

CENTRAL PACIFIC PLAZA

FLOOR WARDEN & TENANT WARDEN RESPONSIBILITIES

When the emergency alarm is activated:

Floor Wardens are to immediately put on their orange vests, pick up their Floor Sign, and Floor/Suite "All Clear" check off list (only applicable to multi-tenanted floors). Floor Wardens to knock on **All** suite doors and restroom doors on your floor to verify that all individuals have left. If door is unlocked open it and yell in "Is Everybody Out?" Continue the evacuation procedures and proceed to the designated Safe Meeting Area of your floor. **Floor Wardens will be identifiable by an orange vest and floor number signs.**

Tenant Wardens are to immediately pick up your employee roster, sweep and ensure that all persons have vacated your entire suite including offices, supply rooms, etc. Once the suite is deemed clear, close all interior doors and the main office door. Tenants are advised to close, **BUT NOT LOCK** doors. In the event of a drill, tenants are advised to close and LOCK doors. Continue the evacuation procedures and proceed to the designated Safe Meeting Area (Iolani Palace grounds) and report directly to the Floor Warden and notify them of the status of your suite by turning in the "Tenant Personnel Accountability Forms" to the Floor Warden.

Floor Wardens and Tenant Wardens are to advise everyone to proceed down the nearest stairwell exits and to follow any instructions given by the building's broadcast system. The final destination point will be the safe meeting place across Richard Street, at the Iolani Palace grounds.

Floor Wardens and Tenant Wardens should take any special needs (physically impaired) persons of their floors to a safe area directly outside of the stairwell entrances, but remain out of the way of traffic evacuating the building and to wait for the fire department personnel to assist them. Should a fire be present on your floor, direct the individuals to proceed to the floor below, and have them wait in that area. Only direct them to a higher floor or the roof if instructed to do so through the building broadcast system. **Floor Wardens and Tenant Wardens** should notify security personnel at the safe meeting place of any special needs individuals that require assistance; be sure to indicate person's name and location. (please see details of special needs persons on Reminders Page)

Floor Wardens and Tenant Wardens are to proceed down the stairs and exit the Building, and proceed to the Safe Meeting Area. Once gathered at the Safe Meeting Area:

Floor Wardens are to position themselves in order by floor, holding up their floor signs. **Floor Wardens will be identifiable by orange vests and Floor number signs.**

Tenant Wardens are to take roll and upon completion, report directly to the Floor Warden with the status of all suite personnel and if they encountered any problems requiring the attention of the fire department. For the fire drill please turn in the “Tenant Personnel Accountability Forms” to the Floor Warden.

Floor Wardens are to report directly to the Safe Area Coordinator (Security Supervisor), floor by floor, to notify them of the status of your floor and if problems were encountered. Also notify them of any persons that are missing or require “special needs” assistance (include name and location). For the fire drill please turn in the “Tenant Personnel Accountability Forms” to the Safe Area Coordinator.

*Samples or Forms highlighted in gray above and below are attached to this handout.

CENTRAL PACIFIC PLAZA

FLOOR WARDEN & TENANT WARDEN – REMINDERS

1. In an alarm condition, the elevators will automatically return to the lobby. Prohibit anyone from attempting to use the elevators.
2. Advise everyone to proceed to the stairwell exits and to follow the instructions given by the Building broadcast system. The destination will be the safe meeting area across Richard Street at the Iolani Palace grounds.
3. Tenants should provide building management with a list indicating the name, location and nature of disability of each physically impaired person on their floor. Any person with a disability, temporary or permanent, or any other condition that would require them to need assistance during an evacuation is considered physically impaired.
4. Special needs (physically impaired) persons are defined as:
 - Elderly persons
 - Pregnant women
 - Persons confined to wheel chairs
 - Persons dependent on crutches, canes, walkers, etc.
 - Persons recovering from recent surgery/accident
 - Persons with significant hearing or sight impairment
 - Persons with heart or respiratory problems
 - Extreme case of obesity

Every individual placed on the special needs list can be assured that the information provided to building management staff will be kept confidential and will only be used only to provide safe and quick evacuation in emergency conditions.

5. Know the location of the stairwell exits, fire extinguishers and fire alarm pull stations on your floor.
6. Continually update building management of any changes to “special needs (physically impaired) personnel listing” in order to maintain the most current information. Also advise Building Management of any changes in designated Floors and Tenant Wardens.

7. If the alarm turns out to be a false alarm, an announcement will be made that everyone may return to their offices. Please advise Building Management of any problems that you may encounter during an evacuation, regardless if it is a false alarm (i.e. alarms not audible, instructions, etc.)

CENTRAL PACIFIC PLAZA

Emergency Response Team

The occupants of every building must know what to do in the event of a fire or other emergency. It is vital to establish a safe, orderly plan for protection and / or evacuation.

Therefore, in order to carry out a safe and efficient evacuation in the event of an emergency situation; a team of individuals are appointed for the building to communicate with Tenants, the Fire Department, Building Management, identify that all personnel are accounted for, and to ensure the established emergency procedures are followed.

THE TEAM:

Property Manager directs the life safety program for the Building. They are responsible for establishing the life safety team for each Tenant in the Building, providing the appropriate life safety information to the team, and conducts training.

Building Engineer is the person most familiar with building systems and is the main communication link with the Fire Department upon arrival at the Building.

They, under normal business hours, is responsible for ensuring emergency procedures are followed, participates in the investigation with fire officials, and returns the building systems to normal after the “all clear” is announced. After hours, Building personnel will report to the Building and return building systems to normal.

Floor Wardens & Tenant Wardens Employees of each Tenant are assigned the responsibility of supervising and monitoring safe and efficient evacuation of all employees of the Tenant in the event of an emergency situation. The Floor Warden should be the last person leaving the floor, and the TENANT WARDEN should be the last person leaving their suite, each exiting the building in single file down the stairs.

Alternate Tenant / Floor Wardens (Searchers) – Searchers are additional helpers who assist the Wardens during the evacuation process and could also serve as the Alternate Warden in the event that the primary Warden is unavailable. Each suite may assign at their discretion the number of assistants/alternates that they deem necessary for their office based on the number of people in their suite. Property Management will appoint the Floor

Wardens and Alternate Floor Wardens if we are unable to obtain enough volunteers from each floor.

Safe Area Coordinator - The building's (Security Supervisor) is the person who will collect information from all Floor Wardens and relay this to the emergency team.

The Safe Area Coordinators, Building Management and Engineering staff will be identifiable by a yellow vest. The Safe Area Coordinator will also be carrying a bullhorn to make announcements as needed.

CENTRAL PACIFIC PLAZA

EVACUATION PROCEDURES

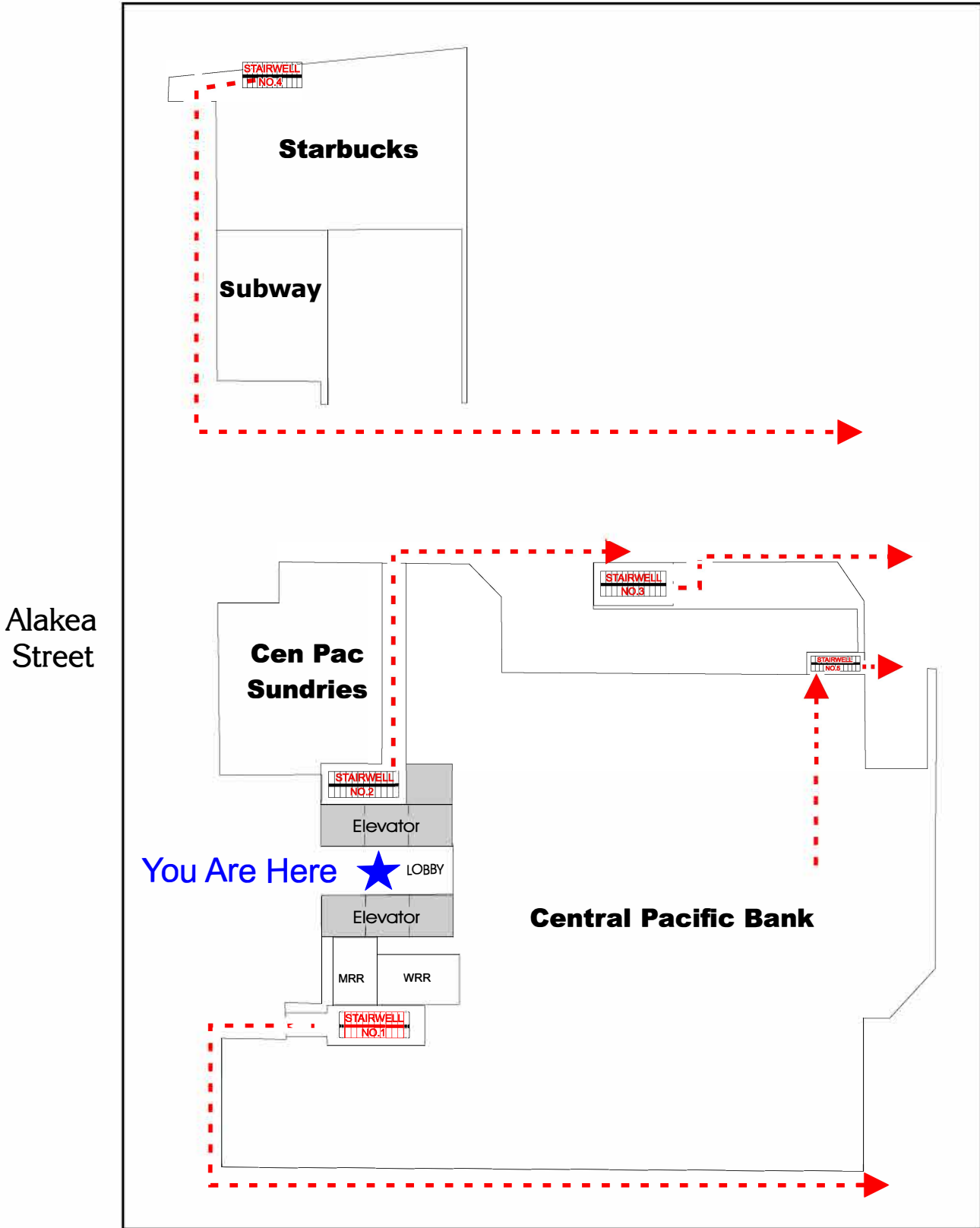
1. A pull station will be pulled to set off the alarm. *Become familiar with the sound of the fire alarm.* You will hear a wailing tone, then a voice message that informs you a fire has been detected and to exit the building.
2. The emergency response team will assemble and assume their positions at their posts.
3. Floor Wardens and Tenant Wardens will immediately begin their responsibilities.
4. All evacuees MUST use the stairwells.
 - Walk, DO NOT RUN.
 - DO NOT USE THE ELEVATORS.
 - Stay to the right and hold the railing (The fire department may be using the stairwells to go to the fire area).
 - If stairwell becomes unusable, leave at closest exit and proceed to alternate stairwell.
 - Only proceed to a higher floor or the roof if instructed to do so through the emergency broadcast system.
5. After exiting stairwells at the ground floor lobby, proceed to the safe meeting place (*please see diagram on page 7*):
 - Across Richard Street at Iolani Palace grounds,
 - Floor Wardens will Hold up Floor number signs, gather by floors,
 - Tenant Wardens will submit their attendance rolls to Floor Wardens,
 - Floor Wardens will submit their rolls to the Situation Leader (Security Supervisor).
6. Stay put, until someone from the emergency response team gives the “All Clear” that it is safe to re-enter the building.
7. Upon an “All Clear” the Building Engineer will instruct and direct all evacuees in an organized fashion, back into the building by floor.





CENTRAL PACIFIC PLAZA
EMERGENCY PREPARATION AND PREVENTION TIPS

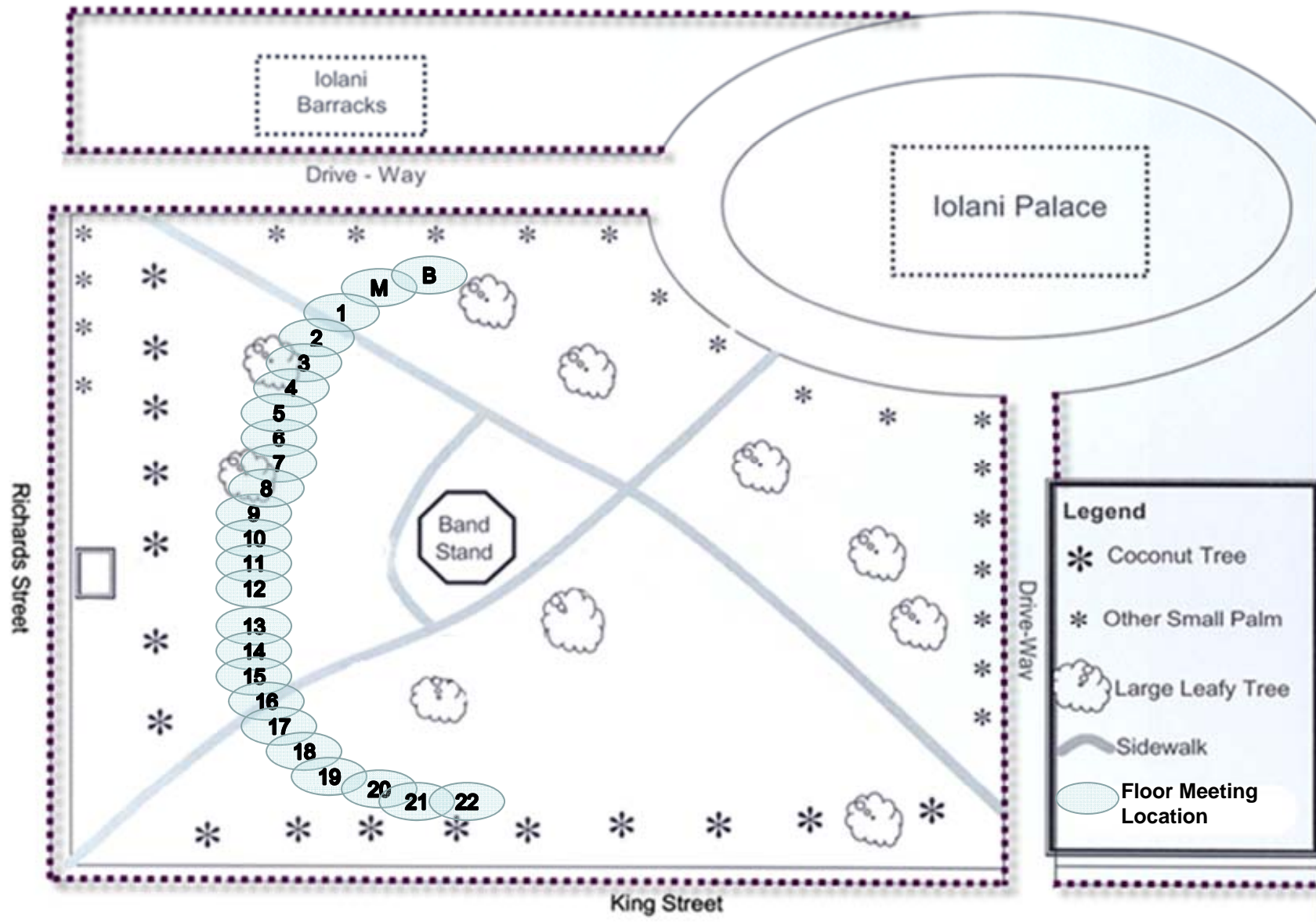
1. Never assume that the alarm is a false alarm.
2. Never use the Elevators during a fire.
3. Know where the Pull Stations, Fire Extinguishers and Stairwells are located.
4. Always leave a three (3) foot clearance from the ceiling.
5. Close all the doors behind you, but do not lock them.
6. ALWAYS WALK, NEVER RUN.
7. Remain CALM and ALERT.
8. Be aware of employees who are in need of special assistance. Ensure Building Management is provided with the most up to date information at all times.
9. Never leave an empty wheelchair in the stairwell.
10. Keep to the right and hold onto the railing when descending down the stairwell.
11. Always be aware of two (2) safe routes to safety.
12. Know the normal number of persons in your company.
13. Be familiar with your Tenant space and entire floor.
14. Perform periodic inspections to ensure exit doors are not propped open, exits are not obstructed.

Central Pacific Plaza

Lobby Evacuation Map



-  Fire Extinguisher
-  Smoke Detector
-  Alarm
-  Pull Station



Central Pacific Plaza Safe Sites



CENTRAL PACIFIC PLAZA

FLOOR WARDEN CHECK LIST

_____ Floor

Floor Warden: _____

Alternate Floor Warden: _____

Telephone: _____

In case of an evacuation, please ensure that the following suites on your assigned floor have vacated their space, and note that you have given the "All Clear".

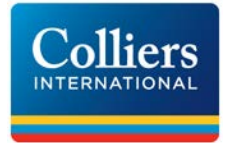
Date: _____

Time: _____

Suite #	Tenant	TW Name	ALL CLEAR / REMARKS

REMINDER

KEEP A COPY OF THIS LIST WITH YOUR FLOOR SIGN AND ORANGE VEST.



CENTRAL PACIFIC PLAZA TENANT PERSONNEL ACCOUNTABILITY FORM

This Form required by Honolulu Fire Department Ordinance

Floor: _____

Company Name: _____

Suite #: _____

Form Completed By: _____

Today's Date: _____

Is there anyone left in your suite (include any Special Needs persons)?

Place an "X" in the appropriate box.

YES

NO

NAMES	REMARKS

Is there anyone missing from your suite?

Place an "X" in the appropriate box.

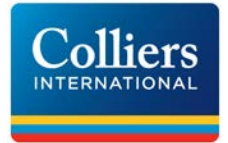
YES

NO

NAMES	REMARKS

Please turn in this form to your FLOOR WARDEN who will be wearing an orange vest and carrying a sign with your floor # on it at the Safe Area. Thank you.

*** Please note here the number of people from your office who is at the Safe Area: _____**



CENTRAL PACIFIC PLAZA SPECIAL NEEDS LIST

Tenant: _____

Suite: _____

Tenant Warden: _____

Telephone: _____

Date Submitted: _____

Please list any individual working in your office that might require assistance during evacuation of the building when the elevators are not operational (i.e. wheelchair, crutches, cardiopulmonary, or special assistance). This list will be maintained by security and maintenance and will be available to the fire department during any emergency.

	<u>Name</u>	<u>Reason Assistance is Required</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

IF YOU NEED MORE SPACES, PLEASE ADD ADDITIONAL COPIES OF THIS FORM.

In case of a bonafide emergency:

1. Request assistance from fellow workers.
2. If alone, immediately dial 911. Give your name, location and type of emergency.
3. Call 521-9802 (Security) and inform the person answering of the type of emergency and give your name and location.
4. After evacuation, please notify the on-sight building representative that you are clear of the building.