

Fire Safety Procedures



Tenant Responsibilities

Tenant Wardens (or Deputies)

1. Assume full control of their areas of responsibility, advising all occupants of the emergency.
2. Begin the evacuation process. Calmly supervise and monitor the flow of people.
3. Instruct employees to form a single line and proceed on the right side of the stairwell for descent. Distribute employees evenly through the stairwells.
4. Check for remaining occupants in area of responsibility, turn off lights and close doors after the last person has evacuated. Do not lock office doors if the office is involved in a fire.
5. Make sure stairwell doors are closed after the last person has evacuated the area.
6. Keep the Management Staff informed of the means being employed for evacuation by the occupants of your area.
7. Upon exiting the stairwell on the ground floor, proceed to the Safe Refuge Area and make sure everyone in your office or area of responsibility is accounted for. If someone is missing, the information should be immediately conveyed to the Management Staff.



Special Assistance Tenant Wardens

The identity and location of individuals requiring special assistance during an evacuation must be known by the Management Staff in advance.

Please refer to Persons Requiring Special Assistance for the appropriate method of submitting this information.

1. Immediately make contact with assigned person. Assigned persons should wait in a previously designated location for assistance.
2. If necessary, carry the assigned person through the evacuation process. Wheelchairs may have to be left behind.
3. Individuals requiring special assistance should be taken to the nearest stairwell landing to await building or fire department personnel.

All Building Occupants:

1. When evacuation is necessary, follow instructions given over the public address system and by your Tenant Emergency Response Team. Gather essential belongings if there is time to do so as re-entry to the Building will not be allowed during an emergency.
2. Use the stairs. Allow visibly nervous or emotional individuals to exit first. Also give priority to the individuals requiring special assistance.
3. Remove high-heeled shoes to facilitate walking down stairs.
4. Remain quiet in the stairwells.
5. When outside, stay in the Safe Refuge Area away from the Building and wait for instructions.
6. Recognize that it is essential to voluntarily accept emergency instructions given by the Tenant Emergency Response Team in order to ensure safe and orderly response.

Management Staff Responsibilities

In general, the Management Staff is responsible for coordinating and implementing an effective evacuation of the Building's occupants in the case of an emergency prior to the arrival of local authorities. Some examples of the specific responsibilities include but are not limited to the following:

1. Report to the command station to ensure that local authorities have been contacted.
2. Using the public address system, make necessary announcements to direct evacuation flow.
3. Report to lobby level of evacuation stairwell to direct tenants and control movement of occupants to the Safe Refuge Area.
4. Direct local authorities who arrive on the scene and inform them of current conditions.

After Building Evacuation

For future reference by the Management Office, Tenant Emergency Response Team members should immediately write a brief report covering their actions and response to the emergency including any special problems or incidents that were encountered. The reports should be collected by the Designated Tenant Contact and submitted to the Management Office as soon as possible.

Components of the Building Life Safety System

The heart of the Building's life safety system is *The Fire Command Center* and is located at the loading dock of the Building. Equipment housed here monitors all smoke detectors, sprinkler water flow and tamper switches, and the status of the emergency generator, elevators. The public address system used to communicate to all or selected floors in initiating evacuations is located in this room.

Photo-electronic Smoke Detectors are strategically located throughout the Building common areas and mechanical rooms. They can be identified by a green, blinking light under non-emergency circumstances.



In an alarm situation, fire alarm *horns and strobes* are located so that they can be heard or seen in any area of the Building. When an alarm on a floor is activated, the entire Building will also go into an alarm.



The Building is equipped with a "wet pipe" *Sprinkler System* which indicates the quick presence of water in the system at all times. *Sprinkler heads*, located throughout the building, contain an element that melts in the presence of heat in excess of 165 degrees Fahrenheit, thereby releasing water. Sprinkler system isolation valves, located in the stairwells, must only be manipulated by the Management Staff or the fire department.



Adjacent to both stairwell entrances on each floor is a *Fire Alarm Pull Station* that may be activated by any individual upon discovering fire in the Building.

Illuminated Exit Signs directing individuals to the nearest emergency exit are located throughout the Tenant suites and common areas of each Building.

Either of two *Emergency Stairwells* servicing all floors of the Building should be used in lieu of elevators during an emergency evacuation. In an Alarm situation, stairwell pressurization fans will be activated to prevent smoke from entering the stairwells. Fire hose connections are available in the stairwells.

During an emergency, the service elevator is used for *Emergency Firefighter Service* and the evacuation of individuals requiring special assistance only. Building occupants must use the stairwells to exit the Building.

Fire Resistant Materials in the Building may include:

- Concrete and metal floors & metal structural columns and framing
- Glass & Brick exterior walls
- Flame retardant gypsum board with metal studs for interior partitions
- Building standard carpet meets all NFPA and County Code standards
- Ceilings are fire-resistant mineral fiber suspended on metal supports and grids
- Stairwells have two-hour fire rating
- Building mechanical and electrical areas are housed separately

Note: While significant safety steps have been employed in the construction of 1000 Parkwood, it is equally important that Tenants exercise care by not installing hazardous materials in the Building. Hazardous equipment such as space heaters and oscillating fans are also prohibited.

Fire Extinguishers

Two multi-purpose “ABC” Fire Extinguishers (see below) are wall-mounted at every stairwell entrance on each floor. Tenants should become familiar with their exact location and proper use. These chemical-based extinguishers can cause damage to electronic equipment. However, water extinguishers must not be used if an electrical current is present.



Class “A” fires are those involving ordinary combustibles such as paper, wood, & cloth

Class “B” fires are those involving flammable liquids

Class “C” fires are those involving energized electrical equipment

Class “D” fires are those involving combustible metals

Note: If a fire is small enough to be controlled by a fire extinguisher, use one. However, do not attempt to control a fire if it is a threat to your safety.

Fire Alarm Pull Stations

A wall-mounted Fire Alarm Pull Station is located at the entrances of Stairwells A & B on each floor except the lobby level of all 1000 Parkwood buildings. On the lobby levels of the buildings, a wall-mounted Fire Alarm Pull Station is located next to each of the two (2) main building entrances. To activate a pull station, one must first push in and then pull down the manual lever as shown in instructions on the unit. Such activation will result in engaging the building’s fire alarm system and public notification of an emergency.

Fire Drills

Periodic fire drills will be held by the Management Staff in conjunction with the local fire department. All occupants should participate in the drill. The purpose of fire drills is to ensure the efficient and safe use of the exit facilities available. Properly conducted drills ensure orderly exit under control and prevent the panic that has been responsible for the greater part of the loss of life in the major fire disasters of history. Order and control are the primary purposes during the drill. Speed in emptying buildings, while desirable, is not in itself the only objective.

Fire Prevention Tips:

1. Handle cigarettes and cigars responsibly. Make sure they are fully extinguished before disposal.
2. Unplug electrical appliances such as coffee pots when not in use and at the close of business each day.
3. Turn off power to office equipment such as computers and calculators at the close of business each day.
4. Adhesives, cleaning fluids, and any other possible flammable liquids must be stored properly.
5. Eliminate extension cords where possible.
6. Adequately meet any ventilation requirements of specialized office equipment.
7. Where applicable, keep electrical closets within your suite locked.
8. Do not use space heaters or other portable electrical heating and cooling devices.