

OFFICE SAFETY AND EMERGENCY PROCEDURES

Continental Grain Company
New York Office
277 Park Avenue
New York, NY 10172

Revised: April 2011

This booklet outlines safety and emergency procedures for the Continental Grain Company New York office, including procedures for reporting fires and suspicious packages, for evacuating the building, and for responding to medical emergencies.

The booklet also summarizes the responsibilities of Continental Grain Company Emergency Team members at 277 Park Avenue.

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Office Safety and Emergency Procedures

I. TO REPORT AN EMERGENCY

TO REPORT FIRE, SMOKE, OR UNUSUAL HEAT:

In most cases, significant fire, smoke, or heat will automatically activate smoke detectors and visual/audio fire alarms, and notify both the fire department and building security. Temperatures above 165° F will also trigger the sprinkler system (see page 8).

If a fire alarm or sprinkler is activated, go to the nearest stairway, not the elevator. Do not return to your desk. Follow the evacuation instructions of Continental Grain Company (the “Company”) Emergency Team members, building staff, and police and fire department personnel. (See pages 14-18 for the responsibilities of the Emergency Team.)

If you notice fire, smoke, or unusual heat, **and an alarm has not already sounded**, take the following steps:

1. Dial 5977 for Office Services (Mary Beth Levy). If you cannot reach Office Services, dial "0" for the Company Operator. After 5:00 pm, dial 9-1-212-826-1862 for the building engineers.
2. Report location of problem, your name, and your department. Office Services or the Company Operator will instruct everyone to evacuate and dial 9-911 to alert the fire department.
3. If you cannot reach Office Services or the Company Operator, pull any fire alarm to alert employees and begin office evacuation. Pulling the alarm will also automatically notify the fire department and building security.
4. If you pull a fire alarm **and conditions permit**, dial 9-911 to ensure that the fire department has received the alarm and is responding to the emergency.

TO REPORT A BOMB THREAT:

1. Dial 5977 for Office Services (Mary Beth Levy). If you cannot reach Office Services, dial "0" for the Company Operator.
2. Report location of problem, your name, and your department. Office Services or the Company Operator will instruct everyone to evacuate and contact law enforcement authorities.

3. If you cannot reach Office Services or the Company Operator, call building security at 9-1-212-826-1875. Building security will order evacuation over the building public address system and contact law enforcement authorities. After 5:00 pm, dial 9-1-212-826-1862 for the building engineers.

TO REPORT A SUSPICIOUS PACKAGE OR LETTER:

1. Do not touch or move the package or letter. Do not open, smell, or taste. Do not cut strings on suspicious packages.
2. Dial 5977 for Office Services (Mary Beth Levy). If you cannot reach Office Services, dial 5130 for the Site Manager (Carlos Abarca). If neither Office Services nor the Site Manager is available, call building security at 9-1-212-826-1875. After 5:00 pm, dial 9-1-212-826-1862 for the building engineers.
3. Report location of problem, your name, and your department. Office Services, the Site Manager, or building security will contact law enforcement authorities and order evacuation if appropriate.
4. Keep other employees away from the suspicious package or letter.
5. If you have touched the package or letter, wash your hands with soap and warm water as soon as possible.

TO REPORT CONTACT WITH A SUSPECTED BIOLOGICAL OR CHEMICAL AGENT:

1. Dial 5977 for Office Services (Mary Beth Levy). Office Services will alert law enforcement and public health authorities. Office Services will also advise employees to avoid the area and, if appropriate, order the evacuation of unaffected employees.
2. If you cannot reach Office Services, call 9-911 directly to report the emergency, then call the Company Operator "0." The Company Operator will advise employees to avoid the area and order the evacuation of unaffected employees. After 5:00 pm, dial 9-1-212-826-1862 for the building engineers.
3. Keep other employees away from the suspected agent.
4. Wash your hands with soap and warm water as soon as possible.

TO RESPOND TO OTHER MEDICAL EMERGENCIES:

Heart Attacks, Serious Accidents, and Other Life-Threatening Emergencies

1. *DON'T WASTE TIME. CALL 9-911 IMMEDIATELY.*
2. Then dial 5977 for Office Services (Mary Beth Levy) or "0" for the Company Operator to report the emergency at the Company. Office Services or the Company Operator will notify building security that an ambulance is on the way.
3. If you cannot reach Office Services or the Company Operator, call building security directly at 9-1-212-826-1875. After 5:00 pm, dial 9-1-212-826-1862 for the building engineers.
4. Note: Oxygen units are located in closets next to the 49th and 50th floor reception areas. Office Services staff and other Emergency Team members have been trained in the use of this equipment.

Other Accidents or Injuries

1. Dial 5977 for Office Services (Mary Beth Levy) to report the emergency. Office Services will call 9-911 or take other action as appropriate.
2. If you cannot reach Office Services, dial 9-911 or take other action as appropriate. If you dial 9-911, notify building security (9-1-212-826-1875) that an ambulance is on the way. After 5:00 pm, dial 9-1-212-826-1862 for the building engineers.

II. BUILDING EVACUATION PROCEDURES

FIRES AND OTHER OFFICE-WIDE EMERGENCIES

When you hear an alarm or evacuation announcement:

- Go to the nearest stairway. Remain calm. Walk, don't run.
- Do not return to your desk to pick up personal belongings.
- Do not use the elevators unless specifically instructed to do so. **Elevators should never be used in case of fire.**
- Follow the instructions of the Company Emergency Team members, building staff, and police and fire department personnel.

EMERGENCY ALARMS AND ANNOUNCEMENTS

If a fire or other emergency is reported on the 49th or 50th floor, and an alarm has not already sounded, Office Services or the Company Operator will instruct everyone to evacuate. Go to the nearest stairway, not the elevator. Do not return to your desk. Follow the instructions of the Company Emergency Team members, building staff, and police and fire department personnel.

If a fire or other emergency is reported elsewhere in the building, building security will make an announcement over the public address system to alert employees and, if necessary, to order evacuation. If evacuation is necessary, go to the nearest stairway, not the elevator. Do not return to your desk. Follow the instructions of the Company Emergency Team members, building staff, and police and fire department personnel.

PARTIAL EVACUATION IN CASE OF FIRE

Because of the fire-resistant qualities of modern high-rise buildings, it is generally not necessary to evacuate the entire building. In most cases, evacuation is required only from the floor on which the fire is burning, the two floors immediately above the fire, and the floor immediately below the fire.

The purpose of partial evacuation is to keep the stairwells clear for emergency personnel and to keep employees away from potential danger on lower floors.

Note, however, that you should continue down the stairway to the lobby if, in your best judgment, it is necessary to ensure your safety.

SPRINKLER SYSTEM

Sprinkler systems are installed on the 49th and 50th floors. They are automatically triggered by temperatures of 165°F and above. (A wastepaper basket fire, for example, can cause temperatures in excess of 300°F at ceiling level.)

If the sprinkler system and the accompanying alarm are activated, go to the nearest stairway, not the elevator. Do not return to your desk. Follow the instructions of the Company Emergency Team members, building staff, and police and fire department personnel.

Note: an activated sprinkler or alarm **anywhere in the building** will automatically alert both building security and the New York City Fire Department. Building security will then sound an alarm and make an announcement over the public address system, and order evacuation from the 49th and 50th floors and the building if necessary.

EVACUATION PROCEDURES FOR PEOPLE WITH DISABILITIES

If you have any physical condition that could prevent you from using the stairs or delay you in an evacuation, please contact Office Services (Mary Beth Levy, ext. 5977) after receiving this manual. Office Services will develop special procedures and assign a co-worker to assist you in the event of an evacuation.

EVACUATION OUTSIDE OF NORMAL BUSINESS HOURS

- Dial 9-911 or pull a fire alarm to report the emergency.
- If conditions permit, check the floor to locate and alert other employees.
- Go to the nearest stairway, not the elevator. Do not return to your desk.
- Continue down the stairs to the lobby and exit the building.
- Follow the instructions of building staff and police and fire department personnel.

RETURNING TO THE OFFICE

You will be allowed to return to the office only when authorized by police or fire department personnel.

III. BOMB THREATS AND SUSPICIOUS PACKAGES OR LETTERS

BOMB THREATS

If you receive a bomb threat:

- Dial 5977 for Office Services (Mary Beth Levy). If you cannot reach Office Services, dial "0" for the Company Operator.
- Report location of problem, your name, and your department. Office Services and the Company Operator will instruct everyone to evacuate and contact law enforcement authorities.
- If you cannot reach Office Services or the Company Operator, call building security at 9-1-212-826-1875. Building security will order evacuation over the building public address system and contact law enforcement authorities. After 5:00 pm, dial 9-1-212-826-1862 for the building engineers.

SUSPICIOUS PACKAGES OR LETTERS

If you see or receive a suspicious package or letter:

- Do not touch or move the package or letter. Do not open, smell, or taste. Do not cut strings on suspicious packages.
- Dial 5977 for Office Services (Mary Beth Levy). If you cannot reach Office Services, dial 5130 for the Site Manager (Carlos Abarca). If neither Office Services nor the Site Manager is available, call building security at 9-1-212-826-1875. After 5:00 pm, dial 9-1-212-826-1862 for the building engineers.
- Report location of problem, your name, and your department. Office Services, the Site Manager, or building security will contact law enforcement authorities and order evacuation if appropriate.
- Keep other employees away from the suspicious package or letter.
- If you have touched the package or letter, wash your hands with soap and warm water as soon as possible.

CONTACT WITH A SUSPECTED BIOLOGICAL OR CHEMICAL AGENT

If you have contact with a suspected biological or chemical agent:

- Dial 5977 for Office Services (Mary Beth Levy). Office Services will alert law enforcement and public health authorities. Office Services will also advise employees to avoid the area and, if appropriate, order the evacuation of unaffected employees.
- If you cannot reach Office Services, call 9-911 directly to report the emergency, then call the Company Operator “0.” The Company Operator will advise employees to avoid the area and order the evacuation of unaffected employees. After 5:00 pm, dial 9-1-212-826-1862 for the building engineers.
- Keep other employees away from the suspected agent.
- Wash your hands with soap and warm water as soon as possible.

MAIL SCREENING PROCEDURES

The U.S. Post Office, FedEx, and other mail carriers now routinely screen packages, and the building mail department scans all non-postal mail and packages through an X-ray machine. In addition, Oce has trained Company’s mailroom staff in the identification and handling of suspicious mail. If you receive mail that is from an unknown source or without a return address, or that is in any other way suspicious, do not touch, move, or open. Contact Office Services (Mary Beth Levy) at extension 5977. If you cannot reach Office Services, dial 5130 for the Site Manager (Carlos Abarca). After 5:00 pm, dial 9-1-212-826-1862 for the building engineers.

IDENTIFICATION OF SUSPICIOUS MAIL

Please note the following guidelines for detecting letter or package bombs, or other suspicious mail:

- No return address.
- Unknown origin.
- Misspelled words.
- Addressed to title only or incorrect title.
- Badly typed or written.
- Protruding wires or excessive tape or string.

- Excessive postage.
- Strange odor.
- Oil stains, discolorations, or crystallization on wrapper.
- Lopsided or uneven; apparent air pockets.
- Unusual bulk or unknown contents.
- Regular stamps rather than commercial canceling.

IV. OFFICE CLOSINGS AND SHELTER DURING EMERGENCIES

OFFICE CLOSINGS

With Management approval, Office Services may close the office to ensure employee safety in the event of civil unrest, bomb threats, hurricanes, blizzards, and other local or national emergencies. These closings will be announced through e-mail and a message on the main Company phone line (1-212-207-5100).

When in doubt about office closings, please contact your immediate supervisor.

SHELTER FOR EMPLOYEES WITHIN THE BUILDING

The Company office will provide shelter for employees in the event of emergencies or disturbances outside the building. Office Services, in conjunction with Human Resources, will provide details, as needed, through e-mail or intercom announcements.

V. COMMON SENSE RULES FOR INDIVIDUAL SAFETY

- DO Familiarize yourself with the proper procedures for reporting emergencies.
- DO Familiarize yourself with the fire alarm box on your floor.
- DO Identify at least two exits from the floor (other than elevators); use the roof only as a last resort.
- DO Stay low, near the floor, if you are exposed to heat or smoke.
- DO Close all doors behind you.
- DO Obey the directions of the Fire Warden or other authorized personnel in charge.
- DO Attempt to notify the Company Operator by dialing “0” and giving your location within the office if you are trapped. (Searchers are required to check every area thoroughly, including restrooms.)

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- DO NOT Attempt to fight a fire yourself--report the situation immediately.
 - DO NOT Touch any package or letter that looks like it contains suspicious material – report the situation immediately.
 - DO NOT Open doors that feel hot.
 - DO NOT Prop open fire stair doors or permit doors to remain open.
 - DO NOT Return to your work area for personal property or for any other reason--stay with the evacuation group.
 - DO NOT Smoke or carry lighted pipes, cigars, or cigarettes when leaving the floor.
 - DO NOT Panic. Remain calm.
 - DO NOT Return to the building until advised to do so by responsible authorities.
 - DO NOT Use the elevators. Use the stairs unless otherwise directed.

VI. GENERAL RESPONSIBILITIES OF EMERGENCY TEAM

The Company Emergency Team includes the following positions:

Emergency Chief	Mary Beth Levy, ext. 5977
Deputy Emergency Chief	Paul Gibson ext. 5482
Site Manager	Carlos Abarca, ext. 5130
CGC Switchboard Operator	50th floor reception, dial “0” or 5576
Fire Wardens	One per floor - See Section VIII
Deputy Fire Wardens	One per area - See Section VIII
Searchers	Four per floor - See Section VIII
Volunteer Assistants	Deputized as required

Each member of the Emergency Team will carry out specific tasks to ensure the safety of employees. Each team member will also work in cooperation with building security and civil agency personnel.

As a member of the Emergency Team, you must:

1. Know the exact position of the fire alarm box, fire exits, and fire extinguishers.
2. Know the specific responsibilities of your position--see next section.
3. Control your post: *BE IN COMMAND AND GET FULL PARTICIPATION.*
4. Remain calm and prevent panic among employees.
5. Use common sense, especially if a situation arises that is not covered by your specific duties. In crisis situations, the safety of the people in your charge is the prime consideration.
6. Carry out instructions given by the Emergency Chief, building security, and civil authorities.

VII. SPECIFIC RESPONSIBILITIES OF EMERGENCY TEAM PERSONNEL

EMERGENCY CHIEF/DEPUTY EMERGENCY CHIEF

The Emergency Chief is the Company representative in charge of any emergency or life-threatening situation within the Company New York office. The Emergency Chief is responsible for the formation of the Emergency Team and for emergency procedure policies.

The specific duties of the Emergency Chief/Deputy Emergency Chief are to:

- Determine the exact nature of the emergency and the potential danger to employees.
- Make or request emergency announcements, and issue evacuation orders over the office intercom.
- Ensure proper emergency notification to:
 - NYC Fire and Police Departments through 9-911.
 - Building Security (9-1-212-826-1875).
 - Company Switchboard Operators - “0.”
 - Company Emergency Team.
 - Emergency Ambulance and Police.
- Prevent elevators from being used during fires.
- Assess damage and report to proper officials.
- Ensure that all Emergency Team vacancies are filled and that team members understand their responsibilities.
- Schedule fire drills and other procedures necessary to ensure employee safety.
- Ensure that evacuation procedures are in place for employees with disabilities, and notify building security of any employee with special needs. (See evacuation procedures for employees with disabilities in Section II.)
- Review and amend emergency procedures as necessary.

FIRE WARDEN/DEPUTY FIRE WARDEN

In an evacuation, the fire warden will:

- Direct employees to the closest stairway.
- Personally check the stairway to ensure that it is safe. If there is smoke or heat, the fire warden will direct employees to an alternate stairway.
- Direct employees to the first safe floor or to the lobby, if necessary. Building security and police/fire department personnel will direct exit from the building.
- Ensure that the searchers make a last sweep of the floor.
- Stay on the floor until certain that no employees have been left behind.
- Exit the floor through the closest staircase.

SEARCHERS

In an evacuation, the four searchers on each floor will:

- Systematically check the floor for any trapped or injured people.
- Help any ill or injured person to a safe stairwell, and call 9-911 or building security (9-1-212-826-1875) for assistance. After 5:00 pm, call building engineers (9-1-212-826-1862) for assistance.
- Report back to the fire warden after thoroughly checking the floor.
- Exit the floor through the closest staircase.

COMPANY SWITCHBOARD OPERATOR

In an emergency, the Company Switchboard Operator will:

- Take emergency calls from employees in the absence of Office Services.
- Make emergency announcements and issue evacuation orders, as necessary, in the absence of Office Services.
- Report all emergency calls to 9-911.
- Assist Office Services and Emergency Team Members as necessary.
- Exit the floor through the closest staircase.

49TH FLOOR

FIRE DRILL AND EVACUATION

BUILDING FIRE SAFETY DIRECTOR

CLARENCE WINDBISH

9-1-212-826-1862 OR 1875

DEPUTY FIRE SAFETY DIRECTORS

**JORGE WEST
IVAN DANIELS
ED SHEA**

**9-1-212-826-1862 OR 1875
9-1-212-826-1862 OR 1875
9-1-212-826-1862 OR 1875**

CONTINENTAL GRAIN COMPANY EMERGENCY TEAM

EMERGENCY CHIEF: MARY BETH LEVY 9-1-212-207-5977

DEPUTY EMERGENCY CHIEF: PAUL GIBSON 9-1-212-207-5482

49TH FLOOR FIRE WARDEN: CARLOS ABARCA 9-1-212-207-5130

49TH FLOOR DEPUTY FIRE WARDEN: STEVE CARLSSON 9-1-212-207-5222

49TH FLOOR SEARCHERS

**CARLOS ORTIZ
DENNIS SULLIVAN**

**LINDA JETER
JEANNETTE ORTIZ**

ALARM TRANSMISSION:

Any person discovering fire or smoke should sound the fire alarm by any of the following methods:

- 1. Telephone (Call 9-911 to report the fire; also notify the Fire/Deputy Fire Warden.)**
- 2. Building fire alarms (manual pull stations by exit doors).**
- 3. Street alarm box located at the northeast corner of 47th Street and Park Avenue.**

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50TH FLOOR
FIRE DRILL AND EVACUATION

BUILDING FIRE SAFETY DIRECTOR

CLARENCE WINDBISH **9-1-212-826-1862 OR 1875**

DEPUTY FIRE SAFETY DIRECTORS

JORGE WEST	9-1-212-826-1862 OR 1875
IVAN DANIELS	9-1-212-826-1862 OR 1875
ED SHEA	9-1-212-826-1862 OR 1875

CONTINENTAL GRAIN COMPANY EMERGENCY TEAM

EMERGENCY CHIEF: MARY BETH LEVY 9-1-212-207-5977

DEPUTY EMERGENCY CHIEF: PAUL GIBSON 9-1-212-207-5482

50TH FLOOR FIRE WARDEN: MICHAEL MAYBERRY 9-1-212-207-2898

50TH FLOOR DEPUTY FIRE WARDEN: ADAM TEPPER 9-1-212-207-5301

50TH FLOOR SEARCHERS

SHAUN EHRHARDT	ROBIN DERIN
MATT KEEGAN	SUSAN MCINTYRE

ALARM TRANSMISSION:

Any person discovering fire or smoke should sound the fire alarm by any of the following methods:

- 1. Telephone (Call 9-911 to report the fire; also notify the Fire/Deputy Fire Warden.)**
- 2. Building fire alarms (manual pull stations by exit doors).**
- 3. Street alarm box located at the northeast corner of 47th Street and Park Avenue.**

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