



HAWAIKI TOWER

HAWAIKI TOWER FIRE AND EMERGENCY EVACUATION PROCEDURES

Everyone should be concerned with fire safety at Hawaiki Tower. All residents have a responsibility to help each other and to have these “Fire and Emergency Evacuation Procedures” available within their apartments.

Hawaiki Tower maintains a list of residents who require assistance in evacuating the building. However, this list can only be complete if the Administrative Offices are notified of the names and apartment numbers of residents that need assistance. If anyone in your residence needs assistance in an emergency, please provide written notice to any administrative office.

The following instructions are only intended as an aid to assist in the event of an emergency. It is your responsibility to have all occupants of your apartment read and understand the contents of the following evacuation procedures. Everyone should know the location of each fire alarm pull station and fire extinguisher box, how to operate each of these devices, and the location of the fire exit stairway nearest their apartment door.

- I. If you should discover a fire in your apartment, DON'T PANIC – STAY CALM.
 - A. Call 911 from your telephone.
 - B. Remain calm, speak clearly and distinctly and give the operator the following information:
 1. Name and location of the building: Hawaiki Tower,
47 stories, 425 units
88 Piikoi St.
 2. Exact location of the fire: Apartment number (if you know) or floor
number.
 3. Type of fire (if you know) i.e., what type of material is burning?
 - C. If the fire is small and you feel you are able, lend assistance to put out the fire. The fire extinguisher is located out in the hallway and is suitable for all types of burning material.
 - D. If the fire is in your apartment kitchen and is caused by grease on the stove, cover the pan with a lid or other non-flammable material. DO NOT USE WATER ON A GREASE FIRE.
 - E. Remember, your and your family’s personal safety should always come first. If the fire is beyond your control, leave the area and evacuate the building by using the fire exit stairway (See FIGURE 1). DO NOT USE THE ELEVATORS. UNDER NO

CIRCUMSTANCE ARE YOU TO TRY TO GO TO THE ROOF. The Fire department is not equipped to help residents trapped on the roof.

- II. If you discover a fire on your floor - perhaps you see smoke or fire coming from another apartment - do not try to open the door. Activate the fire alarm system by pulling the fire alarm pull station handle according to the instructions.
 - A. Leave the area and evacuate the building by using the fire exit stairway (See FIGURE 1). DO NOT USE THE ELEVATORS. All elevators will be under the direct control of the Fire Department and Hawaiki Tower security.
 - B. When using the stairways, always close the doors. This will keep smoke out of the stairway. DO NOT PROP THE DOORS OPEN. Always go down the right side of the stairs. The Fire Department will be using the left side of the stairs to go up.

- III. If you are in your apartment and the fire alarm activates, do not immediately open your apartment door.
 - A. Before opening your apartment door, or any door where fire may be coming from, first feel it with the back of your hand. If the inside of your door is hot or you see smoke coming in around the door edges, DO NOT OPEN YOUR DOOR QUICKLY. Brace the door with your foot to prevent the door from opening inward too quickly. There may be pressure building on the other side of the door due to smoke and/or fire. Open the door slightly keeping your body away from the openings. If smoke or fire is present and it appears too dangerous to escape, close the door immediately. DO NOT LOCK THE DOOR. Seal off all cracks around the door with wet towels. LEAVE YOUR DOOR UNLOCKED SO THE FIRE DEPARTMENT CAN ENTER YOUR APARTMENT TO ASSIST YOU.
 - 1. Call 911 and inform them you are trapped inside your apartment. Fill your bathtub and sinks with water for later.
 - 2. If the smoke or fire is coming from below your apartment up the side of the building, close all windows and doors on that side of the building. Remember to leave all doors unlocked.
 - 3. If a large amount of smoke is in your apartment, stay low to the floor. If necessary, cover your mouth and nose with a washcloth soaked in water when you breathe.
 - B. If you are in your apartment and the fire alarm activates, do not immediately open your apartment door.
 - 1. Before opening your apartment door, or any door in your apartment where fire may be coming from, first feel it with the back of your hand. If it is cool and you open it slowly and no smoke or fire is present, evacuate your apartment and use the nearest fire escape stairway (See FIGURE 1).

2. All residents should study and be familiar with the fire evacuation diagrams (See FIGURE 1) and be able to find the fire exits, even in the dark. It is likely that a fire will disrupt electrical service on floors near a fire or in the entire building.
3. Plan for all residents of your apartment to meet for a headcount at the designated meeting areas (See FIGURES 2A and 2B). If anyone is missing notify the Fire Department immediately.

IV. HAWAII TOWER'S STAGED EVACUATION PLAN

- A. The purpose of the staged evacuation plan is to avoid having to evacuate the entire building in the event a fire is small and controllable. The fire alarm system installed at Hawaii Tower permits Fire Department or security personnel to speak with you over an intercom system during an emergency. Fire department or security personnel will instruct you if the evacuation is staged or general.
 1. Residents residing within one floor of a fire are instructed to evacuate one floor away from a fire source. For example, if a fire is on the 15th floor, residents on floors 15 and 14 should proceed to the 13th floor. Residents residing on floor 16 should proceed to the 17th floor.
 2. If you reside below the 5th floor, evacuate to Level 1 and exit at either the Piikoi St./Waimanu St. sidewalk corner or the Piikoi St. sidewalk near the parking garage entrance area. Which side you use will depend on where your apartment is located in the building.

V. HAWAII TOWER'S GENERAL EVACUATION PLAN.

- A. In the event of a general alarm, the entire building will need to be evacuated. Two primary evacuation areas and two secondary evacuation areas have been designated. After you have come down the stairway to Level 3, Hawaii Tower security will be posted at the stairwell landings and will provide instructions for which evacuation area exit to use.
 1. The primary evacuation areas are the Diamond Head garden area at Level 3 and the Ewa side front entrance porte cochere guest parking area at Level 3 (See Figure 2A).
 2. The secondary evacuation areas are the Piikoi St./Waimanu St. sidewalk corner and the Piikoi St. sidewalk near the parking garage entrance area (See Figure 2B).

Which area you use will depend on the instructions your family agrees upon. Please consider your apartment's location to the areas when making plans with your family.

FIGURE 1

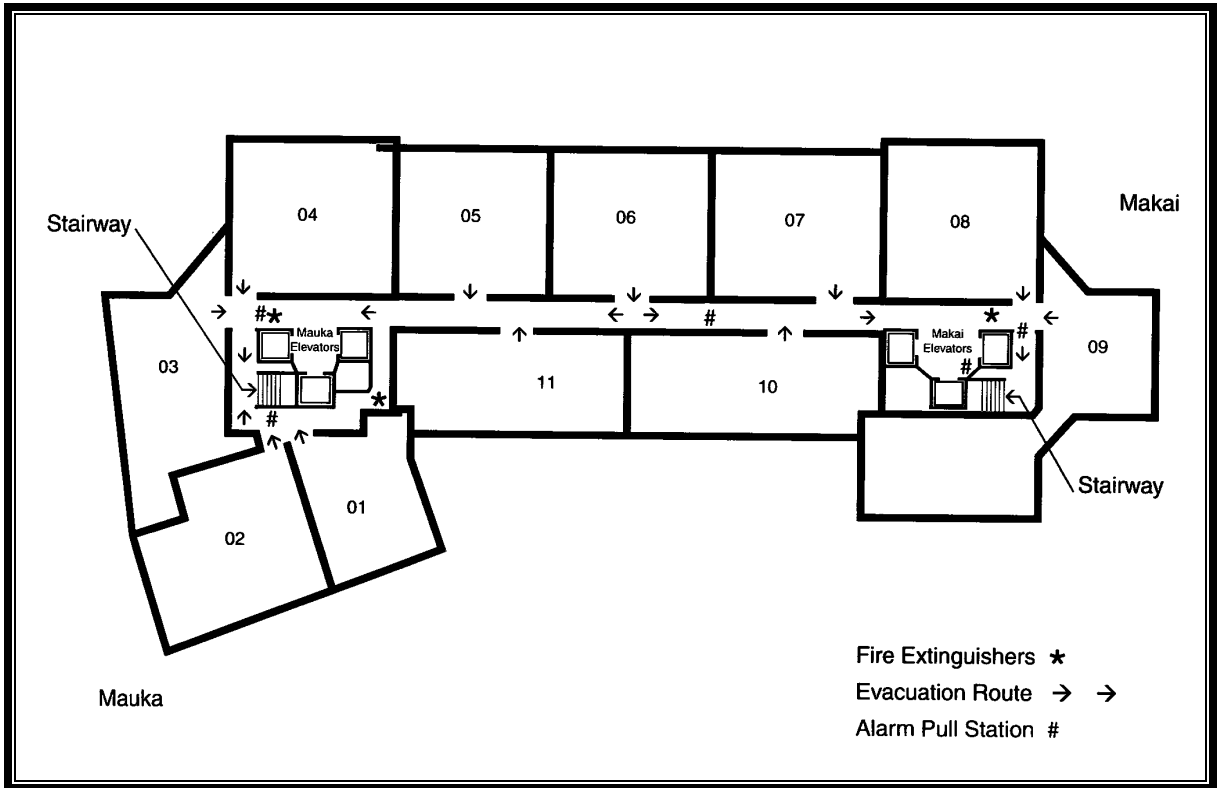


FIGURE 2A

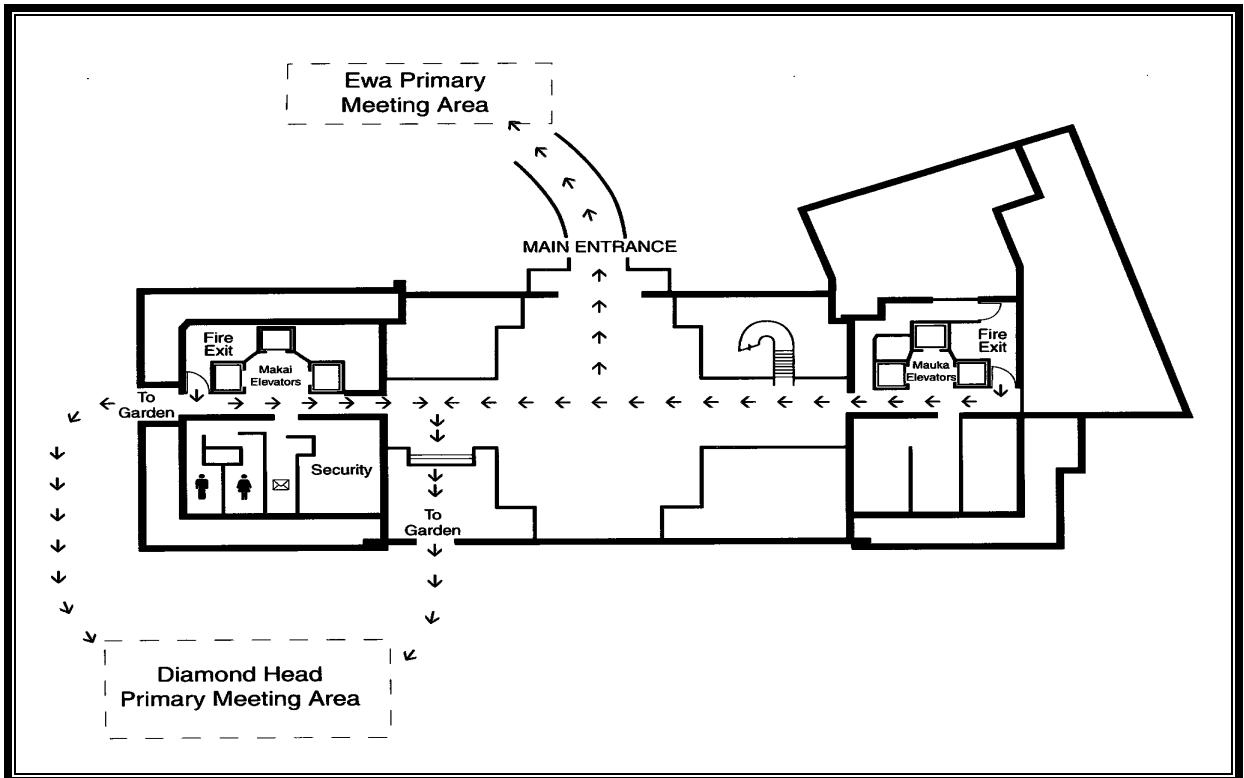


FIGURE 2B

