



# Emergency Quick Facts

---

## Fire Prevention

- Turn off unattended electrical equipment
- Report improperly stored materials
- Use extension cords that are UL Listed
- Space heaters must be ceramic heaters equipped with a tip-over, shut off mechanism
- All surge protectors are to be UL1449 listed

## In Case of Fire

- Pull the closest Fire Pull Station to activate alarm
- Evacuate the building
- Call Capitol Police 404-624-7281 or 9-911

## Evacuation Procedures

- Follow your designated evacuation route
- Close, but don't lock, doors
- Do not use elevators
- Follow directions given by emergency personnel

## Severe Weather

- Move away from windows and external doors
- In small buildings, relocate to the basement or interior hallways
- In high-rise buildings, go to interior rooms and hallways on the lowest floor possible
- Stairwells & below ground parking garages are good places to seek refuge
- Remember, an automobile is not a safe place to be

## Power Outage

- If evacuation is necessary, move cautiously to lighted areas
- Lighted signs will indicate exits

## Elevator Entrapments

- Press the Alarm Bell, which will notify responders
- Press the Call Button for communications with responders
- Do not try to exit the elevator if it is between floors