

In the event of a fire, the alarm should be activated, and evacuation of the building begun. If possible, locate a fire extinguisher and extinguish the fire. If unable, a 911 call should be made immediately. Ensure the evacuation of the building has taken place. The CBS crisis management and emergency procedures will go into effect at this time.

Crawl low under the smoke to get to clean air areas.

Test the door before opening by kneeling or crouching at the door.

Reach up as high as you can and touch the door and knob with the back of your hand.

If the door is hot, use another escape route.

If the door is cool, open it cautiously and continue along your escape route.

Isolate fire by closing off doors if possible.

Follow the evacuation route as outlined on the fire escape map located in each room of the building.

If you are on a second floor, evacuate using stairwells. Do not use the elevators.

Follow directions from those in authority.

Stay calm.

Once you are safe and the immediate emergency procedures have been followed, notify your vice president or the director of real estate operations.

A.

City of Houston	713-247-1000
Electric - Reliant	713-207-7777
Fire Non-Emergency	713-227-2323
Gas – CenterPoint Energy	713-659-2111
Harris County	713-755-5000
Hazardous Materials	911
Health Department	713-439-6000
HPD Non-Emergency	713-884-3131
Memorial Hospital Southwest	713-776-5151
Poison Control	1-800-764-7661
Water	713-754-0600