



Building Emergency Procedures  
July 2019



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## Building Emergencies

### Fire Events

- The fire alarm system can be activated by a smoke detector, movement of water in the sprinkler system or alarm stations mounted near the exit stairwells.
- The fire alarm will have both audible and visual alarms for ADA code compliance.
- The audible alarm will be silenced to allow for radio and verbal communication on the floor(s) affected by the alarm.
- The visual alarm will continue to flash as long as the alarm is active.
- First alarm does not require evacuation, but anyone may proceed to their assembly area if desired.
- If the alarm is a confirmed or suspected to be an actual fire emergency, a second audio/visual alarm will be activated.
- An immediate evacuation should begin on the second alarm.
- If the alarm is found not to be an actual emergency, a PA announcement will be made advising that no emergency exists
- If you discover a Fire:
  - Remove anyone in immediate danger.
  - Contain the fire by closing all doors and windows to the area.
  - Call 911 and building security.
  - Activate the manual fire alarm (pull station).
  - Use a fire extinguisher if safe to do so (NEVER attempt to put out a fire alone).
  - Evacuate the building by walking to the closest stairwell. Use safe stairwell procedures.
- How to use an “ABC” all purpose fire extinguisher:
  - Hold upright. Pull safety pin.
  - Stand back 10 feet and aim the hose at base of fire.
  - Squeeze the lever/trigger.
  - Sweep side to side.
  - Never re-install a fire extinguisher once it has been used; have it recharged by a licensed service company.
  - Always maintain an area of three (3) feet clearance around all fire protection equipment.
- Practice fire prevention and good housekeeping. Don't give a fire a place to start.



- When an alarm sounds on your floor or a PA announcement is heard:
  - Feel the door with the back of your hand to see if it is hot. If it is not hot, open cautiously. Stand behind the door and be prepared to close quickly.
  - If there is smoke present, crawl on your hands and knees along the wall to your emergency exit. Proceed down the stairwell to a safe refuge area.
  - If there is no smoke present, proceed to your emergency stairwell exit. Follow safe stairwell procedures and evacuate the building.
  - Follow instructions from emergency personnel.
  - If door is hot:
    - DO NOT OPEN IT!
    - Use alternate door, if safe to do so.
    - If no alternate door, call 911/Fire Department. Give exact location and all known facts.
    - Seal the bottom of the door with cloth material to keep out smoke.
  - If water is available, wet cloths and seal the door and vents.
  - Retreat. Close as many doors between you and the fire as possible.
  - Signal at the window by waving a bright colored material.
  - If there is smoke in the room:
    - Stay low – air is cooler and cleaner closer to the floor.
    - Hold a wet cloth over your mouth and nose.
    - Do not break window – only as a last resort.
  
- Directions to Assembly Area
  - From Stairwell 1: Exit out of stairwell 1 onto Armstead Place, proceed to W. Peachtree Street and turn left, cross Armstead Place until you reach 5<sup>th</sup> Street, turn right on 5<sup>th</sup> Street crossing W. Peachtree Street, proceed down 5<sup>th</sup> Street and cross Cypress Street, turn right and proceed down Cypress Street until you reach 4<sup>th</sup> Street, the parking lot is your assembly area.
  - From Stairwell 2: Exit out of stairwell 2 into the building Lobby, proceed out of the Lobby doors at the corner of W. Peachtree Street and 4<sup>th</sup> Street, turn left and continue down 4<sup>th</sup> Street until you cross Cypress Street, the parking lot is your assembly area.
  - From Stairwell 3: Exit out of stairwell 3 into the outdoor plaza, turn right and proceed to W. Peachtree Street, turn right and cross 4<sup>th</sup> Street, turn left and proceed down 4<sup>th</sup> Street until you cross Cypress Street, the parking lot is your assembly area.

## Severe Weather

- If a TORNADO WARNING is issued:
  - If a tornado warning is issued for the midtown area a PA announcement will be made.
  - Immediately take shelter and proceed to interior offices, meeting rooms, stairwells or restrooms. Stay away from windows, glass doorways, outside walls and close the doors to exterior rooms.
  - Protect your head and crouch down making yourself as small a target as possible.
  - Flying debris is the main cause of injuries so stay low on the floor near an interior wall.
  - Check and report injuries and damage to the area.
  - Remain as calm as possible.
- AFTER THE TORNADO: (If the tornado has hit the area)
  - Once the tornado has passed, a second PA announcement will be made.
  - Remain quiet and calm.
  - Follow instructions from the emergency response team and the fire department.
  - If evacuation is ordered – follow standard evacuation procedures.
  - Be careful of falling debris, electrical wires, and hazardous areas.

## Bomb Threats

- **Report bomb threats to 911 and provide all information to security as soon as possible.** If evacuation is necessary, the property management office or security will advise you.
- All bomb threats should be treated with the utmost care and urgency. Although it has been proven that the vast majority of these calls are false alarms, at no time should any call be ignored or disregarded.
- If you receive a bomb threat call, please keep the caller on the line as long as possible. Write down as much information as you can collect, such as location, time of detonation, appearance of bomb, reason for planting bomb, etc.
- If a bomb threat is received through the mail, save the letter and the envelope and do not remove them from the area where they were opened, if possible.
- If you find a suspicious item (package, box, briefcase, etc.) that does not belong in your area, notify security immediately.
- In any of the above situations, it is important to keep all information regarding the threat confidential, informing only those who "need to know".
  - Evacuation necessity will be determined by a joint effort of the police and fire departments and building management.
  - By maintaining confidentiality, it may be possible to determine the identity of the perpetrator and increase the chances of an arrest and conviction.
- The checklist on the following page is FEMA's bomb threat checklist. It can be installed as a shortcut on the computer desktop of the person who answers the office's phones. You can download a copy from the following web address: [http://emilms.fema.gov/is906/assets/ocso-bomb\\_threat\\_samepage-brochure.pdf](http://emilms.fema.gov/is906/assets/ocso-bomb_threat_samepage-brochure.pdf)
- The U.S. Department of Homeland Security publishes guidance for reacting to suspicious packages and letters, which you will find at this web address: <http://www.ready.gov/explosions>

## Workplace Violence

- Events can include workplace, relational (domestic) or random acts of violence.
- Early detection through preemployment screening and deterrence by reporting and handling of aggressive behavior are key steps to prevention,
- Security presence at high risk terminations is recommended.
- Early security notification of domestic issues and threats against employees is vital to any response plan.
- This page provides the OSHA Fact Sheet link, workplace violence. You can download a copy from this web address:  
[https://www.osha.gov/OshDoc/data\\_General\\_Facts/factsheet-workplace-violence.pdf](https://www.osha.gov/OshDoc/data_General_Facts/factsheet-workplace-violence.pdf)

## Active Shooter

- If faced with an event of extreme violence, DHS recommends three responses: evacuate, hide out and take action.
- Evacuate – quickly and quietly leave the floor or area and encourage others to leave with you.
- Once out of danger, contact 911 and the security emergency number to report the event.
- Give the police and security a description of the attacker(s), type of weapon(s) used and last known location.
- Report location of any victims and their injuries to 911 & security.
- Do not return to the buildings, proceed to your off-site assembly area.
- Provide the police with information after the event.
- This page provides the Department of Homeland Security's active shooter poster link. You can download the file and its accompanying active shooter booklet from the following web addresses:  
Poster: [http://www.dhs.gov/xlibrary/assets/active\\_shooter\\_poster.pdf](http://www.dhs.gov/xlibrary/assets/active_shooter_poster.pdf)  
Booklet: [http://www.dhs.gov/xlibrary/assets/active\\_shooter\\_booklet.pdf](http://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf)

## Medical Emergencies

- If a medical emergency is reported, dial 911 and request an ambulance. Provide the following information:
  - Number and location of victims
  - Names of injured or sick persons
  - Nature of injury or illness
  - Injured person's physician's name and contact information, if known
  - Hazards involved
  - Nearest entrance (emergency access point)
- Notify Security to allow for assistance directing emergency personnel.
- Send co-workers to the passenger and service elevator landings to assist responding security and EMS personnel.
- Make victim as comfortable as possible until help arrives, but do not move the victim unless the victim's location is unsafe.
- Clear a path to victim to aid responders once they have arrived.
- Alert trained employees to respond to the victim's location to administer first aid, CPR, or use Automated External Defibrillator (AED).
- Only trained responders should provide first aid assistance.
- Take precautions to prevent contact with body fluids and exposure to blood borne pathogens.