

FIRE EVACUATION PLAN

AGF PRESTON II, LTD.
18111 PRESTON ROAD
DALLAS, TEXAS 75252

PROPERTY MANAGER

March 19, 2014

APPROVED
DALLAS FIRE DEPT
SUBJECT TO CORRECTIONS NOTED
DATE 04/07/14 BY A. Marshall
REVIEWAL OF PLANS OR
SPECIFICATIONS SHALL NOT BE
CONSTRUED TO SANCTION ANY
VIOLATION OF CODE.
FINAL REVIEW IS SUBJECT TO
FIELD TESTING AND INSPECTION

FIRE OR SMOKE

If you discover fire or smoke in your work area/building, personnel should initiate RCAF procedures:

- A. **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.
- B. **CONFINE** – Close the door to the room of origin. This will act to contain the fire to that one room for a long period of time.
- C. **ALERT** –
 - a. Call the building management office at 972-458-7585 and give the following information:
 - 1. Your name
 - 2. Nature of the problem: fire, medical, etc.
 - 3. Floor number
 - 4. Room or suite number
 - 5. Telephone number you are calling from
 - b. Call the Dallas Fire-Rescue Department at 911 and give the following information:
 - 1. Nature of the emergency: fire, medical, etc.
 - 2. Your name
 - 3. Complete street address – **18111 Preston Road** (Be prepared to spell the street name)
 - 4. Building name – **Preston #1**
 - 5. Floor number and Suite number
 - 6. Closest street intersection – **Preston Road and Frankford Road**
 - 7. Call back number (do not stay at the phone if you are in danger)
- D. **FIGHT** – If the fire is small and confined to one object (such as a trash can), locate the appropriate fire extinguisher for fighting that type of fire and use it. However, never attempt to fight a fire unless:
 - a. You know how to operate the fire extinguishing equipment;
 - b. You have the appropriate type of extinguisher;
 - c. The fire is small;
 - d. You have access to an exit if you fail to put the fire out.

- Pull 1. Types of extinguishers in building and their location.
- Aim 2. Brief explanation of how they operate (Example: Pull the pin, aim the
- Squeeze nozzle, or hose at the base of the fire, squeeze the handle and sweep
- Sweep from side to side, aiming at the base of the fire.)
- 3. Standpipes and fire hoses are for Fire Department Use Only.

FIRE ALARM SYSTEM

The following should give a brief explanation of the fire alarm system in the building.

The alarm system is activated by smoke detectors in the electrical rooms and in the elevator lobbies. There are also manual pull stations in the fire control room.

When the fire alarm is activated, it will make a whooping sound on the fire floor, one floor above and one floor below. The elevators will recall to the ground floor. The fire alarm will automatically unlock the stairwell doors from the inside.

EVACUATION PROCEDURES

When the fire alarm activates, you should:

- A. Go to the stairwell nearest your office or room and:
 - a. Go down the stairwell to the ground floor and exit the building.
 - b. If the stairwell nearest your office or room is blocked by fire or smoke, go to the other stairwell and follow the above procedures.
 - c. If all of the stairwells are blocked by fire or smoke, return to your office and:
 - i. Close the doors.
 - ii. Call the building management and/or Fire Department and notify them of your location.
 - iii. Place towels, clothing, etc. around door.
 - iv. Cover heating and AC vents with towels or clothing.
 - v. Place a wet towel over your mouth and nose. Stay low, below the smoke.
 - vi. Do not break out the windows unless it is a last resort. (Falling glass is dangerous to persons below, and it may allow smoke to enter your room).
- B. Handicapped evacuation:
 - 1. Visually impaired: Each person should have a “buddy” assigned to assist them in the event of an evacuation. Ask each person 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.
 - 2. Physically disabled/non-ambulatory persons: Each person should have a “buddy” or “buddies” assigned to assist them in the event of an evacuation. In most incidences, it will only be necessary to move the person in to the stairwell for safety. If it becomes necessary to move them down the stairs, various lifting and carrying techniques can be utilized. Ask the person the best way to help them. Stay with the person until the emergency is over. Elevators may not be used.

FIRE BRIGADE

All key building personnel must be organized into a trained Fire Brigade. It may consist of, but is not limited to, engineering, security, building management, and maintenance personnel. The Fire Safety Plan must indicate these people and the method in which they are notified of a fire location. The Fire Brigade is responsible for carrying out the following tasks in the event of a fire:

- a. Notify the Dallas Fire-Rescue Department
- b. Check the available fire pumps and assist the Fire Department with their operation. Although this may be an automatic function, someone should check it.
- c. Adjust the HVAC so that smoke is not spread throughout the building. (System is off on fire floor) Check operation even if system is automatic.
- d. Check emergency generator and provide assistance to the Fire Department.
- e. Meet the Fire Department and direct them to the public safety key box and location of fire.
- f. Upon arrival of the Fire Department, all building personnel and occupants shall follow orders of the Fire Department.
- g. Summon all elevators to the ground floor. Direct firefighters to emergency elevator and assist them in its use.
- h. Two Fire Brigade members should report to the fire location, report on the situation, assist in evacuation, and extinguish the fire, if possible. (Under no circumstances should this endanger responding personnel.)

The Fire Brigade must receive training in the operation and maintenance of the fire alarm systems, fire pumps, HVAC systems, emergency generator, emergency lighting, elevators and fire extinguisher equipment.

FIRE WARDENS AND DEPUTY FIRE WARDENS

The Fire Wardens and Deputy Fire Wardens should familiarize themselves with:

1. The Fire Safety Plan
2. Location of exits
3. Location and operation of any available fire alarm systems
4. Location and operation of available fire extinguishing equipment

In the event of a fire, the Fire Warden shall:

1. Execute the Fire Safety Plan
2. See to it that all doors on the floor are closed (not locked)
3. Notify all floor occupants
4. Direct the evacuation of the floor to the outside of the building
5. Assign people to assist the handicapped
6. Prevent the use of elevators unless otherwise authorized by the Fire Department
7. Notify the Fire Safety Director and/or the Fire Department of handicapped people that need special assistance, any injuries or anyone who cannot be accounted for.

FIRE SAFETY DIRECTOR

The Fire Safety Director should:

1. Familiarize himself with the written Fire Safety Plan provided for fire drills and evacuation procedures in accordance with these rules.
2. Select qualified building service employees for a Fire Brigade and organize, train and supervise such Fire Brigade.
3. Maintain the availability and state of readiness of the Fire Brigade.
4. Conduct fire and evacuation drills.
5. Designate a Fire Warden for each floor and Deputy Wardens for:
 - a. Each tenancy, or
 - b. Where the floor area of the tenancy exceeds 7,500 square feet, each 7,500 square feet of occupiable space.
6. Daily check the availability of the Fire Warden and Deputy Fire Wardens
7. Notify the operator of the building and the Fire Department when any designated individual is neglecting his responsibility as described in the Fire Safety Plan.
8. In the event of a fire, report to the fire command station to supervise:
 - a. The manning of the fire command station.
 - b. The direction of evacuation procedures as provided in the Fire Safety Plan.
 - c. The reports of fire floor conditions for the Fire Department upon their arrival.
 - d. Aid to the Fire Department chief-in-charge in the operation of the fire command station.
 - e. Supplementary notification of the Fire Department of the fire or fire alarm.

The tenants of each floor shall, upon request by the building operator, make responsible employees available for designation by the Fire Safety Director as Fire Warden and Deputy Fire Warden.

The Fire Safety Director will ensure that engineering maintains all life safety systems in the building:

1. Fire alarm systems
2. Automatic fire extinguishing systems
 - a. Sprinklers
 - b. Halon systems (computer rooms)
 - c. Vent hood systems
3. Elevator recall system
4. HVAC system
5. Fire Pumps
6. Emergency generators (for elevators only) or lighting systems (battery operated lights in stairwells)

FIRE DRILLS

Fire drills will be conducted periodically to familiarize tenants with the evacuation procedures in the event of a fire. Drills, which will be announced in advance, will also help you to recognize the Fire Wardens.

Remember: Your safety and the safety of your associates is the utmost importance. Become familiar with this plan and with the location of the fire exits. Elevators are not fire exits.

If you see smoke or a fire, call 911, and then report the location at once. Do not attempt to extinguish a fire unless it can be accomplished with reasonable personal safety.

INFORMATION SIGNS

In the elevator lobbies are Fire Evacuation Information signs. These signs contain floor diagrams, which show the location of the fire exits. Be sure to review these signs and be familiar with the information they contain.