



EMPLOYEE
ENVIRONMENT, HEALTH AND SAFETY
MANUAL

Revision Date: January 29, 2025

Version History	
Version	Changes
2023.09.19	Initial version approved by the PowerTransitions Board of Directors
2025.01.29	Updated Property Manager information; removal of Supplier Code of Conduct to stand-alone policy

Note: This EHS Manual will be reviewed annually by members of Management and the Board of Directors and updated as needed.

Health and Safety Policy

The purpose of this policy is to develop a high standard of health and safety for the office-based operations of PowerTransitions LLC and all its Subsidiaries (“PowerTransitions”), so that all operations will be in compliance with all applicable Occupational Safety and Health Administration (“OSHA”) regulations, and international, national and local legislation. For purposes of this manual, “Subsidiaries” means any entity that is, directly or indirectly, majority owned by PowerTransitions.

It is a core principle of PowerTransitions that each employee has the right to derive personal satisfaction from their job and the prevention of occupational injury or illness is of such consequence to this belief that it will be always given top priority, never to be compromised for another business need.

PowerTransitions will initiate and maintain a complete safety program, in compliance with all applicable regulations, including accident prevention and safety training for all PowerTransitions employees. All individuals are responsible for the safety and health of those persons in their charge and coworkers around them.

By accepting mutual responsibility to operate safely, a commitment will exist throughout the PowerTransitions organization, which will contribute to the well-being of personnel.

Environmental Policy

PowerTransitions’s environmental mission includes conducting its business in compliance with environmental laws, regulations and permits. PowerTransitions believes it has an important duty to be a good steward of environmental resources in all its business operations and to provide the necessary organization, commitment and training to fulfill this obligation. Our policy is intended to help develop long-term benefits for all employees, our communities and the various stakeholders of our company. These goals will be achieved through:

- Incorporating environmental responsibility into all business operations through the implementation of appropriate environmental protection measures;
- Managing operations in an environmentally sensitive manner, with an emphasis on conservation through improved energy efficiency, reduced consumption of natural resources, recycling, and the use of renewable resources; and
- Maintaining an effective communication system for environmental matters through training and improved awareness.

KEY EMPLOYEE CONTACTS LIST

EMPLOYEE NAME	TITLE	CELL PHONE NUMBER
David Baugh	Managing Director, Redevelopment PowerTransitions Safety Officer	+1 (832) 381-8841
Sean Long	CEO	+1 (281) 658-3314
Rob Bakondy	COO	+1 (832) 349-5496
Justin Thekkekkara	Managing Director, General Counsel and Acting Chief Compliance Officer	+1 (845) 558-4127

HOUSTON EMERGENCY CONTACTS LIST

CONTACT	PHONE NUMBER	ALTERNATE PHONE NUMBER
<u>Houston Safety Officer</u> David Baugh	+1 (832) 381-8841	
<u>Houston Safety Administrator/Fire Warden</u> Shana Smith-Jones	+1 (773) 307 -6396	
<u>Emergency Medical Services</u> Houston Fire Department	911	+ 1 (832) 394 6700 (Non-Emergency only)
<u>Police Department</u> Houston Police Department	911	+1 (713) 884 3131 (Non-Emergency only)
<u>Fire Department</u> Houston Fire Department	911	+ 1 (832) 394 6700 (Non-Emergency only)
<u>Property Management</u> Nicole Cantu	+1 (713) 963 -2820	

TABLE OF CONTENTS

1– INTRODUCTION	1
<i>Background</i>	1
<i>Purpose</i>	1
<i>Scope</i>	1
<i>Safety Controls</i>	2
<i>Responsibility</i>	2
2– MANAGEMENT COMMITMENT AND ASSIGNMENT OF RESPONSIBILITY	3
<i>Authority, roles and Accountabilities</i>	3
<i>Program elements</i>	4
<i>Employee Responsibility for Training</i>	5
<i>Enforcement</i>	5
3– LEGAL AND OTHER COMPLIANCE OBLIGATIONS	6
4– GENERAL OFFICE SAFETY	6
<i>Hazard Identification and Injury & Illness Prevention</i>	6
<i>General Safe Office Behaviors and Principles</i>	6
<i>Food Hygiene</i>	7
<i>Bathroom Hygiene</i>	7
<i>Ergonomics</i>	7
<i>Emergency Lighting</i>	9
<i>Emergency Evacuation</i>	9
<i>Mail Handling</i>	9
<i>Visitor Control</i>	10
<i>Fire Prevention and Safety</i>	10
<i>Driving Safety</i>	10
5– TRAVEL AND PROJECT SITE SAFETY	11
<i>Travel Preparations</i>	11
<i>Safety Equipment and Behavior on Project Sites</i>	11
<i>Driving Safety</i>	12
6– BLOODBORNE PATHOGENS	12
7– RESPIRATORY DISEASE PROTECTION	12

<i>Administrative Duties</i>	13
<i>Methods of Implementation and Control</i>	13
Visual Alerts	13
Hygiene and Cough Etiquette	13
<i>Separation of Persons with Symptoms</i>	13
<i>Workplace Prevention</i>	13
<i>Reporting</i>	14
<i>Respiratory Illness Training</i>	14
8– SAFETY COMMUNICATION SYSTEM	14
<i>Communication</i>	14
<i>Periodic Safety Meetings</i>	14
9– RECORDKEEPING AND DOCUMENTATION	15
<i>Records</i>	15
<i>Reporting</i>	15
<i>Reporting from contractors and subcontractors</i>	15
10– ADMINISTRATIVE PROCEDURES FOR THE EHS MANUAL	16
<i>New Employee Safety Orientation</i>	16
<i>Changes to the EHS Manual</i>	16
<i>POWERTRANSITIONS EHS Manual Change Log</i>	17

1- INTRODUCTION

BACKGROUND

PowerTransitions (“PowerTransitions”) was established to provide local communities with affordable, clean energy solutions, new job opportunities with leadership and skills training, and additional benefits by investing in the decarbonization and remediation of legacy power and industrial facilities and associated land (“Legacy Facilities”) and the transition of these Legacy Facilities to zero-carbon power generation and energy storage systems.

PowerTransitions headquarters is located in Houston, Texas and individual project sites will be located throughout the continental United States. PowerTransitions recognizes the fact that hazards exist as a function of the work the company assigns to employees. One of PowerTransitions’s core objectives is to provide a safe and healthy workplace for employees and other personnel under its direct accountability.

To that end PowerTransitions, has developed a corporate EHS management system to help identify and mitigate EHS hazards and promote a healthy working environment. As part of the company EHS Program, each office and project location will maintain site specific addendum to this corporate manual with information and procedures pertinent to the location.

PURPOSE

It is PowerTransitions’s purpose to:

- Provide and maintain a safe working environment for all PowerTransitions employees, contractors, and visitors, while in compliance with applicable international, national and local regulations, and in alignment with PowerTransitions company policies.
- Involve all PowerTransitions employees in the understanding, execution and compliance with all provisions of the EHS Manual concerning the operation of the business and the health and safety of our employees, contractors, visitors as well as our customers and the public.

SCOPE

The information contained in this manual is specifically applicable to PowerTransitions employees, contractors (including subcontractors and vendors) hired by PowerTransitions, business associates and visitors to PowerTransitions’s offices. Copies of the manual (or information herein) may be provided to others upon request, subject to approval by the PowerTransitions Safety Officer.

Each person or entity is accountable for following safe work practices while doing business under the direction of PowerTransitions. All office environments and work activities undertaken for and on behalf of PowerTransitions, including activities of business associates and visitors to the office must adhere to the principles and requirements of this manual, as communicated to all persons through periodic training (internal staff and contractors/consultants) and safety inductions (business associates / visitors).

SAFETY CONTROLS

PowerTransitions is committed to protecting the safety and health of our employees and meeting our obligations with respect to the protection of others affected by our activities. The safety of persons and property is of vital importance to the company and hazards shall be mitigated as defined in this manual to prevent injuries, incidents, near misses and property damage.

It is the policy of PowerTransitions that all operations be conducted safely. The provisions of the PowerTransitions Employee EHS Manual are mandatory for all PowerTransitions employees, business associates and visitors when on PowerTransitions premises or engaged in activities associated with PowerTransitions projects.

Safe behavior is a management expectation. Observations of unsafe behavior will be recorded and employees or other personnel will be counseled as appropriate for all identified non-compliances. In the event of a safety incident or injury, immediate drug and alcohol screening may be required: if impairment is considered to be a contributing factor as defined by OSHA.

A physical copy of the EHS Manual is maintained at the PowerTransitions Houston office and will be reviewed during the Initial Employee Orientation Training, annual training and when substantive changes are made. Employees will be required to confirm their acknowledgment with the requirements of the EHS Manual annually through an online platform or other designated method.

A current electronic copy of the manual will be made available to employees through an online platform, and will be made available to all subcontractors and consultants in electronic format.

Health and safety forms discussed in this manual are also available on SharePoint in the subfolders identified in Annex II. It is the responsibility of each employee to be sure they have access to the most up-to-date version of the manual and health and safety related forms.

RESPONSIBILITY

It is the responsibility of all PowerTransitions employees to conduct all company business in a safe manner and in compliance with this EHS Manual.

2- MANAGEMENT COMMITMENT AND ASSIGNMENT OF RESPONSIBILITY

AUTHORITY, ROLES AND ACCOUNTABILITIES

The Chief Executive Officer (CEO) maintains ultimate responsibility for all health, safety, environmental risks and is responsible for leading by example in the creation of a safe work environment. The CEO will provide the necessary guidance and financial, physical, and human resources to promote and maintain a viable safe environment and an organized well documented safety program including this manual and applicable training.

In practice, the CEO delegates operational aspects of EHS management to the PowerTransitions Safety Officer. The PowerTransitions Safety Officer who is supported by the Safety Administrator, or their designee, is responsible for the development, distribution, implementation, review, and periodic updating of this EHS manual.

1. Develop and implement safe practices within the company.
2. Develop and implement a system for employees to report unsafe conditions immediately.
3. Conduct an investigation of each safety incident, including a root cause analysis and develop action items to prevent incident recurrence.
4. Conduct appropriate in-house training and arrange for other safety training for all PowerTransitions employees.
5. Develop and implement a system to maintain records of training, periodic inspections, corrective actions and investigations as a part of the overall safety program documentation.
6. Review all incidents, audit reports and associated records regularly to identify any trends in incidents and associated improvement actions. Conduct a review of the management system at least annually to support continuous improvement.

Each PowerTransitions site location will have a local safety officer. Duties for which local safety officer, or their designee, are responsible for include:

1. Conduct periodic safety inspections.
2. Identify, communicate and continuously improve effective emergency procedures;
3. Coordinate prescribed fire drills and real evacuation procedures; and
4. Ensure all workers are accounted for during an evacuation;.

All employees are expected to take ownership of their own safety and that of their coworkers, and to identify, report, or correct hazards in a timely manner in order to prevent incidents. Where hazards cannot be eliminated, they must be reduced through engineering, administrative, or work practice controls, or through the use of personal protective equipment (PPE). Education and training is required for each employee to enable the safe performance of work. Employees are required to participate in the training prescribed by PowerTransitions.

PowerTransitions maintains a safety program conforming to the best practices of the field and applicable regulations. The program promotes positive attitudes toward injury and illness

prevention on the part of all employees and provides a means to ensure compliance with the safety program through cooperative effort.

All PowerTransitions Employees are responsible for the health and safety of themselves, coworkers, business associates and visitors, and ensuring that all operations are performed with the strictest regard for the health and safety of all personnel involved. Employees are also required to participate in all aspects of the Safety Program including compliance with all rules and regulations, attending scheduled safety meetings and training, and for continuously conducting their work according to documented safe work practices.

Additionally, all PowerTransitions Employees have the authority and moral responsibility to STOP WORK if they observe an unsafe act and/or working condition(s).

PROGRAM ELEMENTS

PowerTransitions's approach to Health and Safety is based on the "STEP" system:

Standards:

- Implementation, review and revision of written health and safety work standards, procedures and programs to achieve compliance.
- Strive for continuous improvement through regular review and periodic audit of performance against standards and objectives.
- Ensure high standards of management are achieved by providing appropriate resources for employees.
- Share best practices and lessons learned from internal and external incidents or near misses.
- Control of risks through implementation of management standards.
- Prevention of incident recurrence through education and the assignment of dedicated employees to oversee activities and procedures, including change.

Training:

- Ensure employees are made aware of the PowerTransitions commitment to Health and Safety, in particular the PowerTransitions approach to "STEP".
- Ensure our employees are competent and adequately trained to complete their work while identifying and mitigating hazards.
- Provide compliance training for relevant safety legislation, regulations, codes of practice and other requirements.
- Provide new employee orientation training and subsequent training required for the safe achievement of each employee's work function.
- Ensure access to competent health and safety advice.

Employees:

- Maintaining safe and healthy working conditions for our employees with safe access and egress.

- Encourage employees to actively participate in the prevention of incidents and for senior management to encourage a positive health and safety culture throughout the company.
- Embrace an open policy that encourages employees to report hazards and near misses.
- Engage employees in matters that affect their health and safety.

Program:

- Encourages the reporting and recognition of positive safety observations, in addition to unsafe behaviors, unsafe work conditions, and near-misses through use of the Safety Observation and Near-Miss Report Form.
- Requires the immediate reporting of any injury, incident or near miss and thorough investigation to determine the root cause and action required to eliminate a reoccurrence. Every incident investigation is to be documented on the Incident Report Form.
- Establishes guidelines and procedures for compliance with applicable regulatory requirements.
- Maintains applicable documentation, in accordance with regulatory and client requirements.
- Provides recognition for excellence in safety performance and achievement.

EMPLOYEE RESPONSIBILITY FOR TRAINING

All employees are required to:

- Attend Safety Orientation Training upon employment.
- Complete all required safety training courses.

ENFORCEMENT

Violation of the health and safety policy and its procedures may subject personnel to disciplinary action, including, but not limited to, possible suspension or termination of employment and such other action, including legal action, as PowerTransitions believes to be appropriate under the circumstances.

3- LEGAL AND OTHER COMPLIANCE OBLIGATIONS

PowerTransitions will follow all applicable local, state and federal laws and regulations. While this list is not inclusive, all OSHA, and associated NIOSH, ANZI and other regulatory standards will be complied with to ensure all necessary safety precautions are observed.

4- GENERAL OFFICE SAFETY

This Section 4 addresses general arrangements for (reasonably identifiable) office safety hazards. Sections 5-8 address detailed considerations for further specific hazards.

HAZARD IDENTIFICATION AND INJURY & ILLNESS PREVENTION

The intent of the Injury and Illness Prevention Program is to reduce work related injuries and illnesses in the workplace. PowerTransitions strives to accomplish this goal through adherence to the requirements of all the individual components of this EHS Manual. All incidents, injuries and near misses should be reported immediately so adequate root cause analysis be conducted, and corrective actions be taken to mitigate hazards and prevent recurrence.

GENERAL SAFE OFFICE BEHAVIORS AND PRINCIPLES

Safe work procedures in the office can prevent many incidents from occurring. All PowerTransitions employees are expected to observe the following safe office behaviors:

- Don't undertake a job that appears to be unsafe. Before beginning any task, visually look around the area and mitigate any identified hazards before beginning the job.
- Don't undertake a job until they have received adequate safety instructions and is authorized to perform the task.
- Take care when moving, storing and using any potentially hazardous materials associated with office work and follow associated instructions for use including personal protective equipment and clean up methods/materials.
- Report any unsafe conditions in the office environment to their supervisor and Safety Officer immediately upon discovery.
- Incorporate safety into every step of the job procedure.
- Know that disciplinary action may result from an intentional violation of the safety rules.
- Report all injuries immediately, no matter how slight the injury may be.
- Caution fellow workers when they perform work unsafely. Stop the job and review any hazards you feel they are not aware of or are tolerating the risk (i.e. It won't happen to me)
- Ask questions when there is any doubt concerning safety.
- Don't tamper with anything you do not understand.
- Observe local smoking rules and prohibitions.
- Practice good housekeeping at all times. Removing materials from aisles, walkways, or any other areas in the office space that could impair rescue or fire personnel in the event of an emergency.

- Make efforts to reduce waste generation and use appropriately labelled segregated waste receptacles.
- Ensure vendors, customers, contractors, sub-contractors and visitors to PowerTransitions facilities stay in designated areas, be escorted by an PowerTransitions employee, and follow all applicable PowerTransitions health and safety policies.
- First aid kits shall be provided and available at all PowerTransitions offices. The first aid kits shall be inspected by the Safety Manager or designee and re-stocked as necessary. If you are unsure of their location, ask your local Safety Officer.

FOOD HYGIENE

Measures to maintain a good standard of office hygiene with respect to food include the identification of areas which are approved for food storage preparation and eating and the regular cleanup of those areas.

No environmental samples of any non-food/drink solid or liquid media will be allowed to be stored in the offices or break room at any time.

Employees who choose to eat at their assigned work location within the office are responsible for maintaining a clean and contaminant-free workspace.

BATHROOM HYGIENE

Measures to maintain a good standard of office hygiene in Office bathrooms. Offices are responsible for ensuring their respective bathrooms are cleaned to protect the health of their employees.

- Shared surfaces are cleaned with soap and water, then disinfected to kill germs.
- Restrooms are being cleaned and disinfected, ideally on a daily basis.
- High-touch surfaces, such as door handles, stall handles, toilet handles and seats, sink bases and faucets, counters and light switches, are cleaned thoroughly.
- Floors are swept, mopped and disinfected.

ERGONOMICS

Ergonomics involves the evaluation of workstations both in the office and remote to ensure that chairs, desks, keyboards and other work surfaces are arranged in a way to minimize impact on the body. PowerTransitions understands that improper ergonomic workstations can contribute to lasting muscular skeletal discomfort and injuries that can cause long lasting impairment. Everyone plays a role in combating this hazard. The following roles and responsibilities are to proactively mitigate any injuries and make the working environment as safe as possible.

Human Resources and Management

- Implement corrective measures to identified ergonomic risks.
- Ensure employees fill out their ergonomic self-evaluations annually for all work locations, including their home offices if they are conducting any extended work from home.

- Set a departmental climate which encourages active employee participation.
- Encourage early reporting of signs and symptoms of musculoskeletal disorders.
- Notify the Safety Officer of employee musculoskeletal signs and symptoms as soon as you are notified.
- Assist providing workplace processes or equipment that may decrease ergonomic risk factors; and,
- Ensure that the proper level of ergonomics training is provided to employees.

Employees

- Report any signs or symptoms of muscular skeletal injuries or discomfort **immediately** to your supervisor.
- Follow proper work practices and solid posture to mitigate potential injury.
- Actively participate in the recognition, analysis, and abatement of ergonomic risks; and,
- Conduct ergonomic self-evaluations annually for all work locations, including their home offices if they are conducting any extended work from home.

Self-evaluations shall be done according to acceptable industry guidelines for ergonomics in the workplace. All PowerTransitions employees (including contractors/consultants) will be provided with training in workplace ergonomics concepts for offices and workstations and will undertake self-evaluations to identify and correct any potential ergonomic issues.

Self-Evaluation forms will be completed as part of the annual training. Employees working primarily from home will also conduct and document self-evaluations. The Workstation Ergonomic Evaluation form is available in the “Controlled Documents” sub-folder within the PowerTransitions Energy EHS Program SharePoint folder.

In general, the following recommended practices are advised to prevent ergonomic strain and discomfort.

- Adjust the chair height so that the thighs are approximately parallel to the floor with the feet resting flat on the floor or footrest. The seat pan should not compress the back of the thighs.
- Adjust the seat back – the lower back (lumbar area) plus mid-back should be well-supported. Adjust the seat back height, angle and tilt tension accordingly and sit back in the chair.
- Ensure forearms are approximately parallel to the floor – adjust the keyboard, mouse tray or desk height accordingly.
- Ensure wrists are straight and the hands are in line with the forearms – adjust the height and position of the keyboard tray to keep wrists flat.
- Keep elbows close to the sides – adjust arm rests so that the weight of the forearms rest on the arms rests. Minimize hunching the shoulders forward.

- Reduce the awkward postures of the neck, by placing the monitor at or slightly below the height while seated or standing.
- Ensure monitor is placed about an arm's length away from the eyes. Dual monitors should be located closely together and at the same height and distance so that the eyes do not have to re-focus and the head does not turn significantly when looking between the monitors.
- Reduce eye strain, take micro-breaks and follow the 20-20-20 rule. i.e. take a 20 second break every 20 minutes by looking at things at least 20 feet away.
- Incorporate stretch breaks – changes in posture throughout the day. Schedule work and strategically place peripherals so that prolonged seated posture can be avoided.
- Position frequently used materials and equipment close to the front of the body (primary work zone) to avoid twisting and reaching.
- Ensure good task lighting when working on printed materials, and focused, diffused light for computer work. If the monitor is placed next to a window, the window should have a covering that prevents direct light on the monitor screen, or the monitor should be placed at a right angle to the window. Glare will cause eye fatigue and dryness. Use an anti-glare screen only as a last resort.

EMERGENCY LIGHTING

All PowerTransitions offices are equipped with emergency lighting in the hallways and exits of the office and public areas. The lighting is maintained and periodically tested by the building maintenance staff.

Any concerns related to this equipment may be directed to the appropriate property manager (contact details are contained within the Emergency Contacts List).

EMERGENCY EVACUATION

Emergency evacuation of the office may be required in the event of certain hazards. The current emergency evacuation plan of PowerTransitions offices should be included in the site-specific details in Annex I.

Please diligently make yourself aware of and follow all requirements of site evacuation plans, including directions from any nominated coordinators/marshals. Elevators may never be used to egress the building during an emergency - only stairwells must be used to egress from a building, and your nearest stairwell may not always be the one identified as the evacuation route.

A copy of the map of emergency evacuation routes shall be shown to all personnel, contractors, and visitors and posted in PowerTransitions offices.

MAIL HANDLING

It is the responsibility of employees receiving mail to identify any suspicious mail (packages without proper addresses, labeling, or return addresses, etc.) and refuse delivery.

Any items that mistakenly do get delivered to an PowerTransitions office and do not have a return address, have an odor, a sound, and/or obvious contamination will not be opened. Building Security, the postal service, and/or the appropriate courier service is to be immediately notified so that the suspicious items may be removed in a safe manner.

Employees must also report any incident of suspicious or contaminated mail to the local safety officer and submit a completed Safety Observation and Near-Miss Report to the HR Department. A controlled template is available in the designated SharePoint subfolder, identified in Annex II of this manual.

VISITOR CONTROL

Visitor access to PowerTransitions offices is controlled in the reception area, where a PowerTransitions employee will be available to grant access. All visitors will sign in and out using the reception area sign-in sheet so that a history of visitor access may be maintained, visitors shall review the current emergency evacuation plan for the office.

FIRE PREVENTION AND SAFETY

All employees must fully and promptly participate in building fire drills. When a drill is announced:

- Leave the office and do not use elevators. Do not continue to work or gather personal property.
- Assemble with other PowerTransitions personnel at the Assembly Point identified on the PowerTransitions Evacuation Plan, annexed herewith as Annex I, and as shown on the wall mounted Evacuation Map posted within the office.
- Account for one another and report any personnel missing immediately to the building fire drill organizer.
- In the event of an office fire, PowerTransitions personnel will not be responsible for ANY response, such as fire extinguishing or medical response. Personnel will immediately evacuate the building, closing doors behind them and will call emergency personnel and local office management as soon as it is safe to do so. The contact information of emergency personnel and local office management is provided on Page ii of this manual. The Fire Warden, identified on Page ii of this manual, is responsible for all fire drills and actual fire emergencies and will record those present at the Assembly Point.

DRIVING SAFETY

This program element is applicable at all company locations and the facility locations where PowerTransitions employees perform work, including third party facilities such as vendor shops. Employees are expected to abide by these safe driving requirements:

- Employees who will drive for company business must possess a current valid driver's license and any required insurance.
- Texting while operating a vehicle while on Company business is prohibited.
- Drivers must abide by local rules concerning the use of cell phone devices while driving. Where the use of cell phone devices is allowed while driving, hands free devices are required

at a minimum for safe vehicle operation. Stopping the vehicle in a safe location for cell phone usage is encouraged.

- Drivers are to avoid distractions such as operating audio equipment, cell phones, adjustments for passenger comfort, “rubber necking” when there are road incidents, consumption of snacks and refreshments and excessive conversations.
- Drivers are to drive within the posted speed limits and obey all traffic laws; and to reduce speeds when road conditions require it to be done.
- Drivers should take measures to secure bulky or loose items in the vehicle to prevent them from causing harm during sudden stops. Items should be stored in the trunk and/or properly secured in order to prevent them from moving freely.
- Safe distances shall be maintained between other operating vehicles or vehicles stopped along the roadway.

5- TRAVEL AND PROJECT SITE SAFETY

The company is committed to ensuring the health, safety, and well-being of its employees during corporate travel to project sites. This commitment extends to ensuring employees are aware of and follow safety guidelines to prevent accidents, injuries, and illnesses. Only employees with a legitimate business need will be authorized to travel to project sites. Each trip must be approved in advance by the designated manager or department head.

TRAVEL PREPARATIONS

- Employees should be informed about the safety protocols of the specific project site they are visiting.
- Any employee feeling ill or experiencing symptoms that could impact their safety or the safety of others should refrain from traveling.
- Employees should have access to a list of local medical facilities and know the procedure for accessing medical care.

SAFETY EQUIPMENT AND BEHAVIOR ON PROJECT SITES

- Employees will be provided with the necessary Personal Protective Equipment (PPE) required for the specific project site. PPE may include helmets, safety shoes, high-visibility vests, earplugs, etc.
- It's mandatory for employees to wear and utilize the provided PPE as instructed.
- Employees must adhere to all site-specific safety guidelines and procedures.
- Unauthorized areas should be avoided.
- If any unsafe conditions are noticed, they must be reported immediately to the site supervisor and the company's health and safety representative.
- Employees should be familiar with the emergency evacuation procedures of the project site.
- The company will maintain an up-to-date list of emergency contact details for all traveling employees.
- Any incidents, near misses, injuries, or illnesses that occur during the travel or at the project site must be reported immediately to the designated company representative.
- Employees should also familiarize themselves with the site-specific incident reporting procedures.

DRIVING SAFETY

This program element is applicable at all company locations and the facility locations where PowerTransitions employees perform work, including third party facilities. Employees are expected to abide by these safe driving requirements:

- Employees who will drive for company business must possess a current valid driver's license and any required insurance.
- Employees are to refrain from driving during off-hours or when fatigued.
- Texting while operating a vehicle while on Company business is prohibited.
- Drivers must abide by local rules concerning the use of cell phone devices while driving. Where the use of cell phone devices is allowed while driving, hands free devices are required at a minimum for safe vehicle operation. Stopping the vehicle in a safe location for cell phone usage is encouraged.
- Drivers are to avoid distractions such as operating audio equipment, cell phones, adjustments for passenger comfort, "rubber necking" when there are road incidents, consumption of snacks and refreshments and excessive conversations.
- Drivers are to drive within the posted speed limits and obey all traffic laws; and to reduce speeds when road conditions require it to be done.
- Drivers should take measures to secure bulky or loose items in the vehicle to prevent them from causing harm during sudden stops. Items should be stored in the trunk and/or properly secured in order to prevent them from moving freely.
- Safe distances shall be maintained between other operating vehicles or vehicles stopped along the roadway.

6- BLOODBORNE PATHOGENS

Bloodborne pathogens are micro-organisms transmitted through the blood stream. Examples of these pathogens include Hepatitis B Virus (HBV), Human Immuno-deficiency Virus (HIV) and the Ebola Virus.

Transmission of bloodborne viruses is via direct human to human interaction where the bodily fluids of an infected person enter into the bloodstream of another person. Occupational exposure is most commonly through an open wound and job types with highest risk will typically be medical and emergency services or first responders.

At this time, there are no PowerTransitions job categories that have the potential for occupational exposure to blood or OPIM.

7- RESPIRATORY DISEASE PROTECTION

PowerTransitions is committed to providing a safe and healthy work environment for our entire staff. This includes the prevention of transmission of respiratory infections in office settings, including flu or the common cold. The following Infection Control Measures (ICM) should be implemented at the first point of contact with a potentially infected person.

These Control Measures are intended to cover general and seasonal respiratory diseases. For any current or future pandemics, specific measures will be added to this document as an Annex.

ADMINISTRATIVE DUTIES

The PowerTransitions Safety Officer is responsible for the implementation of the ICM. PowerTransitions Management will maintain, review, and update this at least annually, and whenever necessary to include new or modified tasks and procedures.

Respiratory illnesses can be transmitted in and out of the office, in order to prevent an entire team from being sick (as well as transmitting to their families) symptomatic employees shall discuss with their supervisor prior to entering the office and discuss potentially working remotely until the symptoms have subsided.

METHODS OF IMPLEMENTATION AND CONTROL

Visual Alerts

At times when illnesses are at a higher rate of transmission, PowerTransitions shall post visual alerts reminding employees to inform supervisors of symptoms and to practice Respiratory Hygiene/Cough Etiquette.

Hygiene and Cough Etiquette

The following measures to contain respiratory secretions are recommended for all employees:

- Cover your mouth and nose with a tissue when coughing or sneezing;
- Use the nearest waste receptacle to dispose of the tissue after use; and
- Perform hand hygiene (e.g., hand washing with non-antimicrobial soap and water, alcohol-based hand rub, or antiseptic handwash) after having contact with respiratory secretions and contaminated objects/materials.

SEPARATION OF PERSONS WITH SYMPTOMS

During periods of increased respiratory infection activity in the community (e.g., increased absenteeism in schools and/or work), employees should wear masks when they are coughing. Masks covering the mouth and nose may be used to contain respiratory secretions. When space and chair availability permit, encourage coughing persons to sit at least six feet away from others in common areas. Employees will discuss illnesses and symptoms with their supervisor to determine the appropriate precautions, including working remotely to maintain isolation.

WORKPLACE PREVENTION

Adequate ventilation of the workplace is understood to reduce the transmission of airborne microbes and other dangerous agents. The infectious materials can be drawn away and caught in a filter through a local ventilation system.

Frequent hand washing, laundering of clothes, and keeping a generally clean workplace are other obvious preventative techniques. It is also important to keep the work environment dry. This prevents

leaks and water damage, which can lead to the growth of dangerous microbes or release of hazardous airborne agents, as described above.

REPORTING

Reporting the symptoms of a respiratory disease as soon as one gets them is crucial, not just so that the worker in question can get treatment but also to prevent the disease from spreading.

Employees should pay close attention to their symptoms, and if they exude any that could indicate a respiratory infection or disease, they should immediately report it to their supervisor and seek treatment.

RESPIRATORY ILLNESS TRAINING

Employees will receive an explanation of this ICM during their initial training session and during the annual refresher training. All employees have an opportunity to review this plan at any time during their work shifts by contacting their supervisor.

8- SAFETY COMMUNICATION SYSTEM

COMMUNICATION

Communication regarding the safety program and manual will be achieved through scheduled safety meetings; in written form using email and company formats such as the Employee Manual and other procedures; and in organized documented off-site training as required by customers and the work in which PowerTransitions employees are engaged.

A copy of this manual will be posted in the office, additionally, a copy will be provided to clients upon request prior to any work conducted at a client's office setting.

PERIODIC SAFETY MEETINGS

PowerTransitions will conduct periodic safety meetings. The content of each safety meeting will vary, but may include:

- Recent safety and environmental incidents and/or near misses.
- Current EHS Leading and Lagging indicators.
- Changes to the EHS Manual.
- New safety procedures.
- Requirements for working in industrial settings.
- Changes in the Employee Manual.
- Mention of outstanding safety performance.
- Sharing safety experiences and/or observations.
- Mention of opportunities for improvement.
- Upcoming safety training opportunities and/or requirements.

An agenda of topics discussed and the results from training quizzes, when applicable, will be used to document the meeting content and attendance.

9- RECORDKEEPING AND DOCUMENTATION

RECORDS

PowerTransitions maintains records of all types of employee training, safety observations and accompanying mitigation measures, and incident investigation. These records will be maintained in the EHS files at the applicable PowerTransitions office. Template forms and other related documents shall be located within the PowerTransitions EHS Program SharePoint folder.

REPORTING

All incidents resulting in injury must be immediately reported to the appropriate PowerTransitions management and the PowerTransitions HR Department after ensuring that the injured party is safe and under appropriate care. PowerTransitions management personnel and/or the PowerTransitions HR Department will make any additional required notifications. Refer to the Emergency Contact list on Page ii of this EHS Manual for 24-hour contact information. A thorough investigation will be performed to determine the root cause and action required to eliminate the reoccurrence of the accident/incident. This information will be documented in the Incident Report Form, a controlled template of which is available in the designated SharePoint subfolder, identified in Annex II of this manual.

Near-misses shall be immediately reported to PowerTransitions management and the PowerTransitions HR Department and recorded using the EHS Observation and Near-Miss Report Form, a controlled template of which is available in the designated SharePoint subfolder, identified in Annex II of this manual. It is important to report near-misses because it provides the opportunity for unsafe acts or conditions to be corrected before resulting in an injury or loss. Additionally, PowerTransitions employees are also encouraged to report any positive observations of other employees or contractors performing a task in a safe manner. This type of reporting helps to promote a positive safety culture in the office.

REPORTING FROM CONTRACTORS AND SUBCONTRACTORS

PowerTransitions requires its contractors (and their subcontractors) to review this EHS Manual and either (i) comply with the requirements in this EHS Manual or (ii) implement, to the extent not already covered by such contractors' (or any subcontractors') internal policies, environmental, health and safety policies consistent with this EHS Manual. In addition, all contractors and subcontractors are required to agree to the PowerTransitions Supplier Code of Conduct, which is maintained separately from this EHS Manual. Lastly, all definitive agreements with contractors (and any subcontract agreements between a contractor and a third party) include obligations on the contractor to provide regular reporting to PowerTransitions on environmental, health and safety operations and their compliance with this EHS Policy and the Supplier Code of Conduct.

10- ADMINISTRATIVE PROCEDURES FOR THE EHS MANUAL

NEW EMPLOYEE SAFETY ORIENTATION

During the orientation of all new employees, key requirements, responsibilities and procedures of this EHS manual will be communicated to the employee as part of induction and backed up through the online corporate safety training program. The employee will be given access to an electronic copy of the manual.

CHANGES TO THE EHS MANUAL

The following procedures will be followed whenever there is a substantive change to this manual:

- The change will be communicated to all personnel electronically, or in person in a safety meeting.
- The safety manual will be updated to reflect the change and an updated copy will be distributed to all employees electronically and posted in the applicable PowerTransitions office.
- The change will be documented in the Change Log of the EHS Manual and shall include the Revision Number, Revision Date, and description of the change.
- The revision date will be displayed in the text of the document following the section that was updated.
- The revised manual will be submitted to employees for acknowledgement through an online platform or other method.

POWERTRANSITIONS EHS MANUAL CHANGE LOG

[illegible]

ANNEX I

OFFICE SPECIFIC MATERIAL

Houston HQ

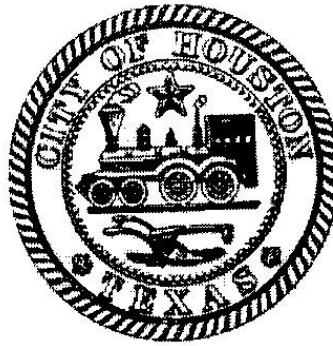
HOUSTON EMERGENCY CONTACTS LIST

CONTACT	PHONE NUMBER	ALTERNATE PHONE NUMBER
<u>Houston Safety Officer</u> David Baugh	+1 (832) 381-8841	
<u>Houston Safety Administrator/Fire Warden</u> Shana Smith-Jones	+1 (773) 307 -6396	
<u>Emergency Medical Services</u> Houston Fire Department	911	+ 1 (832) 394 6700 (Non-Emergency only)
<u>Police Department</u> Houston Police Department	911	+1 (713) 884 3131 (Non-Emergency only)
<u>Fire Department</u> Houston Fire Department	911	+ 1 (832) 394 6700 (Non-Emergency only)
<u>Property Management</u> Nicole Cantu	+1 (713) 963 -2820	

CITY OF HOUSTON

HIGH-RISE OFFICE BUILDING

FIRE SAFETY PLAN



December 15, 2021

Nicole Cantu

5251 Westheimer, Houston, TX 77056

ADDRESS

713.963.2820

PHONE NUMBER

LIFE SAFETY IS THE GOAL OF THIS PLAN. ALL DUTIES CALLED FOR HEREIN SHOULD BE DONE FROM A SAFE LOCATION IF POSSIBLE.

TABLE OF CONTENTS

	PAGE
PROCEDURES FOR REPORTING FIRES AND FIRE ALARMS	3
ORGANIZATIONAL CHART	5
EMERGENCY PROCEDURES	6
GENERAL DUTIES	9
RESPONSIBILITIES	11
FIRE DRILLS & SPECIAL INSTRUCTIONS ASSISTING THE MOBILITY IMPAIRED	14
PUBLIC ADDRESS ANNOUNCEMENTS & FIRE ALARM RECORDING	15

APPENDIX

I	FIRE ALARM SYSTEM OPERATIONS	16
II	BUILDING FIRE SAFETY FEATURES	17
III	SPECIFIC INSTRUCTIONS FOR ELEVATOR OPERATION	18
IV	CERTIFIED FIRE WARDENS	19
V	MAPS	20

PROCEDURES FOR REPORTING FIRES & FIRE ALARMS

I. NOTIFICATION

A. If The Following Is Reported to you, Or If You See Smoke, Or See Flames, Or Smell Something Burning, Or Hear A Fire Alarm, **IMMEDIATELY**:

- Call the Fire Department – Dial: **9-1-1**
- Call the Fire Safety Director – Management: Lillie Norton .
- Activate the Fire Alarm Pull Station - If the Fire Alarm is not sounding.
- Report any change in conditions to the Fire Department and the Fire Safety Director.

B. If You Think You Smell A Peculiar Or Unfamiliar Odor, **IMMEDIATELY**:

- Call the Fire Safety Director - Management: Lillie Norton .

C. Information To Be Given To The Fire Department:

- What is the Emergency: (Alarm, Smoke, Flames, Etc.)
- Address: 5251 Westheimer (Closest Cross Street) Sage
- Type of Occupancy: **(High-rise Office Building)**
- What Floor: _____, Room # _____, Telephone # calling from _____.

(Let The Fire Department Hang Up First!)

II. EMERGENCY PROCEDURE PRIORITIES

A. If The Following Is Reported To You, Or If You See Smoke, Or See Flames, Or Smell Something Burning, **IMMEDIATELY**:

- **Isolate** the fire - (close the door if you can do so safely)
- **Call the Fire Department**, Fire Safety Director, and Activate the Fire Alarm Pull Station, if the Fire Alarm is not sounding.
- **Evacuate** - Using Exit/Stairs to a safe area. Relocation and reentry into the building at least 3 or more levels below the fire floor is generally adequate.
- **Fire Extinguishment** (is optional and only if all of the above has been completed)

B. Emergency procedures - in the event of an **alarm only**:

- Call the Fire Department and the Fire Safety Director: Lillie Norton

Building Name: Galleria Place I
Address: 5251 Westheimer
Date: July 17, 2018

HFD/LSB Revised 11/20/2012

- **Minimum procedure:** Prepare to evacuate by going to the Exit/Stair door, if there is any evidence of unwanted fire, evacuate the floor to a safe area.
- Report any change in conditions to the Fire Department and the Fire Safety Director – Lillie Norton.

C. Fire Safety Director:

- Call the Fire Department and have someone meet the Fire Department upon their arrival. Any unwanted fire shall be reported to the Fire Department, **no matter how small**, even if extinguished.
- Recall all elevators that access the floor of incident by turning the Elevator Fire Service Recall Switch to the **“ON”** position.
- Direct evacuation procedures utilizing the public address, if available.

FIRE SAFETY TEAM ORGANIZATIONAL CHART

Lillie Norton
FIRE SAFETY DIRECTOR

ASSISTANT FIRE SAFETY DIRECTORS

Brooke Caravela Trinidad Limon

FIRE WARDENS

See page #7

EMERGENCY PROCEDURES

I. FIRE SAFETY DIRECTOR

In the event of an unwanted fire or fire alarm:

- A. **Ensure** that the Fire Department has been notified immediately whenever an unwanted fire of any size occurs and/or fire alarm of any nature.
1. Have someone knowledgeable of the building meet the Fire Department upon their arrival.
 2. Advise the Fire Department in the operation of the building's fire and life-safety equipment.
 3. Report any known conditions on the fire floor or alarm floor to the Fire Department upon their arrival.

B. Manning the Fire Command Station.

1. Ascertain the floor in alarm and report any additional alarms to the Fire Department.
2. Ensure that all elevators serving the floor of incident are removed from service from the general public and made available to the Fire Department. Specific operating instructions will depend on the individual building. The specific instructions for this building are located in Appendix III and the Fire Depository Box.
3. Direct evacuation procedures utilizing the public address, if available.
 - a) Be familiar with the location of all Exits/Stairs and select the safest Exit/Stair to use for evacuation on the basis of the location of the fire and any information available. If affected by smoke, an alternate Exit/Stair shall be selected.
 - b) The priority floors for immediate evacuation are the fire floor, one floor above and one floor below the fire. Relocation and reentry into the building at least 3 or more levels below the fire floor is generally adequate.
 - c) Evacuation from other floors shall be instituted when conditions indicate such action or when instructed by the Fire Department or the Fire Safety Director. Evacuation should be via uncontaminated Exit/Stairs.
 - d) Relocation and reentry into the building at least 3 or more levels below the fire floor is generally adequate.
 - e) Mobility-Impaired occupants may require special assistance in the event of a fire. Occupants not requiring assistance should evacuate first. This avoids the possibility of persons in need of assistance being bumped and/or falling down, thus slowing evacuation and/or causing injury. If there is evidence of fire, the person having mobility impairments should be positioned near the Exit/Stair that is located farthest away from the fire. If fire conditions pose personal threat, the person having mobility impairment, Fire Warden or any other person assisting, should be positioned within the Exit/Stair and wait for the Fire Department. If fire conditions pose a personal threat in the Exit/Stairs, the mobility-impaired person should be evacuated to a safe location. If the mobility impaired person enters the Exit/Stairs, someone should notify the Fire Department of their location in the Exit/Stairs and that the mobility impaired person requires special assistance with evacuating.

II. ASSISTANT FIRE SAFETY DIRECTOR

- A. Assist the Fire Safety Director to ensure the effective implementation of the Fire Safety Plan.
- B. In the absence of the Fire Safety Director, assume the full duties and the responsibilities of that position.

III. ANSWERING SERVICE

In cases where a building answering service is made aware of a fire or suspected fire situation in a building they should be instructed to:

- A. Have the caller immediately notify the fire department by dialing 911.
- B. Notify the building Fire Safety Director or some other building emergency contact person of the situation.

The building Fire Safety Director shall ensure that their answering service is provided with up to date emergency contact information at all times.

IV. FIRE WARDENS

- A. Each floor of a building shall be under the direction of the Fire Wardens for the evacuation of occupants in the event of an unwanted fire or fire alarm, where applicable.
- B. Each Fire Warden shall be familiar with the Fire Safety Plan, the location of Exits/Stairs and the location of, and how to activate, the fire alarm.
- C. In the event of an unwanted fire or fire alarm the Fire Warden, **when it can be done safely**, shall:
 - 1. Notify the Fire Department, as specified in the approved Fire Safety Plan.
 - 2. **When it can be done safely**, should see that other occupants are notified of the fire or fire alarm, and should instruct occupants as per the Fire Safety Plan. If fire conditions do pose a personal threat, The Fire Warden should activate the fire alarm pull station and evacuate to a safe location.
 - 3. Direct the evacuation of the floor in accordance with directions received and the following guidelines:

Building Name: Galleria Place I
 Address: 5251 Westheimer
 Date: July 17, 2018

HFD/LSB Revised 11/20/2012

- (a) The Fire Warden shall select the Exit/Stairs furthest away from the fire to use, on the basis of the location of the fire and any information received. If Exit/Stairs is affected by smoke, an alternate Exit/Stairs shall be selected. If fire conditions do pose a personal threat, The Fire Warden should activate the fire alarm pull station and evacuate to a safe location.
- (b) The priority floors for immediate evacuation are the fire floor, one floor above and one floor below the fire. Evacuation from other floors shall be instituted when conditions indicate such action or when instructed by the Fire Department or the Fire Safety Director. Evacuation should be via uncontaminated Exit/Stairs. In the event of a fire alarm only, the minimum procedures are to prepare to evacuate by relocating occupants to the nearest Exit/Stair door.
- (c) Relocation and reentry into the building at least 3 or more floors below the fire floor is generally adequate.
- (d) Fire Wardens on the fire floor shall, as soon as practical, notify the Fire Safety Director of the conditions on that floor.
- (e) Mobility-Impaired occupants may require special assistance in the event of a fire. Occupants not requiring assistance should evacuate first. This avoids the possibility of persons in need of assistance being bumped and/or falling down, thus slowing evacuation and/or causing injury. If there is evidence of fire, the person having mobility impairments should be positioned near the Exit/Stair that is located farthest away from the fire. If fire conditions pose personal threat, the person having mobility impairment, Fire Warden or any other person assisting, should be positioned within the Exit/Stair and wait for the Fire Department. If fire conditions pose a personal threat in the Exit/Stairs, the mobility-impaired person should be evacuated to a safe location. If the mobility impaired person enters the Exit/Stairs, someone should notify the Fire Department of their location in the Exit/Stairs and that the mobility impaired person requires special assistance with evacuating.

NOTICE TO ALL FIRE WARDENS - It is your responsibility to inform the Fire Safety Director in the event of vacation, leave of absence, transfer, sickness, etc., in order to make necessary provisions regarding replacements or substitutes.

GENERAL DUTIES

- I. All owners, managers and tenants of high-rise buildings shall comply with all applicable provisions of the City of Houston Fire and Construction Codes.
- II. Fire Safety Team: A Fire Safety Team is hereby defined as the Fire Safety Director, Assistant Directors, and such other persons specified in the approved plan. The members of the Fire Safety Team shall possess a certificate signed by persons, institutions, or companies approved by the Fire Marshal to do certification training.
 - A. The training required for a certificate shall include organizing and training to conduct fire drills, evacuations and related activities. Such training shall be approved by the Fire Marshal and may include a written test and demonstrations of individual proficiency.
 - B. Required training for certification shall be done by persons, institutions or companies approved by the Fire Marshal according to regulations established by the Fire Marshal.
 - C. Certificates shall be valid for a period of 5 years from the date of training.
- III. Fire Safety Plan Procedure for Evacuation. Submission; Implementation.
 - A. The process to receive an approved Fire Safety Plan consists of the 3 following essential training elements conducted by persons, institutions or companies approved by the Fire Marshal according to regulations established by the Fire Marshal:
 1. Consultation with building's upper management,
 2. High-rise Certification Training class, and
 3. A fire drill supervised by persons, institutions or companies approved by the Fire Marshal.
 - B. The owner, management or designated representative of a high-rise building shall **possess** and **maintain** only the standard City of Houston, Texas, Fire Safety Plan, approved by the Fire Marshal according to regulations established by the Fire Marshal. The emergency plan shall include the following:
 1. Identify the responsible person designated as the "Fire Safety Director" and their duties.
 2. List of sufficient alternates shall be provided for each Fire Safety Director and Assistant Directors.
 3. Provide approved procedures for reporting all unwanted fires and/or fire alarms.
 4. Narrative on the Fire Alarm system.
 5. Procedures for evacuation.

6. Identify the building fire safety features.
7. Maps with means of egress. A means of egress comprises the vertical and horizontal ways of travel to a public way.
 - a) The maps shall also indicate those Exit/stair doors through which, under emergency conditions, exit and re-entry may be made.
 - b) The locations of all of the following components shall be required on the maps:
 1. Fire Alarm Pull Stations
 2. Fire Extinguishers and Fire Hose Cabinets
 3. Elevator Lobbies
 4. Exit/Stairs Identification
 5. Re-entry floors

RESPONSIBILITIES

I. The Fire Safety Director shall:

- A. Maintain current Fire Safety Team training records. Records shall be made available to the Fire Marshal upon request.
- B. Notify an on-site management representative who shall be the Acting Fire Safety Director and be capable of directing an evacuation as provided for in the Fire Safety Plan when the Fire Safety Director is not available in the building. The training and related activities of the Acting Fire Safety Director shall be under the direction of the Fire Safety Director. Such activities shall be subject to Fire Department control.
- C. Distribute the approved Fire Safety Plan to all tenants, Fire Wardens and building management employees who are staff and/or contracted personnel.
- D. Be familiar with the approved Fire Safety Plan and conduct a fire drill at least every 6 months. The Fire Marshal, upon survey of conditions, may require additional drills. A written record of such drills shall be kept on the premises and shall be readily available for Fire Department inspection.
- E. Select, organize, train and supervise qualified Fire safety Directors and be responsible for their availability and state of readiness.

- F. Implement an approved training program to provide fire prevention and emergency procedures for all building management employees who are staff and/or contracted personnel.
- ◆ Ensure that each employee be familiar with the Fire Safety Plan, the location of Exit/Stairs and the location and activation of any available fire alarm pull stations.
- G. Be responsible for installation and maintenance of the Fire Depository Box and its contents, including Mobility Impaired Lists. (See Houston Fire Department LSB Standard No. 06, "Fire Depository Boxes")
- H. Provide facilities and assistance as needed by the Fire Marshal to obtain approval for the Fire Safety Plan.
- I. The building manager or owner of a high-rise office building, who has employed or contracted with an answering service, shall provide instructions to the answering service located within the City of Houston/Harris County "9-1-1" service area to call **9-1-1** when any unwanted fire, the smell of smoke, or a fire alarm is reported to them.
Answering services outside of the City of Houston/Harris County "9-1-1" service area shall call the Houston Fire Department Office of Emergency Communications telephone number: **713-884-3143**.
- Answering services shall instruct the caller that, from a safe place, to dial **9-1-1**, to report the fire conditions to the Fire Department as well.
- J. Notify the tenant when any employee of the tenant or individual is neglecting their responsibilities stated in the Fire Safety Plan. If the tenant fails to correct the condition, the owner or person in charge of the building shall notify the Fire Marshal.
- K. Understand the purpose and operation of all fire- and life-safety systems located in the building under the control of the building owner or manager.

II. Answering Service

- A. Answering services within the City of Houston/Harris County "9-1-1" service area shall notify the Fire Department by calling **9-1-1** when any unwanted fire, or sight or smell of smoke, or flames, and/or hear any fire alarm is reported.
- B. Answering services outside of the City of Houston/Harris County "9-1-1" service area shall call the Houston Fire Department Office of Emergency Communications telephone number, **713-884-3143**. Answering services shall instruct the caller who is reporting any unwanted fire, or sight or smell of smoke, or flames, and/or hear any fire alarm, to dial **9-1-1** from a safe location to report the conditions to the Fire Department as well.

III. Fire Wardens

Building Name: Galleria Place I
Address: 5251 Westheimer
Date: July 17, 2018

HFD/LSB Revised 11/20/2012

- A. Each floor of a building shall be under the direction of the certified Fire Wardens for the evacuation of occupants when it can be done safely in the event of a fire and/or fire alarm.
- B. Each Fire Warden shall be familiar with the Fire Marshal approved Fire Safety Plan, the location of Exit/Stairs and the location and operation of any available fire alarm systems.

IV. Assistant Fire Safety Directors

- A. Shall be trained in accordance with regulations established by the Fire Marshal.
- B. Duties and responsibilities shall be in accordance with regulations established by the Fire Marshal.
- C. Shall be familiar with the Fire Safety Plan, the location of Exit/Stairs and the location and activation of any available fire alarm systems.

V. Tenants

- A. Each tenant shall be required to comply with the Fire Marshal approved Fire Safety Plan.
- B. Upon the request of the building owner, manager or designated representative, the tenants shall provide certified Fire Wardens. Tenants shall make responsible and dependable employees available for high-rise certification training towards approval and implementation of the Fire Safety Plan.
 - 1. A certified Fire Warden shall be provided for each tenancy per floor. When the floor area of a tenancy exceeds 7,500 square feet of occupiable space, a certified Warden shall be assigned for each such 7,500 square feet or part thereof.
 - 2. Each floor of a building shall have a minimum of 2 certified Fire Wardens, even if there less than 7,500 sq. ft occupied on the floor.
- C. The Fire Marshal Approved Fire Safety Plan shall be distributed by the tenants to all their employees.
- D. Advise the Fire Safety Director of any employees that may wish to have special assistance in evacuation so that the building's Mobility-Impaired List can be updated in the building's Fire Depository Box.

FIRE DRILLS

- I. A fire drill shall be conducted at least every 6 months.
- II. All occupants shall be notified prior to the fire drill.
- III. All occupants of the building shall participate in the fire drill as required by the Fire Marshal.
- IV. The Fire Marshal, upon survey of conditions, may require additional drills.
- V. A written record of such drills shall be kept on the premises and shall be readily available for Fire Department inspection.

SPECIAL INSTRUCTIONS - ASSISTING THE MOBILITY IMPAIRED

Persons having any mobility impairment need to be considered prior to any need for evacuation. It is necessary for tenants and mobility-impaired persons to notify the Fire Safety Director of any mobility-impaired person that may wish to have special assistance in the event of an evacuation. A list must be maintained and updated at least every 6 months or as necessary.

Mobility-Impaired occupants may require special assistance in the event of a fire. Occupants not requiring assistance should evacuate first. This avoids the possibility of persons in need of assistance being bumped and/or falling down, thus slowing evacuation and/or causing injury. If there is evidence of fire, the person having mobility impairments should be positioned near the Exit/Stair that is located farthest away from the fire. If fire conditions pose personal threat, the person having mobility impairment, Fire Warden or any other person assisting, should be positioned within the Exit/Stair and wait for the Fire Department. If fire conditions pose a personal threat in the Exit/Stairs, the mobility-impaired person should be evacuated to a safe location. If the mobility impaired person enters the Exit/Stairs, someone should notify the Fire Department of their location in the Exit/Stairs and that the mobility impaired person requires special assistance with evacuating.

PUBLIC ADDRESS ANNOUNCEMENTS

I. IN CASE OF FIRE ALARM, RECITE THE FOLLOWING TO THE FLOOR OF ALARM, THE FLOOR ABOVE, AND THE FLOOR BELOW:

"This is the Building Management, we have an alarm on # ___ floor.

The Fire Department has been notified.

Floors __, __, and __ please prepare to evacuate by going to the Exit/Stair door, if there is any evidence of fire, please evacuate the floor to a safe area."

II. IN CASE OF FIRE, RECITE THE FOLLOWING TO THE FLOOR OF INCIDENT, THE FLOOR ABOVE, AND THE FLOOR BELOW:

"This is the Building Management, we have an emergency on # ___ floor.

The Fire Department has been notified.

Floors __, __, and __ evacuate the floor to a safe area using the Exit/Stairs."

NOTE: The Fire Safety Director and/or the Fire Department will make additional announcements as conditions warrant.

FIRE ALARM RECORDING

- I. English Version:** An alarm has been reported. Please prepare to evacuate by going to the Exit/Stair door. If there is any evidence of fire, evacuate the floor using the Exit/Stairs to a safe area.
- II. Spanish Version:** Se ha reportado una alarma. Por favor, prepárense para evacuar yendo a la salida de emergencia o la puerta de las escaleras. Si hay cualquier evidencia de fuego, evacuen el piso a un lugar seguro.

APPENDIX I

FIRE ALARM SYSTEM OPERATIONS

The following is a narrative of the fire alarm system and its method of operation.

- I. What automatic building features are initiated when:
 - A. One smoke detector in the corridor is activated?

All door magnetic locks will release on the floor of alarm. Air handlers will shut down on the floors in alarm. The audibles will sound and strobes will flash on the floor in alarm, the floor above and the floor below. Stairwell A exhaust and supply fans will start. The offsite monitoring company will receive alarm and notify the fire department.
 - B. Second smoke detector is activated in the corridor?
 - Same as item A above.
 - C. One smoke detector is activated in the elevator lobby?
 - Same as item A above.
 - D. Second smoke detector is activated in the elevator lobby?
 - Same as item A above.
 - The passenger elevators will recall to the 1st floor, unless both 1st floor elevator lobby detectors are activated, then the elevators will recall to the 2nd floor.
 - E. A fire alarm pull station is activated above the ground floor?
 - Same as item A above.
 - F. A fire alarm pull station is activated on the ground floor?
 - Same as item A above.
 - G. How do you activate a general alarm (alarm tone audible on all floors)?
 - Press the all call button on the fire panel.

APPENDIX II

BUILDING SAFETY FEATURES

FIRE COMMAND CENTER: Located on the first floor on the northeast side of the building near Stair B. Room contains fire depository box, elevator selector for emergency power, fire alarm panel, public address system and telephone.

COMMUNICATIONS/PA: 100% P.A. Announcements. Prerecorded message for evacuation. Elevator phones ring to outside monitoring company (DataWatch).

STAIRWELLS: There are two stairwells located inside of the building. They are identified as Stair A and Stair B. They are located on the northeast and northwest side of the building. They are used in the event of building evacuation. The stairwell re-entry floors are the 1st floor, 5th floor, 8th floor, and the 11th floor. Stairwell A has roof access that is locked and monitored by outside company. Stairwell A has pressurized and exhaust fans that turns on with any alarm.

CORRIDORS: These are areas that are designed to withstand fire for a regulated period of 1 hours. These areas are found in the stairwells and the floors that are not in alarm. Fire extinguisher cabinets are located next to each exit in the corridor. Each corridor has emergency lighting to direct you to the exits.

ELECTRONIC LOCKS: These are locks designed to open when a floor goes into alarm. They are also referred to as magnet locks. All locks are fail safe upon power loss.

ELEVATORS: There are 5 passenger elevators on the property. Four, service floors LL through 10, and one, services floors 10 through 11. There are **NO** freight elevators. Phase I Recall, Phase II Fire Service, Alternate Recall – Second Floor. The elevators are on emergency power and (1) can be ran at a time.

HEATING, VENTILATION, AND AIR CONDITIONING: Air handlers are designed to shut down on floor of incident only. Each air handler is tied into the fire alarm system.

SPRINKLER SYSTEM / STANDPIPE: The building is 100% sprinkled.

EXTINGUISHING SYSTEMS: Portable ABC Fire Extinguishers

EMERGENCY GENERATOR: Powers 1 elevator, Fire Panel, and Emergency Lighting

APPENDIX III

ELEVATOR EMERGENCY FIRE SERVICE OPERATION

A. Phase I (Elevator Fire Service Recall)

- ◆ **Key Off:**
Normal elevator operation
- ◆ **Key On:**
Recalls elevator to designated recall floor
- ◆ **Key By-Pass or Reset**
Overrides heat and smoke sensors to allow normal operation

** Specify manual recall procedures. * If doors close after being recalled, specify how to re-open.

B. Phase II (Elevator Fire Service to Car Operations)

To operate car:

** Specify that cab fire service key (Phase Two) must be turned to “**ON**” to operate elevators.

To travel to desired floor:

Press desired floor button. Press and hold door closed button until elevator begins to move.

To close door:

Press and hold DOOR CLOSED button

To open door:

Press and hold DOOR OPEN button

To hold car at floor:

Turn phase II fire service key to the HOLD position.

To cancel floor selection:

Press the CALL CANCEL button.

To return car to designated or alternate landing:

Turn Phase II fire service key to the OFF position.

PROVIDE INSTRUCTIONS FOR EACH (DIFFERENT) BANK OF ELEVATORS THAT MAY OPERATE INDEPENDENTLY FROM ANOTHER.

APPENDIX IV

CERTIFIED FIRE WARDENS

**USE LIST SAVED SEPARATELY ON R
DRIVE**

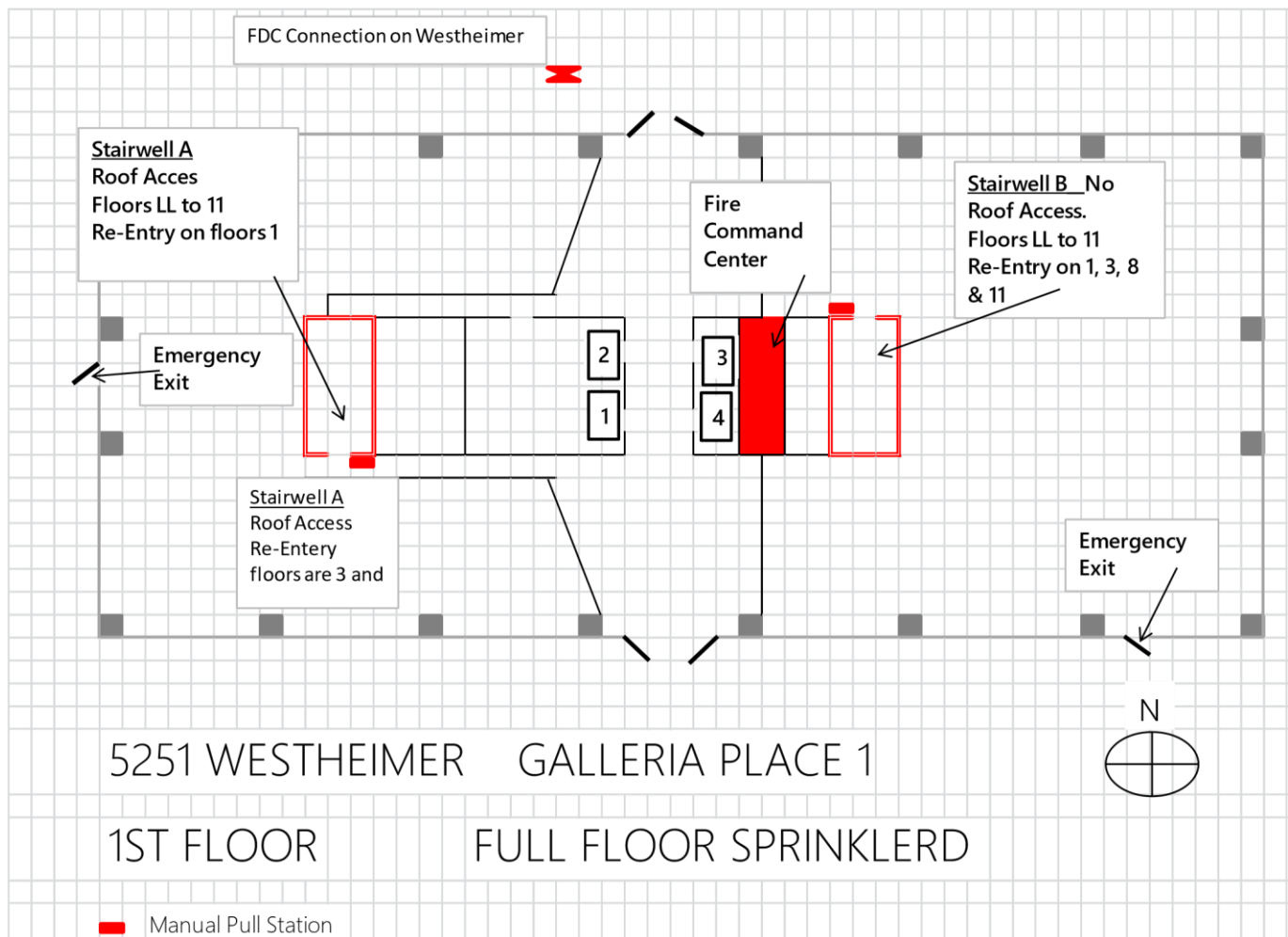
5251 WESTHEIMER GALLERIA PLACE I FIRE WARDEN LIST

FLOOR	NAME	COMPANY	SUITE #	EXPIRATION DATE
1 ST	Jordan Elledge	Regions Bank	175	07/19/2023
1 ST	Tuleshia Rogers	Regions	175	09/11/2023
9 TH	Catalina Torres	Just Energy	900	06/30/2020
9 TH	Hans Eugene	Just Energy	900	07/19/2023
9 TH	Monica Chandler	Just Energy	900	06/20/2023
10 TH	Charise Taylor	Just Energy	1000	10/23/2023
10 TH	Diego Pardo	Just Energy	1000	09/11/2023
10 TH	Rachel Jones	Just Energy	1000	10/23/2023
10 TH	Melissa Nero	Just Energy	1000	05/30/2024
10 th	Anelle Rugebregt	Just Energy	1000	05/30/2024
11 TH	Julian Ellis	Vietnam Consulate	1100	07/19/2023
11 TH	Ryan Raspberry	Just Energy	1101	07/19/2023
11 th	Thomas Slauter	Just Energy	1101	05/30/2024

Building Name: Galleria Place I
Address: 5251 Westheimer
Date: July 17, 2018

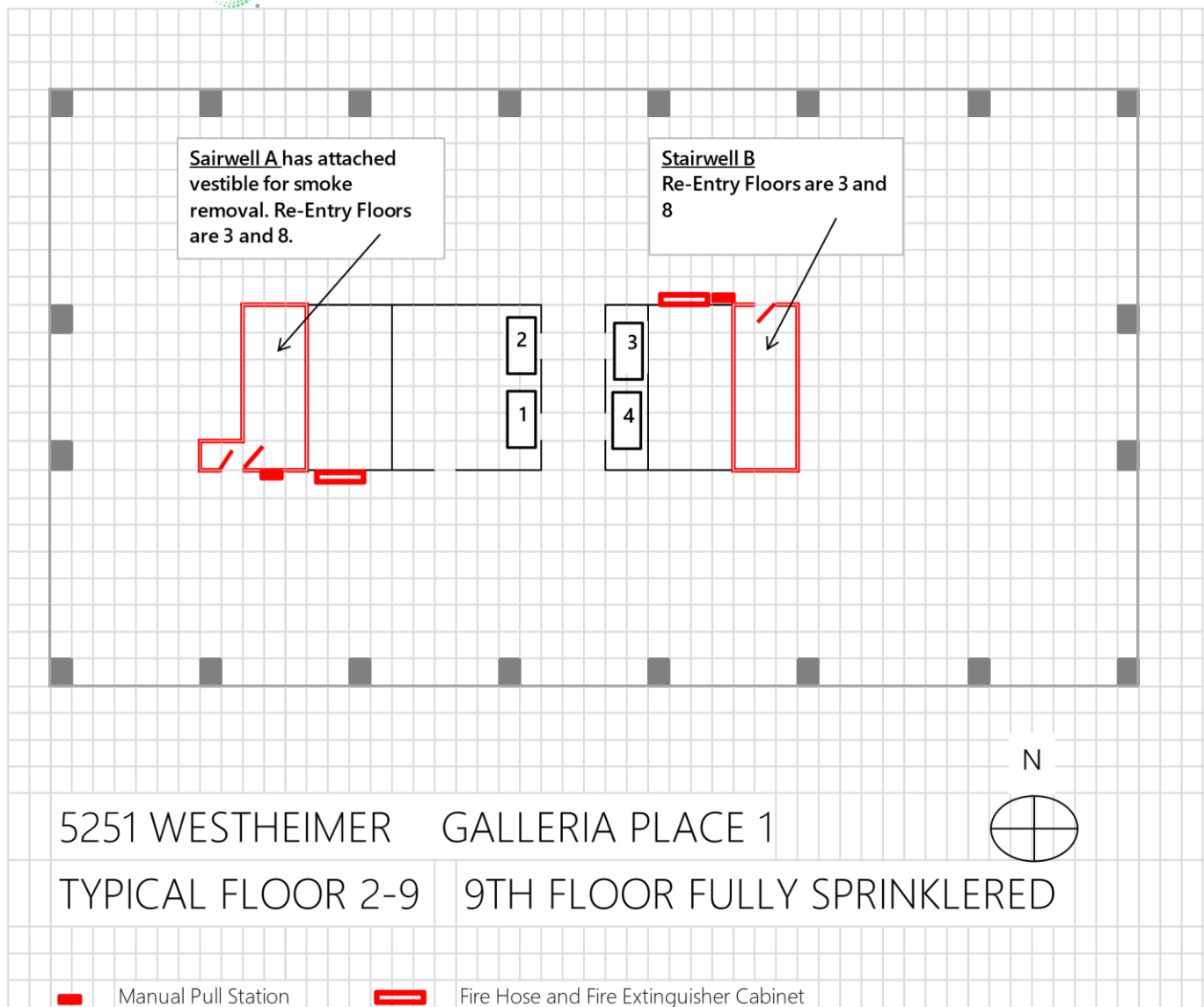
HFD/LSB Revised 11/20/2012

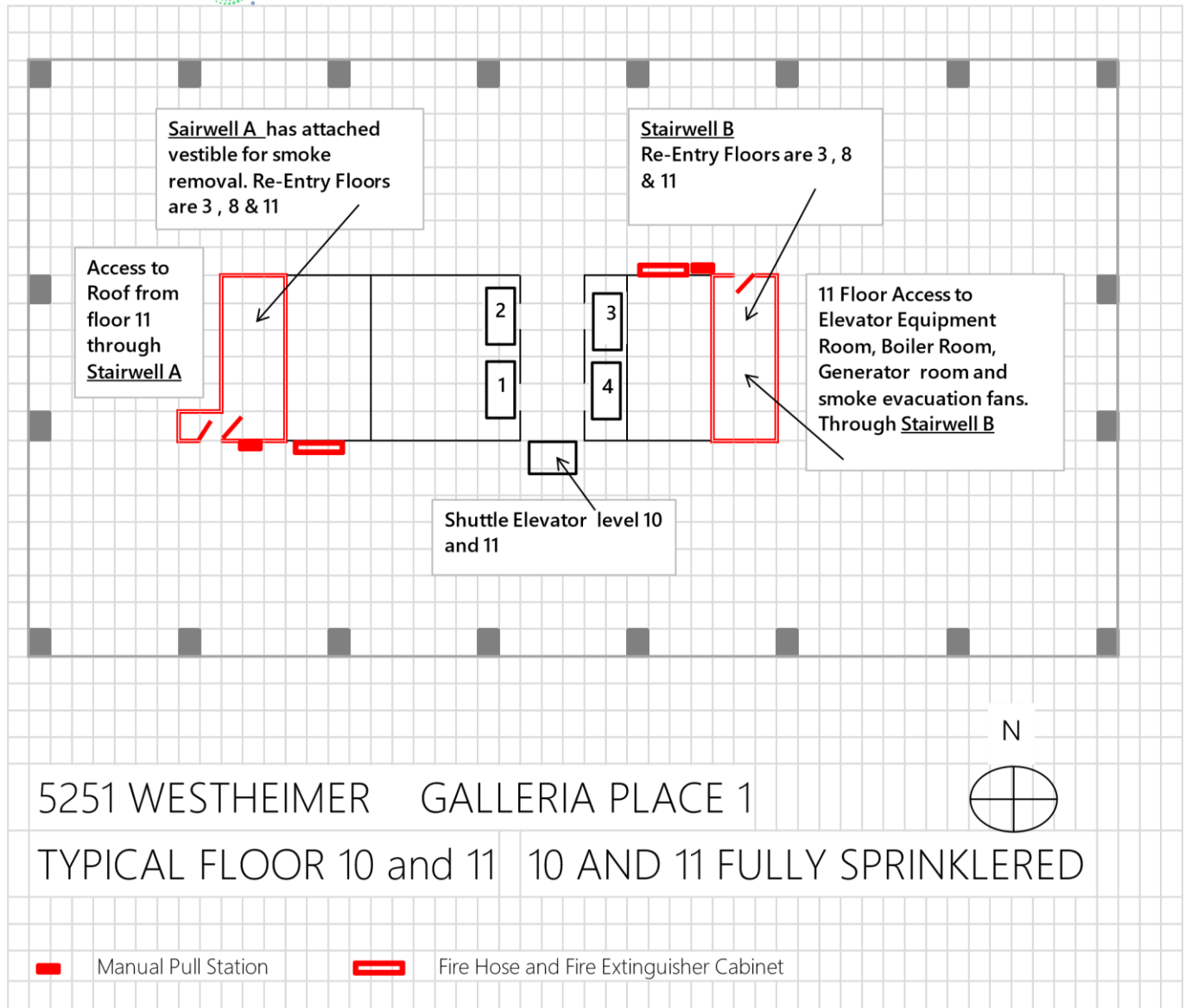
APPENDIX V

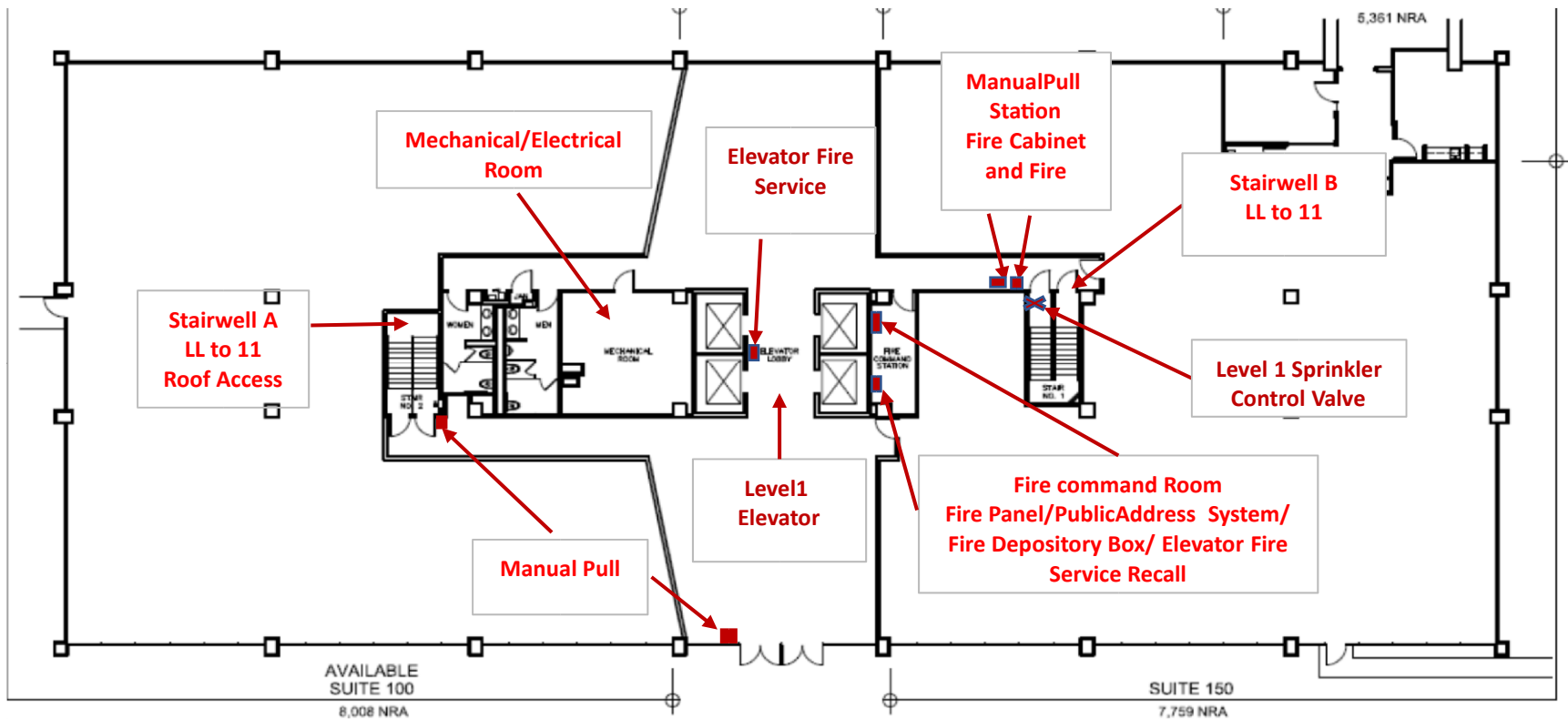


Building Name: Galleria Place I
Address: 5251 Westheimer
Date: July 17, 2018

HFD/LSB Revised 11/20/2012







For Leasing Information:

Call: 713-661-7800

Level 1



**LINCOLN
PROPERTY
COMPANY**

5251 Westheimer Building

5251 Westheimer, Houston, Texas 77056

The Wingfield/Sears Group, Inc.
ARCHITECTS INTERIOR DESIGNERS

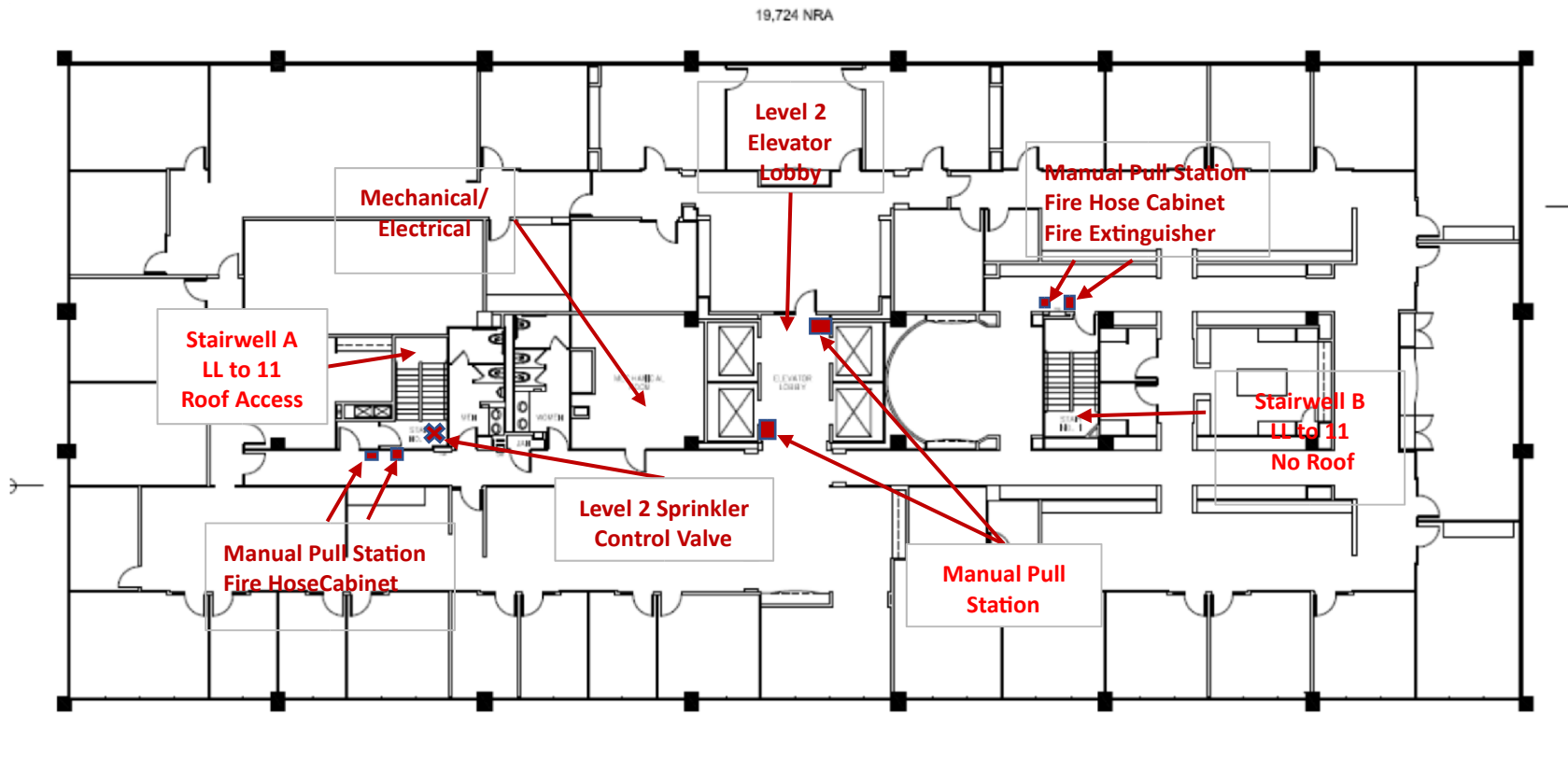
2900 WISLAYAN, SUITE 310 PH 713/627-9690
HOUSTON, TEXAS 77027 FX 713/627-9680

08-28-2015

Building Name: Galleria Place I
Address: 5251 Westheimer
Date: July 17, 2018

HFD/LSB Revised 11/20/2012

19,724 NRA



For Leasing Information:

Call: 713-661-7500

Level 2



**LINCOLN
PROPERTY
COMPANY**

5251 Westheimer Building

5251 Westheimer, Houston, Texas 77056

The Wingfield/Sears Group, Inc.
ARCHITECTS

2900 WESLAVAN, SUITE 310
HOUSTON, TEXAS 77027

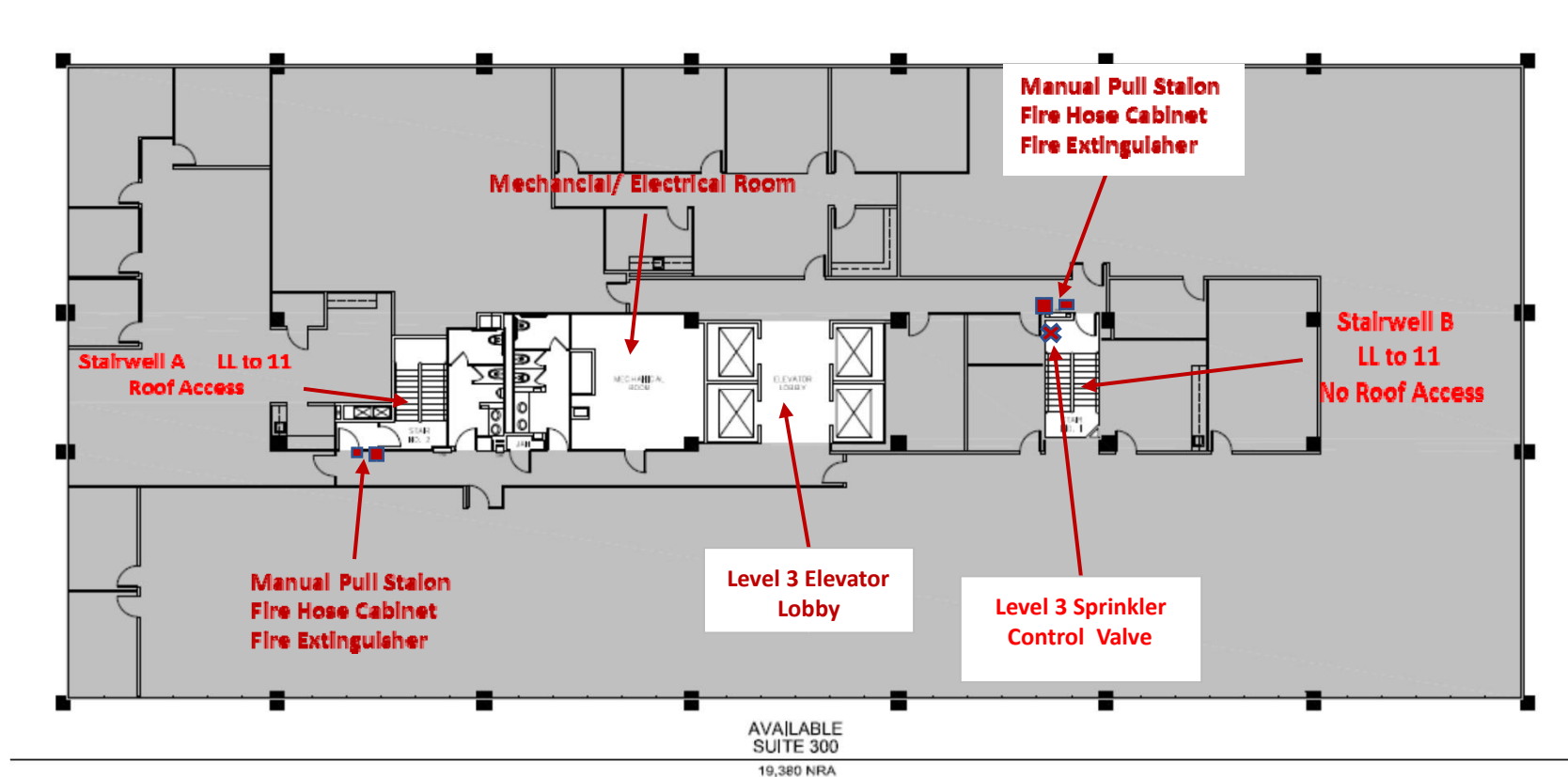
INTERIOR DESIGNERS

PH 713/627-9690
FX 713/627-9680

08-28-2015

Building Name: Galleria Place I
Address: 5251 Westheimer
Date: July 17, 2018

HFD/LSB Revised 11/20/2012



For Leasing Information:

Call: 713-661-7800

Level 3



**LINCOLN
PROPERTY
COMPANY**

5251 Westheimer Building

5251 Westheimer, Houston, Texas 77056

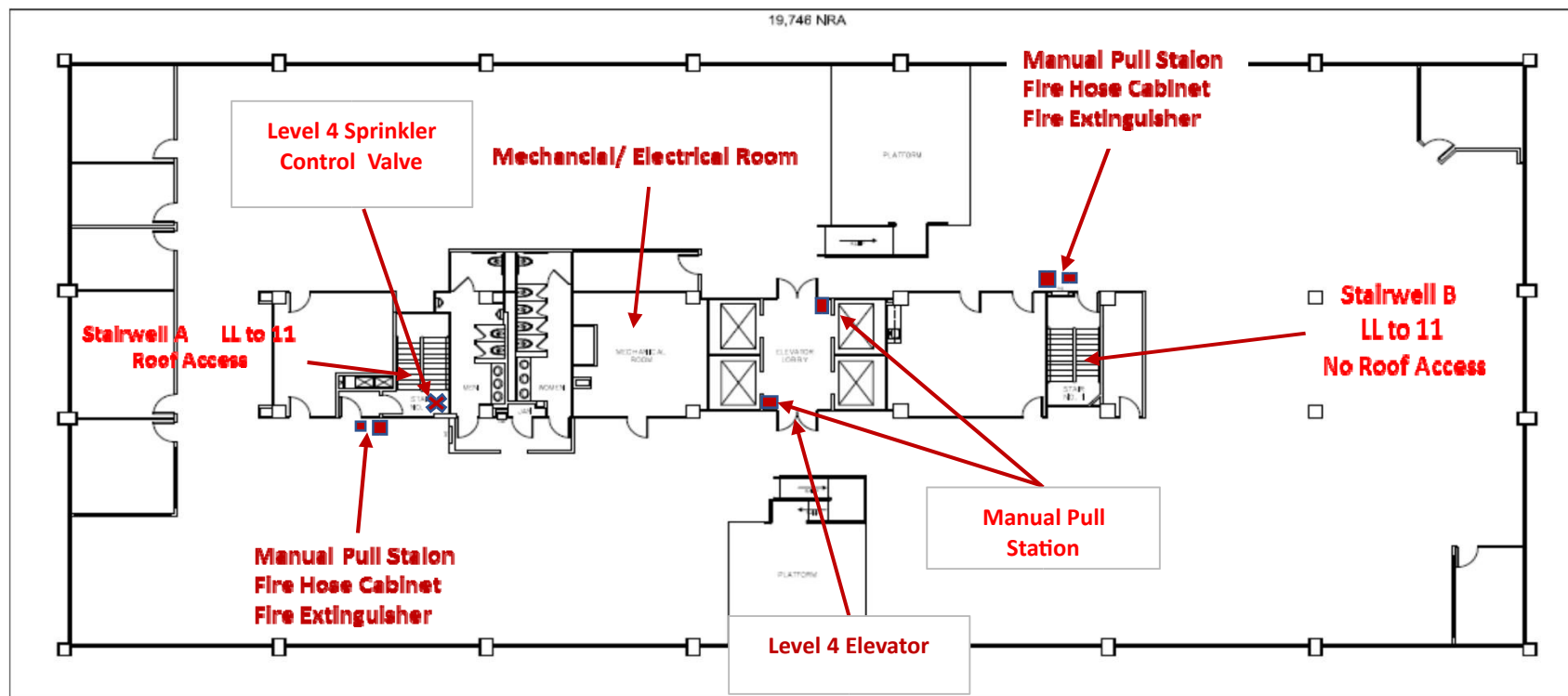
The Wingfield/Sears Group, Inc.
ARCHITECTS INTERIOR DESIGNERS

2900 WESLAVAN, SUITE 310 PH 713/627-9690
HOUSTON, TEXAS 77027 FX 713/627-9680

08-28-2015

Building Name: Galleria Place I
Address: 5251 Westheimer
Date: July 17, 2018

HFD/LSB Revised 11/20/2012



For Leasing Information:

Call: 713-661-7800

Level 4



**LINCOLN
PROPERTY
COMPANY**

5251 Westheimer Building

5251 Westheimer, Houston, Texas 77056

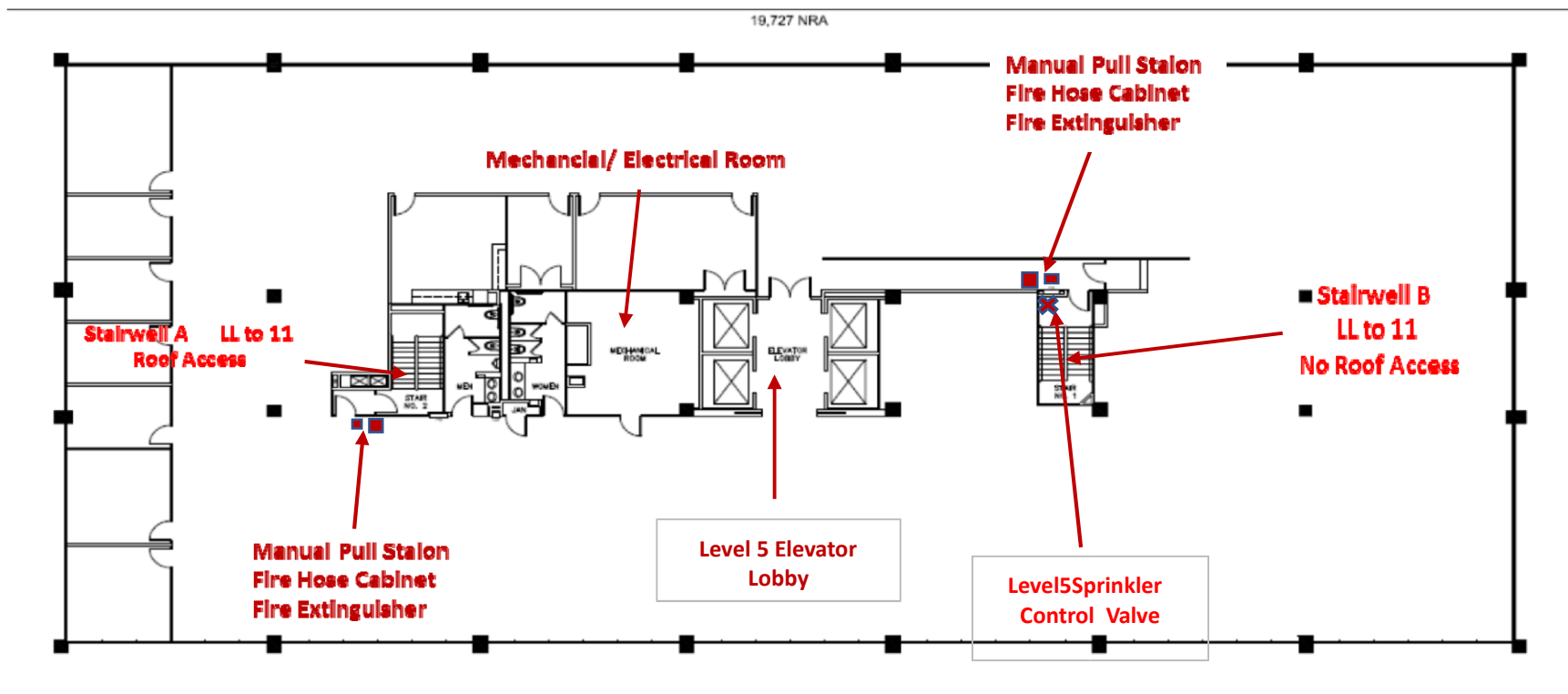
The Wingfield/Sears Group, Inc.
ARCHITECTS INTERIOR DESIGNERS

2900 WESLAVAN, SUITE 310 PH 713/627-9690
HOUSTON, TEXAS 77027 FX 713/627-9680

08-28-2015

Building Name: Galleria Place I
Address: 5251 Westheimer
Date: July 17, 2018

HFD/LSB Revised 11/20/2012



For Leasing Information:

Call: 713-661-7800

Level 5

**LINCOLN
PROPERTY
COMPANY**

5251 Westheimer Building

5251 Westheimer, Houston, Texas 77056

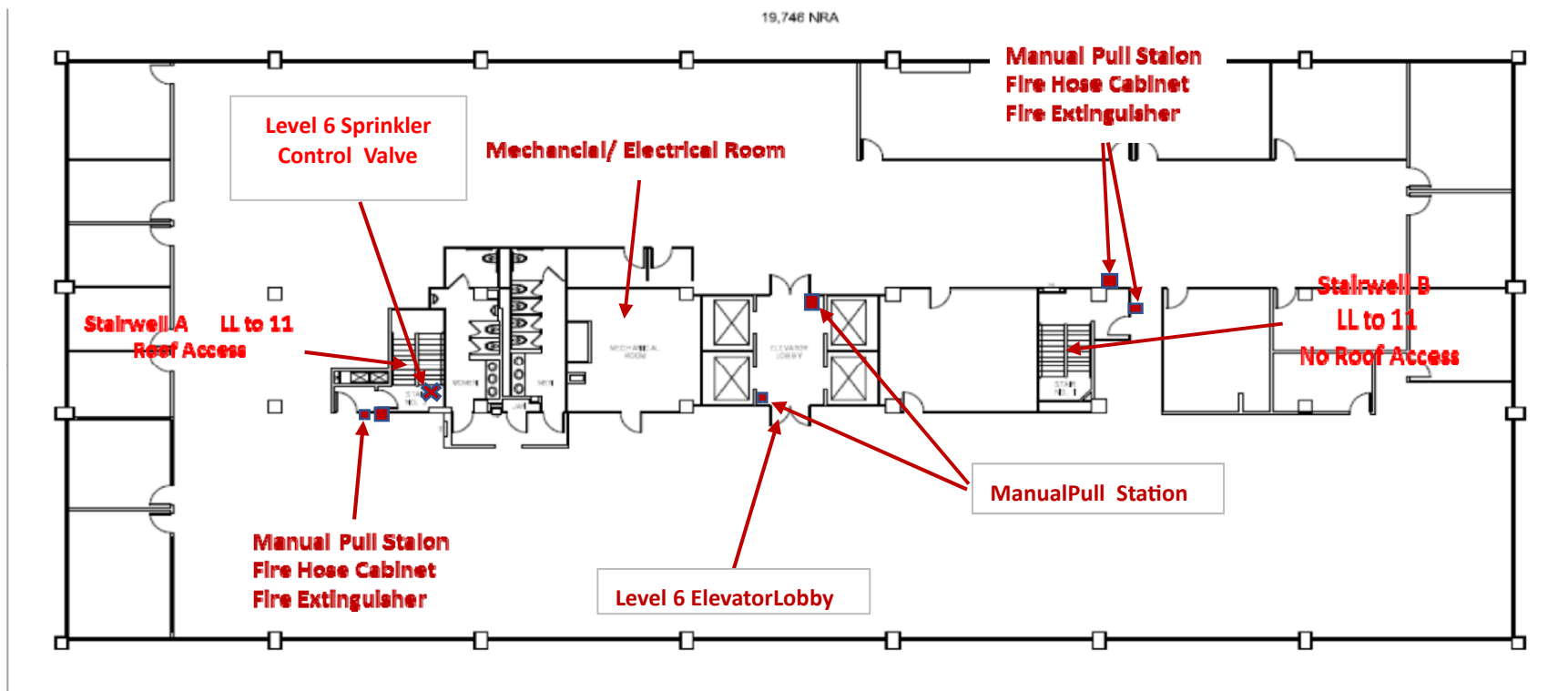
The Wingfield/Sears Group, Inc.
ARCHITECTS INTERIOR DESIGNERS

2900 WESLAVAN, SUITE 310 PH 713/627-9690
HOUSTON, TEXAS 77027 FX 713/627-9680

05-07-2015

Building Name: Galleria Place I
Address: 5251 Westheimer
Date: July 17, 2018

HFD/LSB Revised 11/20/2012



For Leasing Information:

Call: 713-661-7800

Level 6



LINCOLN
PROPERTY
COMPANY

5251 Westheimer Building

5251 Westheimer, Houston, Texas 77056

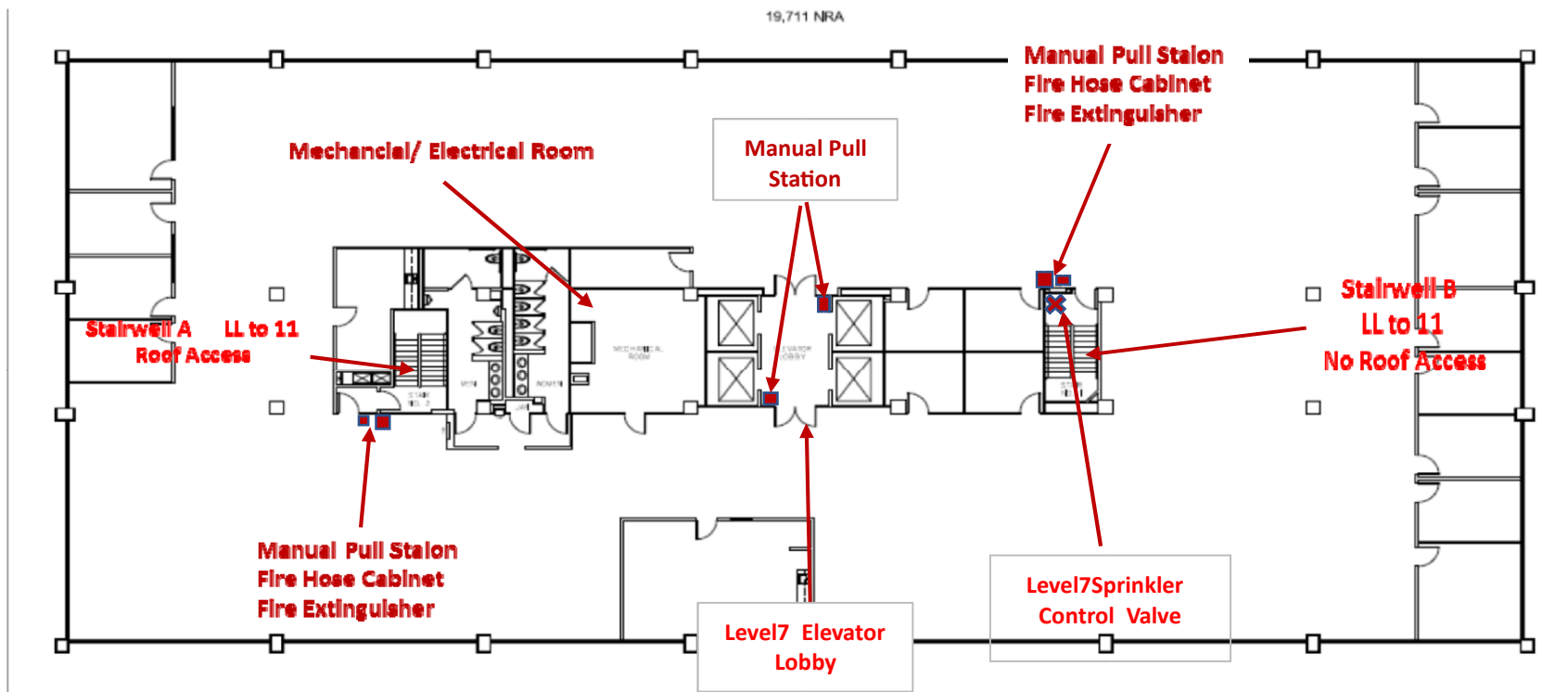
The Wingfield/Sears Group, Inc.
ARCHITECTS INTERIOR DESIGNERS

2900 WESLAVAN, SUITE 310 PH 713/627-9690
HOUSTON, TEXAS 77027 FX 713/627-9680

06-28-2015

Building Name: Galleria Place I
Address: 5251 Westheimer
Date: July 17, 2018

HFD/LSB Revised 11/20/2012



For Leasing Information:

Call: 713-661-7500

Level 7



**LINCOLN
PROPERTY
COMPANY**

5251 Westheimer Building

5251 Westheimer, Houston, Texas 77056

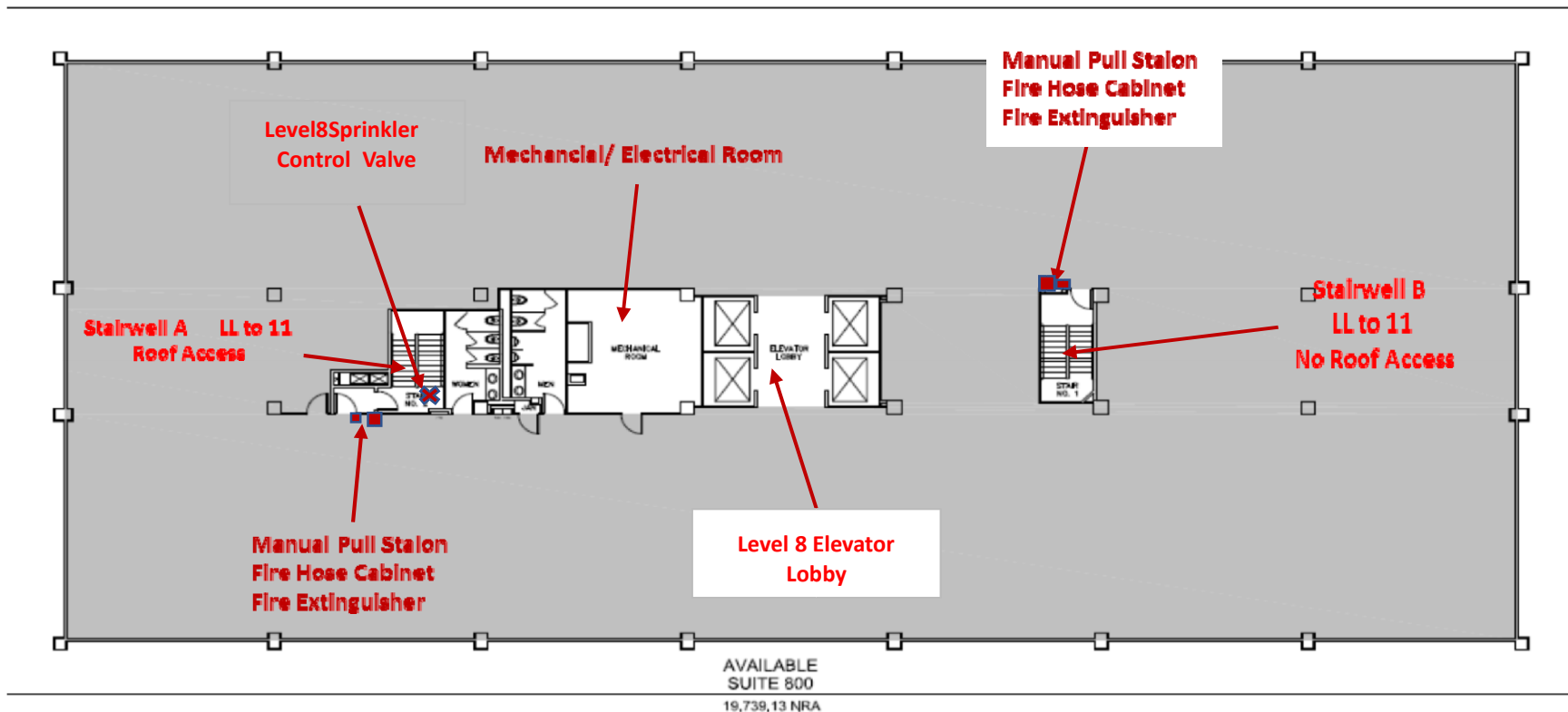
The Wingfield/Sears Group, Inc.
ARCHITECTS INTERIOR DESIGNERS

2900 WESLAVAN, SUITE 310 PH 713/627-9690
HOUSTON, TEXAS 77027 FX 713/627-9680

08-28-2015

Building Name: Galleria Place I
Address: 5251 Westheimer
Date: July 17, 2018

HFD/LSB Revised 11/20/2012



For Leasing Information:

Call: 713-661-7800

Level 8



**LINCOLN
PROPERTY
COMPANY**

5251 Westheimer Building

5251 Westheimer, Houston, Texas 77056

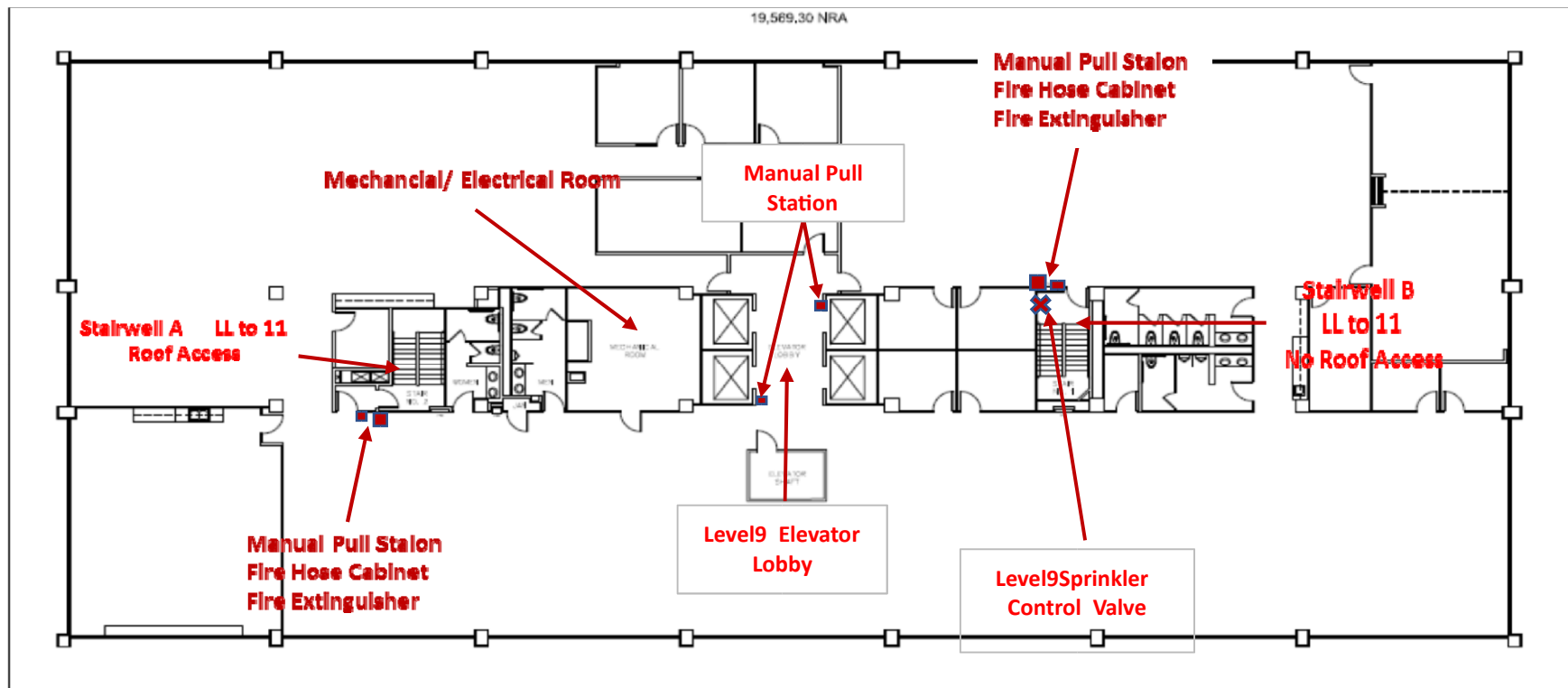
The Wingfield/Sears Group, Inc.
ARCHITECTS INTERIOR DESIGNERS

2900 WESLAVAN, SUITE 310 PH 713/627-9690
HOUSTON, TEXAS 77027 FX 713/627-9680

06-28-2015

Building Name: Galleria Place I
Address: 5251 Westheimer
Date: July 17, 2018

HFD/LSB Revised 11/20/2012



For Leasing Information:

Call: 713-661-7900

Level 9



**LINCOLN
PROPERTY
COMPANY**

5251 Westheimer Building

5251 Westheimer, Houston, Texas 77056

The Wingfield/Sears Group, Inc.
ARCHITECTS INTERIOR DESIGNERS

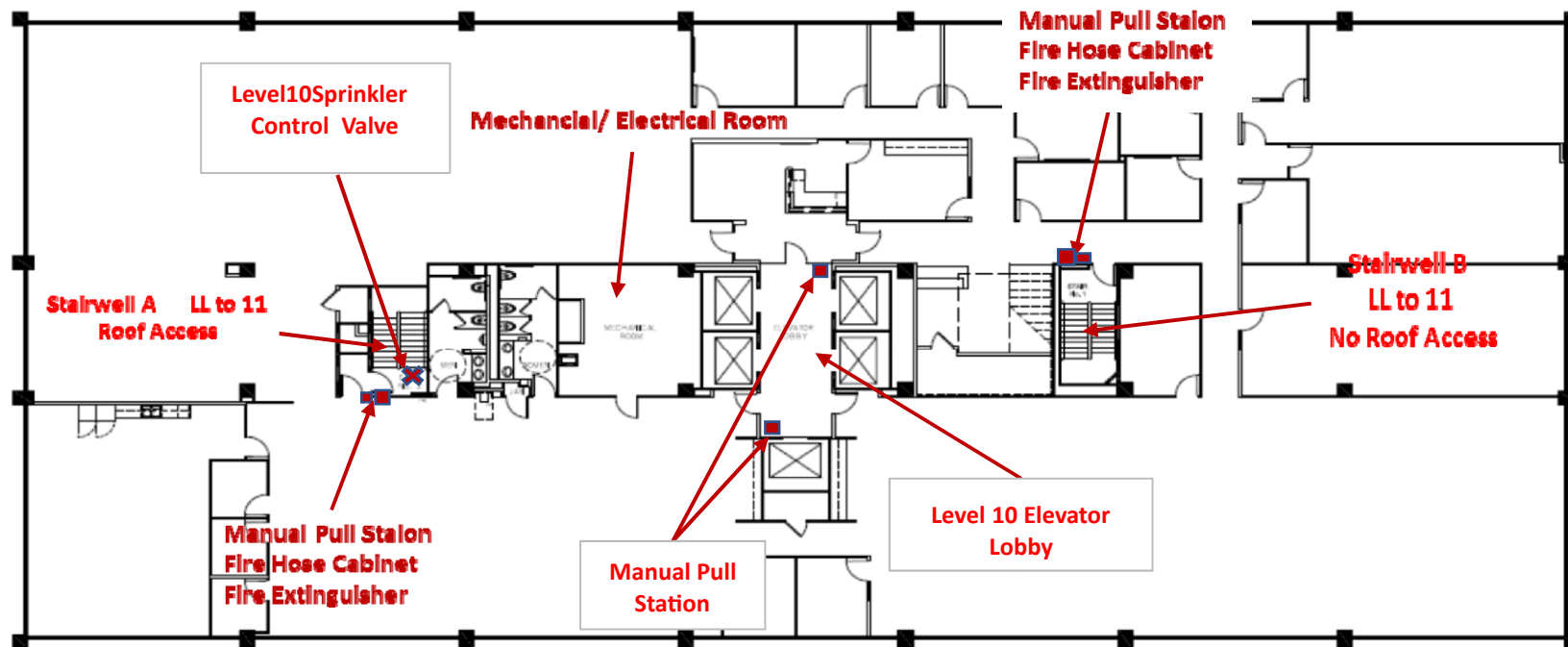
2900 WISLAYAN, SUITE 310 PH 713/627-9690
HOUSTON, TEXAS 77027 FX 713/627-9680

06-28-2015

Building Name: Galleria Place I
Address: 5251 Westheimer
Date: July 17, 2018

HFD/LSB Revised 11/20/2012

19,594 NRA



For Leasing Information:

Call: 713-661-7500

Level 10



**LINCOLN
PROPERTY
COMPANY**

5251 Westheimer Building

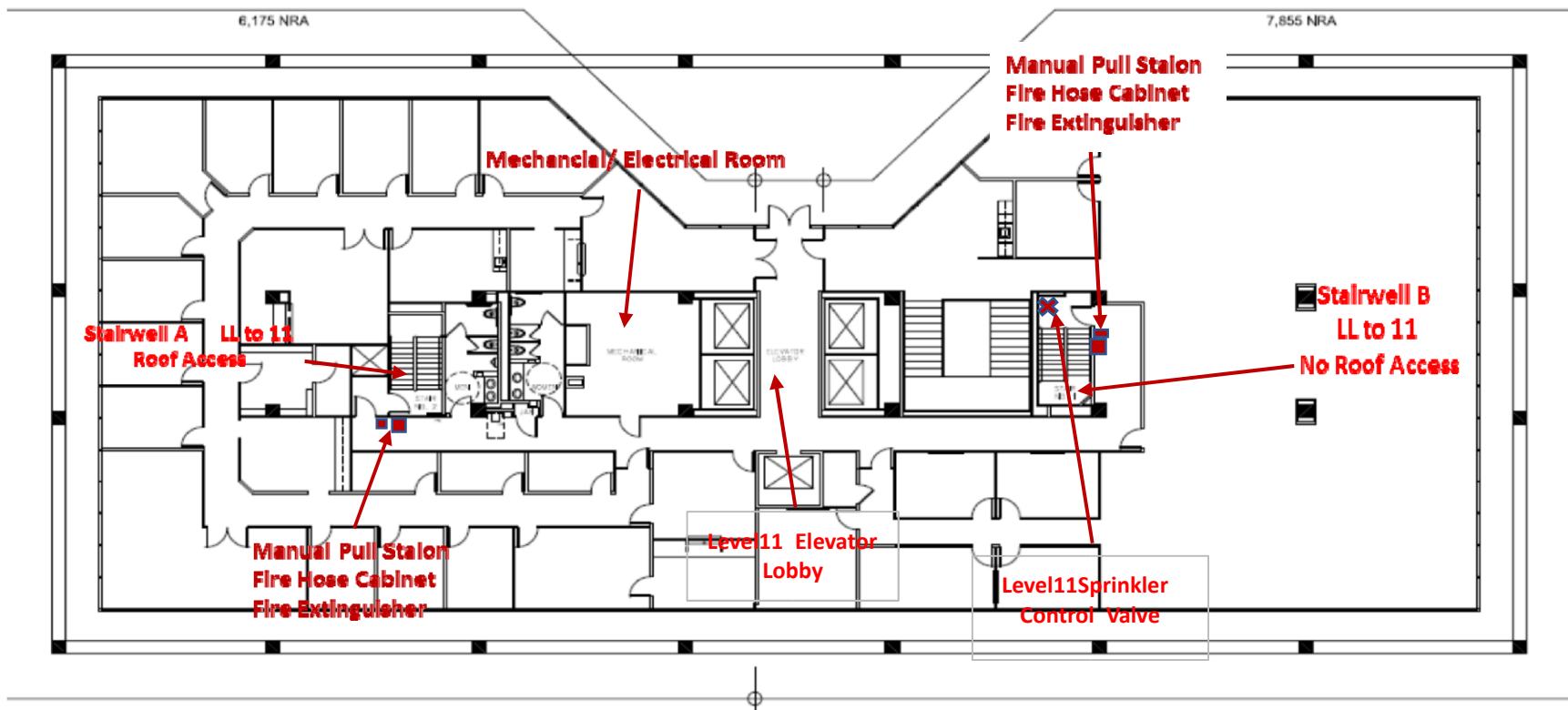
5251 Westheimer, Houston, Texas 77056

The Wingfield/Sears Group, Inc.
ARCHITECTS
2900 WESLAYAN, SUITE 310 PH 713/627-9690
HOUSTON, TEXAS 77027 FX 713/627-9680

08-28-2015

Building Name: Galleria Place I
Address: 5251 Westheimer
Date: July 17, 2018

HFD/LSB Revised 11/20/2012



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Level 11



**LINCOLN
PROPERTY
COMPANY**

5251 Westheimer Building

5251 Westheimer, Houston, Texas 77056

The Wingfield/Sears Group, Inc.
ARCHITECTS
INTERIOR DESIGNERS

2900 WESLAVAN, SUITE 310 PH 713/627-9690
HOUSTON, TEXAS 77027 FX 713/627-9680

08-28-2015

ANNEX II

LIST OF CONTROLLED RECORDS

[illegible]