

Procedures for Reporting Fires and Alarms at 2014 Lou Ellen

Notification

- I. If the Following Is Reported to you, Or If You See Smoke, Or See Flames, Or Smell Something Burning, Or Hear A Fire Alarm, **IMMEDIATELY**:
 - A. Call the Fire Department - Dial: 9-1-1
 - B. Call the General Manager - Management:
 1. Primary: 832-607-5667
 2. Secondary: 281-924-7755
 - C. Report any change in conditions to the Fire Department and the Fire Safety Director.
- II. If You Think You Smell A Peculiar Or Unfamiliar Odor, **IMMEDIATELY**:
 - A. Call the General Manager - Management:
 1. Primary: 832-607-5667
 2. Secondary: 281-924-7755
- III. Information To Be Given To The Fire Department:
 - A. What is the Emergency: (Alarm, Smoke, Flames, Etc.)?
 - B. Address: 2014 Lou Ellen Lane, Houston, TX 77018 (Closest Cross Street) West 34th Street and Oak Forest Lane
 - C. Type of Occupancy: (2 Story Office Building)
 - D. What Floor: _____, Telephone # calling from _____.
 - E. (Let The Fire Department Hang Up First!)

Emergency Procedure Priorities

- If the Following Is Reported to you, Or If You See Smoke, Or See Flames, Or Smell Something Burning, Or Hear A Fire Alarm, **IMMEDIATELY**:
- Isolate the fire - (close the door if you can do so safely)
- Call the Fire Department, General Manager, and Activate the Fire Alarm Pull Station, if the Fire Alarm is not sounding.
- Evacuate - Using Exit/Stairs to a safe area. Relocation and reentry into the building not available until cleared by fire personnel or General Manager. In the case of evacuation, muster locations shall be located in the employee parking lot as well as the green space outside the patio side of the building
- Fire Extinguishment (is optional and only if all of the above has been completed)

Emergency procedures - in the event of an alarm only:

- Call the Fire Department and the General Manager.
- **Minimum procedure:** Prepare to evacuate by going to the Exit/Stair door, if there is any evidence of unwanted fire, evacuate the floor to a safe area.
- Report any change in conditions to the Fire Department and the General Manager.

Fire Alarm Procedures

In the event of an alarm only, all employees shall:

- Prepare to evacuate by going to the stairwell door and, if they come upon any evidence of fire, evacuate the floor using the stairs to a safe area.
- Call 911.

If it is reported to you that an employee sees smoke, or flames, or smells something burning, all employees shall **IMMEDIATELY**:

- Isolate the fire - close the door if it can be done so safely.
- Evacuate to a safe area using the stairs.
- Call 911.

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 Safety Features

Stairwells

- Two stairwells (stair A internal, stair B external)
- Two-hour fire wall construction.
- Stairs open to the exterior for ventilation purposes
- No re-entry to the building from any stairwells.

Hydration system

- Fire hydrant hookup is located on the exterior of the building on the north side of entrance on other side of Lou Ellen Lane

Extinguishing systems

- Audible alarms sound on all floors.
- Visual strobes activate on all floors.
- The off-site alarm monitoring service receives fire alarms and will also contact the fire department for emergencies.

Emergency power

- Powers emergency and safety lighting