

Emergency Guidelines for Evacuations and Shelter-in-Place (SIP) During COVID-19 Restrictions

Emergencies can occur without warning. Use the guidelines below to be prepared to handle and take appropriate remedial actions that can save lives, and reduce injuries and property loss. Be aware and familiar with all evacuation exits.

Type of Emergency	Actions
Incident Notification (Evacuation or SIP)	<ul style="list-style-type: none"> • Notify the Global Event Management Center (GEMC) +1.800.444.0902 • Provide the address (Country, State, City ,Street) • Type of emergency (Evacuation or Shelter-in-Place) • Your contact name and a contact number where you can be reached • Time of incident and if local authorities are on site
Fire or Smoke Alarm (Evacuation Situation)	<ul style="list-style-type: none"> • When a fire alarm sounds, remain calm and proceed immediately to the nearest exit. • If the nearest exit is blocked, then proceed to the secondary exit. Please refer to the evacuation maps or colored dots posted within the building. • Do NOT use elevators to exit the building. • Stairways used for evacuations should be clear of smoke, fire, etc. • Stairways dedicated for fire department use should be avoided. • Upon exiting, proceed to the designated external assembly point for guidance. • Remain at least 150 feet/45 meters away from the building, and stay out of all designated fire lanes. • Wear your face covering and continue to practice social distancing if possible. • As the emergency unfolds, emergency vehicles may be entering the parking lot. Please stay clear of driveways and other areas that emergency vehicles could use to access the building. • DO NOT RETURN to the building until the “ALL CLEAR” has been provided by local authorities.
Shelter-in-Place (SIP) <i>A short term temporary measure to be implemented during certain types of acts of nature, acts of man or emergency events.</i> <i>NOTE: Applicable to US only</i>	<ul style="list-style-type: none"> • Notification to Shelter-in-Place (SIP) could be received from Verizon Real Estate, Property Management Company, Emergency Preparedness Coordinator (EPC), Corporate Security or local authorities. • During severe weather monitor your local weather service/station. • Wear your face covering and continue social distancing (if possible) while Sheltering-in-Place. • When instructed, calmly proceed to a designated SIP location – please check floor maps and diagrams posted on the walls. • SIP Locations could be: <ul style="list-style-type: none"> • Break rooms • Restrooms • Interior conference rooms • Stairwells • Lounges • DO NOT RETURN to your work location until the “ALL CLEAR” has been provided by authorities, NOAA / local weather station, Verizon Real Estate, or Property Management Company if on site.

Type of Emergency	Actions
Earthquake	<ul style="list-style-type: none"> • During an earthquake: <ul style="list-style-type: none"> ◦ Initially stay inside. DO NOT exit the building. ◦ Take cover under a sturdy desk or in doorways, stay away from glass windows. ◦ Do not use elevators. ◦ If you are in an elevator, remain calm. Use the emergency phone for assistance. • Evacuate the building when given the official OK to do so. • After an earthquake: <ul style="list-style-type: none"> ◦ Security and Facility Coordinator should make a quick assessment of possible damage. ◦ Employees should canvas their area for possible emergency needs and call emergency services for a medical emergency. ◦ Employees contact the local Landlord or Property Manager for information and possible instructions. ◦ Follow guidance from local authorities, Security, Verizon Real Estate or Property Management Company as they will determine the best direction for employees to: stay in place, move to another floor or evacuate the site.
Medical Emergency	<ul style="list-style-type: none"> • Immediately contact emergency services or 911 where available. • Stay on the phone with emergency services; provide with specifics – address, floor, section. • DO NOT MOVE THE EMPLOYEE, keep the individual calm and comfortable until emergency services arrive. • If possible, have someone meet emergency services at the entrance as an escort. • Notify Verizon Security of the medical emergency as soon as possible +1.800.997.3287
When an individual becomes ill with the COVID-19 virus symptoms at a Verizon site	<ul style="list-style-type: none"> • If the individual is able to do so, he/she must immediately exit the workplace using the most direct exit path. Outside the U.S., where applicable, instead of leaving right away, you should follow any local guidance on the use of a designated quarantine / isolation room. • If the individual is unable to exit the workplace or if they are in a designated quarantine/isolation room, those on site will use the existing site emergency plan to arrange appropriate medical support and/or transportation. • Local management will contact the Business Continuity and Event (BCEM) Mgmt team to initiate any appropriate closing/cleaning of the facility, communications and quarantining of individuals. At BCEM's direction, Global Real Estate will initiate cleaning of any affected Verizon facility. • Those in the workplace should not make contact with any bodily fluids of any individual who became sick. • If an employee's supervisor is not aware that the individual became ill, the supervisor should be notified. After confirming that the employee is safe, the supervisor should work with HR to ensure that the employee's time is coded correctly. • Internationally, this process remains subject to local information/consultation processes, where applicable.

Critical Contacts Numbers

Local Fire / Police / EMS	112 (mobile); 911; (or local Police Dept)
Environment, Health and Safety (EHS) 24-hour hotline	+1.800.386.9639
Verizon Security Control Center	+1.800.997.3287 Calling from outside the United States Dial: +1.972.457.8450
Global Real Estate (GRE)	+1.888.696.3973
Global Event Management Center (GEMC)	+1.800.444.0902
Business Continuity & Event Management (BCEM) Mgr.	+ 1.717.919.5159