

San Jacinto Center Fire Evacuation Plan

Each Customer will designate one employee per floor to act as their company's Fire Warden. In the event that the fire alarm sounds, it will be the responsibility of the Fire Warden to lead evacuation efforts for your suite/floor. The Fire Warden is tasked with sweeping the floors to ensure all individuals have left and doors are closed. Each individual shall evacuate to one of the building's emergency stairwells and proceed down the stairs. Annual fire drills will be conducted with the Customers to review these procedures and increase the efficiency of the Fire Wardens.

- An alarm will be activated by the following: smoke detection, activation of the sprinkler system, manual fire alarm pull station
- Fire alarm pull stations and fire extinguishers are located on each floor of the building next to the stairwell exits and in elevator lobbies.
- An alarm is a signal for everyone to leave. Specific routine procedures for a safe and orderly evacuation of a building must be worked out among your office.

IN THE EVENT OF AN ALARM:

Do keep calm.

Do close all interior doors as you leave.

Do proceed to the nearest stairwell and evacuate the building.

Do meet your Fire Warden in the cul-de-sac at the end of Brazos Street and check-in with him/her.

Do not lock your office door.

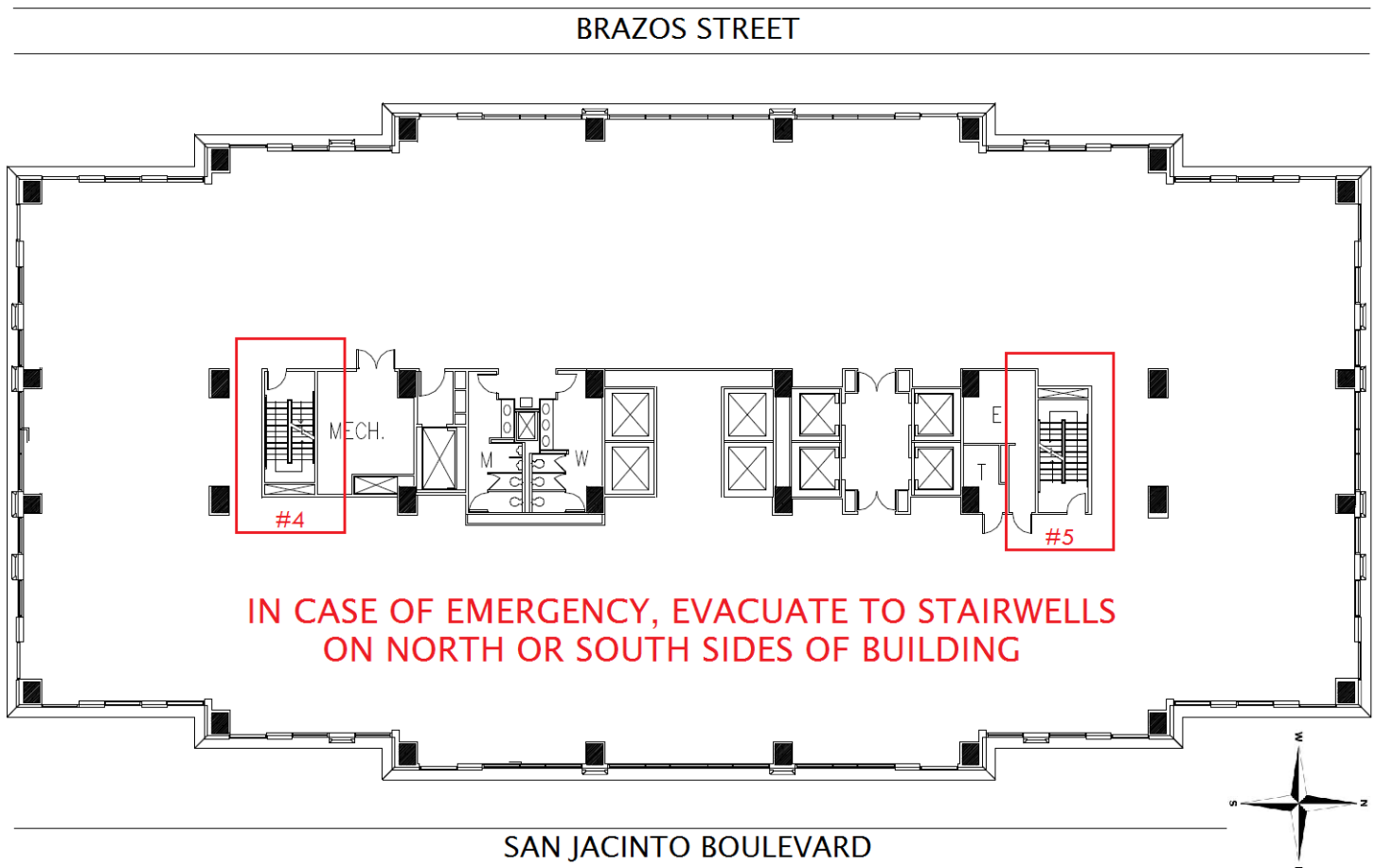
Do not use elevators.

Do not call the Security Desk or Management Office – evacuate immediately.

Do not bring personal belongings.

Do not attempt to enter the parking garage.

Do not drive out of the parking garage; if you are in your vehicle at the time of an alarm, park it and proceed to the nearest stairwell.



TO ACCESS STREET-LEVEL IN CASE OF EMERGENCY, EVACUATE TO STAIRWELLS ON NORTHEAST, SOUTHWEST OR SOUTHEAST PERIMETERS OF PARKING GARAGE

