

Fire Life & Safety Handbook

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INTRODUCTION

The Safety Warden is an integral part of the Building Life Safety System. His/Her role in ensuring complete and orderly evacuation of his/her assigned area is critical during an emergency.

The purpose of this manual is to outline the Life Safety Features of the buildings and the appropriate response from the Safety Wardens and their co-workers.

ADMINISTRATION OF EMERGENCY PROCEDURES

EMERGENCY PLAN

1. ADMINISTRATION

A. Purpose

This emergency plan is established as an integral part of the official building's response to emergencies.

The contents of this plan are designed as an "operational guide" for the behavior, safety and protection of the tenants and visitors to the building.

B. Scope

As outlined on the following pages, this emergency plan establishes a sequential "plan of response" for initially recognizing, identifying and reporting the existence of the specific emergency situations threatening the building and/or its inhabitants; and then provides for the safety and protection of endangered personnel and/or assets.

When implemented and supplemented with appropriate instructions from the building's Property Manager or representatives, this plan becomes an "operational tool" for the effective and responsive action when occupants of the building are forced to cope with various emergency situations.

C. Qualifications, Duties and Responsibilities of the Tenant Safety Wardens and

Their Assistant Safety Wardens to Control an Emergency

Tenant Safety Wardens and their Assistant Safety Wardens are selected on the basis of two (2) principal criteria:

First- They must be intelligent, alert and resourceful individuals who would be capable of performing in a leadership role during an emergency situation;

Second - Their primary work location should be this building, instead of an office site elsewhere.

Tenant Safety Wardens are the "connecting links" between their respective co-workers and the Property Management Office. As such, they have direct control and responsibility for all decisive matters relating to the safety of their co-workers during an emergency.

Tenant Safety Wardens and their Assistants must be knowledgeable about what is not commonplace; i.e. "unusual" or "foreign" to the normal environment of their workplace environment.

Due to the key positions they occupy, the Tenant Safety Wardens and their Assistants must ensure that during their absences from the building, other qualified associates are familiar with and always available to perform their emergency duties.

D. Method for Reporting Changes in Tenant Safety Wardens and their Assistant Safety Wardens

Because the Tenant Safety Wardens are key players in the response to an emergency in the building, and because they are the appointed connecting link between their respective areas and the Property Management Office, communication of emergency instructions and information must never be interrupted due to the transfer or loss of this key individual.

Thus, any changes in the employment status and/or replacement of any Tenant Safety Warden or of their officially designated back-ups must be reported immediately (in writing) to the Property Management Office.

E. Tenant Supervisor's Emergency Duties and Responsibilities

All tenant supervisory personnel and employees should be knowledgeable of the contents of the TENANTS' FIRE SAFETY MANUAL. It is essential that all employees follow any emergency instructions given by the Tenant Safety Wardens and/or their Assistants in order to ensure a safe and orderly response to any emergency situation.

Supervisory Personnel have two (2) principal emergency duties and responsibilities.

First- They must be cool, calm and responsive and be able to control and reassure their co-workers and subordinates; and

Second - They must execute any emergency duties and responsibilities assigned during any emergency situation.

F. Tenant Employee's Emergency Duties and Responsibilities

All tenant employees must remain calm, attentive, responsive and quiet, so they are able to hear all pertinent emergency instructions and/or orders, and so they will not add confusion or panic to an emergency situation.

G. Testing of the Building's Emergency Plan Procedures

Various aspects of the building's Emergency Plan Procedures will be tested on deliberate, systematic and periodic basis in accordance with instructions from the Property Manager and the Fulton County Fire Department.

H. Conduct With the News Media

Recent experience has proven that companies which "make the headlines" frequently become the target for prank callers. Thus, for the protection and safety of all occupants of the building, tenant employees are requested to refer news media inquiries to their respective company's public relations representative or to the Property Manager.

EMERGENCY & SAFETY ORGANIZATION CHART

EMERGENCY PERSONNEL

A. Emergency Personnel's Responsibilities

Safety Director – Director of Engineering

Primary responsibility to coordinate and implement an effective evacuation of the building's tenants in situations that require evacuation. Further responsibility includes preparation, monitoring and implementation (with the approval and assistance of the Fulton County Fire Department) of a training program for all members of the fire emergency team, development of fire plan(s) and maintaining records.

Assistant Safety Director - Assistant Property Manager

Responsible for the effective implementation of the Fire Evacuation Plan(s) and for actions taken by the building's Emergency Assistance Team prior to the arrival of the Fulton County Fire Department. Upon arrival of the Fulton County Fire Department, the Assistant Safety Director should assist the responsible Fire Department by briefing, as to the details of emergency, while explaining actions taken prior to the arrival of the Fire Department.

Tenant Safety Wardens - Tenant Representatives

The Tenant Safety Wardens are responsible for following strict orders given by the tenant contact, the Safety Director or liaison, and to implement an approved evacuation plan upon notification from the Property Manager or the Fulton County Fire Department.

The Tenant Safety Wardens are appointed by the tenant contact representing each firm

occupying each floor of the building. There should be two (2) Tenant Safety Wardens and two (2) Assistant Safety Wardens appointed per tenant per floor.

Those persons or their alternates (Assistant Safety Warden) must be present at all times while the building is occupied. These Safety Wardens must be familiar with the building evacuation plan(s), floor layouts and location and use of fire equipment.

Assistant Safety Wardens

The Assistant Safety Warden shall take direction from the Tenant Safety Warden and shall perform as the Tenant Safety Warden in his absence.

Emergency Assistance Team

The Emergency Assistance Team is comprised of all building engineering and security personnel. Their responsibilities are preliminary fire fighting procedures and implementing emergency plans as directed by the Assistant or Safety Director in charge.

LIFE SAFETY SYSTEM FEATURES

For your safety and well-being, the building is equipped with the following safety features:

Pull Stations - You will find a red pull station conveniently located by each stairwell entrance. When the pull station is activated, you will hear an audible alarm. Should you hear this alarm do not hesitate to evacuate the building.

Fire Extinguisher - Each floor is equipped with many (8-12) "ABC" fire extinguishers in in-wall cabinets located in the core areas of each floor. All personnel should familiarize themselves with the extinguishers closest to their work area.

Stairwells - Your evacuation route will lead you to a fire rated stairwell. On floors one through five, there are three (3) fire rated stairwells with access from each floor to the ground floor (service) level. For floors six through thirteen, there are two (2) fire rated stairwells with access from each floor to the ground floor (service) level. The stairwell doors are locked from the stairwell side for your security. Take a few minutes to learn the location of the stairwell nearest to your normal working location. You should familiarize yourself with the location of the other stairwells and also how to reach them from your normal working station.

Sprinkler System - The sprinklers will automatically go off when the temperature rises above a safe limit. This will also initiate an emergency signal for other action.

Smoke Detectors - A network of smoke detectors provides an early warning system for the core area of the building.

Fire Command Room - The Fire Officer can direct emergency operations from the Fire Command Room. It is located in a secure area adjacent to the loading dock. All alarms and elevator control panels are located here.

LIFE SAFETY SYSTEMS

The major systems grouped by function/activity are:

1. Fire detection and location systems for each floor

- Smoke and heat detectors
- Water flow alarms
- Pull stations

2. Emergency Alarm

- An audible alarm
- A voice recorded message

3. Communications System

- Emergency Phones in each elevator, which are tied directly to the elevator monitoring center.

4. Fire Suppression System

- Automatic sprinklers
- Standpipe system (located in each stairwell, provides dedicated high volume water source)
- Fire Pump System (specially designated pump to maintain water pressure for sprinklers and standpipe system)

5. Exit and Stairwell Enclosures

- Doors and walls have a 2-hour Fire Safety Rating

6. Elevator Recall Program

- Returns all elevators to lobby floor when smoke is detected in the elevator lobbies, or when the fire alarm system is activated.

7. Stairwell Lock Release

- All stairwell door locks release only when the fire alarm is activated.

9. Emergency Power Generator

- Automatically starts when power failure occurs
- Provides 16+ hours of power for:
 - Life Safety System
 - Fire Pump
 - Stairwell and Exit Lights
 - Emergency Lighting
 - Security System

10. Fire Command Room

- Located in the loading dock area on basement level
- Control and monitor of above mechanical and electrical systems
- Command center for Fire Department during emergency

We require that 4 persons from each FLOOR be designated to act as the Safety Wardens and Assistant Safety Wardens. These individuals must thoroughly understand the Building Emergency Systems and Procedures Manual and be prepared to assume their responsibilities promptly, CALMLY, and purposefully in an emergency for the welfare of their co-workers.

Safety Warden Responsibilities:

In preparation for a fire emergency

1. Maintain a current employee roster and provide a monthly update to the Property Management Office.
2. Maintain a fully charged and operational flashlight.
3. **Determine those handicapped persons requiring special efforts and assistance in an emergency; establish plans for their evacuation including assignment of helpers for those individuals if appropriate and identify these handicapped individuals on the monthly listing of employees sent to the Property Management Office.**
4. Advise Property Management Office immediately upon detection of any unsafe condition.
5. Identify location of high security areas and of storage of hazardous materials to Property Management Office and relay changes in these locations when they occur.
6. Disseminate emergency procedures to all co-workers in the tenant suite.
7. Confirm that all co-workers understand the emergency procedure, in particular the evacuation steps and routes to the nearest and alternate stairwells.
8. Advise co-workers of the meeting point outside of the building where they will assemble after an evacuation.
9. Represent the floor at Building Safety and Security meetings.

DURING A FIRE EMERGENCY

1. PROVIDE **CALM, INTELLIGENT LEADERSHIP** to co-workers during an emergency.
2. Check to see that no co-workers are in the restrooms.
3. **Confirm that all handicapped persons, in particular, those requiring assistance, have entered a fire rated (pressurized) stairwell and that wheelchairs are NOT brought into the stairwell.**
4. Close all doors if possible to contain the fire.
5. Leave the floor last.
6. Bring a current employee roster when leaving.
7. Provide names and locations of handicapped individuals in stairwells to Property Management, Firemen, or Security upon evacuation.
8. Confirm, by taking attendance with the current employee roster, that all co-workers are present at the designated meeting place or are otherwise accounted for (e.g., not at the office due to illness, travel, vacation, meetings).
9. Advise Property Management personnel at the Fire Command Room of any missing or unaccounted for co-workers.
10. Communicate information and instructions from Property Management Staff and Public Safety officials to co-workers.
11. Cooperate with documentation of fire circumstances and reviewing conduct of evacuation with the Property Management Staff and Public Safety officials if appropriate after the emergency is over.

Assistant Safety Warden Responsibilities:

1. In the absence of the Safety Warden, discharge the responsibilities and provide the LEADERSHIP of the position of Safety Warden.
2. Assist the Safety Warden to fulfill the requirements of that position before and during an emergency.

FIRE EMERGENCY PROCEDURES

EMERGENCY PHONE NUMBERS:

1. WHAT TO DO IF YOU OBSERVE A FIRE IN PROGRESS

- A. Alert those in the immediate area (room) where the fire is located to vacate that location. CALL 911 IMMEDIATELY.
- B. If in a room that you can, close door(s) to contain the fire, but do NOT lock the door(s).
- C. Activate building alarm by pulling the nearest PULL STATION. PULL STATIONS are located next to each Stairwell door on each tenant floor.
- D. Report the fire to your Safety Warden and start evacuation immediately.
- E. Secure your personal valuables, take your wallet or handbag and bring your KEYS with you.
- G. Go directly to the nearest stairwell, exit the building and go to your central meeting point.

**STAIRWELL A: EXITS THE BUILDING ON THE FIRST FLOOR.
FOLLOW EXIT SIGNS TO FRONT DOOR.**

**STAIRWELL B: EXITS AT THE NORTH END OF THE BUILDING
BETWEEN THE LOADING DOCK AND LA FITNESS ENTRANCE.**

**STAIRWELL C: IS ONLY ACCESSIBLE FROM FLOORS 1-5.
THIS STAIRWELL EXITS ONTO SPRING STREET.**

- H. Remain outside the building, at your central meeting point, until you have received an announcement from the Property Management Staff that it is safe to enter the building and return to your suite.

After exiting the building move quickly to your designated meeting area AND, STAY TOGETHER. Fire and emergency officials will need to account for all individuals believed to have been in the building. You should not leave the area until everyone has been accounted for.

2. VITAL EMERGENCY EVACUATION TIPS

ALWAYS

- A. Keep CALM
- B. Close doors

C. Walk to exit

D. Use stairs, **not elevators**

E. Stay to the right in stairs going down

F. Do not go back.

3. SAFETY TIPS

A. If there is smoke, keep low to the floor where the air will be cleaner and cooler.

B. Feel door, if hot, do **NOT** open. Call 911 and report your location so that rescue operations can start upon fire department arrival.

C. Close doors to contain the fire.

4. WHAT HAPPENS WHEN ALARM IS SOUNDED

A. The alarm is received simultaneously at the Fire Command Room and an off-site alarm monitoring station. The fire department will be summoned immediately.

B. An audible alarm will sound on all floors.

C. All elevators will go directly to the ground floor upon activation of a smoke detector.

DO NOT USE THE ELEVATORS.

D. Members of the engineering and security staffs will be sent to investigate the cause of the alarm.

E. When the fire department arrives the fire officer will go directly to the Fire Command Room where he will direct emergency operations.

F. In the event of a false alarm, a member of the Property Management Staff will contact tenant contacts on each floor.

SURVIVAL GUIDELINES

In a life threatening situation, your survival may depend on your knowledge of what to do. You should follow these tips:

1. Thoroughly review and understand the emergency procedures.

2. Know the route to the nearest fire rated stairwell and the other fire rated stairwells from wherever you may be in the tenant suite or on the floor.
3. REMAIN CALM.
4. Think first before acting.
5. Follow emergency procedures immediately.
6. NEVER use an elevator.
7. Open all doors carefully. A warm door should NOT be opened.
8. Stay low in smoke filled areas.
9. If trapped, seek safety in a room with a window. Close all doors to slow the spread of fire. Seal cracks around doors and vent openings with wet towels, clothing or other materials. Dial 911 and describe the location and situation. Wait for rescue or instructions. REMAIN CALM.

BOMB THREAT

****ALL BOMB THREATS MUST BE TAKEN SERIOUSLY****

A. TELEPHONE BOMB THREAT

1. Be CALM and courteous.
2. If possible WITHOUT letting the caller know, enlist the aid of fellow employees to notify the Atlanta Police Department at 911 and then the Property Management Office at 404-419-9600, giving the following initial information:
 - a. Company Name
 - b. Suite Number/Floor
 - c. Name and telephone number of employee making this call.
3. Obtain as much information as possible. Refer to Bomb Threat Information Form at the end of this section. At a minimum, try to find out:
 - a. Exact location of the device.
 - b. Time set for the explosion.
 - c. Description of the device.
 - d. Reason the caller has placed the bomb.
 - e. Exact words used by the caller.
4. After getting as much key information as possible from the caller, you should provide

this information to: FIRST, Atlanta Police Department at 911; and SECOND, the Property Management Office at 404-419-9600.

5. REMAIN CALM, DO NOT SCARE FELLOW EMPLOYEES AND WAIT FOR INSTRUCTIONS FROM YOUR MANAGER OR OFFICER OR SAFETY WARDEN.

Once the Property Management Office has been notified of a bomb threat, it is our policy to notify your firm's Manager or Officer. It is the decision of the Manager or Officer as to whether it is appropriate to evacuate the office, except when specifically ordered by the Police.

In the event that you are asked to evacuate the building: (a) take your most critical personal belongings (such as purses, handbags, wallets, keys, briefcases), lock your own desk and files and exit your suite promptly; (b) do NOT use the elevator; (c) when you emerge from the building, please move away from the entrances to allow for the unimpeded passage of emergency personnel and congregate at your pre-designated Assembly Point with your Safety Warden and/or Assistant Safety Warden.

6. Do NOT re-enter the building until clearance has been given by law enforcement or building personnel.

IF YOU DISCOVER A SUSPICIOUS LOOKING PACKAGE OR ENVELOPE

IF YOU DISCOVER A SUSPICIOUS LOOKING PACKAGE OR ENVELOPE

1. DO **NOT** MOVE OR TOUCH THE QUESTIONABLE ITEM.
2. REMAIN **CALM**.
3. Clear the immediate area where the package or envelope has been discovered.
4. Notify the Atlanta Police Department at 911 with the following key information:
 - a. Company Name
 - b. Suite Number/Floor and Building Address
 - c. Name and telephone number of employee making this call
 - d. Details of the suspicious looking package or envelope
 - e. Location of the suspicious looking package or envelope in your Suite.
5. Notify the Property Management Office at **404-419-9600** with the same information.

6. REMAIN **CALM**, DO **NOT** ALARM FELLOW EMPLOYEES. WAIT FOR INSTRUCTIONS FROM YOUR MANAGER, OFFICER OR SAFETY WARDEN.

The Property Management Office along with the assistance of the local police and fire departments will make the decision whether or not to evacuate the building.

In the event that you are asked to evacuate the building, follow the procedures above.

WHAT NOT TO DO

- DONT IGNORE BOMB THREATS.
- DONT touch or move suspected explosives
- DONT touch or move suspected bombs.
- DONT open things that you cannot identify or that are unfamiliar.
- DONT place in water.
- DONT shake.
- DONT turn.
- DONT cut or pull wires.
- DONT cut string.
- DONT pull or stamp out fuses.
- DONT open glued packages.
- DONT pass metallic tools near suspected bomb.
- DONT move switches.
- DONT release hooks.
- DONT smoke near suspected bombs.
- DONT place near heat or vital equipment.
- DONT investigate too closely.
- DONT use insulating materials (bomb blankets or sandbags).
- DONT move the bomb away from the people -- move the people away from the bomb.

STAY AWAY FROM SUSPICIOUS PACKAGES !

BOMB THREAT INFORMATION

BOMB THREAT INFORMATION PAGE

1. Questions to Ask:

- a. When is the bomb going to explode?
- b. Where is it right now ?
- c. What does it look like?
- d. What kind of bomb is it?
- e. What will cause it to explode?

- f. Did you (the caller) place the bomb?
- g. Why did you place the bomb?
- h. What is your name?
- i. What is your address?

2. Exact Wording of the Threat:

3. Pertinent Data:

- a. Sex of caller
- b. Race
- c. Age (estimate)
- d. Length of call
- e. Number at which call is received
- f. Time of call
- g. Date of call

4. Caller's Voice:

Calm, Nasal, Angry, Stutter, Excited, Lisp, Slow, Raspy, Rapid, Deep,
Soft, Ragged, Loud, Clearing Throat, Laughter, Deep Breathing
Crying, Cracking Voice, Normal, Disguised, Distinct, Accent (English, French,
Spanish, Asian, etc.)

If voice is familiar, what did it sound like?

5. Background Noises:

Street Noises, Factory Machinery, Crockery, Animal Noises, Voices, Clear,
PA System, Static, Music, Local, House Noises, Long Distance, Motor, Booth,
Office Equipment, Airplanes, Railroads, Other,

6. Threat Language:

Well Spoken (educated)	Incoherent
Foul	Taped
Irrational	Message read by threatmaker

7. Remarks:

8. Report Data:

- a. Date
- b. Name
- c. Position
- d. Company
- e. Phone Number

MEDICAL EMERGENCY

In the event that someone in your office should have a medical emergency, do the following:

1. Call an ambulance - 911. Tell the emergency operator to send an ambulance to **Centergy One, 75 5TH Street, Corner of Abercrombie Street and Spring Street.** Instruct them to enter at the loading dock and a Security Officer will be waiting to direct them.
2. Notify the Property Management Office at **404-419-9600.**

A member of the building staff will meet the ambulance crew and direct them to the service elevator. From there the crew will be taken to the floor of the victim.

Crawford Long Hospital is the closest major medical facility for Emergency Care.

911	EMERGENCY Ambulance Service
404-616-9000	POISON CONTROL CENTER
404-686-4411	Emergency Care Center

TORNADOES

In the event of a Tornado or Hurricane warning, the following instructions should be followed.

1. Close the door to all exterior offices.
2. Go to the center of the building, or your suite.
3. Sit down and protect your head with your arms.
4. Do not evacuate the building.

5. Do not use the elevators.
6. If you are caught in an outside office, seek protection under a desk, as far away from the glass as possible.
7. REMAIN CALM, and encourage those around you to do likewise.
8. Wait for further instructions from the Property Management Office or Security Personnel.

POWER FAILURE

If the building power supply is interrupted, the emergency electric generator will activate within a matter of seconds. The generator will provide sufficient electricity to operate the Life Safety Systems, including Fire and Smoke detection systems, limited elevator operation, and all emergency lighting.

You do NOT have to close your business for the day or evacuate the building unless you are instructed to do so by the Property Management Staff through your Manager or Officer, Safety Warden.

If a power interruption occurs AFTER "Business Hours" the Property Management Staff will notify Tenant Facilities Management as soon as we are aware of the outage.

ELEVATOR MALFUNCTION

Should an elevator malfunction prevent you from reaching the floor you have selected, please follow the following procedures:

1. REMAIN CALM.
2. Do NOT force the elevator doors.
3. Press the button labeled "Phone" located on the elevator control panel to communicate with the monitoring station at any time, 24 hours/day, 7 days/week including

Holidays. You will be able to speak with an alarm monitoring person whom we will dispatch elevator technicians immediately to the building.

4. Provide the alarm monitoring personnel with the following information:
 - a. You are in Elevator #____ (the Car number is on the inside of the elevator).
 - b. You are located at Floor #____ (the Floor number is shown in the Floor Indicator display above the Floor Selector and Control Panel close to the top of the Cab).
 - c. Your name and company.
5. The alarm monitoring personnel will first summon the Elevator Maintenance Company for an emergency-priority dispatch of a mechanic to the Building regardless of the time of day, and will also communicate with the Building Security personnel and the Property Management Office.
6. Responders will reach you as quickly as possible.
7. You can communicate with the monitoring personnel as frequently as needed to during an emergency by using the call button.
8. NEVER exit a stalled elevator unless you are instructed to do so by the elevator mechanic. If the elevator begins to move, serious injury or death can occur.

CIVIL DISTURBANCES

Should a riot or civil disturbance start outside the building, the Security staff will immediately secure all entrances to the building and local law enforcement will be contacted. We will provide updates on a regular basis.

If a disturbance should occur in the Main Lobby, all elevators will be turned off at the First Floor and the Police will be summoned.

FIRE PREVENTION

Please follow the following precautionary steps:

1. Flammable or combustible supplies should be stored in metal cans or safety containers.
2. Extension cords in lieu of permanent wiring are NOT allowed. Only three-prong surge protection devices are acceptable.
3. Appliances and cords should be kept in good repair.
4. Centergy One is a NON-SMOKING ENVIRONMENT. The courtyard area located outside between Centergy One and TSRB is a designated smoking area. Ash trays have been provided in the courtyard for disposal of all cigarettes, cigars and pipe ashes. Please extinguish all smoking materials prior to entering the building. NEVER place warm ashes into trash cans.
5. Additional appliances, particularly space heaters, are NOT to be used in the building. The building was designed to carry a normal electrical load. Overloading can result in an electrical fire.
6. NEVER use water on electrical, oil or grease fires.

FIRE EVACUATION PLAN

[1ST FLOOR](#)

[2ND FLOOR](#)

[3RD-5TH FLOOR](#)

[6TH FLOOR](#)

[7TH-11TH FLOOR](#)

[12TH FLOOR](#)

[PENTHOUSE](#)