

INTRODUCTION

Shorenstein Realty Services, L.P., is not only committed to providing superior service to our Tenants, but also takes pride in protecting your safety as a Tenant in Palisades Office Park. **Palisades Office Park** has been designed, equipped and staffed with your care in mind. This Life Safety Plan provides guidelines for you to use in developing comprehensive emergency procedures for your office and co-workers to follow. It also outlines the life safety features of the building and the appropriate response from the building's Emergency Management Team.

Palisades Office Park is a 4 building office park located at 5901-A, 5901-B, 5901-C and 5909 Peachtree Dunwoody Road in the Central Perimeter of Atlanta, Georgia. Buildings A, B and C were originally built in 1981 and 5909 opened in 1999.

Palisades Office Park is equipped with two (2) passenger elevators in Buildings A, B, and C with one elevator in Building A that goes down to the basement for loading dock access. The 5909 building has five (5) passenger elevators and one (1) freight elevator that allows access to the loading dock. All four buildings are also equipped with an energy management system which controls heating, ventilation and air conditioning. Safety features include smoke detectors, strobe lights, sprinklers, manual pull stations, fire pumps, emergency elevator controls and a public address system (in the 5909 Building only). The Fire Control Panel, to which all components of the life safety system are tied, is monitored twenty-four (24) hours per day by Innovative Electronics. Buildings A and 5909 are also equipped with an emergency generator which provides power for emergency lighting, life safety systems, security systems and emergency communications.

Fortunately, emergencies do not occur very often; however, we know that no emergency ever occurs at a convenient time and that the only way to minimize the affects of any emergency is to be prepared for it - **plan ahead of time what you will do, so you will not waste valuable time in an emergency trying to determine what to do.** Response to any emergency will be a coordinated effort between Tenant, Property Management and the responding Public Safety authority (Fire, Police, etc.). We ask that you please keep this Life Safety Plan readily accessible and that you work with your employees to ensure that they are familiar with the building's Life Safety Plan as well as the Life Safety Plan for your office.

Phone numbers which you may need in an emergency are:

Fire Department	911
Police Department	911
Security Desk	678-501-3524
Management/Engineering	678-501-3500

BUILDING EMERGENCY MANAGEMENT TEAM

Purpose

This emergency plan has been 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 Tenant and visitors to the building.

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 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.

Building Safety Director: Role & Responsibilities

The Property Manager and Chief Engineer/Lead Engineer are the Safety Directors for the building. The Safety Directors' primary responsibilities are to:

1. Coordinate and implement an evacuation program of the building's occupants during an emergency.
2. Conduct regular building inspections that include maintenance, testing and recertification of the building's fire, life and safety systems.
3. Provide keys to the Fire Department during an emergency.
4. Arrange for fire evacuation drills as requested or required by the local Fire Department.
5. Act as a liaison between the Fire Department and the property.

Tenant: Role & Responsibilities

Each Tenant is responsible for the following:

1. Creation of a Tenant Emergency Safety Team consisting of the following members:
 - Tenant Safety Warden
 - Assistant Tenant Safety Warden
 - Stairwell Monitors
 - Search Wardens
 - Aides for Mobility-impaired Individuals
2. Submission to Property Management of the list of individuals assigned as Tenant Safety Wardens, Evacuation Wardens, Stairwell Monitors, Search Wardens and Aides. Provide Property Management with updated lists as needed.
3. While the Safety Directors will schedule and arrange for fire evacuation practices as required or requested by the District of Columbia Fire Department, the Tenant will also be expected to conduct fire evacuation training and practices as often as they deem necessary for their staff to be fully familiar with the procedures.
4. Training and education of Tenant employees about their emergency evacuation plan, including creating and posting an evacuation floor plan for employees. Ensuring that employees understand the following:
 - How to review the posted evacuation plans and identify the nearest emergency exit, alternate route and location of the evacuation assembly area.
 - Once an evacuation has been initiated by alarm or word of mouth, stop all work and follow the instructions of the Tenant Safety Warden.
 - If an employee is in an office, remind them to exit and close the door behind them. Do not lock the door.
 - Do not use the elevator during an evacuation.
 - Once the employee is at the evacuation assembly area, check-in for the headcount.
 - Do not return to the building until the “all clear” is given.
5. Inclusion of this Life Safety Plan in the training of all new employees. It is each Tenant’s responsibility to see that each of their employees is familiar with the exact location of the stairwell exits. Since floor plans differ, it is the Tenant’s responsibility to familiarize its employees with the quickest route through its partition layout. This can be done by reproducing the floor plan on an 8 ½ x 11” sheet of paper and indicating a passageway to the nearest exit. All Tenants must remain calm, attentive, responsive and quiet so they are able to hear all pertinent emergency instructions and/or orders. The employees’ cooperation will help avoid confusion or dangerous panic during emergency procedures initiated for their personal safety.
6. Notification of Property Management of any mobility-impaired individuals.

TENANT EMERGENCY SAFETY TEAM

TENANT EMERGENCY SAFETY TEAM

The Tenant Emergency Safety Team is selected on the basis of the following principal criteria:

1. All Wardens must be intelligent, alert and resourceful individuals who would be capable of performing in a leadership role during an emergency situation.
2. All Wardens must have their primary duties and responsibilities within the building to ensure that they are available for emergency preparedness training.

The Tenant Safety Warden is the individual responsible for organizing and implementing each Tenant's evacuation plan and ensuring that the plan is carried out properly.

Tenant Safety Warden: Roles & Responsibilities:

Roles and responsibilities in the preparation for a fire emergency or other evacuation:

- Assign coworkers to the Tenant Emergency Safety Team to fill the roles of:
 - Assistant Tenant Warden
 - Stairwell Monitors (2 or more)
 - Search Wardens (1 or more per office)
 - Aides for mobility-impaired persons (3 or more per impaired person).
- Provide Property Management with a list of all employees with mobility-impairments who cannot descend stairs. Determine those mobility-impaired persons requiring special efforts and assistance in an emergency; establish plans for their evacuation, including assignment of Aides for those individuals; and identify these mobility-impaired individuals to Property Management.
- Know the physical layout of the suite(s).
- Know the location of the fire equipment on each floor (manual pull stations, fire extinguisher). Know how to operate a fire extinguisher (see Appendix A for instructions on how to use a fire extinguisher). Know how to activate the fire alarm by using the manual pull station and then call 911 to report the fire.
- Know the location of the stair exit and the most direct route.
- Instruct and train the Tenant Emergency Safety Team on their roles during an emergency.
- Supervise all Wardens (Evacuation Wardens and Search Wardens) and Aides during an evacuation to see that all positions are filled and that the duties of each are carried out properly.
- Attend Safety and Security Meetings coordinated by Property Management.

- Maintain a current employee roster.
- Advise Property Management immediately upon detection of any unsafe condition.
- Provide location of high security areas and locations of storage of hazardous materials to Property Management as well as changes in these locations when they occur.
- Disseminate emergency procedures to all co-workers in the Tenant suite.
- Confirm that all co-workers understand the emergency procedures, especially the evacuation steps and routes to the nearest and alternate stairwells.
- Advise co-workers of the meeting point outside of the building where they will assemble after an evacuation.
- Know how to advise Property Management of location of mobility-impaired persons or persons unaccounted for after evacuation.

Roles and responsibilities during a fire emergency or other evacuation:

- Call **911** to report the emergency and pull the fire alarm. Notify Property Management.
- Supervise the Tenant Emergency Safety Team to ensure that all positions are filled and that Search Monitors begin their search, that Stairwell Monitors direct employees down the stairs and that Aides for Mobility-Impaired persons assist them as needed.
- PROVIDE CALM LEADERSHIP to co-workers. Direct them to the safest area and/or evacuation assembly area.
- During an evacuation, check to see that no co-workers, visitors, etc. are in the rest rooms.
- Close all doors if possible to contain the fire.
- Conduct a final search and leave the floor last.
- Bring a current employee roster when leaving. Bring an MSDS binder, if applicable.
- Check with Stairwell Monitors for any names and locations of mobility-impaired individuals in the stairwells or other locations that need assistance. Provide to the Safety Director, Property Management Staff or Fire Department.
- Confirm, by taking attendance with the current employee roster, that all co-workers are present at the designated meeting place OUTSIDE of the building or are otherwise accounted for (i.e., not out of the office due to illness, travel, vacation, meetings). Provide names of those for whom you cannot account to the Safety Director, Property Management Staff or Fire Department.

- Communicate information and instructions from Property Management Staff and Public Safety officials to co-workers.
- Cooperate in the documentation of fire circumstances and review conduct of evacuation with the Property Management Staff and Public Safety officials after the emergency is over.

The Assistant Tenant Safety Warden has the following responsibilities:

- In the absence of the Tenant Safety Warden, discharge the responsibilities and provide the calm leadership of the position of Tenant Safety Warden.
- Assist the Tenant Safety Warden to fulfill the requirements of that position before and during an emergency.

Stairwell Monitors: Role & Responsibilities

When informed of an emergency and/or evacuation, Stairwell Monitors proceed to their assigned stairwell to provide direction as follows:

- Direct building occupants to an alternate stairwell, if necessary, and remind them **not to use the elevator**.
- Make certain that any stairwell doors are not held or blocked open.
- Request that the building occupants line-up in single file adjacent to the stairwell door and if safe to do so, enter the stairwell, and to use caution when going down the stairwell (i.e., remove high-heels or shoes that may cause a potential slip-and-fall; use the handrail; stay to the right side of the stairwell).
- Remind the building occupants to check-in at the evacuation assembly area for the headcount.
- Mobility-impaired individuals and their Aides should be the last persons to enter the stairwell.
- Once all persons have exited the floor, close the stairwell door and proceed to the evacuation assembly area or other safe refuge as instructed by the Tenant Safety Warden.

Search Monitors: Role & Responsibilities

- Search the designated area to see that co-workers, visitors, etc. are not in the rest rooms, conference rooms, elevator lobbies, supply rooms or any other location on the floor and have safely evacuated the floor.
- Close all doors behind them. If safe to do so, mark the closed door with a Post-It Note to indicate the room has been searched.
- Upon conclusion of the search, inform the Tenant Safety Warden that the floor has been searched.
- Proceed to the evacuation assembly area, or safe refuge area as instructed by the Tenant Safety Warden.

Aides for Mobility-Impaired Persons: Role & Responsibilities

- When informed of an emergency and/or evacuation, go to the mobility-impaired person assigned to help evacuate.
- When safe to do so, move the mobility-impaired person into the stairwell or other designated evacuation location and close the door. Advise the Tenant Safety Warden of the location of the mobility-impaired person so they can notify the Fire Department of the location of the disabled person.
- The Fire Department will remove mobility-impaired individuals.
- Report to the Tenant Safety Warden any mobility-impaired persons who are not present in the building during an emergency evacuation.
- Once arrived at the evacuation assembly area, check-in for the headcount.

PRACTICE EVACUATION

Tenants are required to participate in a practice evacuation, as frequently as determined by Property Management and the Sandy Springs Fire Department, in order to familiarize themselves with the building's fire alarm signals, stairwell exits and their floor's evacuation plan. The purpose of these practices is to perform an actual evacuation, thus familiarizing the occupants with the building's stairwells and evacuation routes. All Tenants, employees, visitors and guests must evacuate when the fire alarm is activated. If required, however, a skeleton crew may remain in each Tenant's suite to conduct business and ensure security during the evacuation. Those who remain in the office during the first practice must participate in a subsequent practice.

Practice Preparations

- The Safety Director (Property Management) will notify the Tenant Safety Wardens of the practice drill time and location at the annual training classes held prior to the drill.
- It is up to the Tenant Safety Warden whether or not to inform their offices of the date and time of the practice drill.
- The Safety Director will inform the local Fire Department and building security staff of the scheduled practice. Tenants having their own security/monitoring firms must also notify their security staff and/or vendors so they are aware of the scheduled drill.

Practice Procedures

- Practice evacuations will normally be held mid-afternoon at a time during the day when most Tenants have arrived for work and are aware that the alarms are only a practice. It is important that all Tenants participate in the fire drills so that during an actual emergency everyone will be familiar with the drill procedures and evacuate the building together in a safe and orderly fashion.
- The Management Staff will activate a manual fire alarm pull station at one of the stairwells in the building. All occupants of the building will then hear the fire alarm bells.
- When the alarm is sounded, the Tenant's Emergency Safety Team should put the floor evacuation plan into action. All Safety Wardens, Assistant Safety Wardens, Stairwell Monitors, Search Wardens and Aides for persons with mobility-impairments should then assume their positions as if this were an actual emergency.
- During a practice or actual emergency occupants should leave the floor via the nearest stairwell and/or exit and follow their exit plan. It should be noted that during any evacuation, if you are requested to evacuate the floor, your destination will always be the street level, unless otherwise instructed. Always move away from the building, keeping all vehicle lanes and entrances open for emergency personnel. Do not congregate near the building, as this hampers emergency personnel and their vehicles. Meet at the pre-determined assembly area for your office and check in so a headcount can be taken. Do not return to the building until the "all clear" is given.
- After the fire evacuation practice is concluded, the Tenant Safety Warden should follow-up with the Safety Director/Property Management to discuss whether all systems and plans functioned properly and to determine the overall effectiveness of the practice.

NOTE: Property Management will only monitor this practice. In an actual fire or emergency evacuation, Property Management will be attempting to control the fire and/or building emergency and to also coordinate the operation of the life safety systems. Each Tenant is responsible for having an evacuation plan that operates independently of building personnel during an emergency.

CONDUCT WITH NEWS MEDIA

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 Property Management at **(678) 501-3500**.

HOMELAND SECURITY ADVISORY SYSTEM

Threats & Protection

Advisory System

Homeland Security Advisory System

Understanding the Homeland Security Advisory System

The Homeland Security Advisory System was designed to provide a simple, straightforward means to communicate the Federal government's assessment of the level of risk of threat acts to the public. The system provides warnings in the form of a set of graduated "Threat Conditions" that increase as the risk of the threat increases. Risk includes both the probability of an attack occurring and its potential gravity. Threat Condition characterizes the risk of terrorist attack. At each threat condition, federal departments and agencies, along with the private sector, implement a corresponding set of "Protective Measures" that reduce vulnerability or increase response capability during a period of heightened alert. The following Threat Conditions outline those increased risks of a terrorist attack and the suggested Protective Measures:



- 1. Low Condition (Green).** This condition is declared when there is a low risk of terrorist attacks. Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures they develop and implement:
 - Refining and exercising as appropriate preplanned Protective Measures;
 - Ensuring personnel receive proper training on the Homeland Security Advisory System and specific preplanned department or agency Protective Measures; and
 - Institutionalizing a process to assure that all facilities and regulated sectors are regularly assessed for vulnerabilities to terrorist attacks, and all reasonable measures are taken to mitigate these vulnerabilities.
- 2. Guarded Condition (Blue).** This condition is declared when there is a general risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Condition, Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:
 - Checking communications with designated emergency response or command locations;
 - Reviewing and updating emergency response procedures; and
 - Providing the public with any information that would strengthen its ability to act appropriately.

3. **Elevated Condition (Yellow).** An Elevated Condition is declared when there is a significant risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, Federal departments and agencies should consider the following general measures in addition to the Protective Measures that they will develop and implement:
 - Increasing surveillance of critical locations;
 - Coordinating emergency plans as appropriate with nearby jurisdictions;
 - Assessing whether the precise characteristics of the threat require the further refinement of preplanned Protective Measures; and
 - Implementing, as appropriate, contingency and emergency response plans.

4. **High Condition (Orange).** A High Condition is declared when there is a high risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:
 - Coordinating necessary security efforts with Federal, State, and local law enforcement agencies or any National Guard or other appropriate armed forces organizations;
 - Taking additional precautions at public events and possibly considering alternative venues or even cancellation;
 - Preparing to execute contingency procedures, such as moving to an alternate site or dispersing their workforce; and
 - Restricting threatened facility access to essential personnel only.

5. **Severe Condition (Red).** A Severe Condition reflects a severe risk of terrorist attacks. Under most circumstances, the Protective Measures for a Severe Condition are not intended to be sustained for substantial periods of time. In addition to the Protective Measures in the previous Threat Conditions, Federal departments and agencies also should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:
 - Increasing or redirecting personnel to address critical emergency needs;
 - Assigning emergency response personnel and pre-positioning and mobilizing specially trained teams or resources;
 - Monitoring, redirecting, or constraining transportation systems; and
 - Closing public and government facilities.

CODE ORANGE PROCEDURES

The following is the access procedure the above-referenced property will follow in the event the U.S. Department of Homeland Security raises the threat level from **Code Yellow to Code Orange**:

- Building access will be monitored physically or electronically. Although it is not necessary to lock the building during this time, it may become necessary to limit access without advance notice. Please continue reminding your staff to carry identification and access keys with them at all times.
- Loading dock is closed except for scheduled and monitored deliveries.
- Roof decks are closed.
- Visitors' names must be provided to the Lobby/Security Desk in advance. All visitors must sign the guest book and show identification. The individual with whom they are visiting must escort any unregistered visitors.
- Contractors' names must be provided to the Management Office and the Lobby/Security desk in advance and a scope of the contractor's work provided to the Management Office in advance. All contractors must be met at the building entrance and escorted by the individual for whom they are doing work. Contractors must also sign the logbook at the Lobby/Security Desk. Unregistered contractors will not be given access. If the contractor's work has not been cleared with the Management Office, the contractor may be denied access, depending on the nature of the work being done.
- All messengers must sign the logbook and show identification. Messengers that are not pre-authorized or cleared by the tenant must have authorization to have access.
- Confirm accuracy of your internal contact list. Ensure that the Property Management Office has current and accurate contact information. Check your Business Continuation Plans for accuracy.

If you have any questions or concerns please contact the Management Office at **(678) 501-3500**.

CODE RED PROCEDURES

The following procedures will be put in place if the U.S. Department of Homeland Security raises the threat level from **Code Orange to Code Red**:

- Building access control systems will be activated, which means you will need your access key to enter the building.
- Loading dock is closed except for scheduled and monitored deliveries.
- Roof decks are closed.
- Visitors' names must be provided to the Lobby/Security desk in advance. All visitors must be met at the building entrance and escorted by the individual they are visiting or someone from that individual's office. Visitors must also sign the logbook at the Lobby/Security Desk and show identification. Unregistered visitors will not be given access.
- All messengers must sign the logbook and show identification at the Lobby/Security Desk. Messengers that are not pre-authorized or cleared by the tenant must have authorization to have access.
- Contractors' names must be provided to the Management Office and the Lobby/Security desk in advance and a scope of the contractor's work provided to the Management Office in advance. All contractors must be met at the building entrance and escorted by the individual for whom they are doing work. Contractors must also sign the logbook at the Lobby/Security Desk and show identification. Unregistered contractors will not be given access. If the contractor's work has not been cleared with the Management Office, the contractor may be denied access, depending on the nature of the work being done.

If you have any questions or concerns please contact the Management Office at **(678) 501-3500**.

OVERVIEW OF LIFE SAFETY SYSTEMS

Modern life safety systems are designed to detect, report, and, in some cases, extinguish the fire completely. The building's life safety and elevators are backed up by an emergency generator system. The generator and fire pump are tested monthly. The life safety system is tested regularly.

Emergency Elevator Controls:

During a fire, elevators will be placed on fire recall and operated under the guidance of the Fire Department (or other responding emergency authority) or Property Management, Engineering or Security Staff.

Fire Extinguisher Cabinets

A fire extinguisher cabinet is located adjacent to a stairwell door. Each cabinet contains one A-B-C type fire extinguisher which is effective in controlling fires involving trash/wood/paper, liquid/grease substances and electrical equipment. Each extinguisher has the following markings:

- Letter "A" and accompanying symbol for trash, wood and paper
- Letter "B" and accompanying symbol for liquid and grease
- Letter "C" and accompanying symbol for electrical equipment

Heat Detectors

A heat detector is located in the elevator machine room in the upper penthouse and if set off will activate the fire alarm system. If a heat detector is activated, the electricity powering the elevators will be shut off. Generally, the smoke detector will be activated before the heat detector, thereby sending the elevators to the main floor and discharging all passengers, prior to the activation of the heat detector and associated shut-off of the elevators.

Manual Fire Pull Stations

These stations are located adjacent to the stairwells and at all points of entry/egress. They are activated by pulling the handle of the unit. Know their location and the location of the fire extinguishers and stairwell exits on your floor.

Smoke Detectors

Smoke detectors are located on each floor in the elevator lobby, inside the return air ducts of each HVAC unit on each floor, inside the electrical rooms of each floor and at the top and the bottom of each elevator shaft. These devices provide the initial warning signal of a fire in the building and are inspected twice per year and tested annually. The activation of a smoke detector will start all life safety systems and ring an alarm. In Buildings A, B and C, the alarm will sound throughout the building in general alarm mod. In 5909, the alarm will sound on the floor where the alarm was initiated, on the floor above the alarm floor and the on the floor below the alarm floor. Activation of a smoke detector will not recall all elevators to the main lobby unless a device in one of the elevator lobbies has been activated. Elevators are not for use during an evacuation. Activation of a return air duct smoke detector will shut down the HVAC system. Once a smoke detector has been activated, the Fire Department will then be notified by Corporate Low Voltage and dispatched to the building.

Sprinkler System

The sprinklers are activated by high temperature that melts a link and causes the sprinkler to discharge water in a limited area. If the fire is not controlled by the initial sprinkler activation, additional sprinklers will continue to be activated as the links melt. Water pressure within the system is maintained by automatic fire pumps. A flow of water from a sprinkler head will also activate the fire alarm system. The sprinkler flow switches are inspected and tested twice per year.

Stairwell Doors

Stairwell doors are fire-rated doors. Their purpose is to seal off the stairwell from the office space, thereby preventing fire and smoke from spreading floor to floor. Doors that are locked normally, will fail open in an alarm, such that people in the stairwell can exit the stairwell to any floor if their path in that stairwell is obstructed. If the path in any one stairwell is obstructed, people can exit that stairwell and cross to the other stairwell, which is in the same core and accessible by crossing to the other side of the floor. **If a door feels hot, remember, do NOT open it.** If you do need to exit the stairwell onto a floor, do not hold open the door. Holding it open for long periods of time could potentially pull smoke into the stairwell.

Stairwell Pressurization

Upon activation of any life safety device (pull station, smoke detector, sprinkler head, flow switch, heat detector), the stairwell pressurization fans will turn on to maintain positive pressure in the stairwells, which will prevent smoke from entering the stairwell. The stairwell doors located at the penthouse must be closed when the stairwell pressurization fans are on to prevent smoke from being drawn into the stairwell, which would create a chimney effect.

Standpipe Risers

Standpipe systems are required in buildings over 75 feet in height or seven floors. A standpipe is extended up both stairwells so that fire fighters can couple a hose to valves provided on each floor and deliver water to extinguish the fire.

Strobes

Strobes are visual signaling devices (flashing strobe lights) designed so that the hearing-impaired will have a visual cue of an alarm. All floors and common areas are equipped with strobes.

WHAT HAPPENS WHEN AN EMERGENCY ALARM IS SOUNDED

1. The alarm is received simultaneously at the Fire Command Station and the Corporate Low Voltage monitoring station. The Fire Department will be summoned immediately.
2. An audible alarm will sound on the alarm floor, on the floor above the alarm floor and on the floor below the alarm floor. Strobes will also flash. All points of entry to and egress from the building will open.
3. All elevators will go directly to the ground floor upon activation of a lobby smoke detector. **DO NOT USE THE ELEVATORS**. The HVAC system will immediately shut down on the floor where the alarm was initiated.
4. A member of the engineering staff will be sent to investigate the cause of the alarm. The building's Chief Engineer/Lead Engineer will go to the Fire Command Station to assist the Fire Department.
5. When the Fire Department arrives the Fire Chief will go directly to the Fire Command Station where he/she will direct emergency operations.
6. In the event of a false alarm, a member of the Property Management Staff will make an announcement only after the Fire Chief has given an all clear.

NOTE: Property Management will follow all directions from the Fire Department.

WHAT TO DO IF YOU OBSERVE A FIRE IN PROGRESS

1. **Call 911 immediately to report the fire no matter how small the fire seems to be.** Do it yourself - do not assume someone else will or has done so.
2. Activate the building alarm by pulling the nearest PULL STATION. PULL STATIONS are located next to each stairwell door on each Tenant floor and next to the entrances on the lobby level.
3. Alert those in the immediate area (room) where the fire is located to vacate that location.
4. If in a room, close door(s) to contain the fire, but do NOT lock the door(s).
5. Report the fire to your Tenant Safety Warden.
6. If the Tenant Safety Warden or Assistant Warden is not available, please notify the Property Management, Engineering or Security Staff of the floor, location and type and size of fire by calling **(678) 501-3500**.
7. Secure your personal valuables, take your wallet or handbag and bring your KEYS with you, if they are readily available – if you away from your office or work station when you see a fire, do not go back to your office or work station. Do NOT take beverages with you as they can spill and create a slip and fall hazard in the stairwells.
8. Calmly begin to exit the building through the nearest designated fire exit/stairwell.
 - Do not use elevators to exit during a fire evacuation.
 - Do not exit to the rooftop.
 - Follow Exit signage. In some cases, you may need to look up to see the signs.
 - Proceed to the assembly area designated by your Tenant Safety Warden.

As you exit the building, move away from the building as the Fire Department will need clear access to the building. Keep all vehicle lanes open for the use of emergency personnel.

9. If your exit route is blocked by smoke:
 - Stay calm and crawl low in smoke (the air is easier to breathe near the floor). Where available, wet cloths, paper towel, t-shirt, etc. and hold over mouth to help with breathing.
 - If trapped in a room, close all doors between you and the smoke. Seal the cracks around the door and vents.
 - Signal at the windows to rescuers. If there is a phone in the room, call 911. The operator can contact the on-site officer, etc.
10. Remain outside the building until you have received an announcement from the Safety Director or your Tenant Safety Warden that it is safe to enter the building and return to your suite.
11. If you are inside an elevator, upon activation of a fire alarm, the elevators will be recalled to the Ground Floor. If the fire is on the Ground Floor, the elevator will be recalled to a safe floor.

VITAL EMERGENCY EVACUATION TIPS

ALWAYS

- Keep CALM
- Close doors
- Walk to exit
- Use stairs, **not elevators**
- Stay to the right in the stairs going down
- Do not go back.
- Do not take beverages, as these can spill and create a serious trip and fall hazard.
- If there is smoke, keep low to the floor where the air will be cleaner and cooler.
- Feel doors with the back of your hand. If the door feels HOT, DO NOT OPEN!
- Gather at the designated assembly area.
- Check in with Safety Warden so Safety Warden can take a head count.

FIRE PREVENTION TIPS

The Tenant Safety Warden should appoint one person who will be responsible for ensuring that appliances such as coffee machines and copiers are shut off at the end of each business day and in the event of a power outage. Additional preventive measures include:

1. Report all fire hazards such as blocked stairwells, inoperative exit signs, and storage of flammable materials to your Safety Warden and Property Management, Engineering or Security Staff. All corridors and passageways should be kept free of storage boxes or other flammables.
2. UL (Underwriters Laboratories) approved flammable or combustible supplies must be stored in special UL approved metal storage cabinets in designated areas only. Material Safety Data Sheets (MSDS) should be maintained in central locations where they are visible for all to see.
3. Ensure that all office equipment and appliances are approved by Underwriters Laboratories, Inc., or other appropriate testing firm. Extension cords should not be used in lieu of permanent wiring. Only three-prong surge protection devices are acceptable. Turn off all electrical appliances for coffee, cooking or heating before leaving the office.
4. Do not use space heaters. They can overload electrical circuits and pose a fire hazard.
5. Report and repair office equipment and appliances that are not in good working order. Short circuits or sparks from a frayed cord could start a fire. Never use water on electrical, oil or grease fires. Disconnect all appliances that have frayed cords immediately.
6. Some fires are deliberately set. If you smell flammable liquids, smoke, etc., contact the Tenant Safety Warden and Property Management, Engineering or Security Staff. Call 911 to report the fire and/or smell of flammable liquids immediately. Forbid the use of candles or open flames in the office.
7. Verify that you can hear the building's emergency communication system from your office as well as from all points on your floor. The building staff will conduct regular alarm tests on each floor. If you would like to arrange for after-hours testing in your suite, please contact Property Management at **(678) 501-3500**. A charge may be billed to your company – you will be advised in advance if such a charge will be assessed.
8. Know how to use a simple fire extinguisher and how to report a fire by calling 911 and pulling the building fire alarm. (See Appendix A for instructions on proper use of a fire extinguisher).

9. Do not use elevators. Upon activation of a fire alarm throughout the building, start evacuation immediately - **walk**, don't run, to the nearest stairwell. Unless otherwise instructed, your destination will be the street level. Make sure a place has been designated outside the building for your employees to meet and account for people. The doors on the stairwells are fire-rated, and it is extremely important to keep these doors closed.

The Fire Department will use the stairwells to go to the fire area. Occupants should stay to the right when going down a stairwell. Remember - always remain calm and alert. If you are exiting a stairwell and it becomes impassable you should exit the stairs on the floor you are on or a lower floor, after first touching the door to ensure that it is not hot. Cross to the other stairwell, which is on the other side of the floor. Continue to move down the stairwells.

SURVIVAL GUIDELINES

In a life-threatening situation, your survival may depend on your knowledge of what to do. Following are several tips:

1. Thoroughly review and understand the emergency plan procedures. Do not assume that all emergency situations result in a building evacuation – be prepared to shelter-in-place.
2. Know the route to the nearest fire-rated stairwell and the other fire-rated stairwells from wherever you may be in the suite or on the floor. Know the route to the building exits.
3. REMAIN CALM.
4. Think first before acting. If the emergency is not fire-related and if you are not in a situation that is life-threatening, tune to local news for updates and directions.
5. Be prepared to follow emergency procedures immediately.
6. In an evacuation, NEVER use an elevator.
7. In an evacuation, 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. **Call 911** to describe the location and situation. REMAIN CALM.
10. Create a “911 Closet” in your office in the event you and your coworkers are unable to evacuate the building. A “911 Closet” should contain emergency supplies such as light sticks, battery-operated AM/FM radio, non-perishable food, water, first-aid kit, blankets, etc. All building occupants should also prepare a Shelter-in-Place kit for their personal use, being sure to include any critical medical prescriptions. See Emergency Sources of Planning Information for a list of websites and resources you can consult to assist you and your office in preparations to shelter-in-place.

AIRCRAFT DISASTER

1. Evacuate to a safe area as soon as it is safe to do so, in accordance with the Building Evacuation Procedures. Maintain a safe distance from the aircraft disaster area, as the potential exists for additional explosions and other adverse conditions.
2. Call **911**.
3. Report the number of injured people, damage sustained, and any other hazardous conditions that may exist – if known.
4. Remain calm, quiet, and listen for instructions from the authorities.
5. Assist any injured co-workers with first aid. See “Medical Emergency”.
6. When the “all clear” is given that conditions have returned to normal, check in with your Safety Warden for updates before returning to your normal work station.
7. To report structural damage or related hazards, call Property Management, Engineering and/or Security Staff at **(678) 501-3500**.

ARMED INTRUDER

If you observe someone on the property that is in possession of a weapon, calmly move away from his or her location, and if possible take the following steps:

Indoors

1. Get into the nearest room, out of sight of the shooter
2. Lock doors
3. Stay away from windows, pull shades.
4. Hide in far corner or under desks.
5. Keep **STILL**.
6. Stay **SILENT** and **LISTEN**.
 - Listen for instructions or rescuers
 - Account for all people and injuries in your room.
 - Stay where you're at (hidden in a safe place) until rescued.
7. If possible, call **911**.
 - Speak slowly and clearly.
 - State your name, address, and phone number.
 - Explain that the emergency is "a person with a gun and/or shots fired". Give location.
 - Describe where the incident is occurring "the suspect is now (standing) or (moving) toward _____".

Outdoors

1. **DROP** to the ground and stay out of line of fire.
2. Go to the nearest cover, keep **STILL!**
3. Once safe, if possible, follow step numbers 7-8 for "INDOORS".

ARMED INTRUDER - continued

8. Remember: If you have observed the Armed Intruder, make note of any distinguishing characteristics such as:

Race: White _____ Black _____ Asian _____ Middle Eastern _____ Latin _____

Sex: Male _____ Female _____ **Age:** Adult _____ Juvenile _____

Armed: Hand gun _____ Rifle _____ Assault Weapon _____

Clothing Color: Hat _____ Coat _____ Shirt _____ Trousers _____

Hair Color: Black _____ Brown _____ Blonde _____ Other _____

Build: Thin _____ Medium _____ Heavy _____

Carrying a: Back Pack _____ Bag _____ Briefcase _____

Wearing a Mask: Yes _____ No _____ **Tattoo's and/or body piercing:** _____

Accent: Yes _____ No _____

What was said: _____

BIOLOGICAL/CHEMICAL ATTACKS

NOTE: In general, Property Management's response will follow the directions and guidance of responding authorities, including directives regarding evacuation or sheltering in place.

According to the DHS website, ready.gov, "A biological attack is the deliberate release of germs or other biological substances that can make you sick. Many agents must be inhaled, enter through a cut in the skin or be eaten to make you sick." "In the event of a biological attack, public health officials may not immediately be able to provide information on what you should do. It will take time to determine exactly what the illness is, how it should be treated and who is in danger. However, you should watch TV, listen to the radio or check the Internet for official news." Indications of a **BIOLOGICAL ATTACK** may include:

- Headache
- Nausea
- Stomach pain
- Skin irritation
- Shortness of breath
- Dizziness

If you suspect a **BIOLOGICAL ATTACK**:

1. Call **911**.
2. Remain calm.
3. Call Property Management, Engineering and/or Security Staff at **(678) 501-3500** to report the location and nature of such event.
4. Tune to local news, radio or the internet for information from authorities on whether they feel a biological attack has occurred.
5. If your symptoms match symptoms being reported, immediately seek medical attention.

According to ready.gov, if you become aware of an unusual and suspicious substance nearby:

1. Quickly get away from the substance.
2. Cover mouth and nose with layers of fabric that can filter air but still allow breathing (i.e. 2-3 layers of cotton, such as a t-shirt, towel or handkerchief or several layers of tissue/paper towels).
3. Wash with soap and water.
4. Call **911**.
5. Call Property Management, Engineering and/or Security Staff at **(678) 501-3500** to report location and nature of such event.

BIOLOGICAL/CHEMICAL ATTACKS - continued

6. Tune to locals news, radio or the internet for official news and information about symptoms, medications, and vaccinations and where you should seek medical attention.
7. If you become sick, seek medical attention immediately.

According to the DHS website, ready.gov, “A chemical attack is the deliberate release of a toxic gas, liquid or solid that can poison people and the environment.” Indications of a **CHEMICAL ATTACK** may include:

- Watering eyes.
- Stinging skin.
- Trouble breathing.
- Many people suffering from watery eyes, twitching, choking, having trouble breathing or losing coordination.
- Many sick or dead birds, fish or small animals.

If you suspect a **CHEMICAL ATTACK**:

1. Remain calm.
2. Move to find clean air quickly.
3. Call **911**.
4. Call Property Management, Engineering and/or Security Staff at **(678) 501-3500** to report location and nature of such event.
5. If you think you have been exposed, strip immediately and wash (with soap). Do not scrub so hard that you scrub chemical into skin.
6. Seek medical attention.
7. Tune to local news, radio or the internet for information from authorities.

Property Management’s response in a suspected **BIOLOGICAL** or **CHEMICAL** attack will follow the directions and guidance of responding authorities, including directives regarding evacuation or sheltering in place. Additional response may include the following:

- The shut off of HVAC equipment (if feasible) to limit air movement.
- Locking of the perimeter access doors to prevent air movement from outside inside.
- Prohibition of access to or from the building until alternate instructions are received from the responding authorities.

BIOLOGICAL/CHEMICAL ATTACKS - continued

Agencies to which you can report a suspected biological or chemical attack are:

IAIP Watch Centers 1-888-585-9078

NIPC nipc.gov/incident/cirr.htm

For more information about personal preparedness and procedures, visit the U.S. Department of Homeland Security's website at **ready.gov**.

BLOODBORNE PATHOGENS

A pathogen is a specific cause of disease, such as a virus or bacteria. “Bloodborne” means carried by or in the blood. The two BLOODBORNE pathogens that are currently of particular concern are HBV (which causes Hepatitis B) and HIV (which causes AIDS).

It is very important, if you see blood or bodily fluids, to observe the following precautions:

1. **ALWAYS** use protective equipment when handling blood or bodily fluids. Any opening on your body or skin – eyes, mouth, skin rash, paper cut, etc. – is a route of entry for diseases. Protective equipment includes latex gloves, masks, protective eyewear, etc.
2. **NEVER** use just a paper towel to wipe up blood or bodily fluids and never allow anyone else to do so – always use latex gloves to clean up spills. Disinfect the area with an approved cleaner or bleach diluted with less than 10 parts of water. Double bag the materials used to clean up and discard and put in a bag labeled “biohazard” (you can either get bags which are labeled “Biohazard” from your Office Administrator or call Property Management, Engineering and/or Security Staff at **(678) 501-3500** – we store these bags and they will be accessible to Management and Security Staff 24 hours per day, 7 days per week). Contact Property Management, Engineering and/or Security Staff at **(678) 501-3500** to get name and number of firm which will dispose of hazardous waste.
3. Wash your hands immediately after you remove your gloves. Use a disposable towel for turning off the faucets, to avoid cross-contamination. Again, dispose of the towel in a “Biohazard” bag.
4. Avoid bending, breaking or recapping used needles. If recapping is necessary, use a one-handed technique. Immediately dispose of used needles and other sharp objects in designated, puncture-resistant containers.

If you see or encounter blood or bodily fluids:

1. Notify Property Management, Engineering and/or Security Staff **(678) 501-3500** of any spills, etc. so that Management can ensure the cleaning crew treats these areas appropriately.
2. If you are exposed to another person’s blood or bodily fluids, wash all exposed areas with lots of soap and water immediately. Report the incident to your supervisor and contact a physician immediately. There are early medical treatments available which can prevent the development of Hepatitis B and slow the onset of potential HV infection.

BOMB THREAT

DO NOT USE YOUR CELL PHONE, BLACKBERRY OR RADIO ONCE A THREAT IS RECEIVED, AS RADIO WAVES MAY CAUSE A DEVICE TO DETONATE!

1. Remain calm so you can get information from the caller.
2. If possible **WITHOUT** letting the caller know, enlist the aid of fellow employees to notify the Police Department at **911** and then Property Management, Engineering and/or Security Staff at **(678) 501-3500**, giving the following initial information:
 - Company Name
 - Suite Number/Floor
 - Name and telephone number of employee making this call.
3. Obtain as much information as possible. At a minimum, ask the caller these questions:
 - Where is it located?
 - When will it go off?
 - What does it look like?
 - What kind of bomb is it?
 - What will cause it to explode?
 - Why are you doing this?
 - Who are you?
4. Record the exact time and the exact words the caller uses. Please activate the Star 69 feature, which provides you with the number of your last incoming call by calling the “*” button on your phone followed by “69”. Write down the number that Star 69 gives you. See additional information below (“Additional Bomb Threat Information”), pertaining to other details of the call that may be beneficial to the responding authorities.
5. Notify your supervisor. Your supervisor should call Property Management, Engineering and/or Security Staff at **(678) 501-3500**.
6. Notify the Police Department by dialing **911**:
 - State that you have received a bomb threat
 - State that you are at **Palisades Office Park – 5901-A, 5901-B, 5901-C OR 5909 Peachtree Dunwoody Road, Atlanta, Georgia 30328**
 - State your company name, floor and suite #.
 - If you have a phone number from Star 69, provide operator with this number.
7. Notify Property Management, Engineering and/or Security Staff at **(678) 501-3500**.
8. Visually search your immediate area for any unusual objects. **DO NOT DISTURB ANY OBJECTS!**

BOMB THREAT - continued

9. Once Property Management, Engineering and/or Security Staff have 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 authorities to whom the threat has been reported or the authorities who respond to the threat.
10. In the event that you are asked to evacuate the building follow Evacuation Procedures.
11. Do not re-enter the building until the "all clear" has been given.

WHAT NOT TO DO

- DON'T ignore bomb threats.
- DON'T touch suspected explosives.
- DON'T touch suspected bombs.
- DON'T move things that you don't know what they are.
- DON'T open things that you don't know what they are.
- DON'T place in water.
- DON'T shake.
- DON'T turn.
- DON'T cut wires.
- DON'T pull wires
- DON'T cut string.
- DON'T pull fuses.
- DON'T stamp out fuses.
- DON'T open glued packages.
- DON'T pass metallic tools near suspected bombs.
- DON'T move switches.
- DON'T release hooks.
- DON'T smoke near suspected bombs.
- DON'T carry bombs.
- DON'T place near vital equipment.
- DON'T investigate too closely.
- DON'T use insulating materials (bomb blankets or sandbags).
- DON'T move the bomb away from people—move people away from the bomb.

DON'T IGNORE BOMBS!!!

STAY AWAY FROM BOMBS!!!

DON'T TOUCH BOMBS!!!

BOMB THREAT - continued

ADDITIONAL BOMB THREAT INFORMATION

1. Exact Wording of the Threat:

2. Pertinent Data:

- Sex of caller
- Race
- Age (estimate)
- Length of call
- Number at which call is received
- Time of call
- 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, Latino)

If voice is familiar, who 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

BOMB THREAT - continued

ADDITIONAL BOMB THREAT INFORMATION - continued

6. Threat Language:

<input type="checkbox"/>	Well Spoken (educated)	<input type="checkbox"/>	Incoherent
<input type="checkbox"/>	Foul	<input type="checkbox"/>	Taped
<input type="checkbox"/>	Irrational	<input type="checkbox"/>	Message read by threat maker

REPORT BOMB THREAT TO THE POLICE DEPARTMENT AT 911!

CIVIL DISTURBANCES

Any indication of a civil disturbance such as a riot, demonstration or picketing should immediately be reported to **911 and to Property Management, Engineering and/or Security Staff**. Property Management, Engineering and/or Security Staff will rely upon Law Enforcement Authorities to advise as to protective actions that should be taken during a local disturbance in or around the property.

1. When you see any indication of a civil disturbance, call **911**.
2. When a civil disturbance threatens the building, contact Property Management, Engineering and/or Security Staff at **(678) 501-3500**. Provide:
 - Your name, location and the time.
 - Approximate number and location of demonstrators.
 - Current activity of demonstrators.
 - Name of the organization demonstrating.
3. Notify your employees and visitors about the disturbance and warn them to avoid personal contact with demonstrators. Advise them not to make any comments or statements that might anger the demonstrators.
4. Notify your employees and visitors to lock all doors and secure all sensitive areas. Put a responsible employee by the main entrance door with a key to allow authorized personnel or visitors to enter and/or leave.
5. Avoid walking through lobby and stay away from windows.
6. Advise all employees and visitors to avoid leaving the building, unless there is no danger that they will be harmed by the demonstrators. If you must evacuate, exit with caution and do not run. Do not attempt any physical contact with demonstrators unless necessary to do so. Do not engage in conversations or make comments to demonstrators that could be construed as inflammatory or contradictory to the demonstrators' cause.
7. Advise employees and visitors that elevator service could be restricted or turned off to prevent demonstrators from accessing individual floors/suites.
8. Advise employees that they should carry their access keys with them, as Property Management, Engineering and/or Security Staff may decide to activate access control, if the situation warrants.
9. Report but do not touch any foreign or unusual items that are left behind by any demonstrators who were able to access the building or your suite.

EARTHQUAKE

INDOORS

1. Move away from windows, glass partitions, shelves and cabinets where glass or heavy objects may fall or launch themselves.
2. Take cover under a desk or sturdy furniture. Protect yourself by putting your head close to your knees and covering your neck with your hands. Make your body as small as possible, close eyes and cover ears with forearms. Keep your back to the window areas and always distance yourself from possible falling glass and hanging objects. Stay away from shelving, bookcases, windows, glass and any objects that may fall.
3. Do not use elevators or escalators.
4. Do not strike a match or light a cigarette, cigar, pipe or candle.
5. If you leave the building, be aware of such hazards as downed power lines and falling debris.
6. When the “all clear” is given that conditions have returned to normal, check in with your Safety Warden for updates before returning to your normal work station.
7. Assist any injured co-workers with first-aid. See “Medical Emergency”.
8. If you notice any structural damage, call Property Management, Engineering and/or Security Staff at **(678) 501-3500**.

OUTDOORS

1. Move away from buildings, overhead wires and poles.
2. Take cover in a doorway or other shelter, if unable to reach a clear area.
3. Avoid windows, which may fragment and fall during shaking.

IN AN ELEVATOR

1. Sit down until movement subsides.
2. Stay calm. The elevator is designed not to fall.
3. When the earthquake is over, use the emergency telephone or push the alarm button until help arrives.

ELEVATOR FAILURE/TRAP CALL

If you find yourself detained on an elevator:

1. REMAIN CALM
2. **Do NOT try to pry open the elevator doors.**
3. **If the elevator stops between floors and the door opens, do NOT try to climb out. The elevator could possibly move as you are in the process of climbing out, thereby causing severe injury or death.**
4. Open the telephone access door located at the lower left-hand corner of the elevator and lift the telephone receiver.
5. The elevator telephone rings directly to Schindler Elevator, our elevator contractor. Person(s) in the elevator must push the **red "Talk"** button to initiate communications with Schindler Elevator as the telephones cannot be made to ring in the elevator.
6. When the Schindler Elevator operator answers, tell him/her that you are trapped in the elevator. The Schindler Elevator operator will then:
 - Ask you some questions including:
 - Can you tell which elevator car you are trapped in? The elevator car number is located on the back of the access door.
 - Do you know which floor the elevator has stopped on or between which floors?
 - What is your name?
 - What company do you work for?
 - The Schindler Elevator operator will then call for help and ask you to please call back every 3 to 5 minutes so he/she can update you on the actions taken to free you from the elevator.
 - The Schindler Elevator operator will give you his/her operator number.
 - After the Schindler Elevator operator takes action to free you from the elevator, he/she will ask you if there anybody you would like him/her to call.
 - Call Property Management, Engineering, Security Staff and/or the Elevator Maintenance Company to help free you from the elevator.
 - **Notify the Schindler Elevator operator of any medical conditions that require immediate response. The Fire Department will be called immediately.**
7. If there is no response from a Schindler Elevator operator or the telephone is not functioning properly, press the elevator stop and/or alarm button. This will alert any person throughout the building as to your location.
8. A member of the Property Management, Engineering and/or Security Staff will stay by the elevator to maintain communication with you until the elevator company arrives and frees you from the elevator.
9. Try to **REMAIN CALM.**

ENVIRONMENTAL EMERGENCY

1. Call **911** and explain the nature of the spill or emergency.
2. Quickly evacuate the area affected.
3. Notify Property Management, Engineering and/or Security Staff immediately of any chemical spill inside your space. Property Management, Engineering and/or Security Staff can be reached at **(678) 501-3500**.
4. If the odor is overwhelming and threatens to spread beyond the space where the spill or emergency occurred, immediately notify Property Management, Engineering and/or Security Staff at **(678) 501-3500** and proceed to evacuate the building, moving as far away as possible.
5. Those persons with knowledge of the incident need to be available to the Property Management, Engineering, Security Staff and/or emergency response personnel outside the building. A description of what happened, where, when, and the type of product (s) spilled will be extremely valuable. If available, Material Safety Data Sheets (MSDS) for the substance should be provided to Property Management, Engineering and/or Security Staff, as these will help to determine the appropriate subsequent action.
6. Do not go back into the building until Property Management, Engineering and/or Security Staff or the responding authorities have given the “all clear”.

EVACUATION

8. Secure your personal valuables, take your wallet or handbag and bring your KEYS with you, **if they are readily available** – if you away from your office or work station when you see a fire or hear the directive to evacuate, do not go back to your office or work station. Do NOT take beverages with you as they can spill and create a slip and fall hazard in the stairwells.

2. Calmly begin to exit the building through the nearest designated fire exit/stairwell.

- Do not use elevators to exit during a fire evacuation.
- Do not exit to the rooftop.
- Proceed to the assembly area designated by your Safety Warden.

As you exit the building, move away from the building as the Fire Department will need clear access to the building. Keep all vehicle lanes open for the use of emergency personnel.

3. If your exit route is blocked by smoke:

- Stay calm and crawl low in smoke (the air is easier to breathe near the floor). Where available, wet cloths, paper towel, t-shirt, etc. and hold over mouth to help with breathing.
- If trapped in a room, close all doors between you and the smoke. Seal the cracks around the door and vents.
- Signal at the windows to rescuers. If there is a phone in the room, call **911**. The operator can contact the on-site officer, etc.

4. Remain outside the building until you have received an announcement from the Safety Director or your Safety Warden that it is safe to enter the building and return to your suite.

5. If you are inside an elevator, upon activation of a fire alarm, the elevators will be recalled to the Ground Floor. If the fire is on the Ground Floor, the elevator will be recalled to a safe floor.

6. When evacuating, remember:

- Keep CALM
- Close doors
- Walk to exit
- Use stairs, not elevators
- Stay to the right in the stairs going down
- Do not go back up the stairs
- Do not take beverages, as these can spill and create a serious trip and fall hazard.
- If there is smoke, keep low to the floor where the air will be cleaner and cooler.
- Feel doors with the back of your hand. **If the door feels HOT, DO NOT OPEN!**
- Gather at the designated assembly area.
- Check in with Safety Warden so Safety Warden can take a head count.

EXPLOSION

1. Call **911** and, if necessary, take shelter.
2. Report the following to the 911 operator:
 - Your name and location
 - Your telephone number
 - Exact location of the explosion
 - If known, the cause of the explosion
 - Extent of any known casualties and type of injuries
 - Whether or not the explosion has caused any fires
3. Report any explosion to Property Management, Engineering and/or Security Staff at **(678) 501-3500**.
4. Move or evacuate employees or visitors from the immediate area of the explosion. Some explosions will trigger the Fire Control Panel. If activated, please follow Evacuation Procedures.
5. If you are trapped in debris:
 - Use a flashlight to signal your location if you have one.
 - Avoid unnecessary movement to minimize dust.
 - Cover nose & mouth with any fabric you have on hand, to avoid inhaling dust.
 - Tap on a pipe or wall so rescuers can hear you.
 - If possible, whistle to signal your location.
 - If shouting, be careful to not inhale too much dust.

FLOODS

When flooding occurs:

1. Assess severity of situation. If a water pipe has ruptured, it is imperative that the flow of water be stopped.
2. Report flood to Property Management, Engineering and/or Security Staff at **(678) 501-3500**.
3. If it is a major leak, call **911** to assist in removing water from the building.
4. Notify the local water and power company of the situation.
5. Should it become necessary to evacuate the building, follow “Evacuation Procedures”.
6. Do not return to the building until the “all clear” is given.

If a flood occurs due to a rainstorm while you are in the building:

1. Maintain a constant watch of the affected area.
2. Monitor local news.
3. Move to a safe area within your suite, taking fire extinguishers, first aid supplies and all other necessary equipment with you.
4. Should it become necessary to evacuate the building, follow “Evacuation Procedures”.
5. Do not return to the building until the “all clear” is given

HOSTAGE SITUATION

1. Report any situation involving hostages to:

Metropolitan Police Department **911**
Property Management, Engineering and/or Security Staff **(678) 501-3500**

2. Make any note of any distinguishing characteristics of the persons involved and report this to the Police or Property Management, Engineering and/or Security Staff.

Characteristics to pay attention to are as follows:

Race: White _____ Black _____ Asian _____ Middle Eastern _____ Latin _____

Sex: Male _____ Female _____ **Age:** Adult _____ Juvenile _____

Armed: Hand gun _____ Rifle _____ Assault Weapon _____

Clothing Color: Hat _____ Coat _____ Shirt _____ Trousers _____

Hair Color: Black _____ Brown _____ Blonde _____ Other _____

Build: Thin _____ Medium _____ Heavy _____

Carrying a: Back Pack _____ Bag _____ Briefcase _____

Wearing a Mask: Yes _____ No _____ **Tattoo's and/or body piercing:** _____

Accent: Yes _____ No _____

What was said: _____

HURRICANE WATCH

(hurricane conditions are possible, usually within 36 hours)

1. Listen to weather updates and stay informed of conditions.
2. Begin to prepare for potential evacuation.

HURRICANE WARNING

(a hurricane is expected)

NOTE: Property Management will not make any determinations about evacuation. Property Management will rely on local authorities and follow their instructions.

1. Listen to weather updates and stay informed of local conditions and alerts or warnings.
2. Keep a portable radio, flashlight and extra batteries on hand.
3. If you have any objects outside, move them to a secure indoor location. If the items are too large to relocate, secure them firmly so the wind cannot pick them up. Any loose objects can become projectiles in high wind conditions.
4. Report any hanging limbs, swaying utility poles or any loose object that could cause damage in high wind conditions to Property Management, Engineering and/or Security Staff at **(678) 501-3500**.
5. Stay away from windows.
6. Be prepared to evacuate – be familiar with your municipal region’s evacuation plan and evacuation routes. Tune to local news for direction from the appropriate authorities.

If you are in the Building When a Hurricane Hits:

8. Move away from building perimeter and exterior glass. Close doors to perimeter offices or areas to isolate broken glass, flying objects or other debris.
9. Move to interior corridors, elevator lobbies and stairwells.
10. Protect yourself by putting your head close to your knees and covering your neck with your hands. Make your body as small as possible, close eyes and cover ears with forearms.
11. If unable to reach the interior of the building, seek protection under a desk, table or chair.
12. When the “all clear” is given that conditions have returned to normal, check in with your Safety Warden for updates before returning to your normal work station.
13. Assist any injured co-workers with first-aid. See “Medical Emergency”.
14. If you notice any structural damage, call Property Management, Engineering and/or Security Staff at **(678) 501-3500**.

MEDICAL EMERGENCY

1. Call **911**.
2. Make the victim as comfortable as possible. Do not move the victim if there is no immediate danger.
3. Try to ascertain as much information as possible about the injury, either from the victim (if conscious) or from the surroundings. (Was the person working with electricity? Did something fall and hit the victim on the head?).
4. Remain with the victim and call out for help.
5. Have someone notify Property Management, Engineering and/or Security Staff at **(678) 501-3500**. If you call an ambulance, Property Management, Engineering and/or Security Staff will meet the ambulance to escort the attendants to you.
6. If the victim is not breathing and/or has no pulse, mouth-to-mouth resuscitation and/or CPR should be performed. It should be administered until the emergency response team arrives, the victim is resuscitated or the victim's heart begins to beat.
7. Be prepared to provide information to the emergency response team.

NATURAL GAS

1. If you are smoking, extinguish all smoking materials immediately!
2. Call **911**.
3. Call Property Management, Engineering and/or Security Staff at **(678) 501-3500**.
4. Notify your Safety Warden.
5. Evacuate the area.
6. Do not re-enter the building or area until the “all clear” is given.

POWER OUTAGES

1. Call Property Management, Engineering and/or Security Staff at **(678) 501-3500**. An engineer will be dispatched to your office to investigate the cause of the outage. If your telephone system is also not working, walk to Security Desk located in the Main Lobby or the Management Office located in Suite 155, 5901-C Peachtree Dunwoody Road, Atlanta, GA 30328.
2. You will be notified as soon as practical as to the cause of the power outage.
3. Tune to local news or observe neighboring buildings to determine whether the power outage is isolated to the building. If not isolated to the building, follow directions of emergency personnel.
4. Wait for further instruction, or evacuate if necessary.
5. Before leaving your work area, shut-off electrical equipment to reduce the strain on the electrical system as it is restored.
6. In the event of a prolonged power failure, you will be notified of the estimated time to restore partial or full power and the cause of the failure. You will also be instructed to evacuate the building if necessary.

RADIATION RELEASE

NOTE: In general, Property Management’s response will follow the directions and guidance of responding authorities, including directives regarding evacuation or sheltering in place.

According to the DHS website, ready.gov, “A radiation threat, commonly referred to as a “dirty bomb” or “radiological dispersion device (RDD)”, is the use of common explosives to spread radioactive materials over a targeted area. It is not a nuclear blast. The force of the explosion and radioactive contamination will be more localized. While the blast will be immediately obvious, the presence of radiation will not be clearly defined until trained personnel with specialized equipment are on the scene. As with any radiation, you want to try to limit exposure. It is important to avoid breathing radiological dust that may be released in the air.”

If you are **inside** and there is an explosion or authorities warn of a **RADIATION RELEASE**:

1. Call **911**.
2. Remain calm.
3. Call Property Management, Engineering and/or Security Staff at **(678) 501-3500**.
4. Tune to locals news, radio or the internet for official news and information to determine whether you should leave the area or remain inside, to limit exposure to radioactive material.
5. Regardless of where you are, close windows & doors, turn off fans, heaters or any other equipment that moves air.
6. If you think you have been exposed to radiation, take off your clothes and wash with soap as soon as possible.

Property Management’s response in a suspected **RADIATION RELEASE** will follow the directions and guidance of responding authorities, including directives regarding evacuation or sheltering in place. Additional response may include the following:

- The shut off of HVAC equipment (if feasible) to limit air movement.
- Locking of the perimeter access doors to prevent air movement from outside inside.
- Prohibition of access to or from the building until alternate instructions are received from the responding authorities.

For more information about personal preparedness and procedures, visit the U.S. Department of Homeland Security’s website at **ready.gov**.

RECOMMENDED PRECAUTIONS & SECURITY TIPS

While everyone needs to know how to respond in an emergency, it is just as important that you take steps to prevent emergencies from occurring. The following are a few recommended precautions:

1. Properly store any flammable or combustible supplies properly in metal cans or safety containers. Such supplies and containers must first be approved by the Property Manager/Chief Engineer.
2. Maintain Material Safety Data Sheets (MSDS) in a central location where they are visible for all to see.
3. Avoid using extension cords instead of permanent wiring. If using an extension cord, use a three-prong connection.
4. Safety Monitors should maintain a current employee roster in an area where it is easy to retrieve and can be taken with you during an emergency. You will need this information in order to conduct a head-count.
5. Property Managers should keep tenant and employee rosters, as well as the MSDS Binder in an area where they can easily be retrieved and taken with you in the event of an emergency.
6. Keep all appliances and electrical cords in good repair.
7. Turn off all electrical appliances for coffee, cooking or heating before leaving the office.
8. Forbid the use of candles or exposed flames in the office.
9. Assign a specific person or persons to aid anyone in the office who requires special assistance in an emergency.
10. Report any potential building fire hazards to the Property Manager (i.e., blocked stairwells, faulty fire protection equipment, leaks or damaged wiring).
11. Store flammable materials in the building only after approval from the building Chief Engineer.
12. Space heaters should not be used.

Security Tips

1. Never leave the reception area unattended.
2. Report all suspicious persons to a supervisor and/or the Police at **911**.
3. Do not allow persons making deliveries to wander through the office without an escort.

RECOMMENDED PRECAUTIONS & SECURITY TIPS - continued

4. Keep valuables such as cash, wallets, purses, calculators, televisions, VCRs and radios in a safe place. Avoid putting purses under a desk or in the lower desk drawer, as this is often the first place a thief will look.
5. Never assume you may feel safe leaving your desk with valuables in sight.
6. Require strict compliance with the use of a visitor logbook to record names of persons entering and departing the office after regular business hours.
7. Strangers should not be sent to an empty office to use a telephone. Instead offer to dial the number for them or escort them to a phone and stay with them while they make their call.
8. Do not allow non-employees free access to your suite. A receptionist will inform you when sending repair persons to a location. Notice if they are in a uniform and if the uniform name correctly identifies their business.
9. Above all, be alert and, if you feel comfortable doing so, question strangers. Ask for a business card or ID badge. Ask with whom they have an appointment and **escort** them to that person's office.
10. Call for assistance before confronting someone who has not satisfactorily demonstrated his or her identity or purpose in your office.

STATE OF ALERT – DEPARTMENT HOMELAND SECURITY

NOTE: A change in the State of Alert Status does not mean the building will evacuate. Tune in to local news for directions from authorities as to whether to evacuate or shelter in place.

The U.S. Department of Homeland Security has issued a color-coded system Advisory System to alert citizens to the current assessment of a threat of terrorist activity. This system is as summarized below:

Green	Low	=	low risk of terrorist attacks
Blue	Guarded	=	general risk of terrorist attacks
Yellow	Elevated	=	significant risk of terrorist activity
Orange	High	=	high risk of terrorist activity
Red	Severe	=	severe risk of terrorist activity

Listed below are general procedures the Building will follow during each threat level. Note that these procedures may change at any time. Note also that Property Management will issue a memo to each of its Customer Contacts regarding the procedures that are currently in effect. If you have any questions during a change in threat level, please ask your office manager or call Property Management, Engineering and/or Security Staff at (678)501-3500.

The following are general procedures for building access during a **GREEN**, **BLUE** or **YELLOW** advisory:

- Building access will be monitored electronically outside of normal operating hours. Although it is not necessary to lock the building during this time, it may become necessary to limit access without advance notice. Please carry identification and access keys at all times.
- Loading dock is available during normal business hours by scheduling in advance with the Property Management, Engineering and/or Security Staff.
- Roof decks are open.
- All messengers must sign the logbook.
- Visitors must sign the logbook. Property Management, Engineering and/or Security Staff may also require that names of all visitors be provided to Property Management, Engineering and/or Security Staff and the Lobby/Security Desk in advance and that all visitors must sign the guest book. Check with your office manager to confirm whether this procedure is in place or ask at the Lobby/Security Desk.
- Be familiar with your firm's emergency plans and business continuity plans.

The following are general procedures for building access during an **ORANGE** advisory:

- Building access will be monitored physically or electronically. Although it is not necessary to lock the building during this time, it may become necessary to limit access without advance notice. Carry identification and access keys at all times.
- Loading dock is closed except for scheduled and monitored deliveries.

STATE OF ALERT – DEPARTMENT HOMELAND SECURITY - continued

- Roof decks are closed.
- Visitors' names must be provided to the Lobby/Security Desk in advance. All visitors must sign the guest book and show identification. The individual with whom they are visiting must escort any unregistered visitors.
- All messengers must be pre-authorized or cleared by the tenant to have access. Messengers that are not pre-authorized or cleared by the tenant will be denied access.
- Confirm accuracy of your internal contact list. Ensure that Property Management has current and accurate contact information. Check your Business Continuation Plans for accuracy.

The following are general procedures for building access during a **RED** advisory:

- Building access control systems will be activated, which means you will need your access key to enter the building. In the absence of identification, the Office Manager or a fellow employee must provide clearance and the individual must be escorted by a fellow employee from the company.
- Loading dock is closed. Depending on the nature and location of the circumstances surrounding the code Red advisory, the loading dock may be open for scheduled and monitored deliveries.
- Roof decks are closed.
- Visitors' names must be provided to the Lobby/Security desk in advance. All visitors must be met at the building entrance and escorted by the individual they are visiting or someone from that individual's office. Visitors must also sign the logbook at the Lobby/Security Desk and show identification. Unregistered visitors will not be given access. Depending on the nature and location of the circumstances surrounding the code Red advisory, all visitors may be denied access.
- No messengers will be permitted past the Lobby/Security Desk. The individual receiving the delivery must report to the Lobby to take possession of delivery. There will be no exceptions.
- Contractors' names must be provided to the Lobby/Security desk in advance and a scope of the contractor's work provided to the Management Office in advance. All contractors must be met at the building entrance and escorted by the individual for whom they are doing work. Contractors must also sign the logbook at the Lobby/Security Desk and show identification. Unregistered contractors will not be given access. If the contractor's work has not been cleared with the Management Office, the contractor may be denied access, depending on the nature of the work being done. Depending on the nature and location of the circumstances surrounding the code Red advisory, all contractors may be denied access.

STATE OF ALERT – DEPARTMENT HOMELAND SECURITY - continued

GENERAL NOTE: Additional building procedures and responses will be dictated by the nature and location of the circumstances surrounding the code Red advisory as well as by directives given by the authorities.

SUSPICIOUS MAIL OR PACKAGES

Indications that mail or a package may be suspicious:

- Foreign mail, airmail, and special delivery.
- Restrictive markings, such as “Confidential”, “Personal”, “To Be Opened by Addressee Only”, etc.
- Excessive postage.
- Mail/packages that are unexpected or from someone unfamiliar to you.
- Handwritten or poorly typed addresses.
- Incorrect titles (personal and position titles).
- Title, but no name.
- Misspellings of common words.
- Oily stains, discolorants, or powder-like substances.
- No return address or postmark.
- Excessive weight.
- Rigid envelope.
- Lopsided or uneven envelope.
- Protruding wires or tinfoil.
- Excessive securing material, such as masking tape, string, etc.
- Visual distractions.
- City or State in the postmark that does not match the return address.

When handling unopened suspicious mail or package:

1. Call **911**.
2. Do not sniff envelopes or packages.
3. Do not shake or empty the contents of any suspicious package or envelope.
4. Place unopened suspicious mail in a closeable plastic bag, such as a Zip-Loc bag, then seal the bag.
5. Carefully place plastic bag in empty bin, box or trash container.
6. Post “do not touch” sign on container holding plastic bag.
7. Wash your hands with lots of soap and water for at least 15 seconds.
8. Call Property Management, Engineering and/or Security Staff at **(678) 501-3500** to advise of location and nature of suspicious mail or package.
9. If you are concerned, if you feel you have been exposed or if you develop any lesion or flu-like symptoms, **immediately seek medical treatment!**

SUSPICIOUS MAIL OR PACKAGES - continued

If, when opening mail, powder spills out or smells are emitted:

1. Leave powder where it falls. Do not try to clean it up.
2. Do not call others to view spilled substance.
3. Do not inhale over or near the opened mail or package.
4. Carefully place the package or envelope on table where it was opened, or on a desk or the floor.
5. Carefully cover the spilled contents or the source envelope or package (use anything available such as newspapers, clothing, inverted trashcan, etc. and remember location and nature of covering).
6. Advise anyone in the room or area to quietly leave the area and close door. These individuals should be directed to go to another room and wait until their contact information can be obtained or they are given further instructions by the responding authorities.
7. Immediately wash your hands and any exposed areas of skin with lots of soap and water for at least 15 seconds.
8. Call **911**.
9. Call Property Management, Engineering and/or Security Staff at **(678) 501-3500** to advise of location and nature of suspicious mail or package.
10. If you are concerned, if you feel you have been exposed or if you develop any lesion or flu-like symptoms after the incident, **immediately seek medical treatment!**

TELECOMMUNICATIONS OUTAGES

1. Initially, the most important issue to determine is whether the loss of telephone communication is within your individual suite or throughout the building.
2. Immediately dispatch an employee to Property Management, Engineering and/or Security Staff to advise of outage. If after hours, dispatch employee to the Lobby/Security Desk.

TORNADO WATCH

(conditions are right for a tornado):

NOTE: Property Management will not make any determinations about evacuation. Property Management will rely on local authorities and follow their instructions.

1. Close blinds and drapes.
2. Stay away from windows.
3. Listen to weather updates and stay informed of conditions and alerts or warnings.
4. Keep a portable radio, flashlight and extra batteries on hand.
5. If you have any objects outside, move them to a secure indoor location. If the items are too large to relocate, secure them firmly so the wind cannot pick them up. Any loose objects can become projectiles in high wind conditions.
6. Report any hanging limbs, swaying utility poles or any loose object that could cause damage in high wind conditions to Property Management, Engineering and/or Security Staff at **(678) 501-3500**.
7. Be prepared to evacuate – be familiar with your municipal region’s evacuation plan and evacuation routes. Tune to local news for direction from the appropriate authorities.

TORNADO WARNING

(a tornado has been sighted):

1. Move away from building perimeter and exterior glass. Close doors to perimeter offices or areas to isolate broken glass, flying objects or other debris.
2. Move to interior corridors, lower levels, elevator lobbies and stairwells.
3. Protect yourself by putting your head close to your knees and covering your neck with your hands. Make your body as small as possible, close eyes and cover ears with forearms.
4. If unable to reach the interior of the building, seek protection under a desk, table or chair.
5. When the “all clear” is given that conditions have returned to normal, check in with your Customer Safety Warden for updates before returning to your normal work station.
6. Assist any injured co-workers with first-aid. See “Medical Emergency”.
7. If you notice any structural damage, call Property Management, Engineering and/or Security Staff at **(678) 501-3500**.

WATER INTERRUPTIONS

1. A **temporary** interruption of the water supply may or may not result in the disruption of building services.
2. **Prolonged** water interruption will result in the evacuation of the building following the Evacuation procedures. Without water we can neither maintain sanitary conditions nor building cooling systems. Additionally, water interruption limits the Fire Department's ability to extinguish fires. You will be notified of the time to restore the water to the building as soon as practical.