

FOUR CHASEWOOD

TENANT EMERGENCY PROCEDURES

THREE CHASEWOOD TENANT EMERGENCY PROCEDURES

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I.

**FOUR CHASEWOOD
LIFE SAFETY SYSTEMS**

I. LIFE SAFETY SYSTEMS

Three Chasewood has been designed and constructed with the safety and security of the building's occupants in mind. The life safety equipment installed in Four Chasewood meets NFPA Code Requirements.

Life safety systems featured at Four Chasewood include the following:

1. Smoke detection and alarm systems on all floors which, when activated, produce an audible alarm and a visible alarm. The fire panel is being monitored 24 hours per day.
2. When an alarm system is triggered, an audible whooper will sound on the floor in alarm, the floor above and the floor below. In addition, all exit signs throughout the building will flash.

II.

FOUR CHASEWOOD

EMERGENCY PROCEDURES PLAN

3. Elevator cabs will automatically return to the ground floor when the alarm is activated from any floor but the ground floor. If the 1st floor alarm is activated, the elevators will go to the 2nd floor.
4. All-purpose fire extinguishers are located on each floor. in the cabinet by the stairwell doors.
5. The building is equipped with an emergency battery power emergency lighting. Emergency lights will provide for a safe environment to exit the building via the stairwells.
6. The entry doors are equipped with magnetic locks. When in service, these locks are designed to automatically release the doors in the event of a fire alarm.

II. EMERGENCY PROCEDURES PLAN

A. FIRE ALARM SYSTEM OPERATION

The Fire Control Room is located in the south corridor of the first floor lobby. The Fire Control Room provides monitoring of all fire alarm devices, manual and electronic.

The actuation of any manual or automatic device shall cause the following:

1. An alarm will sound on the floor where the device is actuated, one floor above and one floor below.
2. The sound of the alarm is an alternating tone.
3. The floor in alarm shall be indicated on the fire alarm panel located in the Fire Control Room.
4. All elevators serving the floors in alarm will automatically be recalled to the ground floor. They will remain at the ground floor and be unavailable for use, except by the fire department with the use of the fire service key, until the alarm system is reset. In the event the 1st floor is in alarm, the elevators will go and stay on the 2nd floor.
5. The HVAC system will automatically shut down on the affected floors if products of combustion are present in the air conditioning system.
6. All exit lights in the building will flash upon activation of an alarm.

B. EMERGENCY PROCEDURES PLAN ADMINISTRATION

Purpose

This emergency plan is established as an integral part of the official Four Chasewood response to emergencies. The contents of this plan are designed as an operational guide for the behavior, safety and protection of the tenants and visitors to the building.

Scope

As outlined on the following pages, this emergency plan establishes a sequence of response for recognizing, identifying and reporting the existence of specific emergency situations threatening the building and/or its occupants; and then provides for the safety and protection of endangered personnel and assets. When implemented and supplemented with appropriate instructions from the Property Manager (or his/her representative), this plan becomes an operational tool for effective and responsive action when occupants of the building are forced to cope with various emergency situations.

Duties and Responsibilities of Tenant Floor Wardens

Tenant Floor Wardens are the connecting links between the Property Management staff and their respective employees. As such, they have direct control and responsibility for all decisive matters relating to the safety of their employees during an emergency.

Tenant Floor Wardens must effectively execute the following:

1. Assume responsibility for communicating appropriate pre-planned emergency procedures data to all employees under their jurisdiction through orientation and/or company bulletin boards.
2. Be knowledgeable about what is not commonplace; i.e., unusual or foreign to the normal environment of their areas. This will allow qualified assistance in conducting searches and identifying suspicious items.
3. Notify Assistant Floor Wardens of a planned absence from the building.

Method for Reporting Changes in Tenant Floor Wardens and Assistant Floor Wardens

Because the Tenant Floor Wardens are a vital nerve in the response to an emergency in the building, interruptions in communications must be avoided. Any changes in the employment status of a Tenant Floor Warden should be reported in writing to the Property Management Office.

Testing of the Building's Emergency Plan Procedures

Various aspects of the building's emergency plan procedures will be tested on a deliberate, systematic and periodic basis, in accordance with instructions from the Property Manager or the Fire Department. Such testing will familiarize key personnel with their emergency duties and responsibilities, evaluate these duties and the emergency plan procedures and will help identify any existing deficiencies and the need to make official corrections or adjustments.

We recommend that the Emergency Plans be copied and distributed to all employees periodically.

C. EMERGENCY PROCEDURES PLAN FOR AFTER-HOURS

Fire Warden Procedure (if available):

1. Notify the Fire Department by calling **911** and give out the following information:
 - Your name and your telephone number
 - Address: **20329 State Highway 249 (Tomball Parkway)
Houston, Texas 77070**
 - Cross street: **Chasewood Park Drive**
 - Building name: **Four Chasewood**
 - Nature and location of problem
 - Provide other pertinent information
2. If notified by phone
 - Determine location by asking caller where they are located
 - Have caller evacuate by fire stairs and close all doors
 - Proceed with Step #1 above
3. Activate alarm if this has not occurred automatically, bringing elevators to ground floor.
4. Attempt to count the number of persons already evacuated.
5. Report problem to Property Manager by calling **281-320-0393**.
6. If possible, follow regular hours procedure with available personnel.
7. Attempt to extinguish the fire, **ONLY** if reasonable. Do not place yourself or others in unnecessary danger.
8. Evacuate.
 - Follow instructions provided in Fire Plan
 - Assist employees, as necessary
 - Close doors; do not lock
 - Use fire stairs
 - If smoky, crawl, taking short breaths
 - **Do not return without authorization**

Tenant Procedure

Upon discovery of problem:

1. Notify the Fire Department by calling **911** and give out the following information:
 - Your name and your telephone number
 - Address: **20329 State Highway 249 (Tomball Parkway)
Houston, Texas 77070**
 - Cross street: **Chasewood Park Drive**
 - Building name: **Four Chasewood**
 - Nature and location of problem
 - Provide other pertinent information
2. Notify Property Management Office **281-320-0393**
3. Attempt to extinguish, **ONLY** if reasonable. Do not place yourself or others in unnecessary danger.
4. Evacuate.
 - Follow instructions provided in Fire Plan
 - Assist employees, as necessary
 - Close doors; do not lock
 - Use fire stairs
 - If smoky, crawl, taking short breaths
 - **Do not return without authorization**

D. TENANT FIRE PROCEDURES

If you discover a fire or smoke, IT IS YOUR RESPONSIBILITY TO IMMEDIATELY :

1. RESCUE anyone in the immediate danger area. Take the person(s) down the hall to an exit.
2. CONFINE the fire by closing the door to the fire room as you leave.
3. ALERT the Fire Department at **911**.
4. Notify the Property Manager by calling **281-320-0393**. Report you location:

**Four Chasewood
Floor and Suite #
20329 State Highway 249
Houston, Texas 77070**

5. FIGHT the fire with an extinguisher if the fire is still small. If you are unable to extinguish the fire (or if fire is large; i.e., more than one object is burning), close the door and help with evacuation. Do not place yourself or others in unnecessary danger.

E. FIRE EMERGENCY / SAFETY PLAN

Emergency Fire Plan

Procedure:

In the event a fire or visible smoke is discovered, call the Fire Department immediately at 911 and report the fire. Notify your Floor Warden of the fire and location. The Floor Warden should then notify the management office at **281-320-0393**. In the event that the Floor Warden is not immediately available, the person discovering the fire should contact the management office at **281-320-0393**. At this time, the Floor Warden, Assistant Floor Warden (or person discovering fire) should designate persons to assist any handicapped persons on the floor. Have the persons assisting with the evacuation of the handicapped stay with the handicapped person until the emergency is over. **IN NO CASE SHOULD ELEVATORS BE USED, AS THERE IS A POSSIBILITY OF ENTRAPMENT. ELEVATORS WILL RETURN TO THE GROUND LEVEL IN THE EVENT OF A FIRE ALARM.**

Evacuation

An alarm will sound due to one of the following:

1. Smoke detection
2. Activation of the water flow alarm caused by a sprinkler head being activated.
3. Manual pull station being activated

There are no fire alarm pull boxes located in the tenant areas of the building. Should a fire be detected, the following procedures should apply:

1. Call the Fire Department **911**.
2. Go to the nearest pull box to alert the other tenants.
3. Floor Warden calls Building Management Office **281-320-0393**. (If Floor Warden is not immediately available, person discovering fire should report it to the management office.)
4. Call the Floor Warden(s).

All involved floors will receive both an audible and visual signal of the alarm. All tenants are to close their doors and report to the nearest stairwell upon hearing the audible alarm. Enter the stairwell so as to begin evacuation. Employees should remain quiet so that instructions may be heard. Floor Wardens will check all tenant areas while facilitating the orderly evacuation of all persons on their floor. Once again, Floor Wardens will designate persons responsible for assisting the handicapped. (Note: All elevators will automatically return to the ground floor. Do not use elevators for any reason.)

The floor on which the fire is located should be evacuated first, and all members of the Fire Brigade should do everything in their power to assist evacuating this floor. The floor above the floor on which the fire is located shall take second priority, and the floor below, third priority.

As the people evacuate, the Floor Wardens should instruct all persons to walk quietly down the stairs (merging alternately when two lines meet on floor landings) and proceed to exit to the street and/or through the lobby to the street. ALL PERSONS SHOULD BE INSTRUCTED TO WALK AWAY FROM THE BUILDING, OUT OF THE LINE OF POSSIBLE FALLING GLASS. TENANTS SHOULD PROCEED TO THE SOUTH PARKING LOT OF FOUR CHASEWOOD. The Floor Warden will then make one final round of his floor to make sure no one remains in the building. The Floor Warden will then vacate via the fire stairwell, closing the door firmly behind him.

Tenant Floor Wardens

1. Know locations of stairwells and exits. Direct tenants to the nearest stairwells.
2. Know location of and how to use fire-fighting equipment in his area.
3. Designate an alternate Floor Warden and notify that person when away from building.
4. Be responsible for fire prevention on your floor.
 - a. On a daily basis, check area for fire hazards.
 - b. On a daily basis, check all exits to ensure that they are free of obstructions.
5. Know where department assets and records are to be stored during an emergency evacuation (time permitting).
6. Keep updated list of all handicapped occupants who will need assistance during evacuation.
7. Make new employees aware of this Fire Safety Plan.

In the event of fire or fire alarm, the Floor Warden shall ascertain location of the fire and direct the evacuation of the floor in accordance with directions received and the following guidelines:

1. Establish communication with Building Management to report conditions on the floor and to receive instructions.
2. Begin evacuation if the fire is located on your floor.
3. Evacuation from other floors shall be instituted when conditions indicate such action.

4. Provide assistance to all handicapped occupants of the floor.
5. With other members of the team, search all restrooms, closets, storage rooms, etc., to ensure that all occupants have evacuated.
6. Make sure that all doors are closed but not locked.
7. Make sure that no one uses the elevators unless directed to do so by the Fire Department.

F. OTHER EMERGENCY PROCEDURES AND MEDICAL EMERGENCIES

Upon receiving notification that there is a "Medical Emergency," call for an ambulance or medical assistance; then immediately notify the Property Management Office **281-320-0393**, giving the following information:

- Your name and your telephone number
- Address: **20329 State Highway 249 (Tomball Parkway)
Houston, Texas 77070**
- Cross street: **Chasewood Park Drive**
- Building name: **Four Chasewood**
- Nature and location of problem
- Nature of the "Medical Emergency"
- Exact location and name of the sick or injured person
- Whether an ambulance or doctor has been notified
- Provide other pertinent information

If the sick or injured person requests that you call their doctor, please do so and notify the Property Management Office so assistance can be given to the doctor when entering the building.

Assign an assistant to stand by on the floor where the sick or injured person is located to meet the doctor and/or ambulance attendants at the elevator, and guide them to the sick or injured person.

If the sick or injured person is to be sent to a hospital, try to send a friend or fellow employee along to comfort the person and help them at the hospital until a relative arrives.

G. BOMB THREAT CHECKLIST AND REPORT FORM

SUSPECTED BOMB – SAFETY PRECAUTIONS

The Safety Precautions enumerated below are designed to acquaint you with the dangers inherent in the search, discovery and handling of "Suspected Bombs."

While some of the following Safety Precautions may seem elementary, do not dismiss them as unimportant, nor take them for granted. Adequate knowledge of these precautionary provisions may save your life, the lives of your fellow employees and tenants, and the lives of the individual customers and visitors who daily frequent the building.

1. Do not use radio equipment to transmit messages.
2. Do not "change the lighting conditions."
3. Do not smoke!
4. Do not accept the contents of any container as "bona fide," simply because it was delivered by "routine means."
5. Do not accept container markings and/or appearance as sole evidence of their content's identification and legitimacy!
6. Do not touch a "suspected bomb."
7. Do not shake, shock or jar a "suspected bomb."
8. Do not cover a "suspected bomb."
9. Do not carry a "suspected bomb."
10. Do not assume that a "suspected bomb" is of a specific (high explosive or incendiary) type.
11. Do not open any "suspicious" container or object!
12. Do not cut a string, cord or wire on a "suspicious" container or object!
13. Do not cut or remove the wrapper on a "suspicious" container!
14. Do not unscrew the cover of a "suspicious" container or object!
15. Do not move the "latch" or "hook" on the cover of a "suspicious" container or object!

16. Do not raise or remove the cover of a "suspicious" container or bottle!
17. Do not change the position of a "suspicious" container or bottle!
18. Do not place "suspicious" container or object into water.

H. BOMB THREATS / STANDARD OPERATING PROCEDURES

It has been proven that a large majority of bomb threat calls are false alarms, meant only to disturb or disrupt the normal work of a person or company. However, at no time should any call be regarded as just another false alarm. The following guide will be useful. When a call is received, there are several things to do:

1. Keep the caller on the line as long as possible. Ask the caller to repeat the message.
2. Obtain as much information from the caller as possible. An example of a bomb threat information sheet is included at the end of this section
 - a. Location of the bomb
 - b. Time of detonation
 - c. Outside appearance or description of bomb
 - d. Reason for planting the bomb
3. Tell the caller the building is occupied and it might cause the death of some innocent people.
4. Listen for background noises that might help determine the location of the caller.
5. At the conclusion of the call, immediately report the calls to the proper authorities at **911** and then the Property Management Office at **281-320-0393**, giving the secretary as much of the following information as possible:
 - Your name and your telephone number
 - Your location in the building
 - Address: **20329 State Highway 249 (Tomball Parkway)**
Houston, Texas 77070
 - Cross street: **Chasewood Park Drive**
 - Building name: **Four Chasewood**
 - Nature and location of problem
 - Provide other pertinent information:
 - Name of the "initial recipient"
 - Name of anyone "listening in" to the "threat"
 - Name of any employee "threatened" by the caller
 - Normal work location of any "threatened" employee
 - TIME the "Bomb" is supposed to explode
 - Exact LOCATION where the "Bomb" is supposed to be
 - OUTSIDE APPEARANCE or DESCRIPTION of the "Bomb"
 - REASON given for the "Bomb"
 - Time

6. Notify your supervisor about the "Bomb Threat Call."
 - a. Have all written records or notes of the "Bomb Threat Call" available for proper authorities to analyze and make a copy for the Property Manager.
 - b. **IMPORTANT:** "Open phone lines" are essential to effectively control this emergency. Please only make necessary calls.
7. Quickly and thoroughly search your company area for "suspicious, unusual or foreign items" ("Suspected Bombs") and report any findings, but do not touch, move, jar, disturb or cover any "suspicious items" that are found. Report any findings to the Property Management Office.
8. Evacuation:
 - a. If evacuation is necessary, as determined by the proper authorities the Property Management Office will notify you to evacuate.
 - b. **IMPORTANT:** If you determine that your Employees and Visitors are in imminent danger, and you cannot reach the Property Management Office in a reasonable length of time, you may determine it prudent to exercise your independent judgment to move or evacuate your personnel without being given specific routes to follow.
 - c. **IMPORTANT:** Identify and give priority to the movement or evacuation of nervous, emotional, ill and/or "handicapped" personnel.
 - d. If you "evacuate," establish and announce a "rendezvous point" or Employees' meeting place -- for personnel safety and control, communication of emergency and "re-entry" information and "roll call."

BOMB THREAT CHECKLIST AND REPORT FORM

INSTRUCTIONS:

BE CALM. BE COURTEOUS. LISTEN; DO NOT INTERRUPT THE CALLER. NOTIFY RECORDER OPERATOR BY PREARRANGED SIGNAL WHILE CALLER IS ON LINE.

QUESTIONS TO ASK:

1. When is bomb going to explode?
2. Where is bomb right now?
3. What kind of bomb is it?
4. What does it look like?
5. Why did you place the bomb?
6. Where are you calling from?
7. What is your name?

IDENTIFICATION OF CALLER: (CIRCLE AS APPROPRIATE)

Caller's identity: Male Female
Adult Juvenile
Age Years

Voice: Loud Soft High

Pitch: Deep Raspy Pleasant Intoxicated Other_____

Accent: Local Not Local Foreign Country

Speech: Fast Slow Distinct Distorted Stutter Nasal Slurred Lisp
Disguised

Language: Excellent Good Fair Poor Foul Other

Manner: Calm Angry Rational Irrational Coherent Incoherent
Deliberate Emotional Righteous Laughing Intoxicated

Background Noises: Office Machines – Factory Machines – Vehicles – Trains –
Animals – Music – Quiet – Voices – Airplanes – Other

Additional Information:

RECORD: Date: _____ Time of Call: _____ a.m./p.m.

Person _____ Receiving _____ the _____ Call:

I. NATURAL DISASTERS

Tornadoes or Funnel Clouds

In most cases, advance warning in the event of a tornado is not likely. Therefore, if a tornado is sighted approaching the building, notify the Property Management Office at **281-320-0393** and begin moving your people toward the interior corridors and elevator lobbies of the building. The greatest danger will be that of flying glass and objects; therefore, attempt to locate where a maximum number of walls are between you and the exterior of the building.

Each individual should:

- Get away from the perimeter area of the building and exterior glass.
- Leave your exterior office--**CLOSE THE DOOR.**
- Sit down in an interior corridor or stairwell and protect your head.
- If you are caught in an outside office, seek protection under a desk as far away from glass as possible.
- Do not attempt to evacuate the building unless instructed to do so by Property Management or Tenant Floor Wardens.
- **DO NOT USE THE ELEVATORS.**

Hurricanes

In most cases, advance warning in the event of a hurricane is most likely. Therefore, if a hurricane is anticipated in the building's neighborhood, please follow the evacuation orders given by the different authorities. Should you be caught in the building, the greatest danger will be that of flying glass and objects; therefore, attempt to locate where a maximum number of walls are between you and the exterior of the building.

Each individual should:

- Get away from the perimeter area of the building and exterior glass.
- Leave your exterior office--**CLOSE THE DOOR.**
- Sit down in an interior corridor or stairwell and protect your head.
- If you are caught in an outside office, seek protection under a desk as far away from glass as possible.
- Do not attempt to evacuate the building before the hurricane has past the building and has moved to a safe distance, unless instructed to do so by the proper authority, Property Management or Tenant Floor Wardens.
- If possible listen to the radio for updates and instructions.
- **DO NOT USE THE ELEVATORS.**

Explosions

Upon receiving notification that an explosion has occurred, the Tenant Contact should obtain the following facts:

- Name of person calling
- Location of person calling
- Exact location of explosion
- Cause (if known) of explosion
- Extent of casualties
- Did explosion cause fire, and if so, the location
- Your name

Immediately notify the Fire Department by calling **911** and the Property Manager at **281-320-0393**:

- Your name and your telephone number
- Your company's name
- Address: **20329 State Highway 249 (Tomball Parkway)
Houston, Texas 77070**
- Cross street: **Chasewood Park Drive**
- Building name: **Four Chasewood**
- Nature and location of problem
- Provide other pertinent information
- Exact location of explosion
- Cause of explosion
- Any reasons you have to believe explosion was caused by a bomb
- Extent of casualties and number and type of injuries
- Whether explosion caused fires, and if so, location of fire
- Determine necessity of notifying other employees and visitors.
- Move or evacuate employees and visitors from your tenant area(s), if necessary.

J. CIVIL DISTURBANCE

Although riots and civil disturbances are rare, there is still a need for a planned course of action. Should a disturbance start outside of the building, all entrances to Three Chasewood will be secured by building personnel, if possible. A call to proper authorities at **911** will then be made.

Based on the continued atmosphere of the disturbance, a decision will be made by the Property Manager to notify the tenants in the building. Should a disturbance start in the main lobby of the building, all elevators will be turned off at the first floor, if possible. Angry demonstrators, etc., cannot be given access to the upper floors of the building for any reason.

In the event a disturbance should occur in a tenant's office or premises, the Property Manager should be notified immediately at **281-320-0393**. The decision to call any law enforcement to a tenant's area will be left to the tenant. The Property Manager, or his/her representatives, will not respond to disturbances inside Tenant's offices.

K. HAZARDOUS SPILLS / COMBUSTIBLE LEAKS

In the event of a hazardous spill or combustible gas leak, either on the property of Three Chasewood or on the adjacent property, tenants should call the Fire Department **911** and the Property Manager at **281-320-0393** giving the following information:

- Your name and your telephone number
- Your company's name
- Address: **20329 State Highway 249 (Tomball Parkway)
Houston, Texas 77070**
- Cross street: **Chasewood Park Drive**
- Building name: **Four Chasewood**
- Nature and location of problem
- Provide other pertinent information
- Exact location of hazardous spill or combustible leak
- Cause of hazardous spill or combustible leak
- Extent of casualties and number and type of injuries
- Whether the hazardous spill or combustible leak caused fires, and if so, location of fire
- Determine necessity of notifying other employees and visitors.
- Move or evacuate employees and visitors from your tenant area(s), if necessary.
- Check wind direction to determine designated area to evacuate people.
- Wait for Fire Department to instruct you to turn off building equipment and individual office equipment. Follow instruction of the Fire Department. Evacuate immediately if warranted
- Do not smoke.
- Eliminate any open sparks.
- Do not turn on/off any electrical switches.
- Do not attempt to drive away. Tenants should not attempt to start automobiles.
- Remember, this is a potentially combustible situation that demands a distinct course of action, and each case should be evaluated before action is taken.

L. POWER FAILURE

In case of a power failure, a limited number of emergency battery powered lights will remain on allowing sufficient light throughout your suite, the corridor and stairwells to allow for a calm and orderly evacuation should it be necessary.

M. ELEVATOR MALFUNCTION

If you are caught inside an elevator:

1. Remain calm.
2. Press the button beside the bell-shaped symbol. The elevators are equipped emergency telephones that will automatically dial the answering service. They will contact the management office. A repairman will be dispatched.
3. Do not try to force the elevator doors open. This could slow the repair process.

If you observe a malfunctioning elevator from outside, please inform Property Management at **281-320-0393**. Do not call any elevator service company.

N. HANDICAPPED EVACUATION

Visually Impaired

Each person should have a "buddy" assigned to them to assist them in the event of an evacuation. Ask each person the best way to assist them to the stairwell and lead them to safety. It is important that the "buddy" remain with the person until the emergency is over.

Physically Disabled/Non-Ambulatory Persons

Each person should have a "buddy" or "buddies" assigned to assist them in the event of an evacuation. In most instances, it will only be necessary to move the person into the stairwell for safety. If it becomes necessary to move them down the stairs, various lifting and carrying techniques can be utilized. Ask the person the best way to help. Stay with the person until the emergency is over. Elevators should not be used.

O. TENANT FLOOR WARDEN SYSTEM

Four Chasewood will utilize a Tenant Floor Warden system to facilitate implementation of the Emergency Procedures Plan in times of emergency. Each floor will have two (2) individuals assigned by the tenant to serve as wardens.

In recent years, the term "Life Safety" has been accorded new emphasis, as it affects all aspects of modern office building operations. The Property Management staff, utilizing the guidance of the proper authorities at **911**, has developed plans of action to most effectively protect the lives and property of Three Chasewood occupants in the event of an emergency.

The successful execution of the Three Chasewood Emergency Procedures Plan will depend upon the degree of confidence, cooperation and coordination achieved by the Tenant Floor Wardens and their fellow employees.

Each tenant can assist in the successful implementation of an outstanding Life Safety program by realizing a responsibility to:

1. Assign responsible and respected personnel to function as Tenant Floor Wardens and Assistants.
2. Insist that the wardens read and understand the Emergency Procedures Plan.
3. Assure that copies of the Emergency Procedures Plan are disseminated to all employees.
4. Allow Tenant Floor Wardens to participate in periodic training sessions that will emphasize the performance of specialized emergency assignments.
5. Enthusiastically support the overall objectives of the Emergency Procedures Plan.

Four Chasewood Property Management will periodically contact all tenants for an update on Tenant Floor Warden assignments. Tenant Floor Warden training and/or fire drills will be conducted periodically and will be scheduled in a manner to provide the utmost in convenience for both tenants and their wardens.

The success of the Tenant Floor Warden system and the safety of all building occupants require a commitment from everyone involved. If there are any questions or suggestions concerning any of the Four Chasewood Emergency Procedures Plan, please do not hesitate to contact the Property Management Office at **281-320-0393**.

P. TENANT FLOOR WARDEN TRAINING

Fortunately, emergency situations very seldom occur in modern office buildings. However, in the rare instance that an emergency should arise, the best way to provide for the safety of building occupants is to have a well conceived and practiced plan of action that is implemented by competent and trained leaders. The Tenant Floor Wardens are the very heart of the successful implementation of the Emergency Procedures Plan.

Four Chasewood Property Management will provide resources and references for training and assistance for all Tenant Floor Wardens. Responsibilities and situations that will be covered in this training will include:

1. Knowledge of evacuation plans to be used in emergency situations.
2. Knowledge of floor layout, including the stairwell exits and the location of fire-fighting equipment.
3. Familiarity with personnel working on the floor; i.e., any occupants with physical defects which would require extraordinary assistance if evacuation were necessary.
4. Recognition of potential fire hazards and situations that could impede a safe and orderly evacuation.
5. How to routinely make a visual inspection of life safety equipment on the floor.
6. Knowledge of how fire and smoke spread and how to prevent this from happening.
7. Function and use of building fire-fighting equipment.
8. Knowledge of the functions performed by Property Management and Fire/Police Department in times of emergency.

A good training program, coupled with the leadership provided by Tenant Wardens, will give Three Chasewood the most responsive and protective emergency situation procedures possible.

