

2100 ROSS AVENUE

---

# Fire and Emergency Evacuation Plan

**REVIEWED**  
**DALLAS FIRE DEPT.**  
**SUBJECT TO CORRECTIONS NOTED**  
**DATE 9-17-19 BY SW**  
**REVIEWAL OF PLANS OR**  
**SPECIFICATIONS SHALL NOT BE**  
**CONSTRUED TO SANCTION ANY**  
**VIOLATION OF CODE.**  
**FINAL REVIEW IS SUBJECT TO**  
**FIELD TESTING AND INSPECTION.**

Fire Safety Director  
Senior Property Manager

Security Manager  
Ann Spain, RPA®, LEED AP®

---

*September 1, 2019*

## Table of Contents

I.	PURPOSE OF THE FIRE AND EMERGENCY EVACUATION PLAN.....	1
II.	EMERGENCY NUMBERS .....	1
III.	PROCEDURES WHEN FIRE OR SMOKE IS DISCOVERED.....	2
IV.	FIRE EXTINGUISHER SYSTEMS.....	3
V.	FIRE ALARM SYSTEM.....	4
VI.	FIRE OR EMERGENCY EVACUATION PROCEDURES .....	5
VII.	EVACUATION OF DISABLED PERSONS .....	5
VIII.	RESPONSIBILITIES .....	6
IX.	FIRE & LIFE SAFETY FEATURES EMPLOYED DURING A FIRE EMERGENCY ...	7
X.	SECURITY EMERGENCY PROCEDURES FOR AFTER HOURS RESPONSE .....	8
XI.	EMERGENCY EQUIPMENT.....	9
XII.	ADDITIONAL EMERGENCY PLANS .....	9
	BOMB INCIDENT PLAN.....	9
	TORNADO / SEVERE WEATHER / EMERGENCY SIRENS .....	12

**I. PURPOSE OF THE FIRE AND EMERGENCY EVACUATION PLAN**

**A. Safety**

The safety of the tenants is one of the foremost considerations of the management of 2100 Ross Avenue. 2100 Ross Avenue is a fully sprinkled, fire-resistive building. However, the contents are combustible and can produce large amounts of deadly smoke and toxic gases. The contents of the building can also contribute to the spread of a fire. In addition, life-threatening situations other than fire may require the building to be evacuated. Therefore, it is important that all tenants be aware of the fire detection and life safety systems in the building and have a thorough understanding of this Fire and Emergency Evacuation Plan.

**B. Identification of Key Personnel**

Tenants of the building shall designate responsible individuals as Fire Wardens and Deputy Fire Wardens. The tenant will notify, in writing, to the Fire Safety Director their designees.

**C. Procedures**

The purpose of this plan is also to establish the procedures for the personnel to follow in case of an emergency.

If any part of this Fire and Emergency Evacuation Plan is not clear, or to obtain additional copies of this plan, call the Property Management Office at 214-754-2988.

**II. EMERGENCY TELEPHONE NUMBERS**

Dallas Fire Department	911
Ambulance	911
Dallas Police Department	911
Property Management Office	214-754-2988
Fire Safety Director	214-754-6911
Building Security	214-754-6911

An easy way to recall the logical actions to take in a fire emergency is to remember RCAF

R – RESCUE  
C – CONFINE  
A – ALERT  
F – FIGHT

### III. PROCEDURES WHEN FIRE OR SMOKE IS DISCOVERED

#### A. RESCUE

Rescue anyone from the immediate danger area. This means the room of origin, or immediate vicinity of the fire. This is not an evacuation of the premises.

#### B. CONFINE

Confine the fire by closing doors to the room of origin. This will contain the fire and smoke to the area of origin for a long period

#### C. ALERT

If the fire alarm is not already sounding, go to the nearest manual pull station and activate the alarm. Call the Dallas Fire Department at 911 and give the following information:

1. Nature of the emergency: **Fire, Medical, etc.**
2. Your name
3. Building name and complete street address:  
2100 Ross  
2100 Ross Avenue  
Dallas, Texas 75201
4. Floor number and suite number
5. Closest street intersection:  
**Pearl and Ross Street**
6. Call back number
7. Call Building Security at 214-754-6911
  - a. Give your name
  - b. Nature of the emergency: Fire, Medical, etc.
  - c. Floor number and suite number

#### D. FIGHT

If the fire is small and confined to one object (such as a trashcan), locate a fire extinguisher for fighting that type of fire, and use it. However, never attempt to fight a fire unless:

1. You know how to operate the fire extinguisher equipment
2. You have an appropriate type of extinguisher
3. The fire is small
4. You have access to an exit if you fail to put the fire out

#### **IV. FIRE EXTINGUISHER SYSTEMS**

**An easy way to recall the logical actions to take when using  
the fire extinguisher PASS**

**P- Pull  
A- Aim  
S- Squeeze  
S- Sweep**

##### **A. Portable Fire Extinguishers**

2100 Ross Avenue is equipped with Classification ABC dry chemical fire extinguishers which are wall-mounted near/or in each stairwell and other prominent locations within the building. An easy way to recall actions on Fire Extinguisher is to use the word **PASS**.

**P. PULL** the metal ring pin located at the top of the extinguisher while holding the fire extinguisher upright.

**A. AIM** at the base of the fire with the hose from 10 to 12 feet away.

**S. SQUEEZR** the lever.

**S. SWEEP** the fire away from you by aiming at the base of the fire and sweeping from side to side.

##### **B. Automatic Sprinkler System**

The fire system sprinkler heads will automatically activate when the temperature sensed by the sprinkler head reaches 165° Fahrenheit. Only the sprinkler head(s) that sense the high temperature will pop off their cover and begin spraying water.

##### **C. Fire Hose Water Supply**

There are two fire hose connection valves on each floor for use by the fire department. Located in each stairwell (north & south fire exits), and fire hose connections at the Pearl Street and Olive Street sides of the building.

## V. FIRE ALARM SYSTEM

### A. Smoke and Heat Detector Activation

1. These are photoelectric or heat detectors.
2. They are located in all elevator lobbies, elevator shafts, and mechanical/electrical rooms.
3. Additionally, there are detectors located in the ducts of the Heating, Ventilation and Air Conditioning (HVAC) system throughout the building (duct detectors).
4. Activation of any building smoke detectors will activate the fire alarm system for the floor in alarm, the floor above, and the floor below.

### B. Fire Sprinkler Water Flow Sensor Activation

1. When a sprinkler head begins to spray water on a fire, the motion of the water through a flow sensor in the pipe activates the fire alarm system for the affected floor, the floor above and the floor below.

### C. Fire Alarm Pull Station Activation

1. Pull Stations are located by each stairwell door (north and south Fire Exits).
2. To activate, pull the handle down.

### D. Fire Alarm Activation Results.

When A., B., or C. above activates the alarm system, all of the following will occur:

1. Security will receive a signal as to which floor and device, or devices, are in a state of alarm.
2. The floor alarms will sound on the affected floor, the floor above and the floor below.
3. The PA announcement with instructions will play on each of these three floors.
4. Strobe lights will be activated and begin flashing on each of the three floors.
5. The elevators will be recalled to the lobby level. However, if the alarm was activated by the P1 level, the garage elevators will be recalled to the ground level.
6. HVAC units will automatically shut down on all affected floors.

## **VI. FIRE OR EMERGENCY EVACUATION PROCEDURES**

When the alarm is activated, building occupants should:

- A. Leave their work area in accordance with the instructions from the PA announcement. Fire Wardens and Deputy Wardens will lead the evacuation.
- B. Close all doors, but leave them unlocked.
- C. **DO NOT USE THE ELEVATORS.**
- D. Go down the nearest stairwell (that is not blocked by smoke, fire or debris) to three floors below your floor, enter the floor and wait in the lobby of that floor for further instructions via the PA System. If the floor you are evacuating to has smoke or flame, continue down three more floors and wait in the lobby of that floor.
- E. If a Total Building evacuation is announced by building security, exit all the way down until you reach the lobby level. Those exiting for such an evacuation will be instructed to meet at the plaza area (rotunda) at Chase Tower across Pearl Street.
- F. Periodic updates of the fire or emergency situation will be made by 2100 ROSS AVENUE Management Staff.
- G. Do not re-enter the building until the ALL CLEAR is received.
- H. If all of the stairwells are blocked by fire, smoke or debris, return to a suitable room and:
  - 1. Close the doors.
  - 2. Call 911 and notify the operator of your location and predicament.
  - 3. Place towels, clothing, etc. around the bottom of the door.
  - 4. Place a wet towel or cloth over your mouth and nose. Stay low below the smoke.
  - 5. Do not break the windows unless it is a last resort. Falling glass is dangerous to persons and it may allow smoke to enter your room.

## **VII. EVACUATION OF DISABLED PERSONS**

### **A. Visually Impaired**

People should have a “buddy” assigned to them to assist in case of an evacuation. Ask people the best way to assist them to the stairwell and lead them to safety. It is important that the “buddy” remain with the person until the emergency is over. Elevators may not be used!

**B. Physically Disabled/Non-Ambulatory Persons**

People should have a “buddy” or “buddies” assigned to assist them in case of an evacuation. In most instances, it will only be necessary to move them into the stairwell on the landing. If it is necessary to move them down the stairs, various lifting and carrying techniques can be utilized. Ask the person the best way to help them. Stay with the person until the emergency is over or DFD personnel arrive to help them. Elevators may not be used! **Remember that the interior of a secured fire stairwell is generally the safest location in the building.**

**VIII. RESPONSIBILITIES**

**A. Tenants**

1. Designate and train Fire Wardens and Deputy Fire Wardens to carry out the responsibilities in B. below.
2. Notify the Fire Safety Director in writing of those persons designated as Fire Wardens and Deputy Fire Wardens.

**B. Fire Wardens and Deputy Fire Wardens**

1. Familiarize themselves with:
  - a. This Fire and Emergency Evacuation Plan
  - b. Location of all emergency exits
  - c. Location and operation of the fire alarm system
  - d. Location and operation of available fire extinguishing equipment
2. In the event of a fire or an emergency requiring the evacuation of the building, the Fire Warden shall:
  - a. Execute this Fire and Emergency Evacuation Plan
  - b. Ensure doors are closed but not locked
  - c. Ensure all floor occupants have been notified
  - d. Direct the evacuation of the building for the people within the scope of the Fire Warden’s responsibility
  - e. Ensure assistance to the disabled
  - f. Prevent the use of elevators unless otherwise directed by Dallas Fire Department
  - g. Notify the DFD of:
    - (1) Disabled persons who need assistance
    - (2) Any injuries
    - (3) Anyone not accounted for
3. Deputy Fire Wardens shall assist the Fire Warden in carrying out the responsibilities listed in 2. a. – g. above.



**C. Fire Safety Director**

1. Be familiar with this Fire and Emergency Evacuation Plan
2. Conduct fire and evacuation drills at least once each calendar year and maintain a written record of those drills
3. Maintain a record of designated Fire Wardens and Deputy Fire Wardens for each tenant
4. Monitor the availability of the Fire Warden and Deputy Fire Wardens
5. Monitor the maintenance of the following life safety systems:
  - a. Fire Alarm System
  - b. Automatic Sprinkler System (including Fire Pump and Control Valves)
  - c. Elevator Recall System
  - d. HVAC System
  - e. Emergency Generators and Lighting Systems

**D. Fire Brigade Duties and Responsibilities**

2100 Ross Avenue Security, Engineering and Management staffs make up the nucleus of the Building Fire Brigade. The established procedures listed below will be followed at any indication of a fire emergency.

The Fire Department will be notified any time the Security Officer on duty receives an indication of a fire emergency as listed:

1. Automatic Alarm (smoke detector, manual pull station or water flow alarm)
2. Report of smoke or fire by an individual calling security
3. Fire reported, that has gone out or was put out by a tenant or other individual

**IX. FIRE AND LIFE SAFETY FEATURES EMPLOYED DURING A FIRE EMERGENCY**

**A. Dock Command Center Security Officer**

1. Acknowledge, but do not silence the alarm.
2. Contact the Fire Brigade via the radio and give them the type of alarm and location.
3. Call the Fire Department at 911 and provide them with the following information:
  - a. Your name and the type of emergency. (fire alarm, reported smoke, reported fire, etc.)
  - b. Building name and address (2100 Ross Avenue. 2100 Ross Avenue). Advise them to come to the Ross and Pearl Street entrance.
  - c. Your telephone number. Remain calm. Do not hang up until the dispatcher has all the information he needs.

4. Have fireman keys and floor plans ready for the Fire Department upon their arrival.
5. If additional assistance is needed, call the management office. Then, if needed, call surrounding buildings and request assistance.
6. Dispatch one officer to the Ross Street entrance with fireman keys and floor plans. Escort DFD Personnel to a secured elevator giving them all available information on the fire emergency.
7. North and South Lobby Officers will clear as many people from the lobby as possible. Allow no one access to the building except Fire Brigade and Fire or Police Officials.
8. If the Fire Safety Director is not available by the time the Fire Department has arrived, brief the appropriate alternate on the situation and action taken.
9. The Fire Department has full control of the building upon their arrival.

**B. Fire Safety Director (Security Supervisor)**

1. Set up a command post in the Dock Security Command Center. If a total evacuation has been instructed by the Fire Department, the Fire Safety Director will instruct evacuating personnel to go to the Chase Tower rotunda/plaza area.
2. Have full knowledge of action taken by the fire brigade and floor wardens.
3. Based on the knowledge obtained, issue instructions on procedures that need to be implemented.
4. Dispatch personnel to the floors below the fire floor to assist in the evacuation.
5. Brief Fire Department personnel upon their arrival.

**C. Property Manager**

1. Alert Fire Department personnel of any unusual hazards in the building.
2. Ensure that all appropriate steps are taken to save life, protect property, reduce damage, maintain order and minimize loss.

**D. Tenant Fire Wardens**

In the event of fire/smoke on their floor, the Fire Warden will take the following actions:

1. Evacuate all personnel from the danger area using the stairwell and proceed to three floors below the fire floor. Enter the lobby of this floor and wait for further instructions. Do not congregate in the stairwell. If smoke or flame is encountered on your re-entry floor, proceed down three more floors and enter the lobby of that floor.
2. If an alarm has not activated on your floor, activate the nearest manual pull station.
3. Provide assistance for all disabled personnel.
4. Search all offices, storage rooms and restrooms to ensure that all personnel have evacuated.

5. Notify the Fire Safety Director of any persons who require assistance or persons not accounted for.
6. Close, but do not lock, all doors.
7. Do not attempt to use elevators unless directed to do so by the Fire Department.

**X. SECURITY EMERGENCY PROCEDURES FOR AFTER HOURS RESPONSE**

If the Security Officer receives a report of fire/smoke after business hours, he will:

1. Notify the Fire Department at 911.
2. If a fire is reported by phone, determine the exact location of the fire and activate the fire alarm manually if it has not been activated automatically.
3. Tell the caller to evacuate the floor using the stairwell and to close all doors to the suite.
4. Use the PA to notify the floors involved and the action to be taken.
5. Follow regular hour emergency procedures as closely as manpower will allow.
6. Report ANY fire to the Property Manager and the first available supervisor on the emergency contact list.

**XI. EMERGENCY EQUIPMENT**

Emergency equipment consists of an emergency generator and a fire panel. All staffed on-site and remotely monitored 24 hours a day, 7 days a week. Fire Panel is located on the first floor in the Fire Control Room (dock office). The Fire Panel provides the following information:

1. Manual voice paging to each floor.
2. Automatic voice message to each floor in alarm.
3. Monitoring of all fire alarm devices, manual and automatic.
4. Manual control of electronic/magnetic door release (stairwells).
5. Manual control of automated elevator recalls.
6. Monitoring of smoke detectors located on each floor.
7. Monitoring of sprinkler heads located throughout the building and in the garage levels.

## XII. ADDITIONAL EMERGENCY PLANS

### BOMB INCIDENT PLAN

**General Information:** A bomb threat is a verbal or written message warning or claiming placement of a bomb or similar hazardous device. Most bomb threats are received in one of two ways – in writing or by telephone with telephone threats being the most common. The majority of bomb threats are called into a tenant rather than the Security Department or Management Company. When the bomb threat is reported to the security officer, obtaining the correct information is essential.

**DO NOT USE ELECTRONIC EQUIPMENT.** Use land line telephones only.

Once the security officer has determined that an actual bomb threat has been received, they will notify the Emergency Response Team. Security will immediately notify each member of the Management Team of the bomb threat and the Dallas Police Department.

**Bomb Threat by Telephone:** Communicate with the bomb threat call recipient in an area that will prevent others from overhearing the conversation to deter unnecessary anxiety among employees. The use of the Bomb Threat checklist is essential in obtaining as much information as possible concerning the bomb and the caller. Each tenant receptionist should have a copy of the checklist and the security officer on duty at the security panel should have access to the checklist and be totally familiar with its contents.

The following information should be obtained if possible:

- Does the telephone line the bomb threat was received on have caller identification?
- What building are you referring to?
- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does the bomb look like?
- What will activate the bomb?
- Did the caller place the bomb or did someone else do it?
- Why was the bomb placed at that location?
- Where is the caller located?
- What is the caller's address?
- What is the caller's name?

Other items to consider include the caller's voice. If the voice is familiar, whom did it sound like? Were there any background noises or sounds? In reference to the voice, listen for the following:

Calm	Slow	Crying	Slurred
Stutter	Loud	Broken	Giggling
Accent	Angry	Stressed	Nasal

Lisp	Excited	Male	Squeaky
Normal	Upset	Depressed	Deep
Female	Sincere	Rapid	Disguised

**Bomb Threat by Written Material:** When a tenant or other building occupant receives a written bomb threat and reports it to security and/or management office, the responding security officer will take the following action:

- Do not handle the material with your hands.
- Place the written threat, envelope or container into a plastic bag. Call Dock Office Security at 214-754-6911 for a clean unused trash bag.
- Do everything possible to preserve fingerprints, paper used and postal marks.
- Notify Management Team and the Dallas Police Department.

**Management Team:** The Management Team will consist of the following people:

- Property Manager
- Security Supervisor
- Chief Operating Engineering
- Assistant Chief Operating Engineering

The Management Team will be responsible for notifying each tenant by telephone of the bomb threat.

**Emergency Response Team:** The Emergency Response Team will consist of all security and engineering personnel.

The Emergency Response Team will be responsible for conducting quick searches based on directions from the Management Team and the one who received the threat. They will assist in the partial or full evacuation of the building occupants, if necessary. This Team will also be responsible for securing the building and the garage to prevent entry, other than Police or Fire Department officials assigned to the project, if so ordered by the Management Team.

**Searches:** The Management Team will then notify the Emergency Response Team of the scope of the search based on the bomb treat information received from the tenant or building occupant..

If the Emergency Response Team finds a bomb or a suspicious object during the search, the Management Team will immediately notify the Dallas Police of the findings.

There has been some controversy over the search methods to be used to locate a bomb or suspicious objects. 2100 Ross has adopted the Alcohol, Tobacco and Firearms recommended procedures for searching.

Emergency Response Team members will divide into groups of two for all searches.

Most bomb injuries or death occur when a secondary explosive device is activated away from the primary explosive. This explosive device will usually be secretly along an evacuation route and designed to injure or kill as many evacuating persons as possible. Based on this reasoning, a “reverse search” will be conducted first. Chase Tower has been selected as the primary evacuation destination for tenants of 2100 Ross Avenue. The secondary evacuation destination will be Trammell Crow Center. The search will begin at the selected destination area and work back to the main lobby and into each stairwell up to the floor that received the threat. Areas to be searched by the groups of two, includes but not limited to the following:

- All flower beds and shrubbery along the evacuation routes.
- Stairwells leading into the garage.
- Trash receptacles and ashtrays.
- Window ledges.
- Manholes and street drainage systems.
- Building ornamentations.
- Lobby area and interior flowerpots.
- Stairwells within the building that would be used as evacuation routes.

If the person making the bomb threat gave no specific bomb location, the dock, lobby, P1, P2, P3 & P4 will be searched and any other location deemed necessary by the Management Team.

Interior searches are somewhat more difficult to accomplish due to numerous items in suites and rooms. When entering a room to be searched, the two person team should first stand in the middle of the area and utilize their senses. Look for items out of place such as ceiling tiles askew and any other items that do not fit the area. Listen for sounds such as ticking that might be coming from an explosive device timer. Smell for signs of gasoline or other flammable material.

If a bomb or suspicious object is found, DO NOT TOUCH, JAR or MOVE it. When a suspicious object is discovered, the following procedures should be followed:

- Report the location and an accurate description of the object to the Management Team.
- Identify the danger area, and block it off if possible.

**Evacuation:** If the Management Team orders an evacuation, the dock security officer will make an announcement to begin evacuation to Ross Street doors and directed across Pearl Street to the plaza/rotunda area of Chase Tower.

One representative from each tenant will be assembled in the Chase Tower plaza for periodic briefings as to the status of the bomb threat. In turn, the tenant representative can inform their employees as to the progress.

**Explosion:** Should an explosive device be detonated, the Fire and Emergency Evacuation Plan will be implemented throughout the building. The security officer at the security console will make an announcement via the PA system to evacuate the building.

**All Clear:** Once the bomb has been removed from the premises and/or the Management Team has determined that the building should be reopened for occupancy, an announcement will be made to all floors and to personnel standing by at Chase Tower that tenants may return to work.

## **TORNADO / SEVERE WEATHER WARNINGS / EMERGENCY SIRENS**

2100 Ross Security has a National Weather Service radio to monitor periods of severe weather. The Dallas Emergency Preparedness Office also monitors weather conditions and activates emergency sirens during periods of severe weather. Should the National Weather Service issue a tornado warning for Dallas County, or the emergency sirens are activated, security will make the following announcement to all floors via the public address system:

### **General Alert:**

**National Weather Service has issued a tornado warning for Dallas County. Please monitor local radio or TV for more specific weather information. Be alert to changing weather conditions. Consult with your floor warden if you have evacuation questions. Thank you.**

If a Tornado is reported in the immediate area security will make the following announcement:

### **Tornado Reported:**

**A tornado has been reported in our immediate area. All personnel should move to the interior corridors, restrooms or stairwells. Stay away from exterior windows, lower lobbies and atriums. Thank you.**

Security will activate the magnetic stairwell release located at the fire panel so tenants can enter and exit the stairwells. Security will monitor pedestrian traffic on the ground floor lobby. If occupants remain in the lobby during severe weather the security staff will direct occupants via the PA system or bullhorn (if applicable) to shelter areas.

After severe weather has passed assess injuries and contact emergency services if applicable. If serious safety hazards exist and/or severe structural damage has occurred, partial or full evacuation may be implemented by the Dallas Fire Department or building management.

If there is no damage, the following announcement will be made when the tornado warning expires:

**Tornado Warning Expiration:**

**The National Weather Service tornado warning for Dallas County has expired. You may return to your normal duties. Stay tuned to local radio or TV for further weather updates. Please remain alert to changing weather conditions. Thank you.**