



Welcome to 505 Union Station. We hope to meet all your needs and we look forward to serving you. This handbook will inform you of the services available in and around the building, provide you with some basic emergency procedures, along with other information you may need to know. If you have any questions, please feel free to call our office at (206) 652-0505.

Building office **(206) 652-0505**

EMERGENCY NUMBERS

Fire/Rescue/Police **911**

Building Management **(206) 652-0505**

Security **(206) 652-0505**
(After Hours)

HOSPITALS

Group Health Cooperative
(206) 326-3000
201 16th Avenue East

Harborview Medical Center
(206) 731-3000
325 9th Avenue

Providence Medical Center
(206) 320-2111
500 17th Avenue

Swedish Medical Center
(206) 386-2573
700 Minor

Virginia Mason
(206) 624-1144
925 Seneca

505 UNION STATION TENANT INFORMATION HANDBOOK

CONTENTS

Building Management Office
Building Hours
Stairwells
Deliveries
Parking Garage
Elevators
Maintenance
Cleaning
Recycling
Security
Security System/Access Cards
After Hours access
Authorized Tenants
Keys
Lost and Found
Heat and Air Conditioning
Mail
Storage
Signage
Pets
Tenant Improvements
Roof Access
Smoking Policy
Tenant Wardens
Emergencies
Reasons to Call the Management Office
Retail Services
Forms

UNION STATION DEVELOPMENT DESCRIPTION

The Union Station Development began with the October 1999 reopening of the Seattle Landmark Union Station, located at the North end of the development. The extensive renovation of Union Station, which originally opened in 1911, won the 2000 National Preservation Honor Award.

505 Union Station opened in September 2000, followed by a separate Owner’s development of 605, 625 and 705 Union Station’s. The extensive parking facility includes a seven story garage on the South end of the development and provides parking for 1500 vehicles. The overall Development won NAIOP’s Office Development of the Year - CBD 2000 Award.

BUILDING MANAGEMENT OFFICE

505 Union Station is professionally managed by CB Richard Ellis, Inc. Our on site Management Office is open 8:00 a.m. to 5:00 p.m., Monday through Friday. It is located on the west side of the 1st floor, in suite 150. The Management Office telephone number is (206) 652-0505. Please feel free to call or visit anytime with any questions regarding the operation of 505 Union Station.

BUILDING HOURS

Weekdays	7:00 a.m. to 6:00 p.m.
Saturdays & Sundays	The Building is closed. When the Building is closed, you may access the building (south entry) and your suite using a card key issued by the Building Management Office.
Holidays	The Building is closed New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day. Other Holidays may also be included if the collective building is observing other holidays. Assistance may still be obtained during holidays by calling (206) 652-0505.

STAIRWELLS

Stairwells are locked 24 hours a day, 7 days a week. If you enter the north or the south stairwell above the first floor, you will need to walk to the first (1st) floor to exit the stairwell. Please do not place items in the doorjamb to keep the door open. This creates an unsafe and unsecured environment for the occupants on the floor. The stairwells are designed to automatically unlock during emergencies.

DELIVERIES

All deliveries should originate at the loading dock. This includes overnight delivery service, courier services, UPS, legal messenger, and freight deliveries. After arriving at the loading dock, deliverers will need to check out a freight card at the security desk located in the main lobby. After delivery is made, the deliverer will need to return the freight card. Upon returning the card, the security officer at the desk will validate their delivery so they may exit the garage. 505 Union Station security will validate up to 1 hour of free loading dock parking.

Deliveries larger than one freight load will need to be coordinated through the property management office and may need to be scheduled during weekday evening hours or weekends.

Deliveries made after hours will also need to be coordinated through the management office. Tenants will need to provide approximate time of delivery, duration of delivery, names of deliverers, and contact name of those requesting delivery.

Entrance to the parking garage for deliveries is located approximately 1.5 blocks south of 505 Union Station on 4th Avenue. That garage entrance is located at the south end of the high rise-parking garage. The high rise-parking garage, just south of Airport Way, is connected to the parking garage under 505 Union Station. **This is the only access to the 505 Union Station loading dock.**

Do not attempt to enter the garage on Weller Street for deliveries.

The overhead clearance at the loading dock entrance is 13 feet. Maximum length of truck beds and boxes is 24 feet.

Vehicles left at the loading dock unattended for extended periods of time will be towed.

Do not leave items on the loading dock or use it as a staging area.

PARKING GARAGE

The parking garage located under 505 Union Station is owned and operated by a different entity. All parking arrangements will need to be made through the parking garage operator. Their office is located at the Weller Street entrance on P1.

ELEVATORS

There are a total of 9 elevators servicing 505 Union Station. Six passenger elevators service high-rise floors 1–11; two shuttle elevators service the parking garage, and there is one freight elevator that services all floors. The elevator cabs and garage lobbies are equipped with proximity card readers for after hour use.

505 UNION STATION TENANT INFORMATION HANDBOOK

Elevator Hours

7:00 a.m. to 6:00 p.m., Monday through Friday. At other times, elevators can be used with building access cards only.

Freight Elevator

Regular hours are Monday through Friday, 7:00 a.m. to 6:00 p.m. The freight elevator must be used for all deliveries. Large deliveries, greater than one elevator load, must be scheduled through the Building Management Office. All deliveries will be made at the loading dock, which is located in the parking garage on the P2 level. The entrance to access the loading dock is located 1 block south of 505 Union Station on 4th Avenue.

Dimensions of the freight elevator

Height	9'0"
Depth	8'0"
Width	5'6"
Door opening height	7'0"
Door opening width	4'6"
Weight Limit	4,200 lbs.

Elevator Emergencies

Should you become aware of an elevator service problem of any type, please notify the Building Management Office immediately.

If you should become trapped in an elevator, at no time are you in danger while the elevator is temporarily out of service. All of our elevators have mechanical safety devices that will operate in all situations, including a power failure.

If you should become trapped in an elevator:

- a. A phone is located behind an access door just below the floor indicator buttons. Open the door and push the button located in the center of the communication device. This will automatically connect you to an individual that will place a service call to the elevator company. You will be able to speak to a representative. In the event you are unable to communicate verbally, a prerecorded message will automatically be relayed and assistance will be dispatched.
- b. Push the button located below the floor buttons labeled "alarm". This will activate an intercom located in the elevator lobby on the first floor and sound an alarm bell. Once the alarm bell is heard, the Building staff will respond immediately
- c. Building personnel will have the ability to talk to you by using the intercom located in the main lobby on the first floor.
- d. Do not attempt to open the doors, or climb out of the elevator.

505 UNION STATION TENANT INFORMATION HANDBOOK

e. In the event of a power failure, an emergency power generator will automatically illuminate the emergency lighting inside the cab and the elevators will be recalled to the main lobby on the first floor, in sequence, one at a time. This process will take several minutes to complete. Remain calm and be patient. Once all of the cabs have been recalled to the first floor lobby, they will remain there with the doors open.

MAINTENANCE

Maintenance and service requests should be given to your tenant representative who will forward them to the Building Management Office for proper attention.

CLEANING

General

Your suite will be cleaned on a nightly basis, Sunday through Thursday. Your trash, recycling & compostable items are also collected at these times.

Windows

The interior and exterior windows are cleaned on a pre-scheduled basis. The Building Management Office will notify you in advance when your windows will be cleaned.

Carpets

If there are spots in your carpet that need cleaning, please notify your tenant representative. We will ensure that our nightly crew takes care of them. Our cleaning does not, however, cover major carpet cleaning. Tenants are responsible for their own carpets. If you need to have your carpets cleaned, please notify your tenant representative who will coordinate the cleaning through our office.

RECYCLING/ COMPOSTING

Our cleaning service is responsible to pick up your recycling & compostable materials, but we depend on each tenant to separate recyclables & compostable materials from garbage. If you need a recycling box or a compost container, please notify your tenant representative and we will have someone deliver one to you. Most offices have one recycling box under each desk for paper, with containers in the kitchen area for tin, aluminum cans, and glass and composting containers for all compostable materials. There is no need to sort grades of paper. Please do not use the recycle bins for storage boxes. Do not place items in the boxes you do not want discarded. Listed below are do's and don'ts of what to place in your paper recycling & composting containers:

505 UNION STATION TENANT INFORMATION HANDBOOK

Recycle Do's

- All office paper
- Newspaper
- Magazines (Staples & Paper Clips – OK)
- Window Envelopes
- Cardboard
- Aluminum, Tin & Steel
- Plastic (except type 4)
- Glass

Recycle Don't's

- Carbons
- Food Products
- Styro Foam
- Restroom Supplies
- Paper Cups, Napkins
-

<u>Composting Do's</u>	<u>Composting Don't's</u>
• Food Scraps	• Carbons
• Food Soiled Paper	• Styro Foam
• Building supplied paper towels	• Pastic Bags, wrap, tubs & bottles
	• Glass
	• Metal
	• Coated or platic take out containers
	• Latex & plastic gloves
	• Wire & rubber bands
	• Painted or treated wood
	• Pet waste
	• Garbage or hazardous waste
	• Milk & juice containers
	• Ice cream cartons

We appreciate your efforts to recycle & compost.

SECURITY

Due to the nature of an office building, a great number of people pass through the property unescorted on a daily basis. As such, all building occupants need to be aware of the potential for theft, burglary or other crimes. In the event of an emergency, always call 911. The building security staff is available to help with security issues during all hours. Security officers are on site 24 hours a day, 7 days a week. They can be reached anytime by calling (206) 652-0505.

While 505 Union Station has 24-hour security, effective security requires everyone's cooperation. Observance of the following suggestions will help reduce the incidents of crime:

- a. Never leave your reception area unattended.

505 UNION STATION TENANT INFORMATION HANDBOOK

- b. Keep back doors to your suite closed and locked at all times.
- c. Do not allow visitors to pass beyond the reception area unless escorted by an employee.
- d. Persons making deliveries should not be permitted to access your office unattended. Be alert to persons entering your office on the pretext of seeking employment.
- e. Beware of the office machine repairperson that enters your office to make an inspection and states that he/she is to pick up a machine for repair. Always check for identification and confirm repairs with the individual that requested service.
- f. Keys and proximity cards must be collected from any employee leaving your company and they should be returned to the Building Management Office.
- g. When entering the Building after hours, do not allow anyone else to enter. If the person follows you in, please notify the security guard immediately. The guard will either be stationed in the lobby or can be reached by calling (206) 652-0505.
- h. If you plan to have visitors in your office during non-regular working hours, please properly arrange for their admittance. (See after hours access)
- i. Suspicious persons observed in public areas or in your leased premises should be reported to the Building Management Office.
- j. Make sure your doors are locked when closing your office or leaving the reception area unattended.
- k. Never leave a purse or other valuable items on or under your desk. Keep these items out of sight and locked.
- l. Cash, coins, stamps, etc. should be kept in locked drawers.
- m. Always sign in and out when after normal hours of operation. The security officer will then know who is in the Building.
- n. Report all solicitors or unidentified persons to the Building Management Office.
- o. Anyone loitering in the lobbies, rest rooms, elevators or stairwells should be reported to the Building Management Office.

In the event of a theft, robbery, or more serious crime, call and report the incident to the Police at 911. The police will be sent to investigate. Also, report all incidents, no matter how slight, to the Building Management Office.

SECURITY SYSTEM/ACCESS CARD

Proximity cards allow entry to the Building during off-hours via the south entrance. Proximity cards are coded to provide authorized access to the Building entrance and passenger elevator service. Employees who have a need for after hours access may obtain a card by notifying their

505 UNION STATION TENANT INFORMATION HANDBOOK

tenant representative. Cards cannot be issued without their approval. All requests must be in writing to the Building Management Office, with email as the preferable means. Please allow at least 48 hours for the card to be issued. Within two weeks of a card issuance, the individual must have a photo included in the card record or the access card will become unusable. Please contact the Building office to arrange for the photo to be taken.

Common Building Card Reader Locations are as follows:

- South entrance to Building
- Northwest entrance to Building
- Garage elevator lobbies
- High-rise elevators
- Freight elevator

Proximity cards work by placing them within 4 inches of the card reader and holding it until the reader acknowledges the card. The card reader will grant access and the user will have approximately five (5) seconds to either open the door or select the desired floor in the elevator cab. Upon presenting the card, a transaction record is stored in the computer logging your access. **Do not loan or transfer your card to anyone.** If you are entering the Building, please make sure nobody else enters behind you.

Proximity cards are inert. They are not magnetic and therefore will not affect cards that have a magnetic strip. Please promptly report all lost or stolen cards. The integrity of the system depends upon the tenants keeping the management office informed and the database accurate. Cards can be canceled and replaced at any time for a fee of \$20.00. All cards belong to the Building Management Office.

AFTER HOURS ACCESS

Entrance to the Building outside normal building hours, including weekends, can be obtained through the south entrance of the building or the parking garage elevators. The Building cannot be accessed through the main entrance during non business hours. To gain access at the south entrance, a proximity card must be presented to the card reader. If your proximity card does not work or if you need assistance, an intercom is located outside the building for your convenience. The security officer located at the lobby desk will assist you. Only authorized 505 Union Station tenants will be admitted. **If a Tenant does not have a proximity card or the card is not operating, the individual must have picture I.D., keys to their suite and their name must appear on the company's access list to enter the Building. If any one of these three conditions is not met, security will not allow access to the Building or access to their suite.** A security officer is on duty 24 hours a day, 7 days a week.

AUTHORIZED TENANTS

The access list, to be updated by the tenant, will be maintained on file at the security desk in the main lobby. It is the tenant's responsibility to keep the access list up to date. Tenants whose names do not appear on the list will not be admitted.

If you have clients or others that need to enter the Building after hours, an after hour access sheet needs to be filled out and delivered to the management office no later than 4:00 p.m. the day before access is needed.

KEYS

Keys may be provided for \$5.00 each & access keycards for \$20.00 each. Only your tenant representative may request additional keys or a change of locks. An outside vendor cannot duplicate the keys and the building management office must handle all key or lock changes.

If a key is lost or stolen, immediately notify the Building Management Office.

LOST AND FOUND

The lost and found is handled through the Building Management Office. If you find, or you have lost something, please call us at (206) 652-0505

If you find a suspicious package inform the Building Management Office at (206) 652-0505.

HEAT AND AIR CONDITIONING

System

505 Union Station has a very efficient HVAC system. The system is capable of providing heating and cooling for a particular area within your suite. Thermostats are located throughout your floor and control the temperature. Normal hours of HVAC operation are Monday through Friday, 7:00 a.m.– 6:00 p.m.. HVAC is available at other times as explained below.

Adjustments

If you need assistance with adjusting the temperature in you suite, call your tenant representative and they will notify Building Management who will adjust the temperature for you.

505 UNION STATION TENANT INFORMATION HANDBOOK

After Hours

Scheduled after hours HVAC is available with 24 hour prior written notice at an hourly rate which is based upon equipment requirement and resulting electrical consumption. Please contact your tenant representative to make arrangements. They will need to fill out an after hours HVAC form. The form may be copied from the back of this guide or you may call the management office for assistance. For immediate HVAC activation after hours, the thermostat can be activated by pressing the sun/moon button. Air handling equipment for the tenant's premises will turn on for one (1) hour, and there is a charge of \$25.00 per hour.

MAIL

Mailroom

505 Union Station's mail can be picked up in the mailroom, which is located near the loading dock on parking level 2. The mailroom hours are posted on the mailroom door. Overnight delivery service boxes are also located near the mailroom.

SIGNAGE

Signage of any kind, in any location, is not permitted without the prior consent of the Landlord. Landlord shall have the right, at the expense of Tenant, to remove any signage placed without Landlord's consent.

Changes

If you wish to change your signage at any time, please make the request in writing and turn it in to the Building Management Office. Signage changes are made at the tenant's expense.

PETS

Pets are not allowed in the Building with the exception of service animals.

TENANT IMPROVEMENTS

All improvements to the premises must be coordinated through the management office. Only Building approved contractors will be allowed to conduct work on the premise, and all work will require written owner approval. If you have a need for alterations, please call us.

ROOF ACCESS

There is no roof access without prior approval from the Building Management Office. **The roof is inaccessible and locked at all times.**

SMOKING POLICY

Smoking cigarettes, pipes or cigars is prohibited inside the leased premises and the common areas of the Building. Smoking is prohibited in stairwells and within a 25-foot radius in front of all entrances to the Building.

TENANT WARDENS

Tenant wardens are needed on each floor to assist building occupants during an emergency. Floor wardens help insure an orderly and complete evacuation of affected floors during an emergency and play a key role in ensuring the safety of all building occupants.

Please assign two (2) individuals within your office to act as official floor wardens for your company and return the form below. If your company occupies more than 5,000 square feet, please schedule two additional floor wardens. If your company occupies more than one floor, indicate below which floor each warden is responsible for. During fire drills and in a real fire situation, the floor wardens will help assist individuals to the building stairwell exits.

Washington State Law, R.C.W. 4.24, provides immunity from liability for persons acting as floor wardens in emergency situations. The law reads:

“No building warden, who acts in good faith, with or without compensation, shall be personally liable for civil damages arising from his or her negligent acts or omissions during the course of assigned duties in assisting others to evacuate industrial, commercial, governmental or multi-unit residential buildings or in attempting to control or alleviate a hazard to the building or its occupants caused by fire, earthquake or other threat to life or limb. The term "building warden" means an individual who is assigned to take charge of the occupants on a floor or in an area of a building during an emergency in accordance with a predetermined fire safety or evacuation plan; and/or an individual selected by a municipal fire chief or the state fire marshal after an emergency is in progress to assist in evacuating the occupants of such a building or providing for their safety. This section shall not apply to any acts or omissions constituting gross negligence or willful or wanton misconduct.”

The building provides a handbook for each Tenant Warden, as well as annual training. To complement classroom training, there is web-based training that all tenants can participate in.

EMERGENCIES

In the following sections of this manual, we will describe means of handling emergency situations. It is essential, however, to realize many problems from an emergency event can be avoided and it is the responsibility of every occupant of the Building to help reduce the likelihood of an emergency from ever occurring.

Always call 911 for all emergencies.

505 UNION STATION TENANT INFORMATION HANDBOOK

Other incidents

If you observe activities that seem out of the ordinary, report them immediately to the Building Management Office. Try to give a complete description of the incident or individual including:

- a. Time of the incident;
- b. Location of incident;
- c. Explanation of incident; and
- d. Description of the individual(s) involved (approximate height and weight, type of clothing, etc.).

Power Failure

In the event of a power failure, without evidence of another emergency, remain in your office. The elevators will be recalled to the lobby (see elevator section) and the emergency pathway lighting will be illuminated in the stairwells, elevator cabs, tenant suites and in the elevator lobbies throughout the Building.

Information and instructions will be issued to you by the Building Management Office or your tenant representative as to the nature, extent and duration of the failure. Procedures for your staff to follow will also be provided.

If another emergency, such as a fire or earthquakes, is evident along with the power failure, follow the instructions included in this manual for the relevant emergency.

Medical Emergencies

With any medical emergency, time is critical. Contact 911 as quickly as possible and state that you require medical aid. Provide the dispatcher with as much of the following information as possible so that it may be transmitted to the responding aid unit:

- a. Building: 505 Union Station;
- b. Building emergency address: 505 Fifth Avenue South;
- c. Street intersection: Fifth Avenue South and Weller Street;
- d. Your office and floor number;
- e. Type of injury and present condition;
- f. Any known medical history (i.e., doctor's name, allergies, etc.);
- g. Sequence of events leading up to the emergency; and
- h. Action currently being taken.
- i. Send someone from your office to the lobby to assist in directing the aid unit to the individual.

505 UNION STATION TENANT INFORMATION HANDBOOK

Immediately after calling 911, notify the Building Management Office and detail the events, stating that you have contacted 911 and medical aid is in route. The Building staff will attempt to capture the freight elevator and bring it to the lobby for the medics use.

Fire

Fire prevention should be a concern for every tenant in a Building. You can help reduce the possibility of fire by observing some basic guidelines:

- a. Follow the Building's **No Smoking Policy**;
- b. Do not use old, frayed extension cords;
- c. Place all appliances on timers that will automatically turn the appliance off.
- d. Turn off all electrical equipment when not in use (including coffee makers, copy machines, calculators, typewriters, etc.;
- e. Do not bring hazardous materials into the Building; and
- f. Do not use space heaters, toasters, or toaster ovens

The 505 Union Station has been equipped with a state-of-the-art fire and life safety system. Each floor has smoke detectors, heat detectors, an audible and visual alarm system, sprinklers and fire extinguishers. In the event one of the devices is triggered due to smoke or heat, an audible alarm and the strobe devices will activate on the affected floor and the floors above and below. When you hear an alarm, you must evacuate the floor immediately. Instructions will be given over the Building paging system to notify the occupants that the Building is in alarm. Use the stairwells to evacuate the building and keep to the right hand side as the fire fighters may be coming up on the other side. Exit the building and proceed to the designated meeting place on either side of the 705 Union Station, located at the South end of the Union Station Development. Tenants should have designated individuals to grab the floor # sign to lead the tenants from their floor to their specific evacuation location. Upon arrival at this location, wait for further instructions. Floor wardens will assist the evacuation. After the Fire Department determines that everything is clear, an announcement will be made for you to return to your floors via the elevators.

Evacuation Procedures

- All personnel working in the southern side of each floor should use the southern stairwell exit. Stairwell door is located in the southeast corner of the building core, just south of the freight elevator. When using this stairwell, proceed down to the lobby on the first floor and exit the building at the south exit.
- All personnel working in the northern side of each floor should use the northern stairwell exit. The north stairwell is located in the northwest corner of the building core, just north of the restrooms. When using this stairwell, proceed down to the lobby on the first floor and exit the building using the main entrance.

505 UNION STATION TENANT INFORMATION HANDBOOK

Other important things to keep in mind are:

- Treat all alarms as though they are real and remain calm.
- If an alarm sounds on your floor, leave the floor immediately.
- Listen for instructions over the Building paging system.
- Close all doors behind you on your way to the stairwell.
- Proceed to the nearest stairwell in an orderly manner and exit the building.
- Floor wardens should pick up sign in stairwell.
- Proceed to designated gathering place around 705 Union Station building and wait for further instructions.
- When the Building is in alarm, all of the elevators are recalled to the lobby. You must use the stairs to leave the floor during a fire alarm.

Fire extinguishers are located on each floor and in each tenant suite. Please familiarize yourself with their location. If the fire is minor and you feel it can be brought under control without personnel risk, you may try to extinguish and contain the fire. Report all fires, regardless of how minor, immediately to 911 and notify the Building Management Office.

If the fire is not controllable, isolate or contain it by closing doors to the immediate area. Immediately telephone the fire department at 911 and provide the following information:

- a. Building name: 505 Union Station;
- b. Building emergency address: 505 Fifth Avenue South
- c. Street intersection: Fifth Avenue South and Weller Street;
- d. Floor and location of fire;
- e. Extent of fire; and
- f. Your name and telephone number.

Immediately thereafter, telephone the Building Management Office and report the fire, details thereof and that you have telephoned 911.

Follow the evacuation procedures detailed within this manual.

If you are trapped by a fire:

- a. Try to separate yourself from the source of the flames by closing doors on your way out.
- b. If possible, immediately call 911 and report your location. Thereafter, telephone the Building Management Office and request assistance.
- c. Signal from window areas.

505 UNION STATION TENANT INFORMATION HANDBOOK

- d. Heat rises; therefore, air near the floor will be cleaner and cooler and you should stay low.

Non-Ambulatory Personnel

If you use a wheel chair for mobility or you are unable to use the stairs, you should have two individuals designated to assist you in the event of an emergency. When an emergency situation arises, these two individuals will locate you and provide assistance as needed in following the emergency procedures outlined herein.

If you do not have assistance, the best practice may be to wait where you are (closing yourself off from any smoke) or make your way to an exit stairwell and wait there. A list of non-ambulatory personnel, supplied by each tenant, will be maintained and located in the fire control room of the Building so that your presence will be accounted for.

Full Building Evacuation Procedures

The following are the correct procedures to follow in the event a full Building emergency evacuation becomes necessary:

- All personnel working in the southern side of each floor should use the southern stairwell exit. Stairwell door is located in the southeast corner of the building core, just south of the freight elevator.
- All personnel working in the northern side of each floor should use the northern stairwell exit. The north stairwell is located in the northwest corner of the building core, just north of the restrooms.

Using the above locations will alleviate a congestion problem for each stairwell exit and minimize evacuation time.

When a full Building evacuation is announced, proceed to the nearest stairwell and evacuate the Building. Proceed in an orderly manner at all times. Do not use the elevators, as they do not operate during fire alarms or other emergencies. Tenants and other occupants should assemble in the courtyard of the Union Station Building. Assembly will occur to the south on either side of 705 Union Station Building. **Move away from the Building stairwell exits as soon as possible. Do not congregate on the sidewalks in front of the Building, but move immediately to the designated evacuation location. This prevents others from freely exiting the Building.** Once in the evacuation area, wait for further instructions from Building personnel, appointed floor wardens or other on-site emergency personnel (fire department, police, etc.). Do not re-enter the Building until told to do so.

505 UNION STATION TENANT INFORMATION HANDBOOK

Civil Disturbance

In the event of a civil disturbance such as a demonstration or riot near the Building, remain in your office. Pull window coverings and stay away from the windows.

If the disturbance is of long duration, the Building Management Office will relay instructions as to general procedures from civil authorities via the telephone or building speaker system.

If necessary, all exterior doors to the Building will be locked during the disturbance for your protection and the elevators may be taken out of service. The Building will remain closed as long as a potential threat exists to the safety of the occupants of the Building.

Do not attempt to go to the main lobbies unless it is urgently necessary for you to leave the Building. If you must leave the Building, request assistance from building personnel.

Earthquakes

During an earthquake

When an earthquake occurs, remain where you are and take shelter under tables or desks.

Remember Drop, Cover and Hold.

Drop: Get under a desk or table.

Cover: Keep low and cover your head

Hold: Hold on to desk or table legs and move with the desk if it moves until the earthquake has stopped.

If you are indoors, stay there. Take immediate shelter under your desk, a table or other object that will offer protection from flying glass or debris. Stay away from windows, outside doors, bookshelves, etc.

- Do not use the elevators.
- Do not use open flames of any sort and extinguish all smoking materials.
- Disconnect all electrical equipment if there is no danger in doing so.

If you are outdoors, move away from any structures where materials could fall. Do not attempt to enter a Building; however, standing in doorways or flat against a Building could protect you from falling debris.

After an earthquake

Do not attempt to enter or leave a Building until advised it is safe to do so.

Be prepared for aftershocks. Generally, these are less in intensity than a main tremor; however, they may cause additional damage due to the weakened conditions of structures.

505 UNION STATION TENANT INFORMATION HANDBOOK

Check for fires or hazards such as damaged gas, electrical, steam or water lines or other utilities. Do not touch downed power lines or objects in direct contact with downed power lines. Do not use lighted matches, lanterns or torches until you are advised that there is no danger from gas leaks, etc.

Check for injured persons and if qualified, administer first aid. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.

Depending on the severity, building staff will contact you to coordinate relief measures. Each tenant company should be prepared to “go it alone” for 72 hours.

Windstorm

High winds can cause injury from falling objects around Buildings. Seek shelter indoors and stay away from windows.

Bomb Threats

If you receive a bomb threat, it is essential to remember and document certain information. Use the following checklist to record the information.

Immediately report the bomb threat to the police by calling 911. Immediately thereafter, report the bomb threat to the Building Management Office.

The police bomb squad will not come to the Building unless there is sufficient cause to believe that a bomb or suspicious item exists. Building Management personnel will conduct a search in the public areas of the Building. If you see any unusual or suspicious packages after a threat had been received, do not disturb the package or object. Report its location to the police or the Building Management Office.

Bomb threat checklist

While speaking to the caller, be calm and courteous, listen, and do not interrupt. Keep the caller on the line as long as possible and document the following information:

- a. Date and time call received;
- b. Time call terminated; and
- c. Exact words of caller.

Ask the following questions and document the answers:

- a. When is the bomb going to explode?
- b. Where is the bomb right now?
- c. What kind of bomb is it?
- d. What does it look like?
- e. Where you are calling from?
- f. What is your name?

505 UNION STATION TENANT INFORMATION HANDBOOK

Take note of and document the following:

- a. Description of caller's voice (male, female, young, middle age, old);
- b. Did caller appear familiar with the Building (based on his/her description of the bomb location);
- c. Origin of call (local, long-distance, internal, etc.);
- d. Voice characteristics (loud, high pitched, raspy, intoxicated, soft, deep, pleasant);
- e. Speech (fast, distinct, stutter, slurred, slow, distorted, nasal);
- f. Language (good, fair, slang);
- g. Accent (local, regional, foreign, race);
- h. Manner (calm, rational, coherent, deliberate, righteous, serious, angry, irrational, incoherent, emotional, laughing); and
- i. Background noises (office machines, factory machines, animals, quiet, party, traffic, airplane, voices, music).

REASONS TO CALL THE MANAGEMENT OFFICE

- Lights burned out.
- Environmental temperature adjustments.
- To ask about building policies.
- To schedule after hours access for work being done in your suite.
- Plumbing complaints.
- Problems with access cards.
- After hours HVAC.
- Noise from construction.
- Any concern related to the building.
- Spills or messes.
- Hang pictures or white boards

RETAIL SERVICES IN THE BUILDING

<u>Floor</u>	<u>Tenant</u>	<u>Services</u>
1	Specialty's Bakery	Baked goods, sandwiches, soups, beverages
1	Starbucks	Coffee beverages, muffins, cookies etc.
1	505 Gifts & Sundries	Cards, gifts, snacks



AFTER HOURS HVAC REQUEST FORM

ALL REQUESTS MUST BE INTO THE MANAGEMENT OFFICE NO LATER THAN 4:00 P.M., PRIOR TO THE DATE(S) NEEDED.

DATE(S) NEEDED: _____

TIME(S) NEEDED: _____

FLOOR: _____

DURATION: _____

NAME OF TENANT: _____

PHONE NUMBER: _____

TENANT REPRESENTATIVE APPROVAL: _____

BUILDING MANAGEMENT ACCEPTANCE: _____

If you have any questions , please call the Management Office at (206) 652-0505.

505 UNION STATION TENANT INFORMATION HANDBOOK

Please Return to:
CB RICHARD ELLIS, INC.
505 Fifth Avenue South, Suite 150
Seattle, WA 98104



Tenant Information Form

(Please Update as Necessary)

General Business Information:

Business Name: _____

Telephone: _____ Fax: _____

Local Office Contact: _____ Local Office Contact E-Mail Address: _____

Daily Contact (If different than local): _____ Daily Contact E-Mail Address: _____

Number of On-Site Employees: _____

Billing Information:

Billing Address: _____
(If different than local)

Billing Telephone: _____

After Hours Emergency Contacts:

Contact Name: _____ Position: _____

Emergency Telephone: _____

Contact Name: _____ Position: _____

Emergency Telephone: _____

Normal Office Hours: _____

Please list any alarms, special entry keys needed to enter your space after hours:

Floor Wardens: A _____
B _____
C _____
D _____

Any person needing special assistance during emergency:

Name: _____ Type of Assistance Needed: _____

All information listed is the use of Building Management ONLY for emergency planning and will be released to emergency personnel only in case of an actual emergency.