

FIRE ALARM PROCEDURES

If you see a fire in the building, the following procedures must be followed:

1. Immediately report the fire to:

- Fire Department – Call 9-1-1
- Property Management Office – Call (602) 257-0070

Report:

- Exact location of building – 101 North First Avenue
- Exact location of the fire – floor #, suite #, where within the suite, etc.
- Your name and whatever other information is requested

NOTE: When at all possible, *call from a land line* (desk phone) as opposed to a cell phone. The response time will be faster when a land line is used as the 911 Operator reached on a land line automatically locates the call without asking for specifics that are needed when calling from a cell phone.

2. Activate / pull the nearest fire alarm pull station and alert others on your floor.
Fire alarm pull stations are located near the two emergency stair towers.
3. Alert your Safety Warden and follow their instructions.
4. If ordered to evacuate, follow the routes described in your suite's evacuation plan. Remember when evacuating to check to see if doors are hot before opening by using the back of your hand and starting at the bottom of the door and work your way up the door to feel if it is hot.
5. Close all doors behind you.
6. Exit only by using one of the two building's stair towers.
7. Do NOT use the elevators.
8. Do NOT re-enter your suite for any valuables. Your life is the only valuable you need!
9. Do NOT break open windows or glass doors.
10. Immediately upon evacuating the building, go to the Safe Refuge Area at the Orpheum Theatre Plaza and check-in with the Safety Director (in a florescent yellow vest). Tenants are to remain in the Safe Refuge Area until an "all clear" is received and everyone can safely return to the property.