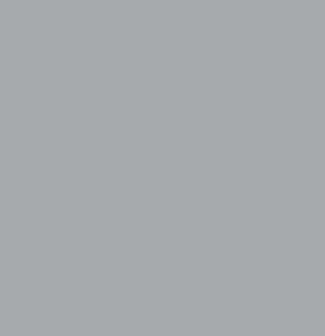


*Welcome to*

**BECOPark**  
AT WASHINGTON  
BUSINESS PARK

**BECOPark**  
AT FORBES CENTER

A CUSTOMER GUIDE



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## TABLE OF CONTENTS

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■	PARK INFORMATION .....	3
	BECO Park at Forbes Center Location.....	3
	BECO Park at Washington Business Park Location.....	4
	Maintenance and Service Requests .....	5
	After Hours Service Requests.....	5
	Heating and Air Conditioning .....	5
	Security Access, Key Cards & Keys.....	6
	Janitorial Services .....	6
	Window Cleaning.....	6
	Customer Function Guidelines .....	7
	Lost & Found .....	7
	Lock Out Policy.....	7
	Payments.....	8
	Certificate of Liability Insurance .....	9
	Notifications .....	9
	Elevators .....	9
	Solicitation.....	10
	Telecommunications .....	10
	MOVING & DELIVERY INFORMATION .....	11
■	Selecting A Moving Company.....	11
	Move-In Procedures .....	11
	Signs, Lettering, & Notices .....	11
	CUSTOMER CONSTRUCTION .....	12
■	Customer Construction.....	12
	Written Approval Process for Outside Construction.....	12
	Customer Responsibilities During Outside Construction.....	12
	BECO AMENITIES & SPECIAL EVENTS.....	13
■	BECO Amenities .....	13
	EMERGENCY PHONE NUMBERS .....	14
■	Emergency Phone Numbers .....	14

■	<b>EMERGENCY PROCEDURES .....</b>	<b>15</b>
	Disclaimer.....	15
	Emergency Call Sheet.....	16
	Recommended Customer Emergency Supply List .....	17
	Fire/Life Safety Plan .....	18
	Fire Emergency Procedures.....	18
	Fire Prevention Tips .....	18
	Evacuation Procedures.....	19
	The Building Emergency Team.....	21
	Duties of the Safety Director .....	21
	Duties of the Assistant Safety Director .....	22
	Duties of the Building On-Site Personnel.....	22
	Duties of the Safety Monitors.....	22
	Safety Planning Responsibilities .....	23
	During an Alert.....	24
	Bomb Threats.....	25
	Sheltering in Place.....	27
	Biological Agents (i.e. anthrax, ricin).....	28
	Natural Disasters.....	30
	Medical Emergencies.....	32
	Riot/Civil Disturbance Situation.....	32
	Workplace Violence/Hostage Situations .....	32
	Personal Safety Precautions.....	33
	Resources .....	35
■	<b>FORMS .....</b>	<b>36</b>
	Impaired Employee List .....	37
	Safety Monitor Roster .....	38
	Bomb Threat Checklist .....	39
	Evacuation Drill Review.....	40
	Customer Information Form.....	41
	Elevator Reservation Request .....	42
	Notifications Signup Form .....	43
	Short Term Parking Request Form .....	44
	Access Card Administration .....	45
	Customer Signage Form.....	46

## PARK INFORMATION

### BECO PARK AT FORBES CENTER LOCATION

BECO Park at Forbes Center is located at 4425 Forbes Boulevard and lies in a loosely defined triangle formed by Forbes Boulevard, Martin Luther King Jr. Highway and Lottsford Vista Road in Prince George's County. BECO Park at Forbes Center is easily accessible from the Capital Beltway and MD Route 50.

BECO Park includes the following buildings:

BLDG. NO.	ADDRESS	BLDG. NO.	ADDRESS
11	4611 Assembly Drive	19	4473-4491 Forbes Boulevard
12	10101-10123 Senate Drive	21	4501 Forbes Boulevard
13	4601 Presidents Drive	22	4351-4395 Nicole Drive
14	4301-4303 Forbes Boulevard	23	4401-4445 Nicole Drive
15	4315-4325 Forbes Boulevard	24	4451-4485 Nicole Drive
16	4401-4411 Forbes Boulevard	26	4451 Parliament Place
17	4421-4429 Forbes Boulevard	39	4260-4296 Forbes Boulevard
18	4451-4461 Forbes Boulevard		





**BECO PARK AT WASHINGTON  
BUSINESS PARK LOCATION**

BECO Park at Washington Business Park is located along Forbes Boulevard just off of Martin Luther King, Jr. Highway in Prince George’s County. Washington Business Park is easily accessible from the Capital Beltway and Maryland Route 50.

Washington Business Park includes the following buildings:

BLDG. NO.	ADDRESS	BLDG. NO.	ADDRESS
28	4816-4881 Walden Lane	33	5200 Philadelphia Way
29	4601 Forbes Boulevard	34	9701 Philadelphia Court
30	4640 Forbes Boulevard	35	5001 Forbes Boulevard
31	4850 Forbes Boulevard	36	9901 Business Parkway
32	5000 Philadelphia Way		



The headquarters of BECO Management, Inc. (BECO) is located on the second floor of the BECO Building West, 5410 Edson Lane, Suite 200, Rockville, MD 20852.

## MAINTENANCE AND SERVICE REQUESTS

BECO Park has a staff of engineers who routinely deal with the maintenance and operation of the Park's mechanical, electrical and plumbing systems. Service requests can be made 24 hours a day via your property web page ([becopark.com/service](http://becopark.com/service)) or ([mybeco.com](http://mybeco.com)) or by calling 800-967-BECO. All service requests will be logged and directed to your engineer who will respond to your needs.

## AFTER HOURS SERVICE REQUESTS

After hours service requests can be made 24 hours a day via [mybeco.com](http://mybeco.com).

In case of an after-hours emergency you can also call our answering service who will contact "on-call" personnel as appropriate to respond to your needs. Please call (800) 967-BECO and follow the recorded instructions.

## HEATING AND AIR CONDITIONING

In full service buildings heating and air conditioning are provided in season, Monday through Friday from 8:00 a.m. to 6:00 p.m. Heating and air conditioning are not provided on observed holidays. A customer may arrange to have heating or air conditioning provided on holidays, weekends or after normal hours of operation by placing a service request at [mybeco.com](http://mybeco.com) twenty-four (24) hours prior to the requested service. Services are billed on a per hour basis with a four hour minimum. The current rate is \$45 per hour.

**Full service buildings will be closed on the following observed legal holidays:**

NEW YEAR'S DAY  
MLK DAY  
MEMORIAL DAY  
INDEPENDENCE DAY

LABOR DAY  
THANKSGIVING DAY  
CHRISTMAS DAY

BECO will send you a notification prior to the holiday as a reminder that the building will be closed, or of any changes to our normal holiday observance.

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### SECURITY ACCESS, KEYCARDS & KEYS

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At full service buildings, all perimeter doors are secured during non-business hours. An access card will be needed to access these building during secured hours. If you need to activate or deactivate a keycard, or request additional cards, please fill out the Access Card Request Form (see Forms section of this handbook) or submit a service request online.

Customers are responsible for access control to the suite. BECO can assist you in making arrangements for a locksmith, copies of keys or locating an access control provider.

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### JANITORIAL SERVICES

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For full service buildings, BECO has employed a janitorial contractor to clean the office building Monday through Friday, from approximately 6:00 p.m. to 10:00 p.m. The building will not be cleaned on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

The cleaners are responsible for cleaning floors (i.e., mopping, vacuuming and periodic waxing), emptying the trash and dusting furniture. Trash will only be removed if in waste cans or if clearly marked "TRASH" or "BASURA." Large amounts of trash (i.e., due to construction, moving or an office cleanup day) should be coordinated with your property manager. Depending on the volume of trash created you may be responsible for additional removal costs. Due to safety concerns, trash should never be placed in the halls or service corridors.

If a customer has a private kitchen, cafeteria, vending area or bathroom, the cleaners will clean the floors and empty trash. Supplies will not be provided for these facilities.

Venetian blinds will be dusted and/or vacuumed on a quarterly basis. The customer is responsible for having the blinds cleaned if more attention is required. All building standard blinds must remain in the windows at all times.

If a customer spills something or otherwise stains the carpet or floor, the cleaners or porter will attempt to remove the stain. If the substance cannot be removed by conventional methods, the customer may be responsible for having the stain removed. Please notify your Property Manager as soon as possible in the event of a spill. Time is of the essence when preventing stains.

Cleaning personnel are provided keys for each customer's suite. BECO recommends that each customer lock the offices at the close of the business day, even if employees are working late. Upon leaving the premises, the customer should turn off all lights. The cleaners are required to turn off the lights and ensure that suite entry doors are locked upon departing.

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### WINDOW CLEANING

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For full service buildings cleaning of the interior and exterior perimeter windows will be scheduled periodically. You will be informed by memorandum prior to the scheduled date of each cleaning to allow sufficient time for your staff to be aware of their presence around the building. This will enable the window cleaners to have easy access with minimum disruption to you.

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### CUSTOMER FUNCTION GUIDELINES

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If you are planning a function (party, reception, fund-raiser, etc.), please notify the property manager in advance. BECO maintains certain policies and procedures to help coordinate the event, limit liabilities to the building, and ensure the safety of all visitors and guests. The property manager may ask for the following information: date of event, time, number of guests, and presence of alcohol, parking requirements, and certificate of insurance.

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### LOST AND FOUND

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Please report any lost or missing items to BECO. Items found on the premises are kept in the management office.

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### LOCK OUT POLICY

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Customers who request that building staff grant access to locked offices are often unaware that this puts our staff members in a difficult position. We do not know every employee of your company and do not want to accidentally admit a former employee or unauthorized person into your suite.

For security, safety and liability reasons, the building staff (including management and engineers) has been instructed not to unlock customer suite doors except in an extreme emergency.

If one of your employees becomes locked out of your suite, we suggest that he/she contact a fellow employee for access. You may want to designate a person or persons in your office to handle such situations.

Also, please note that the same policy applies to after-hours access to the building. All employees must use their access cards.



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### PAYMENTS

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Payments can be made online by visiting: <https://www.beconet.com/payment>

Payments may also be made through electronic funds transfer with the following banking information:

Wells Fargo-Lockbox

ABA Number: 051400549

Account Number: 2000042270184

Because we do not render monthly invoices, please keep in mind that your rent is due on the first day of every month. Should you have any questions regarding your account, or if you would like information about wire transfers, please contact your property manager or lease administrator.

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## CERTIFICATE OF LIABILITY INSURANCE

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All customers are required to maintain an updated Certificate of Liability Insurance. For the Description of Operations, please be sure to include the following:

BRIT-WBP Holding LLC; Vingarden Associates, Trustee of the VIN-4601 Forbes Trust; Vingarden Associates, Trustee of the VIN-9701 Philadelphia Trust; BECO Management, Inc., and Landlord's mortgagee, as their interests may appear, as additionally insured with respects to General Liability, Automobile, and Umbrella/ Excess Liability. A Waiver of Subrogation applies in favor of additional insureds for Workers Compensation. The policies are primary and non-contributory as required by written agreement.

For the Certificate of Insurance Certificate Holder, please include the following:

BRIT-WBP Holding, LLC  
Vingarden Associates, Trustee of the VIN-4601 Forbes Trust  
Vingarden Associates, Trustee of the VIN-9701 Philadelphia Trust  
5410 Edson Lane  
Suite 200  
Rockville, MD 20852

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## NOTIFICATIONS

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You may register to receive email and notifications directly from us by going to [www.beconet.com](http://www.beconet.com), selecting "BECO Customers" in the top right, and clicking "Subscribe". Please fill out the form and be sure that you are subscribed to your building. Additionally, you can sign up employees in your office by using the notifications form (in the forms section). Employees can update their email preferences or unsubscribe at any time by clicking on the links on the button of the emails.

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## ELEVATORS

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Buildings that have elevators are equipped with telephones in case of emergency. When the contact button is depressed, a call is automatically placed to the monitoring office. The dispatcher will immediately contact the appropriate personnel to handle the situation.

In case of a building emergency, elevators will return to the ground floor for emergency personnel. The elevators will remain locked on the first floor until emergency personnel have deemed them safe for use.

If you become trapped in an elevator, please remain calm. Elevators, no matter how far above the ground level they travel, are designed with very substantial safety factors and features. Never attempt to pry the elevator doors open to get out. It is extremely dangerous since the cab may not be properly aligned with the floor. Wait for a qualified elevator mechanic or fireman to assist you

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### SOLICITATION

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Solicitation is not allowed in the building. Any salespersons or suspicious persons should be reported to BECO immediately at (301) 816-1500 or (800) 967-BECO or via [mybeco.com](http://mybeco.com).

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### TELECOMMUNICATIONS

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Currently, the following providers can offer all tenants a variety of telecommunication services.

- Cox Communications (703) 480-4857
- Verizon FiOS (877) 496-9211

These services may include dedicated internet access as well as a variety of advanced internet services. Other services may include voice services and equipment and hosted applications.

### SELECT A MOVING COMPANY

There are many options for moving companies in the area. We suggest you connect with a company as early as possible to secure your ideal moving dates. We recommend looking for companies with reliable trained help, checking references, asking for a detailed explanation of their insurance coverage and claims procedures. If you need recommendations for a local moving company, please feel free to contact your property manager.

### MOVE-IN PROCEDURES

Notify us as soon as possible as to the date and time of your scheduled move or large deliveries. BECO must clear all moving arrangements. Elevator pads will be provided by BECO. All moves will be scheduled on a first come, first served basis.

- BECO shall not be liable for injury or damages to any person or property involved as a result of customer deliveries or move-ins.
- All dollies and conveyances of materials, supplies or equipment will be entered through the loading entrance of the building. Please do not have deliveries brought through the lobby doors unless you have no loading dock. Otherwise, please ensure you protect doors and frames.
- When moving furniture or equipment, please provide management office with a Certificate of Insurance from the moving or delivery service to include Worker's Compensation Insurance, General Liability Insurance with the following as additional insured:
  - BRIT Forbes I, LLC, as Owner
  - BRIT Forbes II, LLC, as Owner
  - BRIT Forbes III, LLC, as Owner
  - BECO Management, Inc., as Manager
- Movers and delivery personnel are not to block pedestrian traffic or vehicular traffic during the move.
- Customers are responsible for ensuring that the floors (including carpeting, tile, marble floors, wood doors, and walls) are protected.

Customers are responsible for their moving company by:

- Making repairs to building damages and/or reimbursement for costs.
- Requiring placement of rigid boarding over the pathway to and from the loading dock and office.
- Protecting wall corners with shields.
- Protecting wood doors.
- Using established service routes and access doors.
- Prohibiting the use of the main lobby without special approval and preparation.

### SIGNS, LETTERING, & NOTICES

Signs or notices that can be seen from the exterior of the building require prior approval from the property manager. Suite entry signage must be approved and ordered through the property manager. A form to request your signage is included in the "Forms" section.

### CUSTOMER CONSTRUCTION

BECO Management's construction team is available to perform construction, renovations or alterations anytime during the course of your lease. Customers wishing to utilize an outside contractor for any construction, renovations or alterations performed within their office space after initial lease improvements will first need to obtain prior written approval from the property manager and construction manager. It is helpful for both the customer and property manager to begin discussing any potential construction at the earliest possible stage. Advance planning may avoid any concerns about:

- Protection of the building systems (air conditioning, heating, structural, etc.) during construction to ensure maximum comfort and safety for all building customers.
- Protection of the building appearance to the maximum extent possible during and after construction.
- Compliance with relevant building codes and insurance requirements.

### WRITTEN APPROVAL PROCESS FOR OUTSIDE CONSTRUCTION

A written request for outside construction approval should include an architectural drawing or a detailed sketch of the proposed improvement. After the initial request, detailed construction drawings will need to be provided prior to final approval. A list of all contractors and sub-contractors for the proposed project must also be submitted for approval.

After a review of the construction drawings, the property manager will provide a written response either approving the project or detailing points of concern.

### CUSTOMER RESPONSIBILITIES DURING OUTSIDE CONSTRUCTION

Once written approval is obtained, it is the customer's responsibility to ensure that all work is performed in compliance with the rules and regulations provided by the property manager. This includes but is not limited to the following:

- Providing copies of the contractor's certificates of insurance for the appropriate amount of general liability and workers' compensation coverage.
- Providing a copy of the building permit for the work being undertaken.
- Scheduling an initial meeting and periodic inspections between the contractor and the construction manager.
- Noise producing work shall be performed after hours.
- Obtaining prior written approval for any changes that depart from the original plans.
- Upon completion, providing the property manager with architectural, mechanical and electrical as-built drawings.

AMENITIES

No matter where you are in the area, enjoy the use of BECO's Living Rooms, Conference Centers, and Fitness Centers. Explore locations and amenities at [beconet.com/anywhere](http://beconet.com/anywhere).





## EMERGENCY PHONE NUMBERS

EMERGENCY Fire – Rescue – Ambulance .....	911
Local Police, Non-Emergency .....	(301) 390-2100
Local Fire, Non-Emergency .....	(301) 499-8400
Doctor’s Community Hospital.....	(301) 552-0044
Poison Control .....	(800) 222-1222
Chemical & Oil Spills, National Terrorism Response Center .....	(800) 424-8802
Sprinkler Monitoring Company, Datawatch.....	(800) 899-9872
Baltimore Gas & Electric (Electric) .....	(800) 265-6177
WSSC (Water & Sewer).....	(301) 206-4001
Washington Gas (Natural Gas).....	(703) 750-1000
Verizon (Telephone & Data).....	(800) 275-2355

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## DISCLAIMER

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BECO has compiled the information in this Fire Safety Plan and Evacuation Procedures (the “Plan”) to provide reference and resource information for its customers. The information contained in this plan has been gathered from, among other sources, the resources named in the Plan. Although the Plan may be updated from time to time by BECO, each customer is hereby advised to use its own best judgment and knowledge in the event of any of the emergency situations described in the Plan. The Plan is intended as a general guide only and should not be used as a definitive statement of the best course of action to take in the event of an emergency. Strict adherence to the steps enumerated in the Plan should not be construed as a guaranty of the best outcome in the event of an emergency.

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## PURPOSE OF THE FIRE SAFETY PLAN, EMERGENCY & EVACUATION PROCEDURES

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The purpose of the fire safety plan, emergency and evacuation procedures are for the BECO Park at Forbes Center customers and their employees to apply the guidelines herein when fire or other life threatening emergencies exist. Preparation and training are an integral part of the building’s emergency response plan.

Please read carefully so that you are made aware of the exact procedures for handling emergencies and evacuation of the building. The goal is to ensure the highest degree of safety to all concerned. Copies of this plan should be distributed to all occupants within a customer’s suite so everyone will be familiar with the enclosed procedures.

In an emergency, limit your telephone use. It will be vital to keep lines of communication between BECO, the authorities and customers open. Customer contacts’ cell telephone numbers should be provided as an additional communication resource. Also listen to your radio for instructions should telephones and power outages prevent traditional means of communication.

**During fire drills at BECO buildings, it is mandatory for all persons to completely evacuate the building.**

**EMERGENCY CALL SHEET**

1. CALL 911

PROVIDE THE FOLLOWING INFORMATION:

A. NATURE OF THE EMERGENCY: FIRE, BOMB THREAT, MEDICAL, OTHER

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B. YOUR NAME:

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C. COMPLETE STREET ADDRESS OF LOCATION OF THE EMERGENCY:

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D. BUILDING NAME: BECO PARK AT FORBES CENTER

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E. YOUR COMPANY NAME:

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F. SUITE NUMBER AND FLOOR WHERE THE EMERGENCY IS LOCATED:

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G. CLOSEST STREET INTERSECTION: MD ROUTE 50 AT MARTIN LUTHER KING JR. HIGHWAY  
AND FORBES BOULEVARD, LANHAM

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H. TELEPHONE NUMBER FOR CALL BACK:

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2. CALL BECO AT (301) 364-5300 OR (800) 967-2326

PROVIDE THE ABOVE INFORMATION AND WHETHER 911 HAS BEEN NOTIFIED.

### RECOMMENDED CUSTOMER EMERGENCY SUPPLY LIST

- Flashlights and batteries
- AM/FM-weather band battery operated radio and batteries
- First aid kit
- Large Ziplock bags
- Roster of all employees/occupants to include:
  - a. Name
  - b. Home address & telephone number
  - c. Cell telephone number
  - d. Vehicle make, model, year, color and tag number
  - e. Emergency contact name and telephone number
- Daily census/schedule
- Floor plan of suite identifying employee locations
- Suite access monitoring company information including access codes & combinations
- List of equipment in suite to include additional HVAC units & hazardous chemicals or materials
- Pre-established schedule of time and day for contact with corporate telephone tree

### FIRE / LIFE SAFETY PLAN

BECO Park at Forbes Center has many fire/life safety systems designed to minimize the chance of a life-threatening emergency and to reduce damage in the event one does occur. The building is fully sprinklered and is inspected regularly. The fire control panel is monitored remotely 24-hours a day, seven days a week.

The building is protected by an automatic wet pipe sprinkler system. The water flow, tamper switch and fire alarm panel are located in the utility closet. All this equipment is monitored by a “Central Station” around the clock. The sprinkler system is tested/inspected by the monitoring contractor once every two months and another independent sprinkler contractor performs quarterly flow test.

### FIRE EMERGENCY PROCEDURES

#### WHEN SMOKE OR FIRE IS DISCOVERED OR YOU HEAR THE ALARM

1. Remove everyone from the immediate danger area.
2. Call 911 – Use the Emergency Call Sheet.
3. If you can safely do so, call BECO at (301) 364-5300 or (800) 967-BECO. Do not stay at the telephone if you are in danger.
4. When the fire alarm is activated all customers and occupants are to evacuate the building.
5. Feel doors for heat before opening. Open doors cautiously.
6. Contain the fire if possible by closing doors and turning off electrical equipment.
7. Exit calmly. Do not panic.
8. Assemble at designated area upon exiting the building.
9. The fire department will give an “all clear” when it is safe to reenter the building.

### FIRE PREVENTION TIPS

The most effective method of handling an emergency is to prevent the situation from arising or by following sound safety procedures. BECO Maintenance personnel perform regular inspections of common areas, fire warning and fire suppression equipment. However, it is still important for each customer and their occupants to regularly inspect their suite and work areas for potential fire hazards.

#### BELOW IS A SUGGESTED LIST OF SOME PRECAUTIONARY STEPS TO FOLLOW.

- The office wiring was designed for a specific electrical load. Overloaded electrical circuits or outlets cause overheating creating a fire hazard. Contact your property manager should your electrical needs not be adequate.
- Using extension cords in lieu of permanent wiring is not permitted.
- Keep emergency exits open and free of boxes or furniture.
- Keep sprinkler heads free. The National Fire Code indicates that nothing shall be within 18 inches of the ceiling. The heat from the fire must reach the head for it to release and extinguish the fire.
- Appliance connections and cords should be kept in good repair.
- Turn off kitchen appliances when unattended.
- Flammable materials are not permitted. However, if you have any materials necessary for the operation of an office, store with lids tightly closed in an approved metal or safety container.
- Law strictly prohibits smoking anywhere in the building.
- **The use of space heaters is strictly prohibited.**
- **Report any potential fire hazard to BECO immediately at (301) 364-5300 or (800) 967-BECO.**

### EVACUATION PROCEDURES

Once a situation is identified, customers and occupants should evacuate the buildings whether it is due to a fire or other type of emergency.

1. Secure classified materials if the situation so allows.
2. Take only essentials such as coats, briefcases, purses and leave.
3. Feel the door before opening it.
4. If the door is cool, open cautiously. Immediately close if there is smoke in the hall or if there is heat pressure against the door. If the hall is clear, proceed.
5. If heat or smoke is seeping in, **DO NOT OPEN**.
  - a. **Call the Fire Department at 911 and then BECO at (301) 364-5300 if you CANNOT evacuate from your location.**
  - b. Place wet towels, clothing, etc. around the door.
  - c. Cover heating and AC vents (if possible) with towels or clothing.
  - d. Place a wet towel or cloth over your mouth and nose. Stay low, below the smoke.
  - e. Do not break out the windows unless it is a last resort. (It may allow smoke into your room).
6. When evacuating an office, close all doors, **walk, do not run, to the nearest exit**. Remain calm and quietly descend the stairs.
7. Once outside, proceed to your organization's designated assembly area.
8. If you are away from your office or the building, do not return. Evacuate the building if inside and go to your designated assembly area.
9. Your organization's outside assembly location is where all personnel shall meet and be accounted for. This area is at least 300 feet away from the buildings and does not interfere with fire, police or other emergency personnel or equipment.
- 10. Smoking during a drill or an evacuation is absolutely prohibited.**
11. Each visually impaired and physically disabled/non ambulatory person must be assigned an "aid" to assist them during an emergency. Each impaired person must complete the Impaired Employee form in the back of this plan and return it to BECO. Each person must be asked what is the best way to assist them during an emergency. It is important that the "aid" or "aids" remain with the person until the emergency is over.
12. Each customer has a Safety Monitor(s) that will assist with the safe and speedy evacuation of a building.

CONTINUED ON FOLLOWING PAGE



13. Assistant Safety Monitors will report to the Safety Monitor(s) and are appointed by them. They will:
  - a. Search restrooms and offices for personnel.
  - b. Order evacuation of personnel unaware of the emergency.
  - c. Assist personnel who are impaired or injured if their “aids” are unavailable.
14. Suites are evacuated in the following order:
  - a. All personnel, except those with evacuation responsibilities.
  - b. Assistant Safety Monitors, after determining that no one is in the lavatories, storerooms, or other auxiliary rooms.
  - c. Safety Monitor(s), after ascertaining that no one remains by checking with Assistant Safety Monitors and personally checking the general areas.
15. An emergency evacuation floor plan is included in these procedures. There should be one posted in each customer suite by each exit.
16. Building personnel and authorities will make the best efforts to prohibit the entrance of unauthorized personnel during an evacuation.
17. Upon receiving the “all clear” signal from the authorities in control, customers may re-enter the building.
18. If customers are not permitted to re-enter the buildings right away, the property manager will notify the Safety Monitors. Each customer can make a decision as to what their employees are to do.

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### THE BUILDING EMERGENCY TEAM

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The property manager is the acting Safety Director. As such, the Safety Director will coordinate and be the primary customer contact in emergency situations.

The building engineer will be the Assistant Safety Director. When the property manager is not on-site the engineer becomes the acting Safety Director.

All Building On-Site Personnel are members of the Emergency Team with specific roles to interface with the Safety Director, Assistant Safety Director and the authorities responding in the event of an emergency.

Each customer will be responsible for selecting and notifying BECO of the Safety Monitor(s) for each suite. The Safety Monitors become members of the Emergency Team.

BECO relies on the police, fire and emergency management authorities to advise of protective actions that will be taken during specific situations on or around the building premises.

**If any customer or customers' employees have knowledge of or reason to believe there will be an incident involving the building or its customers, BECO should be contacted at (301) 364-5300 or (800) 967-BECO so that appropriate coordination with local authorities can be made.**

### DUTIES OF THE SAFETY DIRECTOR

1. Reviews and updates the fire safety, emergency & evacuation plan as necessary but at least once a year.
2. Distributes and reviews plan with customer representatives.
3. Meets with Customer Safety Monitor(s) and Assistant Safety Monitor(s).
4. Assumes control of the situation until emergency authorities arrive.
5. Takes position outside the building at the Incident Command Center.
6. Liaison to authorities responding to on-site situation.
7. Interacts with each Customer Safety Monitors on employee and impaired employee evacuation check.
8. Communicates periodically with Customer Safety Monitors regarding the status of situation.
9. Meets with Customer Safety Monitors after the situation to review the effectiveness of the plan.

### DUTIES OF THE ASSISTANT SAFETY DIRECTOR

1. Acts as Safety Director in the absence of the property manager.
2. Be familiar with duties of the Safety Director.
3. Assists in shut down of building mechanical operations.
4. Assists emergency response personnel.
5. Assists in evacuation as needed.
6. Works in conjunction with the Safety Director.
7. Makes emergency repairs as appropriate.

### DUTIES OF THE BUILDING ON-SITE PERSONNEL

1. Takes position in the main entrance lobby level to assist in evacuation.
2. Shuts down building non-emergency mechanical operations.
3. Assists emergency response personnel as needed.
4. Reports to Safety Director at the Incident Command Center for additional assignments.

### DUTIES OF THE SAFETY MONITOR(S)

Each customer is responsible for appointing a Safety Monitor(s) and an Assistant Safety Monitor for each floor or department occupied by the customer. Each customer is also responsible for designating an assembly area 300 feet away from the building. This will be the location all employees should report to upon evacuation of the building.

The customer and each department(s) Monitor(s) shall submit a completed Safety Monitor Roster (See Safety Monitor Roster in Forms Section) and return it to BECO. The duties of the Safety Monitor(s) include familiarizing themselves with this manual and the following information.

### SAFETY PLANNING RESPONSIBILITIES

1. Have an evacuation route planned for the office and individual areas. See that emergency exits are posted within the suite.
2. Identify individuals within their company who require special assistance in evacuation. Assign them an aid.
3. Identify areas within your office that may not be able to hear or see the fire alarm system.
4. Select a pre-arranged assembly site away from the building.
5. Maintain up-to-date organizational charts and current roster of all personnel to include home and cell telephone numbers.
6. Locate all building exits.
7. Know the location of fire extinguishers and how to use them.
8. Periodically inspect your area for safety.
9. Instruct Assistant Safety Monitors of their responsibilities during drills or actual evacuations.
10. Meet and communicate periodically with the Safety Monitor(s) of neighboring customers on your floor.

### DURING AN ALERT

1. Implement the building fire safety plan & evacuation procedures.
2. Remove anyone in danger.
3. **Call 911.**
4. **Call BECO Management at (301) 364-5300 or (800) 967-BECO.**
5. Notify all employees and other occupants in the customer's suite of the situation.
6. Ensure the designated "aid" assigned to assist each impaired employee is available and escorting the employee to a designated safe area if not out of the building.
7. Secure special company records.
8. Direct the evacuation of their group via designated fire exits. If these egress routes are not accessible, know alternate routes and use them.
9. Check all offices, conference rooms, kitchen, restrooms, storage areas, etc. to assure complete evacuation. Coordinate this effort with your department Monitors.
10. Confine the fire by closing all doors in the office. (Do Not Lock)
11. Turn off lights as you inspect each area.
12. Unplug electrical equipment if possible.
13. Take flashlights, radio and first aid kit.
14. Direct fellow employees to your organization's designated assembly area.
15. Reassemble and account for all people. Determine missing persons.
16. Report to the Incident Command Center.
17. Notify BECO property manager/Safety Director and/or the fire department of handicapped people who need special assistance, any injuries, or any missing persons.
18. Await further instructions from the property manager/Safety Director.
19. Upon the "all clear" signal direct the employees to reenter the building.
20. Provide any follow-up information that may be necessary to BECO.

## BOMB THREATS

### 1. The bomb threat is received

- a. Instruct all personnel, especially those answering the telephones, in what to do if a bomb threat call is received.
- b. Discreetly attract the attention of a co-worker to listen in on the call.
- c. Get as much information as possible and complete the Bomb Threat Checklist in the Forms Section.
- d. Pay particular attention to background noises, such as motors running, music playing, and any other noise that may give a clue as to the location of the caller.
- e. Keep the caller on the line as long as possible. Ask him or her to repeat the message. Record every word spoken by the person.
- f. Remain calm to solicit additional information from the bomb threat caller.
- g. Inform the caller that the building is occupied and that the detonation of a bomb could result in death or serious injury to many innocent people.

### 2. After the call

- a. Do not hang up until the caller hangs up.
- b. Hang up on the call.
- c. Pick up the phone and before you take another call, trace the previous one.
- d. Listen for dial tone then:
  - i. Push \*57 if you have a push button touch tone phone
  - ii. Dial 1157 if you have a rotary phone.
  - iii. Wait for the message telling you the call was traced.
  - iv. The information will only be released to a law enforcement agency for investigative purposes.

**3. Call 911 and and BECO at (301) 364-5300 or (800) 967-BECO immediately.**



## BOMB THREATS

### 4. **The bomb**

- a. Assemble the Safety Monitors and Assistant Safety Monitors to conduct a quick visual search of their suites and common areas on the floor for a bomb.
- b. Bombs can look like anything and can be placed or delivered in any number of ways.
- c. When searching for a bomb, suspect anything that looks unusual.
- d. Never disturb a suspicious device.
- e. Do let trained bomb technicians determine what is or is not a bomb.
- f. In the event of a bomb threat, do not use radios or cell telephones in or near the building.
- g. Do not pull a fire pull lever to evacuate the building.

### 5. **Written bomb threat:**

- a. Do not ignore.
- b. Upon recognition as a bomb threat, avoid any further handling.
- c. Save all materials, including any envelope or container.
- d. Every possible effort must be made to retain evidence such as fingerprints, handwriting or typewriting, paper, and postal marks.

### 6. **The Command Center:**

- a. The authorities will establish a Command Center in the vicinity of the building.
- b. The police department and/or fire department representatives and members of the building staff will inspect the building for areas where explosives are likely to be concealed.
- c. A bomb disposal unit will be dispatched if warranted.
- d. Communication will be established between the Command Center and customers.
- e. The customer will be responsible for reporting the results of their searches within their suites to the Command Center
- f. If necessary, the customer, upon notification by authorities should evacuate their employees from the building and report to their designated assembly area.
- g. When authorities give the “all clear” signal customers may return to the building.
- h. The true decision to return will be made by each customer.

### SHELTERING IN PLACE

The following information identifies basic actions to be implemented to enhance protection from airborne chemical, biological or radiological attacks. The purpose is to assist customers in preparation to “self-help” their employees and visitors in the event of an incident requiring everyone to remain in the building.

#### UPON NOTIFICATION OF AN ATTACK:

1. Relocate immediately to a predetermined interior location away from windows and exterior doors.
2. Seal area, doors, all vents and windows (if any) with plastic sheeting and duct tape.
3. The building engineer will turn off central system equipment immediately. If there are fan control adjustments on thermostats within your office space, turn them to the offsetting.
4. If skin is exposed wash with soap and water.
5. Don't bring contaminated clothing into the shelter. Cut it off rather than pull over your head. Put clothes in a plastic bag outside.
6. Use chlorine bleach to disinfect glasses.
7. Stay in the shelter and listen to the radio.
8. Authorities will give instructions on whether to evacuate or stay put. Do not go outside to help someone until the authorities say it is safe. When the authorities say it is safe, carefully leave the shelter and the building.

The supply list below should be stored in the designated shelter location. Supplies should be adequate to last three (3) days -72 hours minimum.

- Water – 1 gallon per person/per day
- Food – Non-perishable
- Non-electric can opener
- Coarse soap
- First Aid Kit
- Blankets
- Chlorine Bleach
- Disinfectant
- Battery Powered Radio + Extra Batteries
- Flashlight + Extra Batteries
- Plastic Sheeting – Precut to size for doors and vents
- Duct Tape
- Bucket with Lid

## BIOLOGICAL AGENTS (I.E. ANTHRAX, RICIN)

### 1. Identification of suspicious envelopes or packages

The US Post Office has identified characteristics of suspicious mail; they include:

- a. Any envelope or package with suspicious or threatening messages on it
- b. Any envelope or package with stains, oily marks, or powder
- c. Unexpected envelopes or packages from foreign countries
- d. Any packages or envelopes emitting odors
- e. Envelopes or packages with no return address
- f. Envelopes or packages that show a city or state in postmark that does not match return address.
- g. Misspelling of common words on envelopes or packages
- h. Uneven, loose or powdery contents in envelopes or packages
- i. Envelopes or packages that are excessively sealed with tape
- j. Envelopes or packages that are excessively heavy for their size
- k. Personally addressed envelopes or packages with childish writing and bad capitalization

### 2. Handling unopened suspicious mail

- a. Do not sniff envelopes or packages
- b. Do not shake envelopes or packages
- c. Place unopened suspicious mail in a closeable plastic bag, such as Zip-Loc, then seal bag. Carefully place plastic bag in empty bin, box or trash container Post “**Do Not Touch**” sign on container holding plastic bag
- d. Wash your hands with copious amounts of soap and water
- e. Call 911 immediately**
- f. Call BECO at (301) 364-5300 or (800) 967-2326.**
- g. Record names and contact numbers of everyone present in the area where the package or envelope was first identified as suspicious and everyone who possibly handled the suspicious package or envelope.
- h. Give this list of names and their contact information to the police and property manager

CONTINUED ON FOLLOWING PAGE

### 3. If, when opening mail, powder spills out or odors emitted

**a. DO NOT TRY AND CLEAN UP POWDER**

**b. DO NOT CALL OTHERS TO VIEW SPILLED MATERIALS**

**c. DO NOT INHALE OVER OR NEAR THE OPEN MAIL**

d. Carefully place the package or envelope on table where opened.

e. Carefully cover the spilled contents and the source envelope or package (use anything available, newspapers, clothing, inverted trash can etc. and remember location and nature of covering).

f. Advise anyone in room or area to quietly leave area and close door. These individuals should be directed to go to another room and wait until their contact information can be obtained or they are given further instructions.

g. Immediately wash hands with copious amounts of soap and water.

**h. Call 911**

**i. Call BECO at (703) 318-6820, (800) 967-BECO or (703) 318-6825.**

j. If traces of powder fell on clothing, do not brush off, carefully remove clothing item and place on floor, cover discarded clothing with plastic sheets, cloth or newspapers and walk out of room.

k. Wash thoroughly with soap and water and then notify authorities. Note, soap and water is every bit as efficient, and is a lot safer than spraying yourself with disinfectants.

l. List people in area and record contact numbers; give this information to the police and property manager.

m. Customer should shut down air handling units serving affected areas, until cleared by authorities.

n. Doors in the immediate area should be shut and labeled "Do Not Open"

### 4. Suspected contamination by an aerosol

This situation could result from any small device that is triggered on opening a parcel or letter; or, may be considered feasible if there are warnings that the air-handling system has been contaminated; or, any warning that a biological agent has been released into a public space.

a. Advise all present to leave the area immediately and proceed to another designated room in order to get their contact information and wait for instructions from authorities.

b. Close all doors to the area.

**c. Call 911 immediately.**

**d. Call BECO at (301) 364-5300 or (800) 967-2326.**

e. List names of all people who were in area and collect contact numbers.

f. Deliver these lists to the authorities and property manager.

### NATURAL DISASTERS

#### POWER OUTAGES

1. Sufficient emergency lighting will be provided.
2. During a power failure, whether total shut down, partial or just dimming, immediately turn off all nonessential motor driven devices to prevent unnecessary damage.
3. **Notify BECO at (301) 364-5300 or (800) 967-2326.**
4. Open blinds to let outside light in.
5. Private telephone systems may be inoperable during a loss of power. Check with your vendor concerning emergency power back-up.
6. If instructed to evacuate, lock all areas.

BECO does not evacuate a building unless a power failure is life threatening or appears to be extended. The property manager will update customers periodically until power is fully restored.

#### FLOODING

1. The most important consideration is to eliminate all sources of electricity from the flooded area, if possible.
2. Unplug or switch off all electrical equipment accessible away from the water.
3. Move all documents, valuables and portable equipment from the premises or to a safe area, if possible.
4. Consider moving furniture if practical.
5. Evacuate the immediate area.
6. **Notify BECO at (301) 364-5300 or (800) 967-2326 immediately if water overflows or a water pipe ruptures.**
7. Contact the appropriate agencies to turn off the water supply and shut down the electrical power as required.
8. Tune into the emergency broadcast station to determine extent of danger.
9. If evacuation is necessary, follow instructions to safely exit the building.

### HURRICANES

1. Close and lock all doors and windows.
2. Customers should store all small office equipment and loose papers in locked cabinets in the interior of the suite if possible.
3. Unplug all computers, remove them from locations near windows, and cover computers with plastic.
4. Tune into a radio station for information.
5. Evacuate if instructed.

### TORNADOES

1. In the event of a Tornado Watch, customers should store all small office equipment and loose papers in locked cabinets in the interior of the suite if possible.
2. **Tornado Warning means imminent danger.**
3. Stay away from windows, doors, and outside walls.
4. Leave office and go to interior small rooms or corridors on as low a floor as possible.
5. Tune into a radio station for information.
6. Evacuate if instructed.

### EARTHQUAKES

1. Crouch under desk or table on an interior wall.
2. Tuck your head to your knees and cover head and neck with your arms if you cannot reach a sheltered area.
3. Stay away from masonry walls or large glass areas susceptible to collapse.
4. Beware leaving the building, as there may be falling debris, broken glass, collapsing walls or overhead power lines.
5. **If fire develops, report it to 911 and BECO at (301) 364-5300 or (800) 967-2326.**
6. Follow fire drill procedures.
7. Direct first aid personnel to injured persons.
8. Follow Medical Emergency procedures.
9. Assist in directing evacuation of building after shaking has stopped.
10. Help avoid confusion and panic.
11. **USE ONLY STAIRWELLS. Elevator must not be used.**
12. Evaluate injuries or property damage. Report them to Safety Director/property manager at the Incident Command Center.

### MEDICAL EMERGENCIES

1. In the event of a serious injury, accident or illness in your suite, lie the person down, keep them comfortable and still. Do not try to move the victim.
2. **Call 911.**
3. **Notify BECO at (301) 364-5300 or (800) 967-2326.**
4. Send someone to meet the emergency medical team either in the lobby or at the elevator on your floor.

### RIOT/CIVIL DISTURBANCE SITUATION

1. **Call the police department at 911.**
2. **Notify BECO at (301) 364-5300 or (800) 967-2326.**
3. Determine if any action is necessary to ensure the safety of employees or property.
4. Close all blinds and drapes.
5. Act as fire guards and watch for any signs of fire.
6. Ensure that everyone stays away from windows.
7. Customers and occupants on the first floor may be advised to proceed to an upper floor for safety.
8. Customers and occupants should not attempt to leave the building until advised that conditions have returned to normal.
9. Building management will notify customers in the event of an early closing of the building.

### WORKPLACE VIOLENCE/ HOSTAGE SITUATIONS

1. Limit access within suite area.
2. Be alert to suspicious persons or unusual behavior by customer employees or occupants.
3. **Call 911 - Communicate the actual situation immediately and clearly.**
4. **Call BECO at (301) 364-5300 or (800) 967-2326 if safe to do so.**
5. Keep low to the floor and a low profile – no heroics.
6. Do not aggravate the individual or the situation.
7. Be calm, professional and do not panic or cry.
8. In the resolution, be very still and be prepared to be treated as the “threat” or hostage taker until the S.W.A.T. team establishes your identity.

### PERSONAL SAFETY PRECAUTIONS

- Never leave your reception area unattended. Do not allow visitors or delivery men/women to pass beyond the reception area unless the receptionist is aware of the nature of their business.
  - Never leave an unattended office unlocked, even for a short time.
  - Keep all valuable personal items such as keys, wallets, or purses with you, and never leave them in plain sight.
  - If you must store personal valuable items or cash, do so only in a drawer or cabinet that locks.
  - Do not keep petty cash or stamps in an unlocked drawer.
  - Do not carry large sums of money. Do not leave your wallet in a jacket (or your purse) hung over your chair or behind your door.
  - If you are responsible for making deposits, vary your procedure. Carry deposits where they cannot be seen, not in purses, briefcase or moneybags.
  - Beware of repairmen attempting to pick up office equipment for repair. Question the person, obtain identification and check with his office for verification.
  - When working during non-business hours, keep all exterior doors locked. If you have an alarm system, keep it activated if possible.
  - Always lock your door and secure your suite alarm system from inside when working late or early. If you are working alone, turn on lights in other areas and leave a radio playing in another room.
  - Never leave a combination safe on a day-lock position. Always spin the dial when locking the safe.
  - Be alert to persons who enter an office under the pretext of seeking employment. Keep them in your sight at all times and ask them to begin filling out an application while you phone your firm's personnel manager.
- Immediately report all suspicious persons, peddlers, or person purporting to be canvassing to management personnel or call the police at 911. Do not attempt to apprehend or detain these persons.
- Ask to see the I.D. cards of any person claiming to represent the company that provides access control services to the building or to your suite. BECO contractors are required to wear a visible photo ID card.
  - Always secure your automobile by locking all windows and doors. Do not leave valuables in the car. Park near a light if you are working late.

CONTINUED ON FOLLOWING PAGE



- Have your car keys in hand when leaving the office so you may enter your vehicle quickly. Be sure to lock your doors once inside. Stay clear of alleys, alcoves and other parked vehicles when walking to your car.
- Look under your car as you approach and check the back seats before entering.
- Quietly leave if an unauthorized person surprises you in your suite. Call the police.
- Ask unknown persons attempting to follow you into the building during security hours to use his/her card in the reader or instruct them to use phone for assistance.
- Do not enter an elevator if a suspicious looking person occupies it. Simply walk away.
- Inspect the locking hardware on your suite doors. Notify BECO if repair or replacement is necessary.
- Request that BECO change door locks and security system key cylinders if keys cannot be accounted for.
- Do not keep your valuable or movable belongings near door or windows.
- Record serial numbers of merchandise and belongings and engrave your firm's tax identification numbers on valuables. This will help speed their identification upon recovery and ensure their return to you. Photograph items that cannot be engraved.
- Control the issuance of security cards and keys. Update your card access list.
- Report all lost access cards and keys to the access control company or your property manager immediately so that unauthorized persons cannot use them to gain entry.
- Secure your suite alarm system at the end of the day.

### RESOURCES

1. **BOMA International Emergency Resource Center**, Building Owners & Managers Association International (BOMA), Washington, DC, [www.boma.org](http://www.boma.org)
2. **Before Disaster Strikes: Developing an Emergency Procedures Manual**, Institute of Real Estate Management (IREM) Chicago, IL; [www.irem.org](http://www.irem.org)
3. **Emergency Management Guide For Business and Industry**, Federal Emergency Management Agency, [www.fema.gov](http://www.fema.gov)
4. **Healthy Buildings International, Inc.** 9401 Mathy Drive, Montgomery, VA 22031-5311, [www.hbiamerica.com](http://www.hbiamerica.com)
5. **The Connie Patterson Company, LLC**, 2316 Pondsides Terrace, Silver Spring, MD 20906, [conpatco@aol.com](mailto:conpatco@aol.com)
6. **Fairfax County Fire & Rescue Department**, 4100 Chain Bridge Road, Fairfax, VA 22030

Forms should be completed and submitted electronically. A hard copy of each form has been provided for reference or should you not have access to the web. Forms A and B should be completed immediately and returned to your property manager.

### FORMS

#### A. IMPAIRED EMPLOYEE LIST

Form to be filled out if there are any disabled employees in your company.

#### B. SAFETY MONITOR ROSTER

Assign safety monitors for emergency procedures.

#### C. BOMB THREAT CHECKLIST

Form to be filled out after a bomb threat.

#### D. EVACUATION DRILL REVIEW

Help us improve our evacuation plan using this form.

#### E. CUSTOMER INFORMATION FORM

Form to update contact information.

#### F. ELEVATOR RESERVATION REQUEST

Form to schedule a move or large delivery.

#### G. NOTIFICATIONS SIGNUP FORM

Subscribe your employees to receive emergency email notifications.

#### H. SHORT TERM PARKING REQUEST FORM

Form to be used when leaving a vehicle in the building parking lot for more than one night.

#### I. ACCESS CARD ADMINISTRATION

Form for new access cards and updating/deleting cards.

#### J. CUSTOMER SIGNAGE FORM

Form to be used when requesting building signage

**A. IMPAIRED EMPLOYEE LIST**

COMPANY INFORMATION

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

SUITE & FLOOR NUMBER: \_\_\_\_\_

COMPANY PHONE: \_\_\_\_\_

EMPLOYEE INFORMATION

NAME: \_\_\_\_\_

OFFICE PHONE: \_\_\_\_\_

MOBILE PHONE: \_\_\_\_\_

NATURE OF IMPAIRMENT: \_\_\_\_\_

HOW BEST CAN YOU BE ASSISTED IN AN EVACUATION?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IN CASE OF AN EMERGENCY**

AID (BUDDY): \_\_\_\_\_

MOBILE PHONE: \_\_\_\_\_

BACK-UP (BUDDY): \_\_\_\_\_

MOBILE PHONE: \_\_\_\_\_

**B. SAFETY MONITOR ROSTER**

COMPANY INFORMATION

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

SUITE & FLOOR NUMBER: \_\_\_\_\_

COMPANY PHONE: \_\_\_\_\_

SAFETY MONITOR(S)

1. MONITOR: \_\_\_\_\_

OFFICE PHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_

2. MONITOR: \_\_\_\_\_

OFFICE PHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_

ASSISTANT MONITOR(S)

1. ASST. MONITOR: \_\_\_\_\_

OFFICE PHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_

2. ASST. MONITOR: \_\_\_\_\_

OFFICE PHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_

**FOR EMERGENCY PURPOSES ONLY**

WITH VOICE MAIL AND/OR ANSWERING MACHINES IN MANY OFFICES, IF THERE IS A WAY TO BYPASS THE MACHINES PLEASE INDICATE BELOW.

\_\_\_\_\_  
\_\_\_\_\_

**C. BOMB THREAT CHECKLIST**

REPORT BOMB THREAT CALL IMMEDIATELY TO:  
911 AND BECO SECURITY AT (301) 364-5300

COMPANY INFORMATION

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

SUITE & FLOOR NUMBER: \_\_\_\_\_ COMPANY PHONE: \_\_\_\_\_

NOTE EXACT TIME OF CALL: \_\_\_\_\_

NOTE EXACT WORDS OF CALLER: \_\_\_\_\_

QUESTIONS TO ASK

1. WHEN IS THE BOMB GOING TO EXPLODE? \_\_\_\_\_

2. WHERE IS THE BOMB? \_\_\_\_\_

3. WHAT DOES IT LOOKS 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 NAME? \_\_\_\_\_

10. WHAT IS YOUR ADDRESS? \_\_\_\_\_

CALLER'S VOICE (CHECK ALL THAT APPLIES):

- |                                   |                                |                                   |                                    |                                  |                                 |
|-----------------------------------|--------------------------------|-----------------------------------|------------------------------------|----------------------------------|---------------------------------|
| <input type="checkbox"/> Angry    | <input type="checkbox"/> Man   | <input type="checkbox"/> Stressed | <input type="checkbox"/> Deep      | <input type="checkbox"/> Stutter | <input type="checkbox"/> Broken |
| <input type="checkbox"/> Sincere  | <input type="checkbox"/> Woman | <input type="checkbox"/> Calm     | <input type="checkbox"/> Squeaky   | <input type="checkbox"/> Slurred | <input type="checkbox"/> Lisp   |
| <input type="checkbox"/> Giggling | <input type="checkbox"/> Young | <input type="checkbox"/> Rapid    | <input type="checkbox"/> Normal    | <input type="checkbox"/> Nasal   | <input type="checkbox"/> Crying |
| <input type="checkbox"/> Excited  | <input type="checkbox"/> Old   | <input type="checkbox"/> Slow     | <input type="checkbox"/> Disguised | <input type="checkbox"/> Loud    | <input type="checkbox"/> Accent |

WAS THE VOICE FAMILIAR? IF SO, WHOM DID IT SOUND LIKE? \_\_\_\_\_

WERE THERE ANY BACKGROUND NOISES? \_\_\_\_\_

REMARKS: \_\_\_\_\_

PHONE NUMBER CALL RECEIVED AT: \_\_\_\_\_

Proceed to complete and deliver this checklist to BECO Security and/or authorities as soon as possible.

**D. EVACUATION DRILL REVIEW**

COMPANY INFORMATION

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

SUITE & FLOOR NUMBER: \_\_\_\_\_

COMPANY PHONE: \_\_\_\_\_

PLEASE PROVIDE THE FOLLOWING INFORMATION TO ASSESS THE EFFECTIVENESS OF THE RECENT EVACUATION:

DATE OF EVACUATION: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

DID YOU HEAR THE ALARM BELLS IN YOUR AREA? YES  NO  IF NO, GIVE LOCATION.

\_\_\_\_\_

DID YOU UNDERSTAND THAT ALL OCCUPANTS WERE TO EVACUATE? YES  NO

\_\_\_\_\_

DID YOU EXPERIENCE OR WITNESS, ANY PROBLEMS DURING THE EVACUATION? YES  NO

IF YES, EXPLAIN.

\_\_\_\_\_

YOUR FEEDBACK IS IMPORTANT AND WE APPRECIATE ANY SUGGESTIONS YOU MAY HAVE FOR IMPROVING THE EVACUATION PLAN.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**E. CUSTOMER INFORMATION**

COMPANY INFORMATION

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_ SUITE & FLOOR NUMBER: \_\_\_\_\_

COMPANY WEBSITE: \_\_\_\_\_

COMPANY PHONE: \_\_\_\_\_ COMPANY FAX: \_\_\_\_\_

PRESIDENT/CEO INFORMATION

_____	_____	_____
NAME	OFFICE PHONE	EMAIL

BILLING CONTACT (PRIMARY BILLING CONTACT RESPONSIBLE FOR PAYING RENT CHARGES)

_____	_____	_____
NAME	OFFICE PHONE	EMAIL

ADMINISTRATIVE CONTACTS (PRIMARY ADMINISTRATIVE CONTACTS FOR BECO FROM YOUR OFFICE)

_____	_____	_____
NAME	OFFICE PHONE	EMAIL

_____	_____	_____
NAME	OFFICE PHONE	EMAIL

EMERGENCY CONTACTS (AFTER HOUR CONTACTS FOR BECO FROM YOUR OFFICE)

_____	_____	_____
NAME	HOME PHONE	MOBILE PHONE

_____	_____	_____
NAME	HOME PHONE	MOBILE PHONE

OFFICE INFORMATION

COMPANY DESCRIPTION: \_\_\_\_\_

NUMBER OF EMPLOYEES AT THIS LOCATION: \_\_\_\_\_ OFFICE HOURS: M-F  SAT  SUN

DOES YOUR OFFICE HAVE ALTERNATE LOCATIONS: Y  N

IF YES , WHERE? \_\_\_\_\_

OFFICE HOLIDAYS: (PLEASE CHECK ALL THAT APPLY)

New Year’s Day <input type="checkbox"/>	MLK Jr. Day <input type="checkbox"/>	President’s Day <input type="checkbox"/>	Memorial Day <input type="checkbox"/>
July 4th <input type="checkbox"/>	Labor Day <input type="checkbox"/>	Columbus Day <input type="checkbox"/>	Veteran’s Day <input type="checkbox"/>
Thanksgiving <input type="checkbox"/>	Thanksgiving (Friday after) <input type="checkbox"/>	Christmas Eve <input type="checkbox"/>	Christmas Day <input type="checkbox"/>

OTHER: \_\_\_\_\_



**F. ELEVATOR RESERVATION REQUEST**

COMPANY INFORMATION

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

SUITE & FLOOR NUMBER: \_\_\_\_\_

COMPANY PHONE: \_\_\_\_\_

OFFICE EMAIL: \_\_\_\_\_

MOVING INFORMATION

DATE OF MOVE: \_\_\_\_\_

TYPE OF MOVE:                      MOVE IN                       MOVE OUT                       DELIVERY

ESTIMATE TIME OF MOVE:      FROM \_\_\_\_\_ TO \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

CONTACT MOBILE PHONE: \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_

NAME OF MOVER/DELIVERY COMPANY: \_\_\_\_\_

MOVER/DELIVERY COMPANY PHONE: \_\_\_\_\_

DELIVERY CONTACT PERSON: \_\_\_\_\_

DELIVERY CONTACT PHONE: \_\_\_\_\_

PLEASE SCHEDULE ALL DELIVERY RESERVATIONS AT LEAST 24 HOURS IN ADVANCE AND MOVE-IN RESERVATIONS AT LEAST ONE WEEK IN ADVANCE, BY COMPLETING THIS FORM. CERTIFICATES OF INSURANCE MUST BE SENT TO THE PROPERTY MANAGER PRIOR TO MOVE-IN/DELIVERY, AND MOVING RULES AND REGULATIONS MUST BE COMPLIED WITH.

G. NOTIFICATIONS SIGNUP FORM

COMPANY INFORMATION

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

SUITE & FLOOR NUMBER: \_\_\_\_\_

COMPANY PHONE: \_\_\_\_\_

EMPLOYEE INFORMATION

NAME	MOBILE PHONE	EMAIL
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NAME	MOBILE PHONE	EMAIL
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NAME	MOBILE PHONE	EMAIL
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NAME	MOBILE PHONE	EMAIL
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NAME	MOBILE PHONE	EMAIL
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NAME	MOBILE PHONE	EMAIL
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NAME	MOBILE PHONE	EMAIL
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NAME	MOBILE PHONE	EMAIL
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NAME	MOBILE PHONE	EMAIL
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NAME	MOBILE PHONE	EMAIL
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NAME	MOBILE PHONE	EMAIL
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NAME	MOBILE PHONE	EMAIL
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**H. SHORT TERM PARKING REQUEST FORM**

COMPANY INFORMATION

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

SUITE & FLOOR NUMBER: \_\_\_\_\_

COMPANY PHONE: \_\_\_\_\_

PERSONAL INFORMATION

NAME: \_\_\_\_\_

MOBILE PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

WHO SHOULD BE CONTACTED IN CASE OF EMERGENCY OR IF VEHICLE NEEDS TO BE REMOVED?

NAME: \_\_\_\_\_

MOBILE PHONE: \_\_\_\_\_

VEHICLE INFORMATION

YEAR: \_\_\_\_\_

MAKE: \_\_\_\_\_

MODEL: \_\_\_\_\_

COLOR: \_\_\_\_\_

LICENSE PLATE NUMBER: \_\_\_\_\_

STATE: \_\_\_\_\_

DATES LEAVING VEHICLE

FROM: \_\_\_\_\_

TO: \_\_\_\_\_

**I. ACCESS CARD ADMINISTRATION**

COMPANY INFORMATION

REQUESTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

SUITE & FLOOR NUMBER: \_\_\_\_\_

COMPANY PHONE: \_\_\_\_\_

OFFICE EMAIL: \_\_\_\_\_

CARD/KEY INFORMATION

_____	_____	_____	<input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Revoke
CARD/KEY NUMBER	NAME	EMAIL	
_____	_____	_____	<input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Revoke
CARD/KEY NUMBER	NAME	EMAIL	
_____	_____	_____	<input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Revoke
CARD/KEY NUMBER	NAME	EMAIL	
_____	_____	_____	<input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Revoke
CARD/KEY NUMBER	NAME	EMAIL	
_____	_____	_____	<input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Revoke
CARD/KEY NUMBER	NAME	EMAIL	
_____	_____	_____	<input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Revoke
CARD/KEY NUMBER	NAME	EMAIL	
_____	_____	_____	<input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Revoke
CARD/KEY NUMBER	NAME	EMAIL	
_____	_____	_____	<input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Revoke
CARD/KEY NUMBER	NAME	EMAIL	
_____	_____	_____	<input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Revoke
CARD/KEY NUMBER	NAME	EMAIL	
_____	_____	_____	<input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Revoke
CARD/KEY NUMBER	NAME	EMAIL	
_____	_____	_____	<input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Revoke
CARD/KEY NUMBER	NAME	EMAIL	

**J. CUSTOMER SIGNAGE FORM**

COMPANY INFORMATION

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

SUITE & FLOOR NUMBER: \_\_\_\_\_

COMPANY PHONE: \_\_\_\_\_ COMPANY FAX: \_\_\_\_\_

OFFICE EMAIL: \_\_\_\_\_

COMPANY WEBSITE: \_\_\_\_\_

LOBBY DIRECTORY LISTINGS

COMPANY NAME: \_\_\_\_\_ SUITE NUMBER: \_\_\_\_\_

INDIVIDUAL LISTINGS: (IF APPLICABLE)

FIRST NAME	MI	LAST NAME	SUITE #

IF YOU REQUIRE ADDITIONAL LISTINGS SHOWING ANY PREFERRED INDENTATIONS, PLEASE LIST THEM HERE: (BECO MANAGEMENT RESERVES THE RIGHT TO LIMIT THE NUMBER OF INDIVIDUAL LISTINGS):

\_\_\_\_\_

\_\_\_\_\_

DOOR SIGNAGE

COMPANY NAME: \_\_\_\_\_ SUITE NUMBER: \_\_\_\_\_

OTHER: \_\_\_\_\_

If you would like to include artwork, please submit the artwork as an .AI or .EPS file (vector line art format) to communication@beconet.com. There is no cost for building standard door signage at initial move-in for prime lease tenants. Changes at a later date will generate a fee. Prime tenants may purchase signage for subtenants, or subtenant may purchase signage directly from BECO.

NON-STANDARD BUILDING SIGNAGE

If you would like to request non-standard building signage, please specify your request below:  
 Non-standard signage is at the tenant's cost, subject to the terms and conditions of the lease.

\_\_\_\_\_

\_\_\_\_\_