

FOUR CHASEWOOD

20329 State Highway 249

GENERAL FIRE EVACUATION PLAN

REPORTING FIRES & FIRE ALARMS

I. NOTIFICATION

- A. If the following is reported, or if you see smoke, flames, smell something burning, or hear a fire alarm, IMMEDIATELY:**
1. Call the Fire Department: **911**
 2. Call the Building Manager @ **281-320-0393**
 3. Activate the Fire Alarm Pull Station - If Not Activated.
 4. Report any change in conditions to the Fire Department and the Building Manager.
- B. Information to be given to the Fire Department:**
1. What is the emergency? (**Alarm, Smoke, Flames, etc.**)
 2. Your Address:
**Four Chasewood 20329 State Highway 249 / Tomball Parkway
Houston, TX 77070**
 3. Type of Occupancy: **High-rise - Office Building**
 4. Your floor number:
Your suite number:
 5. Your telephone number:
 6. Listen to the dispatcher – **Let the dispatcher hang up first!**

II. EMERGENCY PROCEDURES PRIORITIES

- A. Emergency Procedures - if the following is reported or if you see smoke or flames or smell something burning:**
1. Isolate the fire - (close the door if it can be done so safely).
 2. Call the Fire Department (911), Building Manager and activate the Fire Alarm.
 3. Evacuate - Using the Exit Stairwells.
NEVER use the elevators.
 4. **NEVER** assume someone else has called the Fire Department.
- B. Emergency procedures - in the event of an alarm only:**
1. Notify the Fire Department (911) and the Building Manager.
 2. **Minimum Procedure:** Prepare to exit by proceeding to the stairwells.
 3. Report any change in conditions to the Fire Department and the Building Manager.