

FIRE SAFETY AND EVACUATION PROCEDURES

Each person should become familiar with all provisions of these emergency procedures. The office manager should be assigned the responsibility of orientation of new employees so they are aware of all emergency procedures. Each office should assign two people to be in charge of evacuation. The second person is considered an alternate in the absence of the first party.

This emergency plan is established as an integral part of the building's official response to emergencies. The contents of this plan are designed as an "operational guide" for the behavior, safety and protection of all tenants and visitors of the building.

As outlined in the following pages, this plan establishes a sequential "plan of response" for initially recognizing, identifying and reporting the existence of specific emergency situations threatening the building and/or its inhabitants; and then providing for the safety and protection of endangered personnel and/or assets.

When implemented and supplemented with appropriate instructions from the building manager, this plan becomes an operational tool for effective and responsive action when occupants of the building are forced to cope with various emergency situations.

All building occupants need to follow orders of the Richardson Fire Department's emergency personnel and to implement, in an orderly manner, the safe evacuation of the building in an emergency situation.

REMAIN CALM

FIRE PROCEDURES

The following procedures should be followed specifically if you discover fire or smoke in the building:

RESCUE: Remove anyone from the immediate danger area. This means the room of origin or immediate vicinity of the fire. This is not an evacuation of the premises.

CONFINE: Close the door to the room of origin. This will act to contain the fire and smoke to that one room for a longer period of time.

ALERT: Go to the nearest fire alarm pull station and activate the alarm. You will need to familiarize yourself with the locations of fire pull stations, exits and fire extinguishers.

Call the Richardson Fire Department at 911 and give the following information:

Your name, nature of the problem (fire, medical, etc.), address (100 N. Central Expressway), floor number, suite number and telephone number you are calling from

Call the Management office at 972-690-0451 and give the same information as listed above.

FIGHT: If the fire is small and confined to one object, such as a trash can, locate the appropriate fire extinguisher and use it. Never attempt to fight a fire unless you (1) know how to operate the fire extinguisher equipment, (2) have the appropriate type extinguisher, (3) the fire is small or (4) you have access to an exit if you fail to put the fire out.

Fire Extinguishers are located outside the ladies and men's restrooms.

To operate the extinguishers: pull the pin, aim the nozzle or hose at the base of the fire, squeeze the handle and sweep from side to side, aiming at the base of the fire.

FIRE ALARM SYSTEM: The building is equipped with a fully automatic fire protection system. The building's design includes fire extinguishers, smoke detectors and manual fire pull stations.

If any single device is activated, or if any devices are simultaneously activated, an audible alarm will sound. Upon alarm activation, the elevators will automatically be sent to the First Floor. It is appropriate to emphasize the necessity of leaving all stairwell and suite doors closed at all times.

EVACUATIONS: Go to the nearest stairwell and go down to the ground level for exiting the building. If the stairwell nearest your office is blocked by fire or smoke, proceed to the other stairwell for exiting the building. If all of the stairwells are blocked by fire or smoke, return to your office and do the following:

- a) Close the door.
- b) Call the Richardson Fire Department at 911 and/or the Management office at 972-690-0451 and give them details of your location.
- c) Place towels, clothing, etc. at the bottom of the door in an effort to limit the amount of smoke entering your location.
- d) Cover the HVAC vents with towels or clothing if possible.
- e) Place a wet towel or cloth over your mouth and nose. Stay low and close to the floor. Smoke is hot, therefore rising and will fill the room from the ceiling down.

- f) Do not break out the windows unless it is a last resort. (Falling glass is dangerous to person below and it may allow smoke to enter your office.)

HANDICAPPED EVACUATION: Visually Impaired: Assign a “buddy” to assist in the event of an evacuation. Ask each individual the best way to assist them to the stairwell and lead them to safety. It is important that the “buddy” remain with the person until the emergency is over.

Physically disabled/non-ambulatory persons: Assign a “buddy” to assist in the event of evacuation. In most instances, it will only be necessary to move the person into the stairwell for safety. If it becomes necessary to move them down the stairs, various lifting and carrying techniques can be utilized. Ask each individual the best way to assist them to the stairwell and lead them to safety. It is important that the “buddy” remain with the person until the emergency is over. Elevators may NOT be used.

If you evacuate, establish and announce a place to meet outside for communication of emergency and/or re-entry information as it is given by the building management or emergency personnel.

To evacuate via the stairwell, advise ladies wearing high heeled shoes to remove them so they will have less difficulty walking.

IMPORTANT: Identify and give priority to the movement of the nervous, emotional, ill, elderly and/or handicapped persons.

Remind everyone to be quiet during the personnel movement or evacuation so they will be able to hear and understand all emergency instructions.

When evacuation is complete, assemble and account for all personnel.

EMERGENCY PERSONNEL:

Fire Safety Director - Building Manager

Fire Brigade - Management and maintenance personnel

Suite Warden - Tenant Representative

Fire Safety Director: Primary responsibility to coordinate and implement an effective evacuation of the building’s tenants in case of a serious fire, bomb threat, or any other serious situation that requires evacuation. Further responsibility stems from the preparation, monitoring and implementation of the plan, (with the approval and

assistance of the Richardson Fire Department); and of a training program for all members of the fire emergency team, fire plan of action and the related records.

The Fire Safety Director in conjunction with the Fire Brigade personnel will maintain all life safety systems in the building including the fire alarm system, elevator recall system and common area fire extinguishers.

The Fire Safety Director shall select qualified building service employees for a fire brigade, organize, train and supervise such brigade.

In the event of a fire, the Fire Safety Director shall report to lobby to direct the evacuation procedures as provided in the Fire Safety Plan, make reports of the fire floor condition to the fire department upon their arrival, aid the fire department personnel in the facilitation of the situation.

FIRE BRIGADE: The Fire Brigade will be notified of a fire in one of the following ways: 1) by the audible alarm system, 2) by the alarm system monitoring station via telephone or pager or 3) by radio from building personnel.

The Fire Brigade is responsible for the following:

- a) Notify the Richardson Fire Department
- b) Check for available fire extinguishers and assist the fire department with their operation.
- c) Meet fire department personnel and direct them to the fire panel, which contains elevator keys, master key location and location of fire.
- d) Direct fire fighters to elevators and assist them in the use.
- e) Shut down the building's HVAC system, if possible.
- f) Go to the fire location, report situation, assist in evacuation and extinguish fire if possible. Under no circumstances should any member of the Fire Brigade endanger themselves.
- g) The Fire Brigade will receive training in the operation and maintenance of the fire alarm system, fire pumps, HVAC system, emergency lighting, elevators and fire extinguishing equipment.

SUITE WARDENS: The Suite Wardens are responsible for following the orders of the Fire Safety Director and Fire Brigade team to implement in an orderly manner an approved evacuation plan upon notification. Specific duties and responsibilities:

Execute the Fire Safety Plan.

See that all doors on the floor are closed but not locked.

Notify all suite occupants.

Direct the evacuation of the suite personnel to three (3) floors below or outside the building.

Assign each handicapped person a “buddy” to assist with evacuation.

Prevent the use of elevators unless otherwise authorized by the Richardson Fire Department.

Notify the Fire Safety Director and/or the Fire Department of handicapped persons that need special assistance, any injuries or anyone who cannot be accounted for.

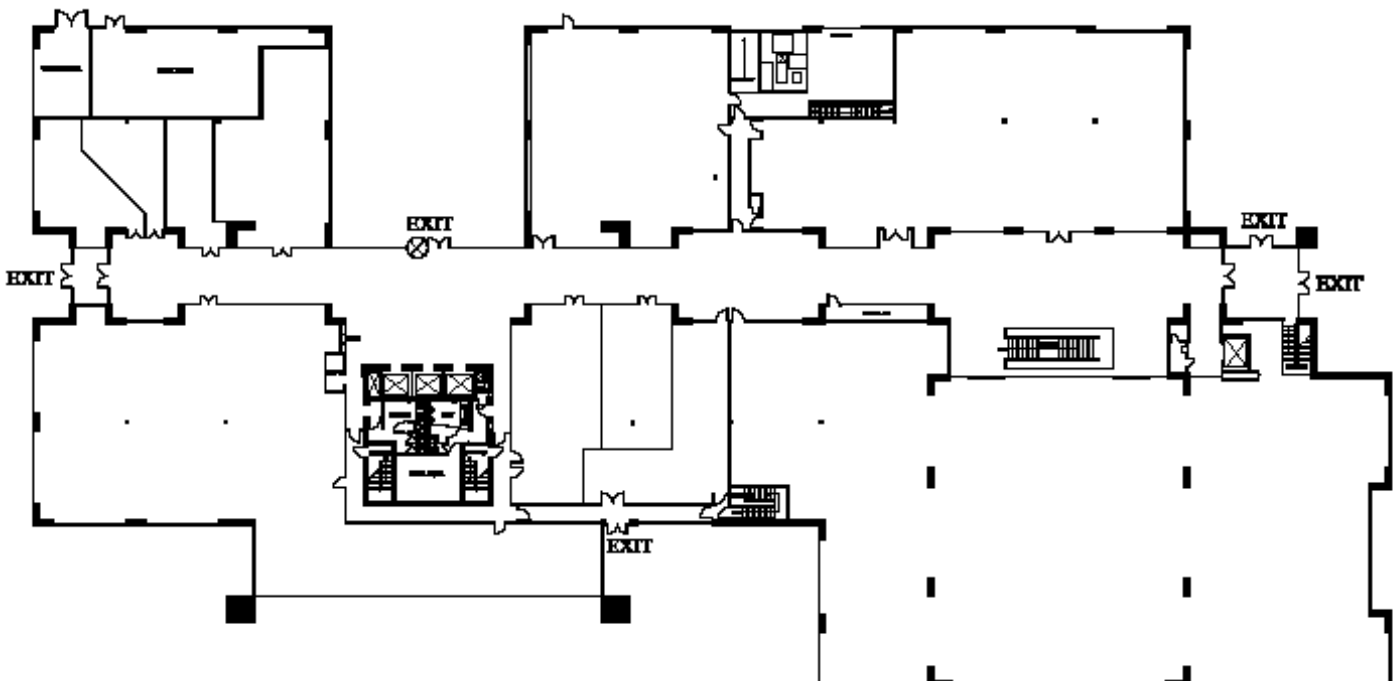
GENERAL DUTIES:

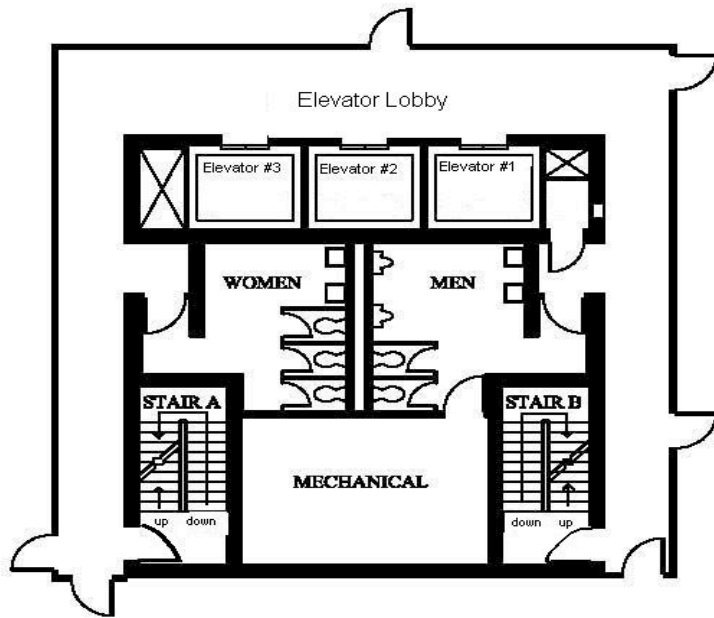
Follow orders of the Richardson Fire Department emergency personnel to implement in an orderly manner the safe evacuation of the building in an emergency situation.

Be familiar with the Fire Safety Plan, floor layouts for stairway exits plus the location and proper use of fire extinguishers.

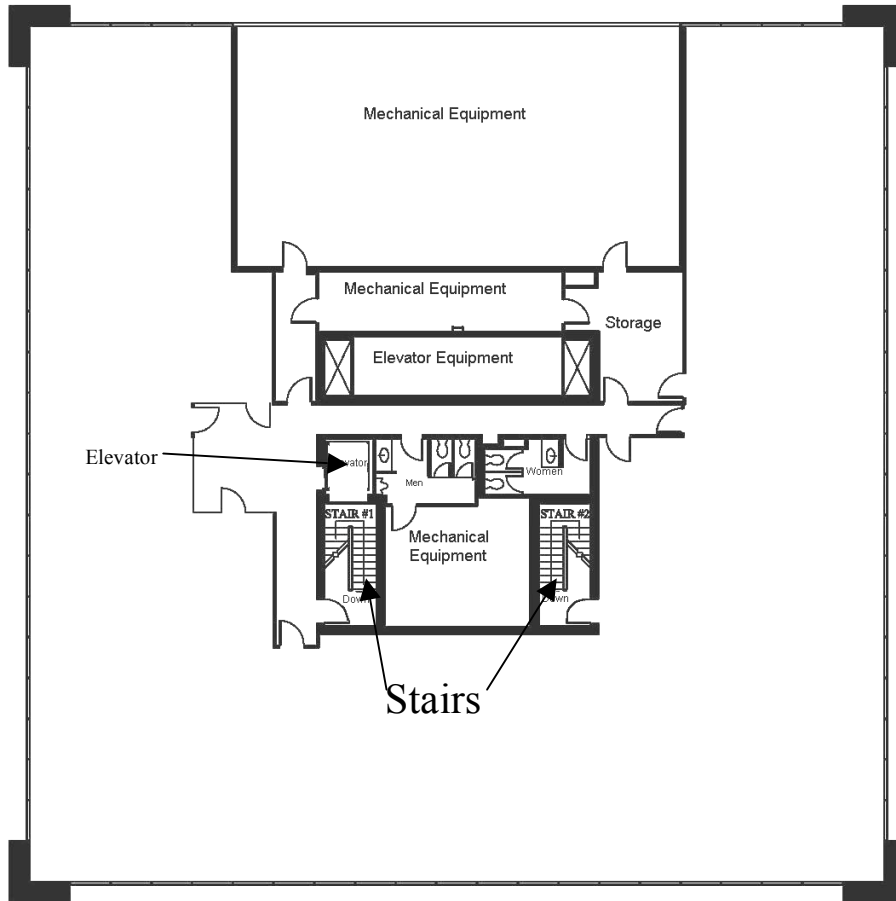
ALWAYS: Check all doors before entering by placing your hand on the door to see if it is hot. IF THE DOOR IS HOT, DO NOT ENTER. If smoke is present, direct occupants to crawl to the exits instead of walking.

BASIC FLOOR PLANS





Floors 2 through 12



100 NORTH CENTRAL
100 North Central Expressway, Richardson, Texas
13TH FLOOR

Bomb Threat Procedures

1. Receptionist receiving call should:
 - Signal quietly to another employee to pick up same line; toss a paper clip, if necessary, to attract co-worker's attention. Then, indicate (possibly by holding up fingers) which line you are on.
 - Use *Bomb Threat by Telephone Check List* (for building personnel use) to get as much information as possible. See *Bomb Threat by Telephone*, this section.
2. Second employee on line:
 - Quietly get on line, cover mouthpiece of phone and take notes.
 - Signal another employee to call Police (Bomb Threat Squad, 911) and direct to main lobby entrance.
 - Alert Management
 - Alert Security
 - If only two employees are available, the second should take action as above and not monitor call. Stand by for instructions.

Basic Action

1. Management: Meet Police in front of Suite and give details from *Bomb Threat by Telephone Check List* (keep a copy).
2. Chief of Security directs personnel after course of action is determined by Police and Management. Assign Security and other Building personnel to notify people in lobby not to go up into the building. (Depends on nature of situation-if threat is questionable, do not detain people, only suggest. The decision is theirs).
3. Decision as to course of action, e.g. to evacuate, search, etc., made by Police and Management.
4. Notification of Tenants: Usually Building Management Office telephone lines will quickly become jammed as rumor spreads.

- If location of bomb is known, notify Tenants on that floor first, then on floor above and below suspected floor.
 - Fire Brigade personnel will report to Command Post in building lobby and be assigned to suspected floor, the floor above and below that floor and calmly suggest evacuation.
 - Suggest to Tenants that doors not be locked so that Bomb Squad may have quick access.
5. Evacuated people should move outside building to an area 300 feet away to avoid flying glass.

Basic Search Procedure

(Management and Fire Department Bomb Squad)

1. Decide if and where to search.
2. Members of Fire Brigade to stand by for search assignment.
 - No suspect item found is to be touched. Notify Command Post and let Police Bomb Squad handle.
 - The location of device does not preclude the existence of others.

Damage Control

1. Evacuation. Depending on the size and nature of the bomb, only the floors above and below (suspected floor) may have to be evacuated.
2. Venting. Doors should be opened to vent the blast if detonation should occur.
3. Flammables. Remove as much as possible from suspected area.
4. Suspect bombs must be handled only by the Police Bomb Disposal Unit.

Bomb Threats on Weekends and Holidays

1. Security: Take call calmly. Use *Bomb Threat by Telephone Check List* and notify Police (911) and Building Management (972-690-0451).
2. Tenants (use Tenant List by Floor with phone numbers).
 - If bomb location is known, check the Sign-In List for that elevator rise and use Tenant List to call suites that show occupancy.
 - Tell of threat and suggest evacuation. Be calm, courteous and brief.
 - Recruit Engineer's help.

- Await arrival of Police.