



FIRE EMERGENCY

Fires are a serious risk for businesses of all types. It is up to you to take the proper precautions to keep yourself, your co-workers and Atlas safe from fire hazards. In a fire emergency, all Atlas employees should be aware of their responsibilities and the actions they should take to protect themselves and others.

Fire extinguisher guidelines

Fire extinguishers are fire protection devices that are used to put out or control small fires. These devices are not meant for use on large, out of control fires. To be prepared for fire emergencies in the workplace, it is important to understand the proper method for handling a fire extinguisher. If you must use a fire extinguisher on the job, always remember to P.A.S.S.

P—Pull the pin straight out with the fire extinguisher on the floor.

A—Aim 10 feet back from the base of the fire.

S—Squeeze the lever on the fire extinguisher.

S—Sweep from side to side until the fire is out.

Lower the risks of fire

The following are some simple things you can do to prevent fires at Atlas:

- ❖ Always comply with office and building regulations.
- ❖ Obey “No Smoking” signs and smoke in designated areas.
 - Dispose of cigarettes and matches in the proper receptacles after ensuring they are completely extinguished.
- ❖ Watch for frayed electrical cords and overloaded circuits.
 - Be aware of “daisy” chaining or attaching multiple extension cords together.
- ❖ The use of firelit candles and other objects that require a flame may be prohibited from the office.
- ❖ Always store combustible materials in a safe area.
 - Fumes can travel a considerable distance and become ignited by a furnace, stove, electrical equipment or even a lit cigarette.
 - If you need to dispose of flammable liquids, do not pour them down the drain.

Preparing for a Fire

- ❖ Become familiar with Emergency Evacuation protocol and the Fire Safety Team.
- ❖ Learn where fire extinguishers are located and what types of fires they are to be used on.
- ❖ Participate in periodic fire drills to practice fire response procedures.

- ❖ Become familiar with the different types of alarms used in our workplace.
- ❖ Understand that Atlas will deploy the communication plan as well.
- ❖ Emergency telephone numbers should be posted near all phones.

Fire Controls - CFT

The building is fire ready based on the “pull” of a fire alarm or smoke detection. The fire controls will all work in sync to assist in warning and encouraging staff to evacuate the building. Be familiar with the following:

- ❖ Learn where the stairwells are on your floor and access to both stairwells
 - Stairwell #1 – Ewa Stairwell; or

- Stairwell #2 – Mauka Stairwell.
- ❖ Location of fire pull stations
 - Once you pull it, you cannot reset (3 min. window for building engineers to stop).
 - 2nd pull station pulled; whole building goes off.
- ❖ Stairwell Doors
 - Two stairwell doors on each floor.
 - Fire rated and will unlock during emergencies.
 - A “Pressurization System” pumps fresh air into the stairwell during an emergency.
- ❖ Elevator Lobby Doors Sprinkler System
 - Entrance lobby doors from the elevators to office space on both floors activate.
 - They form a “Water Curtain” to help maintain fires.
- ❖ Smoke Detectors
 - Provides initial warning signal.
 - Does not detect gases.
 - Should be blinking while in sleep mode.
 - Once activated, fire alarm horns, stairwell pressurization fans, and elevator recall commence.
 - Tested annually with accurate logs maintained.
- ❖ Sprinkler System
 - Discs in ceiling pop out.
 - Heat/smoke activated.
 - Always pressurized by a jockey pump in main mechanical room.
 - If system pressure fails, the main fire pump will energize.
 - Tested annually, with accurate logs.
- ❖ Strobes, Speakers, and Alarms
 - Blinking/flashing light.
 - Audible alarm with prerecorded message will sound.
 - Alarms will sound.



Responsibilities in case of a fire

Fire Warden or Manager on Duty – Upon receiving a report of a fire or upon the sound of the fire alarm.



- ❖ Stop all normal operations until the emergency procedures have been completed.
- ❖ Call 911.
 - Communicate the following information slowly and carefully:
 - The name of the caller and the property: **Atlas Insurance Agency**
 - State there is an alarm activation and give location as noted on alarm panel.
 - Give them the physical address: **201 Merchant St, Honolulu HI 96813 Suite 1100 or City Financial Tower (CFT)**
- ❖ Contact Building Security and Property Management relating to alarm location.
- ❖ Fire Wardens to direct and assign duties to Fire Safety Team.
 - Deputy Fire Wardens will direct personnel to evacuate and meet at Iolani Palace lawn.
 - Searchers and Buddies will assist those who need to evacuate or need assistance evacuating using the stairwell.
- ❖ Fire Safety Team will immediately begin their responsibilities.
 - The team will be identified by wearing orange safety vests.
 - All evacuees **MUST** use the stairwells.
 - **DO NOT** use the elevators.

NOTE: We may need to follow up with the Fire Department with any further information as Atlas receives updates. This may include if it is a false alarm or any other non-emergency situation. **ONLY a company executive of Atlas or Tradewind Group, designated by the ECC is authorized to handle media communications.**

During a Fire Emergency

The designated employees by ECC will be deployed for fire response. Our goal is the safety and health of our staff, so following instructions during an emergency is important to protect ourselves and others.

When fires break out

- ❖ If an employee sees or smells a fire and no emergency protocols have started, immediately notify Atlas management, call **911** for the fire department, and/or building security.
 - Designated ECC personnel will then notify all employees as building fire controls take place.
- ❖ If the fire alarm rings, always treat it as a true emergency unless you are told ahead of time it is a drill.
 - Just because you do not see smoke or flames does not mean a fire is not present.
- ❖ If the room fills with smoke, stay low to the ground and get out as fast—but as safely—as you can.
- ❖ All employees should begin to evacuate the building immediately.
 - Employees should follow all instructions about proper escape routes.
 - There should be at least two unobstructed, unlocked escape routes or exits from each location.
 - Do not use the elevators.
 - Remain calm.



- ❖ Stairwells are the safest place because of access to exits and ventilation system.
- ❖ All evacuees MUST use the stairwells.
 - Walk, **DO NOT RUN**.
 - Stay to the right & hold the railing as you descend.
 - If the stairwell becomes unusable, proceed to the next closest exit & use an alternate stairwell.
- ❖ Close all doors behind you, but do not lock them.
- ❖ Never leave an empty wheelchair in the stairwell.
 - Individuals needing assistance to exit will be assisted by the Fire Safety Team or Emergency Personnel.
- ❖ Led by the Fire Warden, designated employees will take over the evacuation, search, and staff assistance protocols. Please follow instructions and exit to safety!
 - Fire Wardens
 - Organize employees on each floor and minimize panic.
 - Relay instructions to Deputy Fire Wardens.
 - Complete evacuation and proceed to stairwell.
 - Check in with building management and Emergency Personnel after evacuation is complete.
 - Deputy Fire Wardens
 - Assist Fire Wardens with the responsibilities outlined above.
 - Maintain order and relay instructions.
 - Assistant Fire Warden
 - Maintains order & keeps all employees together and accounted for at evacuation site.
 - Searchers
 - Search floors, including bathrooms, for occupants when emergency situations require evacuation.
 - Buddies
 - Assist any handicapped or disabled person to which they are assigned when emergency situations require floor evacuation.
 - Remain with assigned person until the Fire Department arrives to evacuate them.

After Emergency Evacuation

- ❖ Remain calm as you exit the stairwell of the building.
 - The exits will lead you onto Richard Street or Merchant Street.
 - Outer island offices, please adhere to your building or office protocol.
- ❖ Safely head to the Evacuation Station assembly area for an attendance check by the Assistant Fire Deputy or other ECC members.
 - Evacuation Assembly Area – Iolani Palace Lawn next to the bandstand.
 - (See Evacuation Maps and Routes section)
- ❖ Be patient as it may take some time for further instructions.
- ❖ Do not re-enter until the fire department or building security has given you permission to do so.