



# Policies & Procedures

## GEORGIA BUILDING AUTHORITY

**SUBJECT: Emergency Management Policy**

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### **PURPOSE:**

The Georgia Building Authority (GBA) Facilities Management Division is responsible for the operation, maintenance and repair of 48 state facilities on the Capitol Hill Complex. This policy outlines responsibilities for entities involved in preparing for and responding to emergency situations that may occur in GBA managed facilities.

### **SECTION I. ROLES AND RESPONSIBILITIES**

#### **1. Georgia Building Authority**

GBA provides leadership, coordination, and technical advice to our partners and stakeholders to preserve and protect our facilities and tenants. GBA will ensure that facilities and related physical assets meet their intended functions and are maintained in a high quality, cost-effective, and timely manner. GBA responsibilities include:

- Maintaining and testing fire detection and suppression systems
- Coordinating with the State Fire Marshal's Office
- Communicating with tenant agencies during an emergency or crisis
- Providing an emergency reference guide for tenant agencies

#### **2. Capitol Police**

The DPS Capitol Police Division, a division of the Department of Public Safety provides general security to the GBA facilities on the Capitol Hill Complex. The Capitol Police has primary responsibility during an emergency or crisis until the Atlanta Fire Department or appropriate emergency response team arrives.

#### **Evacuations**

Capitol Police may order the evacuation of a building when there is evidence that there is a grave risk to life or property within a particular building. When a building must be evacuated, the Capitol Police will take the following actions:

- Notify the Tenants via the established method.
- Isolate the area.
- Assist with controlling pedestrian traffic around, into, and out of the area.
- Identify evacuation routes, which may have been impacted by the incident and route occupants to alternate evacuation routes.
- Help maintain the integrity of the evacuated area to include the affected building.
- Establish an Emergency Command Post and provide emergency first responders with a list of employees needing assistance during an evacuation.
- Establish a Press Area.
- Establish and coordinate information flow, when the fire department arrives on the scene.
- Give the all clear for Tenants to return to the building, when the emergency is over and no danger remains.

### **3. State Fire Marshal**

All buildings owned, operated, or occupied by the state are subject to fire safety inspections by the State Fire Marshal's Office.

State inspectors are given the authority to determine whether the life safety of the occupants and the general public is in danger from fire, explosion, or related hazards, and to enforce requirements set forth by law (OCGA 25-2-22). The Fire Marshal's Office is charged with determining if the level of safety of each building is acceptable through a combination of prevention, protection, egress, and accessibility, which are established as a state minimum fire safety standard by the Safety Fire Commissioner.

To determine if the level of safety is acceptable, they must ensure that every required automatic sprinkler system, fire detection and alarm system, smoke control system, exit and emergency lighting, fire doors, and other life safety equipment is continuously maintained and in proper operating condition (NFPA 101, Life Safety Code and International Fire Code, Chapter 4.)

### **4. GBA Tenant Agencies**

To foster and facilitate safety, security and good communication during an emergency situation, the Georgia Building Authority requires that each tenant agency designate at least one individual to serve as the primary emergency coordinator. The emergency coordinator manages any safety and security issues that may arise in tenant occupied space and serves as the contact person with GBA during a building emergency or crisis. Tenant agencies are responsible for ensuring GBA has accurate contact information for their emergency coordinator.

GBA recommends that tenant agencies designate at least one secondary emergency coordinator and assign floor monitors to serve as an Emergency Action Team. The primary coordinator is responsible for maintaining a list of the secondary coordinator(s) and floor monitor(s).

## **SECTION II. EMERGENCY COORDINATOR RESPONSIBILITIES**

Agency Emergency Coordinators should assign floor monitors for agencies occupying more than a single floor in any GBA facility and for agencies occupying more than one GBA building.

The following tasks are the responsibility of each Agency Emergency Coordinators identified and designated by each Tenant within a GBA-managed building.

1. Maintain current contact information on secondary emergency coordinator(s) and emergency floor monitor(s).
2. Develop, implement and maintain an agency evacuation plan.
3. Notify the upper-level management of severe weather warnings for evaluation of the message content, determining the severity of the hazard and for taking the appropriate response.

4. Educate staff on who is authorized to call for an evacuation of the building.
5. Maintain a list of employees needing assistance during an emergency.
6. Conduct evacuation drills.
7. Coordinate with the State Fire Marshal's Office to schedule periodic training duties and responsibilities of agency emergency coordinators.
8. Train staff members on evacuation procedures, including:
  - Train staff members in the step-by-step procedures if a fire is discovered.
  - Educate staff members on the location of the assembly area recommended for your building.
  - Develop and train designated personnel in the method for taking a head count by name of staff members at the assembly area.
  - Define and document safe places for persons with special needs to gather for rescue and assistance in evacuating space.
  - Develop the Agency's method of notification to hearing-impaired staff members.