

SECTION 1

GENERAL OPERATING PROCEDURES

PART 1.1 SECURITY

1.0 PURPOSE

The purpose of this procedure is to establish guidelines and responsibilities for security operations.

2.0 SCOPE

This procedure applies to STAR Center Facility Operations and all tenants.

3.0 DEFINITIONS

3.1 Facility Operations - Young - Rainey STAR Center Personnel

3.2 Tenant - Any business or its employees currently leasing space from the Young - Rainey STAR Center.

4.0 REFERENCES

N/A

5.0 PROCEDURE

5.1 General Physical Security

5.1.1 During normal business hours, a staff member is typically located in the operation center (Building 500) to fire alarms and closed circuit television (CCTV). During non-business hours, an off-site monitoring company monitors fire alarms, a system records CCTV activity, but there is no security staff.

5.1.2 Tenants are solely responsible for security in their leased areas.

5.1.3 STAR Center parking lots are County-owned and open for public access. The STAR Center is not responsible for lost, stolen or damaged personal property. Tenants and their employees are directed to report stolen or damaged personal property to the Pinellas County Sheriff's Office.

5.2 Perimeter Security

5.2.1 The Young - Rainey STAR Center has taken several measures to help protect people and property on-site. These measures do help, but are not fool-proof. The parking lots are lit at night and CCTV cameras are located at strategic points and monitored and/or recorded.

5.2.2 Reference Facilities Operations Procedures for the security of common areas and conference rooms.

5.2.3 Raytheon Security staffs the North Gate for access and deliveries.

5.3 Tenant Responsibilities

5.3.1 Each tenant is responsible for security in their area. The Young – Rainey STAR Center will not patrol or enter tenant areas without permission unless there is an emergency.

5.3.2 Tenant personnel are encouraged to report any security or safety issues to the Facility Maintenance Hotline (541-8020).

5.3.3 Tenants who have installed security alarms systems, monitored by an off-site agency, are strongly advised to provide the Young - Rainey STAR Center's phone number (541-8020) to the monitoring agency. Between 7 am and 4:30 pm, Monday through Friday, the Young – Rainey STAR Center Staff can assist in directing emergency response personnel.

SECTION 1

PART 1.2 FACILITY OPERATIONS NOTIFICATION PROCEDURE

1.0 PURPOSE

This procedure establishes the guidelines for contacting Young - Rainey STAR Center Facility Operations and outlines STAR Center and tenant maintenance responsibilities.

2.0 SCOPE

This procedure applies to all tenants, visitors, Young - Rainey STAR Center employees, and outside contractors.

3.0 DEFINITIONS

- a) BMS - a computer system that controls schedules for lighting and air conditioning and monitors facility system alarm points.
- b) FACILITY MAINTENANCE - Young - Rainey STAR Center staff who conduct building maintenance activities.
- c) OUTSIDE CONTRACTORS - contractors and/or sub-contractors hired by tenants and/or Young - Rainey STAR Center to perform work at the STAR Center.
- d) TENANT - any business or its employees currently leasing space from the Young - Rainey STAR Center.
- e) UTILITY OPERATIONS - Young - Rainey STAR Center staff that monitor and operate the Building Management System (BMS) and utility equipment.
- f) VISITOR - any guest engaged in legitimate activity with tenants and/or Young - Rainey STAR Center.

4.0 REFERENCES AND ABBREVIATIONS

- 4.1 Organization and Staffing Procedure, Section 5, Part 5.1 of this Manual.

5.0 PROCEDURE

5.1 Facility Maintenance

5.1.1 The Young - Rainey STAR Center provides an on-site facility maintenance staff to perform corrective and preventive maintenance.

5.1.2 Per STAR Center lease documents, the Young - Rainey STAR Center maintains the building equipment such as: emergency lighting, air conditioning, heating, roads and grounds, janitorial (common areas), roofing, building exterior, utility systems, bathroom fixtures/drains.

Tenants are responsible for normal light replacements, aesthetics/cosmetics, and extermination and janitorial within their leased space as discussed in their lease.

5.1.3 If corrective maintenance is needed in your area, contact the Young - Rainey STAR Center's Facility Maintenance Hotline at 541-8020. If prompted, leave your message. Voice messaging activates a duty beeper that is monitored 24/7.

5.2 Utility Operations

5.2.1 For energy conservation purposes, the Young - Rainey STAR Center has a BMS that automatically operates lights and air conditioning equipment on a scheduled basis.

5.2.2 To request temporary lighting and/or air conditioning for off-hour work, contact the Facilities Maintenance Hotline (541-8020).

5.2.3 To request a permanent BMS change, please contact the Facilities Engineer at 541-8781.

5.3 Security

5.3.1 See Procedure 1.1 in this Section.

5.4 Roof Access

5.4.1 Facility Operations personnel have unrestricted access to the Building 100 roof. Facility Operations personnel working alone on the roof must comply with the "Lone Worker" Safety Policy (1.13 in the STAR Center Safety & Health Program Manual).

5.4.2 Contractors, Tenants & Visitors

5.4.2.1 Raytheon's Security must verify access authorization from Facility Staff.

5.4.2.2 Upon authorization, personnel must sign-in at North Gate using Attachment 'A', 'Roof Access Log Sheet'. Raytheon's Security will issue a badge to persons requiring access.

5.4.2.3 The stairs to the roof is the primary access. Elevator #7 (inside Door 155) is to be used only if material needs to be transported to roof or if authorized to use it by Facility Staff. The North Gate will request Facilities Personnel assistance for operation of elevators.

5.4.2.4 Individuals are required to log out and return badge when they vacate the roof.

5.4.3 Accountability

5.4.3.1 In the event of an emergency, fire or inclement weather, Raytheon Security or management must notify roof workers to vacate the roof.

5.4.3.2 Facility Operations personnel can be reached by radio. If Facility Operations employees are on the roof, when others are present, have them notify the others. Otherwise, Raytheon's Security must personally find them and communicate the urgency or contact other Facility Operations personnel for assistance.

SECTION 1

Part 1.3 EMERGENCY NOTIFICATION PROCEDURE

1.0 PURPOSE

This policy establishes general guidelines and responsibilities for personnel to follow in the event of an emergency.

2.0 SCOPE

This procedure applies to all tenants, visitors, Young - Rainey STAR Center employees, and contractors.

3.0 DEFINITIONS

- a) EMERGENCY - any event requiring off-site rescue or response personnel.
- b) EVACUATION - an event where all personnel must leave the building.
- c) OUTSIDE CONTRACTORS - contractors and/or sub-contractors hired by tenants and/or Young - Rainey STAR Center to perform work at the STAR Center.
- d) TENANT - any business or its employees currently leasing space at the Young - Rainey STAR Center.
- e) VISITOR - any guest engaged in any legitimate activity with tenants and/or Young - Rainey STAR Center.

4.0 REFERENCES

- 4.1 Young - Rainey STAR Center General and Special Orders, Facility Operations.

5.0 PROCEDURE

5.1 Medical emergency notification

5.1.1 In the event of a medical emergency requiring off-site rescue or response personnel, notification should be made directly to '9-1-1'.

5.1.2 After '9-1-1' is notified then call Young - Rainey STAR Center Facility Maintenance Hotline at 541-8020.

5.2 Fire emergency notification

- 5.2.1 Personnel reporting a fire/smoke emergency should contact '9-1-1' directly, use the fire alarm reporting equipment located throughout the building and then call Young - Rainey STAR Center Facility Maintenance Hotline at 541-8020.
- 5.2.2 In the event of a fire alarm, personnel shall evacuate the building using the nearest, safe fire exit and meet at a designated muster location pre-determined by your management team. Report to your supervisor/manager for accountability purposes.
- 5.2.3 In Building 100, personnel shall follow directions provided by the voice activated fire alarm system.
- 5.2.3 Each tenant organization is required to post emergency evacuation plans in their areas and train their employees as to how to evacuate and where to muster.

SECTION 1

Part 1.4 TENANT FACILITY MODIFICATIONS

1.0 PURPOSE

This policy establishes guidelines and responsibilities for tenants requesting modifications to facility structures and systems.

2.0 SCOPE

This policy applies to all tenants, their employees and their contractors. This policy does not apply to data and voice communications modifications made within fire zones.

3.0 DEFINITIONS

- a) FACILITY OPERATIONS - the Young - Rainey STAR Center organization that maintains and operates the STAR Center facility.
- b) FACILITY STRUCTURES - walls, floors, roof, ceilings and doors/windows.
- c) FACILITY SYSTEMS - electrical distributions, plumbing, compressed air, air conditioning, exhaust and drains.
- d) OUTSIDE CONTRACTORS - contractors and/or sub-contractors hired by tenants and/or Young - Rainey STAR Center to perform work at the STAR Center facility.
- e) TENANT - any business or its employees currently leasing space at the Young - Rainey STAR Center.
- f) SUB-LESSEE – any business or its employee currently leasing space at the Young – Rainey STAR Center from a TENANT.

4.0 REFERENCES AND ABBREVIATIONS

- 4.1 Tenant Lease Agreements with the Young - Rainey STAR Center
- 4.2 Facility Operations Plant Standards
- 4.3 All applicable national, State of Florida and Pinellas County building, mechanical, plumbing and electrical codes.

5.0 PROCEDURE

- 5.1 Tenants are permitted to modify their leased areas provided the lease and/or this policy are not violated.
- 5.2 Tenants shall communicate modifications to Young - Rainey STAR Center prior to commencement of work.
- 5.3 The Young – Rainey STAR Center operates under an Annual Work Permit with the Pinellas County Building Development Department and Review Services. No permits are required for modifications to existing infrastructure that is not structural at the STAR Center.
- 5.4 The Young - Rainey STAR Center must be provided certified engineered drawings, and professional engineering certification at the completion of any modification.
- 5.5 Drawings shall conform to applicable federal, state, local codes and Facility Operations standards.
- 5.6 Proposed changes made to walls and doors may require submission to the local fire authority for a life safety review and approval.
- 5.7 Tenants installing voice and data communications across fire zones shall provide notice to Facility Operations. This is necessary to maintain fire zone integrity.
- 5.8 Tenants shall provide certified (stamped) as-built drawings to Facility Operations after job completion, accompanied with a letter that the project was built to the design and meets applicable codes and standards and signed by a Florida Professional Engineer (PE).
- 5.9 Exterior signage installation.
 - 5.9.1 Exterior signage requires STAR Center management approval of the design and concurrence on the location.
 - 5.9.2 A permit from the Pinellas County Building Development and Review Services Department is required for the installation.
 - 5.9.3 All signage must be reviewed and the exterior wall returned to pre-installation condition.

SECTION 1

PART 1.5 PARKING AND TRAFFIC POLICY

1.0 PURPOSE

This policy establishes guidelines and responsibilities for on-site parking, traffic flow, ingress/egress and speed limits.

2.0 SCOPE

This policy applies to all tenants, visitors, STAR Center employees, and contractors.

3.0 DEFINITIONS

- a) NO PARKING AREAS - spaces that are clearly marked 'NO PARKING', 'TOW AWAY ZONE', fire zones, grass areas or spaces that have no painted markings.
- b) NORTH PARKING LOT- this is the parking lot to the north.
- c) NORTHEAST PARKING LOT – this is the parking lot north of the FORMER DAY CARE building along Belcher Road. This is designated as overflow parking.
- d) NORTHWEST PARKING LOT – this is the parking lot west of building 200 that borders the pond by the substation and the 114th Ave extension into the STAR Center.
- e) OPEN PARKING - any non-reserved parking spaces that are 'yellow' lined and clearly defined as a parking space.
- f) OUTSIDE CONTRACTORS - contractors and/or sub-contractors hired by tenants and/or Young - Rainey STAR Center to perform work at the STAR Center.
- g) PERMIT PARKING- parking in designated permit parking spaces or rows that requires a permit tag issued to tenant employees. Permit tags can be obtained from the STAR Center Administrative offices.
- h) RESERVED PARKING - parking spaces that are clearly identified and designated as 'RESERVED' for tenants, Young - Rainey STAR Center Staff, Visitors, Parcel Deliveries, etc. Spaces have painted bumpers and/or signage.
- i) SOUTHEAST PARKING LOT- this is the parking lot to the southeast corner of the main building.
- j) TENANT - any business or its employees currently leasing space at the STAR Center.

k) VISITOR - any guest engaged in any legitimate activity with tenants and/or STAR Center Staff.

l) WEST PARKING LOT- this is the parking lot to the west of the main building.

4.0 REFERENCES AND ABBREVIATIONS

4.1 The Young - Rainey STAR Center is Pinellas County Government property and falls under the regulations set forth by the State of Florida Statutes and Pinellas County Ordinances that regulate parking and parking lots throughout the facility.

4.2 Properly credentialed STAR Center Staff is authorized to issue parking tickets on behalf of the Pinellas County Sheriff's Department.

5.0 PROCEDURE

5.1 Parking

5.1.1 The Young - Rainey STAR Center has ample parking for tenants, employees and visitors.

5.1.2 The SOUTHEAST and WEST parking lots are designated PERMIT PARKING and require a STAR Center issued parking permit to use those spaces. Tenant employees are to park in the rows reserved for their company use and no others. Any rows that are not designated as reserved are considered OPEN PARKING. Should there be a lack of available parking spaces, individuals are required to park in the NORTH, NORTHEAST, or NORTHWEST parking lots.

5.1.3 RESERVED PARKING has been established for tenants, visitors, STAR Center staff and deliveries. Personnel not provided with reserved parking, are not authorized to park in reserved spaces for others.

5.1.4 All RESERVED PARKING spaces are reserved 24 hours per day.

5.1.5 Parking in Handicap Spaces is prohibited except for Handicapped and/or physically challenged personnel displaying the official (meeting State of Florida Statutes) hang tag/decal/license plate for such purpose.

5.1.6 Parking is prohibited anywhere designated as 'No Parking' areas. Parking is prohibited in any areas where 'No Parking' designation exists, which include parking lot perimeters and grass areas. Violations will result in possible ticketing or towing. This is necessary to maintain traffic flow and fire lanes.

- 5.1.7 Backing into parking spaces or pulling through diagonal spaces (bucking traffic flow) is not permitted per the State of Florida Statutes. The rear license tag must be visible from the road when parked.
- 5.1.8 Reserved visitor spaces are for STAR Center visitors, not employees or contractors.
- 5.1.9 Tenants are responsible to inform visitors and contractors about STAR Center parking and traffic regulations.
- 5.1.10 Temporary VIP Reserved Parking requests can be made through the STAR Center Administrative Office at (727) 541-8270.
- 5.1.11 Oversized Vehicles, vehicles with trailers, boats, etc. are required to park in the NORTHEAST Parking Lots.
- 5.1.12 All STAR Center Parking Lots are for daily work use only. Vehicles should not be left in any Parking Lot for storage or display beyond the period that the owner is at the STAR Center working. Vehicles left in Parking Lots for extended periods will be deemed abandoned and towed at the owner's expense.

5.2 Parking Lot Safety

- 5.2.1 There are two main entrances/exits to the STAR Center, Bryan Dairy Road (main entrance) and Belcher Road (east or back entrance) Traffic lights are provided for traffic Monday through Friday (6:00 am to 7:00 pm). The lights will flash yellow during off hours.
- 5.2.2 A third entrance/exit is available in the northwest corner of the STAR Center. This entrance/exit has an outlet to 118th Avenue.

5.3 Speed Limits

- 5.3.1 The Posted Speed Limit at the STAR Center is 15 MPH except on the east side of the main building by the former Day Care building which is posted at 5 MPH.
- 5.3.2 All improved roads at the STAR Center are on county property and subject to speed limit monitoring and enforcement by the Pinellas County Sheriff's Office.

SECTION 1

PART 1.6 SEVERE WEATHER PLAN

SEVERE WEATHER NOTIFICATION ROSTER

SEVERE THUNDERSTORM

- As directed by STAR Center Management

TORNADO

- Emergency PA Announcement, Emergency Text Messaging and/or Telephone Notification

HURRICANE

- Young - Rainey STAR Center Occupancy List (Latest Revision)
- Emergency PA Announcement, Emergency Text Messaging and/or Telephone Notification

FREEZE

- Young - Rainey STAR Center Duty Officer Notification
- Young - Rainey STAR Center - Tenant Occupancy List (Latest Revision)

SECTION 1

PART 1.6 SEVERE WEATHER PLAN

1.0 PURPOSE

This plan provides guidance for the evaluation of severe weather conditions located in or around Pinellas County affecting the Young - Rainey STAR Center and to determine the appropriate actions and responsibilities to be implemented.

2.0 SCOPE

2.1 The Young - Rainey STAR Center and tenant management are responsible to develop procedures to implement the color-coded conditions requirements described in Section 3.0 of this Policy. Procedures shall include protective actions to be taken when weather conditions could impact personnel or equipment under the responsibility of the Young - Rainey STAR Center and/or tenant.

2.2 Procedures shall include the following:

- Organizations, positions, or people with response requirements;
- Required notifications, to include names and contact information;
- Public information concerns;
- Training requirements to implement procedures;
- How recovery and re-entry requirements will be met; and
- The person's name and/or position that has the plan or procedure responsibility.

The Young - Rainey STAR Center Management Staff will monitor the weather channel continuously during first shift, Monday-Friday. Arrangements will be made to monitor the weather information during off-shifts when severe weather is predicted.

In the event that a hurricane/tornado warning is issued for Pinellas County, an announcement will be made via the STAR Center's Building 100 fire alarm system, emergency text messaging and/or telephone notification. The announcement should include the anticipated duration of the severe weather activity, the area covered, and any recommended actions.

- All procedures generated as a result of the requirements of this plan will be reviewed annually and will be monitored, as required, by the Young - Rainey STAR Center.

3.0 DEFINITIONS

3.1 Special color codes have been established to enhance preparation for and reaction to several different levels or degrees of severe weather (See Figure 1). Color code condition descriptions should be the basis of instruction to all employees and should be referred to in all area procedures.

3.1.1 Color codes are an abbreviated way of alerting the employees at the Young - Rainey STAR Center that a certain level of awareness or action is required of them. There are four color codes (blue, yellow, red and green) used in conjunction with specific weather conditions. Those weather conditions include severe thunderstorms, tornadoes, hurricanes and freeze warnings.

3.1.2 Severe Weather includes all weather events, which have the potential for causing harm to the personnel and/or equipment/operations on-site. For the purpose of this plan, severe weather includes severe thunderstorms, tornadoes, hurricanes, threat of lightning, hail, freezing temperatures, high winds and flooding.

Color Code Condition		Blue	Yellow	Red	Green
Weather Condition		Watch	Warning	Occurring	Recovery
Weather Events	Severe Thunderstorm	Monitor Weather Condition	Information notification only	Be prepared to take action	Inspect and prepare area for use
Weather Events	Tornado	Information notification only	Be prepared to take action	Take immediate protective actions	Inspect and prepare area for use
Weather Events	Hurricane	Information notification only	Gale force winds next 24 hours	Hurricane conditions; stay inside	Inspect and prepare area for use
Weather Events	Freeze	November 1 through March 30	Temperatures under 35 degrees predicted	Protect and inspect	Inspect and prepare area for use

FIGURE 1

3.2 Crisis Management Team - This is a team comprised of representatives from each tenant organization, Young - Rainey STAR Center Administrator and Young - Rainey STAR Center Facility Manager.

4.0 REFERENCES

4.1 Young - Rainey STAR Center General & Special Orders

4.2 Tenant Specific Severe Weather Plans

5.0 PROCEDURE

5.1 Severe Thunderstorm Guidelines

Severe Thunderstorm is classified as the lowest adverse weather alert condition in this plan. It is included as a concern so that measures can be implemented to aid in the safety awareness of employees and/or visitors who may be outside or preparing to leave the building or the STAR Center site and to allow for the proper protection of STAR Center property.

5.1.1 Plan Definitions

Severe Weather Warnings: Notification from the National Weather Service indicating the high probability of adverse weather conditions that may contain high damaging winds, hail, frequent dangerous lightning, heavy rain and a potential for the development of tornadoes and water spouts in a specific geographical area.

Severe Thunderstorm Watch: The National Weather Service will issue a severe thunderstorm watch when the weather conditions are likely to produce thunderstorms, which produce sustained winds of 55 miles per hour.

Severe Thunderstorm Warning: The National Weather Service will issue a severe thunderstorm warning when thunderstorm conditions have been reported which are producing sustained winds of 55 miles per hour.

5.1.2 Young – Rainey STAR Center Management

5.1.2.1 Direct the STAR Center Staff to make appropriate weather announcements as requested.

5.1.2.2 Analyze weather information received. Direct all employees working outside to take appropriate protective actions to prepare for current and potential weather conditions.

5.1.2.3 Ensure that all outside contractors are advised of the potential for severe

weather and direct that appropriate safety precautions be taken.

5.1.2.4 Monitor compliance with established procedures.

5.1.3 All Tenants

When notified of a severe thunderstorm watch or warning, implement area emergency procedures for the weather condition reported and be prepared to follow instructions that may be issued or increased readiness in the event of tornado watch or warning.

5.2 TORNADO CONDITION

The purpose of this section is to provide guidance and instructions when weather conditions are such that there is a possibility of harm to STAR Center personnel and/or damage to STAR Center property due to tornado activity.

5.2.1 Plan Definitions

Tornado Watch: A tornado watch is issued by the National Weather Service to alert people to the possibility of tornado development in a specified area for a specified time, or when conditions are favorable for such development (Condition Blue).

Tornado Warning: A tornado warning is issued when a tornado has been sighted or is indicated on radar (Condition Yellow).

Local information is received via Weather Radio, CCTV, Security Patrol, or Internet weather.

5.2.2 Young – Rainey STAR Center Management

5.2.2.1 Tornado Watch (condition BLUE)

- Inform the YOUNG - RAINEY STAR CENTER Facility Manager and coordinate notification of personnel on the Severe Weather notification Roster.

5.2.2.2 Tornadoes Warning (condition YELLOW)

Follow instructions under “Tornado Watch;” however, ensure all concerned personnel, including Security Inspectors, are aware of the weather condition upgrade.

5.2.2.3 Tornado Warning (condition Red)

- When notified of a tornado sighting posing an immediate threat to the STAR Center, make the following announcement:

WARNING CONDITION RED

“Due to a reported tornado sighting, all employees are asked to move to the inside of all buildings. Personnel inside of Building 100 may go to the Cafeteria or interior break areas at their own discretion. All employees are to move away and stay clear from all windows and exterior walls until further notice.”

REPEAT MESSAGE

- Call in outside personnel.

Condition Green

- Give return-to-work information as directed.

5.2.2.4 Tornado Watch or Warning (Condition Blue or Yellow)

- Prepare the property for extremely high winds by securing loose objects.
- Designate six craftsmen to be available to act as three, two-man damage assessment teams.
- Provide a communication method for each damage assessment team to allow them to contact maintenance, utilities, and the SCC.
- Upon notification of a Tornado Watch or Warning, notify personnel performing outside jobs to secure all material and equipment as time permits and seek closest safe shelter. First consideration shall be for personnel safety.

5.2.2.5 Recovery (Condition Green)

- Send assessment team to assess damaged areas and report findings.
- Offer assistance and guidance, if required, to tenants when damage has occurred.

5.2.3 STAR Center Staff

5.2.3.1 Tornado Watch (Condition Blue)

- Ensure that the Switchboard is continually manned during normal working hours.
- Monitor available weather data and coordinate with the Facility Manager or Administrator, to ensure that all relevant weather information is

received.

- Notify personnel on The Severe Weather Notification Roster maintained in the STAR Center control center.

5.2.3.2 Tornado Warning (Condition Yellow or Red)

- Notify Facility Manager or Administrator of the upgraded condition
- Continue to monitor available weather data.

5.2.3.3 Recovery (Condition Green)

After the tornado watch or warning is lifted and the site is secure, announce an “all clear” or an approved return-to-work statement.

5.2.4 Tenants

Ensure that all employees are aware of their procedures and allow for the proper response to the various color code conditions that may be announced.

See Figure 1, Color Code Reference Matrix.

5.3 HURRICANE CONDITIONS

This section provides actions that establish sufficient pre-planning to limit danger to life and damage to the STAR Center. (See Figure 1, Hurricanes, Color Code Reference matrix).

5.3.1 Plan Definitions

Hurricane Watch (Condition Blue): When the storm threatens coastal and inland areas, the watch covers a specified area and period of time and indicates that hurricane conditions are a real possibility.

Hurricane Warning (Condition Yellow): When hurricane conditions (winds of at least 74 mph, high water, and storm tides) are expected within period of up to 24 hours. The warning identifies coastal areas where these conditions are expected to occur.

5.3.2 Plan Preparation

5.3.2.1 Ensure that in preparation for any hurricane conditions that may arise, Facility Operations has the following equipment available.

Sand and sandbags;
Plastic sheeting (visquene);
Assorted hand tools;
Lumber and plywood;

Battery-operated flashlights and extra batteries;
Sufficient gasoline supply;
Sufficient diesel fuel supply;
Rope;
Rain gear and boots;
Emergency generator availability.

Request the Cafeteria Service Provider to provide food supplies to support the hurricane personnel during the storm.

Prior to storm conditions, the Cafeteria Manager will ensure sufficient food is available for 30 people for three days.

Meals served in the Cafeteria will be free of charge to hurricane-duty personnel.

Compile a list of employees receiving meals providing the employee names and the cost of the items. Submit list to Facility Manager or Administrator after Green Condition is in effect.

5.3.3 Hurricane Watch Condition Blue Guidelines

The National Weather Service will issue a HURRICANE WATCH for Tampa Bay when the storm is within 72 hours of potential landfall.

Note A Hurricane Watch condition may be established when it is deemed to be in the best interests of the Young - Rainey STAR Center by the Crisis Management Team.

If a decision is made to implement a STAR Center CONDITION BLUE, the following actions will be taken by all tenant organizations:

- ⇒ Review area shutdown and evacuation procedures.
- ⇒ Prepare to protect parts and equipment.
- ⇒ Prepare to store all hazardous chemicals properly.
- ⇒ Remove all trash and waste.

5.3.3.1 Facility Manager

- Provide a weather watch that notifies Management of significant weather changes at the STAR Center site.
- Instruct the Facility Staff of precautions to be taken during increasingly adverse weather conditions.

- Coordinate all notification procedures so both Young - Rainey STAR Center and tenants are aware of their current responsibilities at all times.
- Make provisions to have all diesel fuel tanks filled.
- Tour the entire facility and ensure that all items found to be loose or pose a threat of becoming a missile during high winds are secured or stored.
- Prepare plywood and lumber to be used for bracing and cover. Purchase additional material, if necessary, to ensure that the proper amount is available, and have it delivered immediately.
- Notify all outside contractors to prepare to shutdown outside jobs.
- Alert all inside contractors for possible shutdown.
- Ensure that adequate hurricane personnel are available.
- Arrange for a minimum 200 gallon of water (ref. 80 bottled water containers).

5.3.3.2 STAR Center Staff

- Ensure the Switchboard is manned as directed.
- Obtain severe weather condition information from the following:
 - ⇒ Internet weather information
 - ⇒ Tampa Weather Bureau
 - ⇒ Commercial television, cable, or satellite
- Notify the STAR Center Management of current weather conditions, especially significant weather changes that would upgrade the current status to a Hurricane Warning, or downgrade out of the watch condition.

5.3.3.3 Tenants

When Hurricane Condition Blue is announced, begin reviewing procedures to shut down equipment and secure areas of ownership. Be prepared to receive direction from the Young - Rainey STAR Center Crisis Management Team.

Note: Weather Condition Blue is a notification stage, which should cause all managers to clarify their procedures.

5.3.4 Hurricane Warning Condition Yellow Guidelines

5.3.4.1 Warning Condition Yellow Guidelines

Gale force winds (55 mph) are expected within 10 hours. Hurricane conditions are expected to arrive within 24 hours.

The Facility Manager or Administrator determines that other weather conditions can warrant a status of Condition Yellow.

Upon receipt of CONDITION YELLOW, the Emergency Management Team will meet all preceding requirements of Hurricane Watch, Condition Blue and proceed with the following actions:

- ⇒ Review all hurricane procedures.
- ⇒ Initiate shut down procedures.
- ⇒ Communicate anticipated employee release times.

5.3.4.2 STAR Center Staff

When directed by the Facility Manager or Administrator, have the following announcement made.

ATTENTION: The STAR Center is now in a color-code CONDITION YELLOW. Managers should implement Emergency Procedures required for CONDITON YELLOW. The storm is not expected in the Bay Area for ___ hours and is still ___ miles (direction) of the Tampa Bay Area.

(REPEAT TWICE)

- When the designated RELEASE TIME has arrived, have the following announcement made.

ATTENTION

All employees, except hurricane-duty personnel, are now officially released and are instructed to evacuate the STAR Center. The storm is ___ miles(direction) of the Bay area and is not expected here until ____.

Employees are instructed to call their management daily for the STAR Center status and return to work information.

(REPEAT TWICE)

5.3.4.3 Facility Manager

- Recall hurricane personnel and/or call additional personnel, if necessary.
- Assist tenants in shutdown actions if requested.
- Upon completion of the STAR Center shutdown and evacuation, start shutdown of yard facilities.
- Call in all STAR Center vehicles and store in safe place.
- Sand bag all exterior doors, except those on the anticipated leeward/side.
- Coordinate to open all doors on the leeward side when applicable.
- Cut off electric power to all mobile or portable buildings.

Meet all preceding requirements of Hurricane Watch, Condition Blue, then proceed as follows:

- Board up the Building 100 Lobby entrance and the second floor window over the Building 100 Lobby, as required.
- Fill and store sandbags adjacent to all outside doors.
- Ensure that outside contractors secure all materials and equipment and evacuate site.
- Ensure that inside contractors secure all materials and equipment (anything left on-site must be secured away from hallways and exits) and evacuate the STAR Center site.

5.3.4.4 Tenants

Ensure all employees receive communication issued by the Young - Rainey STAR Center Crisis Management Team in a timely manner.

5.3.4.5 Facility Manager, Young - Rainey STAR Center

When appropriate, the Facility Manager will assign responsibility for STAR Center operation and protection over to the hurricane-duty personnel:

The Facility Manager, or designee, is responsible to establish emergency actions as the need arises; and is in charge of hurricane-duty personnel. The Facility Manager will select an

additional maintenance employee as his designee to assume authority when he/she is not available. The Facility Manager or his alternate will assume the responsibilities outlined in this plan.

Ensure that an appropriate number of personnel are available to properly maintain STAR Center operations during a hurricane event. No more than 20 personnel should be selected and, as a guide, should include employees knowledgeable in maintenance, security, cafeteria operations, procurement, and management.

The STAR Center Staff will maintain a list of volunteers for this type of event.

The Facility Manager or designee is responsible to ensure the required personnel are on duty during a storm. The Facility Manager or designee will select and notify the required personnel.

NOTE: When selecting personnel to remain on duty during a hurricane, primary consideration is given to maintenance employees and to those holding valid state driver licenses.

NOTE: When possible, during Conditions YELLOW or RED, hurricane-duty personnel should meet in the Cafeteria to be briefed regarding work, hurricane, and fire watch assignments. The Facility Manager will call the briefing as soon as possible after the hurricane-duty personnel have assembled.

5.3.5 Condition Red Guidelines

A Condition Red will be declared when the STAR Center or the surrounding area is experiencing hurricane force winds (greater than 74 mph), or when the National Weather Service has declared hurricane conditions for the Tampa Bay Area or Pinellas County.

A Condition RED will be set by the Facility Manager, or their designee, depending upon current weather conditions.

A Condition RED indicates that full gale force winds are expected in less than 3 hours, and will reach hurricane force (75 mph) sometime after the 3-hour period.

Since it would be impossible to predict the actions of the storm and subsequent damage, the following basic rules are to be followed by the Duty Manager:

5.3.5.1 Hurricane Duty Personnel

- Provide a roving watch, inside and outside (as weather permits), to cover the STAR Center on a continuous basis to report all damages so that emergency repairs can be made.
- Rubber boots, hard hats, goggles or safety glasses and gloves are to be worn as required.
- Listen for reports; keep informed on the status of the storm, particularly if the eye were to pass over Pinellas County.
- Keep in touch with Utility Room Operators at all times during the storm. Operators should keep a portable radio available at all times.
- Do not touch any electrical equipment without authorization. The emergency generators will be kept running as long as possible. In the event of building flooding or failure of the emergency generators, all power will be off; consequently, everyone should have a flashlight with them at all times.
- Hurricane duty personnel should work in pairs at all times. Do not attempt any activity alone.
- No one should attempt to leave the buildings for any reason during GALE FORCE winds WITHOUT PRIOR APPROVAL OF THE DUTY MANAGER.

5.3.6 Condition Green (Recovery and Re-Entry)

After the storm has passed, and weather reports indicates the storm has moved on, proceed as required with the following:

- Coordinate personnel to visually inspect the STAR Center (buildings and premises) for damages;
- Contact the Pinellas County Emergency Operations Center or the Pinellas County Sheriff's Department to determine conditions away from the STAR Center (such as roads, wires down, weather conditions, traffic movement) and consider current recommendations of the Sheriff's Department concerning movement of traffic. Communications may be made by telephone.

Upon completing the inspection and obtaining the report from local officials, the STAR Center Staff will contact the Duty Manager and provide the relevant information;

The Crisis Management Team will begin to formulate recovery and reentry procedures.

If the Crisis Management Team decides to OPEN the STAR Center, the STAR Center Staff will notify tenants per severe weather notification roster.

If the CRISIS MANAGEMENT TEAM decides NOT TO OPEN the STAR Center, notify tenants per severe weather notification roster.

5.4 FREEZE PROTECTION PLAN

5.4.1 Freeze Watch - Condition Blue

5.4.1.1 Facility Manager

Monitor the weather forecasts during each shift and log predicted low temperatures at or below 35 degrees F and reports of severe weather expected to affect the Young - Rainey STAR Center.

NOTE: the National Weather Service in Ruskin, Florida updates minimum temperature forecasts from November 1 through March 30 at 11:00 a.m., 5:00 p.m., and 11:00 p.m.

- When the temperatures are expected or predicted to be 35 degrees or lower, proceed to Section 5.4.2, Freeze Warning-Condition Yellow.

5.4.2 Freeze Warning - Condition Yellow

5.4.2.1 Facility Manager

If temperatures are predicted to be 35 degrees F or lower, evaluate freeze potential and make notifications, when appropriate.

Continue to monitor all temperature reports. Request outside temperature checks from the utility operators on an hourly basis and log them.

Prepare to receive Freeze Plan Notification.

Review procedures and determine which areas the predicted temperature ranges could affect.

Enact a freeze procedure when it is determined there is a potential for freeze damage that may affect the normal operations of the Young - Rainey STAR Center.

5.4.3 Freeze Conditions In Effect - Condition Red

5.4.3.1 Facility Manager

Make an announcement to all STAR Center personnel that freeze conditions currently exist and that all systems should be monitored at a frequency to ensure zero freeze damage.

Provide adequate manpower to implement freeze protection procedures for areas of responsibility.

5.4.4 Recovery - Condition Green

5.4.4.1 Facility Manager

When the STAR Center is downgraded, (the temperature has reached 35 degrees F) announce that freeze conditions have passed. Provide adequate manpower to check for damage and to repair any system that may not be functioning properly.

5.4.4.2 Tenants

Provide adequate manpower to check for damage to any systems that may not be functioning properly.

SECTION 1

PART 1.7 THREAT ACTION PLAN

1.0 PURPOSE

The purpose of this procedure is to outline managerial guidelines and responsibilities in the event of a threat made to the Young - Rainey STAR Center.

2.0 SCOPE

This procedure applies to all STAR Center and tenant officers/executives.

3.0 DEFINITIONS

- 3.1 Crisis Management Team (CMT)– A team comprised of STAR Center staff and tenant representatives that convene in the event of a threat or crisis to make operating decisions for the safety and well being of employees, operations and property.
- 3.2 Young - Rainey STAR Center Staff
- 3.3 Tenant – Any business or its employee currently leasing space from the Young - Rainey STAR Center.
- 3.4 Threat – any situation that poses a significant negative impact to personnel, property or operations.

4.0 REFERENCES

- 4.1 PART 1.6, “Severe Weather Plan”
- 4.2 STAR Center Security General & Special Orders – Tab ‘E’, “Threat Action Plan”
- 4.3 STAR Center Bomb Threat Desk Procedure
- 4.4 THREAT Logic Action Chart – Appendix A

5.0 PROCEDURE

5.1 Initial Threat Notification

- 5.1.1 Threats can be received in various ways such as phone calls, notifications from intelligence agencies, internal reports of suspicious mail or packages, news/media agencies, etc. At the Young - Rainey STAR Center, threats would most likely be received by a member of the STAR Center Staff or by an employee of a tenant leasing space.

5.1.2 Each tenant is responsible to create a desk procedure, for its employees who receive calls from the outside. The procedure should outline the employees' responsibilities for documenting information received as a threat. This procedure should be distributed to employees along with any necessary training.

The procedure should also provide reporting requirements. Employees should be trained to immediately notify their management for any threat.

5.2 Management Responsibilities

5.2.1 Once management receives a report from an employee, he/she is responsible to characterize the information presented. If the threat is immediate or to occur in thirty (30) minutes or less, call 9-1-1 then call the STAR Center Hotline at 541-8020 to request an emergency evacuation announcement. If the threat is to occur in more than thirty (30) minutes, call STAR Center Hotline at 541-8020 to request a Crisis Management Team (CMT) meeting. Attachment 1 is a flow chart for reporting threats to Young - Rainey STAR Center Security Operations and some decision points for the Crisis Management Team.

NOTE: Each tenant organization should have emergency evacuation plans posted in their areas. Their employees shall be trained on how to evacuate and where to muster.

5.3 Crisis Management Team Organization

5.3.1 The STAR Center Administrator chairs the Crisis Management Team. The Facility Manager is his/her back up.

5.3.2 The Designated Command Center(s) are as follows:

Inside Primary	Administration Conference Room
Inside Alternate #1	Planning Center
Inside Alternate #2	STAR Showcase Center
Inside Alternate #3	Cafeteria
Outside Primary	Flag Pole
Outside Alternate #1	East Smoking Canopy
Outside Alternate #2	STAR Center Sign (NE corner of Belcher and Bryan Dairy Roads)
Outside Alternate #3	Empty Lot (SE Corner of Belcher and Bryan Dairy Roads)

5.3.3 The following support and peripherals are required to operate from the Command Center:

STAR Center Facility Maintenance Personnel
STAR Center Facility Operations Personnel
Raytheon Security Personnel

On-Site Radio Communication Cell Phones
Site & Facility Layout/Drawings
Emergency Support Service Contact Numbers
Pinellas County Sheriff's Office
FBI
Pinellas County Emergency Operations
Pinellas County Public Affairs

5.4 Crisis Management Team Responsibilities

5.4.1 The CMT will convene at one of the locations listed in Section 5.3. The CMT will be briefed of the situation and must immediately determine if the threat is to be considered real. If NO, tenant organizations will be requested to go about normal business. If YES, the CMT will make decisions regarding evacuation, facility closure, outside notifications and to activate the Command Center. If an evacuation is necessary, STAR Center Staff will be requested to deliver an emergency announcement to evacuate the building or area, then to contact 9-1-1.

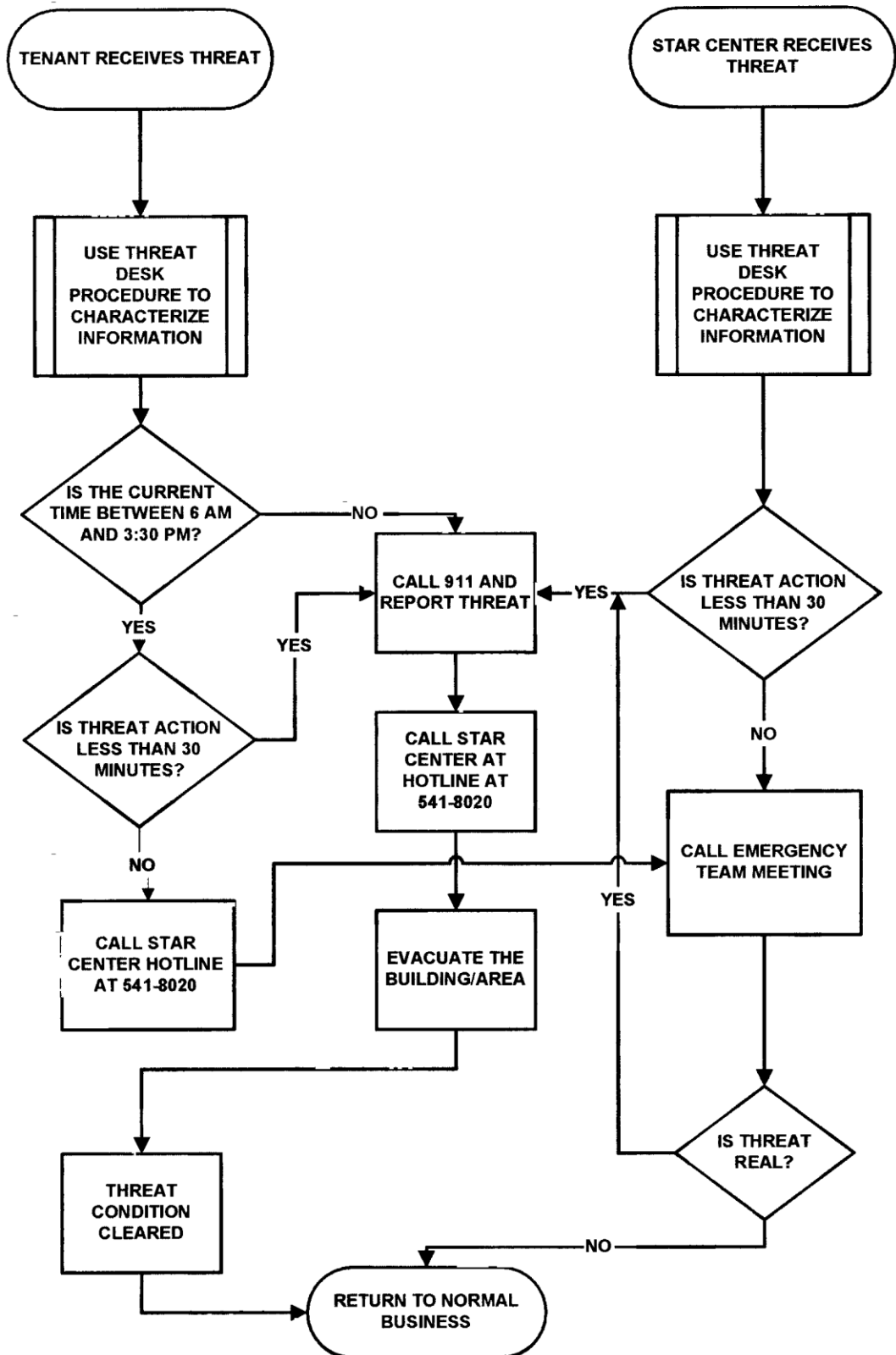
5.5 Command Center Activities

5.5.1 Once the Command Center is activated, it is important to establish the 'Chain of Command'. If evacuation(s) were made, employee accountability is paramount. An appointee shall be named to disseminate information to management and employees. Information disseminated to the media should be delivered by Pinellas County Public Affairs, STAR Center Executive Staff or Tenant Representative/Officers (in that order). The CMT shall continue to monitor the situation and make appropriate decisions. An appointee will be named to document all actions chronologically.

5.5.2 When the threat has passed, the CMT shall decide when to return to normal operations and how to notify affected personnel. After which, a casualty and damage assessment shall be made. The CMT shall communicate to all employees. The CMT will conduct a management debriefing to discuss lessons learned, document action items and issue a

final report. The report shall be distributed to STAR Center Tenant Executives.

THREAT ACTION PLAN



SECTION 1

PART 1.8 MISCELLANEOUS ADMINISTRATIVE POLICIES

[NOTE: This section is arranged in alphabetical order]

Conference Rooms

Conference rooms are available to STAR Center tenants and local government agencies at no cost for general meetings. However, there will be a cost for any damage to the carpet, furniture, furnishings and A/V equipment. For scheduling and set-up, call the STAR Center Administrative Office at 541-8270 or visit the STAR Center website at www.young-raineystarcenter.org.

The tenants are requested to please call and report any cancellations.

Conference rooms are available at a cost to non-tenants wishing to use them or to tenants using conference rooms to directly generate revenue (training, seminars, conferences, etc.).

See the Conference Room Resources Attachment for details.

Conference rooms are common areas. The STAR Center is not responsible for the security of personal items brought or left in these rooms.

Non-tenants will be required to sign liability waivers.

Public Display, Protest and/or Labor Union Activities

The Pinellas County Industrial Development Authority (IDA) is the owner/landlord of the Young - Rainey STAR Center property located at 7887 Bryan Dairy Road in Largo, FL.

The STAR Center leases space to over 30 companies and entities. The IDA and the STAR Center management have a direct responsibility to ensure that any public display, protest or labor union strike activities will not impact the general welfare of any STAR Center tenant company employees, personal property or daily operations.

The STAR Center policy for public display, protest or labor union demonstration is:

1. Picketing and general assembly is not permitted on any portion of the property except on the sidewalks along the property's perimeter.
2. All entrance driveways, interior roadways and parking lots are privately owned and operated by the IDA. Public display, protest or labor union strike

activities that impede roadway traffic along Belcher and Bryan Dairy Roads or private entrances to the facility are not permitted.

3. The STAR Center will not permit on-site parking or access to any building for rest rooms or cafeteria access to individuals who are conducting public display, protest or labor union strike activities. The STAR Center staff will monitor permitted parking areas and is authorized to issue County parking tickets.

Questions or concerns can be directed to the STAR Center's Administrator at 727-541-8170.

STAR Center Management will notify all tenants as early as possible with known facts about the event.

The Pinellas County Sheriff's office will be contacted with information about the event and provide them with guidance as listed above for action to mitigate the impact the STAR Center tenants.

Parking lots, walkways and street entrances to the buildings will be verified.

Parking for tenants may be an issue depending on the type of event and would need to be addressed early for all affected tenants.

As specified in each tenant lease, security of a leased space is the sole responsibility of the occupant. No attempt will be made to try to provide area or generalized security for a tenant or group of tenants.

Smoking Policy

ALL STAR Center buildings are designated as non-smoking facilities. Smoking is not permitted near doorways or under the canopy walkway in front of the main building. There are exterior Designated Smoking Areas located around the STAR Center site. The designated areas are covered and have cigarette receptacles (Butt Depots) and trash cans so that the areas may be kept clean. Designated Smoking Areas are located at the North, NE, SE, and SW corners of the main building.

SECTION 1

PART 1.9 ISSUED PERMIT COMPLIANCE AND ADMINISTRATIVE CONTROLS

1.0 PURPOSE

The purpose of this procedure is to establish guidelines, policies and responsibilities to ensure compliance to issued permits and administrative controls at the Young – Rainey STAR Center.

2.0 SCOPE

This procedure applies to STAR Center staff, all tenants and their employees and any contractors working on STAR Center property. It is not intended to replace or modify any tenant directives, policies or procedures, but rather compliment those documents to provide an overall standard for issued permits and administrative controls. Each tenant is required to comply with the discharge of liquids into the various drain systems based on the system being used for discharge, limit the exposure of products, storage, waste and shipping materials to exposure to stormwater and comply with the discharge of water containing grease to the facility grease trap.

3.0 DEFINITIONS

3.1 Administrative Control – a policy, procedure or guideline implemented by a management team that communicates and provides specific direction to employees.

3.2 Permit – a regulatory issuance document that support legislative laws and/or statutes.

4.0 REFERENCES

4.1 Industrial Waste Water Discharge Permit IE-3002 series

4.2 Environmental Resource Permit 52-01550203-series

4.3 Multi-Sector Generic Permit for Stormwater Discharge Facility ID FLR05G468

4.4 Food Service Facility Permit (Grease Trap) FSF-0188 series

5.0 PROCEDURES

5.1 Drain Systems

To Prevent Misuse:

5.1.1 All drain systems at the Young – Rainey STAR Center are to be labeled as industrial, sanitary sewage or stormwater as applicable.

5.1.2 All floor drains at the Young – Rainey STAR Center discharge into the sanitary sewage system. Legacy industrial drains in the floors of buildings at the facility have been capped and abandoned.

Proper Use of Drain Systems:

5.1.3 Only sanitary sewage shall enter the sanitary sewage drain system. Air handler condensate is also approved for discharge into the sanitary drain system provided that it does not exceed wastewater permit discharge standards per Reference 4.1 above, at the point of entry. Use of the industrial drain system is limited to STAR Center and tenant process water that does not exceed permit discharge standards at the point of entry. Only stormwater shall be discharged into the stormwater drain system. Any exceptions to these rules must be approved, in advance, by STAR Center Facility Manager or delegate.

Maintenance/Repair of the Drain Systems:

5.1.4 Prior to beginning work on a drain system, the STAR Center Facility staff or tenant conducting the work is required to obtain the approval from the STAR Center Senior Mechanical Engineer.

5.2 Hazardous Materials Response for Facility Incidents

5.2.1 The Pinellas County HAZMAT determines and executes proper spill control, cleanup and safety procedures for spills of hazardous or potentially hazardous chemicals. These procedures are developed with a view toward reducing the hazardous nature of the spill and minimizing the amount of waste produced during the spill cleanup.

5.2.2 The Area Lessee should ensure that all personnel leave the spill area as soon as a spill occurs. The Area Lessee shall not require or permit personnel to return to the area until it is determined that the spill has been cleaned up to safe conditions. If available, spill containment and cleanup materials should be applied to the spill by trained personnel and action by on-scene personnel is not considered a hazard. If the spill is too large or too hazardous, evacuate the area and call 9-1-1 for Pinellas County HAZMAT response.

5.3 Environmental Resources, Stormwater and Grease Trap Permits

- 5.3.1 The STAR Center has a comprehensive array of permits to cover normal daily operations of tenants at the STAR Center. References 4.1, 4.2, 4.3 and 4.4 provide the specifics that must be adhered to by all tenants.
- 5.3.2 Any excavation on the STAR Center property that would result or cause a modification to the current topology or topography must be approved, in advance, by the STAR Center Administrator or delegate
- 5.3.3 Well drilling and/or any excavation greater than 10 feet below existing surface on the STAR Center property is strictly forbidden without prior written consent from the STAR Center Administrator or delegate.



For Reservations Contact
Admin Support Specialists
staradmin@pinellascounty.org

Mónica Santiago - 727-541-8270

YOUNG – RAINEY STAR CENTER CONFERENCE ROOM RESOURCES

Conference Room	* Room Fee (if applicable)	Maximum Seating Capacity	VHS	DVD	** Computer Video Projection w/Sound	Overhead Projector	Ceiling Mounted Projection Screens	Podium	Microphone and Amplifier	White Board(s)
General Conference Facility	\$200 per day \$125 per 1/2 day	52	X	X	X	X		X		X
STAR Showcase Center	\$100 per day \$65 per 1/2 day	35	X	X	X	X	X (2)	X		X
Planning Center	\$75 per day \$45 per 1/2 day	35	X	X	X	X	X			X
Executive Conference Room	\$50 per day \$35 per 1/2 day	14	X	X	X	X	X			

* All fees are subject to State of Florida Sales Tax

** Audio/Video Specialist available for set-up upon request at no additional fee

** Eures / Compass Café'

Four hours or less are considered ½ day

**ATTACHMENT A
ROOF ACCESS LOG**

DATE	NAME	REPRESENTING	TIME IN	TIME OFF