

CENTERGY
75 5th Street NW, Atlanta GA 30308

FIRE LIFE SAFETY MANUAL

2017



G A T E W A Y
FACILITY SERVICES

CENTERGY ONE
BUILDING EMERGENCY SYSTEMS
AND PROCEDURES MANUAL

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INTRODUCTION

The Building Emergency Systems and Procedure Manual is provided as an operational guide to emergency response procedures. While the enclosed plan serves as a guide, each tenant is responsible for creating emergency procedures, tailored to the company's specific needs and requirements. Every tenant is responsible for pre-selecting a meeting place (Safe Refuge Area) in the event of an evacuation, and for educating employees and visitors of these procedures. Preparation and practice are paramount to a safe and effective emergency response.

If there are any questions, please call the Management Office at 404.214.6900 BEFORE an emergency arises.

EMERGENCY PLAN

I. ADMINISTRATION OF EMERGENCY PROCEDURES

A. Purpose

The contents of this plan are designed as an operational guide for the effective emergency response by property management, tenants and visitors to the building.

B. Scope

Covered within the text are guidelines for establishing Tenant Warden teams and the education and training thereof. Within the text, fire, medical and weather emergencies are addressed.

C. Emergency Response Team

Property Management's team is comprised of property management, engineering and security.

The Tenant Warden team is comprised of Tenant Safety Wardens and Assistant Safety Wardens. Two important criteria for the personnel accepting these assignments are:

- (1) They must be intelligent, alert and resourceful individuals who are capable of performing in a leadership role during an emergency situation;
- (2) Their primary work location is within the building. They must be knowledgeable of the suite layout, emergency exits, and about what is not commonplace to their workplace environment.

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.

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. Reporting Changes

Communication of emergency instructions and information must never be interrupted due to staff changes. Any changes in the employment status and/or replacement of a Tenant Safety Warden or of Assistant Warden must be reported (in writing) to the property management office.

E. Tenant Employee Duties and Responsibilities

All tenant supervisory personnel and employees must be knowledgeable of the contents of the Building Emergency Systems and Procedures Manual.

It is essential that all employees follow instructions given by the Tenant Safety Wardens and/or their Assistants in order to ensure a safe and orderly response to any emergency situation.

F. Testing of the Building's Emergency Plan Procedures

Various aspects of the building's Emergency Plan Procedures will be tested on a deliberate, systematic and periodic basis in accordance with instructions from the Property Manager and the Fulton County Fire Department. Each Tenant is responsible for holding internal, company specific tests and / practice runs.

II. EMERGENCY PERSONNEL

A. Emergency Personnel's Responsibilities

Safety Director – Senior Property Manager or Chief Engineer

Responsibilities include maintaining a thorough understanding of building safety features, emergency response guidelines, evacuation procedures, evacuation routes and Safe Refuge areas. The Safety Director will act as a liaison to the fire / police officials during an emergency situation.

Assistant Safety Director - Property Manager

Assist the Safety Director in emergency response procedures.

Tenant Safety Wardens - Tenant Representatives

Safety Wardens are tenant representatives who take a leadership role during emergency situations. These individuals are responsible for creating the company specific emergency procedures, and communicating these to staff members. Safety Wardens actively participating during practice evacuations, take roll call at the designated Safe Refuge Area, and communicate with the Safety Director during an emergency. Safety Wardens should know the layout of the suite and floor, the location of stairwells, the locations of fire extinguishers and pull stations, and the location of the Safe Refuge Area.

Large offices will need to assign additional personnel, Assistant Safety Wardens, to work with the Tenant Safety Warden. There should be a minimum of one (1) Safety Warden and one (1) Assistant Safety Warden per 3,000-5,000 square feet or approximately 4 per floor.

Safety Wardens should know all occupants in their space, maintain an up to date list of physically impaired personnel working in the suite, and provide this list to Property Management. Physically impaired may include those that are pregnant or

temporarily impaired due to injury or surgery. One or two co-workers should be assigned to assist physically impaired employees during an evacuation.

Assistant Safety Wardens – Tenant Representatives

Assistant Safety Wardens are tenant representatives tasked with assisting the Safety Warden during emergency situations, and assuming the Safety Warden role in their absence. Specific responsibilities are assigned at the discretion of the Safety Warden. Assistant Safety Wardens should understand all emergency procedures, stairwell locations, location of physically impaired personnel, and assist with internal education and communication.

Emergency Assistance Team

The Emergency Assistance Team is comprised of property management, engineering and security personnel. Their responsibility is to assist with emergency response procedures.

III. LIFE SAFETY SYSTEM FEATURES

Life safety systems are designed to detect, report, and in some cases, extinguish a fire. These components are backed up by an emergency generator:

Fire Alarm System

Fire alarm panels are located in the Fire Command Room. The system is designed to notify building occupants when a fire or other emergency situation has been detected. Smoke and heat detectors, manual pull stations, and flow switches activate the fire alarm system. This system is monitored 24 hours a day / 7 days a week.

Pull Stations - Red pull stations are conveniently located by each stairwell entrance. When activated, the fire alarm system will produce an audible alarm.

Fire Extinguisher - ABC fire extinguishers are located on each floor in the core areas. All personnel should familiarize themselves with the extinguishers closest to their work area.

Stairwells - Evacuation routes lead to a fire rated stairwell.

Floors 1 - 5: Three fire rated stairwells with access from each floor to the ground (service) level.

Floors 6-13: Two fire rated stairwells with access from each floor to the ground (service) level.

Sprinkler System – All tenant and common areas are protected by automatic sprinklers that are heat activated. Water flow in the sprinklers triggers an alarm at the fire panel.

Smoke Detectors - A network of smoke detectors are located in critic areas and provide an early warning system.

Emergency Generator

Emergency power is provided by the building generator for the following items: emergency lights in stairwells, corridors and tenant spaces; one passenger elevator; critical fire/life safety equipment; and exit lights.

Stairwell Pressurization System

This system pumps fresh air into the stairwells to produce positive pressure, minimizing smoke. The system is automatically activated by the Fire Panel.

IV. LIFE SAFETY SYSTEMS

The major systems grouped by function/activity are:

Fire detection and location systems for each floor

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

Emergency Alarm

- An audible alarm
- A voice recorded message

Communications System

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

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)

Stairwells Enclosures

- Doors and walls have a 2-hour Fire Safety Rating
- All stairwell door locks release only when the fire alarm is activated and re-secure when the alarm is deactivated.
- Stairwells pressurization is activated upon building alarm. This pressurization keeps flames and smoke out of the stairwell when a door is opened. Never hold or prop a stairwell door as this reduces the effectiveness of the pressurization.

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.

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

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

V. SAFETY WARDENS AND ASSISTANT SAFETY WARDENS

A minimum of one (1) Safety Warden and Assistant Safety Warden per 3,000-5,000 square feet or approximately four (4) per floor is required to effectively manage emergency situations. They must be prepared to assume their responsibilities promptly, calmly, and purposefully in an emergency.

Before an emergency:

1. Have a thorough understanding of the Building Emergency Systems and Procedures Manual.
2. Create company specific emergency procedures, tailored to the company's specific needs and requirements, and disseminate these procedures to all co-workers.
3. Maintain an accurate list of Safety Wardens and Assistant Safety Wardens.
4. Maintain a list of persons needing assistance during an evacuation. This includes pregnant or temporarily impaired persons. One or two co-workers should be assigned to assist these individuals to the freight elevator landing during an evacuation. It is important to remain within the landing area with the door closed. The landing is 2-hour fire rated when doors are secure.
5. Advise property management office immediately upon detection of any unsafe condition (i.e. blocked stairwell, exit sign not illuminating, combustible material, etc.)
6. Develop a plan to account for employees and visitors during at the assembly area. An up to date employee roster should be ready to use for an attendance check.
7. Actively participate in the building's annual life safety training and fire drill.

During an emergency:

1. Stay calm.

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2. Confirm persons requiring assistance are being taken to the freight landing and that wheelchairs are not brought into the stairwell.
 3. If safe, close all doors to contain the fire. Do not lock doors.
 4. If safe, conduct a final sweep of the suite or floor to ensure no employees are left behind (i.e. check restrooms).
 5. Bring a current employee roster when leaving.
 6. Provide names and locations of Persons Needing Assistance to property management or to fire or police officials.
 7. Confirm, by taking attendance with the current employee roster, that all coworkers are present at the designated assembly area or are otherwise accounted for (e.g., out of the office due to illness, travel, vacation, meetings). A group text broadcast is one method to consider.
 8. Advise property management or fire / police officials of unaccounted for co-workers.
 9. Communicate information and instructions from property management staff and public safety officials to co-workers.
 10. Cooperate with after-the-event documentation.

VI. FIRE EMERGENCY PROCEDURES

If you observe a fire:

- A. Activate the building alarm by pulling the nearest **PULL STATION**. Pull Stations are located next to each stairwell door.
- B. **CALL 911. Call Property Management next: 404.214.6900.**
- C. If practical, close door(s) to contain the fire, but do not lock the door(s).
- D. Report the fire to your Safety Warden and start evacuation immediately.

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. After exiting the building move quickly to the agreed upon assembly area. 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.
- I. Remain outside the building, at the agreed upon assembly area, until public safety officials have approved reentry.

During an evacuation please follow stairwell safety guidelines:

- A. Remain calm.
- B. Walk in a single file line.
- C. Hold the handrail.
- D. Stay to the **OUTSIDE** of the stairwell. This allows emergency responders to use the interior which is the quickest route up the building.
- E. Do not carry food or drinks.
- F. Remove high heel shoes.
- G. Remove head phones and remain quiet in order to hear PA system instructions.
- H. Allow lower level floors to load in to the stairwell before continuing.
- I. Do not hold or prop stairwell doors open.

General safety tips:

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- A. If there is smoke, keep low to the floor where the air is cleaner and cooler.
 - B. Feel doors before entering. If hot, do not open. Call 911 and report your location so that rescue operations can commence upon fire department arrival.
 - C. Close doors to contain the fire.

When an alarm sounds:

- A. The alarm is received simultaneously at the Fire Command Room and an off-site alarm monitoring station. The monitoring station dispatches the fire department.
- B. An audible alarm sounds on the affected floor as well as one above and one below.
- C. All elevators recall to the ground floor. Do not use an elevator during a fire alarm.
- D. When the fire department arrives the fire officer reports to the Fire Command Room where he directs emergency operations.
- E. In the event of a false alarm, an announcement is made over the building PA system and communication is sent to all tenant contacts.

VII. BOMB THREAT

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

Telephone bomb threat:

1. Remain calm.
2. If possible without letting the caller know, enlist the aid of fellow employees to notify the Atlanta Police Department at 911 and then property management office at **404-214-6900**, 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. Try to find out:
 - a. Exact location & description of the device
 - b. Time set to detonate
 - c. Reason the caller has placed the bomb
 - d. Exact words used by the caller

Provide this information to: Atlanta Police Department at **911**; and then property management at **404-214-6900**.
4. It is the decision of Tenant Safety Warden or staff supervisor to make the decision to evacuate the office, except when specifically ordered by the Police.
5. In the event of an evacuation, follow general evacuation guidelines and report to the designated assembly area. Stay in this area until further notice.
6. Do not re-enter the building until clearance has been given by law enforcement or building personnel.

A suspicious package is found:

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1. Do not move, touch, shake, open or smell the questionable item.
 2. Remain calm.
 3. Clear the immediate area.
 4. Call 911. Provide the following 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 package. Include location and description
 5. Call property management: 404-214-6900.
 6. In the event of an evacuation, follow general evacuation guidelines and report to the designated assembly area. Stay in this area until further notice.

VIII. MEDICAL EMERGENCY

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1. Call 911. Send ambulance to **Centergy One, 75 5TH Street NW, 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 **404-214-6900**.

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
404-616-9000**

**EMERGENCY Ambulance Service
POISON CONTROL CENTER**

IX. 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. Stay calm.
8. Wait for further instructions from the property management office or security personnel.

X. 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.

An evacuation is typically not necessary and business may continue unless instructed otherwise by the Tenant Fire Warden, property management or public safety officials

If a power interruption occurs after normal business hours, property management will notify key tenant contacts as soon as possible.

Emergency power is provided by the building generator for the following items: emergency lights in stairwells, corridors and tenant spaces; one passenger elevator; critical fire/life safety equipment; and exit lights.

XI. ELEVATOR MALFUNCTION

In the event of an elevator entrapment:

1. Stay calm.
2. Do not force the elevator doors.
3. Press the button labeled “Phone” on the elevator control panel in order to communicate with the monitoring station. This station is monitored 24 / 7 including holidays. An elevator technician is dispatched immediately.
4. Provide the security personnel with the following information:
 - a. Elevator # _____
 - b. Approximate floor location either by floor indicator display or a best guess
 - c. Your name and company
5. You can communicate with the security personnel as frequently as needed during an emergency by using the call button.
7. NEVER exit a stalled elevator unless instructed to do so by the elevator technician. If the elevator begins to move, serious injury or death can occur.

XII. 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 restricted and the police department will be summoned.

XIII. FIRE PREVENTION

Precautionary steps:

1. Flammable or combustible supplies are not permitted on premise.
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.
5. Space heaters are not permitted in the building.

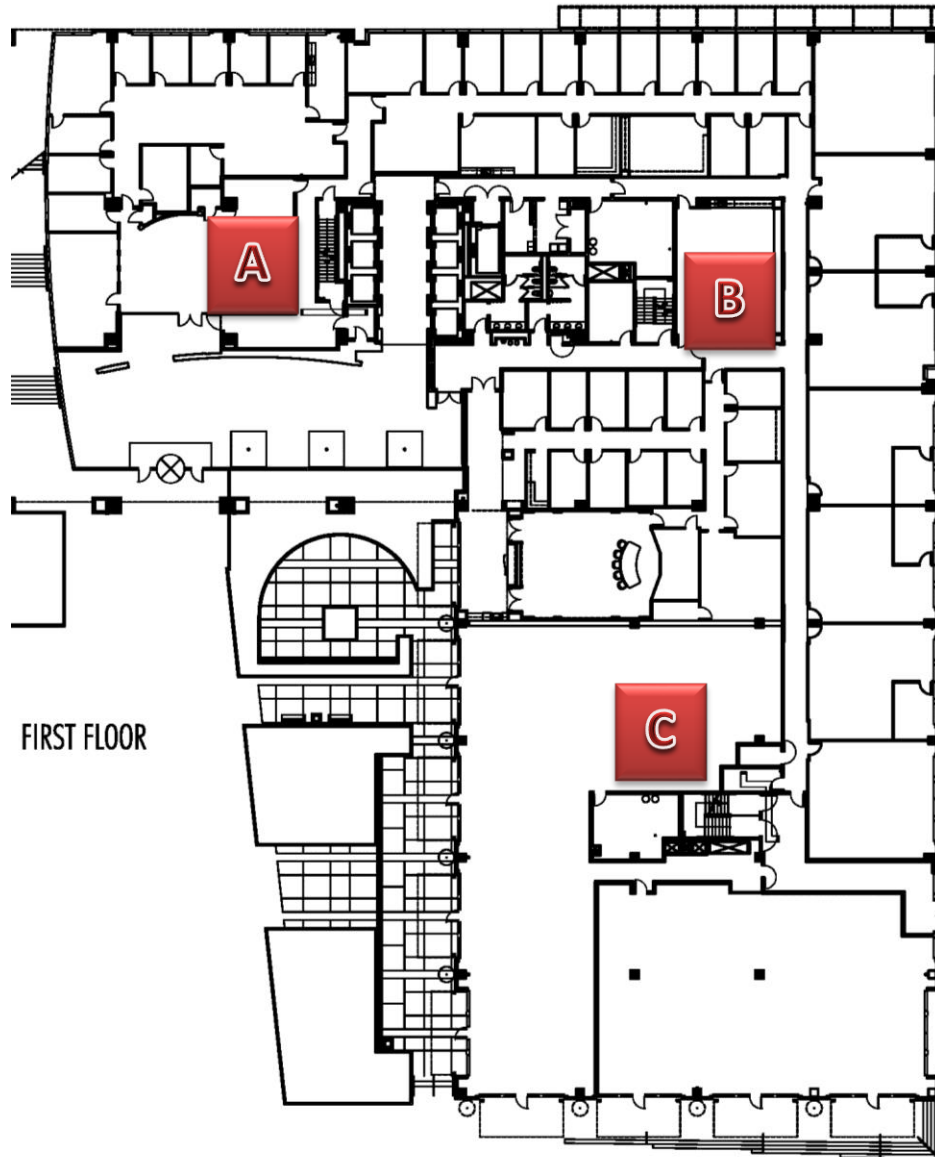
XIV. EVACUATION STAIRWELLS & ASSEMBLY AREAS

STAIRWELL LOCATIONS:

SW A: Exits to main lobby/front door

SW B: Exits to Abercrombie Street

SW C (serves floors 1 – 5 only): Exits to Spring Street



RECOMMENDED ASSEMBLY AREAS:

Assembly Area 1: 5th Street Bridge

Assembly Area 2: Williams Street Sidewalk (west of Centergy parking garage)

