



# Fire Safety Plan

95 Christopher Columbus Drive  
Revised 11/2023

**1. BUILDING ADDRESS:** 95 Christopher Columbus Drive, Jersey City NJ 07302

FIRE SAFETY MANAGER: Paul Ligas

BUILDING OWNER: Wells REIT II – International Financial Tower, LLC

BUILDING MANAGER: Columbia Property Trust Services, LLC as Agent for Owner

MANAGERS ADDRESS: 95 Christopher Columbus Drive, Jersey City NJ 07302 Floor 13

## 2. PURPOSE AND OBJECTIVE:

### 2.1 PURPOSE:

The purpose of this Fire Safety Plan is to protect all occupants, employees, and visitors in the building from injury, property loss or the loss of life in the event of an emergency situation. And to establish a method of systematic, prompt, safe and orderly evacuation of an area, a floor or the entire building by the occupants in event of fire or other emergency, in the least possible time to a safe area; also the use of available fire protection equipment (including suppression systems and alarm) that may have been provided for the controlling or extinguishing of fire and the safeguarding of human life. An emergency may constitute any one of the following:

Fire – tornado- earthquake – bomb threat – chemical spill or any situation that has the potential for the loss of life and/or property.

### 2.2. OBJECTIVE:

The objective of this plan is to provide proper fire safety education as a part of occupant indoctrination and to maintain a continuing fire prevention program for all occupants to assure the immediate reporting of fire, the response to fire alarms as designated, and the immediate initiation of fire safety procedures to safeguard life and contain fire until the arrival of the Fire Department. In accordance with City Ordinance #01-088, the Fire Safety Manager or his alternate must be on duty whenever the building is occupied.

The Fire Safety Plan shall be distributed to all occupants of the building, and should be kept in the Fire Command Center, posted conspicuously and distributed to all tenants of the building. All tenants and employees must be given those portions of the plan that pertain to the floor area they occupy.

## RESPONSIBILITIES:

The Fire Safety Manager is responsible for the operation of the Fire Safety Plan and the training of all other members of the Fire Safety Team. The Deputy Fire Manager or the Evacuation Supervisor is responsible for the operation of the plan when the Fire Safety Manager is not on duty. The Fire or Floor Wardens are the persons designated by Tenant management as those in charge of a specific tenant area of the building in the case of a fire. The Fire Wardens, Searchers and the Fire Brigade are trained and supervised by the Fire Safety Consultant and Fire Safety Manager. There are provisions for alternates at all positions.

## FIRE COMMAND STATION:

The Fire Command Station is located on the ground floor, behind the Hi-Rise elevator bank, through double

glass doors. All operations during any emergency will be coordinated through the Fire Command Station.

#### **ALARM DETECTION AND SUPPRESSION SYSTEMS:**

Alarm pull stations are located in the halls on each floor. Anyone discovering fire, smoke should immediately activate the fire alarm pull station. All no-fire emergencies should be reported by calling 911 and provide a description of the emergency so that the appropriate agency will be notified to respond. Pull station is one means of notifying the Fire Department that a person has physically seen smoke or a fire condition requiring response. Calling 911 is another means of notification to report smoke or fire. Both may be used separately or together.

The building is equipped with a Sprinkler and a Standpipe System and automatic Smoke Detectors.

#### **COMMUNICATIONS:**

Communications to all occupants will be via the distinctive alarm, loudspeaker system or telephone. Voice communications is essential in an emergency, to advise all Occupants of the situation, and if necessary, to direct their movements. The greatest dangers in a fire emergency are lack of knowledge, information and panic. Calm, steady direction and information, supplemented by reassurance from the Fire Safety Manager, Fire Wardens, and staff, can be most effective in preventing panic.

#### **DIAGRAMS:**

Diagrams and floor plans for all floors are kept in the Fire Command Station showing the arrangement of each floor for use by the Fire Safety Manager and Fire Department Personnel. Each Floor Warden should have a set of plans for the area for which he is responsible, with sufficient supplementary information to show physical relationships with adjoining spaces.

#### **EVACUATION PLAN:**

In an emergency it may become necessary to evacuate a floor, an area, or the entire building. It is critical that all tenants and occupants of the building be familiar with the correct evacuation procedures and routes. There are floor evacuation plans located in the halls near the elevators on every floor in the building. The plans indicate the proper exit routes to be followed if evacuation is necessary. Take the time to become familiar with the evacuation plans. In the event of any emergency follow these plans to ensure a safe and speedy evacuation.

#### **EVACUATION PROCEDURES:**

**It is vitally important that all occupants know the evacuation procedures for their floor. The evacuation procedure from each floor or area in the building must be outlined and presented to everyone in the affected area.** Upon hearing an alarm, occupants shall immediately evacuate the area. Employees shall take direction for the Floor Warden. If not present, they shall enter the emergency stair and report to their approved in-building relocation floor. Pay attention to instructions from the Fire Warden. If assistance is needed Fire Wardens shall Alert the Fire Safety Manager or Security via walkie talkie or telephone giving your location and condition. If no response to your calls for assistance immediately call the Fire Department (911).

If you are in any danger immediately evacuate to a safe area, closing doors and windows behind you. Evacuate quickly, quietly, and calmly to the preplanned meeting place, closing doors behind you. Evacuate under the direction of the Fire Warden and Deputy Wardens. Listen carefully and follow instructions. Do not waste time. Exit immediately and notify Fire Department. Always exit down at least five floors. Never exit towards the roof. Never enter a smoke-filled area. If you must go through a smoke-filled area, crawl under smoke on your hands and knees, place a towel, scarf, or handkerchief over your face to filter out

smoke. Do not stand up! If your clothes catch fire do not run! Running gives the flame more oxygen. Stop where you are! Drop to the ground! Cover your face and mouth with your hands to protect them! Roll over and over to smother flames! Have everyone practice this process. If a building evacuation becomes necessary, assemble at your prearranged meeting place. Use the buddy system when exiting floor. Do not leave the relocation area until directed by First Responders. Wardens shall conduct a head count and report if anyone is missing or needs assistance. If you hear instructions over your buildings public address system, listen carefully and do as you are told. You may be instructed to remain where you are.

Any evacuation in the building must stress limited movement for necessary control; for this reason, the fire protection built into this building must be used to shield tenants from danger, taking into account the fire resistive construction of the building and the training in correct response to an emergency.

**The most critical areas for immediate evacuation are the fire floor, the floor above the fire, and the floor below the fire. All other floors shall be left undisturbed unless instructed otherwise. Evacuation from other floors will begin upon instruction from the Fire Department, the Fire Safety Manager or the Fire Wardens as conditions indicate.**

**In the event of a fire or emergency the Alarms will be activated. Upon hearing an alarm all occupants shall proceed according to the evacuation plan for their floor.**

#### **EVACUATION ROUTES:**

Evacuation down is the prime consideration. Make sure all occupants know the configuration and the evacuation route of their individual floor and exactly what their response to any situation must be. Complete evacuation to the street may be impractical. Elevators will not be available. Assurances should be given that adequate, protected stairs are provided for movement to areas of refuge. All occupants should be familiar with the location of these stairs. Make sure all occupants carry out the following procedures:

**FEEL EVERY DOOR WITH YOUR HAND.**

**IF HOT DO NOT OPEN, IF COOL OPEN SLOWLY,**

**HEAD FOR THE STAIRS REMAIN CALM – DO NOT PANIC.**

**NEVER ENTER A SMOKE-FILLED AREA**

**ALL SMOKE AND FIRE CONDITIONS MUST BE REPORTED TO THE FLOOR FIRE WARDEN, FIRE SAFETY MANAGER AND THE FIRE DEPARTMENT IMMEDIATELY.**

#### **RESPONSE TO A FIRE ALARM OR SMOKE ON YOUR FLOOR OR IN YOUR AREA:**

Upon hearing any alarm or discovering fire or smoke **immediately sound the alarm (pull station) and notify the Fire Department via phone (911) alert everyone to the emergency.** If it is safe to do so, investigate the immediate area and report conditions to the Fire Warden and Fire Safety Manager.

##### **1. ALARM ON YOUR FLOOR:**

- a. If you discover fire, **immediately sound the alarm (pull station) and call the Fire Department (911) Alert everyone in the area to the emergency.**
- b. If the fire is in your area, exit quickly closing all doors behind you to slow spread of fire. Do not waste time. Exit immediately. Get out and stay out.
- c. Test doors before you open them, if cool, open slowly and check the area before proceeding.
- d. Follow your evacuation plan. Evacuate to a safe area. Use stairs; never use elevators

- during a fire. Always evacuate down never go up.
- e. Never enter a smoke-filled area. If you encounter smoke or fire retreat and find another route.
  - f. If you must escape through smoke, crawl low and do not stand erect.
  - g. Once you are out, call 911 and inform the fire Department if you know of anyone trapped in the building. Go to your prearranged meeting place. Do not leave the relocation area until notified by the fire department.
  - h. Never go back for any reason, until the Fire Department says it is safe to do so.
  - i. If a fire alarm is not sounding on your floor. Remain in your area. Remain calm. You are safe. Listen carefully to instructions given on the building public address system and do as you are told.
  - j. Call Building Security from a safe area, **201-432-3244**, giving your location and condition.
  - k. Remain calm – do not Panic.
  - l. Remember always evacuate down.

2. ALARM OR FIRE ON ANOTHER FLOOR:

**The most critical areas for evacuation are the fire floor, the floor above the fire and the floor below the fire. Evacuation from other floors will begin upon instructions from the Fire Safety Manager, Fire Wardens and the Fire Department or as conditions indicate.**

- a. If emergency is not on your floor or in your apartment, check with your fire Warden and await instructions. Assemble at the meeting place on your floor and follow instructions of the Fire Warden.
- b. **Do not panic. You are safe. The walls and doors are constructed of fire resistive materials and ceilings are reinforced for your protection. Contact the fire command Station via telephone and tell them your location and condition.**
- c. Be prepared to leave. Take your keys, a towel or handkerchief and if possible, a flashlight in case you enter a smoke-filled area.

**EXITS:**

Make sure all exit doors are kept closed and that all exit corridors and stairways are kept clear and unobstructed. Exit doors shall be approved fire rated and self-closing. Hallways and exit doors and passageways must never be blocked and have clear paths to exit stairwells.

- A. Test and maintenance record of all fire protection systems.
- B. Fire Drill records.
- C. Record of the availability and condition of items in the Fire Department Equipment Room on every 10th floor.

**FIRE DRILL REQUIREMENTS:**

Fire is always unexpected and so drills must be held. Drills are designed to familiarize the occupants and staff with all available means of egress. Correct and frequent drills will allow for the safe, timely and orderly evacuation of the building occupants. The importance of drills cannot be overemphasized. It is vital to everyone's safety that the entire building population be carefully schooled in what to do in any emergency.

Fire drills shall be conducted at least once every six months.

**DRILL SCHEDULE:**

Orderly evacuation of an area of a floor will depend on the actions of the employees supervised by

Wardens. The best way to familiarize building occupants with emergency procedures is to “go thru the motions” Management must recognize the need for fire drills and ensure all employees attend these drills. All plans are useless if the plans are not read, understood, followed, and practiced.

#### **ALARM TRANSMISSION:**

Any person discovering fire or smoke should without delay cause the transmission of an alarm of fire both of the following methods:

- A. Telephone (911)
- B. Activate alarm Pull Stations

**NOTE:** Pulling the fire alarm will also notify the Fire Safety Manager and Fire Wardens that the alarm has been transmitted.

#### **PLANNING FOR THOSE REQUIRING SPECIAL ASSISTANCE:**

Special attention should be given to the presence of expectant mothers, the elderly or any person with mobility difficulty or any handicap. Tenants are to provide the Management Office with an updated listing of all handicapped personnel in their offices.

The Building will keep current at the Fire Command Station a list of all reported handicapped personnel in the building. Immediately giving this information to responding Fire Department Personnel upon their arrival.

#### **ASSEMBLY AREA:**

If evacuation becomes necessary, immediately upon evacuation all occupants will gather at the prearranged meeting places. Use the buddy system when leaving the floors in alarm. Once at the in-building relocation area do not leave the area. A head count will be taken by the Warden. Remain in the area until directed to return to your work locations by the Fire Department. If outside building never re-enter building unless instructed to by the Fire Department. Tenants are to develop a system to insure all of their employees and visitors have evacuated and are accounted for.

#### **FIRE SAFETY PLAN DUTIES:**

BUILDING ADDRESS: 95 Christopher Columbus Drive, Jersey City NJ 07302

NORMAL BUSINESS HOURS: 8:00 AM - 5:00 PM

In high-rise buildings, during normal business hours, there shall be at least one person on duty designated as the “Fire Safety Manager.”

#### FIRE SAFETY MANAGER:

**Summary of the Duties of Fire Safety Manager:** In the event of an emergency the “Fire Safety Manager” shall immediately report to the Fire Command Station, ensure that the Fire Department has been notified and supervise and coordinate the staffing of the Command Station. Direct the evacuation procedures and all aspects of the Fire Safety Plan. Report conditions in the building to the Fire Department. Advise Fire Department Personnel in the operation of all building system and operation of the Command Station. It is essential that the Fire Safety Manager remain at the Fire Command Station for the duration of the emergency. All member of the Fire Safety Team must be physically able to perform the duties assigned under the plan. All members of the Fire Safety Team must wear some identification that will make them readily and clearly recognizable.

#### DEPUTY FIRE SAFETY MANAGER:

**Duties of Deputy Fire Safety Manager:** In the absence of the Fire Safety Manager, the Deputy Manager will assume all the duties and responsibilities of the Fire Safety Manager.

#### BUILDING EVACUATION SUPERVISOR:

**Duties of Building Evacuation Supervisor:** At all times when the building is occupied and there is no Fire Safety Manager on-duty, there shall be at least one Building Evacuation Supervisor on— duty. During an emergency, the Building Evacuation Supervisor shall report to and staff the Fire Command Station and direct the execution of the evacuation, assuming the duties and responsibilities of the Fire Safety Manager.

#### FIRE WARDENS AND DEPUTY FIRE WARDENS:

**Duties of Fire Wardens and Deputy Fire Wardens:** The tenants on each floor shall, insure responsible and dependable employees are available to be designated as Fire Wardens, Deputy Fire Wardens and Searchers. They shall be trained and supervised by the Fire Safety Manager and Fire Safety Consultant. All members of the Fire Safety Team must be physically able to perform the duties assigned to them under the plan. Fire Wardens shall direct the evacuation of the floor. Fire Wardens shall be familiar with the Fire Safety Plan, the location of all exits and the location and operation of any fire alarm system. Fire Safety Managers shall conduct drills. Wardens shall practice with occupants of your individual floor to make certain that all personnel know what actions to take in the event of any emergency. Ensure that all occupants of the floor receive copies of the portions of the Fire Safety Plan that relate to their actions on the floor. In an emergency immediately contact the Fire command Station via warden walkie talkie giving location and conditions. Remain in contact with the Command Station. Notify all occupants of the floor of the situation. In the event of fire, the Fire Warden shall begin the evacuation procedures for the fire floor, the floor above and the floor below. Wardens on all other floors shall alert all occupants and advise them to be ready to evacuate when instructed to by the fire command Station. Pay careful attention to instructions from the Fire Command Station.

1. Review and study the floor plan for each floor, the number of floor occupants and the number of exits for the purpose of dividing the population into groups or squads and to formulate the traffic pattern for each group or squad to primary and secondary exits.
2. Daily, throughout the occupancy of the floor, examine and determine that all fire doors to stairs are maintained in the closed position and that no doors are obstructed, unusable or locked in violation of the Uniform Fire Code.
3. Maintain a current list of all personnel with physical disabilities (including pregnant women) who cannot use stairs unaided. Plan to have these occupants assisted in moving down the stairs to (5) five or more levels below the fire floor. If necessary, to move such occupants to still lower levels during the fire, move them down the stairs to the uppermost floor served by an uninvolved elevator bank and then removed to street floor by elevator operated by Fire Fighters. Where assistance is required for such evacuation, notify Fire Safety Manager.
4. In case of fire, make certain that alarm has been transmitted, and Fire Safety Manager is notified.
5. Provide for Fire Warden Identification during fire drills and fires, such as caps, armbands, etc.
6. Take any action necessary to prevent panic and prevent unnecessary evacuation. Assure that all persons on the floor are trained in the correct response to any emergency.
7. Assure that all persons on the floor are notified of fire and all are evacuated to safe areas. A search must be conducted in the closets, restrooms, and all normally unoccupied rooms to assure all are out. Personnel assigned as searchers can promptly and efficiently perform this duty.
8. Check availability of personnel of team and provide for substitute when there is absenteeism.
9. After evacuation, perform a head count at the meeting place to assure that all persons known to have occupied the floor have been evacuated.
10. When alarm is received, the Fire Warden shall remain at a selected position in the vicinity of the communication station on the floor, to maintain communication with the Fire command Station (via warden walkie talkies) to receive and give instructions.

**Deputy Wardens shall assist the Fire Wardens in discharging their duties.** There shall be a minimum of one (1) Deputy for each tenant. Any Tenant with more than 7,500 square of floor space shall have a Deputy Warden for each 7,500 square feet or part thereof.

**Searchers:** Searchers are members of the fire warden team trained and supervised by the Fire Safety Manager and Fire Safety Consultant and assigned to assist the Fire Wardens and Deputies in the evacuation of the affected floors. Close all doors on floor. Search all closets, storerooms, bathrooms, normally closed rooms, and all remote areas to ascertain that all occupants have left the tenant space. After leaving the floor Searchers shall report to the Fire Warden and Fire Command Station any areas not able to be verified as empty or any area where an occupant refused to evacuate and then they report to their assembly area.

#### FIRE BRIGADE:

**Duties of each member of Fire Brigade:** A team of qualified building employees selected, organized, trained, and supervised by the Fire Safety Manager and Fire Safety Consultant to assist in the evacuation of all areas and in the proper use of portable extinguishers, and other manual suppression equipment. Attempt to control a small fire only if conditions do not pose a personal threat. Upon receipt of an alarm, the brigade shall report to the lobby fire command station and take direction from the Fire Safety Manager. The brigade may be directed to assist in the evacuation and provide information to the Fire command Station. A brigade member will make certain that an alarm has been transmitted (911). Leave one member on the floor below the fire to direct Fire Department and provide information. Upon arrival of Fire Department, the brigade shall report back to the Fire Command Station and remain there unless the fire department Incident Commander requests their assistance.

#### OCCUPANTS INSTRUCTIONS:

1. Distribution of Fire Safety Plan to all tenants, tenant employees and building employees by electronic copy, hard copy or by notification of the plan's location on the building's website.
2. All occupants of the building shall participate and cooperate in carrying out the provisions of the Fire Safety Plan.
3. Occupants on any floor other than the fire floor, floor above and floor below are to remain at their work locations unless directed otherwise by the Fire Safety Manager prior to the arrival of the Fire Department. Once the Fire Department has arrived, they will take direction from the Fire Department Incident Commander.
4. If smoke or fire is observed in an emergency exit do not try to escape through smoke or flames. Do not open door. Immediately proceed to the alternate exit on floor and if safe to do so evacuate door at least (5) floors. If both exits are compromised, keep doors closed and Call 911 and Fire Command Station giving your location and condition. Listen carefully and follow instructions. You may be told to remain where you are and await assistance.
5. You can improve your speed and knowledge and reduce the possibility of mistakes and panic by attending all fire drills. You can't stop to learn instructions or layout of your floor when the alarm goes off. Learn the plan NOW!

Nothing contained in this fire Safety Plan format is to be construed as all inclusive. All rules and other requirements are to be fully complied with.

Date Prepared August 2001  
Date Revised October 2010  
Date Revised January 2012  
Date Revised October 2018  
Date Revised August 2021

Date Revised January 2022  
Date Revised January 2023  
Date Revised November 2023