



1818 Market Street

TENANT HANDBOOK



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Introduction

Welcome

Welcome to 1818 Market Street. We are dedicated to bringing you the highest level of customer service and support. This tenant handbook is a resource of information you need for your Building including operations, services, policies and procedures.

Please contact the Management Office with any questions regarding the information in this handbook. We are pleased to have you as a tenant in our Building and look forward to providing you with the tenant services you require.

Building Operations

Management Office

1818 Market Street
Suite 1120
Philadelphia, PA 19103

Management Office - 215 567 7412
Building Management Fax - 215 977 9397

Building Management

Harbor Group Management Co, LLC

Property Manager

Teresa Renzi
tmrenzi@harborg.com

Tenant Services Administrator

Mildred Cordero
maccordero@harborg.com

Chief Engineer

Aaron Rosenbaum
aaron@metroservices.com

Director of Security

Christine MacMullen
christine.macmullen@aus.com

Lobby - Security Desk

215-299-9418

Leasing Director

Roger T. McManimon
roger.mcmanimon@cushwake.com
215 963 4049

Building Hours and Access

Customer Service Hours

8:00 a.m. – 5:00 p.m. M-F

Access Control System

Tenant and Tenant's employees are issued a Building access card for entry into the Building. Access cards are required and must be used for entry into the Building at all times. An authorized tenant representative can request access cards by contacting the Management Office 215 567 7412 or issue a request through the tenant portal.

Please remember to notify Security immediately if an access card is lost / stolen or incur a change in an employee status so that the card(s) may be deactivated.

Moving Hours

Reservations must be made 24 hours in advance. All tenant Move-Ins or Move-Outs must commence after 6:00 PM, Monday through Friday. Saturday and Sunday moves can occur with advance notice to the Management Office at 215 567 7412.

Important: Please note that in advance of your move, the Management Office must receive a Certificate of Insurance from the vendor meeting the proper insurance requirements. Please contact the Management Office regarding requirements.

Tenant 24-Hour Access

1818 Market Street provides its tenants with secured twenty-four hour, seven days a week access to the Building. Security is provided by a combination of electronic monitoring and security staff. An authorized card key access is needed in order to gain access to tenant floors.

Access for Visitors and Guest

Tenants must pre-register their visitors or guests through the visitor access system. All non-registered visitors / guests are required to provide identification to Security who will then need to verify with the tenant representative that access is approved.

Contractors and Vendor Access

The Management Office must be informed in advance of any contractors / vendors (carpet cleaning, telecommunications, etc.) coming into the Building. Please provide the contractor's name, approximate arrival time and a brief description on the purpose of the visit. A current Certificate of Insurance must be on file with the Management Office prior to the start of any work.

Please contact our office at 215 567 7412 in advance to verify that your contractor / vendor certificate is on file and current.

Holidays

The Building Holidays observed each year are listed below in order to aid your planning operations during the year;

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

HVAC and janitorial services are not provided on these days unless prior arrangements have been required. Security Officers are on duty 24 hours a day and can be contacted at 215 567 7412 if needed.

Insurance Requirements

CERTIFICATE OF INSURANCE:

Please provide a Certificate of Insurance to the Certificate Holder in accordance with the terms of your Lease Agreement. All liability policies shall name the following as additional insureds:

ADDITIONAL INSURED WORDING:

Harbor Group Management Co., LLC, and Matthew D. Mason of Hilco Real Estate, LLC, as Court Appointed Receiver for certain Property located at 1818 Market Street; Philadelphia, Pennsylvania 19103 pursuant to a Court Order entered in the Court of Common Pleas in Philadelphia County (Case No. 250301112) is listed as additional insured.

CERTIFICATE HOLDER:

Matthew D. Mason of Hilco Real Estate, LLC, as Court Appointed Receiver for certain Property located at 1818 Market Street; Philadelphia, Pennsylvania 19103 pursuant to a Court Order entered in the Court of Common Pleas in Philadelphia County (Case No. 250301112) c/o Harbor Group Management Co., LLC 1818 Market Street Philadelphia, Pennsylvania 19103

Moving

Our goal is to ensure a smooth and seamless transition during your move. Once your move has been scheduled, please contact the Tenant Services Administrator at **215-567-7412**. They will assist with the following:

- Confirm that all required insurance documentation is on file
- Coordinate reservations for the loading dock and freight elevator
- Collect and document emergency contact information for your office
- Arrange Building access as needed
- Provide guidance and preparation for all move-related waste disposal

Rental Remittance

Rent should be paid by the first day of each calendar month during the term of the lease.

All Payments Payable To:

SRI Eleven 1818 Market, L.P.

First Class or Overnight Mail Delivery

Attn: Wholesale Lockbox #716092

SRI Eleven 1818Market LP

895 Central Ave, Suite 600

Cincinnati, OH 45202

Remit via Electronic Fund Transfer Wire Transfers or ACH

Please contact the Management Office.

Building Services

Deliveries, Freight Elevator, and Loading Dock

All large deliveries of furniture, equipment, or material should be scheduled with the Management Office.

Deliveries to and from the Premises shall be made only at the times, in the areas, and through the entrances and exits reasonably designated by Landlord. Tenant shall not make deliveries to or from the Premises in a manner that might interfere with the use by any other tenant of its premises or of the Common Areas, any pedestrian use, or any use, which is inconsistent with good business practice.

Hours and Access

Please have all deliveries made through the loading dock. To avoid delays, we have found it helpful to notify vendors of loading dock procedures in advance. These include:

- Freight elevator access is available with pre-scheduled request for no-hand carried deliveries.
- Two- and four-wheel dollies, carts, and conveyors may not be taken in the passenger elevators. Only hand-held packages may be transported in passenger elevators during normal business hours.
- 1-hour parking is available with pre-scheduled request, as available.
- Tenants requiring the use of four-wheeled carts for their mail deliveries must use the freight elevator.

Deliveries and Packages

Lobby attendants and other Building personnel are instructed to decline requests for deliveries or packages to be held or received at the lobby desk. After hours and weekend deliveries may not be left at the Lobby security console without advance arrangements with Building Management. Attempted deliveries after hours will be turned away with instructions to please return during the tenant's regular office hours.

Loading Dock Deliveries

The loading dock entrance is located towards the rear of the Property on the corner of 19th & Ludlow via the down ramp and is open to receive general deliveries from 6:00am. - 6:30pm., Monday thru Friday.

- All delivery companies must be signed-in with the truck dock security guard upon arrival.
- Engines must be turned off while inside the loading dock.
- Building Management is not responsible for any items left on the Dock.
- Parking in the dock area is for loading & unloading during the course of making deliveries. This applies to all service vendors, contractors and tradesmen.

- Large or bulk deliveries that are estimated to take more than 60 minutes must be scheduled for after hours through the Management Office at 215 567 7412.
- Carts, dollies and other material conveyors may not be taken on passenger elevators.

A valid insurance certificate for all delivery companies, moving firms, vendors, contractors and sub-contractors is required and must be on file with the Management Office prior to any deliveries / start of any work performed.

Dimensions and limitations of the service elevator are listed below:

#5 Low-Rise Freight Elevator (Floors: Sub, Lobby, 2, 7 thru 22)

Cab Height: 120" or 10'6"

Cab Depth: 60" or 5'

Cab Width: 90" or 7'5"

Door Opening: 4'x6'11"-1/2

Weight Limit: 3,500 lbs.

#10 High-Rise Freight Elevator (Floors: Sub, Lobby, 23 thru 37)

Cab Height: 120" or 10'

Cab Depth: 60" or 5'

Cab Width: 80" or 6'5"

Door Opening: 4'x6'11"-1/2

Weight Limit: 4,000 lbs.

Elevator Service

Elevator service is available 24 hours a day. In the event that an elevator fails to operate properly, please notify the Management Office or Security immediately.

If for some reason an elevator does malfunction and you are detained inside the elevator cab, remain calm. Modern elevator technology makes it virtually impossible for the elevator to fall. There is no physical danger in a stalled elevator, only the inconvenience of waiting to be released. Push the Emergency Call Button on the inside of the elevator cab to notify the Security Desk of your predicament. You will be contacted through an intercom system and given instructions on what to do. The elevator company will be notified immediately and a technician dispatched to correct the problem. During business hours, these technicians are usually on-site and can respond very quickly. Property Management staff and/or Security will remain in constant contact and let you know what is being done.

HVAC

Heating, Ventilation and Air Conditioning (HVAC) systems operate Monday thru Friday, 8:00am to 6:00pm and Saturday, 8:00am to 1:00pm.

HVAC Services other than those listed above is determined to be “after hours”. After-hours HVAC requests require 24-hours’ notice to the Management Office at 215 567 7412. Per the terms of the tenant lease a fee will be issued for this after-hours service.

If at any time during working hours you require an adjustment to the temperature within your suite you may make a request by entering a work order or call the Management Office at 215 567 7412.

Janitorial

Cleaning services of vacuuming, spot dusting, trash removal, sweeping, mopping and restroom cleaning are performed nightly Monday through Friday. Please see your lease exhibit for a detailed breakdown of cleaning services provided to your office space. Porter and matron service is provided during business hours for restroom maintenance, spills, or cleaning issues that may occur.

If trash that is to be disposed of is not placed in a wastebasket inform the cleaning personnel by leaving a large note on such items marked “TRASH”. Please DO NOT leave items that are not trash on top of / or near wastebaskets so that items are not misconstrued as trash.

All questions, requests, additional services or concerns regarding cleaning services may be directed to the Management Office at 215 567 7412 or entering a work order.

Mail Service

Incoming mail is delivered Monday thru Friday to each tenant suite via the U.S. Postal

Outgoing mail may be deposited into the mail drop box located in the rear of the Main Lobby and is collected by the postal service at 3:00pm., Monday thru Friday. The Postal Service requires that any large quantities of mail left in the drop box area be placed in plastic mail bins. The Postal Service will not remove items placed in cardboard boxes.

Drop boxes for Federal Express and UPS are also located in the mail drop box area. See specific courier for pick-up times.

Maintenance Requests

Standard and special requests for service may be requested via www.1818marketstreet.com or calling the Management Office at 215 567 7412.

Response time to request are basically categorized into the following:

- Emergency (water leak, electrical problem) – immediate response.
- HVAC – 15/30 minutes.
- Cleaning request – assigned to evening crew – or if critical – 30/60 minutes.
- Special Services – depending on availability of staff, typically same day.

After normal business hours, security personnel at the main lobby answer the phones. The officer can log your request for the next day or handle it immediately, if urgent.

If you have a problem or are not satisfied with the service you have received/requested, please contact the Management Office immediately at 215 567 7412.

Parking, Bicycle Parking

Monthly and Visitor Parking

A 24 hour / 7 day per week / 408 car / six level / self-park garage with direct elevator access to the Main Lobby of 1818 Market. The garage is a fully automated pay-on-foot payment system.

Monthly reserved (\$520.00), monthly unreserved (\$400.00), daily, early bird, evening and weekend rates are available. For your convenience we also offer pre-paid vouchers (1 hour, 2 hour & full day).

The garage is leased and managed by Laz Parking, for information contact: ssmith@lazparking.com

Bicycle Room

A secured-access bicycle room with wall racks is available for tenants and tenant employees.

Please contact the Management Office to obtain and sign a Bike Room Agreement prior to using the bike room.

Electronic scooters, e-bikes, and lithium-ion batteries are **NOT** permitted.

Security

Access Control System

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Uniformed security posted in lobby 24 hours per day, seven days per week; and loading dock weekdays 6:00a.m.-6:30p.m.; card access system for tenant/employee admittance; vendor/guest screening for admittance and access to elevators; CCTV surveillance system. We suggest that you request an active access card report at least quarterly, to ensure that all your company access cards are up to date.

General Office Security

Security personnel enforce Building regulations, maintain order, investigate alarms, screen personnel entering/exiting the Building and are on the alert for any unusual activity within the Building on a 24 hour / 7day per week basis.

The following is a list of suggestions which will help secure tenanted areas:

- Never leave your reception area unattended when your suite entry door is unlocked. Report all suspicious persons to Property Management and/or Security. Call 911 if you feel that the suspicious person is dangerous in any way.
- Do not allow people making deliveries to wander through your offices without an escort.
- Keep valuables (cash, wallets, purses, I-Pods, digital cameras, radios) in a safe place.
- Avoid putting purses under your desk or in the lower desk drawer.
- Strangers should not be sent to an empty office to use a telephone. Instead offer to dial the number for them or escort them to a phone and stay with them while they make their call.
- Do not allow workmen free access to your suite. Building Management will inform you when we are sending repairmen or will escort repairmen. Notice if they are in a uniform and if the uniform name correctly identifies their business.
- When you secure your premises at the end of the business day, lock all doors. We recommend locking your corridor doors even if people are working late.
- Offices are often most vulnerable to thieves during lunchtime and right before closing. At these times there is often a lot of movement, and people are frequently away from their desks. Put serial numbers on all business equipment to aid police in locating the equipment if stolen.

- If your firm will be closed when the rest of the Building is normally open, arrange for the Management Office to collect mail and newspapers.
- Keys kept on a ring should never have an identifying tag in case they are lost.
- Keep corridor doors closed. A Receptionist and other personnel nearest your corridor doors should be alert for unauthorized visitors. Make sure that the corridor door is closed and locked when leaving at night. Do not depend upon the door closer when leaving at night. When there is no one in the office, do not leave the door unlocked, even for a short time.
- Special care should be taken during the times best suited for pilferage (30 minutes just after opening, lunch hours and before closing) when there is maximum movement of personnel and absence from work areas and offices.

Property Removal

To assist in the protection of your business/personal property a Property Removal Pass must accompany any furniture, equipment, cartons, etc. being removed from the Building. This pass must be presented to Security at the time of removal. Detailed information (items, quantity, and description) identifying the item(s) being removed should be listed on your company letter head, signed and dated by an authorized representative of your firm.

Theft

Report any suspected theft, no matter how small, to the Management Office immediately. You may also notify the Police Department; since it is possible that they may be investigating thefts in other office Buildings and your report may help them complete their investigation more effectively. The Building's insurance policy does not cover the theft of Tenant's personal belongings. Personal property insurance is the responsibility of each tenant.

If your credit cards or personal ID information is stolen, please contact your credit card company immediately. Thieves usually initiate charges on stolen credit cards within 15 minutes of the event.

If you suspect a theft has occurred, please immediately contact:

Management Office:	215 567 7412
Police Department:	911
Non-Emergency:	215 686 3090

Suspicious Persons

If you see suspicious or offensive persons in the Building, please call the Management Office immediately. If possible, make note of appearance, clothing, etc. in order to assist Building security in locating them. Please be aware of strangers in your Tenant areas and halls. Quite often a question such as *"May I help you locate someone?"* will be enough to deter a potential thief. Suspicious encounters of this type should be reported to the Property Management Office and/or Building Security immediately.

Incident Reports

Security officers will complete an incident report recording the details of any accident, theft, or injury that occurs on the property. Please notify the Management Office as soon as an incident occurs so that an investigation can begin. Your cooperation in answering all questions pertaining to the incident will be appreciated.

Keys

Additional suite access and restroom keys may be requested by entering a request through www.1818marketstreet.com or calling the Management Office at 215 567 7412.

Access Cards

Tenant and Tenant's employees are issued a Building access card for entry into the Building. Access cards are required and must be used for entry into the Building at all times. An authorized tenant representative can request access cards by contacting the Management Office 215 567 7412 or issue a request through the work order system. Please remember to notify Security immediately if an access card is lost or stolen or incur a change in an employee status so that the card(s) may be deactivated.

Solicitation

The Building does not permit solicitation. If a solicitor comes to your suite we suggest you ask:

- The solicitor for a business card
- Have the solicitor wait a moment
- Call the Lobby Security Desk 215 299 9418
- Give your location and description of solicitor
- Security will be sent to your suite to escort the solicitor from the Building.

This "NO SOLICITATION" policy is intended to protect tenants from unwanted interruption of their business and from exposure to theft. It is known that some individuals conduct solicitation merely as a pretext to survey tenant's premises for possible theft.

Landlord may from time to time adapt systems and procedures for the security and safety of the Building and Property, its occupants, entry, use and contents. Tenant, its agents, employees, contractors, guests and invitees shall comply with Landlord's systems and procedures.

Lost and Found

Please contact the Management Office to claim items that have been lost or found. If a lost and found item is claimed, the security officer must complete an Incident Report on the person claiming the lost and found item.

Signage and Directory

Building standard directional and suite signage is performed by Bright Sign Company at 215 563 9480.

All Tenant signage must conform to the standard graphics and materials designed for the Building. The Management Office must approve all exceptions such as special logos, colors or letter styles.

Contact the Management Office at 215 567 7412 with your signage request.

Other than original and approved identification signage, no advertising signage is to be posted on or in common area walls, doors or restrooms without approval.

Storage

Storage Space may be available. If you would like to inquire about potential storage space, please contact the Management Office.

Transportation

Taxi stand at front door on Market Street, access to the concourse system diagonally across Market Street, train service at Suburban Station 1.5 blocks away at 17th Street and JFK Blvd.; trolley service access located at corner of property and within walking distance to 30th Street Station. Quick access to Schuylkill Expressway (I-76), Vine Street Expressway (I-676) and Interstate 95

Emergency Procedures

Emergency Preparedness Resources and Training

As part of our commitment to safety and security, 1818 Market Street has provided a Life Safety Resource that will help you be the most prepared in the event of an emergency in our Buildings, and to help your company facilitate or augment its own individualized emergency response plan. We invite you to use these resources by visiting www.1818marketstreet.com and choosing Emergency Preparedness.

Emergency Contacts

Listed below are a number of important telephone numbers. In an emergency, call 911. After calling the appropriate emergency agency, please contact the Management Office.

All Emergencies	911
Fire Department	911
Non-Emergency	215-922-6000
Poison Control Center	800-222-1222
Suicide Prevention	800-273-8255
Hospital of the University of Pennsylvania	215-662-3920
Thomas Jefferson University Hospital	215-955-6840

Important notes

If you call 911 as a result of a medical emergency, please be sure to also notify the Management Office with your name, callback number, and location so that security may swiftly guide the paramedics to your exact location.

If the audible alarm within the Building sounds, please **DO NOT CALL** the Management Office, unless you have something specific to report. The Management Office is aware of the noise, as well as the source of the alarm, whether it's false or a legitimate emergency. Please keep the telephone lines clear so Management may attend to the situation as quickly and efficiently as possible.

Emergency Notifications

If you would like to receive Notifications during an emergency via phone call, text message, or email, please contact either your Tenant Administrator or Property Management office to subscribe. Notifications will be sent via MRI Angus.

Biological, Chemical, Radiologic Event, and Pandemic

Biological and chemical threats require important and informed decisions that can affect the lives and safety of Building staff, tenants, and visitors. The number of casualties from actual threats will depend on several factors, the most important being the potency or size of the weapon and the efficiency of the delivery system. While an incident involving a chemical agent would probably be quickly noticed, a biological or radiological attack may not be noticed for several days. Evidence of such threats can vary. The agent may appear as a solid, liquid, or gas. A biological or radiological agent release is nearly impossible to identify at the time of release.

In case of an emergency situation, including one related to a terrorist attack, the local and federal police and health systems would immediately take action. The Building will follow the guidance of the local police and health officials. Each situation warrants a different response. As the Building receives information it will be immediately relayed to the tenants.

The Building will rely on local emergency personnel to administer any necessary medications in response to an emergency situation, including but not limited to a dirty bomb, biological, chemical or other attack. These personnel have the medical expertise necessary to diagnose and provide the appropriate treatment in such situations.

Chemical Agent

Since chemical agents are typically acutely toxic, their effects are typically abrupt and obvious. Determination as to whether an attack has occurred may be made by observation of the victims. The physiological impact on Building occupants and visitors may lead to the immediate inference that they may have been exposed to a chemical agent. It is important to recognize key signs and symptoms of chemical exposure in order to react rapidly. More than any other type of attack, a chemical agent requires quick reaction because a rapid response will have a direct impact on the number of lives saved.

General rules for response to a chemical agent are:

- Recognition of a potential chemical agent incident.
- You observe two or more people suddenly in physical distress with no obvious cause.

For example:

- Breathing difficulty or uncontrollable coughing
- Collapse
- Complaints of nausea
- Seizures
- Blurred vision
- Complaints of an unusual odor

Actions to be taken in response to a biological or chemical agent event:

- Notify 911
- Stop all personnel from entering the contaminated area.
- Evacuate people away (opposite direction) from the contaminated area/chemical cloud/area of release.
- Notify Management Office at 215 567 7412.
- Ensure that people who need assistance receive help from emergency personnel.

Radiological Event

The difficulty of responding to a nuclear or radiological incident is compounded by the nature of the radiation in an explosion. The fact that radioactive material was involved may or may not be obvious, depending upon the nature of the explosive device used. Other than an explosive device to disperse radiological material, a “carrier” could spread particles of radiological waste throughout the area. The effects of this type of event would not become evident for several days or weeks. Unless announced by public emergency officials or confirmed by radiological detection equipment, the presence of a radiation hazard is difficult to ascertain.

Response to a radiological event:

If the results of an investigation indicate that a radiological act of terrorism is a realistic possibility, the responsive actions will depend on the evidence discovered.

If a suspected material or a dispersal device is found and a threat is deemed credible, the general steps outlined for responding to a bomb should be taken.

Pandemic and Flu

A pandemic of influenza, or flu, occurs when a new flu virus rapidly spreads from human-to-human and country-to-country around the world. A new virus can spread rapidly because most people are not immune to it. Pandemics are not just particularly bad flu seasons. In fact, they can happen any time of the year.

What is troubling is, whenever a flu strain infects people, there is a chance that the virus could mutate, or change, to a new virus that spreads easily from person-to-person and causes serious illness. Infections with new human flu strains cannot be prevented by the flu vaccine that people get each year. Making a safe vaccine that can prevent infections with a new human virus can take several months.

There are precautions individuals can take in the event of a pandemic:

- Frequently washing or sanitizing your hands.
- Covering up when coughing or sneezing.
- Be aware of others that exhibit flu symptoms.
- Most importantly, stay home if you feel sick.

As a business it is important to develop a plan for:

- The impact of a pandemic on your business.
- The impact of a pandemic on your employees and customers.
- Establishing policies to be implemented during a pandemic.
- Allocating resources to protect your employees and customers during a pandemic.
- Educating your employees.
- Coordinating with external organizations and helping your community.

Bomb Threat and Suspicious Device

Once the Management Office has been notified of a bomb threat and your firm has been advised, it is up to the individual office to decide whether it is appropriate to evacuate.

Telephone Threat

When a bomb threat is made over the telephone, obtain the following information from the caller:

- Exact location of the device.
- Time set for explosion.
- Was the caller male or female
- Describe voice and accent
- Background noises
- Was the caller angry or show other emotions
- Description of the device.
- Reason the caller has placed the bomb;
- Exact words used by the caller.
- Keep this information as confidential as possible.
- Notify the Police Department. Call 911.
- Notify the Management Office at 215 567 7412

Upon hanging up with the caller:

1. Call 911
2. Inform Building Management immediately at 215 567 7412.
3. Notify your supervisor.
4. If advised to evacuate, do so quickly, and move at least three (3) blocks away.

Suspicious Device Procedure

- Do not attempt to move or touch it.
- Ensure that all mobile phones/radio devices within 150 feet of the package are off.
- Call 911.
- Inform Building Management immediately at 215 567 7412.
- Evacuation of the immediate area is the responsibility of the Tenant.

Suspicious Items

- Letters that are unusually bulky, weighty, lopsided or rigid.
- Parcels or envelopes with oily stains or discoloration.
- Parcels or envelopes without a return address.
- Handwritten or poorly typed address.
- Foreign mail, airmail or special deliveries.
- Restrictive markings such as “confidential”, “personal”, etc.
- Excessive postage.
- Parcels or envelopes that simply do not look or feel ordinary.

Handling of Suspected Bombs

- DO NOT handle the item.
- DO NOT attempt to open the parcel.
- DO NOT place parcel in water.
- DO NOT remove any binding material.
- DO NOT pull or cut any material that protrudes.

Bomb Threat Received by a Tenant:

Should a bomb threat be received by a tenant, the following guidelines should be used:

- Try to obtain as much information as possible. Be prepared to relate this information to the police when they arrive.
- If possible, have a second employee call 911 and the Management Office while the call is in process.
- Be alert for any unfamiliar people and/or objects to point out to the police or Building staff upon their arrival.
- DO NOT touch or handle any suspected object. The Floor Warden, accompanied by the police and Building Staff will make a complete search of the suspected areas. It will be the responsibility of Floor Wardens to identify any suspicious objects or items which do not belong in the space.

Bomb Threat Received by the Management Office

In the event that a bomb threat is received by the Management Office, the following guidelines will be observed:

- The Police Department will be notified immediately.
- If a bomb threat is received against a specific floor, the Floor Warden in the affected area will be informed of the situation and Building Management will proceed immediately to the scene.
- Tenants should be alert for any unfamiliar people or objects to point out to the police or Building staff upon their arrival. DO NOT touch or handle any suspected objects.

- The Floor Warden, accompanied by the police and Building staff, will make a complete search of the suspected areas. It will be the responsibility of the Floor Warden to identify any suspicious items or packages which do not belong in the space. If the bomb threat is received against the Building, and not a specific floor, all public areas, beginning with the most accessible, should be searched.

Bomb Threat or Tenant Ordered to Evacuate

The Management Office may make a recommendation regarding whether a tenant space should be evacuated. If the alarm is heard to evacuate, the following steps should be taken:

- Everyone should proceed quickly, but calmly, to the nearest fire tower exit. **DO NOT RUN!**
- The Floor Warden and/or Alternate should walk the suite as a double check to assist employees and make sure everyone is aware of the evacuation order.
- Evacuation will always be outside the Building. Once the evacuation has begun, no one should attempt to re-enter the evacuated area until it has been declared safe by the Management Office or the Police Department.
- The Floor Warden or Alternate should proceed to take a head count. If someone is missing, this information should be relayed to the Management Office, Fire Department or Police.

Building Emergency Systems

Fire Alarm Pull Stations

Pull stations are located on each floor at the entrance to each emergency exit stairwell. In case of fire in or near your tenant space, activate the nearest pull station regardless of whether or not the alarm signal has already sounded. In addition, call the Fire Department and Building Security.

Fire Life Safety Speaker System

The Building is equipped with a life safety speaker system with the capability of notifying all floors, simultaneously or individually, of emergency situations. For the hearing impaired, strobe lighting will be activated, signifying an alarm situation. Special instructions may be broadcast from the Fire Control Room through the ceiling speaker system, which is audible in all tenant spaces and public areas.

Sprinklers and Smoke Detectors

The Building is fully sprinklered and each floor is equipped with smoke detectors. Each system operates independently and automatically. Smoke or heat will activate the alarm signal.

Elevators

The elevators may be recalled to the lobby level once an elevator lobby smoke detector is activated. The elevators shall not be used for evacuation.

Civil Disturbance

Should a riot or civil disturbance start outside the Building, the security officers will immediately lock all entrances to the Building. The police will be notified. We will keep you informed. If a disturbance should occur in the main lobby, all elevators will be locked off and 911 will be called.

Elevator Malfunction

All elevators at 1818 Market Street are equipped with emergency call buttons. In the event the elevator malfunctions and an individual is unable to exit the elevator: Pushing the emergency call button will place occupants in contact with security personnel located at the main lobby console (Emergency call buttons are backed up by a central monitoring station and are manned 24 hours a day 7 days a week). Security will notify the elevator company and Building Management. Security will obtain contact information from elevator occupants; place any notification calls that occupant(s) may require and continue to maintain two-way communication with elevators occupants until the matter has been resolved.

Evacuation Purpose

The purpose of this plan is to provide for the safe and orderly evacuation of personnel and visitors in the event of an emergency situation. This plan contains procedures on how to report an emergency, what to do and who will assist you. The procedures outlined in this plan are to be followed unless otherwise directed by police or fire department officials. In order to establish a safe and orderly plan of evacuation, employees should become familiar with the Building emergency equipment and this emergency plan.

Statement of Policy

This plan has been developed with the knowledge that there is no such thing as a “fire-proof” Building and that education, preparation and rehearsal are essential to a successful emergency evacuation plan.

Evacuation Procedures

If an individual smells smoke or sees a fire, a pull station box must be pulled. If there is time, ensure that the Fire Department is alerted by calling 911. Then, call the Management Office at 215 567 7412.

Evacuation procedures should begin upon hearing a fire alarm or as otherwise instructed by emergency personnel (Floor Wardens, Building Management or Fire Department officials).

Evacuation Procedure for Individuals with Impairment or Disability

The Floor Warden must maintain an up-to-date list of all persons with an impairment or disability within their office and ensure these individuals are registered with the Building through the Building's Fire Life Safety Portal at www.1818marketstreet.com.

Please note that impairments or disabilities may not always be visible. This can include, but is not limited to, heart conditions or other medical ailments that are not immediately apparent. It is recommended that the Floor Warden discreetly ask each individual whether they would be able to evacuate without assistance during an emergency.

The Floor Warden is responsible for compiling and maintaining this list and ensuring the information remains current.

Floor Warden should compile a list, which will include the following information about the persons with an impairment or disability:

- Name
- Suite number, location and cellphone number
- Type of impairment, Type of equipment needed to evacuate, if any

A system should be implemented wherein the Floor Warden will assign two assistants to the person(s) with an impairment or disability. Assistant #1 will remain with the individual inside the Fire Tower with an impairment or disability while Assistant #2 exits the Building and provides information to the Fire Department personnel. The person(s) with an impairment or disability should not be left alone until the evacuation plans are in place.

NOTE: Persons with an impairment or a physical disability may include any of the following: Persons with a permanent disability (i.e., permanent back problem, wheelchair user, etc.); persons with a temporary disability (i.e., broken leg, broken arm, sprained ankle, on crutches, etc.); or other impairments (mental or psychological);

- Pregnant women;
- Any other person who requests assistance;
- Once the Fire Department arrives, their instructions should be followed immediately.

Fire and Life Safety Systems

Central Fire Alarm System

The fire alarm system will activate if a smoke detector, sprinkler head or pull station is activated. Audible alarms and visual strobes will activate, and a 24-hour monitoring center will automatically dispatch the Fire Department. Fire Department will respond and investigate the source of the alarm.

Smoke detectors and speaker strobes are located throughout the Building in accordance with current Building codes. The central fire alarm system is activated whenever a fire alarm condition exists. The Engineering staff is trained on the system and will take the proper action for such emergencies. Manual fire alarm pull stations are located next to all fire tower stairwell doors. Please arrange for training of your staff on the proper use of fire extinguishers. The Fire Department and authorized fire extinguisher companies can assist you with training. Building Management can assist you in arranging for training. In the event the elevator malfunctions and an individual is unable to exit the elevator: Pushing the emergency call button will place occupants in contact with security personnel located at the main lobby console*. Security will notify the elevator company and Building Management. Security will obtain contact information from elevator occupants; place any notification calls that occupant(s) may require and continue to maintain two-way communication with elevators occupants until the matter has been resolved. * Emergency call buttons are backed up by a central monitoring station and are manned 24 hours a day 7 days a week.

Assisting Visitors Unfamiliar with Building

Please be aware that if visitors are present during an emergency, your Emergency Team needs to assist the visitor in evacuating the premises. If a visitor sign-in sheet is maintained at your front desk, we suggest someone be assigned to bring that information to the Floor Warden after evacuating the Building in order to help facilitate an accurate head-count.

Above all, everyone involved needs to keep their own safety in mind and allow the Fire Department to take control.

Fire Emergency

Smoke and Fire Emergency Procedures

If you discover a Fire or Smell Smoke;

- Sound the Building alarm. Know the location of the alarm signal stations and how they operate.
- Call 911 and if you have time, notify the Management Office.
- Notify your Floor Warden.
- When fire alarm sounds, leave at once. Close, but don't lock doors behind you and proceed into fire tower. Please remain there until you are given instructions by the Fire Department or the Building Fire Safety Director. Fire towers are safe areas of refuge since they are enclosed and the doors and walls are three-hour fire-rated to keep smoke and heat from entering the stairway.
- DO NOT USE ELEVATORS. They will stop if power fails, causing occupants to become trapped.
- Feel the door that leads from your office to the corridor before opening it. If it is hot or smoke is seeping in, do not open. If you become trapped in your office and cannot reach the fire tower, keep door closed and seal off any cracks. Use a phone in the office to call the Fire Department by dialing 911 and give the address of the Building, the floor you are on, and office number.
- If door feels cool, open cautiously. Be braced to slam it shut if hall is full of smoke or if you feel heat pressure against door. If hall is clear, proceed with escape plan.

If All Escape Routes Are Blocked:

- Move as far away from the fire as possible closing all doors as you go.
- Stuff clothing or other material around ventilation ducts and cracks in doors to prevent smoke from penetrating the area.
- If a phone is accessible, dial 911 and give them your precise location.

When to Evacuate:

- When you hear the alarm announcement.
- Follow the evacuation instructions precisely.
- DO NOT use the elevators unless otherwise instructed. Use stairwells only.

Building Fire Safety Features

There are fire alarm pull boxes next to all fire tower stairwell doors.

Each floor at 1818 Market Street has four (4) stairwells located in the Northeast, Northwest, Southeast and Southwest core of the Building. The enclosed exit stairwells are constructed of fire resistant materials.

Stairwell doors must not be blocked open because this may allow the spread of fire or smoke into the exit stairwells. Tenants should become familiar with the location of all exit stairwells on their floor

Types of Fires

Class A - Fires in such ordinary combustibles as paper, wood, cloth, rubber, textiles, and many plastics.

Class B - Fires in flammable liquids such as grease, oil, paint and gasoline.

Class C - Fires involving energized electrical equipment where there is a risk of shock. (When electrical equipment is de-energized, Class A fire extinguishers may be used safely).

Class D - Fires in combustible metals, such as magnesium, titanium, zirconium, etc.

Multi-purpose "ABC" extinguishers can be purchased to handle all classes of office fires. These chemical-based extinguishers can cause damage to electronic equipment. However, water extinguishers must not be used if electrical current is present because of the danger of electrical shock. A fire in electronic equipment rooms will almost always require the use of an "ABC" rated fire extinguisher: "A" because there is likely to be paper nearby, "B" because there may be oil or grease involved, and "C" because it is electrical equipment.

Fire Extinguisher Operation

TO OPERATE: If you use a fire extinguisher, remember the word "PASS".

PULL - Pull the pin. Some extinguishers require releasing a latch or pressing a puncture lever.

AIM - Aim low, pointing the extinguisher nozzle (or its horn or hose) at the base of the fire.

SQUEEZE - Squeeze the handle. This releases the extinguishing agent.

SWEEP - Sweep from side to side at the base of the fire until it appears to be out. Watch the fire area in case fire breaks out again and repeat the use of the extinguisher if necessary.

Most portable extinguishers work according to these directions, but some do not. Be prepared by making sure you read the directions on your fire extinguishers before a fire emergency happens.

Fire Prevention

Inspection Suggestions

While everyone needs to know how to respond in an emergency, it is also important to take steps to prevent emergencies from occurring. We recommend a monthly Fire Safety Inspection including, but not limited to, the following items:

Move flammable or combustible supplies off-site. If your Lease provides that chemicals or materials be stored on-site in quantities requiring MSDS sheets to be posted, they must be posted in central locations where they are visible to all. Flammable liquids should be kept in a flammable cabinet. Avoid using extension cords instead of permanent wiring. If used, extension cords need three prong connections and no multiple outlets. Use breaker strips. All UL Listed authorized appliances and electrical cords should be in good repair. All electrical appliances for coffee, cooking or heating should be turned off every day before leaving the office. No smoking.

Candles or open flames are not allowed in the Building at any time. Potential fire hazards including, but not limited to, blocked stairwells, faulty fire protection equipment, leaks, or damaged wiring should be reported to the Management Office immediately. Building Management does not allow space heaters, as they are a fire hazard.. All emergency contact lists, physically impaired employee lists and other critical information lists should be kept current. Evacuation procedures should be reviewed among Floor Wardens for appropriateness, on a regular basis. Procedures should be communicated to occupants in your assigned area at least quarterly.

Do not accumulate quantities of discarded files or other paper trash in your office or storage area. Pay special attention to housekeeping in those departments that produce quantities of debris, such as duplication machines, mailing and receiving rooms.

Do not store large quantities of flammable solvents, duplicating fluids, or other combustible fluids.

Keep electrical appliances in good repair. Report unsafe conditions to the Building office.

When furnishing an office, consider the fire potential of materials used in large amounts, like overstuffed chairs, settees, couches or anything that could become a combustible item. Such furnishings should be flame proofed.

Where potential for fire is especially high, such as supply rooms, tenants may wish to consider installing additional fire extinguishers. Additionally, items being stored must maintain an 18" clearance between those items and the ceiling.

Fire Safety with Christmas Trees

Christmas trees pose a major fire hazard if the proper precautions are not taken. Below are guidelines provided by the Fire Department. This list does not represent all the precautions and requirements, so before displaying any Christmas tree or ornament with lighting, please request the complete set of guidelines from the Fire Department. All artificial trees should be UL approved or labeled as flame-retardant/resistive by manufacturers. Decorations on trees must also be non-flammable.

Lights on Christmas trees must be listed as UL. Small, low temperature bulbs are recommended. No candles or open flames are allowed on, or in the vicinity of, the tree, including portable heating devices. All tree lights should be turned off at night. Live or cut trees are NOT permitted.

Flooding

In the event of a flood that may cause damage to tenant property or affect the normal operation of the Building, designated tenant representatives will be contacted by Building Management personnel, regardless of the time of day.

The first priority is to ensure that no personal injury occurs as the result of a flood. The second priority is to discover the cause and prevent or minimize additional flooding.

Once the flooding has been contained, clean-up operations will commence. Tenants will need to contact their insurance carrier for any damage to their property.

Homeland Security

1818 Market Street recommends that each tenant have an emergency action plan in place to help their employees prepare for, and react quickly to, a regional emergency, including terrorist attacks. Click on the links below to access a variety of resources that aid in preparing for a regional emergency.

Department of Homeland Security: dhs.gov

Federal Emergency Management Agency: fema.gov

American Red Cross: redcross.org

Center for Diseases Control and Prevention Emergency Preparedness and Response: cdc.gov

Commonwealth of Pennsylvania <http://www.pa.gov>

Local media outlets will provide important information during an emergency situation.

NBC 10 <http://www.nbc10.com>

ABC <http://6abc.com>

CBS 3 <http://cbs3.com>

Medical Emergency

In the event that an accident or illness befalls one of your employees, or a visitor to your office area:

- Call Emergency Services at 911.
- Do not move the injured / ill person.
- Attempt to make them as comfortable as possible.
- Call the Management Office at 215-567-7412, inform them that you have called 911 and briefly describe the nature of the emergency.
- If feasible, send someone to meet the emergency unit upon its arrival in the lobby.

The emergency unit will arrive shortly and will administer all necessary medical assistance.

Determine, if possible:

- Name, address and age of injured/ill person
- The nature of the problem, as best you can surmise
- All known allergies, medical history and current medications taken by the individual
- A local doctor

The Management, Engineering and Security staff will do all we can to ensure the patient's comfort while awaiting the arrival of the medical rescue team. Although we assume no liability for our assistance, we strongly encourage Tenants and employees to become familiar with First Aid, as well as the contact information and protocol used to alert emergency services.

Power Failure

In the event of a power failure, a generator will provide emergency power for certain basic Building functions:

- Emergency lighting and Exit signs.
- Stairwell lighting.
- Emergency Fire & Life Safety Systems
- Elevator recall to the Main Lobby.

One elevator will remain operative for use by Building personnel to assist handicapped persons / transport service crews / emergency equipment if needed. Typically, should a power failure occur, it will affect either an isolated area of the Building or some larger portion of the surrounding downtown area. In the event of an electrical failure, the following guidelines should be observed:

- Contact the Management Office by calling 215 567 7412
- Raise blinds to let in outside light.
- Do not start an evacuation unless you are instructed to do so.
- Do not congregate in lobby areas or in the street.
- If you are trapped in an elevator during a power failure, wait for assistance. The elevator will not fall. Do not force open the doors or try to escape through the roof hatch. DO NOT PANIC. The Management Office will attempt to advise you regarding the length and cause of the power failure, as soon as possible.

Floor Warden

A Floor Warden should be someone who is reliable, respected by the other employees within your firm, and capable of providing guidance in the event of a fire or other emergency. This individual should rarely travel and be familiar with the names and faces of all employees in your office. Your Office Manager or Personnel Manager, or both depending on the size of your firm, would probably be good candidates for Floor Warden. You should also select Alternates for every Floor Warden.

The Floor Warden would assist in the development and implementation of your Company's Safety Program. This Program would include development of evacuation plans, training of employees in emergency response procedures, and practice of emergency procedures. In the event of a fire or other emergency, this individual is in charge of the situation until the Fire Department arrives. The Floor Warden may also be responsible for coordinating the evacuation of your space depending on the severity of the situation and the availability of other safety personnel.

Floor Warden Responsibilities

Each tenant should appoint a Floor Warden and an Alternate for every 50 employees. Full floor and multi-floor tenants will require multiple Floor Wardens and Alternates. The people chosen should be individuals who rarely travel and who are familiar with names and faces of all employees in your office. This program should include:

Development of Evacuation Plans:

- Familiarize employees with the location of all exit stairwells and fire pull stations.
- Familiarize employees with the location and proper use of fire extinguishing equipment within the Building and your suite.
- Inform employees who are responsible for the order to evacuate.
- Inform the Management Office of all handicapped people who might require assistance during an evacuation. Ensure they are registered with the Fire Life Safety System on www.1818marketstreet.com.
- Train employees in emergency response procedures.
- In the event of an actual fire or emergency, make sure the alarm is activated.
- Tenants are required to keep the premises in a safe and clean condition. Aisles, corridors and exit doors are to be kept clear of obstructions.
- Tenants are required to participate in fire drills scheduled by Building Management to familiarize employees with fire exits, fire alarm procedures, etc. Employees should assemble in the designated areas and follow the instructions of the Floor Wardens.

Severe Weather and Natural Disasters

When severe weather conditions become apparent, the U.S. Weather Bureau describes conditions by two classifications; a Watch or a Warning. A Watch becomes effective when atmospheric conditions are present that can produce the particular weather phenomenon. A Warning means that the weather condition has been spotted and prompt action must be taken to ensure your safety.

Except in very rare circumstances, the decision to evacuate the Building based on the above weather reports will not be made by the Management Office, but rather by each individual tenant company. However, in the event these conditions do exist, the following guidelines should be adhered to:

- Move away from outside windows. If windows in your offices are supplied with blinds, close the blinds (this will provide protection from broken glass).
- Remain calm.
- If evacuated, use a route that is in the Building interior and stay away from large expanses of glass and windows.
- Use the stairwells rather than the elevators.
- Once evacuated, do not return to your office until you are advised to do so by your Floor Warden.

Major Natural Disasters

Disasters and emergencies affecting large areas can sometimes develop quickly. Flash floods and earthquakes, for example, can strike with little or no advance warning. Perhaps the most basic thing to remember is to KEEP CALM. In the event of a disaster or emergency: Keep your radio or television set tuned to hear weather reports and forecasts (issued by The National Weather Service) as well as other information and advice that may be broadcast by your local government. Use your telephone only to report disaster events to 911. If you tie-up phone lines simply to get information, you may prevent emergency calls from being completed. Stay away from disaster area. Follow the advice and instructions of authorities in charge.

Earthquakes Earthquake Preparedness

Keep an earthquake preparedness kit on hand. Include the following:

- Food and water– at minimum, a 3 day supply (a 7 day supply is ideal)
- First Aid kit and First Aid manual
- Large and small heavy-duty plastic bags, duct tape and scissors
- Extra prescriptions and eyewear
- Heavy-duty shoes and gloves
- Extra clothing, and a whistle
- Rescue tools
- Portable TV and/or radio with extra batteries
- Flashlights and extra batteries
- Cash (ATMs and credit cards may not work)
- Emergency Phone List, including family at work, school, daycare, etc.
- Cell phone

During an Earthquake

Most earthquake-induced injuries are caused by falling objects or debris that has become dislodged by the quake. During an earthquake, please observe the following:

- Remain calm, do not panic.
- Stay in the office area.
- Take cover under tables, desks, or strong doorways.
- Keep away from windows and glass doors.
- Keep clear of filing cabinets, shelves and tall stacks of materials.
- Check for any injured personnel and administer first aid where necessary.
- Floor Wardens should assess damage and injuries and be prepared to expedite evacuation of serious cases.
- In the event of a fire resulting from an earthquake, follow the fire emergency procedures.

Following an Earthquake

- Be prepared for aftershocks. While aftershocks are generally smaller than the earthquake that generates them, they can cause additional damage.
- If you smell gas, notify the Building Office or Security immediately.
- Check immediate location— make sure you are safe.
- Check for injuries and apply first aid as needed. Be prepared for an absence of immediate emergency services and be prepared to help yourself and others.
- Extinguish any fires. Do not light matches. Do not smoke.
- Listen for news or pertinent instructions on the radio or television.
- Do not use the telephone unless you have a dire emergency; ensure that all telephone receivers are properly mated to their cradles.
- Conserve and responsibly ration food and water.

Hurricanes

Hurricanes are a potential threat from June through November. These tropical storms are characterized by winds in excess of 75 miles per hour and extremely heavy rain. The following suggestions are designed to provide for the safety of all, by reducing the chance of injury or death and minimizing the potential loss of assets.

- Close all blinds within the suite.
- Disconnect all computers or other machines and remove any units located in window wall offices.
- Clear all desks, credenzas and filing cabinets of loose articles and store in file cabinets. Companies with significant computer or after-hour operations are encouraged to implement their own written Hurricane Emergency plan to deal with operation and protection of their systems.
- Notify Building Management upon evacuation of your space.

Public Utility

During disasters that cause loss of primary power, the utility company will work to restore service as quickly as possible.

Building Duties

When a hurricane is imminent, the following action will be taken by the Building Staff:

- Bring potential flying objects indoors.
- Supplies of Building and other materials will be checked or obtained for availability to cover broken windows, etc.

After the storm, the following actions will be taken by the Building Staff:

- A thorough search for safety hazards will be conducted.
- Repairs will be made as quickly as possible.
- Communications will be maintained with Public Utilities until any disrupted service is restored.

Shelter in Place Plan

Purpose of the Plan

The Philadelphia Fire Code requires various Buildings to develop a plan to shelter occupants inside the Building in the event of a hazardous material, biological, or other emergency outside the Building. The purpose of the shelter-in-place plan is to safeguard occupants during an emergency outside the Building by preventing or limiting the infiltration of hazardous materials into the Building by closing doors, shutting off air handling/HVAC systems and moving occupants away from perimeter windows and doors to safer locations within the Building. Where possible these locations will be near restrooms.

Procedures

An announcement will be made via the public address system when a shelter-in-place emergency is occurring. This announcement will be repeated (3) times. Upon the announcement being made for the 3rd time, the elevators will be recalled to the Lobby Level (or 2nd Floor depending on situation) and all Lobby Level and Truck Dock doors will be closed and locked. In addition, Security will insure that all retail tenants with direct access doors to the street level close and secure their outside doors. Please note that in accordance with City Fire Code, all fire exit doors will be accessible for egress.

When an emergency is announced Floor Wardens are to ensure that all occupants in their suite go to their chosen shelter locations.

Fire Tower re-entry stair tower doors (these doors are labeled) will be unlocked during the emergency to allow for inter floor travel if necessary. In some types of emergencies, occupants in the lower levels could be directed to the upper floors to avoid possible exposure to outside contaminants that are heavier than air.

During certain types of emergencies, the Building Engineers will shut down all air handling equipment and close all outside air dampers.

Building Management will monitor the emergency via the city's emergency broadcast network, local news radio, and cable TV emergency broadcast systems. Updates will be provided to the Building occupants via the public address system when available.

Shelter Locations

Shelter locations should be the innermost interior of rooms or spaces within the confines of your respected area, away from perimeter windows and doors.

Physically Disabled Persons

As with fire emergency procedures, the Floor Warden shall ensure that those with a physical disability be assisted to their shelter location.

All Clear

When notified that the emergency is over, Building Management will provide further instructions to occupants via the public address system.

Threatening Person and Armed Intruder

- Immediately report any situation involving a threatening person to the Philadelphia Police Department by calling 911. Also notify the Management Office. Provide as
- much information as possible including a physical description of the person(s) and their location. Also, the statements made by said Person(s) and if they are armed.
- Also, report the presence of any suspicious individuals in or about the property to the Lobby Security Desk. A physical description of the person and the location they were last seen will also be important information to communicate.

Toxic Hazards

If there is a toxic spill or exposure, proceed immediately to an area where you are no longer exposed and call 911. Give Building address, floor and phone number, and what type of spill has occurred. Take appropriate action to contain the hazard, close doors behind you, and always follow all safety procedures when working with toxic materials.

Natural Gas

Natural Gas is not currently an energy source in 1818 Market Street.

Rules and Regulations

Rules and Regulations Overview

Tenants and their visitors are required to comply with the Tenant Rules and Regulations.

All Building and Tenant Vendors performing work on-site are required to comply with the Vendor Rules and Regulations.

All Building and Tenant Vendors who are performing construction related services (Designing or Building) are required to comply with the Construction Standards.

The Tenant Rules and Regulations, Vendor Rules and Regulations, and Construction Standards may be modified by the Owner's Agent from time to time.

Tenant Rules and Regulations

The term "Tenant" as used herein includes the Tenant's officers, agents, contractors, employees, licensees, and invitees. The term "Premises" refers to the defined premises in the Tenant's lease.

ACCESS SYSTEM: If Tenant requests wiring for an access control system, such wiring shall be installed by a Landlord approved electrician.

AIR QUALITY: Tenant shall not cause or permit any foul or noxious gas or other odors to be produced upon or permeate from the Premises.

ANIMALS: Animals are not permitted in the Building or the Premises unless they are service animals as defined under the Americans with Disabilities Act. Please call Management office for assistance.

BICYCLES, SKATEBOARDS, ROLLER SKATES, IN-LINE SKATES, SCOOTERS AND MOTORIZED VEHICLES: Bicycles, skateboards, roller skates, in-line skates, and scooters not permitted to be used inside the Building, elevators or on the walkways outside the Building.

Motorized vehicles (excluding motorized wheelchairs) are not permitted inside the Building, except in areas designated by Landlord.

Tenant may bring bicycles into the Premises through the loading dock, provided that bicycles are transported using the Building's freight elevator, are **walked (not ridden)** in all hallways, and have their tires wiped clean so as not to leave marks on floors or carpets.

A secure bicycle parking area is available for the common use of Building tenants. Tenant's use of this bicycle parking area is subject to all applicable rules and regulations imposed by the Landlord.

BUILDING ACCESS: Landlord may deny access to any portions of the Building or the Premises if the individual is not in compliance with Landlord's Visitor Access Program.

Subject to applicable law, Landlord shall in no case be liable for damages for any error with regard to the admission to, or exclusion from, the Building of any person. Further, in the event of civil unrest or any other emergency, Landlord reserves the right to prevent access to all areas of the Building, as necessary, to mitigate the risk of damage to person or property. Such actions may include closing and locking the doors to the Building.

COMBUSTIBLE & FLAMMABLE: Subject to the terms of the Lease as to the handling of permitted hazardous materials, Tenant shall not use or keep in the Premises or the Building any kerosene, gasoline, or flammable or combustible fluid or material, nor use any method of heating or air conditioning other than provided by Landlord or agreed to by Landlord pursuant to the provisions of the Lease.

COOKING: No cooking shall be done or permitted by Tenant in the Premises, except that Tenant may maintain and use in the breakroom/kitchen area microwave ovens, toaster ovens and equipment for brewing coffee, tea, hot chocolate and similar beverages, provided that Tenant shall (i) prevent the emission of any food or cooking odor from leaving the Premises, (ii) be solely responsible for cleaning the areas where such equipment is located, (iii) maintain and use such areas solely for Tenant's employees and business invitees, not as public facilities, and (iv) keep the Premises free of vermin and other pest infestation. Tenants may use sterno for catered events with Management permission & proper safety protocols.

CORRIDOR DOORS: Corridor doors, when not in use, shall be kept closed and free of obstructions.

DEFACEMENT: Tenant shall not overload the floor of the Premises or mark, drive nails, screw or drill into the partitions, woodwork or plaster or in any way deface the Premises or any part thereof; provided, however, that Tenant may hang on the walls of the Premises artwork, whiteboards and other items typically hung in office premises using nails, hooks or other devices reasonably approved by Landlord for such purposes.

DISORDERLY CONDUCT: Landlord reserves the right to exclude or expel from the Building any person who, in the judgment of Landlord, is intoxicated or under the influence of liquor or drugs, or who shall in any manner act in violation of any of the Rules and Regulations.

DOORS, KEYS AND LOCKS: Tenant shall not place any locks or bolts (or alter any locks or bolts already in place) on any interior or exterior door in the Premises or Building without

Landlord's prior written consent, and Landlord shall have the right at all times to retain and use keys or other access codes or devices to all locks within and into the Premises.

Upon the expiration or termination of the lease, Tenant shall return all Building issued keys to Landlord. If Tenant loses any previously issued key or access card, Tenant shall pay the standard replacement charge to replace the same. Tenants must contact Security before any keying or re-keying to ensure that all locks are on the Building keying standard system.

ELEVATOR - FREIGHT: Tenant shall make prior arrangements with Landlord for use of the freight elevator for the purpose of moving heavy articles, large deliveries, or other items that are not appropriate for the passenger elevators. Deliveries shall occur during hours approved by Landlord and in accordance with the scheduling procedures for the freight elevator. Tenant shall not cause the freight elevator to be loaded beyond rated capacities. Tenants can make arrangements for after-hour deliveries by contacting the Management office.

ELEVATOR - PASSENGER: The passenger elevator cars are designed solely to move people between floors of the Building. These cars are not intended to be used for freight or mail delivery unless coordinated specifically with Landlord for such use, in which case, special requirements/protection may be required.

JANITORIAL, RECYCLING & TRASH: Landlord's janitorial staff shall not be hindered from cleaning the Premises after 5:00 p.m. on business days. The janitorial staff shall not clean occupied areas if it will create a disturbance to Tenant.

Unless expressly permitted by the Lease, Tenant shall not employ any person other than Landlord's contractors for the purpose of cleaning, maintaining and/or repairing the Premises.

Tenant shall comply with the Building's recycling guidelines. Electronic waste (E-waste) must not be disposed of in the Building's trash or recycling stream. E-waste must be collected and disposed of via an EPA certified e-waste recycler. Please contact the Management office for any requests for dumpsters or bulk trash removal.

LOST OR STOLEN ITEMS: Landlord shall not be responsible for any loss, theft, disappearance of, or damage to, personal property in the Premises, however occurring.

NUISANCES: Tenant shall not generate any objectional noise, vibration, or other offensive conduct that interferes with the rights of the other tenants of the Building.

PATH OF TRAVEL: Sidewalks, doorways, vestibules, halls, stairways and other similar areas shall not be obstructed by Tenant or used by Tenant for any purpose other than ingress and egress to and from the Premises. No rubbish, litter, trash, or material shall be placed, emptied, or thrown in those areas.

PLUMBING: Plumbing fixtures and appliances shall be used only for the purposes for which designed and the expense of any breakage, stoppage or damage resulting from the violation of this rule shall be borne by the tenant.

Abuse of garbage disposal will result in a fee to the Tenant's for its repair and or replacement.

RISER ACCESS: Tenants are prohibited from installing any equipment in any riser room, utility and equipment rooms or any other rooms not leased to Tenant without Landlord's prior written approval.

For the installation of telecommunication\internet cabling Tenants must use the Property's Riser Vendor.

SECURITY AND LIFE SAFETY: Landlord may from time to time implement systems and procedures for the security and safety of the Building, the property and occupants and Tenant shall comply with the same. Tenants are responsible for life safety inside their respective Premises and must comply with all Building life safety programs, fire drills, and emergency preparedness programs.

SIGNAGE & DIRECTORIES: Signs, advertisements or notices shall not be painted or affixed to windows, doors or other parts of the Building or placed outside of tenant space without prior Landlord approval. Unless otherwise expressly provided in the Lease, Tenant shall be entitled to have the name of Tenant's company listed on (a) the Building directory situated in the lobby of the Building (if such a directory exists), and (b) the Tenant directory on each floor of the Building where the Premises are located, with the cost of any changes to Tenant's name on the directory during the Lease term to be at Tenant's cost.

Unless otherwise expressly provided in the Lease, all tenant identification and suite numbers at the entrance to the Premises shall be installed by Landlord using the standard graphics for the Building.

SMOKING: Tenants shall not smoke or permit smoking anywhere in the Building (including the Premises) or on the property, except in any Landlord-designated smoking area outside the Building. Smoking includes cigarettes, electronic cigarettes, personal vaporizer or electronic nicotine delivery systems.

SOLICITING: Canvassing, selling, soliciting, and distribution of handbills or any other written materials in the Building is prohibited, and Tenant shall cooperate to prevent the same.

VENDING / BREAKROOM / KITCHEN EQUIPMENT: Vending machines, water coolers and coffee machines may be installed within the Premises only if the equipment and manner of installation is in accordance with the Building requirements and operational standards as defined in the Building's Conditions for Construction and Tenant Construction Standards. All water supply lines to vending equipment must be piped in copper tubing, in addition, all vending & kitchen equipment that is susceptible to leaking must be tied into Building's leak detection system at the tenant's cost.

VENDOR RULES AND REGULATIONS and CONSTRUCTION STANDARDS:: All contractors or vendors, performing work in the Building shall be subject to Landlord's prior approval, which approval shall not be unreasonably withheld, and shall be required to comply with the Vendor Rules and Regulations and the Construction Standards.

WEAPONS: Weapons are prohibited in all areas of the Building.

WINDOW TREATMENTS: Landlord shall have the right to designate and approve any curtains, blinds, shades or screens attached to or used in connection with any door or window of the Premises. Except for such approved coverings, nothing shall be attached to or hung on the windows.

The Rules and Regulations may be modified or amended by Landlord from time to time. The Rules and Regulations are supplemental to the executed leases in the Building, provided that, ***IN THE EVENT OF ANY CONFLICT BETWEEN THE RULES AND REGULATIONS AND A TENANT'S WRITTEN LEASE, THE APPLICABLE TERMS OF THE LEASE SHALL CONTROL.***

Construction Standards

Please contact Building Management.