DISASTER RECOVERY
PLAN

ALLEGHENY COUNTY BAR ASSOCIATION
ALLEGHENY COUNTY BAR FOUNDATION
ACBA SERVICES, INC.

400 Koppers Building
436 Seventh Avenue
Pittsburgh, PA. 15219

DATE: May 1, 2008
Plan on file:

1. 400 Koppers Building  
   436 Seventh Avenue  
   Pittsburgh, PA  15219  

   Office of the Senior Director of Operations & HR  
   Receptionist’s Desk  
   HR Intranet

2. 920 City-County Building  
   Pittsburgh, PA  15219  

   Receptionist’s Desk  
   HR Intranet

3. 11th Floor Koppers Building  
   436 Seventh Avenue  
   Pittsburgh, PA  15219  

   Receptionist’s Desk  
   HR Intranet
Categorization of Disasters which cause damage to personnel, equipment, operational systems or physical plant:

Natural

Flood or serious water damage
Fire
Tornado/ Thunderstorm/ Severe Weather
Earthquake

Human

Operator error
Sabotage
Terrorist attacks
Workplace violence

Environmental

Equipment failure
Software error
Telecommunications network outage
Power failure
Staff members to be notified in case of disaster:

All Disasters: (In instances of more minor occurrences, contact 1 of the following.)

Executive Director  David A. Blaner  Phone (412) 264-0187
2013 Marjorie Lane  Cell (412) 559-7141
Moon Township, PA 15108  dblaner@acba.org

Assistant Executive Director

David J. Leonard  Phone (724) 443-6232
3160 Haberlein Road  Cell (412) 585-0207
gibsonia, PA 15044  dleonard@acba.org

3rd floor

Whitney Hughes  Phone (412) 734-4466
1848 Perrott Avenue  Cell (412) 716-9111
Pittsburgh, PA 15212  whughes@acba.org
lrs@acba.org

All Disasters – 11th Floor Koppers

Cathy Valponi  Phone (412) 798-0386
Work (412) 904-5412  cvalponi@acbfparentadvocates.org

Systems Failures:

Director of Information  Michael Miller  Phone (724) 899-2592
Systems  Cell (412) 526-2173
139 Johnston Drive  mmiller@acba.org
Hookstown, PA 15050

Major Disasters Requiring Media Management/Access:

Director of Public Relations  Tom Loftus  Phone (724) 942-0171
258 Scott Lane  Cell (412) 999-5403
Venetia, PA 15367  tloftus@acba.org
Call Trees for Emergencies

In the event of a system wide emergency, the employee discovering the emergency will report it to the senior management team and to the other contacts listed in the previous section as required.

The Senior Directors will then notify each of the Directors that report to them of the nature of the emergency, the extent of the emergency, any plans for meetings away from the affected site, and any other preliminary information. Each Director will then inform their staff members.

In order to insure communication in a timely fashion, all management employees will be required to have available a list of the people they will be required to notify with addresses, telephone numbers, cell phone numbers and e-mail addresses. See Attachment A.
## Emergency Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Management/ Security - Koppers</td>
<td>Rubinoff Asset Management</td>
</tr>
<tr>
<td>Building Security Desk</td>
<td>Judy Carmichael</td>
</tr>
<tr>
<td>Building Management/ Security – City-County</td>
<td>Allegheny County Police</td>
</tr>
<tr>
<td>Building Security Desk</td>
<td>Sgt. Kaminski</td>
</tr>
<tr>
<td>Fire Department</td>
<td>Phone (412) 911</td>
</tr>
<tr>
<td>Police</td>
<td>Phone (412) 255-2860</td>
</tr>
<tr>
<td>Ambulance</td>
<td>Phone (412) 911</td>
</tr>
<tr>
<td>Emergency Mgmt. Agency</td>
<td>Phone (412) 255-2293</td>
</tr>
<tr>
<td>Insurance Agent</td>
<td>Tris Coffin</td>
</tr>
<tr>
<td>Red Cross</td>
<td>Phone (412) 263-3100</td>
</tr>
</tbody>
</table>
In-House Emergency Equipment and Supplies

Koppers Building – 4th Floor

AED Main Hall next to Administration
Oxygen Primary Kitchen next to Copier
First Aid Kit Mail Room on wall next to postage machine
Main Utilities Call Building (412) 227-2919
Fire Alarm (pull box) Main exterior hallway next to fire stairs – both ends of hall
Fire Extinguishers Primary Kitchen
Flashlights Main hall outside Print Shop
Battery operated radio Not available
Rubber gloves Receptionist’s desk
Paper Towel Supply Hall closet
Emergency Funds Finance Department

Koppers Building – 3rd Floor

AED Main hallway
Oxygen Not available
Fire Alarm (pull box) Near each stairwell
Fire Extinguisher Main hallway
Flashlights Supply room
Battery operated radio Not available
Paper Towel Supply Kitchen

Koppers Building – 11th Floor

AED Main hallway
Oxygen Not available
First Aid Kit Supply room
Fire Alarm (pull box) Near each stairwell
Fire Extinguisher Kitchen, main hallway
Flashlights Supply room
Battery operated radio Not available
Rubber gloves Supply room
Paper Towel Supply Kitchen
Emergency Funds Petty cash/ Server room
City-County Building

<table>
<thead>
<tr>
<th>Item</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>AED</td>
<td>Marble Area</td>
</tr>
<tr>
<td>Oxygen</td>
<td>In hallway by copy machine</td>
</tr>
<tr>
<td>First Aid Kit</td>
<td>Back office near copy machine</td>
</tr>
<tr>
<td>Main Utilities</td>
<td></td>
</tr>
<tr>
<td>Electrical cut-off switch</td>
<td>Outside CC in hallway</td>
</tr>
<tr>
<td>Water shut-off valve</td>
<td>Outside CC in hallway</td>
</tr>
<tr>
<td>Gas shut-off valve</td>
<td>Outside CC in hallway</td>
</tr>
<tr>
<td>Fire Extinguishers</td>
<td>In auditorium and outside in hallway</td>
</tr>
<tr>
<td>Fire Alarm (pull box)</td>
<td>In auditorium and outside in hallway</td>
</tr>
<tr>
<td>Flashlights</td>
<td>In IDP intern desk w/ emergency candles</td>
</tr>
<tr>
<td>Rubber gloves</td>
<td>Food handling gloves in storage room</td>
</tr>
<tr>
<td>Paper Towel Supply</td>
<td>In storage room and ladies restroom</td>
</tr>
</tbody>
</table>
Essential Business Functions

0 Day Down Time

Information Systems – Processes affect all areas of business. All systems need to remain operational.

Mail server – Hardware – Win 2003 server ($1,500); Software – Gordano Messaging Suite

Membership Server – Hardware – Place the Membership backup machine into service. Purchase 2 9150N ($5,400), Multitech modem ($100); Software – 4D MemberMax and Verias Backup Exec.

Accounting Server – Place the backup machine into service.

Web Servers – Place the backup machine into service.

Anti Virus/Anti Spam Server – Hardware—PC with Win 2003 server ($1,500); Software—Trend Micro Virus Wall for Small Business—50 users

Mac File Server – ($2,000); Mac OSX Server Software

Disaster recovery VXA Tape Backup Drive for MACs is located off-site and would be used to restore data.

Disaster recovery tape backup drives for PCs are located off-site and would be used to restore data.

Servers which are basically PC’s could be replaced immediately from any local store, such as Circuit City or Best Buy. A replacement for the finance server would need to be ordered. We would be able to run using the backup server until a replacement arrived. The websites, mail, and MemberMax server would be run on the backup machines. Replacements for each would need to be ordered.

Dell computers has a disaster recovery policy in which they assist in expediting orders from companies who are replacing equipment due to a disaster. This is equipment that is not stocked in local stores but has to be ordered.

Firewall and anti spam firewall would have to be reordered. Each is covered by an agreement in which we would receive a replacement within 24 hours. $4,000 each machine.

A replacement for the MAC server could be purchased locally at Comp USA.
All mission critical software and operating system disks are stored at both the Koppers Building and the City-County Building. A third copy is also stored at a location outside of the city. All servers and PC’s are backed up to tape every weeknight. The Friday tapes are taken to the City-County Building for storage. The Tuesday tapes are taken offsite to a location outside of the city.

Pittsburgh Legal Journal and Allegheny Lawyers Online production and distribution – Estimated allowable downtime 0 days. Estimated revenue losses - $3,800 per day. Other potential losses – loss of status as official legal journal; loss of legal advertising contract with the City of Pittsburgh. Need to print labels from MemberMax.

Essential Personnel – Typesetter III; Typesetter III/Graphic Artist; Data Gatherer; PLJ Coordinator; Advertising Coordinator; Central Information Distributor; Messenger/Mail Clerk; Part-time messenger

Essential Equipment – Four Mac Computers ($2,200 each) One PC ($1,200) One lap top computer ($1,500) 2 Servers ($5,000) Printer ($200) Telephone ($40)

* Estimated replacement days – 1. Mac computers may be replaced at Comp USA

Essential Software - Quark X Press Pagemaker Photoshop Illustrator Legal Builder Filemaker Word Watch Custom data retrieval software MemberMax for advertising department

Copies of software stored in Graphics Department and at City-County Building.

Daily back-ups stored at City-County Building
1 Week Down Time

Video Services – Teleconferencing – Short periods of downtime could be handled by sending work out to other providers. Any long term down time would probably result in the loss of clientele.

Essential Personnel – Entire video services staff

Essential Equipment – Satellite ($20,000)

Conference Room C

1 Tanberg vid.conf. Unit w/ Camera ($7,500.00)
1 3 line ISDN IMUX Device ($1,000.00)
1 DVD Recorder ($800.00)
3 Hi-Fi VCR’s ($100.00)
2 32” TV’s ($800.00)
2 Tandberg Carts ($1,500.00)
1 Time/Date Generator ($500.00)
1 1x3 A/V DA ($150.00)
1 5” TV ($150.00)
1 4 Source Video Switcher ($200.00)
1 RF Modulator ($500.00)

Technology Training Center

1 Tanberg vid.conf. Unit w/ Camera ($7,500.00)
1 3 line ISDN IMUX Device ($1,000.00)
1 32” TV’s ($800.00)
1 Tandberg Cart ($1,500.00)
1 Time/Date Generator ($500.00)
1 4 Source Video Switcher ($200.00)
1 RF Modulator ($500.00)

City – County Building

1 Tanberg vid.conf. Unit w/ Camera ($7,500.00)
1 3 line ISDN IMUX Device ($1,000.00)
1 5” TV ($150.00)

Greensburg Office

1 Tanberg vid.conf. Unit w/ Camera ($7,500.00)
1 3 line ISDN IMUX Device ($1,000.00)
1 32” TV’s ($800.00)
1 Tandberg Cart ($1,500.00)
Mobile Videoconference & Satellite Kit
- Tanberg vid.conf. Unit w/ Camera ($7,500.00)
- 3 line ISDN IMUX Device ($1,000.00)
- 5” TV ($150.00)

All equipment can be purchased from Rodata, 247 Fort Pitt Boulevard, Fourth Floor, Pittsburgh, PA 15222 (412) 316-6000.

Essential Software – MemberMax

Video Services – Video Depositions – Short periods of downtime could be handled by sending work out to other providers. Any long term down time would probably result in the loss of clientele.

Essential Personnel – Entire video services staff

Essential Equipment – 4 Deposition kits
- 4 super VHS VCR’s ($600.00)
- 5 HI-FI VCR’s ($500.00)
- 3 DVD recorders ($2,400.00)
- 4 4 source AV switchers ($600.00)
- 4 5” TV’s ($600.00)
- 4 4 ch. Microphone mixer w/ phantom power ($1,200.00)
- 4 8mm Camcorder w/ power supply ($4,000.00)
- 4 1x4 Audio DA ($1,200.00)
- 4 1x4 Video DA ($1,200.00)
- 4 Headsets ($140.00)
- 8 Airline rated rack cases ($6,000.00)
- 4 Tripods ($800.00)
- 4 Equipment Carts ($600.00)

Miscellaneous
- 1 Mini DVD Digital Camera ($2,000.00)
- 1 SVHS Camcorder ($1,000.00)
- 1 8mm Camcorder ($1,000.00)
- 1 3 light Lowell Lighting Kit ($500.00)
- 1 4 light Lowell Lighting Kit ($500.00)
- 2 Tripods ($350.00)
All equipment can be purchased from RPC Video, 620 Alpha Drive, Pittsburgh, PA 15238 (412)963-8000.

Essential Software – MemberMax

**Video Services – Playbacks** - Short periods of downtime could be handled by sending work out to other providers. Any long term down time would probably result in the loss of clientele.

Essential Personnel – Entire video services staff

Essential Equipment – 4 City-County Building Playback Kits;
- VHS VCR ($100.00)
- DVD Player ($100.00)
- 36” TV ($700.00)
- 2 13” TV’s ($150.00)
- 4” tall AV cart ($800.00)
- 1 set aux speakers 10W ($50.00)
- 1 aux speaker + headset ($35.00)
- UHF Transmitter & 2 Receivers ($250.00)

Monitor Out of Town Playback Kit;
- 1 13” TV/VCR unit ($150.00)
- 1 19” TV ($150.00)
- 1 5” TV ($100.00)
- 1 DVD Player ($100.00)
- 1 hard case for DVD Player ($50.00)
- 1 50W Powered Speaker ($250.00)
- 1 Headset ($35.00)
- UHF Transmitter/Receiver Set ($250.00)
- 1 Portable ‘DAY-Lite AV Stand ($150.00)
- 1 Large Equipment Case ($150.00)
- 1 Equipment Cart ($100.00)

Projector Out of Town Play Back Kit
- 1 13” TV/VCR unit ($150.00)
- 1 DVD Player ($100.00)
- 1 hard case for DVD Player ($50.00)
- 1 SharpVision Digital Video Projector w/ case ($3,500.00)
- 1 50W Powered Speaker ($250.00)
- 1 Headset ($35.00)
- 1 Portable ‘DAY-Lite AV Stand ($150.00)
- 1 Large Equipment Case ($150.00)
- 1 Equipment Cart ($100.00)
Federal Court Play Back Kit
1 21” TV ($350.00)
2 9” TV’S ($150.00)
1 5” TV ($100.00)
VHS VCR ($100.00)
1 DVD Player ($100.00)
UHF Transmitter & 3 Receivers ($250.00)
4” tall AV cart ($800.00)
1 set aux speakers 10W ($50.00)
1 aux speaker + headset ($35.00)

Greensburg Office
1 13” TV/VCR unit ($150.00)
1 19” TV ($150.00)
1 5” TV ($100.00)
1 DVD Player ($100.00)
1 hard case for DVD Player ($50.00)
1 50W Powered Speaker ($250.00)
1 Headset ($35.00)
UHF Transmitter/Receiver Set ($250.00)
1 Portable ‘DAY-Lite AV Stand ($150.00)
1 Large Equipment Case ($150.00)
1 Equipment Cart ($100.00)

All equipment listed above may be purchased at RPC Video, 620 Alpha Drive, Pittsburgh, PA 15238 (412)963-8000.

Court Reporting - Short periods of downtime could be handled by sending work out to other providers. Any long term down time would probably result in the loss of clientele. Estimated loss of revenue $770 per day.

Essential Personnel – Donna Betza
Kris Kaelin
Independent Contract Reporters

Essential Equipment – Stenographer’s machine ($4,500) – Replacement:
Stenograph Corp. 1-800-323-4274
Computer ($1,500)
Printer ($500)
Laptop ($1,700)

Essential Software – Case Catalyst – Replacement: Stenograph Corp. ($5,000)
MemberMax
**Continuing Legal Education** – Estimated revenue loss could be as high as $300 per day depending upon the number of programs scheduled. Fines could include $100 per program filed late and new certification fees of $150.

Essential Personnel – Entire CLE department

Essential Equipment – 2 Computers ($2,200)
- Printer ($2,000)
- Adding Machine ($125)
- Fax ($400)
- Telephone
- Scanner
- Satellite for up link ($20,000)
- Video Equipment for viewing

Essential Software – MemberMax
- Microsoft Word

**Juvenile Court Project – Client intake and representation** – No estimated revenue loss. Possible loss of contract to provide services – over 1 million.

Essential Personnel – Entire JCP department

Essential Equipment – 35 Computers ($28,000)
- 12 phones ($2,860)
- 3 Servers and 1 monitor ($3,650)
- 4 Laser Printers ($10,000)
- Internal Tape Drive ($800)
- Copier ($15,000)
- Fax machine ($180)
- 4 IDE and 4 SCSI Hard Drives ($1,140)
- 3 switches, router, 2 battery backup, KVM switch, 35 switch cabling, 35 office cabling, SCSI kit ($4,950)

* Estimated replacement days - 2

Essential Software –
- Access
- Customized JCP program
- Court scheduling software
- Trend Micro Client/Server/ Messaging Suite for SMB 3.0
- Recovery Manager
- Symantec VERITAS Exec 10d for SBS
Trend Micro AntiSpyware Enterprise

2 Weeks Down Time

Lawyer Referral Service – Estimated revenue loss $600 per day.

Essential Personnel – 2 staff attorneys

Essential Equipment – Telephones ($700)
3 PC’s ($6,000)
3 Printers ($800)
Copier ($8,000)

* Estimated replacement days – 1 for everything but copier.

Essential Software – Custom LRS software
Microsoft Word

The Lawyers Journal – Estimated revenue loss - $6,000 in ad revenue per paper.

Essential Personnel – Editor
Assistant Editor
TLJ Supervisor
Typesetter Class III

Essential Equipment – Two PC’s ($2,400)
One MAC ($2,100)
Scanner
Printer ($200)
Phone ($40)

* Estimated replacement days - 1

Essential Software – Microsoft Word
Word Perfect
PageMaker
Quark X Press
Photoshop
Illustrator

Indeterminate Down Time

Pro Bono Coordinator - No direct revenue consequences.

Essential Personnel - One attorney coordinator
Essential Equipment - 1 computer ($2,000)
Previous year's equipment
Printer ($2,000)
Telephone*
Copier

Essential Software - MemberMax
Microsoft Word
Microsoft Excel
MBX Email Fax Program
LXR Disaster Relief program,
Eletter.exe

*Depending on the type of disaster, the Pro Bono Disaster Legal Assistance Program may need to be activated. This may require a telephone bank with several lines, ability to solicit and train volunteers, access to Disaster Manual for copying and distribution and administrative assistance.

Sidebar – No direct revenue consequences.

Essential Personnel – Assistant Editor

Essential Equipment – PC ($1,200)

* Estimated replacement days - 1

Essential Software – Custom e-letter software

Copying and Graphics – Revenue loss dependent on current jobs.

Essential Personnel – Central Information Distribution Coordinator
Messenger/Mail Clerk

Essential Equipment – Xerox Machine ($1,400/month)
Folder ($1,000)
Cutter ($5,000)

* Estimated replacement days - 1

Essential Software – None

Membership Data Processing – No direct revenue consequences.

Essential Personnel – All membership department employees

Essential Equipment – Computer ($1,100)
Printer ($2,000)
Fax ($400)
Telephone
Adding Machine ($125)

* Estimated replacement days - 1

Essential Software – MemberMax
Microsoft Word

Labels – Estimated revenue loss - $35/ day

Essential Personnel – One member of Membership staff

Essential Equipment – Computer ($1,100)
Laser Printer ($2,500)

* Estimated replacement days - 1

Essential Software – MemberMax
Microsoft Excel

Sale of Books/ CLE Materials/ Directories – Estimated revenue loss $130 per day.

Essential Personnel – One member of Membership staff

Essential Equipment – Computer ($1,300)
Phone

* Estimated replacement days - 1

Essential Software – MemberMax

Video Services – Tape Duplication and Editing

Essential Personnel – One member of Video Services staff

Essential Equipment – Video Duplication
1 Super VHS VCR ($200.00)
7 Hi-Fi VCR’s ($700.00)
1 H18 8mm VCR ($200.00)
8 5” TV’s ($1,200.00)
1 8x8 AV Switcher/Router ($2,500.00)
1 DVD Recorder ($800.00)
1 DVD Player ($100.00)
Audio Duplication
2 Dual-Well Audio Cassette Decks ($300.00)
2 Mini Cassette Recorders ($300.00)

Editing
1 Diskette Still Store Device ($250.00)
1 Time Base Corrector ($2,000.00)
1 Time Code Generator ($250.00)
2 Editing Super VHS VCR’s ($7,000.00)
1 Editor Controller ($1,000.00)
1 2 source Video Switcher and Effects Generator ($2,500.00)
1 Wave-Form Generator ($550.00)
2 32 Input Audio Patch Panels ($2,000.00)
1 32 Input Video Patch Panel ($1,000.00)
1 16 Input Video Patch Panel ($1,000.00)
1 Power MAC w/ Media 100 non-linear editing and
2 drive RAID (34gb) ($5,000.00)
1 17” MAC Monitor ($350.00)
1 17” PC Monitor ($350.00)
1 36” TV ($800.00)
2 13” TV’s ($1,100.00)
1 Pair 30W Speakers ($500.00)
1 20W Stereo Amplifier ($250.00)
1 Pentium III PC w/ Adobe Premier and Internal
DVD Recorder 60 gb HD ($3,500.00)

All equipment can be purchased from RPC Video, 620
Alpha Drive, Pittsburgh, PA 15238 (412)963-8000.

Essential Software - MemberMax
Destruction of All or Part of a Facility

Should any emergency cause all or part of one of the facilities to be damaged so that business cannot be conducted in the facility, the following steps should be taken:

1. Should the entire facility be damaged during working hours, all personnel must evacuate the building if directed to do so and report to the place hereafter specified for each location. Senior management and all Directors will be responsible for insuring that personnel are evacuated in a calm but speedy manner. Any employee failing to immediately comply with a directive from a Director or senior manager to evacuate will be subject to dismissal subsequent to the resolution of the emergency. After evacuation, employees will gather at the following locations and remain there, if the site is secure, until they are released by the senior manager or the Director in charge of each location:

<table>
<thead>
<tr>
<th>Facility</th>
<th>Report to:</th>
<th>In Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Koppers Building</td>
<td>USX Tower</td>
<td>David Blaner</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ann Ewart</td>
</tr>
<tr>
<td></td>
<td></td>
<td>David Leonard</td>
</tr>
<tr>
<td>City-County Building</td>
<td>USX Tower</td>
<td>Betty Klos</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dorie Rancatore</td>
</tr>
</tbody>
</table>

2. In any evacuation of a facility, elevators should never be used. Use the stairs.

3. Should a portion of the facility be damaged all employees are required to report to the “In Charge” individuals listed above for instructions.

4. Should the entire facility be damaged during non-working hours, the “call tree” listed above will be implemented to insure that all affected employees receive information.
Particular Emergencies

Fire Safety

At the time a fire occurs, the response needs to be automatic and exact. The information and programs outlined in this section, in combination with fire drills, will provide maximum safety in the event of a fire.

Fire pull stations are located on each floor within five feet of the entrance to each stairway. Activation of a pull station automatically reports the location through a computer to the Security Control Center in the lobby and activates the evacuation system.

Alarm signal and voice communication speakers are provided throughout the building in the active elevator lobbies near the entrance to each stairway on each floor and systematically through the office.

Fire Wardens are assigned as follows for each facility:

Koppers – 4th Floor

Ann Ewart
Dave Leonard

Koppers – 3rd Floor

Donna Betza
Michael Miller

Koppers – 11th Floor

Eleanor Grainy
Cathy Volponi

City-County Building

Betty Klos
Dorie Rancatore

Fire Warden
The Fire Warden will be responsible for implementing the Fire Safety Program. This program includes overseeing evacuations, assigning other safety responsibilities, training employees in emergency response procedures, and practicing emergency procedures.

In the event of a fire or other emergency, this individual is in charge of the situation until security arrives. The Fire Warden may also be responsible for ordering the evacuation of the office and also making sure everyone has evacuated from the office and into the exit stairwells.

**Fire Emergency Responsibility**

1. The Fire Warden will be responsible for the implementation of the fire safety program. This includes:
   a) Coordination of evacuation plans
      - Familiarize employees with the location of all exit stairwells, fire extinguishers, and the manual pull system
      - Know who is working and present in the office on a daily basis
      - Inform the security of all handicapped people who might require assistance during evacuation
   
   b) Training of employees in the emergency procedure
   
   c) Practice of emergency procedures to issue familiarity

2. In the event of a fire, the Fire Warden should initiate the following emergency procedures:
   a) Ensure the Fire Department is notified via pull station or by calling 911.
   
   b) Close all doors leading to the fire.
   
   c) Call security at 412-227-2919 and report the fire’s exact location and what is burning. The Security Control Center will notify the Fire Department, Ambulance Service, and take any other necessary actions.
   
   d) Initiate fire-fighting operations. An attempt to extinguish small fires (such as wastebaskets) should be made, unless doing so would expose you to personal danger and/or cause delay in notifying security or evacuating the area. If the fire is large, or the space is filled with smoke posing danger, you should initiate the evacuation procedure and activate the manual pull alarm. Time should not be taken to alert security in the event of a major emergency. By pulling the manual pull alarm, security will be notified of the location. If machinery is on fire, shut off the power if possible.
e) If evacuation becomes necessary, prior to the arrival of the Koppers Building Staff, the Fire Warden will give the order to evacuate in accordance with the procedures outlined in the next section. The Fire Warden should notify the Security Office of the action.

f) When the building’s staff arrives on the floor, they are in charge and orders issued should be followed. The buildings staff will take over fire-fighting operations, and assist in evacuation if necessary. You should assist those efforts at the direction of the Security Department. Should evacuation of the fire floor become necessary, security personnel will give the order to evacuate.

Evacuation Procedure:

In most instances, when evacuation of an area is required, the fire floor and the two most immediate floors above and below will need to evacuate as well. In order to ensure a clear, uninhibited entry for the fire department into the building and to the fire area, it is extremely important that everyone evacuate in a precise manner.

The following evacuation procedures should be observed:

1. As soon as the order to evacuate is given, proceed immediately to the nearest fire exit stairwell. You will not be allowed back into the space until the Fire Department or Building Management decides it is safe to re-enter.

2. Before opening any door to the corridor, check the door and doorknob for heat. If it is warm, caulk around the door seams using wet towels or duct tape. DO NOT OPEN THE DOOR! Find another exit to the corridor.

3. If both the door and doorknob are cool to the touch and you leave your office:
   a) Check for smoke in the corridor.
   b) When smoke is present, cover your mouth and nose with a wet cloth and stay low. Crawling is recommended since clean air is closest to the floor.

4. Fire Wardens will walk the suite to assist employees and make sure everyone is aware of the evacuation order.

5. The last person to leave any enclosed office area should close the door, without locking it. This will help to confine any fire until the arrival of the Fire Department.

6. Form a single-file line at the stairwell door and proceed calmly and carefully down the staircase, and exit the building. No one should open any doors without first checking to see if the door and doorknob is cool to the touch.

7. Conversation should be kept to a minimum. Everyone should stay in a single-file line on the right side of the staircase.
8. Once the evacuation has begun, no one should attempt to re-enter the evacuated area until it has been declared safe by the Fire Department or Building Management.

9. During evacuation, handicapped persons should be helped into the nearest restroom. Building or Fire Department personnel will meet them in this area and assist in their evacuation to the USX Tower. The Fire Warden should notify Security as to the location of handicapped employees so that building personnel may respond to assist their evacuation.

10. Upon arrival at the USX Tower, everyone should remain there. No one should wander about or leave the area unless directed to do so by the Fire Department or Building Management.

11. The Fire Warden or alternate will take role to determine if anyone is missing from the office. This information will then be relayed to the Senior Director of Operations and Human Resources. Any absences will then be reported to the Koppers Building management.

Evacuation Alternative

If evacuation in an area is not possible because escape routes are blocked by either fire or thick smoke, the following procedure should be observed:

1. Move as far away from the fire as possible closing all doors as you go. Every closed door between you and the fire provides a barrier against smoke.

2. If a phone is accessible, call security at 412-227-2919 or call 911 with your precise location.

3. Stuff clothing or other material around ventilation ducts and cracks in the doors to prevent smoke filled air from penetrating the area.

4. Hang a cloth or other signal in the window to attract the attention of fire fighters.

5. DO NOT BREAK THE GLASS! Under certain conditions, an open window may draw smoke into the area.

Smoke/ Fire Emergency Procedures

If you smell smoke:

1. Call Security at 412-227-2919. Report the smoke giving location if possible
2. Notify your designated Fire Warden
3. Wait for a response from the Security Office
4. Do not use the elevators
5. Do not evacuate unless instructed to do so

If you see fire: *When in doubt EVACUATE*

1. Close all doors leading to the fire.
2. Call 911 or use the manual pull station. Report the fires exact location and any other available details
3. Notify your Fire Warden
4. Wait for a response from the Security Office (This will of course depend on the severity of the situation)
5. Do Not use the elevators
6. Do Not evacuate unless instructed to do so

If ordered to evacuate:

1. A building Security Officer will notify you if evacuation is necessary. In the event the telephones are inoperable, the Fire Warden will decide if evacuation is required by pulling the manual pull arm.
2. Follow the evacuation instructions precisely
3. Use the stairwells only, DO NOT use the elevators

Fire Prevention Tips

- Unplug electrical appliances when not in use.
- Arrange for proper storage of adhesives, cleaning fluids, and other flammable liquids and, where possible, substitute for less flammable products.
- Eliminate extension cords where possible by providing more power outlets or relocating electrical equipment. When needed, it is recommended to use 6 ft, UL approved extension cord with circuit breaker and surge protection. No lamp extension cords or multi-jacks should be utilized.
• Make sure the power is shut off on all office equipment at the close of the business day.

• Provide adequate ventilation for office equipment like copying machines, printers, or computers.

**Severe Weather**

In the event of severe thunderstorms or tornado warnings:

1. Employees should move away from the exterior of the building to a central corridor or elevator lobby. Employees should sit and protect their heads when they reach such area. If trapped in an exterior office, employees should seek protection under a desk or table.

2. In rooms that have windows, doors to hallways should be closed.

3. **DO NOT USE THE ELEVATORS.** Stairwells should be safe.

4. **DO NOT GO TO THE MAIN LOBBY OR OUTSIDE** unless an evacuation order is given.

5. If an evacuation order is given, evacuate to the place specified in the Section titled “Destruction of All or Part of a Facility.”
Earthquakes

In the event of an earthquake, the following precautions should be taken:

1. Employees should move to a safe place. Safe places include under furniture such as desks or tables, interior doorways or corners of rooms. Stay away from tall furniture, windows and heavy objects that may topple.

2. DO NOT USE STAIRWAYS OR ELEVATORS.

3. After an earthquake, check for injured people and provide appropriate first aid, check for fires and fire hazards, shut off electricity if there is any damage to wiring and shut off water mains if breakage has occurred.

4. DO NOT LIGHT MATCHES OR TURN ON ELECTRICAL SWITCHES OR APPLIANCES until certain there are no gas leaks.
**Bomb Threat**

In the event of a bomb threat:

1. The employee taking the call should obtain as much information as possible. A checklist provided by the management of the Koppers Building is appended to this Section.

2. After receipt of the call, immediately notify the police, building security and the management employees listed in Section 3 of this plan.

3. Immediate evacuation in accordance with the policy set forth in the Section entitled “Destruction of All or Part of a Facility” is mandated.
TELEPHONE BOMB THREAT CHECKLIST

TIME: Call received ___________ Terminated ___________

EXACT WORDS OF CALLER: _____________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

QUESTIONS TO ASK CALLER:

1. Time bomb is set to explode? ______________________________________
2. Where is the bomb located? ________________________________________
3. Kind of bomb? __________________________________________________
4. Description? ______________________________________________________
5. Why kill or injure innocent people? ________________________________

DESCRIPTION OF VOICE:

MALE _____ FEMALE _____
YOUNG _____ OLD _____
CALM _____ NERVOUS _____
ACCENT? WHAT KIND? _________________________________________________
ANY SPEECH IMPEDIMENT? WHAT KIND? _________________________________
RECOGNIZE VOICE? IF SO WHO DO YOU THINK IT WAS? __________________
UNUSUAL PHRASES: __________________________________________________

BACKGROUND NOISE: 
Medical Emergencies

In the event of a medical emergency:

1. Secure the area and protect the sick or injured person as much as possible.
2. Do not move a person who has fallen and appears to be in pain.
4. Have an employee go to the lobby to direct the ambulance when it arrives.
5. If the injury is a result of an assault, notify building security and the Police.
6. Be aware of the hazards associated with bloodborne pathogens and do not come into contact with any bodily fluids.
8. Cleanup immediately by employees trained in decontamination procedures.
Dealing With The Media

The purpose of these Guidelines is to help the Allegheny County Bar Association and its members maintain positive and legally sound relations with the news media while protecting the reputation of the ACBA and its members.

- The President, Executive Director, and the Director of Media Relations/Public Relations are the only designated spokespersons for the ACBA.
- No other ACBA employees are permitted to speak to the press without approval from the Executive Director. All department directors/managers are responsible for ensuring that their employees know and understand this rule.
- Other ACBA directors and managers may at times be spokespersons if the media inquiry involves their area of expertise, but all requests must be run by the Executive Director or Director of Media Relations/Public Relations.
- If an employee (i.e. receptionist) receives a call from a member of the media, he or she should not attempt to answer any questions, and should just say “You will have to talk to our Director of Media Relations. I will be happy to patch you through to his phone line.”
- If an ACBA Committee Chair or committee members receive an interview request from the media where they would be representing the ACBA, they must run this request by the Executive Director.
- If there is a disaster or major media event, the Director of Media Relations along with the Executive Director will prepare two or three key messages, a Q&A, and written statements/press releases. One of the key messages will always convey that the ACBA’s primary interest is in the safety and comfort of its employees, members, the general public and their family members.
- Anticipate media calls. When something happens in the community that could affect the ACBA or our members, immediately call the Executive Director or Director of Media Relations.
• If a vendor or a member of the General Public threatens to go to the media because they are unhappy with your service, assume they will and alert the Executive Director and Director of Media Relations/Public Relations.

• Always act respectfully and cordially to representatives of the media. Find out their deadlines and then call them back prior to the deadline even if you have not been able to find the information.

• If there has been a criminal act committed at ACBA offices or involving the ACBA, the ACBA will not be able to comment because there is a police investigation or fire investigation under way. Simply, refer the reporter on to the proper authorities.

• No ACBA spokesperson should speculate as to the cause of an incident or an investigation regarding it.

• ACBA spokespersons should always speak “on the record” – never off the record or anonymously. Do not comment on rumors.

• Do not give out membership information unless you have received approval from the Executive Director.

• Do not joke with a reporter.

• If a reporter and or cameraman show up unannounced at the ACBA office, seat them in an empty office or conference room.

• If a member of the media is calling to ask if someone is attending a meeting at ACBA offices, tell them that you cannot give out that information.

• Do not refer a reporter on to the President unless you have alerted the President.

• Try not to say “no comment” in response to a reporter. Alternatives include, “we decline to discuss the situation. It would be in appropriate as the Bar Association to discuss.

• Ensure that you have read these guidelines and understand them.
If A Major Disaster Occurs In or Around Pittsburgh But Does Not Include The ACBA

- The ACBA Phone Chain is put into effect immediately.

- Members of the ACBA Corporate Response Team immediately begin to collect information on the disaster, monitoring television and radio reports. This effort is continued throughout the disaster and aftermath, and information is copied to every member of the Team and the Board of Governors.

- Contacts with area emergency response departments are initiated.

- Director of Media Relations begins to write key messages based on previously prepared statements.

- The Executive Director assembles the ACBA Emergency Response team either on a conference call or at ACBA Headquarters or another location. The President (if she or he is not present) and the Board of Governors are updated on a regular basis.

- ACBA Disaster Response Headquarters (i.e. conference room) is established.

- The ACBA Guidelines for Dealing With The Media are re-enforced.

- The Executive Director, President, and Director of Media Relations meet to review key messages and statements to the press. Statements will contain verbiage similar to the attached messages. The Executive Director, President and Director of Media Relations will decide the best time to release statements and important information for the general public. Information will be posted on website.

- A member of the ACBA Corporate Emergency Response initiates and coordinates the efforts of the ACBA Victim Assistance Team. Reports on these efforts are relayed to the rest of the Corporate Emergency Response team.

- The Executive Director will keep Board of Governors informed.
• The ACBA statement is released to the press. The President, Executive Director and Director of Media Relations remain available to follow-up questions from the press even after business hours.

• The ACBA Corporate Response Team continues to meet daily during the aftermath of the disaster.
Sample of statements to the press in the event of a disaster in Pittsburgh or surrounding area.

- Our thoughts and prayers are with the victims and families affected by today’s tragedies.

- Individuals affected by the disaster need not hire an attorney immediately to protect their rights. They can wait for a less stressful time.

- You can refuse to speak to attorneys representing the company/facility/organization where the disaster occurred or that was responsible for the disaster.

- An attorney initiates contact with you directly may be acting unethically and should be reported to the Pennsylvania disciplinary agency.

- The Allegheny County Bar Association is ready to assist with any legal questions or to help you find legal advice/representation. You can receive a free 30 minute consultation through our Lawyer Referral Service.

- Most importantly, you do not have to do anything right away to protect your rights. Now is the time to take care of your families and friends.