

EMERGENCY PREPAREDNESS PLAN



MDT Institute

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2023-2025

Published: 09.01.2023
Updated: 09.12.2024

BACKGROUND AND PURPOSE

This emergency preparedness plan has been developed to enable MDT to respond efficiently and quickly to safeguard the people present at this location. Then the plan provides for the protection or restoration of records and facilities so that we can continue to function in the event of a disaster or emergency. The rationale is that we will act to protect life as well as preserve the intellectual and physical assets of our students, faculty, staff and the institution.

EMERGENCY CONTACTS

Primary Contact: Executive Campus Director, Sean Gbadebo: (770) 525-2002 ext. 2204

Secondary Contact: Yelena Bykov: (773) 598-5596

Insurance Provider:
THE HARTFORD BUSINESS SERVICE CENTER
3600 WISEMAN BLVD
SAN ANTONIO TX 78251

EMERGENCY TEAM MEMBERS

Tenant Warden - Executive Campus Director, Sean Gbadebo
Assistant or Deputy Wardens - Program Chairs: Mareeca Weathers
Search Wardens: Front Desk Secretary

Specific Instructions For Emergency Team Members located in the Tenant Handbook
(see Attachment)

EMERGENCY NOTIFICATION SYSTEMS

Accurate, specific and prompt notification of any emergency to the authorities and a property management office is essential. The telephone numbers for these areas are as listed below

Local Fire/Police: 911
Property Management: 678-441-0001
Poison Control: (800) 222-1222
Duluth Police Department: (770) 476-4151

In the event of a life-threatening emergency, 911 will be called, followed by building management. In the event of a building wide event, an alarm will sound, alerting everyone in the vicinity that evacuation is necessary. Students not on campus will be notified that campus is closed via text and/or email.

The MDT campus is located within an office building in Duluth, GA, approximately 22 miles northeast of Atlanta. MDT will follow the building's emergency procedures which are located in the Attachment 1 - OA Management Tenant Handbook

Communication:

In order to notify students, faculty and staff of an emergency on site, we have the following. The situation will dictate which tools are utilized:

1. Fire Alarm System
2. Broadcast email and text to students, faculty, and staff to school designated emails and phone numbers by utilizing the SIS notification channel.

TYPES OF EMERGENCY SITUATIONS

The following natural hazards, threats and vulnerabilities have been identified as things that are most likely to occur and impact this institution:

Natural Hazards

- Earthquakes
- Tornadoes
- Lightening
- Severe wind
- Extreme temperatures (hot or cold)
- Winter precipitation (ice or snow)

Biological Hazards

- Infectious diseases
- Contaminated food outbreaks
- Toxic materials in campus laboratories

Violence

- Hostile environment (any individual made to feel threatened or unsafe)
- Weapons on campus
- Fights
- Bomb threats

Hazards related to Buildings

- Fire
- Power Outage
- Structural failures

Vulnerabilities

- Paper Records loss
- Computer systems failure

Those hazards, threats, and vulnerabilities identified as the most likely are: weather, fire, and violence. The following policies actions are in place to attempt to prevent or to mitigate the impact of these potential issues.

FIRE

Should you discover a fire on our floor, or if you see or smell smoke, activate the manual pull station at the nearest stairwell immediately. **DO NOT ATTEMPT TO EXTINGUISH A FIRE UNTIL YOU HAVE ACTIVATED A PULL STATION AND NOTIFIED THE PROPERTY MANAGEMENT OFFICE.** Follow the instructions of the Tenant Wardens on our floor. Proceed down the designated stairwell to the lower lobby and to the assembly area as outlined in the "Evacuation Procedure".

If caught in heavy smoke, take short breaths. Breathe through your nose, stay low to the floor- crawl if necessary. There is usually less smoke at the floor level.

SEVERE WEATHER/EMERGENCY SCHOOL CLOSURE

In the event of inclement weather, the Executive Campus Director will decide whether to close the school due to hazardous conditions. In-person sessions may be moved to an online session as notified. Online sessions will meet as scheduled. Any additional changes will be communicated to students by LMS announcements.

If the school is closed, clinical experiences are still required as scheduled. Notification of any clinical changes will be made by school email/LMS.

The method of communication for school closure will be provided to students in advance. See school website for the updates.

EVACUATION PLAN NOTICES

As a result of a school emergency, the primary or secondary emergency contact will make a decision about when, and what emergency response actions should be taken. The decision is weighed carefully against all presenting variables. The emergency contact will give the evacuation / relocation directive when the conditions outside the school are safer than inside. This could be a result of fire in the school building, chemical accident in the building, explosion, or threat of explosion, or any other incident that might place students or school staff in danger, or render the building unsafe.

- We have marked all exits with lighted EXIT signs
- Developed building and site maps
- Marked those maps to indicate the nearest exit, and
- Posted them in all central locations

EVACUATIONS

In the event of a fire drill or emergency situation where the building has to be vacated, the fire alarms will be sounded. The alarms are located at each entrance, just inside the door.

- Faculty and students will proceed out of the room to the nearest exit and out of the building.
- The faculty member shall be the last person to leave the classroom and close the door.
- The front desk must bring the Attendance Records with him/her.
- Absolute silence is to be maintained from the first sounding of the fire alarm until everyone is out of the building.
- Everyone is to assemble at the back parking lot.
- Attendance will be taken to ensure that everyone has exited the building.
- Everyone must be checked off before leaving the premises.
- Everyone must wait for a signal from the building authorities' direction to return to the building.

The extract from the Building Plan on Evacuation

ANY TIME THE ALARM IS SOUNDING ON YOUR FLOOR, YOU SHOULD GO TO THE NEAREST STAIRWELL AND EVACUATE THE FLOOR WITHOUT HESITATION!

Upon initial activation of any alarm, the sirens will be heard and the fire lights will be flashing on all floors. In every alarm situation, engineering and property management personnel will respond immediately to the fire control panel. Other personnel from these departments will proceed to the location of the alarm to see if an emergency actually exists. Once the responding units arrive on the alarm floor, they will advise personnel in the fire control room of the status of the alarm.

PLEASE REMEMBER THAT THE ELEVATORS ARE NOT AVAILABLE FOR YOUR USE IN AN ALARM SITUATION. DO NOT WAIT IN THE ELEVATOR LOBBY FOR AN ELEVATOR BUT PROCEED IMMEDIATELY TO THE NEAREST STAIRWELL.

When evacuation is necessary, proceed down your designated stairwell to the Lobby Level of the building and exit through lobby entrance or the loading dock doors to your designated assembly area.

Women should remove and carry high-heeled shoes and both men and women should loosen tight neck collars or any other restrictive garments. Food and drink should not be carried during an evacuation due to the slip hazard created by spillage.

Remember to close, but not lock, all doors behind you to slow the spread of smoke and fire.

Tenant Wardens should consider performing a roll call at their assembly area location to ensure that all occupants of the suite have safely vacated. The Tenant Warden would then report to the security officer checkpoint located near the fire truck, whether or not all occupants have vacated.

Once it is announced that the building is safe for re-entry, Tenants may return to their offices in an orderly fashion

CRITICAL OPERATIONS AND RECORDS

It is not possible to avoid every potential disaster. Therefore, we have identified those assets, operations, and records that are critical to the ability of this institution to recover from a disaster. The following is a prioritized list of our critical assets, operations, and records, along with the procedures we have in place to recover operations or recreate records.

- I. Human resources (students, faculty, and staff)
- II. Financial Transactions (cash and checks on hand)
- III. Computer Systems
 - A. College Office and Brightspace - online (including student transcripts)
 - B. Quickbooks located on school server
 - C. Campus Ivy and School Bursar application - Financial Aid and student financial account records (online)
 - D. Hubspot – admission records (online)
 - E. Cengage and SIMTIC - student testing records (online)
 - F. PolicyTech- all Policies, procedures, licenses
 - G. Google Administrative Drive: Faculty employment records, Clinical contracts

RECOVERY PLAN

The first priority will always be the safety and protection of all students, faculty and staff members present on the premises. The Evacuation Plan, the Shutdown Plan, and the Shelter in Place Plans described above have been designed to protect everyone on site. Having that primary object in mind, the following activities are to be performed to mitigate the possible impact of disasters.

Human Resources

Employee records are housed in a fireproof cabinet and digitally in Google Administrative drive. Their information is also backed up within the payroll site, Paychex.

Financial Transactions

Financial Transactions do not occur on site, all checks and cash are not on this campus. In the event of evacuations, financial transactions are located in QuickBooks and stored on a server that is backed up with a cloud server. Students Ledgers located in the Bursar Application located on the Webb

Computer Systems

Automatic daily off-site backups protect all computer systems. Computer systems recovery will be initiated with the IT department. The IT department will continuously back up the system by server (if available) and cloud storage after restoration.

Paper Records

Paper records are maintained in fireproof metal cabinets as a back-up to electronic records. The records are located in the administrative offices. Paper records include:

Academic Records:

Currently enrolled students
Permanent records of former students

Faculty and Staff:

Licenses, warranties, service agreements

Copies of the records are also found in the Student Information System or Google workspace that is accessible by internet connection. Restoration of paper copies is not essential to continue college operations.

Classroom and Clinical Site Activities

In the case that on-campus classrooms are not available, sessions can be held via online meeting through Engageli. Clinical sites may be shifted to alternate sites or meetings. Classroom instructional space would be arranged as soon as possible. Faculty, staff and students will be contacted using the Emergency Notification System after alternate locations have been arranged.

EMERGENCY PREPAREDNESS PLAN TRAINING

The Emergency Preparedness Team shall consist of:

Executive Campus Director
Front Door Secretary
IT Department personnel
Program Chair

The Emergency Preparedness Team shall actively seek input from our community contacts, students, faculty, and staff. The team will make recommendations to improve our preparedness, and act as a community watch team to alert the Primary and/or Secondary Emergency Contact of situations requiring attention. It will also maintain the system to

ensure that emergency contact information is up to date and ensure the Emergency Notification System is operational.

EXPOSURE TO BLOODBORNE PATHOGENS AND INFECTIOUS DISEASE PLAN- Exposure Control Plan (ECP)

General Information

MDT Institute is committed to providing a safe and healthy work environment for our entire staff. In pursuit of this goal, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to blood borne pathogens in accordance with OSHA standard 29 *CFR* 1910.1030, "Occupational Exposure to Blood borne Pathogens." The ECP is a key document to assist our organization in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:

- Determination of employee exposure
- Implementation of various methods of exposure control, including:
 - Universal precautions
 - Personal protective equipment
 - Housekeeping
 - Radiation Protection Plan
 - Hepatitis B vaccination
 - Post-exposure evaluation and follow-up
 - Communication of hazards to employees and training
 - Recordkeeping
- Procedures for evaluating circumstances surrounding exposure incidents and implementation methods for these elements of the standard are discussed in the subsequent pages of this ECP.

Employees covered by the blood borne pathogens standard receive an explanation of this ECP during their initial training session. It will also be reviewed in their annual refresher training. All employees can review this plan at any time during their work shifts by contacting the NPA. If requested, we will provide an employee with a copy of the ECP free of charge and within 15 days of the request.

Universal Precautions

All employees will utilize universal precautions.

Engineering Controls and Work Practices

Engineering controls and work practice controls will be used to prevent or minimize exposure to blood borne pathogens. The Specific engineering controls and work practice controls used are listed below:

- Sharps disposal containers are inspected and maintained or replaced by the lab manager every six weeks or whenever necessary to prevent overfilling.

Personal Protective Equipment (PPE)

PPE is provided to our employees at no cost to them. Training in the use of the appropriate PPE for specific tasks or procedures is provided by the NPA. PPE is located in the laboratory supply closet. Keys to the closet can be obtained in the administrative offices on campus.

All employees using PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removing gloves or other PPE.
- Remove PPE after it becomes contaminated and before leaving the work area.
- Used PPE may be disposed of in the biohazard containers located in the Lab.
- Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.
- Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
- Never wash or decontaminate disposable gloves for reuse.
- Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or I (OPIM) pose a hazard to the eye, nose, or mouth.
- Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.

Housekeeping

Regulated waste is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded (see the following section “Labels”), and closed prior to removal to prevent spillage or protrusion of contents during handling.

Contaminated sharps are discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leak proof on sides and bottoms, and appropriately labeled or color coded.

Sharps disposal containers are available in the Lab.

Bins and pails (e.g., wash or emesis basins) are cleaned and decontaminated as soon as feasible after visible contamination.

Broken glassware that may be contaminated is only picked up using mechanical means, such as a brush and dustpan.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

Should an exposure incident occur, contact the Executive Campus Director at the following number: 770 525-2125

Following initial first aid (clean the wound, flush eyes or other mucous membrane, etc.), the following activities will be performed:

- Document the routes of exposure and how the exposure occurred on the MDT Institute Incident Report form located on the database.
- Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's health care provider.
- If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.

ADMINISTRATION OF POST-EXPOSURE EVALUATION AND FOLLOW-UP

The Executive Campus Director ensures that health care professional(s) responsible for employee's hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of OSHA's blood borne pathogens standard. He/she ensure that the health care professional evaluating an employee after an exposure incident receives the following:

- Description of the employee's job duties relevant to the exposure incident
- route(s) of exposure
- Circumstances of exposure
- if possible, results of the source individual's blood test
- Relevant employee medical records, including vaccination status

The Executive Campus Director provides the employee with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.

PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT

Executive Campus Director Engineering controls in use at the time

- Work practices followed
- A description of the device being used (including type and brand)
- Protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
- Location of the incident
- Procedure being performed when the incident occurred

- Employee's training

The Executive Campus Director will record all percutaneous injuries from contaminated sharps in a Sharps Injury Log.

EXPOUSER CONTROL PLAN MAINTANANCE

- The Executive Campus Director is responsible for reviewing and updating the ECP annually or more frequently, if necessary, to reflect any new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure.
- The Executive Campus Director is responsible for implementation of the ECP. He/she will maintain, review, and update the ECP at least annually, and whenever necessary include new or modified tasks and procedures.
- Those employees who are determined to have occupational exposure to blood or other potentially infectious materials must comply with the procedures and work practices outlined in this ECP.
- The Program Chairs will provide and maintain all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and red bags as required by the standard and ensure that adequate supplies of the equipment are available in the appropriate sizes.
- The Executive Campus Director will be responsible for
 - ensuring that all medical actions required by the standard are performed and that appropriate employee health and OSHA records are maintained.
 - training, documentation of training, and making the written plan available to employees, OSHA, and NIOSH representatives.

EMPLOYEE TRAINING

All employees who have occupational exposure to blood borne pathogens receive initial and annual training conducted online. All employees who have occupational exposure to blood borne pathogens receive training on the epidemiology, symptoms, and transmission of blood borne pathogen diseases.

In addition, the annual training conducted by Executive Campus Director covers, at a minimum, the explanation of our ECP and how to obtain a copy

RECORD KEEPING

Training Records

Training records are completed for each employee upon completion of training. These documents will be kept for at least three years in the faculty files with the Paychex system.

Employee Exposure Records

Exposure records are maintained for each employee with occupational exposure in accordance with 29 *CFR* 1910.1020, "Access to Employee Exposure and Medical Records." The CP is responsible for maintenance of the required records. These confidential records are kept in the employee file for at least the duration of employment plus 30 years. Employee exposure records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to the CP.

OSHA Recordkeeping

An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 *CFR* 1904). This determination and the recording activities are done by the Executive Campus Director.

Sharps Injury Log

In addition to the 1904 Recordkeeping Requirements, all percutaneous injuries from contaminated sharps are also recorded in a Sharps Injury Log. All incidences must include at least:

- Date of the injury
- Type and brand of the device involved (syringe, suture needle)
- Department or work area where the incident occurred
- Explanation of how the incident occurred.

This log is reviewed as part of the annual program evaluation and maintained for at least five years following the end of the calendar year covered. If a copy is requested by anyone, it must have any personal identifiers removed from the report.

HEPATITIS B VACCINATION

The CP will provide information to employees on hepatitis B vaccinations, addressing safety, benefits, efficacy, methods of administration, and availability.

Vaccination is encouraged unless:

- 1) Documentation exists that the employee has previously received the series;
- 2) Antibody testing reveals that the employee is immune; or
- 3) Medical evaluation shows that vaccination is contraindicated.

However, if an employee declines the vaccination, the employee must sign a declination form. Employees who decline may request and obtain the vaccination at a later date. Documentation of refusal of the vaccination is kept in the faculty files.

Following the medical evaluation after exposure, a copy of the health care professional's written opinion will be obtained and provided to the employee within 15 days of the completion of the evaluation. It will be limited to whether the employee requires the hepatitis vaccine and whether the vaccine was administered.

Active Shooter Emergency Action Plan

1. What is an active shooter?

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Often, they have no regard for their own safety or capture. Active shooters pose an immediate risk of death or serious injury to anyone in the vicinity. They are often on the move and will accept random victims of opportunity while searching for intended victims or until stopped by law enforcement, suicide, or other intervention.

2. What to do if an active shooter event arises?

- Be aware of your environment and any possible dangers.
- Make note of your environment and any possible dangers.
- Verify and update, official contact Duluth Police Department
- Ask your employer to explain the emergency action plan for your building.
- Understand that you must follow the instructions given to you by your employer/instructor
- If school is to be put on lockdown, no one can leave the premise and no one can enter the premise. The status of lockdown will not be changed until cleared by police (See lockdown procedure below)

3. Emergency Plan for Employer

- Look for the two nearest exits in any place you visit, and have an escape path and plan in mind.
- Make a plan and ensure everyone knows what they would do, if confronted with an active shooter.
- Build an emergency kit with essentials, including medication, to have on hand at your workplace if a lockdown order is given.

4. What to Expect from Law Enforcement

- Law enforcement's immediate focus is to stop the active shooter as soon as possible.
- Officers will proceed directly to the area in which the last shots were heard.
- Officers may be armed with rifles, shotguns, and/or handguns and may use pepper spray or tear gas to control the situation.

- Officers will shout commands and may push individuals to the ground for their safety.
- Expect that officers will treat the entire area as a crime scene and everyone with suspicion.
- Law enforcement will establish secure assembly points and will question all witnesses.
- Usually, officers will not allow anyone to leave designated assembly points until the situation is under control and all witnesses have been identified and debriefed. Expect to remain in the secure area until authorities release you.
- Do not stop to ask officers for help or direction when evacuating, as they will be focused on finding and incapacitating the shooter to prevent further loss of life. Not adhering to officers' instructions puts everyone in danger.

5. What to do: RUN, HIDE, FIGHT

RUN

- Run and escape, if possible. If safe to do so, use an accessible escape path.
- Help others escape, if possible, but evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Warn and prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible.

HIDE

- Hide, if escape is not possible. If you are in an office, stay there and lock and barricade the door.
- If you are in a hallway, get into a room and secure the door.
- Close, cover, and move away from windows.
- Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.
- Remain quiet with all sources of noise silenced.

FIGHT

- Fight as an absolute last resort, and only when your life is in imminent danger. DO NOT seek out the shooter.
- Attempt to disrupt and/or incapacitate the active shooter.
- Act aggressively and be prepared to cause death or great bodily harm to the shooter.

- Throw items and improvise weapons.
- Yell.
- Commit to your actions.

SEEK HELP

- Call 9-1-1 when it is safe to do so and provide the following information to law enforcement officers or 911 operators:
- Location of the active shooter
- Number of shooters, if more than one
- Physical description of the shooter(s)
- Number and type of weapons held by the shooter(s)
- Number of potential victims at the location

6. What to do after Reaching a Safe Location

- Identify yourself as a witness and relay any medical needs you may have.
- Answer any questions law enforcement authorities may have.
- Do not leave until law enforcement authorities have instructed you to do so.
- Seek medical care and counseling if needed.

Active Shooting on Surrounding School areas

In the event there is an active shooting outside of school premise but within a one mile the necessary plan of action will be taken:

MDT Institute will be placed on an immediate school lockdown. No student/instructor will be allowed to exit or enter the premises.

Regardless of the direction of shooting, all personnel will be asked to move away from windows.

Once the incident has been reported to the police, the school must recall the police department (Duluth Police Department). In this call, the police must be notified that the school has been put on an immediate lockdown due to a shooting in the surrounding area. Must also state in the call the name of the institute, the address, and request a police officer to come up to the building and give us an all clear to evacuate. Once the call is complete, instructors/students must wait for police to give the Executive Campus Director the all clear to execute the evacuation plan.

The Evacuation Plan:

Once a Police officer has arrived and given the all clear to the Executive Campus Director the evacuation plan will begin.

A headcount will be conducted and all personnel, students, and staff are free to leave unless being held by official Police officers.(Duluth Police Department).

Appendix

Tenant Handbook

Emergency Procedures

Table of Contents

Security

- Security Staff
- Card Access & Keys
- Visitors & Vendor/Contractor Access
- Tenant Precautions
- Theft & Insurance
- Incident Reports
- Emergency Procedures

Security

The security of our Building and our tenants is one of our highest priorities. Consequently, we have developed security measures to control access to the buildings.

Security Staff

We have security service inside the building as well as patrol service around the property. Our security officers patrol the building and parking lot, enforce building regulations, maintain order, and are on the alert for any unusual activities around the building.

During the building's non-operating hours, the building is only accessible through use of the electronic card key system. Each tenant employee should have his or her own individualized card key, which is issued at the tenant's request. A replacement card key may be obtained at a cost of \$15.00 through the Management Office.

Please contact the management office when an employee resigns or is terminated so that their card may be deleted from the system. This will prevent unauthorized personnel from accessing the building.

Tenant employees should also carry the correct key for their suite, security guards do not provide tenants access to any suites or other building areas. All deliveries should be scheduled during normal business hours, or prearranged via written notification to the Management Office. The Management Office should receive this notification at least 24 hours in advance of the delivery.

Please notify the Management Office at least 48 hours in advance of special events, such as open houses, meetings, etc., to be held after hours so that Security Patrol Service will be aware and can prepare for any necessary changes in routine.

Card Access & Keys

Crestwood Pointe I & II are equipped with a DSX proxy card reader system. Standard business hours are 7:00am until 6:00pm. For the security of the building, when utilizing your access card, please do not let others tailgate behind you into the building.

Access Cards will be issued at a cost of \$15.00 per card. Your office or facilities manager should initiate the request. Turnaround time for card processing will be 24 hours upon receipt of the request. Only one card per person will be processed. At the expiration of the lease, all cards must be returned. In the event an access card is lost, stolen, or damaged, a \$15.00 fee will be required to issue a replacement card. Additional cards for new employees will also be subject to this fee.

All keys in the building are included in a Building Master Key system. This key system is necessary so that the Management Team has access to all areas in the event of an emergency.

For this reason, we require that no locks are changed or additional locks/bolts added to any door within your suite. If additional lock work for your suite is necessary, this service must be coordinated through the Management Office.

As standard building policy, we re-key each suite before new tenants move in. This ensures the security of that space for the new tenant. If you would like additional keys to any of the locks in your suite, they can be obtained through the Management Office.

In response to your internal security needs, we can provide additional services at your cost that include:

- Separately keying individual offices
- Re-keying the entire suite
- Installing security systems throughout the space

Building personnel are not authorized to open any locked area for tenants or guests. Tenants, visitors and guests must have a card or key to gain entry.

Visitors & Vendor/Contractor Access

When possible, please notify the Management Office in advance of any and all visitors to Crestwood Pointe I & II. This prior notification allows all visitors to gain access swiftly and conveniently. Should a visitor arrive without prior authorization, Property Management or Security (as appropriate) will place a call to your office to request authorization. Please refer to the previous section regarding card access for more detailed information or you may call the management office at 678-441-0001.

There may be special instances where vendors or contractors need to perform work in your suite during non-business hours. In such instances, you must provide written notification to the Management Office, which states the name(s) of the individual(s) and the company, the date, and the approximate time of arrival. A brief description of the work to be performed should also be included. We also ask that you request the individual/company to provide some form of identification to the security guard on duty.

Tenant Precautions

While one of the Building Staff's primary goals is to maintain a safe working environment, in public buildings such as Crestwood Pointe I & II, substantial responsibility for security must rest with each tenant. All entrances and exits to your suite should be deadbolt locked when you leave the Building. During the day, offices, desks, and entrance areas should never be left unattended. Valuables, such as purses and wallets, should be locked up or taken along when an employee leaves his or her workstation. Petty cash, blank checks, and endorsement stamps should be locked up when not in use.

Solicitors are not permitted within the Building. If a solicitor enters your suite, or if you notice a suspicious person within the Building, please call the Management office at 678-441-0001 at once and provide as much detailed information as possible regarding the person. The individual will be escorted off the premises. We also suggest that you require identification from repairmen who come to work in your office suite.

Theft and Insurance

Any suspected theft, no matter how small, should be reported to the Management Office immediately. A security report will be filed and the police will be notified if necessary. Note that our insurance policy does not cover the personal belongings of tenants. Tenants are required by the terms of their lease to provide their own insurance to cover the personal property contained within their space.

Incident Reports

To provide an accurate record of every incident, the management office staff is required to write an incident report for any accident, theft or other incident, which occurs on the property. We would appreciate your cooperation in answering any questions the staff may have. This helps us investigate patterns to incidents, and aids our security efforts.

Emergency Procedures

Emergency Telephone Numbers

Building Management Office	678-441-0001
Police Department (Emergency)	911
Fire Department (Emergency)	911

Building Address:

3805 & 3885 Crestwood Parkway
Duluth, GA 30096

BUILDING SAFETY FEATURES

Crestwood Pointe I & II are equipped with life-safety systems that are designed to detect, report and in some cases, extinguish a fire completely.

A. Fire Alarm System

The fire alarm panel is the "brain" of the building fire alarm system. The system is designed to immediately notify building occupants when a fire or other emergency situation has been detected. It receives signals from system components and responds automatically (or manually) in a number of ways based upon specific type of information received.

The fire alarm **system components** may be broadly categorized by function and action into the categories listed below:

Detection components automatically recognize an alarm situation and notify the Fire Alarm Panel. They include smoke detectors, duct detectors, tamper devices and sprinkler water flow switches.

Reporting Components respond to manual activation and notify the Fire Alarm Panel. They include manual pull stations.

Extinguishing Components function automatically or manually and respond by putting out a fire. This includes the building sprinkler and standpipe system which automatically triggers an alarm when activated. Another component is a hand held fire extinguisher (which is operated on a stand-alone basis and does not interact with the Fire Alarm Panel).

Limiting Components limit the fire's spread and restrict its consequences. A duct detector alarm will automatically result in shutdown of the Heating, Ventilating and Air Conditioning (HVAC) system. Another limiting component is the fire rated walls and doors in the stairwells and the Fire Control Room

Alarming Components automatically notify building occupants and monitoring entities of an alarm condition following initiation of the building fire alarm panel. These components include audible alarms (horns) and flashing strobes throughout the building. Additionally, signals are sent to a 24-hour alarm monitoring service firm.

In any alarm situation, numerous building safety features are automatically put into action. Elevators will automatically report to the Lobby or Lower Level of the building. In alarm situations, the HVAC systems automatically shut down in order to avoid the potential spread of smoke. Fire strobes and horns become the primary vehicle for notifying building occupants of a potential emergency.

B. Fire Control Room

The fire panel is housed in the main electrical room and the annunciator panel is in the lobby. This room contains the on-site monitoring equipment for the building emergency systems and is located in the lobby level of the building behind the security console. The fire panel is monitored by an outside 24-hour service firm. In the event of an alarm, the monitoring service firm immediately notifies the Fire Department and then follows up with building management, security and engineering personnel. In the event of a power outage, an emergency generator back-up system ensures that the panel remains operative. Finally, the walls surrounding the Fire Control Room are two-hour rated. This means that it would take approximately two hours for a fire to penetrate these walls.

C. Smoke Detectors

Smoke detectors are located in all critical or potential fire spawning areas of the building. These areas include the elevator lobbies, mechanical rooms and HVAC supply and return ducts. These smoke detecting devices provide the initial warning signal of a fire in the common areas of the building.

Smoke detectors operate based on ion detection and photoelectric cell. The smoke detectors in the duct work and air handlers (part of the HVAC system) operate on ion detection. This means that the smoke detector does not sense the smoke visibly, but rather senses the molecular form of the actual combustion process. These products are invisible to the naked eye and are emitted in large quantities prior to the emergence of smoke and flame. Smoke detectors in the public areas of the building typically function based on a photoelectric cell with a complementary source aimed so the light beam is on the photoelectric cell. In the event of a fire, any smoke will partially stop the light source and will activate the alarm system.

The activation of any smoke detector will result in an alarm condition on the fire panel which automatically initiates the life safety system operations of the building.

D. Manual Fire Pull Stations

Fire pull stations are typically located next to the stairwell doors and are activated by pulling in a downward motion. As the name implies ("pull" station), a person must manually activate the pull station to notify the fire control panel and building personnel of an emergency condition.

E. Ventilation System

Activation of a duct detector will automatically result in the shut-down of the HVAC system in order to prevent the supply of air to a fire, as well as the spread of smoke.

F. Fire Strobes, Horns & Exit Lights

The building has fire lights, horns and exit lights throughout each floor. Fire lights are often called strobes since they flash when the building is in an alarm situation. The purpose of the strobe light is to alert the hearing impaired of a possible emergency situation. They also provide additional illumination to assist building occupants during an actual evacuation.

G. Stairwells and Stairwell Doors

Stairwell exits are to be clearly marked with lighted "EXIT" signs. There are two stairwells located on opposite sides of Crestwood Pointe I & II Parkway. The stairwells are two-hour fire rated enclosures and are always the safest location within the building.

All stairwell doors are solid core and are one and one-half hour fire rated. The purpose of the stairwell door is to seal off the stairwell from the remainder of the floor, thereby preventing the spread of fire and smoke from floor to floor. Stairwell doors that electronically lock must be tied into the building fire alarm system so that they may be automatically unlocked in the event of an emergency. It is important that the stairwell doors never be held open or blocked in an actual fire emergency. The result may be smoke entering the stairwell presenting a potentially dangerous situation during evacuation.

H. Sprinkler System

Sprinkler heads are located in the main elevator lobbies, tenant suites and all common areas. They are activated when temperatures reach 165 degrees Fahrenheit. At that point, a fusible link is melted causing the sprinkler to discharge water.

Water for the sprinkler system enters the building via a high-pressure water main supplied by the city water supply. The water pressure must be maintained at 140 pounds per square inch (PSI) in order to provide adequate flow of water at all times.

Standpipes and sprinkler risers are located inside the stairwells. The standpipes and sprinkler risers are both pressurized by means of the fire pump and are ready for immediate operation. The fire fighter may attach a hose to the valve and utilize the standpipe, sprinkler riser or both as a source of water when needed. The standpipes and sprinkler risers are monitored continuously by the fire control panel by means of tamper devices and flow switches. Tamper devices are set with sprinkler control valves fully open. The closing of any valve, even slightly, puts the fire control panel in alarm. Flow switches are devices mounted in the sprinkler pipes which detect movement of water. This movement will trigger the switch and activate an alarm. The tamper and flow switches are part of a weekly inspection by building personnel.

I. Fire Extinguishers

You should find fire extinguishers at all stairwell landings and within all tenant suites. These portable fire extinguishers are also called "first aid" extinguishers because they are intended for small fires or fires in their beginning stage. The fire extinguisher is a self-contained fire-fighting piece of equipment that is of course, independent of the building emergency systems.

The fire extinguishers contain a dry chemical and are rated ABC, which indicates they will extinguish all three classes of fires. Class A fires consist of a combustible material such as wood and textiles. Class B fires consist of gasoline, oil, grease, paint or other liquids that gasify when heated. All electrical fires are classified as Class C.

If you encounter a fire that you feel can be safely extinguished, follow these steps:

- Activate a manual pull station.
- 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.

- **The P.A.S.S. Procedure:**

Pull the pin: This unlocks the operating lever and allows you to discharge the extinguisher.

Aim low: Point the extinguisher hose at the base of the fire.

Squeeze: Squeeze the handles together. This discharges the extinguishing agent.

Sweep: 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.

J. Emergency Power Service

In the event of an emergency or power outage, Crestwood Pointe I & II are equipped with battery backup for emergency lighting and the fire alarm system. The emergency battery supports exit lights, the fire alarm panel system, elevators and building emergency lighting.

EMERGENCY TEAM

A. Safety Director

The Property Manager serves as the Safety Director at the property. After normal business hours, the Security Supervisor assumes responsibility as the Safety Director until the fire department or designated property management personnel arrive on the property.

Responsibilities of the Safety Director include a thorough understanding of the emergency evacuation plan. The Director will manage the maintenance, repair and readiness of all building safety features. The emergency plan will be updated as required to include any administrative, technical or operational changes. The Safety Director will ensure that Tenant Wardens, Assistant or Deputy Wardens, Search Wardens, and Aids for the Disabled are assigned to each floor and that a current list of all emergency team members is on file. A list of all disabled occupants should also be maintained and updated regularly by the Tenant. Finally, the Safety Director will coordinate regularly scheduled evacuation drills.

B. Tenant Wardens

The Tenant firm is responsible for appointing their own Tenant Warden(s). A full floor tenant should have a minimum of at least two (2) Tenant Wardens. Small tenant firms should have at least one Tenant Warden who is familiar with the building emergency plan.

Tenant Wardens must be alert and resourceful individuals who are capable of performing in a leadership role in an emergency situation. Due to the importance of the position and the impact of their knowledge in an emergency situation, it is imperative that the Tenant Wardens be present every day during normal business hours. The Tenant Wardens should notify their Assistant and Deputy Wardens of any planned absences from the property.

Tenant wardens are the connecting links between the property management team and their respective tenant employees. As such, they have direct responsibility for decisions impacting the safety of their employees and visitors during the emergency. Tenant Wardens are responsible for communicating preplanned emergency procedures to all Tenant employees through training sessions, hand-outs, company bulletin boards and other means. They also manage the selection and training of Assistant and Deputy Wardens, Search Wardens and Aids for the Disabled.

Tenant Wardens must fully understand the evacuation plan for their office and actively participate in the prescheduled evacuation drills. They should be completely familiar with the layout of their floor, including all exits and the locations of pull stations and fire extinguishers. Wardens need to know how to properly operate a fire extinguisher and will be expected to do so if necessary. It is critical they have full knowledge of all disabled persons in their space (including any visitors) who might require assistance in the event of an actual emergency evacuation. These individuals may be described as physically or mentally disabled, visually or audibly impaired, children or infants, those who have a heart or other serious medical condition, those who are pregnant or with broken bones, etc.

Tenant Wardens should be aware of these basic building life safety procedures and should be proactive in assisting property management, security and emergency personnel whenever required. Tenant Wardens should report to the Property Management Office, any areas of non-compliance that they might discover related to the safety of the building. For example, things to keep in mind include the following:

Stairwell doors should always remain in the closed position and should never be obstructed, inoperable, or illegally blocked.

Building and suite entrances, exits, lobbies, corridors and aisles should be free from any obstruction at all times.

Exit lights should always be on and operable.

C. Assistant or Deputy Wardens

Assistant or Deputy Wardens are appointed by the Tenant Wardens. They should take direction from the Tenant Wardens and will perform the duties of the Tenant Warden in the event of an absence. A Tenant Warden may appoint as many Assistant or Deputy Wardens as they feel are necessary for their particular size office.

D. Search Wardens

The Tenant Wardens should also appoint Search Wardens. These individuals should be very familiar with their work area and under normal circumstances, be present every working day. Search Wardens should be alert to any fire hazards and should report them immediately to the Tenant Warden(s). Most importantly, Search Wardens should know the correct route to the exit stairwells for their area of the floor.

E. Aids for the Disabled

Two (2) individuals should be appointed by the Tenant Warden for each disabled person. An Aid for the Disabled should be someone whose working space is near that of their assigned disabled person and who is normally present every working day. The Aids for the Disabled will assist the disabled person to get to the nearest stairwell landing where he or she can safely await further assistance from emergency personnel.

F. Emergency Assistance Team

The Emergency Assistance Team shall be comprised of property management, building engineering, maintenance, and security personnel. These individuals will assist in every emergency at the direction of the Safety Director and Fire Department personnel.

EMERGENCY EVACUATION

A. Evacuation Procedures

ANY TIME THE ALARM IS SOUNDING ON YOUR FLOOR, YOU SHOULD GO TO THE NEAREST STAIRWELL AND EVACUATE THE FLOOR WITHOUT HESITATION!

Upon initial activation of any alarm, the sirens will be heard and the fire lights will be flashing on all floors. In every alarm situation, engineering and property management personnel will respond immediately to the fire control panel. Other personnel from these departments will proceed to the location of the alarm to see if an emergency actually exists. Once the responding units arrive on the alarm floor, they will advise personnel in the fire control room of the status of the alarm.

PLEASE REMEMBER THAT THE ELEVATORS ARE NOT AVAILABLE FOR YOUR USE IN AN ALARM SITUATION. DO NOT WAIT IN THE ELEVATOR LOBBY FOR AN ELEVATOR BUT PROCEED IMMEDIATELY TO THE NEAREST STAIRWELL.

When evacuation is necessary, proceed down your designated stairwell to the Lobby Level of the building and exit through lobby entrance or the loading dock doors to your designated assembly area.

Women should remove and carry high-heeled shoes and both men and women should loosen tight neck collars or any other restrictive garments. Food and drink should not be carried during an evacuation due to the slip hazard created by spillage.

Remember to close, but not lock, all doors behind you to slow the spread of smoke and fire.

Tenant Wardens should consider performing a roll call at their assembly area location to ensure that all occupants of the suite have safely vacated. The Tenant Warden would then report to the security officer checkpoint located near the fire truck, whether or not all occupants have vacated.

Once it is announced that the building is safe for re-entry, Tenants may return to their offices in an orderly fashion

B. General Instructions for Building Occupants

Accurate, specific and prompt notification of any emergency to the authorities and property management office is essential. The telephone numbers for these areas are as listed:

Local Fire/Police:	911
Property Management:	678-441-0001
Poison Control:	(800) 222-1222

Should you discover a fire on your floor, or if you see or smell smoke, activate the manual pull station at the nearest stairwell immediately. **DO NOT ATTEMPT TO EXTINGUISH A FIRE UNTIL YOU HAVE ACTIVATED A PULL STATION AND NOTIFIED THE PROPERTY MANAGEMENT OFFICE.** Follow the instructions of the Tenant Wardens on your floor. Proceed down the designated stairwell to the lower lobby and to the assembly area as outline in the prior section entitled "Evacuation Procedure".

If caught in heavy smoke, take short breaths. Breathe through your nose, stay low to the floor- crawl if necessary. There is usually less smoke at floor level.

C. Specific Instructions for Emergency Team Members

Upon the sound of an alarm, the Safety Director or his/her designee will report to the Fire Control Room to assist the Fire Department.

Tenant Wardens will put on their identification vests, gather flashlights, and report immediately to their designated stairwell entrance. The Tenant Warden's responsibility is to ensure that all floor occupants begin proceeding down the stairwell immediately. Everyone should be reminded as they enter the stairwell to remain quiet so that any announcements can be heard. Tenant Wardens should instruct everyone to stay to the right inside stairwell and remain in single file.

Assistant or Deputy Wardens should put on their identification vests and check their designated stairwell to ensure that the Tenant Warden is in place. If not, the Assistant Warden should assume this position. Once the stairwell is manned, Deputy Wardens will return to their assigned duties to ensure that all occupants follow the correct route to the stairwells. Whenever possible, it is the specific responsibility of the Assistant or Deputy Wardens to check the restrooms on their floor, both public and private, to ensure that no one remains inside.

Once the Assistant or Deputy Wardens are sure that everyone in their area has exited, they will report to the Tenant Warden and follow the remaining evacuation procedures. **Please remember, Wardens should never put themselves or others in a dangerous situation while trying to perform these duties.**

Search Wardens should double check behind the Assistant or Deputy Wardens to ensure again that all occupants have vacated the floor.

Aids for the Disabled will immediately locate the assigned individual who requires assistance and help that person to the stairwell. Once at the stairwell, the Aids will report to the Tenant Warden that they and their assigned individual have safely arrived inside the stairwell landing. Aids for the Disabled will then need to determine whether they will require additional assistance to safely evacuate the disabled person. One person should always remain with the disabled person until additional help arrives.

Tenants may want to involve disabled personnel in the prescheduled evacuation drills in order for everyone to better understand responsibilities as well as limitations. This will enable everyone to be better prepared in the event of an actual emergency.

The Emergency Assistance Team will report at once to their predetermined posts and begin implementing their assigned responsibilities.

Once the Assistant or Deputy Wardens, Search Wardens and Aids for the Disabled have reported to the Tenant Wardens that their areas are evacuated, the Tenant Wardens should then also exit via the stairwell. The Tenant Wardens should then report to their predetermined assembly point outside the building and perform roll call to ensure that all individuals are accounted for.

After confirming roll call, Tenant Wardens should report to a designated building management representative.

MEDICAL EMERGENCIES

If there is a medical emergency within your office, **call 911 FIRST**, then call the property management office at **678-441-0001**. Please be sure to relay the following information:

- Your Name
- Your Location (Tenant Company Name, Address, Suite)
- Your Phone Number
- Nature of the Medical Emergency
- Provide status of notification of medical personnel/ambulance

Assign someone to wait at the lobby and service elevators on your floor to direct the ambulance attendants or rescue squad to the sick or injured person(s). The emergency attendants should arrive via the service elevator, as this is usually the only elevator that is certain to accommodate a gurney.

Reassure the victim that emergency assistance is on the way.

FIRE PREVENTION

1. In the interest of life safety, all OA Development Properties have been designated as a non-smoking building. No smoking is allowed in any area of the building, including restrooms, stairwells, and corridors.
2. Any flammable or combustible supplies should be stored in NFPA approved fire cabinets.
3. Be sure all electrical appliances are turned off when not in use.
4. Arrange for proper use and storage of adhesives, cleaning fluids, and other flammable liquids and, where possible, substitution of less flammable products.
5. Eliminate extension cords where possible, by providing more power outlets or relocating some electrical equipment. The Building recommends 6 foot, UL approved extension cords. NO LAMP EXTENSION CORDS OR MULTI-JACKS SHOULD BE UTILIZED. Extensions cords should NEVER be placed in walk paths as this can cause serious accidents as the result of tripping.
6. Provide adequate ventilation for office equipment like copying machines, printers or computers.
7. Do not use candles or exposed flames in the office. The building is equipped with emergency lighting so no additional lighting is necessary.
8. Report any potential fire hazards in the building to the Management Office immediately.
9. Only fireproof artificial Christmas trees should be decorated with lights.
10. **No space heaters are allowed.**

BOMB THREATS

Bomb Threats should be treated as real threats until it is determined by Management and local authorities that it is not real. Should your office receive a bomb threat, please adhere to the following guidelines.

Bomb Threat Received by a Tenant

Should an employee of your firm receive a bomb threat, the following guidelines should be used:

1. Follow the checklist. Try to obtain as much information possible. Be prepared to relay this information to the police when they arrive.
2. Immediately call the Police by dialing 911. If possible, have a second individual call the Management Office at 678-441-0001 while the bomb threat is still in progress. The Management Office will give the order to evacuate if necessary.
3. Inform your Tenant Emergency Warden of the situation.
4. Ask the caller to repeat the message. Record each word spoken by the caller.
5. If the caller does not indicate the location of the bomb or the time of possible detonation, ask for this information.
6. Inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to many innocent people.
7. Pay attention to background noises & distinguishing characteristics in the caller's voice.
8. Be alert for any unfamiliar people and/or objects to point out to the police or building staff upon their arrival. DO NOT touch or handle any suspected object.
9. The Tenant Emergency Warden, accompanied by the police and building staff, will make a complete search of the suspected areas. It will be the responsibility of the Tenant Emergency Warden to identify any suspicious items which do not belong in the space.
10. The person receiving the call should remain on site and be available for an interview by building management and local authorities (i.e., police, fire, investigator).

Bomb Threat/Tenant Ordered to Evacuate

The Management Office will have the responsibility of deciding whether a tenant space should be evacuated. If you are ordered to evacuate, all the following steps should be followed:

1. The Tenant Emergency Warden will be given the order to evacuate. At this time, an announcement will be made, with instructions for tenants to evacuate.
2. Everyone should proceed quickly, but calmly, to the nearest stairway exit. **DO NOT RUN!** You will follow the same procedure as you would for a fire alarm evacuation.
3. Searcher Wardens should walk the suite to assist employees and make sure everyone is aware of the evacuation order.
4. Once the situation has been evaluated, the building will be evacuated immediately. Once the evacuation has begun, no one should attempt to re-enter the evacuated area until it has been declared safe by the Fire/Police Department.
5. The Tenant Emergency Warden or Assistant should proceed to take a head count to determine if anyone is missing from their office. If someone is missing, this information should be immediately relayed to the security personnel on duty at the rendezvous floor.

SUSPICIOUS ITEMS

1. Letters that are unusually bulky, weighty, lopsided, or rigid.
2. Parcels or envelopes with oily stains or discoloration.
3. Parcels or envelopes without a return address.
4. Handwritten or poorly typed address.
5. Foreign mail, airmail, or special deliveries.
6. Restrictive markings such as “confidential”, “personal”, etc.
7. Use of titles but no names
8. Excessive postage
9. Parcels or envelopes that simply do not look or feel ordinary.

HANDLING INSTRUCTIONS

1. **DO NOT** handle the item.
2. **DO NOT** attempt to open the parcel.
3. **DO NOT** place the parcel in water.
4. **DO NOT** remove any binding material.
5. **DO NOT** pull or cut any material that protrudes.

Bomb Threat/Nuisance Call

PROCEDURES/CHECK LIST

At _____ a.m./p.m., a telephone call was received at telephone number _____, extension _____.
The following message was received.

1. TRY TO GET THE CALLER TO REPEAT THE MESSAGE!
("I'm sorry, would you say that again please?")
2. DO NOT INTERRUPT THE CALLER WHILE HE/SHE IS TALKING.
3. TRY TO KEEP THE CALLER TALKING!
(Use your imagination - try to act natural.)
Questions to ask the caller: What does the bomb look like?
 When is the bomb going to explode?
 Where is it right now?
 What kind of bomb is it?
 Did you place the bomb?
 What is your address?
 What is your name?

4. CALL DESCRIPTION

SEX OF CALLER _____, RACE _____, AGE _____

LENGTH OF CALL _____

CALLERS VOICE

<input type="checkbox"/> Calm	<input type="checkbox"/> Nasal
<input type="checkbox"/> Angry	<input type="checkbox"/> Stutter
<input type="checkbox"/> Excited	<input type="checkbox"/> Lisp
<input type="checkbox"/> Slow	<input type="checkbox"/> Raspy
<input type="checkbox"/> Loud	<input type="checkbox"/> Deep
<input type="checkbox"/> Laughter	<input type="checkbox"/> Ragged
<input type="checkbox"/> Crying	<input type="checkbox"/> Cleared
	Throat
<input type="checkbox"/> Normal	<input type="checkbox"/> Crackling
	Voice
<input type="checkbox"/> Distinct	<input type="checkbox"/> Disguised
<input type="checkbox"/> Familiar	<input type="checkbox"/> Accent
<input type="checkbox"/> Slurred	<input type="checkbox"/> Deep
	Breathing
<input type="checkbox"/> Fouled	<input type="checkbox"/> Well
	Spoken/(Educated
<input type="checkbox"/> Taped	<input type="checkbox"/> Reading
<input type="checkbox"/> Irrational	<input type="checkbox"/> Other

BACKGROUND NOISES

<input type="checkbox"/> Street Noises	<input type="checkbox"/> Factory
<input type="checkbox"/> Crockery	<input type="checkbox"/> Animal Noises
<input type="checkbox"/> PA System	<input type="checkbox"/> Clear
<input type="checkbox"/> Music	<input type="checkbox"/> Static
<input type="checkbox"/> House Noises	<input type="checkbox"/> Local
<input type="checkbox"/> Motor	<input type="checkbox"/> Long Distance
<input type="checkbox"/> Machinery	<input type="checkbox"/> Phone Booth
<input type="checkbox"/> Normal	<input type="checkbox"/> Office
	Machines
<input type="checkbox"/> Familiar	<input type="checkbox"/> Voices

POWER FAILURE

Should a power failure occur, it will affect either an isolated area of the Building or some larger portion of surrounding geographic area.

In case of a power failure, emergency generator powered light fixtures will supply emergency lighting in offices, corridors and stairwells. These will remain lit in a general power failure. If a failure does occur, the following guidelines should be observed.

1. Contact the Management Office 678-441-0001.
2. Raise blinds to let in outside light.
3. If you are instructed to evacuate, lock all areas.
4. Do not congregate in lobby areas or in the street.
5. If you are trapped in an elevator during a power failure, use the emergency telephone and wait for assistance. Your elevator will cease operation, but WILL NOT FALL. Do not force open the doors. If the power is restored while an escape is attempted, severe or fatal injuries could result. DO NOT PANIC. If an emergency rescue is required, it will be performed only by the Fire Department or the elevator service company.
6. The Management Office will attempt to advise you regarding the length and cause of the power failure as soon as possible.

SEVERE WEATHER

A Tornado Watch means conditions are favorable for the development of a tornado. A Tornado Warning means a tornado has been sighted in the vicinity of a given area or the conditions are right for a tornado to develop.

Each tenant should develop its own plan of how, where and when to go in the event of a Tornado Warning. We suggest that you listen to the radio, TV and/or the Internet to monitor the path of the Warning and if the building is in the path of the storm.

Building Management will begin to track the storm by radio, TV and the Internet at the onset of severe weather conditions. If a tornado warning is issued and tracking reports indicate the storm cell is near or approaching the property, tenant contacts will be contacted by phone to alert them to the situation. We suggest you begin to monitor the storm as well and make your own determination whether to implement the emergency procedures for tornado warnings.

Basic Instructions for Severe Weather Emergency

1. If a Damaging Storm or Tornado Warning Occurs:

- a) Move away from the exterior of the Building to a central area near the corridor or elevator lobby. Stairwells are safe. **DO NOT USE THE ELEVATORS.**
- b) 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.
- c) Move to an interior corridor within your office or in the building, away from glass or windows and assume a position to protect your head.
- d) **DO NOT** go to the ground and first floor **lobby** or outside of the Building.
- e) Keep your radio or television set tuned to a local station for information. **DO NOT** use the telephone to get information or advice.
- f) **KEEP CALM.** If you are trapped in an outside office, seek protection under a desk.
- g) Once the weather has subsided, report any damage or storm related leaks to the Management Office at 678-441-0001.

ELEVATOR ENTRAPMENT

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

1. Remain calm.
2. Do not force the elevator doors open.
3. Use the EMERGENCY telephone speaker which is in every car to communicate with a monitoring company at any time, 24 hours each day, seven days a week including Holidays.
4. Provide them with the following information:

The building address

You are in elevator #

(found on the control panel inside the car)

You are located at floor #

(found on the position indicator on the control panel)

Your name and employer

5. The monitoring company will first summon the Elevator Maintenance Company for an Emergency-Priority dispatch of a mechanic to the building regardless of the time of day, and then will also communicate with the Property Management staff.
6. Once contact has been made with elevator company, assistance will reach you as rapidly as possible. The amount of time will vary, however, depending upon the time of day, traffic conditions, travel distance etc.
7. If on site, a building staff member or security officer will arrive until the elevator company can arrive. Building staff and security **cannot** remove persons during an entrapment.

CIVIL DISTURBANCES

Should a riot or civil disturbance start outside the building:

1. The building staff or security will immediately secure all entrances to the building.
2. The police will be notified.
3. We will keep the tenants advised of the situation when possible.

If the disturbance should occur in the main lobby:

1. All elevators will be turned off at the first floor
2. The police will be summoned.
3. Lock your exterior office door.
4. We will keep the tenants advised of the situation when possible.

TERRORIST THREAT

Although we have no control over a terrorist threat our best defense is to be aware. Please adhere to the following:

1. Property employees as well as tenants should be aware of suspicious people in the building.
2. Cars are not to park in front of the building. All delivery trucks should be at the loading dock - no exceptions.
3. People lingering at the entrances of the building, lobbies or in the parking deck should be questioned. If the person is not familiar, ask who they are and where they work.
4. All equipment rooms should be locked at all times. Access to all roofs will be locked at all times. Contractors requiring access to ANY area must check in with the Management Office as they must be informed of anyone working in the building.
5. Unfamiliar vendors in the building are to be questioned and prove that are delivering to the tenant suite. Ask the tenant if they are expecting a package or if it is clear for the vendor to be in the area.

BIOLOGICAL HAZARDS

The most typical biological hazard would be substances passed through the mail or the delivery of a package. In the event a suspicious package or letter is received, the U.S. Department of Justice and the FBI recommend the following guidelines be implemented.

- If a person handles a letter with a suspicious substance, odor or threat of a biological hazard, they should immediately STOP. The letter or substance should be **left where it is** and access to the area should be restricted immediately.
- If possible, put the envelope or substance in a plastic bag that can be sealed. This should be done only if the person who handled it is comfortable doing it.
- Close the nearest set of doors to isolate the area. Make sure someone is posted to keep others from entering the area.
- The person who came in contact with the package or letter should immediately wash their hands with warm water and soap.
- The incident should be reported to 911 and to the building management office 678-441-0001.
- Anyone exposed to the letter or package must be isolated until professional assistance is on site. This includes any and all persons in the vicinity of the area when the substance was discovered. The isolation area should be a point located away from the suspected contamination area to reduce exposure in case the threat is real.
- Remain calm. Many toxins have no immediate reactions. Exposure can be treated and in cases such as anthrax, there is ample time to seek medical advice and assistance.
- Tenant Emergency Warden will need to separate people into groups as to who has been exposed and who has not.
- Management Office will shut off the building HVAC system and authorities will be notified.
- No one is to leave the area if they have come in contact with the substance.

Local Authorities will advise if the area needs to be evacuated and if other steps need to be taken for decontamination.

Active Shooter

An active shooter is an individual engaged in killing or attempting to kill people in a confined and populated area. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations often are over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared mentally and physically to deal with an active shooter situation. The below is a recommended course of action provided by the Department of Home Land Security.

Procedure

When an active shooter is in your vicinity quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

1. Run / Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your personal belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instruction of any police officer
- Do not attempt to move wounded people
- Call 911 when you are safe

2. Hide Out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (e.g., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Blockade the door with heavy furniture & if possible lock the door
- Silence your cell phone
- Turn off lights
- Turn off any source of noise (e.g. cell phones, radios, televisions)
- Hide behind large items (e.g., cabinets, desks)

If evacuation or hiding out is not possible:

- Remain calm
- Dial 911, if possible, to alert the police of the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. Fight / Take Action Against the Active Shooter

As a last resort, and only when your life is in imminent danger, you may choose to attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions and follow through

How to Respond when Law Enforcement Arrives

Law enforcement's goal is to locate, contain and stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in pairs
- Officers may wear regular patrol uniforms or external bulletproof vests, helmets and other tactical gear
- Officers may be armed with rifles, shotguns and handguns
- Officers may shout commands and push individuals to the ground for their safety

How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (e.g., bags or jackets)
- Immediately raise your hands and spread fingers
- Keep hands visible at all times
- Avoid pointing, screaming or yelling
- Do not ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information to Provide Law Enforcement or 911 Operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter(s)
- Number and type of weapons held by the shooter(s)
- Number of potential victims at the location

Tenant Responsibilities

- Develop an Active Shooter Plan for your employees.
- Make sure your employees are trained on how you would like them to respond if an active shooter situation happens in your space
- Make your employees familiar with safe areas within your space.
- Make sure your employees understand that the building stairwells will remain locked during an active shooter situation. Once you are in the stairwell, if you are not a multi-floor tenant, you will have to exit the stairwell on ground level.

Building Staff Responsibilities

When the property management team is notified of the situation it most likely will be well underway. You will need to adhere to your company's active shooter plan. The following will take place if our building team is safe to do so:

- Call 911.
- Elevators will be redirected to bring everyone down to the lobby. You will not be able to take elevators to other building floors.
- Stairwells will NOT be unlocked as done in a fire alarm.

Things to think about...

Talk through different scenarios with your employees. How will your plan change based on where the event is taking place in the building? It is better to be over prepared for these situations. Please contact the management office if you would like to discuss your office plan with our team. We would welcome the opportunity to share with you the information we obtained from our work on active shooter policies so that you can have the benefit of this additional information as you and your company develop your active shooter policy.