

# WOODRUFF VOLUNTEER CENTER

## TENANT EMERGENCY PROCEDURES HANDBOOK



June 2011

# TENANT EMERGENCY PROCEDURES

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## **EMERGENCY TELEPHONE NUMBERS**

Building Management Office (Suite 1006) 404-527-7242

Security – Lobby Desk 404-527-7277

– Security Supervisor 404-614-1006

Police Department (Emergency) 911

Fire Department (Emergency) 911

### **Area Hospitals:**

Piedmont Hospital  
1968 Peachtree Rd.  
Atlanta, Georgia  
(404) 605-5000 (General Information)  
(404) 605-3297 (Emergency Department)

Grady Memorial Hospital  
80 Butler Street SE  
Atlanta, Ga.30303  
(404) 616-4307 (General Information)  
(404) 616-4146 (Ambulance)

Emory/Crawford Long Hospital  
550 Peachtree Street  
Atlanta, Ga. 30303  
(404) 686-4411 (General Information)

## **INTRODUCTION**

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The security and safety of our tenants are primary concerns for the Management Team for the Woodruff Volunteer Center and the Loudermilk Conference Center. By informing you of our building's emergency procedures, we hope to reduce the risk of threatening occurrences and to coordinate quick, effective responses to emergency situations.

This handbook provides information to ensure the maximum protection for you and your employees and should be read carefully by key managers and by the designated Tenant Emergency Contact in your office. It is essential that these procedures be fully understood and that they are followed if an emergency arises.

Please see the following page, which outlines the duties of a Tenant Emergency Contact. This person plays an important role in maintaining the safety of the Building and responding effectively to emergency situations. Each office should select one Emergency Contact (with an alternate) for every 20 employees. The Management Office should be notified of the names of these coordinators as they will be contacted regarding Building Safety Procedures.

We are pleased to have you as a tenant and hope that you will work with us to enhance the safety and security of all tenants and employees at the Woodruff Volunteer Center. If you have any questions, please contact the Management Office at 404-527-7242.

Thank you for your cooperation.

## **BUILDING / TENANT FIRE SAFETY**

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In the event of a fire, the safe and rapid evacuation of the affected area is the joint responsibility of the Management Team and the tenants in the area.

It is imperative that each employee become familiar with the procedures on the following pages.

If there are any questions, please call the Management Office at 404-527-7242 before an emergency.

## **EMERGENCY PROCEDURES**

### **If You Smell Smoke:**

1. Call the Management Office @ 404-527-7242. Report the smoke, giving the location if possible and any other available details.
2. Notify your designated Tenant.
3. If you hear the alarm in your area **YOU MUST EVACUATE**.
  - Use the stairwell; **DO NOT USE THE ELEVATORS**.

### **If You See Fire:**

1. **DO NOT WAIT FOR THE FIRE ALARM\*\*\*EVACUATE\*\*\*CALL 911.**
2. As you leave, try to CLOSE DOORS.
3. To activate an alarm, go to one of the stairwell locations, locate the PULL STATION device and 'PULL'.
4. Try to notify your designated Tenant Emergency Contact, Building Management or Security immediately.

### **Bomb Threat:**

1. Follow the checklist in the Bomb Threat section of this handbook. Complete as much information as possible and be prepared to relate this information to police.
2. While you have the caller on the phone get someone to contact:
  - Management Office 404-527-7242 or
  - Building Security 404-527-7277 AND
  - 911
3. Fire/Police officials or the Management Office will give the order to evacuate if necessary.
4. **DO NOT** handle any suspicious parcels or items; report such items to the Police.

**If Ordered to Evacuate follow the same evacuation instructions as with Fire.**

**DO NOT** use elevators\*\*\*Use stairwells only\*\*\***Walk** do not run \*\*\*Stay **calm**

# BUILDING FIRE SAFETY FEATURES

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## 1. Evacuation Plan / Route –

- Take a moment to become familiar with the Safety Plan located on your floor. All Safety Plans are on the wall of the elevator lobby.
  - Locate the two (2) stairwells on the floor.
  - Locate the pull station device to activate an alarm.
  - Locate the building fire extinguishers.

## 2. Safety in the Stairwell –

- Each floor has access to two pressurized / fire rated stairwells.
- Take a moment to identify the emergency exit / evacuation route your organization will take from your suite.
- Stairwell doors *must not* be propped open as this may permit a fire or smoke to spread into the exit stairwells.

## 3. Fire Extinguishers –

- There are multi-purpose "ABC" fire extinguishers located just inside the stairwell on every floor.
- There are multi-purpose "ABC" fire extinguishers in each Tenant suite.
- Take a moment to become familiar with the exact location and the proper use of these devices.

## 4. Pull Stations / Horns / Strobes –

- Each floor has two (2) pull stations.
- When a device is pulled / activated, the alarm is transmitted to you through both audible and visual devices located throughout your suite and the building.
- When a device is pulled from a particular floor, said floor and one floor above and one floor below (*only*) are activated and evacuation begins.

## Types of Fires



The two most common types of fires in office spaces and buildings are:

- (1) accidental fire caused by carelessness or equipment malfunctions; or
- (2) Incendiary or arson fires.

Class A: Fires in such ordinary combustibles as paper, wood, cloth, rubber, textiles and many plastics.

Class B: Fires in flammable liquids such as grease, oil, paint and gasoline.

Class C: Fires involving energized electrical equipment where there is a risk of shock. (When electrical equipment is de-energized, Class A fire extinguishers may be used safely.)

Class D: Fires in combustible metals, such as magnesium, titanium, zirconium, etc.

- Multi-purpose "ABC" extinguishers can be purchased to handle all classes of office fires.
- These chemical-based extinguishers can cause damage to electronic equipment. However, water extinguishers must not be used if an electrical current is present because of the danger of electrical shock.
- A fire in electronic equipment rooms will require the use of an "ABC" rated fire extinguisher;
  - "A" because there is likely to be paper nearby,
  - "B" because there may be oil or grease involved, and
  - "C" because it is electrical equipment.
- Contact your insurance carrier regarding the requirements for fire extinguishers in your office.

# TENANT FIRE EMERGENCY RESPONSIBILITIES

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## Tenant Emergency Contact Responsibilities

Each tenant should appoint a Tenant Emergency Contact and one (1) Alternate for every 20 employees.

Full-floor and multi-floor tenants will require multiple Tenant Emergency Contact and Alternates.

The people chosen should be individuals who rarely travel and who are familiar with the names and faces of all employees in your office.

One Emergency Contact should be responsible for the development and implementation of the tenant's fire safety program. This program should include:

- a) Development of evacuation plans.
  - Familiarize employees with the location of all exit stairwells.
  - Familiarize employees with the location and proper use of fire extinguishing equipment within the building.
  - Inform employees as to who is responsible for the order to evacuate.
  - Inform the Management Office of all 'Persons Needing Assistance'.
- b) Train employees in emergency response procedures.
- c) Practice emergency procedures to assure familiarity with individual responsibilities.

The Management Team is available to assist you in organizing training sessions for your designated employees.

2. In the event of a fire in the tenant's space, the Tenant Safety Coordinator is in charge until the Building's Property Manager or an appointed alternate arrives. The Tenant Safety Coordinator and the other designated employees should initiate the following emergency procedures:

- a. Close all doors leading to the fire.
- b. Immediately activate the alarm by pulling a pull station.
- c. If safe to do so, call the Management Office - 404-527-7242 and report the fire's exact location and what is burning.

The Management Office will notify the Fire Department, ambulance service and take any other action necessary.

- d. The Tenant Emergency Contact should coordinate his/her activities with other Tenant Emergency Contacts on the fire floor.
- e. If evacuation becomes necessary prior to the arrival of the Property Manager, the Tenant Emergency Contact will give the order to evacuate in accordance with the procedures outlined in the next section. The Tenant Emergency Contact should notify the Management Office of this action. Building Management will immediately proceed to the scene with further instructions.

- f. When the Atlanta City Fire Marshall arrives on the premises, he/she is in charge, and all tenants must respond to any orders issued. Jones Lang LaSalle staff will assist the Fire Marshall as directed.

## **Tenant Evacuation Procedures**

In order to ensure a clear, uninhibited entry for the Fire Department into the building and to the fire area, it is extremely important that all tenants evacuate in the precise manner and to the exact area as designated by the Property Manager, Tenant Emergency Contact or Fire Department.

The following evacuation procedures should be observed:

1. If possible, grab purses, wallets, valuables, etc. as soon as the order to evacuate is given. You will not be allowed back into the space until the Fire Department or Building Management says it is safe to re-enter.

However, purses, wallets, etc. should not take precedence over your own safety. If they are not directly at hand, ignore them and follow evacuation procedures.

2. Before opening any door to the corridor, check the door and doorknob for heat.

If it is warm, stay in your office and, if possible, caulk around the door seams using wet towels or “duct” tape.

**DO NOT OPEN THE DOOR!** Find another exit to the corridor.

3. If both your door and doorknob are cool and you leave your office:
  - a. Check for smoke in the corridor.
  - b. When smoke is present, stay low by crawling since clean air is closest to the floor.
  - c. Everyone should proceed quickly, but calmly to the nearest stairwell. **DO NOT RUN!** All the stairwells are constructed with fire-resistant materials to provide safe evacuation for building occupants.
  - d. **DO NOT PANIC!** Panic is the most harmful and most difficult element to control in an emergency. Avoiding panic is accomplished through the following steps:
    - Knowledge of procedures, which must be followed.
    - Confidence in the responsible personnel’s ability and guidance.
    - Calmness and self-confidence of responsible personnel.
  - e. **DO NOT ATTEMPT TO USE THE ELEVATORS!** Elevators report to the main lobby where the doors will open during building alarm and are not available for usage.
  - f. Once you are in the stairwell, should you encounter smoke on your descent, get out of the stairwell into any clear corridor and proceed to a different stairwell.
  - g. Evacuate to the exact area designated by the Property Manager, Tenant Emergency Contact or Fire Department.

- h. Your designated evacuation area is outside of the building, move to areas away from the building to ensure you do not inhibit fire-fighting activities. The stairwells exit the building on the ground floor into corridors leading directly to outside exits.
4. A person (possibly an Alternate) should be designated to walk the suite to assist employees and make sure everyone is aware of the evacuation order.
5. The last person leaving any enclosed office area should close the office door and lock it. This will help to confine any fire until the arrival of the Fire Department and protect personal belongings and equipment from theft.
6. Form a single-file line at the stairwell exit door and proceed calmly and carefully down the stairwell to the floor designated in the evacuation instructions. No one, however, should open any door without first checking to see if it is hot. If the door is hot, there is undoubtedly a fire on the other side. Proceed to another floor.
7. Conversation should be kept to a minimum. Everyone should stay in a single-file line on the right side of the staircase.
8. Once the evacuation has begun, no one should attempt to re-enter the evacuated area until it has been declared safe by Fire Department officials or Building Management.
9. During evacuation, persons needing assistance should be helped into a fire-protected stairwell. Security or Fire Department personnel will meet them in this area and will assist their evacuation to the designated rendezvous floor. The Tenant Emergency Contact should notify the Management Office as to the location of these employees so that security personnel may respond to assist their evacuation.

10. The Tenant Emergency Contact or Alternate should proceed to take a head count to determine if everyone is present. If someone is missing, this information should be relayed to the security personnel at the rendezvous floor. If evacuation of an area is not possible because all escape routes are blocked by fire or thick smoke, the following procedures should be observed:
  - a) Move as far away from the fire as possible. Close all doors as you go. Every closed door between you and the fire provides a barrier against smoke.
  - b) If a phone is accessible, call the Fire Department (911) and then the Management Office at 404-527-7242 with your precise location.
  - c) Stuff clothing or other materials around ventilation ducts and cracks in the doors to prevent smoke-filled air from penetrating the area.
  - d) **DO NOT BREAK THE WINDOW GLASS!** Under certain conditions, an open window may draw smoke into the area. If the glass has been broken, there will be no way to stop the smoke from entering the room.

### **Recommended Fire Safety Feature for Tenant Spaces**

1. Tenants should make arrangements to protect areas such as computer rooms, mailrooms and duplicating and storage areas with fire-rated enclosures and fire extinguishers. If the size or value density of these areas is large, smoke detectors or automatic extinguishing systems (such as Halon) should be considered.
2. Tenants should take steps to safeguard their business from the effects of a fire in the building by protecting vital documents and company records. This can be done by off-site storage facilities, records or fire-resistant storage areas. The specific method of protection will depend on the size and nature of the material involved.

### **Persons Needing Assistance**

Persons Needing Assistance, either temporary or permanent, may include (but are not limited to) those with asthma, heart condition, foot / leg problems, extreme obesity, those on crutches, pregnancy and any condition or disability that precludes them from using the stairs with ease.

A list of all Persons Needing Assistance should be made and kept up to date regularly by the Tenant Emergency Contact and forwarded to the Management Office.

The Tenant Emergency Contact should identify those people who will require assistance during an evacuation and establish an action plan for evacuating these employees.

Evacuation of Persons Needing Assistance can be accomplished by escorting the individual to a designated safe location. The designated safe location for this building is the stairwell landing just inside the stairwell entrance.

It is the responsibility of the Tenant Emergency Contact to communicate with the Emergency Attendant upon exiting the building that there is a Person(s) Needing Assistance, what is their location and any special requirement they may need to assist said person.

The Fire Department will be notified upon arrival and they will locate and remove the individual from the building.

## **Fire Prevention Tips**

1. In the interest of life safety, both the Woodruff Volunteer Center / Loudermilk Conference Center are non-smoking buildings.

No smoking is allowed in any of the common areas, including stairwells and corridors.

2. Any flammable or combustible supplies should be stored in NFPA approved fire cabinets.
3. Be sure all electrical appliances are turned off when not in use.
4. Arrange for proper use and storage of adhesives, cleaning fluids and other flammable liquids and, where possible, substitution of less flammable products.
5. Eliminate extension cords where possible by providing more power outlets or relocating some electrical equipment. The building recommends 6 foot, UL approved extension cords.

### **NO EXTENSION CORDS,**

### **SPACE HEATERS OR**

### **MULTI-JACKS SHOULD BE UTILIZED**

Extensions cords should NEVER be placed in walk paths as this can cause serious accidents as the result of tripping.

6. Provide adequate ventilation for office equipment like copying machines, printers or computers.
7. Do not use candles or exposed flames in the office. The building is equipped with emergency lighting so no additional lighting is necessary.
8. Report any potential fire hazards in the building to the Management Office immediately.
9. Only fireproof artificial Christmas trees should be decorated with lights.

## **INSTRUCTIONS ON THE USE OF FIRE EXTINGUISHERS**

### **PASS METHOD:**

**P** = Pull pin from handle

**A** = Aim nozzle at the base of the fire

**S** = Squeeze the trigger

**S** = Sweep the nozzle back and forth keeping your aim at the base of the fire.

# BOMB THREAT / NUISANCE CALL PROCEDURES/CHECK LIST

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At \_\_\_\_\_ a.m./p.m., a telephone call was received at telephone number \_\_\_\_\_  
extension \_\_\_\_\_. The following message was received.

---

Try to get the caller to **repeat the message**.

- "I'm sorry, would you say that again please?"

1. **Do not interrupt** the caller while he / she is talking.
2. Try to keep the caller talking! (Use your imagination - try to act natural.)

Questions to ask the caller: What does the bomb look like?  
When is the bomb going to explode?  
Where is it right now?  
What kind of bomb is it?  
Did you place the bomb?  
What is your address?  
What is your name?

4. Call Description:

Male / Female      Age \_\_\_\_\_      Length of Call \_\_\_\_\_      Misc \_\_\_\_\_

### CALLERS VOICE

<input type="checkbox"/> Calm	<input type="checkbox"/> Nasal
<input type="checkbox"/> Angry	<input type="checkbox"/> Stutter
<input type="checkbox"/> Excited	<input type="checkbox"/> Lisp
<input type="checkbox"/> Slow	<input type="checkbox"/> Raspy
<input type="checkbox"/> Rapid	<input type="checkbox"/> Deep
<input type="checkbox"/> Soft	<input type="checkbox"/> Ragged
<input type="checkbox"/> Loud	<input type="checkbox"/> Cleared Throat
<input type="checkbox"/> Laughter	<input type="checkbox"/> Crackling Voice
<input type="checkbox"/> Crying	<input type="checkbox"/> Disguised
<input type="checkbox"/> Normal	<input type="checkbox"/> Accent
<input type="checkbox"/> Distinct	<input type="checkbox"/> Slurred
<input type="checkbox"/> Familiar	<input type="checkbox"/> Deep Breathing
<input type="checkbox"/> Fouled	<input type="checkbox"/> Well Spoken (educated)
<input type="checkbox"/> Taped	<input type="checkbox"/> Message Read by Threat Maker
<input type="checkbox"/> Irrational	<input type="checkbox"/> Other

### BACKGROUND NOISES

<input type="checkbox"/> Street Noises	<input type="checkbox"/> Factory
<input type="checkbox"/> Crockery	<input type="checkbox"/> Animal Noises
<input type="checkbox"/> P A System	<input type="checkbox"/> Clear
<input type="checkbox"/> Music	<input type="checkbox"/> Static
<input type="checkbox"/> House Noises	<input type="checkbox"/> Local
<input type="checkbox"/> Motor	<input type="checkbox"/> Long Distance
<input type="checkbox"/> Machinery	<input type="checkbox"/> Phone Booth
<input type="checkbox"/> Normal	<input type="checkbox"/> Office Machinery
<input type="checkbox"/> Familiar	<input type="checkbox"/> Voices

THIS REPORT PREPARED BY: \_\_\_\_\_ DATE: \_\_\_\_\_



## **General Information**

The most common bomb threats are made by direct telephone calls to a company or the Atlanta Police Department. However, some threatening calls are made to third parties such as television studios and newspaper offices. There are two reasons for a caller to report that a bomb is to go off at a particular location:

1. The caller knows that an explosive or incendiary device has been or will be placed in the building and wants to minimize personal injury. The caller may be the person who planted the device or just someone who is aware of such information.
2. The caller wants to create an atmosphere that spreads panic and disrupts normal business activity. This may be the ultimate goal of the caller.

## **Bomb Threat Received By A Tenant**

Should a bomb threat be received by an employee of your firm, the following guidelines should be used:

1. Follow the checklist on the first page of this section. Try to obtain as much information possible. Be prepared to relay this information to the police when they arrive.
2. Immediately call the Management Office 404-527-7242. Management will call the police. If possible, have a second individual call the Management Office while the bomb threat is still in progress.
3. The Management Office will give the order to evacuate if necessary.
4. Be alert for any unfamiliar people and/or objects to point out to the police or building staff upon their arrival. DO NOT touch or handle any suspected object.
5. The Tenant Emergency Contact accompanied by the police and building staff will make a complete search of the suspected areas. It will be the responsibility of the Tenant Emergency Contact to identify any suspicious items which do not belong in the space.
6. The person receiving the call should remain on site and be available for an interview by Management and local authorities (i.e., police, fire, investigator).

## **Bomb Threat/Tenant Ordered To Evacuate**

The Management Office will have the responsibility of deciding whether a tenant space should be evacuated. If you are ordered to evacuate, all the following steps should be followed:

1. The Tenant Emergency Contact will be given the order to evacuate. At this time, an

announcement will be made with instructions for tenants to evacuate.

2. Everyone should proceed quickly, but calmly, to the nearest stairway exit.
3. The Tenant Emergency Contact or Alternate should walk the suite to assist employees and make sure everyone is aware of the evacuation order.
4. Once the situation has been evaluated, the building will be evacuated immediately. Once the evacuation has begun, no one should attempt to re-enter the evacuated area until it has been declared safe by the Fire/Police Department.
5. Upon arrival at the rendezvous floor designated by the Management Office, everyone should remain a safe distance (100 feet) from the building until the Fire/Police Department issues an all clear.
6. The Tenant Emergency Contact or Alternate should proceed to take a head count to determine if anyone is missing from their office. If someone is missing, this information should be immediately relayed to the security personnel on duty at the rendezvous floor.

#### **SUSPICIOUS ITEMS**

#### **HANDLING INSTRUCTIONS**

- |   |  |
|---|--|
| 1. Letters that are unusually bulky, weighty, lopsided or rigid.  | 1. <b><u>DO NOT</u></b> handle the item.                         |
| 2. Parcels or envelopes with oily stains or discoloration.        | 2. <b><u>DO NOT</u></b> attempt to open the parcel.              |
| 3. Parcels or envelopes without a return address.                 | 3. <b><u>DO NOT</u></b> place the parcel in water.               |
| 4. Handwritten or poorly typed address.                           | 4. <b><u>DO NOT</u></b> remove any binding material.             |
| 5. Foreign mail, airmail, or special deliveries.                  | 5. <b><u>DO NOT</u></b> pull or cut any material that protrudes. |
| 6. Restrictive markings such as “confidential”, “personal”, etc.  |  |
| 7. Use of titles but no names                                     |  |
| 8. Excessive postage  |  |
| 9. Parcels or envelopes that simply do not look or feel ordinary. |  |

# BUILDING SECURITY

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## General Information

Security plays an extremely important role in the overall smooth operation of the building. Good security protects the building against carelessness, negligence, malicious mischief, theft, safety hazards, sabotage and fire.

Officers will patrol the building. In addition, there is a driving patrol of the parking deck and grounds throughout the day / evening. Security will respond to all emergency situations. Our security personnel act as a deterrent to the would-be criminal as well as enforce building regulations, maintain order and are on alert for any unusual activities within the building.

As a theft preventive measure, each time you, one of your employees, your vendors or contractors remove any material or equipment from the building, you will be required to notify the Management Office when furniture, boxes or office machines are being removed from the building either by a tenant or a repair person.

There may be special instances when vendors or contractors (carpet cleaning, installation of computer equipment, etc.) need to perform work in your suite during non-business hours. In such instances, please provide notification to the Management Office which states the name(s) of the individual(s) and the company and the approximate time and nature of the work to be performed. Request that the individual(s) have some form of identification to present to the officer on duty.

As hard as we try, there are still occasions when we may need to escort an unwanted visitor from the building or to investigate a theft. The inconvenience caused by these situations can be minimized if the procedures above and on the following pages are observed.

## **Tenant Security Responsibilities**

Remember that the best way to improve security is for each tenant to take an active role, just as you would in the neighborhood where you live.

1. Make sure all doors to your offices are locked and secured at the close of your business day. This is extremely important on the weekends.
2. Do not hesitate to report any suspicious or disorderly individuals to security or the Management Office 404-527-7242 or the Security 404-527-7277.

If necessary, security will escort them from the building.

3. Solicitation is not permitted in the building, and any individual who enters your offices for this purpose should be reported to the Management Office.

They will be escorted from the building.

4. Inform the Management Office of any building keys which are lost. This includes keys to your suite, access cards and storeroom keys.

Inform the Management Office immediately when individuals have been removed from your employment for any reason.

## **Theft**

Should you suspect that your offices have been broken into or if items are found to be missing contact the Management Office and the Atlanta Police Department. In addition, if the incident occurs after hours, our Security Staff will submit a written report to the Management Office immediately following investigation of the matter. In the meantime, try to avoid disturbing anything in areas which you feel might have been affected by an intruder.

## **Lost and Found**

Any individual finding lost item(s) should turn them into the Management Office, Suite 1006, or to the Security Desk in the Lobby at the Woodruff Volunteer Center if it is found after normal business hours.

# MEDICAL EMERGENCY

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## Tenants Requiring Medical Attention

1. Call Atlanta Fire Department - 911.
  - Be prepared to provide:
    - The address of the Building:

100 Edgewood Avenue NE  
Suite # \_\_\_\_\_  
Atlanta, Georgia 30303

Crossroad – nearest crossroad is Courtland St.
    - Give them your name, the nature of the problem, the location of the person requiring medical attention, including the floor and suite number.
2. Call the Management Office at 404-527-7242 so that building and security personnel can meet the emergency crew at the building entrance and direct them to your area.

## Ambulance Services

The Atlanta Fire Department Ambulance Service - 911 - will automatically take the patient to the nearest medical facility.

If another hospital is desired in non-emergency situations, consult the yellow pages in advance for alternate ambulance service.

## Area Hospitals

Grady Memorial Hospital  
80 Butler Street SE  
Atlanta, Ga.30303  
(404) 616-4307 (General Information)  
(404) 616-4146 (Ambulance)

Crawford Long Hospital  
550 Peachtree Street  
Atlanta, Ga. 30303  
(404) 686-4411 (General Information)

Piedmont Hospital  
1968 Peachtree Rd  
Atlanta, Georgia  
(404) 605-5000 (General Info)  
(404) 605-3297 (Emergency)

## POWER FAILURE

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The Woodruff Volunteer Center / Loudermilk Conference Center are designed to minimize the risk of a general power failure resulting from causes within the building. Typically, should a power failure occur, it will affect either an isolated area of the building or some larger portion of surrounding geographic area.

In case of a power failure, generator powered light fixtures will supply emergency lighting in offices, corridors and stairwells. These will remain lit in a general power failure. If an electrical failure does occur, the following guidelines should be observed:

1. Contact the Management Office 404-527-7242.
2. Raise blinds to let in outside light. If there is adequate lighting from windows, continue performing assignment as well as possible.
3. If you are instructed to evacuate, lock all areas.
4. Do not congregate in lobby areas or in the street.
5. If you are trapped in an elevator during a power failure, wait for assistance. Your elevator will cease operation, but WILL NOT FALL. Do not force open the doors or try to escape through the roof hatch. If the power is restored while an escape is attempted, severe or fatal injuries could result. DO NOT PANIC. If an emergency rescue is required, it will be performed only by the Atlanta Fire Department or the elevator service company.
6. The Management Office will attempt to advise you regarding the length and cause of the power failure as soon as possible.
7. In case of a power failure, generator powered lighting will supply emergency lighting in offices, corridors and stairwells.

# SEVERE WEATHER

---

In general, there are two (2) types of unusual weather conditions which may occur and for which extraordinary precaution should be taken:

## 1. **SEVERE THUNDERSTORM ACTIVITY:**

Local weather service will issue advisories predicting areas of probable severe thunderstorm activity and the estimated duration of such activity.

### **If a Damaging Storm Occurs:**

- Move away from the exterior of the building to a central area near the corridor or elevator lobby.
- As you move, try to close the doors of rooms which have windows. Also, be sure the door to your suite is closed tightly but not locked.
- **DO NOT USE THE ELEVATORS.**
- **DO NOT** go to the first floor lobby, basement, or outside of the building.
- Keep your radio or television set tuned to a local station for information.
- **KEEP CALM.** If you are trapped in an outside office, seek protection under a desk.
- Once the weather has subsided, report any damage or storm related leaks to the Management Office - 404-527-7242.

## 2. **TORNADO WARNING:**

By definition, a tornado warning is an alert by the National Weather Service confirming a tornado sighting and location. The weather service will announce the approximate time and detection and direction of movement. Winds will be 75 mph or greater.

### **If a Tornado Warning Is Issued:**

- Move away from the exterior of the building to a central area near the corridor or elevator lobby.
- As you move, try to close the doors of rooms which have windows. Also, be sure the door to your suite is closed tightly but not locked.
- You may travel the stairwell(s) to a lower floor IF NECESSARY– **REMEMBER** stairwells are to be FREE and CLEAR, allowing access of emergency personnel.
- **DO NOT USE THE ELEVATORS.**
- **DO NOT** go to the first floor lobby, basement, or outside of the building.

- Keep your radio or television set tuned to a local station for information.
- **KEEP CALM.** If you are trapped in an outside office, seek protection under a desk.
- Once the weather has subsided, report any damage or storm related leaks to the Management Office - 404-527-7242.
- Remain in the holding area until the “all-clear” is given by Management staff.



# EARTHQUAKES

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Earthquakes are one of the nation's most frightening natural phenomena. When an earthquake occurs, the ground will shake perceptibly for a relatively short time, perhaps only a few seconds or for as much as a minute in a great earthquake.

## 1. **Precautions to Take During the Earthquake:**

- a. Try to remain calm and to reassure others.
- b. If you are indoors, move immediately to a safe place. Get under a desk, table or workbench if possible. Stand in an interior doorway or in the corner of a room. Watch out for falling debris or tall furniture. Stay away from windows and heavy objects (such as refrigerators and machinery) that may topple or slide across the floor.
- c. Do not dash for exits since stairways may be broken and jammed with people. Power for elevators may fail and stop operating. Seek safety where you are at the time of the incident and then leave calmly if evacuation is necessary.
- d. Do not be surprised if the electricity goes out, or if elevator and fire alarms start ringing, or if sprinkler systems go on. Expect to hear noise from breaking glass, cracks in walls and falling objects.
- e. If you are outdoors, try to get into an open area away from buildings and power lines.
- f. Do not be surprised if you feel more than one shock. After the first motion is felt, there may be a temporary decrease in the motion followed by another shock. (This phenomenon is merely the arrival of different seismic waves from the same earthquake.) Also, aftershocks may occur several minutes, several hours or even several days afterwards. Sometimes aftershocks will cause damage or collapse of structures that were already weakened by the main earthquake.

## 2. **Precautions to be Taken After The Earthquake:**

When the shaking stops, there may be considerable damage and people may be injured. It is especially important that everyone remains calm and begins the task of taking care of one another. The first concern is for those who are hurt and the next concern is to prevent fires. After that, damage can be assessed and remedial measures begun.

- a. Remain calm and take time to assess your situation.
- b. Help anyone who is hurt and administer emergency first aid when necessary. Cover injured persons with blankets to keep them warm. Seek medical help for those who need it.
- c. Check for fires and fire hazards. Put out fires immediately if you can.
- d. Check for damage to utilities and appliances. Shut off electricity if there is any chance of damage to wiring.
- e. Shut off water valves if breakage has occurred. In due time, report utility damage to the utility companies and follow their instructions.
- c. Do not light matches, or use any open flames, or turn on electrical switches or appliances, until you are certain there are no combustible flames.
- d. Do not touch power lines, electric wiring or objects in contact with them.
- e. Do not use the telephone except to call for help or to report serious emergencies (medical, fire, or criminal) or to perform some essential service. Jammed telephone lines interfere with emergency services and it is thoughtless to use the phone for personal reasons or to satisfy curiosity. (When the emergency is clearly over, contact relatives and friends so they will know you are safe and where you are.)
- c. Be certain that sewer lines are not broken before resuming regular use of toilets.
- d. Clean up and warn others of any spilled materials that are dangerous, such as chemicals, gasoline, etc.
- e. Listen to the radio for information about the earthquake and disaster procedures.
- f. Be prepared to experience aftershocks. They often do additional damage to buildings weakened by the main shock.
- g. Use great caution when entering or moving about in a damaged building. Collapses can occur without much warning, and there may be dangers from electrical wiring, broken glass, etc.