Any person discovering fire, smoke, or any other emergency condition should without delay cause the transmission of a fire alarm by calling 911 or activating a fire alarm box. Notify the Fire Safety/E.A.P. Director or Fire Safety E.A.P. Warden that an alarm has been transmitted.

In the event that it becomes necessary to implement the building's Fire Safety or Emergency Action Plan, listen for and follow the directions given by the Fire Safety/E.A.P. Director/Staff and Emergency Response Personnel. Elevators should never be used in a fire. In all other circumstances, use the elevators only if and when directed to do so by the Fire Safety/E.A.P. Director/Staff or Emergency Response personnel.

Emergency Responses
- Shelter In-Place
- In Building Relocation
- Partial Evacuation
- Full Evacuation
Communications

- Communications methods to be used between EAP Director and building occupants
  - Primary: Class E PA system
  - Secondary: In person Brigade to EAP Wardens
  - If elevators in use, Intercom to elevators
  - Telephones if available

General Procedures

- On report of any emergency, first responder will call 9-1-1.
- EAP Director will direct a Deputy EAP Director to transmit the alarm on the street fire alarm box.
- EAP Director, Deputy EAP Directors, and EAP Brigade will report to the Fire Command Station.
- Deputy EAP Directors will recall all elevators to their main floors.
- EAP Director will establish communications with EAP Wardens, to determine exact location, type and extent of emergency, as well as status of floor occupants (endangered, trapped, evacuation, standby, stairwells being used if necessary, and special needs occupants and attendee Deputy EAP Wardens.)
- EAP Director will make an announcement over PA system.
- EAP Director will identify EAP personnel present and assign duties per plan and implement proper response procedures.
- All EAP personnel present will put on their arm bands identifying them as EAP personnel.
- EAP Director will have available for FDNY the floor plans for the building, the EAP manual, the building information card, the master keys, elevator keys, and stair reentry keys.
Evacuation Routes

- Primary Evacuation Route for floors SB-22: Exit toward Broadway side of bldg via Stairwell B to Morris St. exit or via Elevator Bank EE to Lobby.
- Alternate Evacuation Route for floors SB-22: Exit toward Greenwich side of bldg via Stairwell C to Morris St. exit or via Elevator Bank CC or DD to Lobby.

Elevators and Stairwells

- All elevators must be recalled to main level and assessed for safety of use.
- Once cleared, elevators may be used for evacuation or relocation, operated by Brigade/Porters in manual mode.
- Deputy EAP Wardens will utilize the lock fail safe (door release) manually.
- Deputy EAP Wardens on each floor close all interior and fire doors on their final pass through the floor prior to relocating themselves.
- Brigade/Starters will assess all egress doors for safe usage.
PURPOSE AND OBJECTIVE

1. PURPOSE

Purpose is to establish a method of systematic, safe and orderly evacuation of an area or building by and of its occupants in case of fire or other emergency, in the least possible time, to a safe area by the nearest means of egress.

Also the use of such available fire appliances (including sounding of the alarms) as may have been provided for the controlling or extinguishing of fire and the safeguarding of human life.

2. OBJECTIVE

To provide proper education as a part of continuing employee indoctrination and through a continuing written program for all occupants, to assure the prompt reporting of fire, the response to fire alarms as designated, and the immediate initiation of fire safety procedures to safeguard life and contain the fire until the arrival of the fire department.

Means of Notification: Security desk telephone: (212) 961-4472, by activation of fire alarm system via audible, and visual, public address system. 24 hours/7 days.
DUTIES OF FIRE SAFETY DIRECTOR:

- Be familiar with written fire safety evacuation Plan
- Knowledgeable with fire prevention codes and local laws and regulations.
- Conduct scheduled fire evacuation drills
- Responsible for periodic fire team staffing, to insure evacuation team is updated to reflect changes in tenant population.
- DIRECTS fire evacuation operation.
- Knowledgeable to operate fire life safety system, in a competent manner.
- FULL responsibility for evacuation procedures in assisting the fire department before and upon arrival.
- Gathers reports of condition transmitted from evacuation team, directs evacuation via reports of conditions received, to insure safe path of egress.
- Stationed in the fire safety control center.
- Report conditions, process of evacuation and location of alarm to fire department personnel and fire chief.
- Upon activation of the fire alarm system, reports directly to the fire command station and directs the evacuation procedure as per the fire evacuation plan.
- Responsible to train and conduct fire safety programs in the instruction of the use of fire equipment and procedures to the brigade and fire evacuation team.
TENANT GENERAL INFORMATION FOR EVACUATION/ RE-ENTRY.

- Insure the fire alarm is activated
- Provide the following information when reporting an emergency:
  - Nature of problem
  - Location
  - Conditions of area, i.e. flames, smoke; intense heat, or an odor that leads you to believe there may be a fire condition
- Remain in the area to direct fire evacuation team. (Remain in the area only if there is no danger; however, contact the fire marshal and/or the fire safety director).
- Terminate all telephone calls and work functions.
- Time permitting, close all desk draws, file cabinets draws, storage cabinet doors (in order that evacuees and/or emergency services personnel will not run into these items in the dark or in heavy smoke conditions.
- Disconnect electrical equipment such as coffee pots, copier machines, shredders, fans, portable electric heaters, etc.
- DO NOT attempt to extinguish the fire, however, if there is no danger, remove any items away from the problem area in order to possibly minimize the spread if the fire.
- Leave office lights on.
- Close doors behind you; however, Do Not Lock The Doors.
- If, there is no danger, lock or take your valuables and outer garments
- Assemble with your work group and fire evacuation team.
- Keep conversation level down in order for everyone to hear further instructions prior to and during an evacuation.
- Prior to entering a stairway or any area, check the environment in the stairway by first feeling the door. If the door is hot, select another exit. (DO NOT OPEN THE DOOR)
- If, the door is not hot, open the door a few inches and visually check for smoke.
TENANT GENERAL INFORMATION FOR FIRE EVACUATION
OPERATIONAL SEQUENCE FOR FIRE ALARM SIGNAL — (continued)

Upon activation of any alarm signal, the location of the device activated is the initiating floor and the floor above. Example: A smoke detector is activated on the fifth floor and the floor above goes into alarm simultaneously.

Note: The floor in which the device is activated is referred to as the fire floor. In all alarm signals the audible signal will only be activated and clearly heard on the fire floor and the above floor.

VISUAL (FIRE STROBE LIGHTS)

Upon activation of any fire alarm devices, the fire strobe lights are activated on the 2nd floor west, 4th floor east side and 5th floor west side.

AUDIBLE FIRE ALARM SIGNALS

The audible and visual fire alarm signals are activated upon the activation of any fire alarm device.

TONE:

GENERATES THREE (3) BEEPING TONES, then a pause. The tone sequence repeats until the signal is acknowledged and silenced, or interrupted momentarily by keying the microphone to speak over the fire communication system. The audible signal sequence resumes.

IF COMMUNICATION FAIL

In the event communications fail, evacuate the fire floor in which the alarm is sounding to two floors above or two floors below the fire, or an area that is safest. Lower floors should evacuate to a pre-designated assembly area outside the facility. However, when possible, evacuate under the directives of the Fire Safety Director.
BUILDING FIRE STAIRWAYS:

Stairways: Total Five (5)

Type: Return type stairway is numbered on the occupancy and stairway side of the fire exit door.

Locations: Stairway (A) - Fire Tower, west of the elevator lobby.

  Stairway (B) - East of the elevator lobby. Stairway services each floor and leads directly to the exterior of the building.

  Stairway (D) - Cellar, sub-cellar, loading dock behind elevator number 9.

  Stairway (E) - Cellar, sub cellar, exit to first floor and east side of plaza.

  Stairway (W) - Cellar, sub cellar, exit exterior of building, west side.