



***Carter Burgess Plaza***  
***777 Main Street***  
***Fort Worth, Texas***

***Fire/Life Safety Plan***  
***November 2011***

## **BASIC FIRE/LIFE SAFETY ALARM PROTOCOL**

1. Exit Lights flashing **ONLY** – Means there is a possible emergency on a floor other than yours. Elevators MAY NOT be operational during this event. Remain calm and on your floor for further notification via the public address system.
2. Exit Lights, Strobes, **AND** Sirens/Evacuation Message – Means there is a possible emergency on either your floor or one of the floors immediately above or below. Instructions to evacuate should be followed at this time. Elevators MAY NOT be operational during this event. Floor Wardens should be clear on the evacuation procedures for the building, as well as the procedures established by your company.

***Understand that Security, Engineering and Property Management staff members are already engaged in responding to these alarm situations. (Please do not call Security or Property Management.)***

# **CARTER BURGESS PLAZA FIRE SAFETY PLAN**

All building staff members have specific responsibilities and follow designated plans of action regarding fire safety. In an emergency situation, building employees will interact with Fire Department Command personnel.

## **EMERGENCY EVACUATION PLAN**

### General

1. Building Security's phone number is 817/321-1111. The Property Management Office phone number is 817/321-1100.
2. There is a Public Address (P.A.) System in the Fire Control Room to announce emergency instructions to:
  - a. All floors or selected floors (to include tenant suites)
  - b. Elevator lobbies
  - c. Elevators
  - d. Stairwells
3. Two fire hose cabinets are on each floor near the stairwell exits. These fire hose cabinets are connected to the building's water system and reach 75 feet. We recommend that only trained individuals attempt to use these hoses.
  - a. The system is to be used to extinguish Class A fires only, such as wood, paper, and cloth.
  - b. ***DO NOT*** use for ***electrical, gasoline, paint and paint thinner*** or other combustible chemical fires.
4. Two portable fire extinguishers are located on each floor in the fire hose cabinets. These may be used on all types of fires.
5. There are three manual pull fire alarm stations on each floor, located near each of the stairwell exits.
  - a. Activating the alarm signals the fire control room and the security command post.
  - b. Activating the alarm automatically notifies the Fort Worth Fire Department.
  - c. Give name of building, address, floor and as much information as possible regarding the fire. Stay on the phone until all information is given.
  - d. Remain calm. If necessary, notify personnel on your floor to evacuate the building.
  - e. If trapped in an area, close all doors, stuff clothing around cracks of doors, etc. Call the Fire Department and explain what room you are in.

6. **In the event of a fire or smoke in a passenger elevator lobby, the elevators have been programmed to return to the building lobby to discharge passengers.**
  - a. Persons must evacuate by way of stairwells from any floor.
  - b. **Elevators are not to be used for emergency evacuation** of the building unless you are directed to do so by the Fire Department or other emergency officials.
  - c. Elevators are equipped with an audible emergency system. Passengers in the elevators will be able to hear an emergency message and communicate through an intercom in the elevator.
  - d. Be familiar with your floor's exits and stairwells.
  
7. There are **three emergency stairwells** in the building.
  - a. **All three of these stairwells exit at the ground floor level and may be entered from any floor.**
  - b. The stairwell doors are locked on each floor to prevent re-entry onto individual floors. Doors with card readers unlock upon alarm. NOTE: per Fort Worth Fire Code, stairwell doors on floors B, 7, 12, 17, 22, 27, 32, 37 are unlocked for re-entry in the event of an emergency only.
  - c. These stairwells are the fire-safe areas in the building. They are pressurized stairwells. To prevent a chimney effect, **all stairway doors** must be **kept closed** except in cases of an emergency.
  - d. Take high-heeled shoes off when going down stairs to prevent tripping.
  - e. Stay inside rail in single file going down stairwells, allowing firemen to use the opposite side of stairwell.
  - f. Be sure when exiting from building to go at least 200' to 400' away from building because of falling glass, etc.
  - g. **DO NOT** store boxes, trash or anything in stairwells.
  
8. In case of fire, **DO NOT** break windows
  - a. Windows help to control spread of fire.
  - b. Glass falling into the street is a danger to those below.

## **Tenant Knowledge**

1. Each person working in the building should become familiar with all provisions of these emergency procedures and the evacuation routes.
2. A key person (floor warden) in each office should be appointed to receive and pass on the necessary information.
3. Care should be taken not to create a panic, but logical judgment should be used to determine if:
  - a. The evacuation plan should be put into effect and executed immediately;
  - b. The evacuation plan should be executed to a "stand-by" basis;
  - c. 911 should be called;
  - d. Building Security should be called.
4. **Anytime a fire is discovered, Security must be notified.**
5. **Anytime the fire hose or a fire extinguisher has been used, Security must be notified.** (Some fires may cause toxic fumes, which could be circulated throughout the air-conditioning system; please use caution.)
6. In a fire or smoke emergency, the order of priority is:
  - a. **Call 911.** Stay on the line until told to hang up.
  - b. Activate the fire alarm (manual pull station). This alarm contacts both the FWFD and the Security Command Post.
  - c. With a small fire, attempts may be made to utilize a fire extinguisher before the Fire Department arrives (at the discretion of the individual).
  - d. Evacuate.
7. If any part of the Emergency Plan is not clear, please call Property Management for clarification.
8. EVERY company is responsible for maintaining a current list of employees.
9. EVERY company should designate a "safe site" for all employees to meet in the event of an emergency or building evacuation. The location can be a restaurant, park, or specific level of a garage. This information should be shared and included in new hire information.

## **FLOOR WARDEN/ASSISTANT FLOOR WARDEN**

### 1. BASIC FUNCTION

Operates under the general supervision of the Fire Safety Director/Property Management. Supervises emergency measures for the safety and welfare of employees on his/her floor. **The Assistant Warden shall assist the Floor Warden in all areas of responsibility and shall assume the leadership role in his/her absence.**

### 2. RESPONSIBILITIES

- a. Assigns personnel to any key emergency positions that are vacant;
- b. Maintains a current roster of all Assistant Floor Wardens, Exit Guides, and alternates for his/her specific floor;
- c. Informs Property Management of changes in emergency personnel on the floor;
- d. Supervises the activity and training of all key emergency floor personnel;
- e. Alerts key emergency floor personnel of potential emergencies;
- f. Periodically reviews emergency procedures; attends annual meeting;
- g. Responsible for the orderly evacuation of floor personnel;
- h. Preplans the egress of handling of physically disabled personnel;
- i. Assign and assist all disabled employees **with at least two people**;
- j. All wardens will wear red baseball caps and have whistles;
- k. Maintains communication with key personnel within building during times of emergency.

### 3. JOB REQUIREMENTS

- a. Know details of emergency preparedness procedures;
- b. Know location of **all exits** on floor;
- c. Know location of all fire equipment on floor, including emergency pull alarms and phone jacks;
- d. Know location of all ABC fire extinguishers;
- e. Know how to operate fire equipment;
- f. Know location of and how to use all miscellaneous emergency equipment on floor;
- g. Not a regular traveler.

## **EXIT GUIDE**

### 1. BASIC FUNCTION

Operates under the supervision of Floor Warden and/or Assistant Warden and is responsible for an assigned exit and assists in the orderly evacuation of personnel into the stairwells. An Exit Guide should be assigned to each stairwell utilized (1-3).

### 2. RESPONSIBILITIES

- a. Under the direction of Floor Warden during an emergency, takes a position at an assigned exit and assists in the orderly evacuation of personnel;
- b. Instructs personnel to form single line into the stairwell, exiting along the inside of the stairwell, to the left of the stairwell;
- c. Supervises evacuation flow while exhibiting and encouraging calmness; and
- d. Remains at the exit until all personnel have evacuated from the floor.

### 3. JOB REQUIREMENTS

- a. Know details of emergency preparedness procedures;
- b. Know location of ***all exits*** on floor;
- c. Know location of all fire equipment on floor, including emergency pull alarms and phone jacks;
- d. Check floor for remaining personnel before evacuating;
- d. Make sure stairwell door is closed;
- f. Not a regular traveler.

## ***FIRE PREVENTION***

Building Management, Engineering and Security will act as the building's Fire Safety Team. Duties will include regular fire prevention inspections, maintenance of all fire warning and fire suppression equipment and maintenance of current emergency tenant information.

## ***AFTER-HOURS EMERGENCY PROCEDURES***

Tenant should call 911 first, and then the security office and follow established emergency procedures. Tenant should then proceed with designated emergency evacuation plan.

## ***WATER/FLOOD EMERGENCY***

Tenant should first notify Security Office then vacate the space if leak is of emergency nature.

## ***BOMB THREAT PROCEDURES***

1. Individual receiving call should signal quietly, if possible, to let someone know about the call. Hold up the Bomb Threat Checklist to indicate the nature of the call.
2. Use the Bomb Threat by Telephone Checklist, located in this section, to get as much information as possible.
3. The bomb experts are the Fire Department.
  - a. Call 911, report the threat.
  - b. Direct them to enter the building at the Commerce Street entrance (700 block).
  - c. Await further instructions. Be prepared to assist authorities in searching for any unusual or suspicious boxes, etc. within your lease space.
4. Alert Security Office (321-1111).

## ***ALARM PROCEDURES***

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## Carter Burgess Plaza EMERGENCY PROCEDURES

PROBLEM	DO	DON'T
<b>MEDICAL</b>	<ol style="list-style-type: none"> <li>1. Call 911.</li> <li>2. Call Security Office (817) 321-1111.*</li> <li>3. Security will:               <ul style="list-style-type: none"> <li>• Dispatch Trained First Aid and AED Responders, if appropriate.</li> <li>• Inform Property Management Office.</li> <li>• Dispatch Security and Engineering teams to critical points – await EMS arrival, arrange for emergency elevator, direct EMS to location.</li> </ul> </li> </ol>	
<b>ODOR DETECTED</b>	<ol style="list-style-type: none"> <li>1. Call Security Office (817) 321-1111.*</li> <li>2. Close all interior and exterior doors - DO NOT LOCK.</li> </ol>	
<b>SMOKE DETECTED</b>	<ol style="list-style-type: none"> <li>1. Call 911.</li> <li>2. Activate manual pull station in corridor.</li> <li>3. Call Security Office (817) 321-1111.*</li> <li>4. Close all interior and exterior doors - DO NOT LOCK.</li> </ol>	
<b>FIRE</b>	<ol style="list-style-type: none"> <li>1. Call 911.</li> <li>2. Activate manual pull station in corridor.</li> <li>3. Call Security Office (817) 321-1111.*</li> <li>4. Fire extinguishers can be used at the discretion of the individual.</li> <li>5. Close all interior and exterior doors - DO NOT LOCK.</li> <li>6. Proceed to stairwell.</li> </ol>	<ol style="list-style-type: none"> <li>1. Do not use elevators</li> <li>2. Do not use fire hoses.</li> </ol>
<b>BOMB THREAT, THREAT TO BUILDING, PREMISES OR PEOPLE</b>	<ol style="list-style-type: none"> <li>1. Use Bomb Threat check sheet to get all information possible.</li> <li>2. Call Security Office (817) 321-1111.*</li> </ol>	
<b>ELEVATOR ENTRAPMENT</b>	<ol style="list-style-type: none"> <li>1. Press Emergency button in elevator – intercom automatically calls Security.</li> <li>2. Give number of elevator cab (on panel in elevator).</li> <li>3. Security will contact elevator emergency dispatch.</li> <li>4. Security will remain in contact until the individual is no longer trapped.</li> </ol>	<ol style="list-style-type: none"> <li>1. Do not panic.</li> </ol>

\* Security will contact the Property Management Office.