

# Coda Tech Square

## Emergency Response Training

**By**

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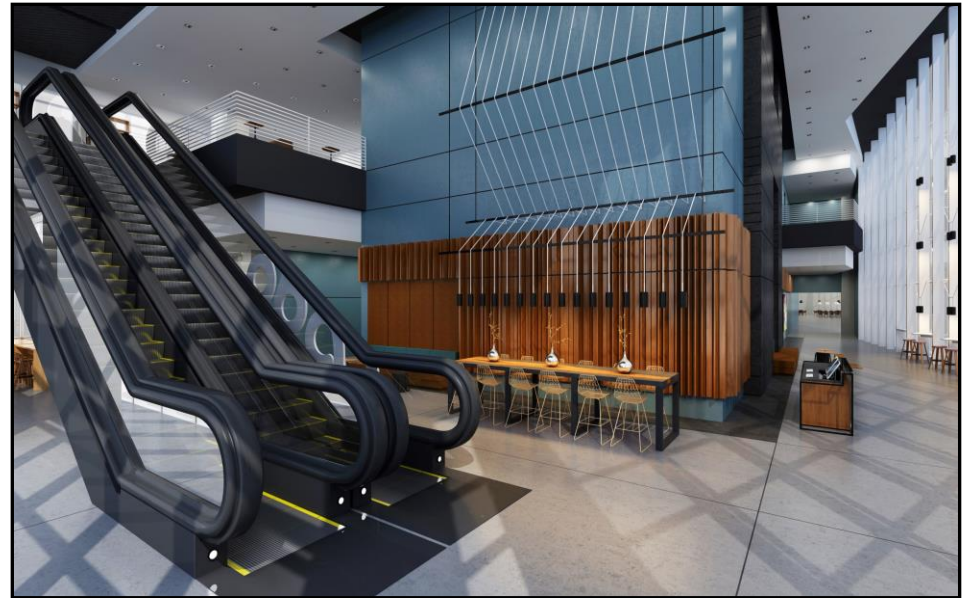
# Introduction



- Overview Of Life Safety Systems
- Emergency Response Teams & Responsibilities
  - Fire Emergency
  - Tornadoes
  - Medical Emergency
- Duties Of A Floor Warden
- Fire Alarm Procedure & Evacuation
- Fire Drill
- Question & Answer

# Safety Features of Coda

- Lobby Security Desk
- Emergency Generator
- Fire Control Center
- Fire Pump Room
- Fire Sprinkler Systems
- Emergency Exit Stairs & Signs
- Emergency Lighting
- Fire Pull Stations
- Emergency Stairwell Pressurization Fans
- Collaborative Core Smoke Exhaust System
- Elevator Recall
- Fire Extinguishers
- Smoke Detectors
- ADA Strobes & Audio Speakers
- Area of Refuge



# Lobby Security Desk

- 24/7 Security Officer
- Emergency two-way Intercom
- 24 hours: 404-920-2510
- Life Safety System
- Monitoring Access Control, Security Alarms, CCTV, and Elevator Controls.
- Weather Alert Radio
- Visitor Management System



# Emergency Generator

Provides Emergency Electrical Power To Life Safety Equipment to Include:

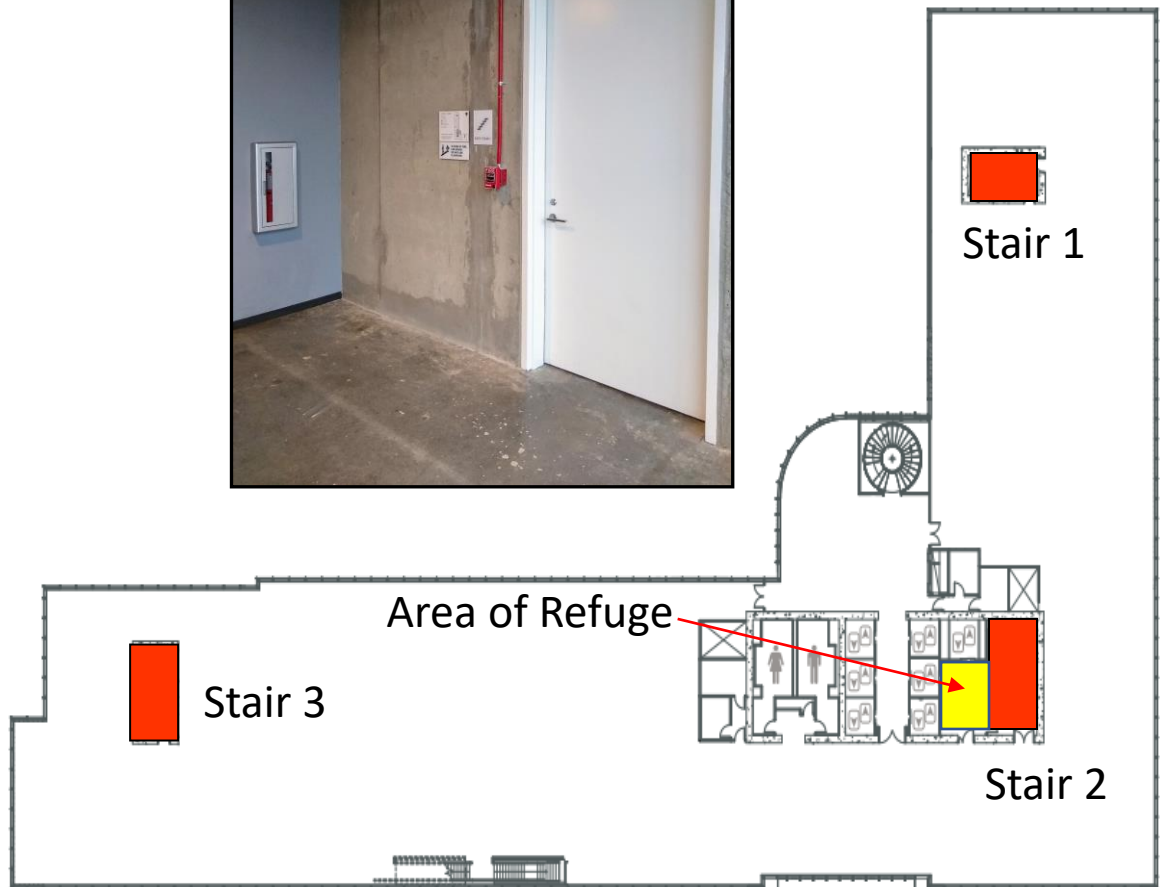
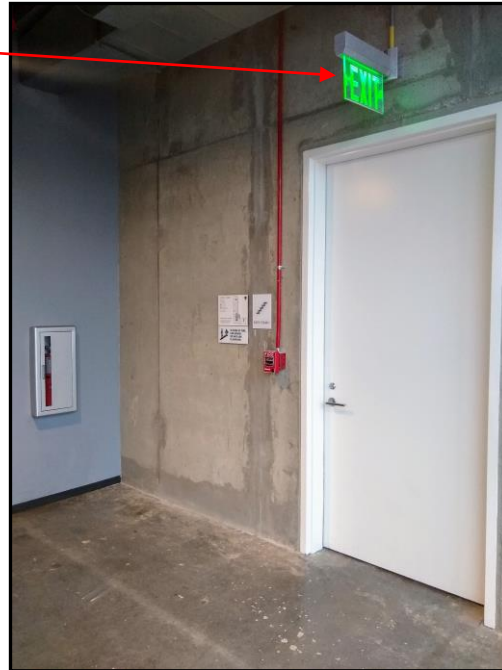
- One Elevator Per Bank
- Fireman/Service Elevator
- Fire Safety Systems
  - Fire Alarm Panels
  - Emergency Lighting
  - Stairwell Pressurization Fans
  - Atrium Smoke Purge Fans
  - Smoke Detectors
  - Fire Pumps
  - ADA Strobes
  - Audio Alarms



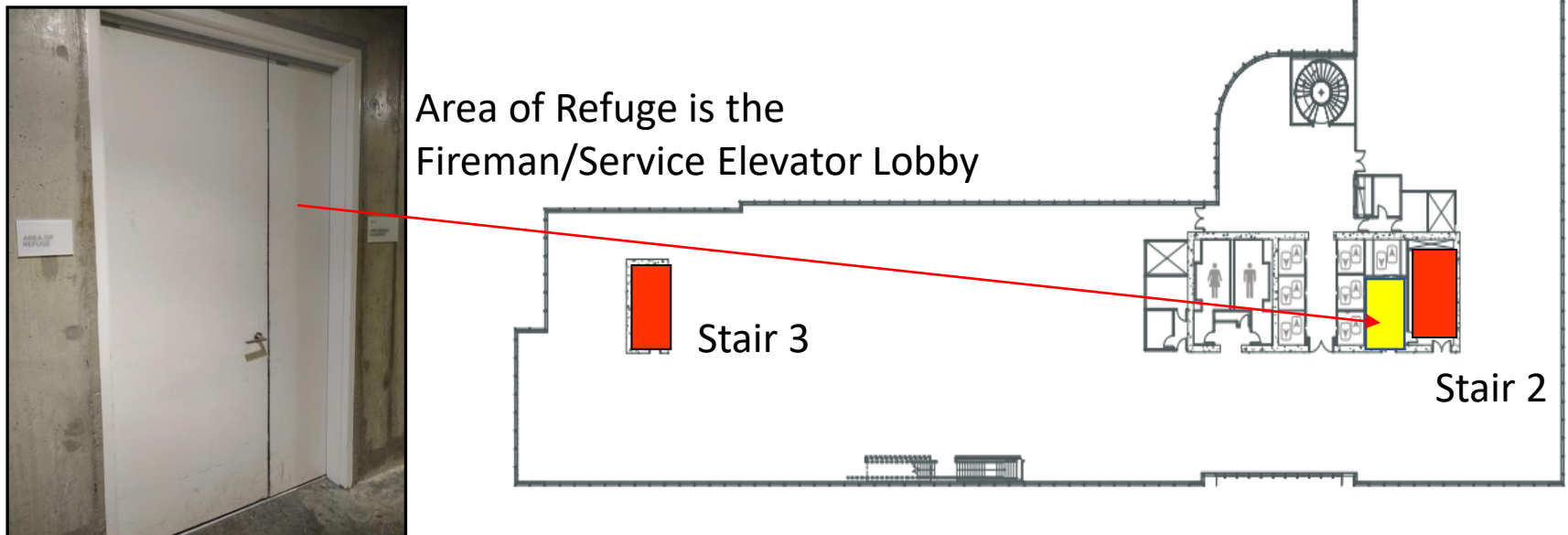
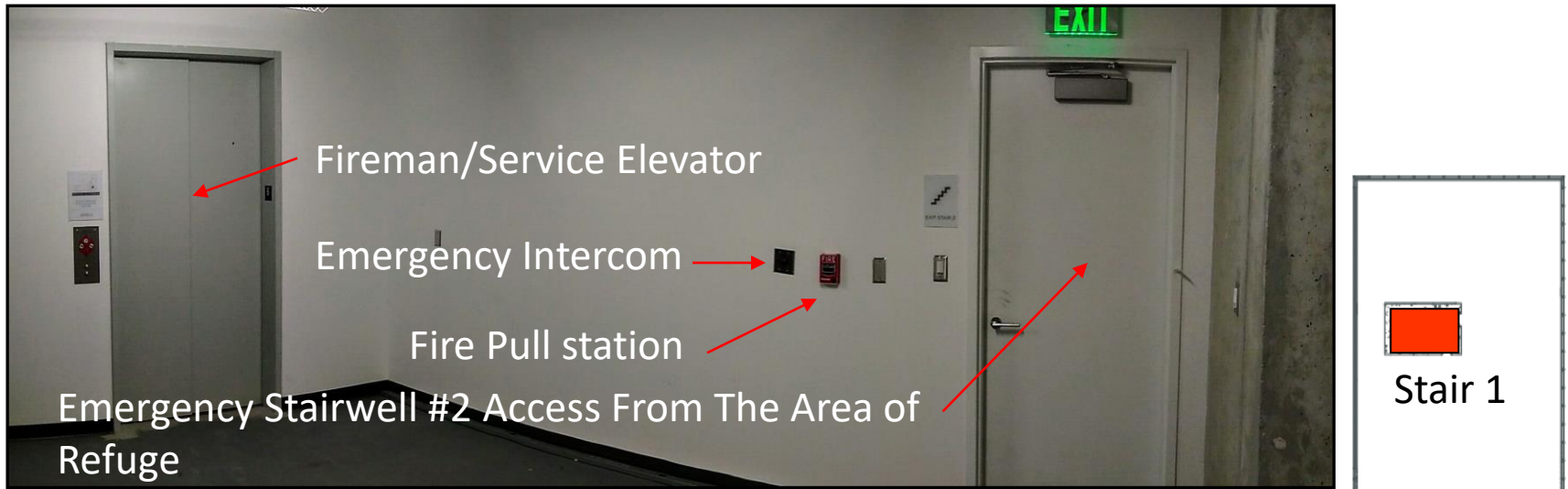
The emergency generator can provide 11 hours of emergency power at 75 percent load.

# Typical Emergency Exit Stairs

Stairwells are equipped with a Green Exit Light, Fire Pull Station and ABC Rated Fire Extinguisher.

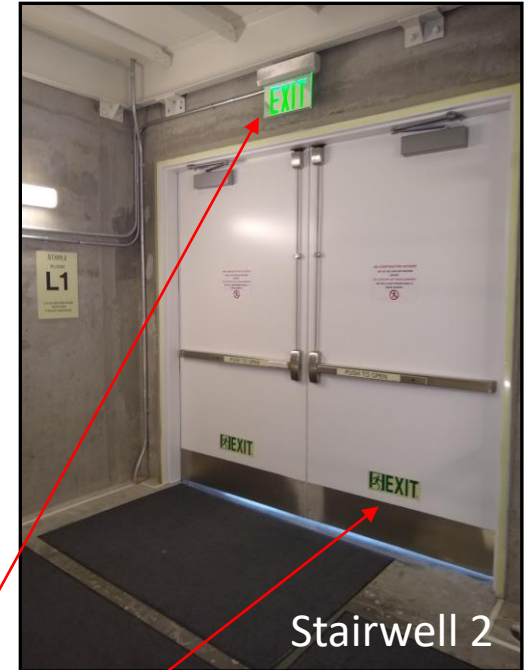


# Area of Refuge



# Emergency Stairwell Interior Signage

Each Stairwell Landing Sign will indicate Stairwell Number, Floor number, and Discharge floor.

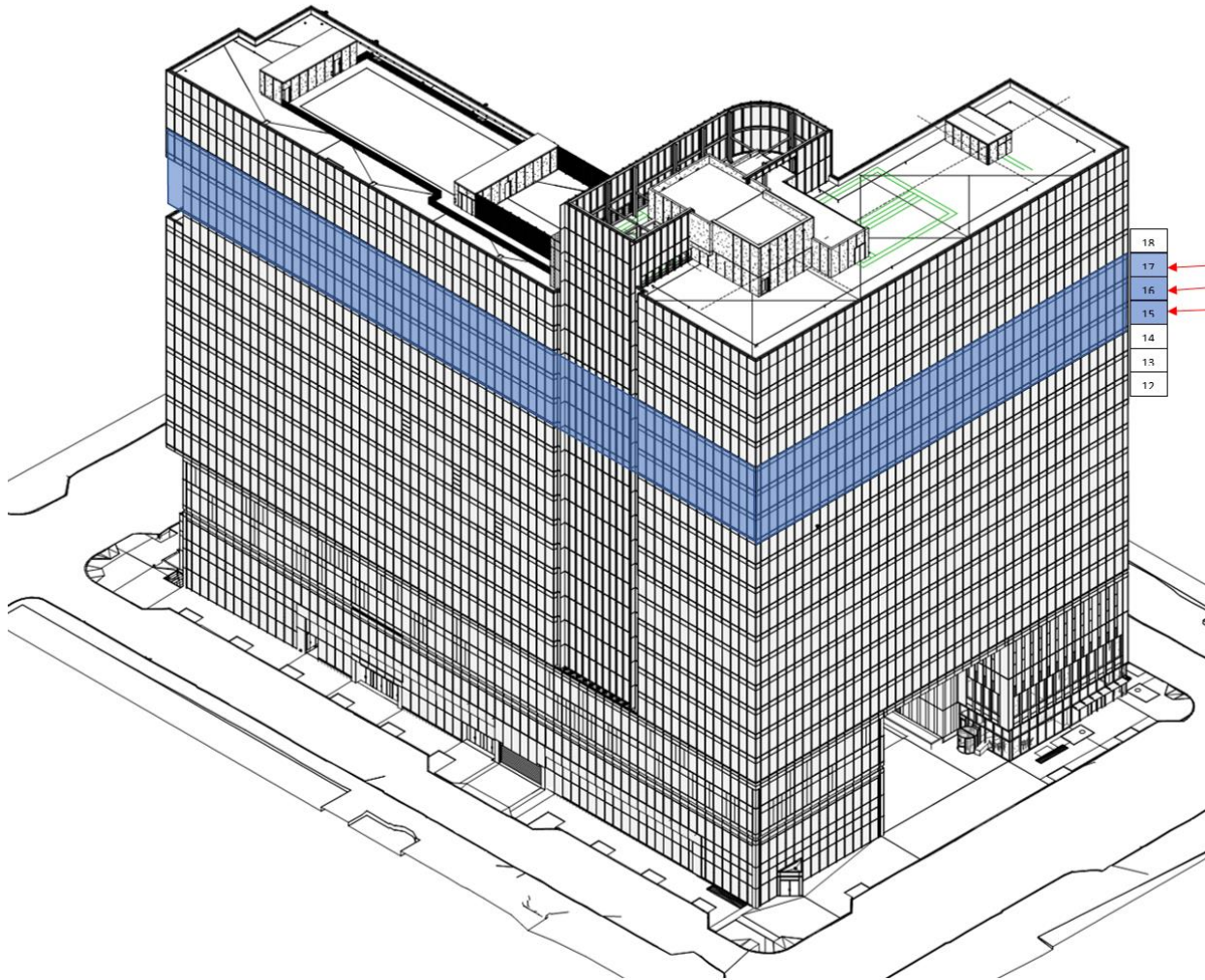


The Stairwell Discharge Floor will have an Exit Light and Exit Signs Affixed to the Exit Door.





# Zoned Fire Alarm Activation



The Floor Above  
The Fire Floor  
The Floor Below

Upon Activation of any fire alarm initiating device such as a pull station, smoke detector or sprinkler flow switch, all speakers will sound the fire alerting electronic voice evacuation message as well as the ADA strobes will flash on the fire floor, the floor above, and the floor below.

The safe refuge floor is three or more floors below where you are standing, or the Area of Refuge on each floor, or the designated offsite assembly area.

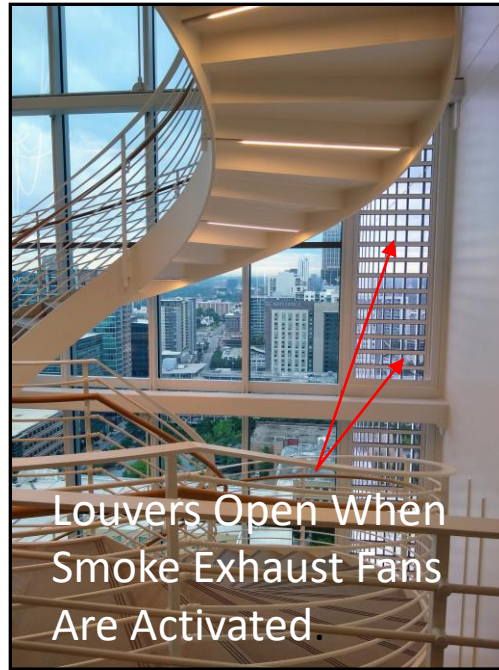
# Emergency Lighting & Smoke Control

Emergency Lighting are located in the emergency stairwells, about every fifth light within tenant spaces, and exit doors.

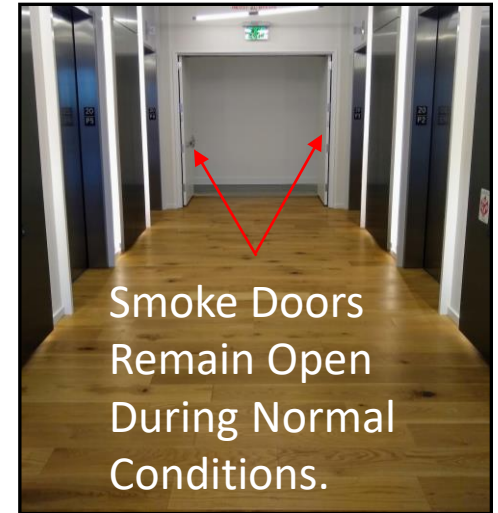


Photoluminescent Striping

Collaborative Core Smoke Exhaust Fans are Located on Floors 7, 10, 13, 16, 19 and 21.



Louvers Open When Smoke Exhaust Fans Are Activated.



Smoke Doors Remain Open During Normal Conditions.



Smoke Doors Will Close, not Lock, During a Fire Alarm.

# Fire Curtains



Fire Curtains are installed to enhance the fire protection abilities at Coda. The locations of the fire curtains are on the 10<sup>th</sup> and 11<sup>th</sup> floor atrium in the East Tower as well as the 9<sup>th</sup> through the 13<sup>th</sup> floor interior stairwells in the South Tower.

# Emergency Intercoms

The emergency intercoms are monitored at the lobby desk 24 hours/7 days a week. The emergency intercoms will contact an offsite monitoring company if the security officer does not answer the intercom.



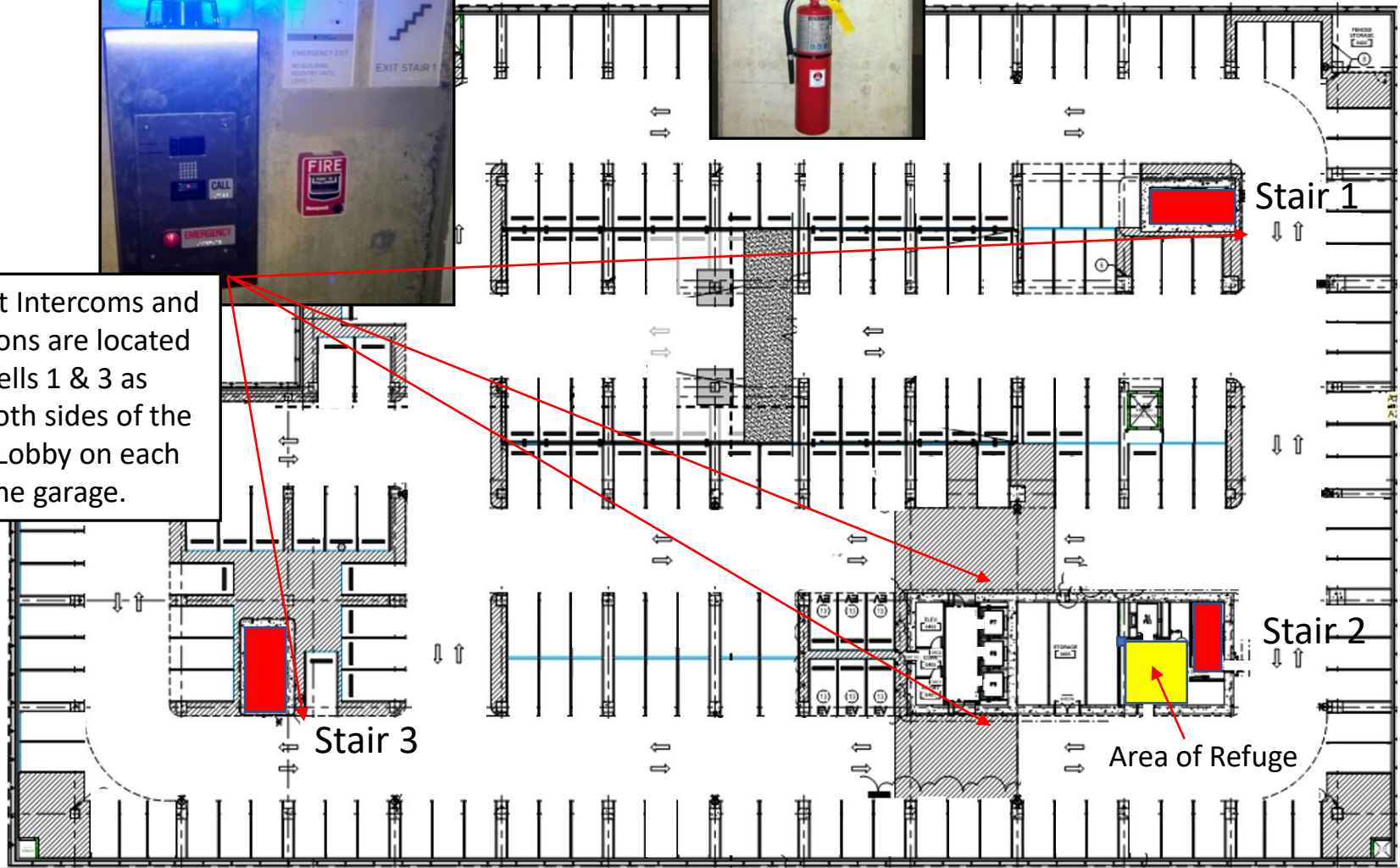
Emergency Intercoms are in all three emergency stairwells on every fifth floor 5, 10, 15 & 20 as well as in all Area of Refuge.

# Garage Life Safety



ABC Rated Fire Extinguishers are Strategically Placed throughout Garage

Blue Light Intercoms and Pull Stations are located at Stairwells 1 & 3 as well as both sides of the Elevator Lobby on each level of the garage.



# Elevator Help Button



Each elevator is equipped with a Help Button should you experience a problem with the elevator. The Help button is monitored 24/7 by a Thyssenkrupp (TKE) Elevator offsite monitoring facility.

TKE will dispatch an elevator technician and notify building security.

# Fire Alarm Procedures And Evacuation

- Upon Activation Of Any Alarm Initiating Device:

- Pull Station
- Smoke Detectors
- Sprinkler Flow Switches
- The Fire Department is Dispatched to the Building Immediately by an Offsite Monitoring Company When the alarm is First Activated.



- The Following Functions Take Place During Business Hours 8am-6pm M-F

- Lobby Security Desk Gets Alarm
- Evacuation Message Begins
- ADA Strobes Blink On And Off
- Pressurization Fans Start
- Three Floor Zone Activation
- Service and P5 Elevators Recall to the Lobby Level
- Passenger Elevators May Be Recalled
- Stairwell Doors Unlock

- Lobby Desk Officer Silences First Alarm And Dispatches Security And Engineers.

- Engineering Will Investigate Fire Alarm.

- Access Control Officer Meets Fire Dept.

- Fire Alarm Will Be Reactivated in the Event of A Confirmed Fire Emergency.

- Security And Engineering Will Assist Floor Wardens In Evacuation.

- A Public Address Announcement Will be Made if the Fire Alarm was a False Alarm or When the All Clear is Given.

# Fire Alarm Procedures And Evacuation

- The Following Functions Take Place During Security Hours 6pm-8am M-F & 24 Hours on Weekends/Holidays:
  - Lobby Security Desk Gets Alarm
  - Evacuation Message Begins
  - ADA Strobes Blink On And Off
  - Pressurization Fans Start
  - Three Floor Zone Activation
  - Service and P5 Elevators Recall to the Lobby Level
  - Passenger Elevators May Be Recalled
  - Stairwell Doors Unlock
- Lobby Desk Officer Dispatches the Rover officer to meet with the Fire Department on West Peachtree Street.
- The Fire Alarm Will NOT be silenced.
- Tenants should evacuate three floor down or exit the building when the alarm activates.
- The Fire Department will investigate the source of the fire alarm.
- A Public Address Announcement Will be Made if the Fire Alarm was a False Alarm or When the All Clear is Given.



# If You Discover A Fire

- **CLEAR** Anyone In Immediate Danger.
- **CONFINE** Fire By Closing All Doors.
- **CALL** 911 and Coda Security at 404-920-2510.
- Pull The Handle On The Fire Alarm Pull Box Next To The Emergency Exit Stair.
- Only After The Three C's Should You Attempt To Use A Fire Extinguisher.
- Never Use A Fire Extinguisher Without A Buddy To Assist You.
- Elevators Are For Our Daily Use, Not For Emergencies.
- Elevators May Be Taken Out Of Service During An Emergency.
- Use Emergency Exit Stairs In An Emergency.
- Before Entering Any Door To Include The Stairwell, Feel The Door For Heat.
- If Cool, Open And Check For Smoke.
- If Heat Or Smoke Is Present, Use Your Alternate Stairway.
- Evacuate Calmly Using Your Nearest Emergency Exit.
- Remove High Heeled Shoes And Keep To The Right Side Using The Handrail.
- Follow Signs Down The Emergency Stair To Your Exit Door.

# If You Discover A Fire

- In The Event That All Exits Are Hot Or Contain Smoke, Return To An Office Away From The Fire And Close All Doors To Keep Smoke Out.
- Call 911 And Security At 404-920-2510 To Relay Your Location.
- If Possible, Seal Doors With Cloth Or Tape To Keep Smoke Out Until Help Arrives.
- Avoid Breaking Windows. This May Cause The Fire To Spread In Your Direction By Being A Fresh Source Of Oxygen.
- In Any Fire Where Heavy Smoke Is Present, Remember That Smoke Rises And Cleaner Air Is Near The Floor.
- You May Have To Crawl On Your Hands And Knees Along The Wall To Your Emergency Exit.
- If Water Is Available, Hold A Wet Cloth Over Your Nose And Mouth.
- Physically Challenged Persons On Your Floor Should Be Assisted Into The Stairwell or Area of Refuge By Assigned Co-workers. This Will Assist Firefighters In Locating Them.
- Know Your Designated Fire Safe Refuge Floor and/or Area of Refuge.

# CODA OFFSITE ASSEMBLY AREA



**From Stairwell 1:** Exit out of stairwell 1 onto Armstead Place, proceed to W. Peachtree Street and turn right, walk south on W. Peachtree Street and cross 4<sup>th</sup> Street, proceed to 3<sup>rd</sup> Street and turn right, walk to the alley where the assembly area is located. A garage entrance is located there in the event of inclement weather.

**From Stairwell 2:** Exit out of stairwell 2 into the building lobby, proceed out of the lobby doors at the corner of W. Peachtree Street and 4<sup>th</sup> Street, turn right and continue south on W. Peachtree Street until 3<sup>rd</sup> Street, turn right, walk to the alley where the assembly area is located. A garage entrance is located there in the event of inclement weather.

**From Stairwell 3:** Exit out of stairwell 3 onto the outdoor plaza, turn left toward Spring Street, turn left and proceed south on Spring Street crossing 4<sup>th</sup> Street toward 3<sup>rd</sup> Street, turn left on 3<sup>rd</sup> Street, walk to the alley where the assembly area is located. A garage entrance is located there in the event of inclement weather.

# Tornado Plan

- ❑ 24 Hour Monitoring of the National Weather Service Radio At Lobby Security Desk
- ❑ Tornado Watch – An Advisory That Weather Conditions Are Favorable For The Formation Of Tornadoes
- ❑ Tornado Warning For Midtown Atlanta – An Advisory That A Tornado Has Been Reported Or Indicated By Radar



# Tornado Plan

## Security will Issue Public Address Announcement

- Take Shelter Immediately In An Interior Office, Rest Room, Small Room Or Safe Area of Refuge in the Freight Elevator Lobby.
- Stay Away From Windows, Glass Doorways And Exterior Offices
- Crouch Down, Cover Your Head, Make Yourself As Small A Target As Possible.
- Do Not Use The Elevators Or Come Down To The Main Lobby.



# Tornado Plan

## After Tornado

- Public Address Announcement
  - Remain Calm And Quiet
  - Check For Injuries And Damage
  - Floor Wardens Report Findings
- Shut Off Water, Gas And Electricity If Necessary.
- Receive Status Reports.

- Call Appropriate Outside Agencies.
- Order Evacuation Or Relocation If Necessary.
- Give Status Report To Public Safety Officials.
- Keep Occupants Informed To Prevent Rumors.

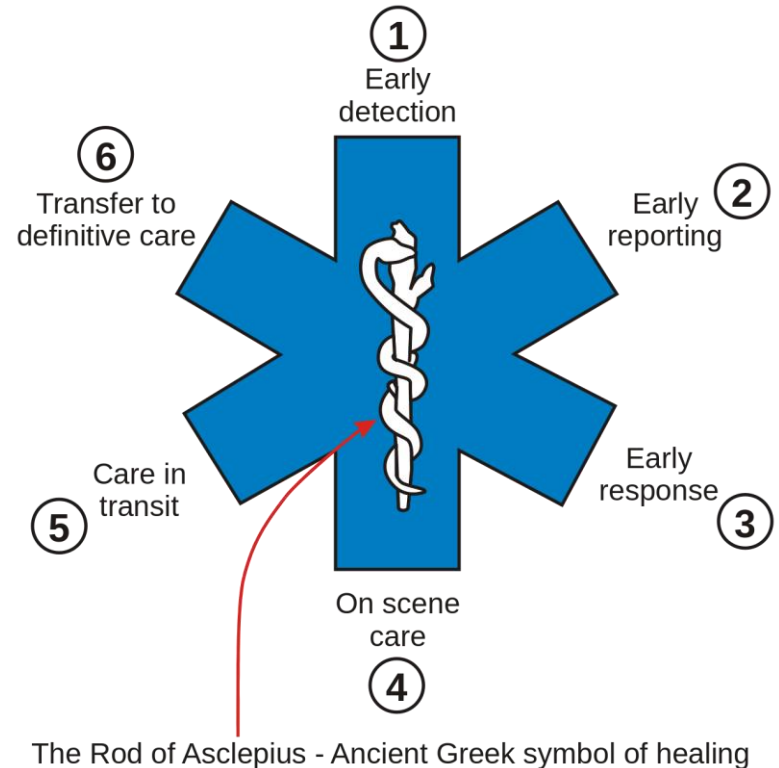
# Medical Emergency Plan

- Tenants Are Instructed To Call 911 and Security At 404-920-2510.
- Security Personnel are Standard First Aid , AED & CPR Certified.
- First Responder Kit At Lobby Desk.
- OSHA Compliance For Bloodborne Pathogens.
- First Responder
  - Survey The Scene
  - Identify Yourself
  - Determine The Extent Of Victim's Injuries
  - Do Not Move Victim

# Medical Emergency Plan

## Security Officer Responsibilities.

- EMT Escorted To Freight Elevator.
- Engineer In Freight Elevator Takes EMTs To Floor Where Victim Is Located.
- Floor Warden Escorts EMT To Victim.
- Floor Warden Escorts EMTs Back To Freight.
- Engineer In Freight Takes EMT & Victim To Street Level.
- Security Officer Escorts EMT & Victim Through Lobby And To The Ambulance.
- Documentation

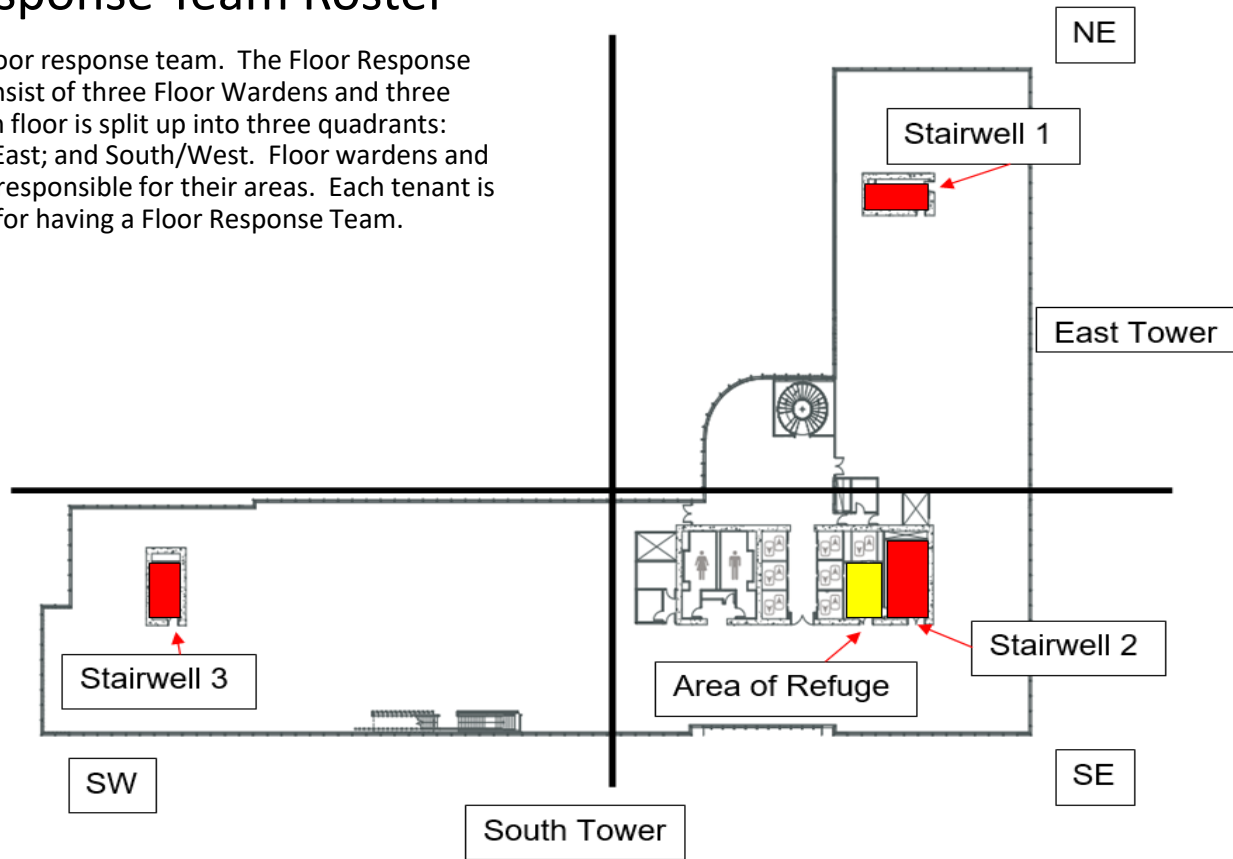




# Floor Wardens

- Floor Response Team Roster

- Each floor has a floor response team. The Floor Response Team should consist of three Floor Wardens and three alternates. Each floor is split up into three quadrants: North/East; South/East; and South/West. Floor wardens and their alternates are responsible for their areas. Each tenant is responsible for having a Floor Response Team.



# Floor Wardens

## Floor Response Team Roster

Each floor has a floor response team. The Floor Response Team should consist of three Floor Wardens and three alternates. Each floor is split up into three quadrants: North/East; South/East; and South/West. Floor wardens and their alternates are responsible for their areas. Each tenant is responsible for having a Floor Response Team.

FLOOR # \_\_\_\_\_ TENANT NAME: \_\_\_\_\_

POSITION	NAME	SUITE #	PHONE #
SECURITY COORDINATOR			
ALTERNATE			
FLOOR WARDEN			
ALTERNATE			
FLOOR WARDEN			
ALTERNATE			
FLOOR WARDEN			
ALTERNATE			
ASSISTANTS FOR THE PHYSICALLY CHALLENGED			
ALTERNATE			
ALTERNATE			
ALTERNATE			

## Physically Challenged

The "Buddy System" will assist assigned persons in times of emergency. At least two buddies who are work associates should be assigned to a person with a disability. Assistants for the Physically challenged should be assigned as needed.

FLOOR: \_\_\_\_\_ TENANT NAME: \_\_\_\_\_

OCCUPANT			
NATURE OF DISABILITY			
LOCATION (SUITE #)		PHONE:	
ASSIGNED ASSISTANT(S)			
OCCUPANT			
NATURE OF DISABILITY			
LOCATION (SUITE #)		PHONE:	
ASSIGNED ASSISTANT(S)			
OCCUPANT			
NATURE OF DISABILITY			
LOCATION (SUITE #)		PHONE:	
ASSIGNED ASSISTANT(S)			

# Floor Warden Training

- Tenant Security Coordinator
  - Floor Wardens & Alternates
  - Physically Challenged
- Floor Warden Training
  - Annually For Each Tenant
  - PowerPoint Presentation
- Discuss Duties Of A Floor Warden
  - Knowledgeable
  - Conduct Orientation For New Employees
  - Physically Challenged
  - Assist With Fire Drills And Emergencies

# Floor Warden Training

- Discuss The Scheduled Fire Drill
- Conduct A Walk Through On A Floor And/Or Stair
  - Locate Pull Stations, Fire Extinguisher, Stairwells
  - Discuss Primary And Alternate Evacuation Routes
  - Smoke Doors
- Walk The Emergency Stair
- Conduct Hands On Demonstration Of The Fire Extinguisher

# Fire Drill

- Place Signs in the Building Lobby.
- Property Management Will Have A Representative on Every Floor Affected by the Drill.
- Security Will Make A Public Address Announcement on floor affected by the Drill.
- Begin Drill
- Floor Wardens *SWING* Into Action.
- Put on a Floor Warden Vest
- Spiel Sheet and Answer Any Questions.
- Ask Everyone If They Heard the Alarm.
- After Action Review With Floor Wardens.

# QUESTIONS