

Kearns Building Emergency Procedures Manual



INTRODUCTION

The management of this building has compiled this manual to help ensure the safety of the building occupants in the event of an emergency.

The material in this manual serves as guideline for your firm in the event of a building wide emergency. Additional procedures have been outlined for Bomb Threat, Medical Emergency, Civil Disorders, etc., are recommendations only. For further legal requirements and information regarding such situations, refer to the appropriate agency.

Emergency Pre-Fire Planning and Evacuation Requirements as set forth therein. Owners, managers, operators, administrators, and tenants of each building shall comply with these requirements.

This manual and its contents shall remain the property of the building and be made readily available to members of the Salt Lake City Fire Department upon demand.

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EMERGENCY PHONE CONTACTS

EMERGENCY SERVICES

Police Department	911
Fire Department	911
Paramedic/Ambulance	911
Bomb Squad	911
Poison Control	(800) 222-1222

BUILDING MANAGEMENT SERVICES

Property Manager	Amanda Gushard	(702) 767.1374
Engineer Manager	Bobby Perkins	(435) 640.9244
Building Security		(385) 910.3368
Building Office		(801) 359.7522

UTILITIES SUPPORT SERVICES

Electrical Concerns – Rocky Mountain Power	(877) 508.5088
Water Concerns – SLC Public Utilities	(801) 483.6900
Gas Concerns – Dominion Energy	(800) 323.5517



FIRE PROCEDURES

PROCEDURES FOR FIRE / SMOKE

IF YOU DISCOVER A FIRE OR SMOKE:

1. **CLEAR** anyone in immediate danger and **CONFINE** the fire by closing all doors to the area.
2. **ACTIVATE** the manual pull station to sound the fire alarm and **CALL THE FIRE DEPARTMENT AT 9-1-1.**

Give the following information:

Building Address: 136 S Main Street, Salt Lake City, UT 84101

Nearest Cross Street: 100 South & Main Street

Floor/Suite Number: _____

Nature of the Emergency: _____

Your Call Back Number: _____

NOTE: DO NOT HANG UP UNTIL THE EMERGENCY OPERATOR DOES SO FIRST.

3. **FIGHTING THE FIRE: (The building policy is not to attempt to fight fires)**
4. **EVACUATION:** Proceed to the safest exit or stairwell and begin to evacuate, unless told to otherwise by building staff or Fire Department.

My Floor Warden is: _____

My nearest exit is: _____

My secondary exit is: _____

IF TRAPPED INSIDE YOUR OFFICE OR ROOM:

- Wedge cloth along the bottom of the door to keep out smoke.
- Close as many doors as possible between you and the fire.
- Use telephone (if available) and notify Fire Department of your problem.
- Break window only as a last resort, as it will become impossible to close it if necessary.

Smoke detectors are provided for your personal safety. Anyone, who willfully and maliciously tampers with, damages, breaks, or removes any required smoke detector, shall be guilty of a gross misdemeanor. Any person who willfully and maliciously sends, gives, transmits, or sounds a false alarm of fire is guilty of a gross misdemeanor.



FIRE PROCEDURES

FIRE ALARM SOUNDING PROCEDURE

UPON HEARING A FIRE ALARM

1. If leaving a room, feel the doors with the back of your hand before opening them and do not open any that are hot. Remember to close doors behind you, but do not lock them.
2. Do not return to your workspace for personal items.
3. If smoke is present, stay low. The best quality air is near the floor. Do not attempt to run through heavy smoke or flames.
4. Do not use elevators. If you are in an elevator when the alarm sounds, do not push the emergency stop button, the car will continue to the appropriate floor and the doors will open so you may exit.
5. Proceed to the safest stairwell and exit the building, unless told to do otherwise by your floor warden or building staff.

NOTE: You may be called upon to assist the floor warden with people who may require assistance on your floor.

NEVER - consider an alarm sounding as false or "a test". **ALWAYS evacuate.**

This building utilizes manual alarm pull stations located at: * stairwell (red in color).

Activation is caused by: (operation) Pulling in a downward motion

The system will alert: The entire building

The sound emitted is that of: Whoop (sounding)

**Locations of pull stations may vary from building to building; we encourage you to locate the pull station nearest to your Suite.*



FIRE PROCEDURES

FIRE TYPES - PORTABLE EXTINGUISHER USE

Elements of a Fire

There are three components of fire: fuel, heat, and oxygen. The removal of any one of these components will result in extinguishing the fire.

Classes of a Fire

Fires are classified into four basic groups or classes according to the material involved. It is important to know the various classes of fire, because the class of fire will determine the appropriate type of fire extinguisher to use to **safely** extinguish the fire.

Class A: Fires in ordinary solid combustibles (such as wood, cloth, paper, rubber and plastics) are most efficiently extinguished by use of a penetrating cooling agent. Water is the best material commonly available for this purpose.

Class B: Fires involving flammable liquids are best extinguished by surface acting agents such as a dry chemical, which breaks up the chemical reaction.

Class C: Fires involving energized electrical equipment, appliances, and wiring must be extinguished by use of a NON-CONDUCTIVE extinguishing agent that protects against electrical shock.

Class D: Fires in combustible metals such as magnesium, lithium, potassium, Etc.

Points to Note:

The first few minutes in addressing a fire situation are the most critical to effect the overall outcome of the emergency. If immediate notifications to the appropriate emergency response personnel or agencies are made, the chances of the fire being quickly and effectively extinguished are very good.

Extinguisher Types

Class "A" Types: Air pressure water tank
Hand pump water tank
Fire hose lines
Multi-purpose (ABC) dry chemical extinguishers

Class "B" Types: Pressurized dry chemical
Carbon Dioxide
Halon
Multi-purpose (ABC) dry chemical extinguishers

Class "C" Types: Pressurized dry chemical

Carbon Dioxide
Halon
Multi-purpose (ABC) dry chemical extinguishers



FIRE PROCEDURES

How to Use Fire Extinguishers

The basic operation involves choosing the correct extinguisher for the type of fire and, using it quickly.

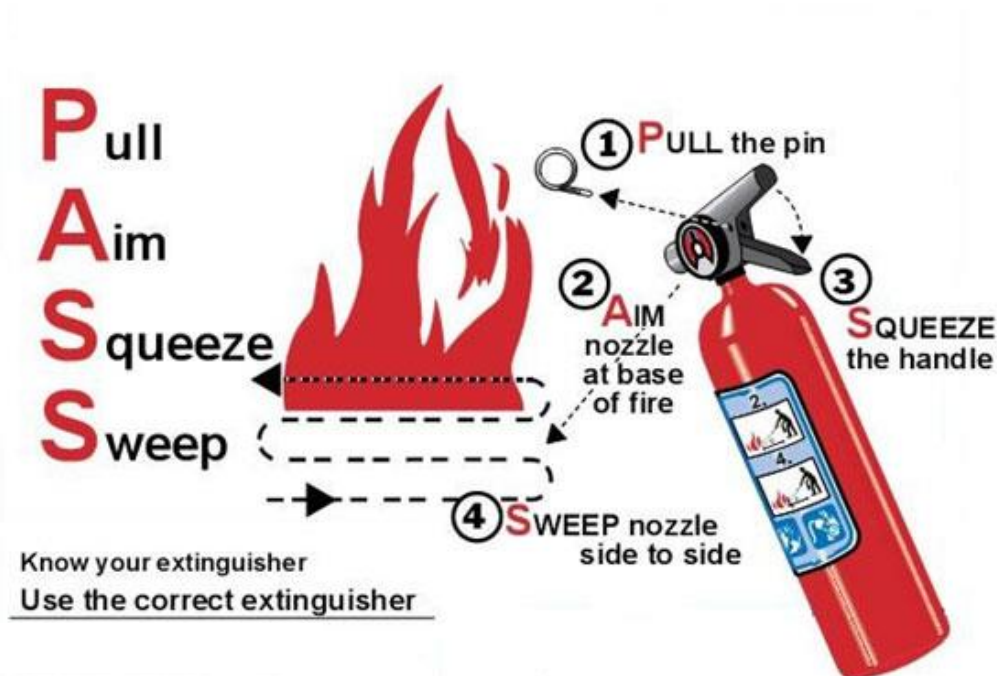
A good way to remember how to use an extinguisher is utilizing the **P.A.S.S.** Model as follows:

- P** - Pull the safety pin (usually a twist-pull action)
- A** - Aim the nozzle, horn or hose at the base of the fire
- S** - Squeeze the trigger handle
- S** - Sweep from side to side

Points to be aware of:

1. NEVER place a USED fire extinguisher back in its cabinet. It should be recharged to ensure that it is ready for use.
2. ALWAYS keep a safe distance between you and the fire keeping your back to an escape route.

For more information go to: www.fire-extinguisher101.com



EVACUATION PROCEDURES

EVACUATION: “to withdraw from a place in an organized way especially for protection”.

The emergency movement of people is best accomplished in a supervised manner. Personnel trained on proper evacuation methods will make relocation of any number of people a safe operation.

RELOCATION: “The act or process of moving from one place to another”.

Standard Evacuation:

Evacuation should be **immediate** upon alarm activation. This requirement stems from the Fire Department’s need to capture the stairwell and use it for firefighting purposes, which is difficult when people are moving around in it.

Once evacuation has taken place, the Floor Wardens and/or Suite Monitors will take a head count. Ask occupants/employees if everyone has evacuated. Review your employee lists. Make sure all visitors are accounted for. Floor Wardens and Suite Monitors will report any missing occupants and the location of the physically impaired to Building Staff or Fire Department Personnel.

Defend in Place:

In certain circumstances it may be impossible for you to leave your floor or office. If this happens:

1. **DO NOT PANIC.**
2. Close as many doors as possible between you and the fire.
3. If possible, wedge cloth material along the bottom of the door to keep smoke out.
4. **CALL THE FIRE DEPARTMENT AT 9-1-1**

Give the following information:

Building Address: 136 S Main Street, Salt Lake City, UT 84101

Nearest Cross Street: 100 South & Main Street

Floor/Suite Number: _____

Nature of the Emergency: _____

Your Call Back Number: _____

NOTE: DO NOT HANG UP UNTIL THE EMERGENCY OPERATOR DOES SO FIRST.

5. Stay where you are. Help is on the way.
6. Break the window only as a last resort as it will become impossible to close it if necessary.

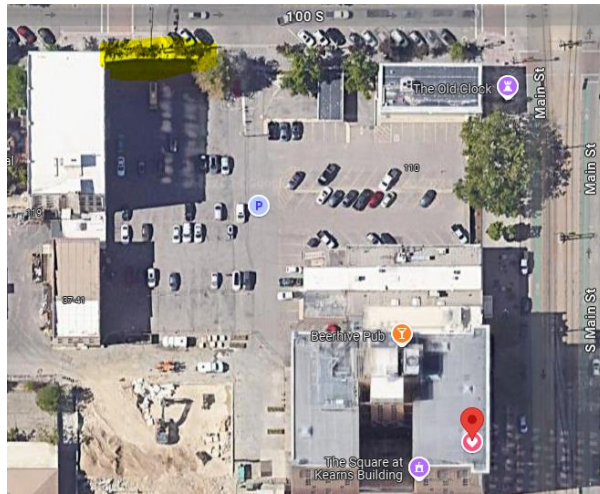


EVACUATION PROCEDURES

SAFE REFUGE AREA INFORMATION

Upon hearing the alarm on your floor, occupants will proceed to the safest Exit or Stairwell and begin evacuation to the Safe Refuge Area.

Occupants will wait for further instructions at the Safe Refuge Area. **The designated Safe Refuge Area is located at least 200 feet from the building** (shown highlighted yellow below). Floor Wardens and/or Suite Monitors will take a head count at the Safe Refuge floor/Area.



STAIRWELL SAFETY INSTRUCTIONS

Stairwells: The Building is equipped with two stairwells located on the East and West of the corridor on either side of each floor's elevator lobby. The East stairwell runs from the 10th floor to the Main lobby on the 1st floor and the West stairwell runs from the 10th floor to the 2nd floor where you must cross over to the East side and travel down the Grand Staircase.

In evacuating the building, it is important for all occupants to follow safe stairwell procedures:

- Respond to the safest stairwell or exit. **DO NOT USE THE ELEVATORS.**
- Remain quiet and calm. Please keep talking to a bare minimum.
- Remove high-heeled shoes to avoid tripping, (carry them with you).
- Use handrail that is most continuous, (usually inside rail).
- Keep to one side. Walk in single file. Emergency Personnel will be coming up the stairs.

Occupant Emergency Instructions

- Move quickly, but do not run.
- Allow others to enter into stairwell flow, but do not unnecessarily hold up traffic.
- Gain assistance for those who are slower moving or physically impaired.
- Evacuate and proceed to a safe refuge area.
- All injuries should be treated at stairwell landings when required and safe to do so.
- Do not spread false information, rumors, etc.
- Complete evacuation. Do not congregate in stairwell.

EVACUATION PROCEDURES

PEOPLE REQUIRING ASSISTANCE

The Fire Department requires an updated list indicating the name, location and nature of disability of each person who is physically impaired. For the purpose of this procedure, any person with a disability (temporary or permanent), or any condition that would require them to need assistance during an evacuation is considered physically impaired.

Physically impaired may include but is not limited to:

- Persons confined to wheelchairs.
- Persons dependent on crutches, canes, walkers, etc.
- Persons recovering from surgery.
- Pregnant women.
- Persons with significant hearing or sight impairment.
- Extreme cases of obesity.

Persons who are physically impaired could be further defined as anyone who without the assistance of another person. Would have difficulty evacuating or relocating to a safe location either inside or outside the building or would slow down the evacuation of other occupants within the building.

Every individual placed on the physically impaired list must be assured that information provided to building management will be kept confidential and is to be used only to provide safe and quick evacuation in emergency conditions.

ASSISTANTS TO THE PHYSICALLY IMPAIRED must be assigned prior to an emergency. Those assigned must know the Safe Refuge Areas outside the building and know how to best assist the occupant who is physically impaired.

Upon hearing the fire alarm, the Assistants for the physically impaired and the occupant who is physically impaired should meet and proceed to the nearest and safest stairwell.



Enter the stairwell last and if it is safe to do so, wait on the landing. One Assistant or the Floor Warden will notify Building Staff of your exact location, (Floor and Stairwell number). If further evacuation is necessary, assist the person to the outside Safe Refuge Area.

EVACUATION PROCEDURES

SPECIAL INSTRUCTIONS FOR THE PHYSICALLY IMPAIRED

The following information should be distributed to all occupants who are physically impaired:

PRE-EMERGENCY ACTIONS:

1. Prior to an emergency select two assistants to assist you in an emergency. Supply this information to the Fire Safety Director. Meet with the assistants to discuss your special needs in case of an emergency. Be sure to tell them how best to assist you. Remember you are the expert on your own personal condition.
2. Decide on a meeting spot. For example, at your desk or at a designated stairwell.
3. If applicable, have assistants be familiar with the various lifts and carries.

EVACUATION FOR THE PHYSICALLY IMPAIRED DURING A FIRE EMERGENCY:

1. Upon hearing the fire alarm, meet with your assistants.
2. Proceed to the nearest safe stairwell.
3. Enter the stairwell last and remain on the landing. Be sure to close the door behind you. One assistant should notify Building Staff or Fire Department Personnel of your location. For example, on the third floor in stairwell number two. The other Assistant will remain in the stairwell with you. If further evacuation is necessary the Assistant may assist you to the Safe Refuge Area outside of the Building.
4. Remain calm. Help is on the way. The Fire Department's first priority is rescuing People.

Listed below are some things that you can do for yourself if you are alone during an emergency:

1. Proceed to the stairwell and enter. Instruct all others who are exiting to tell the Fire Department what floor and which stairwell you are in.
2. Be prepared to ask for assistance. Tell them what your condition is and be prepared to give instructions on how you can best be helped.



IF YOU CANNOT LEAVE YOUR OFFICE:

1. **DO NOT PANIC.**
2. Close as many doors as possible between you and the fire.
3. If possible, wedge cloth material along the bottom of the door to keep smoke out.

EVACUATION PROCEDURES

4. **CALL THE FIRE DEPARTMENT AT 9-1-1**

Give the following information:

Building Address: 136 S Main Street, Salt Lake City, UT 84101

Nearest Cross Street: 100 South & Main Street _____

Floor/Suite Number: _____

Nature of the Emergency: _____

Your Call Back Number: _____

NOTE: DO NOT HANG UP UNTIL THE EMERGENCY OPERATOR DOES SO FIRST.

5. Stay where you are. Help is on the way.
6. Break the window only as a last resort as it will become impossible to close it if necessary.

WHAT THE PHYSICALLY CHALLENGED NEED TO KNOW

The first thing you should tell the person helping you is how they may best assist you!

Remember:

1. You are the expert on your own personal condition.
2. Meet with the people you work closely with to discuss your special needs in the case of an emergency.
3. Remember - In an emergency there may be no time to discuss what is best!
4. Smoke is what kills most people during a fire.
 - You should check or have some check your home's smoke detectors regularly.
 - Participate in fire drills where you live and work.
 - If you are physically challenged, you may not be able to get out without assistance during a fire or other emergencies.

During an emergency, do not hesitate to inform other that you need assistance. Tell them what your condition is and be prepared to give instructions as to how you can best be helped.

Note: A copy of the "Evacuation for People Who May Need Assistance" section should be given to anyone on the Physically Impaired List and their Monitors.



EARTHQUAKE PROCEDURES

DURING AN EARTHQUAKE: REMEMBER; DUCK, COVER & HOLD.

1. Get under a desk, table or other sturdy object and hold on; or brace yourself against a wall in the core of the building. Protect your head.
2. Stay away from windows, bookcases, filing cabinets and any objects that may fall or shatter.
3. Do not dash for exits, since stairwells may be damaged. Do not use elevators until they are checked for safety.
4. Do not smoke or use matches or lighters in case of gas leaks.
5. Do not be surprised if electricity goes off.

NOTE: DOORWAYS SHOULD NOT BE USED AS A SAFE REFUGE.

If you are in an elevator, sit on the floor or brace yourself against the wall. Remain calm - the elevator is designed not to fall. Additionally, the elevators in this building are equipped with seismic sensors. Once the seismic sensor is activated, elevators will move to the nearest floor below and the doors will open and elevators will shut off. Elevators cannot be used again until inspected and reactivated by an elevator mechanic.

If you are outside: Stay there. Move away from structures, power poles, lampposts or retaining walls that could fall during the quake and avoid fallen electrical lines. If possible, move to an open area.

AFTER AN EARTHQUAKE:

Cooperate with Property Management and Public Safety Officials. **BE PREPARED FOR AFTERSHOCKS.**

1. Check for damage. Carefully inspect your areas for damage and potentially dangerous situations.
2. Limit Telephone use. Keep lines clear for emergency communication only.
3. Check for injured persons, and do not move injured persons unless absolutely necessary.
4. Alert property management or floor wardens for anything requiring their immediate attention.
5. Locate a battery-powered radio to receive important instructions or information.



EARTHQUAKE PROCEDURES

WHEN CAN OCCUPANTS GO HOME

It is best that in case of an earthquake or community wide disaster during normal working hours, all occupants should remain at work. It may be too dangerous to attempt to go home right away. Encourage occupants to listen to radio reports for areas and roads that have sustained damage. Discourage leaving until they know roads are undamaged and traffic is moving. Encourage occupants to assist Wardens as necessary.



OTHER EMERGENCIES

MEDICAL EMERGENCY PROCEDURES

When notified of a medical emergency:

1. Obtain the following information:
 - The victim's name.
 - The victim's location.
 - The nature of the emergency.
 - A call back number.

2. Notify the Paramedics 9-1-1 and give the following information:
 - The building address:
 - Cross Street:
 - The nature of the emergency:
 - The victim's general condition and location:

IMPORTANT: DO NOT HANG UP UNTIL THE 9-1-1 OPERATOR DOES SO FIRST.



OTHER EMERGENCIES

BOMB THREAT PRODEDURES

UPON NOTIFICATION OF A BOMB THREAT

Notify the Police Department. Dial "911".

1. Notify the proper authorities
Police Department 911
Building Office (801) 359.7522

Give exact location and all known facts.

YOU WILL BE GUIDED THE INSTRUCTION OF THE POLICE DEPARTMENT!

2. Insure that threat conversation is documented as accurately as possible and as soon as practical. To assist the Police and as an aid to completing reports, use the "BOMB THREAT CHECKLIST" for guidance.

A quick visual search is advisable and should be accomplished by those familiar with the effected area. **Look and listen.** If lights are found off, leave them off and use a flashlight if one is available.

Any and all strange objects out of place should be "Suspect". Do not attempt to handle or move any object, which may be considered suspicious.



BOMB THREAT CHECKLIST

(KEEP THE CALLER ON THE PHONE AS LONG AS POSSIBLE)

Name of Operator, or person receiving call: _____

Date of call: _____ Time: _____ () am () pm

Questions to ask:

When is the bomb going to explode? _____

Where is the bomb right now? _____

What kind of bomb is it? _____

What does it look like? _____

Why did you place the bomb? _____

Origin of call:

Local () Long Distance () Phone Booth () Internal ()

Identity of Caller:

Voice:

- | | | | |
|-------------------------------------|-----------------------------------|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Loud | <input type="checkbox"/> Soft | <input type="checkbox"/> Fast | <input type="checkbox"/> Slow |
| <input type="checkbox"/> High Pitch | <input type="checkbox"/> Deep | <input type="checkbox"/> Distant | <input type="checkbox"/> Distorted |
| <input type="checkbox"/> Raspy | <input type="checkbox"/> Pleasant | <input type="checkbox"/> Stutter | <input type="checkbox"/> Good |
| <input type="checkbox"/> Nasal | <input type="checkbox"/> Poor | <input type="checkbox"/> Intoxicated | <input type="checkbox"/> Foul |

Accent:

- Local
 Foreign
 Regional
_____ (Type)

Manner:

- Calm
 Angry
 Rational
 Incoherent
 Irrational
 Emotional
 Coherent
 Deliberate
 Nervous Laugh
 Self-Righteous

Background Noise:

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> Office Machines | <input type="checkbox"/> Trains |
| <input type="checkbox"/> Factory Machine | <input type="checkbox"/> Music |
| <input type="checkbox"/> Animals | <input type="checkbox"/> Quiet |
| <input type="checkbox"/> Airplanes | <input type="checkbox"/> Voices |
| <input type="checkbox"/> Street Traffic | <input type="checkbox"/> Other _____ |

DETAILS: _____

Who did you inform about the call? _____

If the caller seemed familiar with our plant, building, or operation, indicate how: _____

As best as you can, write what the caller said: _____



OTHER EMERGENCIES

POWER OUTAGE PROCEDURES

"Assemble your monitors together and assess your resources. Send your elevator monitor to the elevator lobby to stop people and to listen for possible people trapped in an elevator. Carry out 1-6 below as needed."

1. Determine need to evacuate.
2. If possible, notify Building Management at (801) 359.7522.
3. Turn on battery powered radio to find out what is happening in your area.
4. Unplug all electrical equipment, TV sets, computers, and turn off light switches unless needed.
 - ***WHEN POWER RETURNS IT MAY SURGE AND BLOW OUT LIGHTS AND ELECTRICAL EQUIPMENT LEFT ON.***
5. Open window shades to provide natural lighting.
6. If evacuation is necessary, use flashlights or light sticks to evacuate to your designated area.



OTHER EMERGENCIES

CIVIL DISORDERS PROCEDURE

In the event of an impending civil disorder emergency follow the steps outlined below for the safety of the building tenants:

1. Advise employees to stay out of corridors and to remain in their offices.
2. Advise employees on lower floors to stay away from the outside windows whereas injury may occur from objects being thrown from the streets.
3. Notify employees in offices to lock doors leading from hallways if unauthorized persons have entered the building or corridors.
4. Notify building management over the telephone if unauthorized persons have entered the building or corridors.
5. Upon orders a signal will be given to evacuate the building, follow the procedures in the evacuation section of this manual.

CAUTION

Evacuation order shall include precise ground level -exiting instructions based on existing conditions at such level(s).

When the building management receives information that the emergency has ended and it is safe to go into the lobby of the building or the streets, this information will be passed on to all tenants by the building Fire Safety Director.

Any specialized procedures for the ground floor tenants shall be pre-planned by and under the direction of the building Fire Safety Director or the Alternate Fire Safety Director.



OTHER EMERGENCIES

WORKPLACE VIOLENCE PROCEDURE

Be alert to early warning signs of violence, such as angry outbursts, combativeness, and overreaction to seemingly minor issues. Indications of drug or alcohol abuse and displays of intolerance or social withdrawal are also early warning signs. Keep Property Management advised of any potential violent behavior. Should you feel threatened by an angry or suspicious person, remove yourself from the situation and **call 911**.

Indicators of when to call 911:

- Verbal or written threats that would cause harm to a person or property
- Physical threats or acts of violence to a person or property
- Threat or evidence of a weapon
- Rage or severe mood swings
- Drug- or alcohol-induced state

Active Shooter

An **active shooter** is an individual actively engaged in killing or attempting to kill people in a confined space or other populated area. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Active shooters usually will continue to move throughout building or area until stopped by law enforcement, suicide, or other intervention.

General Response

- **Call 911 WHEN IT IS SAFE TO DO SO!**
- If you suspect a potential active shooter situation, Call 911 when it is safe to do so. You must quickly determine the most reasonable way to protect your own life. If there is an accessible escape path, attempt to evacuate the premises.
- Always have an escape route and plan in mind even if you are just visiting. And, make sure to leave your belongings behind and keep your hands visible.
- If evacuation is not possible, you should find a place to hide where the active shooter is less likely to find you. Block entry to your hiding place and lock the doors. Use heavy items to barricade yourself if possible. And, remember to remain quiet and silence your cell phone or pager.
- As a last resort, and only when your life is in imminent danger, you should attempt to incapacitate the shooter by acting with physical aggression and throwing items at the active shooter.
- If you are a manager or uniformed official, employees and customers are likely to follow your lead. So, it's essential that you remain calm and take immediate action. The key is to be aware of your environment and any possible dangers.
- However, if you do need to respond, remember: try to evacuate. If you cannot evacuate, then hide. As a last resort, take action.



BUILDING EMERGENCY STAIRWELLS AND EXITS

Please review Safe Area Refuge with your respective Floor Warden/Suite Monitors.

In the event it becomes necessary to evacuate the building, all occupants will proceed to the safest stairwell and out the building to the Safe Refuge Area. Follow direction of the Floor wardens, and/or building staff.

Upon arriving at your emergency relocation (Safe Area Refuge), Floor Wardens/Suite Monitors will then take a head count. Remain at the area until further instructions are received by the Fire Safety Director and/or on scene Emergency Responders.

Remember to always precede no less than 200 feet from the building during any fire emergency.

STAIRWELL SAFETY INSTRUCTIONS

- Move quickly, but **DO NOT RUN.**
- Go to safest designated stairwell or exit. **DO NOT USE ELEVATORS**
- To prevent injury, remove high heels or slick-soled shoes and carry down the stairs.
- Use the handrail, which is most continuous, usually the inside or core is the best to use.
- Assist those people who are slower moving or handicapped.
- Dispel any false information or rumors to prevent panic, and do not use the word "Fire".
- Treat any injuries incurred in the stairwell at the nearest floor landing when required, if practical and safe to do so.
- Do not congregate in the stairwell; keep moving to Safe Refuge Area.



BUILDING SYSTEMS AND EQUIPMENT

EMERGENCY SYSTEMS

FIRE EXTINGUISHERS

The fire extinguishers are A.B.C. type, *red in color* and are located in unlocked cabinets throughout the building.

FIRE CONTROL ROOM

Located on the first floor of the Building; the Fire Control Room contains a Remote Monitoring Panel, and the Building Fire Control Panel.

Systems Monitored

1. Pull stations
2. Smoke and duct detectors
3. Elevator lobby smoke detectors
4. Fire Sprinkler System

ANNUNCIATOR PANEL

The primary function of the panel is to monitor various detector and manual alarm devices throughout the building and to signal their locations upon activation. The use of indicator lights (LED'S) and buzzer accomplish this. Special indicator lights will signal only for "trouble" within the individual system.

FIRE ALARMS

Fire warning systems provide a means of alerting the building occupants. In no cases in Salt Lake City, are fire alarms connected directly to the local Fire Department-a telephone call must be made. The system is engineered to emit a loud "whoop" tone and will activate flashing strobe lights throughout the building. A fire alarm signal is annunciated at the Fire Annunciator Control Panel and at the offsite monitoring company.

MANUAL PULL STATION

To operate, pull in a downward motion. Manual pull stations are located near each emergency stairwell on each tenant floor and in the common corridors and at each elevator lobby. Upon activation they will cause audible and visual alarms (strobes) throughout the building.



BUILDING SYSTEMS AND EQUIPMENT

FIRE DEPARTMENT LOCK BOX

The Fire Department lock box (red in color) is located in a secure location on the exterior of the Building.

HEATING VENTILATION AND AIR CONDITIONING (HVAC)

In the event of any emergency alarm activation, the entire HVAC system will automatically shut down.

ELEVATOR LOBBY SMOKE DETECTORS

Specially placed smoke detectors located in all elevator lobbies (per tenant floor) are activated by smoke particles (fire indication). Its basic function is to immediately and automatically remove all elevators from service by returning them to a ground-floor level, non-stop. At that time, the doors will open and the car will become deactivated until manually reset. When activated:

1. Automatically returns elevators to ground level.
2. Sound audible alarm on all floors.
3. Annunciate alarm panels at the Fire Control Room and off site monitoring facility.

EMERGENCY LIGHTING

When the building experiences a power failure the buildings battery back-up will activate to supply limited power in the following areas:

1. Emergency lighting.
2. All emergency exit signage lighting.
3. Staggered lighting in common corridors. Staggered lighting in tenant spaces.
4. Emergency power to annunciation panels, and fire detection systems at the Fire Control Panel.

In a fire emergency, upon activation of an elevator lobby smoke detector, all elevators will be automatically recalled to the main lobby floor.

In an earthquake, all of the elevators will stop momentarily then move up or down to the next floor (in direction of travel). Doors will open at that floor and elevators will remain there until inspected and reactivated by an elevator mechanic.

In a power failure, all elevators will stop momentarily. After the emergency generator activates, elevators will automatically recall to the Lobby Level. Then one elevator will operate in the normal manner.

Note: Elevators can also be manually recalled using the manual key switch located in the Lobby.

