

**CITY OF HOUSTON**  
**HIGH-RISE OFFICE BUILDING**  
**FIRE SAFETY PLAN**

March 27, 2011<sup>09</sup>

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DATE

SCOTT FERGUSON

---

PROPERTY MANAGER

TWO RIVERWAY

---

ADDRESS

Houston, TX 77056

713-626-7100

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PHONE NUMBER

**LIFE SAFETY IS THE GOAL OF THIS PLAN. ALL DUTIES CALLED FOR HEREIN SHOULD  
BE DONE FROM A SAFE LOCATION IF POSSIBLE.**

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## PROCEDURES FOR REPORTING FIRES & FIRE ALARMS

### I. NOTIFICATION

**A. 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:**

- Call the Fire Department – Dial: **9-1-1**
- Call the Fire Safety Director – Management: 713-626-7100.
- Activate the Fire Alarm Pull Station - If the Fire Alarm is not sounding.
- Report any change in conditions to the Fire Department and the Fire Safety Director.

**B. If You Think You Smell A Peculiar Or Unfamiliar Odor, IMMEDIATELY:**

- Call the Fire Safety Director - Management: 713-626-7100.

**C. Information To Be Given To The Fire Department:**

- What is the Emergency: ( Alarm, Smoke, Flames, Etc. )
- Address: 2 RIVERWAY ( Closest Cross Street ) S. POST OAK LANE at WOODWAY
- Type of Occupancy: ( **High-rise Office Building** )
- What Floor: \_\_\_\_\_, Room # \_\_\_\_\_, Telephone # calling from \_\_\_\_\_.  
( **Let The Fire Department Hang Up First!** )

### II. EMERGENCY PROCEDURE PRIORITIES

**A. If The Following Is Reported To You, Or If You See Smoke, Or See Flames, Or Smell Something Burning, IMMEDIATELY:**

- **Isolate** the fire - ( close the door if you can do so safely )
- **Call the Fire Department**, Fire Safety Director, 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 at least 3 or more levels below the fire floor is generally adequate.
- **Fire Extinguishment** ( is optional and only if all of the above has been completed )

**B. Emergency procedures - in the event of an alarm only:**

- Call the Fire Department and the Fire Safety Director.
- **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 Fire Safety Director.

**C. Fire Safety Director:**

- Call the Fire Department, and have someone meet the Fire Department upon their arrival. Any unwanted fire shall be reported to the Fire Department, **no matter how small**, even if extinguished.
- Recall all elevators that access the floor of incident by turning the Elevator Fire Service Recall Switch to the “ON” position.
- Direct evacuation procedures utilizing the public address, if available.

## FIRE SAFETY TEAM ORGANIZATIONAL CHART

FIRE SAFETY DIRECTOR  
~~MICHAEL KENT~~STEVE CANNON

ASSISTANT FIRE SAFETY DIRECTORS  
~~STEVE CANNON~~MOSES SOSA

### BUILDING EMERGENCY RESPONSE PERSONNEL

STEVE CANNON

MOSES SOSA

SCOTT FERGUSON

CHASE CRAWFORD

GILBERT MONTALVO

SECURITY

FIRE WARDENS

See page APPENDIX IV

## EMERGENCY PROCEDURES

### I. FIRE SAFETY DIRECTOR

In the event of an unwanted fire or fire alarm:

A. **Ensure** that the Fire Department has been notified immediately whenever an unwanted fire of any size occurs and/or fire alarm of any nature.

1. Have someone knowledgeable of the building meet the Fire Department upon their arrival.
2. Advise the Fire Department in the operation of the building's fire and life safety equipment.
3. Report any known conditions on the fire floor or alarm floor to the Fire Department upon their arrival.

B. **Manning the Fire Command Station.**

1. Ascertain the floor in alarm and report any additional alarms to the Fire Department.
2. Ensure that all elevators serving the floor of incident are removed from service from the general public and made available to the Fire Department and Building Emergency Response Personnel (if so trained and authorized). Specific operating instructions will depend on the individual building. The specific instructions for this building are located in Appendix III and the Fire Depository Box.
3. Direct evacuation procedures utilizing the public address, if available.
  - a) Be familiar with the location of all Exits/Stairs and select the safest Exit/Stair to use for evacuation on the basis of the location of the fire and any information available. If affected by smoke, an alternate Exit/Stair shall be selected.
  - b) The priority floors for immediate evacuation are the fire floor, one floor above and one floor below the fire. Relocation and reentry into the building at least 3 or more levels below the fire floor is generally adequate.
  - c) Evacuation from other floors shall be instituted when conditions indicate such action or when instructed by the Fire Department or the Fire Safety Director. Evacuation should be via uncontaminated Exit/Stairs.
  - d) Relocation and reentry into the building at least 3 or more levels below the fire floor is generally adequate.

- ~~e) 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.~~

## ~~II. ASSISTANT FIRE SAFETY DIRECTOR~~

~~In the event of an unwanted fire or fire alarm:~~

- ~~A. Assist the Fire Safety Director to ensure the effective implementation of the Fire Safety Plan.~~
- ~~B. In the absence of the Fire Safety Director, assume the full duties and the responsibilities of that position.~~

## ~~III. BUILDING EMERGENCY RESPONSE PERSONNEL~~

- ~~A. Assume the job of the Fire Safety Director or Assistant Fire Safety Director in absence of either person.~~
- ~~B. When there is a Fire Safety Director and Assistant Fire Safety Director on duty in the building:~~
- ~~1. Ascertain the floor in alarm.~~
  - ~~2. **If any evidence of fire has already been reported or confirmed, do not respond to the floor.**~~
    - ~~a) Assist the Fire Safety Director.~~
  - ~~3. **May** respond to the floor in alarm using Exit/Stairs to determine the cause of the alarm.~~
  - ~~4. The use of elevators when the building is in alarm is **prohibited** except under guidelines set forth by the Fire Marshal.~~
  - ~~5. After responding to the floor in alarm, if fire is confirmed, and when it can be done safely, may assist in evacuating occupants on the affected floor.~~

6. Report fire floor conditions from a safe location to the Fire Department, by calling ~~9-1-1~~, and then to the Fire Safety Director. If fire conditions do pose a personal threat, evacuate to a safe location using the Exit/Stairs.

C. Return to meet the Fire Department for further instructions via uncontaminated Exit/Stairs.

#### IV. ANSWERING SERVICE

When there is no Fire Safety Director or Assistant Fire Safety Director available in the building:

- **Ensure** that the Houston Fire Department has been notified immediately by calling ~~9-1-1~~, whenever it is reported to you that a person ~~sees smoke, or see flames, or smells something burning, or hears a fire alarm of any nature~~. Any unwanted fire shall be reported to the Fire Department, **no matter how small**, even if extinguished. Answering services ~~outside of the City of Houston/Harris County "9-1-1" service area shall call the Houston Fire Department Office of Emergency Operations telephone number: 713-884-3143~~

1. **If it is reported to you that a person sees smoke, or see flames, or smells something burning, IMMEDIATELY:**

a) Tell the person to:

- (1) Isolate the fire (close the door if they can do so safely)
- (2) Activate the Fire Alarm Pull Station, if the Fire Alarm is not sounding.
- (3) Evacuate Using Exit/Stairs to a safe area. Relocation and reentry into the building at least 3 or more levels below the fire floor is generally adequate.
- (4) Call: ~~9-1-1~~, when they get to a safe place, to provide the Fire Department additional information on conditions.

2. In the event of an fire alarm only:

a) Tell the person:

- (1) **Minimum procedure:** Prepare to evacuate by going to the Exit/Stair door and, if they become aware of any evidence of fire, evacuate the floor using the Exit/Stairs to a safe area. Relocation and reentry into the building at least 3 floors below the fire floor is generally adequate.
- (2) Call: ~~9-1-1~~, to report the fire alarm and to provide the Fire Department any additional information on conditions.

B. The Answering Service shall report any changes in conditions to the Fire Department.

|

| **V.I. FIRE WARDENS**

- A. Each floor of a building shall be under the direction of the Fire Wardens for the evacuation of occupants in the event of an unwanted fire or fire alarm, where applicable.
- B. Each Fire Warden shall be familiar with the Fire Safety Plan, the location of Exits/Stairs and the location of, and how to activate, the fire alarm.
- C. In the event of an unwanted fire or fire alarm the Fire Warden, **when it can be done safely**, shall:
1. Notify the Fire Department, as specified in the approved Fire Safety Plan.
  2. **When it can be done safely**, should see that other occupants are notified of the fire or fire alarm, and should instruct occupants as per the Fire Safety Plan. If fire conditions do pose a personal threat, The Fire Warden should activate the fire alarm pull station and evacuate to a safe location.
  3. Direct the evacuation of the floor in accordance with directions received and the following guidelines:
    - (a) The Fire Warden shall select the Exit/Stairs furthest away from the fire to use, on the basis of the location of the fire and any information received. If Exit/Stairs are affected by smoke, an alternate Exit/Stairs shall be selected. If fire conditions do pose a personal threat, The Fire Warden should activate the fire alarm pull station and evacuate to a safe location.
    - (b) The priority floors for immediate evacuation are the fire floor, one floor above and one floor below the fire. Evacuation from other floors shall be instituted when conditions indicate such action or when instructed by the Fire Department or the Fire Safety Director. Evacuation should be via uncontaminated Exit/Stairs. In the event of a fire alarm only, the minimum procedures are to prepare to evacuate by relocating occupants to the nearest Exit/Stair door.
    - (c) Relocation and reentry into the building at least- 3 or more floors below the fire floor is generally adequate.
    - (d) Fire Wardens on the fire floor shall, as soon as practical, notify the Fire Safety Director of the conditions on that floor.
    - (e) 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 a 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.

**NOTICE TO ALL FIRE WARDENS** - It is your responsibility to inform the Fire Safety Director in the event of vacation, leave of absence, transfer, sickness, etc., in order to make necessary provisions regarding replacements or substitutes.

~~GENERAL DUTIES~~

~~All owners, managers and tenants of high-rise buildings shall comply with all applicable provisions of the City of Houston Fire and Construction Codes.~~

~~Fire Safety Team. A Fire Safety Team is hereby defined as the Fire Safety Director, Assistant Directors, the Building Emergency Response Personnel (BERP), and such other persons specified in the approved plan. The members of the Fire Safety Team shall possess a certificate signed by persons, institutions, or companies approved by the Fire Marshal to do certification training.~~

~~The training required for a certificate shall include organizing and training to conduct fire drills, evacuations and related activities. Such training shall be approved by the Fire Marshal and may include a written test and demonstrations of individual proficiency.~~

~~Required training for certification shall be done by persons, institutions or companies approved by the Fire Marshal according to regulations established by the Fire Marshal.~~

~~Certificates shall be valid for a period of 5 years from the date of training.~~

~~Fire Safety Plan of Procedure for Evacuation. Submission; Implementation.~~

~~The process to receive an approved Fire Safety Plan consists of the 3 following essential training elements conducted by persons, institutions or companies approved by the Fire Marshal according to regulations established by the Fire Marshal:~~

~~Consultation with building's upper management,~~

~~High-rise Certification Training class, and~~

~~A fire drill supervised by persons, institutions or companies approved by the Fire Marshal.~~

~~B. The owner, management or designated representative of a high-rise building shall possess and maintain only the standard City of Houston, Texas, Fire Safety Plan, approved by the Fire Marshal according to regulations established by the Fire Marshal. The emergency plan shall include the following:~~

~~Identify the responsible person designated as the "Fire Safety Director" and their duties.~~

~~List of sufficient alternates shall be provided for each Fire Safety Director and Assistant Directors.~~

~~Provide approved procedures for reporting all unwanted fires and/or fire alarms.~~

~~Narrative on the Fire Alarm system.~~

~~Procedures for evacuation.~~

~~6. Identify the building fire safety features.~~

~~7. Maps with means of egress. A means of egress comprises the vertical and horizontal ways of travel to a public way.~~

~~a) The maps shall also indicate those Exit/stair doors through which, under emergency conditions, exit and re-entry may be made.~~

~~b) The locations of all of the following components shall be required on the maps:~~

~~Fire Alarm Pull Stations~~

~~Fire Extinguishers and Fire Hose Cabinets~~  
~~Elevator Lobbies~~  
~~Exit/Stairs Identification~~  
~~Re-entry floors~~

## RESPONSIBILITIES

### ~~I. The Fire Safety Director shall:~~

- ~~A. Maintain current Fire Safety Team training records. Records shall be made available to the Fire Marshal upon request.~~
- ~~B. Notify an on-site management representative who shall be the Acting Fire Safety Director and be capable of directing an evacuation as provided for in the Fire Safety Plan when the Fire Safety Director is not available in the building. The training and related activities of the Acting Fire Safety Director shall be under the direction of the Fire Safety Director. Such activities shall be subject to Fire Department control.~~
- ~~C. Distribute the approved Fire Safety Plan to all tenants, Fire Wardens and building management employees who are staff and/or contracted personnel.~~
- ~~D. Be familiar with the approved Fire Safety Plan, and conduct a fire drill at least every 6 months. The Fire Marshal, upon survey of conditions, may require additional drills. A written record of such drills shall be kept on the premises and shall be readily available for Fire Department inspection.~~
- ~~E. Select, organize, train and supervise qualified Building Emergency Response Personnel and be responsible for their availability and state of readiness.~~
- ~~F. Implement an approved training program to provide fire prevention and emergency procedures for all building management employees who are staff and/or contracted personnel.
  - ◆ Ensure that each employee be familiar with the Fire Safety Plan, the location of Exit/Stairs and the location and activation of any available fire alarm pull stations.~~
- ~~G. Be responsible for installation and maintenance of the Fire Depository Box and its contents, including Mobility Impaired Lists. ( See Houston Fire Department LSB Standard No. 06, "Fire Depository Boxes")~~
- ~~H. Provide facilities and assistance as needed by the Fire Marshal to obtain approval for the Fire Safety Plan.~~
- ~~I. The building manager or owner of a high rise office building, who has employed or contracted with an answering service, shall provide instructions to the answering service located within the City of Houston/Harris County "9-1-1" service area to call 9-1-1 when any unwanted fire, the smell of smoke, or a fire alarm is reported to them.  
- Answering services outside of the City of Houston/Harris County "9-1-1" service area shall call the Houston Fire Department Office of Emergency Communications telephone number: **713-884-3143.**~~

~~Answering services shall instruct the caller that, from a safe place, to dial 9-1-1, to report the fire conditions to the Fire Department as well.~~

~~J. Notify the tenant when any employee of the tenant or individual is neglecting their responsibilities stated in the Fire Safety Plan. If the tenant fails to correct the condition, the owner or person in charge of the building shall notify the Fire Marshal.~~

~~K. Understand the purpose and operation of all fire and life safety systems located in the building under the control of the building owner or manager.~~

## ~~II. Answering Service~~

~~A. Answering services within the City of Houston/Harris County "9-1-1" service area shall notify the Fire Department by calling 9-1-1 when any unwanted fire, or sight or smell of smoke, or flames, and/or hear any fire alarm is reported.~~

~~B. Answering services outside of the City of Houston/Harris County "9-1-1" service area shall call the Houston Fire Department Office of Emergency Communications telephone number, 713-884-3143. Answering services shall instruct the caller who is reporting any unwanted fire, or sight or smell of smoke, or flames, and/or hear any fire alarm, to dial 9-1-1 from a safe location to report the conditions to the Fire Department as well.~~

## ~~III.I. Fire Wardens~~

- ~~A. Each floor of a building shall be under the direction of the certified Fire Wardens for the evacuation of occupants when it can be done safely in the event of a fire and/or fire alarm.~~
- ~~B. Each Fire Warden shall be familiar with the Fire Marshal approved Fire Safety Plan, the location of Exit/Stairs and the location and operation of any available fire alarm systems.~~

## ~~IV. Building Emergency Response Personnel~~

~~A. Shall be trained in accordance with regulations established by the Fire Marshal.~~

~~B. Duties and responsibilities shall be in accordance with regulations established by the Fire Marshal.~~

~~C. Shall be familiar with the Fire Safety Plan, the location of Exit/Stairs and the location and activation of any available fire alarm systems.~~

## ~~V.II. Tenants~~

- ~~A. Each tenant shall be required to comply with the Fire Marshal approved Fire Safety Plan.~~
- ~~B. Upon the request of the building owner, manager or designated representative, the tenants shall provide certified Fire Wardens. Tenants shall make responsible and dependable employees available for high-rise certification training towards approval and implementation of the Fire Safety Plan.~~

1. A certified Fire Warden shall be provided for each tenancy per floor. When the floor area of a tenancy exceeds 7,500 square feet of occupiable space, a certified Warden shall be assigned for each such 7,500 square feet or part thereof.
  2. Each floor of a building shall have a minimum of 2 certified Fire Wardens, even if there less than 7,500 sq. ft occupied on the floor.
- C. The Fire Marshal approved Fire Safety Plan shall be distributed by the tenants to all their employees.
- D. Advise the Fire Safety Director of any employees that may wish to have special assistance in evacuation so that the building's Mobility-Impaired List can be updated in the building's Fire Depository Box.

## **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.

## **PUBLIC ADDRESS ANNOUNCEMENTS**

Building Name: ~~TWO~~ RIVERWAY  
Date: ~~January~~ ~~SEPTEMBER~~ 1, 2009

HFD LSB Rev Date: December, 2006  
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~~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.

APPENDIX I

FIRE ALARM SYSTEM OPERATIONS

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

What automatic building features are initiated when:

One smoke detector in the corridor is activated?

*Alarms are audible on the floor of incident, one floor above and one floor below the incident floor.*

*Strobes flash on the floor of incident, one floor above and one floor below the incident floor.*

*The stairwell pressurization system activates in both stairwells.*

*The supply air damper is shutdown on the incident floor.*

Second smoke detector is activated in the corridor?

*The same automated features as one smoke detector in the corridor.*

One smoke detector is activated in the elevator lobby?

*The same automated features as one smoke detector in the corridor.*

Second smoke detector is activated in the elevator lobby?

*The same automated features as one smoke detector in the corridor and both the high rise and the low rise elevators will recall to the ground floor.*

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

*The same automated features as one smoke detector in the corridor.*

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

*The same automated features as one smoke detector in the corridor and both the high rise and the low rise elevators will recall to the alternate 2<sup>nd</sup> floor.*

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

*A general alarm is activated by pressing the "General Alarm" button located on the fire alarm panel in the fire control room or at security control.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPENDIX II**  
**BUILDING SAFETY FEATURES**  
**FIRE COMMAND CENTER**

*The Fire Command Center is in the Engineering Department Office on the 1<sup>st</sup> floor by the building Shipping and Receiving. The Fire Command Center contains the Fire Alarm System Panel, the P/A System, the Elevator Annunciator Panel, and Fireman's Phone Handsets.*

*\*The Fire Depository Box with building keys is located at the Security Console in the main lobby on the ground floor.*

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**COMMUNICATIONS/PA**

*The P/A System on the Fire Alarm System Panel is in the Fire Command Center. Two way radios are used for building response personnel. There is also a Fireman's phone system.*

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**STAIRWELLS**

*Stairwell "A" on the east side of the building and Stairwell "B" on the west side of the building are both pressurized on alarm.*

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**CORRIDORS**

*All interior corridors have one (1) hour fire rating and emergency battery backup lighting.*

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**ELECTRONIC LOCKS**

*All electronic locks "Fail Safe", including the building entry and exit locks located on the ground floor, & the 5<sup>th</sup> level of the parking garage. Building Stairwell Re-Entry locks unlock on the floor of incident, one floor above and one floor below the incident floor. There is also a Building Stairwell Re-Entry switch that unlocks all stairwell re-entry locks simultaneously in the Fire Command Center.*

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**ELEVATORS**

*The Low Rise Elevators serve floors 1-10. The High Rise Elevators serve floors 1, 2, and 10-17. The Low Rise elevators and the High Rise elevators will recall to the 1<sup>st</sup> floor upon activation of two (2) smoke detectors in an elevator lobby on floors 2-17. The Low Rise elevators and the High Rise elevators will recall to the 2<sup>nd</sup> floor upon activation of two (2) smoke detectors in an elevator lobby on the 1<sup>st</sup> floor. The Service elevator serves the basement through the 17<sup>th</sup> floor.*

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**HEATING, VENTILATION, AND AIR CONDITIONING**

*When an alarm is activated, the supply damper will close on the floor of incident. When a smoke detector is activated on an air handler the supply fan will shut down on the floor of incident.*

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**SPRINKLER SYSTEM / STANDPIPE**

*The building is fully sprinklered with the exception of the elevator machine rooms located in the penthouse and the 12<sup>th</sup> floor and the air handler return fan room located in the basement. The Standpipes are located in both stairwells with fire hose connections. The sprinkler valves are located in the standpipe cabinets.*

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**EXTINGUISHING SYSTEMS**

*There are no special extinguishing systems.*

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**EMERGENCY GENERATOR**

*The emergency generator runs the emergency lights, one elevator in each elevator bank, the fire alarm system panel and the building fire pump.*

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### **APPENDIX III**

#### **ELEVATOR EMERGENCY FIRE SERVICE OPERATION**

##### **A. Phase I (Elevator Fire Service Recall)**

###### **Key Off:**

~~Normal elevator operation~~

###### **Key On:**

~~Recalls elevator to designated recall floor~~

###### **Key By Pass or Reset**

~~Overrides heat and smoke sensors to allow normal operation~~

~~**To manually recall elevators:** Insert the Elevator Fire Fighter Service Phase I Key into the Elevator Fire Fighter Service Phase I Key switch in the 1<sup>st</sup> floor elevator lobby and turn it to the "ON" position.~~

~~The elevator doors will remain in the open position after opening on the 1<sup>st</sup> floor.~~

##### **B. Phase II (Elevator Fire Service to Car Operations)**

~~**To operate car:** To operate the elevator car in the Elevator Fire Fighter Service Phase II mode, insert the Elevator Fire Fighter Service Phase II key into the Elevator Fire Fighter Service Phase II key switch in the elevator car to be used and turn it to the "ON" position.~~

~~**To travel to desired floor:** Elevator Fire Fighter Service Phase I and Phase II must first be activated in the elevator that is to be used before the elevator doors are to be closed. Then press the button of the desired floor to travel to.~~

~~**To close door:** Press the "DOOR CLOSE" button and keep it pressed down until the doors close completely.~~

~~**To open door:** After arriving at the destination floor, press the "DOOR OPEN" button and keep it pressed down until the doors open completely.~~

~~**To hold car at floor:** Turn the Elevator Fire Fighter Service Phase II key to the "HOLD" position.~~

~~**To cancel floor selection:** Press the "CALL CANCEL" button.~~

~~**To return car to designated or alternate landing:** Turn the Elevator Fire Fighter Service Phase II key to the "Off" position. The elevator car does not need to be accompanied by any fire fighters or any other persons.~~

#### **PROVIDE INSTRUCTIONS FOR EACH (DIFFERENT) BANK OF ELEVATORS THAT MAY OPERATE INDEPENDENTLY FROM ANOTHER.**

~~*\*Note: Building elevators operate with the Fire Service Key H2389  
Garage elevators operate with the Fire Service Key MFD-1 "Barrel Key"*~~

**APPENDIX IV**

**CERTIFIED FIRE WARDENS Rev. 03.27.2011**

	TENANTS	FIRE WARDENS		Date of Certification Valid – 5 yrs
<b>1<sup>ST</sup> FLOOR</b>				
150	Skyline Deli & Grill, Inc.	Imad Baba Nick Baba	713-626-4442	12/21/2007 12/21/2007
<b>2<sup>ND</sup> FLOOR</b>				
	IBM	Janice F Gallagher Libertad Leal Tracy Hester		
<b>3<sup>RD</sup> FLOOR</b>				
300	Vacant			10/15/2007 10/15/2007
350	CB&I	Divyen Jivan		TBA
350	CB&I	Elaine M Hickman David R Koch	713-375-8309	3/24/2008 10/27/2009
<b>4<sup>TH</sup> FLOOR</b>				
400	CB&I	Tamanna P Kakkad Lucinda R Fletcher Julieta M Alzate		8/30/2007 8/30/2007 8/30/2007
<b>5<sup>TH</sup> FLOOR</b>				
500	CB&I	Natascha Pope Lupe Casas Susan K Stengler Ryan K Butler Brian C Lerche		8/30/2007 2/22/2008 8/30/2007 10/29/2009 10/30/2009
<b>6<sup>TH</sup> FLOOR</b>				
600	CB&I	Mindy M Mecom Stan Russ Kacy G Boone Robert W Anderson Tina R Jones	Angela Sera	3/24/2008 2/22/2008 TBA 713-375-8226 10/20/2009
625	Ecology & Environment, Inc.	Lisa T Richard	713-344-3000	TBA 10/14/2009
630	TEXPERS	Julie Nguyen Arlene Truong		9/28/2007 10/15/2007
<b>7<sup>TH</sup> FLOOR</b>				
<b>7<sup>TH</sup> FLOOR</b>		Theresa Diez		12/16/2009
700	Ross, Banks, May, Cron & Cavin P.C.	Derrith R Wieman Nancy M Salas	713-626-1200 713-626-1200	11/18/2009 1/11/2010
725	CountryWatch Inc.	Vicki Sanditen Wayne Mathews	713-355-6500	11/19/2007 12/21/2007
740	GIEO	Serkalem Adigeh		11/19/2007

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		Wayne Mathews		
730	JLA Energy	James J Taylor		
740	Economic Office	Serkalem Adigeh		
750	eFORCE, Inc.	Gaurav Sharma		4/25/2008
		Nellaiyappan Gomath		1/25/2008
<b>8<sup>th</sup> FLOOR</b>				
800	Vacant			
825	IBM	Stephanie Schuler		
	Company	Linda L Calvey	713.403.3111	2/14/2005
				9/23/2009
				2/14/2005
850	ACE American Insurance	Rene Scott	713.403.3159	2/14/2005
		Linda Coleman		
		Saadia Yamin		
<b>9<sup>th</sup> FLOOR</b>				
900	ACE American Insurance	Shelli Edwards	713.403.3104	12/16/2004
	Company	Pierce		9/23/2009
		Larry N. Quinones	713.403.3032	2/14/2005
		Rami Patel		9/23/2009
		Courtney M. Nichols	713.403.3024	11/06/2009
<b>10<sup>th</sup> FLOOR</b>				
1000	First Endowment Development Corporation d/b/a Paul Comstock Partners	Karen McNeil	713.977.8694	7/30/2007
		Julie A. Choate	713.554.0170	9/23/2009
1010	Premium Travel Services, Inc. (Resort Quality Controls)	Ralph Alvarez		9/28/2007
		Derrick Griffin		9/28/2007
1020	Vincent Lopez Serafino Jenevein, P.C.	Heather Rentrop	713.751.0800	1/25/2008
		Hiana Garza		9/28/2007
1050	Management Office	Steve Cannon	713.626.7100	8/9/2004
1052	IBM	Moses M Sosa	713.940.1295	12/16/2004
		Libby Leal		
		Gilbert Montalvo	713.626.7100	8/26/2009
		Chase Crawford	713.626.7100	8/28/2009
		Corinna A. Sadler	713.626.7100	8/28/2009
		Scott Ferguson	713.626.7100	8/31/2009
1050	Security	Anthony L Rucker		
		James Johnson		
		Leo Gaston		
		Roxana Gonzalez		
		Nancy Martinez		
1060	Vacant			

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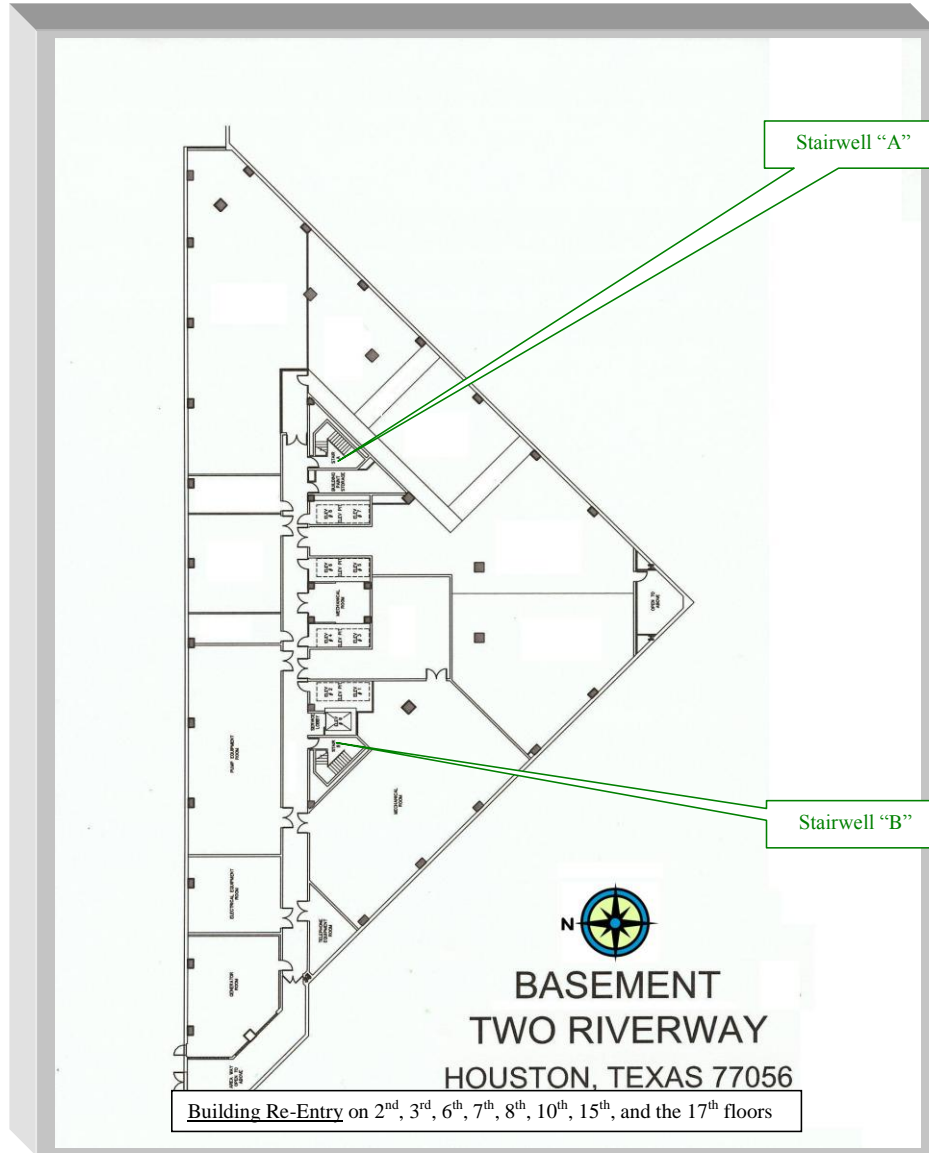
	Lawrence B. Chapman, <del>Atty</del> at Law, PC	Lawrence B. Chapman	713.522.2226	TBA 9/21/2009
<b>11<sup>th</sup> FLOOR</b>				
	CB&I	Peter J Daniels		2/22/2008
		Julio Rios		TBA
		Deborah Carver		9/28/2007
		Amber Blasko		8/30/2007
		Chris W Heustis		2/22/2008
		Lorena C Mata	713.375.8754	10/28/2009
<b>12<sup>th</sup> FLOOR</b>				
	CB&I	Michelle D Marshal		8/30/2007
		Carlos Porras		2/22/2008
		Carlos Porras		8/30/2007
		Roger Tijerna		8/30/2007
		Afolabi A Ogunnaike		8/30/2007
		Rensie D Foster, Jim W. Leong		TBA
		Sandeep M Gore		8/8/2007
<b>13<sup>th</sup> FLOOR</b>				
	CB&I	Patti A Magee		8/30/2007
		Dwight T Coles		8/30/2007
		Wanda L Bludau		8/30/2007 9/21/2009
		Flo de Kosinsky		8/30/2007
		Michelle F Parker		8/30/2007
		Lorenzo Martinez		TBA 10/27/2009
		Ronald C Manigault, Michele Parker		TBA
		Laura B Buchanan		8/30/2007
<b>14<sup>th</sup> FLOOR</b>				
	CB&I	Ryan Turnbow, Gaudalupe Breax		TBA
		Richard J Parshall, Gina Rodriguez		TBA
		Rebecca R Besier		8/30/2007
		Clint A Strittmatter		10/27/2009
		Francisco M Vazquez	713.375.8450	11/17/2009
<b>15<sup>th</sup> FLOOR</b>				
1500	IBM	Vankata K Ramanujam, Jackie Warren		10/16/2009
		Donna Rice, Lynda Atherton		10/16/2009
<b>15<sup>th</sup> FLOOR</b>				
	Stream Realty Partners	Jeremy H Hunt		
		Matteson S Hamilton		
<b>16<sup>th</sup> FLOOR</b>				
1600	Vacant	Mike Talus		1/25/2008 2/14/2009 05

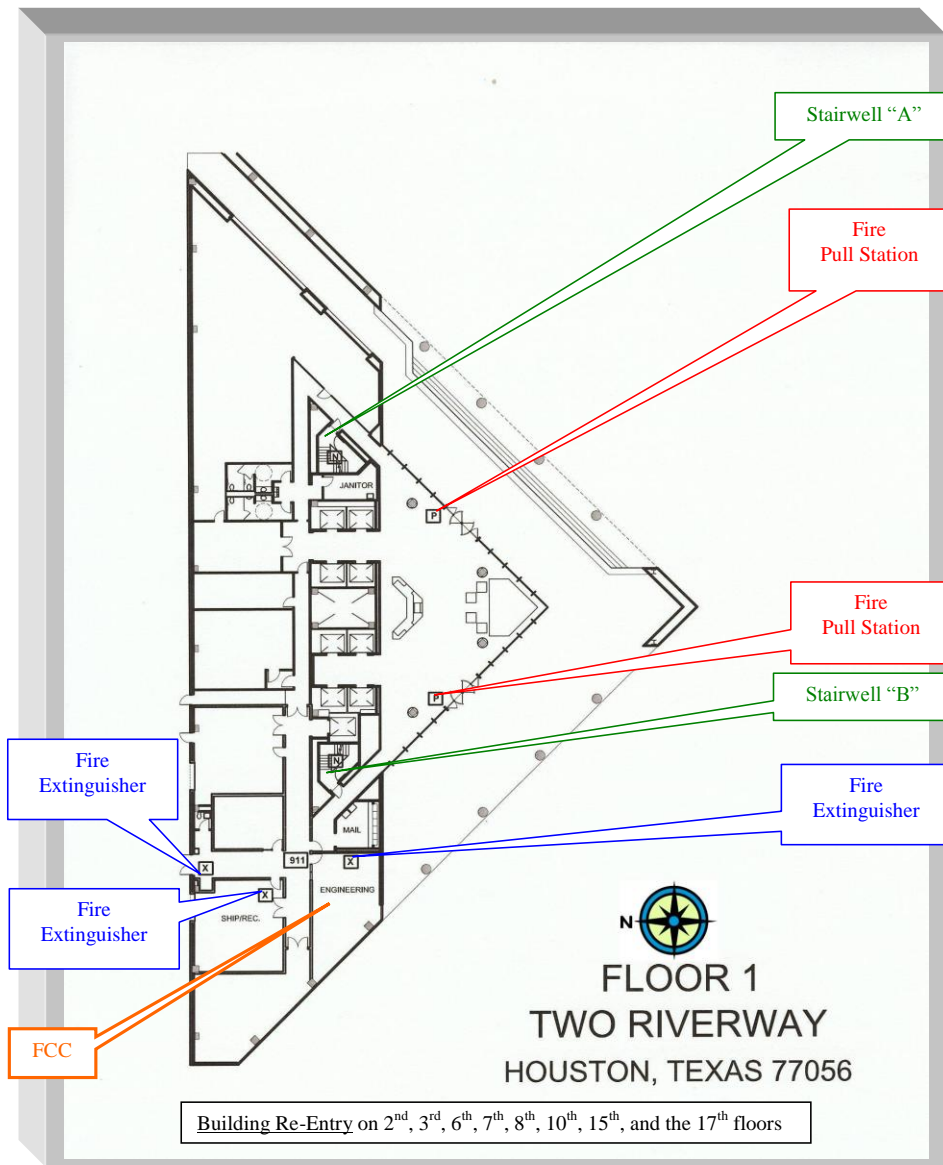
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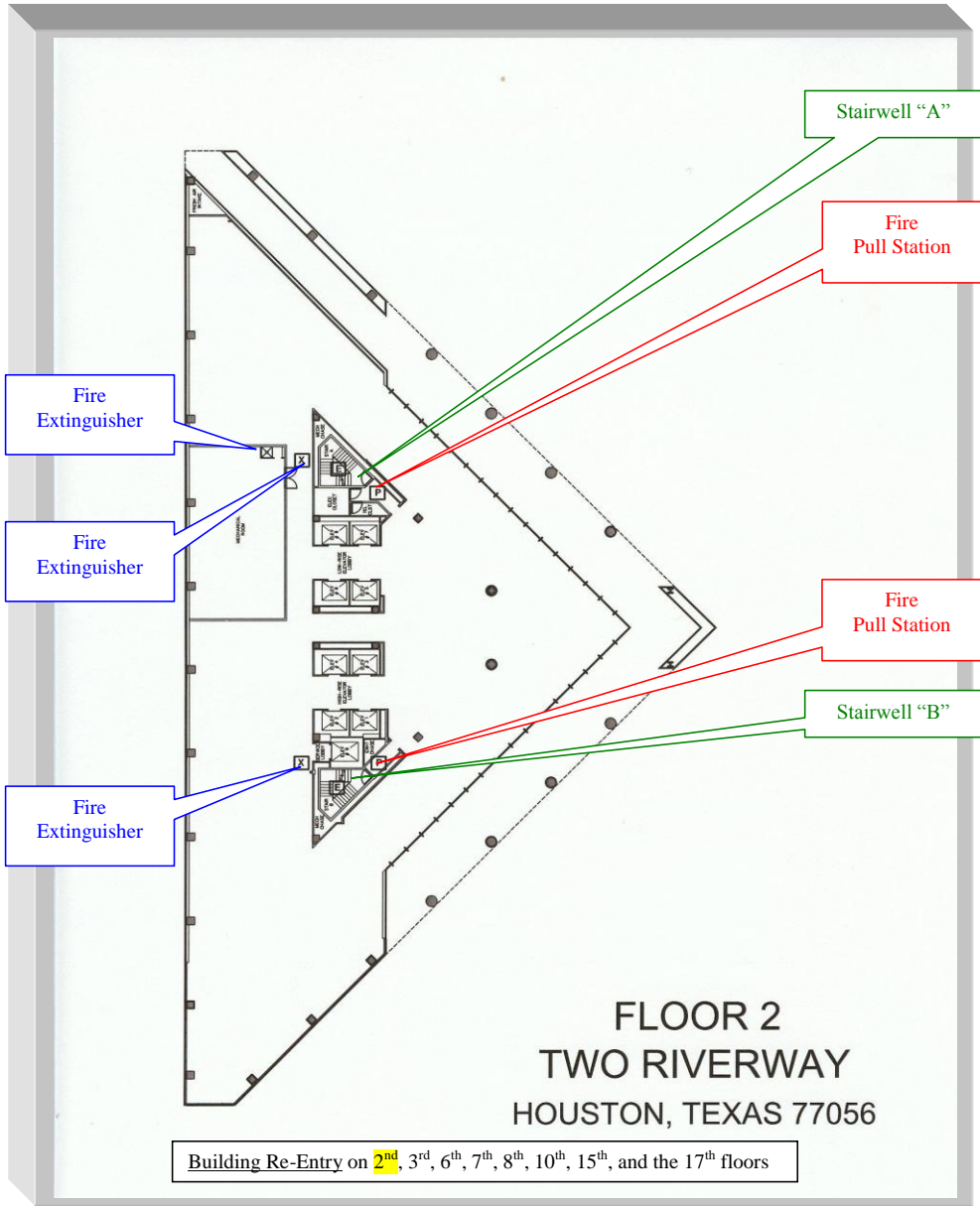
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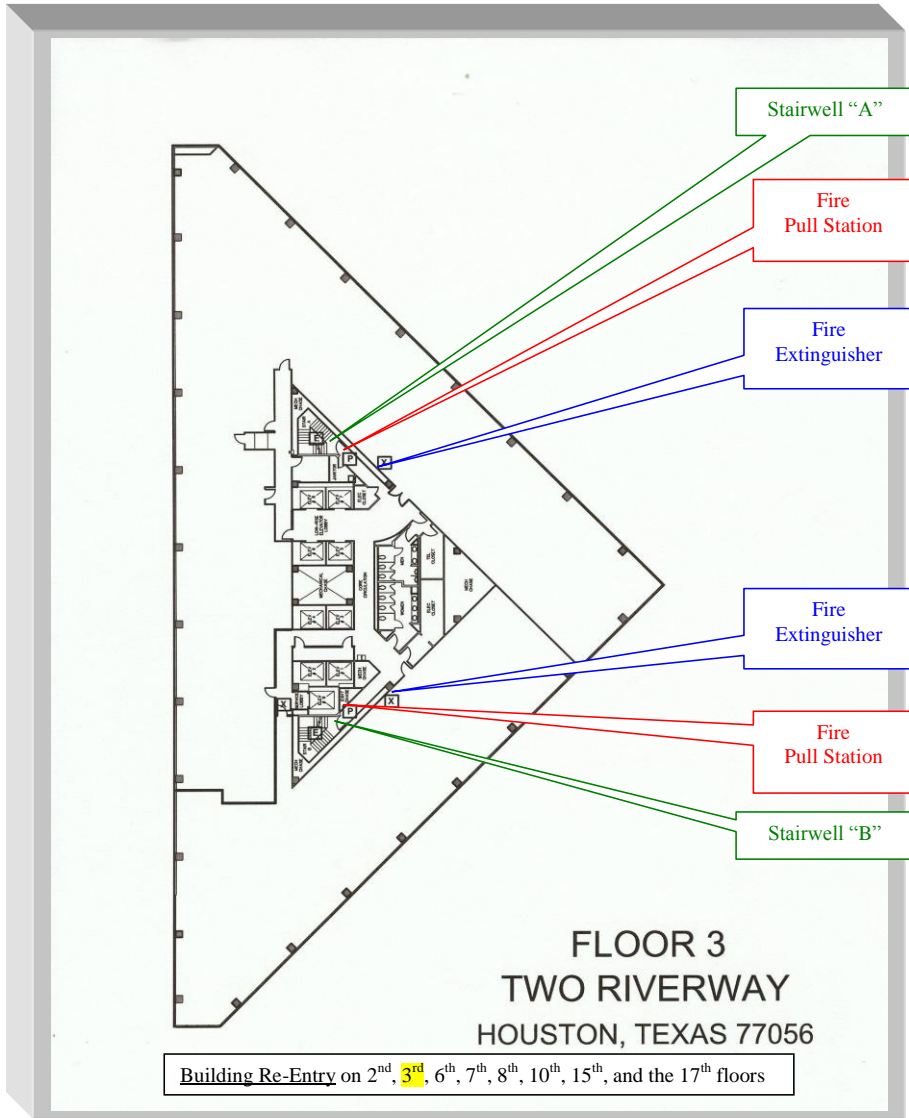
		Jackie C. Warren Radwan	<a href="tel:713.940.2003">713.940.2003</a>	<del>9/30/2009</del> 5/29/2007
		Janice F. Galleagher	<a href="tel:713.940.1833">713.940.1833</a>	<del>1/8/2010</del>
<b>17<sup>th</sup> FLOOR</b>				
1700	Vacant			
1710	Vacant			
1750	Trip.Net Inc.	Marlene Soughayar	<del>713.961.1213</del>	<del>TBA</del> 10/15/2009
			<del>713.877.8200</del>	<del>12/15/2009</del>
1780	DKRW Advanced Fuels; <del>LLC.</del>	Beth Morris		<del>10/15/2007</del>
		Taffy Bowerman		<del>8/30/2007</del>
		Jen Doyle	<a href="tel:713.425.6502">713.425.6502</a>	<del>1/20/2005</del>

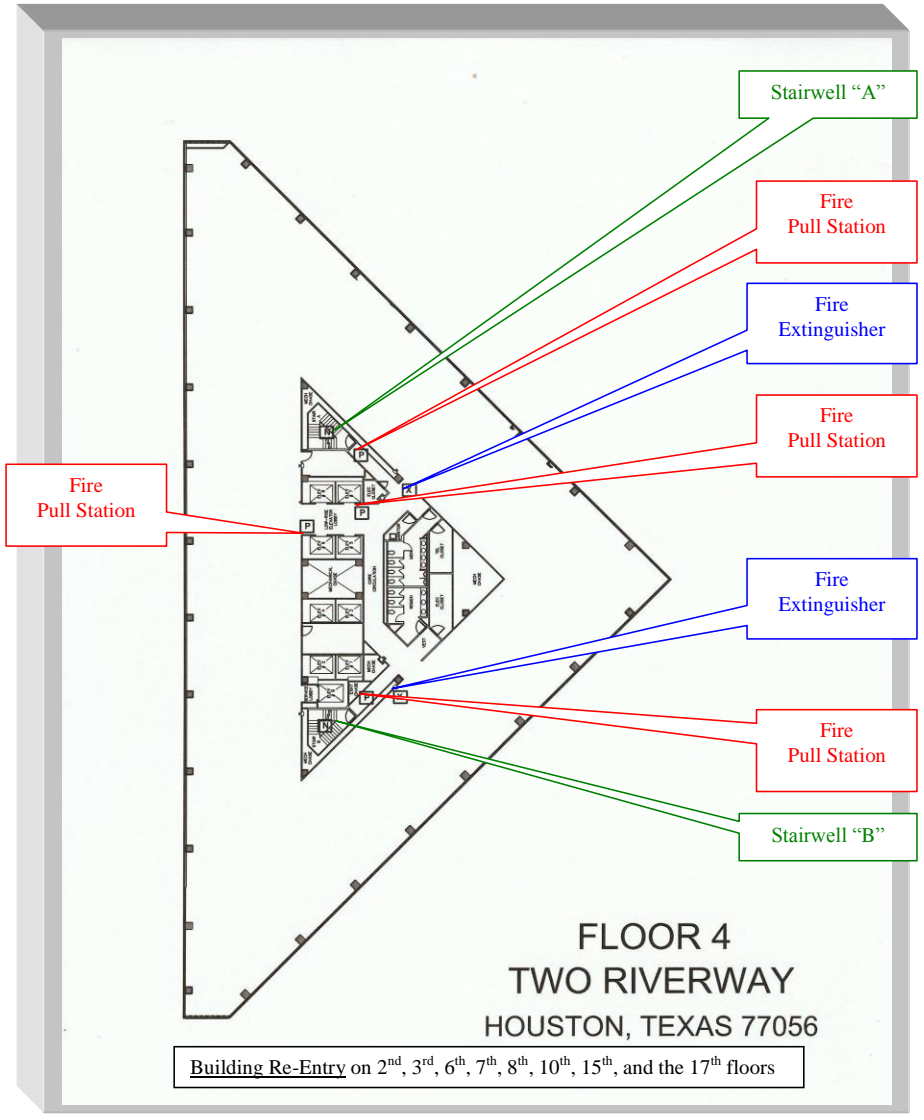
APPENDIX V

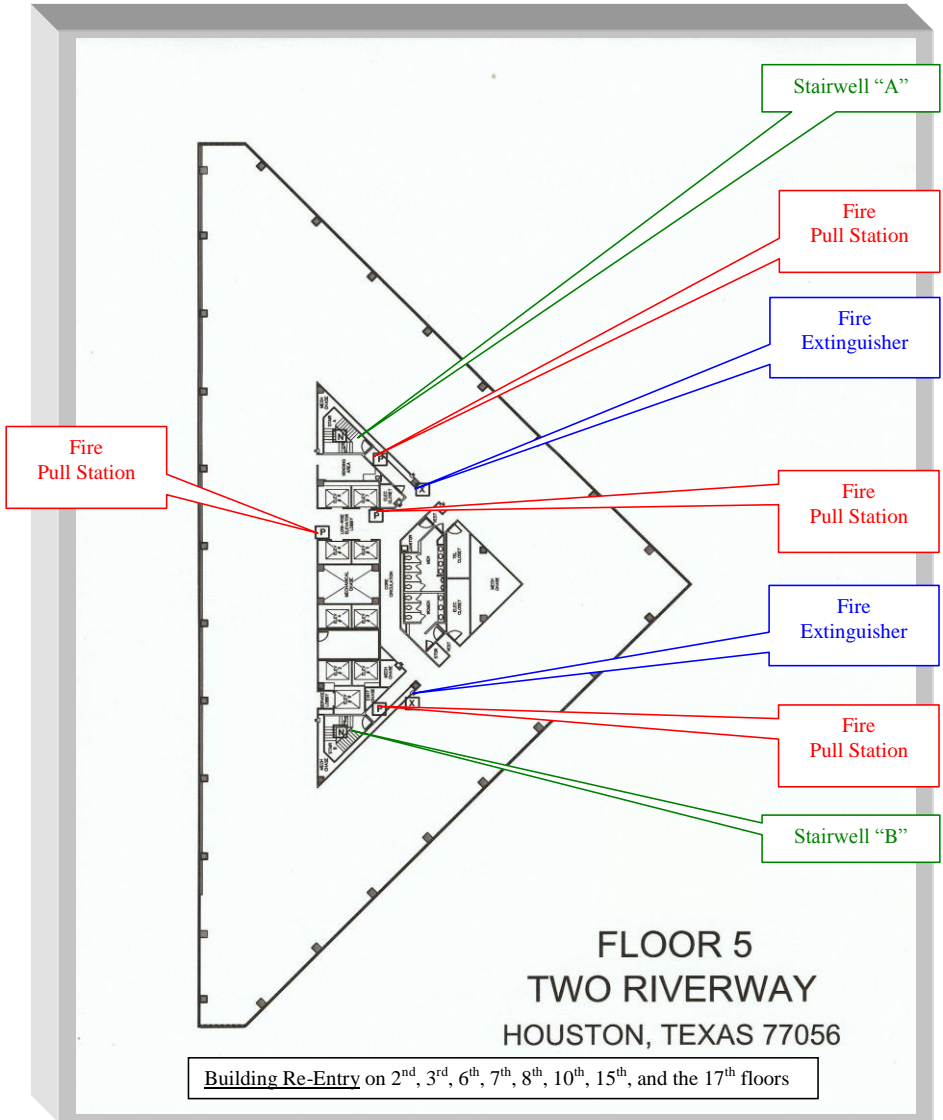


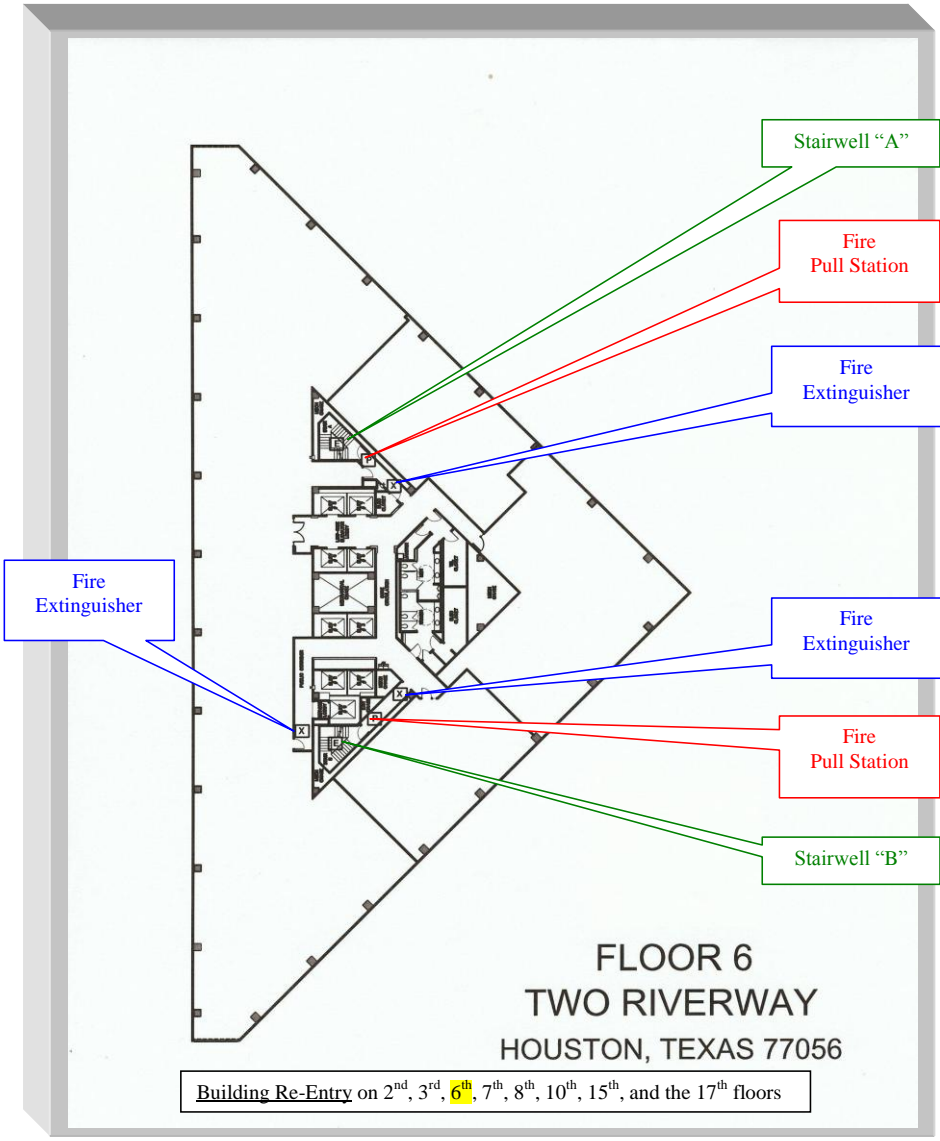


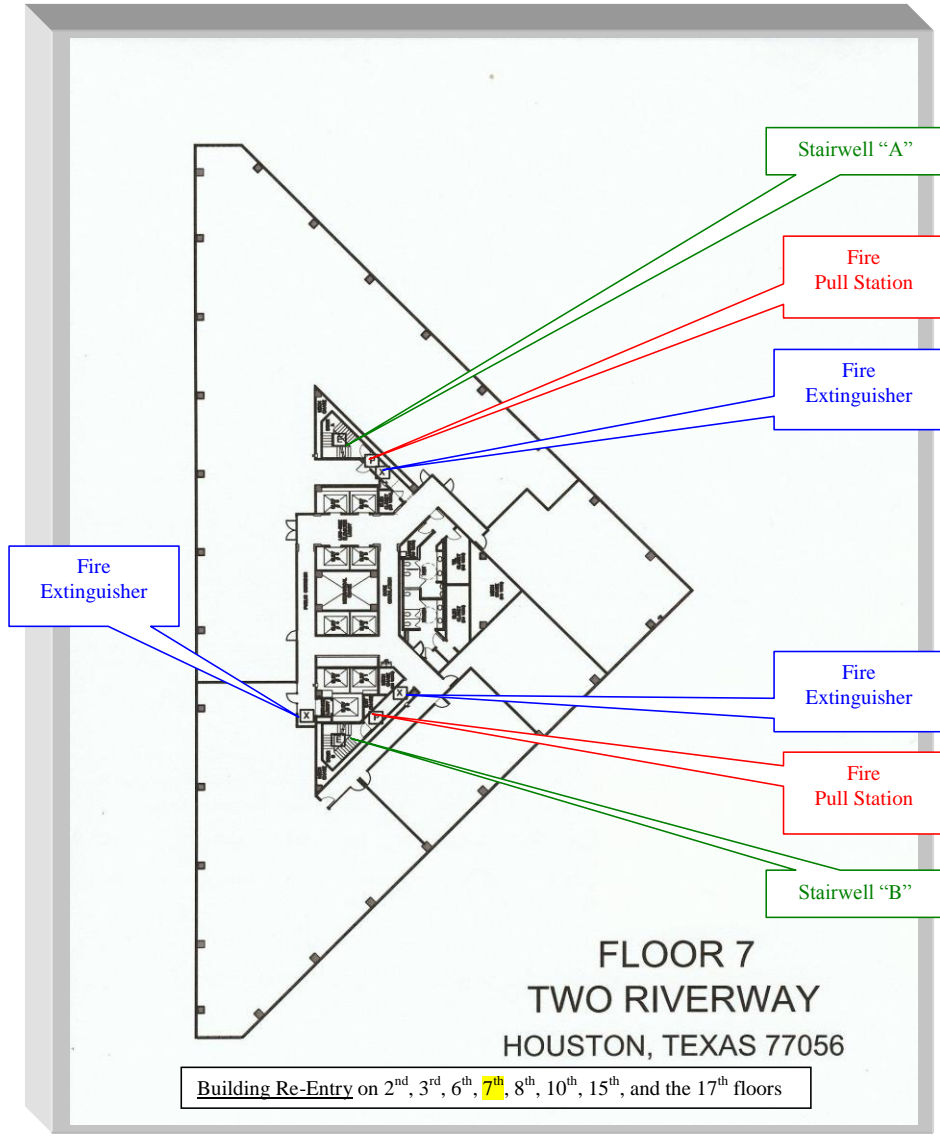


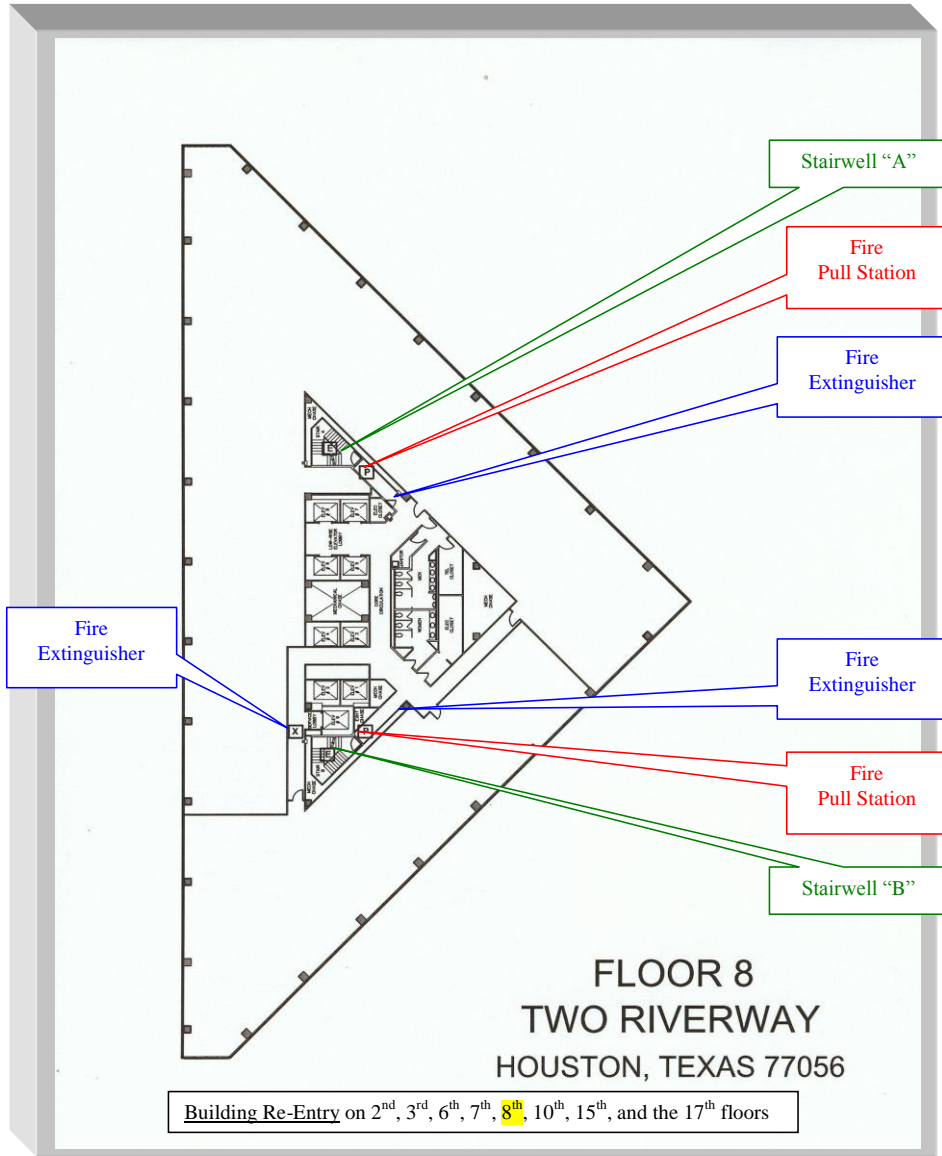


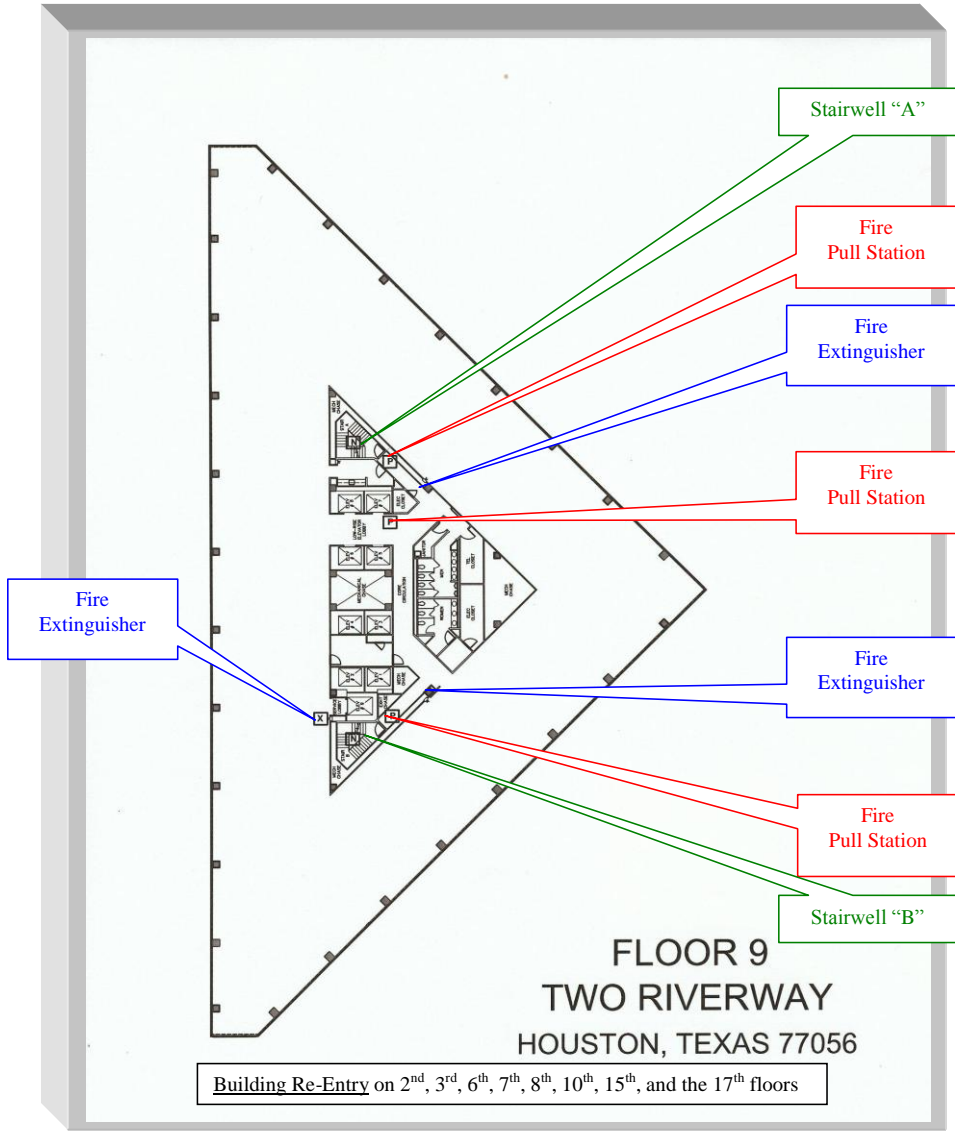


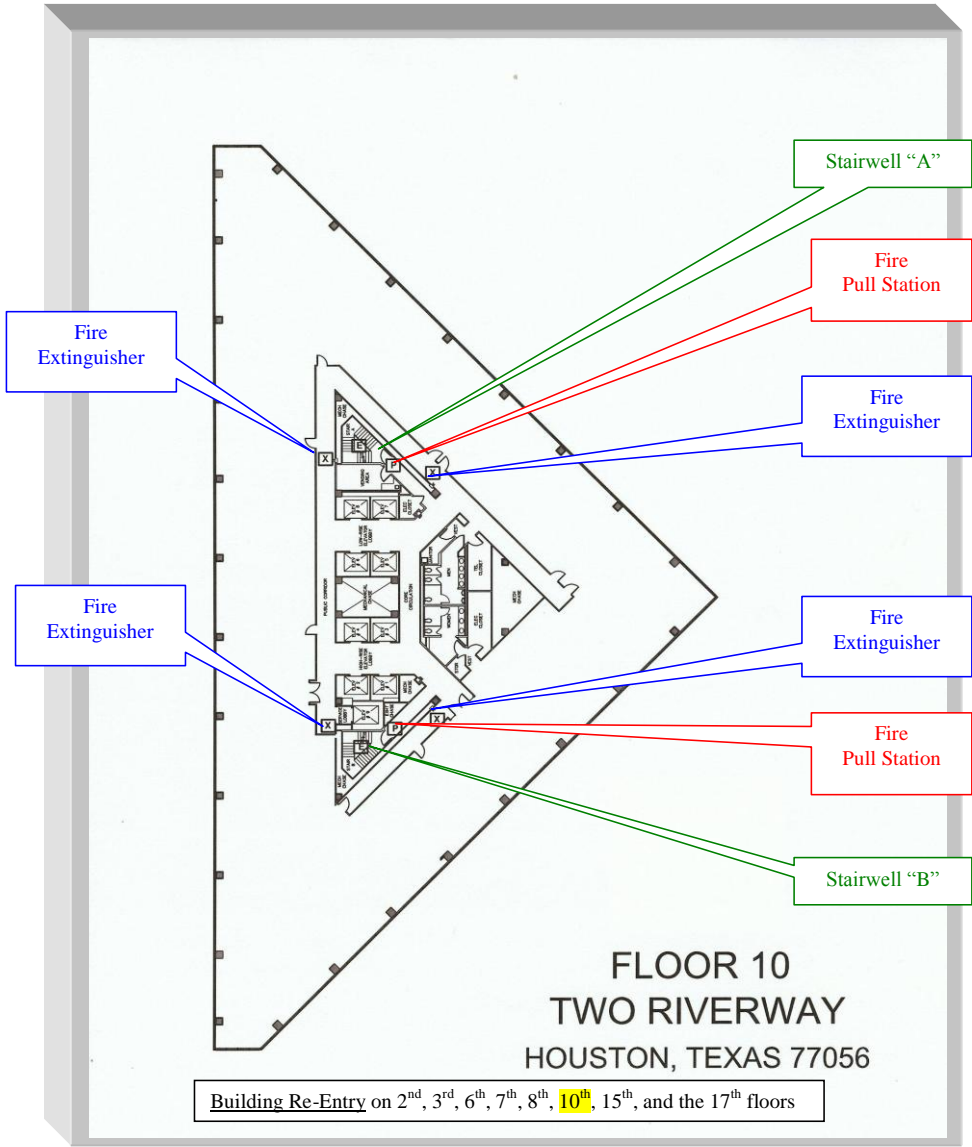


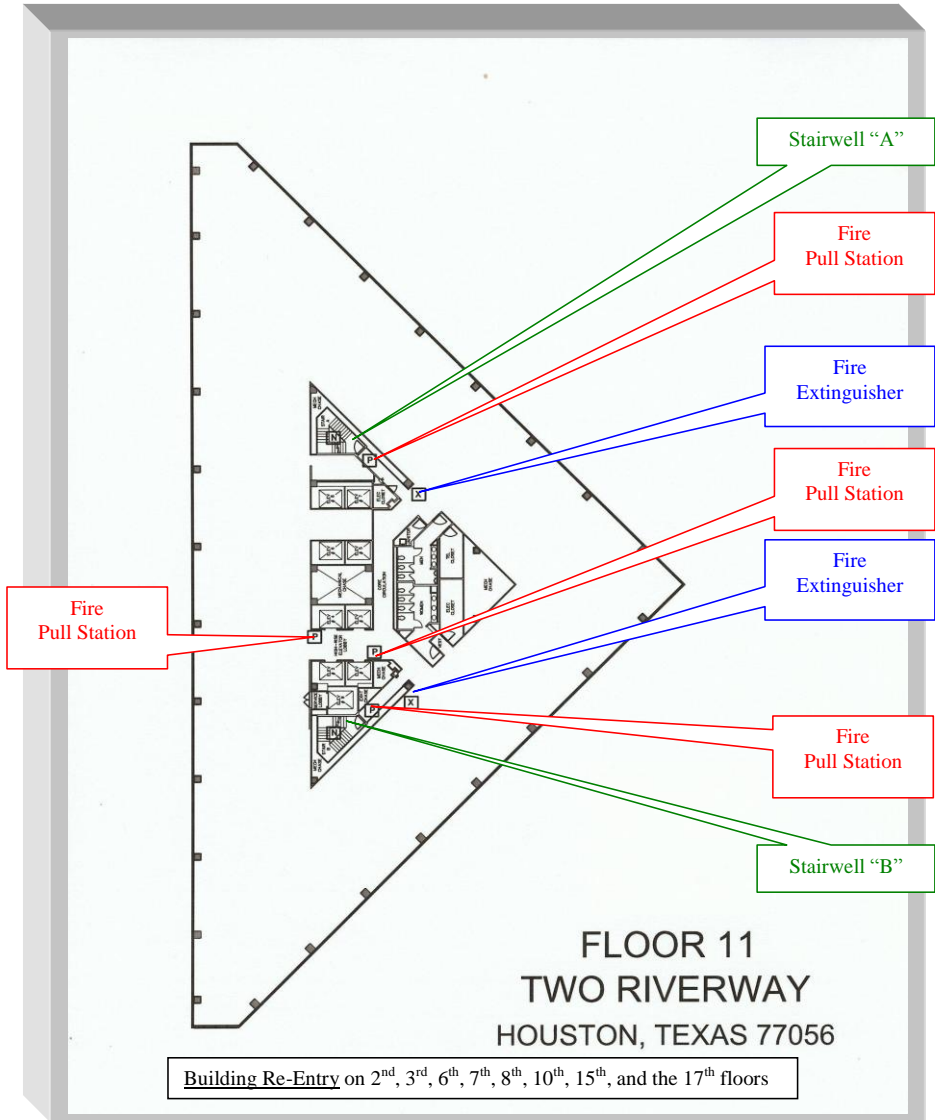


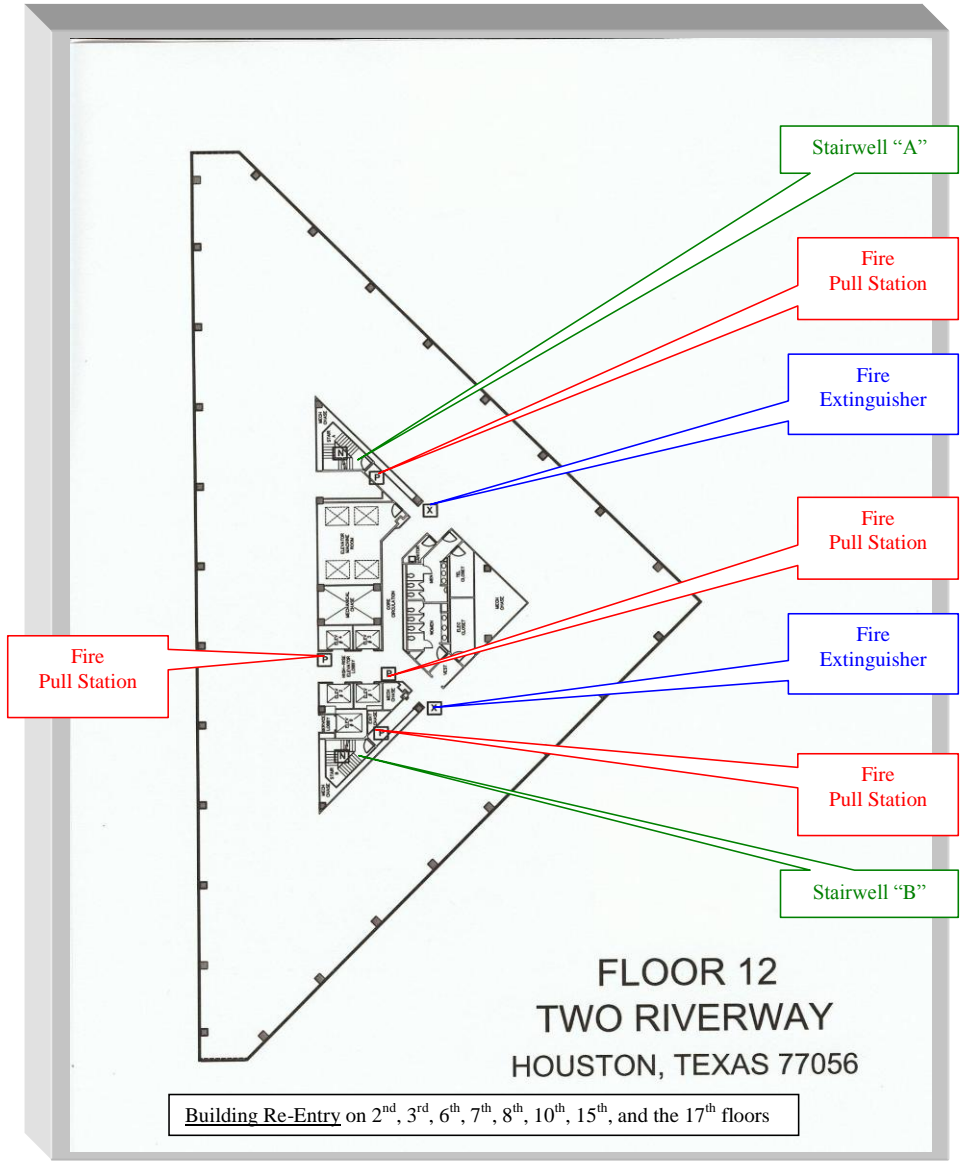


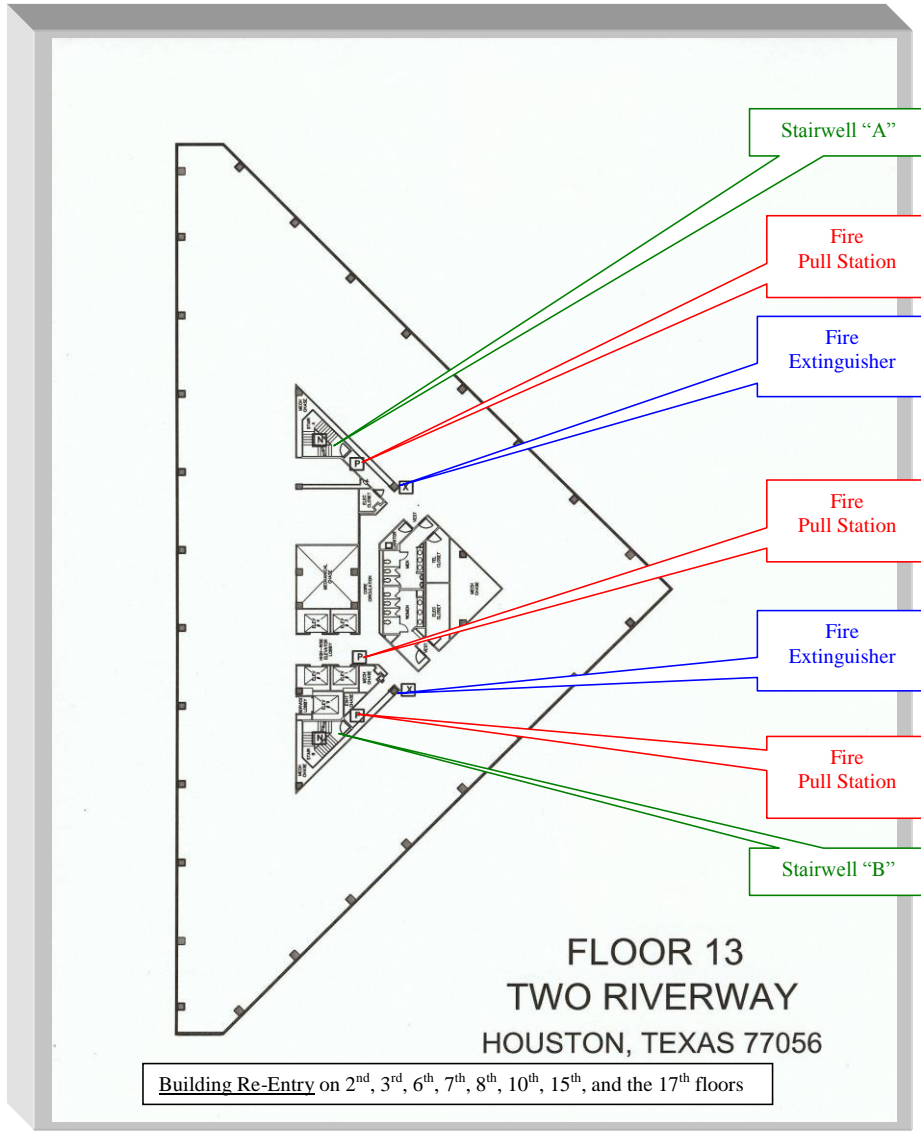


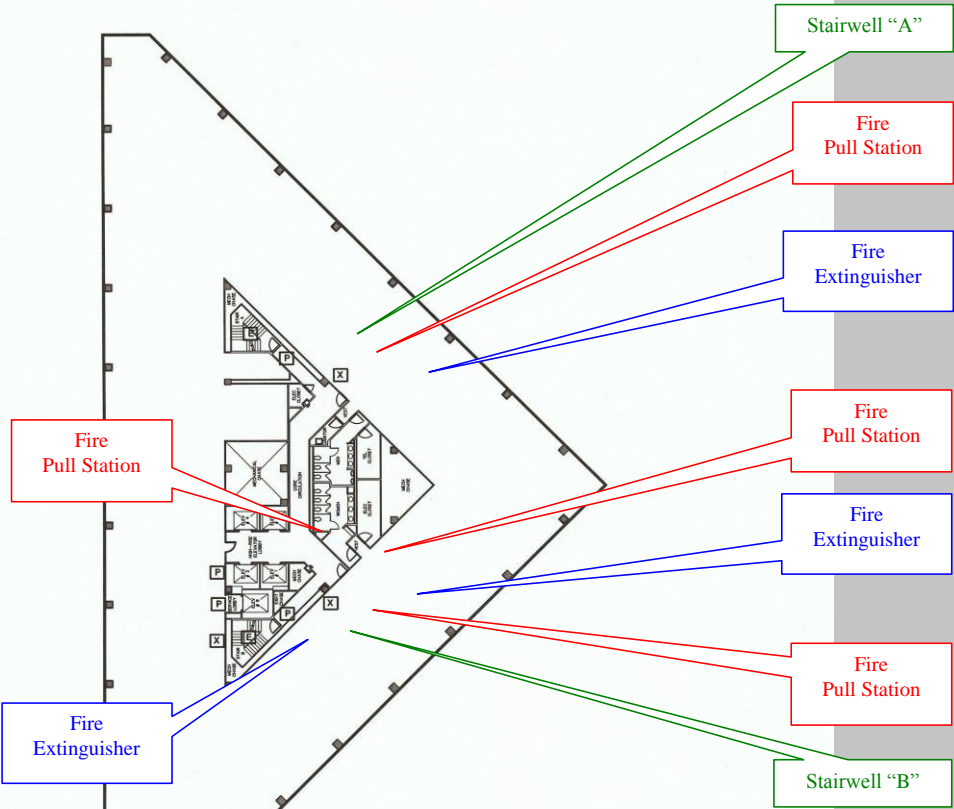












FLOOR 14  
TWO RIVERWAY  
HOUSTON, TEXAS 77056

Building Re-Entry on 2<sup>nd</sup>, 3<sup>rd</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, and the 17<sup>th</sup> floors

