

TOWER PLAZA FIRE PROCEDURES

For 555 E. William, cross street: Maynard

IF FIRE ALARM SOUNDS: CALL 911, Then:

- Open control panel with key stamped "B" on lobby attendant's key ring
- Press "Silence Alarm"
- Turn on mic by putting the "All Circuits-Mic" switch in down position
- Unhook mic, hold down side lever, read the "Alarm Being Investigated" announcement inside control panel door Repeat 2-3 times
- Turn alarm back on
- Check control panel lights for alarm location
- Go to mail room and turn all elevators to manual (freight) mode, bring them to the lobby, and turn them off
- Return to the lobby desk and stay there as contact person for fire department and residents

In Case of False Alarm: CALL 911 and Cancel Call

- Locate alarm box which was pulled Reset by opening red box with small key stamped "B", reinserting the white lever, and returning the box to the normal upright position
- Return to lobby, unhook mic and read "In Case of False Alarm" announcement inside control panel door Repeat 2-3 times
- Return the "All Circuits-Mic" and "Osc Stop" switches to the up position
- Re-lock control panel center
- Return elevators to normal operation

In Case of Fire:

- Return to control panel mic and read the "In Case of a Reported Fire" announcement One floor below and 2 floors above the fire should be evacuated All other floors should not evacuate Repeat announcement 2-3 times
- Remain at lobby desk to open front door for fire department
- Check attendant's manual for list of handicapped or elderly residents who may need assistance If they live on a floor being evacuated, ask an available staff member to assist them If no other staff is available, tell the fire department immediately when they arrive of their location and condition

IF FIRE IS REPORTED BY PHONE: CALL 911, Then:

- Follow instructions under "In Case of Fire" above

*****AFTER THE FIRE DEPARTMENT ARRIVES,
FOLLOW THEIR DIRECTION*****

ALARM BEING INVESTIGATED

(Repeat following message 3 times)
Attention please, attention please
A fire alarm box has been pulled
It is being investigated at this time
Please remain calm, stay in your apartment,
and wait for further announcements
Thank you

IN CASE OF A FALSE ALARM

(Repeat following message 3 times)
Attention please, attention please
The alarm you just heard was a false alarm
The alarm you just heard was a false alarm
There is no fire There is no fire
Thank you

IN CASE OF REPORTED FIRE

(Repeat following message 3 times)
Attention please, attention please
An alarm box has been pulled on floor ____
Residents on floors, ____, ____, and ____
(one floor below and two floors above)
are directed to leave the building by the exit
stairways Please remain calm Do not run,
do not use the elevators Other residents
please remain in your apartments and wait
for a further announcement Thank you

ALL CLEAR ANNOUNCEMENT

(Repeat following message 3 times)
Attention please, attention please
The fire department has issued an all
clear The fire department has issued
an all clear Thank you