

EMPLOYEE AND RESIDENT EMERGENCY AND FIRE PREVENTION PLANS

Emergencies will occur. The effect of the emergency must be controlled by means of a proper pre-emergency plan. In order to respond to this need, Fifth & Poplar has developed the following plan which all employees and residents are expected to follow in preventing or responding to emergency situations that we reasonable expect.

EMERGENCY ACTION PLAN

A. SCOPE AND APPLICATION. As required by Charlotte Fire Department Fire Prevention Bureau the following Emergency Action Plan has been developed to ensure employee and resident safety from fire or other emergencies.

B. ELEMENTS

- Emergency Escape Procedures. Escape route assignments are posted throughout the building. A layout of the facility clearly marked with escape routes in posted on each floor. A copy of the layout is attached to this policy.
- If the alarm sounds remain calm, walk to the nearest exit and leave the building immediately. After leaving the building, proceed to the area designated on the layout posted on the floor you are occupying. Do not leave the area. Do not return into the building. Report to the sidewalk on the opposite side of Fifth, Pine, Poplar, or Sixth Street.
- Smoke and sprinkler heads are numbered and are distinguished by numerical reference within the building's Fire Control panel. Fire extinguishers are located in the hallways throughout every floor.
- Employees Prior to Evacuation. All employees are expected to leave the building immediately after providing CMFD access to the Fire Control Room.
- Preferred Means of Reporting Fires and Other Emergencies. The preferred means of reporting fires and other emergencies is by phone. In the case of telephone failure, the authorities and management should be notified in person.

C. ALARM SYSTEM

- Employee and Resident Notification of an Emergency. Notification of an emergency or of an evacuation is communicated to the employees and residents via audible signal and visible strobes.
- Fire Brigade. We do not support a community fire brigade. Employees and residents are not expected to fight fires, clean up major chemical spills or participate in rescue procedures.

D. EVACUATION FOR VARIOUS EMERGENCIES

- Emergency Action Plan for Fire or Chemical Release. In the event of a fire or a chemical emergency, our policy is to immediately evacuate all employees and residents from the section of the building directly affected. Evacuated employees must report to the designated area posted on the floor they are occupying at the time of the alarm.
- Emergency Action Plan for Electrical Outage. In the event of an electrical outage, emergency lighting should illuminate.

FIRE PREVENTION PLAN

A. SCOPE AND APPLICATION: As required by Charlotte Fire Department Fire Prevention Bureau the following Fire Prevention Plan has been developed to prevent or minimize the possibility of a fire emergency. Fifth and Poplar plans many activities concerning fire prevention including regular inspection and preventive maintenance of electrical equipment, smoke alarms, fire sprinklers and fire hydrants.

B. ELEMENTS

Life Safety Devices.

- Fifth and Poplar has smoke detectors, fire extinguishers, or other fire safety devices. Make sure that they are operable.
- Inspection of the life safety devices should be noted on the Preventive Maintenance Schedule and should be checked periodically. Some agencies require separate inspection forms. All applicable documentation should be filed in the resident file. Multi-purpose fire extinguishers (type ABC) should be placed for easy accessibility in the following areas of the community.

1. Office/Clubhouse
2. Maintenance Rooms
3. Resident Hallways

Local extinguisher requirements should be followed. All extinguishers should be inspected and tagged annually by a qualified technician.

NOTE: In addition to annual formal testing, extinguishers should be visually checked monthly to see that they are in place, gauges show proper charge and there is no physical damage. Refer to the inspection record tag attached to each extinguisher for expiration dates. A written checklist should be maintained of the monthly visual fire extinguisher inspections.

Resident Education

- It is important to concentrate on resident education since most residential fires are caused by carelessness with cigarettes or ranges. Residents should be encouraged to focus on the following four elements of a fire safety plan:
 1. Prevention
 2. Detection
 3. Escape Planning and Practice
 4. Fire Department Notification (911) or Local Emergency Number if not 911

C. EMERGENCY FIRE EVACUATION GUIDE

Fifth and Poplar should have a written Emergency Fire Evacuation Guide prepared for residents. In an emergency, people can be expected to do no more than react, so instructions must be as simple as possible. It would be helpful to each resident if the evacuation route is posted on the applicable floor of occupancy. Such evacuation routes are posted as described above. In addition to the written Emergency Fire Evacuation Plan, it is important to advise the Fire Department about elderly and disabled people. Should it become necessary, they can focus on the rescue of these residents as soon as they arrive without losing valuable time. An updated list should be maintained on-site at the Fire Control Panel, such a location as can be made accessible to the Fire Department at all hours. Included with this prepared plan is a copy of the list prepared to include the Condo units that are occupied by disabled or elderly such as described above.

D. IF A FIRE IS REPORTED: CALL 911

- A. Call the Fire Department. Give accurate directions to the location of the fire.
- B. Open the electronic gates
- C. Go to the scene and assess the situation
- D. Contact the maintenance staff to cut off the gas and electrical power to the building. Contact information is included with this document under **Emergency Contacts**.

- E. If the fire is near the maintenance shop or any chemical storage area, INFORM A FIRE FIGHTER IMMEDIATELY
- F. Assist the Fire Department in keeping the crowd and spectators away.

E. FOREST OR BRUSH FIRE EMERGENCY PROCEDURES

If a fire is burning out of control and is in the community's path, refer to and implement the community's evacuation plan. If the community catches fire, follow the procedures outlined above.

F. AFTER THE FIRE

- Notify your Property Manager.
- Notify residents who were not at the scene immediately. If their unit is now uninhabitable (even temporarily), encourage them to stay with friends or relatives or recommend a nearby, inexpensive hotel. **Do not offer to pay for anything. DO NOT admit any liability.**
- If several units were affected by the fire, the Red Cross will usually be available at the scene to assist fire victims. Media journalists from the local television stations or newspapers may also show up at the scene. **It is important for you, the community staff, and the residents that all questions be directed to your property manager.** The most appropriate comments to make are: "We have been informed that the Fire Department has not determined the cause of the fire. Right now we are concentrating on assisting our residents."
- Some member of the staff must begin the initial reporting of the incident while others are controlling access to the area and assisting residents. This process begins with the Incident Report and collecting reports from the Fire Department, residents, employees and witnesses.
- Take photographs.

G. PROPERTY MANAGEMENT SAFETY MANUAL

Make sure that appropriate fire officials, including arson investigators, and insurance representatives have completely surveyed the damage prior to initiating major clean-up and/or repair activity. Keep a log of events, recording when and by whom these visits were made for future reference.

The Property Manager should assist in the restoration of the property.

Keep accurate records of all related costs including payroll and rent loss.

Work closely with your Property Manager/Board of Directors and follow their additional instructions.

REMEMBER:

- **TAKE PHOTOGRAPHS**
- **BEGIN INCIDENT REPORT**
- **DO NOT ADMIT LIABILITY OR ANY REPONSIBILITY FOR THE INCIDENT**
- **CONTACT FIFTH AND POPLAR SECURITY (IF APPLICABLE)**

EMERGENCY CONTACTS

Property Manager: Jarrett Tran
(704) 338-3255
(704) 615-2607

Facilities Manager: Mack Harper
(704) 615-1209

RESIDENTS REQUIRING ASSISTANCE DURING EVACUATION

253

408

521

418

209

529

126

636

107

329

339

446

415

448

512

509

602

603

412

723

213

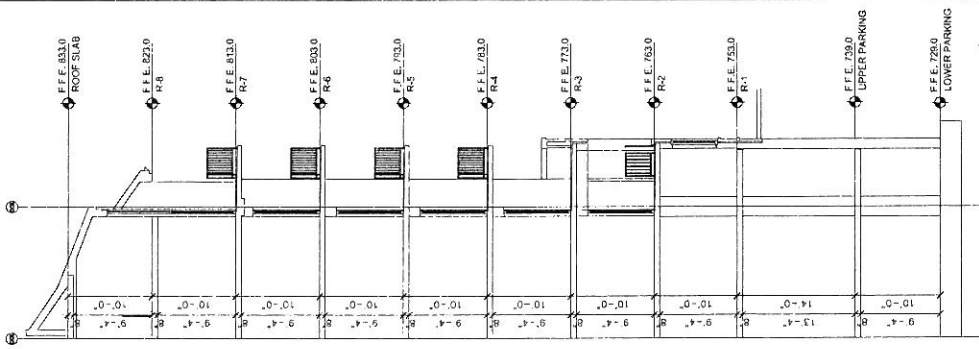
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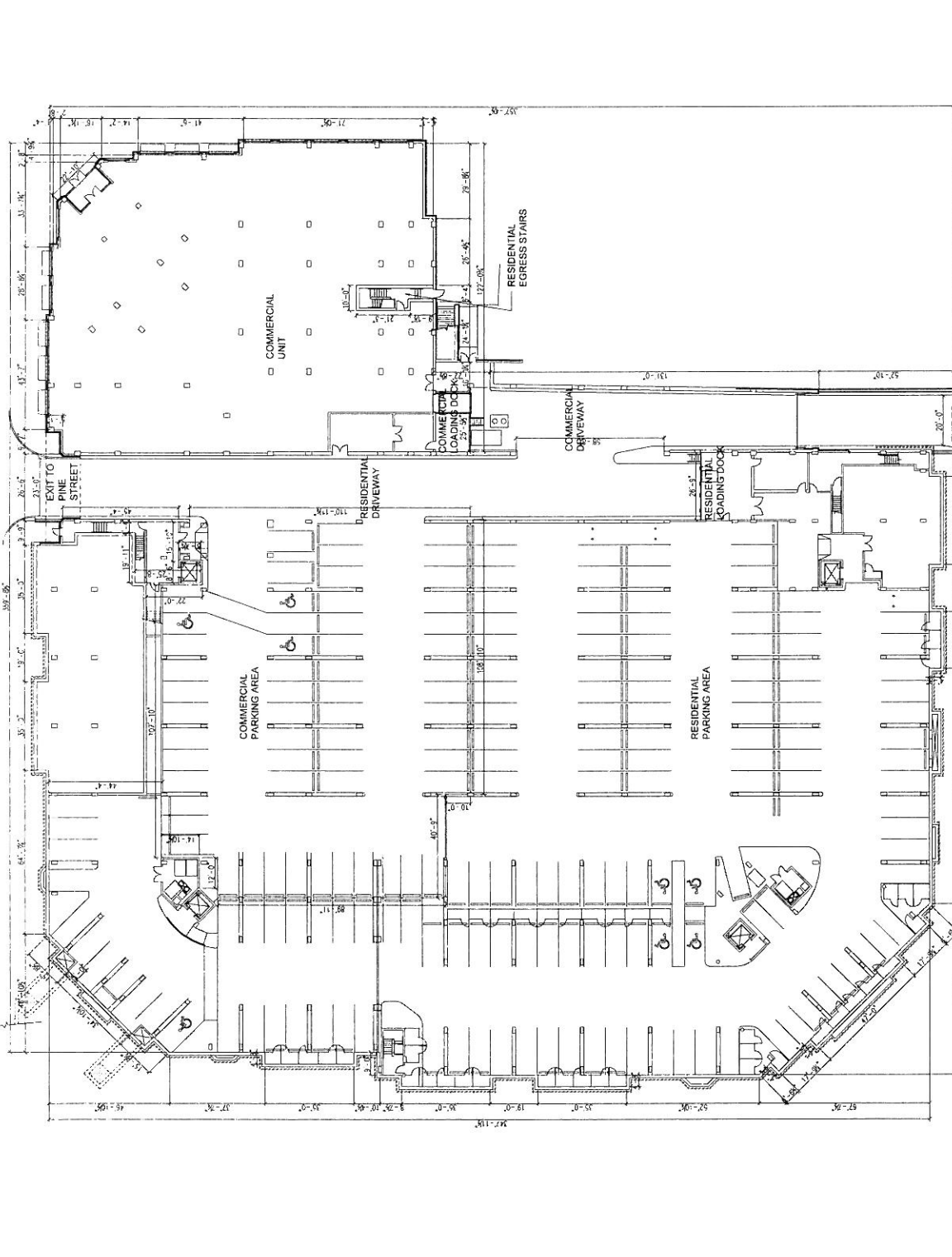
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By reference: Fifth and Poplar Associates, LLC
 150 West Adams Street, Suite 2000
 Chicago, Illinois 60604
 312.467.1234
 www.fifthandpoplar.com



WALL SECTION



Fifth and Poplar Master Condominium contains two units. Unit 1 is referred to as the "Commercial Unit" which includes, collectively, all of the hatched area as shown on the plans and Unit 2 is referred to as the "Residential Unit" which includes, collectively, all of the cross-hatched area as shown on the plans. All Unit dimensions are approximate, refer to the Declaration of Condominium for Fifth and Poplar Master Condominium for a detailed description of the Unit boundaries, Common Elements, & 1 limited Common Elements.

 DENOTES PORTION OF COMMERCIAL UNIT
 DENOTES PORTION OF RESIDENTIAL UNIT

LOWER PARKING LEVEL

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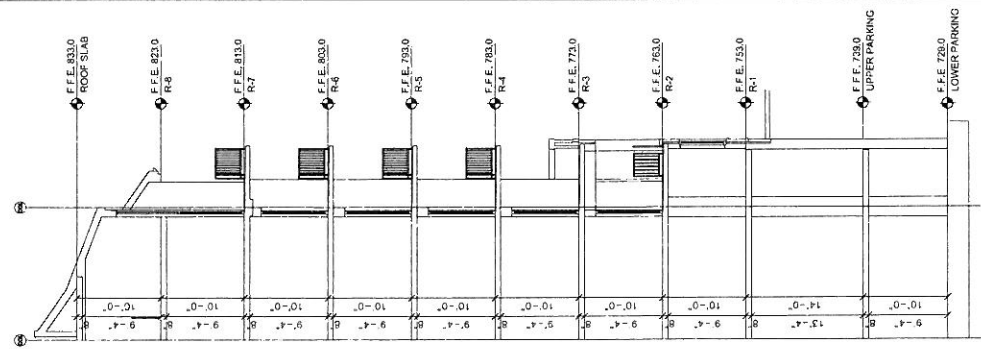
FIFTH AND POPLAR MASTER CONDOMINIUM
FIFTH AND POPLAR ASSOCIATES, LLC
300 W. FIFTH STREET

SCALE
 0 10 20 30 40 50

FIFTH & POPLAR



WALL SECTION



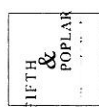
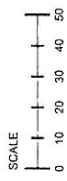
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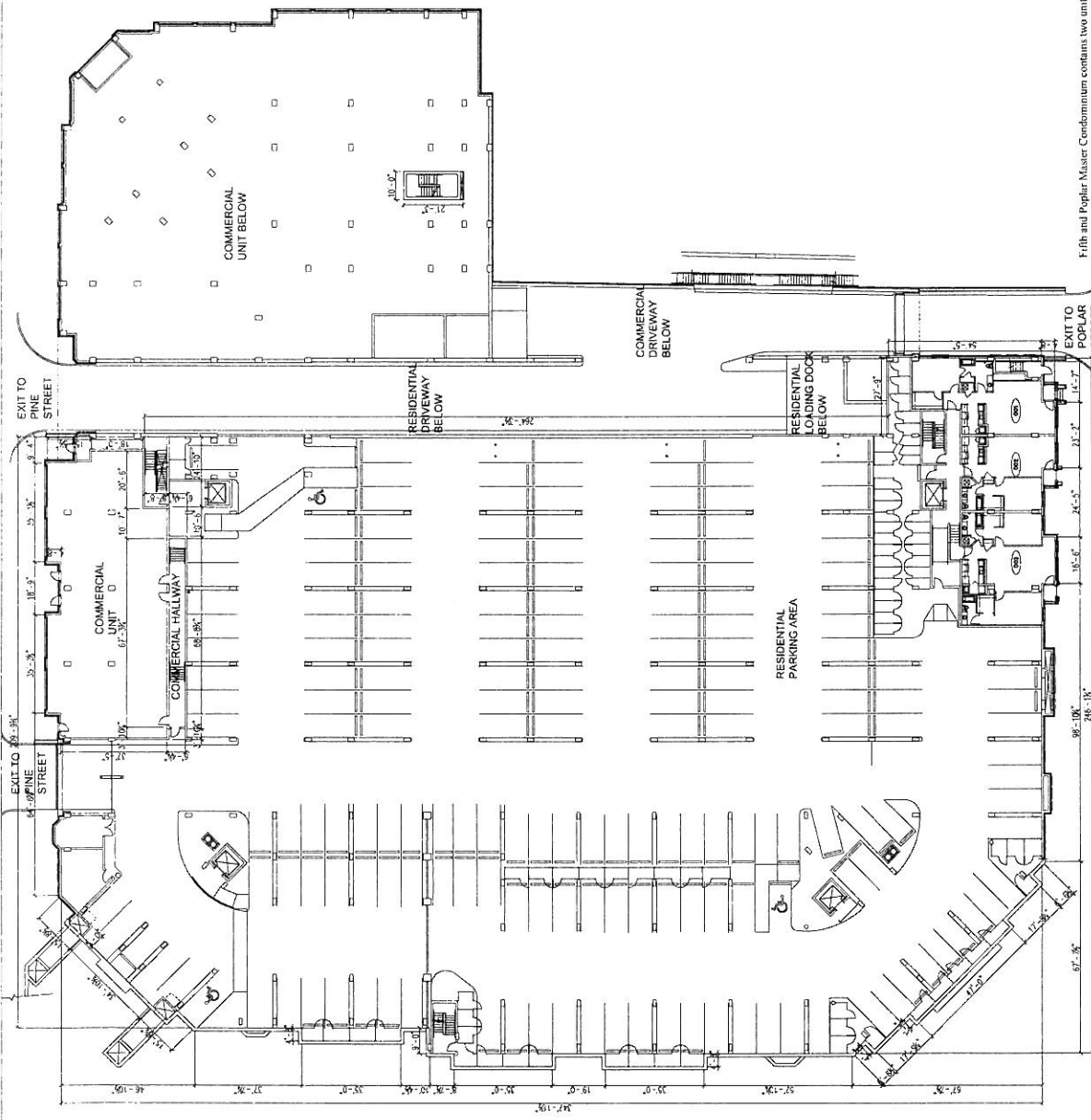
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-  DENOTES PORTION OF COMMERCIAL UNIT
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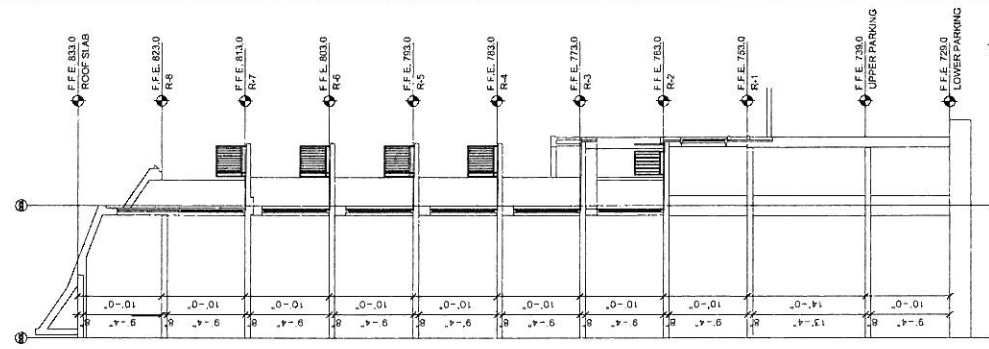


UPPER PARKING LEVEL

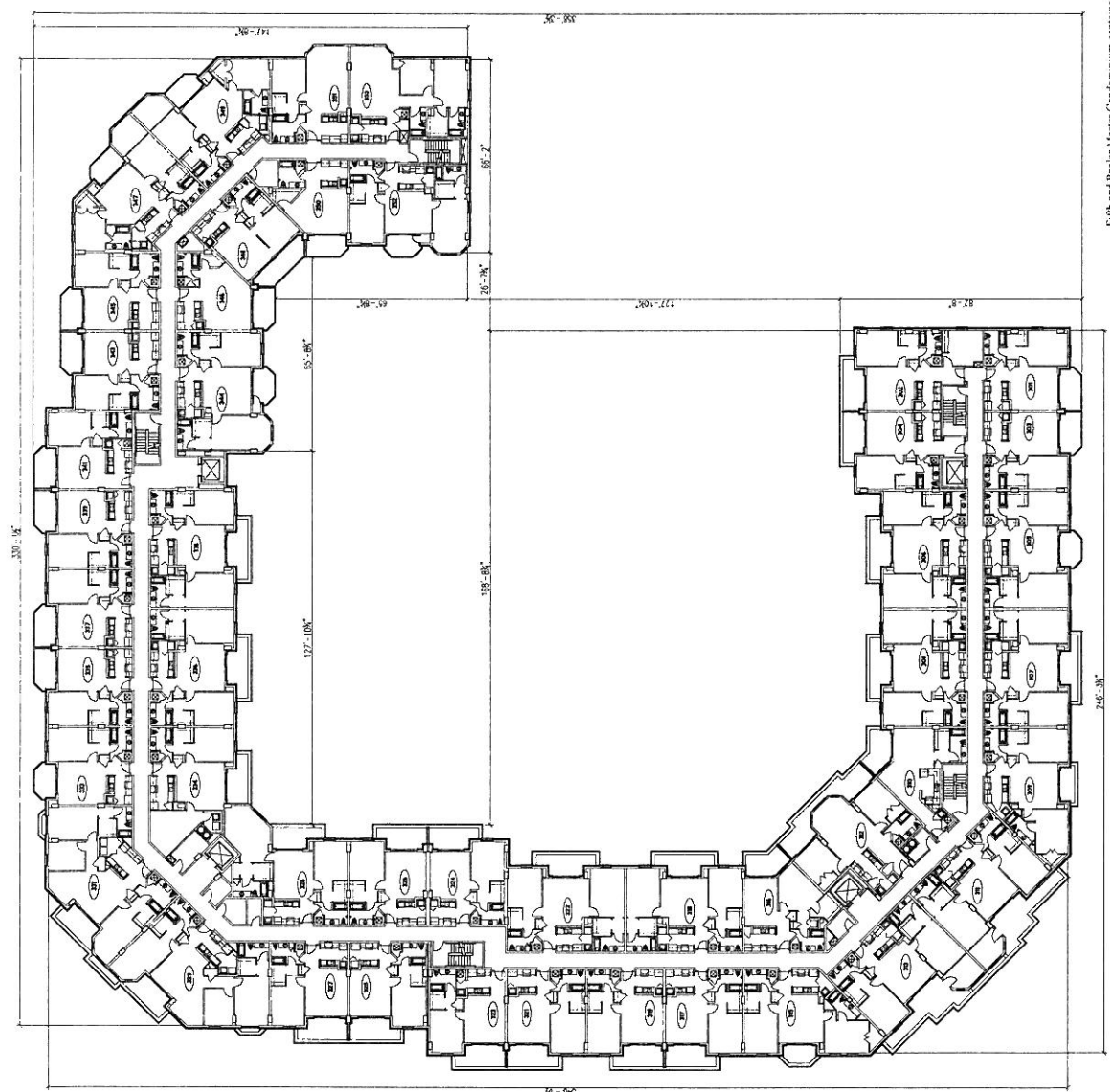


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 Title: [Title]
 Date: [Date]



WALL SECTION

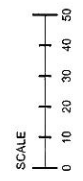


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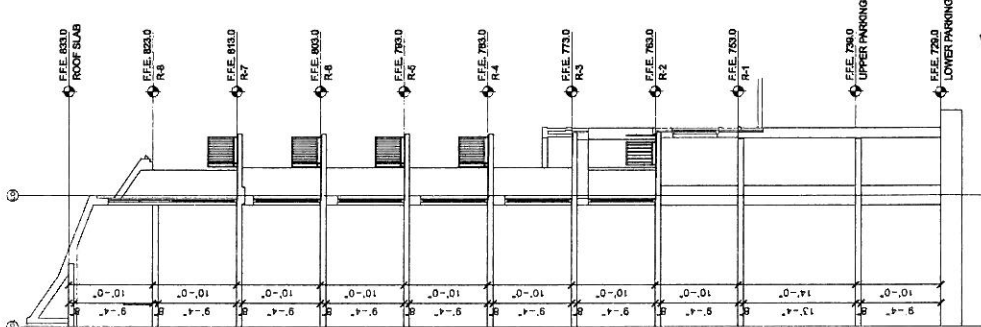
RESIDENTIAL LEVEL-3

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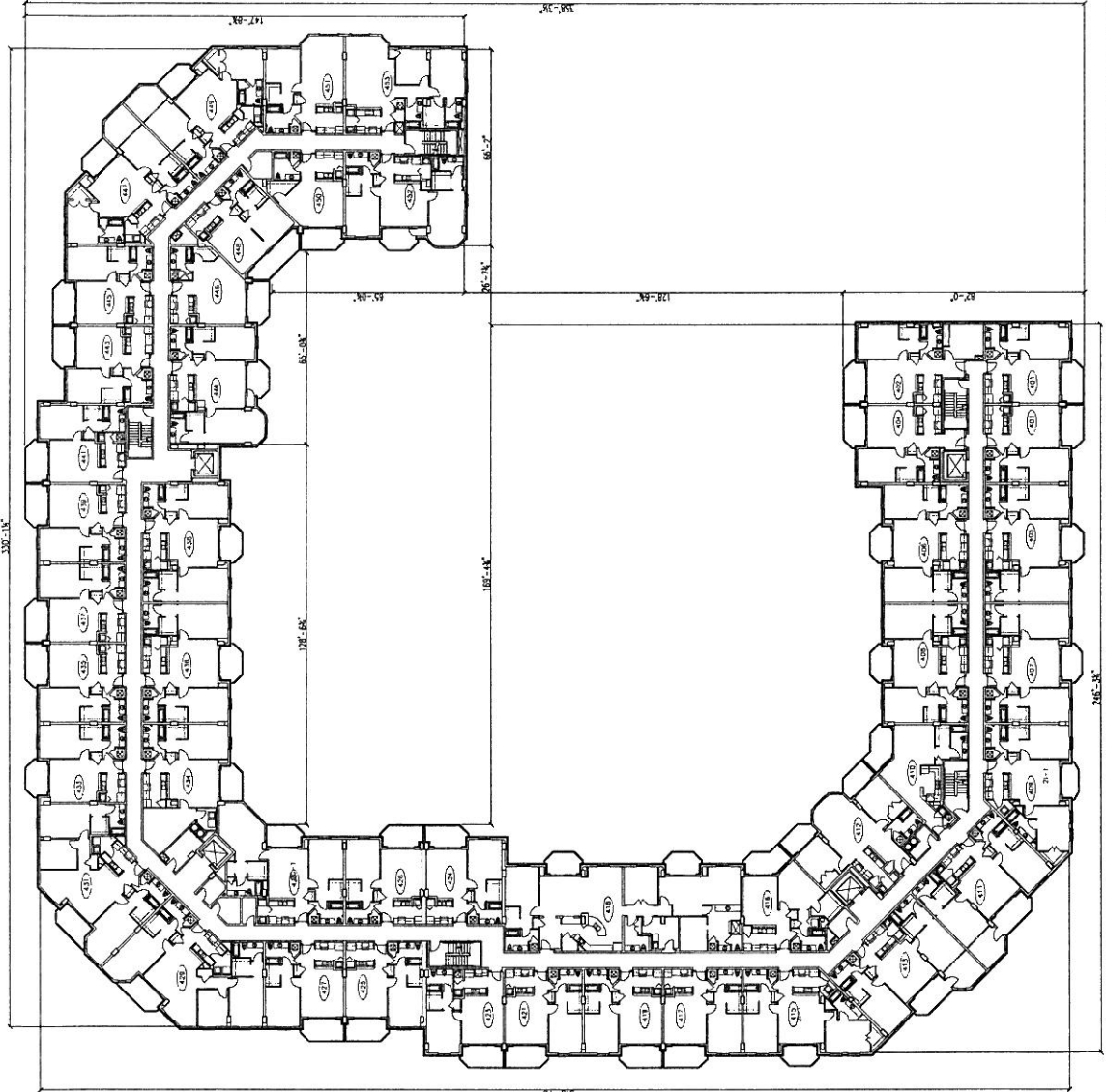


These drawings are prepared for the use of the construction documents by A. G. Zumbado, Surveyor, who has been licensed by the State of Texas. The drawings are prepared in accordance with the provisions of the Texas Surveying Act, Chapter 81, Texas Occupations Code, Title 19, Subchapter C, Section 190.001, and the rules and regulations of the State Board of Professional Engineers and Surveyors. The drawings are prepared in accordance with the provisions of the Texas Surveying Act, Chapter 81, Texas Occupations Code, Title 19, Subchapter C, Section 190.001, and the rules and regulations of the State Board of Professional Engineers and Surveyors. The drawings are prepared in accordance with the provisions of the Texas Surveying Act, Chapter 81, Texas Occupations Code, Title 19, Subchapter C, Section 190.001, and the rules and regulations of the State Board of Professional Engineers and Surveyors.

By: Jeffrey C. Pope, Licensed Architect
 Design and construction documents for the 1st floor of August 2007
 By: George J. Smith, Surveyor
 My commission expires January 17, 2010



WALL SECTION

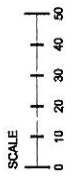


Fifth and Poplar Master Condominium contains two units, Unit 1 is referred to as the Commercial Unit and Unit 2 is referred to as the Residential Unit. All areas shown on this plan and Unit 2 is included in the Declaration of Condominium for Fifth and Poplar Master Condominium. All areas shown on this plan and Unit 2 are also included in the Declaration of Condominium for Fifth and Poplar Master Condominium. All areas shown on this plan and Unit 2 are also included in the Declaration of Condominium for Fifth and Poplar Master Condominium. All areas shown on this plan and Unit 2 are also included in the Declaration of Condominium for Fifth and Poplar Master Condominium.

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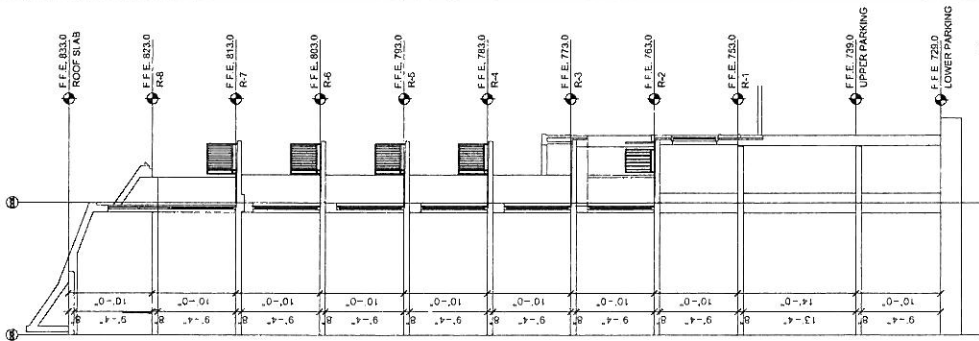
RESIDENTIAL LEVEL-4

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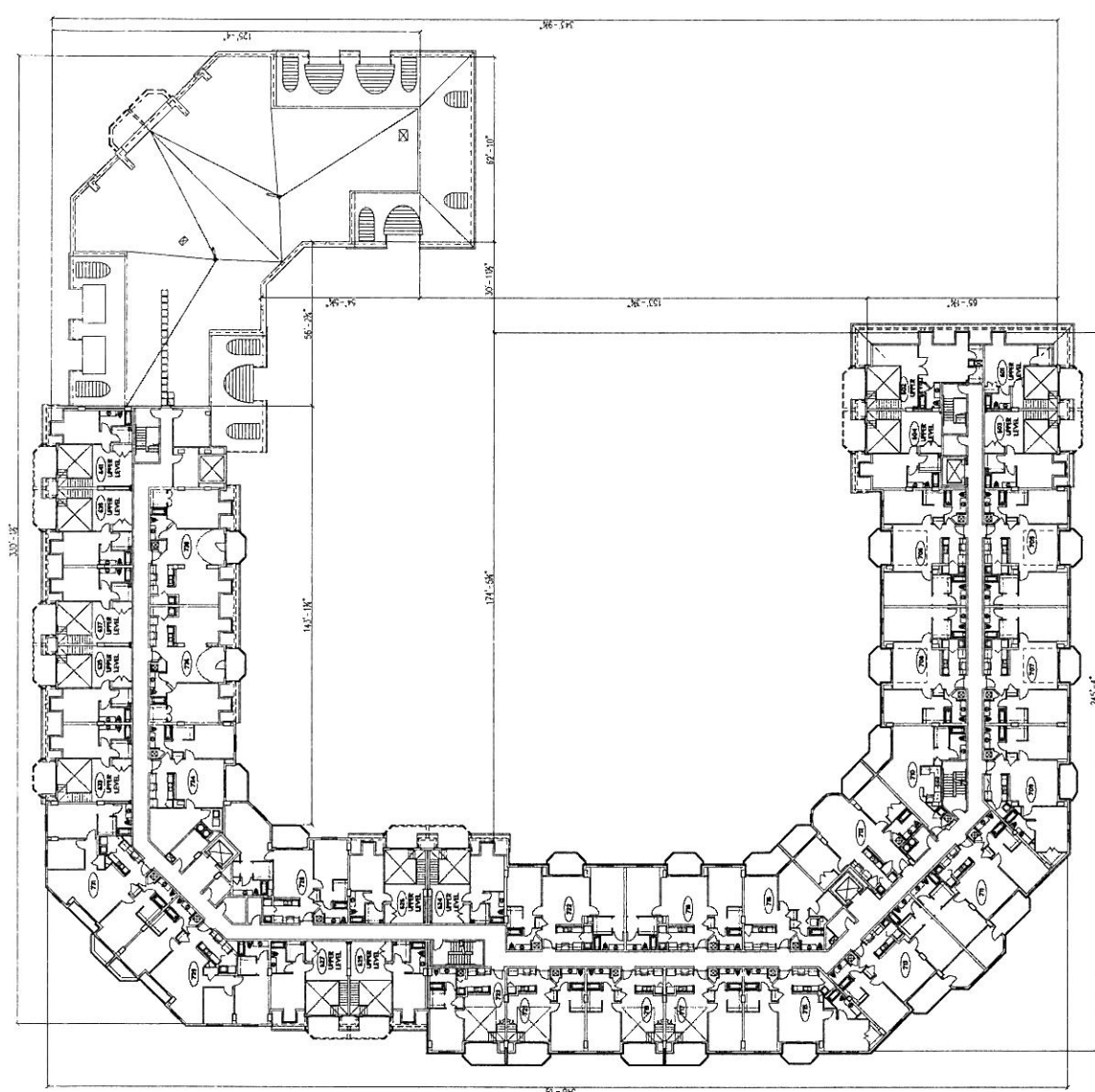


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By: Jeffrey C. Powell, Licensed Architect
 No other date and signature shall be valid for the purpose of this document.
 By: James Joseph, State Register
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DENOTES PORTION OF COMMERCIAL UNIT
 DENOTES PORTION OF RESIDENTIAL UNIT

RESIDENTIAL LEVEL-7

FIFTH & POPLAR

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