

FIRE SAFETY

121 South Main Street is equipped with both an automatic and manual multiplex fire alarm and voice communication system. The fire alarm system consists of an alarm panel indicating devices and a number of addressable alarm initiating devices. It is equipped with both battery and generator backups.

Alarms in the building are monitored by this system and may be initiated by either of the following:

- **MANUALLY** – pull stations located at either end of all elevator lobbies including main entrances on the ground floor;
- **AUTOMATICALLY** – (a) activation of a heat or smoke detector; (b) activation of a sprinkler head monitored by flow switches on this system.

121 South Main Street has been constructed in such a manner so as to prevent the spread of fire within the spaces. The latest safety equipment and materials have been installed in our building to make it as fire safe as possible. Some of these include fireproofing on all metal beams, a smoke evacuation system, a stairwell pressurization system, a complete sprinkler system, and as noted above, a sophisticated alarm and communication system.

FIRE EXTINGUISHERS are located in all mechanical rooms as well as in the lobbies near each stairwell. In each case, a specific type has been installed for the area it serves. Familiarize yourself with these locations. These devices are to only be used by trained professionals. You should report any fire situation and evacuate the building.

TO REPORT A FIRE:

- 1) **Activate the nearest fire alarm pull station.**
- 2) **Call 911** and report the situation. Identify yourself, your floor and location on that floor, the type of emergency and exactly where it is located.
- 3) **Evacuate the building**

E VACUATION

If an alarm is initiated, the fire alarm horns and strobes will only be activated on the floor where the alarm originated, and one floor above and one floor below.

All occupants of these **three floors** should evacuate the building immediately.

Simultaneously, the fire alarm system signals the fire department and the command center equipment in the lobby. All elevators will automatically travel and park on the ground floor. Building personnel will respond immediately to aid in the evacuation process until the Fire Department arrives.

In a fire situation, the floor on which there is a fire, and the floors immediately above and below, will exit first. Proceed to the nearest stairwell and exit the building.

On all other floors, evacuation will be achieved systematically through instructions announced over the fire communication system. This will be done by the fire department.

Do not evacuate your floor until instructed how and when to do so. Stairwell location diagrams are located at each lobby, which will direct you to the nearest emergency exit. Doors are marked with lighted exit signs. Please familiarize yourself with your particular floor. Please do not call the building management or security desk during an alarm condition, unless it is an emergency. We need to keep the phone lines open.

Exit the building and walk to the evacuation location in the park to the north side of the building.

PROCEDURES TO FOLLOW:

- Lock/secure sensitive material at your work station.
- In exiting your floor, do so in an ordinary manner. **Don't panic! Walk! Don't run!**
- Mobility impaired individuals should go to the nearest stairwell, wait for assistance and request others to notify emergency responders of their location.
- Do not use elevators to evacuate.
- Use the right side of the stairs, holding on to the handrail while you walk down the stairs. **DO NOT RUN!** Stay in single file.

L IFE SAFETY

To report a medical emergency: **CALL 911.** Give them whatever relevant information is needed for them to respond appropriately. **THEN CALL Building Security at 453-0050,** in order for management personnel to meet the emergency crew and escort them to the proper location.

BOMB THREATS

Bomb threats should be communicated to the Building Management Office as soon as possible so proper action can be taken.

Anyone receiving a telephone call informing them that a bomb has been placed in the building should take the following action:

- **REMAIN CALM.** If possible, alert someone nearby instructing them to call the Building Management Office 401-421-1110 to notify them of the threat.
- **WRITE DOWN THE TIME OF THE CALL** and whether the caller is a **MAN OR A WOMAN.** Make note of **BACKGROUND NOISES,** e.g., music, talking, traffic, etc.
- **WRITE DOWN WORD-FOR-WORD** the message given.
- **DO NOT INTERRUPT THE CALLER WHILE HE/SHE IS TALKING.**
- **TRY TO KEEP THE CALLER TALKING.** Try to act natural.
- **ASK THE CALLER TO REPEAT THE MESSAGE.** This will give you more time to get additional information.
- **ASK WHERE THE BOMB IS LOCATED.**
- **ASK WHAT TIME IT WILL GO OFF.**
- **ASK WHAT TYPE OF BOMB IT IS.**

Immediately after the caller hangs up, call the Building Management Office informing them of all pertinent information. They, in turn, will take the required action notifying and coordinating with the proper authorities.

The Building Management will then initiate a systematic evacuation of the building based on the information received, while working in conjunction with the fire and police personnel.

This procedural and information pamphlet has been prepared for all tenants and personnel at 121 South Main Street. Please familiarize yourself with the instructions provided. In the event an emergency situation arises, your response should be immediate according to the instructions given in this pamphlet.

REMEMBER – When an emergency situation occurs, an immediate and correct response may very well prevent serious injuries, property damage, and very possibly the loss of life.

IN ALL EMERGENCY SITUATIONS

Obey all instructions given by building management or emergency personnel. They know exactly how to direct you in each emergency.

EMERGENCY PHONE NUMBERS

**PROVIDENCE FIRE DEPARTMENT
911 OR 274-3344**

**PROVIDENCE POLICE
DEPARTMENT
911 or 272-1111**

**BROWN UNIVERSITY OFFICE
OF PUBLIC SAFETY
401-863-4111 or 401-863-3322
(Brown University Tenants Dial 911)**

**C&W BUILDING MANAGEMENT
401-421-1110**

**MAIN LOBBY SECURITY DESK
401-453-0050**

FIRE SAFETY RULES

EVACUATION PROCEDURES

LIFE SAFETY

**121 South Main Street
Providence, Rhode Island**

(Updated 10/12/09)

