

# Tampa City Center Tenant Handbook

A Cushman & Wakefield Managed Property

# Welcome to Tampa City Center!

We are very pleased that you chose our building for your business home and are looking forward to your upcoming move. You are joining a fine group of professionals ranging from law firms, public relations and consulting firms to telecommunications and technology firms. Your business is now located in the center of Tampa's downtown business district that includes innumerable amenities, such as:

- Minutes from Tampa International Airport;
- Two blocks from the 600,000 square foot Convention Center;
- In the same complex as the Hilton Hotel, which has convention and meeting room facilities as well as excellent dining and catering options;
- Across the street from City Hall and within blocks of both the Federal and the County Courhouses;
- A short drive or street car ride to both the Florida Aquarium and the historic district of Ybor City
- Three blocks from the Amalie Arena, home of the Tampa Bay Lightning hockey team; and
- Within walking distance of the Tampa Bay Performing Arts Center, the Tampa Museum of Art, the University of Tampa and historic Tampa Theatre.

It is our sincere hope that your residency here in Tampa City Center is both rewarding and prosperous.

# Property Management Contacts

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# Moving In

To ensure that everything proceeds smoothly during your move, we have compiled a quick-reference list below of need-to-know items. Should anything need further clarification, please do not hesitate to call the Building Management Office at: (813) 223-5008.

- 1) **Move-In Date:** Please notify our office of your preferred moving date and time as soon as possible to avoid scheduling conflicts with other tenant moves. It is necessary that all moves be scheduled either on weekends or after 10:00pm on weekdays to facilitate nightly cleaning of the building.
- 2) **Coordination with Movers:** It is best if your movers become familiar with the loading dock area and the freight elevator prior to your move. They should walk and mark your space in order to know the final locations of your furniture. Plywood should be used to cover carpets (if heavy loads are involved). Persons from your company must be present during all deliveries. Movers must submit a certificate of liability insurance coverage to the Management Office well in advance of your move.
- 3) **Locks and Keys:** Please specify the number of keys you require for your suite's front entrance. You will be furnished with your initial keys free of charge. Additional keys may be obtained through the Management Office for a nominal fee as needed. Please do not duplicate keys outside of the building.
- 4) **Employee Lists:** Please provide the Management Office with the names and titles of key personnel, such as: owners, partners, the office manager, the bookkeeper, etc. at your earliest convenience. We will also need an Access List for your suite, e.g., a list of employees allowed after-hours access to your suite.
- 5) **Emergency Phone Numbers:** Please provide home and/or cellular phone numbers of all people to be contacted in the event of an after-hours emergency concerning your suite.

# Moving In (continued)

- 6) **Signage:** Please provide in writing the exact listing of your company name and any key individuals and their titles that you would like listed in the Lobby Directory. Please submit all signage requests in writing to Building Management.
- 7) **Safety Wardens:** Periodic emergency evacuation drills are conducted to ensure familiarity with evacuation procedures. Please appoint at least two Safety Wardens for your suite (more for full-floor tenants) to coordinate drills and to inform all employees of the building's Emergency Procedures.
- 8) **Recycling Coordinator:** Tampa City Center has a whole-building recycling program in place. Please appoint a Recycling Coordinator for your firm to explain our program to all employees. Section 6 of this handbook details our procedures and chronicles the success of our program.
- 9) **Insurance Certificate:** Please have your insurance company provide a current Certificate of Insurance to our office at your earliest convenience in accordance with your Lease Agreement.
- 10) **Mailing Address:** Please advise the Post Office and your correspondents of your new mailing address prior to your move-in date.

Our physical address is: 201 North Franklin Street, but your new US Post Office mailing address is:

One Tampa City Center  
Suite \_\_\_\_\_  
Tampa, FL 33602

Please forward the above information requested to the Building Management Office at your earliest convenience. Be assured that we will extend every possible assistance during your move and throughout your tenancy. Should you have any questions, please do not hesitate to call our office.

# Security Procedures

The building is accessible twenty-four hours per day, three hundred sixty-five days per year. After normal business hours on weekdays (e.g., before 6:00am and after 6:00pm) and at all hours on weekends, all employees must sign in at the Security Console on the second floor prior to proceeding to their suite. Security will verify that the employee signing in is on that tenant's Access List, a list of employees allowed after-hours access to each suite provided to the Management Office by each tenant's Office Administrator, prior to allowing them to proceed to the elevators.

Please note that building personnel are not authorized to open any locked area for tenants; the tenant must have a key to gain entry. Many suites have numerous locked areas which that employee may or may not be allowed access to. Written authorization for blanket entry for all employees from an executive of the company involved may be placed on file with security if the tenant so desires.

**After-Hours Property Removal:** Any employees removing property (e.g., computers, furniture, equipment, etc.) that has not been pre-cleared through the Management Office will be required to sign a Property Removal Form at the Security Console prior to being allowed to leave the premises.

**After-Hours Lights and A/C:** Normal operation is 8:00am to 6:00pm, Monday through Friday, excluding major holidays. After-hours operation can easily be activated by logging into this URL: <http://97.76.74.10:58818> and entering your suite's username and password that were provided to your Office Administrator upon moving in. Please note that there is an extra charge for after-hours air conditioning as follows: \$17.00/hour for perimeter fan coil usage and \$45.00/hour for full air conditioning usage. Lights only may be activated at no additional charge.

Should you need to contact our Security Desk, please call Dave Feters, Director of Security, 813-223-4525, or email [security@tampacitycenter.com](mailto:security@tampacitycenter.com).

# Elevator Procedures

**After-Hours Security Codes:** All elevator banks are locked-off after business hours (e.g., before 6:00am and after 6:00pm weekdays) and only those persons (and their guests) listed on the tenant-furnished access lists will be allowed elevator access. For after-hours elevator access, each floor is assigned an Elevator Access Code - a three-button code to be entered after pushing the button for the floor to be accessed - which Office Administrators may issue to internal employees. Each code allows access only to the floor where the suite is located.

**Entrapment Procedures:** Our elevator system is equipped with numerous safety features. Should a malfunction occur, please remain calm and follow these guidelines:

- 1) Press the emergency call button.
- 2) Tampa City Center Security will respond to your call over the elevator intercom.
- 3) Describe the problem you are having.
- 4) **Do not** attempt to force the doors open.
- 5) **Do not** attempt to leave the elevator if it is not level with the floor.
- 6) Security and/or management office personnel will continue to converse with you for the duration of the problem. You may be asked for additional information that will assist the elevator technicians.
- 7) Passengers will be asked to identify themselves to enable us to notify coworkers of your whereabouts (if you desire). Please relax and remain calm; sit down on the floor of the elevator if you feel the need.
- 8) You will be continuously advised of the elevator technician's progress. In most cases, your delay is only a matter of a few minutes.



# Concierge Services

Concierge services are available to all tenants in Tampa City Center. These services include, but are not limited to:

- A building conference room available for use by tenants of Tampa City Center, and is located in Suite 2870 on the 28th floor. You may book the conference room on first come, first serve basis. The conference room is available at a rate of \$25.00 per use.
- Fun monthly tenant events, including basket drawings, lobby musicians and catered events in the lobby.
- An informative monthly newsletter about all the happenings in and around Tampa City Center.
- Sale of AMC movie discount tickets and stamps.
- Notary service.

The concierge is responsible for scheduling community-enhancing events for our tenants such as, blood drives, book fairs and charity drives. If you require a service that will enhance your business day in any way, please contact our Concierge for assistance.

# Recycling Program

Tampa City Center is committed to helping to sustain our environment and continues to improve and expand on the recycling program the building first implemented in the early 1990's. We now recycle over 75% of all office waste. The recycling program currently allows for all tenants to recycle paper, cardboard, glass, plastic, and aluminum all within your office. In order for your office to most effectively participate in the recycling program, we ask that each tenant appoint a recycling coordinator to disseminate information and updates about the program to all internal employees. We hope that the information outlined below is useful in communicating the details of the program to your coworkers. If you would like to receive the information below electronically, please log onto our website at, [www.tampacitycenter.com](http://www.tampacitycenter.com) or email Nikole Miller the Property Administrator [Nikole.miller@cushwake.com](mailto:Nikole.miller@cushwake.com) and she would be happy to provide this.

The trash can at each individual desk may be used for all dry recyclable items. Dry recyclable items include empty plastic and glass bottles, empty aluminum cans, and most types of paper. Any non-recyclable items and all wet items should be disposed of into a centralized trash can with a liner. These are typically located within break rooms, copy rooms, and in centralized areas for convenience. All trash receptacles located in Conference Rooms and Reception Areas will be lined with a plastic liner so that they can accommodate wet trash.

We also recycle toner cartridges, batteries and all electronics for our tenants. Please contact the management office for more information regarding this program.

# Vendor Rules and Regulations

All contractors and vendors working in Tampa City Center must abide by the following rules. General Contractors are responsible for informing all subcontractors of the rules and regulations herein.

1. For any type of construction work a Notice of Commencement must be signed and pertinent permits obtained.
2. All contractors and vendors are responsible for removal of all trash and debris. A truck must be brought in to remove all waste. The building dumpsters and compactor are not for construction waste or furniture moving boxes and are not to be used.
3. Any contractor and vendor that needs to be on the property or in the building after or before hours, even if they began performing the work during regular office hours, must pre-arrange access to the building with the Management Office.
4. There will not be any loitering allowed in the lobby areas or around occupied tenant space.
5. Smoking is not allowed in the building.
6. Schedule any work that requires access of spaces other than the one you are working in with the Management Office.
7. Notify the Management Office when using chemicals or paints that have a strong odor so special ventilation or after-hours scheduling may be arranged.
8. Notify the Management Office of any activity that may set off smoke detectors such as heavy dust being produced or torch work.
9. Notify the Management Office before performing loud construction activities such as hammering or drilling.
10. Twenty-four (24) hour notice is required for fire alarm testing.
11. Twenty-four (24) hour notice is required before closing ceilings to allow for engineer's mechanical and electrical inspection.

# Loading Dock Rules

The loading dock and freight elevator are available on a first-come basis between the hours of 5:30am through 5:30pm, Monday through Friday for deliveries of less than 45 minutes only. There is a Security Guard on duty in the loading dock weekdays from 5:30am through 5:30pm coordinating dock activities. From 5:30pm through 10:00pm Monday through Friday, the building's cleaning contractor has exclusive use of the freight elevator and loading dock. Therefore, deliveries or contractor requirements expected to last more than thirty minutes must be scheduled with the Management Office between the hours of 10:00pm through 8:00am on weekdays or at any time during the weekend.

For after-hours deliveries a security guard may need to be scheduled to guard the loading dock area (e.g., during a move). If the delivery truck is less than forty-five (45) feet in length, the loading dock door can be closed behind the truck and no guard will be necessary.

<u>Time of Day</u>	<u>Dock Access</u>	<u>Guard Avail?</u>
<u>5:30am-5:30pm M-F</u>	<u>45-minute max, first come basis</u>	<u>Yes</u>
<u>5:30pm-10:00pm, M-F</u>	<u>No Access</u>	<u>No</u>
<u>10:00pm-8:00am, M-F</u>	<u>Scheduled through Mgmt Office</u>	<u>5:30am-8:00am</u>
<u>Weekends</u>	<u>Scheduled through Mgmt Office</u>	<u>No</u>

**Please note:**

Major projects requiring the use of the loading dock and the large freight elevator *should be scheduled as far in advance of the event as possible*. This is to ensure that you have all contractor responsibilities handled, security guard arrangements confirmed and your use of the loading dock and freight elevator confirmed through the Management Office.

# Vendor Insurance Certificate Guidelines

All contractors and vendors are responsible for submitting a Certificate of Insurance prior to using the dock facilities or performing work at Tampa City Center. The certificate must:

- 1) Indicate that insurance coverage is currently in force.
- 2) Meet the minimum insurance requirements established by the ownership of Tampa City Center and be properly worded to indemnify the ownership of the building. If the insurance provider has any questions, please have them call the Management Office at 223-5008.

The insurance coverage and wording requirements are summarized below and relate to the industry-standard Accord Forms evidencing insurance coverage. Every certificate of insurance submitted to our office must contain the following information:

- 1) Issue Date: (Top right of form) The date your Insurance Provider issued this certificate for your firm.
- 2) Producer: Your Insurance Agent or Broker.
- 3) Companies Affording Coverage: A listing of each insurance carrier who is providing the various types of insurance coverage that you carry.
- 4) Insured: Your exact company name and address (the one you use when invoicing our company).
- 5) Description of Operations: You must word this section as follows:

201 North Franklin Tampa, LLC its successors and assigns as well as Cushman & Wakefield of Florida, Inc., are Additional Insured.

# Vendor Insurance (Continued)

6) **Insurance Coverage:** Tampa City Center Manager requires that all contractors have insurance coverage at the contractors expense, in the following minimum amounts:

- 201 North Franklin Tampa, LLC its successors and assigns as well as Cushman & Wakefield of Florida, Inc. are listed as **ADDITIONALLY INSURED**
- **Commercial General Liability – \$2,000,000 Combined Single Limit Including:**
  - Contractual Liability
  - Broad Form Property Damage
  - Explosion, Collapse and Underground Property damage (as necessary)
- **Commercial Automobile Liability – \$2,000,000. Combined Single Limit including:**
  - Owned Vehicles
  - Hired Vehicles
  - Non-Owned Vehicles
- **Worker’s Compensation – as required by applicable law**
- **Employer’s Liability -- \$1,000,000.**
- **Umbrella Liability -- \$5,000,000.**

7) **Certificate Holder:**

Sandra J. Ballestra, General Manager  
One Tampa City Center, Suite 1890  
201 N. Franklin Street  
Tampa, FL 33602

8) **Cancellation:** Thirty- (30) days notice is the minimum notice allowable by our firm.

9) **Authorized Representative:** Certificate must be signed by Underwriter, Agent or your Insurance Company’s Broker.

# Safety Features of the Building



Numerous safety features have been incorporated into the design of Tampa City Center. These features enhance the personal safety of all people working in the building and include the following:

- 1) **Two Stairwell Exits** on each floor for floors 10 through 38 and three stairwell exits on each floor for floors 3 through 9. In the event of an emergency, the stairwells are automatically pressurized with outdoor air to avert smoke intrusion. Stairwell doors will automatically unlock in the event of an alarm. The lever type handle will require pulling, while the knob type will require turning.
- 2) **Smoke Detectors** are strategically placed throughout Tampa City Center. These devices are connected to the building's computer system, which will display the exact location of the alarm at the Security Console on the 2nd floor. This will facilitate rapid emergency crew response to the appropriate floor and the particular location on that floor.
- 3) **Sprinklers** are located throughout the building and will automatically activate in the event that the temperature exceeds 165 degrees Fahrenheit.
- 4) **Emergency Lighting** is provided on all floors and in each stairwell. In the event of power failure, the building's emergency generator will power the emergency lights. There is also a battery-powered lighting system in all stairwells should the emergency generator be disabled.
- 5) **Manual Fire Alarm Pull Stations** are located at each stairwell exit to supplement the numerous smoke detectors located throughout the building. These alarms are activated by pulling the lever. The alarm will sound for the floor where the alarm is pulled, for the two floors above and the floor below. This alarm immediately notifies our alarm monitoring service (ADT) who in turn notifies the City of Tampa Fire Department. The Second Floor Security Console, the Central Fire Alarm Station for Tampa City Center, also immediately receives the alarm. The Fire Department generally arrives within four (4) minutes of receiving an alarm.
- 6) **The P.A. System** throughout the building allows Building Management or Security to verbally coordinate any necessary evacuation and to provide continuously updated information in the event of an emergency.
- 7) **Fire Extinguishers** are located at the entrance to each stairwell exit.

# Safety Warden Responsibilities

Each suite has a minimum of two Safety Wardens who act as liaisons to the Building Management Office and coordinate all safety activities for their respective suites. The primary function of a Safety Warden is to facilitate the safe evacuation of the area of the building under your jurisdiction. You should be prepared to lead an evacuation of your suite and/or floor at a moment's notice. Be sure you know the location of all stairwells on your floor and post a floor plan of your floor in a common area for all employees to see to assist your co-workers in locating the stairwell nearest to their workstation.

In the event of an alarm, please do not attempt to use the elevators as they automatically return to the second floor. Quickly and calmly direct all coworkers to proceed to the nearest stairwell to exit the building. In the event of a preplanned fire drill (for which Safety Wardens will be notified of a few weeks window in advance), it is necessary for tenants to descend the stairs completely and exit the building. The Safety Warden should be the last person to leave the floor after ensuring that everyone else has evacuated safely. Once out of the building, direct everyone to move as far away from the building as possible to the designated gathering area pre-determined by your firm.

An additional duty of the Safety Warden is to register all physically impaired individuals with the Building Management Office. This includes anyone with a condition that would inhibit their descending the stairs (e.g., wheelchair-bound individuals, pregnant women, claustrophobics, etc.). If you have not already done so, please use the form on the following page to register all physically impaired individuals with the Management Office and indicate on the form which stairwell the individual will most likely be evacuated to in the event of an emergency. A copy of the Physically Impaired List is on file at the security console on the second floor of the building. This list will be given to the Fire Department in the event of an emergency so that the fire department personnel can assist them down the stairs. When an alarm sounds, the stairwells are immediately pressurized with outside air and are constructed to withstand fire for two hours with the doors closed. Physically impaired individuals should be directed to enter the stairwell nearest their workstation and wait on the landing with the door closed until a fireman arrives to evacuate them.



# Physically Impaired Individuals

We request that all tenants with physically impaired individuals in their office please send the following information to the Building Management Office at your earliest convenience.

To:	<u>Building Management Office- Property Administrator– Nikole.miller@cushwake.com</u>
From:	<u>(Safety Warden, Tenant Name)</u>
Date:	
RE:	<u>Location of Physically Impaired Individuals</u>

Name Of Individual	Telephone Number	Floor or Suite	Area Of Suite	Due Date (If Applicable)	Nearest Stairwell

- Stairwell #1-NW end of Building towards Jackson Street;
- Stairwell #2-SE end of Building towards Florida Avenue;
- Stairwell #3-South end of Building towards Ft. Brooke (on floors 2 through 9 only).

**Please Note:**

It is very important that we know the location of all physically impaired individuals (including pregnant women). Anyone who would not be able to follow normal evacuation procedures, which would involve walking down several flights of stairs, should be on file with our office. We must have the exact location of where they are during their normal workday, so that in the event of an actual emergency we can promptly locate the individual. We need to know the floor, suite number and what area of the floor/suite they are located on (e.g., northeast corner, south side, etc.). In addition, we ask that you list the approximate due date for any expectant mothers, so that we can take them off the list of people needing assistance during an evacuation after that date.

# Emergency Procedures

In the event of an emergency, always dial 911, then notify the Property Management Office at 813-223-5008. This phone number is answered 24 hours/day either by a member of the Property Management Staff during business hours or by our security staff after-hours.

Should an employee or visitor to your office incur an injury or become ill, it is recommended that you do the following:

1. **Call 911** - Provide the following information to the person answering your call:
  - Building Name and address: Tampa City Center, 201 N. Franklin Street
  - Floor Number and Location on the floor (e.g., Suite Number or geographical direction)
  - Pertinent information about the accident or illness
  - Vital signs - indicate to person answering your call if the victim has a pulse and is breathing, or no pulse and is not breathing
2. **Don't Move The Victim** unless the victim would be exposed to additional hazard.
3. **Call For First-Aid Trained Personnel** from your office or other nearby source.
4. **Call the Property Management Office: 813-223-5008**  
The Management Office will notify Tampa City Center Security who will meet the ambulance and/or paramedic crew and escort them to the victim's location.

# Evacuation Procedures

Should the fire alarm sound, this will indicate the need for an immediate evacuation of the building. Safety Wardens for each suite or floor will direct fellow employees to the nearest stairwell to exit the building. All employees should be familiarized with stairwell locations, evacuation routes and the check-in point.

Standard evacuation procedures are as follows:

1. Upon hearing the alarm, calmly proceed to the nearest stairwell and exit the building, keeping to the right hand side of the stairwell.
2. Proceed towards your check-in point that will be as far away from the building as possible.
3. Safety Wardens will walk their area of responsibility and ensure all employees have vacated.
4. Physically impaired individuals who cannot descend the stairs, should be escorted to the stairwell by the Safety Warden or the Safety Warden's designee. The individual should be instructed to wait just inside the stairwell for Fire Department personnel to evacuate them. The Property Management Office keeps a list of Physically Impaired Individuals at Security to provide to the Fire Department in the event of an emergency. One of the Safety Warden's responsibilities is to provide updated, accurate records of physically impaired individuals.
5. You will not be able to use the elevators as they automatically return to the 2nd floor for use by emergency personnel.

# Severe Weather

Most occurrences of hurricanes, tornadoes and floods are preceded by adequate warning from the U.S. Weather Service. In the event that adequate warning is not provided, the Building Management Office will notify each tenant of the nature of the impending occurrence and the recommended action to be taken.

## Tornado

A “Tornado Watch” means that conditions are right and tornadoes are expected to develop. A “Tornado Warning” means that a tornado has actually been sighted or detected by radar. Tornadoes are not as predictable as hurricanes, and sometimes there is little or no warning. In the case of a tornado warning, the building should not be evacuated.

## Steps to take:

- 1) Remain calm at all times.
- 2) Close all perimeter office doors.
- 3) Move away from windows and gather in the core of the building (central corridors, stairwells and elevator lobbies).
- 4) Report information you may have concerning an emergency or potential emergency to the Building Management Office at 223-5008.
- 5) Remain on your floor away from outer walls and glass windows until directed to resume normal activities.

# Severe Weather (Continued)

## Hurricanes:

The Property Management Office closely tracks hurricanes to determine if they are expected to impact our area. When a hurricane threatens the area, we will adhere to the directives of the Hillsborough County Emergency Management Office for downtown businesses. We will also stay in contact with TECO to determine if they have scheduled any power outages (TECO will manually drop power to downtown in some instances of forecast high storm surge conditions). Unless Emergency Management officials evacuate downtown or a TECO power outage is imminent, the building will remain open for tenants to conduct business. Decisions to close the building are made on a case by case basis.

Should the building come under a mandatory evacuation by Hillsborough County Emergency Management or if you are closing your offices at the threat of an approaching hurricane, prior to leaving the building, the following steps should be taken:

- Power down computer servers prior to leaving; TECO may cut power to the downtown area during hurricane conditions.
- Move computers and other electronic equipment to interior offices and cover with plastic bags to prevent water/moisture damage.
- Close all perimeter office doors to prevent the spread of water damage and to halt airborne debris.
- Open the window blinds completely; if a window breaks and the blinds are down, the blinds become projectiles that may cause further damage.

# Severe Weather (Continued)

The terms that are used to define systems that may develop into hurricanes and the rating system used to indicate the strength of hurricanes are as follows:

**Tropical Disturbance:**

No strong winds, simply an area of shower and thunderstorms. These are common throughout the tropics.

**Tropical Depression:**

Counterclockwise rotation of air at speeds of 38 miles per hour or less, with a clearly defined low pressure emerging.

**Tropical Storm:**

A low pressure system with wind speed of 38 – 73 miles per hour. The storm is given a name.

**Hurricane:**

Intense low pressure with winds rotating about the center in a counterclockwise direction at speeds of 74 miles per hour or more.

**Hurricane Scale:**

<u>Category</u>	<u>Wind</u>
I	74-94 mph
II	96-110 mph
III	111-130 mph
IV	131-155 mph
V	155 mph+

Property Management will remain in contact with you as we monitor a storm. Instructions will be communicated as they are received from Hillsborough County Emergency Management.

# Fire Procedures

During working and non-working hours, upon discovery of a fire, take the following steps:

1. Pull the closest fire alarm pull station on your floor.
2. Call 911 relaying the following information: Exact location of the fire, identify what is burning, the severity or size of the fire, your name, phone number, and location.
3. Call the Property Management Office at 813-223-5008.
4. Notify the Safety Wardens for your floor or suite.
5. Close any doors around the fire to seal it off and confine it.
6. Alert other persons nearby who may be in danger.
7. Extinguish the fire with the appropriate fire extinguisher if possible, but only if the other steps have been taken.
8. Evacuate through the nearest stairwell.

If you think you smell smoke or something burning, perform actions 3 and 4 above to allow Property Management to inspect the area and determine if a fire exists.

# Fire Alarm Procedures

1. Proceed by the most direct route to the nearest stairwell exit. Your Tenant Safety Warden will assist you in this. See attached floor diagrams.
2. Do not use the elevators - they automatically return to the second floor lobby for the use of emergency crews. Smoke doors will close during a fire or a fire drill to guide you to the stairwells.
3. Before opening any door, feel the door with the back of your hand. If door is hot, do not open it. Proceed to another stairwell exit. If the door is cool, open the door carefully to avoid striking other stairwell occupants.
4. To avoid smoke, stay low to the floor and cover your mouth and nose with a handkerchief or cloth. Take short breaths and crawl to the nearest exit.
5. Before entering exit stairwells, remove footwear, which might restrict your ability to safely navigate the stairs.
6. Walk down the stairs in a safe and orderly manner, enter the stairwell keeping initially to the right, then merging to the left with other stairwell occupants. This will allow for each floor's occupants to enter the stairwell without restricting the flow of other evacuees. Do not block the stairwell exit or the stairwell for any reason, please be sure to move to the right to allow emergency personnel to pass freely in the stairwell.
7. When you reach the ground floor, immediately exit the building and move calmly away from the building; move as far away from the building as possible to the designated check-in point the your firm has established.
8. Physically Impaired coworkers should be directed to the nearest safe stairwell exit by the suite/floor Safety Warden to await the arrival of the Fire Department. Physically impaired evacuees should be the last persons on the floor to enter the stairwells. They should remain in the stairwell landing to the far right in the company of a Safety Warden until emergency crews arrive to fully evacuate them. The stairwells are pressurized with outside air to facilitate occupant safety, therefore, the door to the stairwell **MUST** be closed once everyone as evacuated the floor.



# Bomb Threat Guidelines

Bomb threats are usually made by telephone by an anonymous caller. All bomb threats must be taken seriously. If the caller gives a specific location of the bomb, the call should be considered extremely serious. The attached bomb threat checklist should be provided to those who handle your company's phones.

## All personnel must be familiar with the following procedures:

- Remain calm; speak slowly and clearly.
- Keep the caller talking for as long as possible. Do not allow the caller an opportunity to terminate the call - do not put the caller on hold or transfer the call. Attempt to get as much information as possible.
- Call the Police Department (#911) and the Building Management Office (813-223-5008). Property Management will notify surrounding tenants of the threat.
- To reduce the risk of panic, do not discuss the bomb threat with anyone other than the Police and Management Office personnel. The Building Management Office will provide appropriate instructions to the building occupants as directed by City authorities.

## Evacuation:

Occupants are encouraged not to leave their offices except under instruction of the Police Department or Fire Department. However, it is not a requirement that occupants remain in their offices, it is a discretionary decision of each Tenant. In the event that authorities require evacuation, use the stairwell exits as prescribed for evacuations and take handbags and briefcases with you to render the search of the building more effective. Move as far away from the building as possible to your firm's designated check-in point. Do not return to the building until the Police Department and/or Building Management has given the all-clear.

## Searching:

It will be the responsibility of each tenant to decide if and when employees are to search the tenant areas for anything out of place, which might be a bomb. Employees familiar with each subject work area should search, as they are most likely to notice something out of place. Building Engineers or Security personnel will assist in opening locked mechanical room doors for the purpose of searching those areas.

# Bomb Threat Checklist

<b>Time of Call:</b>	<b>Date of Call:</b>
<b>Who are you?</b>	<b>When will it go off?</b>
<b>What does it look like?</b>	<b>Where is it located?</b>
<b>What kind of bomb is it?</b>	<b>What will make it explode?</b>
<b>Did you place the bomb?</b>	<b>Why?</b>
<b>Where are you calling from?</b>	<b>What is your name and address?</b>

**Circle all of the following traits of the caller that apply:**

<b>Sex</b>	<b>Speech</b>	<b>Language</b>	<b>Manner</b>	<b>Voice</b>	<b>Background Noises</b>
<b>Male</b>	<b>Slow</b>	<b>Obscene</b>	<b>Calm or Angry</b>	<b>Loud</b>	<b>Factory</b>
<b>Female</b>	<b>Distinct</b>	<b>Coarse</b>	<b>Rational or Irrational</b>	<b>Soft</b>	<b>Road Traffic</b>
	<b>Slurred</b>	<b>Normal</b>	<b>Coherent or Incoherent</b>	<b>Rough</b>	<b>Office</b>
<b>Age</b>	<b>Stutter</b>	<b>Educated</b>	<b>Deliberate</b>	<b>Educated</b>	<b>Party Atmosphere</b>
<b>Juvenile</b>	<b>Accent</b>		<b>Hysterical</b>	<b>High Pitched</b>	<b>Quiet</b>
<b>Adult</b>			<b>Aggrieved</b>	<b>Deep</b>	<b>Voices</b>
			<b>Humorous</b>	<b>Disguised</b>	<b>Other</b>
			<b>Drunken</b>		

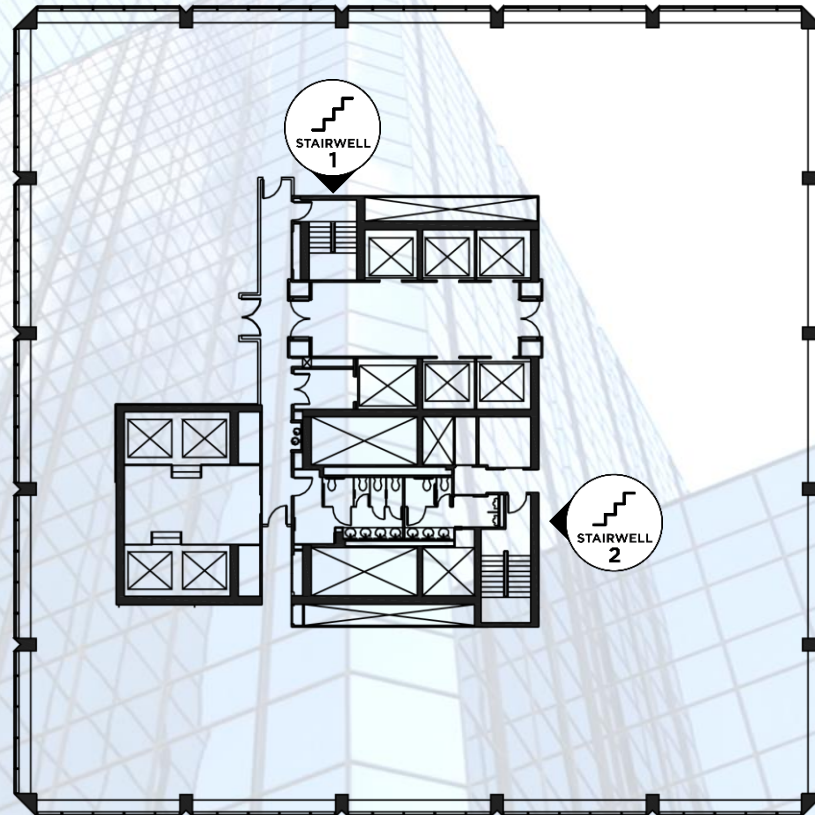
# Floor Plans (3-9)



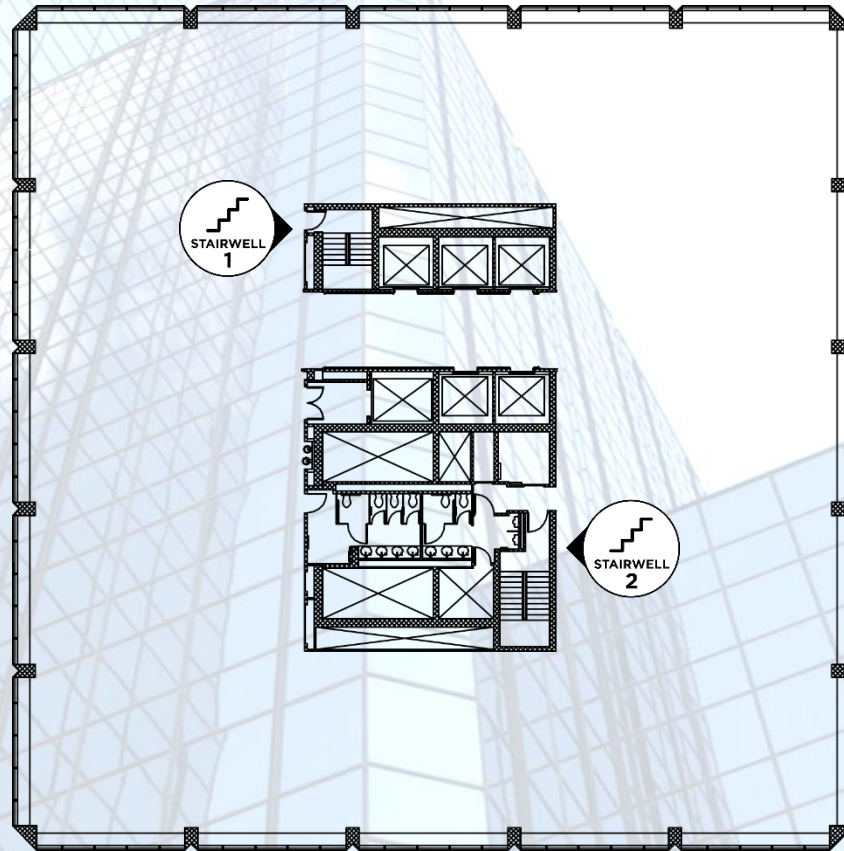
# Floor Plans (10-17)



# Floor Plans (18-19)



# Floor Plans (20-28)



# Floor Plans (29-38)

