

FIRE DRILLS

- I. A fire drill shall be conducted at least **every 6 months**.
- II. All occupants shall be notified prior to the fire drill.
- III. **All occupants** of the building shall participate in the fire drill as required by the Fire Marshal.
- IV. The Fire Marshal, upon survey of conditions, may require additional drills.
- V. A written record of such drills shall be kept on the premises and shall be **readily** available for Fire Department inspection.

SPECIAL INSTRUCTIONS - ASSISTING THE MOBILITY IMPAIRED

Persons having any mobility impairment need to be considered prior to any need for evacuation. It is necessary for tenants and mobility-impaired persons to notify the Fire Safety Director of any mobility-impaired person that may wish to have special assistance in the event of an evacuation. A list must be maintained and **updated at least every 6 months or as necessary**.

Mobility-Impaired occupants may require special assistance in the event of a fire. Occupants not requiring assistance should evacuate first. This avoids the possibility of persons in need of assistance being bumped and/or falling down, thus slowing evacuation and/or causing injury. If there is evidence of fire, the person having mobility impairments should be positioned near the Exit/Stair that is located farthest away from the fire. If fire conditions pose personal threat, the person having mobility impairment, Fire Warden or any other person assisting, should be positioned within the Exit/Stair and wait for the Fire Department. If fire conditions pose a personal threat in the Exit/Stairs, the mobility-impaired person should be evacuated to a safe location. If the mobility-impaired person enters the Exit/Stairs, someone should notify the Fire Department of their location in the Exit/Stairs and that the mobility-impaired person requires special assistance with evacuating.

Building Name: _____
Date: _____

PUBLIC ADDRESS ANNOUNCEMENTS

I. IN CASE OF FIRE ALARM, RECITE THE FOLLOWING TO THE FLOOR OF ALARM, THE FLOOR ABOVE, AND THE FLOOR BELOW:

“This is the Building Management; we have an alarm on # ____ floor.

The Fire Department has been notified.

Floors ____, ____, and ____ please prepare to evacuate by going to the Exit/Stair door, if there is any evidence of fire, please evacuate the floor to a safe area.”

II. IN CASE OF FIRE, RECITE THE FOLLOWING TO THE FLOOR OF INCIDENT, THE FLOOR ABOVE, AND THE FLOOR BELOW:

“This is the Building Management; we have an emergency on # ____ floor.

The Fire Department has been notified.

Floors ____, ____, and ____ evacuate the floor to a safe area using the Exit/Stairs.”

NOTE: The Fire Safety Director and/or the Fire Department will make additional announcements as conditions warrant.

FIRE ALARM RECORDING

I. English Version: An alarm has been reported. Please prepare to evacuate by going to the Exit/Stair door. If there is any evidence of fire, evacuate the floor using the Exit/Stairs to a safe area.

II. Spanish Version: Se ha reportado una alarma. Por favor, prepárense para evacuar yendo a la salida de emergencia o la puerta de las escaleras. Si hay cualquier evidencia de fuego, evacuen el piso a un lugar seguro.

Building Name: _____
Date: _____

APPENDIX I

FIRE ALARM SYSTEM OPERATIONS

The following is a narrative of the fire alarm system and its method of operation.

I. What automatic building features are initiated when:

A. One smoke detector in the corridor is activated?

HVAC shuts down on floor of alarm

Audible alarms sound on floor of alarm, floor directly below and directly above (3 floors total)

The pre-recorded message that gives evacuation instructions through the Public Address System

Strobe lights flash on floor in alarm, directly below and directly above (3 floors total)

All doors on the buildings magnetic lock access will unlock

Off-site alarm monitoring service receives fire alarm

Note: In many buildings the fire alarm tones can be faintly heard on other floors than the actual alarm floors because the fire alarm bleed through the stairwell wall, elevator shaft, floors and ceilings.

B. Second smoke detector is activated in the corridor?

See Item A above

- Offsite alarm monitoring company receives second alarm

C. One smoke detector is activated in the elevator lobby?

See Item A above.

D. Second smoke detector is activated in the elevator lobby?

See Item A above.

Passenger elevators will recall to 5rd floor.

E. A fire alarm pull station is activated on an above the ground floor?

See Item A above.

F. A fire alarm pull station is activated on the ground floor?

See Item A above.

G. How do you activate a general alarm (alarm tone audible on all floors)?

- Push the "All Evac" button. message This will set the alarm off on all floors and a pre-recorded will be activated.

APPENDIX II

BUILDING SAFETY FEATURES

FIRE COMMAND CENTER

Located on the 1st floor to the North of the elevator Lobby
Location of Fire Panel
Location of Main Elevator Panel

COMMUNICATIONS / PA SYSTEM

100% Public Address System throughout building
Pre-recorded message that gives instructions through the Public Address System when building has a fire alarm
Elevator phones – automatically ring to 24-hour monitoring company
Intercoms in the Loading Dock area, Parking Garage and perimeter ring to Security

STAIRWELLS

Three stairwells – A, B, C
Stairwells B & C open to roof for ventilation
Re-entry to building from the stairwell on floors 1, 4, 9, 14, 19, 22
Stairwells shafts are 2-hour fire rated

CORRIDORS

All corridors have smoke detectors, strobe lights and emergency lighting
All multi-tenant corridors have one or more Fire Extinguishers
2-hour fire wall construction on floor and ceiling

ELECTRONIC LOCKS

All magnetic locks are programmed to unlock upon receipt of a fire alarm.

ELEVATORS

Phones in each cab automatically ring to 24-hour monitoring company
Recall to 5th floor upon activation of two smoke detectors
Modernized in 1999

HEATING, VENTILATION, AND AIR CONDITIONING

System shuts down upon receipt of fire alarm to prevent smoke distribution.

SPRINKLER SYSTEM / STANDPIPE

Building is 100% sprinkled
Standpipe outlets are located inside each stairwell

EXTINGUISHING SYSTEMS

Fire Extinguisher located on every floor within 75-foot radius.

EMERGENCY GENERATOR

Powers emergency lighting, one building/garage elevator at a time and fire panel.
Powers fire pump and jockey fire pump.

APPENDIX III

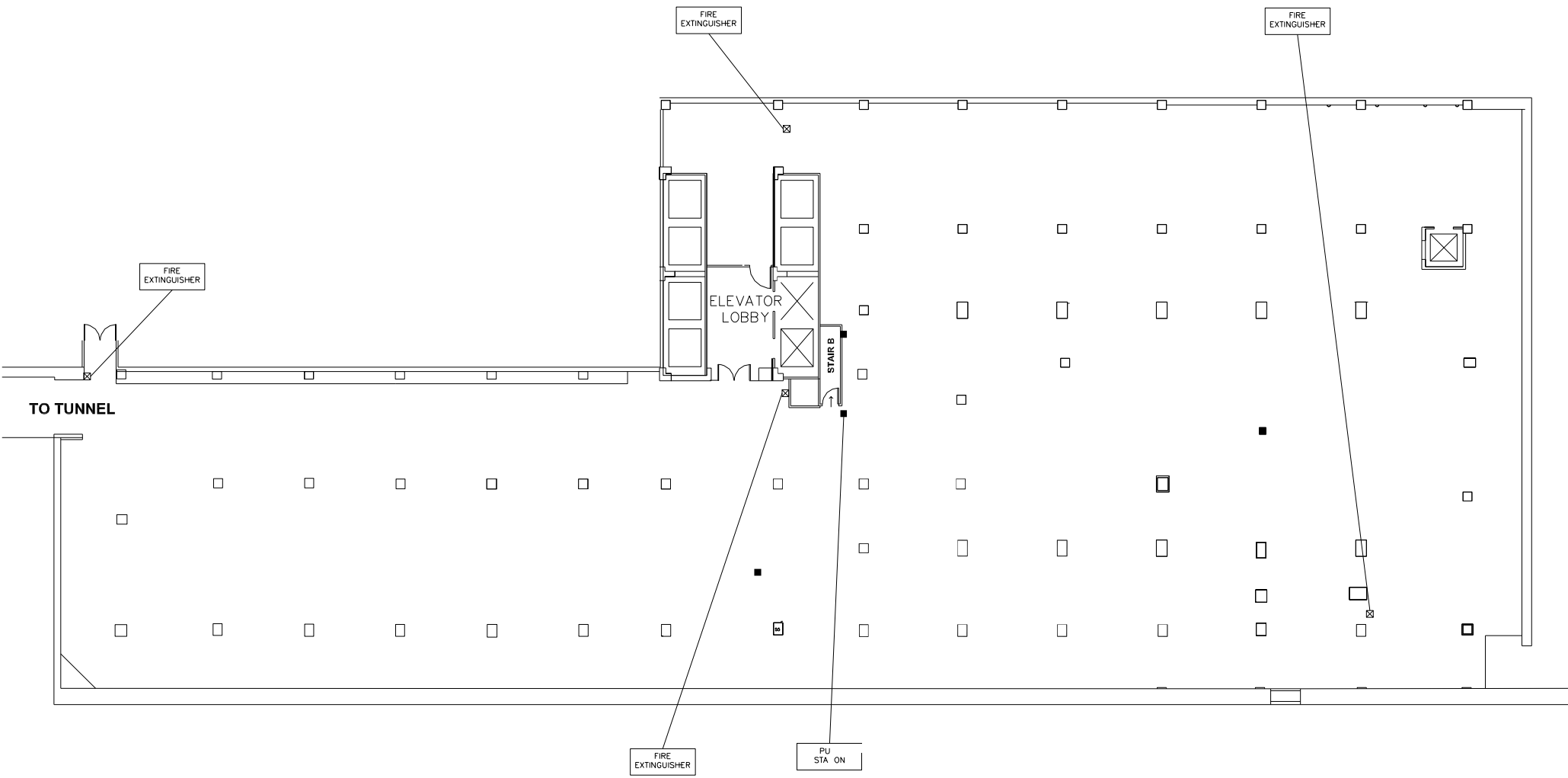
ELEVATOR EMERGENCY / FIRE SERVICE OPERATIONS

Phase I (Elevator Fire Service Recall)

- **Key Off:**
Normal elevator operation
- **Key On:**
Recalls elevators to this floor
- **Key By-Pass:**
Overrides heat and smoke sensors to allow normal elevator operation

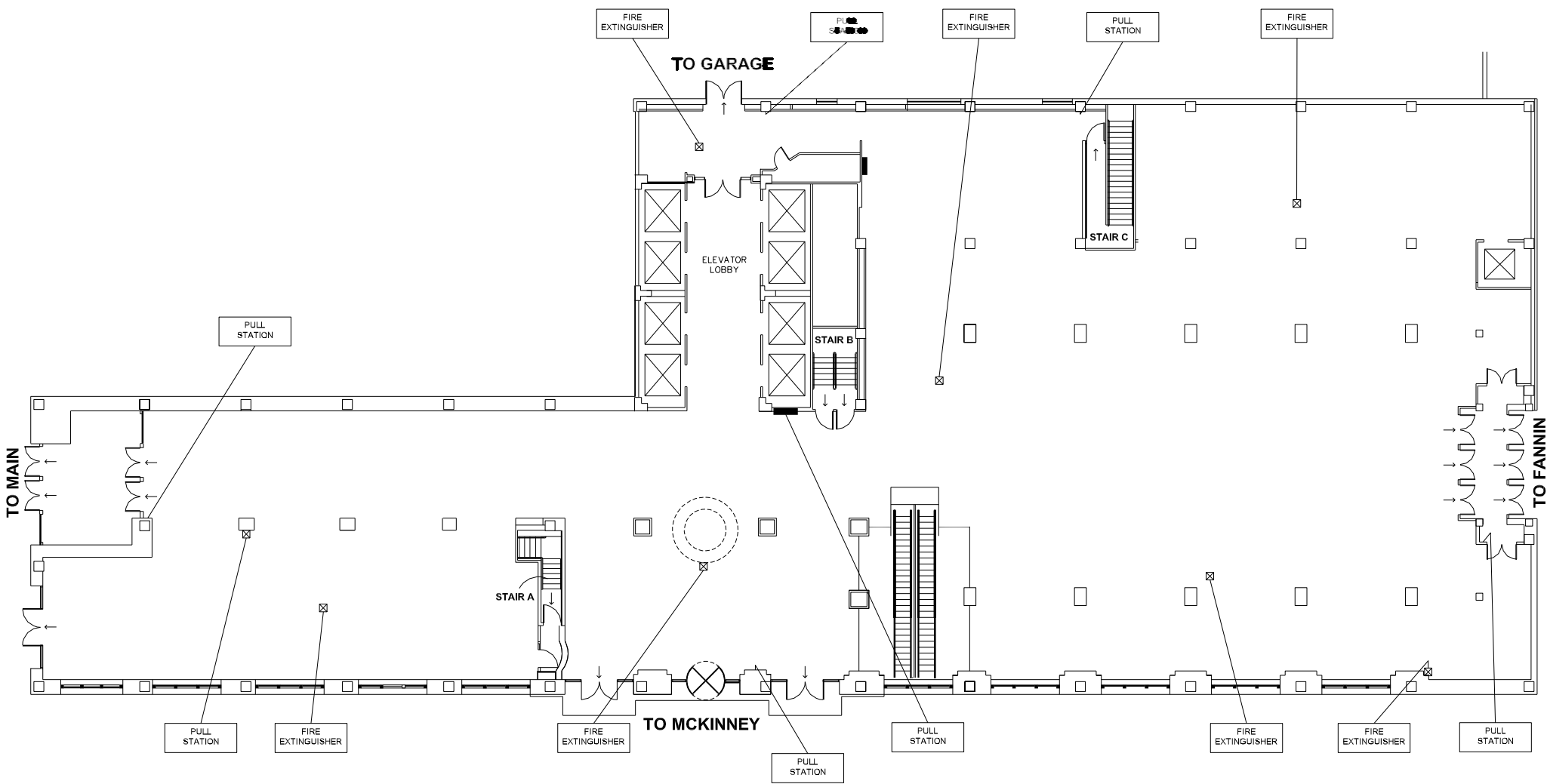
Phase II (Elevator Fire Service In Car)

- **To operate car:**
Insert fire key in switch located inside elevator and turn to "on" position.
Press desired floor button located inside elevator.
- **To cancel floor selection:**
Press "call cancel" button located inside elevator
- **To close door:**
Press and hold "door close" button.
- **To open door:**
Press and hold "door open" button.
- **To hold car at floor:**
With door open turn key to "hold"
- **To cancel floor selection:**
Press "call cancel" button located inside elevator.
- **To return car to designated or alternate landing:**
With doors open turn key to "off"



1001 McKinney
Houston, Texas 77002

Tunnel Level

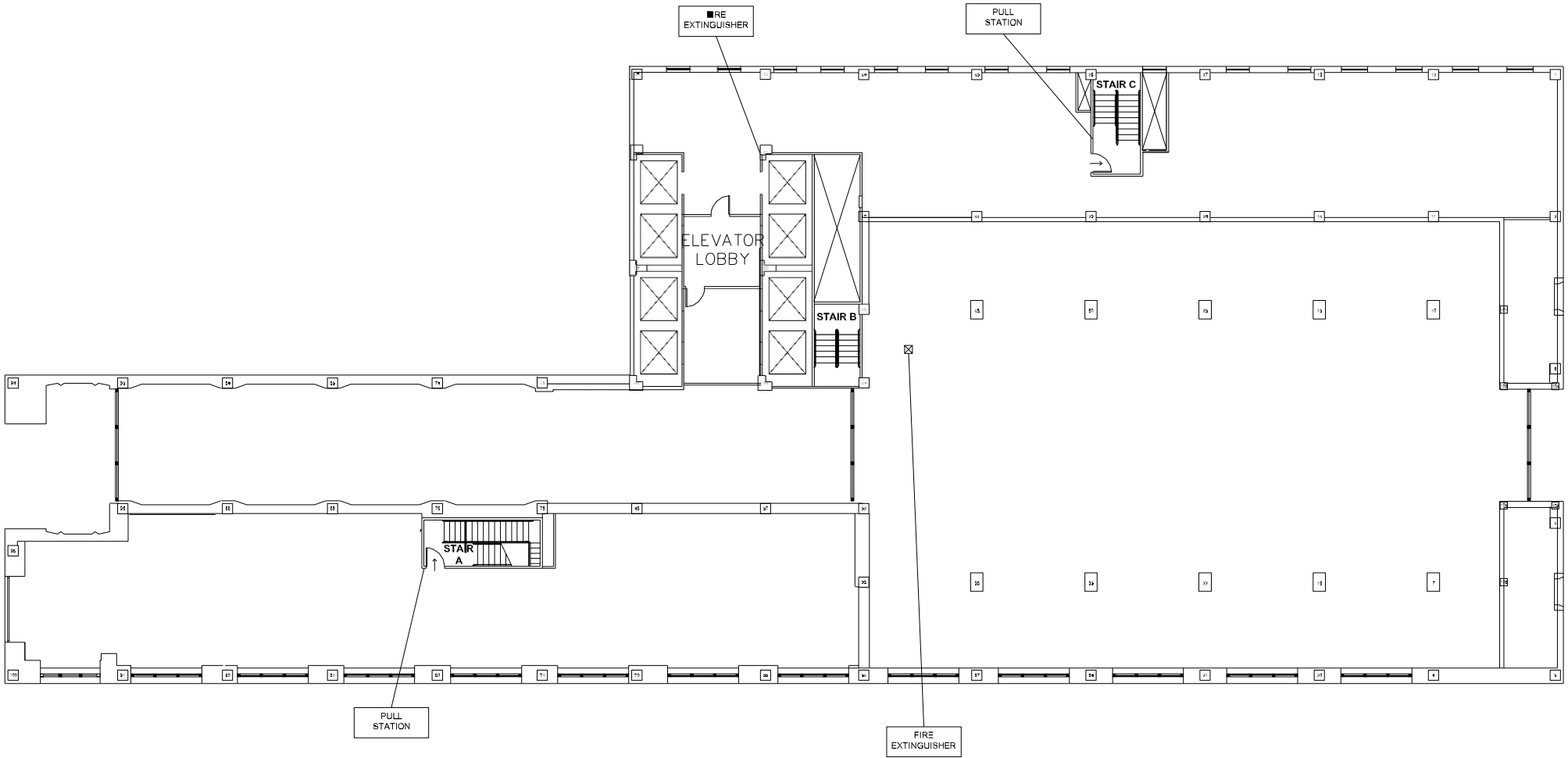


PLAN
NORTH

1001 McKinney
Houston, Texas 77002

Level 1

Reentry on Floors: 1,4,9,14,19,&22

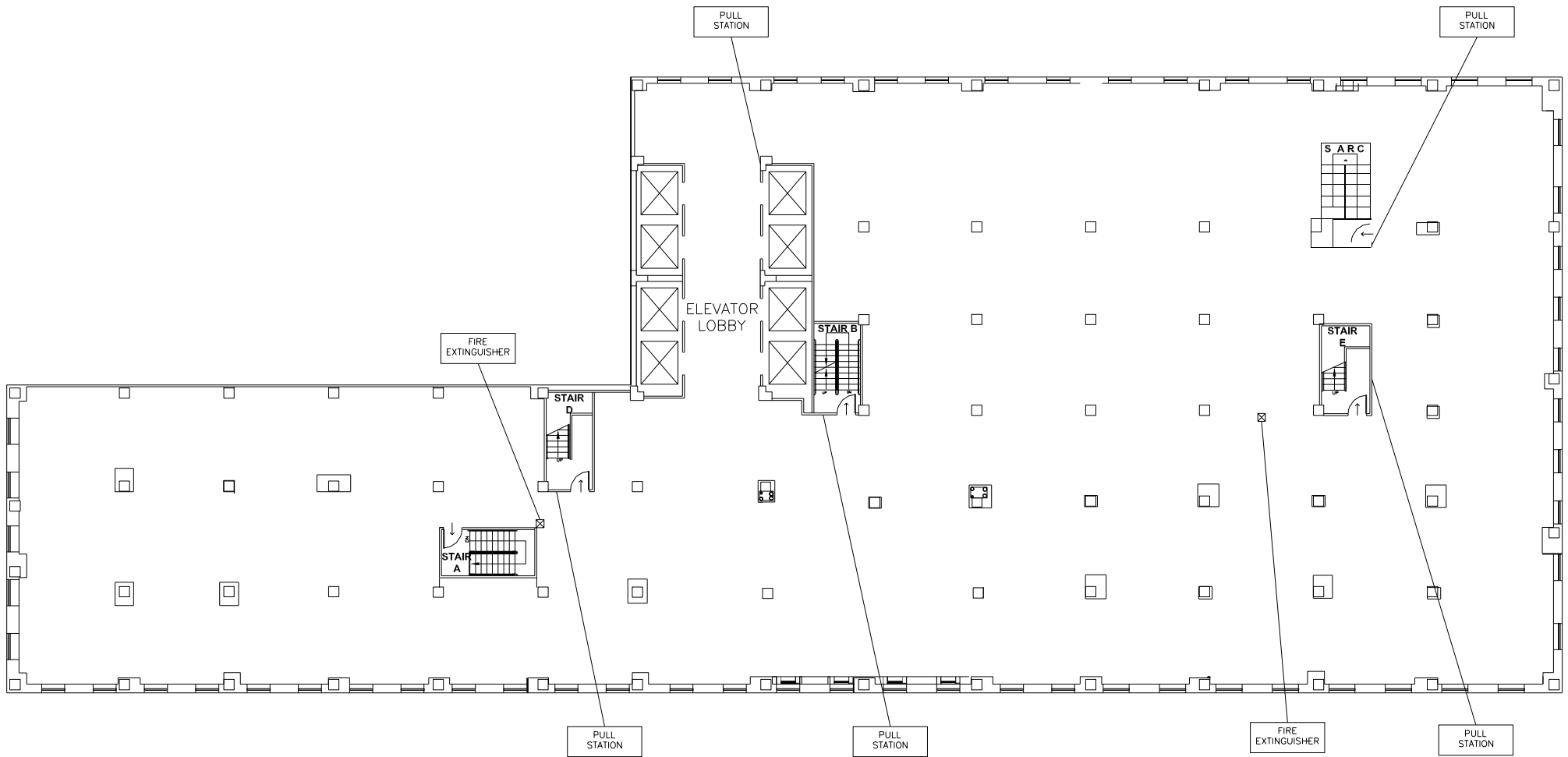


PLAN
NORTH

NOTE: THERE MAY BE ADDITIONAL
EXTINGUISHERS LOCATED ON EACH FLOOR

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Levels 2 & 3



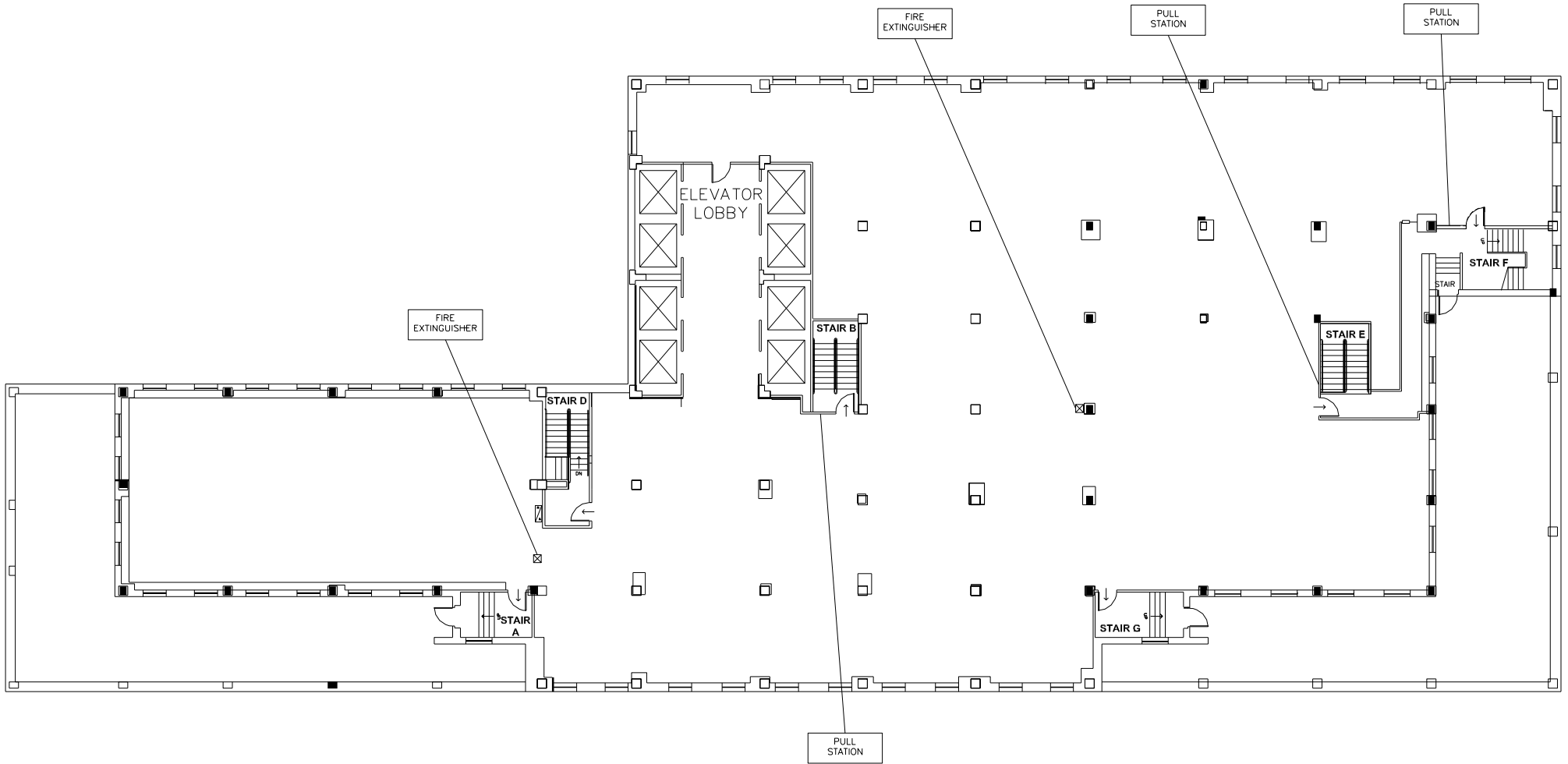
PLAN
NORTH

NOTE: THERE MAY BE ADDITIONAL
EXTINGUISHERS LOCATED ON EACH FLOOR

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Levels 4-18

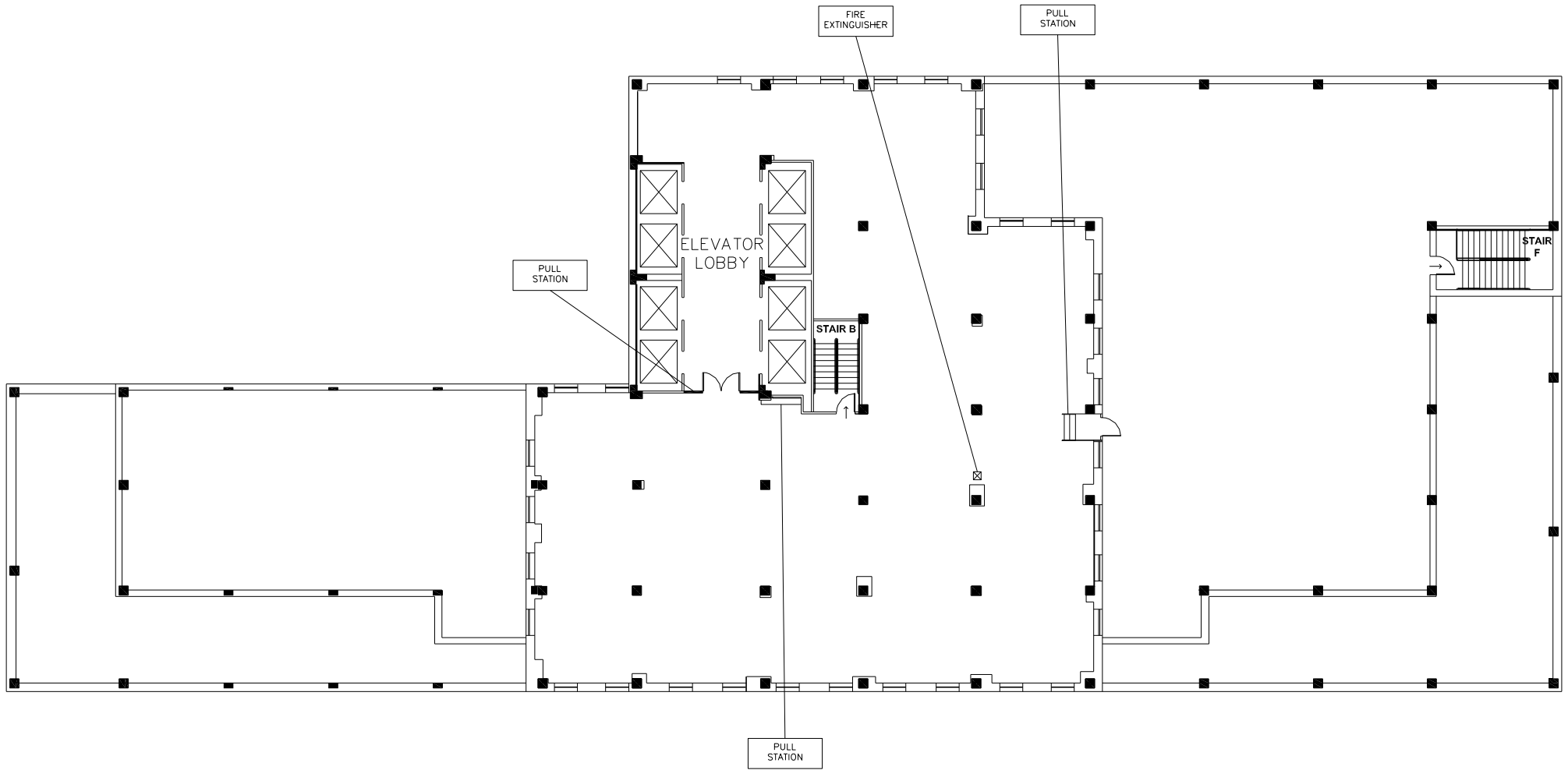
Reentry on Floors: 1,4,9,14,19,&22



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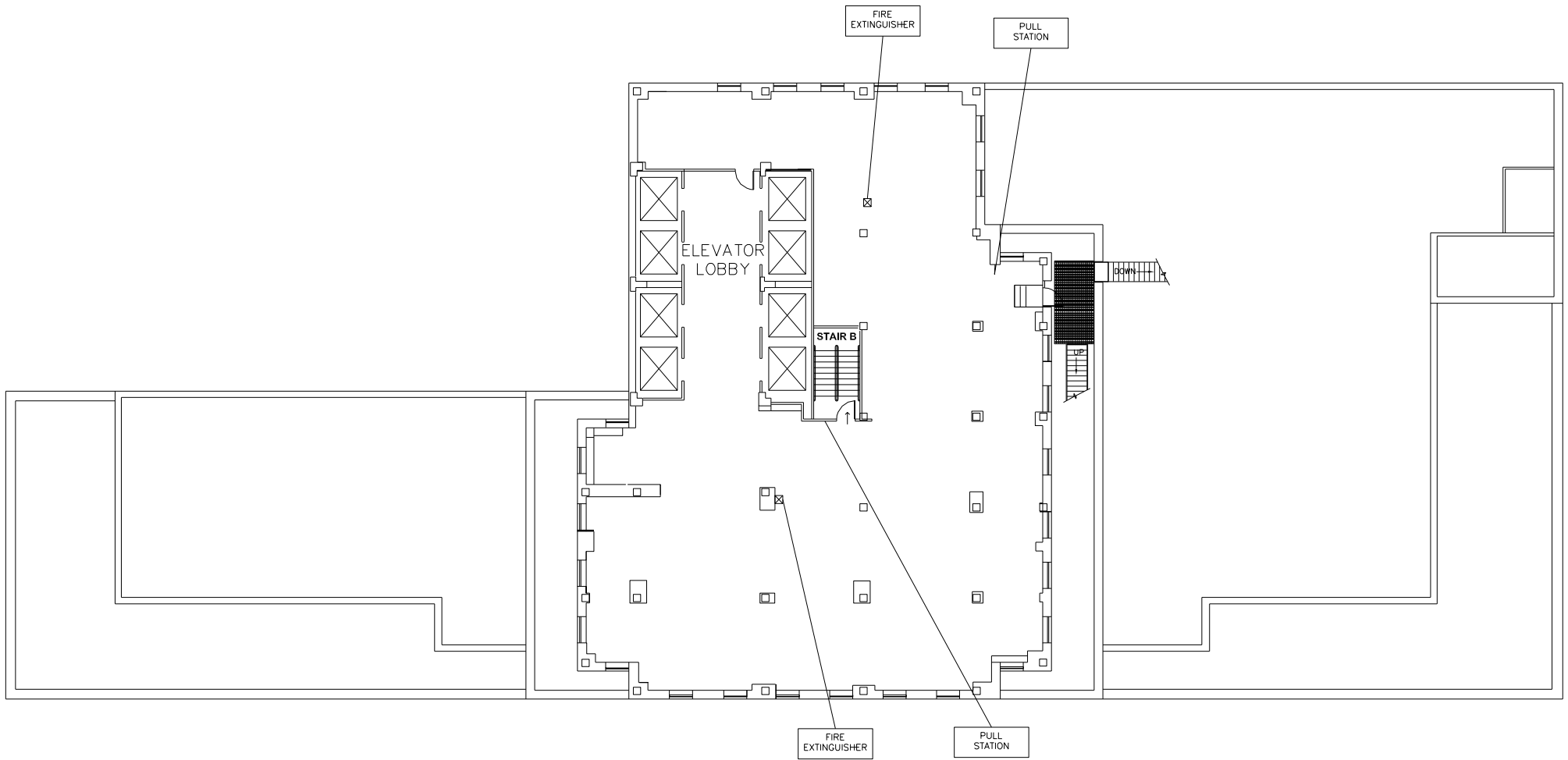
Level 19

Reentry on Floors: 1,4,9,14,19,&22



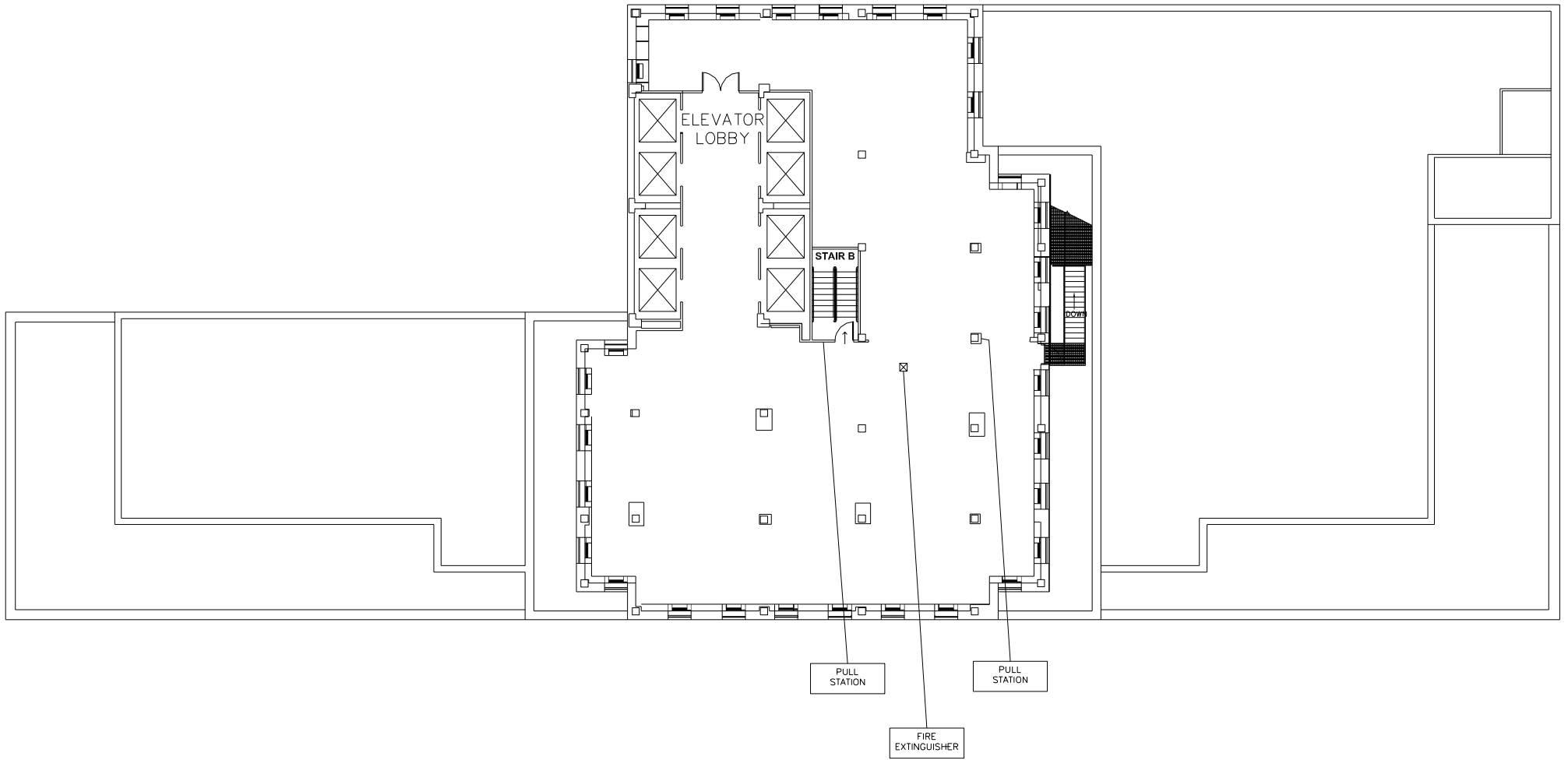
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Level 20



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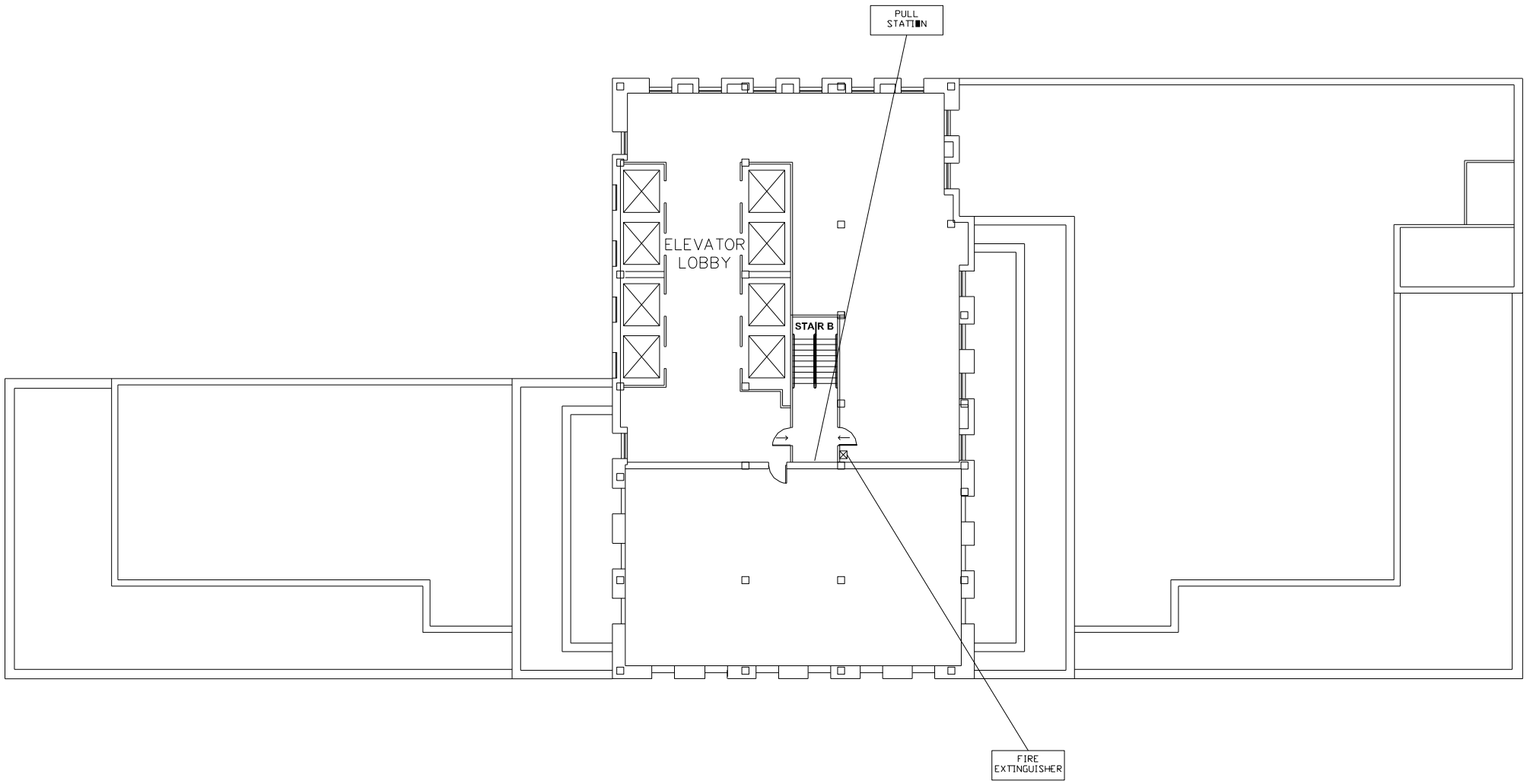
Level 21



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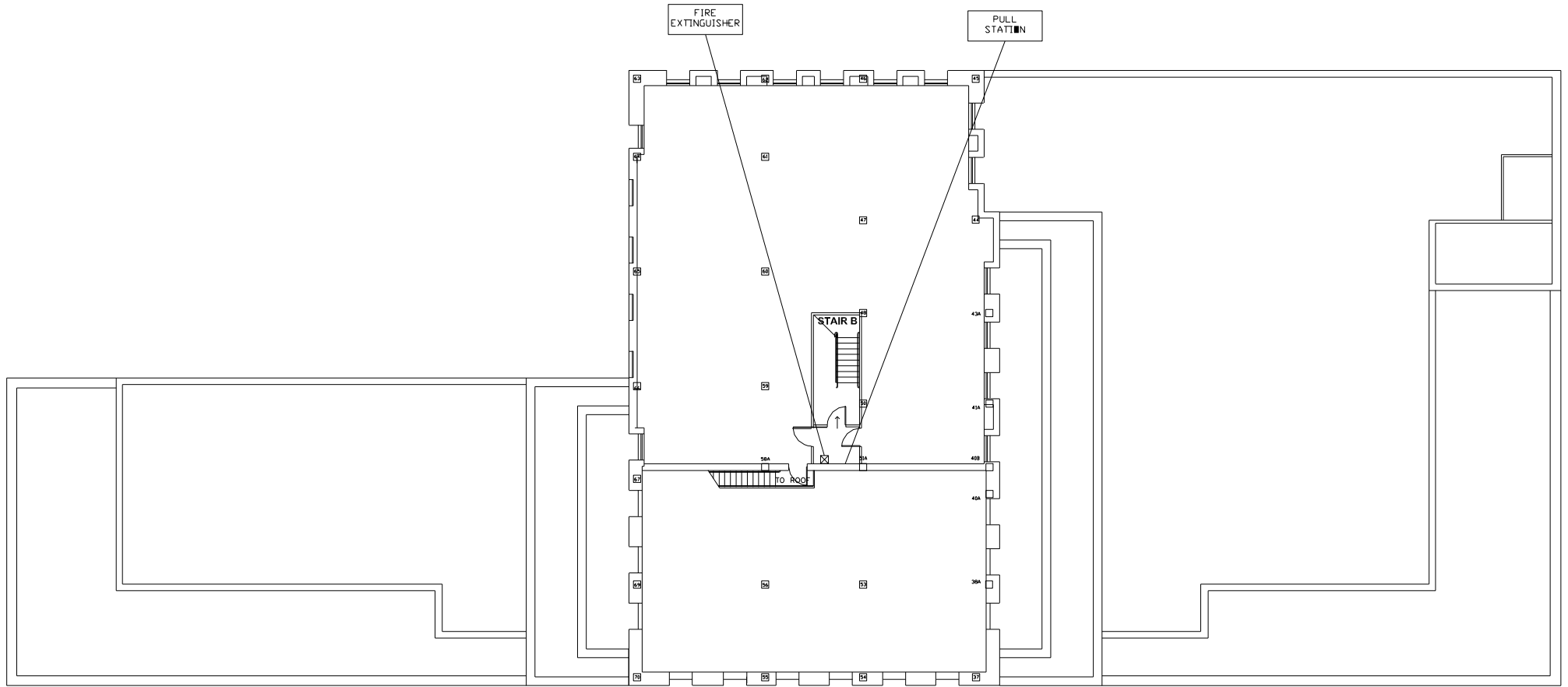
Level 22

Reentry on Floors: 1,4,9,14,19,& 22



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Level 23



PLAN
NORTH

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Level 24