



2016

OCCUPANT HANDBOOK



801 BRICKELL

801 Brickell Avenue ▪ Miami FL, 33131

WELCOME TO 801 BRICKELL!

This manual is designed to act as a quick reference to policies and services which are more fully detailed in your lease agreement. It contains phone numbers, addresses and brief outlines of subjects most likely to concern you during your tenancy.

It also outlines safety systems, actions that will be taken by the building staff and our own responsibilities during any emergency. Please take a few minutes to familiarize yourself with its contents and layout.

We want your working day at 801 Brickell to be pleasant, productive and safe. If you have requests or suggestions about how we can serve you better, please let us know.





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GENERAL INFORMATION

801 Brickell
Police Department
Fire Department
Medical
Utilities

Hours of Operation
Building Addresses
Mail Service
Directory Listings

Service Areas
HVAC
Miscellaneous Tenant Service Requests
Glass Breakage

Parking
Storage
Freight Elevator



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Building Management Office Office (305) 536-2950
Building Manager (305) 536-2980
Chief Engineer (305) 536-2989
Guard Station/Lobby Desk (305) 536-2990

Police Department

Emergency 911
Local Precinct (305) 579-6640
400 NW Second Avenue

Fire Department

Emergency 911
Non-Emergency (305) 579-6231

Medical

Emergency 911
Mercy Hospital (305) 854-4400
3663 South Miami Avenue
Ambulance 911

In a medical emergency, direct the ambulance, physician or paramedics to the South Bayshore entrance. Alert the guard station at (305) 536-2990 to hold an elevator ready and expedite the response team to your floor.

Utilities

Miami-Dade Water and (305) 665-7477
Sewer Authority
Florida Power & Lights (305) 442-8770

(Names and phone numbers of building services contractors are available at the Building Management Office Office.)





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Hours of Operation

The Building Management Office Office is open from 8:30 am to 5:30 pm Monday through Friday. 801 Brickell is open to the public between the hours of 8:00 am and 6:00 pm Monday through Saturday and is closed on Sunday. It is open to tenants and their guests at any time. See "After Hours Access" for more information.

The building is closed on the following holidays:

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

Building Address

Building mailing address:

801 Brickell Avenue

Main entrance:

South Bayshore Drive

Loading Dock:

South Bayshore Drive

Building Management Office Office: Suite 560

Deliveries: South Bayshore Drive Loading Dock

Service Elevator Dimensions: 7' wide x 10'6" high x 7'6" deep. Door is 8'5" high and 4' wide.

Mail Service

US Post Office (305) 371-2911

500 NW 2nd Avenue
Miami, Florida 33131

Federal Express (FedEx) (800) GO-FEDEX (463-3339)

801 Brickell Avenue
Mailroom

United Parcel Service (UPS) (800) PICK-UPS (742-5877)

801 Brickell Avenue
Mailroom





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Letter bombs are designed to travel safely but to explode when opened, triggered by either mechanical (spring loaded) or electrical means. One common type of postal bomb consists of 2 to 5 ounces of plastic explosive with a pencil-shaped metal fuse pressed in its center. Envelopes usually measure approximately 5-3/4" by 4" by 3/16" thick and weigh between 2 and 3 ounces.

Some signs to look for:

1. Size – Is the letter unusually thick?
2. Weight – Is it heavy? An effective letter bomb will weigh over two ounces. Few first class letters weigh as much.
3. Balance – Is it heavier on one end?
4. Feel – Is there any springiness in the sides of the letter? Does it flex, indicating that it is filled with folded paper, or is it stiff?
5. Appearance – Are there grease marks on the envelope or wrapping caused by sweating of an explosive? Is the envelope sealed more tightly than usual or taped shut? Does it bear an unusual style of writing?
6. Odor – Is there a smell of almonds or marzipan?

If you consider a parcel or letter suspect, **DO NOT OPEN IT**. Immediately inform the Police Bomb Squad and notify Building Management Office.

In Case of High Winds

1. Move Away from Exterior Areas with windows. Close all doors as you leave. If, for some reason, you are caught in an exterior office, seek protection under a desk as far away from glass as possible.
2. Go to the Main lobby on your floor near the stairs. This is the strongest part of the building.
3. Do not use the elevators.
4. Do not evacuate the building unless instructed to do so.
5. If you are in transit within the building, seek shelter in a core area such as a restroom or stairwell.
6. Listen for instructions via the PA System.

Hazardous Wastes

Florida environmental protection laws establish certain standards for the proper storage, handling and disposal of hazardous wastes. Specifically:

Companies and individuals are prohibited from generating hazardous effluents, unless adequate pretreatment facilities are constructed and receive approval from state and county environmental officials and the Dade County Waste and Sewer Authority.

Open-air storage of hazardous materials is prohibited in all cases. Included in the rule are substances (whether ignitable, toxic, corrosive or reactive) defined as hazardous by the US Environmental Protection Agency and/or the Florida Department of Environmental Regulations.

All loading docks, storage areas, or work areas in which hazardous materials are





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unloaded, stored, used or generated must be covered to exclude rainwater. They must be equipped with impervious floors sloped toward catch basins, without drains, which are adequate for retention and clean up of spills.

All hazardous materials must be disposed of via a hazardous waste disposal service meeting state and federal standards. One of the three following types of documentation of appropriate disposal of hazardous wastes must be kept on file for five years:

- A hazardous waste manifest
- A bill of lading from a bonded hazardous substance transporter showing shipment to a licensed hazardous waste facility
- Confirmation of receipt of materials from a recycler, a waste exchange operation, or other permitted hazardous waste management facility.

Tenants must allow reasonable access to their facilities for monitoring by county or state officials to assure compliance with regulations.

Fire Safety Director

In an emergency, the Building Manager or a delegate acts as Fire Safety Director with primary responsibility for assisting firefighters and coordinating the response of building staff and systems. He or she operates from a Fire Command Station located in the main lobby from which all mechanical, alarm and communications systems can be activated.

The Fire Safety Director organizes and trains a Fire Brigade composed of building staff and is responsible for their equipment and state of readiness. He or she is also responsible for overseeing designation and training of a Fire Warden for each floor and sufficient Deputy Fire Wardens for each tenant to meet Fire Department regulations. The Fire Safety Director maintains organization charts listing members of current tenant emergency teams. They also maintain a current list of fire warden contacts as well as occupants requiring evacuation assistance. Once everyone has evacuated and gathered at the designated gathering location, the management team will begin contacting the fire wardens to confirm all occupants have safely evacuated.

The Fire Department takes the establishment, training, and availability of Fire Wardens and Deputies very seriously. If the Fire Safety Director finds that an individual is neglecting the responsibilities outlined in the tenant's emergency plan, he or she is required to inform Building Management Office, which will in turn inform the tenant. If the tenant fails to correct the situation, the Fire Department will be notified.

Fire Brigade

A Fire Brigade, consisting of building personnel, will usually be the first response team to arrive at the scene. If the fire is small and conditions do not pose an immediate personal threat, the Fire Brigade will confine or extinguish the fire using equipment carried with them. If the fire is too intense to contain, the Fire Brigade will attempt to control its spread by closing doors while fire fighters arrive on the scene.

Upon locating the fire, one member of the Fire Brigade will move to the floor below the fire to





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communicate conditions to the Fire Command Station. Then, he or she will remain near the elevators to direct firefighters and inform them of conditions.

Tenant Responsibilities

Under fire code, tenants of high-rise office buildings must participate in emergency response plans and make responsible and dependable employees available for designation as Fire Warden and Deputy Fire Warden. An organization chart listing the names, locations and telephone numbers of the people so designated is to be supplied to the Fire Safety Director and kept current.

Employees should be instructed to report all unusual odors indicating a possible fire to their Fire Warden or Deputy Fire Warden, but to pull the fire alarm box only if they detect an actual fire or smoke condition. All fires, no matter how small or how quickly extinguished, must be reported.

Contractors' Responsibility

Janitorial, parking and security are onsite daily and are provided with a copy of the building emergency procedures. They should attend the fire warden meeting, be familiar with the evacuation meeting area and assist management as needed.

Fire Drills

All occupants of the building are required to participate in fire drills annually. A preparation meeting will be conducted with all fire wardens, building security, janitorial, engineering and management, several weeks prior to the drill.

The Fire Warden in charge will be informed of the drill two weeks in advance, however, the exact date and time will not be provided.

Upon hearing the signal, Deputy Fire Wardens will alert their area occupants that a fire drill is in progress and advise them to proceed to their exit stairwells. They may assign people to search restrooms, store rooms and other isolated areas to assure that everybody hears and understands the alarm or to assist any handicapped persons present. They will report to their Fire Warden when their areas are clear.

The Fire Safety Director will observe the exercise and point out deficiencies. The drill will end after the Fire Safety Director makes a short announcement.

Fire Wardens

Fire Wardens assigned by the tenant receive special training and act as the primary organizers of relocation and other tenant emergency response procedures. Their duties include the following:

*Fire Warden Responsibilities –
In Case of Fire*





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1. **Ascertain location, severity and type of fire**, and determine whether total floor evacuation is required.
2. **Initiate evacuation** by notifying Deputy Fire Warden.
3. **Call the Fire Department** by telephone or by activating the manual pull stations.
4. **Contact the Fire Safety Director**. Keep him or her informed of the status of the fire, smoke conditions, and progress of evacuation from your designated Fire Warden, Searcher and Aid.
5. **Verify that all areas have been evacuated** by taking reports from each Deputy Fire Warden, Searcher and Aid.
6. **Reassemble and account for all people** in your work area on the prearranged re-entry floor.

Fire Warden Responsibilities – If the Alarm Sounds

1. **Telephone the Building Management Office** to determine the location of the fire. Usually only the fire floor and the floors above and below will relocate.
2. **If your floor is not involved**, instruct Deputy Fire Wardens to inform people in their areas that they are not in danger. **DO NOT EVACUATE** unless directed to do so.
3. **If your floor encounters heavy smoke**, contact the Building Management Office and communicate your intent to evacuate and the route you will take.
4. **Do not tie up the telephone lines** unnecessarily during the emergency.

Fire Warden – Additional Responsibilities

1. **Have an evacuation route clearly planned**. Assist Deputy Fire Wardens in preparing evacuation plans for their individual areas.
2. **Assign people to assist handicapped** or disabled employees. Keep the Fire Safety Director informed of all people requiring or providing assistance.
3. **Identify weak points during fire drills**. Discuss these with the Fire Safety Director and work with Deputy Fire Wardens to correct deficiencies.
4. **Maintain up-to-date organization charts** of Deputy Fire Wardens, Searchers, and Aids. Report changes to the Fire Safety Director.
5. **Instruct new Deputies**. Searchers and Aids in their responsibilities during drills or actual evacuation.





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6. **Inspect your area periodically** for safety. Make sure all flammable substances are stored in approved containers.

Deputy Fire Warden

Firms occupying larger quarters will assign one Deputy Warden for each 7,500 square feet of office areas. The primary duties of the Deputy Wardens are to be familiar with safety procedures and routes and to maintain order in the event of an evacuation. They are trained to assume Fire Warden responsibilities if necessary.

During an evacuation, Deputy Wardens will direct traffic away from elevators unless otherwise instructed by the Fire Warden, Fire Safety Director, or Fire Department personnel. Prior to entering a stairwell, Deputy Wardens should feel the door for heat that would indicate a fire, and check for smoke. If the stairwell is unsafe, they will direct traffic to an alternate stairwell.

Deputy Wardens will inspect their areas to verify that all personnel have relocated and report to the Fire Warden when the area is clear. Once relocated, the Deputy Warden will assemble and account for all people in his or her assigned area.

EVACUATION MEETING AREA

The 801 Brickell meeting area is located on the east side of the church north of 701 Brickell Avenue. Exit the building and walk north over SW 8th Street. Proceed to the third building on the right and walk east towards the park. Gather your employees in this location. The management team will contact the fire wardens to confirm a head count.

Safety is Everyone's Concern

Primary responsibility for safety of building occupants and compliance with fire codes rests with each tenant firm. Material in this manual is supplied as general information to help you meet requirements. It is not management's intent to direct the tenant to adopt all or part of the given information, nor does management or ownership assume any liability in connection with all or part of the information which may be adopted by the tenant.

Should evacuation become necessary, the authority and responsibility rests with the local government officials. Neither management nor ownership can assume responsibility for any consequences resulting from the decision to evacuate or not to evacuate.