



PARMENTER REALTY PARTNERS

EMERGENCY RESPONSE for Tenants



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Why are We Here Today?

- Discuss tenant roles and responsibilities as a member of the tenant evacuation team.
- Discuss the types and location of fire and life safety equipment located in the building.
- Discuss the current evacuation procedures.
- Discuss how to respond appropriately in the event of an emergency.



HARD FACTS.....

No one can:

- Eliminate the possibility of a serious emergency,
- Predict when an emergency will occur
- Afford to rely on the automatic systems in the building.
- To react to an emergency effectively, people must be properly trained, equipped, and prepared.



Tenant Emergency Team

Consists of:

- Tenant Warden
 - Floor Searcher
 - Floor Monitor
 - Special Assistant
 - Alternate to each above
-
- **All members of the tenant evacuation team must become familiar with these procedures**



TENANT WARDEN

Responsible for:

- Manage the evacuation of their suite and common areas on their floor
- Evacuating occupants from suite and common areas of their floor
- Report location of all special assistants and persons on their floor in stairwell
- Keeping attendance of suite occupants and visitors. Report missing individuals to management immediately



FLOOR SEARCHER

Responsible for:

- Searching in assigned area for occupants and evacuating them from all rooms and common areas.



FLOOR MONITOR

Responsible for:

- Internally planning & coordinate office gathering area outside
- Communicate plan to all employees

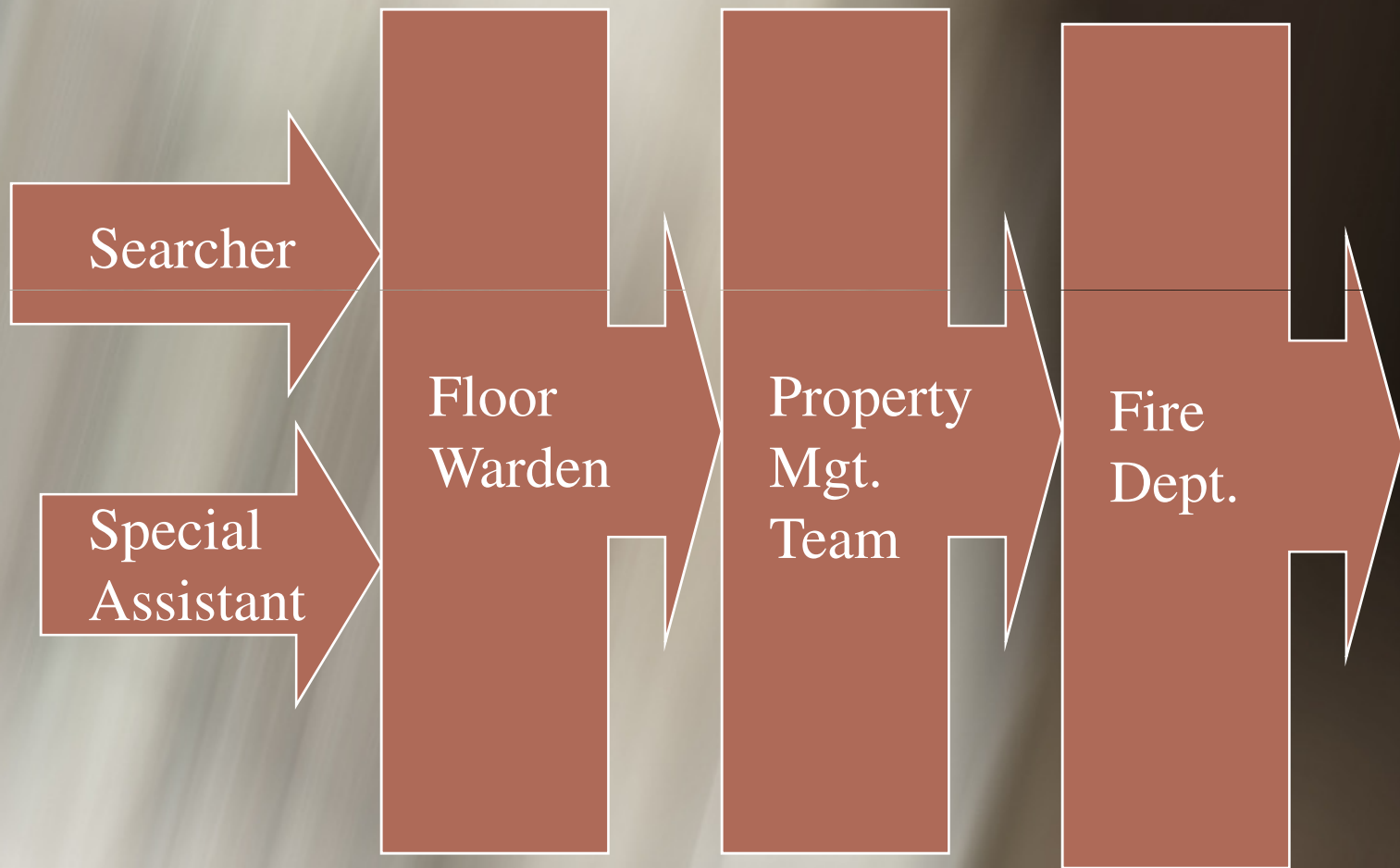


SPECIAL ASSISTANTS

Responsible for:

- Evacuating an individual who can not evacuate on their own
- The individual and the assistant will wait for emergency personnel in the stairwell once it is clear of evacuating building occupants.
- Provide list of those requiring special assistance to management

Communication Flow





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Building Protection Features



Fire and Life Safety Protection Features

- Auto Call Fire Panel, monitored on-site by security and off-site by Send Signal Monitoring
- Auto elevator recall
- PA System for emergency
- Pull Stations
- Sprinklers
- Fire Extinguishers



Fire Alarm Devices

- **Smoke Detectors**
 - Located in elevator lobbies, electrical and air handler rooms.
- **Sprinkler Flow Switches**
 - Monitor flow of water
 - Located on each floor in the south stairwells.
- **Manual Pull Stations**
 - Located on each floor in corridors next to stairwells.



Emergency Equipment

The building has the following devices in the common area:

- Exit Stairwells
- Fire Extinguishers
 - P ULL
 - A IM
 - S PRAY
 - S WEEP
- Pull Stations

Each tenant suite should have fire extinguishers every 75 feet.



Initiation of Fire Alarm

The fire alarm is initiated when:

- A pull station has been activated
- A smoke detector senses smoke and has activated
- The sprinkler flow sensor has detected flow and is activated



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Evacuation Procedures



Evacuation Procedures

- Which floors to evacuate?
 - Floor involved,
 - 2 Floors above,
 - Floor below.
- After 5 minutes the alarm will sound on the remaining floors. Everyone else will evacuate at that time
- Where do you evacuate to
 - Designated area rehearsed during drills

During an alarm:

- Evacuate to your assigned area
- Follow exit signs to nearest stairwell
- Remain calm and quiet
- Do not take beverages, papers, etc
- Do not use the elevators

A picture is worth a thousand words....



Start of office fire, visible
smoke at ceiling level....



Fire underway for 1.5 minutes, ceiling blocked, black smoke has started to fill area...



Fire fully involved after 2 minutes. Notice flames on left side of slide. Emergency exit signs are blocked from view. Know your way out without these!

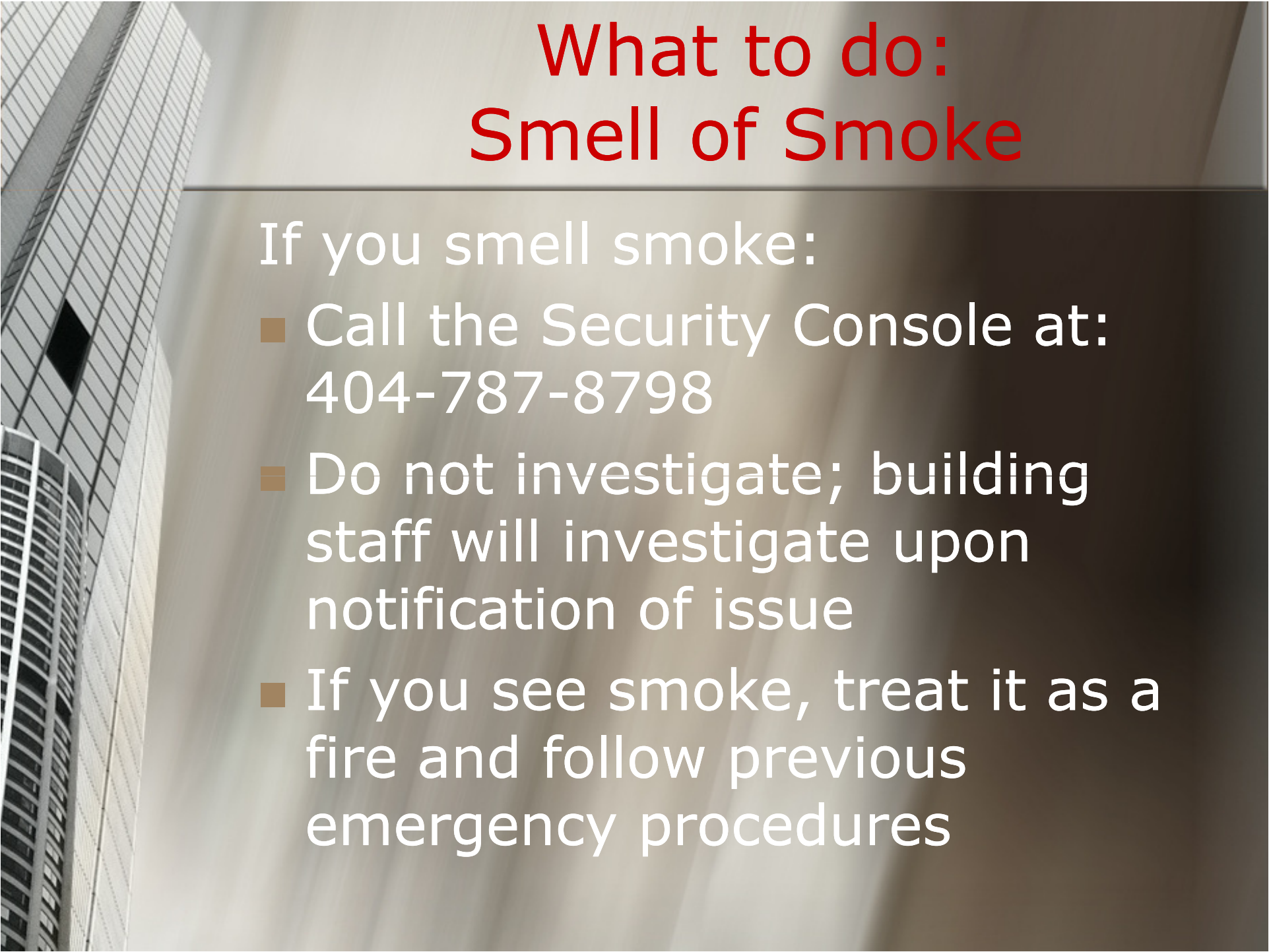




What to do: Fire Emergency

If you see fire or smoke:


- Activate nearest pull station
- Call 911 after evacuating from building
- Call Security console Main Line: 404-787-8798
- Close doors as you exit to slow the spread of the fire
- Feel closed doors with back of hand before opening, do not open if it is hot
- Stay low. If your clothing catches fire...Stop, Drop and Roll!



What to do: Smell of Smoke


If you smell smoke:

- Call the Security Console at:
404-787-8798
- Do not investigate; building staff will investigate upon notification of issue
- If you see smoke, treat it as a fire and follow previous emergency procedures



What to do: Power Outage

- In the event of a power outage turn off computers and office equipment.
- Building Management will:
- Contact the utility company for information on duration and severity.
 - Check for elevator entrapments.
 - Order building evacuation if outage will be lengthy.
 - Keep tenant contacts updated on status of power outage and repair.



What to do: Tornados or Severe Storm

- Do not use elevators.
- Move away from perimeter of building, closing doors behind you.
- Take cover in core area of building. Stay away from glass and surround yourself with walls. Core areas are restrooms, corridors and stairwells.
- Tune into local radio station for weather updates.
- Listen for building announcements and take necessary action.



What to do: Medical Emergency

- Call 911 relaying all pertinent information to dispatcher. Make sure to give building address, suite number and business name.
- Call management office at 770-923-8877 so management personnel can meet emergency responders in lobby.
- Do not move the injured person unless a life-threatening hazard exists.



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Summary



Things to Know

- The Building Emergency Hotline: 404-787-8798
- Who will need special assistance to evacuate
- All exit routes from your suite and where your office will gather once evacuated
- When & how to use fire extinguishers



What Next?

Each tenant should:

- Establish an evacuation team and submit list with contact information to management office.
- Train the evacuation team and become familiar with the building exits and life safety system locations.
- Have all tenant evacuation team members familiarize themselves with the Tenant Emergency Response Guide.
- Develop an emergency contact list for employees and customers.
- Supply management with a list of individuals requiring special assistance.



Questions?