



RISE

Where Professionals take Flight

Emergency Response Plan

RISE, LLC

1408 Suite #2 Sweet Home Road, Amherst, NY 14228

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BASIC INFORMATION

Primary Contact:

Matthew Tanchick, COO
Telephone: (716)674-0004
Email: tanchick@rise.com

Secondary Contact:

Spencer Bray, CEO
Telephone: (716)674-0001
Email: bray@rise.com

Emergency Contact Numbers:

Police: 9-1-1

Hospital: (716)647-7892

Location of Emergency Equipment:

Fire Alarm	Front Door and Hallway
Fire Extinguisher	Each Office and Hallway
Sprinklers	Located in Viewing Room
First Aid	Bathroom Cupboard

Employees Emergency Plan Training:

Evacuation:	First Monday of June
Severe Weather:	First Friday of December
Lockdown:	First Wednesday of April
Medical Emergency:	First Tuesday of February
Fire Emergency:	First Thursday of August

EVACUATION PLAN

Evacuation may be required if there is an emergency in the building such as a fire. The Evacuation team is in charge of directing and executing the plan to account for all employees.

Employee Evacuation System:

- Fires: Fire Alarm
- All other Emergencies: Flashing of Building Lights

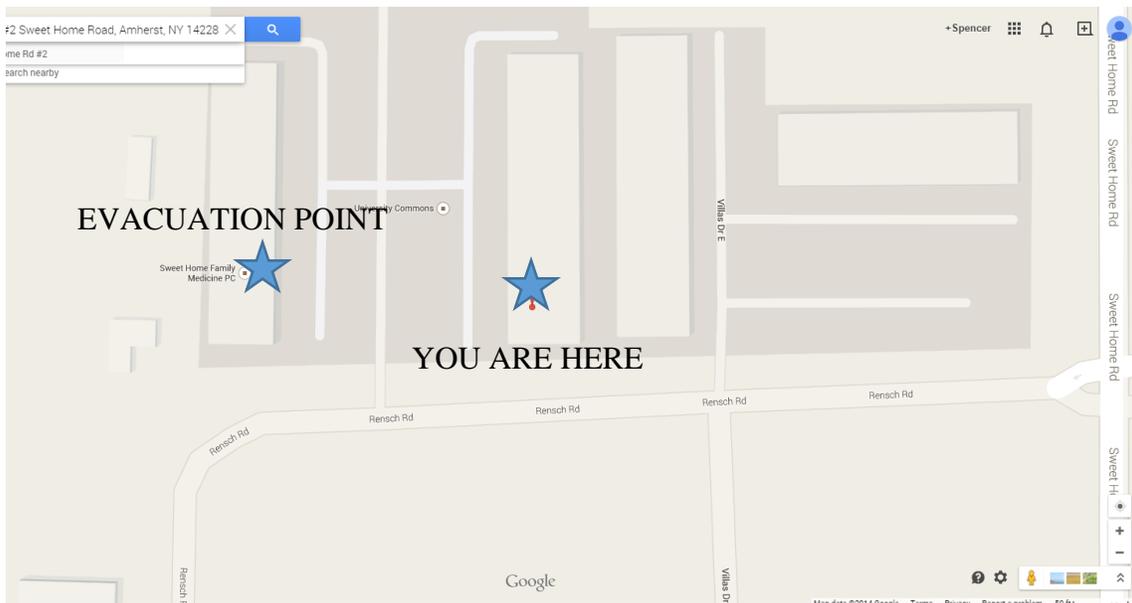
Employee Evacuation Location:

- Sweet Home Medicine PC
1416 Sweet Home Rd Buffalo, NY 14228

Evacuation Team:

Evacuation Leader	Matthew Tanchick, COO (Jon Carlo Callea, CFO)
Building Searcher	Spencer Bray, CEO
Assembly Area Monitor	Christina DiBaudo, CMO

Map Location of Evacuation Spot



SEVERE WEATHER/LOCKDOWN PLAN

Severe Weather could be considered a Snow Storm, Rain Storm, or Tornado (although not very likely)

Preparation Steps for Severe Weather and Lockdown Preparations

1. Stockpile Water (at least 2 extra containers of water)
2. Stockpile non-perishable food products

Team Leader	Spencer Bray, CEO
Weather Monitor	Jon Carlo Callea, CFO
Persons Trained in Lockdown Warnings	All upper level Management Spencer Bray Jon Carlo Callea Christina DiBaudo Matthew Tanchick
Location of Warning Signals	Each Office

Instructions for Broadcasting Warnings:

- Do Not Yell
- Explain Situation to whole Office, over office intercom (accessed through telephone system)
- The warning system is tied into the security system of the Office
 - When creating a warning press the warning button, alarm will sound
 - If necessary, Call Police (system will not automatically call 911, unless fire is caused)

MEDICAL EMERGENCY PLAN

In a Medical Emergency:

- Dial 9-1-1
- Ask for an Ambulance
- Provide the following information
 - Number and Location of Victims
 - Type of Injury or Illness
 - Explained what happened
 - Entrance to Office
- Inform the Medical Response Team as soon as possible

Personnel Trained to Administer First Aid, CPR, or Automated External Defibrillator

Spencer Bray	(716)674-9100 ext. 01
Jon Carlo Callea	(716)674-9100 ext. 02
Christina DiBaudo	(716)674-9100 ext. 03
Matthew Tanchick	(716)674-9100 ext. 04

*All personnel trained should have their phone system set up to forward all calls to cell phone, if voicemail is reached.

**All personnel is trained twice a year on the on the first Monday of both May and November, the training date for all medical emergencies is the first Tuesday of February.

Location of all Medical Emergency Equipment:

- FIRST AID KIT, Bathroom Cupboard (Men's and Women's)
- AUTOMATED EXTERNAL DEFIBRILLATOR, CEO's Office

Remember:

- Only allow trained personnel to provide assistance
- Don't move the victim unless absolutely necessary
- Control the scene
- Always remember to take precautions to prevent the exposure to bodily fluids
- Meet the Ambulance near the entrance

FIRE EMERGENCY PLAN

In case of a fire, pull the fire alarm, if not already activated, to alert employees of the danger, so that they have time to evacuate the building.

Follow these steps:

1. Dial 9-1-1
2. State the following
 - a. Business Name and Address
 - b. Nature/cause of fire (if known)
 - c. Location of the Fire
 - d. Type of fire alarm (detector, pulled fire alarm, sprinkler system)
 - e. Name of reporter
 - f. Telephone number

Refer to the Evacuation team to allow for the evacuation of the building

Procedures for Evacuation

- Evacuate building through evacuation routes
- Redirect occupants away from the fire
- Report to the evacuation area, where the evacuation team will account for everyone
- Meet the Fire Department Commander in charge and give him as many details about the fire (cause, location, any procedures to put out fire, anyone left inside). Also, provide the floor plans of the office and the building.
- Assign personnel to verify the fire protection systems are operating normally, so that the fire department can do their job.

Property Conservation

Preparations for Severe Weather for property conservation falls under the owner of Business Park, he receives the money to fund this through our dues and lease agreements.

Assessing Damage of Property of RISE, LLC

- Take a video of the office and the assets inside every six months, which should be stored in companies safe deposit box at the bank
- Use the Video of the office, to determine how much damage has occurred to the office and its assets.
- Cleaning up the Building, requires effort of all top level management to decipher what should and should not be thrown out, or salvaged

Appendices

Contacts within Company

- These are the contacts trained in the specific emergency plans and have all the resources to be well prepared for an emergency

Name	E-Mail	Work/Cell Phone	Home Phone
Spencer Bray	bray@rise.com	(716)674-0001	(716)662-1203
Jon Carlo Callea	callea@rise.com	(716)674-0002	(716)662-4545
Christina DiBaudo	dibaudo@rise.com	(716)674-0003	(716)662-9011
Matthew Tanchick	tanchick@rise.com	(716)674-0004	(716)662-6446

Public Emergency Services & Contractors

Emergency Service	Name	Emergency Phone	Business Phone
Fire Department	Chief Harold	9-1-1	(716)675-0056
Hospital (ECMC)	Dr. Moran	(716)647-7892	(716)647-7888
Police Department	Chief Graesser	9-1-1	(716)675-0034
Electrician	Amer-Tech Electrical	(716) 836-9421	(716) 836-9421
Plumber	Roy's Plumbing	(716) 898-0757	(716) 898-0757
Security System Provider	ADT Small Business	(716)655-4848	(716)655-4001

Warning, Notification & Communication Systems

The following systems are used to notify, warn and communicate to the employees, during an emergency situation.

Warning System

- Fire Alarm: Located on Wall outside of Offices
 - Fire Extinguisher: Located in hallway near offices
 - Sprinkler System: (provided by the business park) valves our located outside of the office.

Notification System

- Alarm System: in each office and next to front door, alarm system will sound when breached
- Telephone: ADT will call when the system is not turned off in at least 2 minutes of entering building

Communication Abilities

- Speaker System: communicated through the phone system of the office
- Two Way Radios: located in each office, used only when in emergencies (spare batteries left in the radio box)

Plan & Distribution Access:

This Plan will be distributed to every employee, once hired. The plan should be located in a safe spot in everyone's work space, as to not destroy their copy. A Master plan should be kept in the Chief Operations Officer's Office (COO: Matthew Tanchick). Also, an electronic copy is kept on the company's mainframe website, to allow easy access to the plan, if one is misplaced. An external copy will be kept on an USB in the safe deposit box of the company, to keep out of harms way.

EMPLOYEE COMMITMENT

I acknowledge the rules set forth by the Employee Emergency Management Plan set forth by RISE, LLC. I have read and understand the contents of this document and understand what I must do to fulfill the procedures set forth within these pages.

I understand that if I have questions or concerns at any time about the guidelines set forth by this document, I can get them answered by any one of the upper level management positions, or specifically the COO himself.

Finally, I understand that this Emergency Management Plan is put into place to clarify the procedures to keep of all the employees of RISE, LLC, safe and out of harms' way. I will follow the instructions thoroughly, whether I am part of a team or just a general employee. To be a part of this company, I will follow the instructions set forth by this document.

By fully understanding this document presented before you, Please Print and Sign your name below, make a copy of this page and return it to the COO, for proper filing of this document.

Employee Print Name

Employee Signature

Date