

# Fire Safety and Evacuation Guide



2100  
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**NICHE**<sup>™</sup>  
by AKRIDGE

**AKRIDGE**

A photograph of a modern glass skyscraper at dusk. The building's facade is highly reflective, showing the sky and surrounding structures. The ground floor is a glass-enclosed atrium, illuminated from within, with the number '2100L' visible on the glass. A red rectangular box is overlaid on the upper right portion of the image, containing the word 'Introduction' in white text. The sky is a deep blue, and some streetlights and trees are visible in the foreground and background.

## Introduction

As you may know, September is emergency preparedness month. Nobody expects an emergency or disaster, especially one that affects them, their employees, and their business. Yet the simple truth is that emergencies and disasters can strike anyone, any time, and anywhere.

This guide is designed to help you plan for that possibility. The best way to protect yourself, your coworkers, and your business is to expect the unexpected and to develop a well-thought-out emergency plan to guide you when immediate action is necessary.

## Evacuation Drill

We understand that evacuation drills may cause some disruption to your business activities, but these drills are an important element of the building's emergency preparedness plans. It is vital that we have maximum participation to ensure that all systems and procedures are operational. Please plan to participate in this activity.

To ensure that the evacuation drill proceeds as quickly and as smoothly as possible, please keep in mind the following information:

Take personal valuables, such as purses and coats, with you.

Walk to the nearest stairwell, marked by overhead exit signs, and descend to the lobby level in double file.

Upon leaving the building, please remain at least 500 feet from the building and proceed to your designated location. Return to the building only when instructed by an emergency evacuation team member.

Please refrain from taking food and drinks with you when exiting the building.

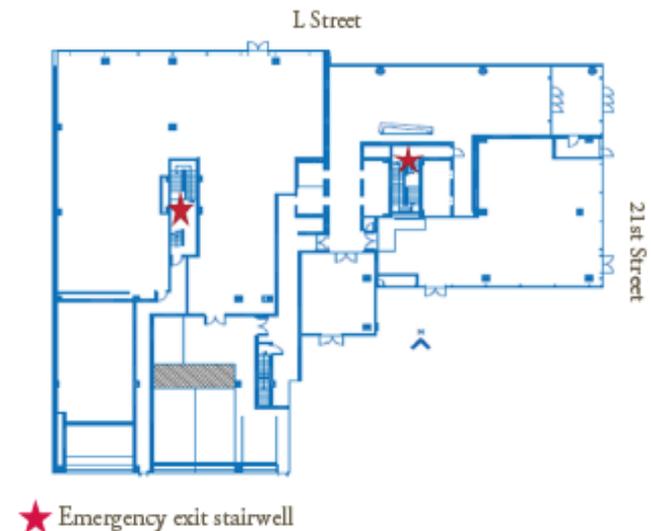
As always, we ask for your patience when re-entering the building. Due to the large number of people using the elevators, there may be some delay in getting back to your office.

## Building Information



### Emergency Exit Stairwell

In the case of an emergency, know your exits and remember to remain calm and help others.



# Building Safety Information

## Fire Safety



### FIRE SAFETY SYSTEMS

- Fire alarm bells, flashing lights, public address system
- Heat activated sprinkler system
- One button shutdown of outside air intake
- Fire extinguisher at every stairwell
- Automatic pressurization of stairwells



### IF YOU DISCOVER A FIRE

1. Find a Fire Alarm Pull Station at one of the stairwell doors or elevator banks, and set off the alarm.
2. Call 911 if you can safely reach a phone to inform them of the exact location and severity of the fire.
3. Evacuate the building and meet at your office's designated meeting point.



### IF YOU HEAR THE FIRE ALARM

1. Follow instructions given by the Building Management and/or the Fire Department.
2. Close doors behind you, but DO NOT lock them.
3. Stay low if smoke is present.
4. Evacuate the building as quickly and calmly as you can. Use the stairwell closest to you. Remember to have an alternate route in case your stairwell is unavailable.
5. DO NOT use the elevators.
6. Move away from the building to your office's meeting point, or at least 500 feet from the building.

## External Threats



### SHELTER IN PLACE

Local authorities and emergency preparedness experts tell us that in most downtown crisis scenarios, the protocol will be to secure the building and shelter in place until authorities deem it safe to leave.

1. Remain calm.
2. Stay in your office, or if possible, move to an interior building location.
3. Turn to local TV or radio news station for instructions from your local government on how to proceed.



### IN THE CASE OF A BOMB THREAT

1. Try to get as much information as you can about the location and type of bomb, defonation time, and the reason for its placement if possible.
2. Call 911 to dispatch authorities.
3. Notify Akridge at 202.207.3945 so we can evacuate the building.
4. Do not touch or remove any suspicious objects or materials.

Having a personal emergency plan at home is important. Please visit [www.ready.gov](http://www.ready.gov) to learn how to prepare yourself and your home in the event of an emergency.

## Medical Emergency



### IF YOU OR SOMEONE ELSE NEEDS MEDICAL ASSISTANCE

1. Remain calm.
2. Call 911 to dispatch EMS.
3. Notify Akridge at 202.207.3945. Staff will send emergency personnel and equipment to the scene and provide elevator assistance if needed.

## Severe Weather



### IN THE CASE OF A SEVERE WEATHER ALERT

1. Remain in the building.
2. Stay away from windows. Try to move to an interior office.
3. Await instructions.

This information provided by

**AKRIDGE**

## Activated Fire Alarm Evacuation

When the fire alarm sounds in the building:

- Immediately evacuate the building to the outside and proceed to your company's assembly area at least 500 feet away from the building.
- NEVER go back to retrieve personal belongings.
- Move away from the front of the building to allow the fire response teams and their trucks to access the building.
- If there is an incident on the upper floors, the area underneath is the hazard zone and that is where you will be injured by falling glass and debris

**Have an exit strategy, know two ways out**, such as another stairway, an emergency exit or a fire escape.

The fire alarm system is designed to give you an early warning when there is a smoke or fire condition in your building. NEVER ignore the alarms just because your area is clear, there may be a fire or smoke condition on another floor that the sensitive detection devices have alerted you to.

**Assume there is a fire even if you do not see smoke in your immediate area.**

**NEVER** use an elevator in ANY building once the fire alarm is sounding. Use the stairs.

Remember, how you react in a real emergency situation depends upon how well you have prepared yourself before it happens. The way you entered the building may not be the safest and quickest way out. Familiarize yourself with the two exits closest to your area and react immediately to all fire alarms.



## Activated Fire Alarm Evacuation Continued

What do I do if I discover a fire in a building? If you discover a fire or smoke condition:

- Do not panic.
- If the fire is in a room or small area, confine the spread of the smoke and fire by closing the room doors prior to leaving the building, but only if it is safe to do so.
- Evacuate the building to the outside and warn others of the fire on the way out.
- Once you have reached a safe area, call 911.
- Never re-enter the building.
- Seek out the first arriving personnel, police officer, fire fighter, EMT, and give them the specific location of the fire or smoke.
- If you know someone is still inside, try to give the fire fighters the last known location where you saw them.

Why can't I hear the fire alarm sounding on my floor?

The multiple floors of a high-rise building create the cumulative effect of requiring great numbers of persons to travel great vertical distances on stairs in order to evacuate the building. The physical demands made on occupants often exceed the capabilities of many. In addition, the process of evacuating some of the largest high-rise buildings in the world may take upwards of two hours.

The fire and life safety systems installed in high-rise buildings today, including automatic fire sprinkler protection, are designed to control a fire and therefore lessen the need to evacuate all occupants. In a typical scenario, the occupants of the fire floor and the floors immediately above and below it should immediately use the exit stairs to descend to a floor level that is at least several floors below the fire floor, and await further instruction from safety officials.

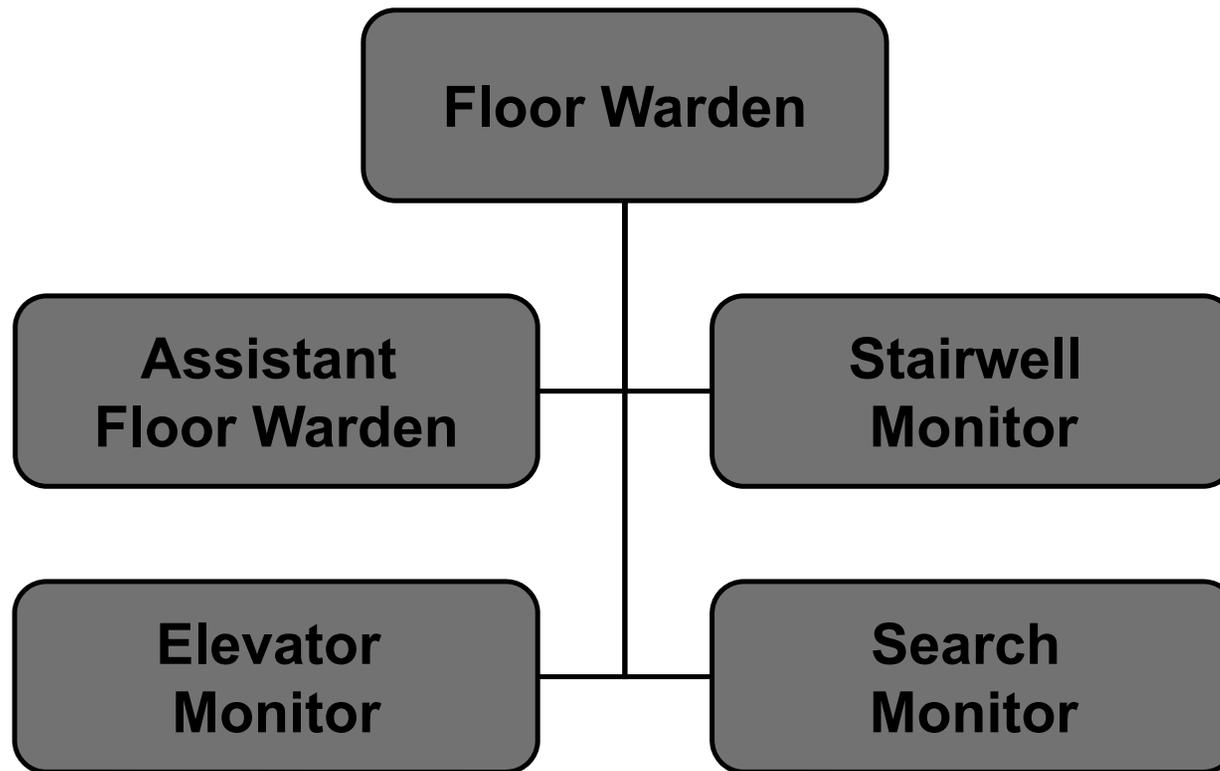
## Evacuation Roles

### Floor Wardens and Suite Wardens

- Floor Warden (Single Floor Client): An employee that is **assigned to each floor within a building to ensure that all people are aware of an emergency situation.** They direct the evacuation of their assigned floor to the nearest emergency exit; checking to ensure that all people have left the area as they themselves exit the floor.
- Suite Warden (Multi Client Floor): An employee that is **assigned to each suite within a building to ensure that all people are aware of an emergency situation.** They direct the evacuation of their assigned floor to the nearest emergency exit; checking to ensure that all people have left the area as they themselves exit the floor.
- Building Floor Warden Manual : [Allied Security Floor Warden Power Point Presentation 2019](#)

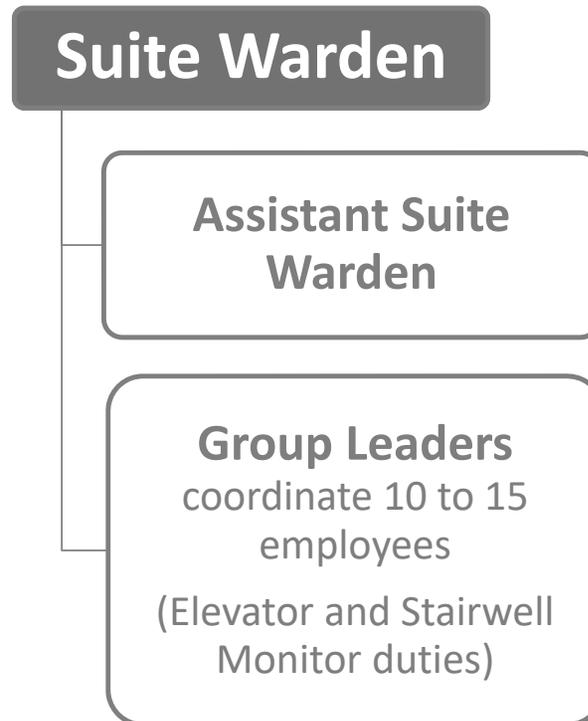
## Evacuation Roles Continued

### Emergency Response Team : Single Floor



## Evacuation Roles Continued

### Emergency Response Team : Multi-Client Floor



## Evacuation Roles Continued

### Floor Wardens and Suite Wardens

- Responsibilities:
  - Know the Building Floor Warden Manual
  - Know location of all exits
  - Know location and operation of fire alarm system
  - Know location and operation of available fire extinguishing equipment
  - Know emergency phone numbers
  - Be responsible for fire prevention
  - Nominate persons for emergency positions
  - Communicate emergency procedures to all employees who are your responsibility
- Duties:
  - Wear appropriate emergency identification
  - Organize and direct the evacuation
  - Ensure all areas are searched and evacuated
  - Keep property management team informed



## Evacuation Roles Continued

### Other Roles

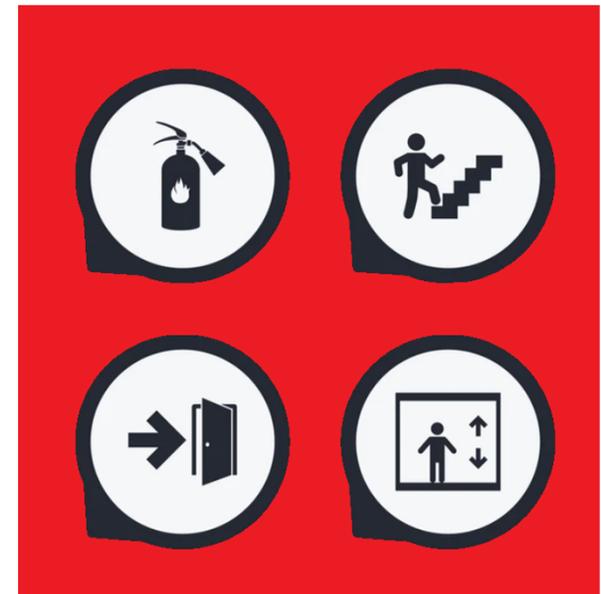
- Assistant Floor/Suite Warden
  - Assumes the duties of the floor warden in his/her absence.
  - Assists the Floor Warden during an emergency.
  
- Search Monitor
  - Make sure everyone has evacuated
  - Use Post-it Notes to identify areas evacuated
  - Make sure all doors have been closed
  - Inform Floor Warden when assigned area has been evacuated



## Evacuation Roles Continued

### Other Roles

- Stairwell/Elevator Monitor (Group Leaders)
  - Reports to the Floor Warden
  - Manages stairwell evacuation
    - No food or drink, high heel shoes, or large bulky objects
  - Best practice is to have two stairwell monitors stationed at each stairwell; one at the stairwell door, directing individuals to walk in a single file line, and the other at the first landing, directing individuals to walk on the right hand side of the stairwell only.
  - Elevator monitors are stationed at the elevators, directing individuals to use the stairs during a fire evacuation and/ or maintaining order during an elevator evacuation.
  - Meet with the Floor Warden in the elevator lobby when the stairwell is clear.



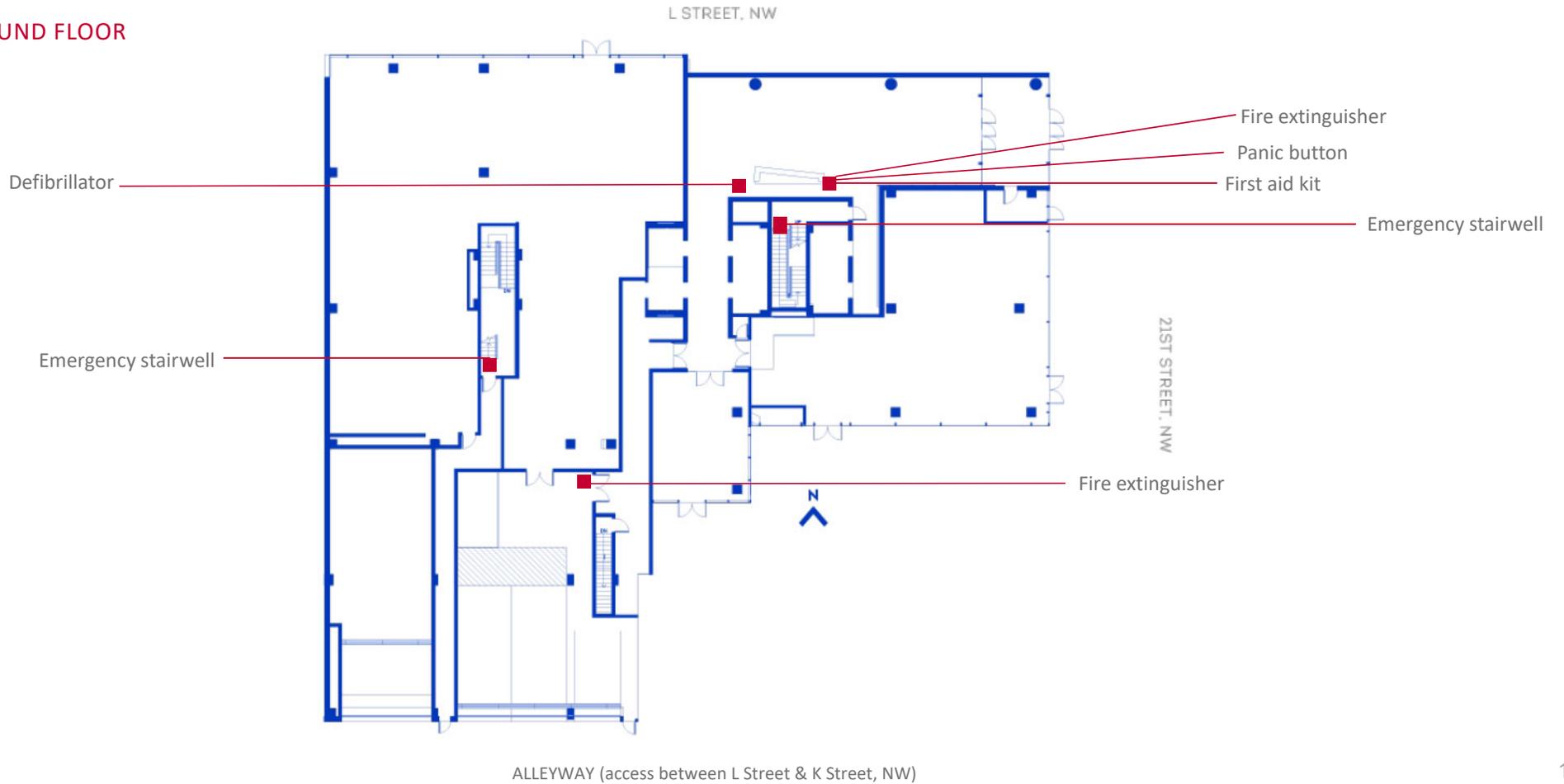
## Building Emergency Equipment





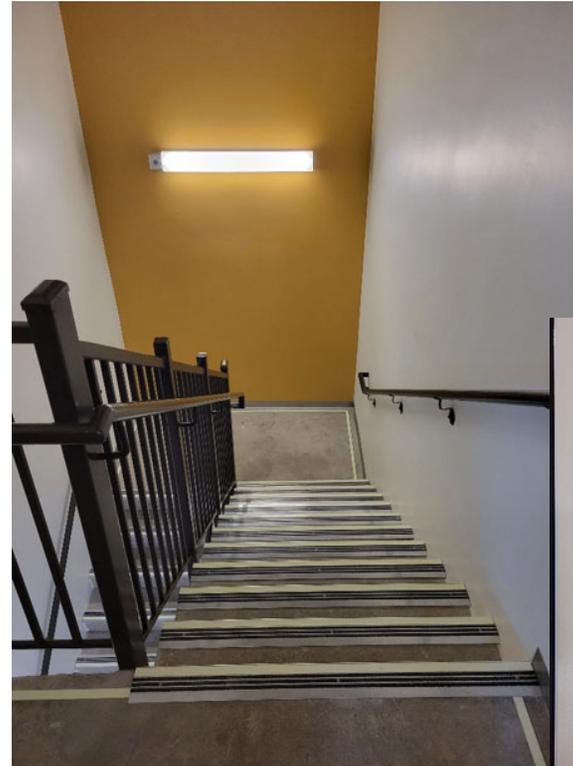
# Building Emergency Equipment Locations

## GROUND FLOOR



## Emergency Stairwell

- Personnel should use stairwells in an emergency to safely evacuate the building. Emergency responders will also be using the stairwells to respond to the emergency event.
- In order to be as prepared as possible for the needs of everyone, you should communicate to property management if there is any personnel that requires extra assistance.
- All stairwells are equipped with emergency lighting, so there will be some light in the stairwells even in the event of a power outage.
- There is fluorescent tape in the stairwells that will provide additional visual assistance in the event of reduced visibility in the stairwell.
- Stairwell callboxes are installed on every floor and should be used in the event of an injury or if you are no longer able to progress safely down the stairs. These are required per building code.



## Automated External Defibrillator (AED)

- It is a handheld medical device that can be used in sudden cardiac arrest emergencies. It analyzes the heart rhythm and delivers an electric shock to help restore heart rhythm to normal.
- These devices are located in the lobby, fitness center, and penthouse.
- It is inspected monthly and maintained annually to ensure it is in working condition in the event of an emergency.
- It is designed to be used by non-medical personnel. You don't need to be trained to use a defibrillator – **anyone can use it**. They are simple and easy to use and you don't need any training. There are clear instructions on how to attach the defibrillator pads. It then assesses the heart rhythm and will only instruct you to deliver a shock if it's needed.



## Fire Extinguisher

- It is a handheld device used to suppress fire.
- These devices are located on each floor behind the freight elevator.
- It is inspected and maintained annually to ensure it is in working condition in the event of a fire related emergency.
- When operating a fire extinguisher, remember the word PASS:
  - **P**ull the pin. Hold the extinguisher with the nozzle pointing away from you and release the locking mechanism.
  - **A**im low. Point the extinguisher at the base of the fire.
  - **S**queeze the lever slowly and evenly.
  - **S**weep the nozzle from side-to-side.



## Evacuation Chair

- Evacuation chairs are not a singular answer to evacuating employees with mobility impairments. Because people have different needs during an emergency evacuation, consult with employees with disabilities to determine what kind of evacuation device would work for them. While many types of evacuation and transport chairs exist, there are no established standards for these devices.
- Planning for the use of evacuation chairs must be based on a person's location and the staff available to assist during an emergency. (e.g., certain evacuation chairs only descend stairways, so they would not be helpful for a person in evacuating from a basement or parking garage)
- People with disabilities may need additional assistance evacuating if stairways are a part of their evacuation route. A multi-faceted approach, including evacuation devices, wheelchairs, transfer devices and staff support, may be required.
- Plan for a person's personal mobility either as soon as they exit the stairwell or once the evacuation is complete, particularly for personnel with mobility impairments. (Employees may need to go home or return to the office once the evacuation is complete.) Many transportation chairs and evacuation devices do not allow for independent mobility of the person being transported. In such instances, the person with a disability would need an assistant to operate the device.



## Fire Pump Room

- Fire Pump Room – It is the room containing the most-important equipment protecting the building in case of fire. The fire pump room is part of the fire sprinkler system and receives water from an underground water supply or a water tank and is powered by electricity or diesel fuel. The high pressure supplied by the pump distributes water the the sprinkler system and hose standpipes.
- Booster Pump – Booster pumps essentially “boost” the water pressure. By increasing the water pressure, it may increase the flow as well. The more pressure, the faster water will move through the sprinkler pipes.

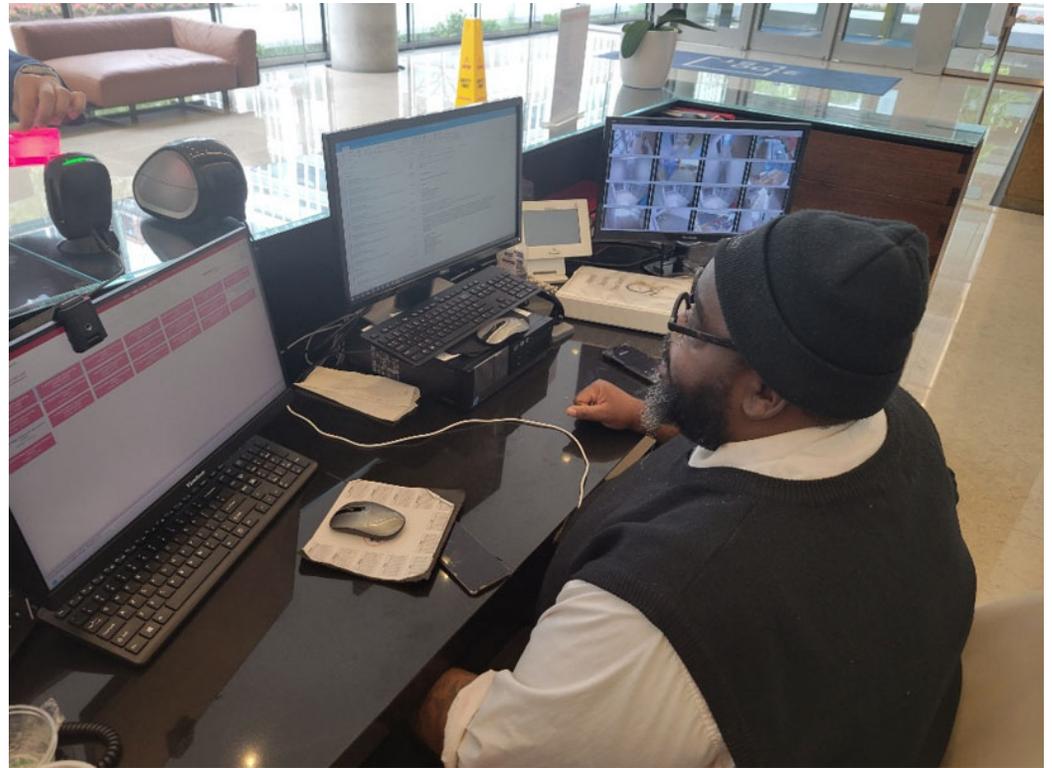




Security Features of  
Building Common Areas

## Main Lobby Security Features

- Security desk features include cameras, panic buttons, and the capability to secure and reopen the building in an emergency event.
- Did you know that after 6:00 pm, the lobby attendant can escort you to the building's garage? If you would like that assistance, please call the security desk to schedule.



## Parking Garage Security Features

Parking garage features include panic buttons/call stations, select security cameras, the fire pump room, and booster pump.

- **Panic Buttons/Call Stations** – In case you feel threatened in the garage, use the panic buttons/call stations to reach our security monitoring company to receive assistance.
- **Security Cameras** – Security cameras are placed along the entrance ramps and valet area, and video surveillance footage can be reviewed if necessary.
- **Security Patrols** - Did you know that the security guards regularly patrol the garage? Well, they do! They patrol hourly after 6:00 pm.



## Penthouse Security Features

Penthouse features include:

- Emergency Generator
- AED device
- Fire Extinguisher
- Emergency phone



Thank you for reviewing this fire safety and evacuation guide!



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