

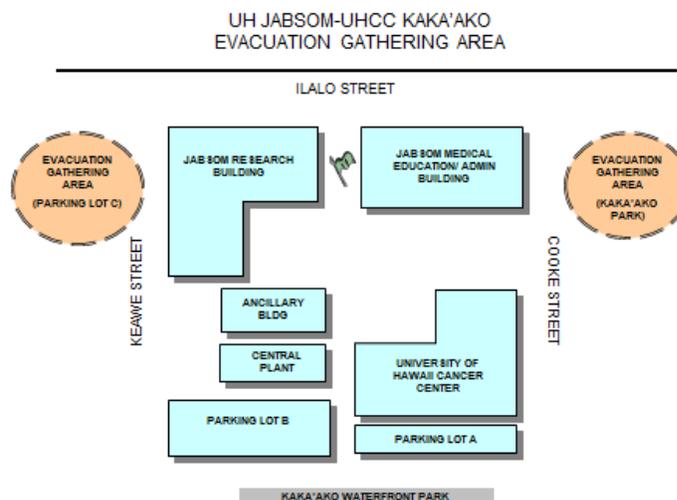


FIRE EVACUATION PROCEDURE

If a fire is detected within a Kaka'ako facility, these procedures are to be followed:

1. Verbally notify others in the nearby area that there is a fire.
2. Sound the fire alarm at the nearest alarm pull station and/or call Security.
3. You may attempt to extinguish the fire if:
 - ◆ the fire is small;
 - ◆ you are knowledgeable on how to use a fire extinguisher, and;
 - ◆ you have an unobstructed exit pathway.

DO NOT attempt to extinguish a fire if all three of the above criteria are not met and/or if you do not feel safe doing so.
4. Gather your personal belongings (keys, purse, wallet, cell phone) only if it is in the immediate area and is safe to do so.
5. Close doors. If time permits, secure any hazardous material and/or sensitive equipment.
6. Evacuate the building using one of the emergency EXITS (follow the illuminated overhead EXIT signs). DO NOT use the elevators or MEB main lobby stairwell.
7. Assist any mobility-impaired or “elevator dependent” individuals to the nearest exit stairwell landing and try to position them away from evacuating traffic. These individuals should remain in the stairwell landing so that trained personnel can return to move them safely.
8. Proceed to the nearest Evacuation Gathering Area (see the map below).
9. Call the Honolulu Fire Department (HFD) if they have not been notified yet.
10. Immediately notify Security and/or Emergency Services (HFD or HPD) of any mobility-impaired individuals still in the building or if you believe that someone is missing.
11. DO NOT return to the building until the HFD or HPD and/or Security states that you may re-enter the building.



EMERGENCY PHONE NUMBERS:

*Dial 9-911 when calling from JABSOM phones

*Dial 911 when calling from UHCC phones