

Regulations (See ADDENDUM A)

• **Fire Protection**

○ Alarms & Advice

TIC is a modern, fire-resistant building equipped with an automatic sprinkler system. The building is constructed so that most fires will be confined to one floor, and generally only to a part of that floor. When smoke enters the ventilating system, the main air intake and exhaust dampers close, and the fans shut off so that the smoke will not be circulated to other parts of the building.

There are also automatic detection devices which set off the fire alarm when conditions signify a possible fire.

- There are three (3) alarm boxes on each upper floor (no person is more than 100 feet from an alarm box). Volunteer Fire Wardens *must* be appointed for each floor by each Tenant Agency on that floor, and a floor's Fire Warden *must* sign in at the Lobby entrance when they arrive for work.
- Fire extinguishers are placed throughout the building.
- There are three (3) emergency stairways (**A**, **B** and **C**). (See *Stairways below for more information.*)
- Elevators are sometimes automatically cut off from normal operation when a fire alarm sounds. They return to the Main Lobby, open and, after a short time, close. ***If you are in an elevator car under these circumstances, get out when the doors open, and stay out to avoid the possibility of being trapped inside.***

IF AN ALARM HAS BEEN ACTIVATED AND THE ELEVATORS CONTINUE TO OPERATE, DO NOT ENTER THE ELEVATOR.

- Many precautions have been taken for the safety of building occupants. Nonetheless, all personnel are urgently requested to obey the instructions of Fire Wardens and the Fire Department and if instructed, leave promptly.

○ Fire Alarm Procedures (in case of an alarm)

DO NOT PANIC. Follow the procedures shown below, and proceed swiftly but deliberately, being aware of the need to avoid causing injury or other difficulty to anyone around you or those on stairs ahead of you. ***DO NOT TRY TO USE A PASSENGER ELEVATOR AS A MEANS OF EVACUATION.***

- When a fire alarm is set off within the building, the emergency signal is sounded both on the floor where the fire or condition causing the signal has occurred, as well as on the floor immediately above. A fire alarm is transmitted to the local fire department. The Fire Tone signal will sound on other floors. (See *Signals section below for more information.*)
- The Fire Safety Director proceeds to the Lobby Fire Command Station, where there is a visual indication of the floor where the emergency condition has developed as well as the kind of detection device that gave the alarm.
- The Fire Safety Director stationed at the Lobby Fire Command Station asks Fire Wardens on the fire alarm floors to report conditions on their respective floors via the Fire Warden Phone located outside the Men's Room on each floor. The Fire Safety Director will inform tenants after receiving reports from floor Fire Wardens.
- Personnel on relevant floors, i.e., floors on which the alarm sounds, *should* go to a stairwell entrance, and then follow the instructions of the Fire Warden on their floor. The Fire Safety Director may order selective evacuation and ask those on other floors to 'stand by.' When 'stand by' instructions are issued, personnel are urged to remain at the stairwell entrance until given an 'all clear' command by the Fire Safety Director.

- The Fire Warden on each floor may override the ‘stand by’ instruction and order an evacuation if, in his/her judgment, this is warranted. All personnel should follow the instructions of the Fire Warden for their respective floor.
- Personnel may return to their work areas after the highest ranking Fire Department officer on the scene grants permission. The Fire Safety Director will communicate this as an ‘all clear’ command.
- Personnel should *not* enter an elevator while a fire condition alarm is sounding—if elevators are still in operation, there is a danger that the elevator could stop and doors open on the fire floor. Once there is an ‘all clear’ command, elevators and *not* stairs should be used by evacuated personnel to return to work stations.
- Personnel who have evacuated office floors *must* display Building Passes in order to be re-admitted past the security checkpoints. Anyone who cannot do so *must* get a Visitor Pass from a Front Desk Attendant. As at other times, a Visitor Pass will be issued *only* after authorization has been obtained in the customary manner. (See under Security Policy/Visitor Passes.)
- If a full building evacuation is required, each Tenant Agency *should* evacuate to its designated remote report area.¹
- **Do not telephone to inquire about the details of an emergency.** Phone lines *must* remain clear in order to receive and make urgent, necessary calls to deal with the emergency.
- **Do not initiate conversations with security officers or other building staff during the time between a fire alarm and the ‘all clear’ announcement.** The safety of all will be improved if these personnel are not distracted from their duties.
- Handicapped Personnel
Personnel who cannot easily negotiate the stairs may seek refuge at their level in the stairwell (**Stairway C**) on the Claremont Avenue side of the building where there is a high degree of temporary safety (assuming there is no fire or smoke condition in this stairway). Such personnel *must* be accompanied by two (2) tenant employees designated from their respective Tenant Agency. In the event a hazard develops, Fire Department personnel are generally expected to rescue handicapped personnel who are in the Claremont Avenue stairwell.
- Signals
TIC uses two (2) types of fire signals.
 - Fire Alarm: A rising and falling horn signal accompanied by strobe lights indicates possible fire on a floor and/or the floor directly below it (fire alarm floors).
 - Fire Tone: A series of short beeps indicates a paging call for the Fire Safety Director and the principal Fire Wardens on each floor—other than the fire floor and the floor directly above—to report to the Fire Command Stations (Warden Phone) on their respective floors. Voice instructions in plain speech are given by the Fire Safety Director to the Fire Wardens over the fire communications system, which are heard throughout each floor.
- Stairways
 - **Stairways A, B and C** are primarily for emergency evacuation. They terminate as follows: **A**/North corridor on Main floor; **B**/South corridor on Main floor; and, **C**/just outside the ADA entrance on Claremont Avenue. **Stairway C** is near an air shaft that remains free of smoke, even under extreme conditions.
 - **An alarm will automatically be activated when exiting stairways below the 2nd floor.** A person so exiting is subject to challenge by a Security Officer.
 - Tenants who wish to use the stairs to go down to or up from the Main Lobby may do so by using **Stairway A**. They *must* swipe their building identification card at the ‘card swipe’ by the door in the North Lobby or at the top of **Stairway A** on the 2nd floor. After swiping the

¹ See “Off-Site Assembly Areas & The Four Aces of High Rise Office Building Fire Safety” (Attachment 2), which is available from Fire Wardens and from the Building Office (Suite 240).

card and coming down from the 2nd floor, the pre-programmed system provides *45 seconds* to walk down and pass through the door into the Main Lobby.

- Going up from the Main Lobby, the pre-programmed system allows *15 seconds* to pass through door of **Stairway A**. If the door is *not* closed within the allotted pre-programmed time, the stairway alarm system will automatically reactivate.
- Since access through this door can affect building security, **Stairway A** is monitored at all times via a CCTV system. The door to **Stairway A** should *not* be held for others, nor should anyone *without* the required building identification be allowed access to this stairway. If someone without a building ID follows you into the stairway, *immediately* notify Lobby Security.