

ANTHONY WAYNE BUILDING
Supplement to Emergency Action Plan Information
&
Building Access and Security Information

Issued October 2016; Revised August 2017; Updated February 2021

Residents, Commercial Owners, and Tenants/Employees,

This supplements the Emergency Action Plan Information issued Jan. 2016 and updated in Feb. 2021 with further information on security and building access.

Building Access

BUILDING ACCESS KEYPADS (garage gate, front door, elevator lobbies on floors 2 – 5)

Currently, residents and commercial owners are given codes and fobs. Employees of tenants/commercial owners are given a fob or code. All fobs have individual codes, and each keypad code is different. Details:

- Each tenant/commercial owner will be issued fobs for its employees or individual codes for the keypads. When an employee leaves employment, his/her fob must be returned, or it will be deactivated. Similarly, if he/she was using an individual code, that code will be deactivated. The employer will report to the Building Superintendent if a fob is not returned and the building management will deactivate it; similarly, the employer will report a separation from employment to the Building Superintendent and he will deactivate it. The goal is that former employees no longer have access to the building.
- Residents must return their fobs when they vacate the building or turn them over to a new owner. If returned to the Building Superintendent, he will then deactivate the code for the vacated person and work with the new owner to get his/her/their fobs re-coded.
- Proximity Cards for the garage. AWB Holdings has available proximity cards for entrance to the garage. These are similar to a tollway pass. The Card may be kept in the car or attached to the windshield. (Directions say that the card must be held within 6' of the card reader but experience for those who have tried them seems to be that you still have to move left of center and hold the card within 3' of the reader.) These would eliminate the need to hold your fob directly on the keypad or move your car completely into the left lane. If you would like one, contact Brandon Keesler, Building Superintendent, and he will issue it/them. AWB Holdings is requiring a \$100 refundable deposit.
- Note that the lobby buzz-in system was discontinued in mid-2017.

- Second set of lobby doors hours. The second set of lobby doors (and its keypad) is locked except according to the following schedule:
 - Monday – Friday: 7 a.m. to 6 p.m.
 - Saturday – Sunday: 8 a.m. to 5 p.m.
- Hoppy Gnome doors from/to lobby. The doors into the Hoppy Gnome/Gnometown (“THG”) space from the lobby are locked by THG when it closes each night and opened when its workday begins the next day. That space is not an exit or emergency exit for the building but rather part of the restaurant’s space, although building occupants may traverse it if they wish.
- Hours for garage gate and garage elevator lobby keypads. To accommodate the more frequent coming and going of employees during the work week, and thus significantly reduce wear and tear and the accompanying repair costs to our association on the garage gate, during the week the garage gate opens at 6:30 a.m. and closes at 7 p.m.; the gate is closed all weekend. The same hours apply to the garage elevator lobby keypads.

ELEVATOR PUNCH CODES

The goal in having punch codes for all the floors is to minimize the number of people who can gain access to the various floors, with the goal that if a person gains entry to the lobby after hours, he/she will be confined to the first-floor lobby only.

- Residential floors have three-button code 24 hours a day, to be pressed after the floor number.
- Commercial floors, the garage floors, and the basement require a three-digit code except for business hours of 8 a.m. to 5 p.m.
- Changes in codes. The board and management have heard significantly differing opinions on how often the codes should be changed. Some would like it frequently, others less so. The codes are easy to change; the board and management are trying to be sensitive to the fact that people may not want to remember new codes very frequently. Therefore:
 - The codes for the residential floors will remain as at present unless all residents on a given floor ask for a change or a single resident expresses a pressing need for a change. Again, we are trying to sensitive to not changing the codes too much without the entire floor’s agreement.
 - Commercial floor codes will remain the same unless appropriate representatives of all occupants on a floor ask for a change.
 - The three-digit code for floors B-2-3-4-5 will be the same for those floors and will be changed periodically as needed. Over time, residents have especially disliked frequent changes.
 - Any client of a basement gym who needs the elevator will be given an individual three-digit punch code by the gym’s management. The code must be obtained from the Building Superintendent.

FIRE ESCAPE STAIRCASES AND GARAGE GATE DURING A POWER OUTAGE

Staircases. The fire dept. requires that the staircases and Exit signs be lit for 90 min in an emergency. The emergency lights and Exit signs are powered by battery during an outage and an inspection timetable has been established to make sure the batteries have power. The time of 90 min. passes the fire dept. inspection because their assumption is that you will leave immediately during a fire, which is their concern. The current lighting system is not designed for prolonged electrical outages. The Board investigated what it would take to generate our own power for a prolonged time, but weighed it against the likelihood of another prolonged outage (Our former superintendent reports that the building has had three outages in his 18 years.). We have not installed a system for prolonged outages; instead, the north fire escape has a string of lights that the Superintendent would light in an emergency if you must leave or enter the building during an outage. And you may use your cellphone light or a flashlight if lighting has faded.

During a prolonged outage, our Superintendent and/or the Community Manager will unlock all the doors in each staircase so that you may enter any floor from the staircase (if you need to enter the garage to access your car, for example). (Typically, the fire dept. requires that all staircase doors be locked from the outside so that people proceed only to the first floor.)

Garage gate. During a prolonged outage, our Superintendent and/or the Community Manager will manually open the garage gate if it is closed. Although there is an emergency chain system to manually open the gate from the outside, it is better operated only by Superintendent or Community Manager.

Please keep in mind that neither our Superintendent nor the Community Manager live on site, so it may take some time for them to arrive.

STOPPED ELEVATOR

In case the elevator stops while you are using it, first open the emergency phone box below the floor buttons and lift the handset. You will automatically be connected to Otis Elevator; they will dispatch a technician. If you have a cell phone with you, please also call our Superintendent or the Community Manager after you call Otis. You may also call 911 if you feel it is a dire emergency. Do not try to open the doors and/or try to climb out between floors as the elevator could start again without warning, or you could fall into the shaft.

TENANT EMPLOYEE USE

As part of this security and building access policy statement, we have received requests to deal with tenants' employees' use of the building outside of work. We acknowledge that there are situations when tenants are in the building outside of work hours. First, we do recognize that many of our commercial owners/tenants are professional organizations. Therefore, their employees may be working overtime or on weekends. Second, some of the commercial owners also own their parking spots, just as residents do, and thus may use them or allow their employees to use them to park while attending a downtown event, like a concert or festival. This seems appropriate.

Owners have also observed behaviors such as high speeds in the garage. Therefore, we prepared and have distributed to commercial owners who have employees and/or tenants a statement (residential owners might also review it with any persons they have clean their condo, etc.) and ask that they discuss with their current employees, and also make it part of new employee orientation. It will include information that the building is also a residential building and request their respect for and acknowledgement of the fact that the building is people's home. That statement will include statements requiring that building not be used for activities that are not appropriate in a workplace, that the entire building is non-smoking including the garage and the 5th floor grill area, and establishing an expectation that they will drive in the garage in a manner which respects that the building is home for many people.