



# **230 PEACHTREE STREET TENANT LIFE SAFETY MANUAL**

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**Portman Management Company  
230 Peachtree St., NW, Atlanta GA 30303  
404-614-5230**

**230 Peachtree Security Console  
404-614-5250**

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# Introduction

## Welcome to 230 Peachtree Street!

Emergencies and disasters are unpredictable and usually strike without warning. For this reason, 230 Peachtree Street Building Management believes that it is essential to prepare as much as possible for emergency situations.

Preparation and communication are essential elements in dealing with emergency situations. The following pages represent explicit and easy to follow information that will serve as an operational guideline for 230 Peachtree Street tenants. However, in order for the information to be of value, and serve as a basis for our emergency planning, everyone's cooperation is necessary. By reviewing the following information, familiarizing all office personnel with these procedures, and participating in the scheduled practice building evacuations, you and your staff will be able to respond effectively during emergency situations.

There are two main goals of this plan:

- To emphasize the importance of each Safety Coordinator understanding the plan and communicating the plan to the other employees in their office
- To communicate the need for each company to develop and implement its own specific emergency plans



## Safety Coordinators Responsibilities

Tenant Safety Coordinators are the connecting link between the Property Management Office and the Tenant's employees. As such, the Safety Coordinators have direct control and responsibility for all decisions to ensure the safety of their employees during an emergency. During an emergency, corporate hierarchy should be relegated in favor of allowing the Safety Coordinator to effectively take charge (within the bounds of the Emergency Plan).

Safety Coordinators are responsible for selecting, identifying and training sufficient Assistant Safety Coordinators to effectively perform emergency duties and responsibilities. Safety Coordinators are responsible for ensuring Assistant Safety Coordinators are prepared to assume their responsibilities during the Safety Coordinator's absence. Each Tenant should have a minimum of one Safety Coordinator and one Assistant Safety Coordinator per suite/floor.

### Responsibilities of Safety Coordinators and Assistant Safety Coordinators

1. Know the layout of their floor(s) including the exits and location of fire equipment.
2. Be familiar with the personnel under their control and know if there are any individuals that would require additional assistance in the event evacuation is necessary.
3. Know the evacuation plans used in an emergency.
4. Know the location and how to use fire extinguishers.
5. Communicate building information, emergency procedures and notices of fire drills and other related information to all employees.
6. Safety Coordinators and the Assistant Safety Coordinators must be knowledgeable about what is not commonplace (i.e., unusual or foreign to the normal environment of their respective company areas) so that for example, in the event of a bomb threat, they will be able to conduct a search and identify any suspicious items.

Due to the key positions they occupy, Safety Coordinators and their Assistant Safety Coordinators must see that during their absences from the building, other qualified associates are also familiar with and able to perform their emergency duties.

Tenant Safety Coordinators and Assistant Safety Coordinators should be selected on the basis of two (2) principal criteria:

# Safety Coordinators Responsibilities

- First** They must be intelligent, alert and resourceful individuals who would be able to remain calm and capable of performing a leadership role during an emergency situation.
- Second** They must work in their respective company areas within the building rather than having primary duties and responsibilities outside the building.

The Safety Coordinators are appointed by each Tenant of the building. If a firm occupies more than one floor, a minimum of one Safety Coordinator and one Assistant Safety Coordinator should be appointed for each floor. Either the Safety Coordinators or the Assistant Safety Coordinators should be present at all times while the area is occupied.

1. Reporting Changes in Safety Coordinators and Assistant Safety Coordinators:  
The Safety Coordinators are essential in the response to an emergency in the building. They are the connecting link between the Property Management Office and the Tenant's employees. Therefore, any changes in Safety Coordinators or Assistant Safety Coordinators must be reported to the Property Management Office.
2. Safety Coordinators Authority:  
While all personnel and employees should have constructive knowledge of the Emergency Plan and Procedures, they must recognize that it is essential for them to voluntarily accept emergency instructions given to them by the Property Management Office and by Safety Coordinators or Assistant Safety Coordinators in order to ensure a safe and orderly response to any emergency situation.

## Mobility Challenged Persons

Each mobility challenged employee will have two Assistant Safety Coordinators assigned. The first assistant safety coordinator evacuates the building and notifies emergency personnel. The safety coordinator will need to provide the stairwell location, West or East and the floor number. The second assistant safety coordinator remains with the mobility challenged employee until emergency personnel arrive.



## Fire Procedures

230 Peachtree Street is fully sprinkled and equipped with fire detection and alarm devices throughout the building. Upon activation of an alarm, the building Fire Alarm System will produce visual and audible alarms on the affected floor as well as one floor above and one floor below.

1. If a fire is discovered, **DO NOT** wait for an alarm to sound. **IMMEDIATELY CALL 911.**
  - Relay the following information to the 911 operator:
    1. The complete physical address of 230 Peachtree Street.
    2. The EXACT location of the fire.
    3. What is burning (electrical equipment or wiring, liquids, paper or wood furnishings etc.)?
    4. The severity of the fire.
    5. Your name, telephone number and location.
  - Pull the fire alarm pull station. Pull stations are located in the corridors next to each stairwell entrance.
  - Call Security at (404) 614-5250 and relay the above information.
  - Notify your Safety Coordinator(s).
  - Floor Safety Coordinators should begin evacuation.
  - If the fire can be controlled by a fire extinguisher, follow the directions on the hand-held chemical fire extinguisher located within your space and in close proximity to the emergency stairwells.

**DO NOT** attempt to control the fire if it poses a threat to your safety.

If possible, close the door(s) to the room. This may help contain the fire.

2. If you hear the alarm:
  - Stay calm.
  - Prepare to evacuate if necessary - know the location of the nearest stairwell exit.

# Fire Procedures

- Follow instructions from your Safety Coordinator or those provided over the Building Public Address System.
- If the order to evacuate is given, use the stairs. Move to the designated assembly area and remain until it is safe to return.
- If smoke is present, stay low. The best air is near the floor.
- Remove high-heeled shoes to facilitate walking down stairs.
- Remain quiet during the evacuation in order to hear and understand all emergency instructions.
- Take essential personal belongings, as re-entry will not be allowed during the emergency.
- **DO NOT** use the elevators. The elevators may be recalled to the Lobby level.
- **DO NOT** return to your workspace until you are advised by the Fire Department or Building Personnel that it is safe to do so.
- The Safety Coordinator or Assistant should direct all personnel as to when and where to evacuate. Proceed in an orderly fashion to the nearest stairwell as directed by the Safety Coordinator.
- The Safety Coordinator or Assistant should remain behind to make sure all personnel have left the area.

**IMPORTANT:** Identify and give priority to the evacuation of nervous, emotional, ill and/or persons with disabilities.

### 3. Safety Coordinators should assign assistants:

- Two-man teams to assist persons with disabilities.
- To take flashlights or other portable lights in case of an electrical power failure.
- To take the company first aid kit if it is readily available and not too heavy.

# Fire Procedures

- To properly secure and safeguard special company records, (i.e., documents, original contracts negotiable instruments, etc. and to lock the appropriate files, vaults, closets desks, etc.).
  - To unplug appropriate electrical equipment and machines, hot plates, coffee makers, etc.
  - To check for any remaining employees and visitors, turn off lights, close office doors but **DO NOT** lock if the office is involved in the fire.
  - Have a pre-determined rendezvous point within the assembly area or employee meeting place for communication of emergency and/or re-entry information by the Property Management Office.
4. When the evacuation is completed, assemble and account for all personnel:
- Total number of personnel evacuated.
  - Total number of visitors moved or evacuated.
  - Total number of personnel missing.
  - Names of missing persons.
5. For future reference by the Property Management Office, write a brief report covering your actions and response to the emergency including any special problems or incidents that you encountered and submit it to the Property Management Office as soon as possible.



## IMPORTANT

If you determine that your employees are in imminent danger and you can not reach the Property Management Office in a reasonable length of time, you may determine it prudent to exercise your independent judgment and move or evacuate your personnel without being given specific routes to follow.



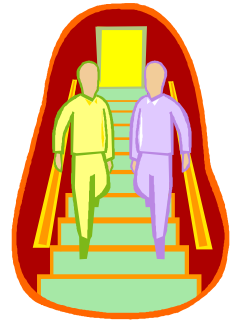
## REMEMBER

Tenant Contacts, Safety Coordinators and their Assistants are leaders and role models. They must continuously demonstrate not only by words, but also by actions and the ability to follow rules and regulations, so that they are capable of leading their employees and visitors to safety. Lives may depend on it.



# Evacuation Procedures

The design of 230 Peachtree Street is in accordance with Atlanta building codes and as such, it may not be necessary for all occupants to evacuate at once when an alarm is activated in a particular location in the building. The exact nature of a situation will guide emergency personnel in determining how an evacuation will be conducted.



The fire alarm system generates a strobe and a varying whoop tone from speakers located throughout the building. Initially, the alarm will sound in the space where the fire or smoke sensor was triggered. Alarms and strobes will activate on the affected floor and the adjacent floors above and below. Evacuation should begin immediately on any floor that the alarms are activated. The alarm may be heard in the stairways on non affected floors.

If you hear the alarm, but the strobes and speakers on your floor have not activated, you should begin preparing for a potential evacuation.

If the alarms and strobes are activated on your floor, all persons must immediately begin an orderly evacuation of the building and proceed to your assigned assembly area.

Always use stairwells! They are the primary means of evacuation at all times. Elevators will not be used for evacuation unless ordered by the building management or the City of Atlanta Fire Department.

The building contains two emergency stairwells, which run the full height of the building. The stairs are designated as WEST STAIRWELL and EAST STAIRWELL. The entrance to the WEST STAIRWELL is off the Northwest corridor and discharges on Andrew Young International Blvd. (Pitty Pat's Porch). The entrance to the EAST STAIRWELL is off the Southeast corridor and discharges on the lobby floor, then process out the front door to Peachtree Street.

In the event of a fire emergency, individuals should go directly to the stairwells and evacuate the building. Avoid using the elevators as all elevators are automatically recalled to the Lobby level and reserved for use by the Fire Department. Individuals should make their way to the ASSEMBLY AREAS which has been designated as the Big Heart Park on the corner of Andrew Young Blvd. and Spring Street or the Henry Ivy Park on the corner of Peachtree Street and Baker Street.

# Evacuation Procedures

As the Safety Coordinators exit the building they are to report to Property Management or Emergency Responders, anyone who did not evacuate.

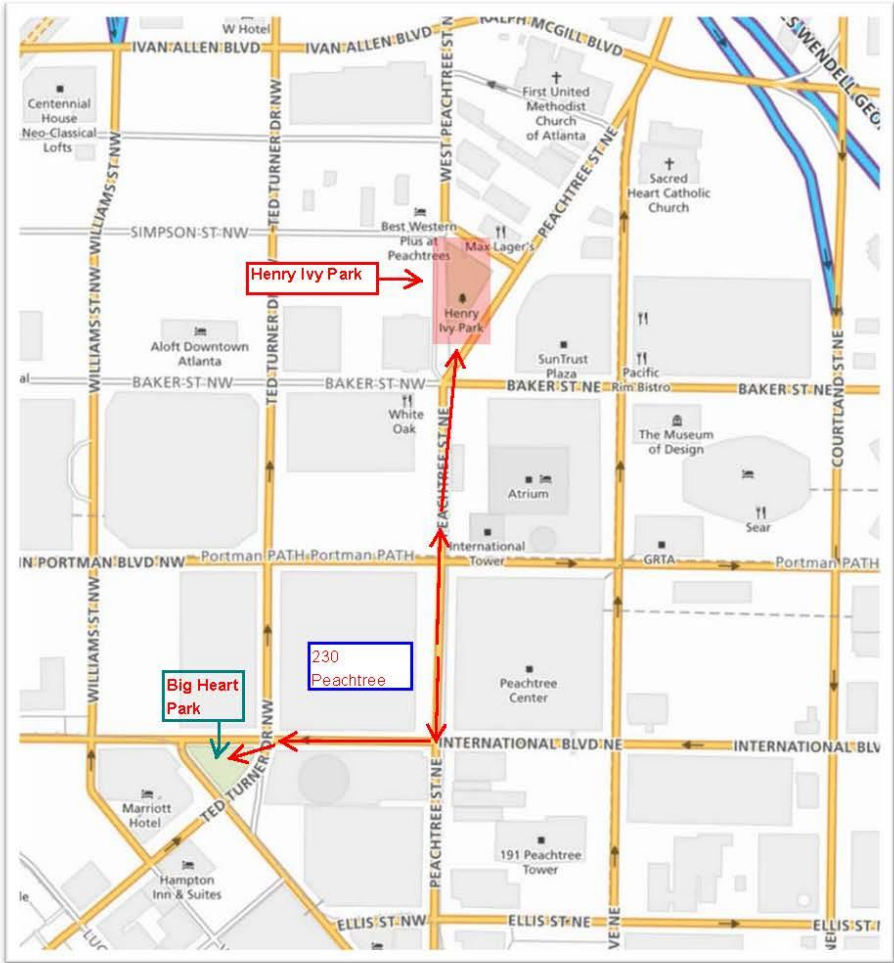
Upon exiting the building the Safety Coordinators are to report to Property Management or Emergency Responders that your area is clear and give the location of any Mobility Challenged persons waiting for assistance.

Mobility Challenged Persons should be stationed on their individual floor right outside the stairwell door. Once the stairwells are clear they can then move into the stairwell to await assistance. Each mobility challenged employee should have two Assistant Safety Coordinators assigned. The first assistant safety coordinator evacuates the building and notifies emergency personnel. The safety coordinator will need to provide the stairwell location, West or East and the floor number. The second assistant safety coordinator remains with the mobility challenged employee until emergency personnel arrive.

**Building evacuees should remain in the designated area and await further information.**

# Evacuation Route

Evacuation Route



# Fire Extinguishers

You will find fire extinguishers near all stairwell landings and in marked cabinets and within tenant suites. These portable fire extinguishers are also called “first aid” extinguishers because they are intended for small fires or fires in their beginning stages. First aid extinguishers are self-contained fire fighting equipment which operates independently of the building systems.

230 Peachtree Street fire extinguishers contain dry chemicals and are rated “ABC” which indicates they will extinguish all three classes of fire. A person should always activate a manual pull station before attempting to fight a fire with an extinguisher. Never put yourself in danger by trying to extinguish a fire and always remember to stay between the fire and the nearest means of egress. A decision to use the extinguisher is completely your choice, as our request is that you activate the nearest pull station and leave the floor immediately.



## Fire Extinguisher Operating Instructions

If you encounter a fire that you feel can be extinguished, follow the steps below:

1. Activate a Manual Pull Station
2. Follow the four-step “PASS” procedure to extinguish the fire. When extinguishing a fire, remember to keep your back to an exit and stand six to eight feet away from the fire. If the fire does not begin to go out immediately, leave the area at once.
3. P.A.S.S. Procedure
  - **P**ull the pin: This unlocks the operating lever and allows you to discharge the extinguisher.
  - **A**im low: Point the extinguisher hose at the base of the fire.
  - **S**queeze: Squeeze the handles together. This discharges the extinguisher agent.
  - **S**weep: Sweep from side to side, moving carefully toward the fire continuing to aim the extinguisher at the base of the fire until the fire appears to be out.
4. Call 911, then Security at (404) 614-5250 as soon as it is safe to do so.

# Medical Emergencies



The following procedures should be implemented if there is a Medical Emergency within your office:

1. Call 911 to request an ambulance. DO NOT Hang up. Keep the phone line open and maintain communications with the 911 Operator.
2. Ask another person, if available, to call Security at (404) 614-5250 and give the following information:
  - a. Nature of the Medical Emergency.
  - b. Exact location and name of the sick or injured.
  - c. Whether an ambulance or doctor has been notified.

If the sick or injured person requests you to call their doctor, please do so and notify the Security so assistance can be given to the doctor when entering the building.

3. Assign someone to stand at the elevator lobby on the floor where the sick/injured person is located to meet the doctor and/or ambulance attendants and guide them to the sick/injured person.
4. If the sick or injured person is to be sent to a hospital, try to send a friend or fellow employee along to comfort the person and help him/her at the hospital until a relative arrives.

# Bomb Threats — Standard Operating Procedures

While the vast majority of bomb threats are indeed false alarms meant only to disturb or disrupt the normal work of a person or company, at no time should any call be regarded as just another false alarm.

Responsibilities of Safety Coordinator when a bomb threat call is received:

1. Stay calm and take control of the situation.
2. Direct an employee to call 911 and inform them a Bomb Threat Call has been received at your location. At the same time, provide oversight to the person who received the call. Help them to remain calm and to accomplish as many of the following steps as possible.
  - a. Keep the caller on the line as long as possible. Ask the caller to repeat the message. Tape the conversation if equipment is available.
  - b. Obtain as much information from the caller as possible:
    - (1) Location of the bomb
    - (2) Type of bomb
    - (3) Time of detonation
    - (4) Appearance or description of bomb
    - (5) Reason for planting the bomb
  - c. Tell the caller the building is occupied and that the bomb might cause the death of innocent people.
  - d. Listen for background noises that might help in determining where the call originated.
  - e. At the conclusion of the call, **do not hang up the phone.**
3. As soon as possible, call Security at (404) 614-5250 and give as much information as possible, including the following:
  - a. Your name.
  - b. Your location and telephone number.
  - c. Name of the initial recipient of the threat.
  - d. Name of any employee threatened by the caller.

# Bomb Threats — Standard Operating Procedures

- e. Time the bomb is supposed to detonate.
- f. Exact location of the bomb.
- g. Appearance of the suspected bomb package.
- h. Reason given for the bomb.
- i. Time given for the bomb.

Property Management personnel will contact other appropriate parties.

4. Notify your supervisor about the bomb threat call.
  - a. Have all written records or notes of the bomb threat call available for the Police and/or Property Manager to analyze.
  - b. **IMPORTANT** - Open telephone lines are essential to effectively control this emergency so please make only necessary telephone calls.
5. Safety Coordinators should assemble their search team to quickly and thoroughly search your company area for suspicious, unusual or foreign items (suspected bombs) and report any findings, but **DO NOT** touch, shake, disturb or cover any suspicious items that are found. Report any findings to Security.
6. Evacuation of your premises is determined by your company, unless Property Management calls for an entire building evacuation.
7. Should your company determine that evacuation is necessary, assemble and brief all Safety Coordinators and initiate Emergency Evacuation Procedures.
8. Direct one of the Safety Coordinators to contact Security to advise them of the evacuation.
  - a. **IMPORTANT** - If you determine that your employees and visitors are in imminent danger and you cannot reach the Property Management Office by telephone in a reasonable length of time, you may determine it prudent to exercise your independent judgment and move or evacuate your personnel without being given a specific route to follow.
  - b. Identify and give priority to the movement or evacuation of nervous, emotional, ill and/or physically challenged personnel.

## **Bomb Threats — Standard Operating Procedures**

9. Following the conclusion of the bomb threat emergency, ask your employees if they encountered any special problem or incidents while performing emergency duties. If so, tell them to prepare brief written reports as quickly as possible and give them to you for prompt submission to the Property Management office.



# Suspected Bomb — Safety Precautions

The safety precautions enumerated below are designed to acquaint you with the dangers inherent in the search, discovery, and handling of suspected bombs upon either notification of a bomb or if you have other reason to be suspect.

While some of the following safety precautions may seem elementary, do not dismiss them as unimportant nor take them for granted. Adequate knowledge may save your life and the lives of others in the building.

1. Do not use cell phones.
2. Do not use radio equipment to transmit messages.
3. Do not move light switches.
4. Do not smoke.
5. Do not accept the contents of any container as bona fide simply because it was delivered by routine means.
6. Do not accept container markings and/or appearance as sole evidence of the contents, identification and legitimacy.
7. Do not touch a suspected bomb.
8. Do not shake, shock or jar a suspected bomb.
9. Do not cover a suspected bomb.
10. Do not carry a suspected bomb.
11. Do not assume that a suspected bomb is of a specific type (high explosive or incendiary).
12. Do not open any suspicious container or object.
13. Do not cut a string, cord or wire on a suspicious container.
14. Do not cut or remove the wrapper on a suspicious container.
15. Do not remove a latch or hook on the cover of a suspicious container or object.
16. Do not raise or remove the cover of a suspicious container or object.
17. Do not change the position of a suspicious container or bottle.



# Hazardous Materials Procedures

Just like a bomb threat, there are no set rules or procedures for responding to a chemical or biological threat. The details of each threat must be analyzed and your response custom tailored to the facts at hand. However, local authorities suggest businesses plan their response around the two most likely scenarios:

## 1. Scenario One

The receipt of a threat without tangible evidence of the presence of a biological or chemical substance. An example of this type of threat would be the receipt of a phone call in which the caller claims a biological or chemical substance is present at your work environment.

If your company receives a threat without tangible evidence, the following actions are recommended.

- a. Obtain as much information as possible from the caller. Where the substance is located, how will it be dispersed, what will trigger the dispersal, what time will it be dispersed, etc.
- b. After the call is complete, do not hang up. Leave the receiver off the hook and the line open to allow the call to be traced.
- c. Contact 911.
- d. Contact the 230 Peachtree Street Management Office at (404) 614-5230.
- e. Initiate a search of the area identified by the caller. Ask each employee to search their particular area for anything which coincides with the information received from the caller or for anything that seems suspicious or out of place. Remind everyone not to touch or disturb any suspicious items.

If any suspicious item is found, move people away from the area and call 911. City of Atlanta Fire Department's Hazardous Materials Handling Team (HAZMAT) will respond and assume control of the situation.

## 2. Scenario Two

The receipt of a threat with tangible evidence when the threat is not a hoax. Tangible evidence is subjective but could include a package marked "Anthrax" or a note, letter or phone call providing details about a threat that are immediately verified.

If you believe the threat is valid, the following general procedures should be considered.

## Hazardous Materials Procedures

- a. Collect all readily available information about the threat.
- b. Call 911.
- c. Call the 230 Peachtree Street Management Office at (404) 614-5230.
- d. Clear the threat area to the degree you feel is prudent.
- e. If anyone has had direct contact with the threat substance, have them wash all exposed areas thoroughly and repeatedly with hot water and soap. After exposed individuals have finished washing, move them to a safe area but keep them isolated from individuals not exposed. Remember to keep exposed individuals calm, assure them that the fire department and other emergency services will be on site very quickly.
- f. Control access to the threat area.
- g. If appropriate, building engineers will shut down the air distribution system in the threat area.
- h. Maintain control. Do not let fear turn into hysteria. The City of Atlanta Fire Department has a Hazardous Materials Handling Team and they will be on site in minutes. HAZMAT will determine if an actual hazard exists and, if required, notify the necessary agencies to clean up and remove the hazardous material.

# Civil Disturbance/Workplace Violence

## Civil Disturbance

230 Peachtree Street is private property and Building Management asks that tenants immediately notify Security at (404) 614-5250 if they notice crowds or large groups gathering for no apparent reason.

During any civil disturbance, it is important that you stay away from the crowd. Building Management asks that tenants remain inside the building and not at the lobby level. It is recommended that all building occupants stay away from the glass windows, which could be broken in a disturbance.

If the situation escalates, a building announcement will be made and further precautions may be exercised that may include locking the building to prevent access or egress. Under these circumstances the Police would be actively involved in managing the incident. Your cooperation in following the instructions being provided at the time and helping control building employees is paramount.

## Workplace Violence

Violence in the workplace is a serious safety and health issue. Its most extreme form, homicide, is the third-leading cause of fatal injury in the United States. Workplace violence can strike anywhere. However, some workers are at increased risk, such as those who:

- Recently terminated an employee(s)
- Work with cash
- Deliver passengers, goods or services
- Work alone or in small groups
- Work during late nights or early in the morning
- Problems within current relationship(s) or recently dissolved relationship

If you observe an incident of workplace violence:

- Do not attempt to confront or stop the perpetrator
- Quietly move out of the area and signal others to follow
- Call 911 from a safe area
- Call Security at (404) 614-5250 from a safe area
- Alert supervisors and individuals working on the floor, and ask them to move out of the office to a safe location until the local authorities have the situation under control

# Civil Disturbance/Workplace Violence

For more information on workplace violence, please reference the following web sites:

- **U.S. Department of Labor**, Occupational Safety and Health Administration: Workplace Violence - <http://www.osha.gov/SLTC/workplaceviolence/>
- **Center for Disease Control**, National Institute for Occupational Safety and Health: Occupational Violence - <http://www.cdc.gov/niosh/topics/violence/>

# Severe Weather

Generally, there are two types of unusual weather conditions which may occur and for which extraordinary precaution should be taken:

- a. Severe thunderstorm activity
- b. Tornado

## Severe Thunderstorm Activity

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

## Tornado Warning

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

Public warning will come over the radio, TV or five minute steady blasts if sirens by the Municipal Defense warning system. Should a severe storm or tornado occur, the following safety guidelines are recommended:

1. Move away from the exterior of the Building to a corridor or elevator lobby without windows.
2. As you move, try to close the doors of rooms, which have windows. Also, be sure the door to your suite is closed tightly, but not locked.
3. Go to the center corridor and protect yourself by either putting your head closely to your lap or by kneeling to protect your head.
4. Stairwells are safe. If crowded, move down to a lower level for shelter. **DO NOT USE THE ELEVATORS.**
5. **DO NOT** go to the first floor lobby or outside building.
6. Tune your radio or television set to a local station for information.
7. **KEEP CALM.** If you are trapped in an outside office, seek protection under a desk.

Once the weather has subsided, report any damage or storm related leaks to the

Building Management Office by calling (404) 614-5230.

# Additional Emergencies

## Electrical Power Outage

The 230 Peachtree Street building is equipped with a natural gas-powered generator that will automatically start during any power outage that last for more than ten seconds. This emergency service provides power to one elevator per elevator bank, exits lights, fire alarm system, fire pump, smoke control equipment, and emergency lighting throughout the building.

The life safety system will remain active as it has a battery back-up and is tied to the building generator. Emergency lighting throughout each suite and the common area corridors will be adequate for the building evacuation; the stairwell lighting is fully powered by the generator with battery backup.

In the situation where Building Management has been informed that the power outage will last for an extended period of time, an announcement will be made using the public address system.

## Procedure

1. The building engineer will contact the electric company to attempt to find out the cause of the outage and the anticipated duration of the outage.
2. Turn off all appliances, computers, and other equipment. If the equipment is turned on and a power surge occurs, the surge may damage the equipment.
3. If the power outage becomes lengthy (an hour or more) and the electric company does not know how long the power will be out, the building management team will provide information and directions to tenants. The building may close for business.
4. The building management team will provide updates about the outage to the Tenant Contacts via emergency cell phone numbers provided and/or texting messages.

## Elevator Emergency - Entrapment

Elevators are one of the safest modes of transportation. However, on occasion they do malfunction due to sophisticated controls. In case of an elevator emergency:

1. Press the call button on the lower right side of the right elevator panel. This will notify the elevator company.
2. If the elevator stops between floors and the doors open, stay in the car. Do not climb out or jump to the floor below. Do not try to pry open the doors; it may cause other damage to the equipment that could prolong the emergency.
3. Stay calm and wait for help to arrive. If the emergency last an extended period of time, sit on the floor and either look up or ahead so you will feel less confined.
4. After the incident, follow up on details of the occurrence with the Management Office at 404-614-5230.



## **News Media Communications**

For the protection and safety of all occupants of the building, employees are requested to refer all media inquiries to their respective company's public relations representative or to the Property Manager.

## **Building Security / Police Issues**

Serious offenses or emergencies of any matter should be reported to the Atlanta Police Department - Call 911 immediately; thereafter, report to the Management Office at 404-614-5230 and/or Security at 404-614-5250 so that assistance to APD can be provided.

Minor security matters such as solicitors; suspicious persons or intoxicated persons should be reported to the Management Office at 404-614-5230 and/or Security at 404-614-5250.

To prevent thefts, do not leave reception area unattended; store purses, petty cash and other valuables in locked desk drawers – out of sight. After hours, ensure that your entrance doors are locked and secure. If your reception area is unattended, ensure that your entry doors are monitored or secured.