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Emergency & Security Handbook, Ensuring the Safety of AICPA Employees

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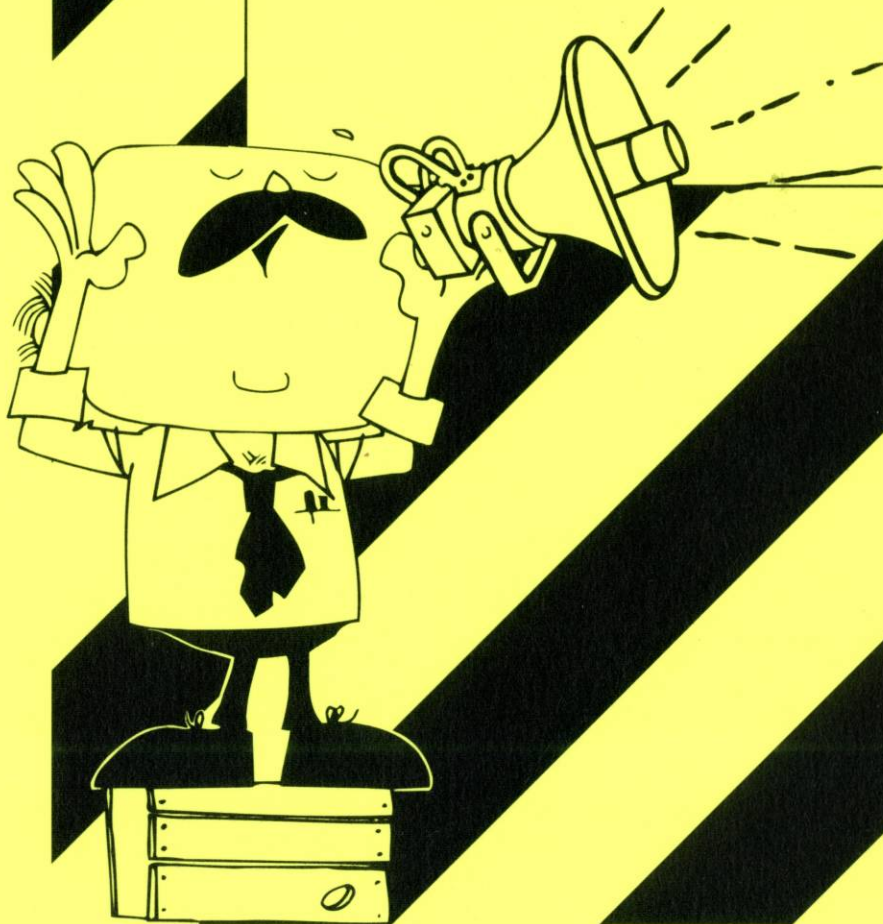
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AICPA

Emergency & Security Handbook

Ensuring the Safety
of AICPA Employees





Harborside Emergency/Security Handbook

A Team AICPA Note

DATE: June 18, 2004
TO: All Harborside Staff
FROM: Facilities Management – NJ
SUBJECT: Revised Harborside Emergency & Security Handbook

Please remove the entire contents of your Emergency & Security Handbook and replace it with the attached revised version.

REVISED HANDBOOK

The Harborside Emergency & Security Handbook has been updated to reflect changes in our Evacuation Team and CPR Trained Staff listings, as well as changes on the “Important Telephone Numbers & On-line Information” page.

EMERGENCY ED WALLET CARD

For your convenience, we have included a wallet sized card, which lists AICPA office emergency telephone numbers. When a question arises as to working hours, please call the emergency phone number listed on the front of the card for your office location.

The inside of the wallet card provides a place to enter your “Calling Tree” numbers for handy reference. If you already have an Emergency Ed Wallet Card, please review it and update your contact numbers.

In the event of an emergency that disables our phone system (such as the one we encountered during the major power outage in August 2003), the 800 number will provide information regarding all AICPA locations. The 800 number is a backup for the AICPA Emergency Information Mail Boxes.

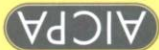
Extra cards are available on the 2nd floor, in the Facilities Management office, and on the 3rd floor, in the HR office.

ACCESS TO HANDBOOK ON K-NET

The revised version of the Handbook is posted on:
Knet/Facilities Management NJ/Harborside Emergency & Security Handbook.

Please address any questions or concerns to Barbara Considine at ext. 3208.
Thank you.

Other Important Information



Emergency Ed Says:

"Call for information in the event of unanticipated schedule changes/closures."

All Locations	1-800-424-2212
Harborside	201-938-3858
Ewing/Harborside Exams	201-938-3617
New York	212-596-6088
Washington, DC	202-737-6600
Lewisville	214-222-8308
Audix - NJ, NY, DC	1-888-222-1226

www.cancellations.com • www.statusaicpa.org



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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	355 Grand Street, Jersey City	(201) 915-2000
St. Francis Hospital	25 McWilliams Place, Jersey City, NJ	(201) 418-1000
Christ Hospital	176 Palisades Avenue, Jersey City, NJ	(201) 795-8200

Building Management

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

Emergency Voicemail

AICPA Harborside Employees	(201) 938-3858
Ewing/Harborside Exams	(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/Light Rail 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

www.statusaicpa.org

Organization: AICPA

State: NJ

Click on GO

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 Harborside Plaza 10 (the tall glass building near Pier Luxury Apartments). Assemble at the public walkway just beyond the ferry entrance. 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

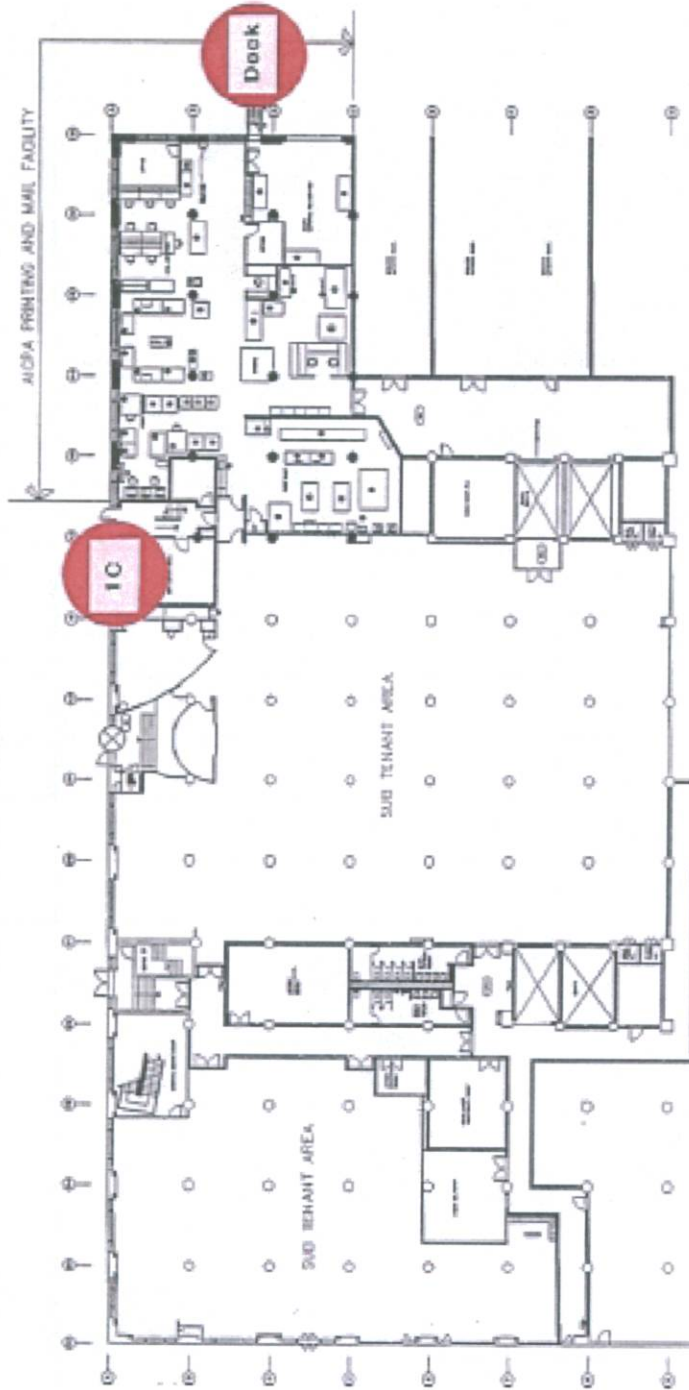
Ext.	Name	Fire Drill Positions	**Stairwell Location
3332	John, Stanley	Fire Warden/Front Guard	1-1C
3874	Lyons, Marty	Alt Fire Warden/Alt Front Guard	1-1C
3881	DiMauro, Al	Front Guard	1 (Loading Dock)
3876	Frasier, Juanita	Rear Guard	1C
3993	Burns, Kevin	Alt Front Guard/Alt Rear Guard	1-1C
3771	Morales, 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	Young, Deborah	Alt Front Guard	2C
3262	Almonte, Walling	Rear Guard	2C
3090	Reynolds, Stephanie	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
3503	Klotz, Elissa	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
3082	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
3422	Mittiga, Betty	Front Guard	3A
3372	Santamaria, Sam	Alt Front Guard	3A
3869	Williams, Garret	Rear Guard/Alt Searcher	3A
3862	Renaud, Martha	Alt Rear Guard	3A
3334	Catone, Jim	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
3154	Lopez, Ivelise	Alt Rear Guard	3B
3428	Walme, Steve	Primary Searcher	3B
3426	Kotlyar, Gelyar	Alt Searcher	3B
3240	Ruggiero, Michele	Front Guard	3C
3380	Mascetti, J.P.	Alt Front Guard	3C
3225	Llewellyn, Rudy	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

****See Floor Plans for Stairwell Locations**

AICPA EMERGENCY EXITS



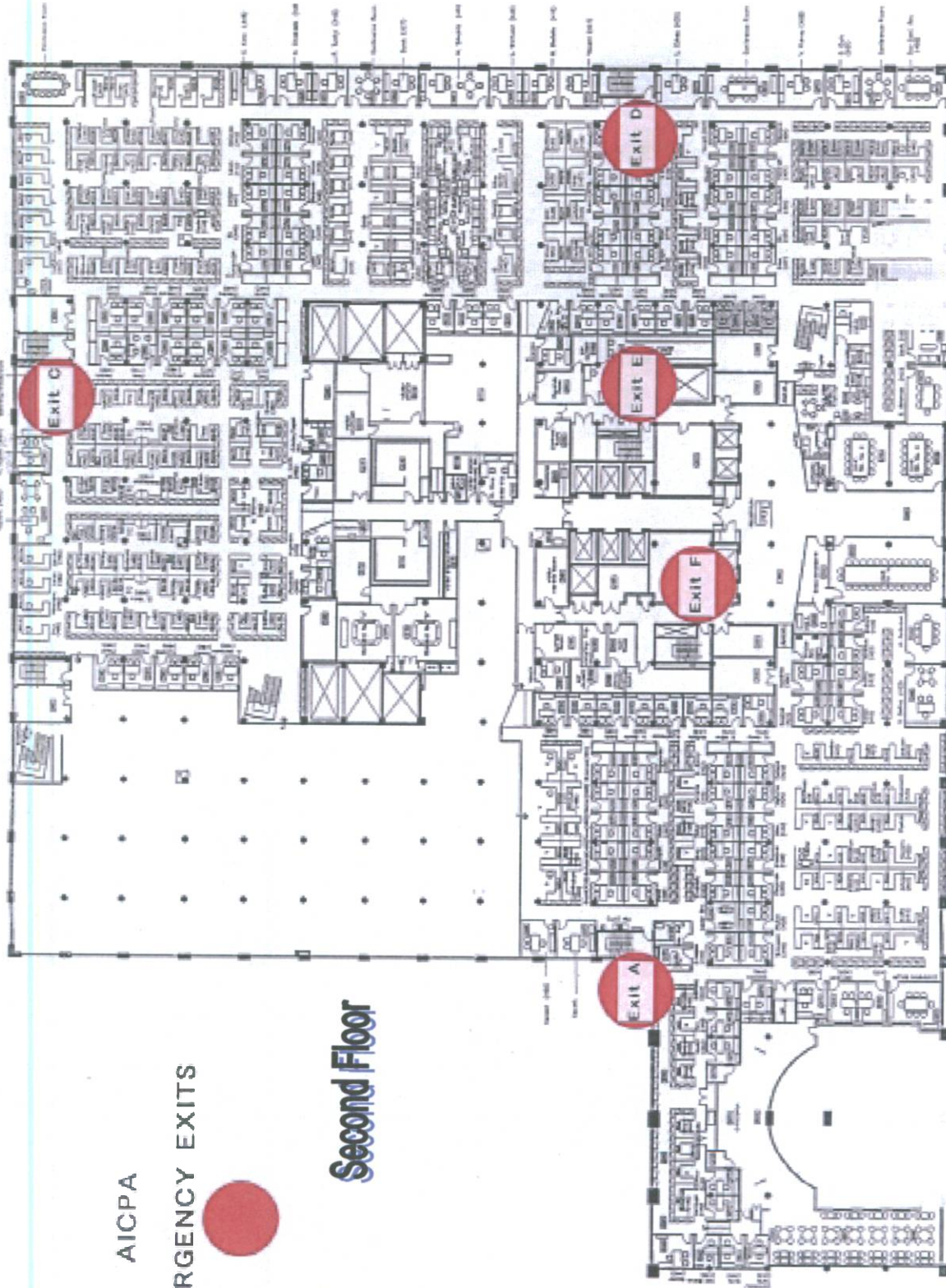
First Floor

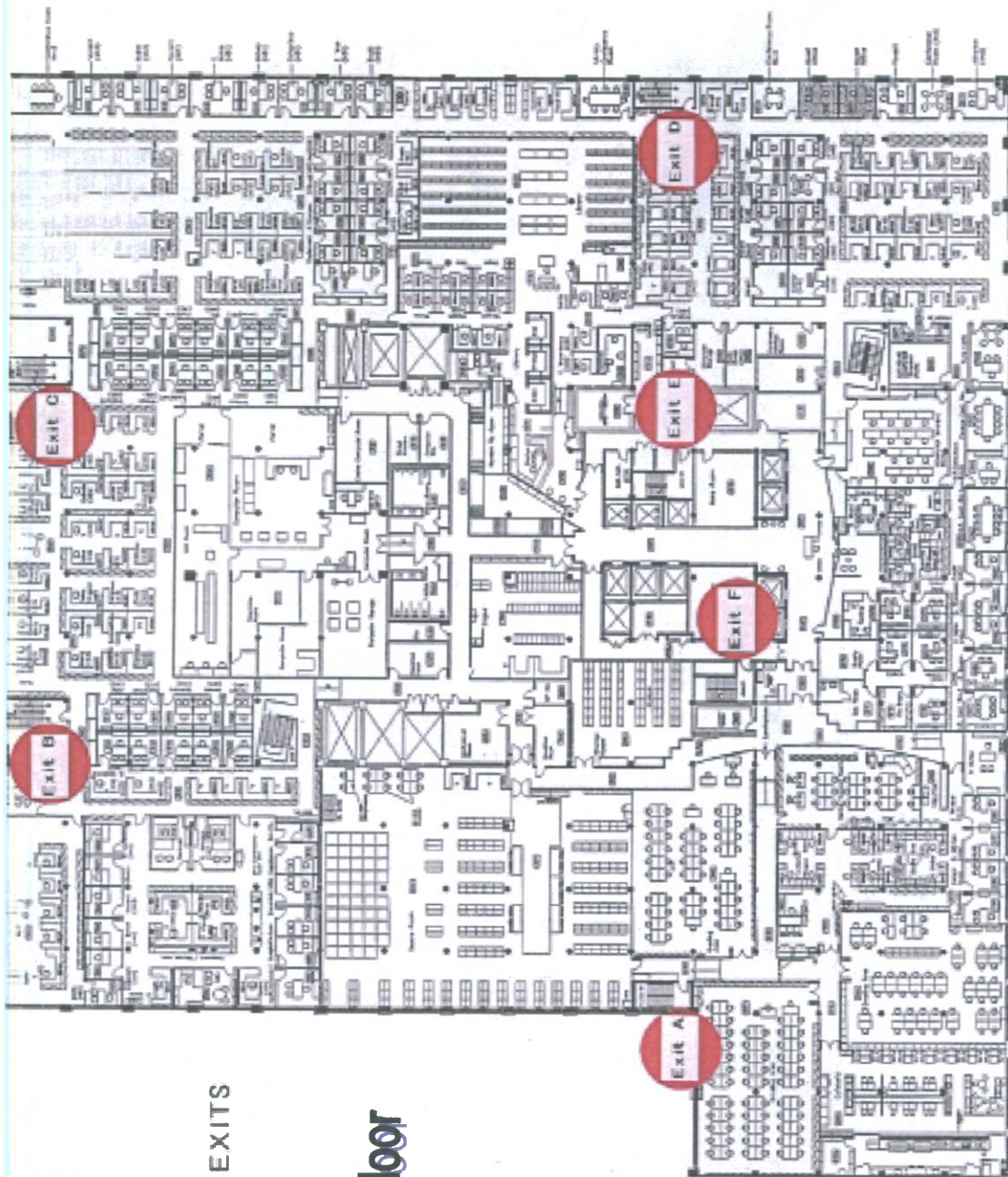


AICPA
EMERGENCY EXITS



Second Floor



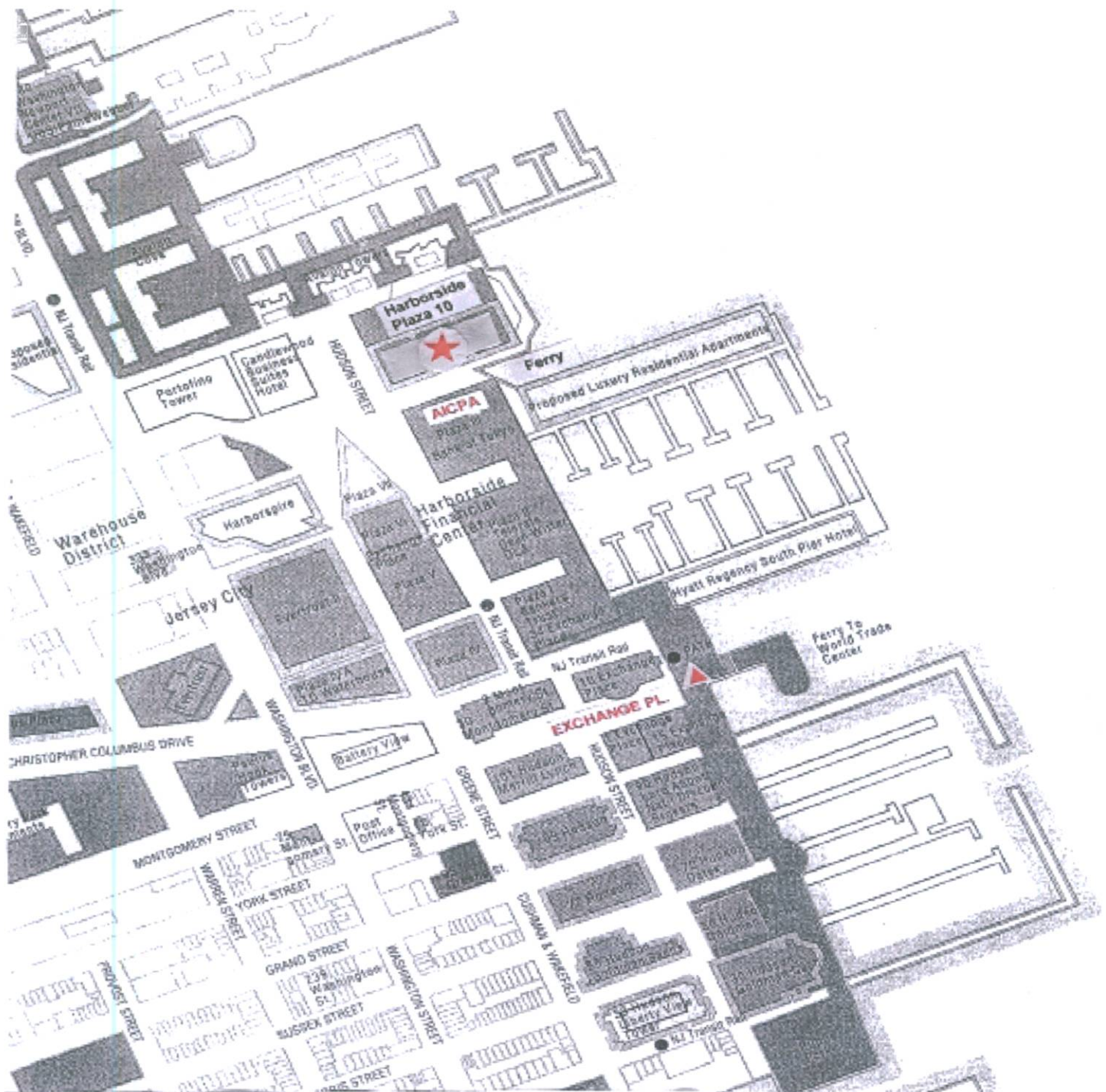


THIRD FLOOR

AICPA
EMERGENCY EXITS



Third Floor



★ Primary Assembly Point
Harborside Plaza 10

Walk toward waterfront to Harborside Waterway Ferry tent (near Pier Luxury Apartments). Plaza 10 is the tall glass building. Assemble at the public walkway, just beyond the ferry entrance in front of Plaza 10.

▲ 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).

Tide Water Basin

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 CERTIFIED STAFF

(as of 05/11/04)

Name	Ext.
Acevedo, Luis	3876
Davis, Carmen	3166
DiMauro, Al	3881
Dunn, Ronald	3781
Greenberg, Cathy	3080
Henry, Timothy	3868
Kaestner, Beth	3378
Kassimis, Irene	3888
Lemaire, Doris	3135
Lopez, Ivelise	3631
McCarthy, Theresa	3337
Mercado, Madelaine	3486
Morales, Gary	3771
Powierski, Ray	3265
Romney, Brigida	3861
Silverstadt, Francesca	3418
Stecyna, Alexander	3882
Williams, Garrett	3869

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.

Lockdown/Shelter-in-Place

In the event of **outside** air contaminants, it is best to stay where you are, creating a barrier between yourself & potential contaminants. This process is known as shelter-in-place.

- Listen for announcements from building management or local emergency management personnel
- Building Management will turn off all air handling equipment (HVAC).
- Move away from exterior walls to the core of the space, taking your emergency items with you. Gather in the 2nd & 3rd floor corridors to the right and left of the reception areas
- Receptionist staff will place **NO ENTRY** signs on doors
- Turn on portable radios/TV and listen for updated information
- Do not attempt to leave the building until an "all clear" signal is given by building management or local emergency management personnel. **You are safer inside the building than outside.**

Code Red

In the event that the U.S. Department of Homeland Security increases the threat level to Code Red for the country or the the locations where AICPA offices are, the protective measures for a Code Red condition are not intended to be sustained for substantial periods of time. In accordance with homeland security information, recommended responses to a level red alert are as follows:

- Keep updated—listen to radio and television stations for possible advisories or warnings
- If you are out of the office, listen to the news radio stations listed below for AICPA specific business information
- Follow instructions from federal and local law enforcement officials regarding restrictions to normal activities
- If you are not in the office, call AICPA's employee emergency information mail box to determine status of work site. Employees may be asked to work from hoe or other office locations.
- Utilize the Team Calling Tree as appropriate
- Prepare to take protective actions such as "shelter in place" (remain at the office until it is safe to leave, remain at home, interrupt your commute and take immediate shelter)
- At work, wear your AICPA ID at all times in a manner that makes it easily visible
- Reduce site ingress and egress points to an absolute minimum
- Prepare to evacuate the building if instructed to do so by public officials
- Take extra precautions when traveling to and from your destination. Be aware of unusual behavior
- Be alert and aware of your surrounding area
- Keep streets clear for emergency response personnel
- Activate your personal communication plan with family members
- Shut down affected facilities in accordance with contingency plans
- Implement AICPA's Business Continuity Plan as appropriate
- Activate emergency support services, (e.g. catering, lodging, mail)

Code Red Communications

The Code Red recommendations outlined above are just guidelines, as the specific threat or situation will determine the appropriate course of action to be taken by federal and state officials.

Since quick communication is critical to a successful emergency response, AICPA has made arrangements with local radio stations, in the event if a Level Red alert, to broadcast business status announcements to our staff. Please tune-in as follows:

New York, Jersey City and Ewing Offices

WINS 1010 AM OR
WCBS 880 AM

Texas Office

KRLD 1080 AM

DC Office

WTOP 1500 AM Or 107.7 FM

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.