

Torres Rojas, Genara

FOI # 13063

From:
Sent: Friday, March 09, 2012 5:07 PM
To: Duffy, Daniel
Cc: Torres Rojas, Genara; Van Duyne, Sheree
Subject: Freedom of Information Online Request Form

Information:

First Name: Christopher
Last Name: Dolan
Company: NA
Mailing Address 1:
Mailing Address 2:
City:
State:
Zip Code:
Email Address:
Phone:
Required copies of the records: Yes

List of specific record(s):
copy of the WTC Tenant Fire Safety Guide from 2001 that was provided to fire wardens

THE PORT AUTHORITY OF NY & NJ

Daniel D. Duffy
FOI Administrator

April 26, 2012

Mr. Christopher Dolan

Re: Freedom of Information Reference No. 13063

Dear Mr. Dolan:

This is a response to your March 9, 2012 request, which has been processed under the Port Authority's Freedom of Information Code (the "Code") for a copy of the World Trade Center Tenant Fire Safety Guide from 2001 that was provided to fire wardens.

Material responsive to your and available under the Code, may be found on the Port Authority website at <http://www.panynj.gov/corporate-information/foi/13063-WTC.pdf>. paper copies of the available records maybe requested.

Please refer to the above FOI reference number in any future correspondence relating to your request.

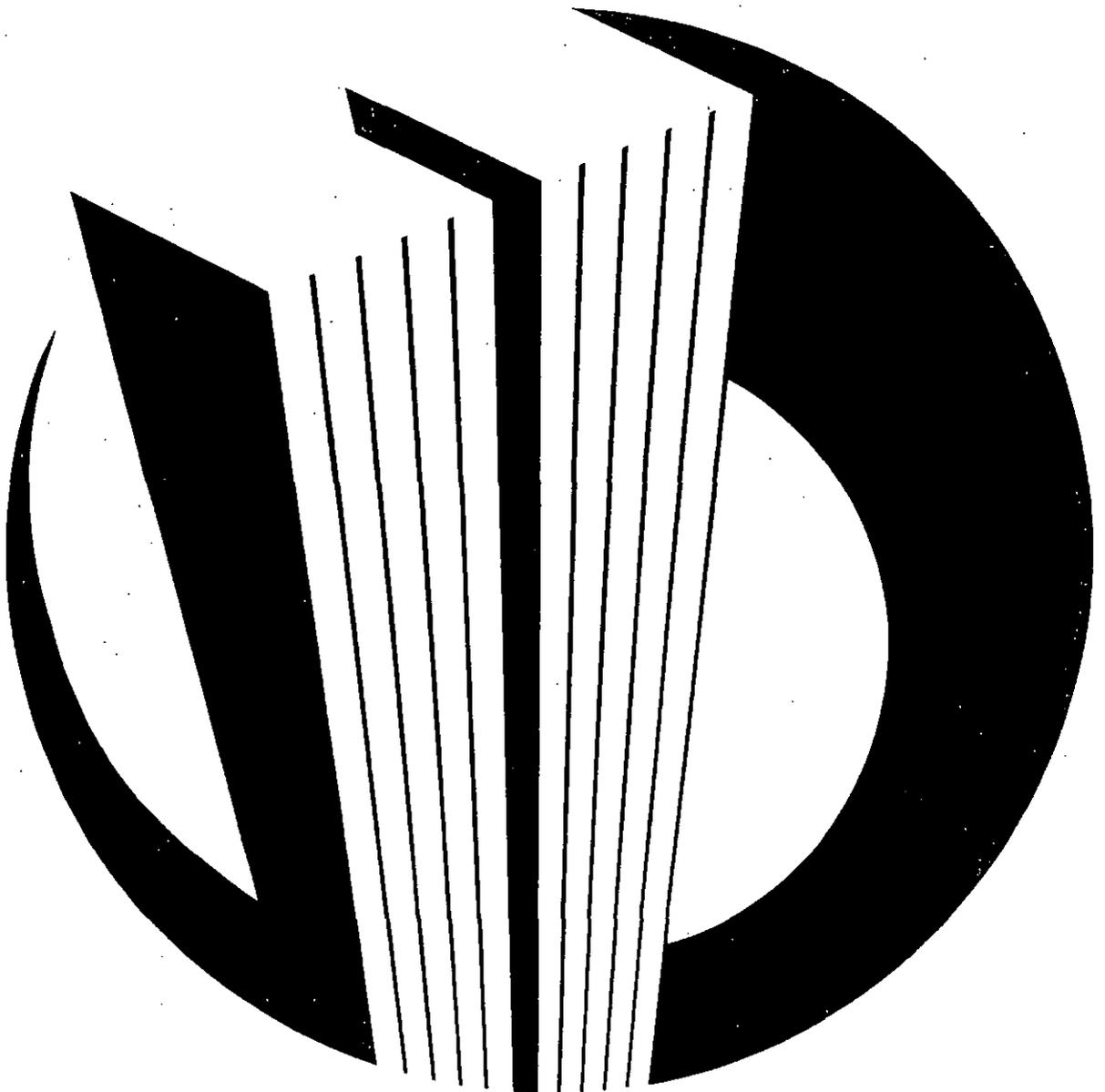
Very truly yours,



Daniel Duffy
FOI Administrator

Enclosure

The World Trade Center Tenant Manual



THE PORT AUTHORITY OF NY & NJ



The World Trade Center

Tenant Manual

The World Trade Department

The Port Authority of New York and New Jersey

1999

II. Environmental, Fire and Public Safety Requirements

II. Fire, Environmental and Public Safety Requirements

World Trade Center Fire Safety Features

A. Building Features

1. **Sprinklers** are the keystone of the fire safety system in The World Trade Center. This system makes The World Trade Center the largest sprinkler-equipped office building in the world. Since the code mandates the spacing between sprinkler heads, the system is custom-installed to meet a tenant's configuration of space partitioning. Adjustments can be made as alterations occur in the space.

Sprinkler heads are recessed in the ceiling and concealed by an attractive polished metal plate.
2. Built-in **smoke detection** equipment in the return air ducts of the heating, ventilation and air-conditioning system automatically activates alarms indicating the presence of smoke or fumes. Currently, the smoke detector system is in the process of being upgraded. Once the system is completed, it will be up to the highest safety standards currently available.
3. Manual **pull stations** are located near each stairwell. When activated, they will send an alarm to the New York City Fire Department and the Fire Command Station in the Lobby.
4. **Floor Warden phones** on each floor provide immediate two-way voice communications with The World Trade Center Fire Command Station.
5. A **smoke purge** system, built into The World Trade Center towers' ventilation system, is activated at the direction of the New York City Fire Department in the event of fire. It draws smoke and fumes out of tenant areas, and at the same time, pumps 100 percent fresh air into the public corridors. This enables tenants on the fire floor to pass safely through the corridors to their assigned fire stairways, should evacuation be considered necessary or desirable.
6. There are **fire stairs** serving each building, assuring widely separated evacuation alternatives in the event of fire. They also give firemen safe passage upward to fight the fire. Each of these fire stairways has battery powered lighting, a standpipe, walls and doors of fire-resistant construction and photoluminescent signs.
7. **Water supply and water pressure** for fire-fighting are provided by the standpipe systems and three pumps in each tower. Two additional pumps are located in the subgrade area. Several 5,000 gallon tanks of water are strategically positioned within the towers. Two pumps alone can provide adequate pressure to the 110th floor. However, by inter-connections between the two towers, up to five pumps can be made available to fight a fire in a tower.
8. **Fire extinguishers and fire hoses** are installed in stairwells on all floors. In addition, all-purpose firefighting carts are stationed in skylobbies. These carts, which are for use primarily by the Port Authority Police, are equipped with three different kinds of fire extinguishers - water, carbon dioxide, and dry chemical. They also carry resuscitators and other emergency equipment.
9. **Emergency power** is provided when needed by six 1,000 kilowatt emergency generators which are available for use in the event of a power failure. Each emergency generator is routinely operated and maintained to assure its performance. This equipment assures power supply for communications, elevators, and emergency lighting in corridors and stairwells for fire pumps. Another source of power for the fire alarm system to backup the generators is a connection to the Public Service Electric & Gas Company in New Jersey via the PATH tunnels.

10. An automatic smoke detector **elevator "return" system** automatically brings all elevators serving or affected by a fire area immediately down to the ground or skylobby. There, they can be operated manually under the direction of the NYC Fire Officer-in-Charge. This "override" system also prevents an elevator from automatically responding to and bringing its occupants to a fire floor.
11. **Battery back-up lighting** has been installed in stairwells, elevator lobbies and in all elevator cabs. In addition, the stairwells and garage have been painted with phosphorescent paint.
12. **Public address speakers** in various areas of tenanted floors, including corridors, enable the Fire Command Stations in each Lobby to communicate with building occupants and emergency personnel. The speakers will emit an alert tone to convey important information and an emergency tone (siren-like) to convey information in an emergency. **Once you hear either of these sounds, you should report to the public corridor for further announcements.**
13. **Fire Safety Team Members** for each office are selected by the tenants of the space, not by The World Trade Center, so please let us know of any changes. Each member of the Fire Safety Team is provided with an identifying hat, flashlight and a whistle. Evacuation chairs (E-VAC) will also be provided to those floors with mobility restricted individuals (disabled, pregnant, etc.).
14. **Deputy Fire Safety Directors** are provided in the main lobby of each Tower. These individuals are responsible for updating the list of fire safety team members, eliminating potential fire safety hazards, maintaining logs of overall floor occupancy and being available in order to address any concerns tenants may have pertaining to fire safety.

B. Operational Features

1. The **World Trade Center Fire Brigade** is staffed by Port Authority Police who are trained and experienced fire fighters.
2. Obligatory **fire drills** are scheduled at intervals no less than once every six months, in some instances, fire drills are held monthly as required by New York City fire code. Although drills are mandated by New York City, The World Trade Center conducts more detailed drills than those required.
3. A special **fire safety guide** is issued to each tenant's designated emergency employee. It details the specific procedures to follow in the event of a fire. Extra copies are available on request. A copy of the guide is included at the end of this section.
4. The appointed **fire safety floor wardens** and **deputy floor wardens** for each tenant are given precise training to handle their responsibilities during fire drills and actual fire emergencies.
5. A **specially trained Emergency Response Team** consisting of World Trade Center Facility Staff is activated to assist in evacuating tenants, disabled staff and visitors.
6. Technical advice on the **flammability of furnishings** is provided prior to a tenant's move-in. The Port Authority's Fire and Life Safety staff is available at all times to consult on this matter. Carpeting provided by The World Trade Center is of low combustibility.
7. **Portable Radios** carried by The World Trade Center Police and emergency personnel are supplementary *communications equipment*. Extra radios are also stocked for use by responding firefighters.

Public Safety Requirements

A. Storage of Flammable and Combustible Materials

The following guidelines have been prepared by the Port Authority to govern the storage and use of flammable and combustible liquids. Please review these guidelines carefully. Your compliance is required.

Rule 5 (a) of the Rules and Regulations attached to your lease provides as follows:

"No person shall store, keep, carry, handle, use, dispense or transport at, in or upon The World Trade Center, or bring into The World Trade Center for any purpose: (a) any flammable, combustible, explosive, corrosive, oxidizing, poisonous, compressed or otherwise offensive fluid, gas, chemical, substance or material, at such time or place or in such manner or condition as to endanger unreasonably or as to be likely to endanger unreasonably persons or property..."

B. Inspection and Maintenance of Tenant Fire Protection Systems

Under the New York City Fire Prevention Code and your World Trade Center Lease Agreement, Exhibit R, Rules and Regulations, you are required to maintain in proper working order, all sprinkler systems, smoke detection alarm systems and any other special fire alarms or activating system located in your lease area.

If any of these systems were installed by you or were part of your lease area prior to your moving into The World Trade Center (except base building protection systems), they must be inspected and maintained monthly. This inspection and maintenance can only be performed by a person holding a certificate of fitness as defined in Chapter 19 of the New York City Administrative Code.

The New York City Fire Department has issued a directive, dated August 30, 1991, regarding the cleaning, testing, calibration and maintenance of smoke detector systems. This directive mandates that all systems be serviced a minimum of twice each year. The servicing must be performed by a contractor acceptable to the Fire Commissioner as defined in Chapter F19, of the New York City Administrative Code. You may use your own certified contractor or you can request an estimate from the Direct Service Program calling 938-0914. The contractor must complete a detailed report of each inspection. Please send a copy of the contractor's work report as proof of compliance with this new regulation to: Mr. Michael Hurley, Fire and Life Safety, Two World Trade Center, 35th Floor.

C. Office Holiday Trees and Decorations

World Trade Center and New York City Fire Department rules and regulations prohibit the use of live holiday trees or decorations made of natural materials in any public or private office areas in the complex.

Only non-combustible artificial decorations are permitted and must bear the approval label of a nationally recognized testing laboratory such as Underwriters Laboratories, Inc.; Factory Mutual Laboratories or the New York Board of Standards and Appeals.

Decorations not bearing an approval label must be sent to a recognized laboratory for testing, and the test results must be sent to the Fire Prevention / Life Safety Unit for review and approval.

D. Microwave Ovens

The microwave oven has become a commonplace cooking appliance in both home and office. As with all appliances, it should be used carefully. A special concern with microwave ovens is the potential for hazardous radiation leaks which may go undetected by the users.

For your information, microwave ovens leaking in excess of 5.0 milliwatts per sq. centimeters at any point 5 centimeters or more from the external surface of the oven should be immediately removed from use and repaired. Therefore, we recommend that you arrange to have any microwave ovens in your office inspected by the manufacturer or other qualified personnel once every 180 days. This service is not provided by World Trade Center staff. If you have questions or would like more information, call the Fire and Life Safety Office on 435-5677.

E. Disposal of Hazardous Waste Materials

In an effort to protect the environment from contamination and building occupants from injury, we follow the federal and state regulatory requirements which govern the disposal of hazardous materials.

Some examples of hazardous waste materials are: oils, cleaners, adhesives, rubber cement thinners, typo cleaners, developers, plate cleaners, duplicating fluids, copy machine toner, epoxy paints, processing

chemicals, diesel fuels, fixer and storage batteries. This list is not complete, but rather provides a representative listing of chemicals and other products that may be considered hazardous waste and may be generated in the course of conducting your business.

The World Trade Center is concerned with bulk disposal of hazardous waste materials which may be generated when you change a procedure, replace new equipment or clear out a storage area. Please do not abandon bulk hazardous waste materials in freight elevator service lobbies and other areas of the complex, and please do not place them in trash compaction equipment.

Improper disposal may be a violation of the law and may cause a potential hazard to others. Therefore, you are responsible for ensuring that these materials must be disposed of in accordance with all applicable federal, state and city regulations and should be handled by a licensed hazardous waste disposal contractor.

World Trade Center Fire Safety Guide

The World Trade Center is committed to the safety of all building occupants and provides this guide to insure that all tenants understand the requirements for protecting themselves, their property and that of the Port Authority, specifically:

1. To recognize the basic causes of fire and take preventive action to eliminate them.
2. To establish a method of systematic, safe and orderly evacuation of the occupants of any area of The World Trade Center in case of fire or other emergency, to a safe area in the least possible time.
3. To explain the proper use of available fire appliances provided at The World Trade Center for the controlling or extinguishing of fire and the safeguarding of human life.
4. To provide proper continuing fire safety education for all occupants of The World Trade Center. This will include instruction in the prompt reporting of a fire, response to fire alarms and the immediate initiation of fire safety procedures to safeguard life and contain a fire until the arrival of the Fire Department. Any questions should be directed to Michael Hurley, Manager, Fire and Life Safety, 435-5677.

The Fire Safety Guide covers the following topics:

- A. Tenant Requirements
- B. Fire Safety Team Requirements
- C. Fire Emergency Procedures
- D. Fire Drills
- E. Fire Safety Team Duties
- F. Information for Floor Wardens in preparing for Fire Drills
- G. Fire Safety Housekeeping Checklist
- H. Fire Extinguishing Equipment
 - I. Flammable Liquid Storage Requirements
- J. Freight Elevator Lobbies
- K. Fire Doors
- L. Tenant Emergency Information

To insure prompt evacuation of your office during a fire emergency at The World Trade Center, it is essential that you familiarize yourself with the location of all stairway EXITS on your floor.

The Floor Warden on your floor will assist you with this. The periodic fire drills held at The World Trade Center will also familiarize you with the stairway locations.

Each stairway at The World Trade Center is identified by an alphabetic letter. A stairway identification sign is posted on the occupancy side of the stair door. In addition, a specially lighted EXIT sign is installed at the entrance to all stairways, also, "You are Here" signs are located in the passenger elevator lobby on each floor.

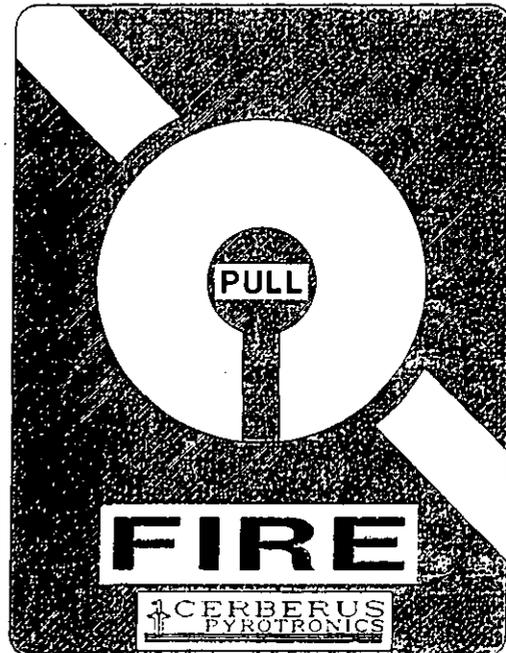
A. Tenant Requirements

The specific requirements established by the New York City Fire Department specify, by law, that each tenant at The World Trade Center:

1. Participate in a fire drill once every six months. In some case, fire drills are held monthly as required by New York City Fire Code.
2. Identify responsible and dependable employees to the Fire and Life Safety office, for designation as Floor Warden and Tenant Fire Safety Team members.
3. Posted in the public corridor is a Fire Safety Team Organization Chart indicating the names of people designated as Floor Warden, Deputy Floor Warden and other required positions. Selection of alternates must be provided. These assignments must be kept up-to-date.

B. Fire Safety Team Requirements

1. The law requires each tenant to provide representatives from an office to participate on the Floor Fire Safety Team. This person or persons (depending on the size of the office) would report to the Floor Warden when the office is completely evacuated during a fire drill or actual fire emergency.
2. Submit a list of the designated Fire Safety Team members for your floor. If there are any changes in your office, please advise the Manager, Fire and Life Safety by mail within seven (7) days, and advise the Deputy Fire Safety Director located in the main lobby.
3. Submit an up-to-date list of all disabled personnel and assign at least one Fire Safety Team Member to each disabled individual. Notify both the Fire & Life Safety Division and the Property Management Office.



C. Fire Emergency Procedures

Evacuation is under the direction of the Manager, Fire & Life Safety, and the appropriate fire wardens and their deputies. Evacuation is via stairway or stairways as far away from the fire as possible, to at least three floors below the fire. Any floor of The World Trade Center that becomes involved in a fire emergency must evacuate per the instructions over the public address system.

Do not use elevators for the emergency evacuation of personnel from the fire floor. Personnel may not return to the fire area until it has been declared safe by the responsible authorities.

To report a fire or smoke condition, immediately contact:

- a. The World Trade Center Police Desk on "HELP WTC" (or 435-7982) or
- b. Pull the handle on the pull station (located near each stairwell) which sends an alarm to the Fire Command Station and the New York City Fire Department. The Floor Warden telephone allows for voice communication between the Floor Warden and the Fire Command Station; or
- c. Notify your floor warden or deputy. They will make certain that the fire is reported to the Fire Command Station and will begin to organize the evacuation of the floor, if applicable. The floor warden will also communicate with the Fire Command Station in the Lobby via the floor warden phone located in the center of the corridor.

NOTE: THIS SYSTEM SHOULD ONLY BE USED TO REPORT EMERGENCIES SUCH AS FIRES. ALL OTHER NECESSARY COMMUNICATIONS TO THE POLICE DESK OR FIRE COMMAND STATION SHOULD BE MADE BY PHONE.

Please remain calm and report as much factual information as possible on the location and nature of the fire. Depending on the emergency involved, we will activate the public address system located in the ceilings of the core corridor areas. We are able to communicate with the affected floor, any group of floors or all floors throughout the complex.

2. Response to a Fire Report

- a. The Fire Command Station will immediately notify the Port Authority Police, the New York City Fire Department, the World Trade Center Fire Safety Director, WTC Emergency Response Team and other personnel assigned to assist you.
- b. The Fire Department, Port Authority Police and emergency response personnel will respond to the floor below the fire and approach the fire floor via a stairway.

3. Evacuation Procedures

- a. During a fire emergency, the public address system will be activated in offices on the floors which must be evacuated. The emergency tone (siren-like) will be activated first. You should proceed to the corridor areas where specific instructions will be broadcast over the public address speakers located in the corridor ceilings. Please remember that the voice message can only be heard in the corridors and not in the office space. In order to hear the emergency instructions, you must leave your office space and stand in the corridors.
- b. At the discretion of the New York City Fire Department, the smoke purge system will be activated to help control evacuation of a floor.
- c. The last one out of an office should close the door without locking it. This will help confine the fire.
- d. Do not call an elevator to the floor of the fire. You must use the stairways for evacuation. The stairways have been built with fire resistant materials for safe evacuation.
- e. Walk to the stairway or stairways announced over the public address system and by the floor warden and deputy fire wardens of your floor. Form a line two-abreast.
- f. After receiving instructions over the public address system or from the wardens, proceed to a "Safe Area" at least three floors below the fire floor.
- g. Merge alternately when two lines meet at various floor landings and keep all lines moving.
- h. Keep conversation to a minimum. Do not push or run. Stay in line. Smoking is prohibited.
- i. Traffic on the stairway must head in the down direction only unless otherwise indicated by the Fire Safety Director or other person in authority.
- j. If it is necessary to completely remove occupants from the building, this will be done from a "Safe Area" via elevators staffed by Emergency Personnel (Police, Fire Department, and Building Evacuation Personnel).
- k. Handicapped personnel will be assisted to a safe stairwell by Tenant Fire Safety Team members and assigned helpers. Advise the Fire Command Station of this action. Members of the responding fire brigade, helped by evacuation coordinators, will bring the handicapped individual to three or more levels below the fire floor.

At least two (2) helpers should be assigned to assist handicapped personnel. They have the responsibility to inform the floor warden and the handicapped person when they will not be available (e.g. vacation) at which time a substitute helper will be assigned.

Please Note:

Evacuation chairs are available to any tenant that has a need for them, and may be requested through the Fire and Life Safety office.

These chairs should only be used by the Tenant Fire Safety Team when the Building or Emergency Personnel (Fire/Police) will not be able to assist them during an evacuation. Proper use of the evacuation chair will be demonstrated to tenants by the WTC Fire Safety Office, upon request.

Please remember never to leave mobility restricted individuals unattended. Stay with these individuals until emergency personnel arrive. In an emergency, be sure to notify your floor warden of the location and condition of a mobility restricted individual in order to allow the Floor Warden to relay this information to the Fire Command Station.

1. Once evacuation of an area has started, do not attempt to re-enter the fire area until it has been declared safe by a person in authority.

D. World Trade Center Fire Drills

The specific requirements established by the New York City Fire Department require that each tenant at The World Trade Center participate in a fire drill once every six months. In some cases, fire drills are held monthly as required by New York City Fire Code. The purpose of these periodic fire drills is to instruct World Trade Center occupants in how to safely evacuate their offices in the event of a fire.

Several days prior to a fire drill, we will notify each tenant and the designated fire wardens and deputies of the location, date and time of the drill.

1. Immediately prior to the start of a drill, the public address system will be activated. The electronic "alert" signal will be audible on each floor. This signal is the initial tenant alerting technique on the floors that must be evacuated. This will be followed by the evaluation tone.
2. After hearing this signal, proceed to the corridor where specific instructions will be broadcast over the public address system. Keep conversation to a minimum so you can hear instructions. A member of the Fire Safety Team on your floor will also provide instructions.
3. A "skeleton crew" may remain in a tenant's office to conduct business and assure security during the fire drill. However, those who remain in the office must participate in subsequent drills to learn Exit stair locations, etc.
4. Do not hesitate to ask members of the Fire Safety Team on your floor any questions you may have regarding evacuation procedures.

E. Fire Safety Team Duties

1a. General Duties:

1. Learn your floor layout and the location of all exit stairs, fire alarms and fire fighting equipment.
2. Make sure all exit doors to stairwells are in a closed position and are not obstructed, inoperable or locked. Report any deficiencies to the Floor Warden.
3. Instruct new employees about emergency evacuation procedures.
4. Notify the Fire and Life Safety Office and the Property Management Office if you have any handicapped personnel in your office. Make specific provisions within your office for the evacuation of this person.
5. The Floor Wardens will be contacted by members of the WTC Deputy Fire Safety Directors located in the lobbies. Updating of the lists of floor occupancy, mobility restricted individuals, and Fire Team members will be performed during daily conversations.

1b. Emergency Duties:

1. Transmit the fire alarm to The World Trade Center Police Desk via the telephone or via the pull station located in the center of the public corridor if you discover the fire. Please refer to Page 11.
2. In case of evacuation, direct all personnel to descend the fire stairwells to at least three floors below the fire floor. Elevators must not be used. Listen to the public address announcement concerning evacuation of the floor and the stairways to be used.
3. Be sure the entrance door to the office is closed when the last person has evacuated. Report to the Floor Warden when evacuation is completed. This information is extremely important in verifying that everyone has been evacuated.

2a. Floor Warden General Duties:

1. Review the floor plan, including the location of all exits, fire alarms and fire fighting equipment.
2. Make certain that every office on the floor is under the direction of an adequate number of deputy floor wardens with searchers. The Floor Warden can formulate an effective evacuation pattern for each office to primary and secondary exits.
3. Make certain that all members of the Fire Safety Team are aware of their duties.
4. Daily, the floor warden must make contact with the respective Fire Command Station. Also, throughout the floor, the Floor Warden should determine that all fire doors to exit stairs are maintained in the closed position and are not obstructed, inoperable or locked. Report any deficiencies to The World Trade Center Deputy Fire Safety Director.
5. Keep on hand an updated listing of all disabled personnel who cannot use stairs unaided. Make arrangements with members of the Fire Safety Team to assist them in moving down the exit stairs to three or more levels below the fire floor and await further instructions from New York City Fire Department and/or World Trade Center personnel. When assistance is required for such evacuation, notify the World Trade Center Fire Safety Director.
6. Provide a way to identify Floor Wardens and other members of the team, such as hats during drills or evacuation.
7. Keep the Fire Safety Team Organization Chart up-to-date and posted in an area visible to all employees.
8. Make sure the floor is adequately staffed by the Tenant Fire Safety Team at all times. Make substitutes when necessary.
9. Insure that all Fire Safety Team members meet with The World Trade Center Fire Safety Director after a drill.

NOTE:

The Fire Safety Housekeeping Checklist should be reviewed with the Floor Wardens at this time. This list should be introduced as part of the responsibilities of the Floor Warden (e.g. assign staff to make sure that coffee makers and other electrical equipment are unplugged at the end of the day).

2b. Emergency Duties:

In the event of a fire emergency, a Floor Warden at The World Trade Center shall:

1. Make certain that an alarm has been transmitted to the Port Authority Police Desk "HELP WTC" or (435-7982) or via the pull station. Please refer to page 11.
2. Make certain that all Deputy Floor Wardens on his/her floor have been informed of the fire and that all occupants of the floor are notified and proceed immediately to execute the Fire Safety Plan. Insure that an occupant search is made of all rest rooms.
3. Proceed to and remain at the Floor Warden Telephone in the corridor. From there, the floor warden will maintain communication with the World Trade Center Fire Command Station and receive, coordinate and provide instructions.
4. Supervise the evacuation of all occupants of the floor via stairway (with the assistance of Deputy Floor Wardens) to a safe area of refuge at least three (3) floors below the fire floor, unless relieved by World Trade Center supervisory or Fire Department personnel. This includes the selection of exit stairs to be used and initiation of any action necessary to prevent panic.
5. In the evacuation of handicapped persons, insure that they are assisted in proceeding down the stairs to three or more levels below the fire floor. If necessary to move such occupants to still lower levels, move them down the stairs to the uppermost floor served by an uninvolved elevator bank and then remove them to street level.
6. To insure that all known occupants have been evacuated from the floor, use a checklist sheet indicating each Deputy Floor Warden and his/her areas of responsibility. Check off each Deputy Floor Warden as his/her office is evacuated.

3a. Deputy Floor Warden General Duties:

As part of his/her normal assignment and day-to-day responsibilities, a Deputy Floor Warden at The World Trade Center shall:

1. Assume the general duties of the Floor Warden when he/she is not on duty or when requested by The World Trade Center Fire Safety Director.
2. Review the floor plan for his/her floor including the location of all exits, fire alarms and fire fighting equipment.
3. Make a daily inspection of all fire doors to exit stairs to insure that they are maintained in the closed position and that no doors are obstructed, inoperable or locked. Report any deficiencies found to the Floor Warden.
4. Make certain that all members of the Fire Safety Team under his/her jurisdiction are aware of their duties. This includes arrangements for the evacuation of handicapped persons.
5. Instruct new employees in his/her office about emergency evacuation procedures.
6. Make certain that the Fire Safety Team Organization Chart (located in this Section) is up-to-date and posted in the hallway near the fire call box.
7. Report daily to the Floor Warden any absent members of the Fire Safety Team in his/her office.

3b. Emergency Duties:

In the event of a fire emergency, a Deputy Floor Warden at The World Trade Center shall:

1. Make certain that an alarm has been transmitted to the Port Authority Police Desk "HELP WTC" or (435-7982).
2. Make certain that the Floor Warden is notified of the fire incident.
3. Be prepared to assume the Floor Warden's emergency duties if called upon by The World Trade Center Fire Safety Director.
4. Supervise the evacuation of his/her office:
 - a. Dispatch male and female searchers in carrying out their assigned duties.
 - b. Assemble all occupants of the office and direct their evacuation via appropriate stairway to three or more levels below the fire floor.
 - c. Insure that when all occupants have left his/her office, the entrance doors are closed.
 - d. **Panicky Employees:** Strong leadership is the best way to keep people under control. Practice your duties during the fire drills so that you will be comfortable in supplying the leadership required to conduct a safe evacuation.

Uncooperative Employees: During an emergency leave that person in the office. Go to the Floor Warden Telephone and report the floor and location to the Fire Command Station. The Police/Fire Department will respond and evacuate the individual.

The name of individuals who are uncooperative during the fire drills should be reported to the WTC Fire Safety Director at the end of each fire drill.

In the case of panicky or uncooperative employees, the fire safety team should always remember that in this situation your job is to report the floor and location of these individuals. Do not stay with them. If you stay with the individual you are putting yourself in danger without notifying the authorized response personnel.

Non-Fire Evacuation Emergencies: (power outages, storms, etc.) Fire Safety Teams will be called on to direct the floor's evacuation and report to the Fire Command Station Deputy Floor Warden when the floor is cleared (including mobility restricted individuals).

5. Report conditions on the floor to and assist the Floor Warden in the performance of his/her duties.

4. Searchers' Duties:

1. Alert occupants of own immediate office, adjoining offices and rest rooms on the floor during a fire emergency or drill.
2. In areas that cannot be entered, knock on the door and make certain the occupants know there is a drill or fire emergency.

F. Information for Floor Wardens in Preparing for Fire Drills

1. Make the necessary Fire Safety Team assignments if not already completed. These assignments should be permanent.
2. *Pre-drill meetings will not be held so that Fire Safety Team members become experienced in operating independently in preparation for an actual fire emergency. At the end of the drill, all team members will meet with the Fire Safety Director in the corridor on a pre-determined floor to discuss the effectiveness of the drill.*
3. Since, on a given day, you will not know which team members are available during drills or actual emergencies (vacation, sick, etc.), every member assigned to search and evacuate areas must report back to you to verify that the floor has been evacuated.

There will be at least one person reporting to you from every section assigned within large tenancies. If someone has not returned to you from a particular tenancy, then send someone out who has already reported in to verify the evacuation of that office. This reporting method is critical to the evacuation of the floor and should be understood by every team member.
4. The initial alert use for fire drills and actual fire emergencies will be the "attention" signal broadcast over the public address system. For other than drills, this signal will mean that a fire emergency exists and evacuation of the floor may be necessary.
5. Visit each tenant a day or two before the drill to insure that everyone knows their assignments and note any changes in your Fire Safety Team list. Give these changes to the Fire Safety Director on the day of the drill.
6. Team members should report any lack of participation or cooperation during a drill.

Note: Assignments Necessary

1. Coverage for all stairs and elevator lobby.
2. Searchers to evacuate every office and rest room.

WORLD TRADE CENTER

FIRE DRILL AND EVACUATION ASSIGNMENT ORGANIZATION CHART

MANAGER, FIRE PREVENTION & LIFE SAFETY:	MICHAEL HURLEY	435-5677
FIRE SAFETY COORDINATOR:	BARBARA FORD	435-2671
OFFICE FAX:		435-5668

FLOOR _____

NAME / TELEPHONE

FLOOR WARDEN:

ALTERNATE / DEPUTY FLOOR WARDENS:

SEARCHERS:

**ANY PERSON DISCOVERING FIRE OR SMOKE SHOULD,
WITHOUT DELAY, EITHER:**

- 1) ACTIVATE THE BUILDING FIRE ALARM PULL STATION
LOCATED BY STAIRWAYS A, B OR C.
 - 2) TELEPHONE THE WTC POLICE DESK AT "HELP WTC" OR
435-7982.
-

G. Fire Safety Housekeeping Checklist

Sensible, fire-safe housekeeping can prevent fires or limit those that do occur. Do not allow unsafe conditions, such as cluttered offices and overburdened extension cords, to cause trouble.

The following hazards and unsafe conditions should be eliminated without delay.

1. General Office Areas

- a. Are paper boxes used for storage? Are files, papers or combustible materials piled on chairs, in corners or in open bookshelves? All are potential fire hazards.
- b. Are hazardous lightweight electrical cords or unsafe frayed electrical cords in use in your area? Only heavy-duty extension cords should be used for office equipment or any other kind of electrical appliances.
- c. Are outlets and extension cords in your area overloaded with more than one heavy item such as electric typewriters and/or personal computers? Avoid putting more than one piece of office or other electrical equipment on an outlet or cord. Use only U.L. approved multiple outlet strips with fuses or consider the installation or relocation of base building outlets.
- d. Is kitchen equipment in your area always unplugged when not in use? Kitchen equipment, such as hot plates, coffee pots, etc., should never be left unattended when in use and should never be plugged in when not in use.
- e. Has the permanent installation of major electrical, electronic or computer equipment in your area been properly approved by the appropriate World Trade Center staff? These installations must always be approved by the Port Authority to insure that they do not overtax available utilities.
- f. Are flammable liquids, such as turpentine, solvents, thinners, toners and ink, used in duplicating and reproduction equipment being properly handled? No office should have more than five gallons of such liquids on hand at a time and such liquids must be kept in an approved safety container, tightly sealed, in an approved metal cabinet.
- g. Are No Smoking signs posted in areas where flammable liquids are used or stored? Is the No Smoking rule enforced?
- h. Are stored items placed at least 18 inches below the sprinklers?

2. Telephone and Electrical Closets

Telephone and electrical closets must not be used for storage and must be kept locked at all times. Any item found in a closet will be discarded.

3. Storage and File Rooms

- a. Do storage and file rooms in your area have aisles spaced at least three feet in width? Are No Smoking signs posted?
- b. Are items stored in paper boxes and stacked in corners and aisles creating a fire hazard in your area?
- c. Are all combustible materials such as papers, files, reports, rolled plans kept in steel cabinets or closets when not in use? Are the doors and drawers kept closed at all times? Closed metal cabinets or files are required in file rooms with more than 300 sq. ft. of space or more, unless the area is equipped with sprinklers.
- d. Are all combustible materials stored neatly and compactly? Compartmentalized metal racks are permissible in storage or file areas of less than 300 sq. ft.
- e. Are all flammable and combustible liquids properly stored in approved containers? (See section "f" above.)

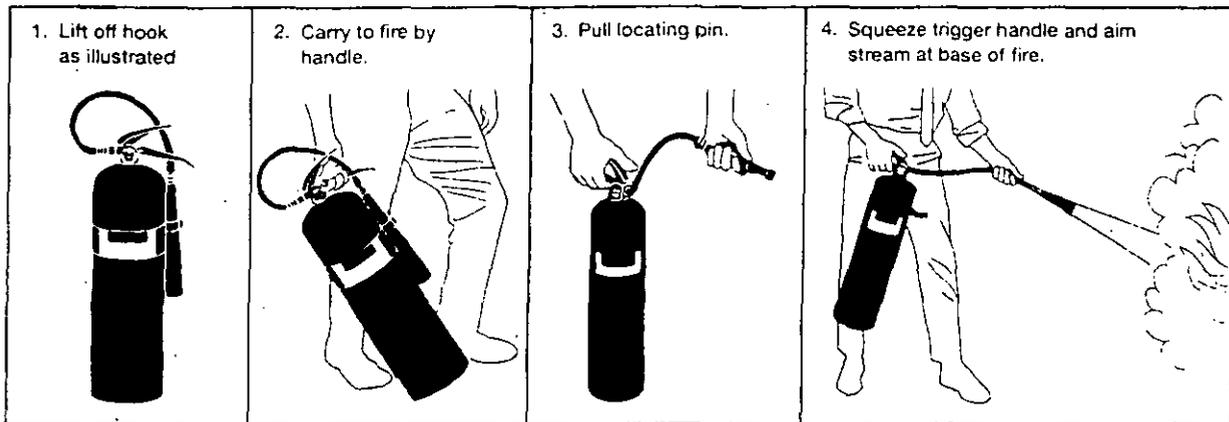
H. Fire Extinguishing Equipment

a) World Trade Center Fire Extinguishing Equipment

Each stairway landing at The World Trade Center is provided with a fire standpipe equipped with 125 feet of 1 1/2 inch fire hose and a hose nozzle.

Pressured water fire extinguishers are also provided in protective metal cabinets installed at each stairway landing. The door of this cabinet may be opened by breaking the glass panel with the fire hose nozzle mentioned above.

This "first aid" fire extinguishing equipment is intended for the protection of World Trade Center occupants in the event of a fire condition. It can be used to extinguish small fires or to contain a fire until the arrival of the Fire Department. However, World Trade Center occupants should not attempt to use this equipment if by doing so they would expose themselves to personal danger or cause delay in the evacuation of the fire floor.



2 1/2 Gallon Pressured (Water Filled) Extinguisher With a Range of Spray 45' Discharge Time of 50 Seconds For Wood, Paper, Cloth, or Rubbish (Class A) Fires. Contains water which is expelled by air pressure when trigger handle is squeezed as in illustration number four.

NOTE: Do not use water type fire extinguishers on electrical or liquid fires.

b) Tenant Fire Extinguishing Equipment

- 1) One 10 pound A-B-C multi-purpose dry chemical fire extinguisher (approved by Underwriters Laboratory or other recognized testing laboratory) must be placed at file, stationery, stock, mail and copy machine rooms. A central station for this extinguisher may be selected to serve more than one room providing the travel distance does not exceed 75 ft. In such event, an additional unit will be needed.

Where both water type and carbon dioxide type are already in place, the dry chemical unit need not be provided.

- 2) One 10 pound carbon dioxide extinguisher must be provided at the entrance door to a computer room, teletype room communication room, etc. except additional units should be provided for larger rooms when the travel distance will exceed 75 feet.
- 3) All extinguishers shall be mounted on wall brackets no less than two (2) feet nor more than four and a half (4 1/2) feet above the floor.
- 4) All extinguishers shall be serviced in accordance with the respective manufacturer's label and should have the servicing date entered on a tag on the extinguisher. This procedure should include hydrostatic tests when necessary.

It Takes Three Things to Start a Fire, Oxygen, Heat, Fuel

CLASS Fires in wood, textiles and other ordinary combustibles containing carbonaceous material.

A These are extinguished by cooling and quenching with water which wets down and prevents glowing embers from rekindling. Tri-Class dry chemical extinguishers are also effective on this type of fire and achieve extinguishment by insulating and inhibiting the combustion reaction.

CLASS Fires in gasoline, oil, grease, paint or other liquids that gasify when heated. These are

B extinguished by smothering, cooling and heat shielding. Dry chemical, Halon and carbon dioxide are effective on this type of fire.

CLASS Fires in live electrical equipment. These fires require a non-conducting extinguishing agent.

C A Halon or carbon dioxide extinguisher smothers the fire without damaging the equipment. Dry chemical is also effective.

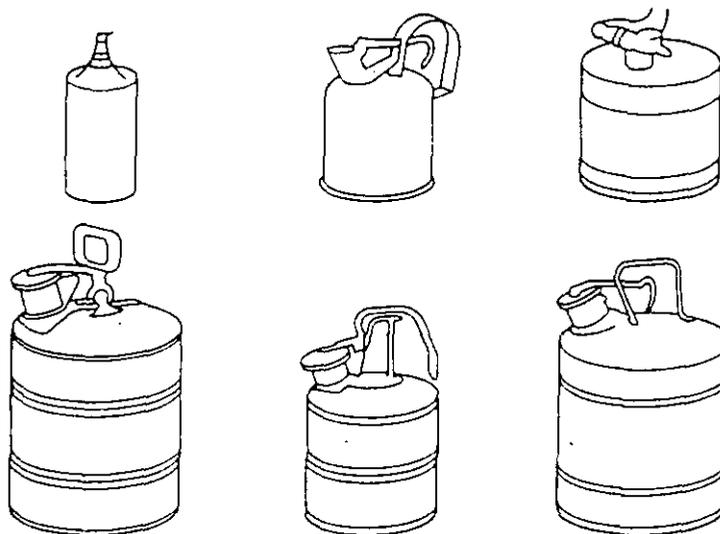
	WATER	MULTI-PURPOSE DRY CHEMICAL	CARBON DIOXIDE	HALON
A	Yes Water saturates material and prevents reignition	Yes Provides Fire Retardant Blanket	Not Recommended	Not Recommended
B	Not recommended	Yes Provides smothering action	Yes Leaves no residue	Yes Leaves no residue
C	No Is a conductor	Yes Is a non-conductor	Yes Is a non-conductor	Yes Is a non-conductor
	Range of 30' Stream	5-20' Depending on size	3-8' Depending on size	Same
	Duration 60 sec	8-30 sec Depending on size	8-30 sec Depending on size	Same

I. Flammable Liquid Storage Requirements

Various types of liquids in normal office procedures, such as duplicating machine fluid, acetone, alcohol and cleaning solvents are highly flammable or combustible and can present a serious fire hazard if not handled properly.

The New York City Fire Department requires that such material used at The World Trade Center be strictly controlled as follows:

1. The storage of flammable liquids in a tenant area must be limited to five (5) gallons kept in individual one gallon approved metal safety cans or one quart original plastic containers. In addition, these safety cans or containers must be stored in approved metal cabinets. All cans must be inspected regularly for leaks and leaking cans must be replaced immediately.



Typical safety cans having pouring outlets with tight-fitting caps or valves normally closed by springs, except when held open by hand, so that contents will not be spilled if a can tipped over. The caps also provide an emergency vent when the cans are exposed to fire.

2. A flammable liquid storage area must be clearly designated by Flammable Liquid and No Smoking signs.
3. A flammable liquid storage area may not be located adjacent to exits or in pathways leading to exit facilities.

J. Freight Elevator Lobbies

Do not place trash, furniture, or mailbags in the freight elevator lobby. Does your firm generate excess trash during business hours? Call Operations at 435-8511 for prompt removal.

K. Fire Doors

Doors leading into tenant offices and stairways at The World Trade Center are specially constructed metal fire doors equipped with self closures. Their purpose is to seal off the office or stairway, thereby preventing fire and smoke from spreading from one area or floor to another.

Properly used, these specially constructed fire doors can confine a fire to a small area and, as a result save both lives and property. However, fire doors wedged or tied open, or with objects placed in front of them so that they cannot close, are rendered useless. To protect yourself and your fellow employees, make sure the doors on your floor are always kept closed. If you must evacuate your office during a fire emergency, make sure the last one out closes the door without locking it. This will help to contain the fire until the arrival of the Fire Department.

L. Tenant Emergency Information

In case of emergency or in the event of a particular problem, we will contact your designated World Trade Center company representative(s). To assure that our files are current, we need the following information concerning your staff at The World Trade Center:

1. Name and telephone number of the company representative(s) whom we can contact during normal business hours.
2. Name and telephone number of the company representative(s) whom we can contact after normal business hours for emergency notification.
3. Number of staff employed during normal business hours.
4. Number of staff employed after normal business hours.
5. Names of any handicapped persons employed by your company.

Please advise us in writing when a staff change occurs.

Use the form on the following page and mail copies to:

Michael Hurley
Manager, Fire Prevention and Life Safety
The Port Authority of NY & NJ
Two World Trade Center, 35th Floor
New York, NY 10048

and your
Property Management Office