

**Education and Preparedness**

- Each floor should have one primary Floor Warden and one alternate floor warden for both the South Tower and East Tower. Have Alternates in case of Absents.
- Become familiar with Primary and Secondary Means of Egress.
- Become familiar with Location of Fire Extinguishers and Manual Fire Alarm Pull Stations.
- Attend All Safety Coordinator Training Sessions.
- Know the Terminating Point of Each Stairwell.
- Know your Safe Refuge Area inside the Building and the designated Assembly Area outside the Building.
- Identify any Physically Impaired individuals and assign Person/Persons to assist during a Building Emergency. Provide Property Management with a constant updated List of the Physically Impaired.
- Develop Fire Prevention and Safety Awareness on a Day-to-Day Basis.

**Duties and Responsibilities**

- Identify Floor Wardens with an Orange Vest
- Upon Activation of Fire Alarm Begin Movement of Occupants toward Stairwells.
- Confirm assistance to Physically Impaired is in Progress.
- Sweep the Floor Area to ensure that ALL Occupants have exited. Check Offices, Break Rooms, Copy Room, File Room and Restrooms Rooms.
- Be Firm and Direct with your Directions for ALL Occupants to Evacuate.
- Do Not Argue with One Individual- You're Responsible for Many. Report to Property Management or Emergency Responders anyone who did not Evacuate.
- Upon Exit from Stairwell, Report to Property Management that Your Area is Clear and give Location of Physically Impaired.
- Know your Route to the Assembly Area, Move ALL to that Area.

**Stairwell Procedures**

- DO NOT Block Open Stairwell doors.
- Do Not Allow Food or Open Drink Containers in the Stairwells.
- Encourage Ladies to Remove High Heel Shoes.
- Use the Handrails and Move Quickly, Single File down the Stairs using the Outside of the Stairwell. Firefighters will be coming up the Inside.
- Allow others to enter the Stairwell Flow from Lower Floors.
- Remain Quite in the Stairwell, listening for any Specific Instructions from the Building Intercom System or from Fire Fighters coming up.
- Treat any Injury or Illness in the Stairwell at the next Stairwell Landing, so as not to Impede traffic Flow Down the Stairs.
- It is Critical once you Reach the Exit Discharge to Report to Property Management Your Area is Clear and give them any pertinent information on Physically Impaired, Smoke or Fire Conditions, and Unaccounted for Occupants.



**Emergency Action Procedures**

- **If you discover a fire:**
- Remove anyone in immediate danger.
- Contain the fire by closing all doors to the area.
- **MOST IMPORTANT: CALL 911/FIRE DEPARTMENT, THEN THE SECURITY DESK at 404-920-2510.**
- Activate the manual fire alarm (pull station).
- Use a fire extinguisher if safe to do so (**NEVER** attempt to put out a fire alone).
- Evacuate the building by walking to the closest safe stairwell. Use safe stairwell procedures.

**When an alarm sounds on your floor or a Public Announcement heard:**

- Feel the door to see if it is hot. If not hot, open cautiously. Stand behind the door and be prepared to close quickly.
- If there is smoke present, crawl on hands and knees along the wall to your Emergency Exit. Proceed down stairwell to a Safe Refuge Area.
- If there is no smoke present, proceed to your Emergency Stairwell Exit. Follow safe stairwell procedures and evacuate the building.
- Follow instructions from Emergency Personnel.



**If door is hot:**

- **DO NOT OPEN IT!**
- Use alternate door, if safe to do so.
- If no alternate door, call 911/Fire Department. Give exact location and all known facts.
- Call the Security at 404-920-2510. Give exact location and all known facts.
- Seal the bottom of the door with cloth material to keep out smoke.
- If water is available wet cloths and seal the door and vents.
- Retreat. Close as many doors between you and the fire as possible.
- Signal at the window by waving a bright colored material.
- If there is smoke in the room:
  - Stay low – air is cooler and cleaner closer to the floor.
  - Hold a wet cloth over your mouth and nose.
  - Do not break window.

**If you become trapped in debris:**

- Do not light a match.
- Do not move about or kick up dust. Cover your mouth or nose with a cloth.
- Rhythmically tap on a pipe or wall so that rescuers can hear where you are. Shout only as a last resort and when you hear sounds.



Always be prepared!

**Fire Facts**

- In an emergency, **USE STAIRWELLS. DO NOT use elevators.** They can be extremely dangerous and may be taken out of service.
- While it is usually advisable to go downward in a building during a fire, there are occasions when it may be necessary to go to an upper floor or roof. **The Fire Department does not perform rooftop evacuations. The roof is only a shelter in place area if stairwells are impassable and no other option exists.** For example: if smoke enters the stairwell, you may be driven upwards toward cleaner air. **Should this occur. Exit the Stairwell back into the Building Corridor and follow Exit Signage to your Secondary Exit Stairwell.**
- If you encounter smoke, get down on your hands and knees. Air is cleaner and cooler nearer the floor. Crawl to the nearest stairwell exit.
- Few people are burned to death in a fire. Most people die from smoke, poisonous gases and panic. ***Panic, a sudden overpowering terror, is usually the result of not knowing what to do.***
- Smoke detectors serve as an early warning system. Smoke detectors do save lives.



- Sprinkler systems are designed to suppress fires. Sprinkler heads are only activated one at a time by temperature.

**How To Use An “ABC” All Purpose Fire Extinguisher By Using The Pass Method**

1. Hold upright. **P**ull safety pin.
  2. Stand back 10 feet and **A**im the hose at base of fire.
  3. **S**queeze the lever/trigger.
  4. **S**weep side to side.
- Never use a fire extinguisher alone. Have a buddy with you.
  - Never re-install a fire extinguisher once it has been used. Have it recharged by a licensed service company.
  - Always maintain an area of three (3) feet clearance around all fire protection equipment.
  - Practice Fire Prevention and Good Housekeeping. Don't give a fire a place to start.



**Fire Prevention Tips**

- Check for frayed or damaged electrical cords. Report them to your supervisor/management.
- Do not run electrical cords under carpets or chair pads.
- Do not overload electric outlets.
- Turn off or unplug appliances when not in use.
- Do not block corridors or stairwells.
- Do not prop open stairwell, corridor, or other fire doors.
- Check lighting in corridors, stairwells and exit signs. Report any malfunctioning lights.
- Store any flammable liquids, oily rags or combustible materials in Fire Department approved containers and dispose of them per instructions on container.
- Under **NO** circumstances should any items be stored in stairwells. Remember they are your means of exiting in an emergency.
- 18” clearance must be maintained below ceiling for the fire sprinkler system to work most effectively.
- Space Heater should not be used.
- Improperly used space heaters can cause fire, electric shock or produce carbon monoxide gas.

- The use of space heaters can cause loss of work due to power outages resulting from tripped breakers.
- Space heaters must have 36” of clearance on all sides; cords should not be frayed, damaged or plugged into a power strip. Space heaters cause power strips to overheat and lead to a fire.
- Space heaters should be turned off when the employee leaves the room; they should be unplugged at the end of the day.
- Coda is a No Smoking and No Vaping facility.

**Portman Management Company**  
**756 West Peachtree Street NW**  
**Suite 225**  
**Atlanta GA 30308**  
**Office: 404-920-2500**  
[www.codatechsquare.us](http://www.codatechsquare.us)

**Atlanta Fire, Police & EMTs**  
**911**

**Georgia Tech Police Emergency Center**  
**404-894-2500**

**Coda Security**  
**404-920-2510**

