans or safety containers.
- Maintain Material Safety Data Sheets (MSDS) in central locations where they are visible.
- Avoid using extension cords. If they must be used, they need the three prong connections.
- Keep all appliances and electrical cords in good repair.
- Turn off all electrical appliances for coffee, cooking and heating before leaving the office.
- Dispose of cigarettes, cigars, and pipe ashes carefully. Never empty ashes into trash containers. Harborside is a smoke free building.
- The use of candles or naked flames is forbidden in the building.
- Assign specific employee personnel to aid those persons in the office who require special assistance in an emergency.
- Report any potential fire hazard to Facilities Management. (Examples are blocked stairwells, faulty fire protection, equipment leaks or damaged wiring.)
- Free standing electrical space heaters are not permitted in the building.

Security Tips

- Do not leave the reception area unattended.
- Report all suspicious persons to Building Management and/or Security at **(201) 915-8500** , the Jersey City Police Department at **(201) 547-5470**.
- Do not allow persons making deliveries to wander through your offices without an escort.
- Keep valuables (cash, wallets, laptop computers, purses, calculators, televisions, VCR's, radios) in a safe place. Avoid putting purses under your desk.
- Do not assume you may safely leave your desk with valuables in sight.
- Require strict compliance with the use of a visitor log book to record names of persons entering and departing the office during and after regular business hours.
- Strangers should not be sent to an empty office to use a telephone; instead, offer to dial the number for them or escort them to a phone and stay with them while they make their call.
- Do not allow workmen free access to the space. Facilities Management will inform you when we are sending repair persons to your area. Call the Facilities Management Office to verify workers you don't know. Notice if they are in uniform and if the uniform name correctly identifies their business.
- Above all, be alert and question strangers, ask for business cards or ID badge. Ask with whom they have an appointment and escort them to that person's office.
- Call Facilities Management and report anyone you think may not be authorized to be in the space.

Barbara A. Considine
09/24/2002 12:41 PM

To:
cc: (bcc: Susan Bolmer/NJ/AICPA)
Subject: EVACUATION DRILL - THURSDAY, SEPTEMBER 26, 2002

On Thursday, September 26,, 2002 at 3:00pm, the Department of Emergency Management, along with the Mack-Cali building personnel, will conduct the Plaza 3 Evacuation Drill. **THIS DRILL WILL INVOLVE THE EVACUATION OF ALL 8 FLOORS OF PLAZA 3 TO THE STREET.**

As soon as we are instructed to do so, proceed to the nearest emergency exit. Listen carefully for announcements. When we are instructed to EVACUATE our FIRST, SECOND and THIRD FLOORS, proceed quickly and quietly down the stairs to the street.

Once outside, tenants are expected to immediately proceed to their assembly points. Go to **our secondary assembly location, the Katyn Soldier Monument**. The Emergency & Security Handbook has a **map and directions on page 9** showing how to reach the assembly location. **Do not go to the BJ's location for this drill.**

Team Leaders will be expected to utilize their team's "Calling Tree" to take a roll call at the assembly location. Team Leaders who are unable to participate in this drill must assign someone on their team to complete this function in their place. Team Leaders, or the person they have designated, should notify the AICPA Floor Wardens when everyone on their team is accounted for. The **Floor Wardens** are as follows - **2nd Floor/Gary Morales & George Durk, 3rd Floor/Chris Miller & Jimmy Cook, 1st Floor/Marty Lyons & Stanley John**. Floor Wardens will be holding up signs at the assembly place. Please gather near the Wardens who are responsible for your floor.

TIPS for Everyone

- Wear appropriate shoes for the evacuation
- Keep critical necessities handy (keys, medication, cash) so you can exit quickly.
- Bring your AICPA ID with you (you will need it to get back in)
- Do not leave any valuables on your desk
- Close office doors, but **DO NOT LOCK THEM**
- Be quiet and **observant** in the stairwells---you may have to do this by yourself some day
- Know how to get to assembly points (the Monument and BJ's) even though we are going to the Monument for this drill
- Look for large AICPA signs held by Floor Wardens at the Assembly Point

TIPS for EVAC Team

- **Wear your Arm Band** - Emergency Management staff want to be able to identify the Evacuation Team members for each tenant.

Barbara Considine
AICPA
Supervisor, Facilities Management
Tel: 201-938-3208
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email: bconsidine@aicpa.org

Bolmer, Susan

From: Kassimis, Irene
Sent: Monday, April 28, 2003 3:01 PM
To: New Jersey Users
Cc: 'erik.asgeirsson@cpa2biz.com'; 'Jennifer.Barbaro@cpa2biz.com'
Subject: EVACUATION DRILL TO STREET

On Friday, May 9, 2003, at approximately 2:00pm Mack-Cali along with the Department of Emergency Management, the Jersey City Fire Department and the Jersey City Police Department will be conducting an evacuation drill of Plaza 3. During this drill, Plaza 3 **tenants will evacuate to the street**. Once outside, tenants are expected to immediately proceed to their assembly points. AICPA will gather at the same location as our last drill to the street, the **Katyn Soldier Monument**. The Safety and Security Manual has directions and a map on page 9 showing how to reach the monument.

At the sound of the alarm, go to your nearest emergency exit and listen for instructions from the Fire Command Station. The Evacuation Team members will lead you down the emergency stairwells and directly to the monument. **Team Leaders will be expected to utilize their team's "Calling Tree" to take a roll call** at the assembly location. Team Leaders who will not be in the Harborside, NJ office on May 9, 2003 must assign someone on their team to complete this function in their place. Team Leaders, or the person they have designated, should notify the AICPA Floor Wardens when everyone on their team is accounted for. The Floor Wardens will be at the monument holding up AICPA signs. To expedite roll call, please gather near the Floor Warden who is responsible for your floor.

The Floor Wardens are as follows:

1st Floor - Marty Lyons and Stanley John
2nd Floor - George Durk and Barbara Considine (subbing for Gary Morales)
3rd Floor - Chris Miller and Jimmy Cook

TIPS for Everyone

- Wear appropriate shoes for the evacuation
- Keep critical necessities handy (keys, medication, cash) so you can exit quickly.
- Bring your AICPA ID with you (you will need it to get back in)
- Do not leave any valuables on your desk
- Close office doors, but **DO NOT LOCK THEM**
- Know where the emergency exits are
- Be quiet and **observant** in the stairwells---you may have to do this by yourself some day
- Know how to get to the assembly point
- Go directly to the designated assembly point
- Look for large AICPA signs held by Floor Wardens at the Assembly Point
- Report to your Team Leader that you are safe
- **Never** return to your floor during an emergency

This is a mandatory drill. We look forward to your full cooperation and a safe evacuation. Thank you.

Irene Kassimis, Administrator, Facilities Development
AICPA
Harborside Financial Center
201 Plaza III
Jersey City, New Jersey 07311-3881

4/28/2003

201-938-3888
fax 201-521-5484
ikassimis@aicpa.org

PROGRAM EVALUATION

Facilitator(s):

Date:

Program: **Safety Training**

What did you think of today's training session? Your comments contribute a great deal to the success of future training programs.

1. APPRAISAL OF PROGRAM CONTENT:

	High	Low
A. How much interest did you have in the subject matter of this program?	5 4 3 2 1	
B. How much value did you receive from this program?	5 4 3 2 1	
C. Based on the stated objectives, did this program meet your expectations?	5 4 3 2 1	
D. How interested would you be to recommend this program to others? Why?	5 4 3 2 1	

2. FACILITATOR(S)'S EVALUATION:

Please evaluate the Facilitator(s)'s effectiveness in the following areas: Excellent Poor

A. Style and delivery.	5 4 3 2 1
B. Responsiveness to participants.	5 4 3 2 1
C. Knowledge of the subject.	5 4 3 2 1

3. BACK ON-THE-JOB APPLICATION

A. What did you find most valuable? Why?

B. What did you find least valuable? Why?

4. IDEAS FOR ADDITIONAL TRAINING

What other topics would you like to see provided to enhance your effectiveness?
