

EMERGENCY PROCEDURES – CET

ELEVATOR SECURE MODE

The primary concern in the event of an emergency situation is to minimize the potential danger to all occupants at CET.

In all emergency situations, the St. Louis Fire Department or the St. Louis Police Department may be responsible for providing supplementary directions and guidance in the implementation of these procedures. The primary method to contact the St. Louis Fire Department or the St. Louis Police Department is to dial 9-1-1.

In addition, enclosed is a copy of the Bomb Threat Phone Call Form, which we recommend be placed within reach of all telephone receptionists and operators.

SYSTEMS

Incorporated into CET are various systems specifically designed to detect smoke, report fires, and if necessary, provide a means for safe exit of occupants.

A. Fire Alarm Control Panel (FACP)

1. In the event of an emergency fire situation, the Fire Alarm Control Panel (FACP) is located in 1st floor Electric Room of both buildings
2. The FACP identifies all fire alarm devices.

B. Smoke Detection System

1. Upon detection of smoke, the smoke detectors located in air handling units will:
 - a. Automatically shut down the air handling units to prevent the spread of smoke.
 - b. Provide initial warning of smoke at the FACP located on the 1st floor.
 - c. Activate audible and visual devices on all floors in the building that the smoke was detected.
2. Smoke detectors in all elevator corridors will:
 - a. Provide initial warning of smoke at the FACP located on the 1st floor.
 - b. Activate audible and visual devices on the on all floors in the building that the smoke was detected in
 - c. Activate automatic recall of elevators – Elevator fire service emergency operation. The elevators will be recalled to the primary or secondary landing zones in the event of a fire. Do not attempt to use the elevators. They will be out of service to prevent them from being called to the fire floor. Firefighters will be able to take control of the elevators for firefighting operations

C. Manual Fire Alarm Pull Boxes

1. Are located at all building exits.
2. These boxes will cause an audible/visible alarm to be activated on the all floors in the building the device was activated.
3. In addition, an alarm indicating the location of pull station that was activated will be displayed at the FACP.

D. Fire Extinguishers

All Fire Extinguishers located in the common areas of CET are ABC (multi-use). They are located in Fire Extinguisher Cabinets. Operational instructions are on the extinguishers.

E. Sprinkler System

1. Sprinkler systems are installed on all floors of CET

F. Fire Exits

1. Building 1 has 4 emergency exits, 1 each at the bottom of both stairwells taking you to the parking lot in between both buildings, 1 at the east of the building taking you to the east parking lot and 1 on the loading dock that will exit onto the east parking lot. These doors are equipped with a push bar device to allow for a quick exit of the building. Exit signs are posted throughout the Building directing you to the nearest exit.
2. Building 2 has 3 emergency exits, 1 at the bottom of the north stairwell that will exit out to the parking lot in between the buildings, 1 in the breezeway that joins the 2 buildings that will exit out to the parking lot in between the 2 buildings and 1 in the center of the building on the west side that will exit out to Sarah street. Exit signs are posted throughout the building directing you to the nearest exit. The exits at the west side of the building and that is in the breezeway joining the 2 buildings have a magnetic locking device that will disengage when the FACP is activated. In the event they fail to disengage, located by each door under a plastic cover is an emergency button that will disengage the magnetic locks.

Please note that these buttons should only be pushed only for an emergency. Once the buttons have been pushed emergency crews will be dispatched.

FIRE EMERGENCY PROCEDURES

If smoke or fire is sighted, the following actions/procedures should be followed:

A. Pull the handle at the Manual Fire Alarm Pull Box and exit the Building. This alarm will:

1. Activate audible and visual devices on the on all floors in the building the device was activated in.
2. Call 911 after you have exited the area and are in a safe location.

B. When a fire is discovered:

1. Close the door to the fire area. It is extremely important to close doors to keep smoke and flames from spreading.
2. Pull the closest fire alarm pull station as you exit the building to activate the FACP.
3. After you are safely away from danger, Call 911. (Do Not Call from the Fire Floor) and provide the following information:
 - Your Name
 - Your Company's Name
 - Your Suite Number and Floor Number
 - What is on Fire – Exact Location of the Fire
 - Your Telephone Number
 - DO NOT HANG UP UNTIL TOLD TO DO SO

This operator should relay this information to the Fire Department and to Building Management.

C. When an audible/visual alarm is activated:

1. The Building Manager and Maintenance Personnel will proceed immediately to the Fire Alarm Control Panel (FACP).
2. All employees must exit the Building until the Building has been declared safe by the Fire or Police Departments.

LIFE SAFETY PERSONNEL

A. St. Louis Fire Department - Upon arrival, the Fire Department Incident Commander will be in command of all emergency fire operations.

B. Safety Director - The Safety Director coordinates the Life Safety Program, and in emergency situations, acts as the liaison between and local public safety agencies, i.e., local fire department, local police department.

EVACUATION PROCEDURES

Some situations may require the evacuation of all or part of the Building.

1. Depending on the circumstances, an evacuation order may be delivered through the Building fire alarm system.
2. Persons may be instructed to evacuate or evacuate to another floor in the Building.
3. Depending on the circumstances, only fire stairways, or a combination of fire stairways and elevators will be utilized in an evacuation. NOTE: The elevators may not be available if they have been automatically recalled due to detection of smoke.
4. Each tenant should have a prearranged assembly point away from the Building where employees should gather and await further instructions.
5. Occupants will not be permitted to return to the Building until it has been declared safe by the St. Louis Fire or Police Departments.
6. It must be noted that Fire Department personnel will be assigned to search for missing persons or persons. It is critical the accounting method is accurate so the Fire Department personnel are not looking for someone that has exited the Building, but did not report to their assigned meeting area. This would pull firefighting efforts or other rescue operations to look for someone that is not in need of help.

FIRE PREVENTION

For your protection, please help by observing the following:

- Building Management must approve all contractors working in a tenant's leased premises. Notification and a copy of a contractor's Certificate of Insurance are required prior to the commencement of work.
- Make sure all coffee makers are turned off at the end of the day.
- Do not block any stairwells with boxes, trash, etc.
- Contact Building Management if you have any concerns about the emergency systems, blocked exits, fire extinguishers, exit lights, etc.
- Smoking is prohibited inside the building.
- Do not store items in the electrical closets or phone rooms. This is a Building Fire Code Regulations violation. These rooms can get very hot and cause spontaneous combustion.
- Keep all items at least 18 inches from the ceiling. All storage should be maintained at least 18 inches below the ceiling. This will allow the sprinkler system to work properly.