FIRE EVACUATION PLAN
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I. GENERAL INFORMATION

A. Purpose and Objectives

Purpose:
To establish procedures for safe, timely and orderly evacuation of affected areas of the Durham Centre building in case of fire or other emergency, and to instruct building staff in the use of available fire equipment, which has been provided for controlling or extinguishing fire and safe guarding human life.

Objectives:
1. To minimize and/or prevent injury and property damage in the building and immediate outside area.
2. To provide proper education as part of a continuing training program for all occupants and building staff. This plan will assure the prompt reporting of fire, the proper response to fire alarms, the immediate initiation of fire safety procedures and the containment of fire (if possible) until the arrival of the fire department.

This Fire Evacuation Plan is applicable to each floor of the building and will be placed into effect by designed emergency evacuation personnel upon activation of fire alarms of notification of any emergency condition within the building.

B. Equipment Information

The design of the Durham Centre building incorporates the following features to ensure maximum fire protection and life safety.

1. Fire Resistive Construction

2. Fire Protection – Standpipes and Sprinklers

Underwriters Laboratories approved fire pumps are provided in order to supply the minimum required 65 psi water pressure flowing at the uppermost floor of each zone. A jockey pump is provided to maintain pressure on the system. Should pressure drop occur the fire pump will automatically start. Valves are located on each floor in the stairwell for the use of the fire department. Fire department connections are provided at on each floor in both the East and West stairwells as required by code.

In addition to the fire standpipe a fully automatic wet sprinkler system is provided for each floor or zone of the building and is connected to the standpipe at each floor or zone with an approved, supervised shut-off valve and water flow device at each connection.

3. Fire Alarm:

The fire alarm system is activated by smoke detectors or manual Fire Alarm Pull stations on each floor. This system incorporates audible alarm, elevator capturing, and air condition system shut down. This system provides two way
communication with all elevators, firefighters and occupants, elevator status indicator, and selection override for elevators. This system has a central panel housed in the Security/Fire Control Center on P-1.

4. Emergency Electrical Service:

A separate emergency electrical service is incorporated into the building and this service is equipped with a diesel powered emergency generator. Emergency service will provide power to selectively run one elevator in the building, all stair lighting, exit lights, egress lighting, fire alarm system and fire pump.

5. Emergency Exits:

Emergency Exits, all of which are conspicuously marked with lighted signs, are provided in the office tower structure as follows:

a. There are two emergency exit stairways in the building.

East Stairwell exits at the building’s main lobby. Roof Access is also provided.

West Stairwell exits outside at the North side of the building’s main lobby on the plaza level. Roof Access is also provided.

6. Fire Extinguisher:

Fire extinguishers (5 lb. ABC, General Purpose, Dry Chemical) are provided on each occupied floor of the office tower structure at each exit stairwell.

7. Fire Command Station:

The Fire Command Station for the Durham Centre building is the building Security/Fire Control Center. The Security/Fire Control Center is capable of monitoring the automatic sprinkler system, all fire alarms smoke detection systems, and elevator status.

The Fire Command Station is equipped with emergency paging and one-way voice communication to all areas of the building.

Security Staff shall meet the fire department at front entrance during normal business hours. Keys are kept in fire department lock box outside the Security Fire Control Center.

The audible fire alarm shall ring for a minimum of 1 minute. (This alarm may include a taped evacuation message, which shall run continually.)

DO NOT SILENCE OR RESET FIRE ALARM SYSTEM UNTIL TOLD TO DO SO BY THE FIRE DEPARTMENT.

Two-way voice communication is available with the Building Management Office and the Building Maintenance and Security Staff via two-way radio.

This Fire Command station also monitors and controls elevator operations and possesses the capability of two-way communication with all elevator cars.

All elevators should be brought down to first floor upon sounding the alarm. One elevator should be held for the fire department.
8. Representative Floor Plans:

Representative floor plans for floors 1 through 15 and the Roof; will be maintained as a part of the plan.

Floor plans showing the variations in floor design are essential for fire department reference under emergency conditions and shall be kept available at the building Security Control Center.

9. Evacuation Procedures:

1. If an alarm is activated on a floor that floor and the floor directly above and below it, will activate warning strobes and horns. Cease all operations. Evacuate the building and proceed to the Emergency Assembly Point. Do Not Use The Elevators.

2. All other floor occupants will remain in place unless the alarm on your floor has been activated.

3. If instructed to evacuate, advance to the nearest exit, and then proceed to the assigned Emergency Assembly Point.

4. If you are in the stairwell when the alarm activates, evacuate the building, and proceed to the Emergency Assembly Point.

5. If you are away from your office/workstation when the alarm sounds, do not return to your office/workstation. Leave the building via the nearest exit.

6. If the nearest stairwell is not accessible, proceed to the alternate stairwell. If neither evacuation route is available, return to your office/workstation and dial 911. Do Not Use The Elevators.

7. If an alarm is activated as you are entering the building, proceed to the Emergency Assembly Point.

8. Follow the directions of Fire and Police personnel and NEVER re-enter the building until they give permission to do so.

Special Needs:

Those needing assistance evacuating the building must:

1. Notify their manager.

2. Should move quickly to the Passenger Elevator Lobby, and wait for assistance from the Durham City Fire Department or other designee.

3. If an advocate is needed to accompany you it is your responsibility to inform your manager.

4. If the Passenger Elevator Lobby is not accessible, proceed to the West Stair Vestibule, and wait for evacuation assistance.

5. Do not return to your work location until the all clear has been sounded.
C. Occupants Instructions

Accurate, specific and prompt notification of an emergency is a recognized factor in life-safety in high-rise buildings.

If you should discover a fire on your floor, or if you see or smell smoke, which indicates the presence of fire, report it immediately.

AN ALARM SHOULD BE TURNED IN BY THE FOLLOWING METHODS:

1. Activate the manual Fire Alarm Pull Station closest to you. There are three on each floor in the main corridors near each stairway exit and in the elevator lobby. EVACUATION IS TO BEGIN IMMEDIATELY UPON ACTIVATION OF THE FIRE ALARM SYSTEM.

2. Dial 911 immediately and report: “There is a fire on the ____ floor of the Durham Centre building at 300 West Morgan Street.”

3. Call Security at 919-682-5545. Alert your supervisor and all other occupants on your floor. Once you have reported the fire, evacuate floors immediately and close, but do not lock all interior doors.

4. Proceed downward via the exit stairs to the first floor and then to the emergency assembly point located at the parking lot on Foster Street. Remain at this point until the emergency is over and you have been given clearance by the fire department or building staff.

5. Visitors are asked to evacuate to the emergency assembly point during a fire alarm. They are not required to go to this point, but must evacuate the building.

DO NOT ATTEMPT TO EXTINGUISH A FIRE YOURSELF UNTIL AN ALARM HAS BEEN TURNED IN.

DO NOT ATTEMPT TO USE THE ELEVATORS AS A MEANS OF EVACUATION. They will not be available and will likely be an unsafe method of exit. Fire department personnel will advise if certain elevators may be used for the evacuation of persons with disabilities.

DO NOT RE-ENTER THE BUILDING UNTIL GIVEN PERMISSION BY THE FIRE DEPARTMENT. Return to your normal work areas in an orderly fashion if conditions permit.
II. OCCUPANTS–TEAM DUTIES AND RESPONSIBILITIES

A. Fire Safety Team Structure:
To effectively and efficiently implement the provisions of the plan, a fire safety organization for the (“Fire Safety Personnel”) shall be established and staffed as follows:

1. Fire Safety Directors (1)
2. Fire Warden (1 per floor)
3. Deputy Fire Warden (1 per floor)
4. Searchers (Female and Male) (2 per floor) (may vary)
5. Evacuation Attendant Aides (2 per disabled person)

Persons with disability include physically disabled, those with heart conditions, visually handicapped and the audibly handicapped persons in the building. Also included in this would be those persons with broken limbs.

Upon request of the Building Management, tenants on each floor shall make responsible and dependable employees available for designation by the Fire Safety Director as Fire Wardens, Deputy Fire Warden, Searchers and Evacuation Attendants.

Each floor of the Durham Centre building will be under the directions of a Fire Warden, for the evacuation of occupants in the event of a fire or other emergency. They shall be assisted in their duties by one Deputy Fire Warden and a minimum of two (2) Searchers. There shall be at least one male and one female Searcher assigned for each floor.

B. Fire Safety Director:
1. Identification:

Name: Deborah Harris and Eddie Simser
Office: Suite 0150, Durham Centre Building
Office Phone: 919-688-2277
Cell Phone – Deborah Harris (919) 427-8194
Cell Phone – Eddie Simser (919) 201-4091

a. The Fire Safety Director will be a person who spends the majority of his working hours in the Durham Centre Building and is thoroughly familiar with the building and its emergency systems.

b. The Director shall be a member of the Building Management, Maintenance, or Security Staff.
2. Routine Responsibilities
   a. The Director will be thoroughly versed with the plan.
   b. The Director will periodically review the plan to ensure that it is up to date and incorporates all administrative, technical and operational changes.
   c. The Director will ensure that Fire Wardens, Deputy Fire Wardens, Searchers and Evacuation Attendants are assigned for each floor.
   d. The Director will be responsible for the availability and state of readiness of the Fire Wardens and Deputy Fire Wardens.
   e. The Director will conduct Fire Drills as required by the plan.
   f. The Director will maintain an up-to-date list of names and workstations of persons with disabilities and their attendant.
   g. The Director will ensure the proper maintenance, repair and readiness of all Buildings fire safety and fire fighting equipment.
   h. Upon the Sounding of an Alarm, the fire safety director shall report to the Fire Command Station to assist the Fire Department incident commander and to receive reports from Fire Warden of any missing person, or problems.

C. Fire Wardens:
Fire Wardens should be persons with a high level of authority over large portions of their particular floor. They also should be persons who are normally on their floor most of every working day.

1. Routine Responsibilities
   a. Fire Wardens will examine and determine that all fire doors to stairs are maintained in the closed position and that no doors are obstructed, inoperable or illegally locked.
   b. Fire Wardens will ensure that all entrances, exits, lobbies, corridors and aisles are free from obstructions.
   c. Fire Wardens will ensure that all exit lights are working properly.
   d. Fire Wardens will ensure that all fire safety deficiencies are reported to the Fire Safety Director.
   e. Each Fire Warden is responsible for knowing his or her designated position in the elevator lobby in the event of an emergency evacuation.
   f. Each Fire Warden is responsible for the availability of Searcher personnel for his or her area and must ensure that up-to-date organization records are maintained.
   g. Fire Wardens will be familiar with the Fire Safety Plan, the location of exits and the location and operation of any available fire alarm system.
h. Fire Wardens will have available a current list of all persons with disabilities and their evacuation attendants. This list shall include the work locations of both the person with disabilities and that of both evacuation attendants. Persons with disabilities include those persons who would have difficulty in maneuvering or funding the exit stairs unaided. This would include the physically handicapped, the visually or audibly impaired, those with heart conditions, broken bones, pregnancy, etc.

i. Fire Wardens will ensure that the location of fire extinguishers, exit stairs and manual fire alarm pull stations are known by all floor occupants.

j. Building occupants will not be permitted to allow accumulation of combustible debris or material within the building. The Fire Wardens will advise the Fire Safety Director of any infractions.

Fire Wardens will upon sounding of alarms:

1. Put their identification vest or hat on.
2. Take their place at their assigned exit stairway position.
3. Encourage a prompt but orderly evacuation.
4. Not leave the floor until all Searchers have checked in signaling that their respective areas are clear.
5. Ensure that evacuees proceed quietly to their designated assembly area.
6. After evacuation and assembly in the designated area, Fire Wardens, with the assistance of Deputies and Searchers, will perform a head count to verify that all regular occupants of their floors have been evacuated. Fire Wardens will notify Safety Director of anyone not accounted for or needing special assistance.

D. Deputy Fire Wardens:

Deputy Fire Wardens, like the Fire Wardens, should also be persons with relatively high levels of authority. They also should be persons who are normally on their floor most of every working day.

1. Routine Responsibilities

Deputy Fire Wardens should assist Fire Wardens in their normal responsibilities and will fill in for Fire Wardens in their absence.

Deputy Fire Wardens will upon sounding of alarm:

a. Put their identification vest and hat on.

b. Check to see that each Fire Warden is in position at each elevator lobby. If not, the Deputy Fire Warden should assume the duties of the Fire Warden.

c. Report to designated stairwell to ensure that evacuees proceed down the exit stairway single file keeping to the right.
d. Before entering an exit stairway, be sure that the stairway door is not hot and that the stairway itself does not contain heavy smoke. DO NOT OPEN A HOT DOOR.

**E. Searchers:**
Searchers shall be persons who are very familiar with their area and are not normally in their area most of every working day.

1. **Routine Responsibilities**
   a. Searchers should be alert to any fire hazards in their area and should either correct them or report them to the Fire Warden.
   
   b. Each Searcher is responsible for knowing the designated exit stairway for their area in the event of an emergency evacuation.

Searchers will upon sounding of alarm:

   c. Put their identification vest or hat on.
   
   d. Immediately search their assigned area and report their findings to the Deputy Fire Warden at their assigned exit stairway.
   
   e. If upon reaching the exit stairway, a Searcher finds that the Deputy Fire Warden has assumed the duties of the Fire Warden, then the Searcher should assume the duties of the Deputy Fire Warden.
   
   f. During the Searchers in the inspection of their assigned areas, they shall advise all occupants to extinguish all smoking materials, and proceed to assigned exit stairwell.

**F. Evacuation Attendant:**
Evacuation Attendant should be persons located near their person with disability and should be someone who is normally in their area most of every working day.

Evacuation Attendant shall upon sounding of alarm:

   a. Locate the person with disability to whom they are assigned and ensure that there is sufficient help available to evacuate them to safety.
   
   b. Notify the Fire Wardens that their person with disability is cleared and accounted for.
   
   c. Upon completion of the evacuation of person with disability, immediately contact the Fire Command Station via the Security Phones in the exit stairways to identify the location of the person with disability and to await further instructions from the Fire Command Station.
G. Emergency Evacuation Drills and Training:

Unannounced fire drills will be conducted on a semi-annual basis. These drills will involve all personnel occupying the building.

All Fire Safety Personnel will be expected to attend an annual refresher seminar on fire safety and emergency evacuation procedures.

All fire drills shall be coordinated with the Durham Fire Department, Fire Alarm Communication Center before and after each drill.

Details of drills and execution of their effectiveness will be maintained on record in the Building Management Office for a period of (1) year. These documents will be available for examination by the fire department personnel and tenants, as requested.
Durham Centre
Secondary Emergency Assembly Point
Parking Garage, Level P1

Roney Street
Fire Command Station

Dept of VA - VISN 6
DCRI - IT
DCRI - SOC, OL
DCRI - Contracts, Facilities, IxON
DCRI - HR, Bus Dev.
DCRI - CME
DCRI - Comm
DCRI - DTM, CRI
DCRI - Finance
DCRI - Stats

Morris Street
McKesson
Durham Chamber
Piedmont Investors
Engine
TIAA CREF

Morgan Street
Foster Street

The Secondary Emergency Assembly Point should only be used in case of inclement weather (rain, thunderstorms, snow, etc.).

Please be cautious of any parking deck traffic.