



FIRE SAFETY AND EMERGENCY EVACUATION POLICY

Data Center Fire System

Globix Internet Data Centers are protected against fire and smoke emergencies by an FM200 Fire- Suppression System. FM200 is a non-toxic dry gas that will instantly put out a fire, without harming the electrically powered equipment. **It is very important that you leave the data center IMMEDIATELY if you hear a fire alarm.**

The FM200 Fire-Suppression System will sound two separate sets of alarms in case of an emergency. The first alarm, which sounds like bells, is triggered when one detector senses smoke or flames. The second alarm, which sounds like a horn, is triggered when more than one detector senses smoke or flames.

Once the alarm sounds, Globix will have 30 seconds in which to manually abort the release of the FM200 gas and investigate the area for a fire condition. Thereafter, Globix may delay the release of the gas in 90-second intervals. If the release is not aborted, all of the doors and vents to the data center will be sealed, and the gas will be released.

While FM200 is a non-lethal gas, it operates by binding to the oxygen in a room. **Thus it is vital that everyone in the data center evacuate the room immediately upon hearing a fire alarm.**

The data centers have multiple exits for safe and expedient evacuation. Globix has assigned Fire Wardens and Assistant Fire Wardens to direct traffic in emergency situations. In addition, Globix has appointed designated “searchers” who will search the data centers and facilities for people who may need help in exiting the facility.

Reporting an Emergency, Call the Security Dispatch Center:

New York (NYC) – (212) 625-7555

Santa Clara (SJC) – (408) 844-6227

London, UK (LHR) – (011) 44 (0) 207 611 3245

Control of any emergency begins only when a problem is discovered and reported. Globix facilities can detect fire and smoke emergencies, however, if you discover any emergency or potentially dangerous condition, please report it immediately. Don't assume that someone else has reported the condition.

- **To report a fire or smoke condition**, pull the handle of the nearest fire alarm box. Fire alarm boxes, which are painted red with a white diagonal stripe, are located at all exits. A fire alarm signal will sound on your floor and the floor above you. The alarm will also be transmitted to the fire department and to the Building Fire Command Station.

- **To report other emergency conditions**, immediately contact the Security Dispatch Center – **NYC extension x7555, SJC extension x6227, or LHR extension x3245**



Be prepared to:

1. Stay calm, speak slowly and clearly.
2. Give your name.
3. Describe the problem.
4. Give your location and the location of the problem.
5. If conditions permit, remain at the location until a security officer arrives.

Evacuation Procedure

- Be familiar with the location of the nearest exits.
- Do not stop or return for packages or parcels. This would be time consuming, dangerous and could reduce the available passageway space. Pocketbooks and outer garments may be taken if time permits.
- If you're instructed to leave the building, follow the directions received as to the routes and exits to be used. Keep together and report to the Command Post. This will keep the front of building clear for arriving emergency vehicles.
- Once you have exited the building due to an emergency, DO NOT re-enter the building until the "all-clear" has been given.
- In the event that you encounter severe heat or heavy smoke, get as low to the floor as possible, where the air will be cooler and cleaner and will permit you to keep moving to an exit.
- If you become trapped and are unable to move toward an exit, stay calm. Try to get to a room or area that is protected by doors and is equipped with a telephone. Use the telephone to call the Security Dispatch Center and give them your exact location. If conditions force you to leave that area, call the dispatch center again with your direction of flight. It is important that Globix security officials have any information that would assist the Fire Department in effecting rescues throughout the property.
- If you are not at your regular work area when an evacuation signal is given, do not attempt to return to your area. Follow the instructions of the fire warden for the floor where you are located.

Fire Extinguishers

All Globix floors are furnished with fire extinguishers. Virtually all fires are small when they start and can be quickly and easily extinguished by applying a fire extinguisher immediately. Extinguishers may be used to fight all classes of office fires, including electrical, oil and grease fires.

- Transmit the alarm before you do anything.
- Never hesitate to use a fire extinguisher if you feel you can control the fire.
IF NOT, GET OUT.
- Keep yourself between the fire and an exit – always leave yourself an escape route!



To use a fire extinguisher:

1. Hold the fire extinguisher upright.
2. Try to get within six to eight feet of the fire.
3. Pull the pin, point the nozzle at the base of the flames and “sweep” the nozzle with a gentle side-to-side motion. Try not to disturb what is burning.
4. Keep low, where there is less heat and smoke.
5. Have extra extinguishers brought to the scene if possible.
6. If the fire is large or is getting larger in spite of your efforts, GET OUT. Don't take reckless chances.
7. If you leave, CLOSE ALL DOORS behind you to help prevent the fire and smoke from spreading.

Exit Drills

Only through the practice of exit drills can we prepare ourselves for a safe, orderly, efficient and successful evacuation in the even of a real emergency. Drills are an exercise in discipline, NOT speed. Your complete cooperation and understanding are essential.

All drills will be pre-scheduled, and advance notice will be given.

Fire Safety and Prevention

To protect against the inception of a fire, Globix has initiated a fire-safety program.

Throughout the day, roving Globix security patrols will ensure that:

- Exit doors are not illegally locked, blocked or obstructed in any manner.
- Required exit bolts, panic bars and other hardware are functioning properly.
- Corridors and aisle spaces leading to exits are unobstructed.
- Necessary exit signs, exit directional signs and lights are lighted and in good condition.
- All fire extinguishers are in their proper location, and are available and ready.
- Proper housekeeping is being implemented, avoiding the accumulation of combustible debris, packing material, waste paper or other fire breeders.
- Cords are not worn or defective and electrical outlets are not “overloaded.”

Clients and employees also have a responsibility to immediately report to the Security Dispatch Center any hazardous condition or situation that they observe. The Globix security staff will immediately resolve all reported deficiencies.