

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

January 1, 2010

---

DATE

MICHAEL KENT

---

PROPERTY MANAGER

TWO RIVERWAY

---

ADDRESS

Houston, TX 77056

713-626-7100

---

PHONE NUMBER

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

# TABLE OF CONTENTS

	<b>PAGE</b>
PROCEDURES FOR REPORTING FIRES AND FIRE ALARMS.....	3
ORGANIZATIONAL CHART .....	4
EMERGENCY PROCEDURES.....	5
RESPONSIBILITIES.....	7
FIRE DRILLS .....	8
SPECIAL INSTRUCTIONS ASSISTING THE MOBILITY IMPAIRED .....	9
 APPENDIX	
I    CERTIFIED FIRE WARDENS.....	10

# 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  
STEVE CANNON

ASSISTANT FIRE SAFETY DIRECTORS  
MOSES SOSA

BUILDING EMERGENCY RESPONSE PERSONNEL

STEVE CANNON

MOSES SOSA

MICHAEL KENT

MICHELLE WEISHIEMER

GILBERT MONTALVO

SECURITY

FIRE WARDENS

See page APPENDIX I

## EMERGENCY PROCEDURES

### 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 is 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 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.

## RESPONSIBILITIES

### **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.

### **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.

## APPENDIX I

### CERTIFIED FIRE WARDENS Rev. 2-4-2010

	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	
<b>2<sup>ND</sup> FLOOR</b> Vacant			
<b>3<sup>RD</sup> FLOOR</b>			
300	Ceridian Corporation	Chris Armstrong Stephanie Campbell	
350	CB&I	Stan Russ Tina R. Jones Robert W. Andersen	
<b>4<sup>TH</sup> FLOOR</b>			
400	CB&I	Brenda Dorsey Corrie Harris Gregory Hoffman Jennifer Judice Laura Heroman Ryan Turnbow Steve Walker Vickie Walters	
<b>5<sup>TH</sup> FLOOR</b>			
500	CB&I	Natascha Pope Ron Hubert Roger Tijerina Kaitlyn L. McDaniel Dustin M. Cast Chris E. Cagle	
5074			
<b>6<sup>TH</sup> FLOOR</b>			
600	CB&I	Steven Lehrer Rita Burns Michael E. Heard	
625	Ecology & Environment, Inc.	Lisa Richard	
630	TEXPERS	Julie Nguyen Arlene Truong	
<b>7<sup>TH</sup> FLOOR</b>			
700	Ross,Banks,May,Cron&Cavin	Derrith R Wieman Nancy Salas	
725	CountryWatch Inc.	Vicki Sanditen Wayne Mathews	
740	GIEO	Serkalem Adigeh	
750	eFORCE, Inc.	Gaurav Sharma Nellaiyappan Gomath	
<b>8<sup>TH</sup> FLOOR</b>			

800	ACE American Insurance	Rene Scott		
		Linda Coleman		
		Saadia Yamin		
<b>9<sup>th</sup> FLOOR</b>				
900	ACE American Insurance	Shelli Pierce		
		Larry N. Quinones		
		Courtney M. Nichols		
<b>10<sup>th</sup> FLOOR</b>				
1000	First Endowment Development Corporation d/b/a Paul Comstock Partners	Karen McNeil		
		Julie A. Choate		
1010	Premium Travel Services, Inc. (Resort Quality Controls)	Ralph Alvarez		
		Derrick Griffin		
1020	Hargis & Harpold, LLP	Heather Rentrop		
		Hiana Garza		
1050	Management Office	Steve Cannon		
		Michael Kent		
		Michelle M. Weishiemer		
		Corinna A. Sadler		
		Moses M. Sosa		
1052	IBM	Vacant		
1080	Lawrence B. Chapman, PC	Lawrence B. Chapman		
<b>11<sup>th</sup> FLOOR</b>				
	CB&I	Ben Gutierrez		
		Mark Baranosky		
		Michelle Gonzales		
		Ryan Fetscher		
		Lorena Mata		
		Steve Waller		
		Ezzat H. Onn		
<b>12<sup>th</sup> FLOOR</b>				
	CB&I	Alexandra Scatturice		
		Carlos Porras		
		Charlotte Hall		
		Debi Hudson		
		Deborah Carver		
		Jose Salazar		
		Ryan Gaines		
<b>13<sup>th</sup> FLOOR</b>				
	CB&I	Byron Ewald		
		Dawn Pomerville		
		Elizabeth Priestler		

		Frank Rodriquez		
		Georgina Lavallee		
		Lorenzo Martinez		
		Teri Fox		
		Joel Reyna		
<b>14<sup>th</sup> FLOOR</b>				
		Jessica Adams		
		Valerie O. Mouton		
		Marie Tipton		
<b>15<sup>th</sup> FLOOR</b>				
	IBM	Sheilla S. Davis		
		Mike W. Talus		
		Libertad Leal		
<b>16<sup>th</sup> FLOOR</b>				
1600	IBM	Tracy Hester		
		Jackie C. Warren		
		Janice F. Gallagher		
<b>17<sup>th</sup> FLOOR</b>				
1750	Trip.Net Inc.	Marlene Soughayar		
	Page, Murphree, Byerly, & Hansen	Martha E. Barrera		
1780	DKRW Advanced Fuels	Beth Morris		
		Taffy Bowerman		