Emergency Reference Guide

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Prepared by the Georgia Building Authority

Emergency Contact Number 404-624-7281

The purpose of the Emergency Reference Guide is to educate you on the proper procedures for handling a crisis situation.

In the Table of Contents you will see a listing of types of emergencies with an icon for each type on the left side. These icons are located throughout this guide and show which type of emergency is being displayed. You can also search for a specific type of emergency by the page numbers shown on the right of each page.

Please familiarize yourself with this information now, so that you are able to quickly find the information you need when an emergency does occur. Remember that each emergency is unique and will require the use of common sense in addition to these guidelines.

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Medical Emergency

Medical and first aid emergencies may occasionally occur involving persons employed at or visiting state facilities. Personnel should be encouraged to attend First Aid and CPR training periodically offered by the National Safety Council, the American Heart Association, the Red Cross and local hospitals. Personnel with first aid training and experience should be identified and made known to the floor occupants.

Emergency Contacts

Assistance for medical emergencies is available from the following sources:

911 Emergency Service

Medical emergencies should first be reported directly to 911 to ensure that paramedics are promptly dispatched to the proper location.

Capitol Police

After notifying 911, emergencies should then be reported to the Department of Public Safety (DPS) Communications Center at 404-624-7281. Capitol Police can provide assistance by guiding the ambulance and other response vehicles to the proper location and commandeer elevators, if necessary, to expedite transport of the injured person(s).

Reporting Emergencies

- Always determine and report if the injured person is conscious or unconscious.
- Report your exact location to include floor, room number, and closest entrance to your area.
- Stay on the telephone line until released by the dispatcher in order to assure that all necessary information is completed.

Evacuation

Evacuation Planning

Tenant agencies are responsible for maintaining agency evacuation plans and ensuring staff members are trained on evacuation procedures. Agency plans must consider the needs of people with disabilities and employees that would require assistance during an emergency. Evacuation route maps are posted on each floor of every building, generally located near elevator banks or in lobby areas.

Issuing an Evacuation

An evacuation of a building is used to move persons out of a building by a pre-designated route (if usable), to avoid a potentially threatening situation and determines the entire building as unusable until further notice. Generally, Capitol Police has primary responsibility during emergency situations and may order the evacuation of a building. The State Fire Marshal or Atlanta Fire Department Chief could also order an evacuation.

During an Evacuation

- Remain calm. Do not run or panic.
- Use the stairway or horizontal exit to evacuate - DO NOT USE ELEVATORS!
- Enter stairwell in a single line and alternate with employees entering from upper floors.
- Go to your agency's pre-determined assembly area.
- Stay with your work group to assist agency emergency coordinators in making an account of personnel.
- Report any missing person to Capitol Police and the location they where last seen.
- Emergency coordinator for the agency should go to the command center on the site location to report cleared floors.
- Do not return to the building from your designated area until told to do so by Capitol Police.

Assembly Areas

Agencies should assign an assembly spot within the Capitol Hill designated evacuation site. The designated evacuation site for Capitol Hill buildings is located at Liberty Plaza. (A map of the evacuation sites is located at the end of this guide.)

Severe Weather

Hazardous Weather Conditions

Tornados and hurricanes harbor tremendous destructive power and are a very real threat to Atlanta. For these reasons, employees must understand the notification procedures and the actions they must take to protect themselves.

Precautions

- Because tornadoes can form and move quickly, we recommend that each Agency purchase a Weather Radio and place it where it can be monitored locally. This will ensure the earliest notification of a possible threat.
- Agency emergency coordinators should plan ahead to identify locations within their building suitable and convenient for personnel to use in the event of severe weather.

Notification

There are two levels of notifications issued by the National Weather Bureau regarding tornados:

- TORNADO WATCH - conditions are favorable for the formation of severe thunderstorms, tornados, or both. Building occupants should be prepared to move to a safe area within the building.
- TORNADO WARNING - a tornado has been sighted in the area and people should take shelter immediately.

Monitoring

Agency coordinators should actively monitor local weather conditions:

- Local news stations
- Ready Georgia App (GEMA)
- Weather Radios
- Web: www.weather.gov/atlanta Briefings: www.weather.gov/ffc/briefings
- Twitter: @newsatlanta
- Facebook: NWS Atlanta
- YouTube: www.youtube.com/user/nwspeachtreecity

Selecting the Safest Refuge During Hazardous Weather

- Persons already inside a building should shelter in place since it will be safer to remain in place than to venture outside to move to another area.
- Persons outdoors should move inside the nearest building and seek shelter in the interior of the building away from doors and windows.
- Always listen to and follow instructions given by emergency personnel.

- Occupants should move away from windows and external doors.
- In small buildings, occupants should be relocated to the basement or to the interior hallways on the lowest floor. Stairwells are normally one of the strongest components of buildings and, if there are no exterior windows, make an excellent tornado shelter.
- In a high-rise building, occupants should be directed to interior rooms and hallways on the lowest floor possible. Parking garages located below buildings are excellent locations to seek refuge.
- Do not return to your office until an all-clear announcement is issued by Capitol Police.

Fire Emergencies

If You Discover Fire or Smoke Remember: R.A.C.E.

- Rescue: Remove anyone from immediate danger.
- Alarm: Activate the nearest fire alarm pull station.
- Contain: Close all doors to confine smoke and fire.
- Extinguish/Evacuate: If the fire is small, and you have been trained in fire extinguisher use, you can attempt to extinguish a fire. Otherwise follow your Evacuation Plan and proceed to the nearest exit and designated area outside the building.

If You Catch on Fire Do Not Run!

- Stop where you are, and
- Drop to the ground, and
- Roll over and over to smother flames.

Response to Fire Alarms or Explosion

- Remain calm, evacuate and stay with your office group.
- Do not open any door that feels hot.
- Do not return to your area for personal belongings.
- If smoke is present, stay low.
- Never allow the fire to come between you and the exit.
- Use the stairway or horizontal exit to evacuate - DO NOT USE ELEVATORS!
- Individuals with disabilities should exit to the next building or outside by horizontal egress (when available) or otherwise to stairway landing (considered an area of refuge).
- Once you have reached the designated area, report any missing person to Capitol Police. Only return to the building when directed by Capitol Police.

Elevator Entrapment

Elevators are complex machines with many built-in safety systems designed to automatically shutdown if systems detect even the smallest malfunction.

Should You Become Entrapped:

- REMAIN CALM
- PRESS THE ALARM BELL - This rings a local bell within the building and sends an electronic signal to the Video Response Control Center indicating that the specific elevator is in alarm mode.
- PRESS THE CALL BUTTON - This establishes two-way communication with the Video Response Control Center. Speak in a calm, clear voice. The operator is trained to ask questions that will assist the mechanic responding to the entrapment, expedite the removal of personnel/visitors from the elevator, and make repair in the shortest time possible.
- WAIT - Stand away from the doors and wait until an authorized mechanic or Capitol Police representative arrives. If the door is partly open and you are between floors or the doors are not fully open DO NOT force the doors open or attempt to climb through.

Only an authorized elevator mechanic should attempt to remove anyone from an elevator car which is stopped between floors.

Hazardous Material Spills

Anyone observing a suspected spill or leak should immediately notify the Capitol Police at 404-624-7281.

If You are Exposed to a Spill:

- Do not attempt to clean up a chemical spill unless you are trained and have the proper protective equipment to perform the cleanup.
- Evacuate the area when there is possible danger of harmful or flammable vapors.
- Notify others in your immediate area to evacuate.
- Initiate the fire alarm when necessary.
- If possible, control access to the affected area by closing doors.
- Check those involved for adverse medical symptoms (shortness of breath, fainting, etc.) and request immediate medical attention as appropriate.

If a corrosive or toxic chemical comes in contact with your skin, immediately flush the affected area with water for at least 15 minutes and seek emergency medical services.

Bomb Threats

Telephone Threat

- Remain calm.
- Do not hang up; keep the caller on the line as long as possible, and listen carefully.
- Note the time of the call and the specific telephone instrument on which it came.
- Note the caller's number if your phone is equipped with caller I.D.
- Note the exact words of the caller.

Ask the caller the following questions or listen for the following information:

1. Where is it located?
2. When will it go off?
3. What does it look like?
4. What kind is it?
5. What is the caller's name and motive for placing the bomb?
6. Are you an employee?
7. Are you a student?

Write down any information noticed, e.g. background noises, gender of caller, voice pitch and speech patterns, accent, etc. Notify Capitol Police immediately!

Written Threat

- Remain calm.
- Notify Capitol Police immediately.
- Once discovered, do not touch, move, or open package, so it is not altered or destroyed. Preserve scene for Emergency Responders.
- Keep others from handling or going near it.
- Follow procedures for SUSPICIOUS PACKAGES AND ENVELOPES below.

Suspicious Packages & Envelopes

What to Do If You Find a Suspicious Package or Envelope

- Never touch any package that is suspicious! Do not attempt to touch, move, or open, as it could explode or spread.
- Isolate the suspicious package by evacuating the room and locking the door, if possible.
- If the suspicious package is discovered while handling, avoid dropping, throwing, or any other abrupt shock movement. This can cause detonation of certain devices. Gently set the package down.
- Call Capitol Police immediately from a safe location. Do not use a radio or cell phone within 100 feet of the object.
- Describe what the package looks like and its location.
- Evacuate others in the area by following established evacuation procedures. Consider persons with disabilities who may need assistance evacuating.
- If you have had direct skin contact with the package, wash hands, arms, etc. with soap and rinse with a plentiful quantity of water for 15 minutes.
- Account for any missing person; always notify Capitol Police of any missing person when evacuating an area.
- Always follow precautionary directions given by Emergency Personnel.

Examples of Suspicious Packages & Envelopes:

- Package or envelope discovered with a suspicious powdery substance on the outside.
- Received unexpectedly or sent by someone unfamiliar to you.
- Excessive postage, handwritten or poorly typed addresses, incorrect titles or titles with no names, or misspelling of common words.
- Addressed to someone no longer with the agency or with outdated postmarks.
- No return address or one that cannot be verified as legitimate.
- Return address not consistent with postmark.
- Unusual weight, given package size, lopsided, or oddly shaped.
- Unusual amount of tape, string, or other wrapping material.
- Marked with restrictive endorsements, such as “Fragile”, “Personal”, “Confidential”, or “Rush-Do-Not-Delay.”
- Strange odor, stains, or noises (rattling, clicking, etc.)
- Appears to contain electrical wire or aluminum foil.

Civil Unrest

During demonstrations and other large gatherings, the Capitol Police and the Atlanta Police Department will attempt to preserve the peace while protecting the rights of citizens to assemble peacefully and exercise free speech.

If you are in the Office when a Disturbance Occurs:

- Remain in the building.
- Stay away from windows.
- Identify one point person to establish communications with Capitol Police at 404-624-7281.
- Check e-mail or text frequently for incoming advisor messages.
- Maintain a calming influence over your group. Reassure co-workers and visitors that everything possible is being done to return the situation to a normal condition.
- Plan to walk in groups to parking facilities.

If you are away from the Office when a Disturbance Occurs:

- Stay away from the disturbance area.
- Telephone your office to determine if doorways are blocked.
- Don't engage in conversation with individuals involved in the disturbance.
- Walk quickly, but do not run.
- Stay calm.

Should a gunshot be heard everyone should get down on the floor immediately and take cover.

Shooting Situation

If an Active Shooter is Outside Your Building:

- Proceed to a room that can be locked or barricaded.
- Lock all doors and windows, turn out the lights and stay away from the windows.
- Call Capitol Police 404-624-7281 or dial 911 and advise the dispatcher of what is taking place and your location.
- Remain on the line to give the dispatcher any further information that may be needed.
- Remain in the room until the situation is cleared by police.

If an Active Shooter is Inside the Building with You:

- Lock all doors and stay away from the door.
- If the room cannot be locked, determine if there is a nearby room that you could safely get to that can be locked. Consider barricading the door if you can not lock it.

What You Should Expect from Responding Law Enforcement:

- Police are trained to proceed as quickly as possible to the sound of the gunfire.
- Their focus is to stop the shooter(s) - the first responding police officers will not stop to assist injured people.
- Officers may be in plainclothes, patrol uniforms or SWAT Uniforms armed with long rifles, shotguns and handguns.
- Obey law enforcement officers and keep your hands visible at all times.
- If possible, tell the officers where the shooter(s) was last seen and a description of the shooter(s).

Keep in mind that once you are in a safe location, the entire scene is a crime scene. The police usually will not let anyone leave until the situation is completely under control.

Public Relations During an Emergency Situation

During an emergency situation the Georgia Building Authority or the Capitol Police Public Information Officer will interact with the media. Direct all requests by the media for interviews to the Emergency Command Post.

If You are Approached by the Media During a Crisis Situation:

- Avoid answering "No comment" to questions. This makes it appear that information is being concealed.
- Instead of giving a statement to any media, please advise them that they must direct questions to a Capitol Police Public Information Officer.
- Do not speculate about who is at fault or the extent of the damage. Do not state anything that may need to be later retracted.

911 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 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
- Do not use elevators
- 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

Bomb Threat Checklist

Exact time of call: _____

Exact words of caller: _____

_____

_____

Questions to Ask:

1. When is the bomb going to explode? _____

2. Where is the bomb? _____

3. What does it look like? _____

4. What kind of bomb is it? _____

5. What will cause it to explode? _____

6. Did you place the bomb? _____

7. Why? _____

8. Where are you calling from? _____

9. What is your address? _____

10. What is your name? _____

Caller's Voice

❑ Calm	❑ Disguised	❑ Nasal	❑ Angry	❑ Broken
❑ Stutter	❑ Slow	❑ Sincere	❑ Lisp	❑ Rapid
❑ Giggling	❑ Deep	❑ Crying	❑ Squeaky	❑ Excited
❑ Stressed	❑ Accent	❑ Loud	❑ Slurred	❑ Normal

If voice is familiar, whom did it sound like? _____

Were there any background noises? _____

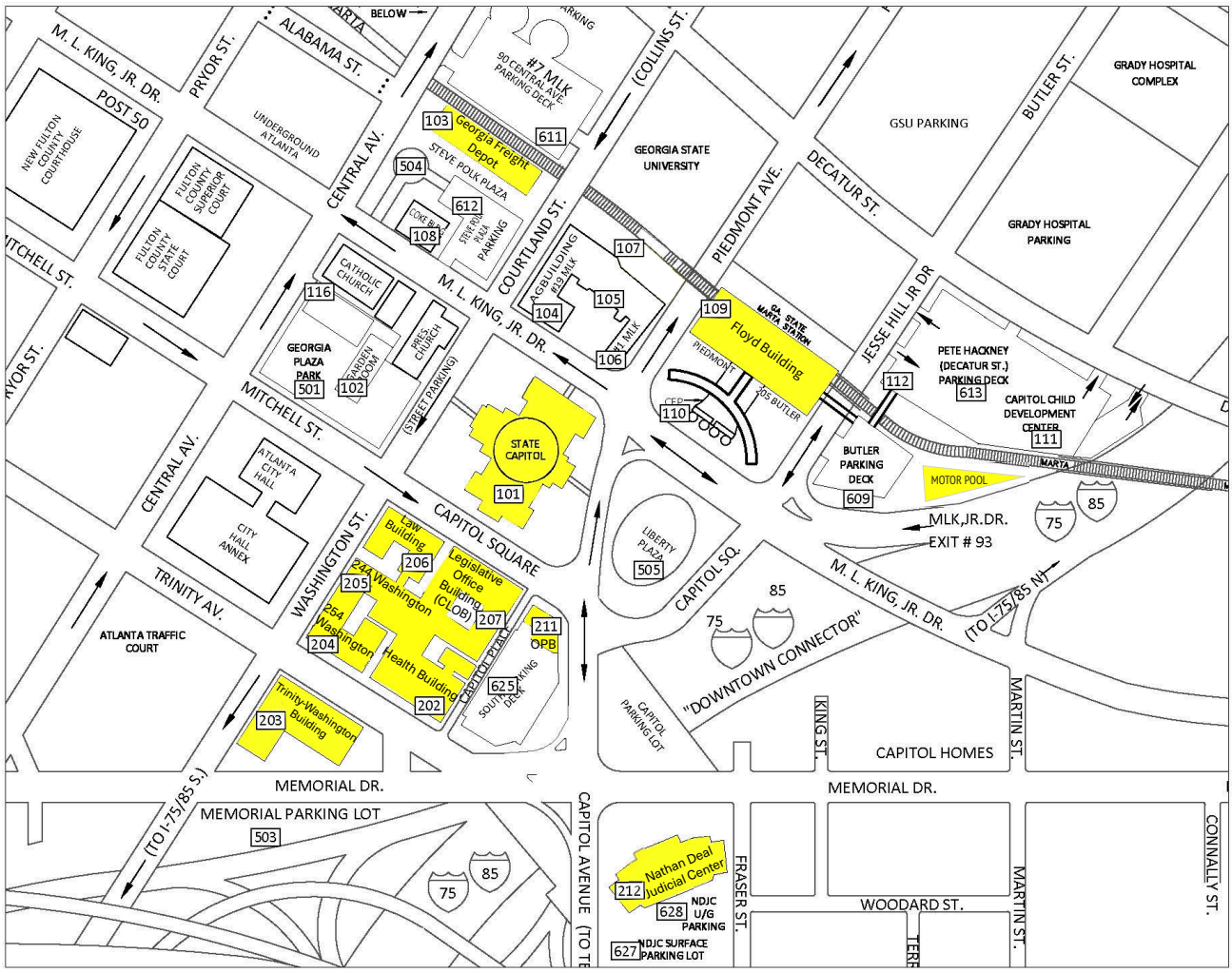
Remarks: _____

_____

Person receiving call: _____

Telephone number call received at: _____

Opioid Overdose Kit Locations



GA Freight Depot - Main Entrance

Floyd Building - Plaza Level Public Entrance Security Desk
- Plaza Level Butler Deck Skybridge Entrance Security Desk
- Balcony Level MARTA Entrance Security Desk
- GBA Central Energy Plant

State Capitol - Capitol Square Public Entrance GSP Zone 7 Security Desk
- Capitol Avenue Entrance GSP Zone 6 Security Desk

2 Capitol Sq. (OPB) - Capitol Square Public Entrance Security Desk

GBA Motor Pool

Law Building - Capitol Square Public Entrance Security Desk

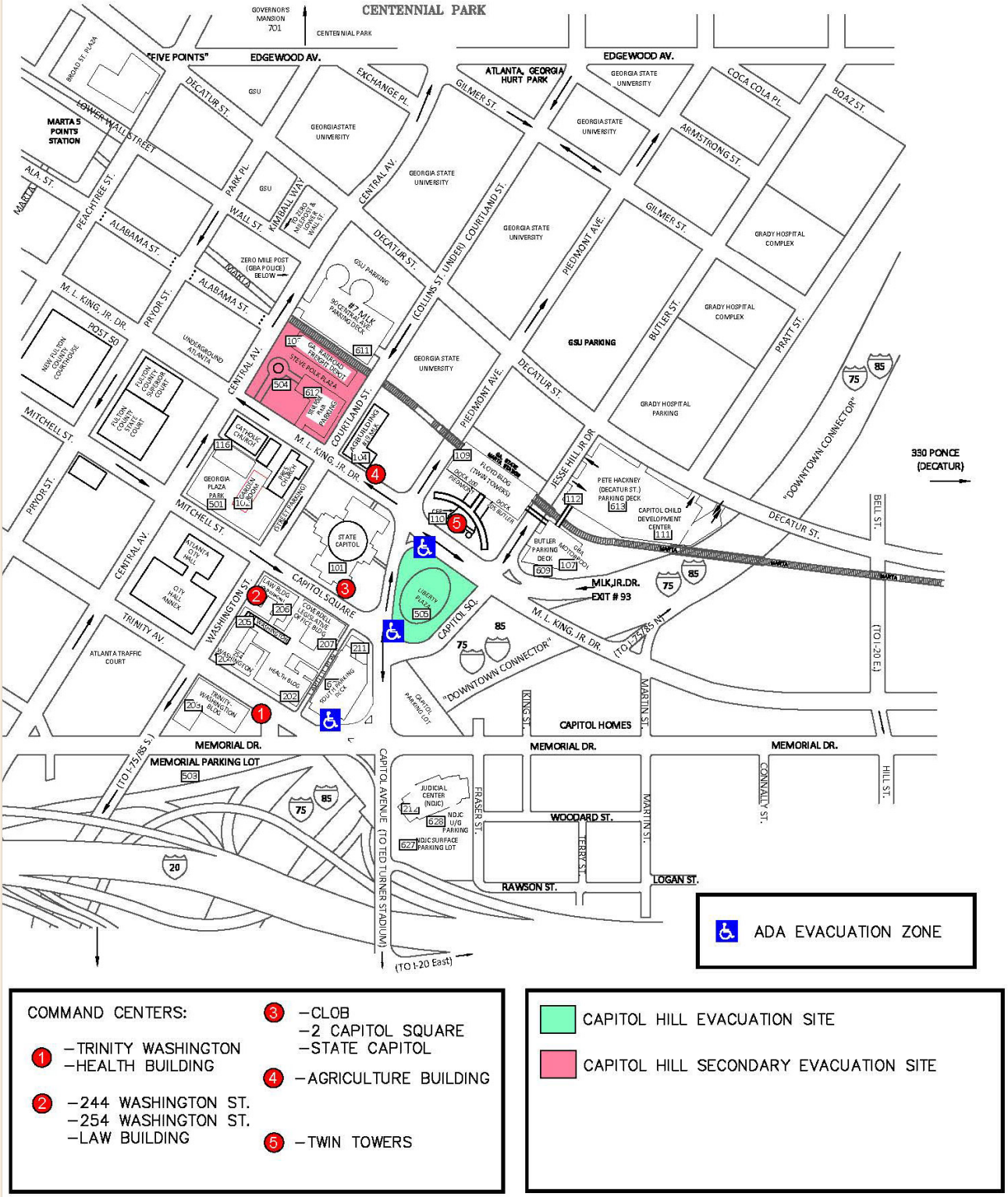
Coverdell Legislative Office Bldg. (CLOB) - Capitol Square Public Entrance Security Desk

244 Washington Bldg. - Washington Street Public Entrance Security Desk

254 Washington Bldg. - Washington Street Public Entrance Security Desk

Health Building - Trinity Avenue Public Entrance Security Desk

Trinity-Washington Building - 2nd FL Trinity Ave. Public Entrance Security Desk
- 1st FL Washington Street Public Entrance Security Desk

Nathan Deal Judicial Center - Memorial Drive Public Entrance GSP Security Desk

Evacuation Map