

Fire Safety and Evacuation Guide

SEPTEMBER 2025



1200/SEVENTEENTH



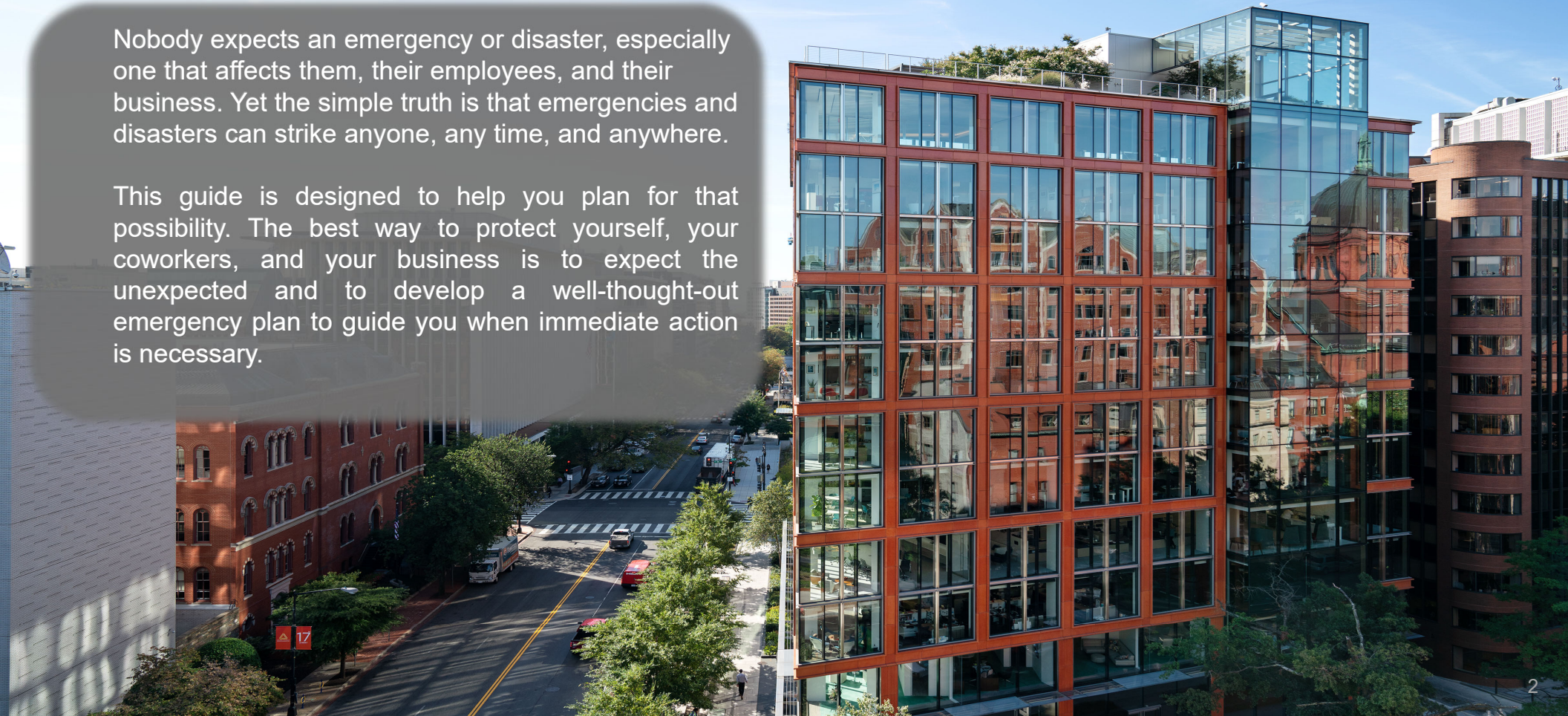
NICHE
by AKRIDGE

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Introduction

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.



Building Safety Procedures



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.

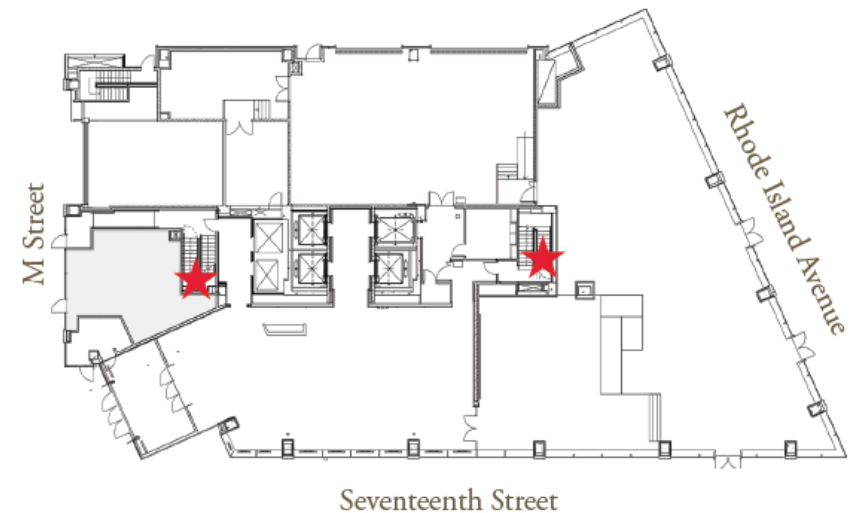
As always, we ask for your patience when re-entering the building. Due to the large number of people using the elevators, there may be some delay in getting back to your office.

Building Information



EMERGENCY EXIT STAIRWELL

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



★ Emergency exit stairwell

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, detonation 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 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

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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.
- 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 down many flights of stairs in order to evacuate the building.

Therefore, the building is equipped with a state-of-the-art high-rise fire alarm system. This system rings the fire alarm on the potential fire floor and the floors immediately above and below. As the fire department arrives, they will determine if additional floors or all floors need to be evacuated.

A high-rise fire alarm system provides early detection, quick notification, enhanced coordination with fire suppression and emergency services, all of which are crucial for safeguarding the lives and property of occupants in tall buildings during fire emergencies.

The system consists of various interconnected components, such as smoke detectors, heat sensors, alarms, communication devices and automatic fire sprinkler protection, all strategically placed throughout the building to monitor for signs of fire and provide timely alerts to occupants and emergency responders.

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 evacuate the building and await further instruction from safety officials.

Assembly Areas / Rally Points

What are assembly areas or rally points?

- They are primary and secondary emergency evacuation assembly and check-in locations within a safe distance of the building.

When do I use them?

- In case of an emergency evacuation, immediately report to the rally point and check-in.
- Follow directions from the building team/fire wardens upon evacuating the building. They will note whether to report to the primary or secondary rally point location.

Where are the rally points?

- Each company is responsible for determining their own rally point locations. Please ensure that all team members are familiar with your chosen location(s).



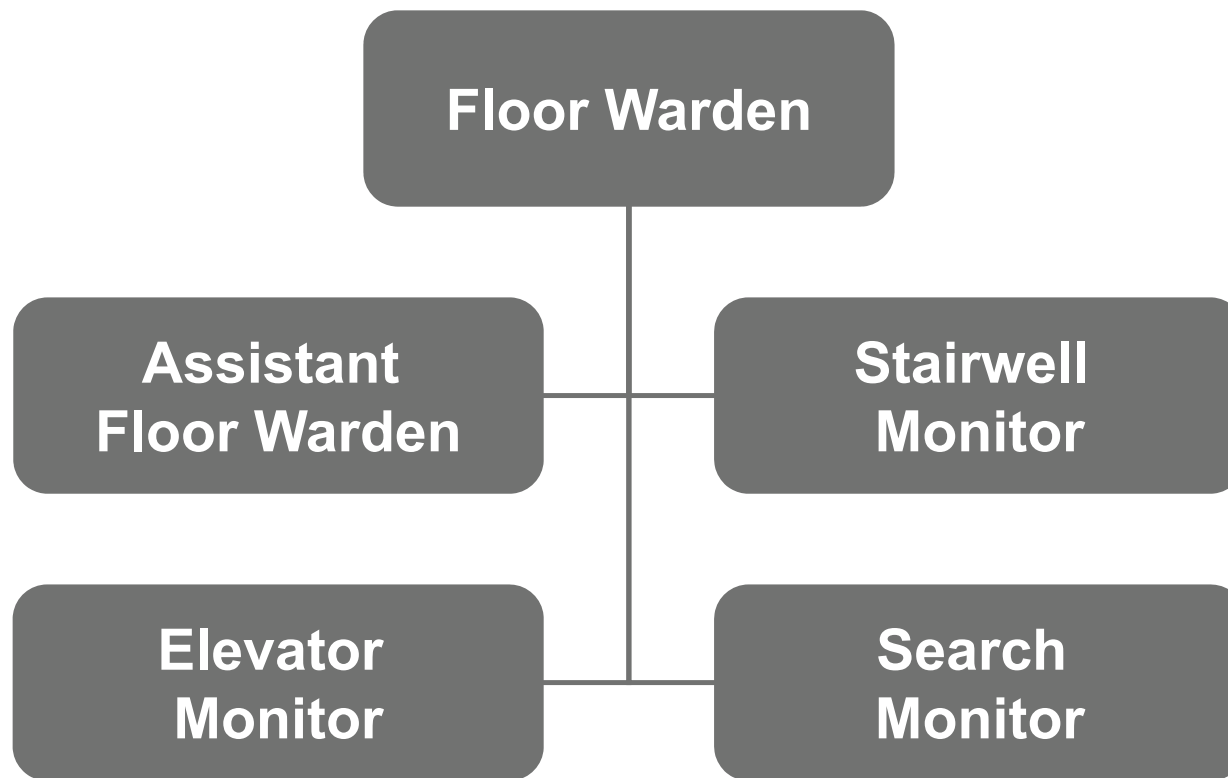
Evacuation Roles

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.

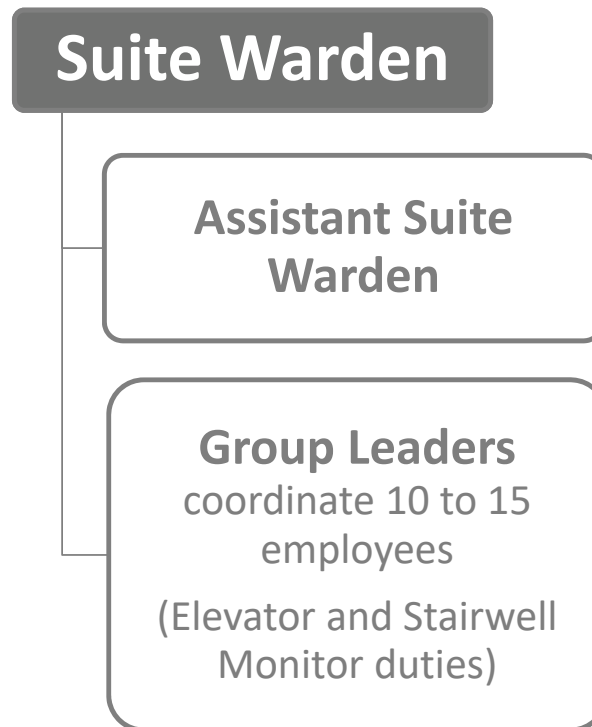
Evacuation Roles Continued

Emergency Response Team: Single Floor



Evacuation Roles Continued

Emergency Response Team: Multi-tenant Floor



Evacuation Roles Continued

Floor Wardens and Suite Wardens

- Responsibilities:
 - 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 (including restrooms)
 - 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.



A photograph of a modern multi-story building with a prominent glass curtain wall on the left and a facade of large windows with orange-brown frames. The building is situated next to a traditional red brick building. A red rectangular overlay is positioned in the upper right corner of the image.

Building Emergency Equipment

Building Emergency Equipment

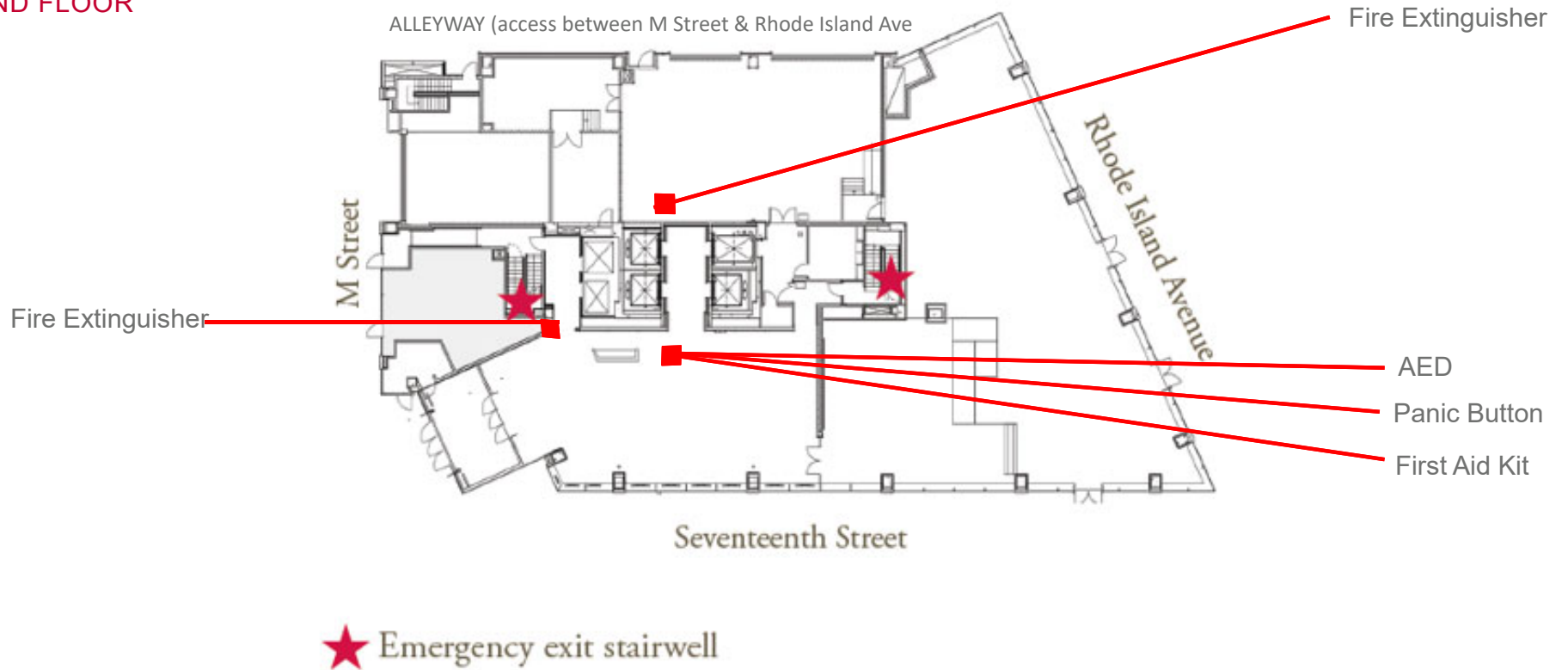
The building is equipped with various building emergency equipment such as smoke detectors, fire alarm devices, fire extinguishers, defibrillators, and other emergency equipment.

The following section is going to highlight some of the vital building emergency equipment, their location, and their function during a building emergency event.



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.



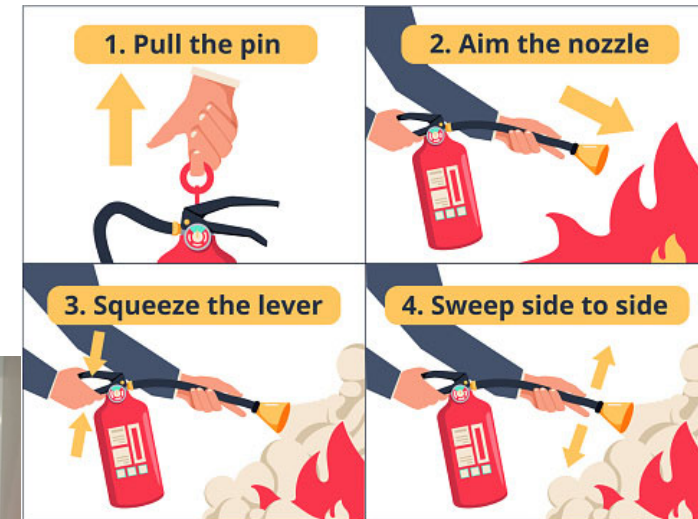
Automated External Defibrillator (AED)

- 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.
- There are 3 devices in the building in the following locations:
 - One device is located in the **1st floor lobby closet** next to the door leading to the rear service corridor. It is mounted on the **wall in the closet**.
 - One device is located in the **B1 Level - Fitness Center**. It is mounted on the **wall to the left of the Bike Room door**.
 - One device is located in the **Penthouse Service Corridor**. It is mounted on the **wall next to stairwell #1**.
- These devices are inspected monthly and maintained annually to ensure they are 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 by the stairwells and restrooms.
- These devices are inspected and maintained annually to ensure they are 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.



Elevator Emergency Safety Buttons

All building elevators have the following 2 emergency safety buttons.

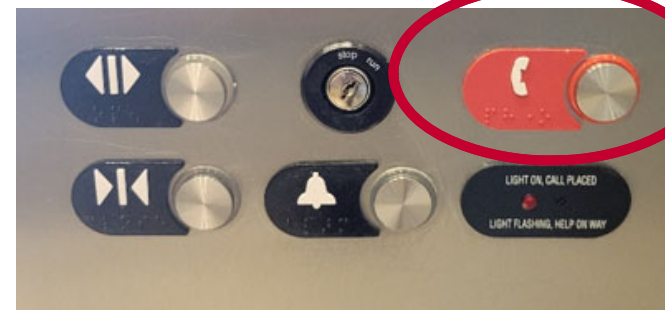


Emergency Alarm Button: This button is connected to an alarm bell. The bell rings when the button is pushed to alert people that someone is stuck in the elevator and needs assistance.



Emergency Phone Button: This button is connected to a phone line. It contacts the security monitoring company. It can dispatch emergency responders like medical services or the fire department to the location promptly and/or notify building management.

- These buttons are inspected and maintained routinely to ensure they are in working condition in the event of an emergency.
- If you do experience an elevator emergency, try to keep these steps in mind:
 1. **Stay calm:** Try to remain level-headed to make sound decisions moving forward.
 2. **Find a light source:** If the elevator lights are out, use your phone light to locate the buttons. Be careful not to drain your phone's battery.
 3. **Press the call button:** Locate and press the call button to contact a technician to help you.
 4. **Press the alarm button:** Press the alarm button to notify others that you are stuck. People in the building will likely hear the alarm and will find someone to help.
 5. **Wait it out:** Elevator calls are taken seriously, so you are unlikely to have to wait for long. You will typically be freed in 30 minutes or less.



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 and is powered by electricity. The high pressure supplied by the pump distributes water through the sprinkler system and hose standpipes.
- **Fire Pump** – These 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.

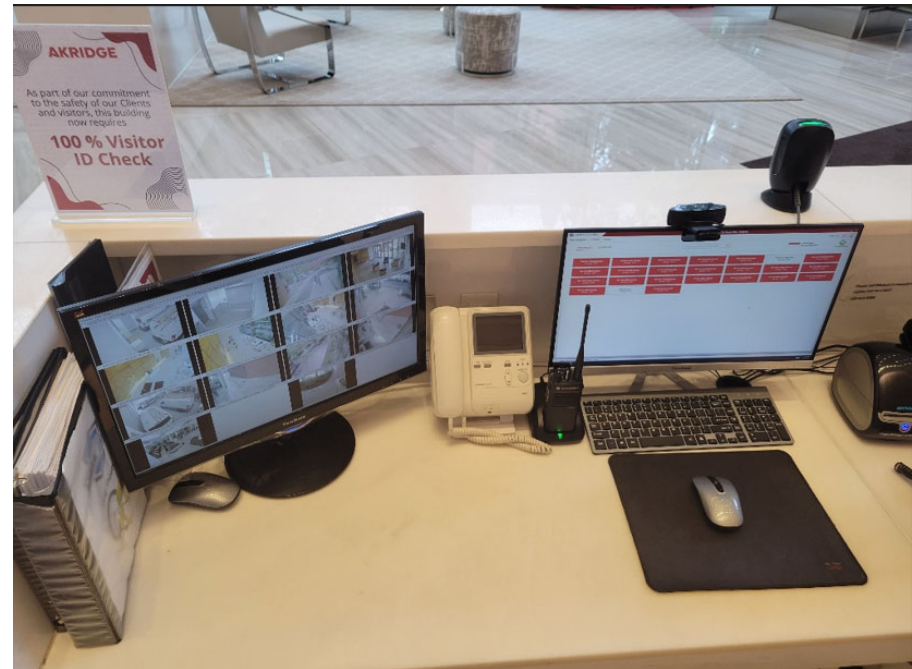


A photograph of a modern multi-story building with a facade of large glass windows and orange-brown panels. The building is situated next to a traditional red brick building. A red rectangular box is overlaid on the right side of the image, containing white text. Green foliage is visible on the left side of the frame.

Security Features of Building Common Areas

Main Lobby Security Features

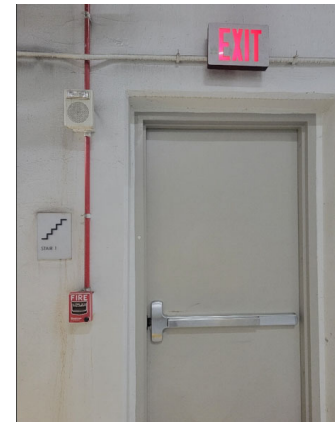
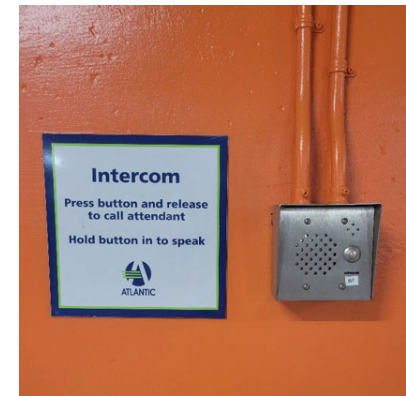
- Security desk features include cameras, panic buttons, and the capability to secure and reopen the building in an emergency event.



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.



Thank you for reviewing this fire safety and evacuation guide!



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