TGen/IGC Headquarters
445 North 5th Street
Phoenix, Arizona 85004

Fire Exit and Emergency Evacuation Plan

December 2004

PHOENIX FIRE DEPARTMENT
☑ APPROVED
☐ APPROVED AS NOTED
☐ NOT APPROVED
☐ COMPLY WITH PHOENIX FIRE
CODE AND N.F.P.A.

DATE 12-27-04

FINAL APPROVAL ALWAYS SUBJECT TO
FIELD INSPECTION

APPROVED PLAN

SHALL BE KEPT AT THE SITE.

PERMIT # EVENT #
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INTRODUCTION

Scope: To set uniform standards for safe and rapid evacuation of the TGen/IGC Headquarters.

Definitions:

Fire Safety Team: The Fire Safety Director, Assistant Directors, and other persons specified in the Fire Safety and Evacuation Plan.

Fire Safety Director: A representative of the owner of the building who is responsible for implementing the Fire Safety and Evacuation Plan and providing information and training to staff tenants, residents, and guests. The Director is responsible for directing the Fire Safety Plan during and after an emergency.

Floor Warden: A dependable and responsible person assigned by the building owner or tenant of building who is responsible for the safety of occupants on their assigned floor.

Floor Warden Alternate: A person assigned by the Floor Warden to assume the duties of the Floor Warden in the Floor Warden's absence.

Elevator Monitor: A dependable and responsible person assigned by the tenant in a building who is responsible for preventing anyone from entering an elevator during a fire to assist in directing them to the nearest stairwell.

Searcher: A dependable and responsible person assigned by the tenant in a building who is responsible for searching their assigned floor to insure that all occupants have evacuated, and to report and "All Clear" or the location of any mobility impaired persons to the Floor Warden.

Stairwell Monitor: A dependable and responsible person assigned by the tenant in a building who is responsible for holding the door open on their assigned floor and stairwell while remaining out of the path of oncoming evacuees and informing evacuees where to exit.

Responsibility: The responsibilities and procedures for individuals authorized to activate a building evacuation are set forth in this Fire Exit and Emergency Evacuation Plan (Plan). It is the responsibility of every building tenant to familiarize themselves with the procedures set forth in this Plan.

It will be each supervisor's responsibility to become knowledgeable of, and to ensure new staff is familiar with the Plan.

The Plan is a guideline for a safe building evacuation. As a guideline, the information contained in the Plan is not intended to prohibit staff members from exercising good judgment when facts or circumstances dictate a more prudent course of action that results in the saving of lives and minimizing property damage.

Authority: By order of the Fire Marshal and as authorized by the City of Phoenix Fire Code: Ordinance G4160. Fire exit/emergency evacuation drills shall be conducted semi-annually in all occupied structures.
FIRE EXIT PLAN

In most instances when evacuation of an area is required, only the affected floor, the floor immediately above, and the floor immediately below will need to be evacuated. If additional floors require evacuation, announcements will be made to the necessary floors. Evacuations can become confusing if everyone is not prepared. Therefore, to minimize the risk on any confusion, please keep in mind the following points if an evacuation is required:

- Everyone should proceed quickly, but calmly to the nearest stairwell. DO NOT RUN.

- All the stairwells are constructed with fire-resistant materials to provide safe evacuation for building occupants.

- Personnel should stay in a single file line on the right side of the stairwell at all times during the evacuation.

- DO NOT PANIC. Panic is the most harmful and difficult element to control in an emergency. Avoiding panic is accomplished through knowing the procedures that must be followed and by having confidence in the responsible personnel’s ability and guidance.

- DO NOT USE THE ELEVATORS.

- Relocate to the designated assembly area designated by the Floor Warden, Fire Safety Director, or the Fire Department.

- The last person leaving any enclosed office area should close the office door without locking it. This will help confine any fire until the arrival of the Fire Department.

- No one should open a door without first checking to see if it is hot. If the door is hot, there is undoubtedly a fire on the other side. Proceed to another exit in this situation.

- Once the evacuation has begun, no one should attempt to re-enter the evacuated area until it has been declared safe by the Fire Department officials or Building Management.

- Conversations should be kept to a minimum. This will allow everyone to hear instructions given by the Fire Department or Building Management.
BUILDING MANAGEMENT RESPONSIBILITIES

Management shall develop/review/update and distribute the Plan and/or other approved evacuation procedures to all Floor Wardens every two years.

The Floor Warden is responsible for posting a copy of the Plan in his/her area of responsibility.

Management or its designee shall conduct fire exit/emergency evacuation drills semi-annually to ensure an orderly evacuation of all building occupants.

Management shall designate Floor Wardens and Floor Warden Alternate (Alternates) that are assigned responsibilities to assist building occupants during an evacuation. Floor Wardens and Alternates will receive the necessary training to maintain the skills related to those responsibilities.

WHEN AN EMERGENCY CONDITION OCCURS:

Management authorizes any building occupant to:
- Sound the Fire Alarm (pull station) to warn others of the danger.
- Notify the Fire Department at 9-1-1 (This should be done as soon as possible).
- Contact Security Services (Security) on the first floor by calling 602-343-8601.
- Provide Security the following information; your name, building location, and the suspected location of the fire if known. (This information will assist Security in directing emergency personnel).
FLOOR WARDEN/ALTERNATE RESPONSIBILITIES

The Floor Wardens/Alternates shall be occupants of the floor or area of responsibility, and shall familiarize all occupants (including new employees) with the Plan including the location of the pull stations, and assigned area of assembly.

The Floor Wardens/Alternates shall be familiar with the location and use of the fire extinguishers.

The Floor Wardens/Alternates shall be aware of all mobility-impaired occupants (to include visitors) in their assigned area of responsibility.

Floor Wardens shall provide, quarterly, the names of all mobility-impaired employees to the Fire Safety Director or designee (see page 15 for a copy of the Mobility-Impaired Occupant Evacuation Form). The names will be maintained in the Fire Control Room, and used as a checklist to ensure complete evacuation.

Alternates will assume the duties of the Floor Warden in the Floor Warden’s absence.

The Floor Warden shall assign Alternates to assist the mobility-impaired and to direct visitors and guests to the assembly area during a fire/evacuation incident.

The Floor Warden will walk his/her assigned floor to ensure complete evacuation of the floor or area.

Upon exiting the building, the Floor Warden or Alternate will check in with the Fire Safety Director at the assembly area, sign the “all clear” check list, and report the number of mobility-impaired persons still in the building and their location. Any individuals who are unaccounted for, as well as their possible location, should also be reported to the Fire Safety Director at this time.

The Floor Warden and Alternates will attend annual training sessions and shall provide the Fire Safety Director with the names of any new or replacement Wardens, as deemed necessary to keep the Warden list current.

Each Floor Warden will be responsible for making a monthly check of all fire extinguisher cabinets in his/her assigned area/floor, and reporting missing extinguishers to building management at 602-343-8400.

Floor Warden Responsibilities in an Emergency Evacuation

Begin evacuation if alarm or emergency is in your area.

Verify that all visitor and mobility-impaired persons are being assisted in evacuating the building.

With other necessary members of your team, search all restrooms, closets, storage areas, offices, etc., to ensure that everyone has evacuated. If someone refuses to evacuate, do not place yourself in danger.

Verify all doors are closed, not locked.

Make sure no one uses the elevators without permission or direction from the Fire Department.
Check in with the Fire Safety Director with status of your floor evacuation. Verify an “all clear” or the name and location of anyone unaccounted for or refusing to evacuate, as well as the name, location and impairment of anyone needing assistance to evacuate.
BUILDING OCCUPANT RESPONSIBILITIES

All occupants shall become familiar with the Plan, and know the location of the fire alarm pull boxes, and their assigned refuge and assembly area.

All occupants have the authority and responsibility to:

- Sound the Fire Alarm (pull station) to warn others of the danger.
- Notify the Fire Department at 9-1-1 (This should be done as soon as possible).
- Contact Security by calling 602-343-8601.
- Provide Security the following information; your name, building location or address, and the suspected location of the fire if known. (This information will assist Security in directing emergency personnel to the scene).

All occupants shall follow the instruction given by Floor Wardens, the Security staff, and Emergency Personnel (Police and Fire).

Occupants with a disability or a condition (permanent or temporary), that would impede his or her exiting from the building, have the responsibility to inform the Floor Warden of their disability. Their name will be included in the Mobility-Impaired Occupant (MIO) locator list. The list is located in the Fire Control Room.

When the fire alarm sounds, all occupants will immediately begin exiting the building. All occupants shall proceed in an orderly fashion to the designated area or assembly and remain there until released to return to the building by the Fire Safety Team or Emergency Personnel (Police or Fire).
SMOKE/FIRE EMERGENCY PROCEDURES

One of the greatest dangers to any office building is fire. In addition to the tremendous financial costs, there is the possibility of serious injury or death to building employees, clients, visitors, and firefighters. The following are instructions on what you should do in the event that you smell smoke or see fire:

If you smell smoke:

Remove anyone from immediate danger.

Close doors that may confine the fire to prevent it from spreading.

Sound for help:

Pull Fire Alarm
Call the Fire Department @ 911

Call Building Security at 602-534-8601. Report the smoke, giving location if possible and any other available details.

Evacuate.

DO NOT use the elevators.

If you see fire:

If it is safe to do so, use a fire extinguisher to combat the fire.

FIRE EXTINGUISHER INSTRUCTIONS

P PULL safety pin from the handle.
A AIM at the base of the fire.
S SQUEEZE the trigger handle.
S SWEEP from side to side over fire.

If the fire cannot be controlled, evacuate the area immediately and sound the alarm.

Notify your designated Floor Warden.

Upon hearing the alarm, all personnel will evacuate into the nearest stairwell and evacuate the building, meeting at your designated area of assembly.

Do NOT use the elevators.

Search teams (led by the Floor Warden) will search the floor to ensure all personnel have evacuated the floor.

Assist the mobility-impaired to the nearest stairwell and remain on the landing until assistance arrives.
Fire drills are a critical part of our overall fire/life safety program. The drills are conducted to acquaint tenants with the quickest and safest way to evacuate the building and for the building staff to practice emergency response in the event of a real emergency.
FIRE PREVENTION TIPS

1. Make sure all cigarettes and cigars are thoroughly extinguished before throwing into the wastebasket. Use safe ashtrays.

2. Do not empty ashtrays into wastebaskets or trash containers without making sure the contents are extinguished.

3. Observe "NO SMOKING" signs wherever posted.

4. Eliminate extension cords when possible by providing more power outlets or relocating some electrical equipment.

5. Make sure power is shut off on all office equipment such as typewriters, computers and calculators at the close of the business day.

6. Turn off or unplug electrical appliances such as coffee pots when not in use, they are major fire hazards when left unattended.

7. Arrange for proper use and storage of adhesives, cleaning fluids, and other flammable liquids and, where possible, substitute with less flammable products.

8. Provide adequate ventilation for office equipment such as copy machines, printers, and computers.

9. Report work or damaged electrical equipment to your supervisor.

10. Do not block corridors or stairwells.

11. Do not prop stairwell doors or fire doors open.

12. Obstructions: All fire exits, stairwells, doorways, hallways and elevator lobbies must be free of any type of obstruction. If any obstruction is found, it must be removed immediately.

13. Trash and Refuse: These are persistent fire hazards and must be disposed of quickly when detected, especially when trash is located in areas of high temperature or near electrical conduits.
LOCKDOWN

All staff will remain at their work location and not leave the floor or building until directed to do so.

Examples of a lockdown situation may include: Employee or non-employee threat, violence, acts of terrorism, chemical spills, and/or biological condition or attack.

Once a verbal message or audible alarm is heard, all personnel should lock their doors if possible and:

- Move away from windows and glass doors.
- Move to interior rooms and hallways.
- Seek immediate shelter under a sturdy structure (i.e. desk, countertop, door frame).

Emergency, security, police and/or fire personnel will respond.

Fire or Police Emergency Personnel will notify Security when an "all clear" is given.

Security will then make a building announcement or contact Floor Wardens who will in turn notify all personnel.
BOMB THREAT PROCEDURES

When a bomb threat is made to any employee of the building, the instructions below should be followed.

Telephone Threat:

- Keep the caller on the line as long as possible.
- Notify your supervisor by pre-arranged signal, gesture, or note.
- Have the call monitored or taped if possible.

Take Note of:

- Time the call was received.
- Voice description (young/old, male/female).
- Tone of voice (nervous/calm/angry/etc.).
- Voice accent (southern drawl/western/eastern/etc.).
- Background noise.
- Exact words of caller.

Ask The Following Questions, If Possible:

- When is the bomb set to explode?
- What does the bomb look like?
- Where is the bomb?
- What kind of bomb is it?
- Why did you place the bomb?

After the caller hangs up, immediately report the incident to your Floor Warden.

In all bomb threats, the Floor Warden should call the Police Department and request assistance, then call Security at 602-343-8601 and advise them of the situation.

Threats by Mail:

- Once you are aware it is a threat, do not allow anyone else to handle the letter/envelope/package.
- Do not handle the object more than necessary.
• Notify your supervisor and/or Floor Warden as soon as possible.

IF DIRECTED TO EVACUATE THE BUILDING BY SECURITY OR POLICE:

• The Floor Warden should follow the Plan, advising all occupants to leave the building and go to the assembly area.

• Monies and safes should be secured.

• Turn off all unnecessary lights and machinery (only emergency power).

• Floor warden or Alternate should be the last to leave.
CONFIDENTIAL

MOBILITY-IMPAIRED OCCUPANT
EVACUATION FORM

DEPARTMENT: ____________________________________________

EMPLOYEE NAME: _______________________________________

SECTION/DIVISION: ______________________________________

FLOOR: ________________________________________________

DESCRIPTION OF MOBILITY IMPAIRMENT:
______________________________________________________

_____________________________________________________________________

IS THIS IMPAIRMENT: PERMANENT OR TEMPORARY

IS ASSISTANCE AVAILABLE TO THE EMPLOYEE IN AN EMERGENCY? YES NO

WHO WILL WAIT WITH EMPLOYEE IN THE DESIGNATED AREA OF REFUGE?
(STAIRWELL)

______________________________________________________________________

PERTINENT INFORMATION ASSOCIATED WITH THE EVACUATION OF THIS EMPLOYEE:

______________________________________________________________________

______________________________________________________________________

SIGNATURE: ___________________ DATE: ___________________

______________________________________________________________________

______________________________________________________________________