



The Freeport-McMoRan Building

EMERGENCY PROCEDURES

PART IV of the MANUAL FOR LEASEHOLDERS

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1615 POYDRAS STREET
The Freeport-McMoRan Building

EMERGENCY PROCEDURES

A. PREPARING YOUR EMERGENCY PLAN

Tenant Participation:

Below are guidelines to help Tenants form an Emergency Plan for their office. Each Tenant must determine how to adjust their plan based on the size and make-up of their company.

Tenants should assign Fire Wardens to assist in carrying out evacuation procedures.

Fire Wardens and Deputy Fire Wardens:

Each Tenant should appoint a Fire Warden and Deputy Fire Warden for every 7,500 square feet of space, but no less than two (2) per suite. Searchers (one male and one female) should be assigned for each Tenant. Full-floor and multi-floor tenants will require multiple Fire Wardens and Deputy Fire Wardens.

A Fire Warden should be someone who is reliable, respected by the other employees within your firm, and capable of providing calm, strong leadership in the event of a fire or other emergency. The people chosen should be individuals who rarely travel and who are familiar with names and faces of all employees in your office. An Office Manager or Personnel Manager, or both depending on the size of your firm, would probably be good candidates for Fire Warden. The Fire Warden would be responsible for the development and implementation of your Fire Safety Program and coordinate your program with the Property Management Office. This program would include the development of evacuation plans, training of employees in emergency response procedures, and practice of emergency procedures.

The Fire Warden is responsible for coordinating the evacuation of your space depending on the severity of the situation and the availability of other safety personnel.

Responsibilities of Fire Wardens:

1. To become completely familiar with the floor arrangement, the number of occupants in their space, and the location of floor exits. A Floor Plan of your office is available upon request from the Property Management Office.
2. To divide their space population into groups and formulate the traffic pattern to be followed to evacuate by emergency stairwell exits.
3. Daily, throughout occupancy of the floor, examine and determine that all fire doors to stairs are maintained in the closed position and that no doors are obstructed or inoperable.
4. Maintain an up-to-date listing of all personnel with physical disabilities who cannot use

stairs unaided. Make arrangements to have these occupants assisted when evacuation is directed. This list must be on record with the Property Management Office.

5. Prepare a chart designating assignment of Fire Wardens, Deputy Fire Warden(s), Searchers and evacuation instructions. Post the chart in a conspicuous place in each office. Provide for substitutes when necessary.
6. Attend training and emergency procedure meetings conducted by Building Management.
7. Fire Wardens are to arrange for Area Searchers. Organization of the search will be the discretion of the respective Fire Warden, but should include all ladies' and men's rooms as well as the store and supply rooms, file and locker rooms and general working area. The purpose of this search is to assure that no object and/or package of an unrelated or unknown nature is on the floor. This also includes the loitering of unauthorized personnel. During the search, if any of the above are found, they are to be reported immediately to the Property Management Office, or call 911 if the situation is an emergency. If 911 is called, alert the Property Management Office immediately.
8. New employees are to be made aware of the emergency safety program and given the necessary instructions as to any duties they are to perform during an emergency.
9. During an evacuation, take action to prevent panic among employees by directly communicating with them frequently, assuring them of their safety and to keep calm and wait for instructions.
10. Insure that all persons in the space are notified of fire and all are evacuated to safe areas. A search must be conducted in all lavatories, core offices, conference rooms etc. to assure that all are out.

Responsibilities of Deputy Fire Wardens

A Deputy Fire Warden shall oversee the safe evacuation of all personnel from their assigned area. In case of evacuation due to fire, they should see that all doors are closed so as to restrict the spread of heat, fire and smoke. The Deputy Fire Warden would take on the Fire Warden's responsibilities in their absence.

Responsibilities of Searchers:

Searchers are responsible for exploring restrooms to verify all individuals have left.

Evacuation:

In the case of a building evacuation, the following policies will be in effect:

1. Evacuate the premises as directed.
2. Take personal belongings with you. You will not be allowed back into the space until the Fire Department or Property Management say it is safe to re-enter.
3. If, during a fire emergency, you find an exit stairway is blocked off due to smoke or other conditions of the lower levels, you should go to the other stairway on the floor.

4. A list of persons needing assistance must be on record with the Property Management Office. Special needs personnel are to advise their Fire Wardens of their conditions in advance. If their intention is to await rescue (in the emergency exit stairwell or freight elevator vestibule) Property Management should be notified. The Management Office will keep an updated list of persons requiring assistance for use by the City Fire Department.

Persons waiting in the stairwell should make certain that the stairwell door is securely closed while they wait for assistance.
5. No attempt should be made to use the fire hoses unless you have had previous experience with these hoses.
6. The last person leaving any enclosed area should close the office door. This will help to confine any fire until the arrival of the Fire Department.
7. DO NOT USE ELEVATORS. They are put on manual control, as they are needed for Firemen and others with emergency duties.
8. Walk quickly, but do not run.
9. Keep to the right in halls and in stairs in single file.
10. Hold handrail when going down the stairs.
11. Merge alternately when two lines meet at various floor landings to keep all lines moving.
12. Do not turn back at any time for any reason.
13. Adhere strictly to no smoking rule.
14. Keep conversation to a minimum.
15. Refrain from carrying food or drinks in the stairway.
16. Cross the lobby and go outside. Move away from the building in an orderly fashion.
17. Remain there until your Fire Warden or other authorized building personnel advises that it is safe to return to the premises.
18. Do not move an automobile or try to drive an automobile out of the lot during an emergency. Such traffic could interfere with access for emergency vehicles.

It is up to each Tenant to instruct their personnel in regard to stairwells and procedures for orderly evacuation. In cases where a building Tenant has an area opened to the general public, they should arrange for one member of the employee staff to be responsible for assisting the public in evacuating the public area. Traffic control in the stairwell and lobby will be the responsibility of each Fire Warden and Deputy Fire Wardens.

If Evacuation is not possible:

If evacuation of an area is not possible because fire or thick smoke blocks all escape routes, the following procedures should be observed.

1. Move as far away from the fire as possible. Close all doors as you go. Every closed door between you and the fire provides a barrier against smoke.
2. If a phone is accessible, call the Fire Department (911). If you are unable to reach the Fire Department, then contact the Courtesy Guard on the first floor (636-3610) with your precise location.
3. Stuff clothing or other material around ventilation ducts and cracks in the doors to prevent smoke-filled air from penetrating the area.
4. DO NOT BREAK THE GLASS. Under certain conditions, an open window may draw smoke into the area. If the glass has been broken, there will be no way to stop the smoke from entering the room.

RECOMMENDED FIRE SAFETY FEATURE FOR TENANT SPACES

Tenants should make arrangements with Property Management to protect areas such as computer rooms, mailrooms, and duplicating and storage areas with fire-rated enclosures and fire extinguishers. If the size or value density of these areas is large, smoke detectors or automatic extinguishing systems should be considered. Call the Property Management Office (636-3600) if you need any assistance in arranging the purchase of any of the above equipment.

Tenants should take steps to safeguard their business from the effects of a fire in the Building by protecting vital documents and company records. Off-site storage duplicate records or fire-resistance storage areas can do this. The specific method of protection will depend on the size and nature of the material involved.

B. PROCEDURES FOR FIRE ALARMS

When to Evacuate:

Do not assume an Alarm is a drill. Fire **DRILLS** will always be announced several days in advance. If you have not received a memo in advance providing the date and exact time of the Drill, then an alarm is to be considered a real threat to your safety.

When the emergency system detects a possible fire, both audible and visual alarms will be activated:

STROBES, AUDIBLE HORNS & AUTOMATED EVACUATION MESSAGE: ALWAYS leave the building if you see strobes and hear the alarm horns and the announcement – it means the emergency is near you.

The strobes, horns and announcement will activate on a 3 (three) floor sequence:

- on the floor of the incident,
- on the floor immediately above, and
- on the floor immediately below

ALWAYS exit the building if both **audible and visual alarms are activated on your floor** – there should be no questions. DO NOT CALL ANYONE for directions. Leave the building by the nearest stairwell.

Hearing-impaired persons observing flashing strobes should look to see how other persons are responding and ask for assistance. If there are no other persons present, consider it a real threat and evacuate the building.

When any alarm is activated, the Property Management Office dispatches a building engineer to the floor where the alarm originated. It may take several minutes to determine if it is a false alarm or not.

Please do not call the Property Management Office or the Security Desk when an alarm is activated – instead, follow the above procedures.

As soon as an alarm is activated Property Management is in constant communication with site staff, as well as the Fire Dept. and the Security Monitoring Station. In order to resolve the situation as quickly as possible, it is important that our phone lines stay free. If in doubt, remember that the Property Management regards all alarms as a serious threat until it can be proven otherwise. As soon as it is determined that the situation is safe, you will hear an “ALL CLEAR” message on the intercom and will be told to return to your offices.

Persons Needing Emergency Assistance:

Any persons who have a medical condition which requires assistance exiting the building, must be reported (in writing) to the Property Management Office. It is the responsibility of each Tenant to keep the Property Management Office informed with an updated list of such persons. The Tenant Fact Sheet is available from the Property Management Office.

The Property Management Office will advise the Fire Department of persons needing assistance. Each person needing assistance should have someone who will assist the individual to the nearest stairwell and wait to receive aid from Fire Department personnel. Once the Fire Department arrives on site, they have control of the elevators and will be given the list of persons needing emergency assistance.

C. FIRE

In case you see a fire and the building fire alarm system has not yet been activated:

During Working Hours

1. Close the doors to affected area and shout a warning to anyone still in the area to make them aware of the danger and evacuate to an area of safety.

2. Call the Fire Department at "911", and give them the following information:
 - Address of the building
 - Fire floor and area of building
 - What is burning?
 - How large is the fire?
 - Has evacuation taken place?
 - Are there injuries?
 - Listen for their instructions
3. Call the Property Management Office at 636-3600 and repeat the above information. If after hours, call the security desk (636-3610) OR exit the building immediately and notify the Security Guard on your way out.
4. Do not go back into the building, or fire area for any reason, until notified. Do not try to extinguish the fire yourself.
5. Fire Escape Exits - There are two (2) fire escape stairwells within 1615 Poydras. The stairwells are located on the back side of the building (Perdido Street side). The doors are marked with exit signs. Always go down the stairs. Both stairwells will lead you out to the first floor.

During Non - Working Hours

1. Close the doors to affected area and shout a warning to anyone still in the area to make them aware of the danger and evacuate to an area of safety.
2. Call the Fire Department at "911", and give them the following information:
 - Address of the building
 - Fire floor and area of building
 - What is burning?
 - How large is the fire?
 - Has evacuation taken place?
 - Are there injuries?
 - Listen for their instructions.
3. As you depart the building, advise the Security Desk of the situation.
4. When the Fire Department arrives, advise as to the facts and what action has been taken and follow their instructions until the emergency is over.
5. Fire Escape Exits - There are two (2) fire escape stairwells within 1615 Poydras. The stairwells are located on the back side of the building (Perdido Street side). The doors are marked with exit signs. Always go down the stairs. Both stairwells will lead you out to the first floor.

D. BOMB THREATS

In most cases, bomb threats will be received directly by the Tenant. When such is the case, the Tenant must call the Property Management Office to initiate the supporting and coordinating

functions it can provide. Each threat, until proven otherwise, will be considered real and a life threatening situation.

In case a bomb threat is made to your office:

1. Try to get as much information as possible. Attempt to keep the caller on the phone and talking. He/She should be reminded that the building is occupied and that death or serious injury may result to innocent people. Arrange for a signal that will indicate to a supervisor that a bomb threat is being received.
2. Specifically, a bomb threat checklist should be utilized to determine:
 - The exact message and wording of the call.
 - What time is the bomb going to explode?
 - Where is the bomb?
 - What kind of bomb is it?
 - What does it look like?
 - Why was the bomb placed?
 - Male/female voice?
 - General tone of voice - young/old
 - Does the caller have an accent?
 - Background music/or other noise?
3. Refrain from using cell phones or portable radios within 1,000 feet of a suspected explosive device. The radio frequency emitted could be enough to detonate an explosive device should one be present.
4. Notify your company supervisor. A recommended procedure follows:
 - Evaluate the threat based upon the information received.
 - Call "911" giving them all information received from the caller.
 - Consider evacuation of the premises if consistent with your company procedures.
 - Notify the Property Management Office at 636-3600 or Security Desk at 636-3610 giving them the same information.
5. Although unlikely, if a bomb threat is received against a Tenant by the Property Management Office, the Management Office will notify the threatened Tenant and call 911.

To Search or Not to Search Your Company Office:

If your company has received a bomb threat, the decision to stay in a building or in an area that has received a bomb threat is a personal one and you must make the decision to stay or go. Management, or the Civil Authorities may not advise you, or your company, to leave the building, or return. Your decision to stay and search for a bomb is a personal one and nothing in the preceding or following paragraphs is to be construed as a permit for heroism, guarantee of safety, instructions to do, or procedure to follow.

1. DO NOT touch anything unnecessarily. Many times, a bomb will be "booby trapped"

to prevent tampering. The booby trap device could be a common mercury switch, or an automobile door switch placed on the bottom of the container. Even a slight movement will detonate a device protected in this manner.

2. Of suspect would be a package or object that is not ordinarily located in the area being searched. (i.e. a strange briefcase in a strange place, a box just delivered, a lunchbag left in an abandoned office). The object of this search will not necessarily "look like a bomb". If a suspicious looking object is found - DO NOT TOUCH, JUST REPORT! Immediately notify the management office and law officers if they have arrived on the scene.
3. Evacuate the area and let trained personnel (Police, bomb squad, etc.) take over.
4. If a bomb is not located, the Floor Warden should make a report to that effect to the Property Management Office.

When No Further Hazard Exists:

If a bomb is not discovered and police or fire department officials at the scene have determined that no further hazard exists, personnel may then re-enter the building and/or premises at their own discretion and risk.

E. CIVIL DISTURBANCES

In case of Civil Disturbance:

Civil disturbances may take many forms including demonstrations ranging from non-violent picketing, to active rioting, destruction of property and/or possible loss of life or personal injury. Demonstrations may be conducted on public streets adjacent to private property, on private property in the vicinity of a commercial office building, or in any combination of the above.

1. Upon receiving notification that a civil disturbance threatens the building, contact the Property Management Office at 636-3600 and give the following information:
 - a. Exact LOCATION of the Demonstrators
 - b. Approximate NUMBER of Demonstrators
 - c. Demonstrator's current ACTIVITY
 - d. Your Name and Time
2. Notify your employees and visitors about the civil disturbance.
 - a. Avoid any involvement in the disturbance.
 - b. Contact your Deputy Fire Wardens and assign specific emergency duties.
 - 1) Give them pertinent facts about the Civil Disturbance.

- 2) Assign them to execute the following emergency procedures for the safety and protection of your personnel and company assets:
 - Lock all the doors except the main entrance door.
 - Be prepared to lock the main door if it becomes necessary.
 - Lock all equipment rooms, desks, file cabinets, and safes, vaults, and data files.
 - Begin downloading computers and prepare for the equivalent of a power outage.
 - Notify all employees and visitors about the Civil Disturbance and warn them to avoid personal contact with the Demonstrators. Do not make any comments or statements agreeing or disagreeing with their position.
 - Avoid leaving the building office, unless there is no danger that employees will be harmed by the demonstrators.
 - Advise employees against walking through lobby areas while demonstrators present a threat.

- c. If you are advised by the Property Manager (or their representative) or if you determine, that the demonstrators have invaded the Building (and they are on your floor):
 - 1) Immediately contact the Property Manager, your Deputy Fire Wardens, employees, and visitors:
 - Advise them of this change in status of the emergency.

 - 2) Assign your Deputy Fire Wardens to execute the following (additional) emergency procedures for the safety and protection of your personnel and company assets.
 - Tell them to lock your main entrance door.
Note: Tell them to have a responsible employee stand by the entrance door with a key to allow only authorized personnel to enter and/or leave
 - Tell them to lock all "sensitive areas", as appropriate.
 - Tell them that if the Demonstrators invade your floor(s) and office(s), your employees should make notes of all rooms and/or areas "invaded" by the Demonstrators to facilitate a later search for suspicious items.

- d. When the Demonstrators leave, or are removed by the Police and the Civil Disturbance is no longer threatening the building:

- 1) If the Demonstrators invaded your floor(s) and office(s):
 - Immediately contact the Property Management Office and give them a list of your floor(s) and office(s) that were "invaded".
 - Tell your Deputy Fire Wardens to initiate a quick search of your "invaded" floor(s) and office(s) for any items that are "unusual" or "foreign" to the normal environment.

IMPORTANT: Warn your employees to be alert for "unattended" and "suspicious" items that were carried by the Demonstrators, e.g. clothing, knapsacks, bags, etc. Also, warn them not to touch, move, jar, disturb, or cover any "suspicious" items that are found. Tell them to advise you immediately, when they finish their search, whether or not they find any "suspicious" items so you can immediately relay the information to Building Management.

F. MEDICAL EMERGENCY

Upon receiving notification of a Medical Emergency during normal working hours:

1. FIRST call 9-1-1. Give them the nature of the emergency, building address (1615 Poydras Street, South Robertson cross street), your company name and suite number.
2. Then IMMEDIATELY call the Property Management Office at 636-3600. This should be done by someone other than the person making the 9-1-1 call. This will help to speed notification and to allow the other person to remain on the line with the emergency dispatcher, if necessary.
3. The Property Management Office will notify Security. Security will put the freight elevator on manual operation to accommodate a stretcher. Security will recruit the assistance of other building personnel to wait at the front entrance and the tenant's floor. They will wait for arrival of emergency personnel and assist them in accessing the building and escort them to the ill person.
4. If a private physician has been called, please advise Property Management so the doctor can be escorted to your office.
5. Have someone from your staff stand by the elevators on your floor to meet Building Personnel and the Medical Team to guide them to the ill person.
6. No one should attempt to move the person unless they have had proper training.

Following the conclusion of the "Medical Emergency":

1. Consult with persons involved and security and determine if they encountered any special problems or incidents during the performance of the emergency duties.
2. Assist our security guards in the preparation of a written report of your efforts and actions in response to the emergency, what happened, who was involved, and if a potential danger still exists.

Employees experiencing a Medical Emergency outside of normal working hours:

1. If an employee is working alone after hours and is experiencing a medical emergency, they should either call 911, and alert Building Security (636-3610).
2. Building Security will meet the emergency response team and direct them to the person.

G. POWER FAILURES

In case of Power Failure:

1. Don't panic, you are in no immediate danger. The Building is equipped with emergency battery powered back-up lighting systems to facilitate evacuation if necessary.
2. Phone systems will probably not be working and it will be difficult to inform everyone quickly how long the power will be off.
3. The following procedure should be followed:
 - a. Sit quietly for a few minutes to allow the confusion to settle, reduce injuries, and allow your eyes to adjust to the lower light levels. Determine from co-workers if the problem is limited to your immediate work area or office.
 - b. Turn off terminals, machinery, or other office equipment to prevent damage of low/high voltage startup, or single phasing.
 - c. Allow time for an announcement to be made over the building intercom system to determine your next move based on Property Management information.

H. ELEVATOR EMERGENCY/ENTRAPMENTS

Elevators are one of the safest modes of transportation. This building has OTIS Elevonic equipment, which is constantly updated and maintained. However, in case of emergencies, we want to remind you of Emergency Procedures.

There are emergency ADA phones installed in each elevator. If you're in the elevator cab facing the doors, it is located on the right of the doors below the button panel. There is a sign that says: Open Door - Push Button for Emergency Operator. When you open the door you will also see the number of the Elevator Cab you are in.

In the event that you are riding in an elevator and it should malfunction, please use the following procedures as a guideline:

1. Press the Emergency button. Calls are answered 24 hours a day, 7 days a week, by the OTIS Emergency Operator.
2. Identify yourself (give your name & company you work for in the 1615 Poydras building)
3. Supply the elevator number (located on the inside of the emergency

cabinet)

4. Give any available or pertinent information to the Emergency Operator such as: number of occupants, status of occupants, location of elevator, what the elevator did prior to stopping.
5. Remain calm and stay in contact with the Emergency Operator
6. The Emergency Operator will ask several questions so that the information can be relayed to the technicians.
7. Here is what will happen:
 - a. OTIS Emergency Operator will immediately dispatch a technician to our location.
 - b. OTIS Emergency Operator will then notify 1615 Poydras Security Officers.
 - c. Security will immediately alert on-site Engineers & contact Property Management, who will attempt to contact elevator cab occupants from a nearby floor.
 - d. Once the OTIS technician arrives on the property, they will identify the problem and render immediate assistance.
 - e. At any time, you can push the button to remain in contact with the OTIS Emergency Operator. Alert the Operator if any passengers are feeling anxious or need medical attention so that the proper emergency responders can be called.

Elevator entrapments are fairly infrequent, but they can happen. Property Management takes these incidents very seriously and will respond immediately to ensure the shortest possible entrapment time.

I. TORNADO WARNING

If a tornado "watch" is issued for the area, it means that a tornado is "possible." If a tornado "warning" is issued, it means that a tornado has actually been spotted, or is strongly indicated on radar, and to remain alert and vigilant. Be prepared to move to a safe shelter, if necessary. Should a severe storm or tornado occur, the following safety guidelines are recommended:

1. Move away from the exterior of the building to a corridor or interior rooms.
2. Stay away from glass walls and windows, no matter how small.
3. Close all doors behind you to prevent being hit by flying debris.
4. Central stairwells are also safe for shelter. If crowded, move down to a lower level.
5. Do not go to the first floor lobby or outside the building.

6. Do not use the elevators.
7. Keep your radio or television tuned to a local station for information.
8. If you are trapped in an exterior office, seek protection under a desk.
9. As with all emergencies, it is important that you remain calm and respond quickly.

Once the weather has subsided, report any damage or storm-related leaks to the Property Management office (636-3600).

J. HURRICANE

1. For each hurricane, the procedures are customized as necessary to accommodate the timeline of the storm landfall. The Property Management Office will inform all Tenants of the impending danger of the hurricane. The Property Management Office will send detailed procedures to the tenants as the situation progresses.
2. In the case of evacuation, Property Management has a 1-800 Emergency number to reach Property Management. Greeting messages will indicate the current status of the building. The Emergency number is 1-888-581-1858. Tenants may also get current status bulletins from our website, Facebook page or Twitter Page.
3. 1615 Poydras is not to be considered a safe haven for any tenant. Should the City issue any form of evacuation recommendation, this building will close immediately and no tenant will be allowed to remain.
4. Should the City issue ANY form of an evacuation notice, we will officially close the building. In addition, Management may call for the evacuation and closure of the building at any time that it deems necessary to properly secure the building and safely evacuate in advance of a storm. We will provide as much notice as possible, however, all tenants should be prepared to shut down and remove vital files and equipment well in advance of any formal notification.
5. It is imperative that each Tenant have a Business Continuity Plan (BCP). Your BCP should include the evacuation of all essential data and files necessary to conduct your business off site. In the case of evacuation, Tenants should be prepared to conduct their business from an area outside of this office building.
6. The building will re-open as soon as safe conditions exist and building management is able to return to the building, in accordance with city curfews. Once management has been able to re-establish engineering and security, and certify that the building systems are operational and the premises are safe for occupancy, tenants will be allowed back into the building.
7. Depending on the situation, individuals and companies wanting to access the premises may be required to sign a Waiver of Liability prior to being granted access.