

Fire Safety Plan

740 E. Campbell has been designed with the safety of our Tenants as one of the foremost considerations. This is a fire-resistive building. The contents, however, are combustible and can produce large amounts of deadly smoke and toxic gases as well contribute to the spread of a fire. Because of this, it is important that all tenants be aware of the fire detection and suppression systems in the building and have a thorough understanding of *The Fire Safety Plan*, particularly the emergency procedures section of the plan.

Purpose of Fire Safety Plan

1. To designate key building personnel to be responsible for fire safety.
2. To establish procedures to be followed in the event of a fire emergency.

General Personnel

Designations and Responsibilities

I. *Fire Safety Director (Chief Security Officer) responsible to Building Manager for supervision and maintenance of fire safety program.*

- A. Assign and provide training for Fire Brigade personnel.
- B. Keep roster of Fire Brigade personnel updated (day and night numbers to call).
- C. Assign Fire Brigade personnel to specific areas and duties during an emergency (subject at all times to Fire Department command directions).
- D. Coordinate with Tenants to designate fire wardens on each floor.
 1. Each Tenant should designate at least one fire warden.
 2. Where a Tenant occupies an entire floor or several floors, there should be one fire warden for each 7,500 square feet of occupied space.
 3. There should be enough assistant fire wardens and searchers to ensure a prompt and orderly evacuation during an emergency.
- E. Keep list of Tenant fire wardens updated.
- F. Maintain confidential current Tenant list (for use in emergency):
 1. Alphabetically by company.
 2. By floor and suite number.
 3. Tenant contact (home phone) and alternate contact.
- G. Maintain updated list of all handicapped occupants who may need assistance during evacuation.
- H. Provide training for floor wardens on a regular basis.

- I. Conduct fire drills and critiques quarterly and maintain file of fire drill reports.
- J. Supervise fire prevention program to ensure:
 - 1. Regular inspection of the various areas of the building where potential for fire exists (e.g.):
 - a. Storage areas
 - b. Electrical and mechanical rooms
 - c. Janitorial closets
 - 2. Maintenance of fire and life safety systems, including
 - a. Testing all component of the system on a regular basis, including sprinkler system, alarm system, smoke detectors, flow switches, tamper switches and fire phones.
 - b. Keeping log of dates tested as well as problems encountered and corrections made.
- K. Train Deputy Fire Safety Directors (Security Engineering personnel to take action when Fire Safety Director is not on premises).
 - 1. First alternate will be Chief, Engineering and Maintenance.
 - 2. Second alternate will be Assistant Chief, Engineering and Maintenance.
 - 3. Third alternate will be Senior Security Officer on duty.
- L. Maintain an up-to-date set of floor plans (building color book) and full size set of floor plans and building mechanical plans.
- M. In the event of fire, coordinate with:
 - 1. Fire department officer in command.
 - 2. Building Manager and Assistant Manager.
 - 3. Building Chief Engineer.
- N. Update and amend Fire Safety and Emergency Plans as needed.

II. Building Manager and Assistant Manager

- A. Work with Fire Department and Fire Safety Director.
 - 1. Maintain Floor Plan Color Book and full size set of floor plans. (Use of direction of occupants to floor exits and for Fire Department use.).

2. Maintain full size set of mechanical drawings of building.
- B. In the event of a fire:
1. Man and supervise communications system.
 2. Help Fire Safety Director assign Fire Brigade members to floors for direction of occupants to exits and safe areas of floors.
 3. Help Fire Safety Director direct search by Fire Brigade members to all restrooms, core areas, mechanical rooms, etc., to ensure all are vacated.
 4. Report to Fire Department Commander when Fire Department arrives.

III. Tenant Fire Wardens

- A. Floor Wardens
1. Know locations of stairwells and office exits
 2. Know locations of fire extinguishers.
 3. Have a thorough knowledge of building emergency procedures.
 4. Have an 8 ½ “ x 11” floor plan of floor.
 5. Be responsible for fire prevention on his/her floor.
 6. Know, supervise and work with other fire wardens on his/her floor.
 7. Designate an Assistant Floor Warden and notify that person when away from building.
 8. Attend training classes as required by the Fire Code.
 9. Maintain an up to date list of team members and train them in their duties.
 10. Participate in fire drills and critiques when his/her floor is involved.
 11. Make sure new employees are aware of this Fire Safety Plan.
- B. Assistant Floor Warden, Fire Wardens and Searchers
1. Help evacuate all Tenants in his/her area of responsibility.
 2. Know locations of exits and stairwells.
 3. Have a thorough knowledge of Emergency Procedures portion of Fire Safety Plan.
 4. Be responsible for fire prevention in his/her area of responsibility.
 5. Attend training classes as required by Fire Code.
 6. Participate in fire drills and critiques when his/her area is involved.

IV. Tenants

- A. Each person working in the building should become familiar with all provisions of these emergency procedures and evacuation routes for his/her work area.
- B. A “key” person in each office area should be appointed normally the receptionist, to receive and pass on the necessary fire safety information.
- C. Any time a fire is discovered, the Richardson Fire Department must be notified at 911.
- D. All fires and other emergencies should also be reported to Security.
- E. In a fire or smoke emergency, the order of importance is:
 - 1. Call the Fire Department at 911.
 - 2. Call Security and report conditions.
 - 3. Follow Fire Wardens’ directions regarding evacuation.
- F. If any part of this Fire Safety Plan is not clear, or to obtain a copy of this plan, call the Building Manager’s office at (972) 690-0451.

Emergency Procedures (Regular Business Hours)

THE RICHARDSON FIRE DEPARTMENT WILL BE NOTIFIED IMMEDIATELY ANY TIME THE SECURITY GUARD ON DUTY RECEIVES AN INDICATION OF A FIRE EMERGENCY.

I. Fire Emergencies

- A. Priority 1 automatic alarm (smoke detector or water flow alarm).
- B. Report of smoke or fire by an individual calling Security.
- C. Report of smoke odor by an individual calling Security.
- D. Fire reported extinguished by Tenant.

II. Fire and Life Safety Procedures During a Fire Emergency

- A. Building Security on Duty
 - 1. Notify the Richardson Fire Department at 911.
 - 2. Determine nature of alarm (smoke detector or water flow) and exact location (floor and area) by reference to indicators on alarm panel.
 - 3. Notify Building Management Office.
 - 4. Alert Fire Brigade (Security and Engineering personnel) of location of alarm.

5. Dispatch one security officer with elevator keys to Greenville Ave. (east entrance) to meet Fire Department and give location and nature of emergency.
6. Clear lobby of all people.
7. Allow no one to go up in building except Fire Brigade and Fire Department.
8. Establish and keep phone communication with the fire floor wardens to confirm existence of a fire and to be sure that the audible alarm and recorded message is sounding on the fire floor.
9. Establish and keep contact with Floor Wardens on the floor above and the floor below the fire floor.
10. If the Fire Safety Director is not available by the time the Fire Department arrives, brief the officer in charge on the nature of the situation and the steps being taken. Have floor plans, mechanical plans, etc., available. The Fire Department will be in complete control upon its arrival.

B. Fire Safety Director

1. Set up Command Post in Fire Control Room.
2. Become fully aware of the procedures already taken by Building Security and the Floor Wardens.
3. Issue specific instructions regarding procedures that need to be implemented, exits to be used, the order and scope of the evacuation to be taken.
4. If necessary, utilize the Public Address System to give specific instructions to any part or all of the building.
5. Upon arrival of the Fire Department brief the officer in charge.

C. Building Engineer

1. Ensure that automatic fire and life safety systems have functioned properly or initiate this function so that:
 - a. Fire alarm is sounding on the affected floor, the floor above and the floor below.
 - b. All elevators have returned to ground floor.
 - c. All stairwell doors have unlocked.

- d All necessary ventilation systems have shut down.
 - e All stairwells have pressurized.
 - f Fire pumps have started.
2. Report to Fire Control Room to be available to advise and assist fire officer in command.

D. Fire Brigade

1. Report to the Command Post (located at guard station in lobby) and follow orders or person in charge.
2. In most instances, the Fire Brigade will be utilized according to the following general guidelines:
 - a Report to the floor below the fire to assist in evacuation and provide information to the Command Post.
 - b After evacuation of fire floor, endeavor to control spread of the fire by closing doors.
 - c Attempt to control the fire until arrival of the Fire Department if the fire is small and conditions do not pose a personal threat.
 - d Leave one member on the floor below the fire to direct the Fire Department to the fire location and inform it of conditions.
 - e On arrival of the Fire Department, the Fire Brigade shall report to the Command Post for additional instructions.

E. Tenant Floor Wardens

In the event of a fire or fire alarm, the Floor Warden shall ascertain location of the fire and direct the evacuation of the floor in accordance with directions received and the following guidelines:

1. Establish communication with Building Security to report conditions on his/her floor and to receive instructions.
2. Begin evacuation if the fire is located on his/her floor or the floor immediately above or below.
3. Institute evacuation from other floors upon instructions from the Command Post, or when conditions indicate such action.
4. Provide assistance to all handicapped occupants of his/her floor.

5. Search—with other members of his/her team—all restrooms, closets, storage rooms, etc., to ensure that all occupants have evacuated.
6. Make sure that all doors are closed but not locked.
7. Make sure that no one uses the elevators unless directed to do so by the Fire Department.

F. Tenant Emergency Procedures

1. Upon discovery of fire or smoke on your floor, notify the Richardson Fire Department at 911.
 - a. Give the name (AGF Spring Creek/Coit II, Ltd.) and address (740 E. Campbell) of your building.
 - b. Give the floor on which the smoke or fire is located.
 - c. Give your name, floor number, and the telephone number of the instrument you are using.
 - d. Stay calm and do not hang up the telephone until the fire dispatcher has all the information he needs.
2. Call Building Security at (214) 663-4651 and Management Office at (972) 690-0451 to report a fire.
3. Attempt to control the fire if the fire is small and conditions do not pose a personal threat.
4. Evacuate the fire floor.
 - a. Follow your Floor Warden's instructions.
 - b. Assist the handicapped.
 - c. Close doors as you leave, but **DO NOT LOCK**.
 - d. Use stairwell exits only. **DO NOT USE ELEVATORS!**
 - e. If caught in heavy smoke, take short breaths. Stay low crawl if necessary.
 - f. **DO NOT** return to your floor without authorization.

Emergency Procedures (After Regular Business Hours)

If a fire emergency (Priority 1 alarm) is reported to the Security Officer on duty after hours, he will:

1. Notify the Richardson Fire Department at 911.
2. If fire is reported by phone, determine exact location of fire and activate fire alarm manually if it has not activated automatically.
3. Tell caller to immediately evacuate floor, using stairs, and to close doors but do not lock.
4. Use Public Address System to notify all floors of the fire and what action should be taken.
5. Follow regular hours emergency procedures as closely as manpower will allow.
6. Report fire to Building Manager and first available supervisor on emergency list.

Suggested Emergency Procedures

PROBLEM	DO	DON'T
Fire	<ol style="list-style-type: none"> 1. Call 911 2. Call Management Office, (972) 690-0451 3. Smother wastebasket fire 4. Close all interior & exterior doors - DO NOT LOCK 5. Proceed to nearest exit 	Do not use elevators.
Smoke Odor Detected	<ol style="list-style-type: none"> 1. Call 911 2. Call Management Office, (972) 690-0451 2. Close (do not lock) all doors interior & exterior 	
Smoke Visible	<ol style="list-style-type: none"> 1. Call 911 2. Call Management Office, (972) 690-0451 3. Pull corridor alarm box 4. Close (Do Not Lock) all doors interior & exterior 	
Threat to Office Premises or People	<ol style="list-style-type: none"> 1. Use Bomb Threat check sheet to get all information possible. If necessary call Police at 911 2. Call Management Office, (972) 690-0451 	
Elevator Stuck	<ol style="list-style-type: none"> 1. Speaker in elevators automatically calls Security 2. Give number of elevator cab (on panel in elevators) 3. Keep line open 	<ol style="list-style-type: none"> 1. Don't panic. The worst is a short delay until the controls are corrected. 2. Elevators are secure - won't fall. Each has three (3) emergency brake systems as backup.
Medical	<ol style="list-style-type: none"> 1. In a medical emergency call 911 2. Call Mgmt. Office & advise that Police has been called. 	

Bomb Threat Procedures

1. Receptionist receiving call:
 - Signal quietly to another employee to pick up same line; toss a paper clip, if necessary, to attract co-worker's attention. Then, indicate (possibly by holding up fingers) which line you are on.
 - Use *Bomb Threat by Telephone Check List* (for building personnel use) to get as much information as possible. See *Bomb Threat by Telephone*, this section.
2. Second employee on line:
 - Quietly get on line, cover mouthpiece of phone and take notes.
 - Signal another employee to call Police (Bomb Threat Squad, 911) and direct to main lobby (facing Greenville Ave.) entrance.
 - Alert Management
 - Alert Security
 - If only two employees are available, the second should take action as above and not monitor call. Stand by for instructions.

Basic Action

1. Management: Meet Police in front of Suite and give details from *Bomb Threat by Telephone Check List* (keep a copy).
2. Chief of Security directs personnel after course of action is determined by Police and Management. Assign Security and other Building personnel to notify people in lobby not to go up into the building. (Depends on nature of situation-if threat is questionable, do not detain people, only suggest. The decision is theirs).
3. Decision as to course of action, e.g. to evacuate, search, etc., made by Police and Management.
4. Notification of Tenants: Usually Building Management Office telephone lines will quickly become jammed as rumor spreads.
 - If location of bomb is known, notify Tenants on that floor first, then on floor above and below suspected floor.

- Fire Brigade personnel will report to Command Post in building lobby and be assigned to suspected floor, the floor above and below that floor and calmly suggest evacuation.
 - Suggest to Tenants that doors not be locked so that Bomb Squad may have quick access.
5. Evacuated people should move outside building to an area 300 feet away to avoid flying glass.

Basic Search Procedure

(Management and Fire Department Bomb Squad)

1. Decide if and where to search.
2. Members of Fire Brigade to stand by for search assignment.
 - No suspect item found is to be touched. Notify Command Post and let Police Bomb Squad handle.
 - The location of device does not preclude the existence of others.

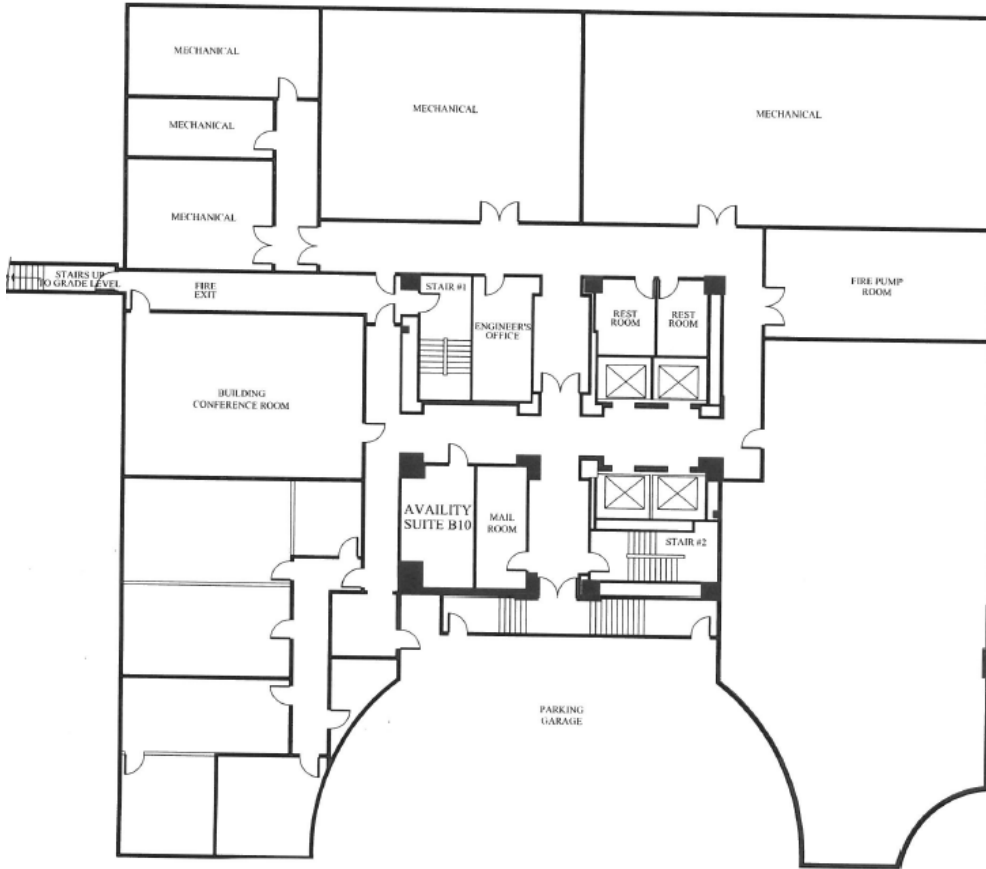
Damage Control

1. Evacuation. Depending on the size and nature of the bomb, only the floors above and below (suspected floor) may have to be evacuated.
2. Venting. Doors should be opened to vent the blast if detonation should occur.
3. Flammables. Remove as much as possible from suspected area.
4. Suspect bombs must be handled only by the Police Bomb Disposal Unit.

Bomb Threats on Weekends and Holidays

1. Security: Take call calmly. Use *Bomb Threat by Telephone Check List* and notify Police (911) and Building Management (972-690-0451).
2. Tenants (use Tenant List by Floor with phone numbers).
 - If bomb location is known, check the Sign-In List for that elevator rise and use Tenant List to call suites that show occupancy.
 - Tell of threat and suggest evacuation. Be calm, courteous and brief.
 - Recruit Engineer's help.
 - Await arrival of Police.

Floor Plans



Leased By:

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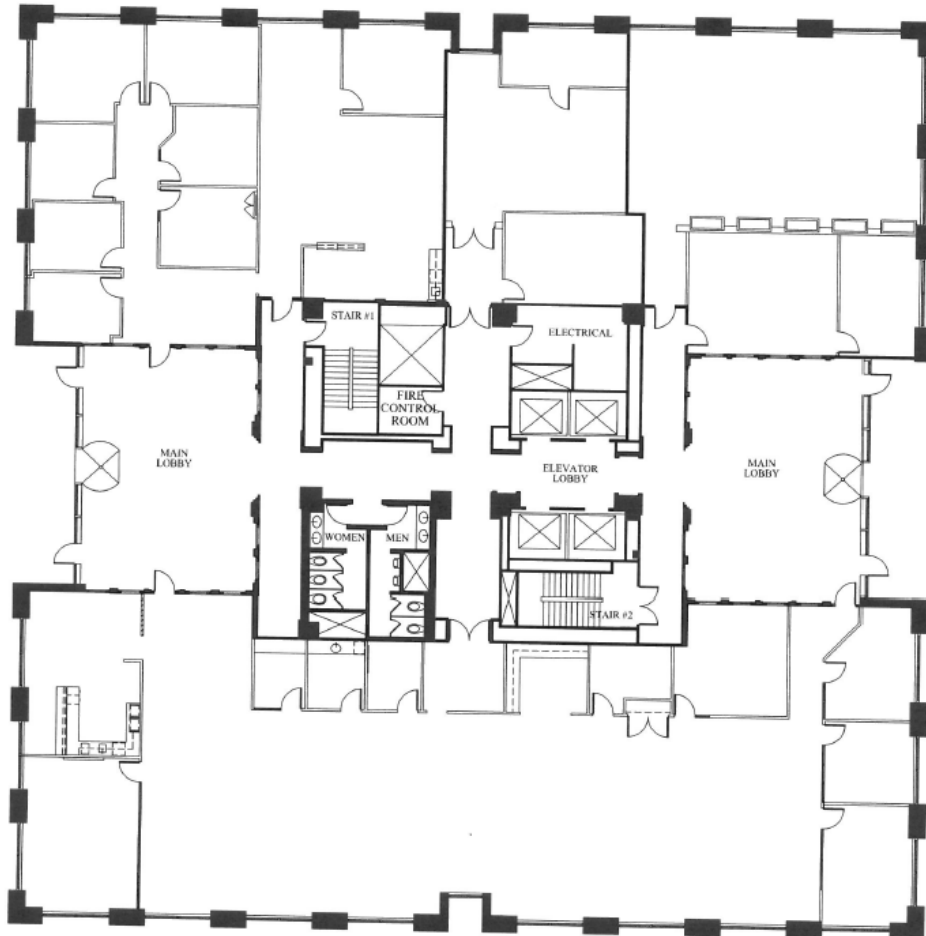
18111 PRESTON ROAD - SUITE 1000 - DALLAS, TX. 75252 - (972) 458-7585 - FAX (972) 458-0267

EASTSIDE CENTRE

740 East Campbell Road, Richardson, Texas

BASEMENT

July 24, 2014



CH ROBINSON WORLDWIDE
SUITE 100

STANDPIPES

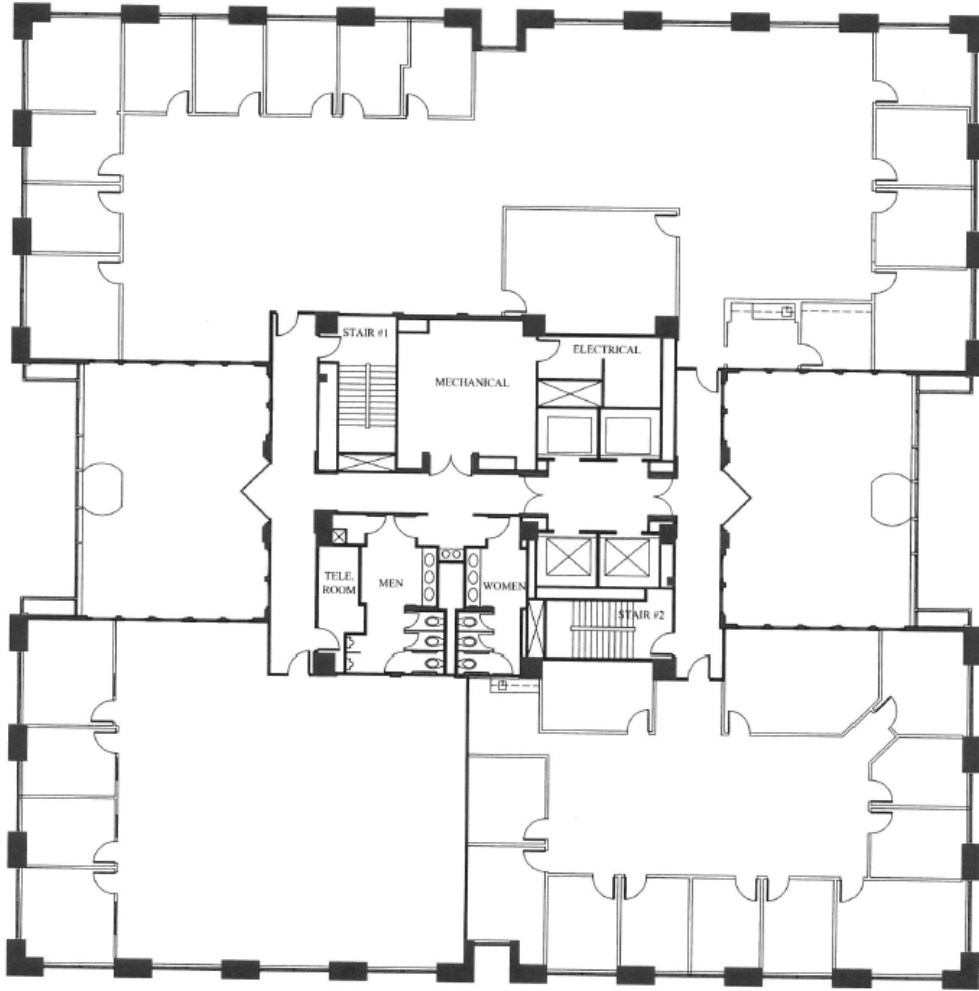
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EASTSIDE CENTRE
RICHARDSON, TEXAS
FIRST FLOOR

July 24, 2014



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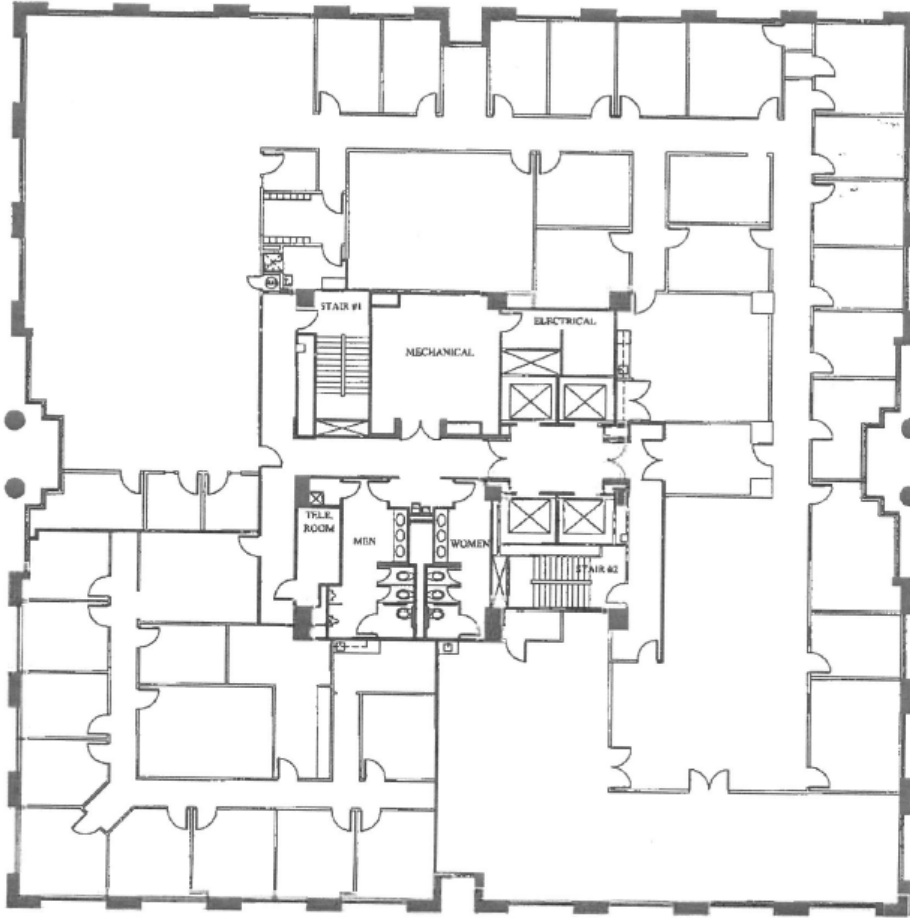
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EASTSIDE CENTRE

**RICHARDSON, TEXAS
SECOND FLOOR**

January 28, 2014



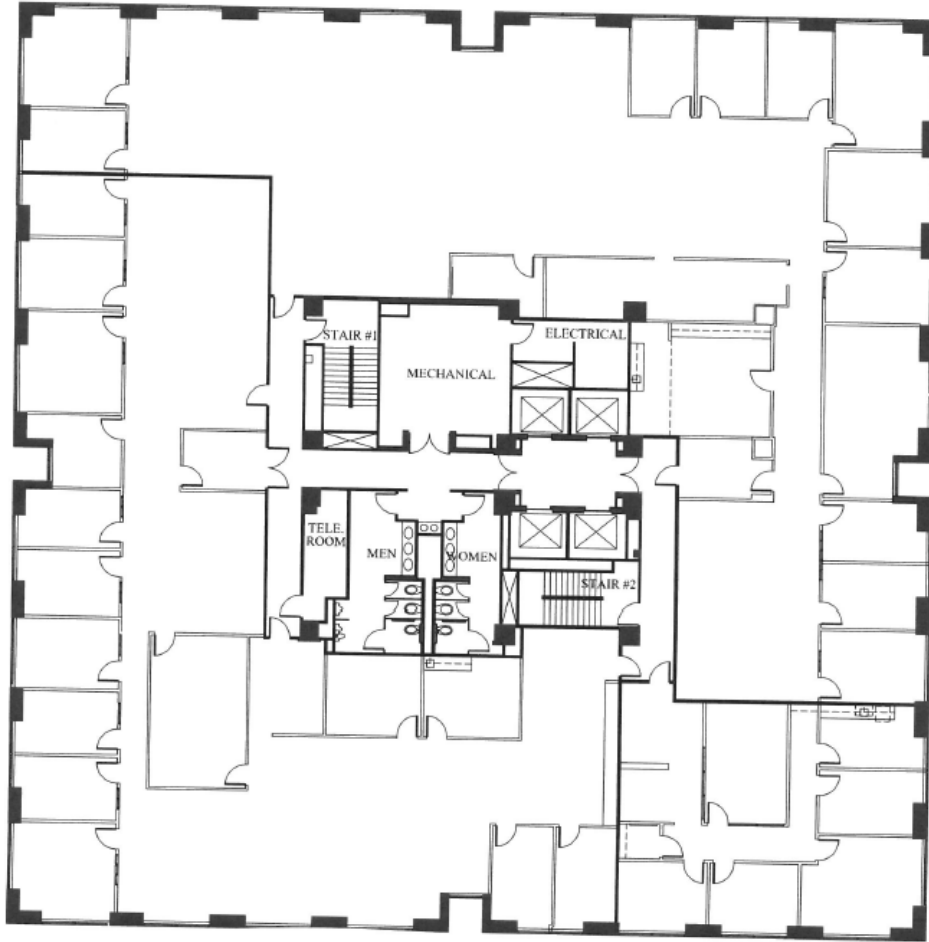
EASTSIDE CENTRE
RICHARDSON, TEXAS
THIRD FLOOR

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July 24, 2014

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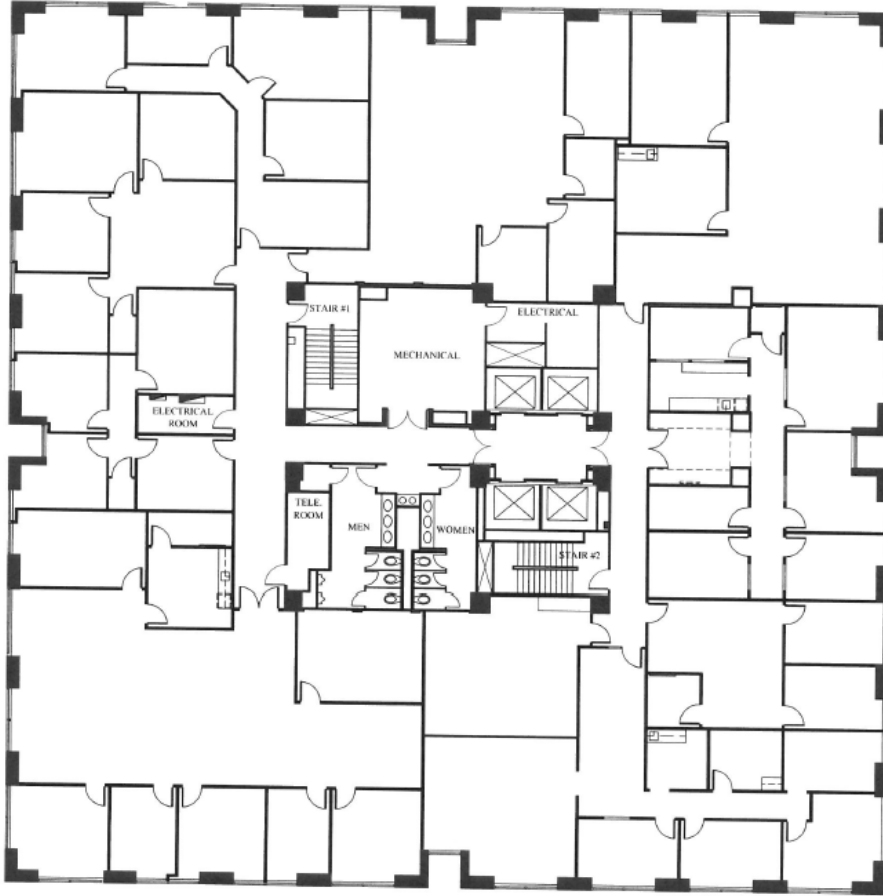
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EASTSIDE CENTRE
740 East Campbell Road, Richardson, Texas
FOURTH FLOOR

July 24, 2014



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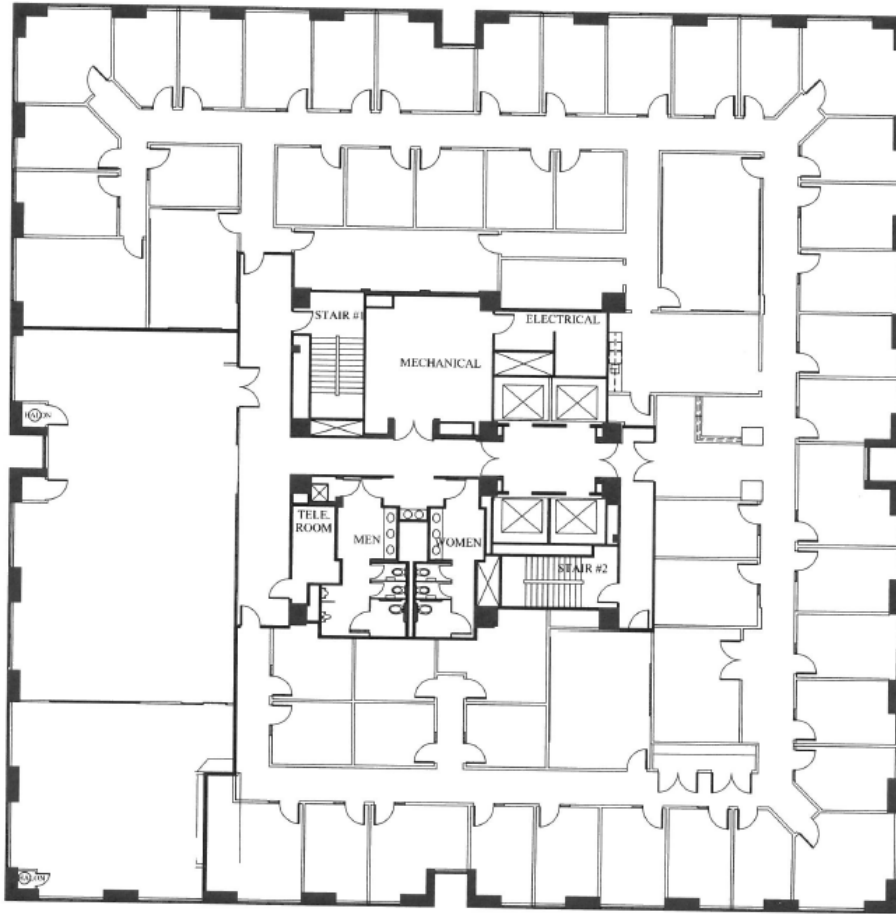
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EASTSIDE CENTRE

RICHARDSON, TEXAS

FIFTH FLOOR

March 29, 2016



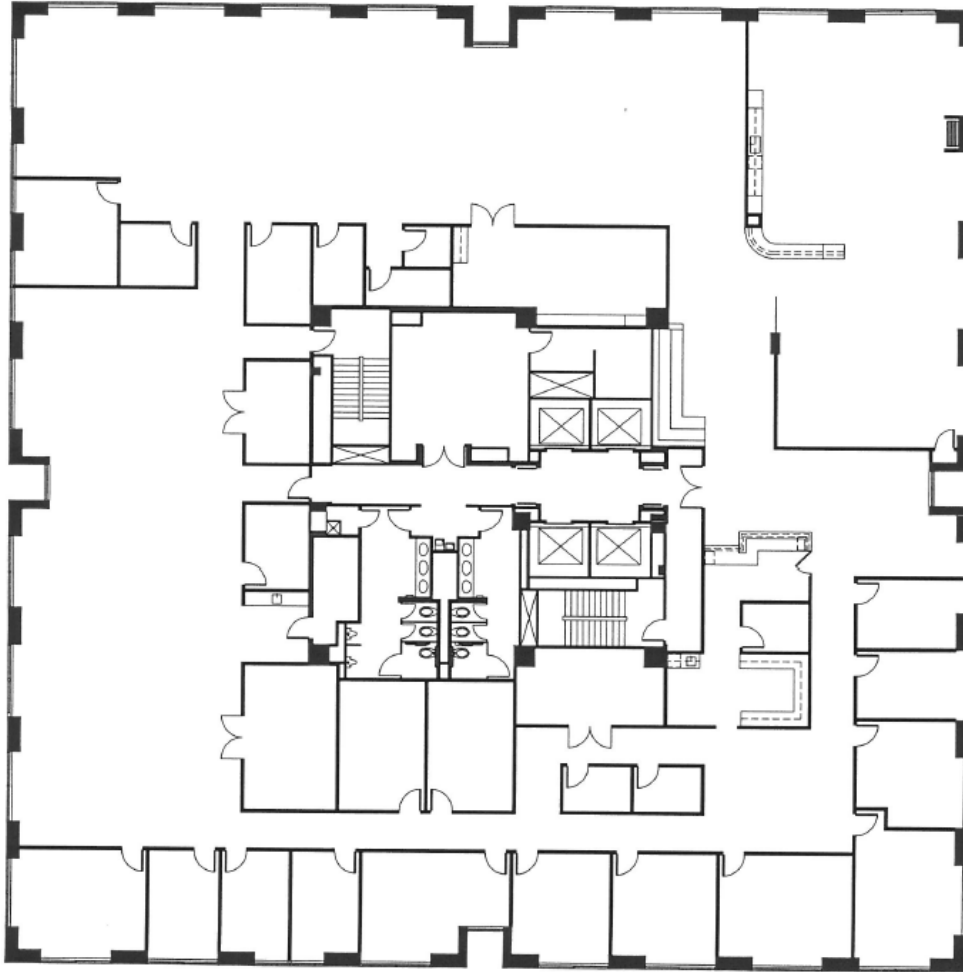
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EASTSIDE CENTRE
RICHARDSON, TEXAS
SIXTH FLOOR

July 24, 2014



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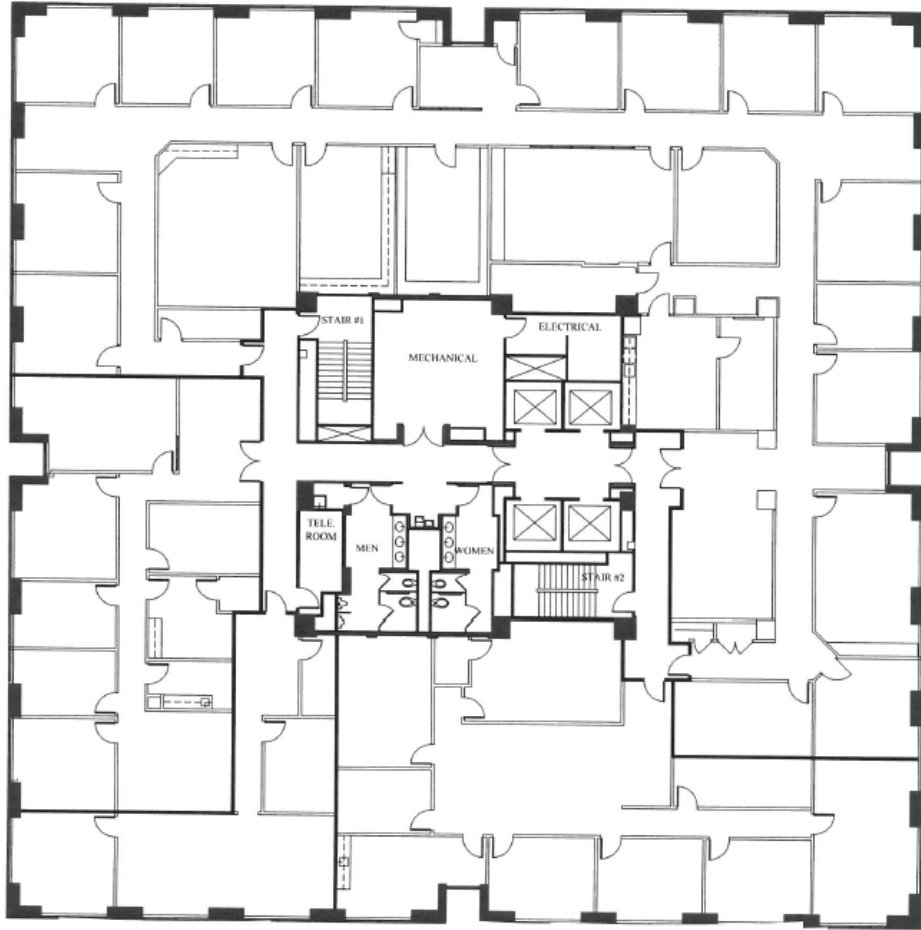
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EASTSIDE CENTRE

**RICHARDSON, TEXAS
SEVENTH FLOOR**

May 24, 2018



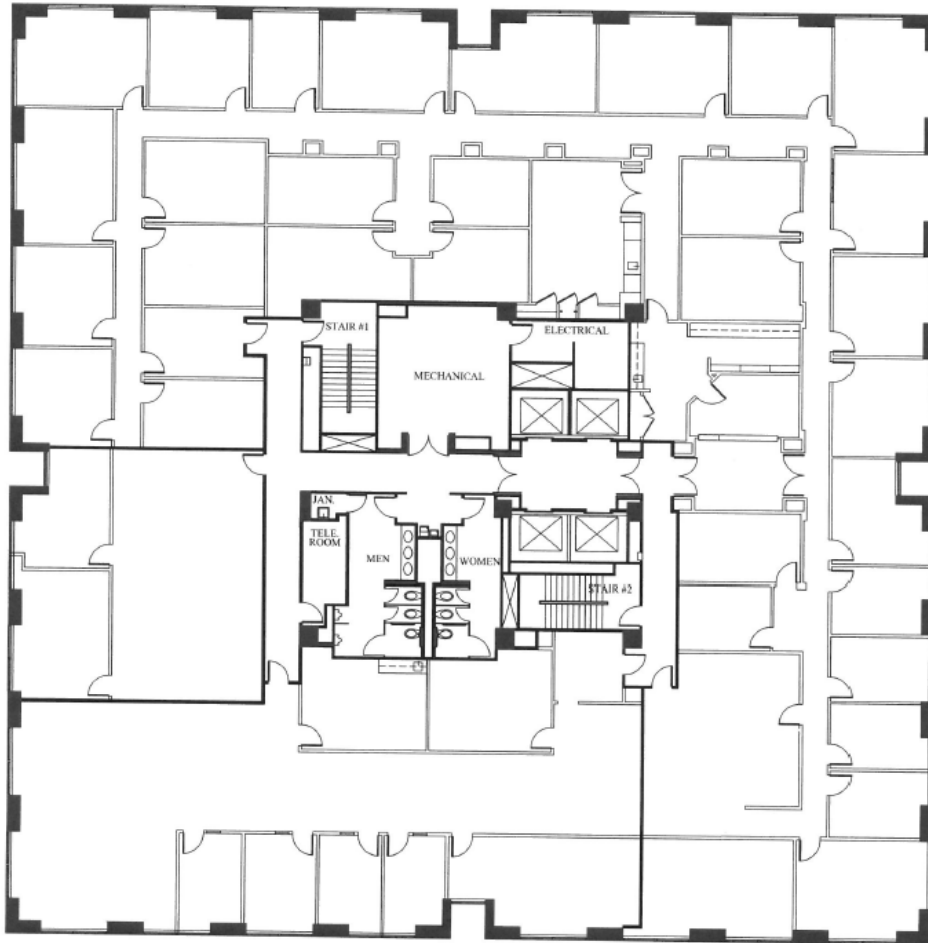
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EASTSIDE CENTRE
740 East Campbell Road, Richardson, Texas
EIGHTH FLOOR

July 24, 2014



EASTSIDE CENTRE

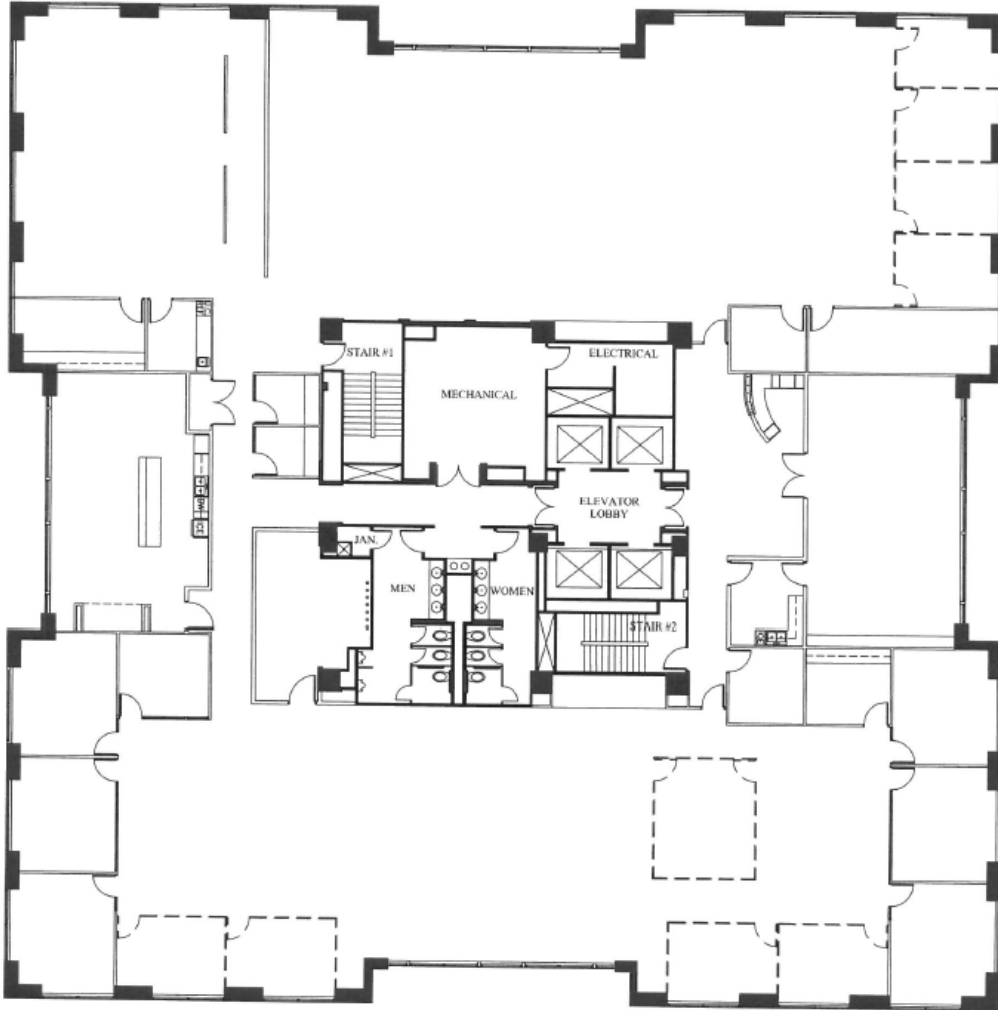
RICHARDSON, TEXAS
NINTH FLOOR

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July 24, 2014



EASTSIDE CENTRE
RICHARDSON, TEXAS
TENTH FLOOR

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July 24, 2014